

Freedom Conference Preparation Summary

We are so excited that you are interested in hosting a Freedom Conference followed by the 8-week Freedom Workshop! Here is a brief overview of the basics you will need to get started.

- **Choose a select group of people to join you as Prayer Partners to seek God before you present this conference to your church/ministry leadership.**
 - **Before you begin planning your conference, make sure to have all participating leadership (i.e. Pastor, Ministry leaders) and your Prayer Partners do the following found on the Salt & Light website:**
 1. Read “History & Fruit: Salt & Light and Freedom Workshop Discipleship Ministry” http://www.saltandlightgroup.com/pdfs/2018-History_and_Fruit_of_SL_FW.pdf
 2. Read Founders Bio: http://www.saltandlightgroup.com/_biography.html
 3. Listen to Freedom Message & Testimonies posted below message: http://www.saltandlightgroup.com/_freedom_workshop.html
 4. Read Condensed Overview: http://saltandlightgroup.com/pdfs/2019_Overview_SL_FW.pdf
 - **As the Conference Coordinator, you will need to establish the following:**
 1. A **PRAYER TEAM** (ongoing prayer for the conference and preparations)
 2. An **EVENT COMMITTEE** (promotions, reservations, communication, food/drinks, decorations, check-in, set up/clean up, etc.)
 3. **TABLE LEADERS** (mature Christians to facilitate during the conference and follow up with attendees)
- *** If you are interested in learning more about what is involved, ***
continue reading for a detailed guideline of how we approach
implementing this life-changing event!**

Freedom Conference Preparation Package

Here we have assembled detailed guidelines to begin planning and putting together the Freedom Conference and Freedom Workshop.

Pre-Conference

1. Prayerfully select your **Prayer Team**.
 - Set up a **regular weekly time** with your **Prayer Team** to pray for the conference. This is vital to the success of your efforts. The following are resources you can find in the “Printables” link at the end of this document to use to pray for the conference:
 - Ways to Pray for Your Event Speaker
 - Prayer for Conference Over all
 - Specific prayers to pray for your women’s ministry team
2. Develop an **Event Committee** who can share in the planning and preparation of your event.
 - Someone to promote the conference by creating flyers, Facebook events pages, Instagram, Meetup, bulletin announcements, etc.
 - Someone to track registration and communicate event reminders.
 - A team to oversee any snacks or drinks that will be provided (See Luncheon suggestion below under Setup).
 - A team to oversee decorations (Pinterest has good ideas).
 - At least 2 people to manage check-in on both days of the conference.
 - A setup and clean up team.
3. **Table Leaders** that have been prayerfully selected.
 - Mature Christians who can facilitate instructions from the speaker.
 - One leader per table (recommended max of 5-7 attendees/table).
 - Will be directed by the speaker to oversee the activities.
 - Will use a roster (see sample in “Printables”) to obtain the name/ph# of every attendee at their table.
 - Exit Cards (see sample in “Printables”) will be handed out upon direction from speaker to be filled out at the very end of the conference. It is very important that they collect them and give them to the Conference Coordinator. Table Leaders should take a picture of the exit cards first so they will be more familiar with how God spoke to the attendee before calling them.
 - After the conference, the table leader will make the effort to make a personal contact with each of the participants at the table. A phone call is recommended, but a text or email is also an option.

- Each table leader will reply to a “48 hour feedback email” (see Post conference follow up) sent by the Conference Coordinator after the event.

Make sure to have all of your Prayer Team and Table Leaders do the following found on the Salt & Light website:

1. Read “History & Fruit: Salt & Light & Freedom Workshop Discipleship Ministry”
http://www.saltandlightgroup.com/pdfs/2018-History_and_Fruit_of_SL_FW.pdf
This message is about 1 hr and 45 mins and the content is what you can expect to be covered during the conference.
2. Read Founders Bio: http://www.saltandlightgroup.com/_biography.html
3. Listen to Freedom Message & Testimonies posted below message:
http://www.saltandlightgroup.com/_freedom_workshop.html
4. Read Condensed Overview: http://saltandlightgroup.com/pdfs/2019_Overview_SL_FW.pdf

Conference Planning

1. Dates and times

- We recommend at least a 2 month lead time for promotion, preparation, and ordering materials. Make sure to set a registration deadline so you have a close estimate in advance of how many will be attending and how many booklets will need to be ordered.
- Time suggestion for conference: **Friday** 6:30-9:00pm **Saturday** 9:00am-3:30pm
- The speaker will email you a detailed agenda (see sample in “Printables”) once your time frame has been decided.
- Working lunch on Sunday after church for Table Leader training for 8-week Freedom Workshop and ongoing Salt & Light Discipleship.
- We recommend, if possible, that the 8-week Freedom Workshop begins the week following the weekend conference.

2. Promotional Ideas

- The theme for this conference is FREEDOM and that is why the title is “Freedom Conference - I’m Stuck But I Want To Be Free”. The key scripture that is used is Romans 8:12-14 NLT (1st edition) “*So, dear brothers and sisters, you have no obligation whatsoever to do what your sinful nature urges you to do. For if you keep on following it, you will perish. But, if through the power of the Holy Spirit, you turn from it and its evil deeds, you will live. For all who are led by the Spirit of God are children of God.*” This verse could be used as an option to create bookmarks, table cards, etc.
- Promotional printed material ideas:

- Flyer for conference and 8-week workshop (can be combined or 2 separate flyers)
- Church bulletin
- Brochure
- Social media ideas:
 - Face Book event page, Instagram, Meetup app (cost involved)
 - Video announcements, personal announcement by the Pastor during the service, etc.
- 3. **Facility Setup** - Be sure to identify the contact person for each department and communicate clearly the services or equipment you will need during the conference.
 - Locking/unlocking the doors, security codes, access to enter the building ahead of time for setup, temperature control in advance.
 - Sound system - a lapel microphone (if available) for the speaker and a hand-held microphone to take to tables for sharing from the participants.
 - Video projection of worship music with lyrics, testimonies, teaching clips, etc. that will be used during the conference. Links will be provided in speaker's agenda. You may choose to show them as online YouTube clips, download first to a flash drive, or create a DVD.
 - Tables – reserve enough round tables to seat 5-7 attendees/table. Small rectangle tables can be used, if needed, but not preferred. So make sure to communicate with your leadership as to what space will be used for the following 8-week workshop as the same table setup will be needed.
 - Electrical outlets accessible for shredders with extension cords, if needed.
 - Access to kitchen for food and beverage prep if being provided, i.e. coffee maker, water dispenser, ice machine, refrigerated, etc.
- 4. **Emcee**
 - One person to make announcements - speaker introduction, opening/closing prayer, prayer over meals, bathroom location, meal instructions, etc.

Materials required for the Conference:

1. Freedom Workshop Booklet – **Must be ordered 3 weeks in advance!!!**
 - \$10 each. Call, text or email Julie Caprio to order: 727-488-9946. juliecaprio67@gmail.com
 - You will want to order extra booklets for anyone who decides to attend the Freedom Workshop but did not attend the conference.
 - To preview this booklet go to http://www.saltandlightgroup.com/pdfs/2019-FW_Booklet_Publication.pdf
2. Salt & Light Discipleship booklets – **Must be ordered 3 weeks in advance!!!**
 - \$5 each. Call, text or email Julie Caprio to order: 727-488-9946. juliecaprio67@gmail.com
 - You will need one for each of your table leaders to be referenced during the Sunday training session.
 - To preview this booklet: http://www.saltandlightgroup.com/pdfs/06_01_2015-WDM-Manual-FINAL.pdf

3. Used magazines for icebreaker activity.
 - Please review the content of your magazines to make sure there is no inappropriate or suggestive content.
 - You will need 1 magazine per attendee. Sharing is an option if you run short.
4. Notebook paper
 - Will need 2-3 sheets per attendee.
5. Index cards
 - Will need 2-3 index cards per attendee.
 - Item's #2, 3, & 4 above will be given to table leaders to pass out when directed by the speaker.
6. Two paper shredders or more depending on size of group
 - Place one on each side of the room. Instructions will be given by the speaker.
7. Communion elements
 - Communion is served at the end of the conference.
 - Use 2 tables at the front of the room for setup.
8. Round tables, if possible. Rectangle would be 2nd choice.
 - The most effective setup is 5-7 attendees, including the table leader, at each table.
 - Provide enough room to walk between tables.

Table Setup:

- **Required**

- Extra pens
- Magazines
- Paper and index cards
- Tissue boxes

- **Optional**

- Centerpiece
- Table cloth
- Mints or hard candy

Luncheon suggestions:

1. Each person can bring their own lunch and drinks. We have found that this makes the event easier for conference team given so many food allergies and complications that can occur with catering.
2. Have a table set up for people who want to bring extra food to share.
3. Catered lunch – this will increase the cost to the attendee.

Beverage suggestions: Optional (many people bring their own water and coffee)

1. Water
2. Coffee and Tea
3. Cups
4. Sweeteners and creamers
5. Stir sticks
6. Napkins

Post conference follow up:

It is important that you don't miss the opportunity to help your attendees stay connected and involved in Discipleship. This must be an intentional effort. Here are a few ways we have successfully accomplished this.

- **Exit Card** – The Conference Coordinator will organize contact data for follow-up email to all attendees for future communication. Collect their input on the cards to help you and your leadership see how God spoke to them during the conference. Bring your prayer team together after the conference and divide the exit cards. Have each person read the feedback and then pray. Continue doing this as a group until each card is prayed over.
- **Freedom Workshop Flyer and Signup sheet** - On Saturday, at the end of the conference, tell them the day, time and location that the 8 week workshop will take place. You can even have a flyer prepared (see sample in "Printables") to give them as a reminder and to use to invite their friends.
- **48-hour feedback email** – The Conference Coordinator will send an email to all table leaders. We give them 48 hours to reply so we can have their fresh input and this gives them a deadline to get it done. The email will address the following questions:
 - How did you see God moving at your table?
 - How did God speak to you personally?
 - What went well? What did not? Do you have any suggestions?
- **Attendee Follow Up** - Within the week after conference, have each table leader follow up with each attendee that was at their table with a phone call. A text or email is an option but a phone call is recommended. Ask if they have any questions, how you can pray for them, and encourage them to continue on with the 8-week Freedom Workshop.
- **Post-Conference Debrief** – It may be helpful to meet with your Event Committee soon after the conference to discuss what went well and what didn't so that you can learn from any mistakes for future events. For this meeting, you may want to include any leadership that had a part in approving the conference.

LINK FOR PRINTABLES: http://saltandlightgroup.com/pdfs/Freedom_Conference-Printables-2019.zip