

PREPARATION

Budgetary Decisions

Depending on the facilities, interests, needs and budgetary constraints the following three approaches are suggested for consideration:

1. A 4-day Prayer Conference - held in a hotel or retreat center, with all meals and materials provided to participants. Attendees and the local conference would share the costs. In most places, the costs would average \$100 per attendee.
2. A 3 or 4-day Prayer Conference - held on a school campus, retreat center or Conference Youth Camp. Attendees could be responsible for some meals. A minimum of materials would be provided without cost. The costs could be approximately \$50 per attendee.
3. A 3 or 4-day Prayer Conference - held in a large local church. Attendees would be responsible for their own accommodations:
 - A. Members could open their homes to pastors and/or lay members from out-of-town.
 - B. Negotiations could be made with local motels for group prices.

Workshop materials would be provided without additional costs (as in all Prayer Conferences). Other resources would be there, possibly made available by the ABC. Cost could be about \$20 per attendee.

Through the gift of a generous Adventist family, the North American Division is able to help you subsidize the cost to those attending. Talk with our NAD Coordinator for details.

We would urge that there always be, irrespective of the budget level selected, a charge to all attending.

Materials to be given to those attending, or provided for their purchase, should be chosen by the Steering Committee and presenters of general sessions and workshops.

Planning Prayer and Ministry Conferences

Planning	Establish a Planning Taskforce.
When?	Choose a date to avoid conflict with other major church events.
Where?	<p>A church or school location is suitable—with adequate auxiliary rooms available for small groups and workshop meetings.</p> <p>The ideal setting is a retreat center, if available, where the meeting rooms, accommodations, and food are provided.</p>
Who?	<p>Leadership responsibilities should be divided among members of a Prayer/Steering Taskforce.</p> <p>General Session and Workshop speakers should be chosen and contacted very early in the planning process.</p>
When to Start	Planning should begin at least one year before the scheduled event. In some cases it may take more time than that, especially when scheduling with a retreat center. In other situations, when using church facilities, and mostly local speakers, it is possible to shorten the lead time significantly.
Finances	The Prayer and Ministry Conference can be financed primarily, if not entirely, by registration fees. Some conferences have subsidized the costs because they wanted to send a number of pastors, teachers and other conference employees. Some churches have provided “scholarship” funds to members who wish to attend.
Publicity	<p>The North American Division is responsible for the preparation and distribution of a brochure with information of each conference to be held in that year. However, each local conference should provide a personal brochure for their event.</p> <p>Other avenues which have been used for promotion of a single event:</p> <ul style="list-style-type: none"><i>The Review</i><i>Ministry Magazine</i>Union journalsPosters - for churches and schoolsBulletin announcements and insertsTelephone contacts to pastors

Guidelines and Resources For Prayer and Small Group/Ministry Conferences

To provide uniformity and to meet the expectations of those attending, the following guidelines are given to assist you in your planning.

1. **Committees:**

- A. Establish a Planning Committee, asking the Lord for His blessing and His direction as you plan. When choosing members to serve on this committee we would urge you to choose at least one individual who has previously attended a Prayer Conference.

2. **Philosophy of the Prayer and Ministry Conferences:**

These conferences have grown out of the strong conviction that there is a tremendous sense of joy and assurance in knowing Christ as Savior and Friend. While much can be learned through hearing what others have to say, these Conferences are also characterized by significant time devoted to prayer, praise, personal study and group interaction. A sense of expectancy develops as time is spent reflecting upon the Scriptures and specifically the ministry of the Holy Spirit. The desired outcome, however, is more than personal enrichment. The goal is to help each participant discover their own ministry potential in such a way so that when they return home, they will have both the skills and an experience to share.

3. **Components of the Conference**

- A. Begin the day and each general session with a time of music, prayer, and praise. Carefully select music for worship and prayer.
- B. Provide ample time for group conversational prayer with an experienced leader.
- C. Focus the first part of the conference on prayer. Later the small group and other training event components are added, with the theme of prayer continuing throughout the entire conference.
- D. Provide a daily opportunity to model prayer examples and share experiences in a small group.
- E. Provide workshops (using general session speakers and others) that will cover a variety of methodologies for dynamic spiritual and numerical growth.

Opportunities should be given for ample interaction and participation by those in attendance.

4. Goals for the Conference

- A. The encouragement and experience of personal and group prayer.
- B. The experience of Spirit-filled worship.
- C. Experience in a small, caring group.
- D. Practical information from general sessions and workshops to assist in one's devotional life and outreach skills.
- E. Life-changing prayer, dialogue and study.
- F. Practical information and materials to take home for implementation.

5. Available Resources

Experience in conducting these conferences across the divisions has given us insight into the actual planning of a coordinated, financially feasible and spiritually enriching program.

1. A consultant from the NAD is available to work with you as you organize and plan for your event.
2. Promotion - The NAD will provide a brochure with the information of all conferences to be held each year. These go out to every union, conference and pastor in the division.

6. Presenters

Numerous Individuals have assisted with previous conferences. Ask the NAD Coordinator for a list and suggestions