

Congregational Assistant Program Seminar Information

Topics available for one-day intensive seminars include:

- ◆ **Christ's Church and Her Ministry**
- ◆ **Life of Luther**
- ◆ **Law and Gospel**
- ◆ **Christian Family**
- ◆ **Christian Leadership**

The following is more detailed information about daylong seminars for CAP students and laypersons. Please review these policies with all church leaders who may be interested in hosting an event.

The Congregational Assistant Program will provide the following:

- ◆ Coordination of speaker for the topic of your choice
- ◆ Simple publicity materials suitable for advertising (flyer & bulletin insert), mailed and e-mailed to surrounding WELS churches and schools;
- ◆ A seminar sign-in sheet for use at registration;
- ◆ Consumable study materials, mailed to seminar location prior to date of event;
- ◆ The speaker's honorarium, and all travel expenses

Your church (with possible assistance from area cooperating churches) will provide:

- ◆ A room with sufficient study space for estimated number of participants;
- ◆ PowerPoint projection capability for speaker;
- ◆ A flat fee of \$150.00 (first time seminar) \$300.00 (any seminar thereafter);
- ◆ Individual fees of \$10.00 per participant (as paid by students at registration)

The following are optional hospitality suggestions:

- ◆ Name tags, coffee, juice, etc. at seminar;
- ◆ Lunch per host church's customs (i.e. food provided by church members with free-will offering to cover cost; food ordered-in from local restaurant with cost shared by participants; students freed to eat at convenient local restaurants; or other);
- ◆ Childcare services during seminar

If you are interested in hosting a seminar, please fill out and return the accompanying request form at least two months prior to the earliest proposed seminar date. Initially our office will communicate between you and the speaker. When a date and topic have been confirmed, you may communicate directly with the visiting professor. Contact information will be provided by our office.

If you have further questions, please call Tami Lott at (507) 354-8221 Ext 383, or e-mail cap@mlc-wels.edu

Congregational Assistant Program
Seminar Request Form

TOPIC

1 st choice:		2nd choice:	
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DATE

1 st choice:		Alternate(s):	
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LOCATION

Church:	
Address:	

CONTACT

Name & Title			
Phone:		Email:	

DETAILS:

Lunch Plans	
Childcare Available?	Yes _____ No _____
Any Other Notes:	

COOPERATING CONGREGATION (optional)

Church:		Pastor:	
Church:		Pastor:	

Please return the completed form to:

By Mail

Congregational Assistant Program
1995 Luther Court
New Ulm, MN 56073

By Email

cap@mlc-wels.edu