

## WELS 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, and 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 this project.

The Congregational Assistant Program will provide the following:

- Simple **publicity materials** suitable for bulletin insert, e-mailed to host church and to other area CAP churches;
- 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, transportation, accommodations and meals**;
- **Reports** of CEP students' course assignments graded and returned to students.

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

- A room with sufficient **study space** for estimated number of participants;
- An **overhead projector**;
- A **white marker board or chalk board**;
- A **flat fee** of \$300.00 (\$150.00 if first seminar in a region);
- **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 registration;
- 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; other??);
- Childcare services.

If you choose to host 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.

If you have further questions, please call (507) 354-8221 Ext 383, or e-mail [evangelist@mlc-wels.edu](mailto:evangelist@mlc-wels.edu)

**WELS Congregational Assistant Program  
Seminar Request Form**

**TOPIC**

1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_

**DATE**

1<sup>st</sup> choice: \_\_\_\_\_ Alternate dates: \_\_\_\_\_

**LOCATION**

Church: \_\_\_\_\_ Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Pastor, staff minister or other contact: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Directions to facility: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Child-care available: \_\_\_\_\_ Yes \_\_\_\_\_ No

Cooperating CAP Congregations (optional):

Church: \_\_\_\_\_ Pastor: \_\_\_\_\_

Church: \_\_\_\_\_ Pastor: \_\_\_\_\_

Church: \_\_\_\_\_ Pastor: \_\_\_\_\_

**Please return to:** WELS Congregational Assistant Office  
Martin Luther College  
1995 Luther Court  
New Ulm, MN 56073

**For office use** .....

Quantity materials: \_\_\_\_\_ Mailing date: \_\_\_\_\_

# Seminar participants \_\_\_\_\_ X **\$10.00** = \$ \_\_\_\_\_ Date paid: \_\_\_\_\_

Flat fee: **\$300.00** paid: \_\_\_\_\_ (1<sup>st</sup> seminar in a region: **\$150.00** paid: \_\_\_\_\_)

Presenter \_\_\_\_\_ Request total: \$ \_\_\_\_\_ Date: \_\_\_\_\_