



CAP Seminars~

Topics available for one-day intensive seminars include:

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

This brochure includes more detailed information about our one-day seminars.

Our seminars are open to all – pastors, teachers, and lay people. It is not necessary to be involved in CAP to attend a seminar. Anyone interested in learning more about these topics are encouraged to attend.

They are a perfect growth opportunity for all members of the church and especially leadership groups..

If you have further questions,
please contact us:

CONGREGATIONAL ASSISTANT PROGRAM



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CONGREGATIONAL ASSISTANT PROGRAM

*Preparing Men and Women for
Service in their Local Congregation*

SEMINARS



The Congregational Assistant Program Provides~

The Congregational Assistant Program will provide the following:

- ⇒ Simple publicity materials suitable for advertising flyer & bulletin insert, emailed to host church and to other area 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, transportation, accommodations and meals;
- ⇒ Reports of CAP students' course assignments graded and returned to students.
- ⇒ We also send a course evaluation form, which is optional, but very helpful for us to improve seminars for optimal experiences.

Hosting Congregation Provides~

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

- ⇒ A room with sufficient study space for estimated number of participants;
- ⇒ PowerPoint projection capability;
- ⇒ A flat fee of \$150.00 (\$300.00 if second seminar at congregation);
- ⇒ Individual fees of \$10.00 per participant (as paid by students at registration);

The following are optional hospitality suggestions~

- ⇒ Name tags, water, coffee, juice, etc.
- ⇒ 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); or students released for lunch break.
- ⇒ Childcare services.



Seminar Request Form~

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.

- ⇒ You may mail the application or email a copy to the CAP office.
- ⇒ Initially our office will communicate between you and the speaker.
- ⇒ When a date and topic have been confirmed, and a speaker secured, you may communicate directly with the visiting professor.

We look forward to hearing from you. Please be sure to contact us with any questions.