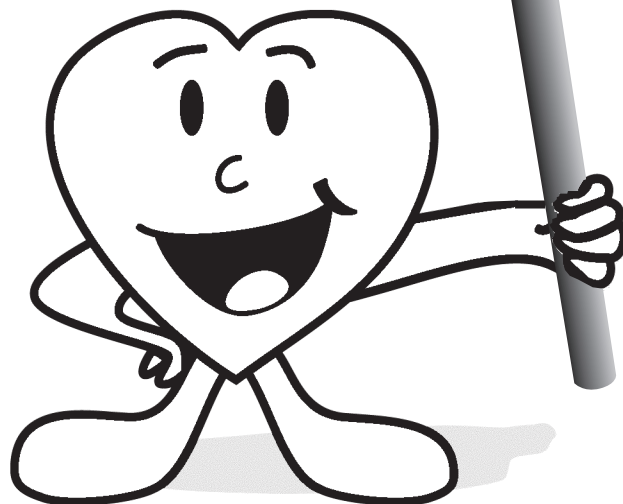




# **DivorceCare for Kids**

Host a DC4K  
Boot Camp at  
Your Church



# Quick View

## Hosting a DC4K Boot Camp at your church

The following pages contain detailed, step-by-step procedures for hosting a successful DC4K Boot Camp. You'll need this information if your church makes the commitment to host a Boot Camp.

To help you make a decision, we've prepared the following list of the essential elements needed for a Boot Camp. You can review this list, then decide if being a training host is right for your church. Remember, too, that you can band together with other area DC4K groups to co-sponsor a Boot Camp training event, allowing you to distribute responsibility to a larger pool of people. Here are the key categories of a successful Boot Camp event:

### Facility

Two large rooms (for training and food service/registration check-in)

- Adult rooms (not children's or youth rooms) work best for DC4K training because of the adult leaders
- Accommodate total of registrations (plan for 40 registrations)
- Tables (rectangles or rounds) with 6 chairs per table
- Chairs (comfortable, padded – non-metal)
- Room set up before trainer arrives
- Participants able to see clearly the PowerPoint presentation from all points in the training room
- Rooms to be comfortably cooled/heated in advance for Friday afternoon setup and on Saturday throughout the event
- Training room needs unencumbered wall space for small displays to be appropriately attached to the wall

### Equipment and technology

- High quality sound system (wireless mic for trainer)
- PowerPoint capabilities (computer laptop with wireless remote, projector, large white projector screen). Church Initiative will send PowerPoint presentation in advance.
- Large portable dry erase board (or flipchart) with 4 dry markers (red, black, blue, green) and eraser
- Portable TV/DVD unit
- CD player to play background music
- Lectern or music stand for trainer
- Tables (presentation table and at least 2 display tables) for trainer

### Budget

Cost-recovery budget of ~\$3000 (based on 40 registrations) to include:

- Training fee of \$2000 payable to Church Initiative. Church agrees to pay a nonrefundable deposit of 50% of the training fee (\$1000) to confirm the date. The balance of the training fee (\$1000) will be due 5 business days prior to the event date. The training fee covers the cost of a Church Initiative-provided trainer and trainer expenses.
- Food service (continental breakfast, morning break, lunch, afternoon break)
- Printing (training materials/handouts)
- AV Tech Support labor (if your church does not provide this service free)

Note: You can calculate total cost using our planner on page 12.

## **Staffing**

### **Technical support**

- Available to trainer on Friday (2:00–5:00 pm) and Saturday (7:30 am–4:00 pm)

### **Volunteers**

- Person/process to handle all registration prior to the event and another person to handle registration the day of the event
- Team of volunteers to plan, organize and implement the event

### **Church staff approval**

Church staff approval of 3 priority dates submitted to Church Initiative. Church Initiative will secure a certified trainer for your event (you don't have to provide the trainer).

### **We're here for you**

The attached pages outline in detail the steps to creating a successful Boot Camp event. In addition, our Church Initiative team is standing by to answer your questions and provide any additional information you need.

We will provide a qualified, engaging trainer for your event. We'll also help you promote your Boot Camp on our LeaderZone website and through our email forums. We'll pray for you and your team. Working together with your Boot Camp Team, we will effectively train DC4K leaders who are excited about helping your program grow and improve!

For more information, contact:

Joseph Northcut, Director of Church Ministries

800-395-5755

919-562-2112

[jnorthcut@churchinitiative.org](mailto:jnorthcut@churchinitiative.org)

# Introduction

Thank you for prayerfully considering that your church host a DC4K Boot Camp for your leaders and other DC4K leaders in your region.

Hosting a DC4K Boot Camp has 3 key advantages:

- You can avoid the substantial costs of transporting your team to a distant location.
- You can band together with other area churches to share expenses.
- By working with other area DC4K churches, you lay the foundation for an ongoing ministry fellowship and support network for DC4K leaders.

This Planning Guide is provided to help you plan a successful DC4K Boot Camp experience.

After you have reviewed this Planning Guide and determined that your church would like to host a DC4K Boot Camp, please complete and return the Request Form to Host a DC4K Boot Camp to Church Initiative. Please include 3 optional dates in priority order.

Once Church Initiative receives your Request Form to Host a DC4K Boot Camp, Church Initiative will secure a certified trainer for your event, confirm the date, promote your event on Church Initiative's DC4K Leaders' Forum and website, and provide you a database for use in promoting your event. Church Initiative will send you the assigned trainer's contact information so you can be in direct communication.

You will want to encourage all of your DC4K leaders (beginning and experienced) to attend so your leadership team will all be on the same page with the training content. It will also be advantageous to your church if other children's leaders and workers attend this event. This will equip them to better understand DC4K and the children of divorce.

# Request Form

## HOST A DC4K BOOT CAMP

Complete this form and fax to 919-562-2114, attention Joseph Northcut

Tell us about yourself and your church

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position/Leadership Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Church Name: \_\_\_\_\_

Staff Contact Name at Church: \_\_\_\_\_

Staff Contact Leadership Title: \_\_\_\_\_

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

How many 13-week cycles of DC4K has your church held? \_\_\_\_\_

Have you shared this Planning Guide with the appropriate staff of the church? \_\_\_\_\_

What are your 3 optional dates in priority order for hosting this Boot Camp event?

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Distance from Major Airport:            Miles \_\_\_\_\_ Drive Time \_\_\_\_\_

Name of Airport: \_\_\_\_\_

# Event Host Responsibilities

As the Host Church Coordinator, you'll want to enlist a team of people to help you pray, plan, organize and implement your event in the following areas of responsibilities:

- Promotion\* & Registration
- Food Service
- Technical Support
- Facility Setup/Cleanup
- Printing of Training Materials (handouts)
- Travel Arrangements for Trainer
- Event Planning Timeline

\*Church Initiative will provide free online publicity for your event in support of your church promotional activities.

# Promotion & Registration

You will want to start contacting DC4K churches in your region once your calendar date is confirmed with Church Initiative.

As the Host Church, you will want to communicate the following in your promotion. Refer to sample promotional piece on page 10.

## 1) **What**

- DC4K Boot Camp for Beginning and First-Year Leaders

## 2) **Where**

- Name of your church, street address, city, state, zip (postal code)
- Church telephone number

## 3) **When**

- Saturday, [insert month, date, year], 8:30 am–4:00 pm
- Registration deadline [insert day, month, date, year – we recommend 10 business days before your event]

## 4) **Schedule**

- 8:30 am BEGIN (Registration check-in, continental breakfast)
- 9:00 am Workshop #1 – Introduction to the DC4K Materials
- 10:30 am BREAK
- 10:45 am Workshop #2 – Setting Up a Relational Environment
- 12:15 pm LUNCH (Box lunch provided)
- 1:00 pm Workshop #3 – Walking through a Session and Discipline Helps
- 2:30 pm BREAK
- 2:45 pm Workshop #4 – Pulling It All Together with Online Help
- 4:00 pm DISMISS

## 5) **Directions**

- Insert general written directions or weblink to your church directions and map

## 6) **Training content**

- This is basic training to equip beginning and first-year leaders with a better understanding of the DC4K tools and concepts and to give a strong foundation for a successful ministry
- By attending this workshop, you will:
  - Equip your team to lead a successful DC4K program
  - Learn how to prepare a relational environment for the children
  - Leave at the end of the day equipped to lead and serve children of divorce
  - Make friends with other leaders
  - Come away refreshed, inspired and energized
  - And so much more ...

**7) Who should come**

- DC4K leaders who are new and first-year leaders

**8) What to bring**

- Your DC4K Leader's Guide
- Your DC4K Participant Workbook
- Pen or pencil and paper for note-taking
- Training materials (handouts) will be provided at the event

**9) Before attending the event**

- Become familiar with all the elements of your DC4K ministry kit
- Read through your DC4K Leader's Guide and Participant Workbook
- View the DC4K Leader Training Video

**10) Cost**

- Registration fee includes workshop fee, food service and training materials
- Refer to the sample budget on page 12 for determining registration fee
- Include a Cancellation Policy – All cancellations are subject to a [insert \$10–15 range] per person processing fee. Cancellations made less than 10 business days before the event [insert day, month, date, year] are nonrefundable. If you are unable to attend, someone can substitute in your place. Sorry, no refunds can be given for no-shows.

**11) Payment method\***

- By credit card\*\* (Visa, MC, AMEX) (if church has this capability)
- By check (make payable to, mail to, postmarked by)
- By cash

\*We strongly suggest that a registration fee is collected before a person is officially considered registered. WHY? A person may try to register without payment, so you make accommodations for them (print materials, food service, etc.) and then they don't show. You have no way of recouping your money for your expenses for no-shows.

\*\*There are online providers of registration and credit card processing services. One straightforward example is Regonline [www.regonline.com](http://www.regonline.com). A decision to use such a provider needs to involve your church leadership because these services must interface with the church's bank account in order to offer full functionality. As attractive as this option is, do not commit to such a service without the approval of church leadership.

**12) To register\***

- By phone
- By mail (mail to, postmarked by)
- By fax
- By email
- Online through a website (if church has this capability)
- Walk-in at the event

\*You will want to create a registration form harvesting basic information. Refer to the sample registration form on page 13.

**13) Hotels**

- Recommend 3–4 hotels close to your church for those leaders coming from out-of-town
- Give hotel name, street address, city, state, zip (postal code), local telephone number

**14) No child care**

- No child care will be offered. This is an adult event, so children are not allowed to be in the environment as a courtesy to other participants.

**15) Trainer information**

- Your trainer for this event is an experienced and seasoned leader in DC4K ministry and is passionate about equipping you and your leadership team on how to minister more effectively and reach more people for Christ.

**16) For more information**

- Name(s), telephone number(s), email address(es) on whom to contact

# Sample Promotional Piece

**DC4K Boot Camp for Beginning and First-Year Leaders**  
**Riverwood Community Church, 1234 Main Street, San Antonio, TX 76543**  
**Phone: 765-444-4444**

**Saturday, March 1, 2008, 8:30 am–4:00 pm**

**Registration Deadline – Monday, February 18, 2008**

## Schedule

8:30 am	BEGIN (registration check-in, continental breakfast)
9:00 am	Workshop #1 – Introduction to the DC4K Materials
10:30 am	BREAK
10:45 am	Workshop #2 – Setting Up a Relational Environment
12:15 pm	LUNCH (box lunch provided)
1:00 pm	Workshop #3 – Walking through a Session and Discipline Helps
2:30 pm	BREAK
2:45 pm	Workshop #4 – Pulling It All Together with Online Help
4:00 pm	DISMISS

## Directions

For directions and map, go to [www.riverwoodcc.org](http://www.riverwoodcc.org) and click on “Directions.”

## Training content

This is basic training to equip beginning leaders with a better understanding of the DC4K tools and concepts and to give a strong foundation for a successful ministry.

By attending this workshop, you will:

- Equip your team to lead a successful DC4K program
- Learn how to prepare a relational environment for the children
- Leave at the end of the day equipped to lead and serve children of divorce
- Make friends with other leaders
- Come away refreshed, inspired and energized
- And so much more ...

## Who should come

- DC4K leaders who are new and first-year leaders

## What to bring

- Your DC4K Leader’s Guide
- Your DC4K Participant Workbook
- Pen or pencil and paper for note-taking
- Training materials (handouts) will be provided at the event

**Before attending the event**

- Become familiar with all the elements of your DC4K ministry kit
- Read through your DC4K Leader's Guide and Participant Workbook
- View the DC4K Leader Training Video

**Cost**

Registration fee includes workshop fee, food service and training materials

- \$75 fee – Early Registration (before Tuesday, February 19, 2008)
- \$85 fee – Regular Registration (after Monday, February 18, 2008)
- Cancellation Policy – All cancellations are subject to a \$10 per person processing fee. Cancellations made less than 10 business days before the event (after Monday, February 18, 2008) are nonrefundable. If you are unable to attend, someone can substitute in your place. Sorry, no refunds can be given for no-shows.

**Payment method**

- By check payable to Riverwood Community Church. Mail to: Riverwood Community Church, 1234 Main Street, San Antonio, TX 76543, ATTN: DC4K Boot Camp (postmarked by Monday, February 18, 2008)
- By credit card (Visa, MC, AMEX) over the phone, by email, by fax

**To register**

- By phone: 765-444-4444, M–F, 8:30 am–5:30 pm (credit cards only)
- By mail: Riverwood Community Church, 1234 Main Street, San Antonio, TX 76543, ATTN: DC4K Boot Camp (postmarked by Monday, February 18, 2008)
- By fax: 765-444-4343 (credit cards only)
- By email: [info@riverwoodcc.org](mailto:info@riverwoodcc.org) (credit cards only)
- By website online form: go to [www.riverwoodcc.org/bootcamp](http://www.riverwoodcc.org/bootcamp)

**Hotels**

- Hampton Inn, 5555 Corporate, San Antonio, TX 76543, Phone 765-333-2323
- Holiday Inn Express, 4444 Corporate, San Antonio, TX 76543, Phone 765-222-7777
- Courtyard by Marriott 3333 Corporate, San Antonio, TX 76543, Phone 765-888-1111

**No child care**

No child care will be offered. This is an adult event, so children are not allowed to be in the environment as a courtesy to other participants.

**Trainer information**

Your trainer for this event is an experienced and seasoned leader in DC4K ministry and is passionate about equipping you and your leadership team on how to minister more effectively and reach more people for Christ.

For more information

Sue Smith, Phone 765-444-4444, M–F, 8:30 am–5:30 pm or by email: [ssmith@riverwoodcc.org](mailto:ssmith@riverwoodcc.org)

# Sample Budget

Plan for the following expenditures for your DC4K Boot Camp to be recovered by charging a registration fee. A viable option for recovering your expenses would be to enlist other DC4K churches in your region to co-sponsor the event with you and contribute monies to a general budget to cover upfront costs. You still charge a registration fee, and after all expenditures are reconciled, you distribute remaining monies back to all co-sponsors or create a budget for future training events.

## Sample budget summary (based on 40 registrations)

Church Initiative Training Fee	\$2000
Printing	\$ 300
Food Service	\$ 500
AV Tech Support	\$ 200
Total	<u>\$3000</u>

## Sample budget details

- Training fee of \$2000 payable to Church Initiative. Church agrees to pay a nonrefundable deposit of 50% of the training fee (\$1000) to confirm the date. The balance of the training fee (\$1000) will be due the day of the event. The training fee covers the cost of a Church Initiative-provided trainer and trainer expenses.
- Printing (training materials) \$300 (40 people x \$7.50). Budget for \$7.50 per person. You will also want to provide name tags for participants. Church Initiative will email the PDF files of the training materials for you to print and correlate for your event.
- Food service \$500 (40 people x \$12). Budget \$8–12 per person x projected attendance.
- AV Tech Support \$200. Budget \$200 if Host Church does not provide this service free.

**GRAND TOTAL** \$3000 divided by 40 people = \$75 registration fee per person

# Sample Registration Form

**DC4K Boot Camp Saturday, March 1, 2008, 8:30 am–4:00 pm**  
**Riverwood Community Church, 1234 Main Street, San Antonio, TX 76543**  
**Phone: 765-444-4444**

## Personal information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip (Postal Code) \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

DC4K Level   Beginning  1–2 cycles  3–5 cycles  6+ cycles

.....

## Church information

Church Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip (Postal Code) \_\_\_\_\_

Telephone \_\_\_\_\_ Website \_\_\_\_\_

.....

## Payment information

Payment Method   Credit Card Check# \_\_\_\_\_

Credit Card Number \_\_\_\_\_  Visa  MC  AMEX

Expiration Date \_\_\_\_\_ Security Code\* \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip (Postal Code) \_\_\_\_\_

\*For Visa/MC, last 3 digits on back of card in signature box. For AMEX, 4 digits on front of card above card number.

# Food Service

Plan for a continental breakfast, morning break, box lunch grab-and-go, afternoon break.

Plan to budget between \$8–12 per person x projected registrations.

Enlist a team of volunteers to coordinate all food service. We suggest using people other than those attending the training.

We recommend using a separate room for all the food service in close proximity to the training room.

We recommend the following food suggestions based on our experience with previous events:

## **Continental breakfast** (8:15–9:00 am)

Coffee (decaf and reg.), hot water and tea, bottled water, assorted juices, pastries, bagels, fruit

## **Morning break** (10:30–10:45 am)

Coffee (decaf and reg.), hot water and tea, bottled water, assorted drinks (regular and diet), trail mix, fruit

## **Lunch** (12:15–1:00 pm)

Box lunch (shaved turkey on wheat, pasta salad, fruit, chips, cookie), assorted drinks (regular and diet), bottled water

We suggest that you NOT give a choice of sandwiches because someone may not eat ham, roast beef or tuna, and you may end up with boxes leftover. Turkey sandwiches are consistently the most popular.

Most events have the box lunch catered in (i.e., local deli, Jason's Deli, etc.).

Lunch needs to be a quick grab-and-go! We recommend multiple serving lines where the participants pick up an already boxed/bagged lunch. All participants will need to get through the line in 10 minutes (45 minutes are allotted for lunch).

## **Afternoon break**

Coffee (decaf and reg.), hot water and tea, bottled water, assorted drinks (regular and diet), snack (brownie or assorted chocolate candies), fruit

# Technical Support

It's very important to have someone who will be responsible for providing technical support during the event, including sound production (wireless mic for trainer) and setting up equipment for the PowerPoint capabilities. Church Initiative will send the PowerPoint presentation in advance for you to check on your equipment.

Your church will need to provide a PowerPoint-capable computer laptop with wireless remote, projector and large white projector screen.

Your AV Tech Support person will need to be available to assist the trainer with technical setup and use of your church's equipment on Friday (~2:00–5:00 pm) and again on Saturday (7:30 am–4:00 pm).

# Facility Setup/Cleanup

Two rooms will be needed for your event (one room for training, one room for food service and registration check-in). Adult rooms (not children's or youth rooms) work best for DC4K training because of the adult leaders. The training room should be set up on Friday before the trainer arrives on-site (~2:00–5:00 pm). Arrange for your volunteers or facilities staff to assist with setup before the event and cleanup after the event so that the facility will be ready for the next scheduled use.

Checklist of room setup and equipment needs:

- 1) The registration check-in area (separate from the training room but in close proximity)
- 2) The training room should be set up for participants to comfortably sit around tables (rectangles or rounds) in comfortable, padded chairs (non-metal). The training room will need additional floor space to accommodate movement within the room and small group exercises away from the tables. Participants should be able to see clearly the PowerPoint presentation from all points in the training room. It is best to use an adult room for training rather than a children's or youth room.
- 3) The food service room (separate from the training room but in close proximity) should be set up for participants to sit around tables (rectangles or rounds) for their food service (continental breakfast, breaks, lunch).
- 4) Tables/chairs needs for the event
  - Rectangle or round tables for 6 people per table for training room and food service room
  - Comfortable, padded chairs (non-metal) in the training room
  - Rectangle tables for trainer's presentation table and display tables
  - Rectangle tables and chairs for registration check-in area
- 5) Equipment needs for the training room
  - High quality sound system (wireless mic for trainer)
  - PowerPoint capabilities (computer laptop with wireless remote, projector, large white projector screen). Church Initiative will send the PowerPoint presentation in advance for you to check on your equipment. Participants should be able to see clearly the PowerPoint presentation from all points in the training room.
  - Large portable dry erase board (or flipchart) with 4 dry markers (red, black, blue, green) and eraser
  - Lectern or music stand for trainer
  - Portable TV/DVD unit
  - CD player to play background music
  - Wall space for small displays to be appropriately attached to the wall
- 6) Trainer will need access to the training room mid-afternoon the day before the event (Friday ~2:00–5:00 pm) to adjust room setup and training environment. AV Tech Support will need to be available to assist trainer with technical setup and use of your church's equipment.

- 7) If the room temperature for the training room and food service room is controlled automatically by a computer program, please request for the rooms to be cooled/heated in advance so the rooms will be comfortable for Friday afternoon (during the trainer's room setup time) and on Saturday throughout the training event.

# Printing

Church Initiative will email the PDF files of the training materials (handouts) for you to print and correlate for each participant at your event. You will want to provide name tags for participants.

# Travel Arrangements

Church Initiative will be responsible for making all travel arrangements for the trainer.

As Host Church, you will be responsible for making all transfers of the trainer between airport, hotel, Friday dinner and church.

# Event Planning Time

## 16 Weeks Before Event

Begin praying for the event

Contact your assigned trainer

Enlist DC4K Boot Camp Team to help you plan, organize and implement your event

## 14 Weeks Before Event

Meet with DC4K Boot Camp Team to brainstorm, strategize, assign tasks and pray

Determine projected budget and registration fee

Determine how to handle registration process and payment methods

Develop detailed promotional plan (Church Initiative will provide a database of churches)

Begin promotion in your region

## 12 Weeks Before Event

Have DC4K Boot Camp Team recruit volunteers for their areas of responsibility

Plan food service

Contact local DC4K churches to get them involved

Continue promotion

## 8 Weeks Before Event

Conduct a major promotional push in your region

## 4 Weeks Before Event

Meet with DC4K Boot Camp Team for updates and to pray for the event

Continue promotion

## 2 Weeks Before Event

Confirm plans for room setup/cleanup, food service

Continue promotion

## 1 Week Before Event

Download and print the Boot Camp training materials (handouts) for participants

Church Initiative will email PDF files and instructions to you

## Day Before Event

Set up the training room (no later than 2:00 pm)

Set up areas for registration check-in and food service

Put up signage directing attendees to registration check-in area and food service, training room, restrooms, etc.

Check equipment to make sure everything is in order and operating properly

Check air temperature for training room and food service room

**Day of Event** – 60 minutes before start (no later than 7:30 am)

Bring your DC4K Boot Camp Team together for a time of prayer for the event

Turn on all equipment and make sure everything is operating properly

Check temperature of training room and food service room

Make sure continental breakfast is ready to go and all volunteers are in place

**10 Minutes Before Event**

Start encouraging participants to move to the training room for a prompt start at 9:00 am!

**During the Event**

Pray throughout the day for God's blessing on the event

Encourage participants to be prompt for each workshop following each break

**After Event**

Assist trainer with teardown of the training room

Transfer trainer to airport (if applicable)

Clean up so that the facility will be ready for the next scheduled use

Thank your volunteers

Say a prayer of thanksgiving to God