



NOTE: All in person trainings will be scheduled on a case by case basis and safety protocols for the pandemic must be followed.

Disaster Recovery Ministry Host Church Information & FAQ's

Thank you for your willingness to host Early Response Team training, sponsored by Disaster Recovery Ministry. We are excited to partner with you and look forward to a great day of fellowship and learning.

The following will help you know what is needed from you, as well as what you can expect from the trainer(s). If you have any questions, please contact me.

INVITATIONS AND ADVERTISING: You will receive a promotional flyer to help you promote the training at your church as well as those UMCs in your area you may want to include. You are strongly encouraged to personally invite other UMCs in your area by phone and follow up with the flyer. Everyone receives so many emails, that they can often be overlooked. The flyer can be forwarded to other UM churches in your area to invite them to participate and the information can also be shared in Sunday bulletins, church bulletin boards, Web sites, newsletters, etc. Disaster Recovery will send the flyer to the appropriate District Office(s) so they are aware of the training and can help promote the training to churches in their district.

Disaster Recovery will post the training on our Web site (<https://floridarestores.com/early-response-team-training>) along with a link to register online. You will be notified when the information is posted online and ready to receive registrations. (See Reservations.)

WHO CAN ATTEND: Trainees must be 18 years or older. Preference is given to members of a United Methodist Church. Those who are not United Methodist are managed on a case by case basis.

WHO SHOULD ATTEND: Early Response Team training is for volunteers who are interested in deploying into areas after a disaster and providing immediate, hands on assistance such as cleaning out homes, tarping roofs, removing debris, etc. It is physically, emotionally and spiritually challenging work.

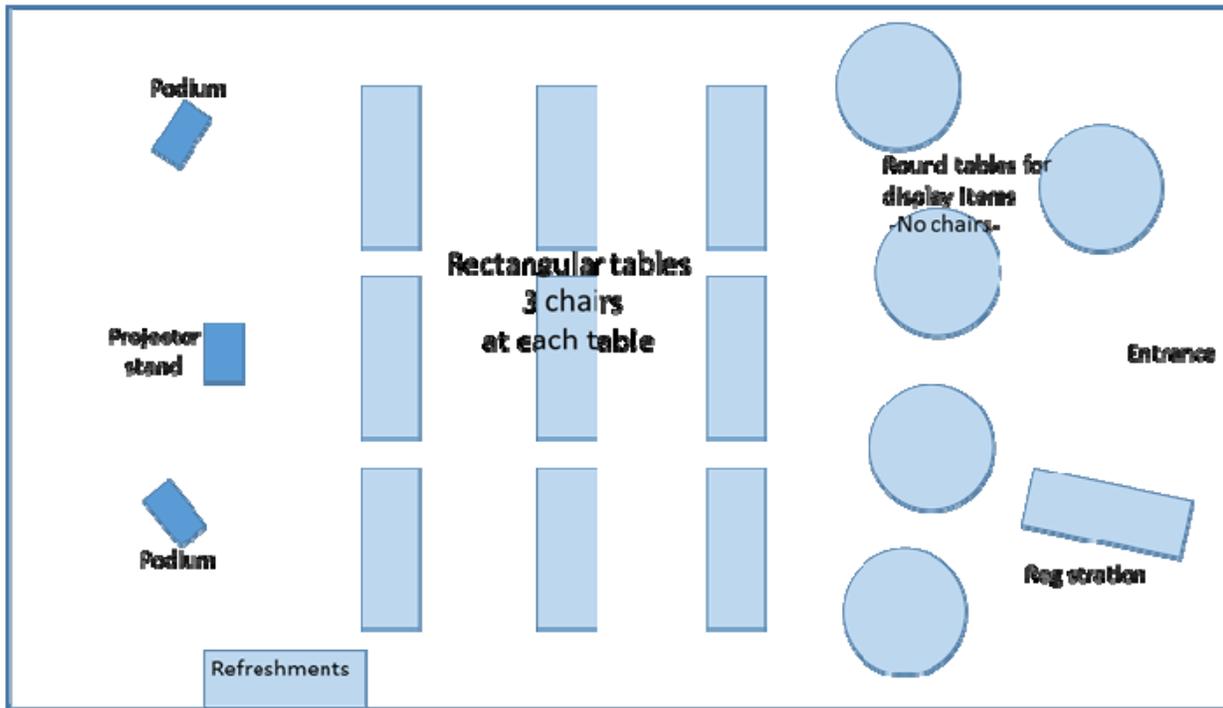
Registration: The fee for this event is \$20 per person (\$30 per couple) and helps defray the cost of materials, t-shirts, lunch, etc. Participants may pay online as part of the registration process or mail a check to the conference office to the attention of the Disaster Recovery Ministry.

Early Response Team training is limited to 25 participants and there must be a minimum of 12, registered and paid, to hold the training.

FACILITIES AND ROOM SET-UP: An air-conditioned room such as a Fellowship Hall or large Sunday School Room that can comfortably accommodate approximately 27 people (participants and trainers) is suitable for this training. The room should be set with tables so that each participant has a tabletop for their training materials and note taking. Tables can be round or rectangular; whichever you have that suit the room. A table for setting up literature and handouts, and another table for checking people in is also helpful.

Following is a suggestion of how the room might be set. We are very flexible and will be happy to work with you on room set up.

Example setup for ERT training



AV NEEDS: The trainer(s) will communicate with you directly on audio visual needs. Most trainers will have a laptop and just need a projector to use at the church. If you have a set up that can use a thumb drive, that's ideal. A microphone is only needed if the room is very large or has other acoustical issues.

TIME: The training is 8:30 AM to 5:00 PM with participant check-in beginning at 8:00. The trainer(s) will work with you to arrange a time for set up.

REFRESHMENTS: If the church can provide coffee and light snacks in the morning that is always appreciated. If you would like to be reimbursed, we are happy to do so; simply save your receipts.

We will also work with our host church to arrange lunch. If your church has a hospitality ministry, we are happy to work with them on refreshment and lunch details. If not, we typically ask you to arrange the lunch and submit your receipts to Disaster Recovery for reimbursement. Please try to keep the cost of the lunch at \$5-\$8 per person.

Lunch is included in the registration fee for participants.

DAY OF THE EVENT: It's helpful to have a team of 2-3 people from the church to show the trainer(s) where to set up, to assist with refreshments, welcome participants, assist with check-in, etc. If the room is difficult to find, it's a good idea to provide some signs pointing the way and/or volunteers to guide people.

Disaster Recovery will work with you through this entire process to make sure this event is a positive and enjoyable experience for the church, as well as the participants.

If we can help in any way, please contact Pam Garrison at (800) 282-8011 X 148 or pgarrison@flumc.org. You can also contact your trainer(s) for assistance.