



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
(800) 282-8011 Ext. 148**

Host Church Information & FAQ's

Thank you for your willingness to host this training event 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 (www.flumc.org/DisasterRecovery) along with the link to register online. You will be notified when the information is posted online and ready to receive registrations. (See Reservations.)

HINT: This is a great opportunity for you, or a small team of volunteers, to *personally* invite other United Methodist Churches in your area. Experience shows that a personal invitation - church to church – and especially church disaster coordinator to church disaster coordinator, has been very successful. Emailing the flyer as a follow up gives the church the details to promote the event to their congregation.

The personal invitation also helps you to begin a relationship with the church – relationships that are vital to disaster response and recovery – and easier to develop *before* disaster strikes.

WHO CAN ATTEND: The first priority is to train United Methodist churches; however, all are welcome if there is space, and if they understand the training will be from a UM perspective.

WHO SHOULD ATTEND: Anyone interested in learning more about disaster, and how to help those affected by disaster, will find this training helpful. Those with ministry and leadership responsibilities in the church are encouraged to attend: lay leader, missions director, trustees, etc. The training will discuss ways to protect the people of the church, as well as church property and records. You'll also learn how to partner with other responding organizations to minister in the community in times of crisis and recovery.

Registration: There is no charge for this event, but participants are asked to register for planning purposes. There is no limit on the number who can attend from your church – we just ask that they register in advance so that we can have enough materials and lunch for everyone.

Disaster Recovery is responsible for the online registration. When your event is online and ready to receive registrations, you will receive a registration link to share. Registration is typically online a minimum of 4-6 weeks in advance and stays up until the day of 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 35 – 40 people 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.

PROJECTOR: A large screen or blank wall is needed for projecting a PowerPoint presentation and video. We will bring a laptop and projector.

MICROPHONE: A microphone is only needed if the room acoustics require that for quality sound or if it is an usually large training group.

TIME: The training is 9:30 AM to 4:00 PM with participant check-in beginning at 9:00; however, the room is needed from about 8:30 AM to 5:00 PM to allow time for set up and clean 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.

We 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. Lunch is paid for by Disaster Recovery and donations from participants are optional.

DAY OF THE EVENT: A team of 2-3 people from the church to show us where to set up, assist with refreshments, welcome participants, assist with check-in, etc. is always appreciated. 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.