

# ENCOUNTER



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## MINISTRIES

### Encounter Ministries External Event Guide

Our team is excited to partner with your organization to bring an Encounter Ministries event to your region! This guide will provide you with a detailed look at what the event planning process will look like for your group.

#### Events Offered

- [School of Identity](#)
  - The Encounter School of Identity is a two-day intensive to help you grow in your identity as a son or daughter of God! This two-day training highlights some of the most transformational elements of the Encounter School of Ministry Identity and Transformation quarter and is geared to renew your mind, increase your intimacy with the Father, and prepare you to minister out of your supernatural inheritance in Christ!
  - [Sample Schedule](#)
- [School of Healing](#)
  - Jesus promised, “These signs will accompany those who believe...They will lay hands on the sick and they will recover.” (Mark 16:17) Jesus has called us to do what he did, and that includes healing the sick. The Encounter School of Healing is a two-day conference to teach, impart and activate Catholics to be a more effective minister of Jesus’ healing in the world! Jesus wants to use you as an instrument of his divine healing. Are you going to give him the chance? This event concludes with a city-wide public healing service where the participants from the School of Healing make-up the members of the prayer team.
  - [Sample Schedule](#)
- [School of Prophetic Ministry](#)
  - The Encounter School of Prophetic Ministry is a three day school that provides the foundations for you to be equipped to hear God’s voice more clearly for yourself and the world around you through training and activation of the prophetic gifts of the Holy Spirit in your life. Based on the curriculum of the Encounter School of Ministry, attendees will experience three powerful days of activation-based learning in a safe and relational environment grounded in teaching faithful to the Church. Our hope is that you would experience a great acceleration in your ministry and walk away with years worth of tools and ideas for equipping in the prophetic gifts and building a prophetic culture in the Church.
  - [Sample Schedule](#)

## Planning an Encounter Event Sample Timeline

All of our events can be requested through our [Speaker / Event Request](#) form on our website. Once submitted, you can expect an initial response from our Events team within 2 weeks.

Due to the number of requests our team receives, we recommend requesting an event at least 6 - 9 months in advance. Below you will find a sample timeline for the planning process of an event.

1. Event Request Submitted (6 - 9 months prior to the event)
  - a. Once submitted, you can expect an initial response from our Events team within 2 weeks.
2. Initial Response from the Events Team
  - a. In this response, our team will give you an initial answer as to whether or not we have availability to partner with you on the dates requested. If we are unable to accommodate the requested dates, we will work with you to find another potential date.
3. Dates Confirmed (5 - 8 months prior to the event)
  - a. Our goal is to be able to confirm dates and a speaker team within 4 weeks of the initial event request being made
4. Confirm Event Details with the Hosting Organization (5 - 8 months)
  - a. In order to officially schedule your event, you will receive a form to complete which will confirm the following details:
    - i. Confirm Address of the Venue
    - ii. Ticket Prices for the Event
      1. Two-Day Event Standard
        - a. \$65 / ticket
      2. Three-Day Event Standard
        - a. \$110 / ticket
      3. Factors for increasing / decreasing the price per ticket
        - a. Early Bird Discount
          - i. Usually \$10-\$15 off until 3 weeks prior to event
        - b. Clergy / Religious Life / Seminarian Discount
          - i. Usually 50%
        - c. Are Meals Being Provided for Participants?
          - i. In the event your organization would like to provide meals for the participants, it is not uncommon to request an increase in the price by \$20 - \$30 per person in order to cover the cost of meals.

- ii. The difference in the price of the ticket and the price increase will be sent to your organization
  - iii. Do you have a music team ready to lead worship?
    - 1. If you do not, we can try to accommodate a request for one of our worship team members to lead worship for the event.
    - 2. Please note, we can not guarantee to be able to provide a worship leader upon request.
  - iv. Is there a weeked vigil Mass available for participants to attend?
  - v. Letters of Suitability for Visiting Clergy
  - vi. Lodging for Ministry Team
  - vii. Confirm COVID Guidelines
- 5. Marketing Materials Created / Approved by Hosting Organization (2 - 4 months prior to the event)
  - a. The Encounter Marketing Team will create and provide an official flyer for your event.
  - b. Once created it will be sent to the hosting organization for approval in order to confirm location, dates, and time of event
- 6. Registration Opened (2 - 4 months prior to the event)
  - a. Encounter Ministries will be handling all pre-event registration needs.
  - b. Registration number updates will be provided once every two-weeks
- 7. Final Event Preparation Call (1 month prior to the event)
  - a. Our team will have a call with the hosting organization to go over any final logistics questions in the lead up to the event. During this call, the following items will be verified:
    - i. Confirm location of ministry team lodging
      - 1. If the team is flying, are they being picked up from the airport, or will they be picked up by a member of the hosting organization's team?
    - ii. Provide updated registration numbers
    - iii. Confirm date Presentation slides and handouts will be sent to hosting organization
    - iv. Is there a spot available for an Encounter Ministries information table?
    - v. Confirm COVID guidelines
- 8. Final Material Sent to Hosting Organization (1 Week prior to the event)
  - a. Ministry Slides (Google Slides)
  - b. Participant Handouts (pdf)
  - c. Final Registration Numbers (google sheet)

## **Expectations For the Hosting Organization**

### **1. Promoting the Event**

- a. Encounter Ministries will:
  - i. Provide an official event flyer that should be used to market the event
  - ii. The event will be posted on the Encounter Ministries Facebook page as an official event
- b. Hosting Organization will:
  - i. Be the primary promotor of the event
  - ii. Market the event within your spheres of influence
  - iii. If you are posting about the event on social media, please be sure the “tag” Encounter Ministries in any social media post.

### **2. On-Site Logistics**

- a. Registration
  - i. Onsite Participant Check-In
  - ii. Name Badges
    - 1. Creation and Distribution
  - iii. Event Handouts (if applicable)
    - 1. Event handouts will be provided by Encounter Ministries no less than 1 week prior to the scheduled event
    - 2. All printing and copying of event handouts will be the responsibility of the hosting organization
  - iv. Recommended Number of Volunteers: 2 -4
    - 1. This can vary depending on the size of the event. If you have over 100 people, having at least two people running check-in is highly recommended!
- b. Technology Needs
  - i. Audio / Visual
    - 1. Ideally a lapel mic (per speaker) and 1 handheld microphone
    - 2. Ideally a projector and projector screen
  - ii. Recommended Number of Volunteers: 2
    - 1. One person should be available to run slides
    - 2. One person should be available to make sure all A/V equipment is up and running
- c. Hospitality Needs
  - i. Meals should be provided for the ministry team
  - ii. Meals for participants are optional.
    - 1. If you are going to provide meals for participants, you can request the ticket price be increased to accommodate the cost.

2. The difference between the cost of the ticket, and the price increase will be sent to your organization to account for the cost of the meals.
- iii. Facilities Needs
- iv. Recommended Number of Volunteers: 5 - 6
- d. Ministry Team Travel, Meals, and Lodging
  - i. Travel
    1. The Sponsoring Organization is responsible for covering any and all reasonable travel expenses for **ALL** scheduled ministry team members.
      - a. Airfare:
        - i. Round trip airfare to and from the nearest airport to the event venue. If this is an international event, additional passport and visa fees should be covered by the Sponsoring Organization.
        - ii. Either a rental car or volunteer to transport the ministry team to and from the airport
      - b. Driving
        - i. If the distance is reasonable (less than 2.5 hours from Brighton, MI, our ministry team will drive to the event.
  - ii. Meals
    1. Meals should either be provided or be reimbursed for the ministry team
  - iii. Lodging
    1. Our ministry team is happy to stay with a host family or at a hotel