

How to Host a Sozo Training Event

This very practical document gives you all the details you need to consider and arrange if you want to host a Sozo Training event.

Host Church Responsibilities

Training is hosted by a church that wants to work with this ministry and they are free to “advertise” it as widely as they wish, which is our preference. That said, churches can opt to keep it to their own community. Once all the details are agreed with your chosen trainer, host churches can also request that the training be advertised on the Bethel Sozo UK website by completing the form to be found on this link;

<http://www.bethelsozo.org.uk/dashboard/submit-an-event>

Practicalities

Many churches are seasoned event organisers, however, it will be worth bearing in mind the following;

- We will need projection facilities including a laptop
- Advise delegates to bring a packed lunch, unless you will be providing this and have included / budgeted for this in the registration fee.
- PA – you will need to arrange & set up a sound system & someone to operate it.
- Tea & Coffee are normally included in the registration fee.
- Worship – depending on numbers you may not need a full band, but worship is an important part of the event.
- Parking – the trainer often has several boxes to unload, nearby (or even RESERVED) parking is very helpful.
- Recordings - we do not record these sessions, recordings are available on the product bookstall.

Registration Fee

Churches determine their own charging for the Training that they host. Typically this would be around £35 - £50 per person depending on local circumstances.

Training Manual

It is essential that all delegates have a Manual with them during the training course. Host churches need to budget for and provide these @ £17.50 when setting the registration fee. Occasionally, a few delegates may have already purchased a manual and brought it with them, in which case they may not require an additional manual. Payment for these manuals should be made to the Trainer who will either bring them to the event or have them shipped to you beforehand.

Product Sales

The trainer will bring resources such as CDs, DVDs, books etc related to Sozo. These will be available for purchase during the event. They will need two or three 6' tables to display product. We would appreciate access to your in house Wi-Fi allowing us to process card payments for product sales.

Trainers' Accommodation

Host churches are asked to arrange and pay for modest hotel accommodation for trainers. It does not need to be anything very grand, typically Premier Inn standard. Offers to stay in people's homes, while well intentioned, do not always give the trainer personal "down time". Trainers may choose to stay in homes where they have some personal relationship but please do not press them to do so.

Travel Expenses

Most of the time trainers will drive their own car, in which case reimbursement can be in accordance with host churches own mileage reimbursement practices. For your information, Bethel Sozo UK pay 45 pence per mile. Train Fares & flight costs (including airport parking) would be reimbursed at cost. Please be aware that the trainers may well be travelling from different parts of the UK and will need reimbursing accordingly. Your trainer can give you an estimate when you are agreeing training dates etc.

Honorarium

It is good biblical practice to make a gift to the trainers for their time with your event. This is at the discretion of the host church and can be done in any number of ways;

- Budget for it in the registration fee
- Take an offering at the end of the event to be given to the trainer
- Make a gift out of the host church's general funds.
- A combination of all three

Church on Sunday mornings

Trainers are often asked if they are available to stay over and preach in the host church on a Sunday morning. If this is something you are interested in doing feel free to ask your trainer. There is no "assumption" on their part that this would happen and not every trainer would feel that preaching is their gift. Should you ask them, it is a separate arrangement from Bethel Sozo Training and can be arranged entirely at the discretion of the local church leadership & your Sozo trainer. They would require Saturday night accommodation