



The Caring Congregation (TCC) Webinar “Watch Party” Host Checklist

- Register at least one person online to establish a watch party host connection with Zoom during the webinar. During registration be sure to indicate this is for the watch party host. For watch parties under 5 persons, there is no discount, so the first 4 persons can also register for the webinar online. For watch parties of 5 or more, contact us at info@thecaringcongregation.com for info on registering additional participants, invoicing, and other options to insure you receive the appropriate discount.
- Consider inviting other local churches and request your conference/district to sponsor your watch party to reduce costs. The more persons who attend your watch party, the larger the discount.
- Marketing (if applicable) – Promote the webinar watch party in host church worship, bulletins, website, conference/district e-mail, postcards, etc. Consider what is best suited for your setting. This promotional video [1:15 min.] <https://vimeo.com/917368941> may be helpful to market your watch party as well as the link to our website at www.thecaringcongregation.com/events.
- Once your list of attendees is finalized, email the list of participants with their contact info (name, address, phone, church, role) to mary@thecaringcongregation.com so they will be added to the registration list, enabling them to receive live access to the webinar in case they can't be there in person, access to webinar recordings, ability to chat and answer polls during the live webinar, certificates of completion, and receive an invitation to the free follow-up Zoom meeting (3-4 weeks following the webinar). We will then invoice your church for the total webinar cost (based on number of attendees and applicable discount) less any amounts paid at registration. Full payment must be received one weeks prior to the event unless alternative arrangements were made with one of our TCC team members.
- Setup - Provide a room large enough to accommodate tables, preferably with seating of no more than 8 per table. If social distancing is needed, make sure participants feel comfortable with your accommodations. Providing masks (especially in the winter months) may be helpful. Provide snacks for 15-minute morning and afternoon breaks and options for a one-hour midday meal break each day.
- Music – It's a great idea to have soft music playing while people arrive each day of the event. During the event, TCC will provide all worship music at the beginning of each day and immediately following the meal breaks. We conclude the last day of training with a final worship/commissioning service which includes music, liturgy slides and message.
- Tech support – Assign a local tech person to set up the local audio/video connection. A microphone may be needed for your local host for pre and post-event announcements. We recommend scheduling an appointment for your local tech representative to test your remote connection with our tech team at least 1 week prior to the webinar. Contact Mary Haines at 913-424-2626 or mary@thecaringcongregation.com.



- Recommended Books – We recommend each attendee has a copy of these two books: *The Caring Congregation: Implementation Guide* and *The Caring Congregation: Care Minister's Manual* by Rev. Karen Lampe and Rev. Melissa Collier Gepford (from Amazon or Abingdon Press). Links to these books are found on the resource page of our website at thecaringcongregation.com/resources. Whether you provide these for your attendees at no cost or ask them to contribute to the cost depends on your budget, but we know these will be valuable resources long after the training for anyone in care ministry.
- Care Cards - You may want to purchase printed Congregational Care Card sets available from the Well Bookstore for each participant (includes Death is Imminent and Anointing cards) at a very nominal charge. Links to order these can be found on our website at thecaringcongregation.com/resources. Digital copies of these cards are included in the list of handouts mentioned below.
- **Anointing Vials** - (optional) Purchase anointing vials for participants: www.discountvials.com (or on our website at thecaringcongregation.com/resources). We recommend these if you want to practice anointing with your team during training.
- **Handouts** - Click on this [link to handouts used during training](#). Download and print them to distribute to each participant. Your email received at registration also should have this link to the handouts. If you are having trouble accessing this link, contact tech support at mary@thecaringcongregation.com or text Mary Haines at 913-424-2626.

Karen Lampe contact: karen@thecaringcongregation.com

Tech Support: Mary Haines at mary@thecaringcongregation.com

General Inquiries: info@thecaringcongregation.com

updated 6/21/24