



The Caring Congregation (TCC) Host Checklist to Prepare for Training Event

- ☐ Confirm **date(s) and time(s)** with your TCC leader. Schedule template is located in Host Only section of our services page: Access using info@thecaringcongregation.com (wecare4U!) Depending upon type of event, you may be able to customize the schedule with your TCC leader.
- ☐ **Invite attendees** – from your church or other local churches. Consider requesting sponsorship from your church district/conference or small registration fees to reduce your costs.
- ☐ **Marketing** – Promote the event in church worship, bulletins, newsletters, website, conference/district e-mail, postcards..... whatever is best suited for your setting. This promotional video may be helpful to show: <https://youtu.be/Vb2nrxzURig> as well as information from our website at thecaringcongregation.org. Send details for your attendee registration and we will be happy to promote it on our event calendar.
- ☐ **Room** – Reserve a room large enough to accommodate round tables with seating of no more than 8 recommended at each table and have a large screen to project the presentation.
- ☐ **Music** – TCC has worship videos to kick off morning, afternoon, and closing worship service to set the tone for training. Live music to replace our videos are an option for custom events.
- ☐ **Tech support** – Insure someone is available to help setup video/audio at the event as follows:
 - SEMINARS: Speaker will run slide presentation from personal laptop; Host will run a Commissioning PowerPoint w/video during closing service; speaker mic; live music if applicable.
 - WATCH PARTY: Set up Zoom link to large screen with video and audio.
- ☐ **Books/Materials:**
- ☐ **Books:** Recommended books for training by Rev. Karen Lampe and Melissa Collier Gepford (Abingdon Press). Order from thecaringcongregation.com/resources.
 - *The Caring Congregation: Implementation Guide*
 - *The Caring Congregation: Care Minister's Manual*
- ☐ **Care Cards** - [printed sets](#) from The Well Bookstore.* (optional). These 25-card sets make great “gifts” for your attendees and are a popular ongoing resource in care ministry. A free digital version will be made available to all attendees during the seminar.
- ☐ **Anointing Vials** - (1 ½ dram clear bottles from discountvials.com* (fill with Olive Oil)
- ☐ **Nametags**, sharpies, file folders, registration list, and pens at a check-in table.
- ☐ **Handouts** – Print attendee handouts located in the Host Only section of our resource page.
- ☐ **Food and snacks** - Determine budget; then plan accordingly.
- ☐ **Travel** - [SEMINARS only] Assist TCC Seminar Leader with travel arrangements.
- ☐ **Volunteers** – to greet, help with check-in, food service, set-up, and clean-up.