

So you want to be a Breakout Speaker! – Handout

Presenter – Leann Woelk – Handle with Care Ministries

Breakout Application Tips

Most Breakout Speakers must apply to speak.

What are the things you can prepare ahead of time so you are ready when the applications are being accepted?

- Headshot
- Bio
- Title and Description

Headshot

- Use a professional camera or a newer version of phone does take great pictures now
- High resolution - 2.4 MB
- Solid neutral color background - don't use patterns
- Wear a solid color for your shirt
- Limit your accessories
- Lighting must be sufficient
- If you wear glasses, make sure they do not have a reflection in the picture.
- Be who you are in the picture. Don't do a brand-new hairstyle or put on make-up (and you never where make up) for this picture if that isn't how you normally look.
- Don't use a profile picture that is more than 5 years old.

Bio

- When your bio for the first time, it will be emotional for you.
- Most applications only want 50 words

Step 1

Write out a bio without worrying about how many words you use. Include the following:

- Name
- How long have you been ministering to kids
- Explain your passion of what you do in Children's Ministry.
- Family Life
- What does the organization want on the application?

Here is my original bio:

Leann Woelk is a passionate and creative leader who enjoys using everyday items to teach the wondrous truths of the One True God. With whimsical creativity and thrifty practicality, she loves encouraging and inspiring people to be who God has created them to be.

Thirty years ago, this Alberta girl married her high school sweetheart and moved to Yellowknife, NT for 16 years. Two sons later, the family returned to Alberta to care for her aging parents and over the last ten years have grown their family with a beautiful wife for their oldest son and added a feisty little Yorkie into the household.

While working full time and then later as a full time stay-at-home mom, Leann worked for two decades in volunteer positions in Children's Ministry in small churches before finally getting paid to do the kind of work she loved doing for free.

The Lord provided gracious opportunities for Leann to reach children for Jesus as she pastored in the local church, became a children's camp evangelist along with her team and founded Handle with Care Ministries. She is currently the Children's Ministry Specialist with her denomination

overseeing 120 churches in vitalization and a culture of invitation. Speaking at conferences and pouring into others bring her great joy and most recently became a INCM certified coach.

Her greatest desire is to know the heart of The Father, to walk in obedience to The Son and in the power of The Holy Spirit.

Step 2

Using a highlighter, circle the words and expressions that stand out to you and are important for you to keep in your bio.

- Adjectives that describe you the best
- Facts about ministry
- Family info that is most important
- Write it out again using these words. Try to keep it between 50-60 words.

Step 3

Send it to a friend who is supportive in your becoming a breakout speaker.

- Allow your friend to give you feedback.
- Don't be offended with their suggestions.
- Modify the bio and keep it under 50 words
- Send it back to your friend for their opinion.

Sample Bios

50 word bio

As a wife, mother and leader in the ministry of children, Leann has been serving in churches with enthusiasm for over 30 years. Leann is passionate about walking along side leaders and parents who desire to teach children about the fullness of His salvation and hearing from God for themselves.

General Bio - short

As a wife, mother and leader in the ministry of children, Leann has been serving in churches with enthusiasm for over 30 years. Her desire is to encourage and inspire kids and adults in teaching biblical truths and foundations of the faith through whimsical creativity and thrifty practicality. She and her husband Kevin have been married for 33 years, have two sons and a beautiful daughter in law.

General Bio - longer

As a wife, mother and leader in the ministry of children, Leann has been serving in churches with enthusiasm for over 30 years. Leann is passionate about walking along side leaders who desire to teach children about the fullness of His salvation and hearing from God for themselves. Through whimsical creativity and thrifty practicality leaders will take home ideas they can implement the next day in their ministries. She and her husband Kevin have been married 36 years and have two amazing sons and a beautiful daughter in law. Leann is the Founder of Handle with Care Ministries and a Children's Ministry Specialist she partners with churches to provide training, support and care to them and their church families.

Children's Pastors Conference Bio

Leann Woelk is a passionate leader who enjoys using everyday items to teach biblical truths through whimsical creativity and thrifty practicality. She is a speaker, writer, and Certified INCM Coach. As the Founder of [Handle with Care Ministries](#), she provides training, support and care to Children's Ministry Leaders and their church families.

Title and Description

- Use their language - breakout or workshop?
- Go to website - Breakout Speaker Application
 - Do I fit this conference?
 - Know your audience.
 - Apply to a conference that you believe in (statement of faith)
 - Theme - your breakout doesn't have to be exactly related to the theme.
 - Category - This is important for you to know where your breakout fits.
 - Takeaways - What are the leaders going to take away from their time they invest in your breakout?

Example Title and Description

Lapbooks! A Creative Solution

Are you tired of seeing your Children's Ministry crafts and take-home sheets end up in the trash can even before they leave the church? Come discover lapbooks as a creative solution for CM Leaders, kids and your parents. Budget friendly for churches, multi-sensory for kids to remember biblical truths and an impressive presentation for parents to

review biblical principles at home. If you have the gift of creativity, you will love this solution for your Children's Ministry.

Key words used in this example:

- Lapbooks - A new idea
- Creative - Tells them its hands on
- Solution - It solves a problem
- Discover - Good word
- CM Leaders - Budget friendly
- Kids - multi-sensory
- Parents - Review of biblical principles

Questions to ask yourself:

- What do you want to teach the leaders?
- What problem are you solving for them?
- What is your solution to the problem?
- What are the takeaways?

Now write a description using your answers and try to keep it to 60 words.

You can write your description before you come up with your title.

Extra Application Tips

- Different application processes
- Internet Presence
 - Facebook group
 - Website - landing page for people/free websites
 - Church website - Team/Staff Page
- Elevator Pitch
 - Handle with Care Ministries partners with churches to provide training, support and care for Children's Ministry Leaders and their church families.
 - Personal Mission Statement -
 - Leann Woelk - My mission is to care for the hearts of people to restore the joy of His salvation and brings freedom in Christ.
 - Vision Lapbook Course
- Video of you speaking to a group of adults
 - **Leann's original video submission**
- Handouts/Outlines
 - Follow their guidelines
 - Outline is just the points, takeaway and action steps.
 - Handouts have more detail, key words, scriptures and resource links.
 - Most conferences do NOT print your handouts for you. You need to bring them to the conference yourself.

- Resource Links
 - Handouts should be a pdf when submitted
 - Always give the source of a resource you recommend.
 - Include resource links that work

Online Breakout Speaker Tips

- Understand what the organization is asking for in a breakout.

Pre-recorded breakout

- Videos
 - 720p is usually acceptable resolution but confirm with the organization.
 - Upload into a google drive or drop box
 - Short intro video - 1-3 minute video
 - Teaching video - 20-25 minutes or 45 minutes
 - Conclusion - sometimes the organization will ask for this as a separate video
- Branded
 - They will brand your video so all videos are consistent.
 - Do not add transitions or animations.
 - Confirm how they want a PowerPoint to be used.
 - The video must be edited by you. They will not know where your mistakes are.

- If you make a mistake, pause, write down the time of the video where your mistake was, pause again and then resume. Some people clap their hands three times before they begin again to know exactly where the edit needs to happen.
- Do your editing as soon as you are done recording.
- The organization may offer to add your scriptures and ministry name to the video but don't add any of those parts yourself.
- Pre-recorded breakout that is 45 minutes can be done in segments (9 or 10 minutes) and uploaded with the file name being numbered and named.
 - Confirm if they want it uploaded in segments and they will put it together themselves with some branding in between segments or if they want you to put it all together.

LIVE Online Breakout

- Get familiar with your online platform.
 - Sign up for a free conference that someone else is hosting.
 - Try out the features
 - Learn how to navigate in the platform
 - Watch the speakers and make some notes on what is working well online.
 - Notice what happening in the chat.
- Moderator
 - Meet your moderator before the conference if possible.
 - Let the moderator take care of the chat.
 - Email them a document that includes:

- Bio they can read
- Link to your website
- Key words they could use in the chat
- Scripture references for chat
- Handout for the breakout
- Audience
 - Get your teaching finished and save time at the end for and Q& A.
 - If you have the ability to allow people to come on the video and ask their questions, I would highly recommend it.
 - Power points or hold up a paper resource
 - [Ana Zugheri - Faith 52 - Elevate your Presentations](#) - Watch this video by Ana to help you learn how to use PowerPoint to elevate your presentation.
 - Props need to be close by
- Presentation
 - Position yourself so you are framed
 - Good lighting
 - Simple background especially if you use a lot of props
 - Practice your presentation on video and watch it.

Onsite Breakout Speaker Tips

It is a privilege to be a Breakout Speaker.

- Be on time
- Room Host
- Room needs
 - Once accepted as a speaker, the organization will usually ask what you will need in the room. Here are a few items to think about:
 - Wireless Mic
 - Corded Mic
 - Head set
 - Table for props
 - Do you need the audience to sit at tables?
 - Do you need to limit the number of attendees? (Usually this is only because you are bringing supplies for a hands on breakout).
- Props
 - Set your props in order of how you will use them.
- Handouts
 - Follow your handout
- Breakout Speakers Room
 - Enjoy being a speaker!
 - Meet other speakers.

- Organize your items and thoughts
- Introduction
 - Don't talk about yourself too much.
 - They have your bio.
 - It's about them not us.
 - Introduction can include your name, ministry, elevator pitch and what breakout they are in.
- We speak out of our own experience
 - Now is not the time for your testimony
 - What does the leader need to hear so they can take this message back to kids and families?
 - Personalize it for them
 - Don't make the teaching all about you.
- Attendees
 - Get yourself out of the room as quickly as you can to make space for the next speaker
 - Make yourself available for the attendees after the breakout but outside the room.
 - Listen to their stories and pray with them.

Final Tips

- Pray
- Prepared
- Props
- Practice
- Present
- Pause
- People