

# 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

- Developed to help you grow in your identity as a son or daughter of God and highlighting some of the most transformational elements of the Encounter School of Ministry: “Identity and Transformation” quarter. This school 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 never proclaimed the Gospel without demonstrating it in power and love. Jesus’ healing ministry is at the heart of His Gospel of power and he expects his disciples to minister his healing on the earth (cf Mt 16:18-19). This class provides a foundation for partnering with the Holy Spirit to bring healing to the world around us.
- Encounter Ministries seeks to partner with local parishes and ministries to host a weekend Encounter School of Healing. Healing is Jesus’ idea. It was essential to the effective proclamation of the Gospel during Jesus’ ministry and we are convinced it is one of the missing components to the effective New Evangelization of our nation.
- 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

- Based on the curriculum of the Encounter School of Ministry, attendees will experience two 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](#)

## **Expectations for Partnering with Encounter Ministries for an Event**

### Event Promotion

It is the hosting organization's responsibility to be the primary promoter for the event. Be prepared to market the event within your spheres of influence (Parish bulletins, social media, other ministries etc.)

Encounter will provide you with an official **event flyer** to be used to market the event. If you are using social media, please be sure to tag Encounter Ministries in the post. The event will be posted on the Encounter Ministries Facebook Page, as well as on our Encounter Ministries Event Calendar on our website.

### Registration

As Encounter Ministries does not charge an event fee, and covers the cost of travel, and speaker stipends, all registration income will be retained by Encounter to cover these costs. The price of tickets for our events is \$65. This will allow participants entry into the event as well as a handout packet. Meals are not included. We do however build lunch and dinner breaks into the schedule so participants will be able to go out for meals.

On-Site Registration will be available if there is still remaining capacity at the time of the start of the event. An onsite registration form will be sent to the hosting organization the week of the event in case they would like to offer this.

### Worship

Worship is an essential part of every event Encounter does. We value freedom and joy in our response to God's goodness, and we express this through a time of praise as we cultivate our awareness of God's manifest presence and celebrate His goodness together.

The hosting organization should make arrangements to provide their own worship leader. You can take a look at this [playlist of songs](#) that are common at Encounter events, as an example of the worship that should be provided. If you have questions about what worship looks like during a weekend school, we are happy to put you in touch with our Director of Worship to provide suggestions and guidance.

### Event Handouts

Event Handouts will be provided to the hosting organization one week prior to the event. You will be responsible for printing the handout packets. It is highly recommended to print the packets double-sided to help cut down on the amount of paper needed. Each handout packet can be expected to be 12-14 pages single sided.

### Event Schedule

The schedule for the event will be determined by Encounter Ministries. While we are able to amend the schedule to accommodate Vigil Mass times, other changes to the schedule are unlikely to be made. If there are any special circumstances, you must make these known to the Events team at the time of submitting the Events Details Form so we can discern our ability to modify the schedule.

### Participant Check-in

The hosting organization is responsible for the onsite logistics for participant check-in. This will entail deciding how you would like to conduct check-in, whether you would like to create and provide participant name badges, and how you would like to distribute participant handouts.

### Technology Needs

The hosting organization will be responsible for ensuring there is proper A/V equipment as well as volunteers to operate it. Ideally, one lapel microphone and one handheld microphone would be available. There should be a projector, projector screen, and a clicker for slides, as well as a computer that will be used to project the provided slides from. All equipment must include both audio and video playing capabilities.

### Event Emcee

It is expected the host of the event will have someone onsite to be an emcee for the event. The responsibilities of this person include, introducing the speakers, maintaining the flow of the event (announcing breaks, welcoming participants, dismissing at the end of the night, etc.)

### Hospitality Needs

The hosting organization is responsible for the set-up and tear down of the event, as well as any facility needs throughout the duration of the event.

### Speaker Team Travel

Encounter Ministries will be covering the cost of travel for the speaker team. If they are flying, we will ask that the hosting organization provide someone for airport pick-up / drop-off, as well as someone to take them to and from the event venue.

### Speaker Accommodations

Encounter Ministries will be covering the cost of the speaker lodging accommodations. While we certainly would appreciate it if a host home is available for the team, if it is not,

we will cover the cost of the team's hotel rooms. If you are willing to arrange a host home, we would ask that each speaker has their own room.

### Speaker Meals

While not required, many hosting organizations want to provide dinner and lunch for the speaker team. This time is used for the speaker team to be able to interact and connect with the team from the hosting organization. If not provided, the speakers will leave the event during the lunch and dinner breaks to make sure they are able to get lunch and dinner.

### Minimum Participant Number

To help ensure the integrity of each event, as well as provide the best possible experience for participants, Encounter requires a minimum number of 60 participants to be registered two weeks prior to the event. If this number is not met, Encounter Ministries reserves the right to cancel the event. Hosting Organizations should continually check-in on the registration numbers through the provided google sheet, which will provide an up-to-date look at registration numbers.

### Freewill Offering

Encounter Ministries will be taking up a freewill offering during the event. This offering goes to help the advancement of our Ministry's mission, as well as help make events like your organization is hosting possible.

### Post Event Participant Survey

Encounter Ministries will send out a survey at the conclusion of the event to all participants to help us grow and celebrate all of the good works of the Lord during the event. If there is anything important for the hosting organization to know afterward, we will share any pertinent results with you.

## **Event Planning Sample Timeline**

All of our events can be requested through our [Request a Weekend School of Ministry](#) form on our website. Due to the number of requests our team receives, we recommend requesting an event at least 9 months in advance. Below you will find a sample timeline for the planning process of an event.

1. Event Request Submitted (9 months prior to the event)
  - a. Once submitted, you can expect an initial response from our Events team within 3 weeks.

2. Initial Response from the Events Team
  - a. In this response, our team will give you an initial idea of if we have availability to partner with your organization for an event.
  - b. There may be a request for additional information prior to confirming our availability.
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. Upon confirming dates, you will be sent an Events Details Form. This will provide our marketing team everything we need in order to create the marketing flyers, as well as the registration page for the event.
5. Marketing Materials Created / Confirmed by Hosting Organization (3 - 5 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.
6. Registration Opened (3 - 5 months prior to the event)
  - a. Encounter Ministries will be handling all pre-event registration needs.
  - b. A google sheet will be provided to the hosting organization, which will provide an up-to-date look at the number of registrations there are for your event.
7. Communication with the Events Team
  - a. Our events department will be in touch every two weeks leading up to your event to answer any questions you may have about the event logistics.
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)