

Grassroots Training Workshop Host Handbook

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While every effort has been made to ensure content of this handbook is as accurate as possible at the time of publication, Grassroots Training reserves the right to update and amend as necessary.

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Introduction

We thank you for considering the opportunity to host a Grassroots Training workshop in your congregation/parish to support local Certificate IV in Christian Ministry and Theology (10433NAT*) students.

This document outlines what is involved with being a Grassroots Training Workshop Host (GTWH) and the benefits for you and your local community.

You will find all the relevant information about hosting a workshop below, broken up into three main sections:

- Grassroots Training information;
- Host information;
- Workshop information.

We pray God will bless your ministry and we look forward to working with you to help grow God's kingdom in your community.

Grassroots Training information

Established in 2010 as a ministry of Australian Lutheran College (ALC), Grassroots Training provides non-accredited training to the Lutheran Church of Australia and the wider community.

These training options are delivered through a variety of methods including workshops, seminars, and resources to help equip and grow people personally and for their ministry context.

All our training content is presented with a Christ-centred focus and the training material is continually being improved to meet the desires and demands of a changing world. Training options are available to individuals, churches, specific ministry groups and schools.

Grassroots Training hosts a number of specifically designed workshops that form part of ALC's *Certificate IV in Christian Ministry and Theology (10433NAT*)*. Students who enrol in these workshops for credit do so through Australian Lutheran College—for an additional fee—and are then presented with assessment pieces. Our workshops are also available to participants who are looking for professional development options or wish to attend for personal interest.

ALC is the provider of tertiary theological education for the Lutheran Church of Australia. Its primary role is to prepare people theologically and vocationally for service in the church as pastors, teachers, and church workers.

* A member college of Australian Centre for Advanced Studies RTO# 50392

Host information

The benefits of being a Grassroots Training Workshop Host

Grassroots Training is committed to hosting a number of workshops around Australia each year to assist students studying the Certificate IV in Christian Ministry and Theology to complete their subjects and to provide professional development training for pastors and lay people.

By being a Grassroots Training Workshop Host, you are enabling Grassroots Training to run pre-prepared workshops in a local setting that would benefit our Certificate IV students. This is a significant advantage for the host, as it allows local members to also attend these workshops and be given current and relevant ministry training, without the added expenses of paying for a Grassroots Training facilitator's travel and accommodation costs.

As a thank you to the GTWH, for the first 10 participants who attend a workshop we offer one free audit[^] registration. After that, we grant further free audit registrations depending on the number of extra participants attending.

For example:

Up to 10 paying participants = 1 free audit registration

11–19 paying participants = 2 free audit registrations

20–24 paying participants = 3 free audit registrations

Host responsibilities

As a GTWH, it is your responsibility to:

- provide the venue, with appropriate equipment (i.e. data projector, sound system, tables, chairs, etc.);
- help promote the workshop; and
- cater during the workshop (i.e. morning tea and afternoon tea, tea and coffee, with lunch optional).

Apply early!

Once a workshop topic has been confirmed by a host in your state, Grassroots Training has the right to decline a new host offer for the same topic. Therefore, there are limited opportunities to host a Grassroots Training workshop each year—this is granted on a yearly *'first come, first served'* basis.

If you do miss out on hosting a workshop in your state, please contact Grassroots Training for additional host options.

[^] We use the term 'audit' for a participant who is attending the workshop but not studying towards a Certificate IV

Workshop information

Topics available for workshops

[Building Healthy Relationships](#)

[Equipping for Leadership](#)

[Spiritual Resilience](#)

[Toolkit for Ministry](#)

A full description of the workshop content can be found on our website: www.grassroots.edu.au.

Can we choose which workshop we want to host?

Absolutely! We encourage you to consider not just the topic but also where and when the workshops should be offered to also invite other congregations near you. We can advise you of the workshops needed to be completed by Certificate IV students in your area to assist you with workshop choices.

Please note: Workshop topic selection is subject to availability for your state. Please refer to 'Apply early!' under Host information.

How long are the workshops?

A workshop is made up of 8 x 1.5 hour sessions. The preferred method of delivery is two days 'back-to-back', but alternative delivery methods can be considered to meet a host's need (e.g. over two consecutive Saturdays.)

What are the costs involved?

Host

All we ask the host to cover is the venue use and morning/afternoon teas (including coffee/tea). Lunches are at the expense of the participants, or if a host wishes to supply lunches (at an additional cost to participants' fees) this can be negotiated.

Participant fees

Audit (professional development/personal interest):

\$160 per person

This covers the cost of materials and facilitator expenses.

Credit (attendance as part of Certificate IV):

\$425 per person.

This covers the cost of materials, facilitator expenses and enrolment in the subject.

Registration procedure

Grassroots Training handles all registrations for participants. Audit students register via our Grassroots Training online booking system and credit students enrol through Australian Lutheran College. This eliminates any additional event management for the GTWH.

Grassroots Training will be in regular contact with the GTWH with regard to attendance numbers, dietary requirements, etc.

Minimum registrations

The minimum requirement for a workshop is 6 registrations. Cancellation for under 6 participants will be decided through negotiation between the host and Grassroots Training.

Promotion of the workshop

As part of the overall promotion of workshops Grassroots Training will, in consultation with the GTWH, put together promotional material to advertise the workshop. We ask that hosts also promote this workshop to their members, as well as to others within their community and surrounding areas. Copies of the promotional material, including printed and downloadable versions, will be made available to the host for promotion. Grassroots Training will promote this workshop also to Vocational Education and Training (VET) students and through its communication networks.

Confirming a venue and date

To start the process of confirming a venue and dates, GTWHs are encouraged to complete the attached form with the relevant details. Grassroots Training will then liaise with the nominated contact person to confirm the venue, dates, workshop topic and other important information so that promotion for this workshop can commence.

Workshop timeline checklist

Agreed responsibilities for the Grassroots Training workshop

| Timeline | Workshop Host responsibilities | Grassroots Training responsibilities |
|--|--|--|
| Once a GTWH agreement is signed | <ul style="list-style-type: none"> • Book venue and equipment, if required • Make catering arrangements | <ul style="list-style-type: none"> • Update website with workshop information • Email relevant contacts promoting the workshop • Create and provide promotional poster and bulletin insert in pdf format to the GTWH and relevant District contacts • Book travel arrangements for facilitators |
| Prior to the workshop | <ul style="list-style-type: none"> • Actively promote workshop and encourage prospective participants to register | <ul style="list-style-type: none"> • Provide GTWH with 'free spot' codes for registration • Process online registrations as they arrive • Email list of registered participants to GTWH regularly • Email confirmation of registration and any relevant information pertaining to the workshop to registered participants • Issue receipts for payment to participants • Create nametags and participant packs |
| At the workshop | <ul style="list-style-type: none"> • Open training venue and ensure data projector and air conditioning/heater are working • Provide tea and coffee as people arrive • Provide morning and afternoon tea • Provide lunch (if applicable) | <ul style="list-style-type: none"> • Deliver training |
| After the workshop | <ul style="list-style-type: none"> • Participate in the review process as requested • GTWH to invoice Grassroots Training for lunch cost per participant (if previously arranged) | <ul style="list-style-type: none"> • Collate and summarise participant feedback • Grassroots Training to pay GTWH invoice for lunch cost per participant (if previously arranged) |

Grassroots Training Workshop Host Agreement

The GTWH agreement is to be completed by the GTWH and submitted to Grassroots Training at least ten weeks prior to the negotiated workshop date.

Host to complete parts A, B, and D; Grassroots Training to complete part C.

Host has agreed to hold a workshop according to the following details:

| A: Host details | | | |
|---|---|--|-----------|
| <i>Grassroots Training Workshop Host to complete</i> | | | |
| Organisation name | | | |
| Authorised person's name (e.g. Pastor/Chair) | | | |
| Email address | | | |
| Contact numbers | Mobile | | Telephone |
| Workshop liaison name (e.g. Secretary/Lay worker) | | | |
| Contact numbers | Mobile | | Telephone |
| Postal address for correspondence | | | |
| B: Workshop details | | | |
| <i>Grassroots Training Workshop Host to complete</i> | | | |
| Nominated workshop topic | | | |
| Negotiated dates of workshop | | | |
| Place and address where workshop will be held | | | |
| Lunch provided | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes – additional cost per participant: \$ | |
| Parking availability and access instructions; food venue locations; other relevant info | | | |

| | | | | |
|--|---|------------|-----------------|--|
| C: Workshop details—Grassroots Training to confirm | | | | |
| <i>Grassroots to complete</i> | | | | |
| Workshop title/s | | | | |
| Workshop dates confirmed | <input type="checkbox"/> | Yes | Date | |
| | <input type="checkbox"/> | No | Comments | |
| D: Declaration | | | | |
| <i>Grassroots Training Workshop Host to complete</i> | | | | |
| <i>I have read the Grassroots Training Workshop Host Information Handbook and agree with the terms in this document.</i> | | | | |
| GTWH authorised person's signature | | | Date | |
| Name | | | | |
| E: Submission | | | | |
| Return to: | Director of VET Australian Lutheran College 104 Jeffcott Street NORTH ADELAIDE SA 5006 | | | |
| Email: | grassroots@alc.edu.au | | | |