



# **TxCCDN Regional Trainings**

## **Information Packet for Host Locations**

One of the purposes of the Texas Christian Community Development Network is to provide great training in Christian community development practices statewide. Our one-day trainings typically focus on a specific area or aspect of community development. We try and bring the trainings to areas where we are not holding our annual conference so that we can widen our reach and make the trainings accessible to more regions of the state.

In order to bring a training to a region, TxCCDN looks for partners who can work with us on the ground and help coordinate the event. After doing this for a while, we can tell you that the most successful trainings are those that have local partners involved and address specific needs identified by the local organizations.

Are you interested in hosting TxCCDN for a training in your area or at your organization or church? Read on to learn about how it works!

## **TxCCDN Regional Trainings**

### *Partnering with Local Organizations and Churches to Connect, Train, Educate and Advocate for the Poor and Marginalized in Texas*

We truly view the regional TxCCDN trainings as a partnership with ministries and organizations around the state who are doing development work with the poor or who are interested in transitioning to this type of work. To that end, we share the responsibility and planning for the trainings with our local partners. The following will outline the responsibilities and roles of TxCCDN and the local partners. While some of these things are negotiable and will vary by location, this will give you a good idea of what you can expect from us and what we will expect from you in order to provide a meaningful and well-organized training.

#### **TxCCDN will work with you to do the following:**

**Select a date and time** – We recommend a one-day training that starts around 8:30 or 9:00 a.m. and ends around 3:00 p.m.

**Create a schedule for the day** – Sample schedule is attached.

**Identify a focus or theme for the training** – Suggested topics are attached.

**Select and recruit speakers for the training** – We recommend a combination of our statewide experts along with some local leaders who are doing this kind of work. We recruit the statewide experts and you provide the local leaders.

**Run registration for the conference** – We will use our online registration system to receive and process registration payments and send notifications and reminders to registrants.

**Promote the training to our statewide network** – We will let our contacts know about the training via social media, our website, e-news, and an e-blast. We will rely on you to send out personal invitations to your local networks and contacts who don't know anything about TxCCDN and wouldn't be in our database.

**Print nametags, assemble registration packets, provide on-site registration and assistance the day of the event.**

**Process honorariums and reimbursement checks/payments** related to the conference.

**Work with you on a budget for the conference expenses** – At a minimum, we need to cover the expenses related to the conference and provide TxCCDN with \$500 left-over to cover the administrative costs and time associated with coordinating the event. To give you an idea of expenses, at a minimum it costs about \$1,800-\$2,100 to put on a one-day training with light food, program materials, and speaker honorariums for about 60 attendees, charging them about \$30-35/each with a donated venue to host it.

**Provide an evaluation for further reflection** – We will administer and collect evaluations at the training. After the event, we will summarize the results and share these with your team.

## **Local partners are asked to handle the following things:**

**Form a local committee to plan the rest of the conference** – Select the local presenters, confirm with all speakers, and add any unique program elements that highlight Christian community development in your area and promote collaboration among ministries and organizations in attendance. For example, you might want to add on a ministry tour to a local organization doing CCD work or invite in a local singing or performance group to provide a cultural element to the day.

**Secure and reserve a venue willing to host the training** – Ideally, you will secure a venue that is willing to donate the use of the space for free. If you are paying for the use of the facility, you will need to factor this into your overall costs.

**Find a caterer for coffee, breakfast (optional) and lunch, and make arrangements for meals** – We recommend trying to find one or two sponsors who are willing to underwrite or discount the food to reduce costs for the training. The higher the food costs, the higher your registration fee will need to be, so it is advisable to keep this expense low.

**Arrange for musicians**, if desired.

**Arrange for an AV/Tech person** to help run slides and sound; **provide a projector and screen.**

**Coordinate set-up with the venue and provide a few volunteers** either the day before or the morning of to set everything up and help. In addition, volunteers will **help with tear-down** at the end of the day.

**Promote the training to your local contacts** and encourage registration.

**Act as local hosts during the training**, welcoming people, etc.

**Submit any reimbursement requests with receipts** to TxCCDN.

**Provide any follow-up details** you'd like communicated to training attendees in the "thank you for attending" email we send out after the event.

Are you ready to host a regional training?

Contact our Statewide Coordinator at [director@txccdn.net](mailto:director@txccdn.net) to learn more.



## SAMPLE ONE-DAY TxCCDN TRAINING SCHEDULE

*\*This is a sample schedule from a recent training on transitioning a ministry from relief to a development and empowerment focus. Typically a one-day schedule will include the following: opening plenary session, one or two morning workshop or break-out sessions, lunch and Q & A panel with lots of examples, one more afternoon workshop or break-out session, and possibly a ministry tour or closing group session.*

8:30 am – 9:00 am	Check-In and On-Site Registration, Coffee and Snacks Available
9:00 am – 9:15 am	Welcome from Local Hosts
9:15 am – 9:45 am	Opening Session: Biblical Foundations of Christian Community Development
9:45 am – 10:30 am	Session 1: What is Christian Community Development (CCD) and what does it “look” like? Some starting principles and guidelines for moving from relief to development.
10:30 am – 10:45 am	Q & A
10:45 am – 11:30 am	Session 2: Moving Toward Empowerment: Evaluating Your Ministry and Examining How CCD Principles Might Be Applied
11:30 am – 12:15 pm	Lunch and Networking  Break-out discussions will take place over lunch. Meet others at your table and share next steps and ideas for your ministry or church.
12:15 pm – 1:00 pm	Panel Discussion on Experiences Transitioning a Ministry  Panelists: 2-4 Panelists with a Moderator.  <i>Hear about some examples of CCD ministries in the Region. For each one, there will be a brief discussion of how the ministry started and strategic changes made over time to reflect or strengthen a development/empowerment focus. Lessons learned will also be highlighted.</i>
1 :00 pm –1:15 pm	Break
1:15 pm – 2:00 pm	Session 3: Mobilizing Churches: How to Cultivate Greater Collaboration Between Churches and Nonprofits
2:00 pm – 2:15 pm	Children’s Choir from Local CCD Program
2:15 pm – 2:45 pm	Local Example of Church/Community Partnership and Ministry Tour (on-site)
2:45 pm – 3:00 pm	Closing Session, Invitation to Continue the Discussion

## POSSIBLE TOPICS FOR A ONE-DAY TxCCDN TRAINING

These are some suggested topics that might be included in a one-day training. Availability of speakers and presenters and the needs identified by the local leaders would determine which topics would be included in any given location and date:

Moving your ministry/organization from relief to development and empowerment

Principles of Christian community development

Aligning various programs with a Christian community development perspective:

- Employment programs
- Social enterprise, nonprofit business models
- Children/youth programs
- Homelessness
- Mental Health Issues

Understanding poverty

Developing indigenous leaders in the community

Dealing with justice issues

Mobilizing churches

Church/nonprofit partnerships

Race and racial reconciliation

Board development (or fundraising, grants, fiscal accountability, building capacity, etc.)

