

Timeline to Prepare for a C.E. Mission Weeks Week of Ministry

Below you will find brief notes about items before your week of ministry. This document is for both new and returning group leaders.

Although there is a lot of material on the website, this will help you to quickly know what is due and when.

Start

- Reserve your week of ministry by filling out a Space Reservation Form and submit it to the C.E. office with a \$100 non-refundable deposit.
- Once you have received a confirmation of your week of ministry, begin to determine how many people will attend.

January 31 Early Rate

- Submit a payment of \$100 per person who is going to attend and mail it to the C.E. Office.
- Information provided to you will include: housing location address, other churches attending, speaker information, leader devotional material, Wednesday free time options, etc.

Feb. 1 - April 14 Collect Registration Paperwork

- During this time collect the registration paperwork for all who are attending. You should have a registration form, medical & liability release form, skills inventory and a copy of each person's insurance card.
- Also start to submit & receive background clearances for any attendee who will be age 18 or over by the start of your week of ministry. A "Child Protection Agreement Form" is on the website to list all clearances that are on file at the church.
- To assist you in managing all the registration paperwork, a control sheet/roster is available on the leader page of our website.

April 15 Payment and Registration Deadlines

- Full payment is due for all who are attending.
- Submit all registration paperwork to the office (mail originals). *Make a copy of everything for your files before you send them to the C.E. office.*

Mail: Christian Endeavor
P.O. Box 190
Gilbertsville, PA 19525

Final Preparations for Your Trip

- Plan transportation.
- Research Wednesday Afternoon activity options.
- Determine methods which teenagers can use to develop their leadership skills.
- Assign devotional leader material to youth to lead during the week.
- Complete the Child Protection Agreement Form and submit to the office prior to leaving for your week of ministry.
- Inform each person what they are to pack.
- Meet, pack the vehicles, pray, and enjoy the hours of traveling.

See you at C.E. Mission Weeks

A ministry of:
Christian Endeavor

P.O. Box 190
Gilbertsville, PA 19525

Office: 610-369-0207
FAX: 610-369-0257

theworkcamppeople.org
CEworks.faith