



"Encouraging the body of believers by bringing  
the Word of God to life."

**SALT & LIGHT**  
MINISTRIES

[www.saltandlightmin.org](http://www.saltandlightmin.org) [jeff@saltandlightmin.org](mailto:jeff@saltandlightmin.org)

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**RE: Host Letter, Boost Training Conference**

Thank you for considering this opportunity to host one of our BOOST Training Conferences. These training conferences are designed for either:

1. Creative Ministry Teams and/or Movement Ministry Teams
2. Children's Ministry Pastors, Leadership, or Volunteers

We are very excited about this ministry opportunity and the relationship we will build with a church during this event. We have put forth some general terms of an agreement that we would like to establish with a church as the "**host**" for this event, so that you will know what to expect from us and that we might clarify what we expect from the church willing to host a BOOST conference.

As a **Host Church**, we will count on you for the following:

**1. Facilities**

- One large gathering area for up to 100 people.
  - This space must have ceilings that are at least 12 feet high
  - The preferred meeting room is a casual educational/recreational/or dining area. Round tables that seat 8 per table is preferred, but not required.
  - Any furniture (tables/chairs) must be removable for group movement or there must be an adjoining or nearby space where group movement is possible.
  - This space does not need an elevated platform (stage).
  - This space will also be where lunch is served unless there is another area that the host prefers on site.
- Accessible bathrooms.

- Three(3) 2x8 or 2x6 tables. All three tables will be located in the general gathering area for material, displays, and registration.
- Fellowship area for on-site lunch. This would generally be the gathering area where the conference is being held.
- Kitchen area for organization and storage/preparation of meals.

## ***2. Support Personnel***

- **Primary point of contact (POC).** This person is the liaison between the **Host Church** and **Salt and Light Ministries**.
- **Janitorial support.** This person is not necessarily on-site, but available to make sure the church is properly prepared after the conference for Sunday morning worship service. Although Salt and Light Ministries will provide a general clean up of trash and garbage after the conference, we can not be responsible for vacuuming, emptying trash receptacles, and cleaning bathrooms.
- **Registration/ Resource Table.** This person is available to help during registration and throughout the day at the resource table offered by Salt and Light Ministries.
- **Lunch.** A person to procure (box) lunches and to help organize and distribute lunches and drinks during the noon meal.

## ***3. AV support***

- All media to include PPT, .mp3, and .mp4 files will be done from our laptop (Macbook PRO, using ProPresenter to share media files.) A complete sound and projection system compatible with an HDMI connection is required to be set up on site at the church.
- A hands-free, (headset) wireless microphone system compatible with the available sound system for voice projection IF the audience is expected to be thirty or more people.

## ***4. Promotion and Publicity***

- The **Host Church** is responsible for promoting this as a special event in the life of the church and making it available for other churches in your area.
- **Salt and Light Ministries** will provide:
  - A Poster, flyer, and bulletin inserts in .jpg format.
  - Promotion throughout our database, ministry network, and website.

## ***5. Meals (If Required)***

- The **Host Church** will coordinate meals for the event if required (All day training events) This is generally a box lunch and drink and the possibility of

a continental breakfast. Salt and Light Ministries will provide the budget for these meals and reimbursement for the food costs to the church after the conference.

## 6. Training Schedule

- The **Host Church** will help determine what type of training day it will be (Creative Ministries training vs Children's Ministry Training) and be involved with Salt and Light Ministries in deciding what classes will be taught along with the training schedule for the event.

## 7. Accommodations

- The **Host Church** is asked to help with single accommodations for Jeff while onsite for the training. He is willing to stay at a residence or a hotel. This is just a consideration and not a requirement of hosting.

As *Sponsors* of this event, Salt and Light Ministries will provide/be responsible for the following:

- ◆ All registration to include on-site and advance registration through our website, [www.saltandlightmin.org/boost](http://www.saltandlightmin.org/boost).
- ◆ Coordinate food for meals in conjunction with the **Host Church**. As an option, we encourage the **Host Church** to make snacks and drinks available to registrants through a vending or sales area. This can be a great opportunity for a fund-raising event.
- ◆ General clean up (trash).
- ◆ Develop and maintain promotional information regarding this event on the web site.
- ◆ Salt and Light Ministries will also provide the **Host Church** with three free registrations (to include meals) to be used towards staff that are volunteering to help facilitate the conference. We will make every effort to make sure that staff responsibilities are kept outside of scheduled programming so volunteers can participate in the conference as much as possible.
- ◆ Lead the planning for the training event schedule to be offered.
- ◆ Assume all financial costs for the conference unless the church is willing to help with accommodations. This does not include promotion and marketing that the church does for the event.

In addition to hosting the BOOST conference, the **Host Church** may also be interested in booking Jeff for onsite programming. A "booking" is defined as a programming opportunity (scheduled service, outreach, training event, or special

event in the life of the church) near the date being scheduled. The nature of this event can be tailored to meet the need of the host church. This programming option can include teaching, equipping, entertainment, ministry, etc. The terms of this agreement are separate from the BOOST conference and must be made in advance of the conference and confirmed in writing through a confirmation letter that Jeff Smith Ministries will provide for the event.

That should just about do it! Let us know if this opportunity interests you and we'll begin to set dates and work out the necessary details of an arrangement. Again, thank you for considering this matter.

In His Service Together,

Jeff Smith  
Director, Salt and Light Ministries