



Thank you for your interest in hosting a Disaster Recovery Ministry Early Response Team training event. We are excited to partner with you and look forward to a wonderful day of fellowship and learning. The following will help you know what we request from you, our host church. It also includes what you can expect from the trainer(s).

Invitations and Advertising: You will receive a promotional flyer to help you promote the training at your church as well as those United Methodist Churches in your area. The Disaster Recovery Ministry will send the flyer to the appropriate District Office so they are aware of the training and can help promote the training to churches in the district. The Disaster Recovery Ministry will post the training on our website along with the link to register online. You will be notified when the information is posted online and ready to receive registrations.

Who Can Attend: Trainees must be 18 years or older. The training and organization are created and maintained with United Methodist theology and principals, those that are not United Methodist or Christian are welcome to join but are asked to respect the foundation and organization of the United Methodist Church.

Facilities and room set-up: An air-conditioned room such as a Fellowship Hall or large Sunday School Room that can comfortably accommodate 25-30 people is suitable for this training. The room should be set with tables so that each participant has a tabletop for their training materials and note taking. Tables can be round or rectangular; whichever you have that suits the room. The table for setting up literature and handouts, and another table for checking people in is also helpful.

Projector: A large screen, blank wall, or TV is needed for projecting the presentation.

Microphone: A microphone is needed if the room acoustics require that for quality sound or if it is a large training group.

Time: The training is eight hours with participant check-in beginning thirty minutes before the class begins.

Refreshments: We ask that the church prepare coffee and provide light refreshments for the morning and afternoon. If the church elects to, they may also provide lunch at their expense. They may also have participants pack their own lunch.

Day Before, and Day of, the event: A team of 2-3 people from the church to show us where to set up, assist with refreshments, welcoming participants, assist with check-in, etc. is always appreciated. If the room is difficult to find, it is a good idea to provide some signs pointing the way and/or volunteers to guide people. Disaster Recovery will collaborate with you through this entire process to make sure this event is a positive and enjoyable experience for the church, as well as the participants. If we can help in any way, please contact Trish Warren at (863)661-4939 or pwarren@flumc.org