



Desert Hope Ministries

P.O. Box 620575, Littleton, CO 80162 ph: 303-277-8358 www.deserthope.com

Restoring the Glory **Hosting Church Conference Manual**

Congratulations on hosting a *Restoring the Glory* conference! By now you've signed a contract and decided which format of the conference to hold at your location. If a date has not yet been chosen and approved, please be in close contact with Desert Hope in order to confirm a final date as soon as possible.

This manual is geared to assist you in planning, marketing and hosting the conference. Unfortunately, Desert Hope is unable to provide you with specific details or supervision on an on-going basis. Therefore, you will need to use your own professional judgment and local networks to make the *Restoring the Glory* conference a success at your location. This manual is not a comprehensive guide; however, there are also many requirements listed within, so please read this document thoroughly.

For your convenience, we have placed within this manual various sample letters and forms which you can use for your own conference. When using the samples, please be sure to change all location, date and contact information to suit your specific conference. The items that need editing are bolded and in brackets for ease of locating them. Also, it would be a good idea to use your church's letterhead when applicable.

All timing and days mentioned (i.e. Wednesday, afternoon, etc.) are geared toward the most common, three-day conference format. If you have decided to host our abbreviated, two-day format, please note that days and times will be adjusted.

We have no doubt that you will be blessed throughout this conference-planning process and that God will work mightily through your efforts.

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Conference Director

This person is responsible for oversight of all conference related activities as listed in the Table of Contents. This position is absolutely essential for a smoothly run conference and may require a full time position. The Conference Director will assign, train and manage all team leaders and volunteer positions, and will serve as the point person with Desert Hope Staff.

Planning the *Restoring the Glory* conference takes much time and preparation and we recommend beginning eight to nine months prior to the planned conference date. You will need to plan time for thorough brochure development, printing and marketing.

The Conference Director will be in charge of finalizing and maintaining the conference budget (see Estimated Budget in the Church Inquiry and Contract). After the conference is over, the Conference Director will provide Desert Hope with a final accounting of all conference expenses and revenues. If revenues exceed \$14,000 (as stated in the Contract) the Conference Director will then ensure that Desert Hope receives their portion of the excess revenues.

Travel Arrangements for Desert Hope Team

- **Air Travel:** Desert Hope will make the airline reservations for their team and invoice the sponsoring church, which is responsible for reimbursing Desert Hope.
- **Lodging:** The church is responsible for locating and reserving rooms for the Desert Hope team at a reasonably priced, acceptable hotel. The hotel should have food service or nearby restaurants for the times the Team is in town, but not at the conference. The rooms should be non-smoking and double occupancy, except in the case of single, opposite-sex team members.
- **Ground Transportation:** The church may need to provide a van to transport the team while in town.

A Desert Hope team member will be in contact with you regarding these matters.

Printing Brochures

We strongly urge you to begin work on the formal conference brochure six to seven months prior to the conference. Enclosed is a CD that includes the artwork for the *Restoring the Glory* conference brochure in Microsoft Publisher™. It is recommended that you utilize the services of a professional graphic designer to finalize the edits.

Following are the edits:

Page 1 (the side of the paper which includes the front panel of brochure)

- Far left panel – Insert appropriate, local endorsements
- Middle left panel – Edit date and location of conference

Page 2 (the side which includes the registration form)

- Far left panel – If two-day conference, delete paragraph on Breakout Workshops
- Far left panel – If ministry booths and books will not be provided, delete paragraph on Ministry Booths and Books.
- Far left panel – Under “For More Information. . .” add appropriate contact information; retain *Restoring the Glory* website address
- Middle left panel – Insert correct conference location and lodging alternatives
- Middle right panel – If two-day conference, get correct agenda from Desert Hope
- Middle right panel – Bottom, insert appropriate details regarding conference (i.e. meals, parking, etc.)
- Far right panel – Insert correct registration dates and prices (including early registration 4-6 weeks prior to the conference)
- Far right panel – If not doing boxed lunches, delete information.
- Far right panel – Indicate who and where payments should be made out to and sent

The language used to describe this conference and the design and logo of the brochure are intimately connected to the overall message and professionalism of Desert Hope Ministries. Therefore, the copy and art cannot be changed without express written consent of Desert Hope.

Be sure to proof the final screens to make sure every line is on the brochure and that every date is correct.

Brochure Specifications (for your printer)

- Two color, with color separations
- Use 8.5 inch x 14 inch, 80#, glossy or semi-glossy white paper
- It will require two folds (in half and then in half again).
- The printer will need to know that the brochure is in Microsoft Publisher™ since some printers don't work with this specific software.
- Quantity – please see marketing section to determine quantity needed
- The colors to use are: Black and GET THIS FROM PRINTER

Marketing

Marketing for the conference (actual mailings) should start 3-4 months prior to the conference. Keep in mind the early registration date was set at four to six weeks prior to the conference. This will bring in some early conference revenues to aid in your budgeting efforts. Desert Hope will support your efforts by advertising your conference in our regular newsletter mailing and on our website. We will also link to your website, please provide us with your church URL.

Generally speaking, you can expect a 1 to 2% return on the amount of brochures that you send out. In other words, if you send out 8000 brochures, you can perhaps expect 80 to 160 conference attendees, unless you rely on other creative marketing strategies.

Note: Do not market or advertise this conference as dealing with homosexuality. This unfairly limits the audience and shortchanges them as we will be dealing with much broader issues surrounding intimacy, sexuality and gender.

This conference is geared toward adults and should not be marketed to youth groups or any other youth less than 18 years of age.

Following are some suggestions on how to market the conference. You are not restricted to these ideas and we encourage your creativity and expertise.

In-House Marketing

- Mail brochures to all members of hosting church.
- Make several pulpit announcements at hosting church
- Include weekly bulletin insert & announcement at hosting church (see sample)
- Booth display at hosting church on Sundays with discounted registration
- Article in church newsletter (see sample)
- Show Power Point advertisement weekly (on CD)
- Announce at singles and young married church classes

Local Churches

- Mail brochures and/or flyer (see sample) to all local evangelical/catholic churches with endorsement letter from hosting church pastor (see sample)
- Mail brochures and/or flyer to all local evangelical/catholic churches with endorsement letter from Exodus Minister or Christian VIP (see sample)
- Announce conference and display booth at local singles groups
- Develop list of key churches in the area, call and mail out complete packet which includes:
 - a. Personal cover letter from pastor of church
 - b. At least 20 conference brochures
 - c. Suggested bulletin announcements (see sample)
 - d. Suggested bulletin insert (see sample)
 - e. Endorsement letter from hosting church pastor (see sample)
 - f. Poster (on CD)

- Mail postcards to all local evangelical/catholic churches 3 weeks prior to conference (see sample)
- Consider hosting a Pastor's Breakfast for key local churches to highlight conference
- E-mail out Power Point advertisement slide to be shown during announcements

Local Christian Ministries/Organizations and Counselors

- Mail brochures to Christian non-profit ministries, especially those related to Exodus and Living Waters; include endorsement letter
- Mail brochures to local Christian "VIPs" with endorsement letter
- Mail brochures to other local ministries' database (i.e. inserting a brochure into one of their newsletter mailings)
- Mail brochures to local Christian counseling centers and individual therapists
- Distribute brochures in local support group meetings (i.e. Exodus. . .)
- Ask to be listed on local ministries' websites

Other

- Attend other large Christian events to distribute brochures (or host a booth)
- Distribute brochures at local Christian colleges and seminaries.
- Deliver brochures to Christian bookstores
- Build conference section on church website (please only list specific details of your conference, do not copy graphic art or text about the conference)
- Link to www.restoringtheglory.com

Sample Bulletin Announcement

Adult Conference at **[Lookout Mountain Community Church, October 10-12, 2002]:**
Restoring the Glory - a postmodern conference with a fresh and relevant message of hope and renewal on relationship, intimacy, sexuality and gender. For information contact **[Name of registrar, phone number, church website]**
www.restoringtheglory.com

Announcing a Unique and Dynamic Conference!

Restoring the Glory: *Truth and Hope for a Sexually Darkened World*

[November 13 – 15, 2003]

[Name of your church]

[City, State]

Contact: (###) ###-####

Restoring the Glory: Truth and Hope for a Sexually Darkened World, is a postmodern conference with a fresh and relevant message of hope and renewal on relationship, intimacy, sexuality and gender. **This conference is excellent for** pastors, counselors, lay leaders and individuals or families personally affected or struggling with the shame, guilt and/or consequences of sexual brokenness and/or misguided choices.

We welcome you: Opening night is free of charge!

Our **main speaker**, Janelle Hallman, is a popular national and international speaker and teacher on Biblical and psychological truths surrounding the human condition and sexual brokenness. She is a licensed professional counselor and graduate of Executive Director of Desert Hope Ministries.

Breakout Workshops led by experts will address topics such as:

- | | |
|--------------------|------------------------------|
| → Sexual addiction | → Talking to teenagers |
| → Sexual trauma | → Parents of strugglers |
| → Homosexuality | → How the church can respond |
| → Adultery | → Abortion |

Ministry Booths and Books on relevant topics will be available.

Contact:

[Name of Registrar – Phone – Website]

www.restoringtheglory.com

Restoring the Glory

Philip Yancey, in his book *Rumors of Another World*, says, "I want to try to recover...a view of sex that corresponds to God's original design... Those who test that design, and fail, in the process gain some haunting sense of what we are missing. We want desperately to connect, to grow in personal intimacy even as we progress in sexual intimacy. We want to be fully known, and fully loved. When that does not happen, or when the fragile link snaps, it simply proves that in sex, as in every area of life, fallen humanity gets in the way and keeps us from realizing the ideal."

Realizing the ideal of God's original design for sexuality is especially difficult because of the war that is being waged within our culture over our hearts, minds and bodies. We are constantly bombarded with images and messages that promise sexual fulfillment and romantic love, but instead deliver emptiness and shame. Pornography ensnares millions, marital infidelity is increasing, children are being corrupted and abused. We are the casualties of this war! There is a tremendous need within the church to boldly address the lies and distorted messages about intimacy and sexuality that are communicated through the media, pop culture and even educational systems.

God is the expert on relationships and intimacy. We are made in His image, designed to reflect His Glory. His loving power can transform our brokenness, no matter how severe. With Him we can stand against the powers of this dark world and claim our true identity as glorious reflections of Him.

You are invited to attend a conference **[April 22-24 at First Presbyterian Church]** where you will hear truths that can set you free from the devastating effects of brokenness, shame and misguided choices. Janelle Hallman, the creator of ***Restoring the Glory***, along with her team, will teach and minister God's redemptive truth and grace. Relying on Biblical story and metaphor, Janelle will weave a hopeful and redemptive message that unveils God's high purposes of sexuality and the glory of masculinity and femininity. The deceptions and battle tactics used by the enemy to distort God's plan for intimacy, sexuality and life will be exposed so that we can stand on firmer ground as we proclaim God's glory in His creation of men and women.

Worship and prayer will play integral parts in this informative conference. Also featured will be special testimonies from men and women who have known the shame of sexual brokenness and the power of God's grace and love. On the final day of the event, ten breakout workshops will be offered on such topics as sexual addiction, pornography, sexual trauma, homosexuality, abortion, teen sexuality, and marital infidelity. Ministry booths will offer a variety of free information, and a bookstore will be open for purchasing materials related to the subjects covered.

Janelle Hallman is a popular national and international speaker and teacher, and has spoken for Focus on the Family, Exodus International and other national Christian organizations. She is a licensed professional counselor, an adjunct professor at Denver Seminary, a former adjunct professor at Colorado Christian University and is the Executive Director of Desert Hope Ministries.

The ***Restoring the Glory*** conference is for any man or woman who longs to grow in their relationship with Christ. It is also for those who long to be healed from the effects of sexual and relational brokenness, and who long to pursue healthy intimacy and wholeness. It is for church leaders and any of God's people who are called to offer help to youth and adults who are struggling with relationships and sexuality.

Opening night of *Restoring the Glory* is free of charge for those who want to sample the message before registering. The cost for the remaining two days is a low **[\$95.00]**, with discounts available for couples, for students, and for registering before **[March 15]**. For more information you may visit the conference website at www.RestoringTheGlory.com or call **[303-277-8358]**. Brochures, with registration forms enclosed, are available in the literature rack in the west hallway at **[First Presbyterian Church.]**

Restoring the Glory:

Truth and Hope for a Sexually Darkened World

A unique and dynamic, postmodern conference offering **a life changing experience** for those struggling with the devastating effects of sexual and relational brokenness or for those who long to hear a fresh message about **God's design for relationships, intimacy and wholeness.**

"I have never attended a conference so outstanding, so full of substance and so full of hope." Conference Attendee

[DATE]

[Church Name]

[Address]

[Registrar Phone & Church Website]

**[April 22], Thursday evening is
Free of charge!**

Featuring many special speakers, worship, prayer ministry,
testimonies, breakout workshops,
local ministry exhibits and bookstore.

*Registration is available at the door or through
web site.*

www.RestoringTheGlory.com

[February 11, 2004]

Dear Friend in Ministry,

It is my pleasure to invite you, **[your staff, and those who benefit from your ministry]**, to attend a special event to be held at **[First Presbyterian Church in Boulder on April 22-24]**. There is a tremendous need within the church to address the distorted and untruthful messages about intimacy and sexuality that are communicated through the media, pop culture and educational systems. That is why we have enthusiastically agreed to host this conference, ***Restoring the Glory***.

Janelle Hallman, the creator of ***Restoring the Glory***, along with her team, will present God's redemptive truth and grace regarding relationships and intimacy. Janelle will weave a hopeful and redemptive message that unveils God's high purposes of sexuality from a biblical perspective. The deceptions and tactics used by the enemy to distort God's plan will be exposed so that we can stand on firmer ground as we proclaim God's glory in His creation of men and women. Janelle is a woman of deep spiritual maturity, with a passion for Jesus and a call to speak to evangelical churches. You will find her credentials listed in the enclosed materials. She is a gifted teacher who creatively uses a variety of media to convey her message.

The ***Restoring the Glory*** conference is for any man or woman who longs to grow in their relationship with Christ. It is also for those who long to be healed from the effects of sexual and relational brokenness, and who long to pursue healthy intimacy and wholeness. It is for church leaders and any of God's people who are called to offer help to youth and adults who are struggling with relationships and sexuality.

This will be the first presentation of ***Restoring the Glory*** held in the **[Denver]** area. The staff and elders of **[First Presbyterian Church]** are excited about the opportunity to host this dynamic and relevant conference. Please plan to attend and also join us in encouraging those in your congregation to attend.

Until the whole world knows,

[Peter B. Barnes]
Senior Pastor

Sample Postcard (Front & Back)

Coming soon!

Restoring the Glory
Truth and Hope for a Sexually Darkened World

A **unique and dynamic conference** offering a **life changing experience** for those struggling with the devastating effects of sexual and relational brokenness or for those who long to hear a fresh message about **God's design for intimacy**, sexuality and gender.

"I have never attended a conference so outstanding, so full of substance and so full of hope." Conference Attendee

[Date] [Church Name]
[April 22], Thursday evening is **Free of charge!**
FOR MORE INFORMATION: Call [Registrar's phone number]
www.RestoringTheGlory.com

[Desert Hope Ministries]
[P.O. Box 620575]
[Littleton, CO 80162]

Sample cover letter to be sent out by a Christian VIP, Pastor, Exodus ministry, etc.

[Your Letterhead]

[Date]

Dear **Friend**,

I am pleased to introduce and recommend you to an upcoming conference on relationship, intimacy, sexuality and redemption in this area. The conference is called ***Restoring the Glory*** and will be held at **[Lookout Mountain Community Church on April 20-22, 2002.]**

Those of us who regularly work with the sexually broken see a tremendous need within the church to boldly address the lies and distorted messages about intimacy, sexuality and gender that are constantly communicated through the media, pop culture and even educational systems. This conference dynamic seeks to do just that.

Restoring the Glory is an extremely unique conference offering song, drama, film, media, story, teaching and experiential times of prayer and ministry. The opening night, **[April 20th]**, is free of charge. On behalf of **[church name]**, we welcome you and your friends to join us in April!

If you have any questions or require additional brochures, please don't hesitate to call at **[Registrar's phone number]**.

Sincerely,

[Christian VIP, Pastor, Exodus Ministry]

Publicity

In addition to direct mail and church promotion, we would highly recommend using local publicity channels. Again, do not market or advertise this conference as dealing with homosexuality. This unfairly limits the audience and shortchanges them as we will be dealing with broader issues. Here are some ideas:

Newspaper

- Run newspaper ads in Local Christian newspapers (use www.restoringtheglory.com website or brochure artwork for graphics).
- Send press release to local newspapers for religion sections/calendar and events (see sample)

Radio

- Send/Fax Public Service Announcements (PSA) to local Christian Radio Stations Because radio stations only advertise free events (on PSA format), they will only advertise the first night of the conference, which will be free. (see sample)
- Consider a paid advertisement on local Christian radio stations
- Schedule interview with Janelle Hallman with local Christian radio stations.
- Get listed on local radio stations' websites under their calendar of events

Television

- Advertise on local Christian television networks



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Sample Press Release

FOR IMMEDIATE RELEASE

To: Religion Reporters, City Desk

Contact: [Conference Director, Phone, Church name]

RESTORING THE GLORY CONFERENCE COMING TO [BOULDER]

Acclaimed conference, featuring speaker Janelle Hallman scheduled for [date]

[BOULDER, Colo. Mar. 25] / -- ***Restoring the Glory***, a dynamic conference offering a postmodern format, is scheduled for **[April 22-24, 2004 at First Presbyterian Church in downtown Boulder, Colorado]**. The first night of the conference, Thursday, **[April 22]** is free and starts at 6:30 p.m. The conference is presented by **[church name]** and is sponsored by several **[Denver]** area ministries serving those struggling with past sexual abuse, sexual addiction, homosexuality, post-abortion trauma, infidelity and much more.

The ***Restoring the Glory*** conference is for any man or woman who longs to grow in their relationship with Christ. It is also for those who long to be healed from the effects of sexual and relational brokenness, and who long to pursue healthy intimacy and wholeness. It is for church leaders and any of God's people who are called to offer help to youth and adults who are struggling with relationships and sexuality.

Restoring the Glory will feature speaker Janelle Hallman. Janelle is a popular international speaker on Biblical and psychological truths surrounding sexual brokenness and the ensuing impact on inner-development and relationships. She is a Licensed Professional Counselor, an adjunct professor at Denver Seminary and is Executive Director of Desert Hope Ministries. Janelle relies on song, film, media, story, teaching and prayer to convey her powerful message of hope.

Our Youth are in Trouble ... We are in Trouble. Over 30% of 9th graders have had intercourse (*CDC, 2001*); In 1999 internet porn site revenues were estimated at \$1.2 billion (*Christianity Today*); Up to 20% of pastors struggle with online pornography (*Christianity Today*); Yet, 62% of teenagers who have been sexually active wish they had waited. 20% of sexually active 15 to 19 year old girls will get pregnant and over 3 million teens will contract an STD - every year (*Kaiser Foundation*); 20-40% of Christian couples have been affected by marital infidelity (*Barna Research Group*). Clearly, there is a war being waged within our culture.

While this conference does not ignore the psychological aspects of sexuality and sexual disorders, it is intentionally focused on the scriptural insight and spiritual issues and solutions surrounding our fallen sexuality and gender identities

<http://www.restoringtheglory.com>



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Sample Radio Public Service Announcements

Fax

Date: [March 29, 2004]

Number of Pages: 1

To: [KCBR 1040 AM]

Fax:

Phone:

From: [Conference Director]

[Church Name]

Attn: PSA

Re: Community Calendar Announcement

Contact: [Conference Director, phone]

Title: **Restoring the Glory** Conference, [City, State]

Run date: Starting [April 1 - April 22]

If you or someone you love struggles with past sexual abuse, sexual addiction, homosexuality, post-abortion trauma, infidelity or any other form of relational or sexual brokenness, come to "**Restoring the Glory**" and find the hope and freedom you've been looking for. The "**Restoring the Glory**" conference will be held on **[April 22 through 24 at First Presbyterian Church in Boulder]**. The first night is free and starts at 6:30 pm. Don't miss the dynamic teaching and incredible testimonies of healing. Call [phone] or visit www.restoringtheglory.com

Registration

You should designate a person to act as registrar who will develop a database of all registrants and manage all revenues received. (Desert Hope may require an electronic copy of all registrants' contact information after conference.) It is recommended that a confirmation packet be sent to each attendee including the following information:

- Confirmation of registration and revenues received (see sample)
- Map and directions to the conference location as well as check-in location
- Parking and lodging information
- Workshop list, if ready (from Desert Hope)
- Lunch &/or dinner arrangements (if necessary)
- Another conference brochure.

We have found that over 50% of mail-in registrations arrive within two weeks of the conference date. We've also found that we get an additional 75-100% of total mail-in registrations as walk-ins on the opening night of the conference.

The conference registrar will also need to be present at the conference to check-in attendees and take additional registrations from walk-ins. These new registrations will need to be added to the database. As a part of check-in, you might want to give out nametags and conference packets (see **Conference Packets** below). If you give out nametags, we recommend using first names only as a protection of privacy.

Sample Confirmation Letter

[Your Letterhead]

Restoring the Glory
Conference Registration Confirmation

Your registration confirmation number is: **«Registration Number»** Please bring this letter with you to the registration table at the conference.

Thank you for your registration. We are so pleased that you will be joining us for the conference. Please review the information below and contact us if it needs to be changed. If you did not purchase box lunches we encourage you to **[bring your meal]** or send us your order (see order form below).

Name: **«First_Name» «Last_Name»**

Spouse: **«Spouse»**

Address: **«Address_Line_1» «City» «State» «ZIP_Code»**

Home Phone: **«Home_Phone»**

Work Phone: **«Work_Phone»**

Email Address: **«Email_Address»**

[Box Lunches: Friday «Box_Lunch_Friday» Saturday: «Box_Lunch_Saturday»]

Registration Date: **«Registration_Date»** Payment: **«Payment_Status»**

Box Lunch Order Form

Name: _____ Registration Confirmation No.: _____

Box Lunch: Friday Y / N \$6.00 Saturday Y / N \$6.00

Make checks payable to: Desert Hope Ministries. Note "Box Lunch" in the memo. Mail your order to Desert Hope Ministries

Sponsored by:

[Your Church]

[Address]

[Phone, e-mail, Website]

AV/Technology

It is absolutely essential that a qualified and experienced staff member be present throughout the entirety of the conference as well as preparatory arrangements. This person must be able to mix live worship music, and be able to play VHS, DVD and CD media clips at the appropriate moments in the production, adjust house and stage lighting, manage all microphone usage, handle technical connections with Desert Hope Power Point presentations, etc. This person will be required to attend the production meeting, mentioned below. Desert Hope will provide a team member to run the Power Point presentation and help in this area.

In addition to having a full-time AV/Sound booth person for the conference, it is also essential that you have all the required equipment to run this media-savvy conference. Please make sure the location has front or rear video projection, a computer that runs Power Point, a CD player and separate DVD player. Ideally, the DVD player would have a separate monitor in order to cue up media clips.

Speakers will need two high quality lapel or headset microphones and two additional hand held microphones. The worship team will also need microphones, monitors, etc.

The church must hold a CVLI license to allow the use of copyrighted music and movie clips.

The technology involved in this conference can either create many lasting, wonderful memories or lasting, distasteful memories. Please take the time and effort necessary to provide competent staffing in this area of the conference. If you have any questions at all regarding the technology of the production, please contact Desert Hope.

Worship Band

You will be responsible for providing a worship band or worship soloist for the duration of the conference. Please give to the chosen Worship Leader the following two pages of this manual, which describe the contents of all lectures. There will be a variety of twenty-plus minute worship sets, and many prayer ministry times where soft, heartfelt, soothing acoustical music will be required. Because worship is essential to prepare hearts to receive healing ministry, we will want to work with you on this. Janelle Hallman will contact the Worship Leader to finalize all music sets.

The songs chosen should be a mixture of upbeat and slow as well as current and classic. It is important that the songs are well-known and not personally authored by the Worship Leader. If there is a worship band, it should be made up of both men and women. The Worship Leader will be required to attend the Production Meeting, which is mentioned under the **Production Meeting** section.

Restoring the Glory – Worship Sets and content

Thursday evening

5:30 pm – 6:30 pm

6:15 – 6:30

6:30 -

6:40 - 7:40 pm

REGISTRATION

Worship – lead in worship songs. Will officially open at 6:30

Do two long or three short songs – up beat. Teach Establish my Steps.

Introduction

Personal Sexual Brokenness: I will be opening with the issue of shame and then sharing why we struggle with sexual brokenness. I focus on developmental wounds, deficits, confusions, longings, needs, etc. The message is when we reach out for sex or romance, often we are simply reaching out for love, acceptance, etc., all of which God can provide. We are in essence reaching out for God.

7:40 pm – 8:15 pm

Testimony: Bob Hudson: Whom Will I Serve? A testimony about overcoming homosexuality and how to press into shame and facing singleness.

8:15 pm – 8:30 pm

8:30 pm – 9:00

BREAK

Cultural Sexual Brokenness

9:00 – 9:30

Ministry time: You could play the piano in background or we could play a CD. However, it might be nice at some point to actually sing a few songs referring to the blood of Jesus or forgiveness or washing. This will be a time of confession and cleansing.

Friday

8:30 am – 9:00 am

8:45 – 9:10

REGISTRATION

Worship – leading in worship songs

Mixture of upbeat – to wake people up, but also reflective – songs of longing and desire for God. End with Establish my Steps.

9:10 am – 10:30 am

Steps to Real Relationship – I will be teaching out of Genesis, going through the creation account – order of creation of Adam and Eve, identifying the stages of relationship that each went through prior to meeting. Will be showing movie clip from Much Ado about Nothing – where both awaken to love. Ends on positive note, however, many will feel shame because they have walked in disordered intimacy. **Ministry time:** Again, piano in background and perhaps we will ask you to close ministry time in a song – perhaps surrender will be a theme. Or receiving from God

10:30 am – 10:45 am

BREAK

10:45 am – 12:00 Noon

The Faces of True Love – I will teach on the symbols of human intimacy and love and how they reflect the nature of the Trinity and God's love and union with each of us. There are many movie clips on weddings and romance. The lecture ends on a pretty passionate and tearful note. **Ministry time:** Piano in background. This is the place to do **Come Away My Beloved.** May want to close with another soft worship song – joining in intimacy with the Lord.

12:00 Noon – 1:30 pm

LUNCH – on your own

1:30 pm – 3:00 pm

Purity and Passion

Testimony: Rick & Barbara Wise: A Temple Restored – Testimony blows people away – straight woman who contracted HIV and fiancé who chose to stay with her and love her.

Ministry time: Will minister re: restoring our innocence and purity. Quiet piano music, may close with a song re: purification, innocence or newness.

3:00 pm – 3:15 pm

BREAK

3:15 pm – 5:00 pm **Sexuality Surrendered** – Heavy lecture on nature of idolatry. Old Testament story re: Israelites and their pagan gods. **Ministry time:** Renouncing false gods, breaking ties with darkness. Quiet music – end with Take My Life and Let it Be Consecrated Lord to Thee. End with Establish my Steps.

5:00 pm – 7 00 pm DINNER – on your own

6:45 – 7:10 **Worship:** Lead in worship songs. Long day, with a lot more to come. Refreshing, hope filled songs, upbeat for the most part. Mellow at end of set.

7:00 pm – 7:45 pm **Testimony: Jim Cress** – re: sexual addiction and impact on marriage.
Love Offering: Special Song – Do you know any off of Revival in Belfast? I love the song Jesus – All for Jesus. This would be a great one to do.

7:45 pm – 8:00 pm BREAK

8:00 pm – 9:00 pm **Male & Female: What’s It All About?** – Lecture on God healing our gender identities – describing the true masculine and feminine. High energy lecture (I hope!). Ministry time: Time of forgiveness – men to women, women to men, then time of blessing men under cross and then women under the cross. Quiet music – then close with a song of restoration, unity and oneness – as servants of the Lord.

Saturday

8:35 – 9:15 Worship: lead in worship songs. Again, wake them up, but by now will really want to be singing about intimacy with Jesus. Use theme song in set.

9:15 am – 10:30 am **Restoring the Glory**

10:30 am – 10:45 am BREAK

10:45 am – 11:45 am **Workshop**

11:45 am – 1:00 pm LUNCH – on your own

1:00 pm – 2:00 pm **Workshop**

2:00 pm – 2:15 pm BREAK

2:15 pm – 3:45 pm Open with **one song** to gather – Upbeat
Live Drama – regarding church wounding their wounded
Ministry time: **Quiet music** during prayer
Dare to Desire – Closing lecture re: desire held in faith vs. lust fulfilled. Story of children of Israel in wilderness. Ends with communion. When pastor goes to communion table, want to start quiet music in background. During the passing of elements: **Communion worship set.** May take 10 minutes.

Closing words/Benediction
End with two up beat worship songs – like going out to the nations, or being warriors, God’s holy ones

We will then plug in a CD
CD will be playing during all breaks

Local Speakers

Desert Hope may require your assistance in recruiting local speakers for testimonies and possibly workshops. Please be thinking of men or women who have a story of recovery from sexual addiction (or co-addicts), marital infidelity, homosexuality, sexual abuse, post abortion trauma, sexually transmitted diseases, pornography etc. and have been sexually pure for at least two years. The speakers don't necessarily need to be professional, but need to be emotionally connected and experienced in organizing their story. In planning the conference, Desert Hope may also draw from your leadership team for workshop sessions. Desert Hope may require a tape of the speaker's story/workshop and reserves the right for final approval of all testimony and workshop speakers.

Typically speakers need to be confirmed at least two months in advance to give them time to prepare and arrange their schedules accordingly. Offering an honorarium, lodging, or food to these speakers will be up to you and your budget. Please keep them informed about their responsibilities, conference meetings and your provisions for them.

Recording

Desert Hope has a selection of professionally produced audio/video products that will be sold at the Desert Hope exhibit. Among this selection will be previously recorded CDs and DVDs of all general sessions of the *Restoring the Glory* Conference. While you may record any of the Saturday workshops, *it is not permissible to record any of the general sessions*. Desert Hope will take a 40% royalty on any recordings of the workshops sold. It will be up to the sponsoring church or organization to make arrangements with a local recording company.

Volunteers

The volunteer team plays a major role in the success of this conference. It's the attitude and spirit with which they serve that can open the doorway for God to move. The Conference Coordinator will need to recruit, train and manage all volunteers necessary to fill the following positions. This is not necessarily a comprehensive list of all areas that will utilize volunteer assistance.

- Conference Packets – printing, assembling
- Facilities – setting up chairs, tables, stage, janitorial services
- Exhibit Coordinator – inviting, planning and managing local ministry booths
- Registration – pre-conference, hosting registration table at conference, post conference deposits and accounting
- Hospitality Room – planning, purchasing, cooking, serving, cleaning up
- Greeters/Room hosts – welcoming attendees, hosting workshop rooms and speakers
- Décor – tablecloths, signs to direct attendees, etc.
- Concessions – planning, purchasing, preparing, serving, cleaning up
- Bookstore – your option to hire local bookstore
- Intercessors – Pre-, during, and post-conference

- Professional AV/Sound booth personnel – see **AV/Technology** section below

We want everyone to be comfortable, so all volunteers and conference staff should feel free to wear what they are most comfortable in, unless your church has any specific expectations.

The Desert Hope Team will provide an emcee for the conference.

Scheduling Volunteer Meetings

- *Pre-conference meetings:* It may be helpful to schedule at least two monthly meetings for volunteers, intercessors and prayer team ministers prior to the conference for assignments, check-ins, and team building.
- *The All Hands Meeting:* This meeting is for everyone who is involved in the conference to be held the evening before the conference begins. This includes all volunteers, intercessors, speakers, prayer ministers, pastors, AV staff and worship team. It is advised to provide dinner for the purpose of fellowship and team building, not to mention, it increases actual attendance. The Desert Hope team will facilitate the meeting.

Prayer Ministry Team

It may be necessary for Desert Hope to rely on seasoned and experienced Prayer Ministers from the hosting church or local ministries. A member of the Desert Hope team will be in contact with the Conference Coordinator with respect to these needs.

Intercessors

We know that deep healing can occur when this conference is supported through consistent intercession, starting months in advance of the conference. If you are unable to coordinate or access intercessory groups from within your church, please let us know.

Conference Packets

It is important to give conference attendees a number of documents to allow their conference experience to proceed smoothly. Conference Packets usually consist of and are to be handed to attendees at check-in. All duplication will be the responsibility of the hosting church.

You will provide the following materials:

- Folders with pockets
- 3 1/3" by 4" labels for packets, optional (on CD)
- Three blank sheets of paper per packet

You will provide the following originals:

- Map of Church
- Local ministries and referral list (see sample)
- Restaurant List

Desert Hope will provide the originals:

- Conference Agenda
- Lecture Outlines (approximately 30-page document)
- Workshop List
- Bibliography
- Evaluation Form
- Desert Hope Product Order Form
- The Pepita and Prestina fonts** (on CD)

Desert Hope will provide the following literature (no copies needed):

- Desert Hope brochures
- Desert Hope contribution coupon and envelope
- Future conference brochures

Packets should be made for *all* participants, volunteers, prayer ministers and speakers.

It is absolutely essential that the Pepita, Prestina and Arial fonts be used when printing the above documents. Pepita is used for our logo lettering, with the exception of the “G” in *Restoring the Glory***, which is in the Prestina font. All body text is in Arial. Thank you for your attention to these matters.

Restoring the Glory
Truth and Hope for a Sexually Darkened World

Ministry List

Desert Hope Ministries

P.O. Box 620575
Littleton, CO 80162-0575
Phone: 303-277-8358
E-Mail: Info@Deserthope.com
Web: www.restoringtheglory.com

Desert Hope's purpose is to extend God's love, truth and healing to people struggling with relational, sexual and identity issues. We also equip pastors, counselors and lay people to effectively come alongside individuals and families lost in the shame and confusion of personal brokenness.

Where Grace Abounds

P.O. Box 18871
Denver, CO 80218
Phone: 303-863-7769
E-Mail: wwga@aol.com
Web: www.wheregraceabounds.org

Where Grace Abounds' purpose is to guide and support men and women who seek to understand sexuality and relationship, and to inspire all people to know and personally appropriate God's plan for their sexuality and relationships.

Love Won Out Conferences

Focus on the Family
Colorado Springs, CO 80995
Phone: 1-800-A-FAMILY

Love Won Out Conferences exist to share the message that there is freedom from homosexuality through the transforming love of God. This conference is for those who have a heart for others, and are concerned about the growing reality of homosexuality.

Alternatives Pregnancy Center

2 West Dry Creek Cir., Ste. 180
Littleton, CO 80120
Phone: 303-295-2288/1-800-395-HELP
E-Mail: apcdenver@aol.com

Alternatives Pregnancy Center exists to care for Denver-area women in pregnancy-related crises and offer them a meaningful alternative to abortion. We seek to meet needs, to enable and encourage women to choose life.

HIV Care Link

P.O. Box 740305
Arvada, CO 80006-0305
Phone: 303-382-1344
E-Mail: HIVCL@HIVcarelink.org
Web: www.HIVCareLink.org

HIV Care Link is an outreach of Christian compassion and hope, committed to preventing the spread of HIV, empowering and supporting those affected by HIV, and equipping the church to minister effectively to people living with HIV.

Exodus

P.O. Box 540119
Orlando, FL 32854
Phone: 888-264-0877
E-Mail: info@exodusnorthamerica.org
Web: www.exodusnorthamerica.org

Exodus' mission is to equip and unite Christian agencies and individuals so they can communicate effectively the message of liberation from homosexuality, as well as to support individuals facing the reality of having a homosexual loved one. Exodus provides information in many forms.

Production Meeting

On Wednesday afternoon at approximately 3:30 pm, the Desert Hope team will need to meet with the following people for a Production Meeting:

- Conference AV personnel
- Worship leader
- Conference director
- Facilities manager
- Pastoral staff who will be present at the conference
- Volunteer coordinator

It is mandatory that all these above-mentioned people be at the production meeting. There is no exception especially in the case of the AV personnel and the worship leader. Please inform these folks about this meeting well in advance so they might make room in their schedule for it. At this meeting, Desert Hope will provide a detailed production schedule that includes all visual, lighting and sound cues for the entirety of the conference. A sample production schedule has been included to give you a general idea of what will be expected.

Sample Production Schedule

Restoring the Glory
Truth and Hope in a Sexually Darkened World

PRODUCTION SCHEDULE

Thursday, November 13

3:00 – 5:00	Set up
4:00	Sound/Visual Checks
4:00 -	Registration
4:00 – 6:20	Media: Power Point: Photograph Presentation CD: Mercy Me, Fernando Ortega, Rita Springer
	House Lights: Dimmed for Thursday evening (and during video presentations)
6:20 – 6:30	Worship Leader: Worship Prelude
6:30 – 6:50 p.m.	Emcee: Opening welcome, introduce worship band
	Worship Leader: Worship
6:50 – 7:45	Opening Prayer: Pastor's introduce yourselves
	Emcee: Announcements/Introduce Janelle
	Janelle: LECTURE 1: Personal Sexual Brokenness SEE MEDIA LIST FOR DETAIL Introduce Bob Hudson
7:45 - 8:30	Bob Hudson: Whom Will I Serve? NO MEDIA REQUIRED Prayer... Dismiss for break
8:30 – 8:45	Break
	Media: Power Point: Cross Slide CD: Worship, Piano or Mercy Me
8:45 – 9:30	Emcee — Call to order, pray
	Janelle: LECTURE 2: Cultural Sexual Brokenness SEE MEDIA LIST FOR DETAIL
9:30 pm	Prayer ... Janelle, Aram , team members lead in prayers of confession
	Worship Leader: Worship music in background or as led
	Media: Resolve with Worship CD Maintain lights and music until sanctuary cleared.

Friday, November 14

7:30 – 8:20 am	Media: Powerpoint: Photograph Presentation CD: Piano or Guitar Music
8:00 – 8:30	Registration/Bookstore/Booths/Coffee
8:20 - 8:30	Worship Leader: Worship Prelude
8:30 – 8:55 a.m.	Worship Leader: Welcome and Worship
8:55 – 9:00	Emcee: Announcements, Pray
9:00 – 10:00	Janelle: LECTURE 3: Stages of Intimacy SEE MEDIA LIST FOR DETAIL
10:00 – 10:15	Prayer – Aram, Phyllis , team
	Worship Leader: Worship in background OR CD Music
10:15 – 10:30	Break
	Media: Powerpoint: Photograph Presentation CD: Piano or Guitar Music
10:30 – 11:30	Emcee: Announcements, Pray
	Janelle: LECTURE 4: Metaphors with Meaning SEE MEDIA LIST FOR DETAIL
11:30 – 12:00	Prayer – Aram, Phyllis, team

Worship Leader: Worship in background
 Close with song(s) and dismiss for lunch
 12:00 – 1:30 p.m. **Lunch**
Media: Powerpoint: Photograph Presentation
 CD: Piano or Guitar Music
 1:25 – 1:50 **Worship Leader:** Open with one song
Emcee: Introduce video
Video Performance: Answered Prayer
SEE MEDIA LIST FOR DETAIL
Aram: Comments as a pastor, prayer of forgiveness
 Introduce Rev. Mike Cusick, Pray
 1:50 – 2:45 pm **LECTURE 5: Sexuality Surrendered**
SEE MEDIA LIST FOR DETAIL
 2:45 – 3:00 Prayer – Janelle, Phyllis (Eze. Passage), team
Worship Leader: Music in background
 Closing song suggestion: “Take My Life and Let It Be”
 3:00 – 3:15 p.m. Break
Media: Powerpoint: Cross Slide
 CD: Worship CD
 3:15 – 4:30 **Emcee:** Call to order, Pray
LECTURE 6: Sexuality Under Attack
SEE MEDIA LIST FOR DETAIL
 4:30 – 5:00 Prayer Ministry – Janelle, team
Worship Leader: Music in background
 Close with Worship – few songs, simple worship/holiness
 Dismiss for Dinner
Media: CD Worship Music until sanctuary clears
 5:00 – 7:00 **Dinner**
Media: Powerpoint: Photograph Presentation
 CD: Piano or Guitar Music
 6:50 – 7:00 pm **Worship Leader:** Worship Prelude
 7:00 – 7:20 **Worship Leader:** Welcome and Worship
Emcee: Introduce Rick and Barb Wise, Pray
 7:20 – 8:00 **Testimony**
 Prayer... **John, Janelle**
 8:00 – 8:10 **John Busch:** Officiate love offering
Ushers: Collection
Worship Leader: Offertory
 Dismiss for Break
 8:10 – 8:30 Break – Worship CD with cross slide
 8:30 - **Emcee:** Announcements, Pray
Janelle: LECTURE 7: Male and Female: What’s It All About?
SEE MEDIA LIST FOR DETAIL
 Prayer – **John, Phyllis: confessions** – team
Worship Leader: Background Music
 Closing Song(s):
 Resolve to Worship CD, Cross Slide

Saturday, November 15

7:30 – 8:00 a.m. Registration/Coffee
Media: Powerpoint: Photograph Presentation
 CD: Piano or Guitar Music
 7:50 – 8:00 a.m. **Worship Leader:** Worship Prelude
 8:00 – 8:25 a.m. **Worship Leader:** Welcome and Worship
 8:25 – 8:30 **Emcee:** Announcements
Aram: Open in Prayer

8:30 – 9:45	<p>Janelle: LECTURE 8: Finding Our Missing Pieces SEE MEDIA LIST FOR DETAIL Prayer Ministry – Aram, Phyllis, team Worship Leader: Music in Background Special Music: “I Will Change Your Name”</p>
9:45 – 10:00	Break –Worship CD with cross slide
10:00 – 11:00	Workshops
11:00 – 12:15	<p>Lunch Media: Powerpoint: Photograph Presentation CD: Piano or Guitar Music Stage setup for Drama: 8 chairs, microphones Communion Setup: Bread, juice, instruments on altar table Tear Down Booths in Sanctuary</p>
12:15 – 1:15 p.m.	Workshops
1:15 – 1:30	Break
1:30 – 1:45	<p>Media: Powerpoint: Photograph Presentation CD: Piano or Guitar Music All Communion servers and hostesses, sit in front row Worship Leader: One opening song (short) Emcee: Introduce WGA drama team</p>
Live Drama	
1:45 – 2:20	<p>Aram?: Comments and prayer Janelle: LECTURE 9: Dare to Desire SEE MEDIA LIST FOR DETAIL</p>
2:20 – 2:50 pm	<p>Aram and Janelle: Officiate Communion While giving instructions, servers, hostesses, PT come forward and get in place Worship Leader: Starts Communion Set Ushers dismiss by rows Passing of Elements When completed, everyone returns to seats</p>
2:50 – 3:00	<p>Janelle & Aram: Closing Benediction Reminder re: clearing facilities and Evaluation Forms Worship Leader: Closing song Emcee: Formal Dismissal/Boulder conference</p>
3:00 – 3:30	Worship CD – Slide for next year’s conference in ... VACATE

Week of Conference

Here is a general list of important events/times for the week of the conference.

Wednesday, midday – Desert Hope Team arrives
Wednesday, 3:30 pm- 5:30 pm – Production Meeting with sound checks
Wednesday, 6:00 pm - All Hands Meeting
Thursday, 12:00 pm – Set up starts
Thursday, 4:00 pm – Final sound checks
Thursday, 5:30 pm – Hospitality Room Dinner
Thursday, 6:00 pm – Media production begins
Thursday, 6:20 pm – Worship / Conference Starts
Friday and Saturday – according to conference agenda
Saturday -- possible post-conference party/dinner.
Sunday, morning – Desert Hope Team Departs

Facilities

The sponsoring church will provide all preparation, set up, maintenance and tear down of the facility in which the conference will be held. It will also provide all janitorial service to empty trashcans, restock toiletry supplies, and generally cleanup. The facilities leader will also need to be available to give access to workshop rooms, tables and chairs, facilities lighting and heating systems, unlocking and locking the facilities and any doors within, parking lot lighting, etc.

Set up

When choosing the location for various rooms that the conference requires, please keep in mind the needs required for each room. Please see sample facilities worksheets to aid you further in your planning. Here is a general listing of some of those needs.

- General – adequate tables in the foyer for ministry exhibits, book tables, taping company, registration, etc.
- Concession area – tables for food and snack service (2-3 tables) as well as tables for seating 100 people.
- Workshop rooms — may need to be equipped with a whiteboard, overhead projector, dry erase markers, a music stand or podium, and/or TV/VCR. The Desert Hope team will let you know as soon as possible the needs they have for their workshop rooms.
- The Hospitality Room – tables and chairs for food service and seating for 25 people. There will need to be a place to plug in coffee makers, crock pots, etc.
- Stage Set-up – a small, nice wooden table, a podium and another stand (to hold water, Kleenex, etc.). At the production meeting, Desert Hope will provide a detailed schedule of how the stage needs to be set up and when. Keep in mind also that the worship team will have needs, such as music stands. Two 8-foot wooden portable crosses in stands if available.

Sample Facility Needs Worksheet

**Restoring the Glory
Facility Needs Worksheet**

Number of Chairs Needed

_____ Workshop Room 1
_____ Workshop Room 2
_____ Workshop Room 3
_____ Workshop Room 4
_____ Workshop Room 5
_____ Lunch/Break Room
_____ Bookstore
__6__ Registration
_____ Stage
_____ Hospitality Room
_____ Sanctuary
__2__ Recording Company
_____ Exhibits
_____ Prayer Room
__2__ Desert Hope Exhibit

_____ **Total chairs needed**

Number of Tables Needed

__8__ Hospitality Room
__2__ Registration
__2__ Recording Company
_____ Exhibits
__2__ Desert Hope Exhibit
_____ Workshop Rooms?
__4__ Bookstore
__20__ Concessions / Break / Lunch area
__1__ Stage
_____ Other

_____ **Total Round tables needed**

_____ **Total Rectangular Tables needed**

Miscellaneous

_____ Chair mover
_____ Table Mover
_____ Regular Dolly
_____ Vacuum Cleaners
_____ Overhead/Dry Erase markers

Music Stands Needed

_____ Worship Team
_____ Workshop Rooms
_____ Stage
_____ **Total Music Stands needed**

Restoring the Glory
First Presbyterian Church
Boulder, Colorado
MAIN STAGE SET UP

Thursday, April 22 By 5:30 PM STAGE:
Podium
Stage cross with red scarf - to one side of podium - far left or right
Table with Building Blocks scattered - next to podium
Candles lit - if available
Stool - off to side in back
SOUND:
2 handheld Microphones in front row or in Mic Stands on Stage to side.
One lapel microphone - for Janelle/Bob
FOYER:
One stage Cross with Red Scarf - just outside of Sanctuary in foyer.
In front of middle sanctuary doors.
LIGHTING:
House Dimmed

At 8:15 PM (During Break) Clear off Table of Blocks

Friday, April 23 By 8:30 AM Same set up as Thursday evening Including table with blocks.
2 stage Crosses with White Scarves off to right and left of podium.

By 1:00 PM Table by podium, with blocks

Add Trash can by table

At 3:00 PM (During Break) Clear Trash Can

Saturday, April 24 By 8:30 AM Same beginning set up, EXCEPT:
Table with blocks in pyramid
Crosses with Purple Scarves

At 2:00 PM (During Break) Stage set up for drama:
Clear stage of podium, table,
2 lapel Mics.
2 black music stands
2 Stage Crosses with Red Scarves - Hidden from view
LIGHTING: House Dimmed

Communion elements on Alter Table.

At 2:35 PM Immediately After Drama and Prayer - Clear Stage of Chairs / Mic Stands /
Music Stands
Set up podium

Sat, April 24

At 3:30 PM At beginning of Communion, Carry 2 Stage Crosses to
front of stage, 8 Feet Back From seats so All People can Funnel Through
the Crosses to Receive Communion.

At 4:00 PM TEAR DOWN

Concessions

We have found that the participants delight in a variety of snacks (chocolate, granola bars, peanuts, cheese & crackers, fresh vegetables, etc.) and drinks throughout the conference. This keeps their blood sugar and energy levels adequate for the demanding schedule.

If there are few restaurants near the location of the conference, you may want to consider providing the option of boxed lunches.

Hospitality Room

Desert Hope team members will need to be fed throughout the duration of the conference at the church. You may also want to invite all of your core team staff to also take part in the hospitality services. We've had volunteers from the church prepare food to save money instead of having a catering service, but this is up to you. We will also need to have healthy snacks and drinks, including bottled water, available at all times. Chocolate is mandatory, of course! :) *If at all possible, limit meal with wheat (including pasta). Please consider rice and potatoes.

The meals that are required are:

Thursday dinner

Friday breakfast

Friday Lunch

Friday Dinner

Saturday Breakfast

Saturday Lunch

Saturday Dinner (if extended three-day format chosen)

(*Wednesday dinner will be served as part of the All Hands Meeting)

Prayer Room

During the conference, we would like a private prayer room where the Desert Hope team can meet to pray and take breaks. After intense sessions of healing, we need some time to regroup apart from the participants. It would be helpful if you would provide healthy snacks and drinks in this room for the Desert Hope team.

Ministry Exhibits

Desert Hope Ministry Exhibit

Desert Hope will require two eight-foot tables with tablecloths for their product and ministry information. These tables would be best placed in a high traffic location, perhaps by the registration table or in the foyer by the sanctuary. We will need these tables regardless of whether local ministry exhibits are also present. Desert Hope will provide the volunteer to work at this booth.

Local Ministry Exhibits

It has been very beneficial for both participants and relevant, local ministries to have exhibits at the conference. The sponsoring church will need to invite the ministries and organizations, arrange all necessary details and then confirm all exhibitors. See sample invitation letter, exhibit registration form and confirmation letter.

Some common ministries to contact are as follows:

- Crisis Pregnancy Centers
- Living Waters Groups
- Exodus Ministries
- Counselors specializing in sexual brokenness
- Local treatment centers for sexual addiction
- HIV/AIDS ministries
- Marriage ministries
- Singles Groups
- Internet filter organizations
- Abstinent Groups

Sample Invitation Letter for Potential Exhibitors

[Date]

Dear Friend,

I am pleased to invite you to participate as an exhibitor at the upcoming conference entitled ***Restoring the Glory***, featuring Janelle Hallman as the primary speaker. We are excited to offer this timely and relevant message on God's design for intimacy, sexuality and gender in the **[Denver]** area. I hope you will take advantage of this opportunity to exhibit your ministry materials.

As you can see from the enclosed brochure as well as the conference agenda, the event will be a three-day format on **[April 22-24, 2004 in Boulder]**.

You may choose a 6-foot rectangular table for yourself or to share, and you may bring a free-standing display, a table-top display, or just brochures that we can place on shared tables. Exhibit set-up will begin at noon on Thursday, **[October 10]**, with the first conference session beginning at 6:00 p.m. Take-down will be at **[1:30 p.m.]** on Saturday.

Enclosed is a registration form for exhibits. Please note that each exhibit registration includes one free conference registration. Please note on the registration form if you are already participating in the conference as a speaker.

You will be listed on a Ministry Referral List that will be given to all attendees so I need you to promptly return the enclosed registration form by _____. I am happy to answer any questions you may have, and look forward to working with you at this exciting event!

Serving Him with you,

[Exhibitor Volunteer]

Enclosures: Conference Brochure & Agenda
Registration Form

*Restoring the Glory
Truth and Hope for a Sexually Darkened World*

Exhibit Registration

Please reserve booth space for

Ministry name: _____
Address: _____
Phone: _____ Website: _____
E-Mail: _____
Contact: _____

Mission Statement:

At the following conference:

_____ **[Location, date]** Cost: \$50.00

Each booth registration includes one person's conference registration.

Name of person registered with booth: _____

Table preference:
____ 6-foot rectangle ____ no table needed ____ shared table

Please return this form to:

[Exhibitor Volunteer]
[Address]

Make checks payable to **[Your Church]**

Call with questions – **[phone]**
Or email **[e-mail address]**



Desert Hope Ministries

P.O. Box 620575, Littleton, CO 80162 ph: 303-277-8358 www.deserthope.com

*** Sample Confirmation Letter for Ministry Exhibitors ***

Dear Friend,

Thank you for your interest in displaying your ministry materials at the three-day **[April]** "**Restoring the Glory**" conference. I have received your registration form and am thrilled for the contacts that you will make at this event. I wanted to write and remind you of specific details that will help you plan for your exhibit.

You may begin setting up your materials at 3:00 p.m. on Thursday, **[April 22]**. Please plan to be completely set up by 4:30. Tear down must be completed by _____ on Saturday. Thank you for your consideration of our time schedule.

Lunch will not be provided, therefore, please make plans to either go out during the times provided or you may order boxed lunches through the conference registrar. If you would like to order boxed lunches, please fill out the enclosed brochure's lunch section and send it in.

[Your Church] will not provide lodging, so if you live a distance away from the conference in **[City]**, please plan for arranging your own overnight stays at the suggested hotels listed in the brochure.

Please feel free to contact me with any questions or comments about this upcoming conference. I look forward to working with you at this exciting event!

Sincerely,

Your Name
Desert Hope Exhibitor Coordinator

Enclosure: Conference Brochure

Bookstore

We have found that providing a bookstore of relevant titles is extremely beneficial for the participants and financially successful to the bookstores that have provided this service. See the sample list of books for suggested titles and quantities.

Sample Booklist: Page 1 of 2

Book Title	Author	Publisher	Price	Qty
A Door of Hope	Frank, Jan		12.99	4
A Season to Heal	Freed, Luci and Salazar, Penny	Cumberland House Pub. Co.	10.95	
Abba's Child	Manning, Brennan	NavPress	14.00	7
Addiction & Grace	May, Gerald		14.00	7
An Affair of the Mind	Hall, Laurie	Tyndale	12.99	5
An Ounce of Prevention	Shapiro, Lawrence	Quill	13.00	3
Authentic Beauty: The Shaping of a Set-Apart Young Woman	Ludy, Leslie	Multnoma Publishers www.multnoma.net/ludy	12.99	
Boundaries	Cloud, Henry & Townsend, John	Zondervan	14.99	6
Broken Image, The	Payne, Leanne	Baker	14.99	5
Celebration of Sex	Rosenau, Douglas		17.99	3
Changes That Heal	Cloud & Townsend	Zondervan	12.99	4
Changes That Heal, Workbook	Cloud & Townsend		12.99	4
Coming Out of Homosexuality	Davies, Bob & Rentzel, Lori	Intervarsity Press	11.99	3
Crisis in Masculinity	Payne, Leanne	Baker	12.99	4
Desires in Conflict	Dallas, Joe	Harvest House	10.99	3
Don't Call It Love	Carnes, Patrick	Bantam Books	16.95	5
Emotional Dependency			1.00	10
Epidemic: How Teen Sex is Killing Our Kids	Meeker, Meg, M.D.	Lifeline Press www.lifelinepress.com		
False Intimacy	Schaumburg, Harry	NavPress	14.00	5
From Bondage to Bonding	Groom, Nancy	NavPress	13.00	10
Getting Your Sex Life Off to a Great Start	Penner, Cliff & Joyce		12.99	4
Growth Into Manhood	Medinger, Alan	Shaw		4
Healing of Memories	Seamands, David	Victor		3
Healing the Masculine Soul	Dalbey, Gordon	Word	10.99	4

Sample Booklist: Page 2 of 2

Heart to Heart About Men	Groom, Nancy	NavPress	12.00	5
Kissed the Girls and Made Them Cry: Why Women Lose When They Give In	Bevere, Lisa	Thomas Nelson Pub.	13.99	3
Like Mother, Like Daughter	Edwards, Jakii		13.99	3
Missing Piece Meets the Big O, The	Silverstein, Shel	Harper Collins	15.95	15
Mystery of Marriage	Mason, Mike		10.99	20
No Stones	Ferree, Marnie		14.99	4
Out of the Shadows	Carnes, Patrick	Hazelden	16.00	5
Parents in Pain	White, John	Intervarsity Press	13.99	3
Pursuing Sexual Wholeness	Comiskey, Andy	Charisma House	10.99	5
Real Choices: Listening to Women Looking for Alternatives to Abortion	Matthewes-Green, Frederica	Conciliar Press	12.95	3
Redeeming Love	Rivers, Francine		14.99	20
Restoring Sexual Identity	Paulk, Anne		12.99	5
Restoring the Christian Soul	Payne, Leanne		16.99	5
Sacred Romance, The (paperback)	Curtis, Brent & Eldredge, John	Nelson	13.99	5
Silence of Adam, The	Crabb, Larry	Zondervan	12.99	2
Someone I Love is Gay	Worthen, Anita & Davies, Bob	Intervarsity Press	12.00	3
Wild at Heart	Eldridge, John		19.99	4
Wounded Heart Workbook, The	Allender, Dan	NavPress	17.00	4
Wounded Heart, The	Allender, Dan	NavPress	16.00	8
You Don't have to be Gay	Conrad, Jeff			3
Love Addiction	Melody, Pia			5

Love Offering

On the Friday evening of the conference, we will share about the work of Desert Hope Ministries. At this time, we make our ongoing financial needs known and ask the participants to pray about financially supporting the ministry. In addition, we will take a collection to support the overall outreach of the ministry. You will be responsible for providing collection plates and volunteers to take up the offering. The Desert Hope team will count and directly deposit the offering.

Communion

Communion will be served at the closing of the conference (Saturday afternoon or evening), during the last session. Communion elements will need to be placed on the communion altar table during the break prior to the last session. We suggest having two plates for bread and two chalices for wine. The sponsoring church will need to provide the elements. The Desert Hope Team will serve the communion, but you will need to usher and dismiss rows to receive the elements. Your pastoral staff can be incorporated into the communion service if they'd like to be involved.

Emergencies

It is best to plan ahead for any unexpected emergencies that might arise at the conference. Please have a backup plan of what to do and who to inform in the case of a medical, psychiatric or spiritual emergency. The Desert Hope prayer team will be the first point of contact for emotional and spiritual emergencies, but will require a medically trained individual to be present throughout the duration of the conference.