

HEART WINGS MANUAL

Heart Wings, Inc.

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INTRODUCTION

HISTORY OF A SOUTH CENTRAL DISTRICT TRADITION
By Mary K. Coile-Freeman, District Lay Representative 1998-2003

AS WE GATHER FOR THIS TENTH ANNIVERSARY OF THE "HEARTWINGS" LAITY CONFERENCE, WE ARE ALL WITNESSES TO A PART OF THE HISTORY OF A GREAT TRADITION IN THE SOUTH CENTRAL DISTRICT AND THE UFMCC. THE SOUTH CENTRAL DISTRICT WAS THE FIRST DISTRICT TO INITIATE A CONFERENCE FOR AND BY THE LAITY OF UFMCC. AS WE CELEBRATE TOGETHER THIS WEEKEND, I THOUGHT IT WOULD BE FITTING TO LOOK AT HOW WE, "HEART WINGS", CAME TO BE AND WHERE WE HAVE BEEN. THE DREAM THAT WAS TO BE "HEART WINGS" STARTED IN NOVEMBER, 1988. JONEE SHELTON, SOUTH CENTRAL DISTRICT LAY REPRESENTATIVE, WANTED TO DO MORE FOR THE LAITY OF OUR DISTRICT. IN AN EVENING CONVERSATION WITH REV. BRENDA HUNT, JONEE WAS ASKED WHAT SHE WOULD DO IF SHE COULD DO ANYTHING IN OUR DISTRICT. SHE RESPONDED, "A CONFERENCE, DEVELOPED BY AND FOR LAITY. NOT A CONFERENCE OF BUSINESS, BUT OF GROWTH, PROCLAMATION AND NURTURING. A CONFERENCE THAT COULD PLACE WINGS ON THE HEARTS OF THE LAITY. A CONFERENCE THAT WOULD AFFIRM AND SUPPORT GOD'S CALL TO LAITY FOR MINISTRY. A DREAM!". AS THAT EVENING CONTINUED JONEE TALKED THROUGH HER MANY RESERVATIONS AND FEARS, AND EVEN PULLED OUT CRAYOLAS TO CREATE A LOGO BASED UPON THE DREAM. SHE TOOK THE DREAM OF THE CONFERENCE TO THE SOUTH CENTRAL DISTRICT "DISTRICT COMMITTEE" WHO GAVE THEIR APPROVAL TO THE IDEA. THE FIRST SOUTH CENTRAL DISTRICT "HEART WINGS" CONFERENCE BECAME A REALITY AND WAS HELD FEBRUARY 25-27, 1989 AT AGAPE' MCC IN FT. WORTH TEXAS.

THAT FIRST HEARTWINGS WAS SUCH A JOY. ALL OF THE WORKSHOPS AND WORSHIP SERVICES WERE HELD AT AGAPE' AND MOST ALL OF THE PARTICIPANTS STAYED IN PRIVATE HOUSING PROVIDED BY AGAPE" HOSPITALITY. REV. HUNT ORGANIZED THE METROPLEX CLERGY TO PREPARE AND SERVE EVERYONE A BROWN BAG LUNCH ON THE GROUNDS. ELDER LARRY RODRIGUEZ SENT A BEAUTIFUL BOUQUET OF SPRING FLOWERS TO HELP US CELEBRATE THIS INCREDIBLE OCCASION.. THERE WERE 101 REGISTRANTS AND SCHOLARSHIPS FOR THAT FIRST "HEART WINGS". ONE OF THE MOST AFFIRMING THINGS THAT THE STRUCTURE OF THE CONFERENCE DID WAS TO PAY AN HONORARIUM

TO THE LAY PEOPLE WHO WERE SELECTED TO PREACH FOR THAT FIRST CONFERENCE. THIS WAS A NEW THOUGHT PROCESS, TO HONOR THE WORK, COMMITMENT AND SPIRIT OF LAY PEOPLE JUST AS WE DID CLERGY. PRIOR TO THIS, LAY PEOPLE WERE MOST OFTEN UTILIZED TO BE SUBSTITUTES IN THE ABSENCE OF CLERGY. HEART WINGS HAS ALWAYS BEEN ABOUT AFFIRMING THE TOOLS THAT OUR CLERGY AND OUR CHURCHES HAVE GIVEN TO OUR LAITY AND SUPPORTING THE LAITY IN USING THOSE SAME TOOLS IN THEIR MINISTRIES.

AT THE MAY 1989 SOUTH CENTRAL DISTRICT CONFERENCE, JONEE SHELTON TOOK THE HOPE OF CONTINUING HEART WINGS TO THE DISTRICT COMMISSION ON THE LAITY MEETING AND TRANSFERRED CONTINUATION OF "THE DREAM" TO THE LAITY BODY OF OUR DISTRICT. IT WAS IN 1989 THAT THE DCOL EMBRACED THE SPONSORSHIP OF HEART WINGS.

HEART WINGS II: IN 1990, UNDER THE LEADERSHIP OF THE DCOL , HEART WINGS WAS MOVED TO THE CLOSEST WEEKEND TO VALENTINE'S DAY AND INCORPORATED A DANCE. HEART WINGS II WAS HELD IN OKLAHOMA CITY.

HEART WINGS III: IN 1991, HEART WINGS WAS HELD IN EUREKA SPRINGS , ARKANSAS.. THIS A TOWN WITH ONLY ONE TRAFFIC LIGHT, BUT GUESS WHAT . ELDER LARRY RODRIGUEZ MANAGED TO GET LOST! HOW CAN HE DRIVE ALL OVER LA AND GET LOST IN EUREKA SPRINGS NOBODY KNOWS BUT LARRY AND JESUS.

HEART WINGS IV: IN 1992, HEART WINGS WAS HELD IN HOUSTON, TEXAS. JOIE DE VIVRE MCC IN BATON ROUGE HAD 60% OF THEIR CHURCH REGISTERED.

HEART WINGS V: IN 1993, HEART WINGS WAS HELD IN TULSA, OKLAHOMA. THE CONFERENCE WAS SPONSORED BY MCC OF GREATER TULSA AND FAMILY OF FAITH MCC. IT WAS THE FIRST TIME THAT TWO MCCS HAS CO-SPONSORED THE EVENT.

HEART WINGS VI : IN 1994, HEART WINGS WAS HELD IN AMARILLO, TEXAS.

HEART WINGS VII: IN 1995, HEART WINGS WAS HELD IN LITTLE ROCK, ARKANSAS.

HEART WINGS VIII: IN 1996, HEART WINGS WAS HELD IN LONGVIEW, TEXAS AND SPONSORED BY MCC LONGVIEW AND VICTORY FELLOWSHIP IN SHREVEPORT. THE MARSHA STEVENS CONCERT BECAME A PART OF HEARTWINGS THAT YEAR.

HEART WINGS IX: IN 1997, HEART WINGS WAS HELD IN DENTON TX. THE MARSHA STEVENS CONCERT WAS A PART OF HEART WINGS THIS YEAR AND JONEE SHELTON WAS HONORED WITH THE "HEART WINGS" AWARD.

HEART WINGS X: IN 1998, THE TENTH ANNIVERSARY OF HEART WINGS COMES BACK TO FT. WORTH, TEXAS.

**HEART WINGS XI: IN 1999, THE ELEVENTH ANNIVERSARY OF HEART WINGS WAS HELD IN SAN ANTONIO, TX.
HEART WINGS XII: IN 2000, THE TWELVETH ANNIVERSARY OF HEART WINGS WAS HELD IN TULSA, OK.
HEART WINGS XIII: IN 2001, THE THIRTEENTH ANNIVERSARY OF HEART WINGS WAS HELD IN ABILENE, TX.
HEART WINGS XIV: IN 2002, THE FOURTEENTH ANNIVERSARY OF HEART WINGS WAS HELD IN AUSTIN, TX.
THIS WAS THE LAST DISTRICT HEART WINGS AND THE FIRST REGIONAL HEART WINGS.**

Heart Wings received recognition from the fellowship during General Conference in Phoenix 1991 and Atlanta 1995.

**AS WE, THE LAITY OF THE SOUTH CENTRAL DISTRICT, LOOK BACK ON OUR HISTORY
AND FORWARD TO OUR FUTURE WORKS, LET US REMEMBER THE RICH TRADITION
WHICH WE HAVE BUILT AND THE SPIRITUAL GIFTS WHICH HAVE BEEN GIVEN TO US BY
EACH CHURCH WHO HAS SPONSORED AND EACH PERSON WHO HAS PARTICIPATED IN
THE HEART WINGS CONFERENCE. LET US SAY "THANK YOU" TO EACH ONE!**

MISSION

Heart Wings is a conference to provide a safe environment which empowers and educates all people, by providing tools and resources for each individual, there by facilitating spiritual growth in the local church.

FACILITATOR(S)
FOR
**HEART WINGS
CONFERENCE**

SELECTION OF CONFERENCE FACILITATOR(S)

The facilitator(s) for the Heart Wings Conference is determined by the following:

The Board of Directors of Heart Wings, Inc. will vote to recommend the individual(s) to act as facilitator(s) of the Heart Wings Conference.

Upon approval from the Board of Directors of Heart Wings, Inc., the Heart Wings Facilitator(s) will begin planning and implementation of the Heart Wings Conference with the Heart Wings Coordinator and the Board of Directors of Heart Wings, Inc.

PROPOSAL PROCESS

Individuals who wish to be considered for the Heart Wings Conference Facilitator(s) will be expected to submit a proposal to the Board of Directors of Heart Wings, Inc. The following information must be included in the proposal packet:

- Application for Heart Wings Conference Facilitator(s)**
- Approval Form from Local Board of Directors of UFMCC church**
- Proposed Budget Sheet with all conference site information (*it is important that contact be made with the proposed conference site to ensure that the conference can be held at the location specified.*)**
- Prices of rooms (hotel) 1 to 4 persons**
- Prices of meeting rooms**
- Prices of banquet facilities/dance/meals**
- Proposed registration**
- Site location with brochures on hotel, if available**
- Menus for breakfast/lunch/dinner**
- Surrounding attractions and restaurants**
- Outline of activities at local church facilities that will be used**
- Geographical versatility (transportation, central location)**
- Accommodations for differently-abled persons**

EXAMPLES OF PROPOSAL FORMS

HEART WINGS CONFERENCE FACILITATOR APPLICATION

NAME _____

ADDRESS _____

Street or P.O. Box

City

State

Zip Code

PHONE NUMBER: HOME () _____ - _____

WORK () _____ - _____

CHURCH AFFILIATION WITH UFMCC _____

POSITIONS NOW HELD IN LOCAL CHURCH

PLEASE DESCRIBE YOUR PREVIOUS CHURCH RELATED EXPERIENCES
(*positions, length of service, etc.*)

ADMINISTRATIVE/LEADERSHIP/MANAGERIAL SKILLS
(*Church related or other*)

**APPROVAL FORM
LOCAL BOARD OF DIRECTORS
Heart Wings Conference Facilitator**

_____ has been approved by the District
Committee to serve as Facilitator for the _____ Heart Wings Conference.
Year

Would your church recommend this individual? Please explain.

FULL BOARD: _____

VOTE: _____

RECOMMEND: _____

NOT RECOMMEND: _____

ABSTAIN: _____

Pastor/Pastoral Leader

Board Clerk

Date

Date

PROPOSED BUDGET EXAMPLE

**HEARTWINGS VX
DENTON, TEXAS
FEBRUARY 14-16, 1997**

BUDGET

PROJECTED INCOME:	\$3,250.00
100 Registrants @ \$25.00 each	\$2,500.00
Projected Offerings	\$ 500.00
Advertisement Income	\$ 250.00
PROJECTED EXPENSES:	\$2,950.00
Honorariums (1 @ \$25.00)	\$ 25.00
Waived Registration Fees for Facilitators (12)	\$ 300.00
Postage	\$ 75.00
Phone	\$ 25.00
Hotel/Set-up Fees	\$1,000.00
Meal (100 @ \$10.00)	\$1,000.00
Printing	\$ 200.00
Coordinators Hotel Rooms (2 each x 2 nights)	\$ 225.00
Miscellaneous Expenses	\$ 100.00
Hospitality Suite	N/C
PROJECTED PROFIT:	\$ 300.00

Registration:

Register by January 17, 1997	\$25.00
After January 17, 1997	\$35.00

Room Rates:

Double Room 1-4 persons	\$49.00 + \$6.38 = 55.38
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PLANNING FOR THE CONFERENCE

STEPS IN ORGANIZING CONFERENCE

Once individual(s) are approved to be Conference Facilitator(s) it is important to take steps in organizing the upcoming Heart Wings Conference.

Facilitator(s) are directly accountable to the Heart Wings Coordinator (who is directly accountable to the Chair of the Board of Directors of Heart Wings, Inc.) and must make every effort to communicate all actions taken in preparing for the conference.

This section is a valuable how-to tool to organizing the next Heart Wings Conference. The following time line should be followed:

(Note: it is up to the committee to set their own time line to meet these time lines)

<u>TIME LINE</u>	<u>TASK TO BE COMPLETED</u>
Immediately upon approval to be Conference Coordinator(s)	form a Heart Wings conference committee of volunteers from your local church(es)
2 weeks prior to the Summer Board of Directors of Heart Wings, Inc. Meeting	Submit proposed budgets Sign Contracts with Conference Site
Summer Meeting of the Board Of Directors of Heart Wings, Inc.	Tentative plans for Heart Wings Conference
Fall Meeting of the Board of Directors of Heart Wings, Inc.	Finalized plans for Heart Wings Conference (workshops, Speakers, workshop facilitators, etc.)
120 days prior to conference date	Publicity Packet announcing conference submitted for approval by the Heart Wings Coordinator – contact for quantity
120 days prior to conference date	Registration and Conference Participation forms to the Heart Wings Coordinator for approval

TIME LINE

TASK TO BE COMPLETED

60 days prior to conference date

Local Publicity

6 weeks prior to conference date

Take conference booklet to print

4 weeks prior to conference date

Re-confirm hotel arrangements and workshop facilitators

2 weeks prior to conference date

Assemble attendee packets, care bags, name tags, donations

1 week prior to conference date

Last minute changes – reminder calls to facilitators – check with hotel

2 weeks after conference date

Evaluate conference

HOTEL/CONFERENCE SITE ARRANGEMENTS

Heart Wings Coordinator(s) must make contact with a representative of the chosen conference site and communicate all areas of need. The following is a list of what to make sure is in place prior to the contract being signed: *(It is very important that coordinator(s) and facilitator(s) maintain regular contact with hotel personnel)*

- Set price for hotel rooms which will accommodate 1 to 4 individuals and number of rooms available at conference rates
- Hospitality Room for conference participants *(this should be provided by the hotel)*
- Meeting Rooms: number, size, and seating arrangements needed
- Banquet Rooms: for meals and extracurricular activities *(dance, talent show, concert, etc.)*
- Menu for Group Meal and price per individual including dessert
- Time Frame of Conference: Set up and take down dates and times
- Tables for Country Store: number needed and where to set up
- When Contract with Conference site needs to be signed

REGISTRATION

Facilitator(s) are responsible for making sure that all necessary forms are approved by the Heart Wings Coordinator and then distributed.

Participants will mail the *Registration Forms* and *Scholarship Applications* to Heart Wings, Inc. Worship Participation forms will be sent to the host church(es), which will help in planning for worship services.

It is important to set a registration deadline at least one month prior to conference weekend.

Each participant must fill out a Registration form; this includes all speakers and workshop facilitators. Workshop facilitators and speakers are exempt from paying registration fees.

CONFERENCE BOOKLET

The conference booklet is a very important component of the Heart Wings Conference. The booklet should have all pertinent information concerning conference weekend, including registration schedule, workshop schedules, and worship services.

A theme and scripture should be chosen for each conference, which will help in developing the worship services during the conference. It is the responsibility of the Conference Facilitator(s) to design the cover and decide who will perform the following:

- Read scriptures
- Participate in communion
- Usher during services

These individuals will be taken from the Worship Participation forms received.

Conference Booklet format should be taken to print six (6) weeks prior to conference weekend.

See *EXAMPLES OF CONFERENCE BOOKLETS* for information and format ideas. (Contact Heart Wings Coordinator(s) for copy of past booklets.)

EVALUATION FORMS

Conference Facilitator(s) must develop an evaluation tool for the Heart Wings Conference. This tool will be helpful for future facilitator(s) when plans are made for upcoming conferences.

The Evaluation Forms should be given to all participants in their conference packet. It is important to make announcements throughout the conference, reminding participants to fill out the Evaluation Form and return to Conference Facilitator(s).

When the Conference Facilitator(s) are chosen for the next conference, current facilitator(s) should forward the Evaluation Forms to them.

EXAMPLES OF CONFERENCE FORMS

Heart Wings Logo must be placed on each letter and form used for conference



HEART WINGS XI

**February 12-14, 1999
Sponsored by SCD/DCOL
Hosted by MCC-San Antonio
San Antonio, Texas
“The Rainbow Cathedral”**

**“BY THE POWER OF THE HOLY SPIRIT...HOPE, JOY,
PEACE, AND TRUST.”**

STATEMENT OF INCLUSIVE LANGUAGE

Heart Wings observes the Inclusive Language Guidelines of UFMCC. We ask that all workshops, worship, and music participants use inclusive language.

- 1) In terms of “people language”, it is important to refer to people as people, human, humanity, humankind, rather than, for example, “mankind”. Use the term “man or men” only when the meaning is man; also, use the term “woman or women” when the meaning is for woman only. Otherwise, use inclusive language/imagery.**
- 2) In terms of “God Language”, it is important that you use non-gender specific names and pronouns for the first person of the Trinity (God), or use balanced language/imagery.**
- 3) Your pastor/pastoral leader could help you to ensure your language is inclusive of physically and emotionally challenged individuals and sensitive to issues of origin, color, and age.**

We ask that, as a leader, you do your best to use inclusive language. Our language must reflect our desire to be a truly including church and people.

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place LOGO here

Scholarship Application

(Ten scholarships will be awarded. All entries must be completed and received by January 10, 1999 for consideration)

Last Name: _____ First Name: _____
Address: _____ City: _____ State: _____
Zip Code _____
Phone #: _____ E-Mail: _____ Church Home: _____

Lay Delegate Sponsoring Application: _____

In 25 words or less, describe how you think attending HEART WINGS XI will strengthen your walk with God.

Applicant's Signature

Lay Delegate's Signature (must have)

Send applications to:

Laura Underwood
Heart Wings Coordinator
3923 Burriss Lane Lot #2
Little Rock, AR 72209

If you have any questions, please call 501-568-0929.

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WORSHIP PARTICIPATION APPLICATION

LAST NAME: _____ FIRST NAME: _____
ADDRESS: _____ CITY: _____ ZIP: _____
PHONE NUMBER: _____ CHURCH AFFILIATION: _____
FAX NUMBER: _____ E-MAIL: _____

Circle any or all areas in which you would be interested in serving. Entries from participants are chosen on "first come, first serve" basis and must be completed and received by January 10, 1999.

WORSHIP: Acolyte Server Usher Prayer

READERS: English Spanish Both

MUSIC: Must submit music participation application

DRAMA INTERPRETIVE DANCE SIGN LANGUAGE

Pastor's/Worship Coordinator's Signature: _____

Send Applications to : John/Jane Doe
 Heart Wings Conference
 C/O MCC-San Antonio
 123 E. Myrtle St.
 San Antonio, TX 78212

If you have any questions, please call John Doe at (123)456-7891 or Jane Doe (123)456-7891

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TO: WORSHIP SERVICE PARTICIPANTS

NAME: _____

**ASSIGNMENT AND
RESPONSIBILITIES:** _____

PLEASE REPORT AS FOLLOWS 15 MINUTES PRIOR TO THE SERVICE:

USHERS

Meet with Alan Clay at the rear of the Hill Country Ballroom

SPEAKERS, READERS, CELEBRANT

Meet with Judy Hooper *at the altar* in the Hill Country Ballroom

ACOLYTES, COMMUNION SERVERS

Meet with Joan Stamp *at the right of the altar* in the front of the Hill Country Ballroom

CHOIR, SOLOISTS, MUSICIANS

Meet with Marilyn Altvater *at the left of the altar* in the front of the Hill Country Ballroom

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MUSIC PARTICIPATION APPLICATION

Soloists and ensembles must submit this application with 1 copy of inclusive sheet music and a cassette tape of themselves singing or playing the music. **DEADLINE IS JANUARY 1, 1999**

All participants must use inclusive language and must be registered for the conference.

PARTICIPANT INFORMATION:

LAST NAME: _____ FIRST NAME: _____
ADDRESS: _____ CITY: _____ ZIP: _____
PHONE NUMBER: _____ CHURCH AFFILIATION: _____
FAX NUMBER: _____ E-MAIL: _____

Please indicate all areas of interest:
(Circle area of interest or if group, list number of participants)

ENSEMBLE	SOLO	SIGN LANGUAGE
SOLOIST	TITLE OF SELECTIONS	_____

INSTRUMENTAL

Pastor or Pastoral Leader Approval: _____

Send Applications to : Jane Doe/Heart Wings Conference
 C/O MCC-San Antonio
 123 E. Myrtle St.
 San Antonio, TX 78212

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HEART WINGS PHOTO DISCLOSURE

There will be a photographer and other participants taking pictures during this conference. If you **DO NOT** wish to have your picture taken, please print and sign your name at the bottom of the form.

Thank you,
Heart Wings XI Committee

Printed Name

Signature

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**HEART WINGS XI COUNTRY STORE
VENDOR PARTICIPATION FORM**

VENDOR NAME: _____

VENDOR ADDRESS: _____

TELEPHONE NUMBER: _____ E-MAIL: _____

Items to Sell: _____

Church Affiliation: _____

How much space needed (# of tables): _____

Electric Outlet: _____ yes _____ no

All notifications of plans to attend and space reserved for Heart Wings XI Country Store must be received by January 10, 1999.

There is limited number of spaces. Spaces will be reserved on a "first come, first serve" basis.

Send this form to: **Wm. Stacey Hawthorne**
C/O MCC-San Antonio
611 E. Myrtle St.
San Antonio, TX 78212

If you have any questions, please call Stacey Hawthorne @ (210)472-3597

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Waiver of Liability and Assumption of Risk
Child Care Authorization

I, _____, hereby release Heart Wings Conference, MCCSA, and South Central District-UFMCC from any and all liability connected with the Children’s Area in which my child will be participating; also, enroute to and from the Hospitality Area for snacks or drinks (no food is allowed in the Children’s Area). I acknowledge that my child, _____, will be participating in such activities with my permission and assume all authority to take temporary care of my child. This will be in effect during the duration of the Heart Wings XI Conference.

The above caretaker shall have the following powers to:

- Seek appropriate medical treatment or attention on behalf of the child as may be required by the circumstances, including but not limited to, medical doctor and/or hospital.
- Authorize medical treatment or medical procedures in an emergency situation.
- Make appropriate decisions regarding clothing, bodily nourishment and shelter.

Please check the following workshops you will be attending on Saturday, February 13th to insure easier location of you in case we need to.

9:00-10:15 Session I
 Blanco Room
 Medina Room
 Guadalupe Room

10:30-11:45 Session II
 Blanco Room
 Medina Room
 Guadalupe Room

1:30-2:45 Session III
 Blanco Room
 Medina Room
 Guadalupe Room

3:00-4:15 Session IV
 Blanco Room
 Medina Room
 Guadalupe Room

4:30-5:30 DCOL MEETING
 Blanco Room
 Medina Room
 Guadalupe Room

 Parent/Guardian Signature

 Witness’ Signature

 Date

Please fill out and send to:

Jane/John Doe
 C/O MCC- San Antonio
 611 E. Myrtle St.
 San Antonio, TX 78212

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CONFERENCE EVALUATION FORM

Please take a few minutes to complete this evaluation and turn it in at the registration desk. This evaluation will help in planning future Heart Wings Conferences.

NAME (optional): _____
 CHURCH AFFILIATION: _____

Please mark your response for each question below by circling the appropriate number (5 being the highest and 1 being the lowest). In addition, please feel free to add any comments in the space provided.

WORKSHOP I:

Please circle which workshop you attended and evaluate.

- A. Policies and Procedures for Lay Delegates
- B. Spiritual Gifts
- C. Recovery Principles Applied to Overeating and Substance Abuse

5	4	3	2	1	N/A	1.	Overall Rating
5	4	3	2	1	N/A	2.	Was the title appropriate? Did it meet your expectations?
5	4	3	2	1	N/A	3.	Did the facilitator cover material adequately/efficiently?

Additional suggestions/comments: _____

WORKSHOP II:

Please circle which workshop you attended and evaluate.

- A. Connecting Music with Message and Spirit
- B. Legal Issues for the Lesbian and Gay Community
- C. Introduction to the Leather life/More about Leather

5	4	3	2	1	N/A	1.	Overall Rating
5	4	3	2	1	N/A	2.	Was the title appropriate? Did it meet your expectations?
5	4	3	2	1	N/A	3.	Did the facilitator cover material

adequately/efficiently?

Additional suggestions/comments: _____

WORKSHOP III:

Please circle which workshop you attended and evaluate.

- A. Interpretive Dance in the Worship Service
- B. Heterosexuals in the Church
- C. Conflict Management in the Church

5	4	3	2	1	N/A	1.	Overall Rating
5	4	3	2	1	N/A	2.	Was the title appropriate? Did it meet your expectations?
5	4	3	2	1	N/A	3.	Did the facilitator cover material adequately/efficiently?

Additional suggestions/comments: _____

WORKSHOP IV:

Please circle which workshop you attended and evaluate.

- A. Excel
- B. Children's Ministry
- C. Silver Sages

5	4	3	2	1	N/A	1.	Overall Rating
5	4	3	2	1	N/A	2.	Was the title appropriate? Did it meet your expectations?
5	4	3	2	1	N/A	3.	Did the facilitator cover material adequately/efficiently?

Additional suggestions/comments: _____

OVERALL:

5	4	3	2	1	N/A	How well was this conference organized to meet your needs?
---	---	---	---	---	-----	---

Comments: _____

5	4	3	2	1	N/A	Have your experiences been applicable or beneficial to your local congregation?
---	---	---	---	---	-----	--

Comments: _____

Did you gain any new or valuable information, and if so, how might it be helpful to you in the future?

What themes/topics would you like considered for future conferences?

SATISFACTION:

Rate the following in the terms of overall satisfaction with the conference.

5	4	3	2	1	N/A	1.	Location of the Conference
5	4	3	2	1	N/A	2.	Workshops
5	4	3	2	1	N/A	3.	Opportunity to network (share or gain new ideas)
5	4	3	2	1	N/A	4.	Hotel Accommodations
5	4	3	2	1	N/A	5.	Food Service

Comments: _____

WORSHIP SERVICES:

Do you have any comments or suggestions for future worship services?

OTHER COMMENTS:

CONFERENCE WEEKEND

PRE-CONFERENCE

- Coordinator(s) and Facilitator(s) must make sure to schedule pre-conference meeting to evaluate final checklist for conference staff.
- Coordinator(s) and Facilitator(s) should ensure that hotel staff be informed of general areas of the conference.
- Facilitator(s) should make arrangements to decorate and set-up all equipment prior to conference registration beginning. The following is a general list of what to pull together. These items must be purchased prior to conference weekend:

Registration:

Name tags/badge covers; lunch/concert/variety show tickets; goodie bags (include pens, paper, maps, site seeing info, conference booklet, etc.)

Hospitality Room:

Coffee, tea bags, water, ice, hot cocoa, breakfast items, snacks, etc.

Worship:

Communion ware, candles/cross, AIDS candle, baskets for offerings, piano/keyboard, sound system, communion personnel (holders/servers, candle lighters, celebrants, etc.)

Workshops:

Flip charts, tv/vcr equipment, slide projector, overhead projector, etc. (this is determined by what the facilitators request)

Group Lunch:

Person to take tickets, do prayer/blessing

- Facilitator(s) must have conference personnel to work at registration, hospitality room, monitor workshops, etc. They must be available throughout the weekend. Set up schedule in advance.
- Final walk through with hotel staff prior to beginning of conference.

CONFERENCE

Conference is ready to begin! Go over the checklist to make sure that “no stone is left unturned” and then let it go!! GOD IS IN CONTROL!!!

The Conference Coordinator(s), Facilitator(s) and Heart Wings, Inc. liaison should count monies collected by the Heart Wings Conference. Report should be signed by all parties and submitted to the Chair of Heart Wings, Inc.

All receipts should be given to the Chair of Heart Wings, Inc. for reimbursement.

Note: should a conflict arise with a conference participant, the Conference Facilitator(s) and the Heart Wings Coordinator(s) shall handle it. The Heart Wings Coordinator is ultimately responsible for the resolution of the conflict.

CONFERENCE OVERVIEW

EXAMPLES OF FINAL REPORT FORMS:

HEART WINGS XI

February 12-14, 1999

San Antonio, Texas

FINAL REPORT

PROJECTED INCOME:	\$
107 Registrants @ \$25.00 each (including 2 scholarships)	\$2,675.00
Offerings	\$
<u>PROJECTED EXPENSES:</u>	\$
Honorariums (1 @ \$25.00)	\$ 25.00
Waived Registration Fees for Facilitators (14 @ \$25.00)	\$ 350.00
Postage	\$ 31.33
Phone	\$ 27.73
Hotel/Set-up Fees	\$ 724.00
Meal (@ \$)	\$
Printing	\$ 199.04
Coordinators Hotel Rooms (2 each x 2 nights)	\$ 221.48
Miscellaneous Expenses	\$ 104.61
Hospitality Suite	N/C
<u>PROJECTED PROFIT:</u>	\$

**HEART WINGS CONFERENCE
CASH REPORT**

DATE: _____

**SERVICE OFFERINGS OR REGISTRATION FEES
(circle one)**

CHECKS _____

CASH _____

COINS _____

TOTAL _____

Heart Wings Facilitator(s)

Heart Wings, Inc. Liaison

**All monies will be placed in the
HEART WINGS, Inc. Account**

EXAMPLES OF CONFERENCE BOOKLETS

(Contact Heart Wings Coordinator for examples of past booklets)

ROOM SET-UP

INITIAL _____

**BREAK OUT ROOMS
(3 ROOMS)**

SATURDAY ALL DAY

TABLE WITH 3 CHAIRS

CHAIRS

SEATING NEEDS
TO BE FOR 30 – 40
PEOPLE. AISLES
NEED TO BE 36”
WIDE TO
ACCOMMODATE
WHEELCHAIRS
AND DISABLED.

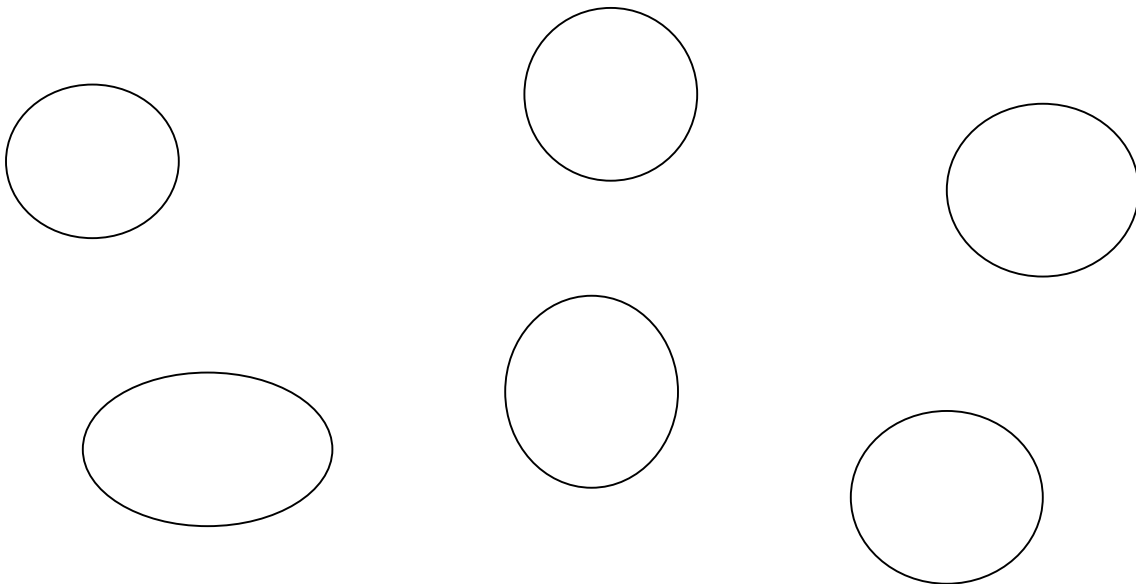
CHAIRS

INITIAL _____

SATURDAY PM DANCE

SOUND SYSTEM RISER
NOTE: DO NOT PLACE DANCE FLOOR UNDER SOUND SYSTEM RISER.

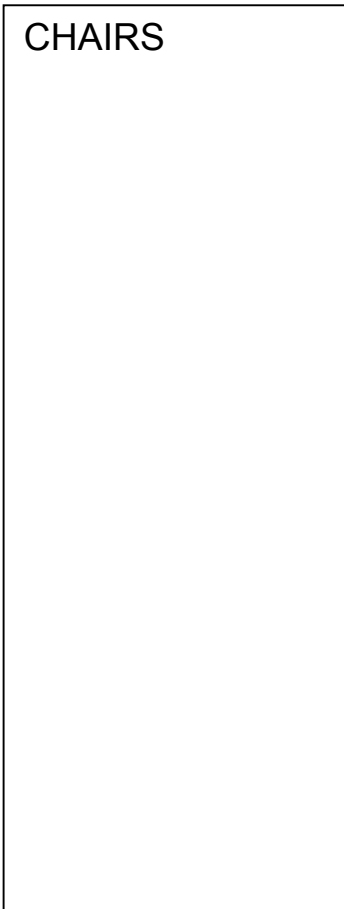
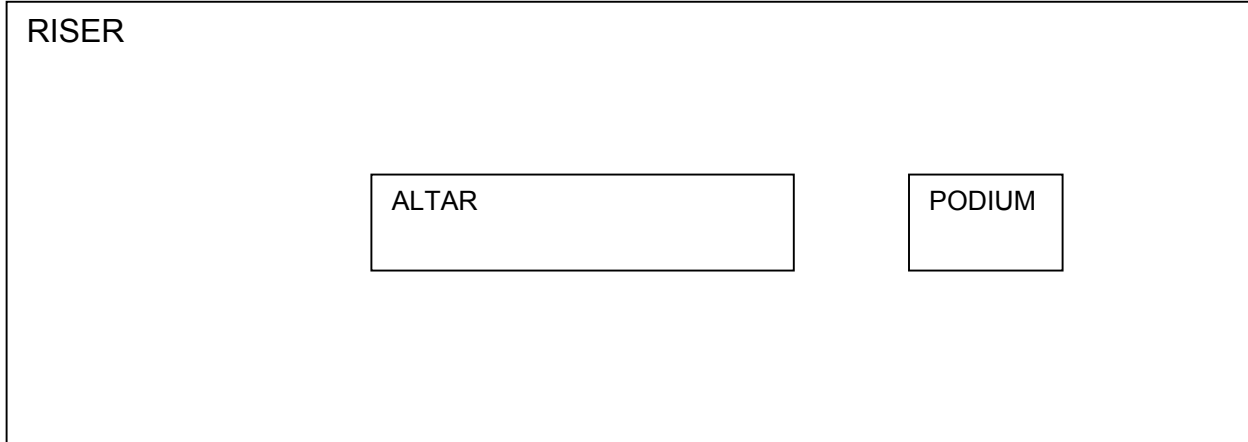
DANCE FLOOR
NOTE: DO NOT PLACE DANCE FLOOR UNDER SOUND SYSTEM RISER.



EACH ROUND NEEDS TO SEAT BETWEEN 8 –10. THE NUMBER OF ROUNDS DEPENDS ON HOW MANY ARE REGISTERED. IT WILL BE BETWEEN 10 – 15 ROUNDS.

INITIAL _____

**FRIDAY PM
SUNDAY AM**



SEATING NEEDS
TO BE FOR 100 –
150 PEOPLE. IF
YOU NEED MORE
AISLES, OK.
AISLES MUST BE
36" WIDE TO
ACCOMMODATE
WHEELCHAIRS
AND DISABLED.

