



NAD Children's Ministries Training Policy -- for Presenters.



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Timeline for Events:

- ❑ Presenters are to receive requests **FROM NAD** to participate at a conference event. If any conference contacts a presenter directly, they are to refer them to the NAD to fill out an official Training Date Request form prior to agreeing to attend event.
- ❑ Once a request has been received by the presenter (from NAD), accept/decline invitation to a conference event by responding to NAD's email request.
- ❑ If accepted, allow 2-3 weeks for a contract to be written up by NAD and the local conference.
- ❑ Once the contract is written up, it will be attached to an email and sent to the presenter. Along with an "okay to purchase ticket" authorization. (ViaVanBloom Travel will be CC'd in the email.)
- ❑ Holly, NAD Children's Ministries travel agent (from ViaVanBloom Travel), is to be contacted to purchase tickets within 48 hours of the receiving of the "authorization email" from NAD.
- ❑ Once that occurs, *NAD will take care of sending standard resources to the particular event.*
- ❑ Presenters are to get in contact directly with the directors of the conference to talk about airport pickups and accommodations, per agreed on the contract.
- ❑ Once the event is finalized, please send in your expense report and backup receipts. In the email, *please include the name and length (time) of the workshops.*
- ❑ Allow 2 weeks for honorariums and expense reports to be paid.

Personal Expectations:

- **Active Role-** Presenters are to be available for three or more trainings a year in order to meet the minimum requirements to be considered an NAD presenter.
- **Meeting attendance-** Regular video conference meetings will be scheduled. Attendance is required unless there is an agreement for absence.
- **Dress Code-** Presenters are encouraged to wear the Children's Ministries team logo dress shirt and/or business attire. Children's Ministries presentations are active and very hands-on, your clothing needs to be comfortable, loose and not revealing.
- **Social Media-** Social media in today's world is very accessible. Please be conscientious of what you post on your personal accounts as you represent the NAD Children's Ministries Department.
- **Representation-** God has called you to represent the NAD Children's Ministries Department. Remember to smile, engage, and keep positive. If you are unsure about a question asked, let the attendee know that you will find out, inform the Conference Director. Then, follow through and get back to them.
- **Children's Safety-** If an attendee asks a question about Verified Volunteers or Adventist Risk Management, directly refer them to the Conference Director.
- **Sensitivity-** In our multi-diverse world it is vital that we educate ourselves in regards to cultural, ethnic, gender, and special needs sensitivities.
- **Volunteer Screening-** Presenters are expected to complete a volunteer screening through their local conference using the "Verified Volunteers" Program.
<http://www.childmin.org/childrens-safety>
- **W-9 Form-** This form will need to be filled out one time only before an honorarium is issued for the first time. To get a blank form, email childrensministries@nadadventist.org and request for one.

Preparation:

- **Prayer and devotion-** We invite presenters to pray over materials being shared. God is undoubtedly going to use you for His glory and honor. Let God lead in your preparation. Don't worry, NAD Children's Ministries will be praying for you too.
- **Certification-** The NAD Children's Ministries Certification is recognition given upon completion of a series of workshops, seminars, and personal study. Become fully familiar with each track in order to speak with confidence and knowledge. <http://www.childmin.org/certifications>
- **Get equipped-** NAD Children's Ministries is intentional about your continuing education and allows you to spend \$100.00 per year on resources for your own knowledge and education. This does not include new resources that are sent automatically from our offices (like Vacation Bible School material).
- **Agreement Contract-** For each event a Conference Agreement Contract will be sent to the Presenter scheduled that depicts the terms and conditions established between the NAD and the Conference.
- **Workshop supplies-** Conferences are in charge of paying for the supplies need for their trainings. Contact conference directors directly once contracts are signed and request needed supplies.
- **Flight and Transportation-** Flights will be purchased through ViaVanBloom Travel. NAD Policy will cover the lowest fare for round-trip airfare to the meeting and back to the original departure point. Please use the airport nearest you. Any added destinations will be the responsibility of the traveler.
- **Driving-** If you elect to drive, you must contact the NAD offices for authorization at least 21 days in advance. Please be aware that your mileage and gas allowance may not exceed the lowest priced airfare with a 21-day advance purchase.
- **Driving (2)-** If you elect to drive with another trainer (such as a spouse), your gas + mileage allowance may not exceed the lowest priced airfare between the both of you with a 21-day advance purchase.
- **Travel Days-** We request that you travel on Friday and return on Sunday, unless special requests by the conference to the NAD have been made.
- **Per Diem-** Per diems should not exceed \$150 per event. Conferences are requested to provide food for the presenters during their event, reducing the price of the pre diem.
- **We've got a VERY talented team-** Don't be afraid to reach out to other presenters for tips, tricks, and activity ideas. Share your ideas on [HERE](#) as well!

Training:

- **Workshop Plan-** Presenters can provide up to four 45-minute seminars per event with an honorarium of \$75.00 per workshop, by the NAD. Additional time on a presentation will be compensated by the conference, per agreement.
- **NAD Children's Ministries Marketing-** The Children's Ministries logo and promotional videos must be included in all presentations. Our social media sites such as [Twitter](#), [FaceBook](#), [YouTube](#) & [Instagram](#) should be introduced to the attendees as a way for the local church leaders to connect with our department and resources. Encourage pictures and videos that are being taken during your event to include the #SayYESToJesus hashtag.
- **CHILDMIN.ORG-** Encourage attendees to explore childmin.org and all of it's useful resources. Including our Kids Ministry Idea Blog.
- **Presentations-** When re-creating and using outside sources, ALL sources MUST be cited.
- **Giveaways Materials-** \$50.00 per track, per event will be allotted for giveaways. Our department likes to partner with AdventSource for giveaways, call 1-800-328-0525 to order. Say your name and that you're a presenter for NAD Children's Ministries and what event you will be presenting.
- **Training Material-** \$50.00 per track, per event is also allotted for training materials. Receipts should be saved and turned in with the expense report. Prior to purchasing supplies, check with the NAD Children's Ministries office to see if they have your supplies already on hand.

Follow-up:

- **Survey completion**-- Once your event is complete, fill out the “Presenters’ Survey” found in the link below. This is so we can get a glimpse of how the training went, which classes you gave, and how we can best meet the needs of that particular conference in the future.
<http://www.childmin.org/surveys>
- **Travel Expense Form** – After each event fill out an Non-NAD Employee Travel Expense Form. This form will include per diems, receipts, and travel expenses. Please read all tabs included on the form to be familiar with ALL areas of reimbursement.
- **Travel Expense Form Submission**- Attach form to an email that *states your name, the date of the event, and the number of seminars taught at the event. If you did additional classes, please include if the conference has paid you at the event or not.* Expense Reports are to be turned in up to 14-days after the event. Allow two weeks for processing.
- **Honorariums**- Honorariums will be paid after survey is completed and expense report is processed.

Orientation:

- **Welcome to the team-** The North American Division Children's Ministries promises to equip trainers when they come on board the "Presenter's Team."
- **Mentoring-** Presenters will be sent to at least one training event to shadow another presenter. At this event, the new presenter can observe, help, and get a feel for what is expected of a NAD Children's Ministries Presenter.
- Trainers that are shadowing **will be paid an honorarium of \$75** for the event.

Retreat:

- **Required Attendance**- Presenters are required to attend the Children's Ministries Retreat every January to network with directors, present, and help at the event.
- **Travel expenses and accommodations**- will be fully paid by the NAD to the assigned airports and hotels.
- **Logistics**- Car rentals/transportations must be pre approved by NAD office. --NAD Children's Ministries department will make sure you have transportation to and from the retreat.

Substitute Team

- **Substitute Members-** Children's Ministries has a "just in case" team lined up and prepared for action.
- See pages 2-6 for in-depth policies.