

## **Hosting A Formation For Ministry Site**

Various sites throughout the diocese have been used in the past. Sites are chosen for their geographic location and must provide a large room for the classes and access to a kitchen for the preparation and clean up of the coffee break refreshments.

Formation For Ministry will have a site coordinator who will make the coffee, take the attendance, set up the break refreshments, and clean up after the class. He or she will contact the pastor of the host site to make arrangements for the building to be open and accessible to him or her the night of the class.

### **NEEDS:**

#### **Seating:**

By agreeing to host a site, you are providing a space with enough tables and chairs for the number of candidates attending. This number varies by the site's geographic location. It has never been more than 60 people at any one site. The table and chairs should be set up and ready before class begins.

#### **Equipment:**

- Formation For Ministry may need internet access and electrical outlets for some of its equipment. This will be discussed between the pastor and the program coordinator if needed.
- A white or chalk board
- A podium for the instructor

#### **Greeting/Break Refreshment Area:**

- One or two tables set up for break time snacks and greeting candidates.
- A beverage area with a coffee maker.

### **RENT**

This will be discussed and agreed upon between the pastor and the program coordinator. Rent is paid twice a year - half in January and half in May.