

Church-Sponsored BibleTelling Seminar in Israel

Roles and Responsibilities

January 2018

BibleTelling works with church groups of 20 or more to share an exciting BibleTelling Seminar in Israel together! We will work to plan a Seminar to meet your interests, train your travelers to learn and tell Bible stories, and make all reservations (excluding airline transportation to and from Israel).

Sponsoring Church

- 6-10 months prior to the Seminar in Israel – **plan** the Seminar

- Designate one person as Seminar Liaison (a single point of contact with BibleTelling).
- Decide what post-tour options to offer. This affects when people return home. On the full Seminar:
 - Those not taking the Jordan extension, return on the 2nd Friday.
 - Those taking the Petra extension return on the 3rd Monday.
- Determine the level of storytelling engagement. Do you want all the stories told by participants, or do you plan to use audio stories for some of them?
- Develop info to share with potential participants, such as dates, benefits, costs, and requirements.

- 5-8 months prior – **promote** the Seminar

- Announce and share Seminar plans.
- Find a minimum of 20 participants. Two additional persons can then go with no charge for the Seminar (does not apply to the Petra Extension).

- 3-6 months prior – **prepare** for the Seminar

- Arrange BibleTelling training for Seminar participants. Scheduled 2-4 months prior to the Seminar.
- Everyone should begin reading All the Stories of the Bible.
- Raise the funds as needed.
- We will provide Seminar details and cultural/historical/other info. Everyone needs to read this.

- 2-4 months prior – **personalize** the Seminar

- Identify stories each participant will tell (from the set of stories to be told during the Seminar).
- Participate in the BibleTelling training. The goal for this training is for everyone to learn the stories they will tell during the Seminar in Israel.
- Each person is to tell each their assigned stories at least 5 times to different people.
- Due Date: Establish a deposit that should be paid to your organization two months prior to the trip. This should be non-refundable which helps confirm the participants that are definitely planning to go.
- The deposit should be enough to enable you to buy airline reservations and travel insurance for all participants (via travel agent or airlines).
- Submit a registry of all participants. This is their names, roommates, flight plans, contact info, passport number and expiration, extensions/options, etc.

- 6 weeks prior –

- Due date: All funds should now be paid to your organization at this time.
- Follow-up with participants: Reading All the Stories of the Bible?

- 4 weeks prior –

- Follow-up with participants: Telling assigned stories 5 times?
- Send total fees for all participants to BibleTelling. This is non-refundable.
- Continue communicating with registered students (welcome, reminder, updates, etc.).
- Print Seminar guides and distribute them to participants.

- Seminar in Israel!

BibleTelling (Bloomington)

- Coordinate dates and cost of trip with the Church Liaison and the Israel ground team.
- Determine fees for the Seminar.
- Provide a 1-day training BibleTelling workshop in the host community (expenses paid by host community).
- Publicize the event on the BT web site and BT Facebook page.
- Provide audio recordings of all stories to be told (for playback on smartphones and/or on Seminar bus).
- Provide audio recordings of background/insights for each site.
- Receive fees from the Seminar Liaison and pay for expenses for tour.
- Provide Seminar map/itinerary booklets to Church Liaison (electronic for local printing or printed/shipped).
- Make hotel reservations (3- and 4-star).
- Provide ground transportation (bus and driver).
- Arrange meals in Israel (3/day).
- Arrange for tour guide providing background on sites visited.

Other

- Insurance company (travel, health insurance)
- Travel agent (flights)
- Printer (Seminar guide books)

Costs (2018)

14-day (12 nights) - \$2940/\$3450 Double Occupancy/Single Occupancy,

3-day Jordan Extension (3 nights) - \$800/\$925 DO/SO

Air Travel and Insurance costs are not included

For more info, see our web page (www.bibletelling.org/israel/) or email us at info@BibleTelling.com.