

Sozo Basic Training Host Handbook

Thank you for contacting us through The Freedom Resource regarding Sozo Ministry training. Please read the information below, and then email The Freedom Resource at admin@thefreedomresource.com to set up a phone conversation with one of the TFR training coordinators to discuss your event. Let's begin by answering some frequently asked questions.

Preliminaries

Senior leader support. Generally, we do training in a church setting. It is important, therefore, that the senior pastoral staff of the church be on board with the training. We will be happy to discuss our biblically-based Christian ministry over the phone or in person with someone on the senior pastoral staff. Materials and basic information may also be viewed on our website: www.sozo.me.

One point of contact. We will need contact information for a single leader or point person on staff with whom we can work. We will assign a TFR coordinator who will handle all arrangements for TFR.

Scheduling. Pick two potential weekends as possible training dates, giving us an opportunity to check with our trainers and teams to make certain we have the available personnel. Leave plenty of time to promote your event locally and make certain TFR has all your information so we may post it on our web site as well. You can go to the training tab to download a brochure and a poster to help advertise your training.

Again, we'd be happy to answer any and all questions you have regarding sozo or the event itself.

Host Responsibilities

Expenses

Financially the host's commitment is:

- All travel expenses, meals, and housing for three to four people. Flights and reservations can be handled by the host or the TFR coordinator.
- We recommend you charge for the training and/or receive a love offering which will be shared among the training team with a portion going to The Freedom Resource to fund team missions travel. See an example of a simplified financial model which includes materials Page 5.
- The host collects all fees/offerings and writes a single check to TFR prior to the team's departure.

Materials:

- All participants in the training must have a copy of the book, "Freedom Tools" (Andrew Reese). It is best if you order the books through TFR. The books will be shipped direct from the publisher for a cost of \$10 per book plus shipping for orders of 56 books (case lot) or more, or \$11 per book plus shipping for smaller orders. The church may keep extra books for later resale or return them to TFR for a refund of the \$10. We will invoice you. Books are also available from Christian bookstores or on line. The team may bring additional books to facilitate the materials for last minute registrants and sale on site.
- Each participant will need a training handout (approx 12 pages) which you may download from the website and copy: <http://thefreedomresource.org/training.html>
- All other Sozo materials and resources are available for download at www.thefreedomresource.org.

Venue and Miscellaneous:

- Please have a room and projector set up for PowerPoint slide shows.
- The room should be able to facilitate small groupings of 3-4 people for break-out exercises.
- Have three or four stools at the front of the room.
- A sound system with 2-3 microphones will be needed if the group is more than 50 people.
- Supplies in the room should include boxes of tissues and 3 X 5 cards for questions.
- Finally, and maybe most importantly, we ask that you gather some people who will be committed to pray for the training and all involved.

Training Schedule

The meetings generally run from 6:30-9:30 on Friday evening and 9:00 to 4:30 PM on Saturday (with breaks and lunch). We have found that it works better if a simple lunch is provided on campus for all participants. Allow bit more time on Saturday if the participants will be off-site for lunch. If you choose to offer a time of worship before each session, please expand the time frame. (i.e.- 6:00 to 9:30 on Friday and 8:30 to 5:00 on Saturday.) A typical weekend agenda looks like:

Friday Night

- Overview of The Sozo Model
 - The Sozo Framework and Doing Kingdom Business
- Sozo Tools Teaching:
 - The Four Doors

Saturday Morning

- Sozo Tools Teaching:
 - The Father Ladder
 - Presenting Jesus

Saturday Afternoon

- Live Sozo Demonstration
- Facilitated Sozo Ministry by Participants
- Question and Answers

Personal Ministry

Our team members are available for personal ministry sessions the remainder of the weekend and, by arrangement, a day or two beyond the weekend.

- Our team members can do as many as 2-4 Sozos each in a full day. We can do 2-3 on a Sunday depending on the length and number of church services you have.
- A typical Sozo team consists of a TFR lead, and the people from the host who wish to be trained. No more than 2 people (in addition to the TFR lead) per team.
- The TFR team members should all minister in the same building.
- We ask for a suggested donation of \$70.00 per 1½-2 hour ministry session paid to the church and then one check written to The Freedom Resource to be distributed to the ministers.
- All arrangements for scheduling team members and ministry recipients and collection of donations are the responsibility of the hosting church.
- All additional expense for travel, meals and housing for this extended period are the responsibility of the host.
- Again, some prayer covering for these times would be fantastic.

Who should receive ministry?

No one should be required to have ministry. This is voluntary. It is often a waste of time if the ministry recipient doesn't want to be there or see any value to the meeting (wives please don't sign up your husbands just because they "really need it!" even though they may.) That being said, here are some typical choices for the ministry time.

- People that have shown an interest in being on your team, or the people you have chosen to be on your team
- Pastoral staff of your church
- Others you personally know that would benefit from this type of ministry
- Ministry recipients should be over 18 years of age
- Ministry recipient's young children should not be present in the sozo session.

Documentation

TFR will provide the host with a sample of release forms used in sozo ministry. These should be reviewed by your legal counsel and customized for use during this ministry time.

Sample Financial Model

Here's a sample of how to put the finances together for your event.

| Item | Single | Couple |
|--|---------|---------|
| Seminar Fee – <i>includes training handout</i> | \$25.00 | \$45.00 |
| Freedom Tools Book | \$10.00 | \$10.00 |
| Total Seminar Admission | \$35.00 | \$55.00 |
| Saturday Lunch | \$10.00 | \$20.00 |
| Childcare | | |

Sample Event Time Line

Here's an idea of how to set up the training schedule.

Eight Weeks Out

- Finalize dates and schedule with TFR
- Begin to promote locally
 - Use fliers and press releases
 - Announcements in church
- Send all event info to TFR for web site posting

Four Weeks Out

- Determine if there will be personal ministry time post-event
- Finalize travel schedules, housing, reservations and other team details with TFR coordinator

Two Weeks Out

- Continue to promote event
- Get commitments from volunteers for childcare, registration, book table.
- Estimate attendance (with help from TRF coordinator) and order books
- Determine who will be receiving personal ministry post-seminar

Week Of

- Finalize estimated attendance
- Reproduce Training hand out
- Order more books if necessary
- Order lunch delivery (if necessary)

Day/Night Of

- Set up reception and book tables
- Have volunteers meeting to train on details
- Have fun

End of Seminar

- Reconcile finances, including outstanding travel expenses – cut check
- Enjoy freedom