



OVERVIEW AND EVENT GUIDELINE

NURTURING STUDENTS CALLED TO MINISTRY

Where would your ministry be today if you knew the people, processes, resources, networks and value of mentoring fifteen or twenty years ago? Imagine for a moment the possibilities.

This reality is afforded to members of the Missions Prep Network. High school, college and seminary students are being fast-tracked on the vocational ministry learning curve. Exposed to networks, personal development tools, and experiential opportunities, students have the opportunity to glean from the wealth of wisdom and experience from the generation who serves before them.

As you considering co-sponsoring a KALEO event, you have the opportunity to guide students around ministry land-mines and through shortcuts that will give them the opportunity to successfully answer God's call to vocational ministry. The value of our generation sharing the things we have learned during our personal pilgrimage can not be overstated.

There are more than 28,000 college students attending Baptist colleges, universities and seminaries who are enrolled in a ministry-related degree track. This number doesn't include the countless number of students attending secular colleges and universities or high school students who have experienced God's call to vocational ministry. These students will build on our experience and ultimately lead the ministries you and I have invested a lifetime.

As you consider the possibility of co-sponsoring a KALEO event with the North American Mission Board, this *Overview and Guide* is designed to help you understand the purpose of the event and gain a better understanding of how you can set the stage for students to gather regionally and gain a greater understanding of what God is doing in their lives and get a glimpse of the plans the Lord has for them.

THE MISSIONS PREP NETWORK

The Missions Prep Network (MPN) is a resource for the next generation of spiritual leaders who have been called by God to serve around the world. The MPN is leading high school, college

and seminary students to successfully answer God's call to any Christian-related vocation through networking, personal development and experience.



The MPN, a mobilization strategy of the North American Mission Board, is a long-term nurturing process which guides students from point of entry to their first full-time ministry position.

With the fundamental belief that God's call to vocational ministry is not an announcement of something that will take place in the future, the MPN guides students to join Him immediately in His mission to redeem the world. A student's ministry begins the moment they answer God's call.

The MPN guides students in understanding their unique call by guiding them from where they are to the place God wants them to be.

Starting Strong

There is a very different perspective of ministry from the pew to the pulpit. Individuals who are exploring or pursuing God's call to vocational ministry are often disillusioned by the rigors and demands placed on those called by God.

The MPN leads students to gain a more complete understanding of ministry by directing and encouraging them to interview individuals currently serving in various ministry settings.

The goal is to provide students with a realistic perspective of ministry before they begin long-term service and have their idea of ministry diminished by unmet expectations.

Students who are equipped and prepared for the role in which they will serve will be more likely to survive and thrive in demanding ministry environments.

Answer His Call Successfully

Biblical success is measured in faith and obedience. Those whom God has called to vocational ministry will be tested by both God and the world. It is imperative to pass these tests.

In an effort to equip, encourage, and prepare students to answer God's call successfully, the Missions Prep Network focuses on three areas of development: networking, leadership development, and experience.

It is through these three areas students are (1) connected with current ministry leaders and exposed to different types of ministry, (2) challenged to accept the leadership role God has called them to, and (3) act on God's call by engaging in ministry as a student.

MPN Membership

- Southern Baptists who are currently in high school, college and seminary exploring or pursuing God's call to a Christian-related vocation are eligible to join the Missions Prep Network.
- Students are eligible to continue membership as long as they are enrolled in school on a part-time or full-time basis.
- Students may terminate membership at any time.
- There is no fee or cost associated with membership.

Why Membership

MPN membership is necessary to establish profile information on each student. Student profile information allows MPN leadership to customize appropriate and/or time-sensitive information to be communicated to each student. Information regarding networking, leadership and experiential opportunities are customized for each member based on their student status (i.e. high school student, college student, or seminary student).

For example, a seminary student will be encouraged to talk with specific ministry leaders at state conventions which would not necessarily be appropriate for a ninth grader.

The Missions Prep Network respects the privacy of each student, parent and ministry leader and will not intentionally share, sell, or distribute profile information.

Communicating with Students

The MPN leadership team communicates directly with students via: email (from mpn@namb.net), postal mail, through our web site, and by telephone.

It is the student's responsibility to maintain current contact information in order to benefit from the MPN. Though email is the primary and preferred means of communication with students, printed information will occasionally be sent to the student's address. Students may also be contacted via telephone on rare occasions.

A periodic e-newsletter, *MPN Directions*, will be emailed to students, providing practical information intended to guide them to network, develop leadership skills and engage in ministry and mission opportunities.

The MPN website serves as communication central for students and MPN leadership.

The MPN Web Site (www.MissionsPrepNetwork.net)

Communication and information intended to assist students as they answer the call is available in the member-only section of the MPN. MPN members gain access to the member-only information after logging in through the home page.

No matter what vocational area students ultimately serve in, the MPN web site proves practical information that will help them take simple steps now to be better prepared for a life-time of service.

Self-assessment resources, definitions, articles and stories, opportunities for service on the local, state, national and international levels will broaden the student's perspective and understanding of Christian-related vocations. In addition, students

will find timely information, surveys, videos, and advice from notable ministry leaders that will encourage students to stay on a clear path.

Students will also be encouraged to meet, interview and join ministry leaders in doing ministry while they are a student. The web site assists students in knowing who to contact and how to get started.

KALEO EVENTS

KALEO events, a strategy of the Sending Missionaries Team of the North American Mission Board, are specialized conferences designed to lead high school, college and seminary students to discover, embrace and pursue God's call to a Christian-related vocation. Conferences include powerful speakers, resource filled workshops and practical follow-up steps to answer God's call successfully.



KALEO Objectives:

- To guide students to discover, embrace and pursue God's call to any area of Christian-related vocational ministry.
- To provide an opportunity for students to interact with respected ministry leaders and missionaries from across the country and around the world.
- To present resources to student leaders designed to focus a student's skills, interests, talents, spiritual gifts and passion for ministry.
- To clearly communicate the need to be men and women of integrity.
- To lead students to identify and engage in service opportunities in their local church, association, state, nation and around the world while they are still in school.
- To introduce students to resources of the Southern Baptist Convention.

Desired Outcomes:

Successful KALEO events result in students who:

- understand the importance of their high calling;
- have a stronger impression/relationship with the Southern Baptist Convention;
- are aware of and engage in various types of ministry while still in school;
- seek a mentoring relationship with a spiritual leader; and,
- begin their vocational ministry with experience and confidence to fulfill the call.

KALEO Sponsors:

The Missions Prep Network of the North American Mission Board serves as the primary sponsor of KALEO events.

Southern Baptist agencies and/or entities in agreement with the purpose of KALEO events are invited to be co-sponsors. Cooperative support for KALEO events is sought and welcomed from Southern Baptist agencies, entities, associations, churches and individuals.

A standing invitation to co-sponsor KALEO events is extended to Baptist state conventions, the International Mission Board, the Women's Missionary Union (WMU) and LifeWay.

Southern Baptist agencies, entities, associations, churches and individuals who wish to co-sponsor or participate in a KALEO event should contact the Missions Prep Network leadership team at the North American Mission Board by calling 1 (800) 554-7729 or by email at mpn@namb.net.

Requesting a KALEO event:

KALEO events are initiated at the request of Southern Baptist entities on a regional or national level. Requests are made to the Missions Prep Network leadership team at the North American Mission Board.

Requests for KALEO events should be submitted 12- 18+ months in advance. Requests under 12 months require special consideration and approval by the MPN leadership team.

The following information is required to initiate the request process:

1. At least one Baptist state convention must agree to serve as a co-sponsor.
2. A host location must be identified which can accommodate the following:
 - a. The size of the anticipated audience
 - b. Provide plenary session space to accommodate all participants
 - c. Provide breakout session space in close proximity to the plenary session location to accommodate breakout sessions.

- d. Provide overnight accommodations for participants or be in close proximity to hotels which can provide housing accommodation.

Specific dates for KALEO conferences should be recommended by the requesting entity. Although the MPN leadership team will work with the requesting entity's calendar, the Friday evening, all-day Saturday schedule is preferred.

These dates should be as free and clear as possible of competing student events, including holidays, festivals, conferences and sports events which could impact student and student leader participation.

Host Location

In an effort to promote the formal education process, the MPN Leadership Team seeks to support the efforts of Southern Baptist colleges, universities and seminaries as they equip the next generation of ministry leaders. In order to expose students to Baptist schools, preference is given to those schools expressing a desire to host KALEO events.

Baptist State conventions desiring to nurture students called to vocational ministry through a KALEO event are also given priority consideration.

All other host requests will be evaluated for consideration.

Exhibitors

Limited exhibiting and displays are available at KALEO events for agencies and organizations of the Southern Baptist Convention. The purpose is to highlight SBC resources. The exhibit area is managed and coordinated by the MPN leadership team. All exhibit requests should be submitted not less than 15 days prior to the scheduled event.

Publicity

KALEO events are announced nationally and promoted regionally through networks relating to high school and college students, student leaders, and directly to local

churches and associations. Co-sponsors share responsibility for publicizing the event through their networks.

The North American Mission Board will develop and provide promotional materials to be distributed to relevant networks. Typical promotional elements include:

- Direct Mailings
- Promotional Email
- Video/DVD
- Web Site
- Radio Advertisement

Publicity will be initiated twelve (12) months prior to the event.

Criteria for Selecting KALEO Faculty

1. Southern Baptist
2. Proven ministry leaders who have lead effective ministries
3. Can effectively fulfill the KALEO assignment given to them
4. Are excellent communicators and can relate to a student audience
5. Are available for the duration of the conference

EVENT RESPONSIBILITIES

The North American Mission Board assumes responsibility for the following:

1. Ownership and administration of KALEO events
2. Coordination of event requests
3. Enlisting cooperative support from state Baptist conventions and appropriate field partners
4. Development of KALEO promotional materials
5. Distribution of promotional materials to event host, state convention, local associations, churches and student networks for direct marketing
6. Development of the KALEO program and schedule
7. Enlisting program leaders, including:
 - main session speakers
 - breakout leaders
 - worship leaders
8. Assume expenses related to:
 - Travel cost for program leaders
 - Honorarium for program leaders
 - KALEO gift bag for conference attendees
 - Creation of and initial cost associated with KALEO merchandise
 - Meals and snacks provided during the event
 - Shipping of conference materials and resources to/from the event location
 - KALEO conference program
9. On-line event registration
10. Collection of funds related to registration and merchandise sales
11. Sale of KALEO merchandise
12. Providing Certificate of Insurance to host location upon request
13. Invitations to and management of exhibit area reserved exclusively for SBC agencies and institutions
14. Providing event ID badges to conference attendees
15. Arranging an on-site planning meeting with host designee to discuss event details

NAMB Responsibilities continued:

16. Provide and staff a booth in the exhibit area with missionaries representing various types of mission work and locations
17. Donate item(s) for KALEO gift bag
18. Donate at least one item, with a value of at least \$25, for give-a-way as a door prize.

The host institution assumes responsibility for the following:

1. Designate contact person with decision-making capability
2. Set date for KALEO event on campus calendar
3. Provide space for conference needs, including:
 - Registration/check-in location
 - Plenary session room (capable of seating estimated audience)
 - Breakout rooms (approximately 15 rooms with a seating capacity of 25 to 50 each in close proximity to plenary session)
 - Audio/visual needs (in plenary session and assist in breakout)
 - Dining space
 1. Primary dining area for all participants
 2. Intimate dining area for program faculty
 - Snack/fellowship area
 - Exhibit area space
 - On-campus housing for event attendees (if available)
 - On-campus housing for program staff (if available)
4. Provide personnel or on-call contact, such as:
 - Student volunteers
 - Audio/visual technicians
 - Janitorial staff
 - Maintenance staff
5. Provide transportation services (if available), such as:
 - Airport shuttle
 - Hotel shuttle
6. Designate location for shipping/receiving conference materials
7. Supply contact information for recruitment office contact
8. Donate item(s) for KALEO gift bag
9. Sponsor a snack break or meal (optional)
10. Provide and staff a booth in the exhibit area
11. Donate at least one item, with a value of at least \$25, for give-a-way as a door prize.
12. Utilize existing communication channels to actively promote the event
13. Distribute promotional materials at student and student leader gatherings

14. Play the KALEO video at student events or student leader gatherings

Cooperative Support from State Conventions and Associations Involves:

1. Recognizing KALEO events on state and association calendars
2. Utilize existing communication channels to actively promote the event
3. Distribute promotional materials at student and student leader gatherings and through direct mailing(s)
4. Play the KALEO video at student events or student leader gatherings
5. Recommend topics, potential speakers and breakout leaders for consideration
6. Other options include:
 - Provide and staff a booth in the exhibit area highlighting opportunities for students to engage in ministry/mission experiences within the state or association (optional)
 - Sponsoring a meal or snack break
 - Providing scholarships for students or student leaders to attend
 - Provide cash contribution to help defray costs
 - Provide volunteers to assist with setup, teardown, cleanup and providing directions.
 - Suggest other ways to support KALEO events

SBC AGENCIES AND ORGANIZATIONS

An open invitation is extended to agencies and organizations of the Southern Baptist Convention to co-sponsor KALEO events. Co-sponsorship includes:

1. Recognizing KALEO events on the agency or organizations official calendar
2. Actively promote the event
3. Provide and staff a booth in the exhibit area
4. Other – as negotiated with the Missions Prep Network leadership team
 - Sponsoring a meal or snack break
 - Providing scholarships for students or student leaders to attend
 - Provide cash contribution to help defray costs
 - Provide volunteers to assist with setup, teardown, cleanup and providing directions.
 - Suggest other ways to support KALEO events

KALEO: SAMPLE SCHEDULE

Friday:

12:00 – 2:30	Faculty Lunch and Staff Meeting
3:30 – 6:30	Registration/Check-in Open
5:00 – 6:30	Dinner
7:00 – 7:45	Plenary Session: <i>Welcome, Worship and What's Ahead</i>
7:45 – 8:45	Session One: <i>Knowing God & His Will</i>
8:45 – 9:15	<i>Drawing to the Rock</i>
9:15 – 9:30	Intermission
9:30 – 10:15	Session Two: <i>Confirming God's Call</i>
10:30 – 11:00	Group Fellowship - <i>Snacks and Exhibits</i>
11:00	Adjourn

Saturday:

8:30 – 9:30	Breakout Session #1
9:45 – 10:45	Breakout Session #2
11:00 – 12:00	Breakout Session #3
12:00 – 1:00	Lunch
1:15 – 2:15	Breakout Session #4
2:30 – 3:30	Small Group Debrief Session
3:45 – 4:00	<i>The Final Note</i>
4:00 – 5:00	Session Four: <i>Mission Possible</i>
5:00 – 5:30	Commissioning
5:30	Dismiss

PREPARATION TIMELINE

1. MPN Leadership Team Receives Request for KALEO event which includes proposed date and host location.
2. MPN Leadership Confirms the following:
 - a. Dates are good
 - b. Host location has been identified
 - i. Preference given to Baptist college, university or seminary
 - c. State Convention partner is on board
 - d. Regionally diverse from previous locations
3. MPN leadership requests a planning meeting on site of potential event. This meeting should include the following:
 - a. MPN leadership team
 - b. Host representative (with decision making capability)
 - c. State Convention student and collegiate representatives
 - d. Associational representative when possible
 - e. IMB and LifeWay are represented by proxy via MPN leadership
4. The planning meeting and site visit seeks to accomplish the following:
 - a. Review facilities to determine capability
 - b. Get floor plans of facilities to be used, including room numbers and size
 - c. Meet with host representatives to discover rules, regulations and requirements. Also meet individuals who will deal with hands-on issues leading up to and during the event.
 - d. Review purpose of KALEO
 - e. Review proposed schedule
 - f. Select breakout topics
 - g. Identify individuals to serve as faculty. (Usually identify 2-3 people per topic as recommendations)

- j. Identify local hotels for participants. Work with host to secure best-rate.
- k. Identify host/sponsor for the Friday night group fellowship
- l. Contact host security to determine parking arrangements
- m. Identify loading zone
- n. Make arrangements for a photographer to record event
- o. Work with host to identify volunteers to:
 - i. Set up/tear down
 - ii. Provide directions
 - iii. Assist with registration
 - iv. Provide additional man-power for loading/unloading
- p. Secure rental truck to transport KALEO items OR make arrangements to have KALEO materials shipped to location
- q. Purchase and prepare snack bags for all participants to have on Saturday
- r. Assemble participant's bags with promotional materials provided by co-sponsors.
- s. Assemble faculty bags with promotional materials.
- t. Order t-shirts for participants to purchase @ \$5 each
- u. Reserve rental cars to KALEO staff
- v. Arrange for shuttle to/from local airport
- w. Make hotel arrangements for KALEO faculty/staff
- x. Communicate needs/capabilities to exhibitors
- y. Lead staff meeting on-site with all faculty/staff
 - i. Distribute faculty information
 - ii. Receive Permission to record release forms
 - iii. Receive W-9 forms

- z. Set up stage on Thursday
- aa. Place directional signs on Friday morning
- bb. Make arrangements for worship leader/band to set-up and do sound check on Friday morning
- cc. Shuttle faculty to/from the airport on Thursday and Friday
- dd. Checkout faculty from hotel on Saturday/Sunday
- ee. Pack-up and cleanup on Saturday night
- ff. Prepare all materials to be return shipped/trucked
- gg. Shuttle faculty to airport Saturday/Sunday
- hh. Settle account with hotel
- ii. Return Rental cars
- jj. A million other *small* details

NOTES