

Guidelines for Women's Leadership Studies Host Venues

The Women's Leadership Studies classes are made possible through a partnership between Women of Grace USA and Grace Theological Seminary. We seek to come alongside local churches to help them equip their women. Women of Grace USA is a ministry affiliated with the Charis Fellowship and affirms the Charis Commitment to Common Identity.

WGUSA provides:

- promotional materials
- registration process
- class facilitator(s)
- all class materials.

Registration will be taken care of through our website, and we will send marketing materials out to you 9 weeks prior to the class. We will offer an early bird rate of \$80 to anyone who registers more than three weeks prior to the class. The fee for the class covers one CEU credit, online registration fees, materials, an honorarium for the facilitator, travel expenses, and lunch on Saturday, if not provided by the host site.

The host venue provides:

- Classroom space
 - free of charge
 - able to seat 20-25 women comfortably (with tables)
 - easily accessible and distraction-free
 - a projector (to hook up a laptop) with screen
 - a whiteboard (optional but helpful)
- lunch on Saturday*, as well as drinking water throughout the weekend
- optional snacks and breakfast on Saturday may be provided if the host church chooses to do so
- a host home for the facilitator(s), if possible

*We can be a little flexible with the food requirements of the venue by reimbursing up to \$10 per person. Ideally, the food could be provided as a ministry of the local church or ladies within the church to help support the ministry provided by these classes and as a way to offset our expenses.