

MINISTRY PERSONNEL FAQs

Conference Dates: Wednesday June 6, 7PM to Sunday June 10, 1:30PM.

Please see general FAQs for additional questions. This page is specific to anyone with a ministry budget.

WHAT IS INCLUDED IN THE REGISTRATION FEES \$1350 (EARLY BIRD) /\$1450?

Pre-conference: Ranch day (Thursday), Staff Development Day (Friday), Advance Conference, transportation including airport transfers, all meals, and accommodation.

Please note that the \$1350 registration is a reduction of the true cost of \$1650. The National Leadership has subsidized the real cost by \$300/pp. Thanks NLT!

WHAT IS THE DEADLINE FOR EARLY BIRD REGISTRATION?

The early bird registration deadline is Friday April 13th.

I LIVE IN CALGARY. DO I HAVE TO STAY IN THE RESIDENCE AT AMBROSE?

To get the full benefit of the conference, our preference is always for registrants to stay together onsite at the venue. However, we realize that for those living in Calgary it is preferable to stay in your home. If you choose not to stay at Ambrose, please indicate this in the comments section of the registration page and you will receive a reduction of \$150/pp. **All meals are still included.**

HOW IS MY CONFERENCE FEE BEING PAID?

1. Transfers from your ministry account
 - If you are registered by the early bird deadline, payments will be deducted from your account in 3 equal installments in April, May and June.
 - If you are registered after the early bird deadline, one lump sum will be deducted from your account in May.
2. Available travel savings will be released. If there are insufficient travel savings, cash on hand will be used.
3. Insufficient cash on hand: a payment plan will need to be proposed and approved by your supervisor. Please notify the registrar@navigators.ca.

CAN YOU HELP ME WITH TRAVEL QUESTIONS?

- Plan to arrive at the Calgary airport before 4:30 PM Wednesday June 6 (Shuttles will depart at 3:00, 4:00 and 5:00)
- Plan to depart Calgary no earlier than 3:00 PM Sunday June 10 (Shuttles to airport depart at 1:30 PM)
- You are expected to book the lowest cost airfare so we encourage you to look for deals on travel and book your flight as soon as possible
- All travel costs (air and vehicle) are being equalized among all those attending the full conference (June 6-10). Please submit your travel expenses **directly to averilh@navigators.ca for**

reimbursement from conference blended travel. (Do not submit it with your normal monthly ministry expense report sheets).

- Airplane ticket
- Car rental and/or gasoline receipts if driving. **You will NOT be reimbursed for mileage.**

- International attendees - If you are flying directly to and from Calgary from your ministry country, please submit your flight for reimbursement (up to a max reimbursement of \$1500/pp return). If you are already in Canada on furlough or ministry assignment, submit your in-country travel costs only.

- If your spouse is only attending a part of the conference then travel costs are not included with the blended travel however, they may be reimbursed through your Navigator ministry account.

WHAT ITEMS CAN I SUBMIT FOR REIMBURSEMENT FROM MY NAVIGATOR MINISTRY ACCOUNT?

- Meals not covered by the conference fee (Wednesday dinner)
- Meals on route to and from the conference
- Baggage fees charged by the airlines
- Activities/meetings attended as a work team (2 or more people) outside of those in the program. "Ministry and hospitality" is an appropriate expense, but it needs to be connected to your job. In this case, it would be building relationships with your co-workers or networking.
- Submit all of the above on your expense report

CAN I BRING MY SPOUSE AND CHILDREN?

We as the Navigators request spouses who participate in Navigator ministry make every effort to attend Advance 2018. There is a significant ministry element to this conference that would benefit your ministry. Additionally there will be childcare available for children up to age 12 to allow for both spouses to attend. Spouse and child registrations can be paid for from your Navigator ministry account. Note: flights for children are not part of the blended travel costs.

HOW DO I REGISTER MY SPOUSE/CHILDREN FOR THE FULL CONFERENCE JUNE 6-10?

Register online using the "I Have a Ministry Account" button. You can pay for their registration using the internal transfer option on the registration page.

Submit flight information for spouse directly to the office for reimbursement. This is part of the conference equalized travel costs.

Submit flight costs for children on your own ministry expense sheet.

I AM ACCOMPANYING MY SPOUSE WHO HAS A NAVIGATOR MINISTRY EXPENSE BUDGET AND AM UNABLE TO ATTEND THE STAFF PRECONFERENCE. HOW SHOULD I REGISTER?

Register online using the "I Do Not Have a Ministry Account" button: Select staying onsite: \$600, staying offsite: \$450, or 1 day (Saturday): \$200. You can pay for their registration using the internal transfer

option on the registration page. **Note: Travel costs will not be a part of the equalized travel however they can be reimbursed through your Navigator Ministry account.**

For other questions about partial attendance please contact kimberlym@navigator.ca.

I DON'T WANT TO ATTEND – IS THIS A REQUIREMENT?

For staff, interns and associates with ministry budgets, both the Pre-Conference (June 6-8) and Advance conference are mandatory. This is a rare time of connection within the Navigators and it is important everyone shares the experience and brings their voice and ministry to the table. This time also doubles as professional development, which is important to your growth as a leader. If you have extenuating circumstances that will not allow you to attend all or part of the conference - discuss your request with your supervisor immediately. Supervisors will need to notify the registrars of your unique circumstances.

WON'T MY DONORS BE SURPRISED BY THE AMOUNT OF MONEY I NEED TO RAISE FOR THIS EVENT?

Testimonies affirm that your donors will not be surprised by the costs for this professional development event. Most of them understand and appreciate the cost and benefits of national conferences. The connection and development offered at this national gathering will have a meaningful impact on your ministry. As you are speaking with donors we encourage you to cast the vision of the importance of the conference.

The Conference Team is praying with you, believing God will provide what you need.

MAY I INVITE DONORS AND/OR MINISTRY PARTNERS?

Everyone is welcome to the Advance (Friday 5:30 PM– Sunday 1:00 PM) section of the conference, and we encourage you to invite anyone you think would be appropriate. The Advance Conference is designed for anyone living out or interested in the Navigators mission. The Pre-conference however (Wednesday – Friday) is designed to grow our skills and unity as a team, which will not be useful for non-ministry personnel.

ARE THERE SCHOLARSHIPS AVAILABLE TO HELP MINISTRY PERSONNEL ATTEND THE CONFERENCE?

This conference is a significant time for development and connection. We do not want finances to be a barrier to anyone attending. The NLT has generously subsidized the cost of attendance by \$300/registrant. Please contact your supervisor or city team leader to ask about further resources that may be available in your city.