

This is the "Detailed Program" we use for the Southern Florida NMI Convention. It provides information and instructions for all involved as well as important time expectations. Contact: Dennis Moore
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Southern Florida District
36th Annual NMI Convention
Palm City New Hope Fellowship
Detailed Program
Updated 5/8/2009 1:59 PM
Draft #5

What's that in your hand?

May 8-9, 2009

Nikolaj Sawatzky Arrives in West Palm Beach on Thursday, May 7 at 2:25 PM on Delta 1595 from Atlanta. His U.S. cell phone number is 612-636-4139

Friday, May 8

Will need flags set up in sanctuary – to be organized between Charlie/Donna Smith and Gary Merritt.

A prayer room will be set up by Pascal Permis and friends in Room 10. Flags not used in the Sanctuary should be placed in the prayer room along with other "International Artifacts" (cultural, Work & Witness items, etc.) and photos (SFD Missionaries (Active/Retired) as prayer reminders. Prayer room should be open as follows: Friday, May 8, 5 p.m. – 10 p.m.; Saturday May 9, 7:30 a.m. – 1 p.m.

The following exhibits should be prepared and placed in the lobby/foyer of the sanctuary: Hispanic/Creole translation equipment (Rev. Diaz), place for collecting "winter wear" and "Crisis Care Kits" for Convention project (Rev. Ardee Coolidge), Children's Convention Sign-In and Children's Mission Adventure (Candy Denby).

Need to have 2 tables set up in sanctuary for the translators – 1 for Spanish and 1 for Creole. The tables should not be near each other. A 110 power outlet should be nearby.

Friday Evening Service, May 8

EVENING PRELIMINARIES

Minutes	Actual
Planned	Time
6:00	Encourage people to visit and use Prayer Room
6:45	Music rehearsal

Delegate Registration: Set up two 8' tables for delegate registration. Have tables set up for registration alphabetically by church (will need appropriate signage). A list will be developed listing each church (alphabetically) and the delegates (alphabetically) representing that church (Presidents and Pastors would be identified on list) – Fran Benson will need to develop this list in cooperation with Wes Chambers. Each delegate would sign-in, provide phone number and e-mail address AND then would be given a delegate packet and I.D. Badge (work to record information on computer). Local Presidents would be given their church

packet as they register. Registration team: Wes Chambers - Chairman, Fran Benson, Cheryl Chastain, Becky Gritton, Lee Ann Helzer, Dianne Hermann, Mary Shuck and Katherine Whiting. Pre-register alternates for regular delegate. Pastors or Presidents would need to complete a form to officially register delegates not pre-registered. Wes will be responsible (in cooperation with Fran Benson) to prepare name badges/lanyards for delegates (If possible consider some means of printing badges for late registrants at the table). Try to use ribbon or some obvious color to differentiate Presidents and Pastors. Wes will also be responsible for preparing a master list for each church as to who was at the convention (i.e., pastors, pastoral staff, presidents and delegates). Use “Hello My Name Is” standard badges for all visitors. Be sure to prepare special badges for all retired missionaries (retired missionaries who are members of SFD are delegates to the Convention), special guests (Nikolaj Sawatzky, Don Gadbow - NPH, etc).

Jorge Diaz distribute radios for translations (accept deposits or hold credit card/driver's license). Have schedule of translators ready. Prepare appropriate signs in Spanish and Creole.

Ushers/Parking Attendants: Ushers will distribute Convention programs to delegates and visitors (1 program per couple). At least one offering will be taken on Friday evening and 1 or 2 offerings on Saturday.

Begin track music until live musical prelude.

7:10 Begin using MediaShout video presentation for “commercials” prior to service (i.e., MissionaryLINKS, Alabaster, World Mission Broadcast, General NMI Convention, translations radios for Spanish, translation radios for Haitians, “Please Place Cell Phones in Silent Mode (need in Spanish/Creole)”.)

FRIDAY EVENING SERVICE -- 7:30 P.M.

Minutes Planned	Actual Time	
3	7:30	Welcome/Introductions/Announcements – Dennis Moore
3	7:33	Greetings and instructions from Host Pastor - Rev. Gary Durham (Restrooms, assistance, restaurants, snacks) (Podium, use podium microphone – house lights full)
3	7:36	Prayer – Amanda Pound
7	7:39	Nazarene Publishing House Presentation – Don Gadbow
4	7:46	Explanation about evening and introduction of Nikolaj Sawatzky (using video/PowerPoint) – Dennis Moore
5	7:50	Palm City band and praise team – led by Ryan Durham – <i>Give It Away</i>

Minutes Planned	Actual Time	
5	7:55	Dramatic presentation of Exodus 4 - Moses' Discussion with God -- Katie Paschall. (Wireless lapel microphone needed)
15	8:00	Congregational musical package (MediaShout in 3 languages)–Led by Ryan Durham. <i>Friend of God</i> <i>You Are Good</i> <i>How Great Is Our God</i>
6	8:15	“What’s that in your hand” – Video Presentation #1 - North Miami Haitian (Dim house lights during presentation)
4	8:21	Ms. Myrdith Clothaire (from North Miami Haitian) praise team (6) and key board to come to podium during video presentation – sings and leads group (in Creole and English).
7	8:25	“What’s that in your hand” – Video Presentation #2 – West Palm Beach Belen (dim house lights during presentation)
10	8:32	Offering presentation/solicitation and prayer by Dr. David Nixon. Musical presentation after offering solicitation – <i>Little Is Much When God Is in It</i> (By Palm City Men’s Trio)
6	8:42	“What’s that in your hand” – Video Presentation #3 – Punta Gorda (dim house lights during presentation)
5	8:48	Special Music – (Palm City Ministry in Motion) – singing to <i>Little Is Much</i> by “Downhere” (using track)
25	8:53	Sermon/Presentation by Nikolaj Sawatzky (wireless microphone) – Dim house lights, concentrate general lighting on speaker.
10	9:18	Commitment/Challenge – Dennis Moore Congregational Music led by Ryan Durham – <i>Take My Life and Let It Be Consecrated</i> (with <i>I am Yours</i>)
2	9:28	Closing prayer – Pastors Jean Cidel, Galo Poveda, John Denby
3	9:30	Announcements – Dennis Moore: Announce that delegates who have not yet registered should do so before departing church tonight. Badge will be admission to voting area on Saturday. Encourage visitation and use of the Prayer Room. Invite everyone to reception.

Some of Registration Team should operate registration tables for those who arrived late. We want to get as many registered before Saturday as possible. Wes Chambers will be responsible for designating who will assist in this process. Thank photographers: Roy Shuck, Greg and Alyssa Munroe

- 9:33 Service Ends
- 45 9:45 Technical rehearsal will be held in the sanctuary with sound/video people, Marla Buettner and Dennis Moore. (Would like to rehearse with projector. What about security?)

May 9, 2008 Saturday's Program Morning Session

Minutes Planned	Actual Time	
	8:00	<p>Registration Team begins registration process (Signing-In) for late arriving delegates. Registration team: Wes Chambers - Chairman, Fran Benson, Cheryl Chastain, Becky Gritton, Lee Ann Helzer, Dianne Hermann, Mary Shuck and Katherine Whiting.</p> <p>Trish Spear will arrange for Pages to be in place.</p> <p>Distribute translation radios as necessary – Jorge Diaz/Ernsö Dorsainvil.</p> <p>Rehearsal for any morning music using tape accompaniment</p> <p>Registration for Children's Mini-Mission Convention – Candy Denby</p> <p>Provide chilled bottles of water at front business table.</p>
15	8:15	Pre-Service music - Start rotating video announcements.
	8:30	Children's Mini-Mission Convention begins – Candy Denby
10	8:30	<p>Congregational Singing – (MediaShout in 3 languages) – Led by Carol City Ebenezer (Will be using own keyboard and PCNHF electric drums – will need 4 microphones)</p> <p><i>Now that You're Near</i></p> <p><i>I Am Free</i></p> <p><i>How Great Is Our God/How Great Thou Art</i></p>
6	8:40	International Prayer - directed by Rev. Pascal Permis
7	8:46	<p>Memorial Roll - Presentation Kaye Nixon -- showing list/photos (House lights dimmed). Amy Curell – Violionist (music selection).</p> <p>Nikolaj Sawatzky speaks to Children involved with Mini-Convention (15 – 20 minutes)</p>
2	8:53	Greetings/announcements from host pastor - Rev. Durham (pulpit) -- full house lights (Podium microphone)
3	8:55	Greetings and Welcome - Dr. Nixon (pulpit) -- full house lights, podium microphone
1	8:58	Call to Order 36 th Annual NMI Convention - D. Moore (Table or lapel wireless)

Moore - "Our secretary will now read matters regarding convention organization."

Benson (use table microphone) - "I move the adoption of the following: that we set the time of meetings from 8:30 a.m. to 1:00 p.m. and that the first ____ rows of the ____ sections be established as the voting area."

Moore - ask for second and vote on the motion.

Minutes	Actual
Planned	Time
1	8:59

Convention Assistants

Benson - "I move the appointments of the following Convention assistants:"

Recording Secretary – Linda Ketchum
 Elections Secretary – Bob Spear
 Daily Journal Committee - Fran Benson, May Bell Lin and Kaye Nixon
 Pages – Coordinator, Trish Spear with

Moore - ask for second and vote on motion.

1	9:00
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Alternate Delegates -- Moore - "We have attempted to identify those serving as alternate delegates as part of the registration process. Are there still local presidents who are aware that alternate delegates are present in this room and have not yet registered with us? If so would you please stand so we may obtain the names of those alternates to assure they are properly seated as an official delegate."

(Distribute forms -- pages). Fran Benson should provide Caroline Denby with necessary forms in advance.

Moore - "Once the alternates are seated, they cannot be unseated should the regular delegate be able to attend a later session. Alternates must be persons elected as alternates, not just someone attending the Convention."

2	9:01
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Moore – We have received special convention greetings from General NMI Director - Dr. Daniel Ketchum; General NMI President - Rev. Eunice Brubaker; and our Southeastern Region Representative on the General NMI Council - Mrs. Carol Ann Eby.

We have received greetings from our own Southern Florida missionaries, including

(Show photo) Dr. Ken & Linda Walker serving the Caribbean and Africa. The Walkers are members of our Pompano Beach Church. It is so good to have Ken Walker with us today.

(Show photo) Rev. Dwight & Carolyn Rich serving the South America Region in Ecuador. The Rich's are members of our Ft. Lauderdale Manor Church.

(Show photo) Dr. Randal and Mary Jane James serving Africa Nazarene University in Nairobi, Kenya. The James are members of our Ft. Myers First Church.

(Show photo) We have also received greetings from our volunteer missionary to Ukraine, Dana Winsinger. Dana is a member of our Northlake Blvd. Church.

"We will send convention greetings to all these I just mention plus our LINKS missionaries; and to Dr. Louie Bustle, World Mission Department Director and Dr. John Smee, Caribbean Regional Director and his staff serving in Miami.

Recognize retired missionaries attending the convention. **Allen Wilson's birthday is today.**

Minutes Planned	Actual Time	
6	9:02	Nazarene Publishing House Representatives – Don Gadbow
3	9:08	Introduction of Dennis Moore to give his 24 th "Report of the President and Council" -- Dr. Nixon
30	9:11	Report of President and NMI Council at central pulpit. (Will be using MediaShout video presentation)
2	9:41	Prayer – Rev. Ernsso Dorsainvil
6	9:43	Special Music – Vasthie Dessources (Ft. Pierce Philadelphia) – <i>How Great Thou Art</i> (Will use track accompaniment with a CD). (Would like to rehearse at 8 a.m. – Saturday morning).
5	9:49	2009 District Distinguished Service Award Presentation – Dennis Moore
10	9:55	Election of District NMI Council and Secretary– Dennis Moore Moore - call Board of Tellers to move forward and introduce Election Chairman. Moore - "Please stand to receive your ballot. Do not vote until further instructions are given." After all have been served ask secretary to read the Report of the Nominating Committee. Benson - read report of Nominating Committee Moore - "Are there any questions? If not, is there a motion to accept the report of the Nominating Committee?" Vote on motion. Moore - "You may vote now. Stand when you are ready to cast your ballot."
1	9:55	Announcements/Adjourn for 25 minute break – D Moore (Wes Chambers play piano/keyboard with fast music to help with exit)
30	10:06	25 Minute Break (All local presidents & pastors [or church representative if president/pastor not present] will congregate at front of auditorium to meet with the NPH representative). Pages and Council Members will assist in serving Presidents small water containers. Instrumentalist will play fast marching exit music for 2-3 minutes. (Palm City will be selling refreshments)

Minutes Planned	Actual Time	
10	10:36	Congregational Music – Led by Zack Harris - guitar (Use MediaShout – in English, Spanish and Creole) <i>Let it Rise</i> <i>You Are Worthy of My Praise</i>
30	10:46	Presentation/Sermon – Nikolaj Sawatzky
5	11:16	Special Music – Diaz Family Singers (Will bring their own keyboard, will be using PCNHF drums, 3 microphones needed) (Song?)
5	11:21	“Thank You” and recognition of Brazil Work & Witness Team – Roy Shuck
7	11:26	Presentation of special Nicaragua Chapel Factory Project – Roy Shuck/Foster Schmitt
5	11:33	Treasurer's/Auditor's Report (Podium, podium microphone) May Bell Lin - Give Reports Moore - Questions?
5	11:38	Report of District NMI Council Ballot – Run-off vote if needed (If time use MediaShout for results). Luke Benson coordinate with Marla Buettner on listing those elected on video screen.
5	11:43	Presentation of 2009 President's Church Merit Award – Dennis Moore (MediaShout)
4	11:48	Brian Wong – Youth In Mission Presentation
5	11:52	Publishing House Presentation – Don Gadbow
6	11:57	Special Music – Punta Gorda Men's Quartet – <i>Step into the Water</i> (using track – cassette tape)
15	12:03	Nikolaj Sawatzky – “Relaxed and Informal”
3	12:18	Dr. Nixon – Prayer for Nikolaj Sawatzky
4	12:22	Promotion for 2010 Operation Mary “Hold & Witness” project to Ukraine – Becky Gritton
4	12:26	Update/Photos/Video on Convention Mission Project – Ardee Coolidge
4	12:30	Promotion of 2009 Encounter at Pompano Beach – Josh Moore
10	12:34	Children's Presentation (by our children) and promotion of “Children's Mission Adventure” in October – Candy Denby.
3	12:44	Closing announcements/acknowledgements – D. Moore (Complete surveys leave on pews, Leave name badges (take actual paper badge) – leave on seat , etc.). Have all PriorityONE and Award of Excellence Pastors/Presidents come forward (for photo immediately after close of service)

Minutes Actual
Planned Time

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| 2 | 12:47 | Closing Convention Prayer – Philemon Permis |
| | 12:49 | Adjournment – (Play Track Music – Ryan Durham) |
| | 1:00 | All council members (not involved in organizational meeting) remain for clean-up. Remove/fold/count flags. Remove flag poles and stands. Flag detail led by Charlie/Donna Smith. Also assist Ardee Coolidge in loading Crisis Care Kits and Caribbean Winter Clothing into truck for transport to Miami. |
| | 1:15 | Light sandwich lunch for newly elected NMI Officers for purpose of appointing remainder of Council. |

Nikolaj Sawatzky departs from PBIA at 6:50 a.m. on Monday, May 11, 2009.

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