

Hey Staff,

The 2020 Global Leadership Summit is happening August 6<sup>th</sup> & 7<sup>th</sup> (online only) and there is another great lineup of speakers this year! It is a huge win for us to be able to bring world class leadership training to our church and make it accessible right in our community to leaders from all walks of life. This is not just another event to attend, but a resource for our church to leverage. Because we aren't just interested in building a great church, we are interested in making a positive and lasting impact in our communities and cities.

If you are wondering, "How does this affect me?" please see below as this is how we are going to handle the 2020 Leadership Summit for CedarCreek Staff. We want to make an investment in you and in your leadership development.

#### **Is all CedarCreek staff required to attend the Summit?**

- All staff members are encouraged to attend the Summit, but not required. If you have a valid reason why you will not be attending, please let your direct report know.
- We realize that all staff will not be able to attend all the sessions, as we still have work items that may need to take priority.
- Please talk with your direct report to make sure you understand their expectations regarding Summit attendance.

#### **Do I log hours for attending the Summit?**

- All staff members are allowed to log hours for attending the Summit, but if you're an hourly employee make sure you are managing your hours accordingly to avoid logging extra hours.
- Please talk with your direct report on how the Summit may affect your hours and job responsibilities.

#### **If I'm a staff member will CedarCreek buy my ticket?**

- Quick answer – Yes!

#### **How do I know if I need a Summit ticket?**

- General rule from Willow Creek – if you are watching 80% or more of the Summit, you need a ticket.
- Since 2020 is online only, everyone watching will need to purchase a ticket.

#### **How does a staff member, key volunteer or ministry leader purchase a ticket?**

- Just go to <http://www.creekhelp.com/leadership-development/summit-tickets/> and fill out the form with the following information:
  - o Requestor's name & email
  - o Summit attendee's name
  - o Summit attendee's unique email
    - If purchasing a ticket for a husband and wife you will need a unique email address for each person.
  - o Campus attending for the Summit (Please enter this still! The online experiences will be slightly different and you will have access to the chat of the campus you select)
  - o CedarCreek Account Number \*Must have approval to charge to account provided.\*
    - Employees should talk to Direct Report for account number and purchase approval
- All requests for tickets being purchased by CedarCreek should be submitted by **Sunday, 6/28**
- Procurement will be bulk ordering tickets for all submitted requests on **Monday, 6/29**
- Cost of the tickets will be charged to CedarCreek Expense Accounts for the **2020-2021 Fiscal Year**
- Cost is \$99 per ticket (up slightly from last year)
- Lauren will be responsible for purchasing Intern tickets
- Apprentices should talk with their direct reports about attending

If you have any additional questions about this process please ask your team's Project Manager.

Looking forward to another great Leadership Summit!

Luke Shortridge  
Global Leadership Summit Point Leader