

# JOURNEY Newsletter

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## Foundational Scriptures

Let all things be done  
decently and in order.

**I Corinthians 14:40**

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Train up a child in the way to go,  
and when (s)he is old (s)he will  
not depart from it.

**Proverbs 22:6** *(with emphasis)*

Blog w/ Paths Crossed



## It's Spring Time.....sisters, let's walk together!

By: Min. Soundra Simpson

I must admit one of passions is organizational planning. I'm rather sure if I had a job or business that allowed me to do event planning, I would be one happy camper. Certainly, I understand the personal commitment, costs and resources that are involved in seeing an idea go from conception to completion. Even with all of it's joys, planning can become frustrating if we fail to properly organize every activity from beginning to end.

I take great pride and satisfaction when attending various services, workshops and conferences that have been well executed. If you recall, our winter edition focused on branding those things that are personally important to you. When planning various events the final results should speak well of your church, ministry or personal business.

One way to ensure everything is executed professionally is to create a project work plan. This important tool will allow you to document all tasks that must be done, delegate responsibilities and monitor completed milestones. The project work plan is simply created in an excel worksheet and allows for easy sharing among all team members. In this edition, we will share best practices to help ensure your next event is flawlessly executed and one that represents a spirit of excellence so that we may bring glory and honor to our heavenly Father. Selah!

# **Best Practices.....to planning your next event!**

Min. Soundra Simpson

When planning your special event (i.e., worship service, workshop or conference) whether it's for 25 people or 500, remember the planning process should begin with what you want your guests to experience. When planning keep in mind the "experience" is defined from the moment your guests arrive on the grounds until the last "thank you for coming" is given.

Below are a few tips to consider when planning your next event:

- **Create a Vision** - When planning your special event, ask yourself, "What do I see?" Next, you have the awesome responsibility of translating this picture into tasks, assignments, people and numbers. In a special notebook, write down and begin to answer the following questions: who, what, when, where and why. Remember, this is only your starting place.
- **Create a Business Plan & Budget** - When planning any special event, remember cost is associated with everything and unless you maintain controls over your expenses, your budget can easily get out of hand. Before spending, creating a budget will provide guidance on how much you can spend and where. Your budget will help you decide how much to spend more on food, entertainment, decorations or speakers, for example.
- **Locate your Venue** - If your special event requires a special meeting site, it is idea to begin planning and securing your venue at least one year in advance. A deposit is always required when reserving your space. A few locations to consider are church dining halls, club houses, lodges, community centers, museums and hotel conference rooms.
- **Assemble Planning Committee** - When planning your special event, it is a good idea to assemble a conference planning committee. Because of the magnitude of work that must be done, the delegation of tasks becomes essential. Besides, this allows for the sharing of ideas, suggestions and best practices. Once assembled, your planning committee will decide on future planning meetings, conference details and delegation of responsibilities.
- **Create a Project Work plan** - A project work plan will identify all tasks that must be done leading up to your special event, along with those who are responsible for completing a specific task. A project work plan helps to ensure all tasks are done well ahead of time. To review or to download a copy visit, [www.projectworkplan.com](http://www.projectworkplan.com).
- **Prepare the conference agenda and program activities** - Planning a conference agenda is essential because it spells out what should happen, when it should happen and by whom. Depending on the type of event you're having will determine if a program is needed.
- **Identify your speakers** - Just like with anything else, identify and secure your speakers at least 6 to 12 months in advance. Calendars, especially for well known speakers have a tendency to fill fast. **(Continue at top of page)**



## **Best Practices to Planning Your Next Event (Cont).**

- **Identify your speakers** - Also, keep in mind that securing speakers can consume at least 50% of your budget. Securing local speakers can greatly increase your overall savings because of hotel and travel accommodations.
- **Secure your Date** - If possible, before nailing down the date, review other calendars within your organization to avoid crossing dates with other events already planned. The ultimate goal is for others to come and enjoy what you have spent time and money planning.
- **Communications** - With your planning committee, identify all available communication channels to help get the word out (i.e. social media, email blast to friends, newspapers, post card mailings, church announcements, TV and/or radio ads). Don't forget, word of mouth still works!
- **Meet with Volunteers** - Schedule a specific date and time to meet with your volunteers to share what the event will involve, delegate roles and to say thank you!



## PATHE CROSSED BRIDGE

*(Building Relationships, Inspiring and Developing Generational Entrepreneurs)*

**SISTER AUDREY EUGENIA WALLS** walks circumspectly in the ministry of helps. She is anointed and dedicated to the work of the LORD's ministry. She is a noble example of what it means to serve and not be served. She operates in a spirit of excellence and upmost integrity. Sister Walls is a native of Bennettsville, South Carolina. In June 1981, she graduated from Bennettsville High School. Because of her love and desire to advocate for people, she attended Johnson C. Smith University where she graduated in May 1985, with a Bachelor of Social Work degree.

Sister Walls has over 25 years of work experience in the Human Services field which includes Department of Social Services, Private Consulting Group, and Public Health Consulting Firm. Sister Walls is currently employed with Mecklenburg County as a Case Manager.

In support of her sister, Min. Soundra Simpson and being led by the Holy Spirit, in October 2005, Sister Walls labored to help establish Paths Crossed Network Ministries. Approximately nine years later, Sister Walls, along with her children are dedicated to supporting the spiritual, emotional, physical and financial needs of the ministry. Her responsibilities to the ministry include Armor Bearer, administrator, conference planning committee and hospitality chairperson. In addition, she is always available to do what is needed for the work of the gospel.

Sis. Walls' foundational scripture for marriage is I Corinthians 13:7, "(Love) beareth all things, believeth all things, hopeth all things and endureth all things." Sis. Walls has been married to Tyrone Walls for 24 years and she is the blessed mother of two beautiful children, Christopher and Candra who also labors beside her in ministry. Audrey resides in Charlotte.



*Sis. Audrey S. Walls*

*"Who can find a virtuous woman?  
For her price is far above rubies."*

*Proverbs 31:10*



*"If she gives you her word, you can count it as done."*

*Min. Soundra*



*Serving in Ministry*





# *Paths Crossed Network Ministries, Inc.*



## Paths Crossed **GIRLS** Workshop

*(Growing in Righteousness, Leadership & Service)*

On Earth as it is in Heaven Ministries, Inc.

635-J Pressley Road \* Charlotte, N.C. 28217

Saturday, March 15, 2014

11:00 A.M. - 3:00 P.M.

A **1** Day Event With **4** Dynamic Workshops:

- You Are Your Brand-
- Making the Right Decisions-
- Networking: Building Healthy Relationships-
- Biblical Tips to Moving Forward in Life-

\*Open to **GIRLS** 14 - 18 years old

\*Registration Required\*

Registration Only

**\$10**

(Includes Lunch &  
Workshop Materials)

*Like Us On*



**Contact Us:**

Paths Crossed Network Ministries, Inc.

NOTE: No portion of this newsletter shall be copied without the written consent of the editor.

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*"Women From all Walks of Life Called to World-wide Ministry."*