SEMINARIO TEOLÓGICO DE SANTIAGO

Biblical Counseling Certificate Classes

Host Venue Guide

Overview

Thank you for your interest in hosting classes in the **Seminario Teologico De Santiago** (STS) biblical counseling certificate program.

We are excited that you are excited about enhancing the quantity and quality of biblical counseling available in your church and community. We are grateful to have the opportunity to play a role in assisting you.

We created this document to help each **venue host** (that's you) create an experience where you are that matches the warmth and quality of the live event. We want every participant at every venue across the Spanish speaking world to feel like they are part of one event.

STS will provide you with a *live feed* to each class. That link will provide you with access to all of the teaching and announcements. The rest of this document is designed to equip you with everything you need to do before and during the class to create a unified experience between the live class and your venue.

This guide is meant to serve as a checklist so that no detail is overlooked when preparing to be a venue host. You're encouraged to think through (1) your **schedule,** (2) your **teams**, (3) your **supplies**, and (4) your **environment**.

1. Schedule

At the conclusion of this document is the schedule for 2026-27 courses. As the venue host, STS asks that you send this schedule to those who will be attending each class at your venue. For students at your site, communication about each class will come from you.

Before each class, STS will send a more detailed schedule with instructions for your responsibilities around each part of the conference schedule. An essential part of STS certificate classes feeling like a unified conference experience is for each venue to adhere to start time for each part of the class and stay within the time allotments for local announcements. *Please familiarize yourself with this schedule, and let it inform the way you prepare for the day of the conference.*

2. Teams

You are encouraged to recruit a team of people to help you prepare to be a host venue. This team should include people in the following roles.

- *Venue Director*: this is the person who oversees the entire planning and implementation process. This is also the person who communicates with STS.
- *Production Lead*: this is the person who makes sure lights, sound, and other technology are ready. This person also makes sure that they have the team they need for the conference.
- *Social Coordinator*: this person thinks through and recruits the help needed for set up, check in, and tear down for the venue site. This includes refreshments.
- *Emcee*: this is the person who welcomes attendees and gives instructions for breaks. The warmth and smoothness with which this person harmonizes with the live class schedule is a vital part of your venue feeling like it is part of the live conference.

3. Supplies

The following is a recommended list of preparations and supplies you should have to create a meaningful, memorable, and distraction-free event:

- *Clear Instructions*: make sure your announcements and emails about the event give clear instructions about what people should do and where they should go when they arrive at your venue. **STS will send you everything we are sending to live attendees.** *Modify these communications as needed* **to send to attendees at your venue.**
- *Check-In Table*: have a clearly visible and well organized table for check-in. You want people to know you were expecting them and a smooth process to receive class materials.
- *Intentional, Comfortable Seating*: You know your venue and the total number of people you're expecting to host. Be intentional as you think through the possibilities of table covers, table decorations, name tags, and other ways to make this a warm and inviting experience.
- *Food*: have beverages and snacks available during the conference breaks. When we send the conference schedule, you can decide during the meal time breaks whether you want to host a meal at your venue or release people to get food and return.

4. Environment

A primary goal of the venue host is to remove all distractions so that conference attendees can focus on the class. Think of your venue *less* as a "broadcast receiving site" and *more* like a living room: warm, comfortable, attentive to details and the needs of attendees.

You should think through each detail of their experience before an attendee has to think through it. Some suggestions:

- *Cleanliness*. Walk through the areas of your facility that attendees will see. Remove clutter and generally freshen up the area.
- *Reduce Distractions*. As much as possible, select a meeting space that is away from any other competing events. If necessary, consider additional signage that lets passers-by know that there is a meeting in progress. Choose a room that fills full but not crowded for the number of attendees at your venue.

- *Lighting*. Remember that attendees will be taking notes, so the room should be dim enough so the screen is visible, but light enough so they can see their notebooks.
- *Creature comforts*. Provide charging stations, wi-fi passwords, and other items to make sure people can stay focused.
- *Proactive Posture*. One of the arts of hosting is anticipating needs before they arrive. Pay close attention to some of the suggestions above, and watch your attendees' reaction (positive or negative).

Cost

STS charges the venue host based on the anticipated number of attendees (see chart below).

Audit Attendees	Price for Host *	Value Per Student * *	To Audit All 6 Classes
1 Audit Attendee	$40	$40	$200
1-10 Attendees	$300	$30	$1,500 ($250 per class)
11-25 Attendees	$600	$24	$3,000 ($500 per class)
26-50 Attendees	$1,000	$20	$4,500 (750 per class)
51+ Attendees	$1,500	$15	$7,500 ($1250 per class)

* STS strives to make hosting our classes as affordable as possible for venues. If your church or ministry is able to contribute more than the fee listed above, your generosity would allow us to keep costs as low as possible for host venues in areas that do not have the same financial resources.

* * Host sites are allowed to charge students a separate fee to offset their hosting cost. The host pays STS. Any funds received from auditing students would offset the host expenses.

- If your church hosts all 6 classes for up to 25 attendees (Total $3,000), you might charge $5 per class per student ($30). In that case, if 25 people attend, that would offset $750 of $3000 for the host.

Note: The rates above are for individual *auditing* each class. That provides access to the course lectures and syllabus with reading options for each course. But it does not enroll each attendee as a student of STS.

- *If an attendee wishes to enroll in STS for credit*, they need to go through the STS process. Please, click here: Steps to Register - STS Counseling Program
- *If a church wishes to become an academic site*, they need to have a local grader and moderators approved by STS.

More Questions? Contact

- **STS Counseling Program Coordinator:** Matias Isai Casco
- **Email:** seminarioteologicosantiago@gmail.com
- **Phone:** 1 (829) 222-0507

Biblical Counseling Certificate Schedule
2026 to 2027

Class One: Introduction to Biblical Counseling

- Professor: Eliza Huie (bio link)
- Dates: September 3-5, 2026

Class Two: Counseling Addiction

- Professor: Brad Hambrick (bio link)
- Dates: October 29-31, 2026

Class Three: Counseling Suffering

- Professor: Beth Broom (bio link)
- Dates: January 7-9, 2027

Class Four: Marriage Counseling

- Professor: Nate Brooks (bio link)
- Dates: TBD (Late February 2027)

Class Five: Family Counseling

- Professor: Michael Gembola (bio link)
- Dates: TBD (April 2027)

Class Six: Counseling Ethics

- Professor: David Weidis (bio link)
- Dates: TBD (June 2027)

Standard Class Schedule

- Thursday Evening from 7:00 to 9:30 pm EST *with one break and snacks*
- Friday Evening from 7:00 to 9:30 pm EST *with one break and snacks*
- Saturday Morning from 9:00 am to 1:00 pm EST *with one break and one meal*