



## **GUIDELINES FOR CONDUCTING A WORKSHOP IN THE VIRGINIA SYNOD**

### **Exploration Phase**

1. The synodical minister for healthy leadership and wellness is available to meet with representatives from a congregation or conference to discuss the Healthy Congregations initiative, and to provide basic information about the design and functioning of the program.
2. There are three costs to be factored when considering a workshop.
  - a. The first is the \$550.00 fee for the conduct a single workshop, payable to the Virginia Synod; this fee is **not** dependent upon the number of individual workshop participants, nor does it increase if more than one congregation participates. Multiple churches can divide the cost equally, or may collaborate to divide payment of the fee in ways that are mutually acceptable. This fee covers the preparation, presentation, and travel time of the facilitator, as well as mileage, meals, and/or lodging.
  - b. The second cost is for study guides, which are an important part of the learning experience. Study guides cost \$80.00 for a packet of ten (10), plus shipping and handling.
  - c. The third cost involves the provision of occasional coffee/tea breaks, as well as lunch. Parishioners usually provide this on a voluntary basis.
3. A congregation or conference would need to agree upon possible dates, times, and location for a workshop to be conducted. Workshops typically take place on a Saturday, from 9:00 AM to 3:00 PM. While alternative days and times are possibilities, a full weekend day has been found to foster the greatest participation. Typically, large groups should meet in a good-sized fellowship hall. Smaller venues may be utilized, depending on the size of the group. In any case, the location selected should be one that is conducive to learning. Critical components of the workshop experience are small group discussions and interactions between participants and the facilitator and among participants. The ability to accommodate occasional breaks (adequate restrooms are a must) and to provide lunch should also be considered when selecting the location for a workshop.
4. If a congregation or conference decides to sponsor a workshop, a representative should contact the synodical minister for healthy leadership and wellness, who will

assist the church/conference in coordinating the workshop and collaboratively select a trained facilitator to conduct the event.

NOTE: Workshop #1 must be completed prior to any other workshops. While the remaining workshops are intended to follow in order, they may be conducted in any sequence to meet the needs of congregations/conferences.

### Promotion Phase

5. Each congregation participating in a workshop agrees to promote the event and to attempt to maximize participation using weekly worship bulletin announcements and monthly newsletter articles.
6. Each congregation is to solicit participation via the designated registration form that will record participants' names, telephone numbers, and number of study guides requested. This information is necessary to determine the quantity of materials to be ordered and prepared.

### Preparation Phase

7. **A minimum of two weeks prior to the workshop**, an order for study guides is placed to the national Healthy Congregations Office via its website. ***Please check with the synodical minister for a current synod supply of study guides, which may be available for use prior to placing any order with the national office.*** The congregation or conference host church may place the order to the national office. When ordering on-line or by phone, it may be necessary to provide the name of the trained facilitator conducting the workshop. Payment for an order is made directly to the national office at the time the order is placed via the website; this will necessitate use of a credit card. Contact information is as follows: [www.healthycongregations.org](http://www.healthycongregations.org) - click the link STORE or call 614-384-4611. **If you need your order rush delivered, please contact the Healthy Congregations Office directly by calling 614-384-4611. Do NOT place an order through the website if you need your order rush delivered. The office will create an invoice, add the proper shipping charges, and send it to you.**
8. Distribution of the study guides to participants may be made prior to the workshop or at the time of the workshop. Please discuss this with your facilitator in advance of the workshop.
9. The facilitator assigned to conduct your workshop will be in contact with the Church Council president or other representative to discuss current situations, challenges, joys and celebrations, or other issues facing the congregation or conference, as well as any past history that is important for your facilitator to know as he or she prepares to conduct the workshop.
10. The host congregation will be responsible for providing necessary audio-visual (AV) and presentation equipment (e.g., adequately sized screen, LCD projector, speakers,

microphone, podium, small table, flip chart and markers, etc.) for the facilitator's use during the workshop.

### **Day of the Workshop**

11. The congregation will have participants register their attendance on the designated attendance record.
12. The host church/conference will make arrangements for the availability of coffee/tea upon participant arrival and during breaks, and will plan for mid-day lunch to be provided to the participants and facilitator.
13. In the case where overnight lodging will be needed, the facilitator will work with the synodical minister for Healthy Leadership and Wellness to arrange appropriate nearby accommodations.
14. Participants will be expected to bring their study guides if distributed prior to the workshop.
15. Participants will be provided the designated evaluation form to complete at the conclusion of the workshop.

### **Post-Workshop Phase**

16. All attendance records and evaluation forms are to be submitted to the synodical minister for Healthy Leadership and Wellness. The congregation and/or conference shall make copies of all forms prior to mailing them to the synodical minister.
17. The congregation or conference shall mail a check to the synodical minister once an invoice has been received. A copy of the invoice shall be made and kept on file by the church/conference prior to mailing payment.