

ORGANIZING A SUCCESSFUL WORKSHOP

The purpose of this sheet is to give you a quick overview of all the features available to make this workshop a great success in your church. By following these steps before, during, and after the workshop, more people will attend the workshop—which means more people will learn God's principles of managing money!

This workshop contains 6 segments. Each segment contains a chapter of the book and is 20-30 minutes long. Depending on the workshop video format you ordered, two VHS cassettes (Volume 1 and Volume 2) or two DVD discs contain three segments each.



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BEFORE THE WORKSHOP

Pray!

A) Only God can change people's hearts, and prayer is your most powerful tool.

Choose!

B) Determine the teaching format you want to use. Regardless of the format you choose, we believe the material will make a powerful impact on your students. More detailed information about each format can be found in the Leader's Guide.

1. All-Day Seminar: Covers the entire curriculum in a single day. Can be used as an all-day Saturday seminar for any adult group in a church, business, neighborhood, or family. Also consider an all-day seminar for an "off-campus" retreat.

2. Weekend Workshop: Covers the curriculum in two three-hour sessions. The two sessions could be scheduled on two consecutive Saturday mornings, a Friday evening/Saturday morning combination, two nights of a single week, or one night each week for two weeks.

3. Six-Week Bible Study: Covers the curriculum in six or twelve sessions depending on the needs of the group. The sessions could be scheduled as weekly or monthly small group meetings in homes, businesses, or churches.

4. Sunday School Class or Wednesday/Sunday Evening Educational Elective: Covers the curriculum in twelve sessions. The group can use two class periods to view each video segment, discuss it, and review the associated homework.

5. Summary Presentation: If you need to present this material in a single workshop of 45-60 minutes in length, a three-page handout and PowerPoint® presentation is provided to give you the option of giving a quick lesson to your group.

Promote!

C) PROMOTE your workshop. The following promotional items are available:

- 1. Poster** – print and display posters in your church or community.
- 2. Bulletin Insert** – print and insert flyers in your church bulletin or newsletter.
- 3. Tickets** – print and distribute tickets to your workshop.
- 4. Clip Art** – insert clip art into your publications for a professional-looking announcement.
- 5. Video Clip** – play the provided 2-minute video clip during a church service to create interest in your workshop event. (Located on the video.)
- 6. Sermon Outlines** – coordinate a sermon series before or during the study that supports the topic of the workshop.
- 7. E-Mailings** – send a prepared e-mail to your church e-mail list announcing your workshop event.

These items can be found in two locations:

- 1.** On the CD in the back of Leader's Guide.
- 2.** Online at Crown.org/LocalChurch.

Organize!

D) ORGANIZE leaders and **ORDER** materials.

1. Organize: Consider asking one or two others to share the leadership load by helping you plan, promote the series, distribute materials, and so on. In large groups, we suggest that you divide the class into smaller groups for the discussion time. You will want to appoint leaders for these smaller divisions.

2. Order the student workbooks: Before starting the course, make sure that each participant has his or her own copy of the Student Workbook. You may want to have extra copies on hand to accommodate late additions. If your sponsoring organization is not underwriting the cost of materials, consider including the price of the Student Workbook in the registration fee for the class.

3. Prepare to lead the sessions: View the video segment, complete the Discussion Questions and the Dig Deeper and Learn More section before the class meets. This will help you understand the content and facilitate the discussion.

DURING THE WORKSHOP

The Leader's Guide contains the key words to be filled in and brief answers to the Discussion Questions. The leader does not need to use the Student Workbook; the Leader's Guide includes all workbook content plus additional information. A blank space follows the Video Notes and Discussion Questions icons. To assist in monitoring the time so the class will end punctually, you may fill in these spaces with the scheduled time for these items.

A Good Leader...

A) Suggestions to be a good leader:

- 1. Love and encourage.** Your primary responsibility is to love and encourage your students. People are more receptive to spiritual truth when they have been loved. People want to know how much you care before they care how much you know.
- 2. Let the video teach.** The video presents God's truth in an outstanding way. This means that you can sit back and relax while the material is presented. Your expertise is needed in facilitating and cultivating good conversation during the discussion time.
- 3. Understand group dynamics.** The most effective discussions involve group interaction. You should not do all the talking. Instead, facilitate the discussion and establish an environment in which students have the freedom to express insights and ask questions.

A Successful Class...

B) USE these suggestions to lead a successful class:

- 1. Be yourself.** The others in your group will appreciate and follow your example of openness and honesty as you lead, so set a good example! When they sense that you are “real”—that you struggle with the same issues that challenge them—they will be encouraged.
- 2. Structure your time.** Whether you are leading this series in a weekend seminar, a workshop, a small group, a Wednesday or Sunday education class, or in another setting, you’ll find that the materials are ideal. The course is designed so the video teaching and discussion time can be completed in about 45-60 minutes per chapter.
- 3. Contact your students.** It is a good idea to contact your students outside of class by phone, letter, e-mail, or a personal visit to express appreciation for their involvement. Demonstrating care for students encourages them to apply the truth to their lives. Blank Crown notecards are available for purchase by going to Crown.org or calling 1-800-722-1976.
- 4. Do not promote financial products or services.** No one may use a Crown program or any affiliation with Crown Financial Ministries to promote or influence the sales of any investments or financial services or professional services.
- 5. Support your pastor.** Crown strongly recommends that the class be taught under the authority and with the support of your local church. Please be sure you have the support of your pastor or church leadership before facilitating any Crown materials in your church.

Leading Each Lesson...

C) FOLLOW this format when leading each lesson:

- 1. Pray.** We recommend that you start the class with prayer and end it with prayer. Remember, only the Lord can change lives.
- 2. Play the video for the chapter you are studying.** The “Video Notes” section of each chapter contains an outline with blank spaces where students can fill in key words. Feel free to manually pause the video as needed during the video segment to give the students a chance to catch up.

3. Go over the “Discussion Questions” for each video session help students personalize the content of the chapter. You can move to these questions immediately after the conclusion of the video.

4. Suggest or assign the “Dig Deeper and Learn More” section for those who wish to understand the principles on a deeper level and apply them more effectively. It includes a Scripture to memorize, selected verses to look up, and questions to answer.

5. For further inspiration and encouragement, “Audio Testimonies” may be provided. The questions in this section are optional and relate to a specific audio testimony. If audio testimonies are part of this workshop, you can find them on the enclosed CD in the Leader’s Guide and the Student Workbook.

6. Before you end your class you may want to take PRAYER REQUESTS and record these in the back of the Student Workbook.

AFTER THE WORKSHOP

A) FEEDBACK FORMS:

Please ask your students and leaders to fill out the postage-paid feedback form in the back of their workbooks. Your comments and suggestions will greatly help us develop better materials to serve you in the future.

B) “WORKSHOPS IN A BOX”

Crown Financial Ministries is developing a series of “Workshops in a Box.” After this workshop is complete, contact Crown for more workshops you can offer in your church. Visit us online at Crown.org or call 1-800-722-1976 for details.