

## Arrangements for a Healthy Congregation Workshop In a Local Church

To better insure their knowledge and support of the ministry, the local church leadership signs the “Covenant Agreement.” Leadership signatures include: Lay Leader, Chairs of Church Council or Administrative Council, Pastor/Staff Parish Relations Committee, Finance Committee, Board of Trustees and the Senior Pastor. Instructions are on the Covenant Agreement as to where to send it.

Because the larger number of people present will usually give a local church the greatest benefits of the ministry, we recommend a “pot-luck-covered-dish” meal with the workshop. Our experience shows that the *covered-dish* meal produces between three to five times the number of participants. We also recommend a covered-dish rather than a catered meal or someone or some group from the church preparing it because there is more ownership. The covered-dish meal is far superior than snacks.

From experience, these are four options work very well:

1. The most popular option is Sunday morning/Sunday afternoon. The HC Facilitator presents the Sunday worship message, which is a variation of the devotional portion of the training. After worship everyone goes to the fellowship hall for a covered-dish lunch, and the workshop continues at that point. The beauty of this is experience shows more will stay and participate in the training since they had a favorable worship experience with the facilitator. (Note: the table seating arrangement for the meal needs to be facing the video projection screen so we can begin the workshop during the meal. The workshop ends four hours after everyone has their food and we begin.
2. Participants have the greatest amount of energy if the training is Saturday morning. If there is a covered dish breakfast beginning at 7:30 am with the workshop being 8 am – 12/12:30 pm. Some churches begin later and have a covered-dish lunch as one of the breaks. One church provides both breakfast and lunch.
3. The Sunday afternoon option works well. Again, we recommend the covered dish supper be one of the later break periods with the ministry being from 2 – 6:30 pm (This includes ½ hour for supper), 2:30– 7 pm, 3– 7:30 pm or any variation of this.
4. Weekly 1 – 1 ½ hour sessions. This could work well for Wednesday night or Sunday night ministries, again with a meal. Workshop One is eight weeks. Workshops Two through Six are four or five sessions. The major advantage of this training is that participants have better retention of the material.

The local church will work with our Healthy Congregations Team Leader to coordinate a date, time and setting.

Our Healthy Congregations Team leader will also coordinate who the facilitator(s) of the workshop will be.

**Cost:** Churches that pay an honorarium of their choice to the facilitator(s) usually have better long-term results. So, the only request is for the church to pay an honorarium the church feels the ministry is worth to their members. A guideline: Whatever the church gives to a guest speaker is a good guideline as to how much the honorarium might be.

**Equipment:** One electrical extension cord reaching from an electrical outlet to where the projector will be and one table (for the screen and projector) a minimum of 4 feet by 30 inches. Leaders will provide the rest.

**Room arrangement:** Unless other arrangements are necessary, have the participants sitting in chairs at tables facing the screen. This is especially important if there is a meal as part of the workshop. Note: The screen must not be in front of a window unless unavoidable.

At the moment, please refer any questions and communications with our current Healthy Congregations Team Leader, Skip Armistead, 931-378-0824, [skip.armistead@tnumc.com](mailto:skip.armistead@tnumc.com).