

Talk 2: Preparing to Run a Fruitful Course

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1. Begin with Prayer

“Prayer does not prepare us for the important work; prayer is the important work.”
- Oswald Chambers

2. Major first steps

- a. The pastor’s support
- b. Gather a core team, pray
- c. Set the dates for the course
- d. Reserve the facilities
- e. Information night
- f. Assemble a team
- g. Training day

3. Set course dates & location

- a. 7 consecutive weekly sessions
- b. Saturday retreat after session 5
- c. Info night & Training day
- d. Choosing a venue. Keep in mind:
 - i. The need for a kitchen
 - ii. Aesthetic appeal
 - iii. Dinners and rooms for small group discussions

4. The How to Run the Course Manual

- a. Course overview
- b. Theological foundation
- c. Session Walkthrough
- d. Practicalities
- e. Assembling the team
- f. Job descriptions
- g. Resources

- h. Timelines, schedules
- i. Links to online supplemental resources and handouts

5. Developing a Budget

- a. Training
 - i. Leadership Conferences
 - ii. Training Day
- b. Resources
 - i. DVDs
 - ii. Manuals
 - iii. Digital license
- c. Promotion
 - i. Signs
 - ii. Invite cards and flyers
- d. Hospitality
 - i. Signs
 - ii. Name tags
 - iii. Food & drink
 - iv. Dinnerware, tablecloths, napkins, etc.
 - v. Decorations

6. Assemble the team: key positions

- a. Main leader
- b. Overall administrator
- c. Evangelization coordinator
- d. Small group coordinator
- e. Hospitality coordinator
- f. Dinner coordinator

7. Example job description: Overall administrator

- a. Responsible for all aspects of setting up and running the course...

- b. Qualifications:
 - i. A spiritual mature Christian...possesses gifts of leadership...excellent
 - ii. interpersonal skills
 - iii. Specific responsibilities
 - iv. Oversee the planning and running of the course
 - v. Develop timelines

8. Example evening schedule

5:00 Team arrives

6:15 SGL meeting

6:45 Dinner

7:30 Welcome/Prayer

7:45 DVD Teaching

8:20 Dessert break

8:30 Small group discussion

9:15 End

9. Create a Welcoming Atmosphere

10. Items to order:

- a. For Session 6: *The Word Among Us*
 - i. Order for free! As soon as you have the approximate number of guests, place your request.
 - ii. Email: conferences@wau.org
- b. For the Retreat, and Sessions 6 and 7, purchase *Discover Christ* book
 - i. Guests can purchase these during the retreat and final sessions.

11. How to run the course manual