

Moving Forward Workshops

These workshops are designed to be delivered where you are in your Mission Community or prospective Mission Community.

It doesn't matter what stage of development the Mission Community is at. Our aim is to energise, enthuse and enable you as a group to think through what your next steps need to be.

We will bring all we need for the workshop itself.

Set out below is what we need from you:

People

We envisage working with a minimum of 30 people. The group should include:

- ☼ representatives from all the denominations involved in your Mission Community (MC)
- ☼ all ordained and authorised ministers in active ministry in the churches of the MC (e.g. Readers, LLMs, lay preachers & worship leaders, ministers, deacons, priests etc.)
- ☼ significant lay leaders within the MC: you will need to think through who these are. It may be the more obvious people like church secretaries, elders, church wardens, PCC members or musicians. It may however be people who have no official 'churchy' role, but who are significant prayers, influencers of others, those whose faith is worked out in the local community etc.
- ☼ the Mission Community's CCF (Constructive Coach & Friend) if you have one

When you have consulted with colleagues and have an idea of numbers please let us know. We will do our best to be flexible about numbers and work with the people that you need to be there.

Venue

Many churches either have a church hall or have access to that sort of space within their community, so we would like you to find a venue. It may be that one of the churches in the MC offers a suitable space. In addition to the usual kitchen and toilets, we will need:

- ☼ a flexible space with tables for people to sit round, and space to move around in
- ☼ a data projector and screen if you have one, although we can bring one with us

If there is a cost to renting a venue, we can cover that cost (as long as it is not too extravagant!)

Food!

Refreshments will be provided as part of the day, including a light buffet lunch. It may be that you have people within your churches who like to provide food for church events and who see it as part of their ministry to do so. If so and they are willing to provide lunch for the workshop days that's great, and we will happily cover the cost if they wish. If not we will bring food with us.

It would be helpful to have two or three people who are not taking part in the workshop itself who can help with refreshments if possible – serving tea & coffee, washing up mugs and plates etc. Please see the next page for an outline of timings. Obviously it doesn't need to be the same people for the whole day.

Continued overleaf

On the day of the workshop:

Access:

We will need access to the venue at 8.00am to allow 90 minutes before we start. This does not have to mean you getting up extra early – we are very happy to collect a key as appropriate.

Help with refreshments:

In order for us as leaders to be able to meet and chat with participants, it would be really helpful to have local people to help. Below is an outline for workshop 1, where help at the following points would be welcome:

- 9.00-10.15am:** to serve tea and coffee on arrival (9.30am), wash up and set out mugs for a coffee break at 11.15am.
- 11.00–12 noon:** to serve tea and coffee during the break from 11.15-11.30, wash up and leave things clear for lunch.
- 12.30-2.15pm:** to set out lunch ready for 1.00pm, make sure participants have what they need, make tea and coffee, clear and wash up afterwards, ready for a tea break at 2.25pm.
- 2.15 – 3.15pm:** serve tea, coffee and biscuits during the break (2.25-2.40pm), clear and wash up afterwards.

The kitchen provision will obviously vary from place to place, so in some places the noise of washing and clearing may be close to the area where the workshop is being delivered. In this case we might need to leave the washing up until the end of the day!

Please don't hesitate to get in touch with any queries or clarifications.

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