

## **Script for Organizing a Curriculum Workshop\***

### **Introduce yourself and ask about organizing an event in the church or at a presbytery or other meeting:**

Hello, my name is \_\_\_\_\_, your POINT representative from \_\_\_\_\_ Presbytery. POINT stands for Presbyterians Organized in Nurture and Teaching. I am appointed and trained to assist congregations with Christian education questions and curriculum interpretation. I would like to organize an informational meeting and/or training session for church-school teachers, Sunday school superintendents, elders, pastors, or Christian educators in the area. The purpose of this event would be to introduce people to and/or to train church leaders on how to use our denominational curriculum, ***Growing in Grace & Gratitude***.\*

### **Tell what you need to have an event:**

I need your help in these areas:

1. Agree to be the host church or venue for the event
2. Identify churches or individuals to invite
3. Help to set the date to hold the event, possibly a Saturday from 10:00–2:00 PM or a time during the regular presbytery meeting.
4. Enlist a volunteer to be the contact in the area
5. Have a host or hostess present on the day of the event
6. Provide simple refreshments at the event, light lunch or snacks and drinks
7. Distribute and post publicity provided to you for the event

### **Tell what you will provide for and organize for the event:**

I will prepare and mail the invitation (hopefully with support through your presbytery office). I will prepare flyers and other publicity pieces for the event. I will bring samples of the curriculum and other resources. I will be the leadership/trainer for the event.

### **If they agree to help organize such an event:**

Thank you for your willingness to host a workshop. I will be in touch very soon to work with your contact person and provide the fliers, newsletter articles, and other publicity for the event.

### **If they do not agree to assist:**

Thank you for considering this proposal. Please contact me if you would like to have such an event in the future.

\*This basic script and workshop template is one model that can meet a variety of purposes. It can assist you in planning an event to train teachers or to introduce any resource. This particular sample script and the following worship template is an introductory denominational children's curriculum event. Adapt this model by selecting another topic, liturgy, hymns, prayers, and activities.