

Walking Together

Event Coordinator's Guide

FAQS

WHAT ARE THE EVENT REQUIREMENTS?

- Event Coordinator volunteer
- Walking Together DVD or Digital Download (*includes digital Event Coordinator's Guide, Breakout Sessions Leader's Guide, and Promotional Materials*)
- A/V equipment to show presentation
- 1 Participant Workbook per attendee
- 1 Large meeting room (*seats all attendees*)
- 1 Additional meeting room for breakout sessions with moms/mentors in main room and daughters/young women in another room
- Support Team (*suggest 6 co-leaders and 8-10 volunteers*)

WHAT MAKES THIS EVENT UNIQUE?

Breakout sessions - Participants interact within peer groups and later as mother/daughter or mentor/mentee. In the final breakout session, participants are guided through conflict resolution biblically through confession, repentance, extending/receiving forgiveness, and a commitment to walk together in Christ. (*Theological terms are clearly defined*)

Follow up discipleship by offering additional Healing Hearts resources through distribution of our small group brochure and First Love promo cards, collecting First Love response cards, and showing First Love promo video. (*For more info. contact: youthministries@healinghearts.org*)

WHO IS THIS EVENT FOR?

Women of all ages and stages in life. While this event specifically applies biblical truth regarding the mother/daughter relationship, each attendee will benefit from discovering God's truth regarding relationships in general.

WHAT IS THE ESTIMATED COST OF AN EVENT?

While we cannot estimate a total cost since each church/organization customizes the event to meet their needs, **the cost of our materials can be estimated as follows:**

# of participants	Cost of Materials	Total + S&H
20 people	\$99 for (1) DVD + (20) participant workbooks	\$99.00
Each additional 10 people	\$1.99/ (1) participant workbook	\$19.90

**Example: Hosting an event for 100 people would cost approximately \$260 for materials.*

HOW CAN WE BEST USE THESE MATERIALS?

We suggest 3 options for using the Walking Together Video Curriculum.

OPTION #1 - Saturday - One Day Conference Event *(Sample Schedule)*

9:00 a.m. - 9:10 a.m.	(10 min)	Volunteer Meeting/Prayer for Event
9:10 a.m. - 9:30 a.m.	(20 min)	Check In
9:30 a.m. - 9:35 a.m.	(5 min)	Welcome and Announcements
9:35 a.m. - 9:45 a.m.	(10 min)	Worship in song
9:45 a.m. - 10:05 a.m.	(20 min)	Testimonials Video Session
10:05 a.m. - 10:10 a.m.	(5 min)	Transition to mixed breakout groups
10:10 a.m. - 10:25 a.m.	(15 min)	Testimonials Discussion/Prayer Tool
10:25 a.m. - 10:30 a.m.	(5 min)	Transition back to main session
10:30 a.m. - 10:50 a.m.	(20 min)	Walking Together - Intro. Video Session
10:50 a.m. - 10:55 a.m.	(5 min)	Transition to breakout rooms
10:55 a.m. - 11:15 a.m.	(20 min)	Breakout Session (adults & teens separate)
11:15 a.m. - 11:25 a.m.	(10 min)	Break & daughters move back to auditorium
11:25 a.m. - 11:45 a.m.	(20 min)	Walking in Faith, Not Fear Video Session
11:45 a.m. - 11:50 a.m.	(5 min)	Transition to breakout rooms
11:50 a.m. - 12:20 p.m.	(30 min)	Breakout Session (adults & teens separate)
12:20 p.m. - 1:30 p.m.	(70 min)	Lunch off-site [Reduce to 40 min. if lunch is on-site]
1:30 p.m. - 1:35 p.m.	(5 min)	Play Bonus Video - First Love Promo
1:35 p.m. - 1:45 p.m.	(10 min)	Worship in song; prayer
1:45 p.m. - 2:05 p.m.	(20 min)	Walking in Peace, Not Anger Video Session
2:05 p.m. - 2:25 p.m.	(20 min)	Breakout Session (adults & teens together)
2:25 p.m. - 2:35 p.m.	(10 min)	Break
2:35 p.m. - 2:50 p.m.	(15 min)	Walking in Grace, Not Perfection Video Session
2:50 p.m. - 3:15 p.m.	(25 min)	Breakout Session (adults & teens together)
3:15 p.m. - 3:30 p.m.	(15 min)	Closing worship song/Closing statements

OPTION #2 - Weekend Retreat Event *(Sample Schedule)*

Friday Evening:

6:00 p.m. - 7:00 p.m.	(60 min)	Arrival, Check in, Welcome and Dinner
7:00 p.m. - 7:05 p.m.	(5 min)	Announcements and opening prayer
7:10 p.m. - 7:30 p.m.	(20 min)	Ice-breaker <i>(optional)</i>
7:30 p.m. - 7:45 p.m.	(15 min)	Worship in song
7:45 p.m. - 8:05 p.m.	(20 min)	Testimonials Video Session
8:05 p.m. - 8:20 p.m.	(15 min)	Testimonials Discussion/Prayer Tool
8:20 p.m. - 8:30 p.m.	(10 min)	Break
8:30 p.m. - 8:50 p.m.	(20 min)	Walking Together - Intro. Video Session
8:55 p.m. - 9:00 p.m.	(5 min)	Transition to breakout rooms
9:00 p.m. - 9:20 p.m.	(20 min)	Breakout Session (adults & teens separate)
9:20 p.m. - 9:30 p.m.	(10 min)	Closing worship

Saturday:

8:00 a.m. - 9:00 a.m.	(60 min)	Breakfast/Clean up
9:00 a.m. - 9:45 a.m.	(45 min)	Morning Activity <i>(optional)</i>
9:45 a.m. - 10:00 a.m.	(15 min)	Opening prayer; worship in song
10:00 a.m. - 10:20 a.m.	(20 min)	Walking in Faith, Not Fear Video Session
10:20 a.m. - 10:25 a.m.	(5 min)	Transition to breakout rooms
10:25 a.m. - 10:55 a.m.	(30 min)	Breakout Session (adults & teens separate)
10:55 a.m. - 11:00 a.m.	(5 min)	Transition to main auditorium
11:00 a.m. - 11:20 a.m.	(20 min)	Walking in Peace, Not Anger Video Session
11:20 a.m. - 11:45 a.m.	(25 min)	Breakout Session (adults & teens together)
11:45 a.m. - 12:15 p.m.	(30 min)	Lunch
12:15 p.m. - 1:00 p.m.	(45 min)	Afternoon Activity <i>(optional)</i>
1:00 p.m. - 1:15 p.m.	(15 min)	Play First Love Promo Video ; Worship in song; prayer
1:15 p.m. - 1:30 p.m.	(15 min)	Walking in Grace, Not Perfection Video Session
1:30 p.m. - 1:50 p.m.	(20 min)	Breakout Session (adults & teens together)
1:50 p.m. - 1:55 p.m.	(5 min)	Worship in song
1:55 p.m. - 2:00 p.m.	(5 min)	Closing statements; closing prayer

OPTION #3 - Weekly Small Group Meeting - 5 weeks (Sample Schedule)

Each weekly session lasts appx. 50 min.

- **Week 1 - *Testimonials*** Video & Breakout Discussion
- **Week 2 - *Walking Together Intro.*** Video, Breakout Discussion, & ***First Love Promo*** Video
- **Week 3 - *Walking in Faith, Not Fear*** Video, Breakout Discussion, & ***First Love Testimonies*** Video
- **Week 4 - *Walking in Peace, Not Anger*** Video & Breakout Discussion
- **Week 5 - *Walking in Grace, Not Perfection*** Video & Breakout Discussion

EVENT COORDINATOR CHECKLIST

FIRST THINGS FIRST - We recommend at least 6 months to 1 year lead time if planning a one-day conference or weekend retreat. Planning and promoting are essential for a successful event.

- Set and confirm event dates** with the appropriate Church Leader & Venue

Event date confirmed: _____

- Once Schedule is confirmed**, print out and give to each coordinator/leader

APPOINT EVENT TEAM COORDINATORS AND BREAKOUT LEADERS

- Event Coordinator** - Coordinates entire event; gains approval from appropriate overseers/staff; directs and follows up team communications; works closely with **Promotions, Volunteer, Ministry Team and Worship Coordinators, A/V personnel, and Breakout Leaders**
Appointed _____
- 2 Breakout Session Leaders** - Facilitate discussion during breakout sessions for adults and for youth (*See Breakout Sessions Leader's Guide Document and give to designated leaders*)
 - Adult Breakout Session Leader** - i.e. seasoned women's Bible study leader
Appointed _____
 - Youth Breakout Session Leader** - i.e. seasoned female youth leader
Appointed _____
- Promotions Coordinator** - Coordinates event promotion within the church and community
Appointed _____
- Volunteer Coordinator*** - Recruits & trains volunteers to help with various event needs
Appointed _____
- Ministry Team Coordinator*** - Recruits mature prayer partners for prayer and encouragement to those who may need help regarding event content
Appointed _____
- Worship Coordinator** - Coordinates equipment & other day of event needs (*sound & lyrics slides*) with Church A/V Director and any additional Worship Team members
Appointed _____
- Once Coordinators are appointed** - Review individual Coordinators' Checklists, print out and give to them

**8-10 additional volunteers will be needed, depending on the size of your event*

EVENT COORDINATOR TIMELINE

Day Before Event

- Schedule Event Team Coordinators as well as volunteers for setup and run through
- Breakout Sessions Leaders and Worship Leader/Team coordinate sound checks and confirm operation of any A/V equipment with Church A/V Director
- Confirm setup of Check-in and hospitality areas/decorations/welcome bags with Volunteer Coordinator
- Consider flow of the crowd and place any directional or informational signs needed for registration, refreshments, restrooms, etc.
- **Confirm with Volunteer Coordinator the process for collecting First Love Small Group response cards. *(These are located in the back of each Walking Together participant's workbook.)* Have baskets/boxes in place for collecting these. Event Coordinator needs to give instructions in closing announcements regarding location of response cards, filling them out and turning them in.** This is essential for follow-up discipleship with attendees.

Day of Event

At the Beginning

- Event Team to arrive 30 minutes before Registration/Check-In begins
- Double-check A/V equipment is on and functioning
- Prepare hospitality area, make coffee
- Any last minute volunteer training
- Gather for team prayer
- Greeters in place

At the End

- Greeters gather First Love Small Group response cards
- Confirm presence of Clean-Up team - please ask clean-up team not to disrupt prayer that may extend after event
- Event Coordinator oversees clean up and gathering of any leftover materials

Follow-up Discipleship

- **Healing Hearts Small Group Brochures** can be pre-purchased from healinghearts.org and placed in Welcome Bags or distributed as participants leave the event.
- **First Love Bible Study Promo Cards** can be pre-purchased from healinghearts.org and placed in Welcome Bags or distributed as participants leave the event.
- **First Love Small Group Response Cards** announce First Love discipleship groups beginning at your church. They are located at the back of each participant workbook and can be turned in at the end of your event.
- **Let us train biblical counselors in your church!** We would love to train and certify leaders in your church to provide biblical counsel on tough issues using our Bible study materials.

Print this page and give to Promotions Coordinator

PROMOTIONS COORDINATOR CHECKLIST

This event provides a great opportunity to reach the women in your church as well as provide an outreach to women in your community.

As soon as Event Date is confirmed:

- Meet with Event Coordinator**
 - Discuss promotional plans, goals and deadlines**
 - Discuss printed promotional material** - Quantity/type needed for promotions and ordering/payment procedures
 - Discuss digital promotional material** and communication with church media person
 - Discuss assistance** - Several volunteers needed to help distribute materials
- Speak with church leader responsible for event promotion within your church** to determine what means your church has to help promote this event, and any guidelines/ deadlines for promotion. [Note: Many churches require promotional requests be submitted well in advance.]
 - ✓ **Customizable media graphics** available at www.healinghearts.org/wt-graphics
 - ✓ **Web banners** for websites, announcement slides for on screen projection, social media promotional pieces, and 2 min. promotional video
- Order printed promotional material** to be ready for distribution 90 days out
(See web link above for customizable media graphics)
 - Save the Date cards** - Recommend 1000/100 attendees (can be used as bulletin inserts)
 - 11 x 17 Posters** - Recommend 5-10 depending on church size & placement
 - 8.5 x 11 Flyers** - Recommend 10-15 depending on # of outside partners willing to help

Promotion in Your Church (begin 90-60 days out)

- Services** - Announcement slides, bulletin inserts, pulpit announcements, 2 min. promo video
- Events and Groups** - Women's Retreats, Small Groups, Sunday School Classes, Women's Teas, Bible Studies, Youth Services/Events (ask your Youth Pastor & Women's Ministry leader for help with promotions)
- Social Media** - (60-30 days before event) Event graphics on church web banner/website; use customizable graphics for Facebook, Twitter, Instagram, Email blast to church directory

Promotion in Your Community (begin 120-90 days out)

- Other Churches** - Contact pastors, women's ministry leaders & youth pastors
 - ✓ Coordinate with church contact person to share printable/digital promotional materials
- Use Healing Hearts Website** – Fill out the form on this webpage – www.healinghearts.org/wt
 - ✓ Submit your event on our website so that others can see your event date and contact you for more information
- Local Businesses** - Ask to leave promo cards on checkout counters and flyers on doors/bulletin boards, or windshields.
 - ✓ Ideas - Christian Book Stores, Dr./Dentist Offices, Coffee Shops/Donut Shops/Bakeries, Women's/Teens Clothing Stores, Hair Salons, Movie Theaters, Local Pregnancy Centers, Dance/Gymnastic Studios, Public Library)

Print this page and give to each Coordinator listed below

VOLUNTEER COORDINATOR CHECKLIST

- ❑ **Recruit volunteers** - preferably ladies without teenage daughters
 - Record volunteer information on the Volunteer Chart (See next page)
 - Give your phone # to volunteers so you can field questions before, during and after the event

- ❑ **Hospitality** - 2-4 volunteers
 - Responsible to set up & clean up hospitality area
 - Coffee and water are customary for these events; fruit/snack bars are a nice bonus (*ask for donations from local stores/restaurants*)
 - Gather supplies (*coffee filters, cups, napkins, plates, utensils, etc.*)

- ❑ **Greeting** - 1-2 volunteers at each entrance
 - Greet with a warm smile
 - Direct to registration/check in
 - Assist in giving 5 min. warning to attendees in break areas when the next session is starting (*we have found this vital to keep your event running on time*)
 - Gather First Love Small Group Response Cards at end of event and thank attendees for coming

- ❑ **Registration** - 4 volunteers (*depending on size of event*) & 2 check-in tables (*Pre-registration through your church/organization's website is highly recommended*)
 - Consider designated lines (*ex. A-M, N-Z*)
 - If there has been pre-registration, appoint a special line for walk-ins
 - 2 volunteers per line - Use 1 to check in/gather walk-in registration info. (*contact info.*) & 1 to hand out materials (*participant workbooks/welcome bags*)

MINISTRY TEAM COORDINATOR CHECKLIST

- ❑ **Recruit mature prayer partners** (*# depends on event size*)
 - Pray for event logistics, attendees, coordinators and breakout leaders (*meet periodically if possible*)
 - Be available during and after event for prayer as needed

WORSHIP COORDINATOR CHECKLIST

- ❑ **Meet with Church A/V Director**
 - Discuss equipment needs for all meeting rooms
 - Discuss format for song lyric projection
 - Prepare song sets
 - Coordinate practices if using a worship team

VOLUNTEER ASSIGNMENTS CHART

(*# of Volunteers needed depends on size of event*)

Once completed, print and give to each volunteer for contact purposes.

VOLUNTEER COORDINATOR (1)

Assigns tasks to be performed before and the day of the event

	First Name	Last Name	Email	Cell Phone
1				

REGISTRATION TABLE (4)

Check in Attendees, distribute event materials, assist with questions, break down & cleanup of area

	First Name	Last Name	Email	Cell Phone
1				
2				
3				
4				

GREETERS (2 per entrance)

Greet attendees, give directions, answer facilities questions & assist in getting people to sessions

	First Name	Last Name	Email	Cell Phone
1				
2				
3				
4				

HOSPITALITY (2)

Prepare, Serve and Refill coffee, water, snacks (if applicable); clean-up of area after event

	First Name	Last Name	Email	Cell Phone
1				
2				