# Guidelines for the Getting to Know the Bible Better One Day Seminar

## Introduction

These are some guidelines and implementation notes for a one-day seminar format. It is based off the Getting to Know the Bible Better 8-week seminar series (www.biblecourses.com.au). It is not meant to replace a weekly seminar but simply to provide another method for people unable to attend or support a longer term commitment.

## Problems

The longer 6 to 8 week Bible Seminars have these issues.

* Presenters are unable to commit for a multi-week seminar which actually turns into a longer term obligation with follow up seminars.
* It is surmised that many potential attendees would also chose not to sign up because they anticipate not being able to attend one or more sessions. This is also shown by the decreasing numbers of attendees throughout the series.
* Many ecclesial members are just not involved in this type of preaching.
* There are no hands on exercises for the students during the sessions.
* It is harder to get to know the contact personally as there may be little time before or after for conversation.
* There is typically no method of follow up.

## Solutions

The one day seminar will provide a solution for all these problems.

* Presenters only have to commit for one day (i.e. Saturday morning and early afternoon).
* Attendees only have to commit to one day. Once attendees are there they sit through more material then they would if they attended the first week of the seminar and then didn’t come again after that.
* Due to a new structure more ecclesial members are involved for interaction during the hands on exercises.
* To break up the sessions and to provide more interaction with ecclesial members there are hands on exercises.
* Breaks and lunch provide more time for personal conversations.
* Since it is only a one-time event there is a method in place for the attendee to opt in to a contact database to be notified of future seminars and other ecclesial preaching events.

## Package Contents

Most material is in Microsoft Word 2007 format (docx) or Adobe pdf.

### Student Material

* **GTKTBB Manual.docx** - This is the main manual for the course. The schedule follows the sessions but the presenter should feel at liberty to condense or skip some material due to time constraints. The questions embedded in the material are meant for the student to answer later at home. The Your Turn section at the end of each session is meant for the group discussion periods.
* **The Bible Readers Handbook.pdf** - Supporting handbook for the course containing maps, definitions and book summaries, etc. It is referenced in the manual and the student will be expected to use it during the Your Turn exercises.

### Communication

* **Confirmation Letter.docx** – Sample text to be sent to student upon registration.
* **Cover Letter.docx** – Sample cover letter stuck losely in front of manual.
* **Schedule.docx** – Schedule for the day. Print out and put in front of manual.
* **Evaluation Form.docx** – Evaluation form for the student to fill out and return at the completion of the course. This is the form used to get permission to put the student on a mailing list.
* **Regrets Letter.docx** – Follow up letter for those who registered but didn’t show up to the seminar.

### Supporting docs

* **Intro and concluding points.docx** – Notes for introduction and concluding section.
* **GTKTB Presentation.pptx** – PowerPoint slides for presentation.
* **GTKTBB Template.dotx** – Blank Microsoft Word template for the manual.
* **Presenter Schedule.docx** – Breakdown of sessions appointed to presenters.
* **Name Badges** – Template for Avery name tags.
* **Cost.xlsx** – Typically budget.

## Printing

The main manual is formatted for double sided printing, the handbook for single sided. Many office stores like Fedex Kinkos and Staples have online ordering available. They will print it, collate and bind it and all you have to do is pay and go pick it up. Sweet!

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|  | ***The manual specifications:***  65 pages  8.5" x 11"  Double Sided, B&W  White 96 Bright, 20-lb. Bond  Binding - Cerlox/Comb Binding - Black  Standard front cover  Print both sides in colour  White, 65-lb. Index  Standard back cover  No printing  White, 65-lb. Index  $8.97 per copy \*This is an estimated total price |
|  | ***Handbook Specifications:***  108 pages  8.5" x 11"  Single Sided, B&W  White 96 Bright, 20-lb. Bond  Binding - Cerlox/Comb Binding - Black  Standard front cover  Print outside in colour  White, 65-lb. Index  Standard back cover  No printing  White, 65-lb. Index  $11.44 CAD per copy \*This is an estimated total price |

## Seminar Layout

The seminar should be laid out with tables for 4 to 6 students plus two ecclesial members. Circular tables are preferred as they help for interaction and a sense of community. We didn’t have circular tables, so we laid out rectangles like the figure below.

Presenter

## Presenters

As per the regular seminars, I would suggest using two presenters switching off on subjects. This is a great way to pace the sessions. The presenters should interact with each other in front of the group to make it interesting for the audience. Presenters should feel free to join different groups during the Your Turn exercises.

## Table Overseers

The ecclesial members at the tables should be introduced in the starting session and should be seen as a kind of overseer for that table. It is their job to interact with the students at the table during the introductions, exercises, breaks and lunch. It seems to work best if there are two members (male and female) to be overseers. This helps provide different perspectives and ensures that members of the opposite sex are comfortable. For instance, a table with all females being led by one male may be awkward.

It is the job of the table overseer to help the students with the Your Turn exercises and generate discussion. Therefore, the overseer should be familiar with the material and have a ready answer for the questions. Here are some guidelines:

* Try to assess the level of the group. Find out something about each member in your group for that day through informal discussion beforehand.
* Your job is to help the student discover the answers for themselves. Do not dominate the discussion.
* Read verses around the group as much as possible.
* Redirect questions specifically given to you back to the group, and set up a pattern of discussion which is directed from all members of the group rather than just from the speaker to each member of the group.
* Try to keep the discussion on topic.
* Watch the time carefully and cover all the questions.
* Do not be afraid of silence. Give the students time to think.
* Have fun, smile and be relaxed.

## Food

Muffins, coffee and juice should be available in the morning and for breaks.

The lunch is very important as it creates a moment of fellowship at each table. Sharing a meal helps build relationships faster. The food doesn’t need to be fancy. A submarine sandwich is good enough with some chips and drinks. We had a form the student filled out in the morning and then someone went and got the sandwiches from Subway and brought them back in time for lunch.

## Other Possible Ideas

If possible, a copy of In Search of Life should be given to each student as a gift. Receiving a gift is a nice incentive for a student. This book is very suitable as it is a novel with the seminars as part of the story line. Many aspects of the truth are elaborated throughout the book.

If not enough books are available then a nice touch would be to have a drawing. Giveaways help participation and involvement in the whole process.

## Feedback

If you have any suggestions or feedback please contact me, Tim Young, at tyoung@ccbible.com