



So What?

Congregational Coordinator Checklist

- ☐ Decide well in advance which version of the retreat you will do.
- ☐ Have nametags and markers available.
- ☐ Do a dry run with the video, so you know it will work and the system you are using will be visible and loud enough for people sitting farthest from the video screen.
- ☐ Review all the scripted and spoken parts of the session, paying particular attention to the things you should read aloud to the large group. The shaded boxes are your script – improvise as you see fit.
- ☐ Confirm with the set-up, food, and clean-up volunteers.
- ☐ Work with facilitators to prepare small group activities for after lunch (8 hour session, only).

If you decide not to hand out the entire curriculum to participants at the beginning, you will need to copy the following materials.

- ☐ One set of the facilitator materials for each small-group facilitator. We recommend you hand these out at least one week before the session.
- ☐ One set of the participant materials for each participant. Make some extras in case you have unexpected participants.
- ☐ Handouts or Prayer Books for the liturgies you will be using.
- ☐ Entire *Glossary* (Section 3 of Coordinator Training Manual)
- ☐ Prepare the Closing Eucharist – work with your clergy well in advance of the final session to design this. Ask a participant to write the Prayers of the People to be used.
- ☐ Prepare Morning and Noonday Prayer (for the 8-hour session), having marked readings, selected readers, and made prayer books available.
- ☐ Prepare a small parting gift, if appropriate, for facilitators and participants.

Suggestions for a Three-Hour Session

Scripts

Use the scripts that follow as needed to introduce the distinct parts of your time together.

Meal

Consider having a more festive meal. If your community provides a pot-luck, consider supplementing the pot-luck with a lavish deli tray, a decorated sheet cake, or some other special item of meaning to your group. Where appropriate, wine and sparkling juice makes for a pleasant celebration.

Recognitions: This is a good time to recognize the contributions of your volunteers – people who led small groups, folks who worked on set-up and clean-up, your clergy and Christian education staff. Small gifts may be given. It is even more important to recognize the faithful journey of your participants. Perhaps creating a simple certificate, or giving a small candle, cross, or bookmark would be suitable remembrance gifts.

Video, Session 8, Part A: This session has a video in **two parts**. The first part concentrates your conversation on the community of faith, and what it means to live as Episcopalians in the 21st century.

Small Groups: Meet in whatever way your small groups have been accustomed. Read the Theology Statement aloud – giving people a chance to absorb it. Use the discussion questions provided in both the facilitator and participant materials. After a time, wrap up the discussion questions, and transition into *lectio divina*.

Video Session 8, Part B: Part B of this session discusses the Eucharist and the place it holds in our community. We recommend that you move directly from Part B.

Eucharist: Directly after watching the second half of the video, everyone should move into the space in which you will be making Eucharist. This will allow for the experiences of the people in the video to be carried forward into the experiences of the Participants as the Body gathers around the table.

Timeline for a Three Hour 'Retreat'

0:00	Welcome and meal
0:20	Recognitions
0:30	Show Session 8, Part A
0:50	Small-group discussion
1:20	Introduce <i>Lectio Divina</i>
2:00	Show Session 8, Part B
2:15	Eucharist
3:00	Depart

Suggestions for the Eucharist

The ways in which communities make Eucharist together differ widely. While we have provided complete liturgies for each of the other sessions, we are only providing suggestions for your Eucharist at this session. These readings focus on the ministry of the baptized and were chosen in part from the *Lectionary for Various Occasions, Ministry II*. Note, the Gospel suggestion is different. You may desire other readings.

Readings

OT I Samuel 3:1-10

Psalm 63

Epistle Ephesians 4:11-16

Gospel Luke 24:13-15, 28-35

Hymns (suggestions)

Hymnal 711: Seek ye first *Seek Ye First*

Hymnal 581: Where charity and love prevail *Cheshire*

Hymnal 469: There's a wideness in God's mercy *St. Helena*

Hymnal 362: Holy, Holy, Holy *Nicea*

Prayers of the People

Suggest that one of the participants write the Prayers of the People, or include writing the prayers as one of the activities for an eight-hour session.

Suggestions for an Eight-Hour Session

Some communities may desire a longer retreat to celebrate the final meeting of **via media**. We have provided a structure for implementing a longer session that incorporates time for socializing, contemplation, prayer, and discussion.

Breakfast: A simple continental breakfast should be set for participants as they enter **via media**. Where possible, it is preferable that the leaders of **via media** provide this breakfast offering so that participants may feel truly welcomed to the day they are about to spend together. Graces for Breakfast and Lunch are provided in the section that follows.

Morning and Noonday Prayer should be as simple as possible, as indicated in the *Book of Common Prayer*, if appropriate. Saying the Office in the large-group space is preferable.

Video, Session 8, Part A: This session has a video in **two parts**. The first part concentrates your conversation on the community of faith, and what it means to live as Episcopalians in the 21st century.

Small Groups: Meet in whatever way your small groups have been accustomed. Read the Theology Statement aloud, giving people a chance to absorb it. Use the discussion questions provided in both the facilitator and participant materials.

Small-Group Activities: Work with your facilitators to design easy activities for your small groups, using the suggestions found in the facilitator materials. If desired, combine small groups for a single large-group activity.

Recognitions: This is a good time to recognize the contributions of your volunteers – people who led small groups, folks who worked on set-up and clean-up, your clergy and Christian education staff. Small gifts may be given. It is even more important to recognize the faithful journey of your participants. Perhaps creating a simple certificate, or giving a small candle, cross, or bookmark would be suitable remembrance gifts.

Video Session 8, Part B: Part B of this session discusses the Eucharist and the place it holds in our community. We recommend that you move directly from Part B.

Eucharist: Directly after watching the second half of the video, everyone should move into the space in which you will be making Eucharist. This will allow for the experiences of the people in the video to be carried forward into the experiences of the participants as the Body gathers around the table.

Timeline for a Full-Day Retreat

- 0:00 Breakfast and Welcome
- 0:45 Morning Prayer, BCP 75
- 1:15 Introduce and show Session 8, Part A
- 1:30 Small-group discussion using the questions provided in the materials
- 2:45 Break
- 3:00 Introduce *Lectio Divina* process, as described in the *Lectio* materials
- 3:15 *Lectio Divina*
- 4:00 Noonday Prayer, BCP, 103
- 4:15 Lunch
- 5:30 Small-group activity (see suggestions in facilitator materials)
- 6:45 Recognitions
- 7:00 Introduce and show Session 8, Part B
- 7:15 Make Eucharist (see suggestions in coordinator materials)
- 8:00 Depart

Suggested Scripts for Coordinator

Grace for Breakfast

Almighty God, come into our presence as we gather for refreshment and learning. Bless this food to our use and bless the hands that have prepared it. Watch over our time together, that it may be productive, pleasant, and welcoming. May we be filled with the Spirit of growth and renewal, eager to share the Good News of God in Christ Jesus. All things come from you, O God, our Creator. *Amen.*

Blessing over the Lunch

In the name of the Father, and of the Son, and of the Holy Spirit, we thank you for the food spread before us. May it nourish our bodies, providing us sustenance for the work we are to do, and may we encounter the abiding love of our Creator in the friendship we share. *Amen.*

Introduction to Session 8 Video, Part A

In this session, we eavesdrop on some conversations by Episcopalians about what it means to be Christian in the 21st Century, and what the Eucharist means to their sense of community. We will show this video in two parts, pausing for small-group conversation after the first half, and moving together into Eucharist after the second half.

After Session 8 Video, Part A

You are now invited to gather in your small groups as you have each week to continue the journey you have begun together. Use the discussion questions provided in your materials to guide your conversation. I'll stop you in a while to introduce the *Lectio Divina* exercise.

To introduce the Lectio Divina

For many hundreds of years, Christians have used *Lectio Divina* as a way to go deeper into the Word of God, bringing their experiences and their opinions about Holy Scripture into dialogue with the Bible. Now I invite you to turn your attention from the discussion to the passage selected by your facilitator to be used in the *Lectio Divina*.

After the Lectio Divina

Now we turn our attention from the Word of God as we have experienced it in *Lectio Divina* to the Eucharist. The Holy Banquet set before us is our reminder of the abundance of God's love for us. We will be watching a final video, then we will gather for the Eucharist.

After the Session 8 Video, Part B

In a few minutes we will make Eucharist together, linking once again our own experiences with the communion of saints, past, present, and future. In light of what was said in this video, and in your small-group discussion, consider how you find God and yourself in the act of Communion. After the Eucharist, we will say the dismissal – words you hear each week at the conclusion of service. Consider how you will “Go in peace to love and serve God” after your experiences with **via media**.



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So What?

Evaluation

Introduction

Thank you for your participation in **via media: A Place to Ask 21st Century Questions**. Whether you chose this new tool to grow your congregation, or renew your church's leadership, or to introduce newcomers to the Episcopal Church, or another reason, we hope that the life of your congregation is enriched because of it. As you have come to the end of this leg of your **via media** journey, we have some questions for you. Please take a few moments to gather your thoughts and fill out the pages that follow. This is our *message in a bottle* – our chance to learn who is using **via media**, and how you've used it.

Please copy this form from your curriculum CD-Rom into an email and send it to davey@everyvoice.net within two weeks of your last session. You may also go to www.everyvoice.net/viamedia/evaluation and fill in this evaluation there.

Davey Gerhard,
Curriculum Coördinator, Every Voice Network

Demographics

Your parish:
Your diocese:
Mailing address:
Email:
Web:
Phone:
Number of communicants:
Annual budget:

Personnel

Your name:
Are you a volunteer? or paid staff?
Name of your clergy (if you are not clergy):
Number of **via media** participants at the first session:
Number of **via media** participants at the last session:
Did attendance vary greatly, or was it more or less steady? Explain.

Role in the Life of your Congregation

What was your reason for choosing the **via media** curriculum?

Did you have any goals in mind when you began **via media**? (e.g. grow your parish, develop new member incorporation, etc)

How did **via media** help you to accomplish those goals?

Will you use it again? For what?

*Your Use of **via media***

Did you choose to use **via media** as suggested, starting with Session One, and using one session each week through Session Eight? If not, what did you do instead? Why? How did it work?

What parts of **via media**, if any, did you discard?

What parts of **via media** did you adapt? Were your adaptations successful? (If you have specific things that you created, attach examples if possible to this email)

Marketing and Promotional Materials

What elements of the marketing and promotional materials provided on the Marketing CD-Rom did you use?

How did participants find out about **via media**?

What marketing pieces did you create yourself?

Did you, or someone from your congregation attend a one-day training for **via media**? A two-day training?

Final Comments

Please tell us anything else about **via media** that you would like us to know. Please continue to participate in the *via media* – the community of educators, seekers, and Christians on the Every Voice Network website. www.everyvoice.net/viamedia

Promoting via media in your diocese

We're asking for your help in finding the people in your diocese, at your diocesan office or at your diocesan resource center who would be interested in buying **via media** as a package for the diocese. Being good stewards of their resources, the first thing that most diocesan staff want to know is how **via media** benefits their congregations.

That's where you come in. Having run this program, attended the training, and participated in the network of Christian educators through Every Voice Network, you are the best promoters we have.

Please consider your time, and determine if you would be willing to help in the following ways:

- ☐ Serve as a reference for dioceses or congregations considering **via media**
- ☐ Sit or talk with Every Voice Staff to determine who are the key people in your diocese who need to know about **via media**
- ☐ Recommend us to other congregations, or give us contact information for your colleagues who might be looking for a tool like **via media**
- ☐ Set up a meeting with key diocesan staff. Go with us on a sales call.
- ☐ Participate in the ongoing community at www.everyvoice.net/viamedia
- ☐ Other ways we haven't mentioned? _____
- ☐ _____
- ☐ _____

Also, we're looking for a few good trainers! Would you like to volunteer your time to run a training like the one you've attended in your diocese, region, or province? Our organization relies on volunteers to be our evangelists and to help us to spread the message of **via media** throughout the ECUSA. To learn more, please contact Davey Gerhard at davey@everyvoice.net, or indicate your willingness to help on this form. Thanks!

Name: _____

Diocese: _____

Your phone: _____

Your email: _____