

# BIBLE month



## BIBLE MONTH TRAINING DAY

FOR MINISTERS, LOCAL PREACHERS, WORSHIP LEADERS  
AND THOSE WORKING WITH CHILDREN, YOUTH AND FAMILIES

10AM - 3PM / SAT 16 MAR



## Host a local District, Circuit, or Church hub for this event.

Could you provide space for people to engage with this training together?

We want to make this a day of fellowship as well as learning. So we're encouraging Districts, Circuits and Churches to offer venues that can host all those involved in facilitating Bible Month locally. Enjoy the live broadcast together and take advantage of the opportunity to discuss and share what your learning and how it might land in your context.

This guidance pack will lead you through organising a local hub for this event, including tips for making the most of the day.



### ROLE OF A HUB / HOST:

The primary role of the Hub / Host is to provide space and hospitality to attendees, much like you would for any other service or meeting. The training will be delivered via live stream. All you need to do is

- open up a building and make sure its warm and comfortable
- get your tech setup so that you can see and hear the YouTube stream
- provide tea/coffee/refreshments to those in attendance
- offer a warm welcome and make sure people know any practical information about the venue (where the toilets are, etc).

The training will run from 10am-3pm. Venues are asked to be open 9:30am-3:30pm. The training will begin with devotions so you do not need to arrange these yourself.



### CHOOSING A VENUE:

Your Hub venue can be any place that is large enough for people to gather, such as your church worship area or church hall, and has the technology required to join the YouTube stream (see below).

- Ensure the space is suitably equipped for any participants with access needs
- Use clear signage so that attendees know where to go and how to find the emergency exits and toilets.
- You may find it helpful to set up seating around tables or in small groups so that people can watch the sessions and then transition seamlessly into discussion.

\*Please do refer to the guidance at the time on the Methodist Website for Covid Restrictions and Risk Assessments.



### REGISTRATION:

Once you've chosen a venue for your Hub, you'll provide us with the key details - name, location, parking arrangements, etc. - and we'll put this info on Eventbrite. Attendees will be able to select to join the training at your Hub when they register. Nearer the event, we'll send you a list of those you are expecting so that you can prepare your space / refreshments accordingly.



### TECHNOLOGY:

In order to stream the training you will need reliable internet, access to YouTube and good sound and display equipment. For smaller groups, you could plug a laptop into a TV. For larger groups, you might want to use speakers and a projector. If wi-fi is an issue, you may find an ethernet network cable offers a more stable connection. The YouTube link will be sent to you prior to the day. The stream will go live on 16th March from 9:30am, which should give you time to work out any technical issues you might encounter before the event formally starts. Attendees will be able to send their questions to the trainers via WhatsApp.

**COMMUNICATION:**

We will handle all the communication with attendees regarding the event. But if there is anything you would like us to specifically pass on regarding your venue, let us know and we will make sure your attendees get the message. You will have provided contact details for your venue's host when you registered with us. We will pass these on to those attending your venue in case they have any specific questions for you that we cannot answer.

**PROMOTION**

Whilst we will be promoting the Training Day across the Connexion, we would encourage you to promote your Hub to your local Churches, Circuits and District. We will provide you with various materials to help you do this.

**CANCELLATION:**

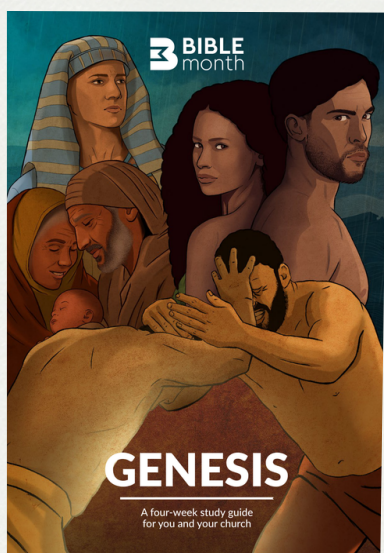
Once you've offered to Host-a-Hub for this event, we ask that you commit to doing so. However, where a venue ends up with less than 6 registered attendees (registration to attend a venue will close a week prior to the event), we will discuss with you whether or not it is still practical or possible for you to host as planned. You could consider moving to an alternative local venue such as a home or manse, or ask attendees to join the live stream from their own home instead.

**QUESTIONS:**

Should you have any further thoughts, questions or concerns in the run up to the event, please contact Michael Wadsworth: [WADSWORTHM@METHODISTCHURCH.ORG.UK](mailto:WADSWORTHM@METHODISTCHURCH.ORG.UK)

**FEEDBACK:**

We'd love to hear your reflections on being a host for this training day. Please share your highlights from the day and let us know how we could improve the experience. We'll be sending out an evaluation form or you can email us at [BIBLEMONTH@METHODISTCHURCH.ORG.UK](mailto:BIBLEMONTH@METHODISTCHURCH.ORG.UK)



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*Available from*

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