Unitarian Universalist Congregation

Sample Searching for the Future Weekend Agenda

General Info and Volunteers

¬ Each workshop can have 12 -16 participants (aside from facilitators) –all are identical.  ¬ Everyone is encouraged to contribute (including visitors, youth, newer members, RE parents,  etc.)

¬ Main Contact, or Contacts:

o Work with consultant

o Reserve rooms, arrange for meals

o Gather or purchase supplies

o Send out communications to the organization, starting well in advance and  recruit facilitators and registrars

o Communicate to the board about the process, participation, update them and  report final results

¬ Facilitators:

o Facilitators will work in pairs

o Facilitators are required to attend Friday evening, at least one Saturday session, and  Sunday afternoon

o Facilitators will be fully trained, be given a script, timeline and materials on Friday  night.

o They do not have to have previous experience

o They are also able to add their ideas and intelligence to the process (Friday night)  o Try to recruit as many facilitators as needed for the expected attendance  ¬ Registrars:

o Two registrars are needed for each time workshops are meeting – (they will  not be facilitators as well): Saturday am and Saturday pm

o RSVPs are needed for workshop sign-ups (this might be done through a  special email address, or web sign up) – please gather special accommodation  or babysitting needs

o Registrars receive RSVPs

o On Saturday, registrars need a reception desk to check people in and send them  to their assigned room/workshop group (using church nametags + guest  nametags), and follow up with no-shows

o Registrars also coordinate:

♣ Friday eve potluck/food

♣ Snacks & drinks for both Saturday AM & PM workshop sessions;

♣ Saturday lunch for coordinators, consultant and all-day facilitators, if any  ♣ Sunday lunch for facilitators, after the service and prior to the Sunday  facilitator’s session

¬ The main contact (and a few helpers) will assign facilitators to their pairs, and assign  participants to specific workshops

¬ There should be childcare available for at least some of the session times  ¬ You may want to ask if people need rides

Mark Ewert | www.generositypath.com

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Weekend Schedule

Friday Evening: Session Leaders Orientation and Workshop

All facilitators + main contacts, and consultant (registrars are welcome but are not required to  attend)

• 5:30 Meet at organization for dinner (dinner will be provided)

• 6:00 Facilitator training starts

• 9:00 Training session ends

Saturday Morning: Workshops

• 8:30 Gathering and Registration (breakfast snacks: bagels and fruit, coffee) • 9:00 Morning workshops begin

• 12:00 Morning workshops end

Break

• 12:00 to 12:30 and prepare for afternoon session (lunch for coordinators, consultant,  and any facilitators who are doing all day)

Saturday Afternoon: Workshops

• 12:30 Gathering and snacks (chips, coffee, etc.)

• 1:00 Afternoon workshops begin

• 4:00 Afternoon workshops end

Sunday afternoon (or Sunday morning): Merging Work

Coordinators, facilitators, and consultant

• 12:30-3:30 Merge all the information gathered from the workshops (snacks – depending  on meeting time)

Space, Supplies, Setup

Setup

• A separate space for each workshop

• Chairs for everyone (including facilitators) – set up initially so everyone can see each  other (set up shifts during workshop so chairs need to be movable)

• Wall space for display

• Long table: for the facilitators and consultant to work on – in a space set apart from  workshop participants (can be in the same room if it is larger enough, or in an adjoining  room).

AudioVisual

• No screen, projector, or computer are needed

• Whatever assistive devices are needed to give full accessibility to the participants  (hearing aids, visual aids, mobility assist, etc.)

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Supplies

• Nametags for all participants

• For each room/workshop:

• 2 flip charts & paper pads (chart with sticky backs are expensive. As an

alternative, you can get Newsprint pads in the same size and tape that will not  mar the walls)

• 2 rolls of (blue) painter’s tape, 1” wide (needed regardless of paper with sticky  back)

• 3X5 Cards in 4 different colors (it does not matter what colors, as long as they  are obviously distinct from each other). We will need 3 of each color of those  for each participant. For example, for 16 participants we would need a total of  192 cards (48 of each color)

• White 3X5 cards, about 5 per participant

• A pack of colored dots (sometimes called Color Coding Labels), various colors.  We will need about 50, for a group of 20, but they usually come in larger  quantities than that

• Markers (various colors) – NOT-permanent, about 2 of them per participant  • A pack of rubber bands (each workshop room will need about 10)

Refreshments

• Snacks and coffee/drinks, accessible to the participants when they want it  • Because of the timing of the AM and PM workshops, lunch is not provided to the  participants. However, lunch will need to be provided to the people who will be there  all day

• Note: we may need to provide dinner for the group on Friday night and for them on  Sunday afternoon