We are excited that you’ve decided to hold an EVERYONE OUTREACH workshop at your church! Before we can confirm the date for your workshop, we'll need the information below

|  |  |
| --- | --- |
|  | **Workshop Coordinator** |
| **Job Description** | * Acts as congregation's Point of Contact with synod for the workshop
* Ensures workshop publicity and facilities guidelines are met, either personally or through delegation
* Provides a final roster on the last day of the workshop, using provided format
 |
| **Name** |  |
| **Email** |  |
| **Phone** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Proposed Date(s) for Workshop** |  | **Expected # of Participants** |
| **Example** | Saturday, 21SEP24 & Sunday, 22SEP24 |  |  |
| **1st Choice** |  |  |
| **2nd Choice** |  |  | Participation in the workshop **must meet** a minimum of **20** participants or **20%** of the average weekly worship attendance, whichever is greater. (Mission congregations should shoot for 100% attendance.) |
| **3rd Choice** |  |  |
| **Mission Congregations:** | Check here ❑ if a mission counselor or CPI coach is facilitating the workshop. |  |

|  |  |  |
| --- | --- | --- |
|  | **Required Info** | **Example** |
| **Congregation NameCity, State** |  | Christ Our SaviorRockford, MI |
| **WorkshopLocation Address** |  | 4610 Belding Road NERockford, MI 49341 |
| **Day 1** |  | Saturday |
| **Day 1 Start & Stop** |  | 8am-noon (Notes 1 & 2) |
| **Day 1 Meal** |  | Lunch after |
| **Day2** |  | Sunday |
| **Day 2 Start & Stop** |  | 9:40-10:40 am (Notes 1, 2, & 3) |
| **Day 2 Meal** |  | N/A |

**Note 1:** The Everyone Outreach workshop may held on one day for 5 hours or on two days, lasting for 4 hours on the first day and 1 hour on the second day. This excludes any time for meals.

**Note 2:** A second session scheduled for Sunday may be placed in a standing bible study time study slot. However, this **MUST BE A FULL HOUR** in duration. Alternatively, it could be scheduled after the last Sunday service or bible study. Regardless of timing, we strongly recommend that only those who attended the previous 4h session attend the 1h session.

**Note 3:** The Everyone Outreach workshop for Mission Congregations is a single-day 4h workshop.

**NEXT STEPS:**

1. Return this form to evangelism@wels.net.
2. We'll check your proposed dates against facilitator availability and give you a tentative date for the workshop. Then you'll need to go to <https://gf.wels.net/everyone-outreach/> and submit your registration fee to finalize the date.