



*In your evaluation/preparation telephone/email conversation with the trainer, she will help you think about your purpose and objectives. She will also help you think strategically about the pre-training responsibilities.*

1. Obtain approval for the training event and trainer from the elders, pastor or presbytery CE chairman (as appropriate). Ask for representatives to attend. Keep them informed of plans and ask for their prayers.
2. Decide who will be responsible for preparation and follow-up. There should be one coordinator for the event, but you are encouraged to assign the various preparation tasks to several people. If you have a Women's Ministry team, Presbytery Women's Ministry team or Women's Leadership team, use them as the planning committee.
3. Determine the purpose of the event and who will attend.
  - Why are you planning this event at this time?
  - List several objectives. What do you hope to accomplish?
  - Who should be invited?
4. Make travel arrangements with the trainer. If the trainer will fly, she will have the option of purchasing her own ticket and submitting the purchase price to CDM to be added to the Training cost **or** to you for direct reimbursement **or** you may purchase the ticket for her.

**Pre-Training Event Responsibilities:** (You may want to assign these to various people)

\*If this is a multi-church event, the event planner is responsible for facilitating these tasks with the local church coordinators.

1. **Pray**—Enlist several women to pray for the trainer and the women who will attend.
  - Suggestion: consider asking women who may not be able to assume ministry tasks, such as elderly women, single moms, shut-ins, etc.
2. **Plan promotion**
  - If it is by-invitation, written invitations, emails, and follow-up telephone calls are suggested.
  - Even if you open it to all women in your church, you may want to target leadership women and potential leaders.

- Consider inviting:
  - Every woman in your congregation, high school and up
  - Every woman on your leadership team
  - Any other woman in your church who is in leadership of ministries to or by women
  - Women on church staff
  - Wives of elders, deacons, and other male church staff
  - RUF Campus Ministers' wives, female interns and female student leaders
  - Female youth staff/volunteers
  - MTW missionaries who might be in the area at the time

Explain that you are not asking them to assume tasks, but to attend so they will understand the purpose and plans of the women's ministry. Explain to wives that this will equip them to help their husbands understand the importance of the women's ministry and help the women to know how to minister to the leadership of the church. Explain to staff women that this will help them know how the women's ministry can be supportive of their ministries.

### 3. Hospitality for the trainer

If the trainer will stay overnight, please be sensitive to her needs. You may want to ask her preference of a hotel or a home. If she stays in a home, please be sure she has privacy. These training events require enormous energy, and it is important for her to be rested.

### 4. Hospitality for the event

This is a training event, and you need to utilize every minute for the training. Use refreshment and meal time to continue discussions/assignments. Make arrangements so that participants in the training do not have to leave to prepare or serve the meal.

If possible, have the women sit at tables so they can take notes. If there are multiple churches, the women should be grouped with others from their church so they can work through discussion times together.

### 5. Leadership pre-event preparation

- Two books that would be helpful for each woman on the leadership team to read in preparation are: *Legacy of Biblical Womanhood* by Susan Hunt and Barbara Thompson, and *Women's Ministry in the Local Church* by Ligon Duncan and Susan Hunt.
- It will be helpful if the women are also familiar with other books noted below.

### 6. Ordering materials:

**You may order the following materials as needed from the PCA Bookstore:** 1-800-283-1357 or [www.pcabookstore.com](http://www.pcabookstore.com). Some titles are available for quantity discounts.

If you would like to have books available for sale at the Training event, please contact Tim Schirm (PCA Bookstore manager) at least four weeks prior to the event. Tim can be reached at [tschirm@pcanet.org](mailto:tschirm@pcanet.org) or 1-678-825-1112. List the titles and number of each book that you would like to receive. The prices will be on each book, and you will be invoiced for the order (less the cost of any books returned). The PCA Bookstore will pay for the shipping to your event.

However, you will pay the shipping on any books that are not sold and are returned, so be conservative when ordering.

- Suggested Resources for pre- and post-training:
  - *Women's Ministry in the Local Church and Leader's Guide*
  - *Life-giving Leadership and Leader's Guide*
  - *Spiritual Mothering*
  - *Titus 2 Tools*
  - *Word-Filled Women's Ministry with Discussion Guide*
  - *Heirs of the Covenant and Leader's Guide*
  - *Beyond the Roles with Discussion Guide*
  - *Transformed: Life-taker to Life-giver and Leader's Guide*
  - *The Legacy of Biblical Womanhood and Leader's Guide*
  - *The True Woman and Leader's Guide*

**7. At the training event have:**

- Name tags. If it is a multi-church event, include name of church.
- A set of the handouts for each woman. **You will be responsible to get the handouts from your Trainer (sent electronically) and then print a copy for each attendee.** (The expense of printing should be figured into the registration fee for each participant).
- An optional book table.

**Typical Schedule:**

- Friday evening, 7-9 pm - Pre-training gathering for leadership women and the trainer
- Saturday, 9 am-2 pm (lunch provided) – Training

Most events charge a small fee to cover any food or printing of materials.

**Post-training Event Responsibilities:**

\*If this is a multi-church event, the event planner is responsible for facilitating these tasks with the local church coordinators.

1. Schedule a follow-up telephone conversation with the trainer.
2. Meet with the leadership team to address follow-up plans and assignments.
3. Keep the elders informed of the follow-up plan and get approval for any decisions that are made.
4. Fill out the evaluation form and return to Karen Hodge, [khodge@pcanet.org](mailto:khodge@pcanet.org). You may want to get others who attended to help you do this. **This is an important step; your evaluation helps us.**
5. The PCA Bookstore will send an invoice for the trainer's expenses to the person and address that you gave us in our initial communications (see "billing address" on *WM Training Event* document). All payments should be made to: CDM, 1700 North Brown Road, Suite 102, Lawrenceville, GA 20043.