



# Summit Handbook | Table of Contents

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#### One-to-One Word Driven Discipleship

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#### STS: Bible Training for Women

- *About STS: Bible Training for Women Training Events* p. 29-31  
This offers a description of what STS: Bible Training for Women events are about, a detailed agenda for the day, policies for requesting a training, and host church expectations.

# Organizing a Summit: An Overview

The Partner Team will work together with the Executive Director and other members of the Leadership Team in their state to plan, coordinate, and execute a Summit. This document seeks to condense the process of organizing a Summit from beginning to end and lay out how responsibilities will be divided between the Executive Director and Partner Team.

## Six Months Before a Summit

Six months before a Summit, the Executive Director and Partner Team will meet on a zoom call to begin discussing the first steps for organizing a Summit in their state. The Partner Team's responsibilities include the following:

- Find a Host Church – The Partner Team will be responsible for finding a host church that is able to provide the space and services necessary for hosting a Summit. This includes supplies for the event such as tables, A/V equipment, and signage as well as teams in-house who will help coordinate logistics on the day of the event such as A/V, food, and registration. The Partner Team will need to stay in contact with the host church leading up to the event to see what they need and to keep them posted on registration numbers. A host church should be in agreement with the TGC Confessional Statement. (see pages 7-9)
- Find Speakers for the Plenary Sessions – In 2023, one of the plenary sessions will be led by a local pastor (preferably a partner team member) and two led by members of the Leadership Team. We hope this communicates local ownership while maintaining a clear connection with the greater STS ministry. All plenary speakers should be confirmed ~4-6 months prior to the Summit. They must be able to affirm the TGC Confessional Statement, be local to the state in which the Summit is hosted, and actively serve in a small place. The Leadership Team will provide guidance on content/topics for the Summits in order to provide continuity between the states. (see page 13)
- Identify an MC for the day – On the day of the Summit, one of the partners will be responsible to serve as MC. This responsibility typically falls to the partner not leading a plenary session. The MC is responsible for welcoming the participants, communicating vision, leading introductions, introducing speakers, directing the day, and leading the concluding time of prayer. The MC should also have his eye on the clock to make sure the day stays on track, with sessions beginning and ending on time. (see pages 10-12)
- Find Breakout Leaders – The Partner Team will be responsible for finding five breakout leaders who will help attendees develop a theological vision for how various elements of ministry are distinct in small places. For instance, a breakout on preaching will not only address best practices for preaching but examine what is distinct about a preaching ministry in small places. All breakout leaders must be able to affirm the TGC Confessional Statement. We also encourage you to find breakout leaders who are local to the state in which the Summit is being hosted and who are actively serving in small places. Please have at least one breakout session for women. We ask that all breakouts be confirmed ~4-6 months prior to the Summit. (see pages 14-15)
- Find a Worship Leader – The Partner Team will find a worship leader, preferably one who is local to the state in which the Summit is being hosted. Consider using a worship leader from the host church or bringing a worship leader from your own church. We will need five songs total: two or three songs at the start of the day and one song prior to the second and third main sessions. (see page 16)

### Four Months Before a Summit

We aim to open registration and begin promoting the Summit four months in advance. This allows people to block off their schedules way in advance and gives us plenty of time for both online and in-person promotion. The following are three considerations to keep in mind during these four months:

- Registration – The Executive Director will create an Eventbrite page for registration and set the cost at \$25. Everyone attending the Summit will need to register, including all leaders, teachers, and volunteers. The Executive Director will give all those leading and volunteering a “comp code” to cover the cost of their registration. This will allow the host church to have accurate numbers as they coordinate logistics.
- Financial Considerations - A Summit typically ranges in cost from \$1,900 – \$3,100, depending on the number of participants. This includes the cost of books, food, supplies, printing, and honoraria. While the \$25 registration fee does not cover the cost of a Summit, it helps offset these expenses.
- Summit Promotion – The Executive Director will create a page on the website, an Eventbrite page, and all promotional graphics for the Summit. The Executive Director and the Partner Team will share the responsibility of promoting the event. (see pages 18-19)
  - o The Executive Director will be responsible for the broad communication of the event. This includes everything connected to the website, Eventbrite, Facebook, newsletter, design, and printing. He will also email all past registrants in your state.
  - o The Partner Team will be responsible for ensuring that word gets to pastors and leaders in their state. This includes talking with friends about the Summit, sending direct emails to like-minded brothers in your state, and sharing the event on social media.

### One Month Before a Summit

In the weeks leading up to the event, the Executive Director and the Partner Team will meet together on Zoom in order to work through any last-minute logistics. Our meeting will include the following

- How is registration going? Is there anything else we can do to help get the word out?
- Are the plenary speakers ready to go? Have their slides been shared with the A/V team?
- Are the breakout leaders ready to go? Do they have any special needs from the church?
- Is the worship leader ready to go? Have their slides been shared with the A/V team?
- Is the host church ready to go? Is there anything else they need from us?

## STS Partner Team Zoom #1

Six months out | Getting the Gears Turning | <https://zoom.us/j/977499754>

### 1. Check-in & Pray

### 2. Getting the Lay of the Land: What’s the plan as we push forward over the next six months?

- First of the year – The partner team will confirm a host church and location, and communicate that with the Executive Director by the first of the year.
- Six months before the Summit – During the first two months of preparation, the partner team will communicate with and confirm all teachers (plenary and breakout) and volunteers (worship and MC) for the Summit. They will also gather all breakout information required before the event goes live.

- Four months before the Summit – As registration opens, the partner team will zoom again to discuss our plan for publicity.
- One month before the Summit – As the Summit approaches, the partner team will zoom again to make sure all the final details are in place in preparation for the Summit, run through the day, and pray.

3. Hammering out Details: We will share our screen and begin to fill out the “*Summit Planning Sheet*” ([bit.ly/3krT1mW](https://bit.ly/3krT1mW))

- As we confirm all teachers and volunteers, please record it in the “*Summit Planning Sheet*” for your state. By recording all info here, it will greatly reduce our total number of emails.
- What roles will each of the partners play at the summit? We would like someone from STS (preferably a partner) to serve as MC. We would also like one of you to lead a plenary session.

4. Communication: Make sure everyone knows who will be communicating with whom as we contact the teachers, and volunteers. All PDFs to share with those helping can be found here: <https://bit.ly/460bTLc>

5. Pray

# Brainstorming Worksheet

What CHURCH in your state might be able and willing to host the Summit?

Is there a rural/small-town church that's centrally located to your region that is able to meet all of the hosting requirements outlined above?

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What local leader/pastor will lead one of the PLENARY SESSIONS at the Summit?

We encourage one of the STS partners to fill this slot themselves. Alternatively, can you think of a theologically-aligned brother serving in a small place in your state who would be able to serve this way?

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Which local leaders/pastors will lead the BREAKOUT SESSIONS at the Summit?

Who are some theologically-aligned brothers and/or sisters serving in small places in your state who would be able to lead a breakout? Please include at least one woman. For examples of past breakout topics, see the next page.

- 1.
- 2.
- 3.
- 4.
- 5.

What local WORSHIP LEADER might you ask to lead a few songs at the Summit?

Can you think of a worship leader, either from the host church or from one of your churches, who might lead a few songs at the Summit?

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Who will MC the Summit?

We'd like to have one of the partners serve as MC on the day of the Summit. This will likely fall to the partner not leading a plenary session.

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## Host Church Information

By the first of the year, we aim to release all the dates for that years summits. That means it's the partner team's job to confirm a date and location by the end of the preceding year. As you seek a host church, look for one that is able to meet all the criteria on the following pages.

Please share the full “Host Church Handbook” with the host pastor: <https://bit.ly/460bTLc>

## Host Church Requirements

- Rural – Our summits are intentionally “small, local and regional.” Look for a host church that is outside of an urban center.
- Accessible – While small-places are always out of the way, try to find a host church that is relatively accessibly by major roads and located centrally to the region you’re seeking to serve.
- Like minded – A host church must be able to affirm the TGC Confessional Statement.
- Volunteer Team – The host church should be prepared to gather a team of volunteers (5+) to help manage logistics on the day of the event. If the church is not able to gen enough volunteers, more help might be brought in from other churches.

## Host Church Responsibilities

While the leadership and partner teams handle the majority of the logistics for the summit, it’s a great blessing to us if host churches are able to coordinate logistics in the following areas:

- A/V – The host church will provide A/V help for the three main sessions in their sanctuary. This will include 1) a “hands free” microphone for the plenary speakers, 2) audio hookups for the worship leader, and 3) slides projected for the sessions and songs. All slides should be sent to the A/V team before the day of the Summit. If possible, we ask that plenary session audio be recorded.
- Worship Leader – While STS typically provides a worship leader for our summits, if a host church has a team that would like to serve in this way, they should plan four songs total (Two songs at the start of the day and one song prior to each of the following two main sessions). They should choose songs that are God-centered, fairly well-known, and singable.
- Breakout Spaces - The host church will need to be able to accommodate up to five separate breakout spaces with adequate seating. These spaces don’t need to be traditional classrooms but can include the sanctuary, multipurpose rooms, childcare spaces, etc. We ask that these rooms be set up for the breakouts before the day of the event. As people arrive, they will be asked to sign up for a session allowing us to assign each breakout to an appropriately-sized room.
- Food Team – The host church is responsible for the coordination of food on the day of the Summit. This will include coffee and light refreshments to be offered while attendees arrive and during breaks (cookies, granola bars, muffins, fruit, etc.) and lunch in the afternoon (more information below).
- Registration Table – It would be helpful if the church could provide a registration table near the entrance to the building. STS will provide all materials for the table. We also need one or two volunteers from the host church to help run the registration table, allowing our leadership and partner team members to engage attendees as they arrive.
- Misc. – It would be helpful if the church could provide a few more volunteers throughout the facility or in the parking lot to help create a welcoming environment and to guide attendees to important areas (restroom, main gathering space, lunch area, breakout rooms when it is time to do so, etc.).

The host church will not be responsible to plan or organize details in the following areas:

- Plenary and Breakout Session Logistics – STS will be responsible for organizing and leading all programming on the day of the event.
- Publicity & Registration – STS will publicize the Summit through our social media accounts, newsletter and website. We also handle all matters pertaining to registration.
- Finances – STS will gather all registration funds and will reimburse the host church for all costs incurred while hosting the event. For more on food reimbursement, please see the next page.

### Food

The host church is responsible to coordinate all food and refreshments for the Summit. This includes coffee and light refreshments to be offered throughout the day and lunch in the afternoon. STS will reimburse the host church for all food costs up to ~\$9 a person. Host churches should be able to provide the following things:

- Coffee & Snacks – To help create a hospitable environment, coffee and light snacks, such as cookies, granola bars, and muffins, should be provided for attendees as they arrive and throughout the day. Volunteers should be available to monitor and replenish the snack table. There should be at least one gluten-free option.
- Lunch - Lunch is included for participants in the price of their registration and will be provided by the host church. Volunteers should have everything set up by the time we break for lunch at 12:15pm. Lunch may be served buffet style. The host church is welcome to choose the type of lunch they would like to offer. Ideally, the lunch should have at least one gluten free option.
- Space – The host church should be able to offer adequate space for all participants to sit and eat lunch together.
- Volunteers - The host church should have enough volunteers to oversee these details on the day of the event and cultivate a hospitable environment.

### Food Schedule

- 7:00-8:30am - All refreshments should be ready when attendees arrive at 8:30.
- 8:30-9:00am – Monitor and replenish refreshment table.
- 11:00-11:15am – Replenish refreshment table in time for the 11:00 coffee break.
- 12:15-1:15pm – Have lunch prepared and ready to be served by 12:15. Be sure you have enough volunteers to serve and clean up lunch.
- 2:30-2:45pm – Replenish refreshment table in time for the 2:30 coffee break.



# How to MC a Summit

On the day of the Summit, one of the partners will be responsible for serving as MC. This responsibility typically falls to the partner not leading a plenary session. The MC is responsible for welcoming participants, communicating the vision, leading introductions, introducing speakers, directing the day, and leading the concluding time of prayer. The MC is also responsible for keeping an eye on the clock to make sure the Summit stays on time and on track. If you're the MC, don't wait for someone to cue you to begin each session – go ahead and start! Please circulate during the breaks and begin to encourage people to return to the main meeting room five minutes before the start of the next session. This is a big responsibility! Let's break down each part of the MC's responsibility:

## Kicking off the Summit

The MC is the first voice people will hear at the Summit. This gives the MC a great opportunity to set the tone for the day, orient us to what the day is all about and fix our eyes on Christ. Here's a breakdown of the first hour of the Summit:

- **Welcome Participants (5-10 min.)** – The MC will welcome everyone with a personal greeting, communicate our excitement for the day, thank the church and volunteers for hosting us and express our sincere gratitude that the attendees would choose to spend the day with us. This is also an opportunity for the MC to direct people's attention toward their booklets and to share any practical housekeeping matters regarding the church facilities (bathroom locations, parking instructions, etc.).
- **Transition to worship** – The MC will then transition us from the welcome into a time of worship (2 songs; approx. 10 min.) with a brief prayer. We encourage you to give some thought to this prayer. Pray that Christ would be magnified, attendees would be equipped and encouraged, and that, as a result, God would be glorified in the small towns of the state.
- **Communicating Vision (10 min.)** – After worship, the MC shares about the history, vision and method of our Summits from a 10,000 ft view:
  - o *STS History*: “*STS was started in 2017 out of TGC New England in order to serve the body of Christ in the small, forgotten places of New England.*”
  - o *STS Vision*: “*The goal of STS is to see the small places of New England filled with gospel-centered, community-engaged churches and Christian workers, for the glory of God.*”
  - o *STS Method*: “*We host one-day Summits and training events throughout New England to provide encouragement, connection, and equipping for small-town pastors, lay people, and churches. We also produce articles and podcasts to reach the nooks and crannies of our region (see connection card in booklet).*”

After sharing about STS from a 10,000 foot view, bring it down to earth to share about our hopes for the day:

- o *To encourage*: “*Though we serve in small places, your work is worth it. The church is plan-A for reaching New England and your church is plan-A for reaching your small place.*”
- o *To resource*: “*We hope to develop a robust theological vision for Gospel ministry in small places and offer practical resources to carry out that mission through breakout sessions.*”
- o *To learn from each other*: “*Our gatherings are called “Summits” because a summit is a gathering of leaders. This communicates our desire for today to be a place where*

*discussion is facilitated, both after the plenary sessions and during the breakout sessions, so that we can learn from one another. "*

- o To connect with one another. "We are not trying to reach the small places of our state on our own. We all need to know who else is pursuing a gospel-centered ministry in our region. We hope that the relationships begun today will help foster gospel partnerships for years to come. We're glad there are some city churches and ministries represented here too. We think much of what we discuss will be applicable anywhere, and we're eager to link arms with those ministering in larger places as well."*
- Leading Introductions (20-30 min.) - In order to help facilitate those connections, take the next 20-30 minutes to allow everyone to introduce themselves. Go around the room, asking people to share (1) their name; (2) their church and role, and (3) how long they've been there. Allow extra time for any ministry leaders present to say a few words about the ministry they are there to represent. Aim to have a firm 10:00am end time.

### Guiding the Day

After the first hour, the MC's job transitions to guiding the day. They will keep an eye on the clock in order to help things stay on track and on time. Here's a brief breakdown of the role of the MC at each stage of the day:

- *Session #1 (10am) – Introduce the speaker for session one. After his session, the speaker will facilitate a discussion time and release everyone for a 15-minute break.*
- *Break (11:15am) – Make sure the worship leader knows to start playing a song by 11:15 in order to prompt attendees to return to the sanctuary. If the church is keeping the coffee far from the sanctuary, the MC may need to go let people know we're starting.*
- *Session #2 (11:20am) – After the worship song, introduce the speaker for session two. After the session and discussion time, the MC will return to the stage to 1) tell people where each breakout session will be located, 2) give directions regarding lunch, and 3) pray for the meal.*
- *Lunch (1:15pm) – As lunch comes to a close, make sure people know it's time to head to their breakout sessions.*
- *Session #3 (2:45pm) – After the worship song, introduce the speaker for session three. After the session and discussion time, the MC will return to the stage to lead a time of gathered prayer.*

### Ending the Summit

As the final session, the MC will lead a 30 min. time of prayer before dismissing attendees.

- *Prayer (3:30pm) – The MC will end the day by leading a time of gathered prayer. This has taken various forms over the years but always involves time for the attendees to pray with and for one another. The MC is free to lead this time the way he sees fit, but here are some examples of the shape this time has taken in the past:*

- o PowerPoint Prayer Prompts – At some past Summits, the MC puts a few prayer prompts on the screen and breaks people into groups to pray with and for one another. These small groups give people the opportunity to share specific needs and lift one another up in prayer.
  - o Pray as a whole group – In our smallest Summits (ex. Cape Cod), we stayed as one large group and fielded prayer requests together. After a request was shared, we asked the room at large who would like to pray for that person and their prayer request. After this was over, we all took turns praying.
  - o Pray in response to the sessions – At the 2023 New Hampshire Summit, Shawn formed three prayer prompts drawn from the three sessions, allowing participants to respond in prayer to what they had heard throughout the day.
- *Dismissal (4pm)* – At the end, the MC will thank everyone for coming, and direct them to ways they can partner with STS in the back of their booklets. He will also remind people to leave their lanyards in a basket at the back as they leave.

(A sharable PDF of this information can be found on our google drive: <https://bit.ly/460bTLc>)

# Plenary Session Speakers

Every Summit has three plenary sessions lead by three different speakers. Most often, the plenary speakers will be members of the STS leadership and partner teams. We hope that this will communicate local ownership while maintaining a clear connection with the greater STS ministry. However, if the partner team decides to invite a plenary speaker from outside the STS team, we ask that they meet the following qualifications:

- *Doctrinally Aligned* - We ask our plenary speakers to be doctrinally aligned with the Gospel Coalition Confessional Statement (which is complementarian, and Reformed in matters of salvation): <https://www.thegospelcoalition.org/about/foundation-documents/#confessional-statement>.
- *Small-Place Focused* - We seek to find plenary speakers who are currently doing ministry (preferably pastoral ministry) in the small places of their state. We ask our plenary presenters to devote significant time to pushing on the small-church, small-town angle – i.e. what are the unique challenges/opportunities for *small-place* pastors?
- *Relationally Connected* - We seek to find plenary speakers who are well known by members of the STS Leadership or Partner Teams who we can trust to faithfully handle God’s Word.

All plenary speakers should be confirmed ~4-6 months prior to the Summit in time for registration to open. They will need to submit a headshot and a short bio for the website by that point.

- *Session Content* – The Leadership Team will provide guidance on passage/topics for the Summits in order to provide continuity between the states.
- *Session Length* – Each Plenary session lasts one hour. We ask that your teaching last 45-50 minutes and that you leave 10-15 minutes at the end for discussion and questions. We find these times of discussion, though unique from an ordinary conference, are often some of the most sweet and encouraging times of the day.

(A sharable PDF of this information can be found on our google drive: <https://bit.ly/460bTLc>)

# Breakout Session Leaders

Every Summit offers five breakout sessions lead by different speakers. The partner team will invite faithful brothers and sisters serving in the small places of their state to help lead these discussions. We ask that all breakout leaders would be able to meet the following qualifications:

- *Doctrinally Aligned* - We ask our breakout leaders to be doctrinally aligned with the Gospel Coalition Confessional Statement (which is complementarian, and Reformed in matters of salvation): <https://www.thegospelcoalition.org/about/foundation-documents/#confessional-statement>.
- *Located in a Small-Place* - We seek to find breakout leaders who are currently doing ministry in the small places of their state.
- *Relationally Connected* - We seek to find breakout leaders who are known by members of the STS Leadership or Partner Teams who we can trust to faithfully handle God's Word.
- *Gender Diversity* – While our Summits are typically composed mostly of men, we desire that both men and women would come together to be encouraged and equipped for ministry in small places. We seek to offer at least one breakout led by a woman and addressing a topic aimed at encouraging women serving in small places.

All breakout leaders should be confirmed ~4-6 months prior to the Summit in time for registration to open. They will need to submit a breakout title and description as well as a headshot and short bio for the website. Here's a brief breakdown of what we hope for our breakouts:

- *Practical & Dialogical* - We look for our breakout sessions to be practical and engaging, including dialogue and conversation. In general, we ask our breakout speakers to speak 40 minutes and to allow 20 minutes of discussion among participants (or even 30/30). This allows participants to learn from the breakout leader as well as from each other.
- *Small-Place Focused* - While many topics covered in breakout sessions have universal significance (suffering, preaching, etc.), we ask our breakout presenters to devote significant time to pushing on the small-church, small-town angle – i.e., what are the unique challenges/opportunities for ministry in *small-places*? In other words, the breakout leader will help attendees develop a “theological vision” for how various elements of ministry are distinct in small places.

(A sharable PDF of this information can be found on our google drive: <https://bit.ly/460bTlc>)

Examples of past breakout session titles and descriptions:

- Soul Care in Small Places – Alasdair Groves - People are people whether in the heart of Manhattan or the middle of nowhere. However, common themes in soul care and pastoral counseling emerge in different places. This breakout will focus on the issues that arise most frequently in small-town New England, as well as the most surprising things that aren't different in a small town.

- **Evangelism in Small Places (Living on Mission)** – David Pinckney & Josh Moore - Every single follower of Jesus is called to play a role in making disciples but nowhere is that more needed than in small, rural church contexts. This breakout session will discuss the necessity of both personal and corporate evangelism in the rural church while also looking at strategies to get your whole church to live on mission, together.
- **Leading Worship in Small Places** – Bill O’Grady - Is worship about budgets or hearts? In this session, we will discuss three principles from Colossians 3:15-17, that will help develop, encourage and strengthen worship leaders of various skill levels, in the smaller-local church context, to lead God’s people in singing theologically rich songs. This session aims to give you perspective and tools for cultivating hearts full of the glory of Christ through corporate worship.
- **Foundations of Church Revitalization in Small Places: Preach, pray, love, and stay** – Blake Brown - As the statistics show, Maine has been in spiritual decline for decades and the landscape is peppered with small, struggling churches. God calls many pastors into those churches to begin breathing new life into them. But how? There’s no sure-fire, 100%-guaranteed method that fireproofs against a church split or a pink slip, but this discussion-based breakout will focus on four important emphases in any revitalization work: preach the word of God consistently, pray for the flock continually, love the people God gave you deeply, and look to your call to help you stay.
- **Transitioning Leadership in Small Places** – Jay Brennan - In 1998 Jay answered a call from God to serve as the lead pastor of the First Baptist Church in Dexter in a bi-vocational role. In 2013 FBC also called Andrew Bermudez to serve as their youth pastor. In 2015, Jay and Andrew, with the support of the elders and the congregation, switched roles as it were, with Andrew becoming the full-time lead pastor and Jay becoming the teaching pastor. Today, Jay and Andrew continue to minister together at FBC. This breakout session will explore various biblical strategies a church can consider to make these times of leadership change an opportunity for growth.
- **Community Ministry in Small Places** - Jason McConnell - Many pastors (and parishioners) get so consumed by activity inside the church that they have no time or energy for service, let alone leadership, outside the church. The weekly inertia of maintaining church ministries often pulls pastoral pursuits inward, toward the parish, rather than projecting it outward, toward the community. This session will focus on understanding the importance of building credibility through community service and how to maximize these platforms for pastoral presence, prophetic witness, and gospel proclamation in small places.

## Worship Leaders

As with everything, we wish for worship to be lead with excellence, yet of far greater importance to us is that our worship be lead with reverence. Thus, worship at our events need not be elaborate. Instead, it should be focused upon leading attendees to worship their king.

- ***Song Selection*** – We ask the worship leader to select four songs that are theologically rich, well known, and singable. Please choose from the below list.
- ***Submit Songs*** – The worship leader should submit their songs two weeks before the Summit to allow time to create slides. No need to create slides, simply submit the text of the song text.

- *Day of the Summit* – The Worship leader should arrive at the church in time for a 7:45am soundcheck, lead two songs before the *first* session (10am), one song before the *second* session (11:30am), and one song before the *third* sessions (2:45pm).

Hymns	Contemporary
A Mighty Fortress Is Our God	10,000 Reasons (Bless the Lord)
All Creatures of Our God and King	All Glory Be to Christ
All Hail the Pow'r of Jesus' Name	All I Have is Christ
All the Way My Savior Leads Me	Before the Throne of God Above
Amazing Grace	Behold Our God
Be Thou My Vision	Come, Behold the Wondrous Mystery
Because He Lives	Cornerstone (My Hope is Built)
Christ Our Hope in Life and Death	Good Good Father
Come Thou Fount of Every Blessing	He Will Hold Me Fast
Come, Thou Long Expected Jesus	His Mercy is More
Crown Him with Many Crowns	In Christ Alone
Great is Thy Faithfulness	Jesus Messiah
He Will Hold Me Fast	Jesus Paid It All
Holy Holy Holy	Living Hope
How Deep the Fathers Love for Us	Lord, I Need You
How Firm A Foundation	My Worth Is Not In What I Own
How Great Thou Art	O, Church Arise
I Surrender All	Oh Praise the Name of the Lord our God
It is Well with my soul	Oh the Deep, Deep Love
Man of Sorrows	See, What a Morning
Nothing But the Blood	The Power of the Cross
Praise to the Lord, the Almighty	This is Amazing Grace
Tis So Sweet to Trust in Jesus	Wonderful, Merciful Savior
What A Friend We Have in Jesus	Yet Not I, But Through Christ in Me

(A sharable PDF of this information can be found on our google drive: <https://bit.ly/460bTLc>)

## STS Partner Team Meeting #2

Four months out | Spreading the Word | <https://zoom.us/j/977499754>

### 1. Check-in & Pray

2. Check in on Logistics: We will open page one of the "Summit Planning Sheet" (<bit.ly/3krT1mW>) and check in on the status of all logistics.

- Have all plenary speakers, breakout leaders, and volunteers been confirmed?
- Has all the salient information been gathered?
- How are things coming together? Anything we can help you with at this point?

3. Run through Publicity Plan: We will open page two and three of the "Summit Planning Sheet" (<bit.ly/3krT1mW>) and make a plan for getting the word out about the Summit. (see page 18)

- *Newsletters & Social media* - The ED will begin posting regular Facebook posts and monthly newsletters that you can share and forward through your networks.
- *Direct invitation* – Together, on the call, we will update the contact list on page two of the “*Summit Planning Sheet*” ([bit.ly/3krT1mW](https://bit.ly/3krT1mW)) and put our initials next to those they have a personal relationship with.
- *Inviting past registrants* - The ED will send two emails through the STS email account to all those who have attended Summits in your state in the past, one when the event goes live and another when we’re 3-4 weeks out This list can be found on page three also on the “*Summit Planning Sheet.*” ([bit.ly/3krT1mW](https://bit.ly/3krT1mW))

#### 4. Pray



# Summit Promotion Plan

We aim to have the website built out and the Eventbrite page created 4 months in advance of the Summit. This allows people to block off their schedules and gives us plenty of time for both online and in-person promotion.

## Before We Go Live

- Registration – The Executive Director will create an Eventbrite page for registration and set the cost at \$25. Everyone attending the Summit will need to register, including all leaders, teachers, and volunteers. The Executive Director will give all those serving a “comp code” to cover the cost of their registration. This will allow the host church to have accurate numbers as they coordinate logistics.
- Financial Considerations - A Summit typically ranges in cost from \$1,900 – \$3,100, depending on the number of participants. This includes the cost of books, food, supplies, printing, and honoraria. While the \$25 registration fee does not cover the cost of a Summit, it helps offset these expenses. For any questions regarding our finances, please contact Ben Whittinghill at ben@rivertownchurch.org.
- Create/Update Contact List – We create and manage a list of like-minded pastors and churches in each state. This list is compiled from the TGC church directory and other like-minded church directories, as well as from our own relationships and network connections. This list may be found on page two of the “Summit Planning Sheet.” ([bit.ly/3krT1mW](http://bit.ly/3krT1mW)) and will need to be updated annually.

## After We Go Live

- Direct Emails – After the contact list is compiled, the partner team and leadership team in your state will put their initials next to those on the list they have a personal relationship with and divide up the rest evenly. You will then reach out directly to those contacts to invite them to the Summit. After you have made contact, check the box next to the name. (see a sample email invitation on page 19)
- Inviting past registrants - The Executive Director will send two email through the STS email account to all those who have attended Summits in your state in the past, one when the event goes live and another when we’re 3-4 weeks out This list can be found on page three also on the “Summit Planning Sheet.” ([bit.ly/3krT1mW](http://bit.ly/3krT1mW))
- Facebook and Newsletters - The Executive Director will be responsible to manage all social media accounts, design, and newsletters. This allows him to make sure our communication between events is evenly spread and the design is consistent. He will include your Summit in the monthly newsletter and through semi-regular social media posts that you can share and forward through your networks.

## Sample Direct Invitation Email

Good morning, brothers!

Hope you are well. I'm reaching out to let you know that Small Town Summits is hosting a one-day event for those serving Christ in small-town Vermont on Thursday May 11th in South Royalton. These events are meant to encourage you in the gospel of Christ and in ministry in your specific context as well as connect you with like-minded people who are also serving Christ in Vermont.

These Summits are:

- **Affordable** - The \$25 total registration cost includes lunch and a book.
- **Local** - This event is in Vermont for ministry in Vermont. All the sessions and breakouts are tailored for the particular ministry joys and challenges that you experience serving Christ here.
- **Convenient** - We host Summits in each state so that they can be one-day commitments, and this Summit is on a Thursday to protect your weekend with your families.
- **Collaborative** - We've named these events 'Summits' because they're interactive, incorporating time for discussion, learning from, and praying with other participants.

This year, we'll be exploring the theme of "The Gift of Weakness in Ministry" in studying texts from 2 Corinthians together.

I think all who attended the first Vermont summit almost 4 years ago now would attest to the encouragement it was and the lasting relationships that have grown out of that one-day event. If you're able to join us, I'd love to see you there.

To find out more about the Summit, including the scheduled plenaries and breakout sessions, schedule and location information, and to register for the event, click [HERE](#). This event is for anyone serving Christ in small-town Vermont, so please feel free to bring other leaders and folks from your church. Also, if you know of others that may be interested in joining you, please consider passing along this email to them or sharing [posts about the event on Facebook](#).

Please let me know if you have any questions about STS or this specific summit.

Hope to see you there!

Ben

# STS Partner Team Meeting #3

One month out | Finishing Touches | <https://zoom.us/j/977499754>

## 1. Check-in & Pray

### 2. Returning to Details: We will talk through all the logistics to make sure everything is ready to go.

- How is registration going? Is there anything else we can do to help get the word out?
- Are the plenary speakers ready to go? Have their slides been shared with the A/V team?
- Are the breakout leaders ready to go? Do they have any special needs from the church?
- Is the worship leader ready to go? Have their slides been shared with the A/V team?
- Is the host church ready to go? Is there anything else they need from us?

### 3. Day of the Summit: We will walk through the day from beginning to end to make sure everyone is on the same page and all questions are answered. (see the agenda on pages 23-24)

### 4. Final Steps:

- Check-in with all breakout leaders & volunteers – We need to touch base with all plenary speakers and breakout leaders, as well as the host church pastor and worship leader to make sure they are ready to go. Include in that email the PDF of their corresponding role. (see sample emails on page 21 and find all PDFs here: <https://bit.ly/460bTLc>)
- Keep Promoting – The Executive Director will continue to post to our social media accounts and newsletter. He will also send one last reminder to past registrants in your state. The partner team will continue to contact and remind those in their state.
- Gather & Print all Material – All booklets, signs, name tags, books, cards, etc. need to be gathered, printed and transported to you. (see the checklist on page 25)
- Show up – All partners will need to arrive early and help get things ready for the day. Keep an eye on the agenda, check-in with volunteers, and making sure everything is running smoothly (see below)

## 5. Pray for the Summit

## Sample Emails for checking in with teachers and volunteers

Hi Plenary Speakers,

Our \_\_\_\_ summit is right around the corner. Thank you for all the work you're putting into these sessions! I'm confident that the exposition of God's word will be fruitful in the lives and ministries of those attending the Summit.

A few quick reminders as you finish preparing:

- Send Slides – If you plan to have slides for your plenary session, please send those to Ben one week before the Summit at the latest. He will combine them with the other slides for the day.
- Small Town Focus – Remember, as you preach, to devote significant time to pushing on the small-church, small-town angle – i.e. what are the unique challenges/opportunities for *small-place* pastors?
- Session Length - Each Plenary session lasts one hour. We ask that your teaching last 45-50 minutes and that you leave 10-15 minutes at the end for discussion and questions. We find that these times of discussion, though unique from an ordinary conference, are often some of the most sweet and encouraging times of the day.

Praying for you as you continue to prepare. Please reach out with any questions you may have.

Blessings

Ben

Hi Breakout Leaders,

Our \_\_\_\_ summit is right around the corner. Thank you for all the work you're putting into these breakout sessions! I'm confident that your labor will produce fruit in the lives and ministries of those attending the Summit.

A few quick reminders as you finish preparing:

- Practical & Dialogical - We look for our breakout sessions to be practical and engaging, including dialogue and conversation. In general, we ask our breakout speakers to speak 40 minutes and to allow 20 minutes of discussion among participants (or even 30/30). This allows participants to learn from the breakout leader as well as from each other.
- Small-Place Focused – As you prepare for your session, please plan to give intentional time to pushing on the small-church, small-town angle – i.e., what are the unique challenges and opportunities for ministry in *small-places*?
- Session Audio – We attempt to record our breakout sessions for future use on our podcast. We will provide a lapel microphone that will allow you to record on your smart phone.
- Breakout Honoraria – We would like to send you an honorarium to say thank you for serving in this way. Please pass along your mailing address to me here.

Praying for you as you continue to prepare. Please reach out with any questions you may have.

Blessings

Ben

Hi Worship Leaders,

Our \_\_\_\_ summit is right around the corner. Thank you for all the work you're putting into leading our time of worship! I'm confident that you will be a blessing to all who attend.

A few quick reminders as you finish preparing:

- Song Selection – Please select four songs that are theologically rich, well known, and singable. I'll attach a full list of suggested songs below.
- Send Slides – If you plan to have slides for your plenary session, please send the text of the song to me two weeks before the Summit. No need to make your own slides
- Day of the Summit – We will need you to arrive at the church in time for a 7:45am soundcheck, lead two songs before the first session (10am), one song before the second session (11:30am), and one song before the third sessions (2:45pm).

Praying for you as you continue to prepare. Please reach out with any questions you may have.

Blessings

Ben

# A Detailed Summary of a Typical Summit

**7:00 - 8:30am - Setup** – Leadership and host team arrive at the church early to set up for the day. This includes posting signage, setting up the registration table, and checking slides and sound. We will then gather all those leading and serving to pray for and run through the day, being sure that all areas are covered. Then, we'll get ready to greet and direct people as they arrive.

- **7:00-7:45am: Signage:** Placed for parking, entrances, registration, breakout session rooms, restrooms, etc. if not in place prior to the day of the Summit. **Registration Table:** Set up a registration table to include registration list, nametags/lanyards, breakout session signups, Summit booklet, and free book. **Setup:** Make sure breakout rooms have been set up.
- **7:45-8:15am: Sound check** in the main auditorium and run through slides for singing and presentations.
- **8:15-8:30am: Huddle & prayer.** Coordinate any last-minute details and run through the day, being sure that all areas are covered before preparing to greet attendees.

**8:30 – 9:00am - Arrival & Registration** - Attendees come to the registration area where they will create a name tag, receive a booklet for the day, and a copy of a book. They will also sign up for a breakout session at this time, allowing us to assign groups to properly sized rooms.

**9:00 – 10:00am - Welcome, Singing, Vision & Introductions** - One member of the *Partner Team* will act as MC for the day. He will be the one who keeps an eye on the clock and directs attendees throughout the day.

- **9:00-9:10am: Welcome** – While many attendees have been to a Summit in the past, others will be joining for the first time. This introduction helps set a welcoming, genuine tone for the day.
- **9:10-9:20am: Singing** - After the welcome, the MC will invite the worship leader up to lead 2-3 songs.
- **9:20-9:30am: Vision** - The MC will return to share briefly about the vision of STS and our goal for the time together.
- **9:30-10:00am: Introductions** - Finally, the MC will lead a time of introductions. This gives the attendees a chance to see who is in the room and paves the way for making connections throughout the day. The three questions we ask every attendee to answer are 1) What's your name? 2) What church are you from? 3) How are you serving?

**10:00 – 11:00am - Session #1** - After introductions are over, the MC will transition us directly into the first plenary session. Each plenary session will be broken up into a 45-minute presentation with 15 minutes at the end set aside for questions and discussion. This allows local leaders to speak into the topic shared. This is part of what makes a Summit a "summit." Finally, the MC will return to dismiss attendees for a 15-minute coffee break.

**11:00 – 11:15am - Break** - The host church is responsible for providing coffee, food, and snacks. By this time, all breakout rooms should be assigned and signs posted.

**11:15am – 12:15pm - Session #2** – The worship leader will call attendees back and lead with one song. Other than this, the second plenary session is the same as the first. At the end, the MC will dismiss the attendees for lunch and briefly mention where each breakout will be located.

*12:15 – 1:15pm – Lunch* - The host church is responsible for providing lunch. STS will reimburse the church for all costs for food expenses up to ~\$9 per participant.

*1:30 – 2:30pm - Breakout Sessions* – Attendees will be dismissed directly from lunch to their breakout sessions. All rooms should have been assigned and signs posted by the first coffee break. Be present to point people in the right direction and be sure all breakout leaders know how much time they have.

*2:30 – 2:45pm – Break* – After this break, the host church may begin cleaning up all snack and food items.

*2:45 – 3:30pm - Session #3* - The third plenary session begins with a song and is 15 minutes shorter than the first two plenary sessions. At the end, the MC transitions us directly into a time of prayer.

*3:30 – 4:00 pm – Prayer* - Close the day with a time of prayer. This has taken various forms over the years but always involves time for the attendees to pray with and for one another.

*4:00 pm – Dismissal* – At the end, the MC will end the day, thank everyone for coming, and direct them to ways they can partner with STS in the back of their booklets. He will also remind people to leave their lanyards in a basket at the back as they leave.

*4:00 - 5:00pm – Clean up* – After the event, we spend more time interacting with attendees as people slowly leave. All leader teams and volunteers lend a hand to help tear down and clear up. Finally, we quickly debrief how we felt the day went and pray for fruit before departure.

# Day of Checklist

Before the day of the event, take an inventory of the Summit supplies and make sure that the following things are gathered and ready to go:

- Books – We give every participant a free book as they arrive. If we're giving away *A Big Gospel in Small Places*, we will aim to have a second book option for those who already have a copy.
- Printed Booklets – We print custom booklets for each event that include information about the day, space for notes, and information on how to continue to engage with STS in the future (podcast, articles, trainings, giving, etc.).
- Breakout Sign-ups & Signs – Print sign-up sheets to have at the registration table as people arrive and signs for each breakout that can be taped on doors around the church.
- Registration List – Print the Eventbrite registration list the day before the event.
- Name Tags – Be sure that you have enough lanyards, plastic sleeves, and notecards for the Summit. You may also want to make sure you have enough Sharpies at the registration table for people to write their names and a basket for people to return their lanyards at the end of the day.
- Signs – We have four retractable banners to be set up inside and two flags to set up by the road. Be sure you have all six signs including the metal stakes and fiberglass poles for the flags. You will also want to be sure you have a hammer to drive these into the ground.
- Giving/Connection Cards – Bring plenty of giving and connection cards. We want to give one to each attendee and invite the attendees to bring a handful back for their elders/leaders.
- Slides – The slides should be sent to the host church a few days before the event. If they have not been, bring them on a flash drive.
- Misc. – We've found it helpful to also bring along other miscellaneous items for unforeseen needs such as clipboards, duct tape, pens, scissors, computer adaptors, etc. Though the host church will likely have these kinds of things, it's always helpful to be prepared.





# One-to-One: Word-Driven Discipleship

ABOUT O2O TRAINING EVENTS

The goal of Small Town Summits is to see the small places of New England filled with gospel-centered, community-engaged churches and Christian workers, for the glory of God. The main way we've sought to accomplish this is through offering one-day gatherings (aka. Summits) where we seek to resource and revalue the work of ministry in small places. In 2019, we held our first ever *STS Bible Training for Women* in Pembroke, NH. This gathering had a slightly different mission. Rather than focusing on encouraging the hearts of leaders, this training event focused on equipping the hands of laypeople to faithfully serve in small places.

In November 2022, we expanded our training ministry to include another kind of training that will help support the work of churches in small places. *One-to-one: Word-Driven Discipleship* aims to equip both leaders and laypeople in small places with a uniquely simple, relational, and powerful tool for Word-driven discipleship that is well suited for ministry in small places. These trainings are small, inexpensive and simple to pull off. Beyond simply learning how to do one-to-one discipleship, we also hope that attendees will return home from this event with a vision for how this reproducible tool can create a culture of Word-driven discipleship in their churches.

A sharable PDF of this information can be found on our google drive: <https://bit.ly/460bTLc>

## A Detailed Agenda of an Event

7:45-8:15am – Set-up

- Because this event has no lunch or breakouts, the setup is relatively easy.
- The STS team will set up signs, prepare the registration table, and decide who will run it.
- The church/hospitality team will be sure the coffee/refreshments are in place.

8:15-8:30am – Leader/Volunteer Huddle & Prayer.

- We will pull all volunteers together at 8:15am to talk through the day and make sure everyone is on the same page and everything is ready to go.
- We will spend some time to praying for the day.

8:30-9:00am – Arrival & Registration

- The STS team will have two people at the registration table crossing registrants off the list, giving them the book and materials for the day, and pointing them in the right direction.
- The church/hospitality team will have coffee and doughnuts available for those arriving.
- All others will be greeting and mingling with people as they arrive.

9:00-9:15 – 2 Songs & Welcome

- The MC will welcome everyone and orient us by sharing a bit about our vision for the day.
- The worship leader will play two songs.

9:15-9:45am - Session 1: "What is One-to-One Bible Reading?"

- In the first session we will consider the unique strength and flexibility of a simple, relational and powerful ministry tool.
- Ben will dismiss everyone for a coffee break

#### 9:45-10:00am- Break

- People will be welcome to use the bathroom and get another cup of coffee or snack.

#### 10:00-10:50am - Session 2: "How to Do O2O Bible Reading" (training, practice & debriefing)

- The worship leader will play one song to draw people back together & refocus our hearts.
- Ben will walk through the "How to do it" portion of our time & give brief direction (20 min)
- Ben will release people to practice (20 min)
- Ben will call people back and lead a time of debriefing (10 min)
- Ben will dismiss everyone for a coffee break.

#### 10:50-11:00am – Break

- People will be welcome to use the bathroom and get another cup of coffee or snack.

#### 11:00-11:30am - Session 3: "Weaving One-to-One Bible Reading into a Church Culture"

- The worship leader will play one song which will draw people back together and refocus our hearts.
- Ben will share a vision of the unique ability of O2O to shape church culture and 5 ways they can do so: Model, Equip, Connect, Inject & Celebrate.
- The MC will thank people for coming and offer any last-minute direction before dismissing.

#### 11:30am -12:00 – Release & Mingle

- After releasing people, the STS team and church/hospitality team will talk with registrants as they trickle out.

#### 12:00-12:30 – Clean-up & Debrief

- After everyone leaves, the STS team and church/hospitality team will clean up the church.
- We will then all steal a few brief minutes to debrief what went well and what could be improved while the memory is fresh in our minds. We will also take a moment to pause and pray for fruit.

### Requesting a O2O Training Event

Anyone requesting a *One-to-One: Word-Driven Discipleship* training event must be willing to consent to the following requirements:

- *Gather in a Church* – With few exceptions, Small Town Summits seeks to host our Summits and trainings in local churches.
- *Affirm Our Doctrinal Convictions* - All host churches must be able to affirm the [TGC Confessional Statement](#), which describes our doctrinal convictions.
- *Open to the Public* - All STS training events will be open to the public. By hosting a STS training event, you are consenting to allow STS to publicize the event through our online channels (website, newsletter, social media accounts).
- *Manage Registration through STS* - All registration costs for the event will be managed through the STS Eventbrite page. The cost for a *One-to-One: Word-Driven Discipleship* training event will be set at \$15 a person.

If a church is able to meet the above guidelines, we would be happy to discuss further the possibility further. Please ask them to contact Ben at to [smalltownsummits@gmail.com](mailto:smalltownsummits@gmail.com).

### Host Church Responsibilities & Considerations

While the leadership and partner teams handle the majority of the logistics for our training events (registration, publicity, etc.), it's a great blessing to us if host churches are able to coordinate logistics in the following areas on the day of the event:

- **A/V** – The host church will provide A/V help for the three main sessions. This will include 1) a “hands free” microphone for the speaker, 2) audio hookups for the worship leader, and 3) slides projected for the sessions and songs. All slides for sessions and songs will be sent to the A/V team before the day of the training even.
- **Coffee/Snacks** – The host church is responsible for the coordination of coffee and light snacks on the day of the training event (cookies, granola bars, muffins, etc.). As the training event ends at 11:30am, we will not be serving lunch. STS will reimburse the host church for all coffee and snack expenses.
- **Registration Table** – It would be helpful if the church could provide a registration table near the entrance to the building. STS will provide all materials for the table.
- **Worship Leader** – While STS typically provides a worship leader for our events, if a host church has a team that would like to serve in this way, they should plan four songs total (Two songs at the start of the day and one song prior to each of the following two main sessions). They should choose songs that are God-centered, fairly well-known, and singable.
- **Misc.** – It would be helpful if the church could have at least one person present during the event who is available to help answer miscellaneous questions as they arise, such as tech or facilities.

SMALL TOWN SUMMITS  
BIBLE TRAINING FOR WOMEN

## STS: Women's Bible Training

ABOUT WOMEN'S TRAINING EVENTS

The heart of Small Town Summits is to see the small places of New England filled with gospel-centered, community-engaged churches and Christian workers, for the glory of God. STS Bible Training for Women is one way we hope to fulfill that mission. By offering one-day Bible training seminars, STS Bible Training for Women seeks to equip women in the small places of New England to study the Bible for themselves and help others learn to do the same.

A PDF for those requesting a training or a host church can be found here: <https://bit.ly/460bTLc>

### A Detailed Agenda of an Event

#### 7:15-8:15am – Set-up

- The STS Women team will set up signs and provide all items for registration table.
- The host church will set up/test audio, slides, and breakout rooms (if necessary/available).
- The host church/hospitality team will be sure the coffee/refreshments are in place by 8:30.

#### 8:15-8:30am – Leader/Volunteer Huddle & Prayer

- All leaders and volunteers will gather to discuss questions, review the order of the day, and pray.

#### 8:30-9:00am – Arrival & Registration

- Host church will have two volunteers at the registration table to check in registrants as they arrive, provide materials for the day, and pointing them in the right direction.
- The church/hospitality team will have coffee and doughnuts available for those arriving.
- All others will greet and mingle with registrants as they arrive.

#### 9:00-9:30am – Session #1 Welcome, Worship & the Heart of Bible Study

- The worship team will lead 2-3 songs.
- The MC will welcome the registrants, provide an overview for the day, and introduce the individual who will facilitate the first session.

#### 9:30-10:30am – Session #2 The “Big Picture” of Book of Bible or Genre

- This session will focus on identifying recurring themes, laying historical context, and walking women through setting the “big picture” before beginning to study.
- The MC will dismiss registrants for a coffee break.

#### 10:30-10:45am – Break

- Registrants will be free to use the bathroom and get another cup of coffee or snack.

#### 10:45-12:00pm – Session #3 The Inductive Process

- Step-by-step of walking women through the inductive process:
  - *Observe*: What does the text say?
  - *Interpret*: What does the text mean?

- *Apply:* How should I respond?
- The session facilitator will guide registrants through a portion of Scripture using this method as an example. Registrants will break into groups to practice on their own after lunch.

#### 12:00-1:00pm – Lunch

- Lunch will be served buffet style. The host church volunteers should have the buffet line set up by 11:45 and will clean up after the lunch hour has ended.
- Aside from providing a meal, this lunch hour gives registrants an opportunity to connect with other women attending the event, discussing what they've learned, and hear how God is moving around their state.

#### 1:00-2:00pm – Breakout groups: Practicing the Inductive Process

- The session facilitator will regroup everyone and give a 5 minute breakdown for walking through the process in their groups centered on a passage in Scripture.
- Women will have 35 minutes to work through the study process together.
- The session facilitator will regroup women and lead a 20 minute discussion to debrief what they learned during the study process.

#### 2:00-2:45pm – Session #4: Leading Others

- Registrants will choose from one of two breakout options:
  - *“Leading Others Through an Inductive Study”* - In this session we will learn how to lead a group through a passage that will be constructive and beneficial to all. We will discuss group dynamics, pitfalls to avoid, and how to write discussion questions that will help women to discover and discuss the truths in God’s Word.
  - *“How to Read the Bible One-to-one”* - In this session we will be learning the how-to of reading the Bible with another by walking through a simple process that requires little preparation or foreknowledge of the Bible.

#### 2:50-3:30pm – Q&A

- During this time, the session facilitators will answer questions asked by the registrants.
- Note cards will be provided at the beginning of the event for women to write down questions regarding the Bible training process, ideas for beginning to study the Word with other women, or women’s discipleship in general.

#### 3:30-3:45 – Release & Mingle

- After releasing people, the STS Women team and church/hospitality team will talk with registrants as they trickle out.

#### 3:45 - 4:30 – Clean Up

- After everyone leaves, the STS Women team and church/hospitality team will clean up the church.

### Requesting a Women’s Bible Training Event

Anyone requesting a training event must be willing to consent to the following requirements:

- **Gather in a Church** – With few exceptions, Small Town Summits seeks to host our Summits and trainings in local churches.
- **Affirm Our Doctrinal Convictions** - All host churches must be able to affirm the TGC Confessional Statement, which describes our doctrinal convictions.

- Open to the Public - All STS training events will be open to the public. By hosting a STS training event, you are consenting to allow STS to publicize the event through our online channels (website, newsletter, social media accounts).
- Manage Registration through STS - All registration costs for the event will be managed through the STS Eventbrite page. The cost for a Women's Bible Training event will be set at \$25 a person.

If a church is able to meet the above guidelines, we would be happy to discuss the possibility further. Please ask them to contact Liz at [smalltownsummitswomen@gmail.com](mailto:smalltownsummitswomen@gmail.com).

### Host Church Responsibilities & Considerations

While the leadership and partner teams handle the majority of the logistics for our training events (registration, publicity, etc.), it's a great blessing to us if host churches are able to coordinate logistics in the following areas on the day of the event:

- A/V – The host church will provide A/V help for the three main sessions. This will include 1) a “hands free” microphone for the speaker, 2) audio hookups for the worship leader, and 3) slides projected for the sessions and songs. All slides for sessions and songs will be sent to the A/V team before the day of the training even.
- Coffee/Snacks/Lunch – The host church is responsible for the coordination of coffee, light snacks, and lunch on the day of the training event. Gluten free options will need to be present for both snack time and lunch offerings. STS will reimburse the host church for food costs in accordance with the budgeted amount for the event.
- Registration Table – It would be helpful if the church could provide a registration table near the entrance to the building. STS will provide all materials for the table.
- Worship Leader – While STS is able to provide a worship leader for our events, if a host church has a team that would like to serve in this way, they should plan three songs total at the start of the day. They should choose songs that are God-centered, well-known, and singable.