

Presbytery of Genesee Valley
Tools & Training Working Group

Congregational Learning Satellite Course Application

Course Name
Course content (financial, social justice, etc.)
Course description and special features (after the main description include: why someone might want to attend, what difference will it make in their lives/ministry, who is the intended participant, what is unique about this workshop as opposed to all the other offerings on this same topic)
Suggested Date(s) and Times)—include start/finish times
Presenter(s)—name, email, phone, credentials/experience for presenting on this topic
Host/Facilitator (see important notes for responsibilities)—name, email, phone
Preferred format (in person—provide location details, via Zoom—will you be using your own/the Presbytery Zoom account—if own acct include link to Lisa Bennett communications@pbygenval.org)
Special requests associated with course (recording, break-out rooms, specific information to be collected in registration [i.e. which church/ministry registrants are from, their roles, why they are taking the course/what they want to get out of the course], organizations outside the Presbytery who could be invited with contact info).

Courses need to be approved by Tools & Training Working Group and can be done by email to working group members.

One of the best ways to promote a Congregational Learning Course will be to have it included in the monthly PGV eNews. Communications Coordinator Lisa Bennett communications@pbygenval.org needs eNews items by the 1st of the month for publication on/or around the 10th. The eNews is sent to everyone in the Presbytery directory.

NOTE: The host/facilitator:

- navigates questions from presenters including IT concerns—of which need to be addressed well before the scheduled course date & communicated to the Presbytery communications coordinator
- provides, at the event, an opening reflection or prayer, introductions, instructions for participants
- writes a thank you note to presenter(s)

Host/facilitator does not have to complete all these tasks alone. They can be assigned to others.