Dear NAME,

We look forward to the Charles Simeon Trust Online Workshop on Biblical Exposition on **DATES.** Our instructors, **NAME** and **NAME** will lead large group sessions about principles for Bible teaching. During the Workshop, you will also spend time in small groups diving into the book of **BOOK** in order to make progress in your preparation. All of this will take place on Zoom video conferencing.

**How to Prepare**

1. **Small Groups**: During the Workshop, you will spend three sessions in a small group. Your Bible teaching will be honed through interaction and feedback during this time.
   1. On the attached assignment list, you will find **one passage specifically assigned to you**. Prior to the Workshop, use the *Small Group Preparation Worksheet* (using the *Worksheet Preparation Guide* as a reference)to prepare a five-minute presentation on your assigned passage. The presentation is not a five-minute mini-talk, but rather a summary of your preparatory work using the *Worksheet* provided. ***Note that you will need to email your completed worksheet to alindbergh@simeontrust.org three days before the Workshop—by DATE***.
   2. You should prepare or, at least, be familiar with all three passages (even those you have not been specifically assigned). These are listed on the Workshop schedule. Following each presentation, every participant is expected to engage by giving feedback. The better each participant is prepared on every passage, the better the feedback and discussion will be for the whole group.

A copy of the *Small Group Preparation Worksheet* and the *Worksheet Preparation Guide* is attached and can also be found online (www.simeontrust.org/prepare/).

1. **Online Technology**: This Workshop is atypical in that it will take place exclusively online. You will receive a **Technology Guide** the week before the Workshop. In the meantime, we encourage you to become familiar with Zoom video-conferencing, create an account if you have not already (for free at zoom.us), and practice on calls with friends and family. You should also consider the best space to set up your computer during the Workshop. Choose somewhere you will be uninterrupted. This Workshop will be interactive, so you should be prepared to participate in discussions throughout all of the sessions.

Please reach out if you have any questions in the meantime. We look forward to seeing you!

On behalf of the Charles Simeon Trust,

Colleen McFadden

Director of Women’s Workshops