ONLINE WORKSHOPS ON BIBLICAL EXPOSITION
SMALL GROUP TEXT ASSIGNMENTS

A *Small Group* generally consists of six participants assigned one text each from a total of three texts—in addition to a Small Group Leader who is not assigned texts. If there is an on-call leader, that participant is one of the six assigned to the group.

A Small Group *Session*, accordingly, is a 60-minute session.[1] During each session, the group will cover one text –with two presenters for that text. There is a total of three sessions, each with one text. How the texts are assigned is incredibly important.

MAKING SMALL GROUP TEXT ASSIGNMENTS
You should begin by opening the *Text Assignments* tab of the shared *Workshop Registration Google Sheet* (created by the CST Representative—if you need help accessing it, please contact the CST Representative). It is important to use this online spreadsheet so that the CST Representative can monitor your progress in making the small group assignments. Then, you can begin by filling in names to specific text assignments.

1. Begin by placing the names of the known Small Group Leaders in the appropriate places (at the top of each group—marked in gray as *Small Group Leader X*).
2. Then, place the on-call leader for each group (one per group). The on-call leader should be given one of the first two texts, preferably the *participant 4* assignment.
3. As participants register, you will begin to give them each a text (by placing their name in place of *Participant X* in the name field). As you place the participants, consider the following:
    - Where possible, disperse participants from the same church or organization.
    - As much as possible, disperse first-time participants into different groups (one group should not have more than three first-time participants if possible).
    - If possible, assign the first text to someone who has attended a previous Workshop.
    - Diversify the text assignments as much as possible. For example, if the Workshop is not sold out and you have six groups of five people each (which leaves one empty space per group), make sure the empty space in each group is not the same text. This will be important if you get cancelations or new registrations.
    - You may want to look through each group to make sure you haven't grouped together participants with the same first name.
4. Once you are finished and BEFORE sending assignments to participants, please send a note to the CST Representative to check the Google Sheet. If you are the CST representative, please send this to a colleague so as to have a second set of eyes on it. *All*

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[1] Ideally, the first small group *session* is 75 minutes in order to give the leader extra time for introductions.

assignments for the Workshop participants must be approved by the CST Representative prior to sending out (or reviewed by at least two CST representatives).

ADDITIONAL INFORMATION FOR MAKING SMALL GROUP TEXT ASSIGNMENTS

Again, as you make these assignments, please keep in mind the following:

1. There should never be more than one leader in a group.
2. If there are more Small Group Leaders or more on-call Leaders than needed for small groups, the extra Small Group Leaders and on-call Leaders should act as normal participants. They can be assigned at the end of the registration process to fill in the gaps. At this point, they will no longer be considered Small Group Leaders or on-call Leaders.
3. If groups need to be added later, please consult the CST Representative.

ASSIGNING TEXTS FOR THE PRE-WORKSHOP

In most cases, the CST Representative will create the pre-Workshop schedule and Text Assignments for it. If you are giving input into that process, please note that we use the following guidelines:

- Instructors and pre-Workshop Leaders are NOT assigned texts to present in the pre-Workshop.
- Assign the first of the three texts to the most experienced Small Group Leader.
- If there are not enough Small Group Leaders to cover all three texts, assign the remaining texts to the on-call Leaders.
- If assigning texts to on-call Leaders, try to assign them a text that they are already assigned for the Workshop so they are not preparing extra texts.