**Workshop on Biblical Exposition**

**Sample Participant Letter**

(Email Subject: Location Simeon Trust Workshop Information)

Dear NAME,

I look forward to seeing you at the Charles Simeon Trust Workshop on Biblical Exposition on DATE at LOCATION. It will be an encouraging few days as we link arms to make progress in the way we handle God’s Word!

**How to Prepare for Your Small Groups**

1. On the attached assignment list, you have been assigned **two passages**. Prior to the Workshop, please fill out a *Teaching Preparation Worksheet* for each of your passages. Bring seven copies of your completed Worksheets for your group. In your small group time, you will share your worksheet in five minutes. Others in your group will then give you feedback on your work with the goal of helping you make progress using the Principles of Exposition.
2. You should read and be familiar with **all six passages** on the Workshop schedule. Every participant is expected to engage in all presentations by giving feedback. The better each participant is prepared on every passage, the easier it is to respond and the better the discussion will be for the whole group.

We are confident that you will benefit from the input of other Bible teachers who are passionate about their teaching and they will also benefit from your feedback.

Parking instructions are attached with some additional information (add whatever specific info you need to).

In Christ's service,

DIRECTOR OF WOMEN’S MINISTRY

HOST CHURCH

**Attachments**

Passage Assignment List

Teaching Preparation Worksheet

Worksheet Preparation Guide

Workshop Schedule

Parking and Other Information (optional)