**Sample Participant Letter**

Dear NAME,

I look forward to seeing you at the Charles Simeon Trust *Workshop on Biblical Exposition* on DATES at LOCATION.

**How to Prepare for Your Small Groups**

Small groups are the heart of our time together. Here are two ways to prepare well for them:

1. On the attached assignment list, you have been assigned **two passages**. Please complete the attached *Sermon Preparation Worksheet* for each of your passages *before the Workshop*. ***Bring ten copies of your completed Worksheets for your group.***

During your small group, 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 in your Word work. When you present your Worksheet in the small group, you are *not* giving a five-minute “mini-sermon,” but sharing the most important parts of your Worksheet. For help, see the attached *Worksheet Preparation Guide,* or visit simeontrust.org/prepare.

1. We encourage you to read **all eight small group passages** listed on the Workshop schedule. Try to get a sense of the main point of each passage. This will help you get the most out of the Workshop and better participate in the small groups.

We encourage you to work hard in preparation—it pays off. We are linking arms to work at being “workmen approved by God” in the way we handle His Word!

In Christ's service,

HOST PASTOR

HOST CHURCH

**Attachments**

Assignment list

Small Group Preparation Worksheet

Worksheet Preparation Guide

Workshop Schedule