

SMALL GROUP PASSAGE ASSIGNMENTS (WOMEN)

A Small Group generally consists of six participants assigned two passages each from a total of six passages—plus a Small Group Leader who is not assigned passages. If there is an Apprentice Leader, she is one of the six participants assigned to the group.

A Small Group Session is 90 minutes.¹ During each session, the group will cover two passages—with two presenters for each passage (and so, four presenters). There is a total of three sessions, each with two passages. For the purposes of these guidelines, we will organize the passages and participants using a series of letters and numbers:

Passage Set A: Passage 1, Passage 4

Passage Set B: Passage 2, Passage 5

Passage Set C: Passage 3, Passage 6

MAKING SMALL GROUP PASSAGE ASSIGNMENTS

As participants register, you will assign them each a passage set using the *Workshop Registration* Google Sheet (created by 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.

1. Begin by opening the *Text Check* tab. Please use only the *Text Check* tab for all changes. Alterations to the *Text Check* tab will translate to the *Text Assignment* tab, but the reverse will not occur.
2. Working with the names listed below the red line on the *Text Check* tab, begin placing participants in a group (see #3). Do this by copying and pasting them into an open line under the appropriate Small Group Leader. (This will result in information automatically populating the *Text Assignment* tab with a corresponding passage set.) Once you have placed a participant into a small group, change the text color of their name below the red line to red (rather than deleting their name) so that you are easily able to track who has been placed, ensuring all participants have been given a text assignment at the conclusion.
3. Please follow these criteria when grouping participants together.
 - a. First, assign women who are teaching a lot in the instructors' small groups.
 - b. Second, group together participants who have similar roles at their churches (e.g., groups of Directors of women's ministry).
 - c. Then implement the following:
 - i. If possible, assign the first passage set to someone who has participated in a previous Workshop or has taken an Online Course.

¹ Ideally, the first small group session is 105 minutes in order to give the leader an extra 15 minutes for introductions.

- ii. Disperse participants from the same church or organization and try to assign them each different passage sets.
 - iii. Mix up the years of experience (in ministry and at Workshops) across all groups.
 - iv. Avoid putting participants with the same first name in the same group.
 - d. Fill up a group completely before adding participants to an empty group. This means that some leaders may not have anyone in their group. Those leaders will either eventually have a full group as more registrations come in, or they will not lead if there are not enough participants.
 - e. Diversify the passage sets as much as possible. If you have four groups of five people each (which leaves one empty space per group), make sure the empty space in each group is not from the same passage set. This will be important if there are cancelations or new registrations.
4. Once you are finished and BEFORE sending assignments to participants, please ask the CST Representative to check the Google Sheet. *All assignments for the Workshop participants must be approved by the CST Representative prior to sending out.*

ADDITIONAL INFORMATION FOR MAKING SMALL GROUP PASSAGE ASSIGNMENTS

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

- There should never be more than one Small Group Leader or Apprentice Leader in a group.
- If there are more Small Group Leaders or Apprentice Leaders than needed for small groups, the extra Small Group Leaders and Apprentice 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 Apprentice Leaders.
- If groups need to be added later, please consult the CST Representative.

ASSIGNING PASSAGES FOR THE PRE-WORKSHOP

In nearly all cases, the CST Representative will make the assignments for the pre-Workshop. You don't have to do it! These are the guidelines the CST uses:

- Instructors and pre-Workshop Leaders are NOT assigned passages to present in the pre-Workshop. All other Small Group Leaders can be assigned to present.
- The first of the six passages is assigned to one of the most experienced Small Group Leaders.
- If there are not enough Small Group Leaders to cover all six passages, the remaining passages are assigned to the Apprentice Leaders, assigning them passages that they are already assigned for the Workshop so they are not preparing extra passages.
- If there are not enough Small Group Leaders and Apprentice Leaders to cover all six passages, some of the Small Group Leaders (NOT Apprentice Leaders) will be assigned two passages.