HOW TO HOST A “CATCH THE FIRE” WORKSHOP

1. To make things as easy as possible, think about joining with at least one other council (or several, if your councils are small). One council can do set-up, another look after refreshments, another the registration table, etc. We can do groups as small as 12, or as big as 120.

2. Choose two or three dates that might work for your council, and contact the facilitators to confirm their availability (see website for current dates). Allow at least 3 weeks for advertising.

3. Book a facility big enough to accommodate the participants sitting at tables. A church hall with ample parking, a sound system, and projector screen is perfect. The workshop takes approximately 6 hours, allowing for breaks, plus set up and clean-up.

4. Plan for a simple lunch, many workshops have also included a morning snack (muffins & fruit) but this is optional. Tea & coffee is most appreciated. We no longer do afternoon S’mores, as these were messy and time consuming, but a small treat (such as wrapped candies) are popular.

5. Prepare the photocopying and supplies as described in the contact letter.

6. ADVERSTISE (poster, church bulletin, announcements at mass, etc). A registration form template is available upon request. The registration fee should cover the cost of the meal, photocopying, and travel expenses for the facilitators - typically $10 is quite adequate, especially for larger groups or if facilitator travel is minimal. For trips longer than an hour, we prefer to come the night before, but are happy being billeted with a hosting member. Alternatively, if you wish to avoid charging a fee, National has education funds available, though there is an application process.

7. Follow-up the advertising with PERSONAL INVITATIONS.

8. Arrange for volunteers to set up the hall (night before is easiest) and clean up afterwards. If possible, we like the opportunity to check our audiovisual set up in advance (eg night before).

9. The day of the workshop, wear comfortable clothes, your CWL bling, and ENJOY! We’ll do the rest...with the help of the Holy Spirit, of course!

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Please check the website for date availability:
http://cwl.st-peters.ca/catch-the-fire/