

# Coordinators' Guidelines

for

## Healing Pathway Workshops

Phase 1 – An Introduction

Phase 2 – Where Two or More Gather

Phase 2 – Healing from the Heart



2019

The Healing Pathway Society

United Church of Canada

Thank you for volunteering to host a Healing Pathway workshop in your community. Your hard work is very much appreciated, for it is the time, energy, and talent that coordinators are willing to give that make these workshops possible. Some groups have found ways to share the role of coordinator amongst several people. Enclosed are some guidelines and materials to help your planning and make the workshop a great experience for all. Please read these guidelines carefully.

## Guidelines for Coordinating a Healing Pathway Workshop

Descriptions of the various workshops and the Healing Pathway curriculum can be found on the Healing Pathway website ([healingpathway.ca](http://healingpathway.ca)). Click on “Courses” and then “Training curriculum.”

**Phase 1 and both Phase 2** workshops are usually held in congregational or community settings. You can contact instructors directly, or you can contact the Program Assistant of the Healing Pathway Society ([HealingPathwayCanada@gmail.com](mailto:HealingPathwayCanada@gmail.com)) for information and a list of instructors.

Choose dates that work for you and your church or community. It is helpful to have a few possible dates to work with. Then contact an instructor to coordinate their availability for your dates. The first instructor will then find a colleague to team with for this workshop. Healing Pathway Instructors are trained and approved to teach through a contract with the Healing Pathway Society and are required to work in pairs. All instructors and instructors-in-training are insured while teaching through the Healing Pathway Society. It is advisable to have a variety of instructors facilitate in your community over time.

**Phase 3 and Phase 4** workshops are residential programs and held in a retreat setting. They require the approval of the Coordinating Circle and the Directors’ Circle before they can be scheduled. Nonetheless, local groups are welcome to research and submit proposals.

### **Financial Arrangements** (see Optional Budgeting Tool – Schedule I)

While accounting is handled by the Coordinator, the payments (posting cheques, etc) often involve the congregational treasurer or a person designated for covering expenses.

The main financial items will include the following (unless otherwise noted):

1. Instructors’ fees (see Schedule D)
2. Instructors’ travel expenses - clarify with each instructor prior to the workshop.
3. Instructors’ accommodation - check with the instructors about the possibility of billeting.
4. Cost of printing the workbook (instructor’s task).
5. Cost of creating and distributing a brochure or any other form of advertising.
6. Cost of other photocopying needed.
7. Cost for providing a physical space to hold the workshop (if needed).
8. Snacks and refreshments.
9. Administration fee - \$30.00 per participant (except for repeaters), paid to HP Society.

## **Phases 1 and 2 Details**

### **Timeline**

A suggested timeline for doing the Coordination tasks is included in Schedule A.

### **Participant Fees**

The base participant fee for Phase 1 and 2 workshops is \$210. To encourage early registration, it is optional to add an additional fee two weeks before the workshop (e.g., \$225 for late registration). A non-refundable deposit is recommended.

### **Repeater Fees**

The fee for participants repeating a Phase 1 or 2 workshop is \$105 (or half of the regular fee). Practitioners can be encouraged to repeat Phase 1 and 2 workshops to deepen their learning and to refresh their skills.

### **Instructor Fees (Schedule D)**

Instructor fees are arranged with the instructors and vary depending on training and experience. The fee for instructors and instructors-in-training needs to be sent to the Healing Pathway Society with the workshop fees collected for each participant. Please send it within two weeks after the end of the workshop. It can be one cheque or electronic transfer but the separate amounts need to be specified. Instructors receipted travel expenses for Phases 1 and both Phase 2's are to be paid directly to them.

### **Administration fees**

As stated above, an administration fee of \$30 per participant is also to be sent to the Healing Pathway. There is no administration fee for people repeating the course. Send the money by mail to: Healing Pathway Society, 95 Van Horne Street, Penticton, B.C., V2A 4J9 or by e-transfer to [healingpathwaycanada@gmail.com](mailto:healingpathwaycanada@gmail.com)

### **Surplus funds**

At times, when registration is high, workshops more than pay for themselves. Host groups may keep up to \$200 and forward the balance to the Society. In this way the abundance is shared by more people.

### **Financial Assistance**

Here are some suggestions that may help you finance the workshop.

1. Some congregations budget for training and development of ministries.
2. Many regions have funds that you may be able to access to support a workshop.
3. There may be other sources of funding you know of for which you can apply.
4. Consider asking in your community if there is someone who would offer travel miles for instructor travel to lower the cost of the workshop.

5. In some cases when expenses may be higher (e.g., travel costs to isolated communities), or the group size is small, the participant fee may be set higher to make the workshop viable.
6. Consider appealing to potential generosity of registrants with means. The brochure could describe ways of making a donation of extra funds to the church which then could release an amount to the workshop for a particular purpose.
7. Finally, having exhausted all other possibilities, consider use of the Revenue Fund (Schedule H). All applications to the fund should be sent by email to the [HealingPathwayCanada@gmail.com](mailto:HealingPathwayCanada@gmail.com) to the Attention of the Co-Chairs of the Coordinating Circle. To utilize the fund, all applicants must include details as to how they have met the requirements outlined in section 3 of the Revenue Fund. The policy for this can be found in the Schedule H.

### **Brochures**

Sample brochures can be found in Schedule B or by checking current flyers on the Healing Pathway website ([HealingPathway.ca](http://HealingPathway.ca)) under “Courses>Upcoming Courses.”

If you want to make your own, the brochure needs to include the following:

1. Workshop fee, including repeater fee, and (optional) non-refundable deposit.
2. Contact information to register, i.e. name, address, phone number, email.
3. Instructors’ names and bios (Ask the instructors to provide these).
4. What to bring and what to wear.
5. Snack and lunch information (Advise if provided or if participants are to bring their own).
6. A registration form that includes space for the participant’s name, address, phone number, email and previous workshops the participant has completed.
7. The amount required for a deposit.
8. The Healing Pathway logo.

### **Publicity**

It is important to encourage registrations. Some groups have arranged for one person to be in charge of publicity. Do what you can to ensure adequate distribution of the brochure. You might want to use flyers and posters in the community, in churches and area ministries. Organize bulletin announcements and verbal announcements to get people interested. Send your completed brochure to the Program Assistant so that it can be posted on the website.

Notes:

## Helpers

Helpers usually, but not always, include the coordinator. Helpers are necessary and a valued part of Healing Pathway workshops and must have completed the phase of the workshop being taught in order to be eligible. Helpers are there to support and assist the instructors, by holding the energy in the room and assisting in any way they are needed. Helpers also participate in practice sessions and demonstrations as needed and at the discretion of the instructors. Helpers do not pay fees or receive a fee. Sometimes the instructors may know of helpers who would be able to take part.

**Helpers must be approved by the instructor(s) before being given permission to attend.**

## Workshop Space

The following is a list of typical requirements to have available in the room. Your instructors may have additions to this list, so discuss the needs with them.

1. Choose your space carefully, i.e., large enough to hold the event yet intimate enough for participants who have hearing loss. There will be times when the group will be sitting in a circle for discussions and times when they will be practicing in triads with one participant lying on a massage table. Ideally, the space will be large enough to accommodate both. However, the chairs can be moved during practice sessions if needed. Sometimes two rooms are used – one with chairs and one with tables. The main thing is to have adequate space for sitting comfortably in a circle and using the tables for practice sessions.
2. One table for every 3 participants is required. Although massage tables are ideal, strong sturdy tables with foam or other padding on top can also work well.
3. Each table needs a bottom sheet, 2-3 pillows and a blanket. Participants can be asked to bring these items if necessary.
4. Have name tags with each participant's name printed in large black letters that are readable from across the room.
5. Light and healthy refreshments are important for breaks in the morning and afternoon. Please keep this simple, healthy, and affordable. It is not necessary to provide lunch.
6. It is important to have fresh water available for participants during the workshop. Tap water is quite acceptable as we want to avoid using plastic bottles.
7. Have tissues available.
8. Most instructors bring their own music. An audio system may be required.
9. Have a small table for the centre of the circle. A candle, a bell, and oil for anointing may be needed.
10. A flip chart with paper or white board and pens might be useful.
11. Hymn books are usually used.
12. Participant Evaluation Forms should be ready for each participant at the closing. They can be found in Schedule E.

Notes:

## **Workbooks**

The workbooks are included as part of a workshop and one copy is to be given to each participant at no cost. Consult with the instructors about the supply of workbooks.

## **Text**

*Healing from the Heart: a Guide to Christian Healing for Individuals and Groups*, Woodlake Books, 2013, by Rochelle Graham, Flora Litt, and Wayne Irwin, is the foundational text for the Healing Pathway program. Copies can be made available for the participants to purchase, especially at Phase 1 workshops. The text can be ordered as follows:

1. Hardcopies direct from the publisher, Woodlake Books (ISBN 978-1-55145-294-4). Six or more copies are available with no postage and packing charge. It can be cheaper to order online than by phone.
2. As an eBook from Woodlake Books. See their website at <http://www.woodlakebooks.com/search/find/title:healing%20from%20the%20heart>.
3. From another bookseller. An obliging local bookstore may order books for you.

The coordinator and/or helpers usually handle the sale of texts.

## **Participant List** (See suggested form in Schedule C)

Begin creating a participant list as registrations come in, including names and the contact information that participants want used (addresses, telephone numbers, and email addresses). This list is for the confidential Healing Pathway database. The Healing Pathway respects the privacy of all contacts and does not, in any way, share the information with anyone else. When participants register, it is important to have them check their contact information for accuracy and make corrections. Due to Canada's anti-spam legislation rolled out in 2014, participants must check a box, or enter their signatures, indicating that they give explicit permission for the Healing Pathway to email notices and newsletters. This is the only way the Healing Pathway can contact people who have taken workshops.

You can use copies of the form found at Schedule C or make your own similar format. Please clearly print or type the information and check the spelling. Once complete, provide a copy of all names (participants, helpers, and coordinators) to the instructors for certificates. A complete contact list is also to be sent to The Healing Pathway, preferably by email ([HealingPathwayCanada@gmail.com](mailto:HealingPathwayCanada@gmail.com)). To comply with provincial and federal privacy legislation this list is not to be distributed to participants without explicit permission from each participant. If one or more participants prefer not to have this information shared, then participants must take on the responsibility for collecting and distributing the information themselves. The instructors are not involved in collecting contact information for distribution but, with their permission, their information can be included.

## **After the Workshop**

Once the workshop is over, coordinators complete the financial tasks related to workshop expenses.

Please send the following to the Healing Pathway, within two weeks after the workshop:

Email is preferred, if possible, for the documents (HealingPathwayCanada@gmail.com).

1. Participant List (Schedule C).
2. Send a summary of the Participant Evaluations (Schedule E), and only forward a full copy of any evaluation that raises specific concerns.
3. Congregational/Community Evaluation (Schedule G)
4. A cheque (payable to the Healing Pathway Society – address on page 2) or e-transfer, to cover
  - the administration fee of \$30 per participant (except repeaters)
  - the Instructors' fees
  - any income that the workshop generated in excess of all the above expenses and the \$200 your group may retain.

### LIST OF SCHEDULES (all available from the website)

A. Suggested Timeline

B. Brochure Samples

Phase 1 An Introduction

Phase 2 Healing from the Heart

Phase 2 Where Two or More Gather

C. Participant List

D. Instructors' Fees

E. Evaluation Forms for Participants (some instructors may bring these)

Phase 1 An Introduction

Phase 2 Healing from the Heart

Phase 3 Where Two or More Gather

E. Summary of Evaluation by participants

G. Congregational or Community Evaluations

H. Revenue Fund Policy

I. Optional Budgeting Tool