

# Horizons Workshop Model

## Purpose

To introduce *Horizons* magazine, its purpose, its history and the many ways to use it as an effective resource for Presbyterian Women at all levels of the organization.

## Objectives

By the end of this workshop, participants will be able to

- Identify the purpose of *Horizons*
- List at least five different ways to use *Horizons* effectively in PW circles or congregations

## Length

The workshop will take 50–90 minutes.

## Size of Group

This workshop is recommended for 6–30 participants.

## Preparation

Think about the people you'll be teaching:

- Are the participants from several churches or all from one church?
- Are they PW elected leaders in the congregation, presbytery or synod?
- Is this a group of experienced PW leaders or women new to PW and/or to leadership?
- What other positions and roles do the participants have in their congregations, presbyteries and synods?

Think about different learning, leading and planning styles. Expect a variety of responses to the workshop. Some participants may leave with a complete design for a future program while others will have a list of ideas to develop.

Create copies for each participant of the *Horizons* magazine search, small group instruction sheet and forms for small group work (pages 4–8). Assign each group at least one of the eight components (feature articles, departments or programming resources). If you have eight small groups, assign a different category for each. If you have fewer than eight small groups, some or all of them will have to explore more than one component. Ask each participant to check the box for the component(s) her group will work on; the sections on other components are for her future reference.

## Supplies Needed

- Multiple copies of several past issues of *Horizons*
- How many small groups will you have? This is the number of different bimonthly issues you will need. (For example, you have three small groups, so you need three separate issues—perhaps July/August, September/October and November/December.)
- How many people will be in each small group? This is the number of copies you will need of each particular issue. For example, you have six people per small group, so you need six copies of the July/August issue, six of the September/October issue and six of the November/December issue.)\*

\*Order encore issues of *Horizons* through Presbyterian Distribution Service, 800/524-2612 or [www.pcusa.org/marketplace](http://www.pcusa.org/marketplace)

- Flipchart stand, newsprint, markers and masking tape
- The purpose and objectives written on newsprint, ready to post
- Adhesive name tags
- For each small group provide the following:
  - newsprint and markers
  - masking tape or punch pins to hang newsprint
  - instruction sheet (see page 5)
  - sign with table number
  - information on components in *Horizons* (see page 5 for instructions)

### Optional Display

Additional PW/*Horizons* resources may be of interest to the group. Visit [www.pcusa.org/pw/resources](http://www.pcusa.org/pw/resources) and [www.pcusa.org/horizons](http://www.pcusa.org/horizons) for other new items to display. Contact the PW communications assistant, 888/728-7228, ext. 5389 for free promotional items at least two weeks in advance of your event.

## Room Setup

Write the purpose and objectives of this workshop on newsprint and tape this to the wall in the front of the room. Place your resource display table in a convenient location where it is readily accessible as people enter the room, yet does not block the entrance.

If possible, arrange the chairs in a circle or semicircle for the opening presentation. People can move their chairs for the small-group activities. It will be best to do the small group work at tables. Place a copy of *Horizons* on each chair, making sure that each small group has the same issue.

## Presentation

### Arrival

Welcome participants as they arrive and suggest they browse through the resources displayed. When it is time to begin, call the group together.

Note: In the model that follows, the unmarked steps will provide a basic 50–60 minute workshop. Add steps marked with ⚡ for up to 90 minutes of presentation time.

### Development

Introduce yourself and state the purpose of the workshop.

Learn something about the group by asking the following questions:

1. Who subscribes to *Horizons*?
2. Who has read the latest issue of *Horizons* from cover to cover?
3. Who enjoys devotionals personally? as part of a group?
4. Who serves on a committee in their church?
5. Who serves on a PW coordinating team?
6. Who wants to know more about the Bible? about mission work? about who Presbyterian Women is and what they do in service to Jesus Christ?

### Introduce *Horizons*

Begin by providing a bit of background on the magazine. Answer the following questions for participants: What is *Horizons*? What is its purpose, focus and format? Who chooses themes and how do they choose them? How are *Horizons* magazine and Bible study connected?

Take a tour through the magazines. Note that various issues offer the breadth of what *Horizons* provides. Have the participants look at the outside front and back covers of the issues in

front of them. Ask, “What do you see?” Allow participants to respond. Make sure someone notes the front cover addresses the theme and the back cover presents pertinent information of some kind.

Have the participants look at the inside back and front covers. Ask, “What do you find here?” “Why might these sections be included in the magazine?” “How might they be used?” Make sure they know the inside back cover contains the CCT Connection or other program specific information. The inside front cover contains the devotional.

Tell the participants that there are certain programmatic emphases featured in the same issue each year:

January/ February	Birthday Offering recipients
March/April	Leader Installation Service
July/August	Thank Offering recipients
November/December	Celebrate the Gifts of Women resource, Fellowship of the Least Coin report

★ Point out that *Horizons* has a different theme with each issue, but certain departments remain the same. Ask participants to leaf through their issues and fill out the *Horizons* Magazine Search sheet (see page 4). Allow time for questions while people continue to look through their issues.

Ask the group to come up with as many ideas as they can for ways to use the feature articles, departments and sidebars. On the sheet of newsprint, identify the issue and list the ideas. This exercise may be done in small groups (see below).

Divide the participants into small groups of

### ★ Develop Ideas in Small Groups

two to six people to brainstorm and develop programming ideas they can use in their own situations. Ask those with the same issue of *Horizons* to work together in groups. Assign each issue a table number so that groups can easily see where to gather.

Point out the instruction sheet they are to use (see page 5). Explain that each small group will focus on one or more of the special components in *Horizons* magazine.

Ask each small group to come up with as many ideas as they can for ways to use their assigned component(s). Have them list their ideas on the newsprint provided at their tables. If one of the ideas catches the group’s imagination and there is time, they may want to expand on it and begin planning.

### Closing

★ Ask the groups to post their sheets of newsprint on the wall. Allow time for each group to describe the category they discussed and to share their ideas for its use within their PW circle or congregation.

★ Allow for questions and answers as time permits.

Thank the group for participating. Close with the PW Purpose (see page 4) and brief prayer.

## Horizons Magazine Search

Choose one of the *Horizons* magazines on the table and find the following:

1. Theme of this magazine: \_\_\_\_\_
2. Devotional: Title \_\_\_\_\_
3. *Horizons* purpose statement: Page # \_\_\_\_\_
4. Articles that connect to the purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Subscription rate for *Horizons* for one year. Amount \$ \_\_\_\_\_
6. Explanation of theme for the particular issue: Page # \_\_\_\_\_
7. Magazine departments (list by name):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Article(s) related to the Bible study: Page ## \_\_\_\_\_
9. "Pages Worth Turning" (Books): Page # \_\_\_\_\_
10. Where to send questions to "Ask Jane": Page # \_\_\_\_\_
11. Toll free # for National Staff in Louisville: Page# \_\_\_\_ Ph.# \_\_\_\_\_
12. Web site address: \_\_\_\_\_

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### PW Purpose

Forgiven and freed by God in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves:

- to nurture our faith through prayer and Bible study,
- to support the mission of the church worldwide,
- to work for justice and peace, and
- to build an inclusive, caring community of women that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom.

## Small Group Instruction Sheet

As a group, brainstorm how to use your assigned components of *Horizons* magazine in your personal, church and PW ministry. Do not limit your ideas to use by circles. Expand your horizons to include the whole church and community. In other words, who else besides Presbyterian Women might benefit from this information/awareness/content? Some possibilities to get you started (jot down your own additions):

- family members
- school teachers
- book study groups
- Christian educator
- church committees
- church school classes
- youth groups
- weekly Bible study groups
- pastor
- church members or friends with special interests
- community and professional associations
- associates in the workplace or volunteer settings

After brainstorming who could use the various components in *Horizons*, read over the suggestions listed for how to use the components. (See pages 6–8.) Then, on newsprint, list your group's ideas for ways to use the component(s) you are discussing.

## FEATURE ARTICLES

Issues of importance to women, from the perspectives of women

- Use articles as the basis for a program to be given at a circle meeting or PW gathering
- Share ideas for successful programs, fundraisers and mission projects with appropriate church staff, committees and anyone else who might find them useful
- Use the content of a feature article to create an icebreaker or getting-to-know-you-better exercise
- Do a craft project related to a specific article
- Create a word search, crossword or other puzzle from the key words and content of a feature article
- If your congregation collects the Peacemaking Offering, some of the agencies and projects profiled in *Horizons* might be candidates for receipt of your session's 25 percent designated share
- If you know of a congregation member who has encountered or experienced the topic of a feature article and is willing to speak about it, consider inviting this person to a circle or committee meeting to share and personalize the content for participants. If appropriate, consider a panel discussion with several persons who have different perspectives on the issue

## ASK JANE

A question-and-answer column dealing with faith and life, and how the two connect

- Discuss question/answer as an icebreaker for circle or committee meetings
- Invite participants to share how they might have answered the question
- Take time at a circle, gathering or committee meeting to do a "question-generating" exercise: as a group, come up with questions for "Ask Jane" and send them to the address listed in *Horizons*

## DEVOTIONAL

Brief reflections for group or personal inspiration

- Use as opening or closing for a circle or committee meeting
- Share with homebound members of a circle or committee meeting, perhaps recording them for those who can no longer easily read printed matter
- Read as part of your personal prayer time
- Write your own prayer based on a devotional theme
- Daily pray the prayer from one devotional over an extended time (week, month, etc.). Ask others to join you in that practice or set up a prayer-partner system if your group doesn't currently have one
- When the content or message of the devotional seems particularly appropriate for your congregation's situation, ask your pastor to use it as the opening or closing for a session meeting

## DISPATCH FROM FOREBEARANCE PRESBYTERIAN CHURCH

The ongoing saga, both humorous and touching, of everyday life at Forebearance Presbyterian Church

- Adapt one of the stories for a meeting devotional or a lead-in to discussion about the topic
- Some pieces are easily adapted into skits for presentation at an informal fellowship event—when possible, get your congregation's young people involved in script writing, production, and casting/acting
- Pass along the article to individuals or groups whose situations closely reflect the particular subject of the piece (e.g., a Dispatch piece on discerning the call to ministry of Word and Sacrament can be shared with an inquirer or candidate for the ministry and/or with your presbytery's Committee on Preparation for Ministry)

## CCT CONNECTION

Information from the Churchwide Coordinating Team (CCT) of Presbyterian Women (this section also includes Celebrate the Gifts of Women and Leader Installation resources, and PW Gathering information)

- Encourage members of your circle to read and discuss the information from this section at your next meeting
- Provide new members of PW with a subscription to *Horizons* to help acquaint them with the CCT/PW
- Invite your PW Enabler to speak to your group and answer questions about the CCT/PW
- Invite your CCT synod representative to come to your presbytery PW gathering or join with several nearby members of Presbyterian Women to bring the synod rep to an area/cluster meeting
- Encourage your pastor and session to use the “Celebrate the Gifts of Women” resources in worship; these can also serve as the basis for a day-long women’s retreat or theme-based meeting
- Adapt the Leader Installation resource to a variety of uses—commissioning of church school teachers and youth sponsors, opening and closing worship at a women’s retreat, a devotional outline for a “worshipful work” agenda in a session or committee meeting
- After new leaders are elected to PW Coordinating Teams at all levels of governing bodies, contact the appropriate office (presbytery, synod, GA) for names and addresses, and write notes of encouragement to these women
- In the nine issues that precede a Churchwide Gathering of Presbyterian Women, informational articles related to the event replace the CCT Connection. Reproduce these articles in your church newsletter to

increase awareness about the Gathering, and include a specific invitation to attend along with information on how to contact your PW Moderator or Enabler

## BIBLE STUDY RESOURCE

Suggestions for leaders, recommended resources and theological reflections based on the annual *Horizons* Bible study

- Share with Bible study leader(s)
- Purchase recommended resources for your church library and ask circle members or PW leaders to review and evaluate
- Encourage participants to read and reflect on the resource between meetings
- Use information to enhance monthly meetings or as a basis for study beyond the nine lessons
- Encourage further study and research by asking for volunteers to dig deeper, then share what they learned
- Share with all parties who engage in any formal Bible study and aren’t already subscribers (pastor, educator, church school teachers, small group Bible study leaders, etc.)
- If your group knows a retired pastor or a parish associate who might enjoy acting as an occasional “theological consultant” for your circle or entire PW, invite this person to use the resource as a base for engaging Bible study leaders or circles in deeper or more extended study

## CREATIVE MINISTRIES

Annual offerings of Presbyterian Women; for more information contact the PW program assistant, 888/728-7228, ext. 5387

- Thank Offering contributions are received in the fall; recipients are announced in the July/August issue
- Birthday Offering contributions are received in the spring; recipients are announced in the January/February issue
- Fellowship of the Least Coin contributions, received year-round, are coordinated by Church Women United, 475 Riverside Drive, Suite 500, New York NY 10115; 212/870-2347
- Resources in the Interpretive Materials packets for the offerings have excellent worship and activity ideas easily adapted for a variety of uses in PW and your congregation; contact your PW moderator for more information
- Correspond with one or more offering recipients whose ministry your group finds particularly interesting

## BOOKS

Books and resources recommended by Presbyterian Women

- Encourage your circle or congregation to purchase books and donate them to your church library
- Establish a reading circle in your congregation
- Check with PW in your presbytery or synod to see if they offer incentives for women who read all the recommended books
- Recommend favorite books or writers
- Volunteer to review books; publish your own reviews of new resources in your church newsletter
- When you find particularly helpful titles, encourage your local public library to purchase them; offer to personally present a public review
- Check this section for possible books to recommend to a reader's circle or book group either in or outside the church setting
- Shut-ins in your congregation who enjoy reading might welcome the chance to review resources; their written-and-photocopied or voice-recorded comments could then be shared with circles or other groups in the church, as well as with other shut-ins