

Coordinators' Guidelines

for

Healing Pathway Workshops

Phase 1 – An Introduction

Phase 2 – Where Two or More Gather

Phase 2 – Healing from the Heart



2024

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 tasks 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

Planning the workshop

You will find descriptions of the various workshops and the Healing Pathway curriculum on the Healing Pathway website (healingpathway.ca) under the “Get Involved” button.

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 (HPS) for a list of instructors and other information at HealingPathwayCanada@gmail.com

Choosing Dates and Instructors: Determine 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.

Inclusivity: In keeping with the Healing Pathway Code of Ethics and its key values of compassion, honour, trust, inclusiveness, empowerment, respect and love, all persons are invited to participate in workshops if they wish, no matter their diverse needs. Coordinators can encourage potential participants with special needs, reassuring them that accommodations can be made for them. In addition, coordinators need to advise the instructors well in advance of the workshop, so that preparations can be made for all participants.

Coordinator Checklist (See Schedule A); This useful checklist outlines the steps involved in coordinating the workshop.

Brochures

Sample brochures for Phase 1 & 2 workshops can be found in Schedule B or by checking current brochures on the Healing Pathway website (HealingPathway.ca) under [Workshops>Upcoming Workshops](#).

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. Are these to be paid by cheque or e-transfer?
2. Registrar's contact information, i.e. name, address, phone number, email.
3. Instructors' names and short bios (Ask the instructors to provide these).
4. What to bring and what to wear for comfort.
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. Consider using an online form of registration, for example Google Forms.
7. The amount required for a deposit. Is this to be paid by cheque or e-transfer?
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.

- ~ It is important that you send your completed brochure to the Program Assistant so that it can be posted on the website. For more ideas check Schedule I.
- ~ You might want to use flyers and posters in the community, in churches and area ministries.
- ~ You could organize bulletin announcements and verbal announcements to get people interested.

Working out a Budget (see Optional Budgeting Tool – Schedule H)

While accounting may be 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/instructor-in-training 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 as needed.
7. Cost for providing a suitable physical space to hold the workshop (if applicable).
8. Snacks and refreshments.
9. Administration fee - \$50.00 per new participant and \$25 for repeaters, to be paid to Healing Pathway Society.

Budget planning details for Phase 1 and 2

New Participant Fees

The base new participant fee for Phase 1 and 2 workshops is \$250. To encourage early registration, it is optional to add an additional fee two weeks before the workshop (e.g., \$250 for earlybird and \$275 for late registration). A non-refundable deposit is recommended to secure the registration.

Repeater Fees

The base fee for participants repeating a Phase 1 or 2 workshop is \$150. Practitioners may 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. After the workshop the fees for instructors and instructors-in-training need to be sent to the Healing Pathway Society with the workshop fees collected for each participant. Send the money by mail to: Healing Pathway Society, 205 - 650 Martin Street, Penticton, B.C., V2A 5L6 or by e-transfer to HealingPathwayCanada@gmail.com Please send it within two weeks after the end of the workshop. It can be one cheque or electronic transfer **but please send along with it a listing of the included amounts.**

Instructors' travel and other expenses: Travel, accommodation expenses, workbook costs and any printing expenses for Phases 1 and both Phase 2's should be paid directly to the instructor(s) by the host group at the end of the workshop. Instructors should provide receipts for reimbursement.

Administration fees (Schedule H): The administration fee of \$50 per new participant and \$25 per repeater is also to be sent to the Healing Pathway after the workshop. It can be included with the sending of the Instructor(s) fee(s) [see above].

Surplus funds

At times, when registration is high, workshops more than pay for themselves. Host groups may keep up to \$250 and forward the balance to the Society. In this way the abundance is shared by more people.

Financial Assistance (Schedule I): Here are some suggestions that may help you finance the workshop, if more income than registration fees is needed to make the workshop viable.

1. Some congregations and community groups have budgets to support training and development.
2. Many United Church of Canada 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. 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. The base of \$250 for new participants and \$150 for repeaters could be increased if needed.
5. Consider asking in your community if there is someone who would offer travel miles for instructor travel to lower the cost of the workshop.

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. Lastly, after due diligence, consider applying to the HPS Workshop Support Fund. This can be done during the planning stages or, if unforeseen circumstances cause a last-minute deficit. All applications should be sent by email to HealingPathwayCanada@gmail.com to the attention 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 Workshop Support Fund. The policy for this can be found in the Schedule I.

Helpers

- ~ Helpers usually, but not always, include the coordinator. They are also volunteers.
- ~ Two helpers are the norm 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 and Equipment

It is important to reserve your workshop space when you are planning the workshop:

Following is a list of typical requirements to have available in the space. Your instructors may have additions to this list, so discuss the needs with them before you book the space.

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 sits in a circle for discussions and times when they will be practising techniques using massage tables. 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 everyone 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 pillows and a blanket. Participants can be asked to bring these items if necessary.
4. Have a small table for the centre of the circle. A candle, a bell, and oil for anointing may be included. Check with the instructors about what they will bring.
5. Have name tags with each participant's name printed in large black letters that are readable from across the room.
6. Light and healthy refreshments are important for health breaks in the schedule. Please keep them simple, healthy, and affordable. It is not necessary to provide lunch.
7. 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.

8. Have tissues available.
9. Most instructors bring their own music. An audio system may be required.
10. A flip chart with paper or white board and pens will probably be needed.
11. Hymn books are usually used for worship.
12. Participant Evaluation Forms should be ready for each participant at the closing. They can be found in Schedule E. Check with the instructors as they sometimes bring these.

Workbooks

The workbooks are included as part of a workshop and one copy is to be given to each participant on Day 1 at no cost. The instructors provide the workbooks, and the host group pays for the printing cost through reimbursement after the workshop.

Text (for information only – this is not part of the Coordinator’s duties)

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 It is no longer available as a new book. However,

1. Electronic copies are available from Woodlake Books <http://www.woodlakebooks.com/>
2. Second-hand copies are sometimes available from Amazon.

Participant List (see suggested form in Schedule C)

- ~ Create a participant list as registrations come in, including names and the contact information that participants want used (addresses, telephone numbers, and email addresses). You will need this at registration time.
- ~ This list is for the confidential Healing Pathway database. When Participants arrive at the workshop, it is important to have them check their contact information for accuracy and make any corrections. Participants agree to share their contact information unless they check a box or enter their initials, indicating that they do NOT give explicit permission. to share this information with other participants and the HPS This is the only way the HPS can verify or contact people who have taken workshops to email notices and newsletters.
- ~ 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. The versions fo Schedule C are for filling in by hand or on a computer.
- ~ 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) after the workshop. To comply with provincial and federal privacy legislation this list is not to be distributed to participants without permission from each participant.

Letter to Participants (See Schedule J)

It is important to send an email out to all registered participants at least a week before the start of the workshop. The letter should welcome them and inform them of the details of the workshop (e.g. location, parking, dates, start times, refreshments provided, what to bring for practice sessions, for

comfort and any protocols.) Please ensure that you provide your contact information so they can contact you if needed even at the last minute.

After the Workshop

Once the workshop is over, the Coordinator completes the financial and reporting tasks related to workshop expenses. You can consult with the instructors about these tasks.

Please send the following to the Healing Pathway Society, within two weeks after the workshop: Email is preferred, if possible, for the documents (HealingPathwayCanada@gmail.com) and e-transfer for the funds.

1. Participant List (Schedule C).
2. Congregational/Community Evaluation (Schedule F)
- 3 A cheque or e-transfer (payable to the Healing Pathway Society – addresses on Schedule A: Coordinator Checklist), which will cover
 - the administration fee of \$50 per new participant and \$25 for repeaters
 - the instructors' fees
 - any income that the workshop generated in excess of all the above expenses and the \$250 your group may retain.
 - **Please indicate the breakdown of the above funds being sent.**

LIST OF SCHEDULES

- A. Coordinator Checklist
- B. Brochure Samples
 - Phase 1 An Introduction
 - Samples A, B1, B2 and C
 - Phase 2 Healing from the Heart
 - Sample A
 - Phase 2 Where Two or More Gather
 - Sample A
- C. Participant List
- D. Instructors' Fees
- E. Evaluation Forms for Participants (some instructors may bring these)
- F. Congregational/Community Evaluation (fillable by hand or on a computer)
- G. Workshop Support Fund Policy
- H. Optional Budgeting Tool
- I. More Suggestions for Publicity
- J. Sample Letter for Sending to Participants

With the exception of Schedule A which is attached, these Schedules can all be found on the Healing Pathway website (www.healingpathway.ca) under the tab “Workshops,” subheading Coordinator Guidelines. However for immediacy and convenience Schedule A is attached.

Schedule A - Coordinator Checklist

This outlines each step that is involved as set out in the body of the Coordinators' Guidelines, you may wish to follow it to guide you through the process.

	NOTES	✓ when complete
Planning the Workshop		
Book the Instructors	The Healing Pathway Program Assistant* can provide a list of Instructors, if needed.	
	Obtain the instructors' travel costs and accommodation needs	
Set dates of the workshop	Consult with the instructors	
Work out a budget	You can use Schedule H in Coordinator's Guidelines	
Reserve space & equipment	Somewhere with adequate space for massage tables as well as the learning circle and with kitchen/kitchenette and washrooms	
Publicity	Create a brochure and obtain approval from the instructors – give consideration to on-line registration.	
	Send electronic copies of the brochure to the Program Assistant* for posting on the website	
	Create posters and advertise the event as widely as possible, including to other congregations, the local United Church Regional Council, and other interested parties.	
Find helpers	Consult with the instructors on this	
Workshop Preparation		
Register participants	Create a participant list [Schedule C] - as registrations arrive send an acknowledgement along with any other information	
Equipment	Ensure there are enough massage tables available (1 for each 3 participants) along with pillows, linens and one step stool per table	
	The Instructors will need at least one flip chart and markers	
	Check with instructors on the need for sound or video systems	
Decide on a COVID protocol for the workshop	Consult with church council and the instructors on what rules should apply.	
Copy required forms	Check with the Instructors, as they may bring the Participant Evaluation forms. There are forms you will need to complete after the event – see the last section of the checklist.	
Name tags	One for each attendee, or helper – the Instructors may bring their own	
Plan snacks/coffee/tea	Determine who will provide them and what is needed	
Letter to participants	About a week before the event - indicate the start times, what they need to bring, any protocols	

*PROGRAM ASSISTANT HealingPathwayCanada@gmail.com
or Healing Pathway, 205-650 Martin St., Penticton, B.C. V2A 5L6

	NOTES	√ when complete
The Day before		
Set up teaching space	Chairs that can easily be moved, center table (coffee table type), side table for instructors, Kleenex, flipchart, hymn books etc.	
Set up healing space	Tables and learning circle	
Set-up greeting area	Name tags, participant list, etc.	
During the workshop		
Set up snacks/coffee/tea	Have water and drinking glasses available as well	
Registration	Welcome participants, manage registration and collect fees owing as participants arrive	
Participant Evaluations	Show to Instructors but keep for sending summary to Program Assistant	
1-2 weeks After the Workshop		
Email the following forms and fees Forms to the Program Assistant* (avoid sending handwritten forms where possible) Fees: Please e-transfer funds to the same email address (avoid sending cheques when possible).		
Participant list	See Schedule C	
Instructors' fees	See Schedule D	
Participant fees	\$50/participant [\$25 for repeaters], paid to the Healing Pathway Society	
Healing Pathway surplus	Any surplus above \$250 to go to the Healing Pathway Society, see Coordinator's Guidelines p.2	
Congregational/Community Evaluation	See Schedule F	
<i>Any additional tasks from the workshop, which may include:</i>		
Send out any thank-you notes		

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