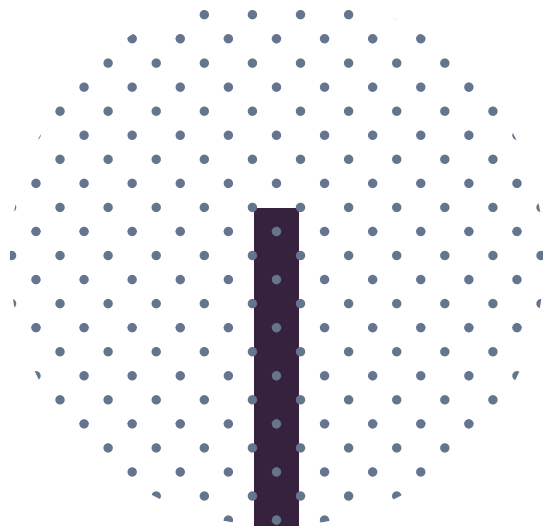




# GRACE TOGETHER

A GUIDE TO  
IMPLEMENTATION



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# Date List

**Date of event**

**First meeting with church leadership**

**Marketing complete**

**Announcement to church**

**Registration opens**

**Registration closes**

**Group leaders prepared**

**Materials purchased**

**Translation complete (if needed)**

# Example Date List

## Date of event

First meeting with church leadership

>6 months  
before

Marketing complete

~2 months  
before

Announcement to church

2 months  
before

Registration opens

2 months  
before

Registration closes

2 days  
before

Group leaders prepared

1 day  
before

Materials purchased

1 week  
before

Translation complete (if needed)

3 weeks  
before

# Discussions with Church Leadership

Goal of the marriage ministry for the church:

How will this ministry fit with existing church ministries:

## Details:

Who are the pastoral, staff, and volunteer leadership team for this ministry:

When will the team meet to plan the event:

Which format will the ministry take?

Grace Together (approximately 6 hours)

One day workshop

Weekend retreat

6-week home small group

6-week Sunday school class

Loyal Love (optional continuation in weekly small group form)

8-week home small group

8-week Sunday school class

Date of the event:

Not interfering with church, community, major sporting events, etc.

Contingency plans (things like COVID, disasters, etc.):

Will the church be offering childcare:

How much will the church underwrite vs. charge couples:

# Initial Planning with Event Team

Who will staff the event?

Music (Live? Streamed?):

Media (Videos):

See translation page, if relevant

Teaching:

Space you will utilize:

Limitations of attendance:

Ability to use round tables (recommended):

Ability to play videos for all to see:

Communicating plan with church leadership

Who will be the go-between:

Communication with church body and local community

See marketing page

Logistics

Only couples allowed?

Solo partners attending?

Consider having an event for singles around the same time

There are stand alone pages for various stages of planning. Who will be in charge of

The Marketing Page:

The Scheduling Page:

The Registration/Research Page:

The Logistics Page:

Are there other pages that will be relevant to your group, such as those in the appendix?

# Ongoing Event Team Concerns

How will you nominate or select small group leaders?

Each group leader will lead a group of around 8-12 people

Each leader should be able to attend a training meeting before the event

Training for group leaders

Date (recommended close to event date):

Individual leading training:

Providing leader manuals

Group Creation

Will some groups go on to complete the 8-week Loyal Love curriculum?

How will groups be formed for the events

Ahead of time or day of

Grouped by age? Interest in continuing in small group? At random?

Will meals/snacks be provided at the event?

Will couples from outside the church community be allowed to attend?

Will day-of registration be allowed?

If so, how will you make sure they complete the registration questionnaire?

Plan for walk-in registration:

Plan for couple melt-down scenario:

Recommended to have a pastor, counselor, or small group leader available

A room off to the side

Referrals for further help

# Marketing

How will this event be marketed?

Who will be creating the materials needed for marketing?

Essential details to communicate

Marriage workshop

Cost

Time

Location

The event is scheduled for this date:

Create a timeline for when the marketing tools will be developed:

# Scheduling

The location we are using is:

We will need it on this day:

At this time:

This will need to be provided:

We will bring this:

The staff members needed are:

The group leaders who need to be made aware of this plan are:

When will set-up occur?

When will tear-down occur?

Who will be helping with set-up and tear-down?

# Registration/Research

**Research is a central part of the Grace Together Marriage Ministry. It is imperative that every couple registering for the event be provided access to the pre-test. This pre-test can be accessed at the following link:**

**[www.charis.regent.edu/gracetgether](http://www.charis.regent.edu/gracetgether)**

How many couples are you expecting to register?

What is the maximum number of couples you are capable of hosting?

What is the minimum number of couples required to conduct the event?

How will early registration be provided to the couples?

How will couples registering early access the pre-test survey?

Will day-of registration be allowed?

How will this day-of registration take place?

Online?

Paper forms?

How will the couples registering day-of be provided reliable access to the pre-test survey?

# Logistics

Supplies will be needed day-of the event, if you stick to our format:

- Nametags

- Copies of participant and leader guides

- Pens/pencils

- Butcher paper for each group table

- Markers

- Rose for each person

- Supplies for minute-to-win-it games

Is food being provided?

- Which meals?

- How will couples access these meals?

Which restrooms will participants be using?

What set-up is required?

Where will materials be placed for participants?

Where will materials be stored until needed?

What tear-down is required?

# Creation of Groups

How many groups are you expecting?

Recommended about 8-12 people (4-6 couples)

How many group leaders do you have?

How will the groups be created?

Randomly

By age group

Plan to continue on with a small group after event

Availability

How will you obtain the information required to create groups in the way you chose?

Is the church planning to continue on with the 8-week Loyal Love small group afterward?

How will groups for this be created?

How will groups communicate with each other?

# Day Of

## Complete as a Planning Team

### Set Up

What needs to be done?

Who will do it?

When will they arrive?

### Couples Arriving

What will they do until the event starts?

Where will couples be registering day-of?

Where will you seat couples that registered day-of?

### Event

How will you call the couples to pay attention to the event starting?

Who will be leading the event?

Who will be bringing the materials to the tables as they are needed?

Who will be prepared for managing any melt-down situations?

### Tear Down

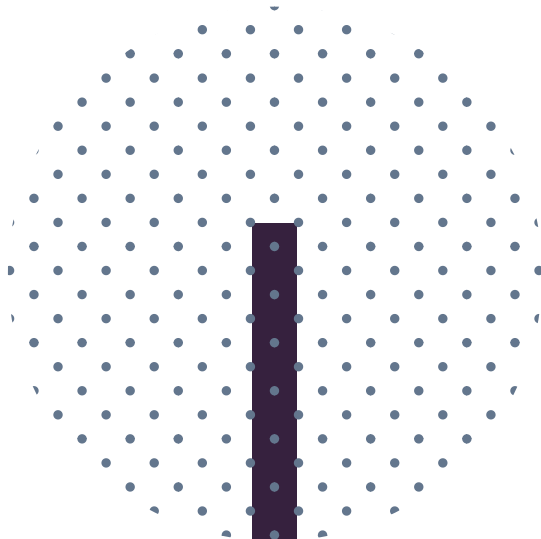
What needs to be done?

Who will do it?

When do they start?

When will they need to be done?

# APPENDIX



# Ongoing Meetings

**This page is relevant if your church is planning to proceed with the 8-week Loyal Love small group session following the Grace Together event**

Will the groups created at the event stay together?  
If not, how will groups be created?

Will groups be meeting at leaders' homes or at the church?

How will groups contact each other?

How will the groups determine when they will meet?

How will group leaders contact the team in charge of the event if they have questions?

# Ongoing Research

**There is a post-test required as part of the research being conducted by the Charis Institute.**

Who at your church will contact the Charis Institute (charis@regent.edu) with the list of people who attended the event/class and their email addresses?

How will the link to the post-test survey be provided to participants?

How will participants be encouraged to complete it?

Who will be responsible for managing this responsibility?

# Translation

If you are trying to translate the Grace Together curriculum, please contact the Charis Institute ([charis@regent.edu](mailto:charis@regent.edu)). We love any efforts made to increase the accessibility of our material, and we want to make sure that the translation is made in partnership with Charis, so that the research we collect from your project will be valid and relevant.

If you would like to provide the Grace Together curriculum in another language, we have already partnered with individuals who have used several other languages and we are adding new ones each year. Please reach out if you would like access to our previously translated materials.

If you are proceeding with your own translation, please consider the following questions:

What form will the translation take?

- Translating an English teaching script for teachers at your church to deliver live?
- Adding subtitles to video lessons?
- Dubbing the video lessons?
- Recording your own versions of the videos?

There is a skit involved in the curriculum. Will you take the couple Charis created and subtitle or dub that skit, or will a couple at your church take the script and act it out for attendees?

How will the participant and leader handouts be translated?

Who will be completing this translation?

What languages are you translating to?

Who will proofread/ensure accuracy of translation?

When must the translation be complete?

How will you format these translated materials?