



Steps for a Forgiveness 101 Class

Pray!

Decide how you want to structure your class. Some options are:

- One 4 hour workshop
- Two 2 hour classes
- Four 1 – 1.5 hour classes

Reserve a meeting place in your parish, local library or community center for the number of days/times needed. Ensure you have audio visual capabilities to play the videos.

Advertise the event at least 30 days prior to the first class. Several advertising examples are provided in this binder and if you need graphics assistance, send an email to yeabut40@gmail.com. Often parishes have specific guidelines for how they need the information in order to publish it. Advertise that there is a limit of 10 people for the class.

- It is recommended that you ask attendees to RSVP for the class so you can be prepared. Will the parish handle the RSVPs? Or do you need to provide your personal email for those responses?
- Include the Date, Time, place, RSVP method, and an email address for any questions in your advertisement

Three days prior to the class, send a reminder email to the persons who RSVP'd confirming the address of the class, the time, and to let them know you are looking forward to meeting them!

Supplies to bring with you for the event:

- Name tags or card stock to make tents for names
- Markers for the Name Tags
- Pens
- Scissors
- Stapler (optional)
- Required Hand outs: Evaluation form, Discussion Questions, and Forgiveness Process in Pictures

- Optional Hand Outs: Forgiveness Scripture, other materials you would like to share
- Prepare your audio visual device to play the course videos from yeabut.org
- Ensure your sign on works to access the videos!
- Queue any music that you would like to play, ensure your speakers are appropriate to the room size
- If you are doing the prayer service, bring a coffee can or non-flammable container and matches (only do this service if you can do so outside so that you do not set off the sprinkler system)
- Put Table Tents (provided) around the table
- Kleenex
- *Forgive to Become Free* books or copies of pages you want to share

After the course:

1. Send photos of the evaluations to yeabut40@gmail.com
2. Three to seven days after the event, send a follow up email thanking everyone for attending and requesting they contact you if they have additional questions.