



## PW RENEWAL RESOURCES

*One of PWR's main goals is to encourage Renewals and other PW gatherings across our synod. To help with that, we have a number of planning resources and materials that can be utilized by planning committees.*

PWR has a variety of Planning forms, checklists, and templates that can be adapted to most any location & situation. As well as letterhead and templates for speaker invitations, confirmation letters and similar items.

### **Annual Theme**

PWR selects a theme for each year in an effort to simplify advertising and more easily provide materials for the various renewals that may occur each year.

With each theme, we can provide:

- Theme & theme passage
- Speaker, study & break out topic suggestions and ideas
- Artwork & color scheme
- Decorating & gift ideas
- Worship texts, music & liturgy suggestions
- Speaker, leader & other volunteer names

*Use the suggestions and materials that fit your location and Renewal event.*

### **Advertising & Registration**

#### ***Website:***

- [www.PWRenewal.org](http://www.PWRenewal.org) can provide all Renewal information and pre-Renewal materials
- We have online registration with a variety of options as well as printable mail-in forms.
- Links to materials, speaker bios, schedule, hotel info, and whatever else you want to provide attendees can be posted there.
- *This page can be updated whenever info is sent to Val.*

#### ***Facebook:***

- The Pastors' Wives' and Sem Gems Facebook page is a great place to post upcoming Renewal information.
- Planning committee ladies or Val can post the upcoming event on there. Direct ladies to the PWR website to register.

#### ***Mailing:***

- PWR will send out a postcard mailing each year to the entire synod pastors that advertises all the Renewals that will be occurring that year.
- Val can help design any additional mailing/invitation if you would like to send one out to the district/neighborhood district of the renewal. *(This mailing would need to come out of the individual Renewal budget)*

## **Studies & Worship**

The **Main Bible study** and **Chic Chat** Break out materials are all provided by PWR. These are written to accompany each theme.

Bible Study leaders & Chic Chat facilitators will just need to be found. Leader guides are provided.

Worship texts, readings and suggested hymns & worship materials are all provided. These can be used as is or adjusted to fit the renewal, pastors, and musicians situation and style.

## **Materials & Gifts**

### ***Renewal Booklet***

- For the Renewals, we like to put all studies, worship services, and various materials into one, full color, spiral bound, booklet. It looks very professional and is convenient to have everything in one, neat, booklet.
- If doing this, all materials need to be provided to Val 4 weeks prior to the renewal. This allows time for Val to format, get a pdf to your committee for editing, and 10 days for printing/shipping.
  - *Val will format all speaker handouts and your information into this beautiful booklet.*
  - *Planning committee would edit.*
  - *Val will then order the booklets and have them shipped directly to you.*
  - *Previous booklets are available to see what types of information and announcements can go into it.*

### ***Templates***

With each theme, templates can be provided for a variety of items, including name tags, powerpoint and other items.

- We also have general templates for planning forms, invitations, letters, prayer request cards, etc.
- *If you have a special request for an item, flyer or other materials for your Renewal, feel free to ask for help with designing and utilizing the theme artwork.*

### ***PWR Bags***

PWR has Reusable Shopping bags that we give out at every renewal. Get 1 for every attendee. *Either stuff with Booklet and other handouts ahead of time, use as the hotel "gift" bag that they receive in their room or upon check in, or in whatever way fits your renewal*



### ***Pens & Notepads***

PWR has pens they can provide for the ladies.

At various times there are also notepads, magnets and other PWR materials which can be provided for all attendees.

### ***Theme items***

With each theme, PWR will develop gift and encouragement items that can be utilized at your renewal.

- Gift Items vary with each theme. *See Theme page to see what's available.*
- Encouragement Cards –
  - Give one to each women and encourage them to write a note to someone else.
  - Create an Encouragement card corner where you provide these cards allow with a synod yearbook, other cards, stamps, etc. for ladies to utilize.
  - Have your committee send a personal note to each attendee either before or after the renewal as an encouragement and thank you for coming.

- Thank You Cards –
  - Thank You cards to match the theme are available for writing thank you notes to all who helped you plan or participated in some way. Speaker honorariums can be tucked inside.

## **Displays**

### ***PWR Information***

PWR is developing brochures and various informational materials that it would be nice if could be displayed during the Renewal.

### ***PWR Retail Therapy***

PWR has a couple of devotional books, shirts, and other items available. *(Items that are for sale on the website.)*

- *We can either take pre-orders from ladies when they register and these can be shipped to you so the ladies can pick them up at the Renewal.*
- *Or we could figure out how to provide items for sale and then return any unsold items.*

# PWR Event Planning Form

Planning Committee:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Congregation: \_\_\_\_\_

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PW Renewal Dates: \_\_\_\_\_

Church (if being used): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Pastor: \_\_\_\_\_

Hotel (if being used): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

**Info to provide Val / PWR:**

***For Registration:***

- Schedule with all times, titles & descriptions
- Speaker bios & pics
- Hotel information
- Any meal & break out options
- Work with Val on budget and registration costs*

***For Website:***

- Additional Hotel details
- Renewal Details: what to wear, sleeping situation, renewal fun extras, etc.
- Offering designation and information

***For The Renewal***

- All studies and materials for the Renewal Booklet
- # of attendees
- Speakers/Leaders names & amounts for writing honorariums

**PWR Items:**

- PWR Info Items
- PWR Books & Shirts (*offer pre-order? Or be prepared to return ship unsold items.*)

\_\_\_#\_\_\_

\_\_\_\_\_ Booklets

\_\_\_\_\_ PWR Bags

\_\_\_\_\_ Pens

\_\_\_\_\_ Encouragement Cards

\_\_\_\_\_ Thank You Cards

\_\_\_\_\_ Theme Gifts: