



Renewal Planning

Pastor's Wives' Renewal

Encouraging support and spiritual refreshment amongst wives of pastors of the Wisconsin Evangelical Lutheran Synod and the Evangelical Lutheran Synod.

Mission: The goal of PWR is to encourage women who are married to pastors to find their foundation, strength, and encouragement in God's Word, and to support their sisters in Christ. The ministry of Pastors' Wives' Renewal is here to:

- ✧ Provide opportunities for wives to come together around God's Word and share concerns, struggles, and joys in a positive and supportive environment.
- ✧ Provide ongoing encouragement through Bible studies, devotions, and connections to other wives who can support one another through prayers, love, and friendship.
- ✧ Encourage ladies in their supportive roles to their husbands at church, at home, and in their personal ministries among people they meet.

Renewals - It is a PWR goal to have Renewals and other events regularly.

Renewals are very flexible, but they all start with a few main components.

○ **Renewals are centered in The Word.**

- Whatever fun theme and topics are chosen, Renewals always make sure to center women in the Word before we "jump" off into the various topics, discussions and applications.
- The **Opening Speaker/Presentation** (*if there is one*) should be focused on the theme passage for the Renewal.
- There should be a **main Bible study** that all the ladies participate in, whether as a whole group or in smaller groups. This can be on any aspect of the theme or topic, but should be a study of Scripture.
- All Speakers, Bible study, devotion and worship leaders should be members of the WELS or our sister church body, the Evangelical Lutheran Synod.

○ **Renewals should be Encouraging & Fun**

- Speakers and break outs should seek to address topics that are beneficial and encouraging to ladies in various stages of life and ministry.
- Arranging fellowship time, ice breakers, fun activities and even games can be fun ways to encourage the women to get to know someone new.
- Favors, gifts, pretty decorations and treats all add to the beauty and fun of a Renewal.

○ **Renewals should have time to Build Up**

- **Renewals are not times to gossip and gripe.** As much as possible, Renewals are planned as positive environments for addressing difficulties in life and ministry. This is why we begin and end in The Word. Renewals should be planned to move ladies into a more positive position to discuss problems and receive encouragement.
- **Chic Chats** have become a staple of Renewals and should be included if the schedule allows. These are great chances for ladies to just talk, get advice and encouragement, and discuss what is in their hearts and on their minds.
 - Chic Chats divide all the participants into groups of 8-12.
 - Each group has a discussion leader and a list of topics & questions that are merely discussion starters. The facilitator guides the group through the list, helping the ladies to choose what they want to talk about or encourage other topics.

A Renewal committee has a lot of room to plan an event that fits their district, venue, and women. As long as plans and speakers meet these initial parameters, then a committee can get as simple or creative; as informal or formal as they like.

Initial Template / Schedule:

Here are a couple sample schedules. Plan what works for your group and venue.

More Formal Schedule

Friday

3-4:30pm Registration & Check In
 4:30pm Welcome
 4:45pm Opening Speaker
 6:00pm Dinner
 7:00pm Worship with Lord’s Supper
 8:00pm Fellowship Time / Dessert

Saturday

7:30am Breakfast
 9:00am Main Bible study
 10:30am Break
 11:00am Break outs #1
 Noon Lunch
 1:00pm Break out #2 / Chic Chats
 2:15pm Break
 2:45pm Closing Speaker
 4:15pm Break
 4:30pm Closing Devotion

One Day Schedule

8:00 am Breakfast/Fellowship
 10:00am Opening Devotion
 10:30 am Bible study
 12:00 pm Lunch
 1:30 pm Afternoon fellowship / activities / break outs
 3:00pm Closing Speaker
 4:15pm Break
 4:30pm Closing Devotion

More Relaxed Schedule

Thursday

6:00 pm Dinner
 7:30 pm Opening Devotion
 7:45 pm Possible Icebreaker activity

Friday

8:00 am Breakfast
 10:30 am Bible study
 12:30 pm Lunch
 1:30 pm Afternoon fellowship/free time (craft, walk, visit downtown shops)
 5:30 pm Dinner out
 7:00 pm Evening fellowship (outdoor fire, card games, party games)

Saturday

8:00 am Breakfast
 10:00 am Closing devotion

Getting Started:

1. Your Committee

- a. Gather a local group of women to form your planning committee.
- b. Review PWR Mission Statement and purposes of PWR events as a committee.
- c. Initial Planning Meeting:
 - i. Begin with prayer and devotion
 - ii. Determine date and location of your event.
 - iii. **Check budget template** and start getting hotel & meal costs. Then adjust other categories and registration costs to balance.
 - iv. Discuss schedule for event.
 - v. Determine your planning deadlines leading up to your event.

2. Advertising & Registration

- a. Share event details with Valerie for the PWR website to encourage and invite ladies.
- b. PWR can post online registration.
 - i. Figure out what your registration deadline will be. Then try to get registration available 2-3 months before
 - ii. You can have an early-bird rate and then a final rate.
 - iii. Decide how you will handle late registrations.
 - iv. Get information to Valerie needed to create the online registration.
 1. Costs
 2. Schedules, descriptions, speaker/leaders, study, break outs, etc.
 3. Other info ladies might need when registering; like if they have to choose a meal, or offering information, or special hotel details.
- v. Printable mail-in forms can be created and posted online as well.
- c. If you would like to mail out additional brochures/invitations, share a flyer at Pastors' Conference, etc.; these are great ways to do additional advertising.

3. Venue

- a. **At a Church:**
 - i. Having your Renewal at your church... *Generally it's cheaper, often more space for breakouts, and more flexible with your food/drink choices and decorations.*
- b. **Hotel / Conference Center:**
 - i. *Having your Renewal away from church is a nice change for the ladies though, and can make it more of a "getaway" weekend.*
 - ii. **Needs at a Hotel:**
 1. A room large enough to seat all your ladies. – often at rounds, seated $\frac{3}{4}$ the way around.
 2. Reserve times – include your set up and clean up time.
 3. Plan for display tables, registration table, "altar/speaker table"
 4. Do you need powerpoint? Mic? Room for keyboard & bench?
 5. Let them know your general event components –
 - a. Speakers & breakouts
 - b. Music/singing for worship services
 - c. Meals
 - d. Decorations & centerpieces

6. Break out rooms
 - a. Sometimes a large suite (*committee member's hotel room*) can be used for a smaller break out. *Get creative to avoid paying for additional space.*
 - iii. **Hotel Rooms:** Arrange hotel rooms if necessary for your event.
 1. Determine 1rm, 2-3rm, & no hotel options.
 2. Room blocks are usually available up to one month before your event. Plan registration deadlines accordingly.
4. Plan and arrange for any meals and snacks.
- a. Find a caterer? Organize church ladies to serve? Purchase necessary foods and beverages, etc.
 - b. At a hotel...
 - i. Buffet or plated?
 - ii. If plated, you'll need to have options for ladies when they register.
 1. *And you'll need to plan for place cards or other indicators for the staff to know who ordered what.*
 - iii. *What drinks come with the meals? Do you want to offer wine? Open bar?*
 - iv. Find out what the hotel offers in the way of breakfast options. Is the continental enough? Do you want to arrange a breakfast just for your ladies? Or maybe an abbreviated menu from their restaurant to order from?
 - c. Consider additional treats...bowls of chocolates in the break out rooms, the narthex, etc. Water bottles and other amenities.
5. **Speakers**
- a. **Inviting a Speaker**
 - i. Be specific and clear when asking a speaker to present.
 1. Give them your theme, topic, and even a title suggestion or two.
 2. What do you want them to speak on/about?
 3. How long are you asking them to speak? 60 min? 75 min?
 4. Specify the audience demographics:
 - a. This is for a group of ladies who are married to pastors.
 - b. Are they a main speaker? Or breakout?
 - ii. Honorariums & thank you
 1. Invite them to join you for meals if it applies and be sure to add them to your count. Offer to pay for hotel room and travel if you can.
 2. Generally, we offer...
 - a. \$100-\$150 honorarium for Key note Speakers
 - b. \$50-\$100 for break out & Bible study leaders (*if they wrote their materials*)
 - c. For Chic Chat & other leaders where less prep is involved, include a small \$10/\$15 gift card with thank you card.
 - d. Ladies who are possible attendees, could also be offered ½ price registration (*or complimentary registration*).
 - iii. Give them a deadline for when you will need:
 1. Their title & description
 2. A short bio and picture

3. What their speaking needs are.... Will they need powerpoint? Audio? Podium? Will they have hand outs?
 4. For getting any handouts to you that will need printing.
 - iv. Check-in – *a week or two before the Renewal...*
 1. See if they have any final questions or needs; double check their speaking requirements with them.
 2. Be sure they have directions, know where they'll be speaking and the set up of the room.
6. Identify which **Bible studies & Chic Chats** need small group leaders
- a. These do not need to be pws, but should be women who are skilled leaders and strong in their knowledge of scripture.
 - b. Try to plan enough leaders that the small groups will be around 15 women. Chic Chats should be around 8-12.
 - c. Plan for a time, a couple weeks prior to the event, to prepare together if possible. Get together and work through the study / Chic Chats and leader “tips.”
7. Break outs and Activities
- a. These can be a mix of pure fun (*scrapbooking, spa time, jewelry, flower arranging*), devotional/topical (*prayer journaling, health, holidays in the parsonage*), and service (*project for a mission*).
 - b. Consider your location and the availability of space as well as estimated attendance, when considering how many activities to arrange.
 - c. If estimating 30-50 ladies, have 2-3 choices, if estimating 50-75, have 3-5 choices, if expecting around 100, consider if any activities have a cap on how many can attend, or if you can do two sections of an activity, etc.
 - d. Leaders should receive a \$25-\$50 thank you as it fits into your budget.
8. *If Needed:* Choose and arrange Worship leaders among area pastors.
- a. Arrange for musicians, pianists, etc.
 - b. Include worship materials in the Renewal Binder
 - c. When Inviting Pastors & Pianists:
 - i. Let them know worship/devotions times, lengths, text/hymns and what you already have set
 - ii. Give them the option to offer changes/alterations and a deadline for when those would be needed by.
 - iii. Offer a \$25/\$50 thank you (depending upon your budget)
9. Determine offering designation.
- a. *When possible, consider supporting a ministry that encourages/supports a ministry related to the theme of the Renewal.*
 - b. Gather information on the ministry to share in your Renewal folder (and prior to the event).
10. Plan for Fellowship
- a. If appropriate, plan an Icebreaker activity to start the event.
 - b. Fellowship activities are fun and encourage ladies to get to know each other.

11. Plan for any decorations, table settings, etc., even background music.
 - a. These can be minimal...or “all out!”
 - b. Consider lotions and pretty towels in the bathrooms, etc.
 - c. Maybe a final favor of some sort?
 - d. Or Hotel room “Goodie bags” with water bottles, granola bars, etc.
12. Other extras:
 - a. Balloons and signs welcoming ladies to your venue.
 - b. Signs inside directing ladies; to bathrooms, etc.
 - c. An encouragement card and/or prayer corner for the ladies. (*Val has the template for these if you’re wondering what they would involve.*)
 - d. Send an encouragement card to all ladies who register...either before or after the event...*sharing a word of encouragement, glad they’re coming, hope they had a good time, etc.*
13. Write thank you cards to all involved.
 - a. Be prepared to include the honorariums for speakers and leaders with these.
 - b. Sometimes it’s fun to put together a little gift as well, a small present to go with their thank you card and honorarium.
14. Arrange for an AV person who knows how to run the mics, powerpoint, etc.
 - a. It’s a bonus if you can designate a committee member as photographer and snap a few shots of the event as well. (*PWR loves having pics.*)
15. Plan for the Renewal Itself
 - a. Plan how you will set up for meals, buffets, registration table, displays, etc.
 - b. Shopping lists & packing materials
 - c. Plan set up (& decorating) times and preparations
 - d. Among your committee, plan who will:
 - i. Greet & help register ladies
 - ii. Take pictures
 - iii. Usher (*if there is communion*)
 - iv. Direct ladies at meal time
 - v. Handle displays if necessary
 - vi. Introduce Speakers and give announcements

16. Renewal Materials

- a. A month prior, start gathering and printing materials for your Renewal Folder.
 - i. Final Schedule with titles, descriptions, etc.
 - ii. Worship materials
 - iii. Speaker bios & pictures
 - iv. Location details
 - v. Offering information
 - vi. Studies and handouts
 - vii. Extra announcements and notices.
 - viii. PWR ministry flyer