



CROWN FINANCIAL MINISTRIES

# “WORKSHOPS IN A BOX” DVD/VIDEO SERIES

edited by  
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<sup>1</sup> Suggestions for additions or corrections to this Section of the Church Manual may be sent to Nancy Williams at [nwilliams@crown.org](mailto:nwilliams@crown.org).



# TABLE OF CONTENTS

TABLE OF CONTENTS

INTRODUCTION

OVERVIEW

PARTICIPATION OPTIONS

STUDENT ORIENTATION

ORGANIZING A SUCCESSFUL WORKSHOP

## PAGE

2

3

5

8

9

10



## INTRODUCTION (PLEASE READ FIRST)

Thank you for your interest in equipping people in your church to “*learn, apply, and teach God’s financial principles so they may know Christ more intimately, be free to serve Him, and help fund the Great Commission*” (Crown’s Mission).

... to know Christ more intimately, be free to serve Him and help fund the Great Commission.

Crown’s promise to each individual: “Crown is a ministry God uses to transform lives, reduce stress, improve marriages, and draw people closer to Christ through the application of Biblical financial principles.” As people in your church apply what they learn in their Crown life groups, this “promise” will be fulfilled in their lives as it has been in millions of people around the world.

Presently, Crown has five “Workshops in a Box” for adults:

1. ***Managing Our Finances God’s Way***: 7 sessions; topics: The Big Picture, by Rick Warren; Dedicate It All to God, by Chip Ingram; Plan Your Spending, by Ron Blue; Giving As An Act of Worship, by Chip Ingram; Saving and Investing, by Ron Blue; God’s Solution To Debt, by Howard Dayton; Enjoy What God Has Given You, by Chuck Bentley.
2. ***The Treasure Principle Workshop***: 6 sessions; topic: discovering the secret of joyful giving.
3. ***Business by the Book Workshop***: 6 sessions, topics: hiring and firing decisions, pay increases and promotions, guidelines for selecting managers, employee pay decisions, borrowing and lending decisions, forming corporations and partnerships.
4. ***Discovering God’s Way of Handling Money***: 8 sessions; topics: debt, counsel, honesty, giving, work, saving/investing and teaching children about money.
5. ***The Road to Financial Freedom Curriculum Series - Kit***: 4 week preaching and teaching series; will build a comprehensive financial teaching ministry in your church. Kit includes:
  - A Getting Started flyer that introduces you to the series components.
  - A Handbook that takes you step by step through the implementation process.
  - A Series DVD that explains the series in more detail, provides promotional videos, and real stories from pastors who have and churches who have implemented the series.

Find additional resources online at [www.crown.org](http://www.crown.org)



- A Series CD containing the sermon outlines, PowerPoint presentations, promotional resources, links to purchase student handouts, and forms to help you successfully implement the series.

We hope to have many more “Workshops in a Box” covering a wide variety of topics in the future.

**This part of the Church Manual is intended to assist Church Coordinators and their Church Teams to facilitate these “Workshops in a Box” in their congregations.**

Be sure to check out [www.crown.org](http://www.crown.org) to...

- Find documents to download that are mentioned in this manual,
- Find a Crown Field Staff person in your area,
- Order your materials for your “Workshops in a Box”,
- Listen to Crown’s award-winning radio broadcast...and much, much more.



## OVERVIEW

These teaching tools are life-changing studies for most students who faithfully apply what they learn in them. Students fill in the answers in their Student Workbooks as they view the DVD/Video. The Workbooks also contain group discussion questions, a Scripture memory verse, optional questions for deeper study, practical application exercises, and a prayer log. Groups can view the DVD/Video and discuss the questions in as little as 45 minutes per lesson.

The “Workshops in a Box” are packaged in a box that contains:

- 1 Student Workbook
- 1 Leader’s Guide
- 1 or 2 DVDs/Videos, depending on the Workshop
- The Treasure Principle Workshop* and *Business by the Book Workshop* include a very helpful “Organizing a Successful Workshop” flyer and a CD with many extra promotional and teaching helps.

**The Leader’s Guide contains all the information the leader needs to conduct the study.**

Each participant should have a Student Workbook. Order enough Student Workbooks to accommodate students who may join the study late. Materials can be ordered from Crown at (800) 722-1976 or at [www.crown.org](http://www.crown.org).

**Group Setting Options:** Most “Workshops in a Box” can be presented in one of two settings:

1. The seminar-style setting:
  - One class facilitator leads the discussion.
  - The group discussion involves the entire class.
  - There are no table facilitators.
2. The life group-style setting with eight or more people:
  - A class facilitator conducts the class and introduces the table discussions.
  - For large groups, we suggest dividing into discussion groups of six to eight people at round tables with a table facilitator at each table.



**Remember:** At least 45 minutes must be allotted to the DVD/Video presentation and discussion regardless of the group size or setting.

**Table Facilitator Responsibilities:**

- If you have not pre-selected table facilitators, ask each table to choose a facilitator. He/she will serve as a facilitator throughout the course. Try to have the same people sit together from meeting to meeting.
- Facilitate the 20-minute discussion at the table using the questions in the Student Workbook.
- Facilitate taking prayer requests during the prayer time. Use the “Prayer Logs” in the back of the Student Workbooks to keep track of the prayer requests. Encourage your students to pray daily for each other.
- If time permits, share one or two insights gleaned from the 20-minute table discussion with the rest of the tables during the main group discussion.
- (Optional) Contact the members of your group weekly to encourage them and build a stronger relationship with them.

**Levels of participation:** These “Workshops in a Box” can be used for teaching at different levels of participation. Here are some examples:

1. **Minimum level** of participation based on the instructions in the Leader’s Guide:
  - Fill in the Video Notes in the Student Workbook.
  - Discuss questions after the conclusion of the DVD/Video.
  - Encourage students to complete the optional homework.
2. **Optional “Dig Deeper and Learn More” homework:** You may choose to make the homework a requirement.
  - Weekly Scripture to Memorize
  - Answer the “Dig Deeper and Learn More” questions
  - Complete the Practical Exercise (if you are using a "Workshop in a Box" that has this feature)
3. **Optional extra-curricular activities:**
  - Hand out copies of the “Quit Claim Deed” from the Biblical Financial Study during week #1 and have the participants bring it to the following class to have it signed (witnessed) by others in the class.
  - Hand out copies of the “Involvement and Suggestions” sheet from the Biblical Financial Study during the next-to-last session and collect them at the last session.
  - Provide beverages and snacks each week.

Seminar Style:  
Covers the entire curriculum in one day

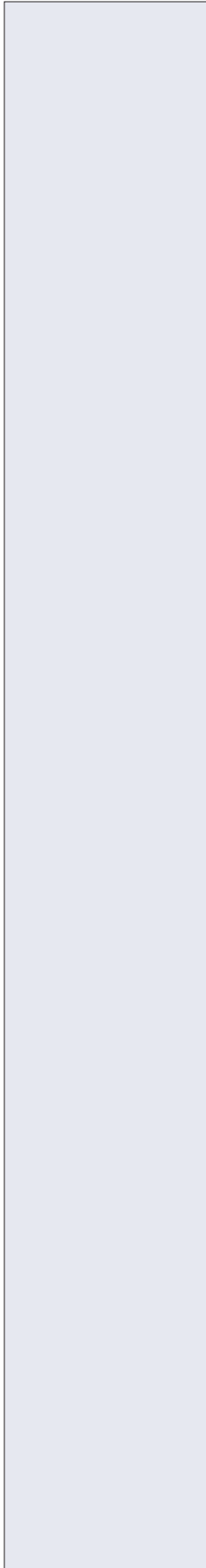
Weekend Workshop:  
Covers the curriculum in two 3-hours sessions

Weekly Bible Study:  
Plug into your existing mid-week Bible study programs

Summary Style:  
Present the entire curriculum in 45-60 minutes



- Invite a trained Money Map Coach to discuss the monthly budget in detail and answer questions.
- Invite financial professionals to cover certain topics of interest or need. They must understand that they may NOT solicit business from these “Workshop in a Box” groups.
- Add an extra week at the end to hold a celebration potluck dinner and to share testimonies and long-term prayer requests with each other.

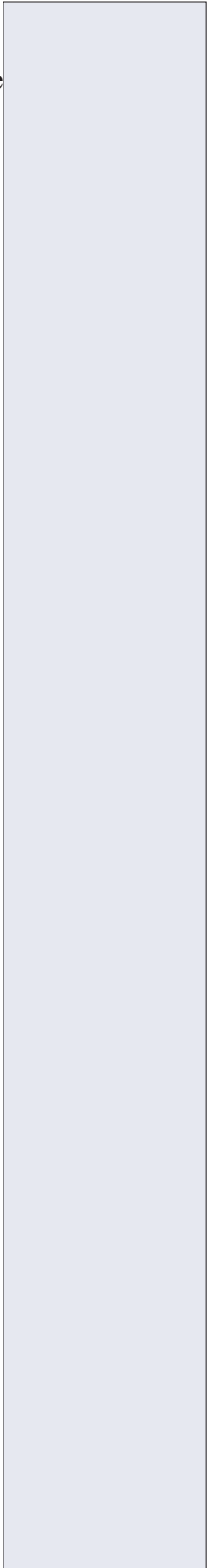




## PARTICIPATION OPTIONS

There are a variety of options for presenting the “Workshops in a Box”. You should pick the one that would best meet the needs of your people. These options might include...

1. **All-day seminar:** Covers the entire curriculum in a single day. Can be used as an all-day Saturday seminar for any adult group in the church, business, neighborhood, or family. Also consider an all-day seminar for an “off-campus” retreat.
  
2. **Weekend workshop:** Covers the curriculum in two three-hour sessions. The two sessions could be scheduled on...
  - two consecutive Saturday mornings,
  - a Friday evening/Saturday morning combination,
  - two nights of a single week,
  - or one night each week for two weeks.
  
3. **Weekly Bible study:** Covers the curriculum in your church’s existing mid-week Bible study programs. The sessions could be scheduled as weekly or monthly small group meetings in homes, businesses, or churches.
  
4. **Sunday School class or Wednesday/Sunday evening educational elective:** If time is limited, these groups can use two class periods to view each DVD/Video segment, discuss it, and review the associated homework.
  
5. **Summary presentation:** If you need to present **The Treasure Principle Workshop** or **Business by the Book** materials in a single workshop of 45-60 minutes in length, a three-page handout and PowerPoint presentation is provided to give you the option of giving a quick lesson to your group.



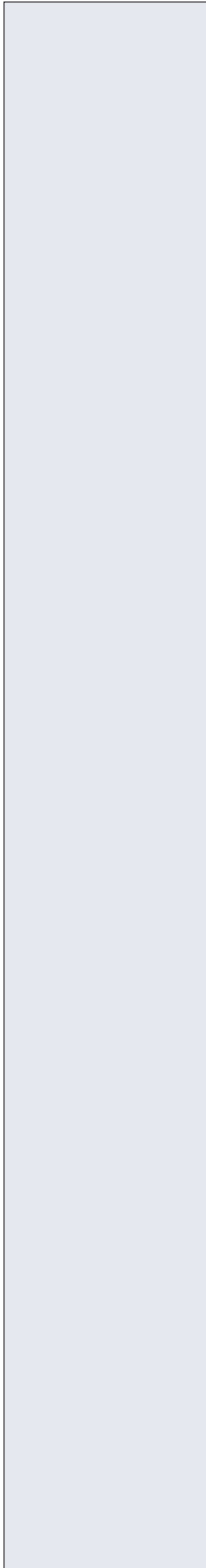


## STUDENT ORIENTATIONS

**Purpose:** Consider holding a Student Orientation one week prior to the “Workshop in a Box” beginning. This will help the students to understand the commitment involved (homework, prayer, etc.) and it should get them more excited about taking the study.

**Suggested Agenda:** Here are some suggestions for your Student Orientation...

- Begin in prayer.
- Enlist a pastor to encourage the students to faithfully complete the study.
- Provide nametags and allow people to introduce themselves to the group.
- Have someone share a testimony of how the “Workshop in a Box” impacted their life.
- Share the requirements of the course.
- Answer any questions the students may have about the study.
- Have the Student Workbooks available for purchase. Collect payment from those who wish to be in the study.
- End in prayer.





# ORGANIZING A SUCCESSFUL WORKSHOP

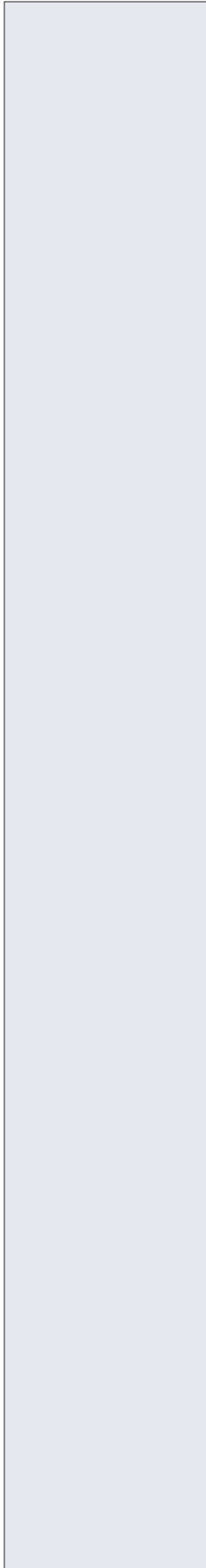
The purpose of this section is to give you a quick overview of all the features available to make this workshop a great success in your church. By following these steps before, during and after the workshop, more people will attend the workshop—which means more people will learn God’s principles of managing money!

## BEFORE THE WORKSHOP

- A. PRAY...only God can change people’s hearts, and prayer is the most powerful tool.
  
- B. CHOOSE...determine the teaching format you want to use. Regardless of the format you choose, we believe the material will make a powerful impact on your students. More detailed information about each format can be found in the Leader’s Guide.
  
- C. PROMOTE...using one or all of the following methods.
  - Posters
  - Bulletin Inserts
  - Tickets
  - Clip Art
  - Video Clip
  - Sermon Outlines
  - E-mailings

These items can be found in two locations:

- 1. On the CD in the back of the leader’s guide.
  - 2. Online at <http://crown.org/FinancialWisdom/church/ChurchManual.asp>
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- D. ORGANIZE ...leaders and ORDER materials.
    - 1. Organize...ask one or two others to share the leadership role.
    - 2. Order the student workbooks
    - 3. Prepare to lead the sessions.





## DURING THE WORKSHOP

- A. Suggestions to be a good leader.
  - 1. Love and Encourage your students.
  - 2. Let the video teach.
  - 3. Understand group dynamics. The most effective discussions involve group interaction. You should not do all the talking. Instead, facilitate the discussion and establish an environment in which students have the freedom to express insights and ask questions.
  
- B. Use these suggestions to lead a successful class.
  - 1. Be yourself. Others in your group will appreciate and follow your example of openness and honesty as you lead.
  - 2. Structure your time.
  - 3. Contact your students outside of class by phone, email or personal visit to express your appreciation for their involvement.
  - 4. Do not promote financial products or services.
  - 5. Support your pastor. Crown strongly recommends that the class be taught under the authority and with the support of your local church.
  
- C. Follow this format when leading each lesson:
  - 1. Pray
  - 2. Play the video for the chapter you are studying.
  - 3. Go over the “Discussion Questions” for each video session and help students personalize the content of the chapter.
  - 4. Suggest or assign the “Dig Deeper and Learn More” section for those who wish to understand the principles on a deeper level and apply them more effectively.
  - 5. For further inspiration and encouragement “Audio Testimonies” may be provided.
  - 6. Before you end your class you may want to take PRAYER REQUESTS.

## AFTER THE WORKSHOP

### A. Feedback Forms

Please ask your students and leaders to fill out the postage-paid feedback form in the back of their workbooks. Your comments and suggestions will greatly help us develop better materials to serve you in the future

### B. “Workshops in a Box”

Crown Financial Ministries is developing a series of “Workshops in a Box”. After this workshop is complete, contact Crown for more workshops you can offer in your church. Visit us online at [www.crown.org](http://www.crown.org) or call 1-800-722-1976 for details.