

## Setting Up Your Venue

It's important that guests feel relaxed and welcome, and the way you set up your venue will help you achieve that. The physical environment where you run *Christianity Explored* can have a big impact on people's willingness to get involved in discussion, so be creative in the way you set up the room.

With a small group, arrange the room so that everyone can see each other.



Be careful that the group leader isn't sitting with their back to a window, which can make it harder for people to see them clearly. Ask any helpers to sit among the group members rather than next to the group leader. If your small group needs to meet in a large room, try to use screens and furniture to make a smaller, more friendly space in one corner.

If you're using the course videos, place the screen where everyone can see it easily, and where there won't be reflections (eg: from windows) obscuring the picture.

If there are a large number of leaders and guests, set up a number of tables around which different groups can sit. Because each group will be engaged in separate discussions, try to leave plenty of space between the different groups so that guests and leaders can hear each other easily.

- If you're giving live talks (rather than showing videos), you'll need a way of displaying visual aids, eg: PowerPoint, overhead projector or flipchart.
- You may like to set aside a table with a selection of books for guests and

leaders to buy or borrow. See [www.ceministries.org](http://www.ceministries.org) for recommended books on various subjects.

- If you're meeting in a large premises, make sure that facilities and exits are clearly marked.
- Everyone involved in the course – leaders, guests and the course leader – will need a copy of Mark's Gospel or a Bible. It's important that everyone use the same version and edition so that page numbers will be the same. (The version used throughout *Christianity Explored* is the 2011 New International Version.)
- Guests should each be given a Mark's Gospel or Bible at the beginning of the course, preferably one they can keep when the course ends.
- They should also be given a copy of the Handbook.
- Pens should be made available to allow guests to make notes or jot down questions.