



Last updated: 29 September 2023

GUIDELINES FOR WEEKEND SCHOOLS, WORKSHOPS

The objective of the Weekend Schools is to establish believers in the Word of God and in supernatural ministry empowered by the Holy Spirit. The objective of the Workshop is to teach Biblical principles on the topics and practical ways of carrying them out. The following document provides guidelines for efficiently conducting a Weekend School / Workshop.

General Instruction

The APC Church office is currently the venue for the Weekend Schools and Workshop. The person(s) assigned for providing admin support for the event will carry out the following:

1. Final List of Participants

- i. Check and confirm (Via Calls / WhatsApp) their participation, with all the persons registered for the event. The total list of people registered will be available on google drive (IT team can share the link).
- ii. Arrive at the final list of participants before 5 pm on Friday, the day before the event.
- iii. Based on the confirmation received after the calls made, please share the final confirmed number of participants with Stephen Jose at stephen.jose@apcwo.org, by 5 pm, to place lunch, tea/coffee order.

2. Food, Beverage, Resources

- i. **Ordering Lunch:** to place order by 5 pm on Friday.
- ii. **Order Tea / Coffee:** to place order by 5 pm on Friday.
- iii. **Stationery required:** Writing material, pens / pencils to be arranged on the front desk.
- iv. **Resource material:** Adequate copies of the material provided by the resource persons to be arranged on the front desk.
- v. **Publication:** Relevant APC Publications on the front area. Can check with the resource person if any titles need to be kept.
- vi. **Cough drops:** This can be kept handy, should there be people who have a cough.
- vii. **Masks:** This can be kept handy too.

In all the cases (i) to (vii) kindly plan for a buffer number to accommodate walk-ins.



3. Seminar Hall | Dining Hall Arrangement

Have seminar hall and dining hall cleaned well on Friday evening and arrange for the following:

- i. Chairs in the seminar area and in the dining area.
- ii. Tables in the seminar area and in the dining area.
- iii. Projector in the seminar hall with (a) Extension board (b) Clicker (c) Required Cables—Power Cord, HDMI, VGA (d) Some books to give height to the projector.
- iv. Board in the seminar hall with markers and duster.
- v. AC remote to be placed in the seminar hall / handy to facilitate adjusting of temperature as required.
- vi. Common areas and toilets also must be cleaned and supplies kept out.

4. Registration Process

- i. Keep the QR code handy for payment of the registration amount.
- ii. Keep aside some smaller denomination of cash handy to provide change for people paying in cash. If change is not handy, ensure that the amount to be returned is made note of correctly and returned before the end of day.
- iii. After receiving the registration amount, mention “paid cash” or “paid in UPI” in the registration list, against name of person.
- iv. Once all the registration amounts are collected, count, recheck and place in cover.
- v. Write details of denominations and hand over sealed cover to the accounts team on Monday. Please also send an updated registration list via email to Accounts (accounts@apcwo.org | geethu.skaria@apcwo.org), Head—services and events (stephen.jose@apcwo.org), Office Manager (shanthi.sophia@apcwo.org).

5. Livestreaming

- i. **Set up the camera**
Start the correct zoom meeting **at least 15 minutes** before the event’s start time.
Use this feed for zoom audience instead of inbuilt camera feed.
- ii. **Set up Audio**
Set up 2 cordless mics, one each for the speaker and the audience to ask questions.
Check the audio levels for both the mics.
Request the speaker and the audience to speak into the microphone as people on zoom cannot hear them without microphones.
- iii. **Set up Zoom**
Start the correct zoom meeting.



- Check whether the audio and video feed are detectable and are set up correctly.
- iv. **Check Internet Connectivity**
Check the speed of the internet and connect to the network that is stable and has good speed.
 - v. **Zoom Moderation:**
Interact with the zoom audience, encourage them to respond to and ask questions via chat. Send the questions received to the speaker via WhatsApp.
 - vi. **Instruction for the speakers:**
Speakers are requested to welcome the online viewers and always use the microphone so that the online participants can hear throughout. During the discussion and Q&A session, the participants are requested to use the microphone, so that the online participants can hear.
- 6. Hospitality**
- i. Check if the resource person(s) would like something to drink, as he /she may not be able to come to the dining room, as people may be talking/ praying.
 - ii. Arrange for Veg and Non-Veg counters separately if space allows that.
 - iii. Arrange for one flask each to store required tea and coffee for each tea break.
 - iv. Arrange for required biscuits.
 - v. Arrange for serving trays, utensils, spoons.
 - vi. Can request for 1 or 2 volunteers to help with the serving if needed, to ensure that the lunch service is quick
 - vii. Place signages to indicate where the plate waste and soiled plates are to be left.



GENERAL INFORMATION

ABOUT ALL PEOPLES CHURCH

All Peoples Church is a Jesus-loving, Word-focused, Spirit-filled, family church, an equipping center, a missions base, and a world outreach.

As a **family church**, we grow together as a community in Christ-centered fellowship, caring for and serving each other in love as the assembly of God.



As an **equipping center**, we empower and equip every believer to live victoriously, mature into Christlikeness and fulfill God's purposes for their lives.

As a **missions base**, we engage in meaningful ministry to bless our city, nation, and the nations with the full Gospel of Jesus Christ through the Word of God and supernatural demonstrations of the power of the Holy Spirit.

As a **world outreach**, we serve locally and globally by nurturing godly leaders and Spirit-filled churches who can impact their regions for the Kingdom of God.

The vision of All Peoples Church is to be salt and light in the city of Bangalore and a voice to the nation of India and to the nations.

USEFUL LINKS

Online Sunday Church service are livestreamed every Sunday at 10:30 am (Indian Time, GMT+5:30). Spirit-filled, anointed worship, Word and ministry for healing, miracles, and deliverance.

YOUTUBE: <https://youtube.com/allpeopleschurchbangalore>

WEBSITE: <https://apcwo.org/live>

Our other websites and free resources:

CHURCH: <https://apcwo.org>

FREE SERMONS: <https://apcwo.org/resources/sermons>

FREE BOOKS: <https://apcwo.org/books/english>

DAILY DEVOTIONALS: <https://apcwo.org/resources/daily-devotional>

JESUS CHRIST: <https://examiningjesus.com>

BIBLE COLLEGE: <https://apcbiblecollege.org>

E-LEARNING: <https://apcbiblecollege.org/elearn>

COUNSELING: <https://chrysalislife.org>

MUSIC: <https://apcmusic.org>

MINISTERS FELLOWSHIP: <https://pamfi.org>

CHURCH APP: <https://apcwo.org/app>

CHURCHES: <https://apcwo.org/ministries/churches>