

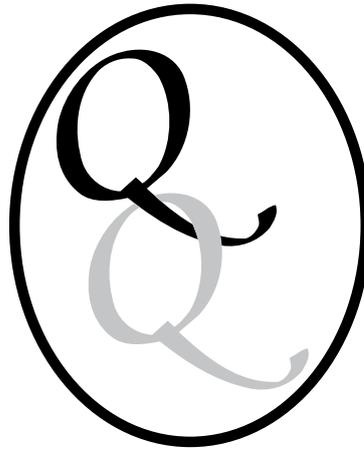


QUAKER QUEST

THE HOW-TO-DO-IT MANUAL

A NEW WAY OF OUTREACH

QUAKER QUEST NETWORK



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We offer this *Manual* as an updated version of the previous two editions of the *Guidelines*. It contains, for the first time, guidelines for workshops in which you can instruct your meeting about Quaker Quest, and then train it to present one.

We do urge you, however, to request trained facilitators to visit your meeting and run the workshops for you. This is by far the best way to prepare for your Quaker Quest. And we have found that the better the preparation, the more successful the Quaker Quest is. You will find details on how to make this request on the inside back cover of this Manual.

We do request that if you call your outreach project Quaker Quest that you adhere to its essential elements, found in 'Quaker Quest: the basic elements' on page seven of this Manual.

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Religious Society of Friends (Quakers).

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QUAKER QUEST: the how-to-do-it manual

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WHAT IS QUAKER QUEST?

Quaker Quest is a new movement within the Religious Society of Friends that combines a radical form of outreach with an original form of inreach.

At heart it is an affirmation of the Quaker way as a spiritual path for our time - a path that is simple, radical and contemporary.

It began in London in 2002 as a concern of Hampstead Monthly Meeting. It is now used widely throughout Britain Yearly Meeting and also abroad, among Quakers in the unprogrammed tradition.

WHY DO A QUAKER QUEST?

Quaker Quest, as a way of outreach that encourages Friends to clarify and speak of their faith experience, is also a radical way of inreach.

Meetings and individuals everywhere have found the process of doing a QQ to be a most rewarding exercise, not only for those enquirers who are seeking a spiritual path, but for the Friends involved. By articulating our faith, we have found, it has been deepened. By speaking to others in our meetings about those things that are eternal, our bonding as a meeting has been strengthened.

WHY THIS MANUAL?

There is a very specific way of preparing for and presenting a Quaker Quest. This manual is intended to give you guidance, and to show you where help and advice can be found. We offer it from our experience, and that of Quaker Quest groups everywhere, to assist you in the planning of your Quaker Quest. You may use it either as a light hand of direction, or you may work from it very directly. We hope that you will discern what will work best for your meeting and your local area.

There are many forms of Quaker outreach and this is only one way. We ask, however, that if you use the Quaker Quest name you present a programme of outreach which is in accordance with the principles (basic elements) of Quaker Quest.

QUAKER QUEST: WHERE IT'S COME FROM

Quaker Quest began in 2002 as a one-year project of Hampstead Monthly Meeting in London. Those of us involved became increasingly aware that we were required to extend the project to two, then three, then five years. Each time we have sought to declare it finished we have felt an insistence to continue; it is something which we now know has been laid upon us. Other Friends around Britain then started programmes, and in 2005 Travelling Quaker Quest was established by the London core group, with the financial help of The Joseph Rowntree Charitable Trust, to help meetings around the country with training workshops. Meetings in Australia, New Zealand, South Africa and North America are now running Quaker Quest outreach cycles.

We have found that there are many seekers who want to learn of a spiritual path that is the Quaker way. From our experience of holding regular public meetings we know that there is a demand for such information. Now, in this seventh year, we can speak of a way of outreach that is unique and which works. We know of seekers who have attended Quaker Quest who have become members, not only in our area but in other monthly meetings. Others have moved on to other paths, but they have spoken with appreciation of their time at Quaker Quest, which offered them openness and acceptance when they needed it.

We have learned how important it is to give the seekers time to speak of their experience, to engage in dialogue with them, and give time for them to feel heard.

We have learned that to share our faith is to grow in our faith, for we too have been changed and enriched in our Quakerism. In the persistent need to find words which express our deepest spiritual experiences, we have been strengthened. We have become more articulate in speaking of the Quaker way. We have shared this challenge, supporting and offering guidance to each other. We can bear witness to the strengthening of the Quaker Quest team from our times of worship together in our planning meetings, in preparations to speak as presenters, and in the weekly session Meetings for Worship.

We know that the challenges and action of preparing and presenting the repeated cycle of Quaker Quest sessions, as it involves all Friends and attenders, can bring a meeting closer together. We are encouraged to share our experience with Friends.

QUAKER QUEST – THE BASIC ELEMENTS

Quaker Quest is:

- A varied, lively programme including short presentations from three Quakers, listening to enquirers in small groups and during a question time, a Meeting for Worship, and hospitality. All of these elements are essential in a Quaker Quest.
- Quaker presenters' sharing their personal faith experiences, for spiritual journeys speak more powerfully than Quaker facts.
- Session topics that are chosen for their relevance to the seeker; Quaker jargon, history and structures are avoided or touched on very briefly.
- A repeated cycle of weekly meetings in one meeting house. Repetition and continuity are important.
- A core team which meets to plan the meeting's Quaker Quest, and which attends all sessions to give continuity, to provide reflection and evaluation.
- A chance for enquirers to explore issues for themselves.
- An introduced half-hour Meeting for Worship.
- An introduction to Quaker Faith & Practice and Advices & Queries, which are used in each session.

These are the elements you will need to include if your programme of outreach is to be a Quaker Quest

KEY STEPS TO PLANNING A QUAKER QUEST

- Find a **core team** of at least three or four Friends, which will co-ordinate planning, inform and inspire the local meeting, attend all the sessions to provide continuity, and uphold the project in worship.
- Give an introductory **Motivation and Inspiration Workshop** (see pages 29-33) to inform and inspire the local meeting or the area meeting. If possible, invite someone with Quaker Quest experience (see inside back cover) to come to help you with this.
- Prepare a **draft programme** with dates of sessions in repeated cycles. Allow at least six months from the introductory workshop to the opening session.
- Book the meeting house and propose a **budget** for publicity. Present this to your meeting for approval. Keep the meeting well informed and involved throughout.
- Plan your **publicity** some months ahead and give intensive publicity in the final weeks. Read the Travelling Quaker Quest and Quaker Quest Network Newsletters and look at QQ websites for ideas from other meetings.
- Invite interested Friends to become **welcomers and caterers**. Other Friends can offer to be available for conversation with the questers before and after the session. As your QQ draws near, prepare a rota and give guidelines to each of these helpers, with a checklist of tasks for each session.
- Arrange a **training the team workshop** (see pages 34-37). Encourage everyone involved to attend. As your QQ draws near, agree who will speak on each session topic and arrange rehearsal times before each QQ session. Agree who from the core team will be the co-ordinator for each session.
- Add your QQ details or link to any **Quaker website** available, but especially to the main Quaker Quest site: www.quakerquest.org
- Organise a supply of **books** to have for sale, and have a good supply of leaflets about Quakerism. Consider making a small information pack to give to each quester.
- **Review your meeting house** and how it welcomes and informs newcomers. Does it reflect a spiritual community that cares? Provide cards/visitors' book for questers to leave their names and addresses if they wish to keep in contact.
- Plan a **follow-up** for questers who may come to Meeting for Worship. How will they get to know members of the meeting, and how will they continue to learn about the Quaker way?

**Remember to allow at least six months
from the initial interest to the opening session.**

WHAT YOUR QUAKER QUEST SESSION MIGHT LOOK LIKE

Refreshments and informal welcoming	25 minutes
Welcome and introduction by the host	10
First presentations: three speakers - six minutes each	20
Small group discussions	20
Second presentations: three speakers - six minutes each	20
Question time	15
Introduction to Meeting for Worship by the host	5
Meeting for Worship *	30
Notices	5
Informal conversation	30
	Total: 3 hours

* In the Quaker Worship session, it is better for the question time to follow the Meeting for Worship.

This framework gives balance to hospitality, presentations and listening to enquirers. The aim is to avoid an overload of input, and to allow space for participation and by interaction with the questers.

Choose a day and time that suits your local community.
Hold these public meetings in the same place, on the same day of the week,
in a repeated cycle.

WHO DOES WHAT: HOSPITALITY AND CATERING

This job is crucial. The welcomer or person offering refreshments may be the first Quaker the quester meets, and may leave a lasting impression. It is important that the welcome and attitudes shown at the Quaker Quest sessions should be open, warm, courteous and informative, yet unobtrusive.

Caterers' tasks:

- to purchase, prepare and serve simple food attractively
- to engage in easy conversation over the tea counter, as this is a good way of making a quester feel comfortable
- to clear up, but this is best left to the end of the session; the sound of clanking china can be distracting

Welcomers' tasks:

- to prepare the room: seating, flowers, water, etc.
- to set out display of relevant leaflets and information packs
- to prepare the books for sale with a cash float
- to welcome the questers and offer informal conversation

Offer a warm yet gentle welcome at the door. Greet the quester, offering your name, and guide him or her to the meeting room. Give directions to the toilets, to the refreshments, leaflets and books and give brief information about the topic and timing of session.

(Other Friends, as agreed, can be available for conversation with the questers before and after the session. Welcomers and caterers may also be used as discussion group facilitators.)

Be at the door as questers leave to wish them goodnight.

WHO DOES WHAT: THE HOST

The role of the host is enormously important. S/he will be perceived by the questers to 'be in charge'. His or her introduction to the evening, and therefore to Quakerism, will be the first words heard and thus bearing weight. The smooth running of the session depends upon the host. It is helpful for him or her to practise speaking in front of the presenting group, and to be held in the light by the rest of the meeting.

The host is responsible for the smooth running of the session.

- Check beforehand that all Friends taking part know when to arrive and what they have to do.
- Arrive well before the session opens. Check that the welcomers and caterers are prepared. Check that your own notes are to hand.
- Ask some Quakers present to be discussion group facilitators.
- Check that the presenters are comfortable with their rehearsal and offer any assistance required.
- Encourage everyone to gather for a prompt start to the session.
- Begin and lead the session, following the notes.

HOST'S NOTES

1. Give welcome and introduction:

Introduce yourself and welcome everyone warmly. Explain the format and timing of the session: short presentations, discussion, questions and Meeting for Worship, finishing time. Give practical information: location of toilets and fire exits, mobile phones off, hearing loop, etc.

Introduction to Quaker Quest:

Offers a spiritual path for our time; simple, radical and contemporary.

Opportunity to explore the Quaker way in series of informal sessions, in which Quakers will speak from their own experience.

About Quakers:

Religious group for 350 years – began in a time of revolution and change; full name is the Religious Society of Friends (Friends of the Truth); Quaker a nickname; we call ourselves both Friends and Quakers; experience-based faith: no fixed form of words to sign up to; range of words used to express our insights and experience, e.g. light, the divine, spirit, or God. God will be used today as a shorthand word.

At the heart of our faith is the belief that we can all equally experience a direct encounter with God. It is an experience that affects the way we live our whole lives. Our worship is based on silent waiting together on God. Later in the evening we offer an opportunity to share in a Meeting for Worship.

Topic of today's session is..... Introduce presenters by their first names.

2. Introduce Discussion Groups

Explain that this is a time for them to share their insights and experience on the topic. Ask those you have asked to facilitate groups to stand, and invite the questers to join them, forming groups of three or four. 'Extra' Quakers can form their own group. Wait until everyone is settled, then ask the speakers to present a discussion question. Inform the groups that they have 15 minutes for discussion and that there will be no reporting back. A warning of the final two minutes gives the questers time to finish their contributions. Keep an eye on the proceedings and ring bell to recall the groups after 15 minutes. Introduce the second part of the presentations.

The group facilitator will:

*Make people feel comfortable, at ease
Invite people to introduce themselves, by first name
Encourage all those in the group to speak
Bring the group back to the question if they wander
Restrain the garrulous or dominant group member so that all can speak
Give brief answers to queries raised, but mainly listen to the questers
Encourage anyone with a particular concern or question to discuss it with
a Quaker at the end of the formal part of the evening*

The discussion group is a valuable time for the questers. We affirm the value of their seeking and spiritual paths. We listen to them and encourage their contributions.

3. Introduce Question Time

Invite questions, comments and reflections about anything said that evening or any general query about Quakers. Wait: it often takes a while for questions to bubble up. If they do not, then the host or a speaker may ask a brief open question to get it going.

Repeat a question if necessary to ensure everyone has heard. The speakers alone are to respond; two responses are often enough. The responses should be brief and positive, and not defensive if the question is critical. Discourage any other Friends present from adding on. Make sure the questioner feels heard; be robust in answering and to the point. Listen for what really lies behind the question. At a convenient moment add anything that you have noted has been omitted or needs clarifying in the presentations.

Close by saying that there will be an opportunity for further discussion with the Quakers present at the end of the session.

4. Introduce the Meeting for Worship

Meeting for Worship is at the heart of the Quaker way. It is a communal experience – you cannot do it on your own. Based on a silent waiting on God.

Try to be still and sense God's presence in the Meeting. Don't worry about distractions - set them aside.

No one way to sit, eyes open or shut, be comfortable, move to ease strain. Everyone equal in the meeting – sit facing one another. Anyone present may speak in ministry, not wise words, but a compelling sense that the words must be spoken. Check first: is it for you, or for the meeting? Ministry is best kept short with time between to allow for reflection. Meeting will last about half an hour and will be closed when two Friends shake hands.

5. Give Notices

Give notice of the next sessions. Invite questers to look at the bookstall and to take leaflets. (You might ask where they heard about your QQ to check publicity, and show evaluation forms if one is to be used). Thank the presenters. Bid goodnight and thank everyone for coming. Encourage questers to stay and talk.

WHO DOES WHAT: THE SPEAKERS

The core team will find three speakers for each session, providing a range of views and experience. Two can seem contradictory; four is just too many. It is helpful if the core team are clear about their process of discernment and invitation, and try to get together a balanced team, with a range of gender, age and Quaker experience.

One of the three speakers will be the key speaker, who will open the presentations by exploring the central spiritual concerns of the topic, and, at the end of the second group of presentations, will pull together the session, adding any points that have been neglected or forgotten.

It is important that the presentations are well prepared and that the contributions are carefully planned as a team. The speakers for each session will need a preliminary meeting to explore the topic together and to plan in outline what each will contribute. They will need to meet again before the session itself for rehearsal and a time of worship together. This process will help the presentations to become ministry rather than just speeches. The key speaker will introduce the topic, explaining any points that need to be covered in understanding the Quaker spiritual aspects of it. S/he may then pose a question to the other two speakers, about how their current understanding had been reached, to which they respond from their own experience. Each will speak for no longer than **six or seven minutes**.

After the discussion period, there will be a second set of presentations, usually focussing more on how the speakers' understanding of the topic has affected the way they live. It helps the presenters to prepare their presentations, if they are clear about the distinction between the first and second set of presentations, but they will probably fall into the general categories of FAITH (what you believe and how you have reached that position) in the first part, and PRACTICE (how it has affected your life) in the second. The first and second parts will overlap and may be quite similar for those listening. The use of two sets of presentations is for the purpose of breaking up the spoken input and involving participants early on through the discussion groups, not to make a theological point.

Remember that you are giving ministry, not an academic exposition. Speaking sincerely and from the heart is always effective, even if it is halting. The enquirer will be looking at and listening to what you are as a person as much as the words you are speaking. (see page 15 – 'Speakers' do's and don'ts')

Speakers' do's and don'ts

CONTENT

- Your presentation must be no longer than **six or seven minutes**: hence five or six points will be enough. Selection and prioritising will then be important. Keeping within the time limit is very important to the session as a whole.
- Treat the presentation more as if it is ministry in a Meeting for Worship than a learned talk. Your humanity is caught not taught, and enquirers will feel your openness and friendliness. If you are too weighty or intellectual, they might feel that they would be inadequate in your company. Enquirers are looking for a sociable, like-minded community.
- You are a storyteller; all good conversation is an exchange of stories. The more you speak from your own experience, told in stories or incidents, the more you are on secure ground. This is what you know most about and only you know it. Prune the details of a life incident and cut it to the quick, so that it is shaped like an anecdote or even a parable. The audience will remember these stories much more than abstract thinking, even though you will be drawing a meaning from the story to give it a point.
- Try to speak of 'Quakers' rather than 'Friends', and **always** speak of Quakers as 'we' and 'us', never 'they' and 'them'. Remember to avoid Quaker jargon (like Meeting for Sufferings, testimonies, etc.), Quaker initials (like QPSW), and all Quaker structures. Touch only briefly on Quaker history. Enquirers can learn about these matters later when they start coming to meeting. They have come to a Quaker Quest because they are on a spiritual quest: speak to their hearts. The Quaker spiritual path is radical, simple and contemporary.
- Introduce Quaker Faith & Practice, and the Advices & Queries, pointing out that they are rewritten in every generation, reflecting Friends' openness to new light. **Do not refer to it as 'the Quaker Bible'! This can cause a lot of confusion.**

METHOD

- It's best to stand up, unless the group is very small. Standing helps the breath-flow and voice projection; it also feels more courteous. Even answers to questions are more audible when standing. Take a deep breath or two just before standing. It helps nervousness, and the advice is always to 'speak on a column of air'.
- Start with a crisp sentence you have prepared well in advance, maybe a quote or a key thought or a joke. Avoid waffling or uncertainty at the beginning, or referring to any previous speaker's comments. The quicker you get into your content the more comfortable you will feel, and the more confident and professional you will seem.
- Similarly, know what your last sentence is going to be, so that you sit down on a quote or a pithy concluding thought, or the end of a story. Don't peter out, as if there's lack of time. Let there be a definite conclusion: in this way a secure feeling of preparedness is given to the listeners.
- It may or may not be helpful for you to write the whole presentation out beforehand to give you confidence. But don't 'read a talk'. Try to speak without notes, or just with a card in your hand. This may have five or six words or phrases in a list, printed large for visibility, which are prompts and reminders to you. The more spontaneous it feels the better. With a quotation, either write it out in full, or, if it is in a book, have the page well marked with a post-it sticker that won't fall out!
- Try to engage with the enquirers. Don't focus on any one person all the time, but look around and engage with different people at different times. It's worth seeing how they are reacting, especially if you've made a joke or the audience laughs at something. If you can, laugh or smile also; it's infectious.
- Basically, good presenting depends upon rehearsal and repetition, as any teacher, actor or preacher will tell you. It's more difficult speaking to other members of your Quaker Quest team than speaking to enquirers, so do bravely rehearse together as much as you can. After that it gets easier! The more you do it for real, the more fun it is. You will get better at it while finding your faith nourished and growing.

SESSION TOPICS

You are strongly advised to find your own words for your presentations, and to speak from your own understanding of the topic. This will come across as fresh and genuine, much more compelling than if you use others' words.

We offer the following suggestions only because we have been repeatedly asked for guidance on content. Use these ideas as a starting point, but don't stop there!

QUAKER FAITH IN ACTION

Part 1 20 minutes

Speaker A (the key speaker) introduces the key themes of the topic:

- Our spiritual experience, responding to God in worship and recognising the potential for a response to God in others, leads us to action in the way we live.
- We experience the spirit as a dynamic force, which moves us and leads us to want to express it in care for others and the world.
- We live our faith; action is part of it; faith and action feed each other.
- It is a witness, but one which we often choose to do quietly, working in the background to bring about long-term change.
- Our faith is trust; a way of life in which we let go of our own will.
- The collective expression of these valued insights and actions are called our testimonies; they are peace, integrity, simplicity, equality and care for creation.

Speaker A then speaks of how his or her way of life has been affected by faith.

Speakers B and C then speak from their own experience, perhaps answering a question such as: *‘How is your thinking and life changed by your Quaker faith?’* or *‘How does faith affect the way you live your life?’*

Discussion Groups 15 minutes

Suggestions for a discussion group question:

- ♦ *Does the word ‘faith’ mean anything to you? or*
- ♦ *How do you put your faith into action? or*
- ♦ *How would you change your life to put what you believe into practice?*

Part 2 20 minutes

Speakers B and C, perhaps in a different order, will each speak of how they have put their faith into action, perhaps touching on the following points. If their own witness has been local, they might speak of support, financial or prayerful, for national and international Quaker action.

- Local: family, work, neighbourhood, everyday actions
- National: Quakers’ work in prisons, with youth, homeless people, racist issues, etc.
- International: economic justice, environmental campaigns, UN work, anti-slavery, etc.

Speaker A concludes, speaking from his/her own experience and drawing together the various strands of the topic.

QUAKERS, CHRISTIANITY AND THE SPIRITUAL PATH

Part 1 20 minutes

Speaker A (key speaker) introduces the key themes of the topic:

- Christian roots of Quakerism – from seventeenth-century Protestantism.
- Many different views held by individual Quakers.
- Practice very different from traditional Christian churches: we are all equal – abolition of the laity - all life sacramental – no outward sacraments, no ritual.
- Worship in silence – primacy of the personal experience of God.
- Bible not literal word of God – one of many sources.
- Jesus' teachings are the basis of the Quaker testimonies.

Speaker A then speaks of his or her own relationship to Christianity.

Speakers B and C then speak from their own experience, perhaps answering a question such as: *'What does the word "Christianity" mean to you?', 'Would you call yourself a Christian?', or 'What do Jesus and his teachings mean to you?'*

Discussion Groups 15 minutes

Suggestions for a discussion group question:

- ◆ *What does the word 'Christianity' mean to you? or*
- ◆ *What is your response to the teachings of Jesus? or*
- ◆ *What approaches to the spiritual life have you found helpful?*

Part 2 20 minutes

Speakers B and C, perhaps in a different order, will speak of how their faith has developed and where they gain their spiritual nourishment.

Speaker A concludes, speaking from his/her own experience and drawing together the various strands of the topic.

QUAKERS AND PEACE

Part 1 20 minutes

Speaker A (key speaker) may use any of the following points to introduce the key themes:

- Quakers belong to a religious society and our witness to peace derives from our spiritual experience, to discern and live in the Spirit.
- Peace is a way of living, a process, not just the absence of violence. We affirm the worth and sacredness of all people and endeavour to live in peace with them and with ourselves.
- We deny the use of violence and war as a means of resolving conflict on spiritual and practical grounds. We will fight for that which we consider right with protest, nonviolent resistance, but not with outward weapons. We work for peace through mediation, the promotion of justice and right values within institutions, etc.
- Conflict is a part of life. By identifying it and handling it positively, it can best be resolved. We believe in listening, understanding and forgiving, while remaining true to ourselves.

Speakers B and C then speak from their own experience, perhaps answering a question such as: *'How did you come to your present understanding about peace?'*

Discussion Groups 15 minutes

Suggestions for a discussion group question:

- ♦ *What does peace mean to you? or*
- ♦ *Have you been involved in the successful resolution of a conflict? or*
- ♦ *How do you try to be peaceful in your everyday life, and what are the difficulties in doing this?*

Part 2 20 minutes

Speakers B and C, perhaps in a different order, will answer the query: *'What do you do to put your peace witness into action?'* adding perhaps *'And what are your doubts and dilemmas?'*

They may give personal examples of peace building

- Within the family and with friends
- Within the local community
- In national areas
- In international areas

Speaker A concludes, speaking from his/her own experience and drawing together the various strands of the topic.

QUAKERS AND WORSHIP

Part 1 20 minutes

Speaker A (key speaker) introduces the key themes of the topic:

- Worship is a response ‘to the promptings of love and truth in our hearts’ (*As&Qs 1*), to ‘an awareness of God’ (*As&Qs 8a*).
- Different terms may be used for God: the light, the divine, truth, energy, spirit, etc. as we try to describe the indescribable with integrity.
- The experience of worship can change us. It requires a response in how we live, knowing that there is ‘that of God’ in everyone.
- The Meeting for Worship is at the heart of the Quaker way.
- It is held in silent waiting, in which we may have a direct experience of God.

Speakers B and C then speak from their own experience, perhaps answering a question such as: ‘*What is your experience of worship?*’ or ‘*What difference does Quaker worship make to you?*’ They should also speak of their personal experience of the MfW, what it means to them, and their personal understanding of God.

Discussion Groups 15 minutes

Suggestions for a discussion group question:

- ♦ *What does the word ‘worship’ mean to you? or*
- ♦ *Have you any experience of worship in your life? or*
- ♦ *Do you feel you are on a spiritual quest? What is it?*

Part 2 20 minutes

The speakers describe in depth the Meeting for Worship

Speaker B: preparation, coming to MfW with heart and mind prepared;
describing the plain room (MfW can be held anywhere); the actual experience
of coming into a MfW; where to sit, how to sit, breathing

Speaker C: stillness and waiting in the light; opening to the spirit; dealing with
distractions

Speaker A: the ministry of silence and speech; the discipline of speaking –
leadings; ending of the meeting (‘shaking hands this evening will be ___ and
___’), ‘afterthoughts’, notices, refreshments, etc.; but no need to stay

This will lead directly into a thirty-minute MfW. In this session, the question time comes after the Meeting for Worship.

FOLLOW-UP TO YOUR QUAKER QUEST

It is clearly very important to consider what will happen in the weeks and months following your Quaker Quest. Some of the questers will begin attending Meeting, and you may have other enquirers as well, who have seen your publicity and come directly to a Meeting for Worship without attending any of the QQ sessions. Are you prepared not only to greet these newcomers warmly, but to continue to give the spiritual nurture that you offered in the QQ sessions?

SPIRITUAL NURTURE

Be imaginative in this, both in timing of events and in content. Best practice is to have a schedule of special meetings or study or sharing groups in place before your Quaker Quest begins, and to be able to send questers home with the details.

Consider continuing, at least for a while, at the **same time and in the same place** as your Quaker Quest was held. The questers are used to this time and place, and by opening the follow-up sessions to the whole meeting they can be integrated into the community. Try having Meetings for Worship then, or perhaps study groups based on the topics of your QQ sessions. The *12 Quakers and...* booklets have proved to be good tools for discussion or worship sharing groups, as are the *Advices & Queries, or Quaker Faith & Practice*.

Think of other times that might work well for follow-up sessions. Before and after Meeting for Worship are obvious times, when everyone is already in the meeting house. **Newcomers' Forums** are popular: the enquirers set the agenda themselves with their questions and comments. **Meetings for Reflection** are becoming popular, the reflection being on the ministry experienced in the meeting, or on individuals' spiritual journeys. 'How I got to where I am' or 'How I came to be me' are felt to be less intimidating titles than 'Spiritual journeys'. **Afterwords**, after the Meeting for Worship, can provide a good opportunity to share in words the experience of the Meeting for Worship. Worship sharing before Meeting for Worship can help prepare newcomers (and seasoned Friends!) for silent worship.

See that someone is responsible for individuals. This may take the form of **mentoring** or spiritual friendship, or just seeing that there is a line of communication to overseers.

Your questers may have children, so be ready to provide for them.

SOCIAL ACTIVITIES AND INVOLVEMENT IN THE MEETING

Get to know any newcomers – be welcoming and friendly - try to remember their names! Involve them as quickly as possible in meeting activities, perhaps asking if they would like to do some small jobs. Be sure that they receive personal invitations to any meeting events, and let them know if there are any programmes of social action or peace witnessing, etc. going on. See that they are on the newsletter mailing list (if they want to be). Invitations to Friends' homes are a good way of providing vital personal links.

ADVERTISING AND PROMOTION

The project relies on good advertising. No one can come to your Quaker Quest unless they know about it. Don't be tight! This will be money well spent as an investment in your meeting's future. All advertising will bring Quakers to public attention. Even when numbers attending a Quaker Quest have been modest, meetings have reported people appearing at Sunday meetings, sometimes many months later, and many more will have been made aware that Quakers are still around. Remember, we are the porridge people in the eyes of the public; without Quaker Oats we would be virtually unknown. So your advertising needs to bring the public up to date in ways that do not look tatty or second best.

Keep the wording brief and simple; most 'religious' words put people off. The only key words we use are *'Quaker Quest: a spiritual path for today that leads to peace and social justice – simple, contemporary, radical'*. We are responding to the spiritual needs of the seekers, not selling Quakerism, but our communications must be as professional as we can afford. Above all, look at what you write from the seeker's point of view.

Involve the whole meeting. Everyone in your meeting can make a contribution to this challenge of advertising and promotion. Be sure to engage the services of anyone in the meeting with special expertise in advertising, marketing or website layout. Involve local Friends in any way you can, e.g. after notices on Sunday in a lively brainstorming of suggestions for publicity. This will take you immediately into what the key issues of our message are for today, and how we can express our faith in accessible, simple, meaningful words without religious jargon. Do things together: letterbox posting can be enjoyable when it is followed by refreshments at the meeting house. This project is as much about building your Quaker community as about outreach. Have fun!

1. WEBSITE

The website is your most important publicity tool. More people enquire about Quakers through this medium than any other, and it is the first port of call for young adults. If you don't have a website, this is the time to find an enthusiast who is knowledgeable and efficient to set one up. Keep your site easily accessible for enquirers, and up to date, and make links to any other Quaker website that will have you.

In the UK, Quaker Communications Department at Friends House will help with advice. Both the Britain Yearly Meeting site www.quaker.org.uk and Quaker Quest's site www.quakerquest.org can be used to promote your local details. The Quaker Quest site is happy to include details of events outside Britain, or links to other websites.

2. CLASSIFIED ADS

This is the cheapest form of press advertising and the easiest: no layout, just lineage, usually paid for by the word. It is worth beginning this some weeks before your project and continuing throughout it, targeting those publications that your local seekers are most likely to look at. There is often a discount per number of insertions over five or so. In London Euston we use just thirty words:

'Quaker Quest explores the Quaker way, a spiritual path for today, radical, simple, contemporary, 6.30 – 9.30 pm every Monday. Friends House, 173 Euston Road, free, all welcome: 020 7435 4973 -www.quaker.org.uk'

3. DISPLAY ADS

These are more expensive and may be beyond your budget. They are priced by the column width and centimetre height, often no less than three centimetres. In many local newspapers the column width is narrow and you may need a double column. They need some layout: ask to see a proof before they are printed.

Venue, day of the week, times, telephone number and website for details are vital; don't bother with the themes of the sessions – just something like *'Quaker Quest invites you to find out about the Quaker way'* if space is limited. Don't put the ad in just once: the effect is cumulative. The Quaker Quest Network team can send examples from local Quaker Quests around Britain.

4. BANNERS

A big, bold, well-made banner hung right across the front of your meeting house will draw attention. If you're on a bus route be sure that it is placed so that it's easily visible from the bus.

*Quaker Quest Find out about Quakers ondays
telephone number website address*

In the UK a printed vinyl eyeleted banner 2.5m x 1.5m costs about £80 from screen printers. Add pockets to put information of dates and venue; the banner can then be re-used and loaned to other meetings.

5. POSTERS

A5 size posters can be displayed in front windows or inside sympathetic local high street shops. Larger posters are good for your meeting house street notice boards and similar sites. Use bright, easily visible, contrasting colours. The QQN team can provide well-designed A4, A5 and Double-Crown (20" x 28") posters in green with a white area for you to over-print your local details. Our printer can email templates in PDF format. Use a bold, eye-catching colour.

6. LEAFLETS

Good graphic design and quality printing are important. Keep your pamphlet language simple, accessible and brief; make your details clear and easily memorable. A map is essential. Our printer can send you templates in PDF format by email. Book a printer well in advance, and, after getting various quotations for posters and leaflets, do the whole colour print-run together. We would advise printing on gloss white paper in one bold colour which will reverse out well to the white beneath. Don't be frugal with quantities; pro-rata costs diminish with quantity, and most paper is now recycled. You have to broadcast them knowing that only some will fall on fruitful ground. A folded two-thirds of A4 is easier than an A5 paper handbill to push through letter-boxes. Alternatively, one-third A4, printed on both sides of card, is increasingly used.

Distribution needs to be well planned. Household deliveries can be letter-boxed systematically around the area by members of the meeting and their families. Exploit any local events where you might leaflet people coming and going. Venue distribution is a must to: libraries, bookshops, arts centres, restaurants, coffee bars, doctors' waiting rooms, hairdressers, etc. Some cities have specialist distribution companies, but you will need to pay for this service. Beware: we have paid some professional firms in London which didn't deliver, so get a recommendation. You may be able to co-mail with the local free newspaper, or put inserts into community magazines. In the UK, Royal Mail can deliver to every household in a postal district if booked several months ahead. Postal districts are divided into sectors, and you will be able to select the sectors you want to target and can afford. For more information, telephone Royal Mail, Door to Door Service helpline (08457 950 950).

7. COVERAGE IN THE MEDIA

Try to gain free mention on your local radio or in the local press: this would probably be a one-off and complement other things you are doing. You need a story to be newsworthy, with a hook of interest. Your Quaker Quest of itself may not be sufficient. Brainstorm ideas: Britain at war in Iraq, gay-lesbian issues splitting the church, local Quaker witness/projects, an anniversary, etc. If you produce a news release, keep it brief, on one side of A4, and have a name and telephone number for immediate contact. Whatever you write will be cut, so make sure both the hook and the key information are in the first sentence or two. Start snappily; catch attention; be crisp and clear. Try to raise an issue that will speak to the seeker. Be sure to mention venue, time and place – more than once if possible. On radio, find a way to stress that it is open to everyone, and that it is possible to come to any evening, in any order in the ongoing cycle. Don't forget to add that it is free, with good disability access, and refreshments.

8. WORD OF MOUTH

This is an effective form of advertising. Giving a personal invitation to friends, neighbours, colleagues, etc., works well as it says that Quaker Quest is something you personally value. Remember this can be done by email as well as face-to-face. Brainstorm ideas for giving out leaflets with personal invitations.

FUNDRAISING

- Keep fundraising local, use area and regional meetings' financial support.
- Have a regular monthly Sunday appeal for your Quaker Quest project.
- Apply only to local trusts which have a remit for outreach work.
- Remember that leaflet and poster templates can be accessed from the QQN team.
- A bowl requesting donations for refreshments on the night can cover these costs.

TRAINING THE TEAM

and

PREPARING THE MEETING

workshops and exercises

Preparing the meeting: workshops

By far the best way for a meeting to prepare to do a Quaker Quest is through a series of workshops for the whole meeting. We have found the following workshops to be very effective. On both sides of the Atlantic there are Friends who are trained to run them, so, if at all possible, get some of them to come to do them for your meeting. If you are truly isolated, and are going to have to do it yourselves, we hope that the following pages will be of use to you.

Motivation and Inspiration Workshop

This is intended for those knowing little or nothing about Quaker Quest. It has seldom failed to excite those meetings for which it has been held. Put real effort into getting your members and attenders to come to this workshop. It is rewarding to see the reluctant and even hostile Friends warm to the idea during the day, and even to see them join in planning groups in the final sessions. We offer it in a full-day and half-day version. The former is the better, but the latter can be done on a Sunday afternoon.

Training the Team Workshop

This is intended to train the participants in a meeting that has decided to go ahead with a Quaker Quest. Although there is an emphasis on the presentations, it is useful for everyone who will be present on the night, in whatever capacity. After all, we hope that we can all be articulate about our faith when speaking to the enquirers who come. Also, it is an opportunity for everyone to look at the sessions as a whole, and to get a feel for the occasion.

We offer this also in full-day and half-day formats. The full-day version is better when there will be participants who have missed the Motivation and Inspiration workshop and may need more basic knowledge of Quaker Quest. The shorter one is appropriate when the team is more securely in place and further along in their preparation. **It is best held two weeks before the cycle of sessions begins.**

WORKSHOP TOOLS

The following will be useful in your workshops:

- Double circles: answering seekers' questions
- Double circles: answering seekers' questions more deeply
- Squares exercise: Training the team in groups of four
- Triangles exercise: Training the team in groups of three
- Speakers' do's and don'ts (page 15)

QUAKER QUEST
Full-Day Motivation and Inspiration Workshop
5 hours (excluding lunch)

WHAT YOUR WORKSHOP MIGHT LOOK LIKE

Arrival, registration, refreshments	30 minutes	
Start, welcome by hosts, introduction, brief worship	15	
What are enquirers seeking for today? (What was I?)	15	
What does the Quaker way offer?	15	
What is a Quaker Quest?	15	
A taster QQ presentation	40	
Responses	10	
Double circles exercise	30	
Responses	10	
		(3 hours)
LUNCH		
Session themes	25	
Practicalities	15	
Advertising, promotion, fundraising,	25	
Spiritual hospitality	15	
Strategy for starting out	15	
Questions and answers	10	
Vision and concluding worship	10	
		(2 hours)

YOUR WORKSHOP IN DETAIL

Arrival, registration, refreshments - 30 minutes

Be welcoming!

Start, welcome by hosts, introduction, brief worship – 15 minutes

Be very brief at this stage; the nature of Quaker Quest will unfold with the workshop. The worship will centre the group.

What are enquirers seeking for today? (What was I?) – 15 minutes

Do this in pairs with a plenary feedback. Briefly set the scene of the present-day world in which people are seeking for a spiritual element. Have them discuss what enquirers in their area might be seeking for today for about seven-eight minutes; then two-three minutes on what they were seeking from Friends when they joined (or, if birthright Friends, why they stayed with Friends). Allow five minutes for feedback, using a flipchart, which can be left with the meeting at the end.

What does the Quaker Way offer? – 15 minutes

In different pairs, with plenary feedback. What is the precious gift we have to offer? What is unique about the Quaker way that might be helpful to the enquirer?

What is a Quaker Quest? – 15 minutes

Go through the items on the 'The Basic Elements' list (page 7). Quaker Quest differs from other forms of outreach in a number of significant ways, which it is important that you emphasise.

A taster QQ presentation - 40 minutes

Here you will be enacting a two-hour QQ session in forty minutes. Explain that to the group, and tell them that their role is to pretend to be questers during the exercise. Two people are needed for this, and it is helpful if there is a third to be the seeker. Use the general introduction and the introduction to MfW from the Host's Notes (page 11). Do this and the presentations as well as possible; it is often this exercise that convinces Friends of the value of a Quaker Quest.

presentation

- A *puts on badge* introduces the exercise
- B *puts on badge* as host: gives introduction: notices, QQ cycle, who are the Quakers?
- A as key speaker, gives opening presentation: *Faith – my journey*
- B thanks '3' speakers, divides group into threes for 5 minute discussion
- A re-assembles group, 'hold onto questions', introduces second round of presentations
- B gives second presentation on the theme: *Practice – how I live*
- A thanks other speakers, says question time usually, but not today, introduces Meeting for Worship fully
- B gives notices, goodbyes and thanks to everyone
takes off badge to mark end of presentation

Responses - 10 minutes

Responses to the presentation and everything that has been done so far. Avoid practical issues at this stage. That's what the afternoon is for.

Double circles exercise - 30 minutes

Introduce this as a practice in articulating our faith to outsiders. Although many of the questions ask what 'Quakers' believe (as seekers usually do), we should try to speak from our own experience. All of the questions on the exercise sheet are ones which have actually been asked in Quaker Quest sessions!

Responses –10 minutes

How did they find the exercise? Did it help them to think what answers they might give?

LUNCH

Session themes – 25 minutes

In groups of four, discuss what topics your Quaker Quest might address. Some groups have six topics repeated twice; others four or even three. Share ideas at a plenary. Helpful to use a flipchart.

Practicalities –15 minutes

Length of cycles; how many cycles; recruiting the team; planning and preparation. In groups of four, with a plenary. In the plenary: is a core group emerging?

Advertising, promotion, fund-raising - 25 minutes

There are many examples and advice here and in the TQQ Newsletters, but this is something that varies greatly from area to area, from urban to rural, etc. Plenary, brainstorming session.

Spiritual hospitality - 15 minutes

Small groups and plenary. Begin to think about the impression made by the physical state of your meeting house. What are your attitudes to newcomers? Do you have any systems of welcoming in place, or plans for continuing to nurture questers who may start coming to Meeting for Worship?

Strategy to get the project started - 15 minutes

In plenary. Is a core group emerging? Where do you go next? Is there a need to present plans to the monthly or yearly meeting? Etc.

Questions and answers - 10 minutes

Any questions still remaining about any aspects of QQ.

Vision and concluding worship - 10 minutes

Give just a few words here in conclusion, or perhaps an inspiring Quaker reading, before a short time of worship.

QUAKER QUEST
Half Day Motivation and Inspiration Workshop
3 ½ hours (including break)

WHAT YOUR WORKSHOP MIGHT LOOK LIKE

Start, welcome by hosts, introduction, brief worship	15 minutes
What are Enquirers seeking for today? (What was I?)	15
What does the Quaker Way offer?	15
What keeps us from speaking of it?	10
What is a Quaker Quest?	10
A taster QQ presentation	40
Questions and answers	10
BREAK	15
Double circles exercise	30
Issues to consider	15
Session themes and starting out	25
Vision and concluding worship	10
Total:	3 ½ hours

YOUR WORKSHOP IN DETAIL

Start, welcome by hosts, introduction, brief worship – 15 minutes

Be very brief at this stage; the nature of Quaker Quest will unfold with the workshop. The worship will centre the group.

What are Enquirers seeking for today? (What was I?) – 15 minutes

Do this in pairs with a plenary feedback. Briefly set the scene of the present-day world in which people are seeking for a spiritual element. Have them discuss what enquirers in their area might be seeking for today for about seven-eight minutes; then two-three minutes on what they were seeking from Friends when they joined (or, if birthright Friends, why they stayed with Friends). Allow five minutes for feedback, using a flipchart, which can be left with the meeting at the end.

What does the Quaker Way offer? – 15 minutes

In different pairs, with plenary feedback. What is the precious gift we have to offer? What is unique about the Quaker way that might be helpful to the enquirer?

What keeps us from speaking of it? – 10 minutes

Plenary. Get Friends' ideas on why we are not more vocal.

What is a Quaker Quest? – 10 minutes

Go through the items on 'The Basic Elements' list (page 7). Quaker Quest differs from other forms of outreach in a number of significant ways, which it is important that you emphasise.

A taster QQ presentation - 40 minutes

Here you will be enacting a two-hour QQ session in forty minutes. Explain that to the group, and tell them that their role is to pretend to be questers during the exercise. Two people are needed for this, and it is helpful if there is a third to be the seeker. Use the general introduction and the introduction to MfW from 'Who does what: the host' (page 11). Do this and the presentations as well as possible; it is often this exercise that convinces Friends of the value of a Quaker Quest.

presentation

- A *puts on badge* introduces the exercise
- B *puts on badge* as host: gives introduction: notices, QQ cycle, who are the Quakers?
- A as key speaker, gives opening presentation: *Faith – my journey*
- B thanks '3' speakers, divides group into threes for 5 minute discussion
- A re-assembles group, 'hold onto questions', introduces second round of presentations
- B gives second presentation on the theme: *Practice – how I live my life*
- A thanks other speakers, says question time usually, but not today, introduces Meeting for Worship fully
- B gives notices, goodbyes and thanks to everyone
takes off badge to mark end of presentation

Questions and answers - 10 minutes

Questions about the presentation and all that has been done so far. Avoid practical issues at this stage. There will be time for them later.

BREAK – 15 minutes

Announce this as ten minutes, but allow fifteen!

Double circles exercise - 30 minutes

Introduce this as a practice in articulating our faith to outsiders. Although many of the questions ask what 'Quakers' believe (as seekers usually do), we should try to speak from our own experience. All of the questions on the exercise sheet are ones which have actually been asked in Quaker Quest sessions!

Issues to consider –15 minutes

Plenary. Length of cycles; how many cycles; recruiting the team (core team, hospitality, publicity, speakers); planning and preparation; advertising, promotion, budget, fundraising.

Session themes and starting out – 25 minutes

In groups of four, discuss what topics your Quaker Quest might address. Some groups have six topics repeated twice; others four or even three. Share ideas at a plenary. See if a core group can be identified at this stage, and identify the next steps forward (present plans to Area Meeting?, etc.).

Vision and concluding worship - 10 minutes

Give just a few words here in conclusion, or perhaps an inspiring Quaker reading, before a short time of worship.

QUAKER QUEST
Full Day Training the Team Workshop
6 hours (excluding lunch)

WHAT YOUR WORKSHOP MIGHT LOOK LIKE

Arrival, registration, refreshments	30
Start, welcome by hosts, introduction, brief worship	15
Will our meeting meet Enquirers' needs?	15
What does the Quaker Way offer – our 'precious gift'?	15
What is a Quaker Quest?	15
A taster QQ presentation	40
Questions and answers	10
Double circles exercise	30
Responses	10
LUNCH	
Giving a presentation – do's and don'ts	15
Presentation practice 1	50
Presentation practice 2	50
Questions and answers	20
Practicalities	25
Spiritual Hospitality	10
Vision and concluding worship	10
	 Total: 6 hours

**THIS IS BEST HELD ABOUT TWO WEEKS BEFORE
YOUR FIRST PUBLIC SESSION**

YOUR WORKSHOP IN DETAIL

Arrival, registration, refreshments - 30 minutes
Be welcoming!

Start, welcome by hosts, introduction, brief worship – 15 minutes
Be very brief at this stage; the nature of Quaker Quest will unfold with the workshop. The worship will centre the group.

Will our meeting meet Enquirers' needs? – 15 minutes

Do this in pairs with a plenary feedback. Many Enquirers are seeking after an active social community of like-minded spiritual explorers who express their faith in their lives, and the possibility of spiritual development through worship. Does our local Quaker meeting meet these needs?

What does the Quaker Way offer – our 'precious gift'? – 15 minutes

In different pairs, with plenary feedback. What is the precious gift we have to offer? What is unique about the Quaker way that might be helpful to the enquirer?

What is a Quaker Quest? – 15 minutes

Go through the items on 'The Basic Elements' list (p.7). Quaker Quest differs from other forms of outreach in a number of significant ways, and it is important that you emphasize this.

A taster QQ presentation - 40 minutes

(If you have done an earlier workshop with this meeting, remember to choose a different topic for the presentation).

Here you will be enacting a two-hour QQ session in forty minutes. Explain that to the group, and tell them that their role is to pretend to be Questers during the exercise. Use the 'Host's Notes' (p.11) and the introduction to MfW (p.13) from the manual. Do this presentation as well as possible; it is often this that convinces Friends of the value of a Quaker Quest.

presentation

- A *puts on badge* introduces the exercise
- B *puts on badge* as host: gives introduction: notices, QQ cycle, who are the Quakers?
- A as key speaker, gives opening presentation: *Faith*
- B thanks '3' speakers, divides group into threes for *5 minute* discussion
- A re-assembles group, 'hold onto questions', introduces second round of presentations
- B gives second presentation on the theme: *Practice*
- A thanks other speakers, says question time usually, but not today, introduces Meeting for Worship fully
- B gives notices, goodbyes and thanks to everyone *takes off badge to mark end of presentation*

Responses - 10 minutes

Responses to the presentation and everything that has been done so far.

Double circles exercise - 30 minutes

Introduce this as a practice in articulating our faith to outsiders. Although many of the questions ask what 'Quakers' believe, we must speak from our own experience. All of the questions on the exercise sheet are ones that have actually been asked in Quaker Quest sessions! You may want to use the 'going deeper' questions (p.40) or the 'positive from negative' ones (p. 39) if the meeting has done this exercise before.

Responses –10 minutes

How did they find the exercise? Did it help them to think what answers they might give?

LUNCH

Giving a presentation – do's and don'ts – 15 minutes

Speak from 'Speakers' do's and don'ts' (p.15). Lead by example!

Presentation practice 1 - 50 minutes

In groups of four. Follow the 'squares exercise' notes (p.41).

Presentation practice 2 - 50 minutes

In new groups of four. Follow the 'squares exercise' notes (p.41)

Questions and answers - 20 minutes

Questions about the presentations and all that has been done so far. This may lead quickly into the next session if most of the questions are about practicalities.

Practicalities –25 minutes

Who is doing what on the night? This is a chance for the various teams to talk share their plans, and for the meeting to see the sessions and cycle as a whole.

Spiritual Hospitality - 10 minutes

Begin to think about the impression your Meeting House makes. What are your attitudes to newcomers? Do you have any systems of welcoming in place, or plans on how to nurture Questers who may start coming to Meeting for Worship? See 'Follow-up' notes (p.22).

Vision and concluding worship - 10 minutes

Give just a few words here in conclusion, or perhaps an inspiring Quaker reading, before a short time of worship.

QUAKER QUEST
Half Day Training the Team Workshop
3 1/2 hours

WHAT YOUR WORKSHOP MIGHT LOOK LIKE

Start, welcome by hosts, introduction, brief worship	15
Giving a presentation – do’s and don’ts	15
Presentation practice 1	50
BREAK	10
Presentation practice 2	50
Responses	10
Questions and answers	20
Spiritual hospitality	25
Concluding worship	15
	Total: 3 1/2 hours

THIS IS BEST HELD ABOUT TWO WEEKS BEFORE YOUR FIRST PUBLIC SESSION

YOUR WORKSHOP IN DETAIL

Start, welcome by hosts, introduction, brief worship – 15 minutes

Be very brief at this stage; the nature of Quaker Quest will unfold with the workshop. The worship will centre the group.

Giving a presentation – do’s and don’ts – 15 minutes

Speak from ‘Speakers’ do’s and don’ts’ (p.15). Lead by example!

Presentation practice 1 - 50 minutes

In groups of four. Follow the ‘squares exercise’ notes (p.41).

BREAK - 10 minutes

Presentation practice 2 - 50 minutes

In new groups of four. Follow the ‘squares exercise’ notes (p.41).

Responses - 10 minutes Comments on the presentation exercise.

Questions and answers - 20 minutes

Questions about all that has been done so far. Or use this time for team sharing about who is doing what on the night.

Spiritual Hospitality - 25 minutes

Think about the impression your Meeting House makes. What are your attitudes to newcomers? What systems of welcoming Questers, or plans on how to nurture those who may start coming to MfW do you have? See ‘Follow-up’ notes (p.22).

Concluding worship - 15 minutes

WORKSHOP TOOLS: Double Circles Exercise **30 minutes**

This exercise is good to generate a buzz and positive involvement, and to focus Friends on articulating their faith. So, for a whole day workshop, it helps in the graveyard slot immediately after lunch; for some workshops it is good to finish on. For a 'Training the Team' workshop it is good just before lunch, when after lunch the focus is on rehearsing presentations.

(A stopwatch to time the sixty-second slots is helpful,
as is a bell or a gong to end each contribution. Keep it brisk.)

THE METHOD:

Place the participants in a concentric double circle with chairs facing towards each other, giving as much space between pairs as the room allows. Tell them they are to take turns being enquirers and Quakers, the latter answering a challenging question about faith put by the former. **All the questions are real ones that have been asked at Quaker Quest sessions!** The 'Quaker' has 60 seconds (or 70 or 90 – play this by ear) in which to answer, and the 'enquirer' listens without speaking. After the first two questions, the outer circle moves one place clockwise, leaving new pairs, to which the next two questions are put.

The Session

Outer circle: Do Quakers believe in God?

Inner circle: What is happening in a Quaker Meeting for Worship?

Outer circle: Are Quakers Christian?

Inner circle: Do I have to be a pacifist to be a Quaker?

Outer circle: You have no dogmas or creeds. What do you believe?

Inner circle: Do Quakers believe in the Bible?

Outer circle: What do you put your faith in?

Inner circle: Am I good enough to become a Quaker?

Outer circle: What about evil – the devil – Hell?

Inner circle: How do Meeting for Worship and meditation differ?

Outer circle: Do Quakers believe in Jesus?

Inner circle: Does your faith make you happy?

In the last minute or two, if there is time, in plenary invite very brief responses about the exercise. Did participants feel any growth in confidence? What need did it show for us to be able to respond more helpfully to enquirers? Sow the seed of the need to engage seekers in dialogue and not just send them off with a leaflet or a book list!

Other questions that have been used:

- Why haven't I heard of you before?
- Do Quakers pray?
- Do Quakers drink?
- What do Quakers think about illegal drugs?
- If Quakers believe there is that of God in everyone, what about Hitler; Saddam?
- Do Quakers have sacraments?
- You seem so serious; how do you have fun?
- Why do Quakers not take oaths?
- How does going to Quaker Meeting help you?
- If you have freedom of belief then what do you put your faith in?
- Do Quakers ever support the use of force?
- How do you try to express simplicity in your life?
- What might I get out of joining Friends?
- If you don't have priests or pastors, who's in charge?
- What does living by the Spirit mean to you?
- Do you mind if people attend both Quaker and other worship?
- What are Quakers doing about the environment?
- What's the difference between Quaker Meetings and group meditation?
- How can Quakers believe that everyone is equal?
- Do Quakers believe in the afterlife?

Or – any others that you feel will challenge your group!

Variations that have been used:

1. gradually extend the period they speak to 100 seconds.
2. pause after several rounds to have them reflect with their partners on the exercise.
3. give them 30 seconds to think of their answer before speaking
(not very good – they wouldn't have this in real life)
give them a negative statement and ask them to speak on it positively
 - We don't have priests
 - We don't have a creed
 - We don't have rituals
 - We don't have sacraments
 - We don't have a Sabbath or observe times and seasons
 - We don't have religious symbols
 - We don't have music
 - We don't believe in the literal truth of the Bible
 - We don't believe in original sin
 - We don't believe what we are told
 - We are not certain

WORKSHOP TOOLS: Training the Team

double circles exercise – going deeper

30 minutes

This exercise is good to use in a Training the Team workshop where most of the participants are already familiar with the standard double circles exercise. You can allow more time for answers, and occasionally stop for dialogue in the pairs. You might want to base your questions on the publicity that the meeting is putting out for their Quaker Quest. For example, are they advertising it as simple, radical and contemporary?

(A stopwatch to time the periods is helpful, as is a bell or a gong to end each encounter. Keep it brisk.)

THE METHOD:

Place the participants in a concentric double circle with chairs facing towards each other, giving them as much space as the room allows. Tell them they are to take turns being enquirers and Quakers, the latter answering a challenging question about faith put by the former. They have 90 to 120 seconds in which to answer. After the first two questions, the outer circle moves one place clockwise, leaving new pairs, to which the next two questions are put.

Outer circle: In what way is the Quaker way a simple one?
Inner circle: In what way is it radical?

Outer circle: How is it contemporary?
Inner circle: What do you get out of coming to Meeting for Worship?

Outer circle: You've spoken of 'waiting in the light'. What does that mean?
Inner circle: When I worshipped, nothing happened. What's meant to?

Outer circle: What do you put your faith in?
Inner circle: Isn't your belief in equality just wishful thinking?

Outer circle: Can you just believe anything? Anything goes?
Inner circle: What is God?

In the last minute or two, if there is time, in plenary invite very brief responses about the exercise. Did participants feel any growth in confidence? What need did it show for us to be able to respond more helpfully to enquirers? Stress the importance of engaging seekers in dialogue and not just sending them off with a leaflet or a book list!

WORKSHOP TOOLS: Training the Team

squares exercise

100 minutes

This exercise is intended mainly to train speakers who have agreed to speak on topics in a scheduled Quaker Quest programme. In this case, it's good to put them in groups according to their topics. Do, however, encourage others to join in. We all need to practise articulating our faith, and it can inspire us all as well.

Introduction to exercise	5 minutes
Round One	45
Reflection: what to do; what not to	5
Round Two	45

Lay the room out in groups of FOUR CHAIRS facing inwards. Each four should be placed as far away from the others as the room allows. Participants sit with others planning to speak on the same topics; others fit in where there is space.

Have on hand: notepaper, pens, stopwatch and bell.

Introduction to exercise - 10 minutes

One of the facilitators presents the gist of the 'Speakers' do's and don'ts' (p. 15).

**Use the topics that the Meeting has already decided on.
If they haven't yet, these are topics that might be used.**

**Do I consider myself to be a CHRISTIAN?
What is my understanding of GOD?
How do I try to put my FAITH INTO ACTION?
What is my understanding of the PEACE testimony?
What is my understanding of EQUALITY?
What is my understanding of SIMPLICITY?**

ROUND ONE – 45 minutes

in fours - Either each group works to a different theme, depending on whether they are its 'real' presenters; OR each group follows the same theme (but NO ONE does worship).

EACH GROUP LABELS ITS MEMBERS A, B, C, & D, keeping that label throughout both halves of the exercise.

- PAIRS warm-up into given theme: A works with B, C works with D; A and C speak.
2 mins
- PAIR warm-up into given theme: A works with D, B works with C; B and D speak.
2 mins

- Reflect in the last pairs on what they heard and what they wished they had said
5 mins
- In silence, everyone prepares a presentation in note form.
5 mins
- In turn, A, B, C, D make a 5 minute presentation to the group, the others listening.
20 mins
- Group go-round of individual reflections, then whole group discussion of the session.
10 mins

REFLECTION – briefly consider what you might have done differently and better

- 2 mins* Then - PARTICIPANTS CHANGE GROUPS
 Each A moves on ONE group clockwise
 Each B moves on TWO groups clockwise
 Each C moves on THREE groups clockwise
 Each D stays where he or she is

If there are fewer than four groups, there will be some still working together.

All groups take the topic of worship for their session. (If time is short: in the second round save 10 mins: pair warm-ups = 1 min each; reflection after = 3 mins; presentations = 4 mins each; final reflection = 8 mins.)

ROUND TWO – 45 minutes *in fours* All the groups take worship as the theme

- PAIRS warm-up into given theme: A works with B, C works with D. A and C speak
2 mins
- PAIRS warm-up into given theme: A works with D, B works with C. B and D speak.
2 mins
- Reflect in the last pairs on what they heard and what they wished they had said
5 mins
- In silence everyone prepares a presentation in note form.
5 mins
- In turn A, B, C, D make a five-minute presentation to the group: the others listening.
NB: active listening, no dialogue, if the speaker dries up, hold the silence.
20 mins
- Group go-round of individual reflections, then group interaction: what was heard and learned.
10 mins

If time allows: Have a WHOLE GROUP reflection on the issue of presentations. Would these presentations have been ‘good enough’ for your cycle of sessions? Do they need only some more tweaking? If not, what can you do to improve them? Can you arrange a rehearsal time? Rehearsing to other Friends is harder than to the real seekers on the night!

WORKSHOP TOOLS: Training the Team

triangles exercise

90 minutes

If you haven't the right number of participants at the workshop to do a 'squares exercise', you can arrange your groups in threes rather than fours, and do the same exercise. The overall length will be a slightly shorter with only three, rather than four, giving the presentations.

Introduction	5 minutes
Round One	40
Reflection	5
Round Two	40

TRIANGLES EXERCISE

Participants placed in groups and told about the exercise	3 minutes
Each group labels members A,B,C	1 minute
Each person in turn gives initial thoughts on the topic, each speaking for two minutes	6 minutes
As a group, they reflect on what they have heard and what they might now want to say	3 minutes
In silence, they prepare, in note form, for a five-minute presentation	5 minutes
A, then B, then C makes a five-minute presentation to the others	15 minutes
Reflections on what was heard, what was learnt.	5 minutes
Changing groups will be a bit different with only three participants.	2 minutes
Each A moves on ONE group clockwise	
Each B moves on TWO groups clockwise	
Each C stays where he or she is	

Otherwise, it will be the same as for the Squares Exercise.

SUGGESTED LIST OF BOOKS TO SELL

These have been selected as suitable for enquirers and newcomers to the Quaker way

Quaker Faith & Practice: the book of Christian discipline of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain. London: Britain Yearly Meeting, 3rd edition, 2005

Advices & Queries. London: Britain Yearly Meeting, 1994

Quaker Quest:	Twelve Quakers and Worship
Quaker Quest:	Twelve Quakers and God
Quaker Quest:	Twelve Quakers and Pacifism
Quaker Quest:	Twelve Quakers and Evil
Quaker Quest:	Twelve Quakers and Jesus
Quaker Quest:	Twelve Quakers and Simplicity
Quaker Quest:	Twelve Quakers and Equality
Quaker Quest:	New light: twelve Quaker voices (O Books, December 2008)

Allen, Beth:	Ground and spring
Allen, Richard:	Silence and speech
Dale, Jonathan:	Faith in action
Ellis, George:	Science in faith and hope
Gillman, Harvey:	A light that is shining
Hilken, Richard:	Reason, faith and experience
Kelly, Thomas:	A testament of devotion
Lacout, Pierre:	God is silence
Lampen, John:	Twenty questions about Jesus
Priestland, Gerald:	Coming home
Punshon, John:	Encounter with silence
Punshon, John:	A portrait in grey
Pym, Jim:	Listening to the light
Quaker Peace and Service:	Affirming the light
Quaker Peace and Service:	Faithful deeds
Steere, Douglas, ed.:	Quaker spirituality: selected writings
Stevens, Helen:	No extraordinary power

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