

Studies Launch Kit

Thank you so much for wanting to lead a Study at HighView Church. We want to ensure that your Study is as successful as it can be. Here is a timeline-based upon the date your Study starts that can help you the best plan and prepare and make sure that your Study goes off without a hitch. Check out the guide below and email tyler@highview.tv if you have additional questions.

ONE MONTH BEFORE YOUR STUDY

Fill out the Lead a Study Form – Choose a book or book of the Bible. Gather all the details and materials for your event and fill out the form so that we can post your event on our Studies page with all the information that people who are interested will need to know. Include the location, date/time, material, etc.

TWO TO FOUR WEEKS BEFORE YOUR STUDY

Start Inviting People – Give people a call, use social media to point people to your Study, or shoot them a text. Don't forget to personally invite people to your Study. Your Study will also be publicly communicated on the Studies webpage, the HighView Church app, and in a Sunday announcement during the month leading up to your Study.

Check Your Email – You'll be notified by email when people sign up to be a part of your Study. It's a great idea to personally welcome people who sign up by sending them a simple email. If your Study has a maximum number of people that can't be exceeded, be sure to notify tyler@highview.tv, so that we can stop promoting the group publicly and avoid the situation of someone signing up who won't be able to participate.

TWO DAYS BEFORE YOUR STUDIES

Check-in With Those Who Have Signed Up – Send out a personal email and/or text to those who will be attending your Study reminding them of all the important details they need to know to participate in your Study. Think of things that apply to your Study like meeting place, cost of material, how long the event will take, a link to the waiver form, and the agenda of the event.

Need to Cancel? – If the number of people who have signed up doesn't reach the minimum needed, or if weather or plans change due to unforeseen circumstances, feel the freedom to cancel your Study at any point. Just make sure you let those who have signed up know ahead of time, and email tyler@highview.tv if you need to remove your Study from the website/app listing.

Communicate Clearly to New Participants – Make sure you send the important details to new people that have signed up who might not know all the details everyone else knows.

Group Chats – Use a form of communication (Facebook group, GroupMe, text group) that those in your Study use and are familiar with to communicate about the next Study. This leaves email and text dedicated to new sign-ups. Communicate that at your Study and in your follow up email.

DAY YOUR STUDY STARTS

Arrive Early – Make sure you are the first one there so that you can welcome people and avoid any confusion.

Stay Safe – As a reminder, this is your Study. Encourage everyone to have a ton of fun, but to do so in a responsible manner that does not put themselves or anyone else into harm's way.

Listen for Stories – These aren't just random people that have gotten together, they are your friends you invited or those you have a connection with through HighView. Get to know each other and hear about the things going on in their lives.

Capture the Moments – Take pictures and/or video at your Study and at the very least try and get a group picture of everyone who attended your Study.

THE WEEK AFTER YOUR STUDY ENDS

Gather Stories – Send any photos or videos you'd like to share with tyler@highview.tv with a couple of sentences explaining how much fun you had. We'd love to share this with the rest of HighView to encourage them to get involved in Studies

Follow Up Email Template (this is a start, so make sure you put it in your own words):

Hello (PARTICIPANT),

I wanted to reach out and thank you for being a part of (YOUR Study). I had a blast and hope you did as well. If you took any photos or videos that you wouldn't mind sharing with others at HighView, please send those to tyler@highview.tv with a sentence or two about your experience. This will help others at HighView sign up and be a part of a future Study.

I also wanted to see how your experience was, is there anything we should try in the future? I would love to hear your thoughts. Now that you've been a part of this study I'd want to invite you to communicate through (YOUR COMMUNICATION METHOD OF CHOICE), this will make it easier for you to be a part of the Study in the future. The next time we'll be meeting up will be on (THE DATE OF YOUR NEXT STUDY), be looking for communication on that as we approach that date.

Finally, if you had a great time at this Study then you'd probably really enjoy being a part of a Gospel Community at HighView. I want to encourage you to check out all the groups that HighView has to offer and see if you think something might fit for you and your family. You can find them all at <https://highview.tv/community>.

Thanks so much,

(YOUR NAME)

Update your Study Listing – Finally, If you need to edit your Study's description or picture for the future, send any updates to tyler@highview.tv.