

## How to Plan a Holy Spirit Seminar

### **“The Gift You Have Received, Give as a Gift.” (Mt 10:8)**

If you have experienced "baptism in the Holy Spirit" you have been given a wonderful gift. Helping others to have this same experience is a privilege and a responsibility to be taken very seriously.

Even if you are not currently active in a parish prayer group, you can offer to help plan or participate in a Holy Spirit seminar. There are many jobs to do to put on a seminar. You might offer to help as an intercessor. You may be good with publicity or with hospitality. You could offer to run a book table or to bring refreshments or to decorate the meeting room. There is a need for music ministry and greeters and small group facilitators.

The 7-weeks following Easter are the ideal time to sponsor a Holy Spirit seminar. The daily readings during that time are taken from the Acts of the Apostles and confirm the presence and power of the Holy Spirit in the lives of the first Christians. It is this vital, zealous Christianity which we seek to experience in our own time through "baptism in the Holy Spirit." However, *anytime* is a good time. Schedule the Holy Spirit seminars as soon as you are able and as often as you are able.

For a seminar which will begin in April or May, the planning should begin before Lent. The dates need to be set and publicity done far in advance because people's calendars are so full these days.

A Holy Spirit seminar can be conducted on a week-to-week format or during a weekend. It is preferable to conduct the seminar over a period of weeks so the participants are able to integrate each part of the teaching into their own lives. Each session is dependent upon the preceding sessions. The participants need to evaluate their commitment to the Lord, their image of God, open themselves to His healing love and yield to the work of the Spirit in order to be fully open to "baptism in the Spirit."

Most people need the weeks between the sessions to pray, absorb and allow the Spirit to work on that particular area. Those planning the seminar should have the needs of the participants as their first priority, rather than simply doing what is easiest or convenient.

Follow-up is necessary to insure that the "baptism in the Spirit" remains an on-going part of the participants' spiritual life. Participants should be encouraged to attend a charismatic prayer meeting on a regular basis. The pastoral leadership of the prayer group should take care to see that the needs of the newcomers are met through the group's teaching, worship, personal ministry, and fellowship. They should maintain their relationship with the participants after the seminar to insure that any questions, problems or needs are being met. Certain newcomers may need individual ministry, guidance or teaching on a charism; the prayer group should put them in contact with those who can best help.

**For those in the Archdiocese of Seattle, WWCCR has been forming a team to assist any prayer group or parish to conduct a Holy Spirit Seminar.** While we hope that a group or parish will do what they can, we are currently training teachers and searching for coordinators, small group facilitators and music ministries to offer support to the hosting group. For more information contact WWCCR at 206-364-2272 or [info@wwccr.org](mailto:info@wwccr.org).

## **PREPARING FOR THE SEMINAR**

*The following schedule may be helpful in planning for the seminar:*

### **3 months prior to seminar (or earlier):**

- Set dates for seminar, obtain pastor's approval and arrange for facilities.
- Announce seminar dates to prayer group, so they will reserve the dates on their calendars.
- Begin publicity so people can plan ahead to attend and to invite their friends.
- Contact presenters for each session's teaching.
- Recruit intercessors to begin praying for the seminar.
- Order seminar materials for leaders and participants.

### **2 months prior**

- Call for volunteers to serve on Team. Continue publicity.

### **6 weeks prior**

- Hold a Team meeting to begin planning & distribute responsibilities.

### **4 weeks prior**

- Invite individuals to serve as sponsors, assign discussion group facilitators and arrange for book table consignment

### **3 weeks prior**

- As participants pre-register, assign sponsors and continue publicity

### **2 weeks prior**

- Hold a Team meeting to evaluate preparations, continue publicity and arrange that the sponsors meet with participants

### **1 week prior**

- Hold a Team meeting for prayer and to determine last minute needs. Discussion groups can be formed.

### **During the seminar**

- Team meets weekly to evaluate. Sponsors should keep in contact with participants

### **1 week after seminar**

- Team meeting to evaluate seminar & plan follow-up

### **If you are planning a seminar in the Archdiocese of Seattle...**

please let us know so that we can help you spread the word. We will include your seminar in our monthly newsletter and here on our website. Please email us at [info@wwccr.org](mailto:info@wwccr.org)