

Phyllis Meshel Onest, M.Div.
Religious Education Seminars
Presentations on Orthodox Family Life, Orthodox Women, Women Saints
Guidelines for Inviting – Revised June, 2006

Guidelines for a Presentation

1. Contact me with possible dates & topics of interest. Suggested topics are available.
2. Provide overnight accommodations, if needed.
3. Room Layout, Photocopies, etc. will be discussed when making arrangements.
4. Travel Expenses: \$.485 per mile or Airfare, plus mileage to & from the Airport, Airport Parking, Taxi, Shuttle, or Train.
5. The Honorarium is dependant upon the Event, Size of the Group, and the Amount of Preparation. Anywhere from \$75.00 for a one-hour presentation to \$400.00 for an all-day event.

Guidelines for a Religious Education Seminar

Advance planning is required. *Once the date & topic are determined, the work begins.*

- ✓ **Publicity** – *To ensure the event is on the Parish & participants' calendars: flyers, mailings, bulletin inserts, announcements from the pulpit, & phone calls.*
- ✓ **Encourage** *staff members, potential teachers & others interested in the religious education to attend.*
- ✓ **Follow-up calls** *to invited parishes & individuals within the parish.*
- ✓ **Arrangements for registration, food, & room set up.**
- ✓ *Most of all, planning works best when each member of a **team of individuals** is has a specific task.*

Publicity

- ❖ If desired, I can develop the flyer & submit it to the host parish for approval.
- ❖ In the Pittsburgh Metropolis: I email and mail the flyers to the clergy & directors; host parish will mail to the sister Orthodox parishes.
- ❖ Outside the Pittsburgh Metropolis: The host parish mails the flyers & provides me with a list of the parish names.

Expenses

- ❖ **Honorarium**
 - For parishes within the Pittsburgh Metropolis there is no fee. This is part of my job.
 - Outside the Pittsburgh Metropolis, the fee is \$375. (Fee is negotiable for smaller parishes.)
- ❖ **Travel expenses**
 - Within the Pittsburgh Metropolis, there is no cost.
 - Outside the Metropolis: \$.485 per mile or Airfare, Airport Parking, Taxi, Shuttle, & Train.
- ❖ **Accommodations:** The host parish arranges overnight accommodations, either at a motel or at the home of a parishioner.

What does the Host Parish do?

1. Contacts me with possible *dates & topics* of interest. Suggested topics are available.
2. Provides *overnight accommodations* if needed.

<p>Phyllis Meshel Onest, M.Div. Director of Religious Education, Greek Orthodox Metropolis of Pittsburgh 174 St. Clair Drive / Akron, OH 44307 / 330-376-0629 / pmonest@neo.rr.com / www.phyllisonest.com</p>

3. Determines the *Registration Fee* to cover expenses – food, photocopies, & honorarium & travel, if need be.
4. Provides *facilities for the workshop* that will accommodate the participants.
5. Provides the *directions/map* to the parish to be included on/with the flyer.
6. If the host parish is not in the Pittsburgh Metropolis, mails the *flyers*.
7. Makes *follow-up phone calls* to the invited parishes 2 weeks & 1 week before the workshop.
8. Provides me with a "*final count*" the Monday before the workshop.
9. Provides staff members to oversee the *Registration Table* the day of the workshop.
10. Provides *light refreshments during Registration* (coffee, tea, juice, muffins or bagels).
11. Provides a *light lunch* for the participants. **Keep it simple.** No staff member is to miss part of the workshop. *Examples:* pizza & salad; deli tray, potato salad & chips; pasta & salad. *Please do not serve:* chicken & rice; shrimp (I'm allergic).
12. If I bring a display of books: (a) Provide help to unload & reload the car; a cart, if possible, to transport the boxes. (b) Have the room arranged as planned, before I arrive. (c) Have the tables covered, if needed, before I arrive.
13. *Photocopy* the Handouts and prepare the *Packets* for the participants, before I arrive. I will email originals.
14. Provide *Nametags, Pens and Paper* for the participants on the day of the Workshop
15. Provide me with a list of the Participants' Names, addresses, phone numbers, churches, and Emails. Registration sheet is below.

What I will do?

1. Assist with the publicity as noted.
2. If I drive and bring a display, I will set it up & pack it up.
3. If desired, meet with Parents on Friday evening.
4. Make 2 presentations on the day of the workshop.
5. On Sunday visit classes, offer a homily, or talk with Parents after Liturgy, if desired.

Schedule for the Weekend

Friday: I arrive in the afternoon whether I drive or fly.

Saturday: I like to arrive 30-45 minutes before Registration.

Sunday: Visit classes, offer a Homily, or talk with parents after Liturgy, if desired.
Departure time & day depends on the driving time or return flight.

Room Layout

- 2 SMALL TABLES to set out reference books on each side of the PODIUM & MICROPHONE.
- Tables/seating** for the participants (PPP) closely in front of me.
- TV & VCR, if available, positioned near either SMALL TABLE.
- CD PLAYER and/or Tape Recorder, if possible.
- Other items as agreed upon during planning.

Room Layout if I bring a Display

- The amount of materials I bring will determine the number of tables and the layout of the room. Arrangement will be discussed before my coming.

**VCR /SM TABLE/PODIUM/SM TABLE/VCR
PPPPP P PPPP
PPPPP P PPPP**

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REGISTRATION FORM

Event _____ City _____ Site _____ Date _____

DIRECTIONS: PLEASE USE 2 LINES FOR ALL YOUR INFORMATION & THE EXAMPLE BELOW.

1. EXAMPLE: _____ NAME _____ PHONE _____ NUMBER _____ EMAIL _____

HOUSE NUMBER

STREET

CITY STATE, ZIP

PARISH

2.

3.

4.

5.

6.

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