



Designing Your Writing Station

How you set up your Writing Station depends on your situation and how you intend on using the opportunity. The size of the group will dictate how many writing stations you will need to set up. If you have 20 people writing 2 or 3 verses each, you may be able to simply set up a table in a quiet corner with a few chairs where people can reflectively take turns at sitting and writing. Larger groups may need 2 or more people writing at any one time to ensure that each person has an opportunity to take part within a given time.

The venue for your 'Writing Station'

- Most groups have organised writing stations in their own church or school.
- Some groups have taken the Handwritten Bible out to the public! You may look into setting up a station in a local shopping centre, library or heritage centre. Make sure you have acquired permission before publicising an event in a venue that is not your own.
- You may decide to partner with others in your town and use a 'neutral' location.
- Perhaps you would like to include the elderly or ill who are unable to leave the house but can take part in the writing. This will require a team who are happy to make house visits.

Setting up your 'Writing Station'

- Create a 'Reception Area' where people can be welcomed and registered, so you can keep track of who has taken part, and even the verses they have written.
- Set aside an area that will be large enough to contain the number of writing stations required. This should be an area that is quiet and reflective for people as they write their verses. You may be able to use a separate room for this. Set up tables and chairs ensuring there is enough space and light for each person to write comfortably (depending on age and ability, some individuals will need help).
- Perhaps an area could be set up with a small exhibition of Scripture resources or a display on a country of interest, and the need for Scriptures. Material may be available on loan from the Bible Society.
- You may also wish to provide some light refreshments. This should be in an area away from the Writing Stations so that the people who are writing will not be distracted.

The Right People to help

You will need to secure some help to ensure a meaningful experience for the people taking part. Give some thought as to who would be the best people for each task. Remember each situation is unique, you may require only a few helpers if your group is small.

Key volunteers will be needed to:

- Greet people as they arrive and explain the process.
- Assist younger/less able participants write their verses
- Pray/ chat with participants after writing, helping them with any questions.
- Visit the elderly/ill who are unable to attend but wish to take part.
- Collate written verses immediately after the event.

Additional volunteers may be needed to:

- Arrange publicity - posters, fliers, notice in local paper etc.
- Set up/tidy up the tables, lights, refreshment area, exhibition etc.
- Serve refreshments
- Form a prayer team so that there is at least one person praying for the people taking part for the duration of the event.