

# Presenters Guidelines

*For preparing presentations for Quaker Quest public sessions.*

## Purposes:

- To prepare presenters to give presentations during the public sessions.
  - There will be three presenters on each topic. If the meeting chooses three topics, then there will be nine presenters. The same three presenters share on the same topic when the sessions repeat.
  - Sometimes, in a smaller meeting, it will be necessary to have one (or more) of the presenters share on two topics.
  - In larger meetings, it isn't necessary—or helpful—to have a second set of presenters when the sessions repeat.
- To aid members of the core group who will give gentle but clear feedback to the presenters.

## Guidelines:

*You will give two presentations.*

- *Consider your sharing to be prepared vocal ministry.* This is intended to be Spirit-led and from the heart.
- The first presentation focuses on how you first encountered the topic.
- The second presentation focuses on what it means in your life today.
- While the topic is “Quakers and . . .,” share your own experiences.
  - Each presentation will be five (or six) minutes long.
  - After the first round, the others will go into small groups for about fifteen minutes.
    - Presenters will not participate in the small groups.
  - When the groups return, you and the other presenter will give your second presentations.
  - A copy of the schedule for the public sessions is on-line and in this booklet so that you can see how a session flows.

*Keep in mind the Hallmarks of Quaker Quest:*

- Use positive language.
  - Share what we do believe and do “do.”
- Use very little history.
  - It is fine to share your personal history.
  - There is plenty of time for history after newcomers start attending.
- Avoid jargon.
  - If you use it, unpack it.
  - For example, testimonies can be explained as, “how we live out our values.”
- Don't criticize other traditions or other branches of Quakerism.
- Use personal stories to illuminate your points.

### Preparations:

- Use two brief quotes in each of your two presentations. The purpose of the quotes is to show that, while you are sharing your journey, that Quakerism is a deep religious tradition and is more than individual stories. *Some of the quotes may resonate deeply with seekers.*
  - Ideally, these will be Quaker quotes.
  - They should be short, around twelve to twenty words, so that they will be easily heard and remembered, and add to your own ministry.
  - Use *Faith and Practice*, if your yearly meeting has one, or search online for “faith and practice” for some of your quotes at [www.quakerinfo.org/quakerism/fandplinks](http://www.quakerinfo.org/quakerism/fandplinks).
- Reflect and consider praying about what you want to say.
  - You will have time to make three to five points per presentation.
- Outline your presentation.
  - Jot down your outline on a note card, which you can hold during your sharing.
- You can write out your presentation if you prefer
  - You do not need to write it out.
  - If you do, *try not to read it* but refer to it.
  - If your content is emotionally hard for you to share and you need to read it, then read it. If you read it, be sure to look up regularly during your sharing.
- Spend time preparing on your own. Practice at home or in the car.
  - Time yourself.
  - Be sure you can get into your presentation all that you want to say.
- Also, prepare several times with other presenters, in order to:
  - Worship together.
  - Give the presentations as though in a public session.
  - Give each other gentle but clear feedback.
  - Work together on which quotes to use.

### Follow-Up:

- Consider meeting once after the public sessions are over to reflect on the experience:
  - What you learned from your own preparation and sharing.
  - What you learned from others’ preparations and sharings.
  - What you would like to be sure future presenters know that you now know.

From Friends General Conference's Quaker Quest Basic Information Packet for Meetings. This, and other Quaker Quest documents and information about QQ in the US and Canada, can be found by going to [www.fgcquaker.org/quakerquest](http://www.fgcquaker.org/quakerquest) or emailing [quakerquest@fgcquaker.org](mailto:quakerquest@fgcquaker.org).

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