



**FGC**  
**FRIENDS**  
GENERAL CONFERENCE

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## **FGC Gathering WORKSHOP LEADER(S) LETTER OF SUPPORT**

The Workshop Committee asks people who are interested in leading a Gathering workshop to submit a letter of support to help us understand their skills. Each year the committee receives many fine proposals and uses the letters of support to help choose which workshops to offer.

***If you're submitting a proposal:*** Please give a copy of this form to at least one person you think could provide the best or most useful information to the committee. **Please also share a copy of your workshop proposal with that person.** Co-leaders should either have a separate letter of support for each co-leader, or one letter addressing the questions below for each co-leader.

***If you're being asked to provide a letter of support:*** Thank you for taking the time to share your perspective. Your letter will help the Workshop Committee understand the leader's skills and abilities to present the proposed workshop, regardless of our familiarity with the workshop topic or the person making the proposal. It is very important that the information be current and submitted by someone who knows the applicant well.

Letters should be sent to the Workshop Committee via Gathering staff; email: [gathering@fgcquaker.org](mailto:gathering@fgcquaker.org). (Letters can be sent either as an attachment, or in the body of the email.)

**Letters need to be received by the FGC office by September 30, 2023.**

In your letter of support, please address the following:

1. How do you know the person who's proposing to lead a workshop, and how well do you know them?
2. Do you believe the proposal to be well developed? If the topic is content-based, are they knowledgeable on the subject?
3. Please tell us about your experience in other workshops or similar groups this person has led and describe their leadership & facilitation style. Please share any strengths and weaknesses you noticed. If the proposal is for an online workshop, please comment on their facilitation in this kind of environment.

4. Workshop leaders may need to respond to “difficult people” in the group or challenges to authority and agenda. Does this person have the leadership and interpersonal skills to respond to these situations?
  
5. FGC is committed to transforming into an antiracist faith community. [You can read about this process and discernment on our website.](#) What is your sense about this person’s ability to create and facilitate their workshop through an antiracism lens?
  
6. We understand that preparing for and leading a workshop can be stressful and mentally and physically demanding, and that circumstances can change greatly in the nine months between submitting a proposal and leading the workshop. Do you believe the proposed leader understands their own capacities and limits, and is able to be faithful to the work involved?
  
7. In your experience, is the applicant flexible, able to adapt to changing circumstances?
  
8. Please feel free to include any other information or experiences that you think might be helpful to the committee.

We appreciate your time and thoughtful attention,  
The Gathering Workshop Committee  
[gathering@fgcquaker.org](mailto:gathering@fgcquaker.org)

*August 2023*