



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

In order to help us understand their skills, the Workshops Subcommittee asks anyone hoping to lead a Gathering workshop to submit a letter of support. Each year the subcommittee 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 subcommittee. **Please also share a copy of your workshop proposal with that person.** Co-leaders may submit separate letters of support 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 Workshops Subcommittee understand the leader's skills and abilities to present the proposed workshop, and enhance our familiarity with the workshop topic and the person making the proposal. It is very important that the information be current and submitted by someone who knows the applicant well.

Please email your letter to the Workshops Subcommittee via Gathering staff: [gathering@fgcquaker.org](mailto:gathering@fgcquaker.org), either as an attachment, or in the body of the email.

**Submit your letters to the FGC office no later than September 23, 2024.**

In your letter of support, please address the following:

1. How do you know the person 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 or weaknesses you noticed, and especially comment on their facilitation in an online 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 of 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 very stressful and mentally and physically demanding and that circumstances can change greatly in the four months between submitting the 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 subcommittee.

We appreciate your time and thoughtful attention,

The Gathering Workshops Subcommittee

[gathering@fgcquaker.org](mailto:gathering@fgcquaker.org)

*August 2024*