

COMMUNITIES RESOURCE

How to plan a termcard

KEY DATES

Have a look through the calendar for the term and plan sessions according to any key dates that crop up. For example, you may wish to do pancake making around Shrove Tuesday, or you may choose to mark Trans* Day of Remembrance in one of your sessions. Think about when exams are held too so that those sessions can be a little lighter.

CREATE VARIATION

Ensuring you have a good variety of sessions is important to keep your term card interesting. Including a mix of sessions can help it remain engaging, and don't forget a social event or two!

FIND RESOURCES

Whether you're planning on writing your own session plans or are looking for ready-to-use resources, make sure that you have everything you need well in advance. Take a look at what's on offer from the SCM website if you need some inspiration!

LONG TERM PROJECTS

You might consider having a theme for a term, or a series of sessions that link to each other to enable you to go deeper with a topic. Think about how sessions can be run to ensure that people are able to participate if they've missed a session or join part way through the series, and be prepared to recap previous sessions to get everyone up to speed.

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INVITE GUESTS

A great way to increase the variation in your term card is to invite guest speakers and facilitators. For example, you can get in touch with SCM staff to run workshops and your Uni chaplain might also be willing to give a talk or run a bible study.

Here are some tips for contacting speakers:

- Be clear about what you're looking for and give all the information up front, for example include a brief for the session, the location and time, whether you can offer a fee or expenses, do you normally have a meal they can join you for?
- If you don't get a reply on email follow up on other platforms such as their social media, but don't hound them.
- Be quick with your own replies, particularly if they are likely to get booked up quickly.

EMPOWER YOUR MEMBERS

Encourage members of your community to share in leading sessions, or parts of sessions. As a leader you don't have to do everything, and giving others the opportunity to lead can help them develop their skills and confidence.