



DEBT REDUCTION WORKSHOP

How to Get Out of Debt
and Stay Out of Debt Forever!

LEADER'S NOTES

Dick Towner and Matt Bell



Welcome to the **Good \$ense Debt Reduction Workshop!**

These Leader's Notes have been prepared to help you present the workshop in the most effective manner possible. The introductory pages provide presentation ideas and list the materials and equipment required.

Planning the Workshop

Group Size

The *Good \$ense Debt Reduction Workshop* works with any size group:

- Small groups of less than 10
- Large groups of 10 to 100 people or more.

Although directions for the various group activities throughout this workshop have been written for medium- to large-sized groups, the instructions are easily transferred into small group situations. Small groups provide an excellent forum for presenting the *Good \$ense Debt Reduction Workshop* because members of the group know each other and can encourage and hold each other accountable to apply the principles and skills they learn.

Workshop Format

The *Good \$ense Debt Reduction Workshop* is designed to be presented as one two-hour session. Keep in mind that the time allotted is intended to keep you and the participants moving quickly through the material. The two hours does not include extra time needed by some participants to complete the exercises, nor does it include extra time for answering questions. Should you wish to allow additional time for participants to work or for a question-and-answer time, you can schedule the workshop for two-and-a-half hours.

Participant Pre-work

Prior to attending the *Good \$ense Debt Reduction Workshop*, ask participants to gather the following information on each of their debts and bring it with them to the workshop: name of creditor, total amount owed, minimum monthly payment, and interest rate. Also ask them to bring a calculator if they have one. **The pre-work is strongly encouraged and makes the workshop more valuable and productive for the participant.** Communicate the pre-work information in any publicity about the workshop or, if you ask participants to register ahead of time, when they sign up.

Master Materials List

To present the *Good \$ense Debt Reduction Workshop*, the following materials and supplies are needed:

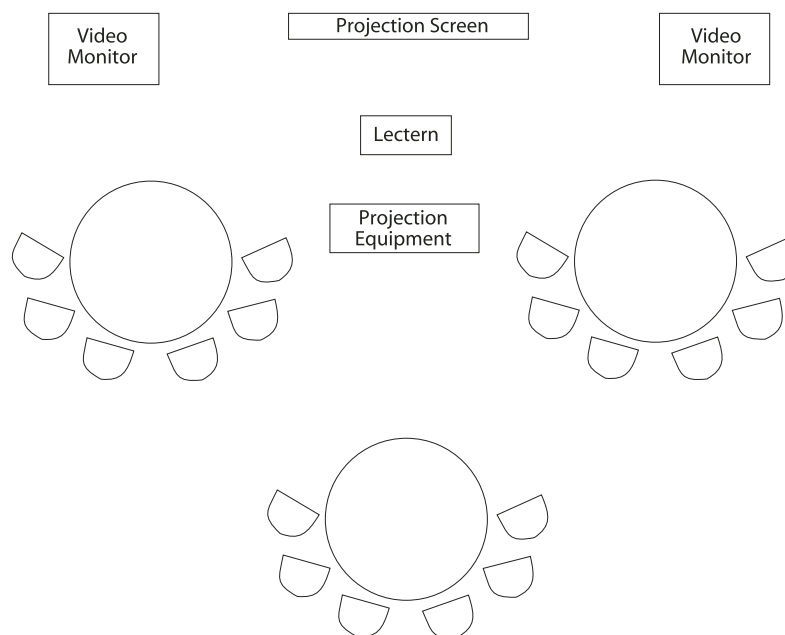
- PowerPoint slides via computer or overhead
 - Computer, with PowerPoint file, and projection equipment if using PowerPoint slides. Be sure to test all components together before the workshop.
 - Or, overhead projector, screen, transparencies, and pens if using overheads. Before the session, check to be sure the transparencies are in the correct order, the projector works, and you have spare bulbs and pens.

Master Materials List *continued*

- Leader's Notes
- Participant's Handout, one per person plus a few extras
- Name tags and markers
- Flip chart with paper and markers, masking tape
- Extra calculators
- Optional: audio tape or CD player for music. Play music before and after the session to create a welcoming and relaxed atmosphere.
- Optional: TV/VCR and the *Good \$ense Budget Course* video. Two clips from Session 3 of the course can be used as optional teaching suggestions on pages 13 and 73. The video is available at www.willowcreek.org.
- Optional: Computers with the Debt Reduction Spreadsheet/Calculator (from the Additional Materials folder) for participants to use after the workshop. See "The Debt Reduction Plan" information on page 6.

Facility Setup

Using round tables helps create a comfortable and relaxed atmosphere. As shown in the example below, seat four to six people at each table, leaving an open space at the front so no one has his or her back to the leader.



Leading the Workshop

All the information you need to lead the *Good \$ense Debt Reduction Workshop* is included in the workshop materials:

- PowerPoint
- Leader's Notes
- Participant's Handout
- Additional Materials/Resources

PowerPoint

When you open the PowerPoint folder, you will see it contains two documents. If your facility is equipped with the computer equipment required to use PowerPoint software,

use the document named “Slides for Viewing” which is a four-color, electronic presentation.

If you will be using a standard overhead projector and transparencies, use the document named “Slides for Printing,” which contains files for black-and-white transparencies. To make overhead transparencies, you may use one of two methods.

1. Print out the slides on your computer printer, using the appropriate type of transparency for your particular printer.
2. First print the slides on white paper. Then place a sufficient number of overhead transparency sheets (the kind specifically made for copiers) in the paper tray of a photocopier and copy the slides onto the transparencies. Your local full-service copy center should be equipped to make transparencies if you do not have access to the necessary equipment.

Leader’s Notes

The Leader’s Notes provide a detailed guide to the workshop material. The pages are designed with an image of the PowerPoint slide on the top half of the page and the teaching notes on the bottom half. Note that the Participant’s Handout is designed similarly, with the PowerPoint slide at the top of the page and a place for taking notes at the bottom.

Make the Notes Your Own

If you had to, you could read the Leader’s Notes from start to finish, word for word, and the material would be presented completely and in the correct order. However, the more effective way is for you to use this information as a resource as you prepare to present the workshop.

Consider how you might personalize the material by using your own words and illustrations. You might want to highlight key words and phrases so you’ll be able to teach without having to read the material word for word. Practice presenting the workshop—including the PowerPoint or transparencies—several times before leading it to be sure you are comfortable with the material and are able to keep to the time you have allotted for the workshop.

Key Elements


The Leader’s Notes include the following key elements:

1. Statements the leader should read *verbatim* are set off in **bold type**. It is important to read these texts word for word because they appear on the PowerPoint and in the Participant’s Handout.

We’ll look at what the Bible says about debt and about money management in general.

2. Words shown in ALL CAPITAL LETTERS are words participants need to fill in the blanks found on the corresponding pages of their Participant’s Handout.


Build a small emergency fund and ACCELERATE debt repayment.


3. When a PowerPoint slide has multiple points and “builds,” an arrow  appears as a prompt to advance to the next point.


 First, you could sell some assets.

4. Directions to the leader are enclosed in a shaded box. These directions are *not to be spoken* by the leader. Directions often include time notations, which are included throughout to give the leader an idea of how long it will take to present each portion of the material.

TIME (pages 32-38): 20 minutes

Sometimes directions are accompanied by a clock  and an activity time notation. These notations indicate the amount of time allotted for completing individual and group activities.

 Activity time: 7 minutes
Move on only when people are finished.

5. This slide advance symbol  lets the leader know when to advance the PowerPoint slide. Often there are two pages of teaching notes for one PowerPoint slide. If there is no symbol at the bottom of the notes, simply turn to the next page and finish the notes for that slide.

The Debt Reduction Plan

During the workshop, participants create their own Debt Reduction Plan (see pages 46-54). After entering information on each of their debts, participants create their own payment plan. The best way for participants to calculate their payment plan is by using an electronic calculator like the Debt Reduction Spreadsheet/Calculator included in Additional Materials folder. The calculator also enables participants to view various payment schedules depending on the Additional Payment amount they enter.

There are a variety of ways you can make the Debt Reduction Spreadsheet/Calculator available to participants:

- Collect participants' email addresses and email the Debt Reduction Spreadsheet/Calculator to them following the workshop.
- Put the Debt Reduction Spreadsheet/Calculator file on several computers and make the computers available for participants to use following the workshop.
- Invite participants who may not be particularly computer savvy to give you their written form (page 32 of Participant's Handout). Use the Debt Reduction Spreadsheet/Calculator to calculate and print out a few different payment plan options for them.
- Other ideas you might have!

Prior to leading the workshop, determine which of the above methods you will use and be prepared to explain it to participants (see page 54).

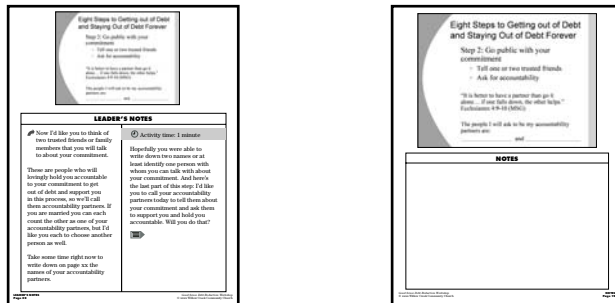
Self-examination

One of the key points you will teach in the workshop is the importance of embracing our God-given identity as stewards. Consider spending some time with God asking him to show you how you are embracing your identity as a steward and how you might improve in this area. Two books that may be of help to you in this self-examination process are *Money, Possessions and Eternity* by Randy Alcorn and *Stewards in the Kingdom* by R. Scott Rodin.

Participant's Handout

Your purchase of this product entitles you to print as many copies as you need of the Participant's Handout.

Note that the Participant's Handout is formatted similarly to the Leader's Notes, with the PowerPoint slide at the top and a place for notes at the bottom (where the actual notes appear in the Leader's Notes).



The last two pages of the Participant's Handout include an evaluation form. Simply omit these pages if you don't plan to ask participants to evaluate the workshop. If you prefer to include a customized version of the evaluation form, use the Adaptable Evaluation Form included in the Additional Materials/Resources folder.

Additional Materials/Resources

The following materials are included to provide supplemental information on debt reduction and the Good \$ense ministry. You are welcome to email these materials to workshop participants or others who request them.

- Debt Reduction Spreadsheet/Calculator: Electronic version of the Debt Reduction Spreadsheet from the *Good \$ense Debt Reduction Workshop*. Use this Excel spreadsheet to calculate your payment plan based on the figures you enter.
- Spending Record: Electronic version of the Spending Record Form included in the *Good \$ense Debt Reduction Workshop* materials. Print and photocopy as many of the forms as you need.
- Bankruptcy Information: Summary of biblical and legal perspectives on bankruptcy.
- Adaptable Evaluation Form: Evaluation form that you can edit, adapt, and personalize for your workshop.
- Information on the *Good \$ense* curriculum: Everything you need to launch and lead a biblical stewardship ministry that transforms lives.

Welcome to The Good \$ense Debt Reduction Workshop

How to Get Out of Debt and
Stay Out of Debt Forever!

LEADER'S NOTES

Call the group together and begin the workshop.
TIME (pages 8-11): 3 minutes

Welcome to the *Good \$ense Debt Reduction Workshop*. My name is _____ and it's my privilege to be leading this workshop.

I realize that a variety of reasons have brought you here today.

Some of you are here to support a friend or relative who is struggling with debt. Others of you are seeing the early warning signs of a financial problem in your own life and want to head it off before things get too bad.

And some of you, perhaps the majority, are here because you're feeling some financial pain—you have a lot of debt and you're looking for a way out.



Congratulations!

LEADER'S NOTES

The first thing I want you to hear loudly and clearly is: Congratulations for being here!

I know it probably wasn't easy to get here today. Some of you had to find child-care. Some of you had to rearrange other commitments. And for many, this is just an uncomfortable topic. In fact, how many people as recently as last night or this morning, were having serious second thoughts about coming today?

Pause for just a moment to allow people to raise their hands.

Well, as I said, congratulations. Overcoming all that you did to be here is a big step in the process of getting a handle on this difficult topic of debt. I'm glad you're here and am confident this will be a helpful experience for you.



This is a Workshop

You are invited to actually begin developing your Debt Reduction Plan

- Your participation makes it more interesting!
- Your participation enables you to get the most out of our time together

LEADER'S NOTES

We're calling this a workshop and not a seminar because you'll be invited to actually begin developing your Debt Reduction Plan.

You certainly don't have to participate in anything that feels uncomfortable to you. But I believe your participation helps accomplish two things.

First, it makes our time together more interesting—much more interesting than listening to me lecture for an hour or two. And most importantly, your participation enables you to get the most out of our time together.



Our Game Plan

- What the Bible says about debt
- A PRACTICAL plan for getting out of debt
- A LONG-TERM plan for staying out of debt

LEADER'S NOTES

The broad-brush view of what we'll be doing today is as follows:

We'll look at what the Bible says about debt and about money management in general.

➤ **We'll walk through a PRACTICAL plan for getting out of debt.**
Our goal is to be long on practicality and short on theory.

➤ **And we'll discuss a LONG-TERM plan for staying out of debt.**

Let's begin our time together with a word of prayer.

You may wish to substitute your own prayer below.

Dear Father, thank you for bringing each person here today. May they be encouraged by your all-sufficient power and guidance. Be with us as we walk through this material. Help me speak with clarity and help each person listen with understanding. We pray you will be honored through this workshop. Amen.

