

# SEEKING EVERYDAY HOLINESS



## Program Checklist

### Pre-registration Information

- Promotional materials available on website: <http://mussarinstitute.org/seeking-everyday-holiness.htm>
  - Introducing the Mussar Path – a 60-minute suggested format for an information session
  - Information for Individuals – flyer for temple members
  - Newsletter text
  - Poster
- Print the License Agreement to be approved and signed by your institution: <http://media.mussarinstitute.org/pdf/License-Agreement.pdf>
- Option: Pre-register your congregation by mailing in the \$350 program fee and completed License Agreement. Payment is by check only. (see address below)

### Registration

- Click on “Register Now” on website at: <http://mussarinstitute.org/seeking-everyday-holiness.htm>
- Online registration form requires participant name, email address, home address and phone number.
- Enter names of group leaders to be trained. (Select people you believe will be an effective group facilitator.)
  - The online registration will calculate the amount due. If you have not preregistered the License Agreement will need to be sent in with the full amount due.
- Payment is by check only. Send to: The Mussar Institute, 6545 SW 133<sup>rd</sup> Drive, Pinecrest, FL 33156.
- Books will be ordered once you have registered. Please note the books need to arrive no less than one week before the first meeting. The participants need to receive the book and complete the first reading assignment.

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## Program

- Course and training materials will be accessed on the *Seeking Everyday Holiness* coursesite. Log on information will be sent after the License Agreement and program fee and/or full fee are received.
- The course lessons are distributed by your institution by whatever means is most convenient.
- Sermon Prompts are available for the rabbi on the coursesite.
- Webinar dates will be announced through email to all participants.

## Training

- Leader training will begin no less than 4 weeks before the course begins.
- Program Director will contact group leaders and schedule training meetings. Training will include 4 teleconference calls before the course begins and 2 teleconference calls during the course.
- Training Manual is available on the coursesite. (see above)

If you have any questions contact Program Director, Judith Zaruches,  
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