

**BEGINNING EXPERIENCE INTERNATIONAL MINISTRY, INC.**

**Team Formation: Training Timetable, Activities and Resources**

*NOTE: The following training content is divided into units. The units may be presented one at a time in several training sessions, or packaged together to cover several units in the course of a day or a weekend.*

**Unit 1: Orientation and Invitation to Team (estimated 3-4 hrs)**

**Objectives**

1. Refresh the memory of the participant's weekend
2. Develop an initial understanding of:
  - a. The vision and mission— what the person is invited to become part of
  - b. The roles on the team—facilitating/presenting and support
  - c. The nature of the commitment to team
3. Elicit commitment to a role on the team

Activity: Orientation and Invitation	Resources and estimated time
Welcome, introductions and prayer service	Music, candle, prayer (15 min)
Refreshing the memory—personalized overview of weekend	Participant reflection from one or two persons: share most important part of weekend to them/what the program did for them (15 min)
Convey concept of the ministry as formal organization—  The vision and mission	Explain: those who participated in the weekend walked a journey together, as did others before them; welcomed into this special community; to continue, this ministry relies on peers willing to help those who follow. "Vision" video, Vision booklet, mission statement (30 min)
Background and history of worldwide and local ministry	Handouts: list of teams, organizational chart (10 min)
What it means to be "on team"/rewards of serving	Facilitator/presenter and support team reflection from 2 to 4 persons (include alumni representative if appropriate): Share what serving on team means/meant to them, has done for them (15-20 min)
<u>Brief</u> overview presentation/discussion <ul style="list-style-type: none"> <li>• Dating policy</li> <li>• Safe ministry environment</li> <li>• Psychological/ethical/legal implications</li> </ul>	<i>Policy Manual for Beginning Experience Teams</i> Policy handouts, discussion or Q&A (15 min)
Nature of the commitment being asked: <ul style="list-style-type: none"> <li>• Review handouts</li> <li>• Discuss ways schedule can be adapted for individual time constraints, especially for facilitation skills, talk writing training</li> </ul>	Handouts: <ul style="list-style-type: none"> <li>• Basic duties/responsibilities (not too detailed) for support roles, drawn from Team Definition</li> <li>• Training sessions planned for writing talks/facilitating</li> <li>• Upcoming weekend dates (10 min)</li> </ul>
Deciding on the role for you Asking for commitment to help or to explore further training	Discernment prayer/Personal reflection moments Sign form OR sign appropriate list (15 min)
Come together for community/team building, closing prayer and group hugs	Music, candle (10 min)

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#### **IDEALLY, COMBINE UNIT 1 WITH THE REUNION**

This format moves immediately from the Reunion into team training, capturing potential team members at their highest peak of interest. Use this approach if everyone from the weekend is invited to explore what it means to be on team. Do not use this approach if there were compelling reasons not to invite some participants to explore serving in the ministry, even in a support capacity, and they are expected to attend the reunion.

*Ask participants to bring their notebooks and pens from the weekend.*

Activity: Reunion and Orientation/Invitation	Resources and estimated time
Welcome, opening prayer service	Music from the weekend, prayer, candle (15 minutes)
One or two participants (asked in advance) share a written presentation: what weekend meant to me	10 minutes
Written reflection: How has my life been different in the last two/three weeks?	Weekend notebooks, pens (20 minutes)
Sharing	Small groups (40 minutes)
BREAK for meal or refreshments	Snacks or pot luck food, beverage and paper goods; grace from the weekend if a meal
Convey concept of the ministry as formal organization—	Explain: those who participated in the weekend walked a journey together, as did others before them; now part of a special community; to continue, this ministry relies on peers willing to help those who follow (5 min)
The vision and mission	“Vision” video/booklet, mission statement (30 min)
Background and history of worldwide and local ministry	Handouts: List of teams, organizational chart (15 min)
What it means to be “on team”/rewards of serving	Facilitator/presenter and support team reflection from 2 to 4 persons (include alumni representative if appropriate): Share what serving on team means to them, has done for them (15 min)
Brief overview presentation/discussion <ul style="list-style-type: none"> <li>• Dating policy</li> <li>• Safe ministry environment</li> <li>• Ethical/psychological/legal implications</li> </ul>	<i>Policy Manual for Beginning Experience Teams</i> Policy handouts, discussion (15 min)
Nature of the commitment being asked: <ul style="list-style-type: none"> <li>• Review handouts</li> <li>• Explore ways schedule can be adapted for individual time constraints, especially for facilitation skills, talk writing</li> </ul>	Handouts: <ul style="list-style-type: none"> <li>• Basic duties/responsibilities (not too detailed) for support roles</li> <li>• Training sessions planned for writing talks/facilitating</li> <li>• Upcoming weekend dates (10 min)</li> </ul>
Deciding on the role for you Asking for commitment to help or to explore further training	Discernment prayer/Personal reflection moments Sign form OR sign appropriate list (15 min)
Come together for community/team building, closing prayer and group hugs	Music, candle, prayer (10 min)

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**Unit 2: Becoming part of the ministry (estimated time 4 hours)**

**Objectives**

1. Brief review of the vision and mission
2. Develop an understanding of team, and the psychology and theology of the ministry
3. The process sequence—how it flows together
4. Process of writing and giving talks

<b>Total group</b>	<b>Resources</b>
Welcome & prayer—celebrating our commitment	Music, candle, sharing (15 min)
Overview of team membership, psychology and theology of ministry	Team Training Vision II video "Overview and Team membership" (30 min)
Talk writing presentation: number and titles of talks, 1 <sup>st</sup> draft is for you (include everything you need to; can cut down later), next draft is for presentation (select areas of your story that best fit topic; save the rest for another talk); review and discuss critiquing criteria.	Handouts: Talk list, critiquing criteria (45 min)
<b>BREAK</b>	Refreshments (15 min)
<b>Track one—Presenters/Facilitators</b>	<b>Resources</b>
Review the process—how the weekend flows together Select/assign talks Assignment: write first draft at home using weekend notebook to start Hand out Program Manuals and contracts	"The Process" video Handout: Process outline  Collect signed contracts (60 min)
<b>Track Two—Support (Needs development)</b>	<b>Resources</b>
Logistics and their importance to the flow of the program; support team role Dealing with support problems on the weekend Assign tasks	Logistics checklist: support team tasks Handout: potential problems for support team and what to do (45 min) Task list
<b>Total group</b>	<b>Resources</b>
Come together for team building, prayer and group hugs.	Music, prayer, candle (15 min)

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**Unit 3: Writing and Critiquing Talks (estimated time 8 hours)**

**Objective:**

Prepare talks that meet program criteria for presentation on the weekend

*Ask trainees to bring their notebooks from the weekend and their first draft of assigned talk*

Presenters/Facilitators	Resources
Welcome, prayer	Music, prayer, candle
Working session: Writing the talks Talk critiquing techniques Critiquing	Bring weekend notebooks, first drafts <i>Manual for the Beginning Experience</i> to check talk content Timer
Come together for team building, prayer and group hugs	Candle, music, prayer

**ONE-DAY TALK WRITING WORKSHOP: SAMPLE SCHEDULE**

*The prospect of writing a talk is often terrifying for new team members, and is more terrifying if it is a lengthy process. This is a schedule for a **one-day talk writing workshop**, allowing time to write a first draft, critique that draft, rewrite and re-critique so that by the end of the day, most writers leave with a finished or nearly finished talk.*

*Alternatively, ask writers to come with a Prepare ahead of time by reading weekend notebook and writing on the questions related to the talk assigned or chosen.*

- 9:30 Prayer  
Review the process—be aware of the “hinges” on which the weekend is built; where and how the talk you are writing will “fit” (Use “The Process” video/CD and handout)
- 10:30 Read/ discuss “Writing a Beginning Experience Talk” and “The Art of Illustrating Talks”
- 11:00 Read/comment on/discuss these pages from *Manual for Beginning Experience*:  
  - pg. 102-103 Writing
  - pg. 104-105 Critiquing
- LUNCH while you work
- 12:00 Actual writing with “talk buddy” (experienced team members) to assist/answer questions  
Refer to specific pages in the *Manual for Beginning Experience* related to your talk
- 2:00 BREAK
- 2:15 Critiquing in small groups—refer to talk pages listed above
- 3:45 Re-writing
- 4:45 Final Critiquing
- 6:00 Dinner out

Additional Talk Writing and Critiquing sessions (full group, small groups or one-to-one in person or by phone/e-mail) as needed, remembering not to “over-critique.”

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**Unit 4: Facilitation Skills (estimated time 3 hours)**

**Objectives**

1. Understand the role of a wounded healer
2. Learn foundational facilitation skills or further develop those skills
3. Learn to empower the group to be responsible for its own success
4. Understand confidentiality
5. Awareness of sensitive issues within a group and how to deal with them
6. Understand problems a small group can have and what to do about them

<b>Total group</b>	<b>Resources</b>
Welcome, prayer, personal sharing	Music, candle, sharing (15 min)
<b>Group one—Beginning Facilitation Skills</b>	<b>Resources</b>
Wounded healer: those who have been there can uniquely be of help to others; compassionate listening Listening skills  Confidentiality; exceptions	Presentation (20 min)  Handouts: <ul style="list-style-type: none"> <li>• “Listen”</li> <li>• Written exercise (20 min)</li> </ul> Model listening skills (20 min) Brief writing: significant event in my life now and how I feel about it Listening skills practice in small groups using written reflections above (30 min) <i>Policy Manual for Beginning Experience Teams</i>
<b>Group two—Advanced Facilitation Skills*</b>	<b>Resources</b>
In depth review of psychology, theology of weekend or other review topic for experienced facilitators  Sensitive issues in the small group  Dealing with problems in the small group  Gentle confrontation teaching  Gentle confrontation practice	<i>Manual for the Beginning Experience</i> and other resources— vary the content and approach to reinforce and strengthen skills, add interest <i>Policy Manual for Beginning Experience Teams</i> <i>Facilitation Skills Manual for Beginning Experience Teams</i> Modeling to illustrate confrontation skills (90 min) Role play or other practice method
<b>Total group</b>	<b>Resources</b>
Summary/review	Video or CD: “Facilitation Skills” Handouts: Video outline Facilitator’s Prayer Cards (30 min)
Come together for team building, closing prayer and group hugs	Candle, music, prayer (15 min)

This completes the formal training outline. Team members who have completed these basic sessions may serve as facilitators/presenters for weekend and weekly support programs.

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### Weekend walk through/spirit builder meeting (estimated time 4-5 hours)

Prior to each Beginning Experience® weekend, a preparation meeting is scheduled which includes some time for a skills refresher.

#### Objective: Final preparation for a Beginning Experience® weekend

Facilitators/Presenters	Resources
Welcome, opening prayer, personal sharing	Music, candle, sharing (15-30 min)
Review weekend schedule Assign facilitation partners Assign small groups Assign talk partners, prayer responsibilities Review talk presentation guidelines Review guidelines related to small groups; discussion of concerns, essential points to remember	Coordinators bring weekend schedule Coordinators bring list of assignments  Handout on presenting talks Guidelines for Facilitators (30 min)
Break	Refreshments (15 min)
Present the talks Reading and final timing of talks	Presenters bring their talks Timer (3 hours; break midway for 15 minutes)
Come together for team building, closing prayer and group hugs	Candle, music, prayer (15 min) or liturgy (45-60 min)