



# Facilitator Training School

Host Parish Planning Guide

*Thank you* for you and your church's consideration to serve as host for a Facilitator Training School for Walking the Mourners Path. We value your participation in this ministry of healing, prayer and hope.

As a host you will have an important part in helping to make the Facilitator Training School a success. We ask that you:

- Designate one person to serve as Site Coordinator for the school. This person will be the contact person for both the Walking the Mourners Path (WMP) office and the Instructor.
- Designate one person to serve as Prayer Partner Coordinator.
  - If necessary the Site Coordinator can serve a dual role.
- Promote the school.
- Encourage participation in your congregation. If your parish is new to the program, we ask that you train at least two individuals to be facilitators.
- Provide a continental breakfast, snacks, coffee and water each day.
- Lunch on Thursday and Friday. It is most helpful for our facilitating host to provide lunch on our two full days of training. Particular arrangements for lunch will be coordinated with our office prior to the beginning of school. Alternate arrangements may be made.
- Provide adequate meeting space and an Easel Pad or Dry Erase Board (Described in detail in later sections)
  - Classroom type room, with tables and chairs
  - Breakout rooms – one room for each 10 students
  - Worship space
- Provide a receptacle outside to burn letters. This can be a hibachi, chiminea or small BBQ grill.
- Have a person from your clergy agree to participate by Anointing at the conclusion of day two and officiate at the Closing Service.
- Prepare Service leaflets for the Closing Service. A sample will be emailed to your site coordinator.

## **Course Schedule Overview**

Day One – 8 am to 5 pm

- Effective Listening and Facilitating Skills
- Exploring our Understanding of Grief
- Workshops One and Two

Day Two – 8:30 am to 5 pm

- Workshops Three – Five
- Building Ministry to those who Grieve and Mourn

Day Three – 8:30 am to 12:30 pm

- Workshops Six – Eight
- Review
- Closing Service: Celebration of New Ministry

## **Promoting the School**

Once your school is scheduled, WMP will post the school on our website. We receive many inquiries for schools from around the country and will promote your school to those individuals. Additionally we ask that you promote the school locally. Suggestions for promoting the school are:

- Posting it on Diocesan calendars and clergy list-serves
- Press releases and/or articles for publication in local newspapers
- Personally contact area clergy and invite participation from them and members of their congregation

## Student Registrations

All students must complete a registration form. The cost of the school is \$350 for a single student from a faith community or \$250 per student for two or more students from a faith community. Payment in the form of checks or money orders are to be made payable to Walking the Mourner's Path and sent with the registration form to: Walking the Mourner's Path, 12990 E. Shea Blvd., Scottsdale AZ 85259. Arrangements may be made for paying the Registration Fee on a credit card.

No student is considered registered until the Registration Form and payment is received at the WMP office.

Forms are available on the Walking the Mourner's Path website:

[www.mournerspath.com](http://www.mournerspath.com)

Or by contacting Catherine Gilbert, Program Director at:

[cgilbert@mournerspath.com](mailto:cgilbert@mournerspath.com)

or

480-657-8503

We encourage the site coordinators to include registration forms in their promotional materials but please do not accept completed forms and payment from those not from your faith community.

# School Space Requirements

Schools will have between 10 to 20 students with two instructors per ten students. A school minimum is 10 students.

Requirements for each site are as follows:

## One Classroom

1. One large room that will be used as the classroom.
2. An area for a Registration Table outside or at the back of the classroom.
3. An area for coffee, beverages and snacks and lunch. Please include a trash can.
4. The classroom should have 6' to 8' tables and chairs to accommodate 10 to 25 people depending on the size of the school. Tables are usually set up in a square.
5. Each Instructor has individual preferences for the classroom set up. Depending on the Instructor, Site Coordinator will coordinate with instructor.
6. Large tear-off Easel Pad with adhesive or tape provided. Or if in a classroom a dry erase board.
7. A microphone is optional depending on the size of the room and of the group.
8. Depending on the instructor, audio/visual equipment may be needed. Once an instructor is assigned to your school we will send you those needs.

## Breakout Rooms

1. One or two breakout rooms that can accommodate 12 people each.
2. These rooms should have minimal disturbances from outside noise and foot traffic.
3. Each should have comfortable chairs and or sofas arranged in a circle around a small table.
4. A box of tissues is placed on each table in the classroom as well as in the breakout rooms.
5. Enough water bottles for each participant should be place in the breakout rooms before each breakout section.

## Worship Space

A worship space is needed, usually a chapel, which accommodates 50 people for the closing service and anointing of oil. If it is your tradition, it should be set for Holy Communion.

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## **Educational Materials**

Each student will receive a Facilitator Guide, a workbook and other educational materials.

Prior to arriving at the school, students receive Pre-Course Study materials. These materials will be sent from WMP office directly to the registered student.

All other materials will be shipped to the site ahead of the event in care of the Site Coordinator.

We ask that our host to please provide an easel pad with adhesive or a dry erase board. Additionally, a variety of stones, large enough for a name to be written on each are needed for the training.

The following things will make the process easier:

1. Provide a location and contact person who can receive shipped materials.
2. Provide a location to store materials. The WMP Office will send educational materials directly to each training site location.
3. A courier may be needed to transport books and materials to the classroom on the day before the event.
4. The instructors will arrive the day before the event to meet with the Site Coordinator, unpack and set up educational materials and make final adjustments to the room setups.

## Food and Beverage

We ask that the following meals and refreshments be provided:

- Coffee and muffin or bagel and fresh fruit each morning of training.
- Refreshment table with simple snacks, beverages, including regular and diet soda and water during the day for breaks
- Water in breakout rooms
- Lunch each day – if this is not possible, other arrangements maybe made.

WMP will reimburse the host facility for the expense of refreshments. The budget for food will depend on the number of students registered for the school and will be coordinated with the Walking the Mourner's Path office. Original receipts should be submitted to WMP office for reimbursement. Any costs incurred beyond the agreed budget will be incurred by the host facility.

It is helpful to recruit volunteers for the following tasks:

- One or two volunteers who will shop for food items at the site area
- A volunteer who can set up coffee and muffins 30 minutes to one hour before each morning session
- A volunteer who can stock the snack table 30 minutes after lunch or before breaks with food items, paper napkins, paper plates, spoons, etc. and bottled water for the breakout workshops
- Prepare and set up lunch each day of the school
- Clean up after lunch and at the end of each day



# Prayer Partners

Prayer Partners are essential to this program. Their roles reinforce the importance prayer is to the program.

1. Each student and instructor should be assigned a Prayer Partner to pray for them as they travel to the school and during each day of the school. If necessary, Prayer Partners can be assigned to more than one student.
2. Site Coordinators will be given information packets containing sample letters, Prayer Cards, program pins for graduating students and detailed instructions.
3. The Prayer Partner Coordinator recruits volunteers willing to serve as Prayer Partners ensuring that they are available for the Closing Service and lunch.
4. Prayer Partner Coordinator assigns school students to Prayer Partners and prepares a roster for the Site Coordinator, Instructor and WMP.
5. Prayer Partner Coordinator contacts each Prayer Partner one week before the school is to begin to remind them of the Closing Communion Service and lunch.
6. Site Coordinators check in with Instructors once during the school for any additional prayer needs and pass these along to the Prayer Partner Coordinators.

An instruction sheet for the Prayer Partners is at the end of this guide. Please copy the page for each Prayer Partner and fill in the appropriate information.

## **Music**

Music can be a way to enrich the experience, it is a form of prayer that touches the spirit and connects us with God. However, music is not a required part of the training program.

Music can be included at the beginning of each morning during the fellowship time and again for the closing Communion Service.

It is helpful to have a cantor, soloist or small group lead the singing at the Closing Service.

Please select Christian music familiar to your faith tradition fitting for a service of both remembrance and celebration of new ministry. The WMP office and your Instructor can help you select music appropriate to the host church denomination if desired.

## **Clergy**

Clergy members of your faith community not participating in the training school are welcome to attend the Closing Communion Service. At the service it would be fitting, if it is your tradition, for each clergy person to vest and greet the students, Prayer Partners and instructors before the closing worship.

## Closing Service

The Closing Service is both an acknowledgement of the work done in the training and workshops along with a celebration of new ministry. We strongly encourage including Holy Communion in the service if it is a part of your faith tradition.

1. The Closing Service occurs on the last day of training. A specific time will be given to the Site Coordinator so that the Altar Guild and Prayer Partners have advance notice of when to be prepared and present.
2. In addition to the usual requirements for a service there are several items needed specific to WMP: multiple votive candles for each student to light during the service, matches or long lighter to light the candles, a basket large enough to hold “stones” from each student (sometimes there are more than one per student).
3. Preparations for Holy Communion will be needed if the Closing Service includes a Eucharist.
4. A template of the service leaflets for the service will be provided by WMP.
5. Each student receives a WMP lapel pin at this service.
6. Certificates of Completion are presented by the Instructors. These are provided by the WMP office.
7. The host parish may provide a small reception following the service to allow for Prayer Partners and Students a time to connect.

Instructions for the Altar Guild are given at the end of this guide.

Here's a quick final checklist of important details:

One Month Prior to School	
	Prayer Partner Coordinator is selected; begin recruiting Prayer Partners
	Altar Guild Director and Clergy are contacted about the closing communion
Two Weeks Prior to School	
	Students registered are verified with WMP office.
	Materials are shipped to location by WMP office.
	Meeting rooms are reconfirmed.
	Clergy for Closing Eucharist Service is confirmed.
	Votive holders, candles and long matches or lighter for the Closing Communion Service.
	Final discussions regarding budget and responsible persons for food and refreshments.
One Week Prior to School	
	A final roster of students is emailed to Instructors and Site Coordinators.
	Prayer Partners are assigned. Final list sent to the WMP office.
	Non-perishable food and beverages are purchased.
	Burning receptacle for final day is secured.
	Closing Eucharist Leaflet is printed.
	Prayer Partners are contacted and provided with the name of their participant partner, instruction sheet and reminder about closing service.

Day Before the School	
	<p>Site Coordinator meets with Instructor</p> <p>Classroom and breakout rooms are made ready.</p> <p>Ensuring:</p> <ul style="list-style-type: none"> <li>Registration table near door</li> <li>Student materials are in classroom</li> <li>Place for refreshments</li> <li>A/V equipment functioning if requested by Instructor</li> </ul>
	Meet and walk through rooms with Instructors
	Ensure that doors will be unlocked for Instructor and those setting up morning refreshments.
First Day of School	
	Site Coordinator or designate is available to help with last minute logistics.
Second Day of School	
	Clergy person and anointing oil are available at the end of the day.
Third Day of School	
	Receptacle for burning letters is in place.
	Prayer Partners arrive half hour before Closing Service for instructions
	<p>Preparations are made for closing service ensuring:</p> <ul style="list-style-type: none"> <li>Tissues, prayer pins and certificates are in place of worship</li> <li>Oil for anointing is available</li> </ul>
Week Following the School	
	Site Coordinator ships remaining materials from the school to the WMP office via UPS ground transport using the prepaid label included with the materials. The package will need to be dropped off at a UPS Store.

## Walking the Mourner's Path® Instructions for Prayer Partners for Facilitator Training School

Thank you for agreeing to be a Prayer Partner for the Facilitator Training School being held \_\_\_\_\_ . Your role of praying daily for your student is an important part of the ministry of Walking the Mourner's Path.

The person you are praying for is: \_\_\_\_\_

Please pray daily \_\_\_\_\_. Any prayer that is offered to strengthen their ministry and opens them to the power of the Holy Spirit is appropriate.

### Suggested Prayer

*Gracious God, as you have called (name of student) to the ministry of Walking the Mourner's Path, please be with him/her as they attend Facilitator Training. Open their hearts and minds to the presence of the Holy Spirit. Equip (student's name) for his/her ministry to those who grieve and mourn. Strengthen him/her for the work they will do in your name and help them to be the vessel for the healing power of your love. In Christ's name I pray. Amen*

Your presence is required at the closing service.

Please arrive on: \_\_\_\_\_  
(1/2 hour before service)

You will be meeting with \_\_\_\_\_ to review your role in worship.

At that time you will be given:

- Closing service leaflets
- Name tags identifying you as a Prayer Partner

The instructor will invite you to join in the closing of the workshop. At that time please introduce yourself to your student. Together, you and your student will move to the worship space and sit together.

Following the Prayers of the People the workshop student will light candle in honor and memory of their loved one whom has died. (The student may light more than one candle if they have had multiple deaths they are resolving). The Prayer Partner is encouraged to assist the participant with these processes. At the Offertory, the participants will be placing their Standing Stone on the altar. Please provide assistance if needed.

# Walking the Mourner's Path®

## Facilitator Training School Closing Service

### Instructions for the Altar Guild

The Altar Guild is an essential member of our worship team, and we thank you.

Our needs for this service are small. We hope this short checklist will help in arranging this special service. The clergy member and/or Site Coordinator of the Walking Mourner's Path team can direct you as to the number of people to anticipate for the service.

#### Needed for Holy Communion: (if applicable)

- Communion hosts/wafers for all in attendance
- Wine or juice for attendees
- Oil for anointing

#### Needed for the Service:

- Small table large enough to hold votives for each of the workshop participants
- Lighter or matches
- Votives for each of the workshop participants
- Worship service leaflets
- Songbooks or music if included in the service

The Communion and Closing Service should be structured to be consistent with the traditions of your specific church community. Please talk with the clergy member of the Mourner's Path team for any clarification needed.