



Facilitator Training School

Host Faith Community Planning Guide

Thank you and your faith community'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 will do everything we can to assist you.

The guide is intended to provide a framework for planning and hosting the 2 ½ day school.

Keys to a successful Facilitator School

1. Designating a Site Coordinator: This person will be the liaison between the Walking the Mourner's Path office, the instructor, and their faith community
2. Clergy Person designated for the school (may also serve as Site Coordinator)
3. Promoting School – Information in this guide
4. Encouraging participation in your faith community
5. Designate a Prayer Partner Coordinator to recruit prayer partners and coordinate them on day of closing worship
6. Coordinate Food and refreshments well ahead of time
7. Planning and reserving meeting spaces, materials, etc. well ahead of the start of the school.
8. Sharing the unique character and culture of your church and community with the instructor and participants.

For example:

- Do you have a special quiet place in your church or grounds such as a prayer path, labyrinth?
- Share unique characteristics of your church, i.e., does someone in your church always make an amazing desert or snack? Ask them to make it for training.
- For those traveling out of town:
 - Restaurant recommendations
 - Hotel recommendations
 - Unique sites, places to relax after a long day

Key Roles

Site Coordinator

- This person will be the key contact person for the Walking the Mourner's Path office, Instructor, and church. It can be filled by a staff person such as Pastoral Care Director, Church Administrator, a member of the clergy, or a volunteer.
 - Regular conference/Zoom calls will be scheduled with the instructor and/or the Walking the Mourner's Path office prior to the school
- This guide is the primary tool of the Site Coordinator
- It is recommended that the site coordinator not attempt to fill all the key roles but to recruit and coordinate volunteers to help with the various aspects of the training school.
- They should be available or designate someone available to the instructor each day of training to answer questions and deal with any issues that may arise.
- Ensure that the buildings and rooms where the school is being held are unlocked 30 minutes before each day of the school and secured at the end of each day
- Inform the Instructor of any special instructors about the church campus or policies.
- If needed, ensure that signage is available the first day of the school to direct participants to meeting rooms and restrooms.

Clergy

We ask that a member of the clergy serve as one of the hosts for the school. They will provide support for the participants, instructor, coordinators, and volunteers.

If the member of the clergy is participating in the training, please clear their calendar of any scheduled meetings etc. so that the clergy person can be present for each part of the training. If there is an unavoidable scheduling conflict or they are called away unexpectedly, please inform the instructor.

Additionally, clergy support is requested:

- Friday evening at approx. 4 pm – if Anointing is to be a part of training. Please coordinate the Anointing with instructor
- Saturday approx. 11 am – Celebrate at worship
 - A copy of a Service Bulletin will be emailed to the Site Coordinate and if requested, the member of the clergy presiding over worship. It may be adapted to the church's faith tradition.

Clergy members of your faith community not participating in the training school are welcome to attend the Closing Worship. 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.

Prayer Partner Coordinator and Prayer Partners

Prayer is at the heart of the ministry. We therefore ask that each faith community recruit volunteers to serve as Prayer Partners during the days of training. Prayer Partners are required to be at the Closing Worship as they have a role in celebrating with the person they have been praying for during training. If you have a Prayer Ministry in your faith community, this would be an ideal place to find a coordinator and prayer partners

- Each student is 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.
- The Prayer Partner Coordinator finds volunteers willing to serve as Prayer Partners ensuring that they are available for the Closing Service and reception if offered. Prayer partners MUST be a closing worship.
 - Prayer Partner Coordinator assigns school students to Prayer Partners and prepares a roster for the Site Coordinator and Instructor.
 - 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.
 - Prayer Partner Coordinator contacts each Prayer Partner one week before the school is to begin to remind them of the Closing Worship Service and reception (if planned).
 - Site Coordinators check in with Instructors during the school for any additional prayer needs and pass these along to the Prayer Partner Coordinators.

Coordinator of Food

If your faith community does not have a staff person responsible for food and/or a regular meal offering it is advisable to recruit a volunteer to coordinate meals, snacks, refreshments. It is advisable that this person is not a participant in the training as they may miss sections of training coordinating food. Information about food is in another section of this guide.

If needed, recruit additional 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 30 minutes before each morning session
- A volunteer who can stock the refreshments before breaks with food items, paper napkins, paper plates, spoons, etc. and bottled water for the breakout workshops
- Prepare and/or set up lunch each day of the school
- Clean up after lunch and at the end of each day

Course Outline

Generally, the schedule for the 2 ½ day school is as follows:

Day One – 8 am to 5 pm

Morning

- Worship (In instruction room)
- Effective Listening and Facilitating Skills
- Workshops One

Lunch – 12 noon

Afternoon

- Exploring our Understanding of Grief
- Beginning Discussion on Planning and Logistics
- Workshops Two

Day Two – 8:30 am to 5 pm

Morning

- Worship (In instruction room)
- Workshops Three and Four

Lunch – 12 noon

Afternoon

- Building Ministry to those who Grieve and Mourn
- Discussion and Questions on Workshops and Planning and Logistics
- Workshop Five
 - Sacrament of Anointing, if used, at approximately 4 pm

Day Three – 8:30 am to 12:30 pm

- Opening Prayer
- Workshops Six – Eight
- Review
- Closing Service: Celebration of New Ministry - approximately 11 am

Note: Times for lunch, The sacrament of Anointing on Friday, Closing Worship on Saturday, and the time training is concluded each day are best estimates and are for planning purposes.

Promoting the School

Once your school is scheduled, Walking the Mourner's Path 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/Synod calendars and clergy list-serves and Ecumenical Councils publications, etc.
- Church newsletters, social media sites, and email chains
- Personal invitations to church members
- Press releases and/or articles for publication in local newspapers
- Personally contact area clergy and invite participation from them and members of their congregation

Our office has sample documents that may be adapted for your use and preprinted brochures that can be sent to you.

Student Registrations

All students must complete a registration form. The early registration fee for 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. The early registration period ends 28 days before the beginning of the school. Payment in the form of checks is 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 Walking the Mourner's Path office. Late registrations are subject to additional fees and may be placed on a waiting list.

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

www.mournerspath.com

Or by contacting Catherine Gilbert, Program Director at:

cgilbert@mournerspath.com

Catherine's cell: 480-540-9025

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

School Space Requirements

Schools will typically have between 10 to 24 students with a minimum of 10 students.

Requirements for each site are as follows:

Instruction Room

1. Large room that will be used as for instruction that holds all individuals registered for the course and the instructor(s) each able to be seated at a table.
2. An area for a Registration Table outside or at the back of the classroom.
3. 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 large square with the instructor(s) seated a table at the front of the room.
4. Each Instructor has individual preferences for the classroom set up. The instructor will coordinate room set-up with the site coordinator.
5. Large tear-off Easel Pad with adhesive or tape provided. Or if in a classroom a dry erase board.
6. A microphone is optional depending on the size of the room and of the group.

Breakout/Workshop Room(s)

Many faith communities have small meeting rooms, parlors, or classrooms that are appropriate spaces for the breakout/workshop sections of training.

1. One or two breakout rooms that can accommodate 12 to 14 people each depending on the number of participants registered for the training
2. These rooms ideally have minimal disturbances from outside noise and foot traffic.
3. Each should have comfortable chairs and or sofas arranged in a circle
4. Small table such as a coffee table in the center of the circle
5. A box of tissues is placed on each table in the classroom as well as in the breakout rooms.

Additional Notes on Space:

The space for instruction may also serve as a place for lunch. We will assist you defining the best spaces in your building(s) for each aspect of training.

The instructor(s) will do their best to tidy rooms at the end of each day. We ask that the trash receptacles be emptied each day. Please let the instructor know if the space is to be utilized in the evening during the school. If any of the rooms are to be used, please designate a secure place to stow materials for the evening.

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.

Supplies

- Easel Pad or Dry Erase Board for large Instruction Room
- Masking Tape
- Clean stones that have room to be written on for each participant
- Small basket(s) for stones – one for each workshop room
- Candle and holder for each workshop room, something to light the candle
- Multiple boxes of Tissues
- Hand sanitizer
- Paper Products, i.e. napkins, plates, cups, etc.
- Prepare and print Service leaflets for the Closing Service. A sample will be emailed to your site coordinator or designated person.
- A receptacle outside to burn letters. This can be a hibachi, chiminea or small BBQ grill.
- Adequate Trash receptacles

Educational Materials

Our office will send training materials to you via UPS. Additionally, each participant will receive an email with pre-course reading to prepare for the school.

Please:

- Provide an address and contact person who can receive shipped materials.
- Please store in a place known to the site coordinator.
- 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. A courier may be needed to transport books and materials to the classroom on the day before the event

Food and Beverage

We ask that the following meals and refreshments be provided:

- Coffee each morning. The availability of boiling water for tea is also appreciated.
- Refreshment table with simple snacks and beverages during the day for breaks
- Water in bottles and a place to refill reusable for cups
- Lunch on Thursday and Friday

Note on Lunch:

- Participants are asked if there are any dietary concerns on the registration form. The WtMP office will coordinate with the host faith community to best meet those needs. There is often at least one Gluten free person registered for the course.
- Lunches that can be adapted to meat/gluten free are easiest to coordinate

WtMP will assist the host facility for the expense of refreshments if necessary. 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.

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.

The Closing Service occurs on the last day of training. An estimate of the service 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.

- In addition to the usual requirements for a service there are several items needed specific to WMP:
 - i. votive candles for each student to light during the service,
 - ii. matches or long lighter to light the candles,
 - iii. Service leaflet – a template will be provided
- Preparations for Holy Communion if included in the worship service.
- WtMP will give each training participant a pin and certificate.
- The host parish may provide a small reception following the service to allow for Prayer Partners and Students a time to connect. If you wish to have a reception, please let the WtMP office know ahead of time so that they can inform the participants.

Instructions for the set-up of the Altar are given at the end of this guide.

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.

The following check list will assist you with last minute details:

One Months Prior to School	
	Prayer Partner Coordinator is selected; begin recruiting Prayer Partners
	Worship coordinators/Altar Guide and Clergy are contacted about the closing communion
Two Weeks Prior to School	
	Students registered are verified with WtMP office.
	Training materials are shipped to location by WtMP office
	Training rooms are reconfirmed
	Clergy for Closing Eucharist Service is confirmed
	Gather supplies for the school
	Final discussions regarding food, i.e. menus, volunteers, cleanup
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 instructor.
	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 the participant they are praying for, 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"> Place for materials and name tags Student materials are in classroom Place for refreshments
	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"> Tissues, prayer pins and certificates are in place of worship Oil for anointing is available
Week Following the School	
	<p>Site Coordinator ships remaining materials from the school to the WMP office via UPS ground transport using the prepaid label included with the materials. Contact UPS to pick up package or dropped it off at a UPS Store.</p>

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 the on(days) _____. 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 at: _____

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

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 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, is needed, please assist your participant.

Walking the Mourner's Path®
Facilitator Training School Closing Service
Instructions for the Worship Coordinators/Altar Guide

You are 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 if the altar is not used for the candles
- 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.