Job Description:

Faith Step Facilitator

Grandparent Step

# *Faith Legacy Vision / Purpose Statement*

The purpose of the Faith Legacy Series is to help families grow spiritually. Every two years of a child’s younger years, and every year starting in seventh grade, we want to help families take another step in spiritual growth through a combination of classes, seminars, retreats, and blessing events. At each “step” parents give their children in a public blessing event an object which facilitates “faith talk” at home, to be kept in his/her faith chest as a reminder of the treasure of faith in the child’s heart. Grandparents are also given an opportunity to participate in the Faith Legacy Series with other grandparents. The final blessing object is a video of them to be presented to their future generations.

***Objectives of Facilitator for the Grandparent Step:***

* Host a group of grandparents for four sessions.
* Facilitate the four sessions using a DVD presentation of the materials.
* Encourage these grandparents in discussion and support of each other in sharing their faith story.
* Schedule interview times for each participant to record their faith story for future generations.

***Specifics:***

Hosting and facilitating a step requires leading four sessions with grandparents over a four-week period.

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|  | **Four Sessions** | **Interview Schedule** |
| Date(s): |  |  |
| Time: |  |  |
| Location: |  |  |

You will work under the guidance and direction of the Faith Legacy Team Leader, who will provide you with all resources and support necessary to do what is expected of you.

***Tasks Before the Sessions:***

* Start praying now for God to bless these four sessions with new friendships and deeper faith experiences!
* Be sure you have all needed materials and they are laid out for participants:
  1. Teaching session DVD
  2. Facilitator’s packet
  3. Participant discussion guides with accompanying appendix pages
  4. Name tags and markers/pen
  5. Roster of participants (Have everyone check roster for accuracy (phone, email, spelling and mark their attendance on the roster.)
* Put DVD in player making sure you have a signal and volume set.
* You may preview the video content in advance, however, it is not expected that you will “teach” in any way. Your role is simply to facilitate the experience.
* Greet people as they arrive and have them pick up their materials.

***During the Sessions:***

* Begin with prayer.
* Show the DVD for the session, stopping for discussion as directed in the video.
* Have participants divide into groups no larger than four to discuss the questions in the discussion guide. (As much as possible, have these groups remain the same from week to week.)
* Tell the groups they have a specific amount of time for the discussion. (The length of the session is determined by how long the discussions last. The times are given for each video segment and you can adjust the length of discussion time to have your session last from 1 hour to 1 ½ hours.) After discussion, bring groups back together for next video segment.
* Repeat steps 3 & 4 for each of the legacy points.
* Show the Wrap-Up section, review the assignment, and have groups close in prayer.
* At the end of each session, remind participants of specific details regarding the blessing gift(s) grandparents will give their grandchildren, including: the suggested donation (cost) for the blessing object if your church is charging for this Faith Step.Use the attached table to keep track of contributions.
* At the conclusion of the last session, have participants fill out the evaluation form for this Faith Step.

***After the Sessions:***

* Gather up leftover materials.
* Retrieve DVD from player.
* Pray during the week for God’s blessing on the next session.
* At the conclusion of all sessions, return materials and evaluations to the Faith Legacy Team Leader.
* Discuss with the Faith Legacy Team Leader your role in the blessing event.
* Please give your input about the effectiveness of this Faith Step to the Team Leader.

***Optional– Schedule Interview Times:***

* In advance, determine when and where the group will meet to film interviews.
* Make announcements and distribute interview schedules during the fourth session.
* Remind participants to select their questions from the list provided.
* Have interviewers trained in advance to talk with each participant.
* Encourage participants to schedule their interview; even if they don’t like being filmed!

**(Sample page)**

**Faith Legacy Series Donations Record**

Faith Step: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Sessions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions to Facilitators:**

At the end of each session, remind participants of specific details regarding the blessing

gift(s) grandparents will give their grandchildren. You might say something like: **The**

**suggested donation you are asked to contribute to pay for the blessing item is**

**$\_\_\_\_\_\_. The church will pay for any amount you feel is above your ability to pay.**

**You may give me your contribution any of the four weeks we are in session or you may send it to the church office to the attention of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Use the table below to keep track of contributions. After the third session, turn in all contributions to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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