



Volunteer Set-Up Guide and Ministry User's Manual

(Catholic Faith Edition)

Volunteer Set-Up Guide



It takes three (3) volunteers to set-up an “Invest in the Family Ministry” . They will hold 7 development and design ministry meetings for the purpose of constructing the structure of the ministry. Each meeting will take 1.5 hours and they will require a room with internet access to conduct their meetings.

The ministry will have three primary programs:

1. **The Family Solution Finder Learning Seminars**, for family members on a journey with substance use disorders. These 32 seminars of 1.5hr’s each will provide the family member education on the topics and issues they will likely face in their journey as a family. The goal for the ministry is to offer these seminars in the monthly ministry meeting as a venue to empower families with knowledge of what is likely to come next. These are self-administered seminars no prior knowledge on the topic is required to run these sessions.
2. **The SP~ARK’s Program**, provides the material and content to help the family members develop their individual spiritual development. The SP~ARK’s Program provides a self-assessment of the individual family members spiritual life and then from that assessment each participant designs with the aid of a ministry volunteer pathfinder guide, a quarterly personal spiritual development plan.
3. **The M.O.R.E. Program**. is a Coordination and Referral Network, developed by the ministry of services, agencies and professionals that a family will likely need to access during different phases of their family life journey. At different stages they will require different services.

Requirements:

1. Three volunteers will form the initial leadership of the ministry.
2. A room to meet with internet access.
3. The Family Solution Finder Study Guidebook and The Family Solution Finder Workbook with learning video links will be purchased and reviewed. This will be used to educate the family about substance use disorder issues.
4. The Invest in the Family Ministry Volunteer Set-Up Guide and Ministry User Manual Book will be purchased for each leader. This will be used by the volunteers and those members that want a copy of the ministry guidebook.

Budget:

1. Administration Expense, Subscription to online religious education \$100.00
2. The Family Solution Finder Study Guidebook and Workbook, \$15.00
3. The Invest in the Family Ministry, \$15.00
4. Handout’s for monthly meetings, \$75.00

Total Ministry Annual Set-Up Budget: \$205.00 of which in year two the ministry will be able to fund through internal events and sponsors.

Volunteer Set-Up Guide

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INTRODUCTION

How can churches help find a solution to the drug epidemic? It seems simple enough, Churches are focused on God, have families in their congregation that are experiencing this epidemic and have knowledge of how to practice faith in suffering. It would seem all three elements exist in what a family experiences on their journey with substance use disorder. However, even though doctors, counselors, politicians, prosecutors, mayors and treatment centers have all converged to address this issue, the churches have been the least committed to provide a family focused ministry for this large population.

This is the purpose of “Invest in the Family Ministry”, a church-based ministry for family’s experiencing the substance use disorder epidemic. What has been the case for many churches is most do not have the strategy, structure, process within their existing ministries to adapt and support the unique blend of needs required by this group. Also, their family’s needs are not only of a spiritual nature; but include education learning about what the journey with substance use disorder will entail, how to use their faith practices in their suffering. This is a complicated disease only further exasperated by a social stigma which prevents families from seeking help. It becomes more elusive when they do not know where to begin. The “*Invest in the Family Ministry*” clears up all these issues so they can focus on giving this over to God.

The “Invest in the Family Ministry” model offers a home in your church for these families by providing: 1. Education Learning Seminars, 2. Spiritual faith practice development paths, and 3. Networking to support referral resources. It is a harbor (Ark) in the storm; so they can get educated, organized and networked. These are the key elements needed to empower a family. Knowledge is Empowering.

This manual is designed to be modified so it meets the specific attributes of your faith practices. By meeting the family in their suffering and coming to their level we do God’s work better, than if we ask the family to rise to our level. The education seminars and spiritual development tracks can be self-administered by the family in their home, at your Church as a group or in a large seminar where the community is invited.

This same approach (meet them where they are) is designed in the ministry model to provide “spiritual development” as a starting point. Again, not asking them to rise to where we are, but rather meeting them where they can grow best, from their world. Given that every family is different, it will be theirs to decide the best path for their family, it is our role to provide options and support in how to move forward.

In connecting the family to referral resources, often a family does not know where to begin, what to ask for, what to expect. This is another role of the ministry. The family’s needs will change over time. So will their required support needs change. The ongoing ministry will assist in matching the right level support at each stage of their journey. They will not have to travel this road alone. But first there needs to be a ministry to fulfill this purpose, with purpose driven volunteers.

This model has four programs:

1. **The Purposeful Driven Ministry**, creates structure, process and implementation, managed by purpose driven volunteers.
2. **The Family Solution Finder**, to educate the family on a journey with substance use disorder.
3. **The SP~ARK's Program**, to provide learning resources and planning guides for spiritual development.
4. **The Family Resource Coordination, M.O.R.E.S. Program**, connects families with resources and services available from the church and local community.

This is empowerment, and these are the pieces made available through one single ministry, focused on your church family needs. It connects the church to the members that suffer, meeting them in their world, to love one another as God so loved us first.

Purpose of the Ministry



THE MINISTRY CONCEPT

In our brokenness we find the long reach of our Lord, our savior Jesus Christ. It is from our weakness where we come together and ascend; because of His grace given freely to us all, He includes those not invited to the banquet of others. We are all called to serve those that cannot serve themselves, as in the Good Samaritan, we seek the broken hearted and build a vessel of refuge for their healing. In providing an “*Invest in the Family Ministry*”, such an act of kindness, mercy and love is given to all.

Because no one knows when the thief will come by night, what he will steal or how our hearts will become ill with anxiety and fear, we must prepare ourselves within our spiritual development. It is not enough to become educated about the disease or networked into referral support services. This is the battle of good and evil, and we will fight it from our lowliness and weakness, because from there in our emptiness is our greatest strength, our lord God who gives to us His all. It is His promise in answering our prayers that we have hope. Let’s stand up to stand together, from within this ministry, we will form our response to this our pain and suffering with the drug epidemic, a disease that kills our children and loved ones.

The *Invest in the Family Ministry* will start with a calling to all within the church who suffer in this epidemic to come and consider being involved in this new ministry, a calling to serve. From the church members some will lead, others will work, and many will follow but all will grow in their individual spiritual development.

There are four pillars in the ministry design:

1. **Culture:** As a ministry we are covering issues that family members are likely to face and provide for them a safe place to learn and grow by strengthening their continence as a family. This ministry will educate them on their journey, develop their spiritual faith and assist in guiding them to referral support resources both inside the church and from their local community.
2. **Structure:** As a ministry they will find a formal organization structure to support the process and implementation of the ministry services. It will require volunteers to be assigned specific roles and responsibilities supported with volunteer training and strong formal communication channels.
3. **Process:** The process consists of those programs that our ministry will provide, how these programs will be delivered and what should be the expected outcome. This will be the ministry’s workflow.
4. **Implementation:** How the ministry is presented to its members is important; from preparation through the final event, and then follow up. How the ministry communicates is important to ensure the most effective results. How the ministry develops and nurtures the culture of the ministry is important, to ensure it stays true to the teachings of the church in the practice of our faith and ministry.

I. MINISTRY CULTURE IS A PILLAR

There is work that must be done.

How is this accomplished?

By identifying to the volunteer what work is needed, be clear, be precise, and be brief. Understanding that everything has its season and time. Those that volunteer need to understand “**what are they being asked to do**”. Such direction will come from their direct leadership. A plan can be easily set-up to follow throughout the year. The process and structure will be set-up to support their personal spiritual development training and volunteer activity. We invest first in those who volunteer.

The time required to do this work

How is this accomplished?

By identifying how much time it will take to complete each task, a volunteer will have a better understanding regarding the scope of their work contribution and compare it to their commitment in volunteering. Our culture is that “God makes big things from little acts”. Therefore, little acts by volunteers will add up to bigger things. We invest in our ministry’s.

Volunteer work requires growth

How is this accomplished?

The spiritual development and growth of our volunteers’ needs to be consistent (for all volunteers) moving forward. The objective of the Church ministry is both for the spiritual development of the family and the ministry volunteer. From within the spirit of the volunteer is God’s love, to be shared in their visits with acts of kindness and mercy. Let’s repeat this: “It does not come from the ministry; it comes from the volunteers”. The volunteers are the *pearl of the Church*, like an oyster nurtures a grain of sand to one day become a beautiful pearl to be shared, so does the Church support a ministry that nurtures the volunteers to then go out and ministers of our faith. One little act begets the other, and the other....

The spiritual development objective will be supported with a continuous training schedule for the volunteer, based on their personal goals with the goals & objectives of the ministry. A “culture of growth” is something that is formed, not something that just happens. When a volunteer grows in their spirituality, the ministry grows in spirituality, the Church grows in mercy and all experience the sharing of God’s love which comes alive as we share in communion with Him. When we invest in our Church, all can grow together as one.

The spiritual development objectives for the family and Church is completed through managing the visits by each ministry volunteer. In cases of practicing effective management: “If you can’t monitor it, then you are not managing it”. So, accountability of activity and quality of visits is important if the organization wants to ensure a successful outcome. **A visit is an action item.** It can take place in the home, at a meeting or in the public. A visit is when we enter the lives of another.

When the volunteer prepares for a visit, they will be asked to become familiar with their material which they will present during the visit. This preparation becomes a part of the volunteer’s spiritual development. The adage, “*there is no better way to learn something, than to have to teach it*”. This dual development is built into the structure and process of the ministry. Both family member and volunteer share in the experience of renewal, discovery and application as to what the Holy Spirit is guiding us towards.

Build it: Your Church can provide this ministry model.

Create a Mission Statement Work Sheet

The mission statement allows other to understand what our ministry is about, what we want to accomplish, how we will do this and who it will impact.

I. First Understand “Who You Are” As A Ministry

Three Values:

A value is a core priority for the ministry.

1. The spiritual needs of others.
2. Bringing to and being Christ for Others.
3. A volunteer who is in a constant state of spiritual development, is one who values their spirituality.

What are you competent in doing:

1. Being a Good Listener, we see first to understand, before we try to be understood.
2. Organizing towards a purpose driven response.
3. Providing resources to help people develop their spirit and soul.

What is our goal:

1. Being the communion of Christ to the family's members impacted by the drug epidemic
2. Each family member will have an individual spiritual development plan
3. Each volunteer will have their own individual spiritual development plan
4. All family members will learn the issues that will come next in their journey.

Who receives our ministry service?

Internal Customer: Staff, Church Volunteer and their families.

External Customer: Family's members impacted by the drug epidemic.

Ancillary Customer: Local community services.

Why are we concerned that we do this?

1. God is inviting us to be concerned.
2. A love for one another.
3. Because we know they are suffering.

II. How to set up the Mission Statement Structure

State the purpose and values

Our purpose is to..... Care for the education and spiritual needs of others, both our families and our volunteer's.

Our values are.... Organizing our purpose to provide learning and developmental resources that match what is effective to their needs.

State the responsibilities of the ministry to the family members

It is our responsibility to..... Work with each person as an individual person in Christ.

State the main objectives that support the ministry

We seek to Attach the family through our volunteer to Christ communion through us all by being present in their lives.

Mission Statement (Sample)

Our mission is to share God's love with the homebound, in a faith journey of their lives and ours in service to the lord, to the greater glory of God.

Create a Vision Statement Work sheet

I. First understand, “what you want to become”

A vision is a focal point for planning as to where you want to be in the future. It is stated in 3, 5-year period. It gives direction as to where the ministry is going, how they will look. It should be inspiring.

What will the ministry look like in 3 years?

People it serves:

Families members it educates

People volunteering within the ministry:

Quality of the service:

What will the ministry look like in 5 years?

People it serves:

Families members it educates

People volunteering within the ministry:

Quality of the service:

Include vivid descriptions, the image it creates

State an attractive image, make it motivational

Image of Three Years:

Image of Five Years:

Why is what we are doing important

II. Building the structure of a Vision Statement

The Invest in the Family Ministry sees our future in the next 3 years as having.....

And in the next 5 years this ministry will be.....

We believe this is important in order to.....

We strive to be a faith community whose gratitude for God’s countless blessings is expressed in our prayerful relationships with Jesus Christ. We provide a compassionate service to those in need, and joyful welcoming to all people at the celebration of our Church life.

Ministry Vision (Sample)

The “Invest in the Family Ministry” in five years will have approximately 50 families on service at any given point in the year. These families will be gaining skills and understanding about the substance use disorder journey through “The Family Solution Finder” learning program seminars. They will be engaged in some type of personal or family spiritual development learning track from the SP~ARK’s Program and will be connected to support services through the Family Resource Coordination M.O.R.E. program. From this both volunteer, Church and family members are receiving the acts of mercy the Lord shares with us all. In this we share freely that which has been given to us from God, as stewards of His grace for others to share.

Create a Philosophy Statement Worksheet

The philosophy statement tells others how you see the world around the ministry and what value the ministry brings into this world.

I. First Understand what guides the Ministry, Principles, Beliefs

What is the ministry's Principle?

The main reason this ministry exists is to:

- 1.
- 2.
- 3.

What are the ministry's Beliefs?

The ministry believes in:

- 1.
- 2.
- 3.

In Theory we are made up of:

- 1.
- 2.
- 3.

How will this be used to benefit others:

- 1.
- 2.
- 3.

II. Building the Structure of a Ministry Philosophy Statement

What you are:

The philosophy of Invest in the Family Ministry is a combination of

Why we do it:

We base this on the foundations of.....

How we do it:

This is done by

Why it is important to do:

This will give those the ministry serves.....

Ministry Philosophy (Sample)

The spiritual development and growth of our volunteers' needs to be consistent (for all volunteers) moving forward. The objective of the Church ministry is ministering our faith practices and spiritual development to the family members on a journey with substance use disorder and Educating them about the issues and challenges they will likely face while connecting them to resources that support them along their path. From within the spirit of the volunteer is God's love to be shared in their visits, through their acts of kindness and His mercy. Let's repeat this: "It does not come from the ministry; it comes from the volunteer". The volunteer is the pearl of the Church, like an oyster nurtures a grain of sand to one day become a beautiful pearl to be shared, so does the Church support a ministry that nurtures the volunteer to then go out and minister to others.

Ministry Values (Sample)

As baptized people of our Church community, we:

- Embrace the worship of God as the source and the summit of our life in Christ.
- Commit ourselves to justice and outreach at the core of our ministry to the local community and the world.
- Continually renew our commitment to lifelong learning in our faith, encompassing the vibrancy of our teachings and faith formation for families and individuals of all ages.
- Call forth a spirituality of stewardship and the sharing of our gifts as a way of life.
- Encourage the ongoing development of small Christian communities as a model for all ministry gatherings, Bible study, and faith sharing—always welcoming people of all ages into our small Christian communities.
- Extend compassionate pastoral care to all who are sick, grieving, or suffering in any way.
- Welcome people seeking to know more about our faith and our Church life.
- Offer healing to those who desire to come and be a part of this ministry.
- Engage in open, trusting and respectful dialogue with one another.
- Promote unity with all believers in our mutual recognition of God's unconditional love and mercy.

Invest in the Family Ministry Culture (Sample)

It is through a desire to please God that we seek to serve Him by obeying his commandments to “Love One Another”. As a Church, it becomes the soul of who we are as disciples of the our faith. As a volunteer, as a believer and as a child of God. Discipleship is what we do.

In our Invest in the Family Ministry culture, we believe it is possible to harness the gifts of our volunteers in a new way. Their desires to share God’s love, their wanting’s to be obedient to His word, is alive. This desire to serve will become our sustainable ministry focus, is practiced through a design which feeds the spiritual development of our volunteers, as they serve in our ministry’s. It is our structure, process, training and a willingness to try and at times possibly fail, while knowing that God oversees all that we do, this is where we will sustain and grow our ministries.

The first assumption is that all of us, in the Church seek our Church ministry to be alive and functioning at its fullest potential. If “good enough is enough” then we will not bother doing any of this, we know it would be futile, because maintaining the status quo is a pathway to failure.

By following this ministry use manual steps and adding a flavor of our own we will create something that is exciting and forward thinking. We will be bold in prayer, assertive in faith and know that our God is here, every step we take.

YOUR MINISTRY'S CULTURE

Mission Statement:

Vision Statement:

Philosophy Statement:

Values Statement:

MINISTRY STRUCTURE AND PROCESS



Organization Chart (structure)

Why have an Organization Chart?

The organization chart is a critical part of structure. The Organization Chart outlines the chain of responsibility and authority. It tells where in the organization; 1. Tasks are completed, 2. Assets are allocated, 3. Reports are analyzed and 4. Decisions are made.

Our growth is from a thirst to do better with what God has given us, so our work is pleasing to Him.

*At the end, at the beginning and during the in-between,
we share of ourselves in serving Jesus Christ.*

II. MINISTRY STRUCTURE

Introduction

It is through a desire to please God that we seek to serve Him by obeying his commandments to “Love One Another”. As a Church, it becomes the soul of who we are and in our ministering of our faith, this becomes what we do from within the structure of the ministry.

We find most Churches are not set up to provide purpose driven Church ministry's, with highly effective volunteers. In its place where excuses of “because, that is the way we've always done it” statements are perceived as “go away, don't bother me, can't you see I am overloaded”. This can become a combination of wasted spiritual gifts inside our volunteers and valuable ministering experience from those leaders that could have inspired others to serve in ministry.

But it is possible to harness the gifts of our volunteers in a new way. Their desire is to share God's love, their desire is to be obedient to His word. These can become the volunteer's shared gifts and will create a sustainable ministry program that is designed to feed the spiritual development of the volunteers, the families and Church. What is missing is structure, process, training and a willingness to fail, while knowing that God oversees all that we do.

The first step is to develop the *culture* from which the “Invest in the Family Ministry” will operate. This is done when leadership gathers those who will volunteer and asks them, “What are your **VALUES**, what are your **BELIEFS**”? Once this is out in the open, the leadership can ask, “*how do you want to serve the Lord our God*”? And with their answer, build an organized ministry supported with processes, training and budget. This is how an organization can set a new path, one where those who will travel it, help to design it, and therefore have ownership in how well it works in serving the needs of others with God's mercy, love and compassion.

The first assumption is that a Church leadership seeks their Church ministry's alive and functioning at its fullest potential. If “good enough is enough” then do not bother going any further with this ministry development. It would be futile, because maintaining the status quo is a pathway to failure.

This section will outline how to take a culture and design a sustainable, successful Purposeful Driven Ministry, with Purpose Driven Volunteers.

Please follow these implementation steps and add a flavor of your own to create something that is exciting and forward thinking. Be bold in prayer, be assertive in faith and know that our God is here, every step we take.

The structure of a ministry is where all this comes alive.

Volunteer's Values & Beliefs

Ask the volunteer "What Are Your Values"?

I value....

I believe....

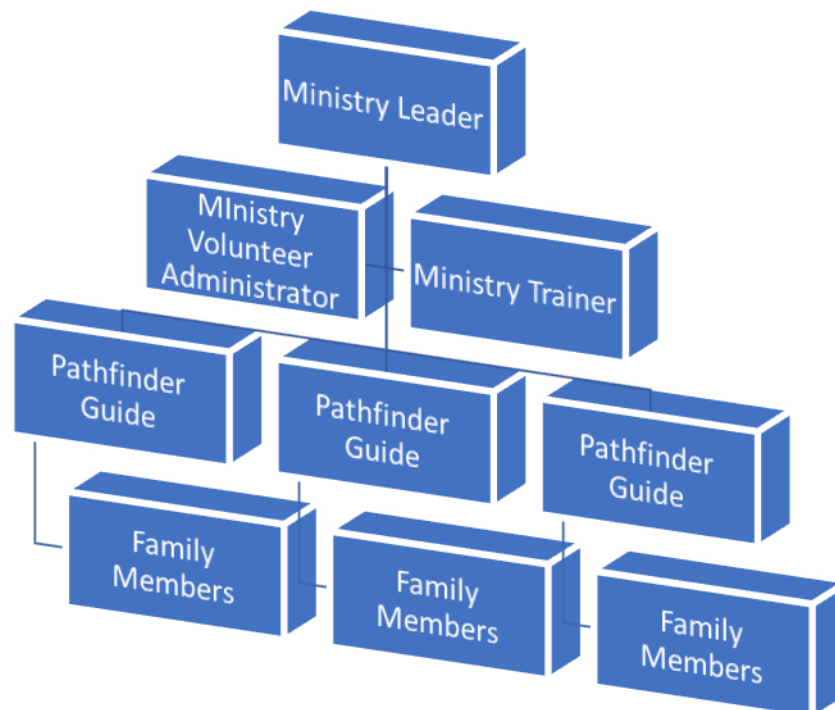
How do you want to serve God our Lord?

If developing this ministry structure and following a process becomes taxing, holding activities that educate makes us accountable, then count this as your perceived suffering, and know that God is within us. If it were easy, then anyone would do it. And most people don't, but you have been called, and there in is the difference.

A ministry is just a gathering of people, up to the point these people include their values and beliefs. At that point it becomes a Ministry.

Therefore, Structure and Process gives people a place to put their values and beliefs in order they can better serve God's will, in a culture that aligns with their faith practices.

Organization Diagram is Structure



MINISTRY VOLUNTEERS ROLES AND RESPONSIBILITIES



Roles & Responsibilities is Structure
for
The “Ministry Leader”

Introduction

The Roles & Responsibilities fall into a process that is part of the ministry's structure. Each person has a role to play and there are responsibilities assigned to each role.

Overall, the Role of the Ministry Leader as applied to the "Invest in the Family Ministry" calls for a complete oversight of the activity, training and development of the volunteers, assuring adherence to the administrative process, volunteer time allocation, and spiritual development.

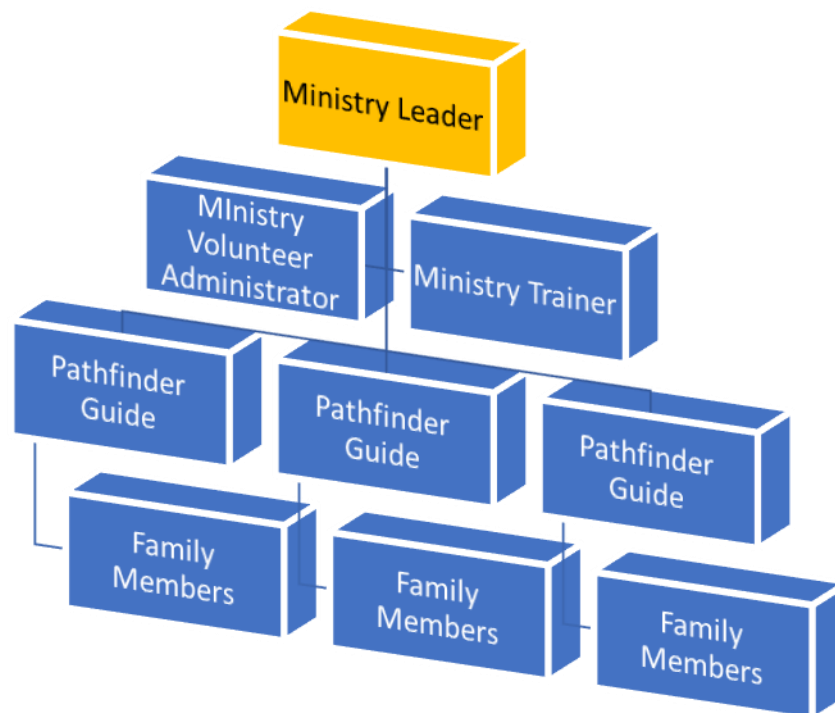
The culture, structure, workflow process, and training outlines have been provided to support the ministry. It is the role of the **Ministry Leader** to support and stay in line with this design and expand upon its application in serving the needs of the family members and ministry volunteers.

The responsibilities assigned to this role need to be followed and are accountable. Each step of the workflow process requires leadership (helping people know what to do and how to do it) and oversight. It is the responsibility of the Ministry Leader to manage this structure and make changes where and when it is needed.

The core of these responsibilities should not be changed without agreement by the next level in the Chain of Authority. When an agreed upon change is required, the "Invest in the Family Ministry User Manual" and notification to the volunteers needs to be updated.

It is up to the Ministry Leader to determine what issues require a higher level of authority review.

Ministry Leader Organization Chart Is Structure



Ministry Leader Description

The Ministry Leader is a Church member who is giving of themselves in time, person, and their spiritual gifts that only they and God alone understand are provided to them for the purpose of sharing with others. They have a calling and desire to lead others in ministry and are prepared to learn the skills required to be an effective leader. These leaders will seek to develop a “Purposeful Driving Ministry” by the design of the Church practices.

Ministry Leader Role

The role of a Ministry Leader is to manage the activity, workflow and spiritual development of the volunteer. The Ministry Leader will continuously seek to develop their own skills in leadership, counseling, and organization. These are essential skills to be an effective ministry leader.

Ministry Leader Responsibility

1. Administrative Responsibilities:
 - Will ensure completion “Visit Meeting Forms” of families
 - Will ensure completion “Self-Administered Spirituality Evaluation Forms” by families members willing to participate.
 - Will ensure completion “M.O.R.E. Forms” of families members needs.
2. Ministry Visit Management:
 - Ensure Completion of individual family profile.
 - Ensure that a “M.O.R.E. Form” is supported by an Education Seminar for each visit and being updated by the family.
 - Ensures meeting announcements are posted and accurate.
 - Confirms that new members are being properly received.
 - Confirms all volunteers are participating in their own education and spiritual development.
3. Ministry Volunteer & Family Member Spiritual Development Plan:
 - Confirms with Pathfinder Guide of their assigned family’s, progress in the individual family member is being made and a plan is updated.
 - Confirm both family member, pathfinder guide and volunteer have a design “Individual Spiritual Development Plan”.
4. Ministry Volunteer & Family Member Education Learning Plan:
 - Meets with Ministry Volunteers to review their assigned family progress
 - Design a “Volunteer Education Learning Plan”

Roles & Responsibilities

for

“Ministry Administrator”

Introduction

The Roles & Responsibilities fall into a process that is part of the ministry's structure. Each person has a role and there are several responsibilities assigned to each role.

The overall administrative work within the “Invest in the Family Ministry” is the Role of the Ministry Administrator.

This includes:

1. Monthly Meeting Attendance Rooster.
2. M.O.R.E. request forms for inner Church coordination and community service coordination.
3. Approved Budgeted Expenses.
4. Next Family Meeting Agenda.
5. Progress reports on future special events coordination.

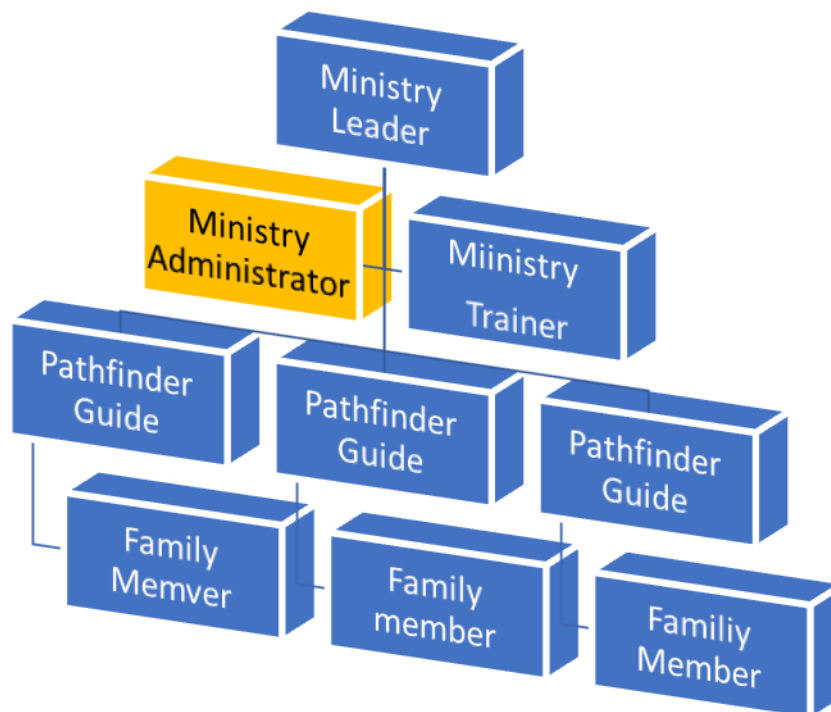
The Invest in the Family Ministry” *Ministry Administrator* will create monthly status reports which account for the above areas. The Administrator will perform a “Satisfaction Survey once yearly for families on service with ministry programs. The Administrator will account for the completion of volunteers spiritual and skills development plan, to be designed during design meetings. Also, the Administrator will keep track of forms and packet content materials available for the volunteer to use in their family member visits.

In the area of inner Church communication, the Administrator will assist in following up with the M.O.R.E. form request between ministries.

The core of their responsibilities should not be changed without agreement by the next level in the Chain of Authority. When an agreed upon change is required, the Volunteer Guide Booklet, “Invest in the Family Ministry Procedural Manual” and notification to the volunteers needs to be updated.

It is up to the Ministry Leader to determine what issues require a higher level of authority review.

Ministry Administrator Organization Chart Is Structure



Administrator Description

The *Ministry Administrator* is a Church member who is giving of themselves in time, person, and their spiritual gifts that only they and God alone understand are provided to them for the purpose of sharing with others.

Administrator Role

The role of a *Ministry Administrator* is to record the activity of the volunteers and report activities regarding expense and ministry budget. The Ministry Administrator will continuously seek to develop their own skills in leadership, counseling, and organization. These are essential skills to be an effective leader and ministry administrator volunteer.

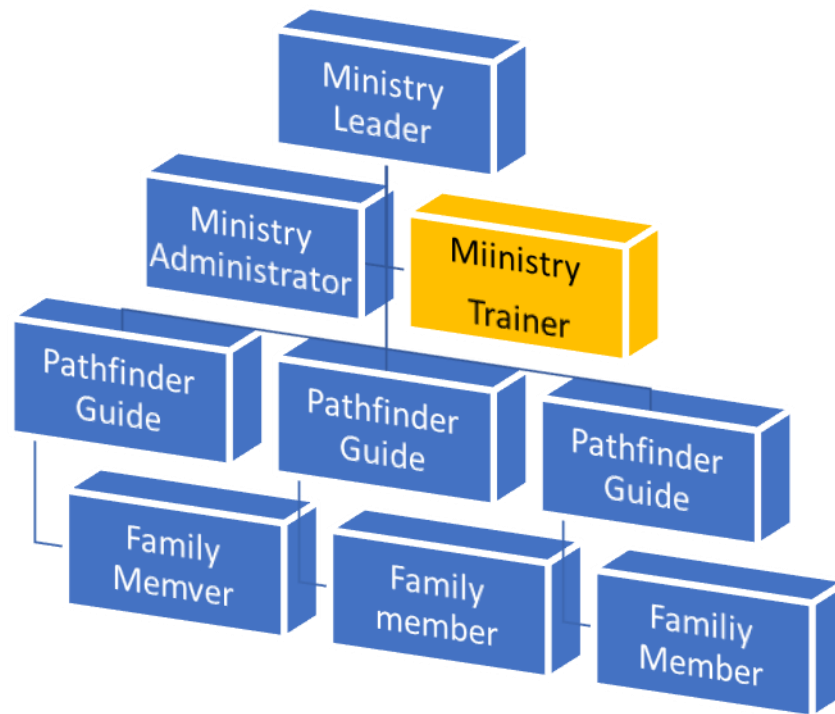
Administrator Responsibility

1. Managing the log of the attendance for past meetings.
2. Managing the log of the volunteer's completion for their Spiritual Development and Education Learning Plans
3. Keeping notes on meetings, to include past meeting agendas.
4. Maintaining a budget accounting of the treasury report. This accounting responsibility can be assigned but the reporting is the role of the Ministry Administrator.
5. Maintains a library of electronic documents for letters, reports, spreadsheets and all administrative in nature documents for the ministry.
6. Publish a quarterly news-page for the ministry.

Roles & Responsibilities for “Ministry Trainer”

Ministry Trainer

Organization Chart Is Structure



Trainer Description

The *Ministry Trainer* is a Church member who is giving of themselves in time, person, and their spiritual gifts that only they and God alone understand are provided to them for the purpose of sharing with others.

Trainer Role

The role of a *Ministry Trainer* is responsible to organize all training seminars, inventory access to training material, run training seminars and oversee self-directed Spiritual Development aids for learning. The *Ministry Trainer* will continuously seek to develop their own skills in leadership, counseling, and organization. These are essential skills to be an effective leader and Ministry Trainer volunteer.

Trainer Responsibility

1. Managing the attendance and participation in training (learning) seminars sessions.
2. Managing the log of the member and ministry volunteer's completion for their Spiritual Development and Family Solution Finder Education Learning Plans.
3. Keeping notes on meetings, to include past meeting agendas and training topics provided.
4. Maintaining a budget accounting of expenses for training contributes to the treasury report. This accounting responsibility can be assigned but the reporting is the role of the Ministry Trainer.
5. Maintains a library of electronic documents, internet links and resources for members and volunteers to use in expanding their learning and development.
6. Publish an article in the quarterly news-page for the ministry.

Roles & Responsibilities
for
“Ministry Pathfinder Guide”

Introduction

Overall, the Role of *Ministry Pathfinder Guide* as it's applied to the "Invest in the Family Ministry" is to complete an engagement with the individual and family members of those who have requested Ministry Services or seek to become members and participate in the ministry. The *Ministry Pathfinder Guide* will be appointed by the Ministry Leader to a family or family member. The Ministry Pathfinder Guide can perform home visit activity, attend training and skills development for the ministry volunteers and meet with the families outside the monthly meetings. They will adhere to the administrative process, participate in the family's planning of the individual family member's spiritual development annual plan and the members education learning plan. They will assist in helping to complete a M.O.R.E.S. referrals for resources process and will meet with them during monthly meetings. The Ministry Pathfinder Guide helps these members along their path in using the programs in the ministry to the family's best advantage.

The culture, structure, workflow process, and training outlines of the ministry have been provided in order to support the *Ministry Pathfinder Guide* in completing their tasks. It is the role of the *Ministry Pathfinder Guide* to support use design and expand upon its application in serving the needs of the family and other ministry volunteers.

The responsibilities that are assigned to this role need to be followed and are accountable. Each step of the workflow process requires management and oversight. It is the responsibility of each Ministry Volunteer to make recommendations about what areas require change or improvement.

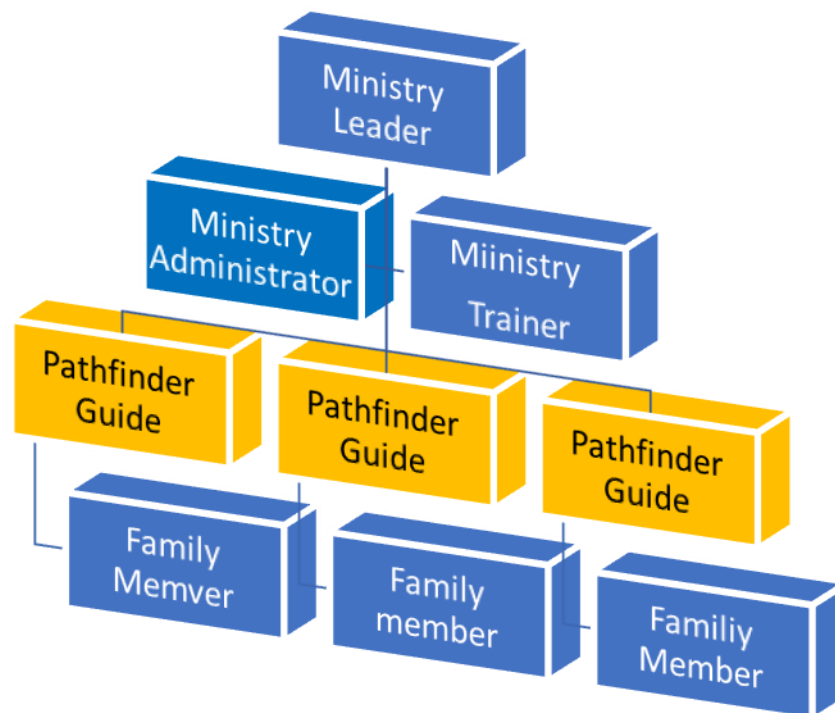
The core of these responsibilities should not be changed without agreement by the next level in the Chain of Authority. When an agreed upon change is required, "Invest in the Family Ministry User Manual" and notification to the volunteers, needs to be updated.

Given the Ministry Volunteer's overall responsibility is with the family, this family is where all our efforts of support come into action. The quality of the *Ministry Pathfinder Guide* interaction the ministry family member is everyone's greatest focus of interest. It is the most important aspect of the entire ministry.

When in doubt always seek the advice of the next high position in the Chain of Authority. If time does not allow for this, then trust in your best judgement and complete the task, with a follow up. If ever your feel threatened, leave that environment immediately. Do not engage in family disputes or community arguments. The volunteer's safety is our first concern over all others. Travel in parings of two when visiting a family. Always have an exit plan when entering a room. Never be in a room alone with a family member at any time, regardless of the length of time. Always have a charged cell phone on your person.

Ministry Pathfinder Guide

Organization Chart is Structure



Ministry Pathfinder Guide Role & Responsibility

Ministry Pathfinder Guide Description

The Ministry Volunteer is a Church member who is giving of themselves in time, person and their spiritual gifts which only they and God alone understand. These gifts are provided to them for the purpose of sharing with others. They will be a guide for the family, using the ministry in helping the family meet their needs on this journey.

Ministry Pathfinder Guide Role

The role of a Ministry Pathfinder Guide is to manage their activity as a volunteer in accordance with policy and workflow process, role & responsibility, self-directed spiritual development, preparation, implementation and follow up in completing assigned family member visits. The Ministry Pathfinder Guide will continuously seek to develop their skills in all areas that will improve the performance of their assignments, seek assistance where needed and effectively work with others within and outside their ministry. These are essential skills to be an effective ministry volunteer:

Ministry Pathfinder Guide Responsibility

Administrative Responsibilities:

1. Will complete "Family Needs Assessment Form".
2. Will complete Spiritual Development Evaluation Exercise with family.
3. Will guide family's in developing a spiritual development plan.
4. Will complete "M.O.R.E. Form".

Ministry Meeting Management:

5. Complete a "Family Introduction" during the families first ministry meeting.
6. Greet and meet at the start of each monthly meeting.
7. Complete a review current issues the family is facing.
8. Write notes for next action steps.

Family Development Plan:

9. From meeting with family members, confirms next steps.
10. Follow's up with any details regarding next steps.
11. Reports to leadership any issues requiring their involvement.

III. Ministry Process

A TYPICAL MEETING AGENDA:

- I. Welcome & Update Announcements
- II. Family & Pathfinder Guide, Small Group Session
- III. Family Education Seminar, Large Group Session
- IV. Networking Connections, Large Group Session
- V. Conclusion and next meeting assignments

MINISTRY MONTHLY MEETINGS

In the monthly meetings is where all education learning track will be presented. The ministry is designed to hold monthly meetings. Each meeting will be led by the Ministry Trainer and Ministry Pathfinder Guide. The next meeting agenda will be announced at the end of all previous meetings.

Process Family Member Education: “The Family Solution Finder” Program

- **The Pathfinder Segment:** Because each family is assigned a Pathfinder, they will begin their meeting with a time to breakout and address issues that are current, open for discussion with their families. **20min**
- **The Small Group Segment:** Then as the meeting progresses, all the small groups will gather together and share challenges that are common to everyone’s concerns. **20min**
- **The Large Group Education Segment:** A selected Learning Track from “The Family Solution Finder “Learning Seminar Library will be given to the large group audience. **1hr.**

Process Individual Spiritual Development: SP~ ARK’s Program

- The individual family member will be invited by their assigned Pathfinder to complete a voluntary personal assessment to more clearly determine where they are in their faith practices.
- The individual will complete an “annual development plan” based on the results of their personal assessment and desires to learn more about their faith. A subscription to an on-line religious education site will provide the necessary learning selection tracks.
- The Ministry Pathfinder Guide will ask the individual about their spiritual development progress during the meeting. If follow up is needed, this can be completed in a dialog outside the group meeting time.

Both the Education Learning Seminars and Spiritual Development programs are not required for a ministry member to be a part of this ministry. However, most families will likely participate in at least one.

Process Family Referral Resources Networking: M.O.R.E. Program

- The family will be invited to complete a “Current Needs Assessment” Worksheet prior to the meeting which will be brought up for discussion with their Pathfinder. This worksheet will aid in directing both parties to find the right level of support for the family to follow up with in the month to follow.
- The Pathfinder will present these sheets to the leadership, if finding resources is difficult or a connection is not to the family’s satisfaction.

Ministry Leader, Process is Structure

Ministry Leadership:

The Ministry Leader will meet with the Ministry Administrator and Ministry Trainer to review status of education, development and networking resources for each individual ministry member. The review is conducted quarterly to determine if the programs offered are being utilized and if the meetings are on target towards developing the needs of the ministry members. The members are not held accountable to progress in any of the two programs. But if they are taking these programs, we want to confirm the programs are meeting their needs and obstacles are removed.

Family Education:

The ministry leader will focus a portion of their time in speaking with the group during monthly meetings, to facilitate healthy, supportive relationships within the ministry. and grooming the experience of a selected few to take the roles of leader, administrator and trainer (succession planning steps) at some point in the future. Their focus will also be on affairs outside the ministry. The leader will be notified by the Ministry Administrator if a family misses three or more consecutive meetings, to call and follow up with that family. This supports our ministry culture “No Family Left Forgotten” Policy.

Because family education equals family empowerment, this area will likely take up most of the leader’s time.

Family Spiritual Development:

The Ministry Leader will have an annual meeting to design the individual spiritual development plan with the Ministry Administrator, Ministry Trainer and Ministry Pathfinder Guides. Although we are all titled volunteers, our true calling is in being disciples of Jesus Christ. This is the reason for the development of our combined spirit. We believed that our Church of volunteer’s are also Disciples of Jesus Christ created for a greater service to the Lord as we respond to His call to serve others. For this reason, the Ministry Leader will oversee all members of the ministry who choose to participate in the Spiritual Development SP~ARK’s Program.

Family Resource Networking

There are many resources available to assist the ministry, its volunteers and members. The Ministry Leader will ensure that a balanced list of Govt, Private and Professional resources are made available to the ministry membership and connection to inner Church ministry’s is also included to this list.

Volunteer and Membership User Manual



7 Habits of a Highly Effective Volunteer

To become a “Highly Effective Volunteer” there is work on the volunteer’s part to make the choice that they are going to take the time to volunteer. Because our time is valuable, it only makes sense to do it to their best ability. Given that volunteering has typically been practiced as a “learn as you go” job, few are trained in the art of volunteering, and even fewer are trained to be leaders.

To be Highly Effective as a volunteer, training is going to be necessary.

To guide the volunteer in their training, it is helpful to consider the top habits that other successful volunteers have used in the course of their lives as volunteer’s. What better way to learn than from someone who has already learned those habit’s which are required on how to be effective.

Habit # One: Reading and Obeying the word of God.

Habit # Two: Active Prayer Life.

Habit # Three: Setting Spiritual Goals.

Habit # Four: Cultivate the Talents of Others.

Habit # Five: Take Responsibility for Their Souls.

Habit # Six: Service to Others.

Habit # Seven: Remain Focused on Eternity.

Habit # One: READING AND OBEYING THE WORD OF GOD

Highly effective volunteer's lives are powered by God. When in a situation, they know the scripture, they know what God says about each life situation, and they can quote it, to remind themselves of what Jesus would do or say.

“Obeying the word of God” is a foundation for their life experiences, a guide in how to respond.

Given there are no situations in life that are outside what God has given us to experience, all our life is referenced back to Him, it is He who created our life. It is ours to live with Him inside us, and for us to use Him, in all ways, in our life especially in our volunteer experiences.

The ability to know the scriptures is learned, not given. You need to read scripture daily if you seek to attain what God has provided to you. In His word, His understanding becomes yours to share.

The volunteer experience will give you that opportunity, to share in the word applied to our life in a way that it is helpful and practical to be used by all. From your Spiritual Self-Directed Annual Plan, you will be developing how to use God's word in everyday life moments.

It Becomes:

- A more consistent way to make choices.
- Reduces temptations to do the wrong thing.
- Easier to know what to do next.
- An ability to give the right answer, at the right time.

Because they know what is right and they know it is from God.

Assignments: Read and Obey God's Word

Psalms: Psalms 119 The Priority of God's Word

Scripture: 19 Bible Verses about Obedience to God: <https://bible.knowing-jesus.com/topics/Obedience-To-God>

Habit # Two: ACTIVE PRAYER LIFE

God uses those who pray, because those who pray are in relationship with God. When a life is without prayer, the noises of the world and impulse of the flesh become all that we hear.

The raising of the heart and mind to God. This is a traditional definition of prayer and sums up what should be a regular activity of us all.

From the Jesus Psalter, written by Richard Whitford, an English Bridgettine monk, in the sixteenth century

Jesus, grant me grace to fix my mind on thee, especially in time of prayer, when Indirectly converse with thee.

Stop the motions of my wandering head.

And the desires of my unstable heart;

Suppress the power of my spiritual enemies.

Who endeavor a time to draw my mind from heavenly thoughts, to many vain imaginations?

So, shall I, with joy and gratitude, look on thee as my deliverer from all the evils I have ever received, or can hope for.

I shall see that thou art my only good.

And that all other things are but means ordained by thee to make me fix my mind on thee to make me love thee more and more.

And, by loving thee. To be eternally happy.

O beloved of my soul take up all my thoughts here.

May become worth to behold thee face to face in the glory forever.

Assignments: Read and Obey God's Word

Psalms: Psalms 141

Scripture: Be earnest and unwearied and steadfast in your prayer [life], being [both] alert and intent in [your praying] with thanksgiving. Col 4:2

Habit Three: SETTING SPIRITUAL GOALS

Many people wrongly think, "Goal setting is unspiritual because it shows a lack of trust. It's not right to plan. Instead, people should wait for God to lead them."

Granted, God doesn't want us to forge ahead in pride without consulting Him for direction. But neither does He want us to sit around without acting, because He's given us gifts and talents and has also said that we are called to do good works (Eph. 2: 8-10, Romans 12:4-8, Matthew 25:14-30).

Forging ahead without seeking God or sitting back and doing nothing can stem from fear or a lack of faith. However, setting goals and consulting with Him shows that you trust Him and believe that He can lead you while you are moving forward.

There are many ways to approach goal setting. Some people look at the big picture, then break goals down into smaller chunks, and some like to take a looser approach. However, no matter how you set goals, it's important to consider the total of how God made you in the process.

God created you (and every person on planet Earth) with several parts. Like a pie with separate pieces, each part is critical to who you are; and all these parts must be considered when you set goals.

The five parts of a person include:

- Spiritual
- Family
- Social
- Physical
- Work

If you fail to give each part the proper attention and care as you reach toward your God-given purpose, you'll likely experience problems.

Assignments: Read and Obey God's Word

Psalms: 37:4

Scripture: Jeremiah 29:11

Habit Four: CULTIVATE THE TALENTS OF OTHERS

Being able to recognize and investigate someone and see something valuable is burning inside that person and inviting them to participate in God's plan for their life.

How do you do this?

Here's a short list of ways you can bring out the best in others:

- 1.) Let your gaze - and your attention - linger.** Instead of rushing past a person, or barely acknowledging their existence, you could choose to stop and really look into their eyes. Look at their body language. Consider what they are NOT saying and NOT doing.

Take a moment and ask yourself why. Consider two possibilities. One is that they have more value to add but are unwilling (yet) to show greater initiative. Another is that they lack the confidence to utilize their "hidden" talents in a public fashion.

Try to look for ways to offer motivation and support.

- 2.) Magnify the quietest voices.** Money, power, and influence often flow towards the loudest voices in a person's life - but sometimes the quietest voices possess their best answers.

Think of a way to magnify their quiet voices? For example, a person may be in a room with warm people. But one person may be quietly in a corner, studying a book. Is it that she has not been invited to participate? But she was a genius in spiritual sharing, had performed such volunteer act of compassion in other cities and has a deeper perspective than virtually everyone in the room. Think about ways you can identify and encourage these quiet gems.

- 3.) Mix things up.** Watch for opportunities to create non-intuitive combinations of people, ideas and circumstances. You can do this in social events, discussion groups, or even an orchestrated meeting. You can do this by introducing people via email and giving them a reason to interact.

Many times, we make the mistake of waiting for others to initiate change. You might be thinking this isn't my job, I'm not head of the ministry. Anyone can do this, and no matter who does it, that person is cultivating the amazing skill of bringing out the best in others.

- 4.) Look past your own biases.** Most of us are drawn to certain types of people. They might be like us, or they might simply be people who *like* us.

If all you do is to follow your natural instincts, then you will be blind to most of the talent on Earth. You need to cultivate an appreciation for people who think, act, and feel differently than you. This is a tremendously difficult challenge.

One way to start is to make others feel important by listening, hard - with 100% of your attention - to what they have to say. Then repeat back what they told you, so that they know you understood. It's a small step, but an important one in the right direction.

If you only interact with people who are within your comfort zone, you will seldom achieve anything great. Almost by definition, spectacular progress requires disparate ideas and talents to come together in unprecedented ways.

Become one who cultivates talent in others. It will enrich your life and supercharge your volunteer career.

Assignments: Read and Obey God's Word

Psalms: Psalm 139:13-14 “For You formed my inward parts; You covered me in my mother’s womb. I will praise You, for I am fearfully and wonderfully made; marvelous are Your works, and that my soul knows very well.”

Scripture: For in [fellowship with] Him you people have been made [spiritually] rich in every way, through all [kinds of] speech and knowledge. [Note: This probably refers to the communication and comprehension of truth represented by the spiritual gifts of languages and revelation] 1 Cor 1:5

Habit Five: TAKE RESPONSIBILITY FOR THEIR SOULS

Adam blamed Eve, and she blamed the Serpent. God's verdict: Each one was guilty! (Gen. 3)
Saul denied that anybody had really sinned, and then tried to shift blame to the people under him. God's verdict: Saul was guilty! (1 Sam. 15:10-33)
David tried to cover his sin by diverting attention to the innocent Uriah. God's verdict: David was guilty! (2 Sam. 11-12)

Men try to blame their errors on external factors, even heredity. God's verdict: The one who commits sin is guilty! (Ezek. 18)

The Bible is so full of such examples that you would think we would all learn the futility of passing the buck of spiritual responsibility, yet the same goes on. Instead of repenting of our sins, we seek to minimize their significance and shift the blame to others. Some blame God, saying "He made me this way," or "That's just the way I am." Others blame circumstances, saying, "I just can't help it." Some even blame the very ones who seek to convert them from sin to God (Jas. 5:19-20), acting as if the offender is the one who echoes the warnings of God - not the one who has violated God's will. The Lord didn't buy that argument from Israel (Ezek. 18:29-32), and he surely won't accept it from us. We will never stand justified before God until we recognize that the buck stops here!

The same is true when we ask, "certainly, someone else will minister to these people"? No, that buck has stopped with you, you are being called to minister and to deny it will be a sin which only you and God will have knowledge that you turned away. But what a missed opportunity to come into His presence, what a blessing it is when we say "Yes" that buck stops with me and I will do it.

Assignments: Read and Obey God's Word

Psalms: Psalms 74:20 Keep in mind your **undertaking**; for the dark places of the earth are full of pride and cruel acts.

Scripture: "What does it profit a man to gain the whole world and forfeit his soul? For what can a man give in return for his soul?" - Mark 8:36-37

Habit Six: SERVICE TO OTHERS

We can find these 8 blessings by serving others:

1. Serving allows us to discover and develop our spiritual gifts.

1 Corinthians 12 compares the church to a human body. Just like our bodies are made of many parts serving specific functions, the church is made up of people with different skills and abilities. Alone these pieces aren't very useful, but together we create something beautiful.

2. Serving allows us to experience miracles.

In John 2, Jesus was at a wedding and the couple was running out of wine for its guests. He tells the servants to fill several big jars to the brim. When they served the water to the guests, it was wine! The guests never knew what happened; the servants were the ones who witnessed the miracle. The same is true for us when we serve.

3. Serving allows us to experience the joy and peace that comes from obedience.

1 Peter 4:10-11 says, "Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms... so that in all things God may be praised through Jesus Christ." Serving is a form of worship, a way to express gratitude for what Jesus has done for us, and to share the love and grace we've been given.

4. Serving helps us to be more like Jesus.

We shift our focus off ourselves onto others through serving. We begin to see others as Jesus sees them. And we see Jesus in others (Matthew 25:40).

5. Serving surrounds us with other Christians who can help us follow Jesus.

When we're working side by side with other people, a bond inevitably forms. This was part of God's plan for how the church is supposed to work. That's why Hebrews 10:24-25 instructs us to "spur one another on toward love and good deeds, not giving up, to meet together as one... and encouraging one another, to become the body of the whole."

6. Serving increases our faith.

As we move out of our comfort zones, God increases our faith by revealing new potential — in ourselves and in His Church. When we see what He can do when His power is at work within us, we begin looking for the doors He's opening rather than pushing our way through the one's He's closed (Ephesians 3:20).

7. Serving allows us to experience God's presence in new ways.

Encouragement and healing go hand in hand. As we encourage others and they find healing, we're encouraged. It's the reason so many people who go on mission trips saying they came home feeling like they got more than they gave.

8. Serving is good for your soul.

Studies have shown that volunteering is so good for the mind and body that it can ease symptoms of stress and depression. Tapping into our gifts and passions builds self-confidence, energy, and strength. Serving others can also be the best distraction from our own worries.

Habit Seven: REMAIN FOCUSED ON ETERNITY

Are we living with a view of eternity? Are we living as though Christ could come today? Having a proper view of eternity will drastically affect how we live and prepare our souls in serving God with our lives today.

A Living Sacrifice Romans 12: 1-2

12 1 I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. 2 Do not be conformed to this world, [c] but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect. [d]

Education on the Family Journey with Substance Use Disorders

Substance Use Disorder Learning Seminar Library



FAMILY SUBSTANCE USE DISORDERS

EDUCATION PROCESS

INTRODUCTION

The Family Solution Finder, learning seminars

- The Ministry Pathfinder Guide will be certified by completing 25% of “The Family Solution Finder” learning tracks and actively using the SP~ARK’s Model for their personal spiritual development.
- A Ministry Pathfinder Guide will be assigned a family for one year, or longer depending upon the ministry policy.
- The Ministry Pathfinder Guide will monitor the progress of the family, offering direction and guidance when needed.
- The Ministry Trainer will provide access to www.amazon.com to purchase The Family Solution Finder Study Guide and The Family Solution Finder Workbook. Or the ministry will provide these books prior to starting the education learning tracks.
- An on-line app. www.whatsapp.com can be used to facilitate communication. The ministry can set-up a page as a closed group on www.facebook.com. In these two on-line media’s the family can share their experiences with others in the ministry.

REQUIRED RESOURCES

Requirements: Purchase

- The Family Finders Study Guidebook.
- The Family Solution Finder Workbook.
- Access to the Internet.
- A video connection to screen for video and audio presentation.
- Any selected handouts.

Each seminar is presented as the focus of the monthly meeting. The topic for each seminar, becomes the subject of the month. This is supported as a post for social media, or special speakers and related activities sponsored at the church. Special events in the community can also be presented on that month’s topic.

Four Learning Tracks

There are four (4) learning tracts in the substance use disorder learning seminar’s library. These seminars are not sequential; therefore, each can stand alone and be delivered on an as needed design. The seminars can be self-administered, presented in a small support group, as a ministry monthly meeting or as a larger Church wide, local community seminar.

Learning Track One: It's About the Family Dynamic

The Family Is a System, Seminar: The goal is to 1. Be able to identify the four domain parts in the family system 2. Identify how functionality and potentiality impact the family's desired outcomes 3. Use the Functionality and Potentiality worksheet to understand each family member capability to work towards a common goal.

Different Roles of Family Members, Seminar: The goal is to 1. The attendee will be able to name the eight (8) roles family members play within the family system dealing with substance use disorder. 2. To identify which role applies to each family member using the list of eight roles in the family system. 3. Using the "Family Roles Worksheet", the attendee will be able to provide their understanding of each role and how that person might respond to a family issue, given their role in the family system.

Childhood Trauma and Substance Use Disorder, Seminar: The goal is to 1. Increase the awareness of the impact childhood trauma has on teenager and adults in their resilience towards using drugs. 2. What scales are used to determine the level of trauma. 3. What are the diagnostic tools used to identify childhood trauma.

Different Types of Family Therapy, Seminar: The goal is to 1. Identify the 8 foundations of family therapy 2. What is Multi-Dimensional Family Therapy and how is it different from other therapies 3. What are the other therapy models for families on a journey with substance use disorder?

The Four Primary Family Support Structures, Seminar: The goal is to 1. The attendee will be able to name the four (4) primary family support structures. 2. The attendee will be able to identify organizations within their geographic area that provide services for the family to access within their geographic area. 3. Using the information identified within these exercises the family will complete their family plan of action with information needed to access services from the four primary family support structures.

Learning Track Two: Getting Educated about the Disease

Getting a Diagnosis, Seminar: The goal is to 1. Identify the warning signs of addiction 2. List the primary assessment tools used to create a diagnosis 3. Understand how to use the diagnosis information and respond to the family.

Substance Use Disorder is a Disease of the Brain, Seminar: The goal is to 1. Identify how the brain works with and without substance use disorder 2. Create an understanding of why it is a disease of the brain 3. Develop a working knowledge of how this is a lifelong disease.

The Disease Progresses in Stages, Seminar: The goal is to 1. Identify how disease progress 2. Create an understanding of what is required to manage the progression of the disease 3. Have a working knowledge of what to expect in each stage of the disease.

Relapse is Part of the Journey, Seminar: The goal is to 1. Understand what causes relapse to occur 2. Identify the three stages of relapse 3. Have a working knowledge of how the relapse stages are assessed and then managed.

Learning Track Three: Getting Organized Around the Disease

Obstacles a Family Faces in this Journey, Seminar: The goal is to 1. Identify the 12 Key Family Obstacles 2. Apply this model to the family's current situation 3. Determine how the family can proactively address the obstacle.

12 Key Issues a Family Faces in Substance Use Disorder, Seminars: the goal is to provide a seminar for each key issue the family will face, 1. Enabling vs Disabling Seminar, 2. The Addiction Behavior Seminar, 3. Family Intervention Seminar, 4. The Police Intervention Seminar, 5. The Emergency Medical Services Intervention seminar, 6. Navigating the Legal Court System Seminar, 7. About Treatment Centers Seminar, 8. Navigating Local, County and State Support Agencies Seminar, 9. How to Support a Job Search Seminar, 10. Successful Long Term Recovery Seminar, 11. Bereavement Seminar, 12. Spirituality & Faith Practice Seminar. This track provides 12 months of 1.5 hrs. seminars.

Using the Family Transformation Response Model (F.T.R.), Seminar: The goal is to 1. Identify the five steps in breaking down an issue 2. Learn how to apply the criteria for reviewing each step 3. Gain a working knowledge of using the F.T.R. in a real-life family issue.

Family Decision Making Model, Seminar: The goal is to 1. Identify the sequence of steps necessary to develop a decision 2. Learn the application of each step 3. Create a current family decision and how to take that result to use in a family plan of action.

Learning Track Four: Creating a Family Plan of Action

Elements of a Family Plan of Action, Seminar: The goal is to 1. Identify the sections of a Family Plan of Action, 2. Determine how to complete the draft of a Family Plan of Action, 3. Apply the steps to a real-life Family Plan of Action, created by the attendee.

Roles and Responsibilities in the Family Plan of Action, Seminar: The goal is to 1. Identify the roles required in a plan of action by category of Financial, Legal, Medical, Community Resources, Spiritual Faith, and Social. 2. Create a list of these roles and assign a role to each family member, 3. Create the responsibilities for that role.

Getting Networked in Advance, Seminar: The goal is to 1. Create an inventory of local services from Government Agencies, private practices and local professional providers. 2. Design a plan to connect the services to key issues the family is likely to face in their journey with substance use disorder, 3. Make contact with that service provider before the service is needed, to understand their process for referral flow, requirements needed to use their service.

Conclusion

We seek to educate those we love about what they will be experiencing in their journey with substance use disorder. Our goal is to share God's love through the empowerment of knowledge. This is a lifelong journey, ill-defined by society norms, now needed to understand for family survival.

NOTES:



Spiritual Development of Family & Volunteers

Introduction

From a review of many Church ministry's we find people who desire fulfillment by sharing in God's love through the gifts of volunteering. In the bible we read: *"The third time he said to him, "Simon son of John, do you love me?" Peter was hurt because Jesus asked him the third time, "Do you love me?" He said, "Lord, you know all things; you know that I love you." Jesus said, "Feed my sheep".* John 21:17

In many ways the Church, is Peter, the families on a journey with substance use disorders are the Lord's sheep and Jesus Christ calls the Church to feed them. He did not say feed some of my sheep, some of the time.

It is with this understanding that a Church needs to have a deliberate and responsive structure that reaches out into our family's homes and shares God's love. This is especially true for those who are not able to come to the church for a sharing in the Sunday services and Mass. Here they will find the worship in the Sacred Scripture and Communion as a church family, His family, our community in faith as a family.

It will become the case that unless a Church has designed Family focused ministry program that is purposefully structured by design to support these families, it is likely they will not see the way of practiced faith in their suffering. By ministering to the family, making available education to learn how to survive in this epidemic, they will not be alone or abandoned in their suffering.

In a recent case review, a member of the congregation spoke of a family that has a child experiencing the throws of addiction. *This was a person with great faith and commitment, contributed to the church life for years. Unfortunately, from the advancement of this addiction and now brain disease of her child she must stopped volunteering and stopped coming to Sunday service. Her daughter asked for someone to come and visit from the church. Although the church office was contacted, the request had no formal channel to follow and therefore No One Responded. Now because of the stress in caring about this child, the mother and daughter also cannot make it to Sunday services. They are depressed, and their anger is directed at the church, "where are they, why aren't they asking how we are doing"? What is my faith worth if when I am in need, why doesn't anyone care enough to contact us and help? They are angry because they feel abandon. This church has many ministry programs, but no formal process or structure in place as a response to this type of request.*

THE SP~ARK's PROGRAM

There are three (3) levels of programs available to the church within the "Invest in the Family Ministry": The Culture of the ministry develops the ministries volunteers through a) *Purposefully Driven Ministry* program and b) *Habits of Highly Effective Disciples* program. The Invest in the Family Ministry model is needed in order to have highly focused ministries that are run by well-trained ministry leaders using spiritually developed volunteers as family Pathfinder Guides.

The SP~ARK's Program sets into place the needed structure, culture awareness and path for volunteers to follow in directing their synergies towards the mission and goals of the parish. **The SP~ARK's Program is needed in order to have structure spiritual education which will effectively and consistently meet the needs of the parish volunteers and family members towards the development of their personal spirituality and faith journey.**

The SP~ARK's Program

- The family is an ARK, the same way that Noah had built God's Ark, Invest in the Family becomes the families Ark. Building such an Ark is the role of ministry volunteers. This is where God will take His believers into His protection from the storm, He nurtures them with His spirit and covers them with empowerment. Then releases them into the world. So does the Ministry create a place in the family Spiritual - ARK program, with the volunteers who nurture them to be supported and released into the world as a family connected to their faith and practices of the Church
- The other Ark is from the old testament that of "God's Covenant". In this manner, God's Ark is inside His written word of scripture. This same covenant exists inside the families and volunteers, where the scriptures come a live through education development within the ministry design. To be carried into the home and place of caring of our parish families. The ARK is in the temple of the volunteer and the family. We Stand up to Stand Together as one in the face of our drug epidemic.
- What we are creating is a Culture of "Spirituality, developed in these two Arks' of the parish", SP~ARK's, a new twist on the word SPARK's, to light a fire one needs a spark. To light a parish on spiritual fire, what is needed is the SP~ARK's program, structure, process, training. Designing the Ministry into purposeful ministering, The Volunteer into disciples of Christ and the Family into practicing their Catholic faith in worship to the lord during times of suffering and doubt.

We see the parish ministry culture as the spark, the filament it ignites is the volunteer's "their developed spirituality". These lamps are lighted to assure when the groom comes, we will be included to the wedding banquet. The parish leadership desires to bring all its parishioners to this feast and celebration. To do this it needs to create a structure where this can all take place. The SP~ARK's Program will build the needed structure, process, roles and training for the parish.

PART ONE

Spiritual Self Development “Individual Assessment Process”

Contents

Topic:

Spiritual Development Assessment Process

Spiritual Development Individual Assessment

Current Assessment Wheel

To Do Notes

Spiritual Growth Assessment “The Process”

Our spiritual journey as followers of Christ began the moment of conception and into our baptism and came with our admitted personal sin. But God knew us before we became to be and will know us always. This is where we take time to learn and know him. In seeking this knowledge, we place our trust in Christ as our Savior and Lord. From this point, until death or the return of Christ, our life's call is to grow in Christ's likeness. He will show us the way, the way to the Cross is our salvation for eternal life through Him alone. “Jesus, I Trust in You” is our purpose of being.

Jesus summarizes the disciple's call in Mark 8:34, “If anyone wants to be My follower, he must deny himself, take up his cross, and follow Me”

Accomplishing such, is a challenging assignment and requires growth in our understanding of what it means to be a Christian, expanding our personal knowledge of biblical truth and Catholic faith practices we will applying these daily from what we learn. Through the presence of His Indwelling Spirit, God enables us to know, obey, and serve Him.

God expects His children to grow spiritually and His Word encourages personal examination as an element of growth.

- “Let us search out and examine our ways ... ” Lamentations 3:40
- “Now, the Lord of Hosts says this: “Think carefully about your ways.” Haggai 1:5
- “Search me, God, and know my heart; test me and know my concerns. See if there is any offensive way in me; lead me in the everlasting way.” Psalm 139:23-24
- “But each person should examine his own work, and then he will have a reason for boasting in himself alone, and not in respect to someone else.” Galatians 6:4
- “Pay careful attention, then, to how you walk-not as unwise people, but as wise.” Ephesians 5:15

This assessment process can help us complete our self-examination and carefully search where we are in our spiritual growth. Follow these simple steps to complete the process. INSTRUCTIONS:

1. Complete the Spiritual Self Development Assessment.

This assessment helps you think carefully about your spiritual development related to six specific spiritual disciplines; 1. abiding in Christ, 2. living in the Word, 3. “Pray” in faith, 4. fellowshiping with believers, 5. witnessing to the world, 6. ministering to others.

Before completing your responses, 1. “Ask” the Lord to guide your evaluation. Since most of these statements require a subjective response, The Lord's guidance is the key to an accurate appraisal. We ask the Blessed Virgin Mother Mary to intercede and provide us the grace of self-examination. Also, resist the

urge to compare scores with others. We know self-condemnation or pride could result from such comparisons. We “Trust” the holy spirit will increase our efforts to grow spiritually by revealing our heart issues to us and empower us to act. 2. Draw and evaluate your Current Assessment Wheel. 3. Distribute copies of the Spiritual Development Observations Response Sheet to at least one trusted person who knows your life patterns. Follow the instructions before completing a personal growth plan. 4. Begin working on your personal spiritual growth plan. The Annual Individual Spiritual Development Plan worksheet helps you formulate an intentional plan for growth. Use the Spiritual Development Pathways as a suggested guide to discover actions that can be include in your plan or choose some of your own.

As you complete this assessment process the temptation might be to think your efforts are done. It has just begun. Remember, becoming Christ like centers on His work in us and through us. God desires a heart of “Faith and Works” and the sharing of both with others. Most over He thirst for us, and when we develop our spirituality, we leave ourselves available to be modeled by Him. Through study, prayer and sharing of our faith we create a place for Him in us to follow His plan for us, Jeramiah 11:29 *I have a plan for you, and it is not to harm but to prosper you.*

Spiritual Growth Assessment As you complete the assessment, avoid rushing. Listen for God's voice to encourage and challenge you. Be honest with yourself. Consider this experience as one-on-one time with Him. Use the scale below to respond to each statement.				
Never-1	Seldom-2	Occasion-3	Frequent-4	Always- 5
SPIRITUAL DISCIPLINES				RESPONSE
ABIDE IN CHRIST				
1. I practice a regular quiet time in meditation with Christ and the blessed Mother.				
2. When making choices, I seek Christ's guidance first.				
3. My relationship with Christ is motivated more by love than duty or fear.				
4. I experience life change as a result of my worship experiences.				
5. When God makes me aware of His will in an area of my life, I follow				
6. I believe Christ provides the only way for a relationship with God.				
7. My actions demonstrate a desire to build God's glory rather than my own.				
8. Peace, contentment, and joy characterize my life rather than worry and anxiety.				
9. I trust Christ to help me through any problem or crisis I face.				
10. I remain confident of God's love and provision during difficult times.				
Abide in Christ Total				
LIVE IN THE SCRIPTURES				
1. I regularly read and study my Bible.				
2. I believe the Bible is God's Word and provides His instructions for life in the scriptures.				

3. I evaluate cultural ideas, lifestyles by biblical standards and teaching of the church.	
4. I can answer questions about life and faith from a biblical perspective.	
5. I replace impure or inappropriate thoughts with God's truth.	
6. I demonstrate honesty in my actions and conversation.	
7. When the Bible exposes an area of my life needing change, I respond to make things right.	
8. Generally, my public and private self are the same	
9. I use the Bible as the guide for the way I think and act.	
10. I study the Bible for the purpose of discovering truth for daily living.	
Live by God's Word Total	
PRAY IN FAITH	
1. My prayers focus on discovering God's will more than expressing my needs.	
2. I trust God to answer when I pray and wait patiently on His timing.	
3. My prayers include thanksgiving, praise, confession, and requests.	
4. I expect to grow in my prayer life and intentionally seek help to improve.	
5. I spend as much time listening to God as talking to Him.	
6. I pray because I am aware of my complete dependence on God for everything in my life.	
7. Regular participation in group prayer characterizes my prayer life.	
8. I maintain an attitude of prayer throughout each day.	
9. I believe my prayers impact my life and the lives of others.	
10. I pray the Rosary, Chaplet, or Novenas	
Pray in Faith Total	

FELLOWSHIP WITH BELIEVERS	Rate
1. I forgive others when their actions harm me.	
2. I admit my errors in relationships and humbly seek forgiveness from the one hurt.	
3. I allow other Christians to hold me accountable for spiritual growth.	
4. I seek to live in harmony with other members of my family.	
5. I place the interest of others above my self-interest.	
6. I am gentle and kind in my interactions with others.	
7. I encourage and listen to feedback from others to help me discover areas for relationship growth.	
8. I show patience in my relationships with family and friends.	
9. I encourage others by bringing out their strengths rather than criticizing their weaknesses.	
10. My time commitments demonstrate that I value relationships over Work, career, hobbies.	
Build Godly Relationships Total	
WITNESS TO THE WORLD	
1. I share my faith in Christ with non-believers.	
2. I regularly pray for non-believers I know.	
3. I make my faith known to my neighbors and/or fellow employees.	
4. I intentionally maintain relationships with non-believers in order to share my testimony.	
5. When confronted about my faith, I remain consistent and firm in my	
6. I help others understand how to effectively share a personal testimony.	
7. I make sure the people I witness to get the follow-up and support needed to grow in Christ.	
8. I encourage my church and friends to support mission efforts.	
9. I am prepared to share my testimony at any time.	
10. My actions demonstrate a belief in and commitment to the Great (Matthew 28:19-20).	
Witness to The World Total:	
MINISTER TO OTHERS	
1. I understand my spiritual gifts and use those gifts to serve others.	
2. I serve others expecting nothing in return.	
3. I sacrificially contribute my finances to help others in my church and community.	
4. I go out of my way to show love to people I meet.	
5. Meeting the needs of others provides a sense of purpose in my life.	
6. I share biblical truth with those I serve as God gives opportunity.	
7. I act as if other's needs are as important as my own.	
8. I expect God to use me every day in His kingdom work.	
9. I regularly contribute time to a ministry at my church.	
10. I help others identify ministry gifts and become involved in ministry.	
Minister to Others Total:	

Your Current Discipleship Wheel

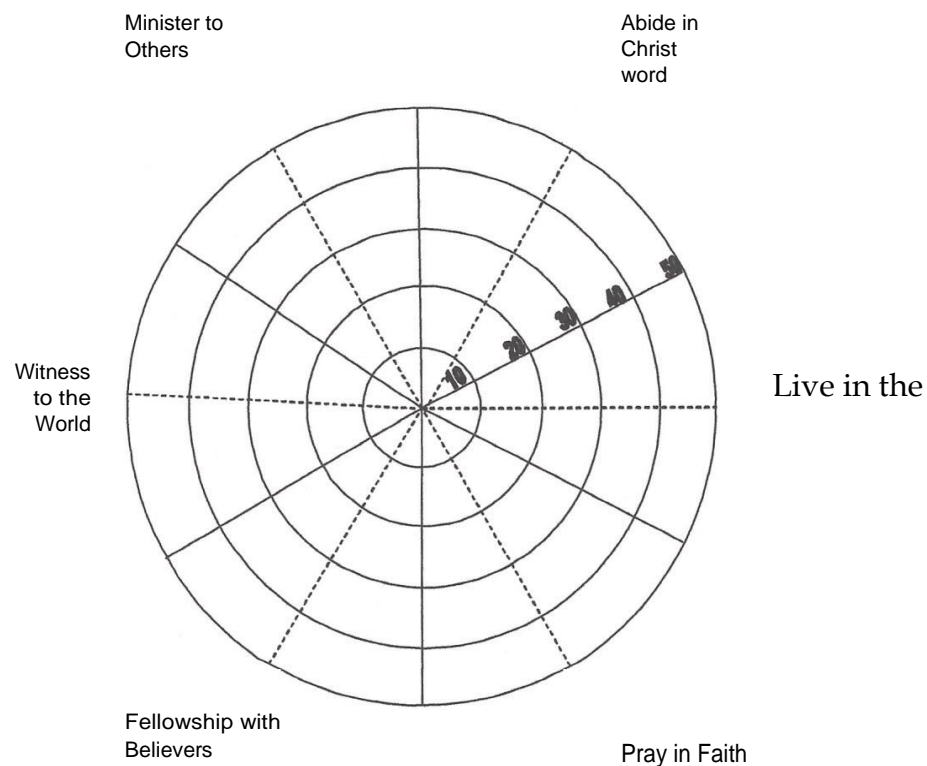
For a visual representation of your spiritual assessment complete the following steps:

Step One: On the dotted line in each discipline section of the circle plot a point corresponding to your total score for that discipline. Place similar points on the solid lines to the immediate right and left of each dotted line.

Step Two: Connect the plotted points with curved lines like the lines of the circle.

Step Three: Using a pencil or marker shade the areas in each section between the lines you drew and the center of the circle. The shaded areas reveal your personal discipleship wheel at this point in your spiritual journey.

2.



Step Four: Ask yourself these questions:

Practice these things; be committed to them, so that your progress may be evident to 1 Timothy 4:15

1. Which areas have the most shading? At this point in your spiritual journey, you see these as the strongest elements of your spiritual growth. List below one benefit these strengths bring to

a. You personally: _____

b. Your family: _____

c. Your community: _____

2. Which areas have the least shading? At this point in your spiritual journey you see these as the elements needing the most improvement. List below one reward growth in these disciplines would bring to:

a. You personally:

b. Your family: _____

c. Your church: _____

d. Your community: _____

Step Five: Make specific plans to grow spiritually this next year. Complete the **Annual Individual Spiritual Development Plan.**

To Do Notes:

1.

2.

3.

4.

5.

6.

Spiritual Self Development

“Spiritual Growth Observations”

Contents

Topic:

Spiritual Development Observations by Other's, Instructions

Spiritual Development Observations by Others Response Sheet

To Do Notes Page

Spiritual Growth Observations Instructions

Enlist a trusted person to complete a Spiritual Growth Observation on you. They should be Christians who regularly observe your life actions. If married, your spouse would be an excellent choice to give you feedback. Older children in your family might also be considered. Explain to those you enlist that you need their help to

accurately assess your spiritual growth. Point out that you want to discover areas where growth is needed and without their input those discoveries might not be possible.

2. After receiving the completed observations, follow these simple steps:

- a. Send each person who completed the observations a thank you note.
- b. Pray over the responses before looking at the specific scores.
- c. Average the scores of each discipline and write the average score below.
 - Abide in Christ
 - Live by God's Word
 - Pray in Faith
 - Build godly Relationships
 - Witness to the World
 - Minister to Others
- d. Compare the scores with your personal assessment totals. Ask yourself these questions and discuss your answers with your accountability partner:
 - i. Where do the observer scores agree with my personal scores?
 - ii. Where do the observer scores disagree with my personal scores? If the observer scores disagree with my scores, do they agree with each other? If so, could this be a blind spot for me that needs attention?
 - iii. Review any "NO" (not observed) responses. Should the people closest to me be seeing more of these actions? If your answer is yes, consider addressing this on your Annual Spiritual Growth Action Plan.

3. Complete your Annual Spiritual Growth Action Plan.

Spiritual Growth Observations Response

You have been asked to participate in an intentional process to evaluate his/her spiritual growth. Your observations will be used to help develop a growth plan for the upcoming year. In order to provide helpful evaluations, ask the Lord for direction before completing this form. Even though these are subjective responses, God can use them to affirm and challenge this fellow traveler on the journey of discipleship. Authentic change occurs as the community of believers helps one another grow spiritually.

Never-1	Seldom-2	Occassional-3	Frequent-4	Always-5	Not observed- 0
1. Peace, contentment, and joy characterize life rather than worry and anxiety.					RATE
2. Demonstrates trust in Christ when facing life problems.					
3. Participates in church worship experiences.					
4. Expresses love for Christ.					
5. Engages in a personal quiet time.					
Abide in Christ - Total (add lines 1-5)					
6. Teaches others biblical truth.					
7. Public and private self are the same.					
8. Biblical truth guides personal actions.					
9. Demonstrates self-control in stressful situations.					
10. Talks about biblical standards for life actions.					
Live in the Word - Total (add lines 6-10)					
11. Engages in a daily prayer time.					
12. Talks about God's answers to personal prayers.					
13. Solicits prayer concerns from others.					
14. Encourages others to pray.					
15. Initiates times of prayer in group settings.					
Pray in Faith - Total (add lines 11-15)					
16. Admits errors in relationships and seeks forgiveness.					
17. Demonstrates humility in relating to others.					
18. Seeks unity in relationships rather than creating division.					
19. Encourages other instead of criticizing.					
20. Gentle and kind in interactions with others.					
Fellowship with Believers - Total (add lines 16-20)					
21. Participates in evangelistic mission efforts.					
22. Makes faith known to neighbors and/or fellow employees.					
23. Helps others understand how to effectively share a personal testimony.					
24. Shares a personal testimony with non-believers.					
25. Prays for non-believers by name.					
Witness to the World - Total (add lines 21-25)					
26. Treats others needs as important as his/her own.					
27. Contributes time to a ministry at church.					
28. Demonstrates an attitude of servanthood.					
29. Contributes finances to help others in the church and community.					
30. Serves others expecting nothing in return.					

To Do Notes:

1.

2.

3.

4.

5.

6.

Spiritual Self Development

“Suggested Actions”

INTRODUCTION

This guide will demonstrate the process to use in developing an individual “Spiritual Self Development Plan”. The Individual Spiritual Development plan is designed by the person for whom the plan will be applied too.

In our search to serve in the Lords will for our lives we seek to understand His way with greater clarity It is assured that by developing our spirit and soul that what we will have to share with others will be what He has given to us through our spiritual development and life experiences.

Spiritual Develop is the goal of every devoted Christian. This should be considered a constant in our lives, that we make ourselves available to the Holy Spirit to lead us through this development. That we invite the Bless Mother and the Saints to pray for us in our life’s journey and that we ask the Lord Jesus Christ to bless us in our quest to come closer

Our faith has many facets and our Catholic faith practices help us to discover them.

By first taking the Self-Assessment guide you will then use this format to structure your annual plan. You need to do one before the other.

Suggested Actions for the 6 Assessed Spiritual Disciplines

The following actions can help you complete your annual intentional plan for your spiritual growth. See these as suggestions to get you started rather than as a list of the only possibilities. Trust God to guide you in your choices. The key to growth will be His work in you as you intentionally seek His kingdom first. This guide is used by the Discipleship to outline the studies related to each discipline in our Catholic faith practices.

Abide in Christ

1. Attend weekly Mass.
2. Set aside a specific time and location for a regular quiet time.
3. Establish a practice of worship preparation through prayer and confession.
4. Learn about fasting.
5. Practice fasting as the Lord directs.
6. Learn about your identity in Christ.
7. Regularly thank God and give Him praise in all your life situations.
8. Make a list of things that hinder your spiritual growth and seek God's help to remove those hindrances.

Live in the Word

1. Memorize one Scripture verses each week.
2. Memorize passages of Scripture.
3. Take notes from the Priest/Deacons homily's and other Bible study experiences each week.
1. Evaluate how the study applies to your life.
4. Establish a regular time for personal Bible study. Take notes from the study and evaluate how the biblical truth applies to your life.
5. Use commentaries and teachings of the Saints as a study resource to enrich Bible study.
6. Read one chapter from the Bible each day. Discover one personal action required and do it.
7. Read one chapter from the Bible each day. Meditate on the character of God

described in the chapter:

- Participate in an ongoing small group Bible study.
- Accept a volunteer position in your church.
- Be a witness to God's scriptures share what you experience from reading God's Word.

2. Pray in Faith

1. Participate in the prayer ministry of your church.
2. Enlist a prayer partner and meet regularly for prayer.
3. Journal your prayers and record God's answers.
4. Organize a prayer ministry for your church or small group.
5. Lead a small group study related to praying in faith.
6. Pray each day.

3. Fellowship with Believers

1. Ask family members to identify ways you can improve your relationships with each one.
2. Ask friends to identify ways you can improve your relationships with each one.
3. Make a list of people who have hurt you and ask God for help to forgive them.
4. Participate in an ongoing small group to build relationships with other believers.
5. Complete an individual study related to building godly relationships in your life

4. Marriage. Attend a retreat or workshop on parenting.

1. Attend a retreat or workshop on marriage.
2. Lead a small group study related to building godly relationships in marriage.
3. Lead a small group study related to building godly relationships as a parent.
4. Lead a small group study related to building godly relationships with others.

5. Witness to the World

1. Write your testimony and practice sharing it with another believer.
2. Secure several gospel tracts and distribute them as the Lord leads.
3. Learn to share your testimony without using printed support.
4. Make a list of non-believers you know and begin praying regularly for their salvation.
5. Begin building relationships with the non-believers on your street.

6. Begin building relationships with non-believers at work.
7. Invite an unchurched friend to worship or Bible study.
8. Include a specific mission focus in your prayers.
9. Share your testimony as God provides the opportunity.
10. Participate in an evangelistic mission's experience.
11. Lead a small group study related to witnessing to the world.
12. With your accountability partner list places, you visit in a normal week. Brainstorm creative ways of witnessing to the people you regularly see at these places.

6. Minister to Others

1. Complete a spiritual gifts inventory. Download a spiritual gifts inventory at www.lifeway.com/downloads.
2. Volunteer for a ministry in your church where you can use your spiritual gifts, interests, and natural abilities.
3. Send encouragement notes to your church staff.
4. Visit one homebound person each week.
5. Look for new baby bows on mailboxes in your neighborhood. Send a note of congratulations and drop off a gift or meal.
6. Volunteer to baby sit for a single parent in your church to give them a night out each month.
7. Volunteer to serve meals at a local shelter.
8. Volunteer to tutor students or help in a classroom at a local school.
9. Ask a member of your church staff to help you discover ways to minister to people on your street. For example, hold a small group meeting in your home quarterly to discuss topics such as marriage and parenting.

YOUR STUDY LIBRARY: www.formed.org **MATCH YOUR NEEDS TO THESE LEARNING TRACKS. THIS BECOMES YOUR SPIRITUAL DEVELOPMENT LIBRARY.**

Description: Read/Catholic Theology

This is a series of books that are selected by Formed.org which will start your theological review of faith in the Catholic church. Set a timeline that best meets your schedule to complete these suggested readings.

Duration: Eight different books spanning the introduction of Catholic Theology.

Description: Study/Sacraments

For Catholics, the word "sacrament" might convey a sense of ritual and religious experience. But for those not familiar with the Church, the idea of a sacrament can be puzzling. What is a sacrament? How do the Sacraments work? Do I really need all this ritual? Can't I just have a simple relationship with God? This DISCIPLE course addresses these questions and investigates how Jesus acts in the world through the liturgy of his Church, and seven very meaningful actions of this liturgy are the sacraments.

This *Sacraments* course covers Baptism, Eucharist, Penance and Anointing the Sick. Confirmation is covered in the *Confirmation* course as well as Session 1 of *Living the Creed*. Matrimony and Holy Orders are covered in the *Called* course, as well as Session 5 of *Living the Creed*.

Catholic Faith

Description: Listen/Explaining the Catholic Faith

As a former Protestant minister, Dr. Scott Hahn knows all too well the disputes between Catholic and non-Catholic Christians. In this series, he carefully examines the most widely held objections and explains how and why they have arisen. Dr. Hahn's powerful presentations will not only show you how to use the Bible to defend the truths of Catholic teaching, but will also give you an invaluable tool for sharing the Faith with others

Duration: 1.5 hours Eight audio books cover this subject area

The Eucharist

Description:

"The Lamb of God," "The Bread of Life," "The Body and the Blood of Christ"... these are phrases we know from the Mass. But do we understand what they mean in the greater and deeper context of Scripture and Church teaching? Acclaimed author and teacher Dr. Brant Pitre rigorously dig down to the biblical roots of the Eucharist, through its foreshadowing in the miraculous events of the Old Testament, the Gospels, and Apostolic teaching. We'll discover firsthand how Christ's Body and Blood are an integral and wondrous part of God's plan for our salvation.

Duration: 10 Weeks Sessions

Description:

33 Days to Morning Glory: A Consecration Jesus through the Bless Mother Mary

People's lives today are often busy and challenging. Stage 1 of the Hearts Afire Parish-based Program offers individuals a quick and easy way to withdraw from the demands of daily life and enter a peaceful interior reflection on their relationship with Christ in the context of Marian devotion. We begin with the Immaculate Heart because Mary leads us to the Sacred Heart of Jesus. The result is that, by learning to entrust ourselves to the Mother of Our Lord, we can discover a transforming trust in Jesus himself. Duration: 5 Weeks Seminar

Consoling the heart of Jesus:

33 Days to Morning Glory led us to the Immaculate Heart of Mary in Stage One, Part I. In Part II, *Consoling the Heart of Jesus*, we will learn about God's infinite mercy and how we can give him joy, consoling his heart, by accepting his love and trusting in him completely. We'll discover how suffering can help us grow spiritually closer to the Sacred Heart of Jesus. Duration 10 Weeks

Wisdom & Works of Mercy

The second stage of the Hearts Afire Parish-based Program, *Wisdom & Works of Mercy* begins by following the book *the 'One Thing' Is Three* and concludes with the book, *You Did it to Me*. The purpose of the *Wisdom & Works of Mercy* study is to give group members a summary of Church teaching and Catholic wisdom and to offer various works of mercy, apostolate suggestions, programs, and support. The book, *the 'One Thing' is Three* is read over ten weeks and the group gathers weekly to view the ten videos below and discuss the questions in the study companion.

Description: **WATCH/MOVIE**

Mary of Nazareth is an epic motion picture on the life of Mary, mother of Christ, from her childhood through the Resurrection of Jesus. Shot in high definition, it was filmed in Europe with outstanding cinematography, a strong cast, and a majestic music score. Actress Alissa Jung gives a beautiful, compelling, and inspired portrayal of Mary

Description: **STUDY/FAITH**

The Bible and the Virgin Mary “Journey Through Scripture” : *The Bible and the Virgin Mary* is a dynamic twelve-part video series that beautifully explains the Catholic truths about Our Lady, showing how she has been a part of God’s plan to bring salvation to the world since the beginning of time. In addition to explanation of dogmas, answers to common objections, and demonstration of Mary’s presence in the Old and New Testaments, this study discusses Church-approved Marian apparitions that play an important role in Catholic Tradition. It’s sure to help Catholics and non-Catholics alike grow in an understanding and appreciation of the Mother of God

Duration:

The Bible and the Virgin Mary is a 12-week program that identifies the biblical introduction to Mary.

Reading Daily Scripture

Description:

Welcome to Opening the Word, a program offering prayer and insights for the Sunday Readings. Featuring a variety of experienced presenters including, the fifty-two videos are designed to facilitate thought and discussion for personal faith formation or in the context of a group meeting. Personal Prayer Journals and a group Leader's Guides are also available to make the most of these Sunday Readings.

Duration: 52 Weeks

Formed.Org Passcode: 36TNDF

<https://formed.org/study/5812813b90e3652419f41300>

USCCB.org

United States Conference of Catholic Bishop's

<http://www.usccb.org/calendar/index.cfm?showLit=1>

Resources Required: Access to a computer and the internet.

Lectio Divina, Bible Study

Description: Study/Augustine Institute Originals

The character of St. Peter is both inspiring and confounding to many of us. How could a stubborn and impulsive fisherman become the "rock" upon which Jesus would build his Church? Bringing together biblical accounts, historical evidence, Church teaching, classical art, and personal insights, Dr. Tim Gray gives a fresh perspective on Simon Peter that is immediately informative and relevant to our lives. After all, if Jesus could bring out the very best in someone like Peter, then there is hope for the rest of us.

Duration: 10 weeks Sessions

www.formed.org

St Ignatius Spiritual Exercises

Description: Listen/Discerning Hearts

Episode 1 serves as an introduction and overview of the Spiritual Exercises of St. Ignatius of Loyola. Why is the practice of discernment so important in the spiritual life? How is discernment different than "decision making"?

Duration: 16 weeks Sessions

www.formed.org

Modern Day Saints

Description: Watch/Documentaries

Called "the greatest saint of modern times" by Pope St. Pius X, Thérèse of Lisieux lived a hidden life in a Carmelite monastery and died at only twenty-four years old. Yet, her "secret" of sanctity has made her not only a great modern saint, but a Doctor of the Church. She promised to spend her Heaven doing good on earth. Her simple spirituality, humility, and complete trust in God revolutionized the twentieth century. Over 100 years after her death, she continues to inspire millions of people, help them in their lives, and draw them closer to God.

This film tells the story of her life and message, intertwined with the personal stories of twelve people from around the world who testify to the great impact Thérèse has made on their lives. Including very rare footage of the inside of her monastery at Lisieux, we also meet a taxi driver in Rome, a famous radio priest in the Netherlands, a wedding dress designer in Paris, a teenager in Lebanon, a Protestant professor at Harvard Divinity School, a mother of twelve children in Nigeria, a stockbroker on Wall Street, and others, who share their moving personal stories of how Thérèse, and her "secret," has changed their lives. Her secret is so powerful that it confirms her mission to "Love Jesus and to make Him loved by others."

"I have the habit, when I do not know how things are going, of asking Saint Thérèse that if she takes care of some problem, anything at all, to send me a rose."

Duration: 11-week Sessions

Divine Mercy

Description: Study/ Augustine Institute Originals

Renowned speaker and author Fr. Michael Gaitley tell the dramatic history of God's love and mercy as interwoven through the transformative message of St. Faustina, the miraculous appearance of Mary at Fatima, the witness of Maximilian Kolbe, and the world-changing papacy of Pope St. John Paul II. Featuring the brilliant cinematic artistry of the Augustine Institute's film studio, the vast panorama of God's work of mercy in the world unfolds as a story to be experienced.

Duration: 10-week Sessions

Dr. Bill Creasey: Audible Books Online

Paul's Letters: Listen/Audio Drams

St. Paul is one of the greatest evangelists in the two-thousand-year history of Church. He traveled thousands of miles and endured countless hardships in order to preach the Gospel of Jesus Christ. His letters to local Churches are both practical and poetic, focusing on the truth that "we preach Christ Crucified . . . Christ the power of God and the wisdom of God" (1 Cor 1:23-24)

www.Formed.org Paul's Letters Truth and Life

Dramatized Audio Bible

Duration: 6 Hours, One Hour per week for 6 weeks.

Prayer

Description: Study/Bible Studies/ Augustine Institute Originals

Duration: 10 Weeks Sessions

Spiritual Development To-Do List (Individual)

First, I Will:

Second, I Will:

Third I Will:

Spiritual Self Development

“The Annual Plan”

FOR: _____

DATE: _____

Spiritual Self Development “My Annual Plan”

Today's Date _____

I. Enlist an accountability partner who will agree to do the following:

1. Meet with me initially to overview my assessment and pray with me about this plan.
2. Meet with me at least once each month to discuss my progress on this plan.
3. Affirm my successes and challenge me to stay focused on achieving each part of the plan.
4. Pray regularly for me.
5. My accountability partner will be _____

II. Decide on actions for spiritual growth.

- Set quarter goals that are achievable.
- Use your discipleship wheel to determine actions. For example, looking at areas of less shading, what is the next step for your growth in that area? (knowing more about what

God expects, building skills in this discipline, just doing it, or joining a group that does this discipline).

- Next, consider the areas of more shading. What is the next step for your growth in those areas? (leading others in knowing this discipline, leading others in doing this discipline,

or building consistency in doing this discipline)

_____ Quarter of year, During these months I will

- a. Improve my understanding of God's standard for the following discipline through individual and/or group study.

Discipline _____

Name of study _____

- b. Set an action goal. Use the Suggested Actions Guide for study ideas.

_____ Quarter of year, during these months I will a. Improve my understanding of God's standard for the following discipline through individual and/or group study.

Discipline _____

Name of study _____

- b. Set an action goal. Use the Recommended Actions Guide for suggestions.

_____ Quarter of year, During these months I will

a. Improve my understanding of God's standard for the following discipline through individual and/or group study.

Discipline —

Name of study —

b. Set an action goal. Use the Recommended Actions Guide for suggestions.

_____ Quarter of year, During these months I will

a. Improve my understanding of God's standard for the following discipline through individual and/or group study.

Discipline —

Name of study —

The Annual Plan, Spiritual Development

NAME: _____

1. Discipline Area:
Name Applied Resource:
Start Date:
Finished Date:
2. Discipline Area:
Name Applied Resource:
Start Date:
Finished Date:
3. Discipline Area:
Name Applied Resource:
Start Date:
Finished Date:
4. Discipline Area:
Name Applied Resource:
Start Date:
Finished Date:

My Vision Upon Completion:

What I hope to gain is

How I plan to use this spiritual growth is

NOTES:

FAMILY RESOURCE COORDINATION,
The M.O.R.E. Program



INTRODUCTION

The family resource coordination (M.O.R.E.) is designed to provide structure and process to networking families into agencies and services that best meet their needs. Here is where the Pathfinder Guide and family meet to review their needs and match them with resource both from within the church and the local community.

I. Take an Inside the Church Inventory

The ministry Administrator will complete a list of church ministry's and their contact information to ensure Invest in the Family Ministry members have this list as a referral resource. They will keep this list available and updated for both Pathfinder Guides and Families.

Examples of Ministries and their value to the family

Inside the Church “Ministry Inventory”:

Evening Prayer Group (Educate and invite the family to pray liturgy of the hours)

Evening Prayer is offered every Tuesday evening in the Church. We welcome all to come and share Evening Prayer. If you don't have The Liturgy of the Hours book or aren't familiar don't worry, just come. We'll be happy to share and teach you Evening Prayer.

Men's Fellowship (A weekly Invite to the male family member)

The Men's Fellowship Ministry helps men to deepen and support our faith and identity, grow spirituality and strengthen their families. We promote expanded religious education for men, growth of personal faith, active participation in the Church community, and encouragement for men who have lost their yearning for the Catholic faith.

Catholics Coming Home (For those family members that have fallen away from the Church)

The Catholic Church is the largest Christian Church in the world. For every three Catholics who are practicing their faith, there is one who can be classified as an "inactive Catholic." In the United States there are 20 million inactive Catholics. For one reason or another they have decided not to practice their faith. Many people are willing to return to the Church, they only need to be asked. In response to this, St. Raphael Church presents Catholics Coming Home. This program enables people to reintroduce themselves to their Church in an embracing and compassionate program.

Faith Sharing (Opportunity to respite the females in the family and primary caregiver)

Faith Sharing Groups were formed by the women of St. Raphael Church after the first Women's Retreat. In the Christian tradition, faith sharing is a time of prayer, reading and reflecting together on the Word of God. The mission is to continue nourishing our Faith we celebrate each Sunday by coming together at regular intervals to share our faith experiences through the Word of God. So, it makes sense to include this as a possible resource of our ministry families.

Men's Retreat (Invite the man member of the family)

This is an excellent opportunity for quiet prayer and reflection. The Men's Retreat weekend away from the busyness of our everyday lives is an opportunity to rest in the presence of the Lord and be aware of what the Lord has to say to each of us. **Guardian Angels (Pray together when they can come to church)**

As an extension of our St. Raphael faith community, this ministry has been formed to give comfort and strength to those in need of prayer. The Guardian Angels will pray with you privately in church. Specially trained prayer teams will be available after certain Masses to offer their assistance, comfort and support. Sussy Hidalgo, (440) 835-4087

Women's Retreat (Invite the Female family member)

The Women's Retreat brings women of the Church and outside the Church together to encounter the living Lord Jesus in a deeper, more personal way. It is time set apart from the busy world to be quite and listen to the voice of God within each individually and as sisters united with God and one another under the guidance of outside guest speakers.

Social Concerns Ministry (At times the family budget is impacted)

The Social Concerns Ministry provides opportunities for the Church members to assist the less fortunate in the Church and throughout the community.

Adopt-A-Family (Can adopt a family at Christmas)

Each Advent St. Raphael "adopts" several area families who are in need. Church organizations, families and individual Church members are invited to help others have a special Christmas, which they might not otherwise be able to have. Gift ideas (clothing, toys, etc.) are placed on "Christmas Boxes" near the Church doors.

Archangels Ministry

The Archangels is a ministry to provide opportunities for making life more worthwhile for men and women 50 years and older by bringing them together for spiritual growth, friendship, education, entertainment and cultural activities.

Guild (Can adopt the women in a family)

The Guild is comprised of Church women of all ages seeking to "make things happen" through spiritual, social, and service activities supporting our Church and local community. An Executive Board and Committee Chairpersons, with the help of the Guild's general membership, plan and organize a variety of events, including the annual Fall Luncheon, Halloween Costume and Winter Coat Drives for the West Side Catholic Center, Advent Evening of Reflection, Christmas Poinsettia and Wreath Sales, Soup and Salad luncheons, Fat Tuesday celebrations, Book Club, Gourmet Lunch group, "Girls' Nights Out" and "Girls' Nights In." The Guild is committed to passing on God's love in everything we do.

Girl Scouts (Visit a family at home or in a facility)

The Girl Scout Program is an informal educational program designed to help girls put into practice the fundamental principles of the Girl Scout Movement. It is carried out in small groups with adult leadership and provides a wide range of activities developed around the interests and needs of girls. The motivational force in Girl Scouting is spiritual. The Girl Scout Program is open to all girls in the Church from kindergarten through high school. Girls participate in service projects, earning badges, learning crafts and skills and participating in camping and outdoor experiences.

Bakers Club (Drop of a “Thinking of you” cake or muffins)

The Bakers Club is a group of Church members who enjoy the art of baking. This club sponsors Church wide events that need bakery, such as, our Lenten Fish Fry, Church Mission, Women's Retreat or whenever there is a function that needs baked goods.

Home & School Association (when it is requested)

The role of Home & School Association is to support the school administration. Teachers and parents unite in a unique way to help secure for each child the fullest advantage in religious, mental, social and physical education. Good communication between parents and teachers is encouraged. It also provides a means for people to become involved in the Church community through school.

Vacation Bible School (A summer respite for the kids)

Vacation Bible School is a five-day program offered during the last week of July for children age four through those entering 5th grade. Each year's scriptural theme is presented daily through large general sessions with dynamic music. Smaller group activities offer the children opportunities to learn about the word. Games, Arts & Crafts, Snacks and Bible Story time reinforce a biblical point, virtues and prayers of our faith. Teen helpers entering Grades 6-12, along with adult volunteers, make this lively week a memorable celebration for children and families of all ages.

Homebound Ministry

Ministry of Praise

The Ministry of Praise offers an opportunity to homebound Church members to participate in the life of the Church. The men and women who choose this ministry make a commitment to offer their daily sufferings and prayer in support of the spiritual formation and development of the people in this faith community.

Family Ministry (keeping the value of faith alive within the family)

Focused primarily on the various configurations of "family" (two parents and children; adult caring for elderly parent; single parent with children, etc.), the Family Ministry addresses the prayer, worship, catechetical and spiritual dimensions of the family. In addition to publishing **a monthly newsletter**, this ministry hosts various events that help deepen the relationship between family members and with the Church community as well as with our Lord Jesus Christ. Activities include family retreats, potluck events, family rosary gatherings and service opportunities.

From this list of Ministry's, a family can choose at different times in their journey which ministry they will benefit from contacting.

II. Take an Inventory of the Local Community, Agencies and Services

Family Resources Coordination M.O.R.E.

COORDINATION OUTLINE

COORDINATING THE PARISH OFFICE AND LEADERSHIP

For this process to work smoothly, the parish staff needs to have a clear and practiced understanding of the Organization Chart, Communication Diagram and Process Flow of request to the ministry. The parish leadership needs to support the importance of the staff understanding and using the process as it is designed. A brief 30-minute instruction (Lunch and Learn) should accomplish this level of training. See Appendix Nine: Parish Staff (Lunch and Learn) Agenda

COORDINATING THE MINISTRIES

By using the “*Purposeful Drive Ministry*” seminar and inviting the selected ministries to participate; a standardized understanding can be established. Setting up an ongoing quarterly parish ministry meeting will also help to communicate activity and improve communication.

COMMUNICATION CHANNELS TO PARISHIONERS

The process for the Invest in the Family Ministry has a standard design for communication to the parish staff and Leadership, to the ministries and to the parishioners. For the parishioners, a direct phone line and email address will be provided. As for the marketing and announcements, these too are standardized for effect and purpose. Three types of channels are considered: See Appendix Eleven: “Communication Diagram”

1. Parishioner to ministry.
2. Ministry to Parish, Parish to Ministry.
3. Ministry to Family.
4. Ministry to local community.

COMMUNICATING WITH THE FAMILY

The family will begin the sequence of communication by requesting to learn more about the ministry.

This will necessitate a response from the Invest in the Family Ministry once the Families request has been processed through the proper communication channels.

Then monthly ministering activity will take place to ensure a proper level of contact is maintained. The level of contact will be determined by the family and is subject to change.

Family Resources Coordination M.O.R.E.

RECORD KEEPING AND REPORTING

THE RECORD KEEPING OF REQUEST, MINISTRY COORDINATION AND HOMEBOUND VISIT ARE ESSENTIAL TO ASSURE MINISTRY SERVICES ARE FUNCTIONING AS DESIGNED.

The automation and input data are key tools in establishing structure, simplifying process and reducing complications or misunderstandings. Once set up, it makes life simpler and can scale to meet the demand.

USING JOTFORM.COM

The parishes www.jotform.com account will be used to create data collection tools. In this format the form content can be saved as a “CSV” file and imported into www.insighly.com for contact management and ministry coordination planning.

USING INSIGHTLY.COM OR OTHER CONTACT MANAGEMENT SOFTWARE

The parishes www.insightly.com account will be used for record keeping, request tracking, ministry coordination planning. Activity reporting and confidentiality management. Or free accounts like google contacts, MS Excel can be useful tools in records management.

What I like about being Catholic

These Categories apply to what do you enjoy most about the Catholic faith practices. By having a weighted value, it tells us which you what areas to focus the ministry towards. Evaluations Weighted Score: for that faith practice when done: Daily +3, Weekly +2, Monthly +1, None (0).

CATEGORY (Legal)	Daily +3	Weekly +2	Monthly +1	None (0)
Prays Rosary				
General Prays				
Reads Scripture				
Attends Mass				
Prays Divine Mercy Chaplet				
Attends Adoration				
Reads Teachings of Saints				
Attends Spiritual Development Seminars				
Involved in a Ministry				
School Age Children				
Reads Weekly Bulletin				
Watches EWTN				

Needs Verification Card

CATEGORY (Legal)	YES	NO	MAYBE/Sometimes	Coordinated Ministry
Rosary				LOM
Do you pray the Rosary				LOM
Crucifix				Prayer Ministry
Catholic Bible				
Icon of Divine Mercy				Divine Mercy Ministry
Icon of Mary				LOM
Last Attended a Spiritual Retreat				Women's Retreat Ministry
Has Attended an Alzheimer's Seminar				R~House Alzheimer's Family Learning Center Referral
PSR Age Children				PSR Ministry
Has attend a support group for substance use disorders				Invest in the Family Ministry
Attends Sunday Mass				Eucharistic Ministry
Reads the Bible				Prayer Ministry
Has a favorite Saint				St Pio Prayer Group

Ministry Organization Response Evaluation (M.O.R.E.) Card

The answers to these Categories are found on the Needs Assessment Form which was created from the Initial Assessment Form. Complete the M.O.R.E. Card to identify which ministry is needed to minister to this family.

CATEGORY (Legal)	YES	NO	MAYBE/Sometimes	Coordinated Ministry
Prays Rosary				LOM
General Prays				Evening Prayer Group
Reads Scripture				Prayer Ministry
Attends Mass				Bible study group
Prays Divine Mercy Chaplet				Divine Mercy Ministry
Attends Adoration				LOM
Reads Teachings of Saints				Women's Retreat Ministry
Attends Spiritual Development Seminars				Formed.Org
Involved in a Ministry				Spiritual Development Director
School Age Children				PSR, Faith Group, Women's Retreat, vacation bible camp
Reads Weekly Bulletin				Arch Angles
Watches EWTN				Prayer Ministry
				St Pio Prayer Group
General Prays				

APPENDIX (S)

MINISTRY AWARENESS CAMPAIGN

HAVING A STRATEGY THAT OUTLINES HOW, WHERE, WHEN A COMMUNICATION WILL TAKE PLACE IS IMPORTANT TO ENSURE THAT PROPER AND SUCCESSFUL COMMUNICATION IS MADE WITH THE DESIRED AUDIENCE. THERE ARE MANY CONSIDERATIONS TO TAKE INTO ACCOUNT WHEN MAKING A DECISION ABOUT WHAT A COMMUNICATION SHOULD SAY AND WHAT WORDS TO USE. THIS IS AN ART, AND THOSE THAT KNOW THE ART ARE AN ASSET TO THE ORGANIZATION.

STANDARDIZE THE MESSAGE, COMMUNICATION CHANNEL, LITERATURE

By standardizing the message, we will build over time a basic understanding and awareness of Invest in the Family Ministry. The logo and tag line should be used as consistently as is possible.

STANDARDIZING THE MESSAGE

The message about “Who is the Invest in the Family Ministry?” should be the same in each piece; the weekly bulletin, flyers and poster. Same Logo, Same Colors, Same Tag line.

USING MEDIA CHANNELS & FREQUENCY

The same media channel once confirmed effective should be used each time. The frequency of message is important. Most people need to hear the same message several time before they will act.

All available media channels will be utilized in the awareness marketing plan for the Alzheimer’s Home Reach Ministry.

NOTE: In the 1970’s Coke Corporation examined its advertising strategy in how effective their standard Ads were performing. The study concluded that it takes 33 Ads on average, before a general audience will listen to the Ad. It is only after that, when they will listen to the message and even more are required for them to consider the messages “Call to Action”.

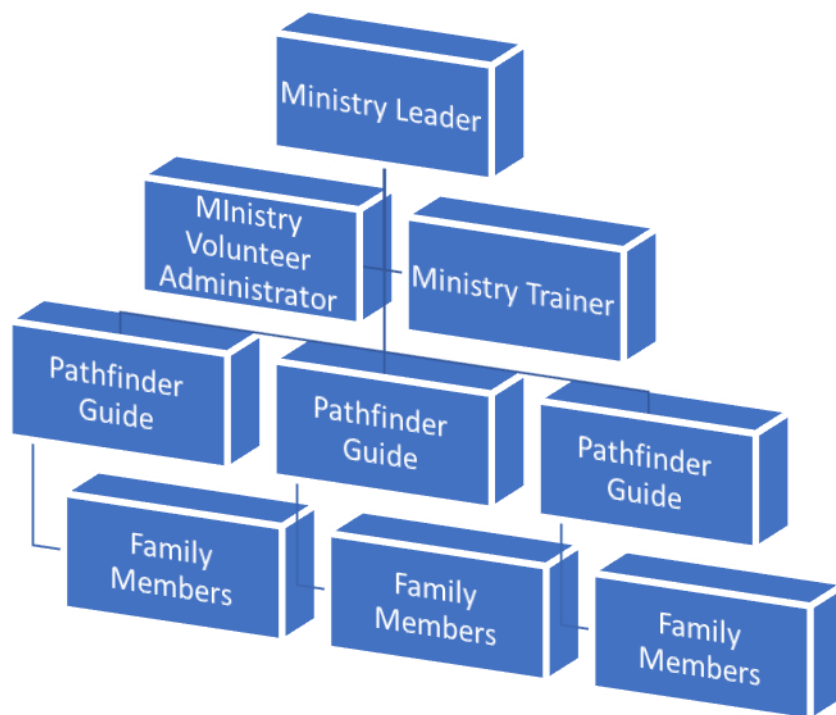
Using multiple level of media to the same audience reduces the number of Ad’s required.

Appendix One: Getting Ready Plan

ACTION	PHASE	NOTES
<div> Set-Up Structure: Defined By: <ul style="list-style-type: none"> • The Process • Roles & Responsibilities • Organization Chart </div>		<u>Phase One</u> Structure
<div> Set-Up the Process Using the “Procedural Manuals” </div>		<u>Phase Two</u> Process
<div> Complete the Training of: <ul style="list-style-type: none"> • Church Staff • Volunteers </div>		<u>Phase Three</u> Staffing Training
<div> Initiate A Multi-Level Campaign <ul style="list-style-type: none"> • Awareness Campaign • Invitation to Request Service </div>		<u>Phase Four</u> Attraction Request Delivery

Appendix Two: Getting Organized

Create your organization before moving forward. Design policies that will endure and outlast those who started the organization.



Appendix Three: Required Resources



Automation

- Insightly.com for contact management of Google Contacts
 - Wifi Connection
 - Central Library



Training

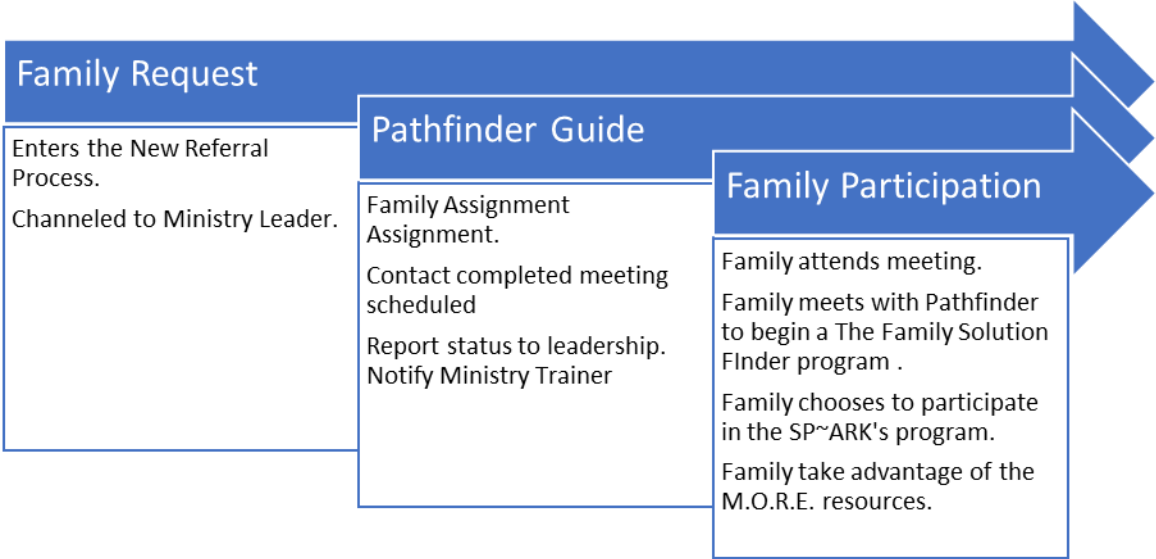
- Room For Event
- Refreshments
- Hand Outs
- Audio/Visual
 - Training Workbooks



Communication Channels

- Bulletin
- Newletters
- Outside Digital Board
 - Banner
- Annoucement Poster

Appendix Four: Ministry Coordination Plan



Appendix Five: Operation Model

The **Organization Chart** drives the operations authority and communication chain.

The **Communication Diagram** drives the link of standard communication up and down the authority chain.

The **Purposeful Driven Ministry** creates a standard for all ministry volunteers to consider “Excellence” within their ministry roles.

The **Process Diagram** drives the standard flow for a sequence of activity that directs a referral (request for homebound ministry) through the required steps in successfully completing a response from the Church.

The **Procedural Manual** defines how the process will work, who will do what, by when, where it will be completed and how the activity will be reported.

The **Family Solution Finder, Learning Program** is reviewed and initiated.

The **SP~ARK’s Program** ensures a sequence of Ministering to the Family

The **Training program** provide a capacity to sustain quality, create spiritual development in volunteers and provides transparency of ministry activity.

The **Leadership Ministry Meetings** creates unity of a mutual purpose, stronger communication, simplifies managing multiple ministry’s and increases transparency.

A **Multi-Level Campaign Strategy** (announcement templates) makes it easier to communicate in all media channels, the same message, through different channels. In this design, everyone understands the same thing, we control what they understand.

Appendix Six: Announcement Templates

Newsletter: Start a quarterly journal that can be distributed online and within the Church.

Weekly Bulletin: Have meeting announcements for dates, time and location of ministry events.

Poster Boards: Pin Up Flyers for bulletin boards can be an effective media channel.

Church Website: Maintain a page on the Church website for search field to capture.

What's Up App: Can be set up for both volunteers and members to use in sharing notes.

Blast Emails to Ministry Leaders and Members: Create a group listing for blast announcements.

Outside Digital Sign: If the Church has an outdoor sign, use it to announcement meeting dates/times.

Announcements in local citywide papers: Community events should be submitted to local news media.

Appendix Seven: Process Flow Diagram

1. Family request for information regarding the Ministry. Formal card is started to collect contact information.
2. Log referral as “Active”.
3. Referral sent to Ministry Leader.
4. Pathfinder Guide Assignment.
5. Telephone Screen completed.
6. Initial visit.
7. Initial Ministry Assessment Form completed.
8. Collected Data input into www.insightly.com.
9. The Family Solution Finder, Learning Program is initiated
10. The SP~ARK’s Program is reviewed
11. Ministry and Organization Resource Evaluation (M.O.R.E.) completed.
12. Ministry monthly meeting started.
13. By choice, family enrolled into SP~ARK’s program.

Appendix Nine: Suggested Ministry Visit Prayer Card

PSALMS:

1. Psalms 95
2. Psalms 139

SCRIPTURE:

1. Galatians 2:20
2. Hebrews 1:3
3. Mark 10:52
4. Romans 1:17

Appendix Eight: Church Staff Lunch & Learn

We suggest that ministry leaders meet with Church staff to introduce what the ministry is for and how it is accessed.

AGENDA

- I. What is the Invest in the Family Ministry, how is it organized?
- II. Why is this needed?
- III. Current Church Process
- IV. New Church Process
- V. How is a referral processed?
- VI. Who has what role and responsibility?
- VII. How is this automated?
- VIII. Where to go if there is a problem?

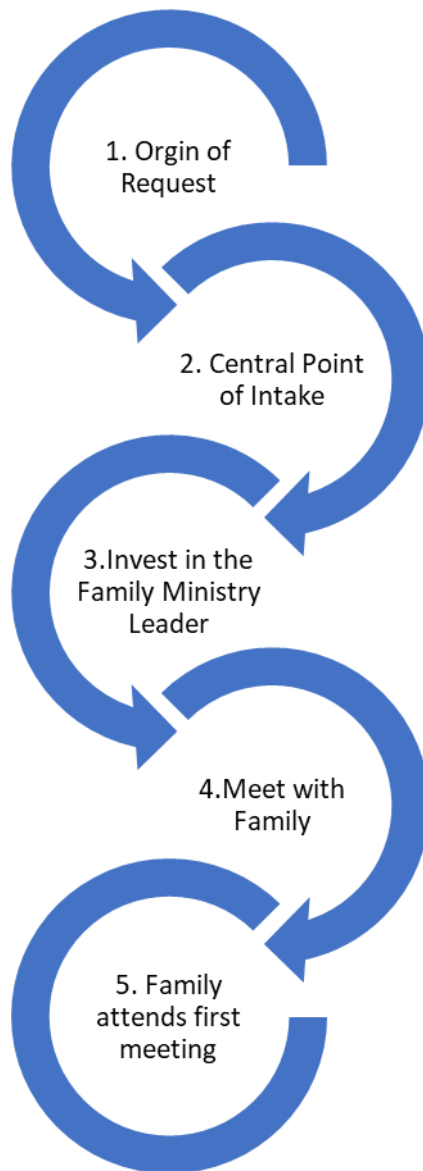
Appendix Nine: Purposeful Driven Ministry

Ministry Volunteer Training Meeting

Agenda

- Values in a Ministry
- Motive
- Mission, Vision, Philosophy
- Development, spiritual development of volunteer's
- Quality Review & Recognition
- Who has what role and responsibility?
- How is this automated?
- Sustainability is Succession Planning?

Appendix Ten: Communication



Appendix Eleven: Create Your Own “Invest in the Family Ministry”

- ❖ Mission Statement
- ❖ Vision Statement
- ❖ Philosophy Statement
- ❖ Values Statement
- ❖ Culture Statement

Appendix Sixteen: Invest in the Family Ministry

“Request for information Card”

Please contact me regarding services provided by the Invest in the Family Ministry

Caregiver Name: _____

Phone: _____

Email Address: _____

Best Time to Call: _____

My loved one is currently living:

_____ At Home with their family

_____ At Home or in an apartment with family

_____ At a treatment Center

_____ At a sober living or group Home

_____ With others

Appendix Seventeen: Script

Initial Telephone Screen

1

Introduction

2

Purpose of the Call

3

Verify Contact Information

Objective

To start a rapport that will lead to the first visit.

Confirm status

People involved, current health status

Speak in a compassionate, caring tone

Hello, my name is: _____

I am calling you from _____ Church

We received a request for ministry card, and I am calling to confirm the information you provided to us.

I just have a few questions, is now a good time to talk?

First step is that we like to confirm the information that you submitted on the card. (confirm the address, contact name, location of loved one. Then the same for the caregiver if different.

Speak in a tone of interest

do you have others that are with you in the house?

Tell me, how long have you been a parishioner at our Church? Do you know many people here?

Are there people that currently stop by to visit with you?

Set up a date & Time to visit

This was helpful information, and I can assure you, that you will be pleased with how our ministry works. During our first meeting we will go through who I am and what the ministry has to offer.

What date and time would work best for you?

Appendix Eighteen: New Family Profile Card

Date Case Opened: _____
Opened By: _____

Date Received: _____

Primary Family Member Name:

Address: _____

City, State Zip Code:

Adult's Email:

Phone Cell: _____ Work:

Other Family Members Names:

Best time to Call: _____

Appendix Nineteen: Initial Visit Check List

This is use once to ensure your first visit is successful

Confirm Personal Information

Primary Care Giver Name

Home address

Home phone

Mobile or cellular phone

Home e-mail address

Best Time to Visit

Provide During Visit Ministry Information

Pastoral Caring Ministry “About Us” Brochure

List of Church Office Contacts

List of Church Ministry’s

Religious TV Channel Guide

Volunteer’s Business Card

Local Community Support Services Card

Appendix Twenty: Family Assessment Form

Date of Initial Visit: _____

Primary Caregiver Name: _____

Phone: _____

Address _____

City: _____

Email: _____

Family Members: (Notes on Back Page)

Primary Family:

____ Husband

____ Sister's Brothers

____ Children in the home

____ Daughters, Son's

Request a Priest or Deacon come to home/facility: Address: _____ Phone
_____ Best time to call: _____

Services Requested:

____ Pray with me

____ Transportation to Mass

____ Doctor's Appointments

____ Telephone Assurance Calls

____ Yard Work

____ Ride to Church Events

Immediate Needs or Concerns: (are there any immediate needs that we should address first)

For Loved One:

For Caregiver:

For Family Member:

Are there any ministry's that you would like to have contact you? If yes, _____

Is there a ministry that you would like to have contact you? ____ Yes, _ No ____ Maybe Later

What Day/Time works best? _____/_____ **Best number to call:** _____

Pets: _____

Appendix Twenty-one: New Member Referral Card

Family Name: _____

Initial Contact Made (Date): _____

Assigned Pathfinder Guide (name) _____

Family Profile Card Completed (date): _____

Forward information to Ministry Leader, Ministry Administrator and Ministry Trainer.

Date of Families First Meeting (scheduled): _____

If the family was referred, and we know the persons contact information, send a thank you note to let them know contact was followed up and received.

Appendix Twenty-two: Running a Meeting

- Distribute Agenda one month in advance of meeting.
- Start meeting on time with General Announcements. Confirm that all attendees have signed in.
- Review with attendee's the agenda for today's meeting.
- Distribute materials needed to conduct meeting.
- Take Notes on issues and assignments that require follow up.
- End meeting on time.
- Send out notes from meeting to all attendees.
- Consider what topics from this meeting are worthy of putting into the quarterly ministry newsletter. Submit this content to the Ministry Leader, Ministry Administrator and Ministry Trainer.

Appendix Twenty-three: Building Awareness of the Ministry

- Social Media: Create a Facebook and Instagram accounts, provide bi-weekly postings.
- Quarterly Newsletter: The past, upcoming events calendar, other ministry collaboration, Church Events with the I.F.M involvement.
- Announcements of Next Large Event's.
- Weekly bulletin announcement of monthly meeting, time, date, location, reason to come.
- Local community newspaper announcement of large events being implemented by I.F.M.

The social media and communication should be the responsibility of the Ministry Trainer.

Appendix Twenty-four: Invest in the Family Ministry Special Events

- Presentations can be made by the ministry to the church, local community or both:
- By Subject, choose a prevalent topic that most people want to learn more about and present it in a one-hour seminar sponsored by the I.F.M.
- By Church Need, based on what the congregation needs to learn, chose a subject relevant to their interest.
- By Community Need, based on the local community needs to learn, chose a subject relevant to their interest.

Appendix Twenty-five: Program Roll-Out

Use their presentation templates for training volunteer.

NOTE: Download from our Website: www.familiesimpactedbyopioids.com



Introduction: Review SP~ARKS Program with Pastor

Administration: Print Handout's (3 slides per page)

Room Set Up: Office or Conference room

Awareness Marketing: Email Requesting Date and Time, Send Agenda

Post Seminar Activity: Follow up with request to provide more information, include article of subject interest



Introduction: Review Staff Instruction to their role & responsibilities

Administration: Print Handout's (3 slides per page)

Room Set Up: Conference Room

Awareness Marketing: Email Invitation with meeting agenda

Post Seminar Activity: Follow up with request to provide more information, include article of subject interest



Introduction: Review Ministry Leaders Volunteer Guide Booklet

Administration: Print Handout's (3 slides per page)

Room Set Up: Horseshoe shape

Awareness Marketing: Email invitation with meeting agenda

Post Seminar Activity: Follow up with request to provide more information, include article of subject interest.



Introduction: Review Ministry Volunteer Guide Booklet

Administration: Print Handout's (3 slides per page)

Room Set Up: Classroom style table set up

Awareness Marketing: Email invitation with meeting agenda

Post Seminar Activity: Follow up with request to provide more information, include article of subject interest

Conclusion

It is important to be realistic regarding the expectations of communication, participation and assigned workloads. Try to understand what motivates your targeted audience. Although we do not like to admit this; many people are motivated to act when they consider the pain involved regarding the topic. For Example: they might ask themselves, “will this solve my problem, how will it help me achieve my personal goal”. And, what pain is their if I don’t act. The level of trust you develop, will be their level of participation.

Also, keep in mind, **PEOPLE DO NOT READ ANYMORE**. So, keep it short and on point, like they said in the old detective shows, “just the fact, mam”.

Always review the performance of your message. You can test it by asking a person from your targeted group to read it and tell you what they read, how it moved them to act. Ask for what would work better.

If a communication channel or message style is under performing, it might not be the message, it maybe you are providing the wrong event to the wrong people. The same can be true with the communication channel, it may be delivered through the wrong channel. Either way, don’t give up and don’t keep doing it if at the end you determined it failed. Keep searching for what works best, it’s out there and you will find it.

RULE # ONE: Your presence is the greatest gift you have to offer the family.

RULE # TWO: Subscribe to Rule # 1.

CONNECT WITH US

Facebook Group Page, public open. Familiesimpactedbyopioids

Instagram: familiesimpactedbyopioids

LinkedIn: Roy Poillon

Website: www.familiesimpactedbyopioids.com

Email: familiesimpactedbyopioids@gmail.com

BUY OUR BOOKS
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1. The Family Solution Finder Study Guidebook, Learning Seminars book.
2. The Family Solution Finder Workbook, Learning Seminars Practical Exercises, video's and family plan of action.
3. Invest in the Family Ministry, Volunteer Set-Up Guide and Membership User Manual
4. Best of the Cities Best, (release date: Fall, 2020) Ohio's best practices, by county in serving families.
5. The Abacus, Chronic Disease Management for Substance Use Disorders, (release date: Spring, 2021)

SUPPORT SERVICES

On-site set-up coaching

Request a Speaker: contact us at 440.385.7605

On-line webinar for instructions and guidance in developing your program. Please call: 440.385.7605 or email: familiesimpactedbyopioids.com.

May the Lord blessing come upon you and all you do in His name.