



**Ministry Set-Up Guide
and
Volunteer User's Manual**



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A ministry for the family members on a journey with substance use disorders

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.

Please Note: This is not a ministry for the one abusing substances, it is for their family members.

Invest in the Family Ministry

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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. They go to church; they are experiencing the drug epidemic and desire to practice their faith in this suffering. 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 turn-key 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 about what the journey with substance use disorder will entail, and 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 journey 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 (knowledge is empowering), 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 most for a church to provide their families. All are included to the Invest in the Family Ministry program.

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 “Family Solution Finder learning seminars” 32 education seminars of 1.5 hrs. each covers the family’s entire journey. It can be self-administered by the family in their home, at your Church as a group or in in large seminar where the community is invited. It is also suitable for smaller size family support groups.

This same approach (meet them where they are) is designed in the “SP~ARK’s Program, for family 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 through the M.O.R.E. Program, 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 referral resources 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**, this creates structure, process and implementation, managed by purpose driven volunteers. See Ministry Set-Up Guide in this book.
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.

Ministry Set-Up Guide



The Ministry Set Up Guide 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 us stand-up to stand-together, from within this ministry, we will form our response to this our pain and suffering with support for our families through our faith and acts of love. The drug epidemic is a disease that kills our children and loved ones. Now is the time to make a stand. Put an announcement in your weekly bulletin asking those who are interested to come and be a leader in the Invest in the Family Ministry. And know God’s hand will be at work.

The *Invest in the Family Ministry* will start with a calling to all family members 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 through the love and share in this ministry.

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.
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Ministry Culture

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. We invest in those who volunteer, first. The from these we invest in our ministry members.

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 volunteers, then in our ministry members.

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 volunteers. 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 to be 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 a public setting. 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 Invest in the Family 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. This manual will show you how.

Create a Mission Statement

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. “we value.....”

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: “we are competent in.....”

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: “our goal is to”

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? “those who will receive this ministry are”

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.
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II. How to construct the Mission Statement

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 family members on a journey with substance use disorders, in their faith following lives and ours as a church in service to the lord, for His greater glory.

Create a Vision Statement

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

III. How to construct the 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

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

I. First Understand what guide 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.

III. How to construct the 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 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. This 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 ministry.

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 using the 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:

STRUCTURE OF THE MINISTRY



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.
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.*

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, becomes what we do from within the structure of this 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 by the volunteer 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 who 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 would create a sustainable ministry program which 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 Questionnaire

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. There are no coincidences in life, this book is in your hands, not the hands of the person behind you. Maybe now is the time to ask “Why” what lead me to read this book.

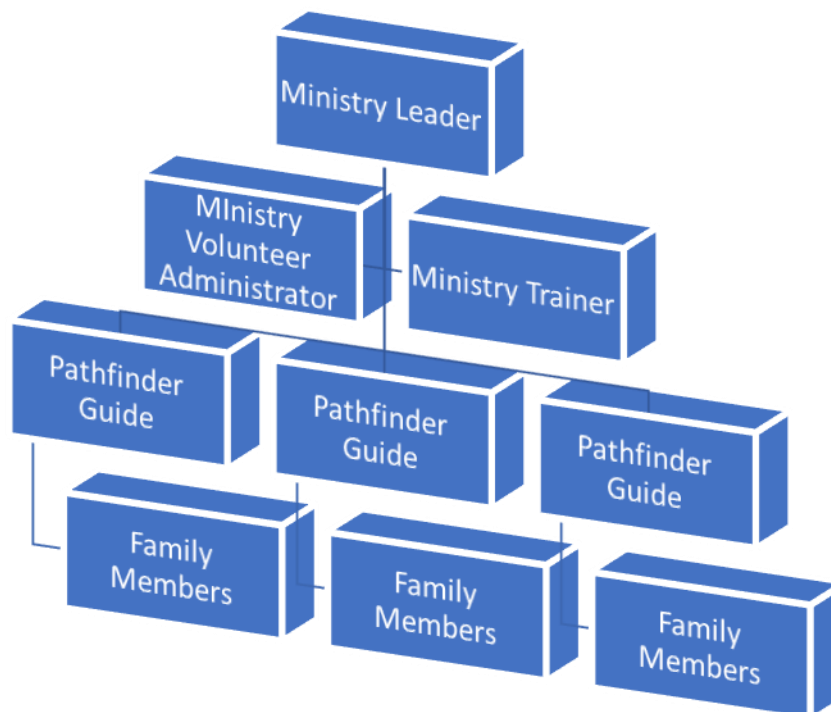
A ministry is just a gathering of people, up to the point these people include their values and beliefs. At that point when faith is added, it becomes a Ministry.

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

Organization Diagram is Structure

It takes three to start an “Invest in the Family Ministry”

1. The Ministry Leader
2. The Ministry Administrator
3. The Ministry Trainer



MINISTRY VOLUNTEER USER MANUAL



Roles & Responsibilities

The “Ministry Leader”

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.

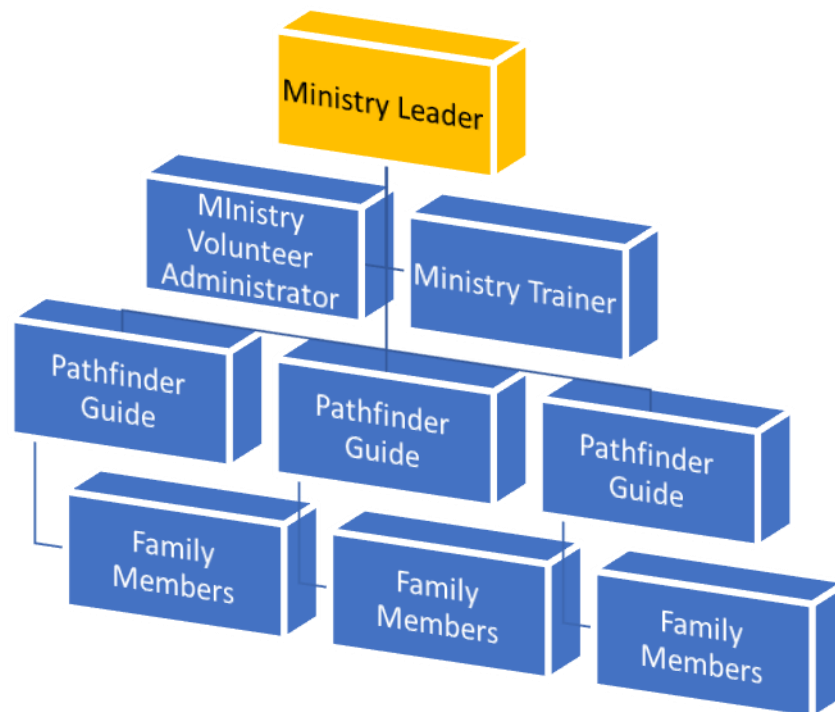
The culture, structure, workflow process, and training outlines have been provided to support the ministry. It is the role of the **Ministry Leader** to support and stay in line with this design and expand upon its application in serving the needs of the family members and ministry volunteers.

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 Role in the Organization Chart



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 family’s members willing to participate.
 - Will ensure completion “M.O.R.E. Forms” of family’s member’s 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

“Ministry Administrator”

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.

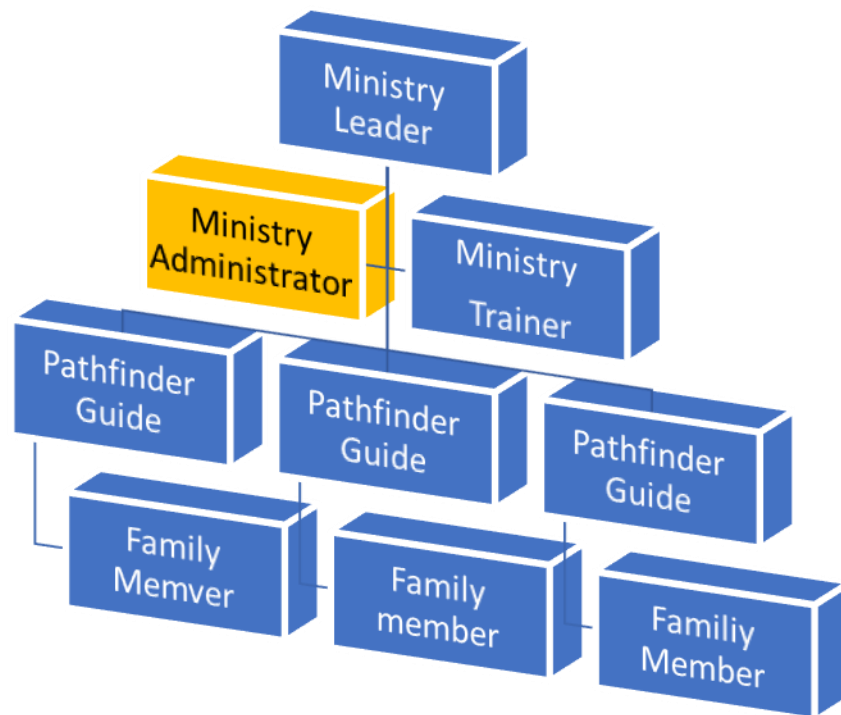
The Invest in the Family Ministry” *Ministry Administrator* will create monthly status reports which account for the above areas. The Administrator will perform a “Satisfaction Survey once yearly for families on service with ministry programs. The Administrator will account for the completion of volunteers 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.
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Roles & Responsibilities

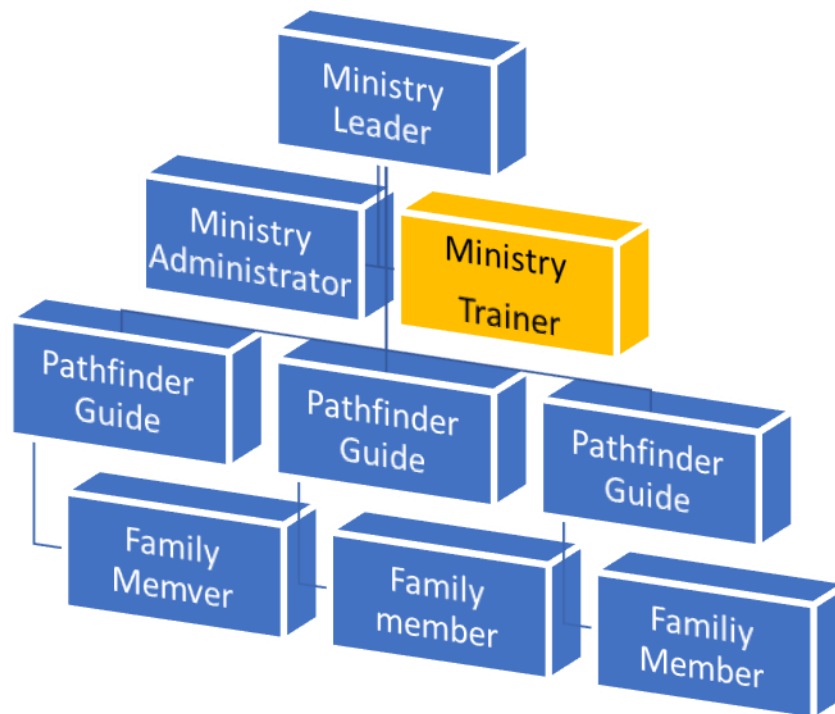
“Ministry Trainer”

List what assignments you want for your trainer:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

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

“Ministry Pathfinder Guide”

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.

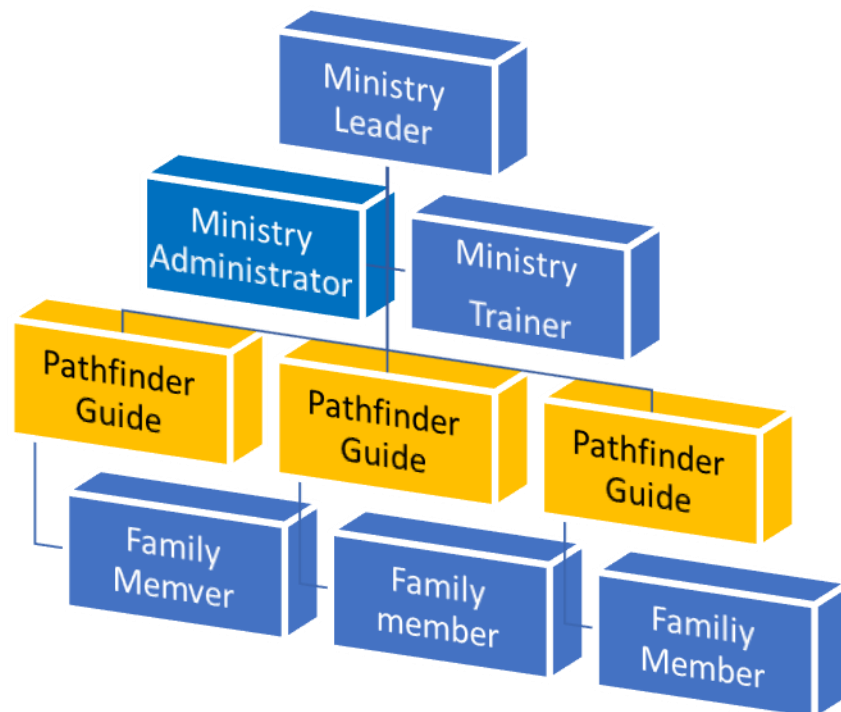
The core of these responsibilities should not be changed without agreement by the next level in the Chain of Authority. When an agreed upon change is required, “Invest in the Family Ministry User Manual” and notification to the volunteers, needs to be updated.

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.
-

The Ministry Meeting 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, Monitors the Process

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



BUILDING DISCIPLES

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]

Ministry Program 1

**Ministry Meeting
Family Learning Seminar's**



The family will be traveling on a path that many before them have taken. Each family is different and the circumstances they face are rarely identical. However, there are many aspects by category which remain common to all. So, it is reasonable to assume, the family would benefit to know what is likely to happen prior to it coming up in their journey. We know what will happen, but there is no one to bill for taking the time to tell the family. Therefore, to date the family has been left out of the dialog. These seminars are created to fill this GAP of KNOWLEDGE.

There are the 32 key issues a family is likely to face and need to prepare for in their journey. We will present them in three parts:

1. The Issue (define it clearly),
2. The issues obstacle, things that will likely come up when the family addresses the issue,
3. Solution are provided to both the issue and its obstacle. The issues are presented in the Study Guidebook, the Obstacle and Solutions are presented in the Workbook.

Please read both and watch the assigned video. Again, watch the assigned video or you will miss a major part of the learning experience.

An Example: The Legal System will likely be a part of the family journey, and the issue that will come up is “Drug Court”. The Drug Court has a specific process which each family will follow, and this information can be presented and learned in advance. By learning this information in advance, the result for the family is EMPOWERMENT THROUGH KNOWLEDGE.

Learning these issues in advance reduces stress of the unknown, saves time, allows the family to budget their expenses, and gives them room to gather the needed resources.

How the Family Solution Finder Learning Seminars works

The Family Solution Finder Learning Seminars are designed to empower the family on the 32 Key Issues they will need to learn, for a more successful survival of the substance use disorder journey.

This learning can take place in a small group study, presented by a treatment facility as part of their family integration education program, as a learning resource provided by an agency or association, or within a faith community as part of their ministry for families on a journey with substance use disorders.

The Family Solution Finder Learning Seminars can be administrated by the family themselves

or a single individual family member.

Each of the 32 Key Issues is a separate seminar, designed as separate learning modules. They do not have to be taken in sequence; the reader can jump to any topic they choose. The seminar is divided into two parts, a study guide and a workbook.

1. In the study guide:

The study guide is a collective approach to a particular issue. For example, the issue might be “The Police Intervention”. In this guide the reader is asked to consider special considerations needed to prepare prior to the issue being presented. It answers the question; “what do we do when the police are involved”.

Example Steps:

1. Actions during the arrest
2. Post Booking Process
3. Getting Legal Help
4. Types of Charges at Arraignment

These are areas the family members need to understand, so they know what is going to take place and what will come next. There are “To-Do” tasks for the family members in each of these progressing police intervention stages.

2. In the workbook:

The workbook is design for the reader to take what they learned in the Study Guide and apply it to their own real-world situation. For this reason the workbook presents the selected issue for study (key issue), then identifies some of the Obstacles the family faces in dealing with this issue, then provides practical exercises where the family can prepare for the issue in how they will overcome the obstacles and identify what support they will likely require to successfully address this issue.

3. In the Family Plan of Action

The family plan of action is included at the end of each lesson. A list of steps the family plans to take when this issue is presented is drafted by the family. It helps the family to assign roles and responsibilities to other family members, creates “To-Do” lists so important steps are not left out, and keeps the communication channels open which is critical during times of distress and conflict.

The Family Solution Finder; How to get started

The reader can start at the beginning and then progress through each of the 12 issues. If a group study these issues can be placed on a meeting calendar.

1. Choose an issue from the 32 key issues listed or dive into an issue that is most important for the time. These are essential issues a family will want to understand. Learn one issue at a time, do not blend the sessions together.
2. Before starting the learning session, complete a *Family Transformational Response (F.T.R.)* work sheet for the issue. This step helps the family look at the issue as they currently see it prior to learning more about how they will respond.
3. Read the Study Guide, be sure to view any video by stopping, going to www.youtube.com and viewing before you continue in the book. These videos are excellent learning enhancement to what you are reading in this part of the book. Do not skip the videos.
4. Move to the Workbook section and complete the practical exercises. There are typically one or more video's in the Workbook for each issue.
5. By using what was learned from the study guide and workbook, write a Master Plan of Action. This will create a summary for future reference in how the family will respond to each issue.

NOTE: The family will want this learning to be a starting point of getting educated. The reader needs to take this information and discuss it with a licensed professional. None of this material is to be acted upon by itself. These seminars are designed to help the family asks better questions, find the right level of support and take the right steps. This is part of the family empowerment, knowledge is empowering. Action brings results.

The Family Solution Finder Learning Seminars is in the back of the book. Once completed, register with Families Impacted by Opioids, to be included as a "Friend of the Family".

The 12 Key Issues Family Study Criteria

ISSUE # 1. Enabling vs. Disabling

Goals: 1. Learn the 10 Types of Enabling, 2. How to deal with an enabler who is in denial of their enabling behavior, 3. Understanding how to change enabling behavior.

ISSUE # 2. Addiction Behavior

Goals: 1. To learn the behavior traits of substance misuse, 2. To understand how the behavior progresses and changes over time. 3. To learn how to responds to these behaviors.

ISSUE # 3. Family Intervention

Goals: 1. Identify the five stages of change, 2. Learn the ten processes of change. 3. Gain an understanding dual diagnosis, mental health condition.

ISSUE # 4. The Police Intervention

Goals: 1. Identify the six phases of Police intervention, 2. Learn the Do's and do not's of a missing person's report, 3. How to compete a missing person's report.

ISSUE # 5. The Emergency Medical Services Intervention

Goals: 1. Understand the paramedic first response phrase, 2. Learn what happens in a hospital emergency room visit. 3. Understanding the value of SBIRT.

ISSUE # 6. The Legal System Intervention

Goal: 1. Have a working knowledge of the Sequential Intercept Model (SIM), 2. Finding an attorney, 3. What is Drug Court.

ISSUE #7. The Treatment Center Intervention

Goal: 1. Determine the right level of treatment, 2. What is Intensive Outpatient Treatment, IOP. 3. Communicating with Treatment Center Staff.

ISSUE #8. Support Agency Mapping

Goal: 1. Define family community mapping, 2. Steps to create a family community map 3. Advantages gained by having a family community map

ISSUE #9. The Relapse

Goal: 1. What is relapse, 2. List three stages of relapse, 3. How can the family identify these stages.

ISSUE #10. Successful Lifelong Recovery

Goals: 1. Four main ideas in relapse presentation. 2. Learn the Stages of Recovery 3. How to create a strong support system

ISSUE #11. Bereavement

Goal: 1. Learn the 3 types of grief, 2. Understand the grief cycle, 3. Create an inventory for complicated grief

ISSUE # 12. Faith, Spiritual Practices

Goal: 1. Review the need for faith organization participation, 2. Create an Invest in the Family Ministry, 3. Offer the Invest in the Family Ministry at your place of worship.

Each *Issue* has *Obstacles*, before the *Solution* can be obtained.

INSTRUCTIONS

The Ministry Member will need to order: www.amazon.com search Roy Poillon

1. The Family Solution Finder Learning Seminar Study Guidebook
2. The Family Solution Finder Learning Seminar Workbook

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 their family's survival.

NOTES:

Self-Administered Learning Assessment



Assessment Instructions:

The attendee will use this section and record the answers to each question as it relates to their family situation. Example: **What is the primary obstacle a family will deal with when facing this issue?**

FAMILY MEMBER SELF-ASSESSMENT FOR LEARNING:

Name of family Member:

Part One: (Categories)

- I. Ability of family members to deal with issues related to living with substance use disorders. Rate using a scale of 1 to 10 where 1 is the lowest ability and 10 is the highest ability.

_____ Rating. (Family)

- II. The family members level of understanding the disease of substance use disorders. Rate using a scale of 1 to 10 where 1 is the lowest ability and 10 is the highest ability.

_____ Rating. (Disease)

- III. The ability of the family members to know which services in the community to look for, where to find them and how to engage them for assistance. Rate using a scale of 1 to 10 where 1 is the lowest ability and 10 is the highest ability.

_____ Rating. (Community)

Rank in order of highest rating, the three categories from the above ratings, Family, Disease, Community.

- 1.
 - 2.
 - 3.
-

Part Two: (Seminar Issues)

Rank the top three seminars that are currently topics of most interest for you to learn. (se the list of 32 key issues for the Family Solution Finder Study Guidebook Learning Module I.)

- 1.
- 2.
- 3.

Choose three seminars you feel the family needs to learn.

- 1.
- 2.
- 3.

Needs List: (what topic applies to the needs of this attendee?)

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
-

The 32 Key Issue, Family Seminar Library

Seminar Number	Assigned Seminar Title	Category	Date Assigned
#1		Family	
#2		Family	
#3		Family	
#4		Family	
#5		Family	
#6		Disease	
#7		Disease	
#8		Disease	
#9		Disease	
#10		Family	
#11		Family	
#12		Community	
#13		Community	
#14		Community	
#15		Community	
#16		Community	
#17		Community	
#18		Disease	
#19		Family/Community/ Disease	
#20		Family	

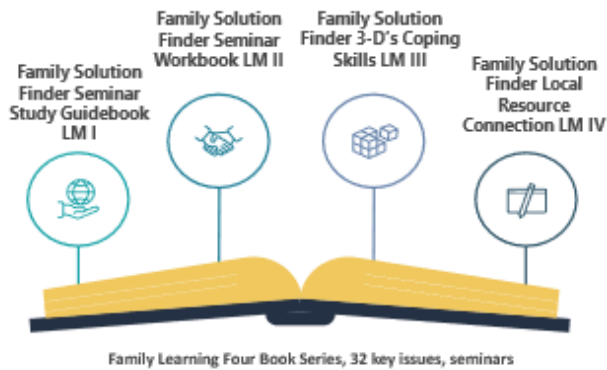
#21		Community	
#22		Family	
#23		Family	
#24		Community	
#25		Family/Community	
#26		Family	
#27		Community	
#28		Disease	
#29		Community	
#30		Community/Disease	
#31		Community	
#32		Community	

These are your selected seminars. You now have a curriculum built.

Use the Family Solution Finder Learning Series Learning Modules I-IV.

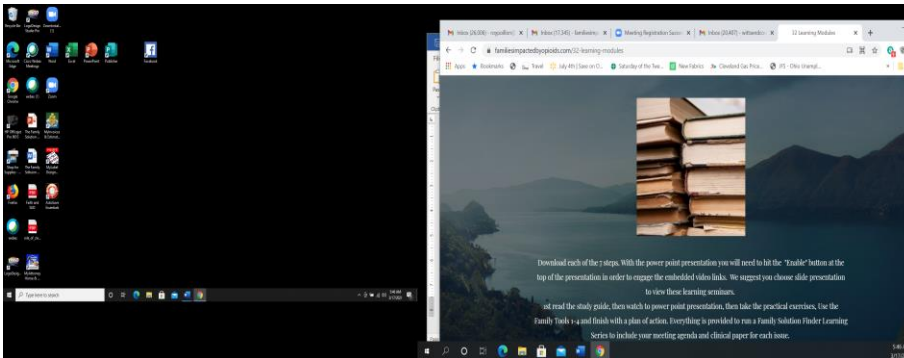
Family Solution Finder Learning Series

Learning Modules I-IV



Include the power point download from our website:

<https://familiesimpactedbyopioids.com/32-learning-modules>.



Family Member Seminar Progress Report Card

Name of Family Member:

Contact information.

1. Phone
2. Email.

Completed Seminars:

1.	11.	21.
2.	12.	22.
3.	13.	23.
4.	14.	24.
5.	15.	25.
6.	16.	26.
7.	17.	27.
8.	18.	28.
9.	19.	29.
10.	20.	30.
		31.
		32.

Ministry Program # 2



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 Church. The SP~ARK's Program is needed in order to have structure spiritual education which will effectively and consistently meet the needs of the Church 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 Ministry 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 Church 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 Church", SP~ARK's, a new twist on the word SPARK's, to light a fire one needs a spark. To light a Church 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 our faith in worship to the lord during times of suffering and doubt.

We see the Church 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 Church leadership desires to bring all its Church members 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 Church.

Spiritual Self Development “Individual Assessment Process”

Contents

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 our 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. 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.				
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.	
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 I've 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 testimony.	
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 Commission (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

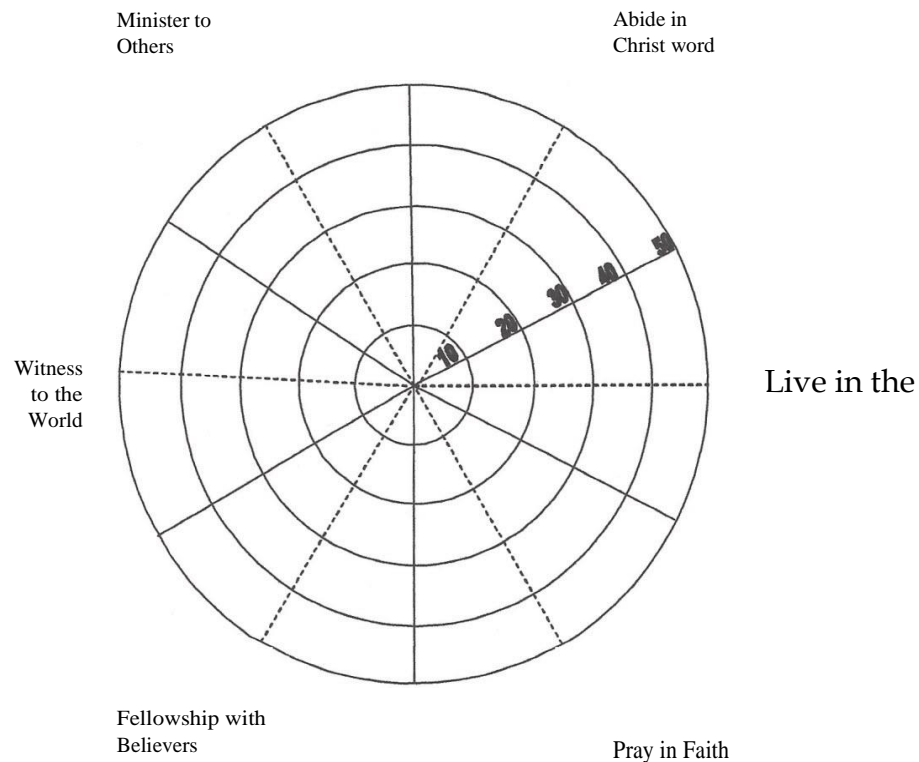
For a visual representation of your spiritual assessment complete the following steps:

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:

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

Your personally: _____

Your family: _____

Your church: _____

d. 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:

3. Your personally: _____

Your family: _____

4. Your church: _____

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.

PART TWO

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:

- Where do the observer scores agree with my personal scores?
- 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?
- 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.

5. 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	Occasional-3	Frequent-4	Always-5	Not observed- 0	RATE
1. Peace, contentment, and joy characterize life rather than worry and anxiety.						
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 expectin						

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 Church 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 Sunday Church.
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
 - 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,

7. 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.RightNowMedia.org MATCH YOUR NEEDS TO THESE LEARNING TRACKS. THIS BECOMES YOUR SPIRITUAL DEVELOPMENT LIBRARY.

To properly support the “Invest in the Family Ministry” a financial investment of a subscription is suggested. This Online service www.rightnowmedia.org provides the ministry with a wealth of content to present to the ministry members. Its goal is to develop the spirituality of each individual both volunteer, member and leadership.

Because there are so many seminars, too many for a list to provide, we suggest you go online www.rightnowmedia.org and view the selection. An annual membership can be purchased, and all the videos are available for your monthly meetings, or families to access in the comfort of their home.

Each category has several video’s and each video has several sessions to the video. Many of the sessions include a “follow along workbook”.

THE ONLINE SEMINAR LIBRARY:

- ALL KIDS EPISODES
- DOWNLOADABLE VIDEO ILLUSTRATIONS
- ALL TRAINING
- ALL BIBLE STUDIES
- ALL CONFERENCE SESSIONS
- NEW AND POPULAR
- RIGHTNOW MEDIA ORIGINALS
- PARENTING
- YOUTH
- MARRIAGE
- MEN
- WOMEN
- APOLOGETICS
- BOOKS OF THE BIBLE
- SMALL GROUPS
- PASTORS
- LEADERSHIP
- CHRISTIAN LIVING

- MENTAL HEALTH & RECOVERY
- WORK
- BIBLICAL FINANCE
- MISSION & OUTREACH
- HISTORY
- SCIENCE
- EVANGELISM
- COLLEGE & YOUNG ADULTS
- POPULAR TEACHERS

- WORSHIP
 - FUNNY VIDEO CLIPS
 - DRAMATIC ILLUSTRATIONS
 - REAL-LIFE STORIES
 - HOLIDAYS
 - ESPAÑOL / BIBLIOTECA DIGITAL
 - VIDEO DEVOTIONALS
 - HATE INJUSTICE

CATEGORY: MENTAL HEALTH AND RECOVERY

Tips for Stress

Henry Cloud 5 sessions

Created By: Church On-Demand

Stress is a constant for many people today. There are so many things vying for our time, making it easy to fall victim to stress. Join Dr. Henry Cloud as he speaks on some of the greatest contributors to stress and how to address stress.

Chip Ingram

Created By: Living on the Edge

Practical Help for Those Angry Feelings That Ruin Relationships

How do you deal with those angry feelings we all experience? In the series, *Overcoming Emotions That Destroy*, Chip Ingram will help you identify whether you are a Spewer, Leaker, or Stuffer. You will learn the difference between good and bad anger, how to gain control of it, and how to use it in constructive ways. This no-nonsense, practical series, will give you practical biblical tools to express your anger appropriately and deal with those who express their anger toward you.

Trillia Newbell

Created By: RightNow Media

Fear and Faith: Finding the Peace Your Heart Craves.

Failure, rejection, sickness, losing a loved one, being alone—the fears we carry are many and heavy. Fear can be a tyrant, a bully we can't hide from. It can paralyze our spirit, damage our relationships, and hinder our faith.

When we're struck with fear, where do we turn? Can God really be trusted?

In five heartfelt sessions based on her book, *Fear and Faith: Finding the Peace Your Heart Craves*, speaker and author Trillia Newbell invites women to explore their fears and how those fears impact their relationships, self-esteem, peace of mind, and walk with God. Each session features real-life stories of women who are wrestling with fear due to tragic events, difficult circumstances, or deep anxiety about what may or may *not* happen. Trillia will walk through Scriptures that show God's love and strength when we are afraid and His faithfulness in times of trouble.

Whatever your fear, you will realize you are not alone, nor are you without hope. You have the One who can calm your fears, grow your faith, and give the peace your heart craves.

MENTAL HEALTH WITH DR. JEFF BAKER

Jeffery Baker

MENTAL HEALTH

Henry Cloud

THE BONDAGE BREAKER
Neil Anderson

CHANGES THAT HEAL
Henry Cloud

THE MISSING COMMANDMENT: LOVE YOURSELF
Jerry and Denise Basel

GOD WILL MAKE A WAY
Henry Cloud 8 Sessions

COMPASS & LIGHT: A SERIES ON MENTAL HEALTH
Silent Images 4 Sessions

STARTING OVER
Andy Stanley

REBUILDING YOUR BROKEN WORLD
Chip Ingram 4 sessions

UNPLANNED
Abby Johnson

REWIRE
Scott Harvey

SAFE PEOPLE
Henry Cloud

WHO'S PUSHING YOUR BUTTONS?
John Townsend

ACTS OF GOD
Bob Russell

WHEN I LAY MY ISAAC DOWN
Carol Kent

THE PORN PROJECT
Brett Ullman

HIDING FROM LOVE

For a book printed content there is the **Lifeways Disciples Path “The Journey”** which we strongly recommend for a spiritual Development course offering to the members of your Invest in the Family Ministry. This can be presented as a small group or by the family individually.

THE STORY

The Disciples Path series was created by disciple-makers for disciple-makers. We recruited 14 disciple-making church leaders to think through how to instill the doctrines, biblical understandings, principles, and practices of discipleship with the end of making disciples who would make disciples. This group of leaders included senior pastors, education ministers, small group pastors, collegiate ministers, and discipleship pastors from various ministry areas and traditions.

When these experts gathered in one room, the environment was electric. They discussed biblical expectations of a disciple, Jesus' model of disciple-making, personal experiences in disciple-making, even personal biases. These ideals were verbalized, translated, evaluated, and siphoned through until the team pruned a list of disciple-making principles and practices that are not only biblical but practical.

But these experts did much more than simply define the principles and practices that would be utilized. They determined the studies to create, the sessions to include, and the format to use. And, to ensure consistency and to preserve the passion, most sessions were written by one of these knowledgeable, disciple-making church leaders.

The outcome is a series of studies that, when used as suggested, is a powerful tool in the hands of anyone willing to disciple another believer.



Spiritual Development To-Do List (Individual)

First, I Will:

Second, I Will:

Third I Will:

PART FOUR

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

PROGRAM # THREE

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



INTRODUCTION

The family resource coordination Ministry Organizing Referrals & Evaluation (M.O.R.E.) is designed to provide an organized process of networking families into agencies and services that best meet their needs. This is completed by first developing a network for the family to use, then an evaluation tool to ensure each referral is made to a resource that best meets the family's needs. From within the Invest in the Family Ministry is a process for the family to follow, supported by the Pathfinder Guide to ensure proper connection to the resource is achieved.

The Steps:

1. Pathfinder Guide and family identify a need or issue requiring support or services from a ministry within the church or from the community.
2. An evaluation worksheet is completed with the family.
3. The network list is used to contact those groups which will best meet the family needs.
4. The Pathfinder Guide will follow up with the family to determine if the referral was successful.
5. Periodically, those family using the M.O.R.E. program will be asked about their experience. These results will be share with the ministry leadership and network providers as a quality review report.

Building a M.O.R.E. model

Complete an inside the Church "Ministry Inventory. Looing inside your faith organizations, which ministry offer services or support that in the future will be a value to the family members? Meet with the leaders of these groups to discuss how a referral to them is completed.

Church ministry examples:

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

Evening Prayer is offered every Tuesday evening in the Church. This can be an asset for the family member to receive support in other areas of their life, which will strengthen their skills in coping.

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. This will help 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.

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

Faith Sharing Groups are formed by both men and women. 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.

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 quiet and listen to the voice of God within each individually and as sisters united with God and one another under the guidance of the faith organization.

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. For the other younger family members, this is a valuable resource.

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.

From developing this list of possible ministries within your faith organization, the M.O.R.E. program will connect the Invest in the Family Ministry member and family to a ministry within the church during different times in their journey which they will benefit from contacting.

Family Resource Mapping is not a new strategy or process. It has been in use for many years in varying forms. Family Resource Mapping is sometimes referred to as asset mapping or environmental scanning. Family Resource Mapping is best noted as a systematic-building process used by many different families at many different stages in order to align resources and programs in relation to specific family system goals, strategies, and expected outcomes.

Mapping of needed services, support organizations, and programs within a community can have essentially three outcomes: 1) the identification of resources available to the family members 2) the identification of new or additional resources to sustain existing needs of the family with activities or initiatives from within their community, and/or 3) the identification of resources to assist in creating and building capacity to support a more complex family system. The first outcome typically occurs at the local community level while the second and third outcome can happen at any level—local, state, or federal.

There are four steps to the Family Resource Mapping process: 1) pre-mapping; 2) mapping; 3) taking action; and 4) maintaining, sustaining, and evaluating mapping effectiveness. The pre-mapping step allows with the family to establish a clear vision and goals for supporting a family system. The second step, mapping, determines which resources to map and how to best map them. The collection and analysis of data helps the family to identify strengths and challenges more clearly based on the family's inquiry prior to needing the services. 3) Taking action; this allows the families to determine the most useful plan of action for effectively addressing the family system likely needs. Because "No one agency can meet the needs of all family member's needs, all of the time." A network of providers and programs and service are required to be included to the Family Resource Mapping strategy. 4) Established goals; Communicating and disseminating information about the family goals and needs is key throughout the implementation step. The final step involves maintaining, sustaining, and evaluating the efforts outlined in the map by continuously evaluating progress, making necessary changes to the plan, and learning from experiences.

Step One: Pre-Mapping

The pre-mapping step, this step in the mapping process should not be overlooked or rushed. Specifically, during the pre-mapping step, you will identify and secure the organizations and key stakeholders and define the vision and goals for aligning the family to community resources. Establishing clear communication in the beginning will make it easier to achieve your long-term goal of aligning and streamlining community resources.

The goals need to be specific, measurable, action-oriented, realistic, and time-constrained. The way in which a goal is stated strongly affects its effectiveness. It is important to be positive, precise, and practical when stating goals and setting priorities. Goals set the expectations for overall performance over time.

Determining short-term goals allow for the bigger goals to be more manageable.

When thinking about setting realistic yet meaningful goals, ask yourself the following questions:

- What skills, information, and knowledge will be needed to achieve each goal?
- What assistance or collaboration is required to achieve each goal?
- What resources will be needed to achieve each goal?
- What factors may inhibit meeting each goal?
- How will we know when we have met each goal?
- Are there other goals we should be pursuing?

Goal setting is an ongoing and ever-changing process that is accomplished over time. Keep in mind, you will need to periodically review your goals and modify them to reflect any changes in priority.

Step Two: Mapping

The mapping process begins by selecting one issue in the 12 Key Issues a family is likely to face in their journey to map. The usefulness of resources is determined by evaluating the extent to which they assist in meeting strategic goals and objectives of the family system. This stage involves selecting a focus, identifying and collecting data or resources, and analyzing the information or resources collected. While the mapping step can be time-consuming, efficient organization can make it one of the simplest steps.

The first step in the mapping phase is to determine what resources need to be collected in order to provide the information necessary for making informed decisions about change. You can collect what will be the family's outcomes using this organization or, what process they use to meet the family's needs.

The type of information you choose to collect depends largely on the issue you select to map. Sources of information extend far beyond those traditionally assessed. Not only are new resources identified during the

mapping process, but how other families have utilized current resources is examined.

The primary question is whether current resources can be used differently to help meet the needs presented by this issue or whether new resources are needed. The amount of information collected during the mapping process can often be overwhelming. It is essential to select only what is needed to get the reporting job done. Prioritize your resource mapping issues based on your overall vision of what is most likely, and then map around each of the issues. Strive to organize the information in a manner that is comprehensive, responsive, and meaningful to the family.

Step Three: Set-Up a Map

Mapping Steps:

1. Reach consensus on the parameters of the map—select a goal to map.
2. Select the information to be collected based on these parameters— determine what types of the resources you would like to collect.
3. Develop tools to collect your information.
4. Collect data with help from stakeholder organizations.
5. Conduct a community (or geographical) scan.
6. Review, analyze, and interpret the information.
7. Communicate your findings.
8. Set priorities.
9. Include to the families, “Master Plan of Action”.

Different methods can be used to gather information. The information collection methods you select depend on the type of information you want and the stakeholders who are sharing the information. Possible methods include questionnaires, on site or by telephone interview meetings, and written or at a public event/presentation. No single collection method can provide all the necessary information to support good decisions, be creative in how you collect the information. Remember, much data already exists within your community and is available for your use, such as state eligibility requirements, referral processes and about us pages on the organization’s website.

A significant first step in the resource mapping data collection process is to geographically scan the community for existing and potential resources. A geographical scan includes an analysis of both the external to the community and internal to the community geographical boundaries.

Specifically, you need to determine what your community has to offer that will assist you in meeting your goals. For example, a community may be insufficient in providing resources to effectively address mental health issues by has strong support in addiction treatment of detox services.

The inquiry might encourage the development of new programs within the community in an effort to reduce duplication of services and resource use, minimize gaps in services and resources, and expand a community’s services/resources to meet the needs of more of its members. This is one advantage from a family being proactive, the community can gain a better understanding about what a family needs and is looking for in services. Ways to Collect Information Keep in mind that there are many suitable ways to collect information. No single collection process is perfect. Some, but not all, options for collecting useful

information are listed below:

- Geographical or community scans.
- Interviews formal/informal leaders, program advocates, service providers to targeted audiences, and end-
- Site visits or observation of a setting (e.g., climate, attitudes of specific personnel, professional practices, resources and support services, facilities, and budget allocations).
- Analysis of written and online documents.
- Interaction with existing groups (e.g., support groups, advisors, faith groups, organizations management teams, and staff).
- Case studies and success stories.

The Family Resource Mapping:

Once the data has been collected and analyzed, the challenging part begins. Acting on the information from the mapping process is an important step. What are you going to do with the information now? The misconception exists that once resources are identified and mapped; the work is completed. It is not. The greatest challenge in Family Resource Mapping often exists in developing a plan of action for implementing the map. This step in the process allows the family to take pro-active action in planning and building its system.

Developing a Family Master Plan of Action is a matter of detailing the action the family will take to build their system, so it meets the family's individual needs. Action planning allows you to determine how to strategically act on the information revealed in the information analysis step. The action plan aligns your resources with the goals outlined in the pre-mapping stage. For example, you may identify new resources to support your goal. If this is the case, the action plan would focus on pursuing those resources. You also may discover that existing resources could better meet your goals if they were realigned. This action plan would outline a course for redirecting these resources to support the goals as outlined earlier in the pre-mapping step.

Most important are other possible actions, in light of the information analysis, are aligning services to fill gaps or eliminate duplication or un-necessary services.

Consider when a family is documenting the person(s) or organization(s) is now accountable for a particular action, the completion of the action, and how you will measure success. Identifying your past results, allows others to see they too will be measured, and that level of self-administered accountability can go a long way.

Many patients' individual needs are such that some program with standardized, one size fits all, may not include these needs to the plan of care. Often, the family in one patient's outcomes stand at cross-purposes with each other.

When treating clients with co-occurring mental health and substance use disorders, these cases tend to involve the most from the family because of the exceptional number of community services. Moreover, substance abuse, medical and mental health programs historically have had problems forming good collaborative relationships. Programs also encounter substantial potential for stakeholder conflict when treating adolescent patients. Families routinely disagree with courts; juvenile justice, child protection, and

school representatives all have their opinions on the most appropriate care. Disagreements on the nature and duration of treatment are common, and subtle conflicts are the norm rather than the exception.

Creating your Ministry Referral Network (M.O.R.E. model)

Needs Verification Card

CATEGORY	Website	Point of Contact Name and Phone Email address	Required Admission Criteria	Date to connect with this group
Behavior Health Therapist for Family Members				
Attorney’s list for Drug Court				
Peer to Peer Organizations				
Treatment Center’s				
Department of Human Health and Services (Foster Care) Point of Contact				
Food Bank				
Woman’s Rape and Suicide Center				
OTHER:				

Creating an Evaluation Card (M.O.R.E.)

Creating an evaluation card is the second step in building a M.O.R.E. model. for the Invest in the Family Ministry. To do this the leadership will want to consider the 12 key issues and design a referral resources from within the church of local community which will best meet the needs of a family when they are addressing that issue. For an evaluation to be thorough, several areas will need to be taken into consideration.

To Address this Issue

CATEGORY	YES	NO	Date completed	Coordinated within the M.O.R.E. network
Did you complete an F.T.R. worksheet for this issue?				
Have you discussed the F.T.R. solution with the family members?				
Have you determined your timeline for completing each task?				
Have you reviewed this issue with your Pathfinder Guide?				
Do you have a list of potential obstacles?				
Attend a Church Spiritual Retreat				
Go on a church Pilgrimage				

What I like about being Christian

These Categories apply to what do you enjoy most about your faith practices. By having a weighted value, it tells us which you what areas to focus your 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)
Prayer				
Group Prays				
Reading Scripture				
Attending Church				
Visiting others at their home				
Attends church social gatherings				
Reading Ministry Books				
Attend Spiritual Development Seminars				
Involved in a Ministry				
Religious Education for School Age Children				
Reads Weekly Bulletin				
Watches TV Ministries and Video's				

Needs Verification Card

CATEGORY (Legal)	YES	NO	MAYBE/Sometimes	Coordinated Ministry
Create an Active Prayer Life				Church Prayer Ministry
Do you know how to pray				Church Deacon
Read the Bible daily				Church Bible Study Group
How to read the bible				On-line courses for how to read the bible
Get involved in a ministry				Church Minister or Associate Minister
Attend a Church Spiritual Retreat				Church Retreat Ministry Leader
Go on a church Pilgrimage				Church Minister or Associate Minister
Favorite Christian Author				Other leaders in the church can share theirs

MONTHLY MEETINGS

DESIGN



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. THIS IS THE PURPOSE OF A MEETING, TO COMMUNICATE. 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.

But the best level of communication is when you meet, together in person. The Ministry meeting should be supported by other channels of communication and so often we leave it for another day. Here we are placing the topic up front because all communication channels are required and valuable the Invest in the Family Ministry and their meetings.

THE STEPS INCLUDE:

1. Take the steps to get ready.
2. Get organized.
3. Have a plan on several levels of what needs to be done.
4. Include key players
5. Have an agenda, communicate the agenda in advance of the meeting
6. Be prepared to collect information
7. Be prepared to give information

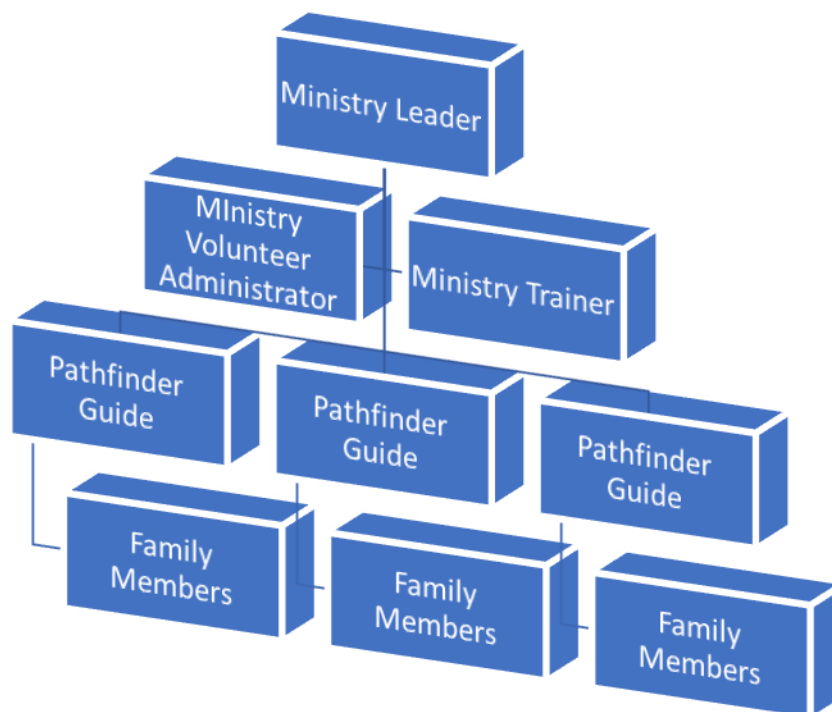
8. Know who you are, have the ability to communicate who you are to others.

Getting Ready Plan

<u>ACTION</u>	<u>PHASE</u>	<u>NOTES</u>
<div style="border: 1px solid blue; border-radius: 15px; padding: 10px;"> <p>Set-Up Structure: Defined By:</p> <ul style="list-style-type: none"> • The Process • Roles & Responsibilities • Organization Chart </div>		<p style="text-align: center;"><u>Phase One</u></p> <p style="text-align: center;">Structure</p>
<div style="border: 1px solid blue; border-radius: 15px; padding: 10px;"> <p>Set-Up the Process Using the "Procedural Manuals"</p> </div>		<p style="text-align: center;"><u>Phase Two</u></p> <p style="text-align: center;">Process</p>
<div style="border: 1px solid blue; border-radius: 15px; padding: 10px;"> <p>Complete the Training of:</p> <ul style="list-style-type: none"> • Church Staff • Volunteers </div>		<p style="text-align: center;"><u>Phase Three</u></p> <p style="text-align: center;">Staffing Training</p>
<div style="border: 1px solid blue; border-radius: 15px; padding: 10px;"> <p>Initiate A Multi-Level Campaign</p> <ul style="list-style-type: none"> • Awareness Campaign • Invitation to Request Service </div>		<p style="text-align: center;"><u>Phase Four</u></p> <p style="text-align: center;">Attraction Request Delivery</p>

Getting Organized Plan

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



Required Resources Plan



Automation

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



Training

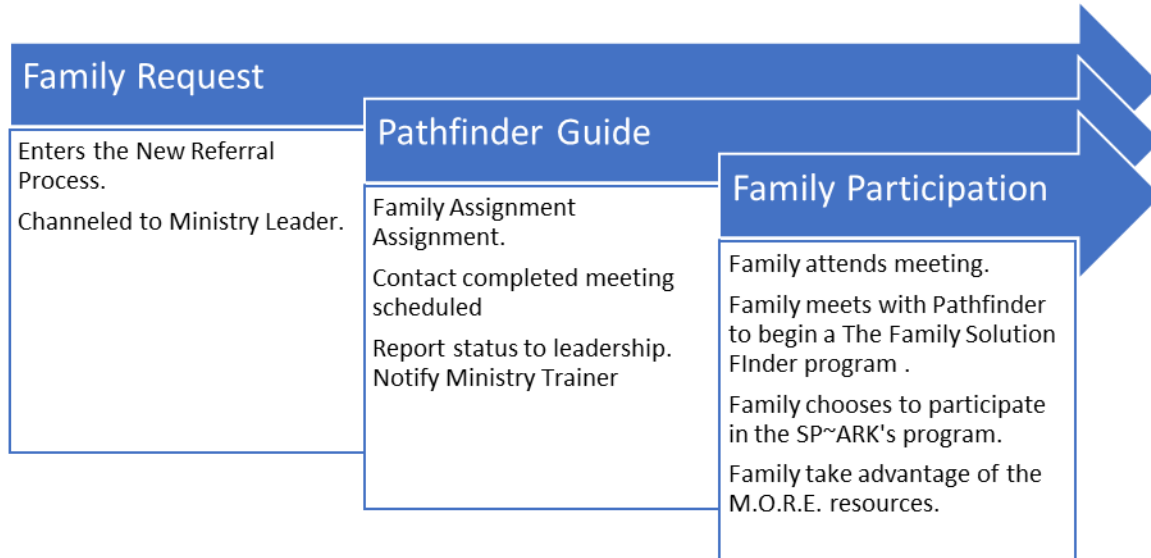
- Room For Event
- Refreshments
- Hand Outs
- Audio/Visual
 - Training Workbooks



Communication Channels

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

Ministry Coordination Plan



Operation Model Plan

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.

Announcement Templates Plan

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.

Process Flow Diagram Plan

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.

Including 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?

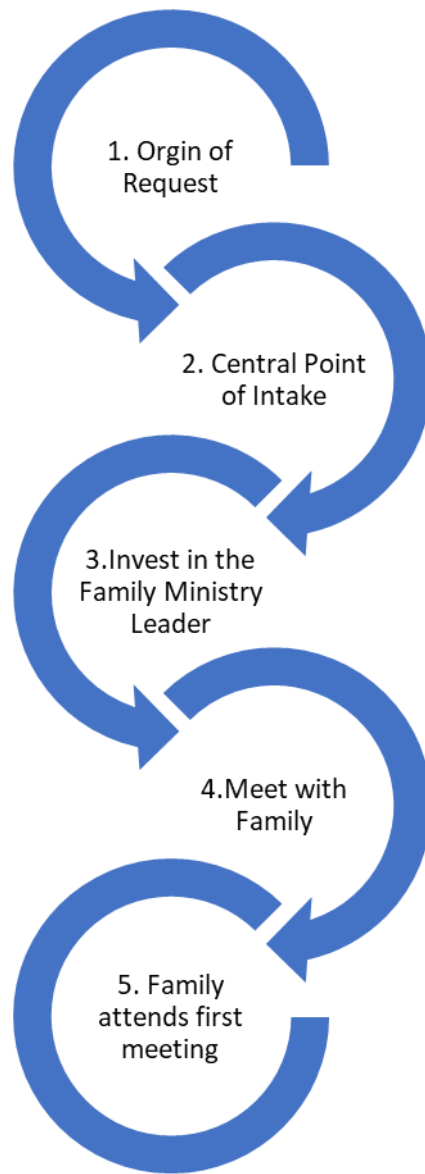
Purposeful Driven Ministry

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?

Communication Plan



**Create Your Own
“Invest in the Family Ministry”**

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

Invest in the Family Ministry

“Request for information Card”

Please contact me regarding services provided by the Pastoral Caring Ministry

Caregiver Name: _____

Phone: _____

Email Address: _____

Best Time to Call: _____

My loved one is currently living:

_____ At Home with the primary caregiver

_____ At Home or in an apartment by their self

_____ In an Assisted Living Facility

_____ In a skilled Nursing Home

_____ In a memory care unit facility

Pathfinder Guide Introduction Script

Initial Telephone Screen

1

Introduction

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.

2

Purpose of the Call

3

Verify Contact Information

Speak in a tone of interest

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

Objective

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

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

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

Confirm status

People involved, current health status

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?

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: _____

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

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: _____

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.

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.

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.

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.

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

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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.