

*Just*Faith

*Purpose. From a
new perspective.*

JustFaith Facilitation Guidebook

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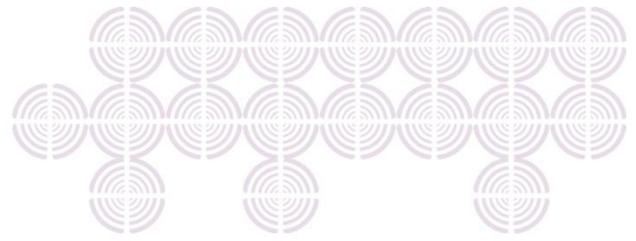


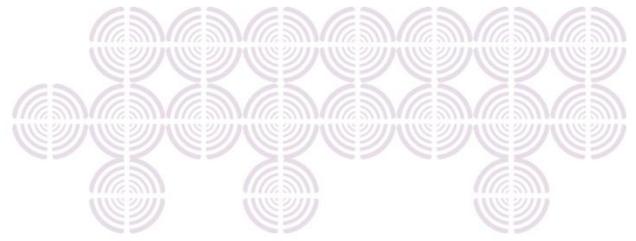
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Welcome to the Role of JustFaith Co-Facilitator

Congratulations and blessings! We are grateful you have accepted the invitation to accompany your brothers and sisters in Christ on this unique spiritual journey called JustFaith. On this journey, it is our hope that both you and your fellow JustFaith participants will grow in friendship with each other and in your love for the vulnerable and poor of the world. This program holds the promise of intense transformation of those who commit themselves to the process.

The JustFaith co-facilitator’s role does not require theological training, former social ministry experience, or teaching experience. Rather, co-facilitators are invited to honor and support the journey of each participant, to model intentional listening and dialogue, to foster community, and to be a keeper of the group’s process. The ideal co-facilitator of JustFaith is a person committed to the Gospel call to social ministry and justice.



Throughout the JustFaith journey, you and your fellow co-facilitators and local coordinators will be asked to fulfill these tasks to ensure that everyone has an enriching experience. Along the way, the program documents will note what program elements are flexible and which ones are essential to the process.

Committing to the co-facilitator role is committing to ensuring these tasks are completed, to your fellow group members, and to JustFaith Ministries:

- Implement each session with the prayers, session notes, and questions.
- Conduct the two retreats and four immersion experiences.
- Coordinate copying handouts.
- Coordinate guest speakers' presentations.
- Submit the group roster to the JustFaith program director or program assistant, ideally before the end of the first ten weeks, but definitely before the last session.
- Complete all evaluations and ask each participant to complete their evaluations.
- Ensure that each participant has the necessary books and access to web links on the participant resource page, and that the videos shown during the program have the group viewing license. All videos purchased through JustFaith Ministries' Books and Videos Store include the rights to use for group showings. In addition, all materials purchased through our store support our ministry; we keep prices very reasonable for your benefit.

The JustFaith Ministries staff is here to walk alongside you each step of the way. Throughout the program year, if you have questions or concerns, insights, or struggles, know that we are here to listen, to work with you, and to enrich your journey in whatever ways you need. Blessings as you begin this process of pilgrimage toward a renewed paradigm of discipleship, one that draws us more closely to one another, to our brothers and sisters on the margins of our care, and to God's reign of justice and peace.

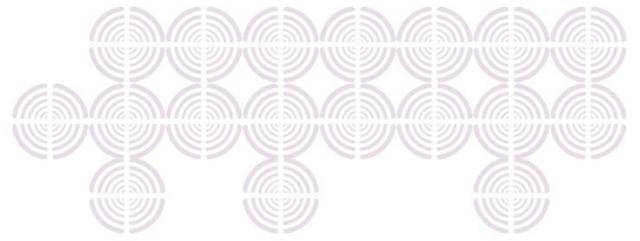
In solidarity,

Program Director Stefanie Krievins and the JustFaith Ministries Team

Purpose. From a New Perspective.

Jesus modeled a paradigm of discipleship that centered on people. The JustFaith journey is all about relationships: the relationship of each participant to their faith journey; the relationships that will form as your small group draws nearer to one another in trust and challenge; your relationships with poor and marginalized people near and far; and the relationship of every aspect of this process to God.

The role of a JustFaith co-facilitator can at times feel demanding, but it is also and ultimately a joyful and life-giving opportunity to shepherd a group through a powerful re-awakening. Prayerful presence is the most valuable form of preparation. This dimension of co-facilitation cannot be emphasized enough. God's Spirit works on us and through us, even when we appear ill-prepared or



disorganized, for it is this Spirit (already present in the lives of your companions) that is directing the process. It is the Spirit acting on us and through us that transforms. There are wonders in store for any who dare expose their lives to the Holy Spirit together.

These friendships show us that we are Christ for one another; we encounter and become Christ for a blessed and broken, hungry world by journeying together. We at JustFaith Ministries hope your group will experience that the JustFaith program is, in the end, about freely entering into life-changing and life-affirming relationships that direct us toward our manifestation as God's Reign of peace in the world.

Reviewing this Guidebook with Your Coordination Team

Take this time to become aware of the movement of the Spirit as you embark on this journey. If possible, create space for the following prayer while reviewing this document with your fellow co-facilitators and other local coordinators. You will need a candle and a Bible.

For those inexperienced with JustFaith program documents, leading this prayer is a great way to prepare for invoking the Holy Spirit through a session's opening prayer.

- Light a candle. Ease into silence and create a prayerful space in this moment. Become aware of your breathing, attentive to the subtle presence of the Spirit that lives within you.
- Open the Bible at 1 Corinthians, chapter 12. Slowly read aloud verses 4–7.
- Enter again into silence. In the quiet, allow the enthusiasm, concerns, or anxieties you may have about the JustFaith process (the tasks ahead, your gifts and limitations, the people you have invited into the process...) to surface in your mind and heart.
- If you are praying alone, name each of your concerns silently, ending each concern with the ancient prayer, "Come Holy Spirit." If you are gathered with others, take turns naming your concerns aloud and praying the response together. Consciously hand over your concerns to God's compassionate Spirit and, for the time being, let them go.
- End with this passage from the Gospel of John:

But the Advocate, the Holy Spirit whom the Father will send in my name, will teach you everything, and remind you of all that I have said to you. Peace I leave with you; my peace I give to you. I do not give to you as the world gives. Do not let your hearts be troubled, and do not let them be afraid.

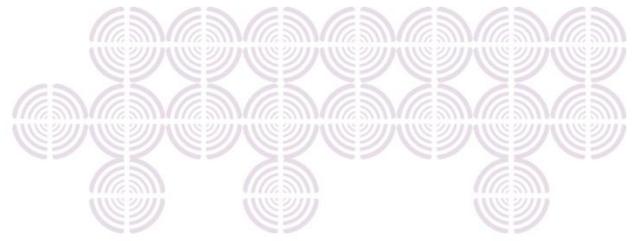
John 14:26–27

AMEN.

Program Elements

"We imagine no one standing outside of [the] circle [of compassion], moving ourselves closer to the margins so that the margins themselves will be erased."

Greg Boyle, S.J., founder and executive director of Homeboy Industries



Understanding the Process

Through prayer, reflection, reading, dialogue, and encounters with people living in poverty and in community, JustFaith helps participants find their way to a life of purposeful compassion. The session topics are carefully chosen to reflect the charism of this program and JustFaith Ministries. All materials will direct co-facilitators through the program structure and will include detailed checklists to make planning as easy as possible.

JustFaith is a formation/transformation process. Many co-facilitators come to this role with experience of educational processes as a participant or provider. Frequently, however, co-facilitators come with no previous experience of a formation/transformation process. JustFaith is not primarily an educational program that seeks to provide information and increase knowledge on poverty. Rather, it is an in-depth, multifaceted, transformational process and a spiritual journey. Participants experience and become deeply involved in prayer, spiritual reflection, information sharing, dialogue, encounters with the poor, and community. Each of these components is critical to the JustFaith process, and, together, over time, they can and most often do lead to profound personal change.

An important part of co-facilitating a JustFaith group begins with the realization that each participant is on his or her own unique spiritual journey. The JustFaith process usually has a significant impact on the participants. This journey, although it is experienced within the context of community, is unique for every individual.

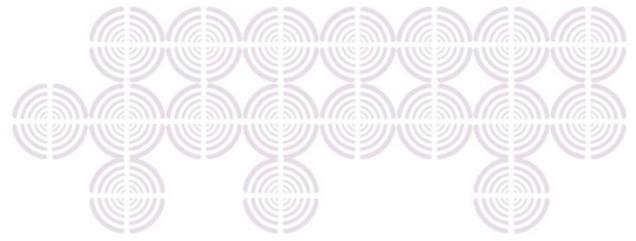
Co-facilitators are blessed with the opportunity to hold in prayer and watch over each participant as he or she takes this journey. Insights on this journey will come at each participant's own pace through the help of the Holy Spirit. It is the co-facilitators' responsibility to create a space of respect for each person's individual journey and non-judgment from others who are in a different place. Often, this means that a discussion revealing differing views does not come to resolution or conclusion but is allowed to remain as an open question in the hearts and minds of participants. Co-facilitators help the group become comfortable with this posture; thus, they allow the process to unfold gradually and organically. The co-facilitator should recognize that he or she is on a personal journey as well and remain aware of the ways his or her journey may impact facilitation.

Retreats

Each retreat is a core part of the JustFaith program; a significant component is missed if any participant misses a retreat. Both retreats are held on a Friday evening (6:30 p.m. to 9:30 p.m.) and Saturday (9 a.m. to 5 p.m.). They can be hosted at a home, church, community center, or retreat facility. The group needs a comfortable space to spend this time together and share meals. Generally, groups do not need to pay to rent a facility.

The Opening Retreat is designed to promote supportive relationships and develop trust among participants. Given that the JustFaith process is typically challenging for participants, this support for and encouragement of community are crucial to the success of the JustFaith journey. The Opening Retreat should be scheduled between Weeks Two and Six.

The Closing Retreat is designed to be a time for celebrating the journey and reflecting on its meaning. This retreat is significant in that it gives participants a time to integrate what has happened



to them spiritually during the process. It also is a time where participants begin to respond to the question, “What is God asking me to do?” The Commissioning Retreat should be held between Weeks 27 and 30.

Immersion Experiences

The four immersion experiences interweave the lives and stories of JustFaith participants with those living in poverty, thus putting a human face to program readings and discussions. Immersion experiences are not service projects or charitable acts; instead, this time is spent being-with people who are marginalized in your community.

Immersion experiences are not optional – do not skip any of the four immersions. They are essential to the transformative JustFaith process, to opening one’s mind and heart to new ways of knowing those who are poor and to understanding poverty.

Immersion experiences are scheduled on a Saturday, and are typically held from 9 a.m. to 2 or 3 p.m. at a local nonprofit organization. Co-facilitators will receive a guidebook for the Immersion Experiences that includes all the necessary planning steps.

Guest Speakers

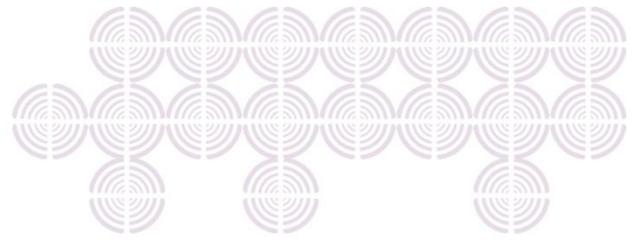
Guest speakers connect participants directly to the reality of poverty and to the organizations and individuals that seek to address injustice. There are six sessions with scheduled time to invite guest speakers on specific topics to share with the group. Their first-hand wisdom and experience immensely enrich the JustFaith process. The timing and placement for guest speakers, as well as the subjects on which they should speak is included in the “JustFaith Syllabus Overview.”

- Week 5 – Speaker on Local Poverty
- Week 11 – Speaker on Racism
- Week 14 – Speaker on Simple Living
- Week 18 – Speaker on Global Poverty
- Week 24 – Speaker from Bread for the World
- Week 28 – Speaker(s) on Local Ministry Options

Preparation

Each guest speaker should visit the group for the first hour of the session, beginning with Opening Prayer. They should plan to speak for 30 to 40 minutes and leave 20 to 30 minutes for discussion and questions. For their visit to be impactful, they are encouraged to be honest and reveal new perspectives on the world.

Task	Timing
Research potential speakers and connect with past JustFaith facilitators for ideas.	3 to 4 weeks before the session
Invite guest speaker; describe the purpose of the visit	3 to 4 weeks before the session



Confirm logistics (date, time, meeting location, etc.)

1 to 2 weeks before
the session

Books and Videos

Books and videos have been carefully selected to craft the JustFaith program and to support the syllabus. These materials are chosen to inspire, challenge, and engage participants in the lives of those living in poverty. They also reveal creative choices for following in the footsteps of Jesus today.

These resources will be distributed at various times throughout the program. For your ease, JustFaith Ministries sells program resources needed for our programs. Review the section above for detailed instructions for ordering resources. Also, note that many of the videos used in JustFaith require a group viewing license. These licenses are included with all videos purchased through JustFaith Ministries.

Evaluations

JustFaith Ministries uses participant and co-facilitator evaluations to inform our program each year. Your feedback is essential to the ongoing development of the JustFaith program. The links and instructions for the online evaluations are available to you via the program resource pages for facilitators and participants.

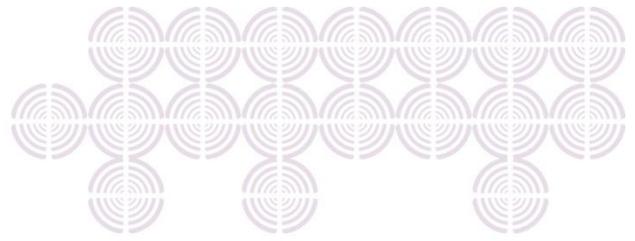
Session Components

The JustFaith program is redesigned and updated annually using the wisdom of thousands of experienced co-facilitators. The components of the program are all important and add depth to this spiritual journey. At times, facilitators decide to amend the program in some way (shortening prayers, shortening sessions, eliminating exercises, etc.). Before changing any aspect of the program, please contact the JustFaith Ministries program director for additional insight on the purpose and value of various components. This wisdom will help to maintain the integrity of the process.

Facilitator Guides, In-session Handouts, and Notes to Participants

The session materials allow co-facilitators to facilitate and participate in JustFaith simultaneously because all content is prepared for each session. The weekly notes to facilitators, prayers, and dialogue questions support participants on their journey through the program. These materials are carefully chosen based on their grounding in Scripture, the perspective they offer into issues around poverty, and their capacity to inspire thoughtful dialogue. These materials are not meant as absolutes or prescriptions; rather, they allow the Spirit at work in the midst of dialogue to transform and open group members to discernment and perspectives they may have not previously encountered.

Some participants might find the explications of faith within the program new to them. JustFaith is meant to be challenging; this holy unrest stirs us to deeper engagement with the practice of our faith



in the world. Your task as a co-facilitator is to fashion a reverential environment that is open to all voices and to uphold your group's commitment to dialogue.

Please review the "Group Dialogue and Sacred Listening Guidebook" for facilitation techniques. Co-facilitators and coordinators are responsible for ensuring that the participants receive their handouts (in paper format or electronically) and have access to the necessary web links.

Facilitator Resource Page

To provide easy access to all necessary documents, co-facilitators will receive a web link with everything needed to facilitate. JustFaith Ministries understand that not everyone has regular access to the internet; in these cases, facilitators with internet access can help other facilitators with viewing necessary documents.

Opening and Closing Prayers

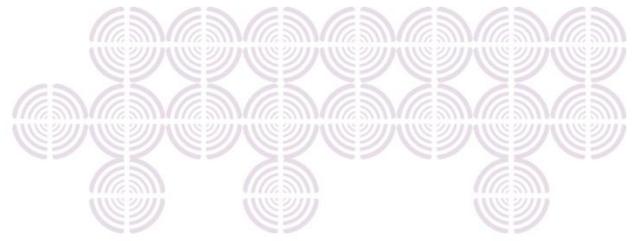
Each session should begin and end with prayer. The Opening Prayer offers a pause to acknowledge the Spirit present within each participant of this sacred community, as well as in those whom the world neglects to remember. The Closing Prayer re-orientes the group to the undercurrent of wisdom in which the session dialogue and reflection are rooted. Resist any tendency to rush or shorten prayer because of the fullness of the session and dialogue. Jesus' earthly mission was founded in prayer; so, too, is this spiritual pilgrimage.

Room Setup

Co-facilitators have found that chairs formed in a circle with a small table or place for prayer items is the most conducive to dialogue and sacred listening. If possible, dim the lights for sessions, especially during prayer.

Music

Within session prayers and rituals, co-facilitators may choose to use music that speaks to the session theme. Music is a powerful medium used to stir our senses and awaken us to deeper reality. The Psalms of David, African-American spirituals, Taize music...all echo this reality. Certain songs may benefit the group more than others, depending on group dynamics and the message that needs to be heard. Pay special attention to the lyrics of the songs you choose. It may be helpful to print copies of the lyrics so that participants may better grasp the message of a song. JustFaith Ministries does not provide any pre-recorded music for this program; however, co-facilitators have found that simple searches on YouTube, Amazon, iTunes, etc. provide wonderful, enriching options. Choose options that fit the group's resources. Co-facilitators are not required to purchase or play music.



Overall Notes to Prepare for the Journey

"It is possible to travel alone. But the good traveler knows that the journey is human life and life needs company. 'Companion' means, etymologically, he who eats the same bread. Happy are they who feel they are always on the road and that every person they meet is their chosen companion. The good traveler takes care of his weary companions. He guesses when they lose heart. He takes them as he finds them, listens to them. Intelligently, gently, above all lovingly, he encourages them to go on and recover their joy in the journey."

Dom Helder Camara

Team Facilitation

If there is not a pre-existing relationship between co-facilitators prior to the program, make time to become acquainted as companions in this process. It is helpful to schedule a co-facilitator team meeting at the beginning of each five-week segment of the program to look at the JustFaith planner and preparation lists. Facilitation teams may decide how to take responsibility for different parts of the program.

Building Community to Enhance the Journey

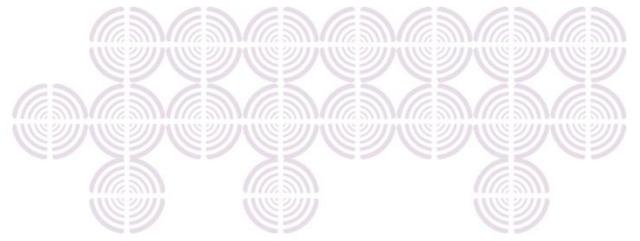
The life of each person unfolds as his or her own unique spiritual journey. This journey embodies elements of questioning, challenge, risk, and vulnerability, as well as moments of great insight, joy, and spiritual growth. The caring, small-group community helps support each participant through these experiences. The development of community is crucial to the JustFaith process.

Co-facilitators may choose to integrate elements into the journey that will strengthen community ties. These may include additional gatherings that allow participants to casually socialize with one another; a special prayer service that focuses on the intentions of participants; a group outreach project; email check-ins between sessions; sharing liturgy together; or other opportunities to share important life experiences offer support. The community-building outside of formal session time directly enhances the sense of belonging that meaningfully connects participants to one another.

Potential Points of Concern

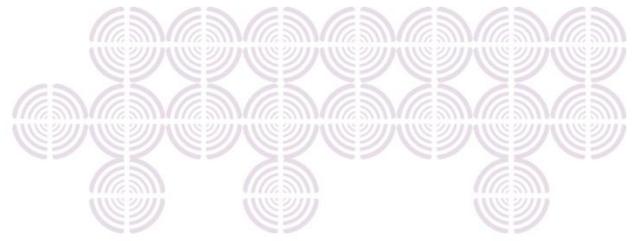
JustFaith Ministries draws on the collective wisdom of hundreds of thousands of facilitators. Here are some helpful suggestions and points to remember as you embark on this pilgrimage:

- Do not abbreviate the number of program sessions, eliminate immersion experiences, substitute books or videos, or make other substantial changes to the program. Keep in mind that transformation takes time and that the process is about how the Spirit changes hearts; it is not about what participants are learning. Each part has been purposefully and carefully integrated into the program.
- Do not shorten the length of the sessions. Abbreviating sessions eliminates critical elements of this formation process and disrupts the continuity and integration of materials.



Historically, groups have become frustrated when the process is shortened and, in retrospect, have realized how vitally each piece fit into the broader process.

- It is important that co-facilitators observe and evaluate how participants are communicating with each other to assure that respect and care are driving the group process. Groups tend to form habits on how they communicate very early in the process. Some habits lead to excellent communication; however, other habits may develop that inhibit the open, considerate dialogue that is needed to discuss difficult issues. Co-facilitators need to help the group identify their less helpful habits and guide the group towards healthy and open communication. **It is important that co-facilitators identify problems in the group process and communication early in the program and take action to resolve these issues.** If you would like assistance with any group process issue or concern, please do not hesitate to contact the JustFaith program director.
- Throughout the program year, co-facilitators should remind the group of the agreed-upon ways to communicate by reviewing the group guidelines and referring to them on a regular basis. Some ways to do this include having participants take turns reading each guideline aloud once every other month, inviting the participants to critique the group's usual process against the guidelines, and/or incorporating the guidelines into prayer. Co-facilitators may also choose to have the guidelines posted in the meeting room or place them on the center of the table as a reminder to the group.
- Consult JustFaith Ministries if you have a problem at any point. Issues within the group can slow or stop the transformation process for everyone and prohibit a life-giving environment that will attune participants to the deeper spiritual work at hand. We are here to support you and to offer whatever help you may need.



Ordering Program Materials

As a benefit of your registration fee, all promotional material and resources (books, videos, etc.) can be quickly and easily ordered online. All resources are priced to be as affordable as possible. Orders ship within one business day; co-facilitators can choose the shipping rate that meet their needs. If your groups is unable to order using this online system (paying via credit card or check), please email jfmbooksandvideos@justfaith.org for a paper form to be submitted with payment.

Ordering Program Materials (Books, Videos, etc.)

Facilitators and other local coordinators will receive a program code from the program director at the time of registration. Follow the links to the Books and Videos Store on the co-facilitators' program resource page or on the front page of www.justfaith.org.

1. Select your registered program. Enter the program code you received in the confirmation email.
2. For each item, select quantities, and “Buy Now” to add these items to your shopping cart. You can also click on the item title or the item picture for more detailed information on the resource. At any point, you can view, continue shopping, or proceed to checkout.
3. To checkout, follow directions provided with each section, paying special attention to matching billing information for your credit card. You will have the option of setting up an account with JFM Books and Videos which will be helpful when placing orders in the future.
4. After entering the shipping information, press “Continue” at the bottom of the section to calculate shipping costs and proceed with checking out.
5. You will receive an email confirmation of the order for your records. Please note that payment must be received before orders will be processed. Through this, system you may pay via credit card or check. If you pay by check, you must send the payment along with a copy of your email confirmation to us. We will process the order once we receive these items. If we do not receive a copy of your email confirmation with your payment, your shipment may be delayed.

Ordering Promotional Material Online

Follow the same steps above for ordering and shipping. However, anyone may order promotional material without a program access code.

Special Circumstances

JustFaith Ministries understand that accounting processes differ by organization and that special circumstances may arise. If you need a paper order form for program materials or need to make other special arrangements, please email or contact the Books and Videos Store at jfmbooksandvideos@justfaith.org or 502-327-4866. Fax and phone orders are no longer accepted. For additional information and frequently asked questions, visit the Books and Videos Store online at www.justfaith.org.