

Officer Training Facilitator's Guide

Items to have on hand at the Training Site

*Copies of the Book of Order available for purchase. – 10 each have been ordered for the Mt. Carmel and the Decatur regions are being sent directly to Palestine and First Decatur. Please charge \$10 each for them in order to cover the cost of the book and shipping. The money will need to be turned into the Presbytery office. Each site can decide how they want to handle the money – Have checks made out to the local church and send one check to the made out to the Presbytery office or have each person write their check out to the Presbytery of Southeastern IL.

*Info sheet with link to the free downloadable Book of Order in the PC(USA) store. Link is:
<http://store.pcusa.org/OGA13010>

*One copy of the video at each site – Who Are We Presbyterians - \$19.95 each. Cindy (Marion), Jim (Decatur), and Jan (Charleston) have them. One was ordered and will be sent to the Greenville church for the Vandalia region. Hopefully the Mt. Carmel and the Champaign regions have the video

*Copies of Making Disciples, Making Leaders at each site. This is not quite as necessary. The book still has all the old Book of Order citations. The worksheets that have been sent to you were all altered by hand and are updated with current Book of Order citations. Use the worksheets!

*Handouts that were delivered to each region via attendees at a leadership event on December 17, 2013. The handout can be sent to you electronically if you were unable to locate your handouts or need more for the event.

*Need a way to play a video that everyone in attendance can view.

*Pencils

*Round or small tables for small group discussions

*Name Tags

*Flyers – March 1st He Said, She Said, Who Said event, Mission Opportunity Survey, Camp Carew brochures, Calendar ordering, Mission Year Book ordering. All of these are available to you from the Presbytery office although you will have received each of these countless times through e-mails and in Presbytery packets. (Call the office and they can send you fresh e-mail copies of all of these.)

Information to Share – List of Regional Leadership Team members; How to get the PSEI Directory and other information through the Presbytery's website; Presbytery's facebook info; Date, time, and location for your February Regional Presbytery gatherings and remind that that anyone can attend (they don't have to be their congregation's commissioner); Mission Discovery opportunities like the Church Assessment Tool, Holy Conversations, Appreciative Inquiry, Percept demographic information and make sure that they know that scholarship money has been set aside to pay for these services; COM liaison assignments when available (these have not been made yet, but there are 4 people serving each Region); and please remember to Thank Ken Bryant, Jan Hawkins, and Jim Montgomery for planning the event.

Listing of the churches in the Region

Suggested Agenda/Outline for the Morning

Table Assignments – Please sit with people who are not from your congregation if possible

9 am Open with prayer and Welcome by Regional Leadership Team and Trainers

Share who we are – Share at the table or with the whole group depending on the number gathered. Ask a number of questions like designed to show our diversity and things we have in common. Examples – Are you a ruling elder? Deacon? Both? Is this your first time as an officer? Fifth time serving? How many are life-long Presbyterians? Be sure to include a roll call of the churches in the regions so they can see who is present and who we need to reach out to.

Worksheet A – Fill out and invite them to reflect on their responses with their table group

9:30 Work through the Acts of Apostle Bible Study

9:45 Constitution

Use Book of Order – Teach basics – 4 sections, how to use it, where things are.

Review ordination questions. Review what the responsibilities are for Ruling Elders, Teaching Elders, Deacons.

Use Book of Confessions –Run through the list of Confessions. Highlight the information on the Creeds and Confessions handout. Emphasize our connectionalism and things that make us distinctive.

Show the Video – We Are Presbyterians. This takes 17 minutes. Review – What did you learn?

What makes you proud to be Presbyterian? What do you want to learn more about?

Handouts – Briefly touch on Presbyterian/Reformed Tradition handout.

Invite them to take the Pre-test. They may only get through a few questions – you'll need to gauge your time. Emphasize that Presbyterians are life-long learners and the pre-test and the Study Guide can be used to gauge their learning as they continue to serve. Close by refocusing on our connectionalism.

10:45 Break

11:00 Come back to table groups. They will rotate tables every 10 minutes - or less if the groups work quickly.

Pass out the scenarios – One per table and have them work through them. It could be helpful to mount the scenarios on index cards and put the Book of Order reference notes on the back. You would instruct them not to turn it over to the references unless they are stumped and/or want to check their answer.

11:40 Closing Worship This is a time for sharing joys and concerns in your regional groups.