



More about Foundations



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An outline of the workshop

The members of the leadership team who attend “Foundations for BeFriender Ministry” learn the three primary functions of program leaders: *training* lay ministers (BeFrienders), *facilitating* BeFrienders’ ongoing learning and spiritual growth, and *administering* the implementation and maintenance of the program. The Foundations workshop is structured around the role of the BeFriender and the three program leader roles: trainer, facilitator, and administrator. The materials participants receive in the workshop correspond with these roles.



BEFRIENDER AND PROGRAM LEADER: TRAINER

Participants first experience the same training they will ultimately provide for BeFrienders in their own settings. At the same time, workshop leaders serve as role models for effective training so that participants gain insight into the role of the trainer. For this portion of the workshop, participants use the Candidate Workbook and the Trainer Guide.

- 1. Introduction to BeFriender candidate training**
 - An overview of BeFriender Ministry
 - The role of a BeFriender

- 2. Our sense of call**
 - Christians’ call to ministry
 - Your personal call and faith journey

- 3. The attitude of befriending**
 - Pastoral care and how it differs from other types of care
 - Respectful and empathic relationships
 - How your worldview and experience affect your ministry
 - Being fully present to another person
 - Listening openly and responding appropriately

- 4. Active listening skills: attending**
 - Introduction to active listening
 - Skills for attending

- 5. Active listening skills: following and responding**
 - Skills for following
 - Identifying emotions
 - Skills for responding with understanding

- 6. The visit**
 - The initial phone call
 - How to prepare
 - A typical visit
 - Concluding the visit and follow-up
 - Ending a relationship

7. **Understanding loss and grief**
 - Introduction to loss and grief
 - Definitions and kinds of losses
 - Characteristics and types of grief
 - The process of grief
8. **Guidelines for BeFriender relationships**
 - Confidentiality
 - Code of conduct
9. **Making Meaning: the process for learning from ministry**
 - Purpose of the small group process
 - Outline of the process
 - Practicing the process
10. **Making Meaning: small group meeting**
 - Experience the process in context of the BeFriender meeting

PROGRAM LEADER: FACILITATOR

Participants learn to facilitate a small group process for learning from ministry. For this portion of the workshop, participants use the Facilitator Guide and the Making Meaning Video.

1. **Making Meaning**
 - Facilitating a group through the process (called “Making Meaning”) using the letters of the word *HEAR* as a guide
 - Creating a safe environment for group members to openly share and learn together
 - Skills for keeping a group on track

PROGRAM LEADER: ADMINISTRATOR

Participants learn methods for managing the administrative aspects of BeFriender Ministry. For this portion of the workshop, participants use the Administrator Guide CD-ROM.

1. **Administration of the program**
 - Assessing need
 - Recruiting, interviewing, and selecting BeFriender candidates
 - Publicity
 - Managing risk
 - Getting referrals
 - Regular meetings for BeFriender groups
 - Program evaluation

Description of the workshop materials

Workshop participants receive a package of materials that includes everything needed to lead the program. The package, included in the workshop fee, is valued at \$100.



The following materials are included in the workshop fee:

- **Trainer Guide.** Clear instructions and planning tools for training lay ministry candidates.
- **Facilitator Guide.** Tips and techniques for facilitating the small group process for learning from ministry
- **Administrator Guide CD-ROM.** A step-by-step guide for implementing and maintaining the program. Includes reproducible and editable forms.
- **Candidate Workbook.** The same workbook that lay ministry candidates will receive in training.
- **Video.** The video titled “Making Meaning” –in your choice of DVD or VHS format – supplements the training for the small group process for learning from ministry.
- **Training aids.** Participants have the opportunity to see other training aids, which are available for purchase, in use during the workshop. Participants also receive free samples of some of the additional products.



Next steps after the workshop

These are some of the first steps following the workshop:

- The leadership team discerns together to match each person’s gifts to one or more program leader role (trainer, facilitator, administrator).
- The leadership team typically spends up to six months assessing needs, recruiting and interviewing lay ministry candidates, publicizing the ministry, and completing other implementation tasks.
- Program leaders train lay ministry candidates.
- Candidates serve an internship.



Payment and cancellation policies

Payment and deadline

- Registrations are not confirmed until the balance due has been paid in full.

Registrant cancellations

- If a paid registrant cancels, a substitute can attend the workshop in his/her place; otherwise, the fee will be applied to a future “Foundations” workshop registration for either the original registrant or another registrant from the same organization.
 - The amount held for a future “Foundations” registration must be used within 2 years or it will be forfeited.
 - If the workshop price has increased for the later workshop, the difference will be due for the workshop. Any multiple registrant discounts utilized for the original workshop may not apply to the later workshop.
- Requests for refunds for cancelled registrations must be submitted in writing. Approved refunds will be issued after the workshop.
 - Approved refunds will be issued according to the following schedule.

Written request received	Refund
6 or more weeks prior to the workshop	Full refund minus \$100 processing fee
4-5 weeks prior to the workshop	75% refund
3 weeks prior to the workshop	50% refund
Less than 3 weeks prior to the workshop	No refund

- If a refund is issued, the amount not refunded is considered a processing fee and cannot be applied to a future workshop.
- Exceptions may be made in cases of emergency.

No-shows

- If a paid registrant fails to attend a workshop without prior notice to BeFriender Ministry, the payments will not be refunded and the payment cannot be applied to a future workshop.
- Exceptions will be made in cases of emergency.

Workshop cancellations

- In order to be good stewards of funds, the BeFriender Ministry National Office reserves the right to cancel a workshop with fewer than the minimum number of registrants.
- If the BeFriender Ministry National Office cancels a workshop, registrants can choose to have credit for the fee applied to a future registration or to have the fee refunded in full.