



THE BEFRIENDER

NEWSLETTER OF THE BEFRIENDER MINISTRY NATIONAL OFFICE

THE SAINT PAUL SEMINARY SCHOOL OF DIVINITY OF THE UNIVERSITY OF ST. THOMAS

Teaching the Five Stages Step by Step

PART 4 IN OUR SERIES ON MINISTRY AND FAITH REFLECTION

Part 4 focuses on teaching the five stages of the model for ministry reflection. Page number references are for the Coordinator Manual.

Parts 1-3 of the series on ministry and faith reflection are available at www.befrienderministry.org.

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How do you feel as you get ready to teach ministry reflection for the first time ... or the second or third? Excited? Scared? Ambivalent? Your language and attitude influence how BeFrienders receive your teaching. If you believe in the process and share your enthusiasm, they are likely to be more receptive.

But what if ministry reflection is still new to you, and you haven't quite reached the point of enthusiasm for the process? That's understandable. After all, learning a new skill can feel awkward (see Part 3 of the series, Summer 2002). Be authentic in your approach and talk about what *does* enthuse you. Do you feel genuinely excited that God will lead your group through the process? Share that! Do you feel hopeful that learning together can have rewards for your faith community? Let your BeFrienders know how you feel.

Be aware of what's "in your cup" before you begin to teach. If you're concerned that it will hinder your teaching, share your concerns with another coordinator or member of your leadership team. That will allow you to deal with your feelings so that you can teach effectively.

Study the pages listed in the box "Preparing to Teach and Facilitate" to get ready to teach and to

respond to questions raised. The rationale for ministry reflection components (III.23-24) can be incorporated as you teach each stage of the process. Be clear about your role as facilitator, knowing that a variety of facilitation tools will increase your confidence.

Preparing to Teach and Facilitate

Rationale for ministry reflection componentsIII.23-24
Facilitator's role in ministry reflectionIII.43
Self reflection guide for facilitators.....III.45
Responses to resistance to writing up visitsIII.46
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Introducing Ministry Reflection

"Teaching the Rationale and Components," begins on Page III.5. The recommended time frame for this session, including teaching the stages, is 2 to 2½ hours. You will use the "Hal" visit from Page IV.5 throughout this session for practice.

Objectives. The objectives of the session are 1) to understand the definition and purpose of ministry and faith reflection, and 2) to learn and practice the skills necessary for ministry and faith reflection.

Brief Overview of the Process (III.5). The four purposes of ministry reflection are included under "Definition": 1) learning from our ministry and that of others, 2) self-directed growth, 3) accountability, and 4) skill practice. Encourage participants to keep these purposes in mind as they learn the process.

OUR MISSION

*BeFriender Ministry
educates, forms and supports
women and men as leaders for a
listening ministry of care.
Based on a model of mutuality,
this national and ecumenical ministry
heals hearts,
energizes communities
and transforms a suffering world.*

Continued on the next page

Teaching the Stages

As you begin to teach each stage in more detail, describe the roles of facilitator, presenter and group member so that participants know what to expect.

Stage 1 is a good time to introduce the “Outline Version” of the process for ministry reflection (III.19, TM* II.3) as a reference tool. It is also an appropriate time to cover the Rationale for Writing and Presenting Visits (III.42) so that participants can make the connection to what is expected of them.

Stage 1: Understanding the Presenter’s Perspective. The “Hal” visit is used to illustrate the brief background, overall thoughts and feelings and presenter’s questions for reflection¹ (formerly called the “focus”), described on Page III.6. The exercise on III.9 provides additional skill development.

Stage 2 (III.14-16) Understanding the Group Members’ Perspectives. Begin Stage 2 by reviewing mutuality (II.3-6). Start by asking group members to share what they learned from the mutuality lesson and write their responses on a flip chart. Post the list on the wall.

Before you practice Stage 2 using the “Hal” visit, write “I feel ... (emotion) when ... (concrete, specific) because I ... (reason for the emotion)” on a flip chart page or chalkboard where all group members can see it. This visual reminder will help people construct their responses. Tell group members to also keep “The List of Feeling Words” (III.37, TM II.21) handy for this stage.

Continue to review mutuality by saying a word and inviting them to respond in the “I feel ... when ... because I ...” format. Offer a few examples – such as winter, family, Green Bay Packers, cancer – starting with non-threatening words and progressing to ones that evoke deeper responses. This exercise models how easy it is to get in touch with our assumptive worlds. Tie the exercise to Stage 2 by saying, “The ‘Hal’ visit is full of words and phrases like those you just responded to. All you need to do is offer a response about whatever catches your attention in the visit.” Remind group members that the word exercise they just did is part of the “Circle of Interpretation” (II.4), just as Stage 2 will be. Reiterate that being open to others’ responses gives each group member a choice about how his or her assumptive world will be affected by what’s heard.

Before you practice with “Hal,” point out that Stage 2 is 20 minutes long and will sometimes include silence. Use the term “opportunity” when you talk about the time frame. The full 20 minutes gives group members the *opportunity* to look inward and

* Candidate Training Manual

Support for Coordinators

BeFriender Ministry trainer and consultant Barb Schwery is available to consult with you regarding ministry reflection and other aspects of your program. Call her at 1-800-328-6819, ext. 25063, to discuss your needs and our fees.

go beyond the first things that come to mind. “Opportunity” sets a more positive tone than “a firm 20 minutes” (the term used in the facilitator’s guide, III.21). Provide an analogy, such as making a cake. It might appear to be “done” before the timer goes off, but it hasn’t baked all the way through yet!

This is a pivotal stage for learning the process. Don’t move on to Stage 3 until the group has a firm grasp of Stage 2.

Stage 3: Silent Reflection and Stage 4: Sharing Learnings (III.16). In Stage 4, invite the group members to share their responses to the three questions. Have them pay particular attention to “what I learned about myself and my ministry.”

Stage 5 (III.53-55): Faith Reflection. Continue to use the “Hal” visit as you teach the outline of the faith reflection process (III.54). Teach Stage 5 before you start “Putting It All Together” (the next session). Include faith reflection *whenever* you do ministry reflection.

If faith issues or questions have been raised during faith reflection, suggested resources can be shared prior to the closing prayer.

Putting It All Together

The time frame for “Putting It All Together” (III.16) is 2 to 2½ hours. Use a visit from section IV of the manual for practice, and practice all 5 stages. The objective of this session is to continue to understand and practice the 5-stage process for ministry reflection.

Reinforce, Refresh, Renew

After you “put it all together,” if your group would benefit from additional exercises to reinforce the underlying principles of ministry reflection, use “The Grocery Exercise” and “The Art Exercise” on Pages III.49 and 50, respectively. Other integrating exercises on pages III.48-51 can be used later as “refreshers.”

After BeFrienders become comfortable with the written visit format for ministry reflection, you can opt to introduce one or two additional formats for occasional variety: the “Oral Presentation of a Concern” (III.31) and the “Case Study” (III.31). You can gain experience with these two formats in our focus course “The Model for Ministry Reflection” (see page 3 of this newsletter).

Section III Has More Good Stuff!

“Reflection Questions,” briefly described on III.17 and listed on III.40-41, are recommended for use later in training (see “Recommended Training Sequence” on Pages V.3-4, #17). The articles on Pages III.56-65 can be used at your discretion for continuing education or as support materials for applicable lessons. ■

¹ See more information about the presenter’s question for reflection in the December 2001 issue of The BeFriender. Back issues of the newsletter are available on our Web site, www.befrienderministry.org.

Watch for Part 5 in our series on ministry and faith reflection in the summer newsletter.



The BeFriender is published quarterly by BeFriender Ministry, The Saint Paul Seminary School of Divinity of the University of St. Thomas, 2260 Summit Ave., St. Paul, MN 55105-1094; phone (651) 962-5775; fax (651) 962-5790; BeFriender@stthomas.edu; www.BeFrienderMinistry.org.

Editor: Joanne Hansen

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Core Course

Foundations for BeFriender Ministry is the core course of the program.

Foundations for BeFriender Ministry

Audience

- Clergy and pastoral staff members with responsibility for lay ministry
- Lay volunteers called to pastoral care

Program

This 35-hour workshop is the basic course for your lay ministry leadership team (clergy, pastoral staff and/or lay volunteers). It provides comprehensive leadership training, formation and program components for implementing and maintaining a lay ministry of pastoral care. It also furnishes an important foundation for any outreach (3.5 CEUs).

Objectives

- Learn the theological and philosophical basis for this ministry
- Learn and practice respectful communication and listening skills
- Learn, practice and facilitate a process for reflecting on your ministry
- Receive tools and learn the steps for organizing, implementing and maintaining your local BeFriender Ministry
- Develop insights into the kinds of situations encountered by lay ministers

Dates

Cost and registration information for Foundations workshops is listed by location on pages 4 and 5.

- June 9-13, 2003
St. Paul, Minn. (Page 4)
- July 21-25, 2003
St. Paul, Minn. (Page 4)
- September 29-October 3, 2003
Richmond, Va. (Page 5)
- October 30-November 1 and
November 20-22, 2003
Saginaw, Mich. (Page 5)
- October 30-November 1 and
November 6-8, 2003
St. Paul, Minn. (Page 4)

- January 26-30, 2004
St. Paul, Minn. (Page 4)
- April 22-24 and April 29-May 1, 2004
St. Paul, Minn. (Page 4)
- June 14-18, 2004
St. Paul, Minn. (Page 4)
- July 19-23, 2004
St. Paul, Minn. (Page 4)

Focus Courses

Focus courses explore in more depth topics covered in Foundations.

Listening The Heart of Ministry

Audience

- BeFriender coordinators
- BeFrienders
- Pastoral staff members
- Anyone interested in improving his or her active listening skills

**New One-Day
Format!**

Program

This communication skills workshop is for all who are interested in building, strengthening and enhancing their caring and communication skills. Although taught in the context of

Save \$30

Listening: The Heart of Ministry is being offered for the first time on Sat., October 18, in a new one-day format. You can attend the workshop in St. Paul, Minn., at a special price of \$95 per person. This introductory price also applies when the workshop is offered again on February 4.

After the first two offerings, the regular price of \$125 for the workshop will go into effect.

BeFriender Ministry, the skills and concepts are transferrable to other settings (0.7 CEUs).

Dates

- October 18, 2003
St. Paul, Minn. (Page 5)
- February 4, 2004
St. Paul, Minn. (Page 5)

The Model for Ministry Reflection

Program

Do you want experience working with the materials for ministry reflection? Are you struggling with the process? Do you want feedback on your facilitating skills now that you've been working with the model for awhile? Would you like to learn a reflection model to support ministry in your setting, but you're not a BeFriender? Whether this reflection model is new for you or you are seasoned in the process, this workshop will enhance your ability to understand, facilitate and communicate its use (1.4 CEUs).

Dates

- June 6-7, 2003
Saginaw, Mich. (Page 5)
- March 3 and 10, 2004
St. Paul, Minn. (Page 5)

Interviewing with Mutuality Strengthening Your BeFriender Ministry

Audience

- BeFriender coordinators
- Pastoral staff members

Program

"Interviewing with Mutuality" will assist BeFriender Ministry coordinators and pastoral staff members to conduct the initial interview process for BeFriender candidates and prospective coordinators.

Workshop participants will practice interviewing and giving feedback based on the model of mutuality. Using a behaviorally based method, participants will discover how to determine whether candidates' attitudes, behaviors and skills match or differ from those essential to an effective BeFriender Ministry (1.4 CEUs).

Calendar, to Page 6

Workshops and Events in St. Paul, Minn.

Registration Form for St. Paul, Minn., Events and Workshops

Use this registration form for workshops and events in St. Paul, Minn. Contact the appropriate regional convener to register for workshops at other locations. *Please copy this form for each event and for each person registering. Thank you!*

List the title and date of the workshop for which you are registering:

Title _____

Location: St. Paul, Minn. (*Call the appropriate regional convener listed on Page 5 to register for or inquire about workshops at other sites.*)

Date(s) _____

Your name _____

Preferred mailing address for BeFriender Ministry mailings:

The address above is my:

home work church or agency

Home Phone _____

Work Phone _____

Fax _____

E-mail _____

Church/agency: If the name, mailing address and phone number of your church or agency are not listed above, please provide that information here:

Name _____

Address _____

Phone _____

Denomination _____

Your current role (check all that apply):

- Professional staff
- Volunteer minister
- Trained BeFriender
- Trained BeFriender coordinator
- Stephen Ministries minister
- Other _____

Your BeFriender Ministry program (check all that apply):

- A paid professional with BeFriender coordinator training is on staff at my church/agency. Staff person's name: _____
- New BeFriender Ministry program
- Existing BeFriender Ministry program
- To be determined

Special needs: If you have special needs for the workshop (dietary, access, etc.), please check below. Someone from the BeFriender Ministry staff will contact you.

Please contact me.

Lodging: See note at the bottom of this page. If you would like on-campus lodging at The Saint Paul Seminary, please complete the following.

Female Male

Number of nights lodging requested _____

Arrival date and time _____

Departure date and time _____

If attending the two-weekend Foundations workshop, please list arrival and departure dates and times for the second weekend:

Arrival date and time _____

Departure date and time _____

On-Campus Lodging Fees:

- 1-3 nights \$45 per night
- 4-7 consecutive nights..... \$180
- 4+ non-consecutive nights \$45 per night

Lodging is available in St. Paul, Minn., at The Saint Paul Seminary School of Divinity residence on a limited basis. Room fees are shown on the registration form above. The seminary lodging consists of one air-conditioned room (single occupancy) with a shared bath. Additional details about the accommodations will be included with your registration confirmation packet, which you will receive two to three weeks before the workshop. If on-campus lodging is not available, we will provide a list of area hotels.

CORE COURSE

Foundations for BeFriender Ministry

Location: St. Paul, Minn.
(*Course description on Page 3*)

Cost:

- \$550 if we receive your registration and deposit at least 14 calendar days prior to the first day of the workshop.
- \$600 if we receive your registration and deposit fewer than 14 calendar days prior to the first day of the workshop.

Deposit Due: A non-refundable deposit of \$100 is due when you register to reserve your space in the workshop. The remaining balance is due at the start of the workshop.

Deadline: 2 weeks (14 calendar days) prior to the first day of the workshop

- **June 9-13, 2003**
Mon.-Fri.: 9 a.m.-5 p.m.
- **July 21-25, 2003**
Mon.-Fri.: 9 a.m.-5 p.m.
- **October 30-November 1 and November 6-8, 2003**
(*You must attend both weekends*)
Thu.: 6-9:30 p.m.; Fri.-Sat.: 9 a.m.-5 p.m.
- **January 26-30, 2004**
Mon.-Fri.: 9 a.m.-5 p.m.
- **April 22-24 and April 20-May 1, 2004**
(*You must attend both weekends*)
Thu.: 6-9:30 p.m.; Fri.-Sat.: 9 a.m.-5 p.m.
- **June 14-18, 2004**
Mon.-Fri.: 9 a.m.-5 p.m.
- **July 19-23, 2004**
Mon.-Fri.: 9 a.m.-5 p.m.

FOCUS COURSES

**Interviewing with Mutuality:
Strengthening Your BeFriender Ministry**

(*Course description on Page 3*)

- **August 19-20, 2003**
Tue.-Wed.: 9 a.m.-5 p.m.
- Location: University of St. Thomas, St. Paul, Minn.
- If registered on or before August 4: \$220 per person
- If registering after August 4: \$250 per person
- **August 17-18, 2004**
Tue.-Wed.: 9 a.m.-5 p.m.
- Location: St. Paul, Minn.
- More details at a later date.

Workshop Cancellations: BeFriender Ministry

Information by Location

Listening: The Heart of Ministry

(Course description on Page 3)

- **Sat., October 18, 2003**
9 a.m.-5 p.m.
- Location: University of St. Thomas, St. Paul, Minn.
- If registered on or before October 3: \$95 per person.
See Page 3 for more information about this special price!
- If registering after October 3: \$120 per person
- *This course will be offered again on **Wed., February 4, 2004!***



The Model for Ministry Reflection

(Course description on Page 3)

- **March 3 and 10, 2004**
(You must attend both days)
Tuesdays: 9 a.m.-5 p.m.
- Location: St. Paul, Minn.
- If registered on or before February 20: \$220 per person
- If registering after February 20: \$250 per person

BEFRIENDER DAY

Fall 2003 BeFriender Day

(Description on Page 6)

- **Sat., November 1, 2003**, 9 a.m.-noon
- "Aging" presented by Deb Seaberg and Gretchen Scheffel from Circle of Life Aging Services.
- Location: University of St. Thomas, St. Paul, Minn.
- If registered on or before Oct. 20: \$20 per person (\$17 each for groups of 10 or more from the same church or agency)
- If registering after Oct. 20: \$25 per individual or group member.

Spring 2004 BeFriender Day

(Description on Page 6)

- **Sat., Mar. 27, 2003**, 9 a.m.-noon
- Topic and presenter to be announced
- Location: University of St. Thomas, St. Paul, Minn.

Workshops and Events at Other Locations

To register for a workshop listed below or to get more information, contact the regional convener listed. Workshop costs will vary somewhat from region to region.

MICHIGAN

Foundations for BeFriender Ministry

(Course description on Page 3)

- **October 30-November 1 and November 20-22, 2003**
(You must attend both weekends)
Thu.: 6-9:30 p.m.; Fri.-Sat.: 9 a.m.-5 p.m.
- Location: Saginaw, Mich.
- For more information or to register:
Leona Sullivan, (989) 797-6671

The Model for Ministry Reflection

(Course description on Page 3)

- **June 6-7, 2003**
Mon.-Fri.: 9 a.m.-5 p.m.
- Location: Saginaw, Mich.
- For more information or to register:
Leona Sullivan, (989) 797-6671

VIRGINIA

Foundations for BeFriender Ministry

(Course description on Page 3)

- **September 29-October 3, 2003**
Mon.-Fri.: 9 a.m.-5 p.m.
- Location: Richmond, Va.
- For more information or to register:
Margaret Johnson, (804) 266-2715

REGIONAL CONVENERS

Regional conveners are a source of ongoing support for BeFriender coordinators outside the Twin Cities area of Minnesota. They host Foundations for BeFriender Ministry workshops and provide continuing education opportunities in their regions.

Colorado - Colorado Springs

Mary Jo Bay(719) 776-8242

Iowa - Dubuque

Colleen Pasnik(319) 556-2580

Iowa - Sioux City

Kay Morrissey.....(712) 233-7532

Michigan - Lansing

Judy Scharf.....(801) 229-8624

Michigan - Saginaw

Leona Sullivan.....(989) 797-6671

Minnesota - Crookston

Bernadette Dunn.....(218) 281-4533

Minn./Wisc. - Duluth/Superior

Dick Frost.....(218) 724-9111

Missouri - Kansas City

Melodee Rudolph.....(816) 765-5776

Montana - Helena

Sharon Amor.....(406) 442-7842

Nebraska - Omaha

Rev. Grant Story.....(402) 891-8300

Ohio - Toledo

Louis Cocchiarella.....(419) 244-6711

Texas - Austin

Barbara Budde512-836-1213,
Ext. 203

Virginia - Richmond

Dennis Beeman(804) 359-5661

Wisconsin - Green Bay

Mary Sherman (920) 437-7531,
Ext. 8300

reserves the right to cancel or reschedule any workshop or event at any location.

Workshop Descriptions and Dates

Calendar, from Page 3

Objectives

- Understand how an interview process conducted with mutuality can assist in discernment of call to ministry
- Enhance skills for interviewing
- Grow in the ability to recognize behaviors that are compatible or incompatible with BeFriender Ministry
- Practice giving nonjudgmental feedback based on interview data

Dates

Cost and registration information is listed by location on Pages 4 and 5.

- August 19-20, 2003
St. Paul, Minn. (Page 4)
- Aug. 17-18, 2004
St. Paul, Minn. (Page 4)

Continuing Education

Continuing education opportunities are offered at several locations throughout the country. Contact the regional convener nearest you (see Page 5) for the complete schedule in your area.

Fall 2003 BeFriender Day

Audience

- BeFriender coordinators
- BeFrienders
- Anyone interested in the topic (open to the public)

Topic

Aging. Details to be announced later.

Presenters

Deb Seaberg and Gretchen Scheffel, Circle of Life Aging Services.

Deb Seaberg and Gretchen Scheffel are licensed social workers who hold Master's degrees from the University of Minnesota. Both have had over 10 years of experience working with the elderly.

Seaberg's experience includes nursing home social work, case management, training and education, and program development. In addition, Seaberg assisted in the development and implementation of a 13-county caregiver support project, which included recruiting, training and supervising older adult volunteers.

Scheffel also has experience working in nursing homes and in county social work with older adults and persons with mental illness. In addition, she has consulted on projects related to elder abuse.

Their company, Circle of Life Aging Services, offers services to the elderly and their families, to persons and couples exploring long-term care insurance, and to organizations and professionals needing education, training or assistance with special projects.

Date

Cost and registration information for BeFriender Day in St. Paul, Minn., is listed on Page 5.

- Sat., November 1, 2003
St. Paul, Minn.

Spring 2003 BeFriender Day

Audience

- BeFrienders and BeFriender coordinators
- Anyone interested in the topic

Topic

Topic and presenter to be announced later.

Date

Cost and registration information for BeFriender Day is on Page 5.

- Sat., Mar. 27, 2004
St. Paul, Minn. ■

VOLUNTEER NEWS VOLUNTEER NEWS VOLUNTEER NEWS VOLUNTEER NEWS VOLUNTEER NEWS

Volunteers Needed

The BeFriender Ministry office in St. Paul, Minn., needs volunteers to help with mailings, clerical tasks and events. If you or your BeFriender group would like to volunteer, please call Angie Fitzner at (651) 962-5775.

Thank You to Our Volunteers

We extend a special "thank you" to the BeFrienders at **St. Joseph Catholic Church in Hopkins, Minn.** Several members of their group served as hosts for our Spring 2003 BeFriender Day in St. Paul.

Thank you, too, to volunteers **Rachelle Lamers, Renee Lamers** and **Sarah Serdar** (16, 14 and 6 years old, respectively) and their mother, **Ann Serdar**, for helping host the event. Ann works at The Saint Paul Seminary School of Divinity in St. Paul.

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National Office News

NALM Conference

BeFriender Ministry will be an exhibitor at the 2003 NALM (National Association for Lay Ministry) Conference, May 29-June 1 in Tampa Bay, Fla.

Stop by our booth and complete a brief survey, which will automatically enter you in a drawing for a free registration for the "Foundations for BeFriender Ministry" workshop!

Schwery Serves on Panel

Staff member Barb Schwery served on a panel discussing "Partnering to Provide Compassionate Care" on March 19 at a convocation in observance of the 150th anniversary of St. Joseph's Hospital in St. Paul, Minn. The keynote speaker was Father Joe Driscoll, president of the National Association of Catholic Chaplains.

Julie Berg Joins Staff

We are pleased to announce that **Julie Berg** joined the staff as program manager.

Julie has 15 years of experience as a training specialist and organization development consultant in health care, manufacturing and technology companies, including BlueCross BlueShield, Ceridian and ADC, The Broadband Company. She is a certified facilitator for Seven Habits of Highly Effective People and Myers-Briggs Type Indicator among other programs. She has served as a management development coach and teambuilding consultant and has presented to numerous management groups and professional associations on topics such as change and transition, humor in the workplace, leadership and communication.

Julie holds a master's degree in Human Resources Development and a bachelor's degree in Journalism and Speech-Communication from the University of Minnesota-Twin Cities.

Regional Convener News

We welcome **Leona Sullivan** as the regional convener for the Saginaw, Mich., area. Leona served as regional convener there 10 years ago and recently returned to that role. We welcome her back!

We also welcome **Barbara Budde**, the new regional convener in Austin, Texas. She replaces **Chris Attal**. Thank you to Chris for her years of service!

Leona's and Barbara's phone numbers are listed on Page 5. ■

A Word to You

From Susan Niemi, Director of BeFriender Ministry

“The Word became flesh and lived among us” (John 1:14).

This verse struck a new chord with me when I read it again recently.

Maybe it is partly because I feel close to the word “word.” Words help define

who I am, from hearing words as an avid reader in childhood to bringing the excitement of words to others as an English teacher. Words were the focus of my years in church publishing – a ministry of telling the gospel story of Jesus Christ to others.

This image of Jesus as the Word is meaningful because I’m reminded that “from his fullness we have all received, grace upon grace” (John 1:16). I receive that grace in many ways, through a daily remembrance of my Baptism, through hearing the word read and preached and through experiencing the word spoken by others.

Within the sacred listening space of BeFriender Ministry, too, words of grace are spoken and heard. What a gift to be either the listener or the speaker of those words! You may know people in other churches or settings who do not know about BeFriender Ministry. Speak a word about this ministry to them. Your words can expand the BeFriender Ministry program and more importantly help meet the pastoral care needs of others. ■



How to Contact Us

Phone (651) 962-5775
 Fax (651) 962-5790
 befriender@stthomas.edu
 www.befrienderministry.org

BeFriender Ministry
 Mail #SOD
 2260 Summit Avenue
 St. Paul, MN 55105

Materials Order Form

YOUR NAME _____

Name of trained BeFriender coordinator _____

SHIPPING/BILLING ADDRESS (no P.O. boxes):

The address above is my:
 home work church or agency

Phone number: (____) _____

ITEMS

___ Pins @ \$5	\$ _____
___ Candles @ \$15	\$ _____
___ Tree rings @ \$12	\$ _____
___ Glass cups @ \$5	\$ _____
___ Gift box for glass cup @ 20¢	\$ _____
___ Note cards, boxed set of 10 with envelopes @\$8/set	\$ _____
___ Candidate training manuals: 1 to 10 @ \$20 ea. 11 or more @ \$18.50 ea.	\$ _____
___ Other: _____	\$ _____
TOTAL	\$ _____

SHIPPING AND HANDLING:

Please allow two weeks for processing and shipping. Most materials are shipped via UPS Ground. If faster delivery is requested, you will be billed for any additional charges.

Prices and shipping/handling costs are subject to change. Shipping and handling costs depend on the total weight and size of the order.

If your church or agency has a trained BeFriender coordinator, an invoice will be sent with your shipment. If you prefer to pre-pay, call (651) 962-5775 to determine the amount of the shipping/handling fee.

SUBMIT YOUR ORDER:

Mail: BeFriender Ministry
 #SOD, 2260 Summit Ave.
 St. Paul, MN 55105

Fax: (651) 962-5790

Phone: (651) 962-5775

E-mail: Befriender@stthomas.edu
 (Include name, address, product names, quantities, phone number.)

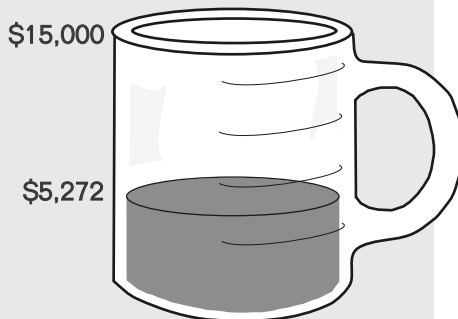
Web: BefrienderMinistry.org; click on “Order Materials” on our home page.

Filling Our Cup

We are excited to announce that your financial gifts have already helped us reach 35% of our \$15,000 goal for this fiscal year, which ends on June 30, 2003. We thank all of you who responded to our December fundraising letter.

An amazing 49% of the donations since December came from first-time donors to BeFriender Ministry. We are grateful for your new support, as well as the renewed support of past donors.

Please continue to fill our cup! ■



Let It Shine

In each issue of The BeFriender, we would like to highlight a local BeFriender Ministry that has something to celebrate. Whether your BeFriender Ministry is celebrating its longevity or just starting, whether you’ve just commissioned a new group of BeFrienders or want to acknowledge a current group, we want to help you “let your light shine!”



If you are willing to be interviewed by someone from our staff, please call us at (651) 962-5065 or send an e-mail message to befriender@stthomas.edu.

The summer issue of The BeFriender will feature the BeFrienders from St. Joseph Catholic Church in Hopkins, Minn. ■



BEFRIENDER MINISTRY
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In this issue ...

- *Part 4 in our series on ministry reflection*
- *2003-04 workshop calendar*

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