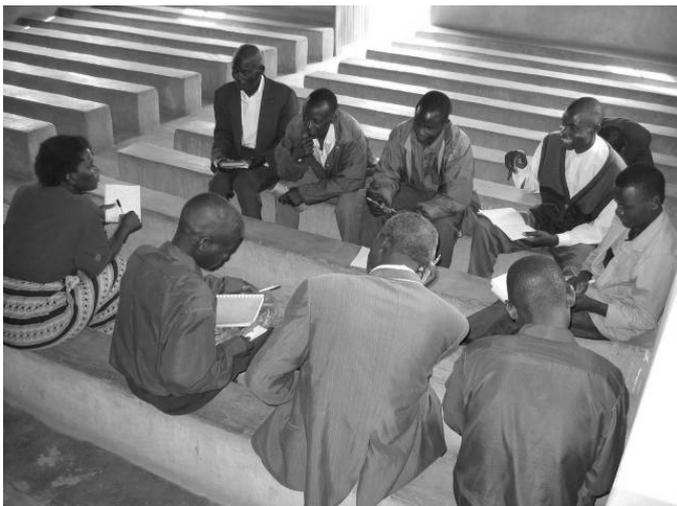




VERITAS  
COLLEGE

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## Facilitator Guide Book

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# Content Page

- 1. Introduction to Veritas College Malawi ..... 1
  - 1.1 Background of Veritas College..... 1
  - 1.2 Status of Veritas College (Malawi) ..... 1
  - 1.3 Partners’ in the Mission of God ..... 1
  - 1.4 Vision ..... 1
  - 1.5 Mission ..... 1
  - 1.6 Strategy ..... 2
  - 1.7 Core values ..... 2
  - 1.8 The purpose of Integrated Leadership Development (ILD) ..... 2
  - 1.9 Benefits of Integrated Leadership Development (ILD) for your church ..... 3
  - 1.8 Vision of Veritas College International ..... 3
  - 1.8 Veritas College Statement of Faith ..... 3
- 2. Courses for church leaders and churches ..... 5
  - 2.1 Facilitator Training Course (FTC)..... 5
  - 2.2 Facilitator Apprenticeship Programme (FAP) ..... 5
  - 2.3 Participant course ‘Equipping to Serve’..... 5
  - 2.3 Livelihood and Environmental Care (LEC) training ..... 5
    - 2.3.1 Aims of the LEC training: ..... 5
    - 2.3.2 VCM’s values and approach to rural community development..... 5
    - 2.3.3 Types of LEC training offered ..... 6
- Overview flow chart: How to organise and facilitate Integrated Leadership Development (ILD) ..... 7
- 3. How to facilitate integrated leadership development ..... 9
  - 3.1 Preparation before the training begins ..... 9
    - 3.1.1 How to envision your church members to become involved ..... 9
    - 3.1.2 How to select your participants ..... 10
    - 3.1.3 How to plan before the first training sessions ..... 10
    - 3.1.4 The role of the congregation ..... 11
  - 3.2. Implementation of the training ..... 12
    - 3.2.1 The role of the facilitator ..... 12
    - 3.2.2 The role of the participant ..... 12
    - 3.2.3 How to prepared for and facilitate a training session ..... 12
  - 3.3 How to facilitate – practical advice ..... 14
    - 3.3.1 ‘Reading your participants’ ..... 14
    - 3.3.2 What to do when your participants are tired ..... 14
    - 3.3.3 Encourage a questioning mind ..... 14
    - 3.3.4 ‘Discussion and facilitation killers’ ..... 15
    - 3.3.5 What to do if you don’t know the answer ..... 15
    - 3.3.6 What to do with a question that does not relate to the lesson ..... 15
    - 3.3.7 What to do with critical and challenging participants ..... 15
    - 3.3.8 How to draw out the ‘quiet ones’ ..... 15
    - 3.3.9 How to handle ‘over-active’ participants ..... 16
    - 3.3.11 Make time for praying together ..... 16
    - 3.3.12 Checking the participants’ progress ..... 16
    - 3.3.13 How to handle questions of doctrine and church practice ..... 16
  - 3.4 How to evaluate your participants’ progress ..... 17
    - 3.4.1 Assessing growth in knowledge and skills ..... 17
- 4. Concluding a module and celebration ..... 18
- 5. Administrative Matters ..... 18
  - 5.1. How you can help Veritas College ..... 18

5.1.1 Always register a new class.....	18
5.1.2 Always tell us when a class is completed .....	18
5.1.3 Always tell us when the class has failed to complete.....	19
5.1.4 Always tell us your change of contact details.....	19
5.1.5 Always respond to course invitations.....	19
5.1.6 Attend follow up meetings.....	19
5.2. How Veritas College assists you .....	19
5.2.1 We supply training materials and Bibles for your participants.....	19
5.2.2 How to order training materials .....	19
5.2.3 Training courses to train you to facilitate .....	19
5.2.3 Certificates issued by Veritas College Malawi .....	20
5.2.4 Who qualifies to receive a certificate? .....	20
5.2.5 Who is permitted to use the VC training Modules 'Equipping to Serve'? .....	20
5.2.6 Other services offered by Veritas College .....	20
6. Class registration forms for you to use and copy .....	21
Attendance Record Sheet.....	1
New Class Registration Form (R01) .....	3
Participant Registration Form (R02) .....	5
Completed Class Report Form (R03) .....	7
Incomplete Class Report Form (R04) .....	9
Recommendation for Certificate of Achievement (R05).....	11

# **1. Introduction to Veritas College Malawi**

## **1.1 Background of Veritas College**

Veritas College is an international mission with work going on in about 30 countries. It was established 1992 in the UK. The international support office is in South Africa. Veritas College Trust (Malawi) was established in 1999 and is registered in Malawi under the 1962 Trustees Incorporation Act. We are a mission agency supported by local and international friends, churches and organisations who have a heartfelt desire to see God's mission in the world fulfilled.

## **1.2 Status of Veritas College (Malawi)**

We are

- an evangelical mission agency and registered Trust in Malawi
- a member of Evangelical Association of Malawi
- a part of the Veritas international training network in accordance with the licence agreement signed with Veritas College International (VCI). VCI is a UK registered charity and a member of Evangelical Missionary Alliance, UK
- a partner organisation of the Swiss Mission Fellowship

## **1.3 Partners' in the Mission of God**

Our main target group is the rural and often financially poorer people who usually do not have access to training or cannot easily afford it. If you would like to become a friend of VC, to pray and financially support the work, please contact the office.

## **1.4 Vision**

Our goal is to enable local churches to develop a God-centred, biblically-based vision and to equip members for service and leadership that transforms their local communities and the environment holistically.

We believe that God-centred, holistic transformation is evident when communities love God and are motivated by God's love and lordship to love and serve others and carefully manage the earth's resources for the glory of God.

## **1.5 Mission**

- To enable local churches in Malawi to train and disciple their members for holistic service and leadership.
- To provide biblical and practical curriculum materials:
  - for discipleship and pastoral leadership skills.
  - for livelihood skills to improve food and nutrition security.
  - for the care of and prudent use of the earth's resources.
- To nurture and train local facilitators to make possible training in many local churches.

## **1.6 Strategy**

We aim to

- provide a skill-based, culturally and academically adaptable curriculum for in-service training for pastors and the congregation-based Bible and leadership training (use the Integrated Leadership Development curriculum of Veritas College International)
- provide 8 weeks of in-service training for pastors to become facilitators of ILD using the VC training materials
- provide apprenticeship training for church members to facilitate ILD
- provide Veritas College training materials, Bibles and other training materials
- assist theological institutions with training, curriculum and accredited programmes to train students for biblical ministry and to facilitate ILD in churches
- give advice, support and follow-up of congregationally based training programmes
- facilitate training through local facilitators and churches to improve livelihoods of rural communities through the careful and prudent management of natural resources

## **1.7 Core values**

We value

- The centrality of Christ in God's plan of salvation and the believer's identification with him through faith. The centrality of the local church in carrying out the great commission.
- The centrality of the local church in discipling and training its leaders and members in order for the church to be mature and growing. The local church's involvement in the assessment of its members who are being trained.
- The ability and responsibility of the church and its members to practice theology.
- A flexible curriculum to run on various levels and in different contexts in order to suit the needs of the local church.
- Discipleship and training that is part of an integrated leadership development strategy feeding into all levels of local church life and leading to renewal in the church and society.

## **1.8 The purpose of Integrated Leadership Development (ILD)**

The purpose of ILD is to provide local church leaders with an approach and tools to facilitate their calling as pastors and teachers. The approach of Integrated Leadership Development is further explained in the 'Educational Philosophy' explained in Module 1 of the Veritas College curriculum 'Equipping to Serve'.

The following passages underline the importance of the local church to disciple and train its members for service and leadership:

*Mt. 28:19: Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.*

*Eph. 4:11-16: It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.*

2 Tim 2:2: *And the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others.*

### **1.9 Benefits of Integrated Leadership Development (ILD) for your church**

- The pastor has a practical tool to use for the spiritual formation of the members.
- The training is delivered in the context of the local church, thus the formation of knowledge, skills and character is honed by a combination of classroom training and involvement in practical ministry.
- Team ministry is developed and strengthened.
- The local context enhances a problem-solution focus and contextual relevancy.
- The immediate application of the learning edifies the local church and builds its leadership capacity as the training proceeds.
- It provides access to all members because training is delivered on site and at low cost.
- All types of church leaders, i.e. elders, deacons, women's and youth leaders, who often lack the basic equipment for their roles, benefit.
- Women who in traditional cultures like Malawi are often excluded from education can participate.
- A greater degree of involvement of the church membership in Christian service is encouraged (all-member ministry).

### **1.8 Vision of Veritas College International**

- To see many churches around the world train their own and other leaders for Biblical ministry.

### **1.8 Veritas College Statement of Faith**

- We believe that the Bible is the inspired Word of God and that its content and message is authoritative and completely trustworthy. It is therefore our supreme guide on what to believe and how to live.
- We believe that the One God revealed Himself to the world in three persons: Father, Son and Holy Spirit.
- We believe that God is the Creator and Sustainer of the universe.
- We believe that all people are created in the image of God and that human life is therefore extremely valuable.
- We believe that sin entered into the world through the Fall and that all people became corrupted and alienated from God and each other as a result of this.
- We believe that because of sin all people have to be reconciled to God through the new birth that is possible through faith in the saving work of Christ.
- We believe that the way in which God works out His saving purposes can be seen clearly in Biblical history as He brought people from all nations to Himself.
- We believe that Jesus Christ is the Son of God, that He was born of the Virgin Mary, both fully God and fully human.
- We believe that God proved His love for sinners through Jesus Christ taking the penalty of their sin upon Himself by dying on the cross on their behalf, that He rose bodily from the dead and that He ascended to heaven where He intercedes for His people.

- We believe that all, irrespective of nationality or ethnicity who repent of their sins, and put their trust in Jesus Christ as Lord and Saviour, are declared righteous by God and receive the gifts of forgiveness and eternal life from Him.
- We believe that the Lord Jesus Christ will return personally and in glory. At that time He will judge those who have passed away and those who are alive.
- We believe all people will rise from the dead, those who are in Christ to enjoy eternal life with God and those who are lost to suffer eternal separation from Him.
- We believe in the Holy Spirit who imparts new life to those who believe in Christ. Through His indwelling presence and transforming power He gives assurance of salvation and eternal life and equips believers for holy living and effective service.
- We believe the church is the body of Christ and the fellowship of all believers. Within the church all believers are priests, called to serve God and each other and commissioned to make disciples of all nations.

## **2. Courses for church leaders and churches**

### **2.1 Facilitator Training Course (FTC)**

The purpose of this course is for a church leader to learn to use our training materials effectively and to be equipped to train others. This is usually a two-week residential course. It is suitable for men and women leaders who have a good working knowledge of English and have had at least one year of Bible College or equivalent training. Applications can be made directly to Veritas College Malawi.

### **2.2 Facilitator Apprenticeship Programme (FAP)**

The purpose of this course is to train facilitators through a congregation-based apprenticeship programme to learn to facilitate groups of participants in their own churches. This programme is suitable for people who have completed a module and have shown potential to become a facilitator. The training involves a residential course and congregation based mentoring. Application can be made to Veritas College.

### **2.3 Participant course 'Equipping to Serve'**

In line with our approach, VC does not usually train groups of church members. This is done by the local church facilitators. Once a pastor or leader has been trained through the Facilitator Training Course (FTC) or the Facilitator Apprenticeship Programme (FAP), he/she is then able to start a group in the local church. Training materials for the groups are available from VC. These courses are registered with VC and certificates are issued to participants who complete the training modules.

### **2.3 Livelihood and Environmental Care (LEC) training**

The practical LEC training aims to envision and enable the local church for holistic mission and so to build on and complement the VC Bible training. We offer training and follow up in farm and natural resource management for improved farm livelihoods and environmental care for churches that are successfully implementing the Bible training.

#### **2.3.1 Aims of the LEC training:**

- Build capacity in the local churches to love their communities by fostering a self-help spirit through impartation of knowledge and skills for improved and sustainable farm livelihood practices. This will be done through:
  - Fostering hope through teaching that relates faith to farming
  - Fostering attitudes of respect and stewardship of natural resources as God-given rather than seeing them simply as a means of exploitation.
  - Encouraging the adoption of good work ethics in relation to farm management.
  - Promoting integrated sustainable farm systems which will address food security and environmental care through conservation farming and other best practice farm resource management.
  - Training farmers as farmers' group facilitators to serve their communities to improve food security and environmental care.

#### **2.3.2 VCM's values and approach to rural community development**

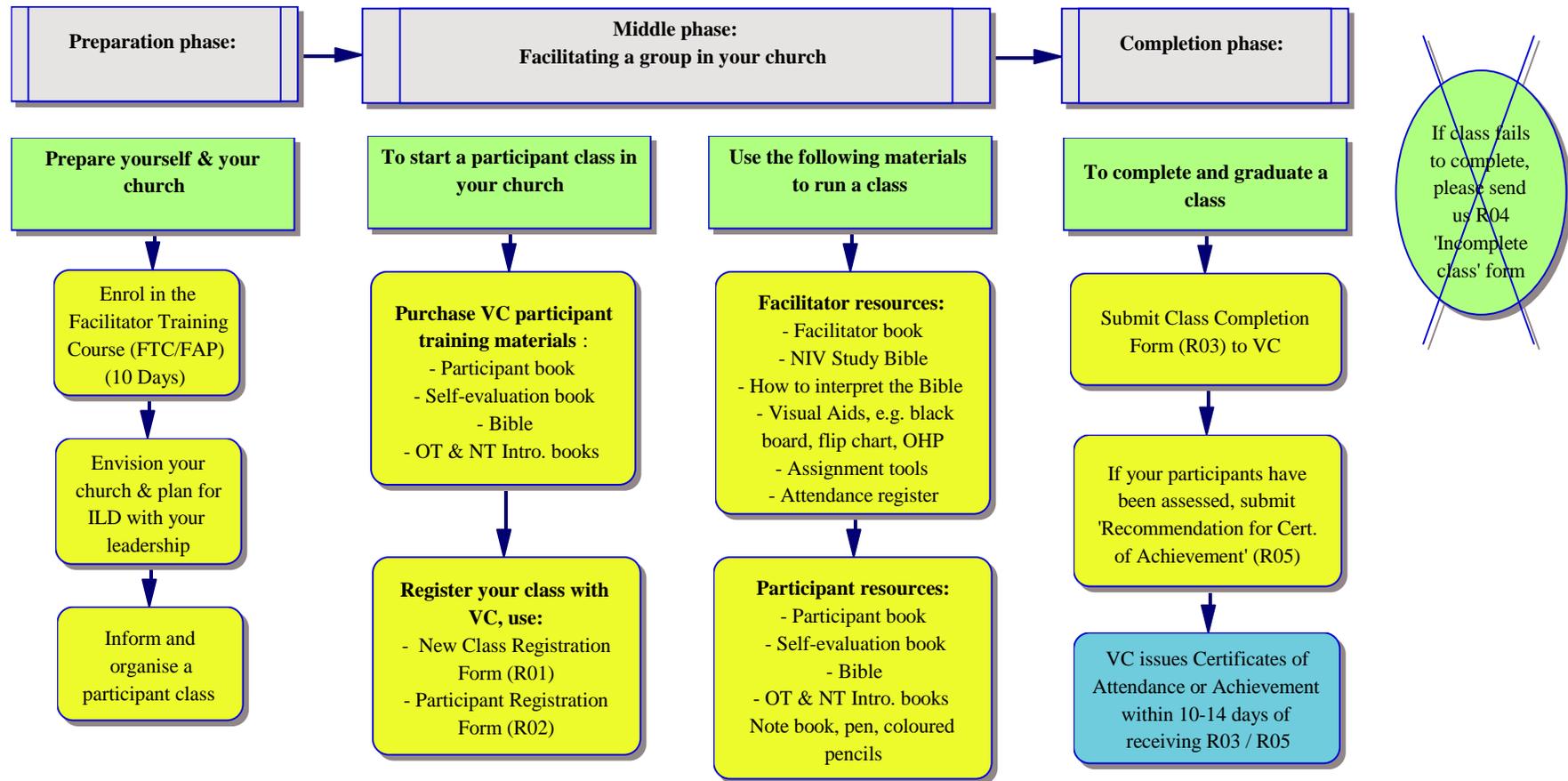
- Connect faith with farming and the care of the environment
- Foster a self-help attitude in the community

- Practical training to improve knowledge and skills
- Work with and build capacity in farmers who are early adopters of new knowledge and skills
- 4-6 year commitment in a community until conservation farming is adopted
- Spark the formation of farmers' study groups for farmer to farmer learning
- Do not provide incentives or per diem payments
- Do not run or fund projects
- Expect local churches to make a contribution to the training, e.g. by providing fares, registration fee, etc.

### **2.3.3 Types of LEC training offered**

- Conservation farming using 'Farming God's Way' training materials and approach
- Nutrition
- Construction of fuel-saving stoves with local materials
- Organic farming methods, for example compost making, liquid fertilizer, organic pest-control, etc.
- Village Savings and Loans (VSL) training and follow up
- Complement VSL training with training in micro-business skills

# Overview flow chart: How to organise and facilitate Integrated Leadership Development (ILD)



**Important:** The flow chart shows the basic steps you need to take to prepare for, run and complete the facilitation of a group in your church. The same process applies to all four VC Modules.



## 3. How to facilitate integrated leadership development

### 3.1 Preparation before the training begins

#### 3.1.1 How to envision your church members to become involved

It is important that you think carefully about how you introduce the training in your church. It may be a completely new thing for your church members to receive structured training and therefore you need to share why you want to do it and the benefits for your church carefully and enthusiastically.

Here are some ideas that may help you get your members motivated and excited about joining the training.

- **Pray!** Above all, you must pray for your church members to have a spiritual hunger and desire to have a closer relationship with Jesus and to be equipped to serve Him.
- **Motivate by biblical teaching.** You could use the following passages:
  - Acts 2:42-47: The early church was very eager to learn from the Apostles' teaching
  - Mt. 28:19: Following Christ means learning and obeying God's Word
  - Eph. 4:11-16: The pastor's role is one of equipping all believers to serve God and become more like Christ. He is not supposed to do all the work himself.
  - Psalm 1: The importance of understanding and following God's Word for a truly prosperous life
- **Drama:** Blindfold four people and let one of them to lead the others by holding on to each other. Ask the group to observe what happens when the blind leads the blind. Read Malachi 2:1-9 and discuss what the problem is. Why is God rebuking the priests? In verse 7 the priests are rebuked because their teaching is leading people away from God. It is like the blind leading the blind. Help them see that if those who teach others (e.g. leaders, elders, Sunday school teachers, Bible study leaders etc.) may be like the blind leading the blind if they have not received training. Ask them if they have seen this happening. Discuss what should be done to prevent it from happening.
- **Have a group discussion:** How do they see the spiritual maturity of their church? What is going well? What is not going well? What can be done to solve the problems? Help them understand that spiritual maturity can only grow if everyone in the church understands and obeys God's Word. Help them see that the training can really help the church members to grow.
- **Provide an overview of the training:** Show what it will cover and discuss the whole thinking behind the training which is explained in the 'Educational Philosophy' in Module 1 Facilitator Book.

### 3.1.2 How to select your participants

Jesus prayed a lot before he chose his disciples. So prayer is important. To have the support from your church leadership is also important. So you may want to call your leaders together to discuss what the needs of the church are for training and then decide on your priorities and who should be trained first. If you have a large church with many ministry leaders, may be these will be your priority. If you have many preachers, youth and Sunday school teachers, etc. may be these are the ones to be trained first.

**Important:** Whatever you do, make sure you remember to train young people. They are the next generation of leaders and to lay good foundations for their lives is very important for their future and the future of the church. Remember the apostle Paul, he chose Timothy, a young person, who became a reliable and faithful co-worker in the gospel.

Choose **available** people, those who are willing to give up time to be trained!

### 3.1.3 How to plan before the first training sessions

Planning is very important for the success of any programme. Participants need to know what is expected of them for the training to run well.

***Failing to plan is planning to fail!***

#### 3.1.3.a Timetable

Discuss with your participants the best time for meeting.

- Commit regular time for training e.g. one evening a week, a Saturday morning per week, one whole Saturday per month, etc.
- A minimum of 4 hours per session is recommended.
- If you are a rural church, try to fit the training in during the less busy dry season.

#### 3.1.3.b Length of course

This will depend on how often you meet, the length of your session and the speed at which your participants can learn. Here are approximate minimum hours you need to complete the modules:

- Module 1 80 hours
- Module 2 90 hours
- Module 3 90 hours
- Module 4 80 hours

If you meet for 4 hours per week, a module will take about 5 months to complete.

We recommend strongly that you **take no longer than six months to complete a module** because people often lose interest if it goes on too long.

#### 3.1.3.c Group size

Don't make your group too big because you are training adults. Adults learn differently from children. They need to be able to get to know each other, feel accepted and comfortable with one another, ask questions, interact and learn from each other and to develop supportive and caring relationships in the group. Smaller groups facilitate this growing sense of community which is so important for church life and adult education.

Large groups do not allow for such group dynamics to develop and as a result, adults may lose interest.

Ideally your group size should be around 12 to 18 but no larger than 20. Very capable and creative facilitators may be able to handle larger groups but we strongly discourage groups over 25. In our experience, such large groups very often have a high drop rate.

**To think about:** Why do you think Jesus chose a small group? He worked most closely with 12 people who became the foundation of the church. It seems Jesus aimed for quality rather than quantity. Quality is more easily achieved in a small group and as it happened with Jesus' disciples, quality people will multiply themselves in making other disciples.

#### 3.1.3.d Where to hold the training

This depends on the group size. If you train just one or two you can sit around a table at your home. If it is a bigger group, you will need facilities where everyone is comfortable and can see the blackboard. A shady mango tree with a black board can work but it is ideal if participants can sit at tables to support their books! Be resourceful.

#### 3.1.3.e Training materials

Please make sure you have the following for your training sessions:

- Black board or big sheets of paper to illustrate your teaching and demonstrate the exegesis. You cannot successfully teach a group if you don't have visual aids.
- If you use an overhead projector, contact the office for transparencies.
- Participant books and Bibles: Make sure you have purchased these from Veritas for the start of your training and that participants have Bibles.
- Writing materials: Ask participants to bring writing materials. E.g. note book, pencil, coloured pencils, rubber, sharpener, etc.

#### 3.1.2.f Budget for training expenses

You will need a budget for the basic training materials mentioned above. It is important that in your church budget you include training materials. Involve your finance committee when you envision your congregation for the training so that you have their support.

### **3.1.4 The role of the congregation**

- It is important that the pastor consults with the leadership and helps them and the congregation to understand the vision, need for and benefit of the training. You can do this by following some of the ideas outlined above.
- The congregation needs to catch the vision because you need their prayer and financial support. If you have prayer groups in your church, you could give them the names of the participants to pray for regularly. You need strong prayer support asking God to transform the participants' lives. Beware that the enemy wants to oppose you when you start training others to understand God's Word better!
- Report back to the leadership and the congregation by asking participants to give testimonies at appropriate times. Don't wait until the end of the module.

## **3.2. Implementation of the training**

**Important!** You will find much helpful advice for implementing the training in the following sections of Module 1 Facilitator Book. Read them carefully in preparation to facilitate.

- Educational Philosophy: this describes the thinking behind the training and is very important for the facilitator to be thoroughly familiar with, pages [3] to [9]
- How to run the training, pages [11] to [13]
- About Module 1, pages [15] to [20]
- Also read the introduction in the other modules when you facilitate those

### **3.2.1 The role of the facilitator**

Much advice is give in the sections in module 1 mentioned above. So here we will just give a few practical tips.

- Pray regularly for the participants
- Set an example of a godly life, participants will learn from your example *'Christianity is more caught then taught'*
- Show concern for your participants, get to know them, build relationships with them because discipling people takes place through relationship
- Encourage relationship building between the participants, e.g. by praying for one another, by doing recreational activities together, by having a meal together, by sharing ideas about how to improve their farming (if you are a rural congregation), by helping one another solve problems, etc.

### **3.2.2 The role of the participant**

- Make sure the participants know what is expected of them in attending the training. Explain that participants
  - must be disciplined to come on time to the training session
  - must attend at least 80% of the training sessions and catch up on any that were missed in order to receive the certificate
  - do the assignments faithfully
  - pay for the materials at the beginning of the training (unless your church decides to pay for those who cannot afford it otherwise)
  - come prepared with writing materials and Bible
  - pray for and be committed to the other participants

### **3.2.3 How to prepared for and facilitate a training session**

#### **3.2.3.a What to do before the first training session**

Hold a short meeting with those who plan to attend the training to discuss the timetable and what materials they need to bring, payment for the materials and any other administrative matters. Register their names in a note book (hard-cover is preferable)

### 3.2.3.b How to do your personal preparation

- Pray for your own preparation and the session
- Follow the instructions given in the lesson plans in the Facilitator Book
- Make sure you understand the objectives of the lesson well; objectives guide you to achieve the aims for the lesson
- If the lesson is an exegesis, it is important that you do your own exegesis first before you look at the notes in the Facilitator Book.
- Prepare your notes in the language you use for facilitating
- Plan how you are going to present the lesson so that it is clear and interesting
- Consider how to apply the lesson to the participants
- Plan the assignment that the participant will do after the session
- Get your visual aids ready
- Apply and put in practice what you learn to your own life

***Remember the 5 'P's!***  
***Proper Preparation Prevents Poor Presentation***

### 3.2.3.c How to hold your first training session

When you hold your very first training session you need to make people feel comfortable and relaxed. When people are anxious about learning or feel insecure in a new group, they don't learn well. Here are some suggestions how to make people feel relaxed. These are known as 'ice breakers'. You may think of other things to do as well.

- Get to know your participants and make them feel comfortable  
Here is a way of helping your participants to get to know each other: Divide the group in pairs let them ask each other, for example, the following questions:

His/her name? Name of the spouse? How many children they have? What is his/her job? What does he/she like to do for recreation? Who do you look up to and why? Try to include some funny questions, e.g. what has made you laugh out loud recently, or what has been the funniest thing every happened to you? Humour helps to relax people.

After the participants have shared with their partner let them introduce each other to the whole group by sharing what they have found out about their partner.

- Share your expectations and ask the participants to share their expectations of the training
- Discuss your role and the participant's role
- Give an introduction to the course content

### 3.2.3.d How to start of the lesson

- Start your lesson by explaining the educational objectives for the lesson and begin to facilitate
- Have a 5 or 10 minute break after every 50 minutes of facilitation otherwise participants will lose concentration, especially in a session where they just have to listen to you most of the time (which should not be often!)
- Use visual aids to help you

- Involve your participants, for example with:
  - small group activities
  - discussions
  - presenting assignments to the class
  - asking them to provide feedback to one another after a presentation of an exegesis, sermon or Bible study, etc.
  - sharing a personal testimony about how the lessons have helped them
  - doing evangelism or some kind of ministry activity together

Try to be as creative as possible and don't forget to have fun together!

### ***'Laughter lubricates learning'***

#### **3.2.3.e Conclude your lesson**

- At the end of the lesson, you could ask the participants to summarise what they have learnt, ask how what they have learnt applies to their own lives and situation and pray together.
- Then give an assignment and explain how to use the self-evaluation book.
- Fill in your attendance register to record the names of participants who attended, the lesson covered, assignments given, etc.

#### **3.2.3.f Your next and subsequent sessions**

You can follow the same steps as for your first lesson above.

### **3.3 How to facilitate – practical advice**

#### **3.3.1 'Reading your participants'**

'Reading your participants' is a skill you will develop if you consciously pay attention to it. Develop an awareness and sensitivity for your participants' feelings, responses and moods. Ask yourself, how are they responding? Are they alert and attentive? Are they troubled by something? Their body language will often give you clues. Be sensitive in your response to them.

#### **3.3.2 What to do when your participants are tired**

During hot afternoons participants may get tired or drowsy. After a big lunch sleepiness hinders concentration. It is therefore advisable to have more interactive sessions in the afternoons. You can have small group work, interactive Bible study, discussions, and personal assignments, or simply have a longer break after lunch.

Be sure to plan the lessons that introduce much new information (e.g. theory of Bible interpretation) and where clear thinking is required (e.g. exegesis) for the mornings. Such lessons require the participants' full concentration and attention.

#### **3.3.3 Encourage a questioning mind**

The aim of the training is to help the participants to learn to think about and understand the Bible and apply it to their situation and lives. Asking good questions is a very important part of the facilitation process. You will grow in this skill as you become more experienced.

Tell participants that you want them to question and discuss and so contribute to the learning.

### **3.3.4 'Discussion and facilitation killers'**

'Discussion and facilitation killers' are poor facilitation skills. These will hinder creative learning and include the following:

- Preaching at your participants instead of facilitating
- Embarrassing a participant by making them feel stupid for a wrong answer
- By treating a question as unimportant. Treat every question as important! Be aware that the question may be pointing to a deeper issue in the participant. Trust God for wisdom and sensitivity.

### **3.3.5 What to do if you don't know the answer**

None of us have all the answers! How then should you respond when you don't know? Be honest but promise to try to find out. Invite others to contribute as someone in the group might know the answer. Ask the Veritas staff if you cannot find the answer.

### **3.3.6 What to do with a question that does not relate to the lesson**

Such questions may arise from the lesson or the message of a passage which has stirred something deeper in the participant. Ask yourself whether it is the right time to deal with it or relevant or beneficial for the participants to discuss it together. If not, promise to come back to it or deal with it in private after the session. It may give you the opportunity for counselling and spiritual breakthrough in the person's life. Be sensitive to the Holy Spirit's leading.

### **3.3.7 What to do with critical and challenging participants**

A participant may raise a question to criticise or challenge the training. If the question or the manner of the questioner is disrupting the session, respond by thanking the questioner for raising the question and suggest you talk about it after the session. Listen carefully to the criticism. Maybe there is something you can learn from it and make adjustments. On the other hand, there may be deeper problems in the participant's life. It may give you the opportunity to counsel the participant and see the Lord bring change.

You are responsible for guiding the process and for handling disruptions in a wise manner. Deal privately with disruptive participants and share with them how a critical attitude may affect the group. If there is no change, you may have to ask the participant to leave the group. Be wise!

### **3.3.8 How to draw out the 'quiet ones'**

In every group there will be participants who will try to hide. The larger the group, the easier it is for the 'quiet ones' to hide. This is therefore one of the reasons why it is good to work with smaller groups instead of larger ones. There are many reasons why some of the participants may seem to be reluctant to share. It is the task of the facilitator to draw the person out. Be sensitive and do not force people. Try to build a relationship outside the session. Do some fun things together as a group. Friendship helps people to relax. Your aim must be to get every one involved in the sessions. Every participant has a valuable contribution to make!

### **3.3.9 How to handle 'over-active' participants**

Every group has people who like to talk. They are a great blessing to get discussions started but they can dominate so that the quiet person never makes a contribution. You need to learn to handle the talkative ones. You can do this by saying that we have not heard from some of the people in the group and would like to give everyone a chance to contribute. Then ask some of the quiet ones to share.

If the person continues to dominate, you must talk to him or her privately. You do not want to discourage them. You may say that you appreciate his or her enthusiasm and desire to participate, but ask him or her to be sensitive and give the quieter participants a chance to share.

### **3.3.10 What to do when participants fail in their commitment**

Don't condemn the participant! Visit and find out the reasons. The reason may be easily solved with your help. Maybe a participant feels he has missed a few lessons and needs to catch up. Provide some private time for catching up. If it is due to lack of interest, release the person from his or her commitment.

However, each member of your group should be committed to pay for the materials they have received even if they do not finish the course or ask them to return the material if it can still be used.

### **3.3.11 Make time for praying together**

When an issue has been raised or if the message of a passage or a subject has visibly affected the participants, you may need to use that moment as an opportunity for prayer. Remember, you are not only focusing on developing skills, but also character change and spiritual growth. The message found must be applied to the participants. How can they minister to others if they are not applying the message of God's Word to themselves first? You may decide to break up in smaller groups or give them private time for prayer. Be sensitive to the Lord's guidance in this matter and make sure that you do use the opportunity provided!

### **3.3.12 Checking the participants' progress**

When the participants are involved in group work or doing individual assignments in class, make sure you use that time to check that they are implementing the skills correctly. You can decide to be part of a group when they are doing a Bible study. You can walk around and look at each participant's work. If need be, you can quietly help them, correct them and encourage them.

### **3.3.13 How to handle questions of doctrine and church practice**

The course does not focus on teaching doctrine. However, as we discover the message of the Bible through exegesis we learn its teaching (doctrine). It is our aim to discover the biblical absolutes, and in interaction with the participants decide how these should be applied to their particular situation. God wants us to be obedient to His absolutes.

It may be that you have a group of participants from different churches, with differing practices and doctrines. It should always be your aim to bring unity (Lesson 3 Module 1). Studying the Bible together should bring unity between the participants. The best way to address participants who raise an issue of differing doctrines or church practice is to guide the participants back to the Bible. Give them relevant passages and let them study these and share their findings with one another. Then you can decide whether to

pursue it further or not. You must be aware that the way in which you handle such an issue may bring either greater unity or may divide your participants.

### 3.3.14 Facilitate, don't preach

Facilitation is not preaching! It is not oneway communication! Facilitate to help your participants discover the truth by the application of the skills they are learning. Thus your teaching must be very interactive and involve much practice. Much learning takes place when the participants can ask questions, discuss what they learn and do practical assignments.

When teaching skills, like exegesis, leading Bible study groups or preaching and evangelism, follow these steps:

- ⇒ **Tell** them what to do
- ⇒ **Show** them how to do it
- ⇒ **Let** them practice it
- ⇒ **Observe and encourage** them while they do it
- ⇒ **Provide feedback** by praising them for what is done well and instructing where they need to improve

**'Feedback is the breakfast of champions'** – in other words, you should be like a football coach who is there to encourage and correct his or her team's performance. This means that you need to be with them when they minister. A football coach does not stay at home when his or her team is playing!

## 3.4 How to evaluate your participants' progress

It should be our aim and fervent prayer to see our participants grow in all areas of their lives, that is, in *knowledge, skill* and *character*, to conform to God's goal: to become more like Christ. Reflect on the following passages: Col 1:28-29; Ro 12:1-2; Eph 4:13. What is God's goal for every believer in these passages? What should be your goal for each participant? (See also Module 1, Lesson 3, Issue 6)

### 3.4.1 Assessing growth in knowledge and skills

Knowledge and skills can both be assessed by giving the participant's assignments to do. The emphasis should not just be on how many facts the participants remember but on whether or not they can apply their knowledge competently to a given task. So we suggest you give assignments that assess

- Theory of exegesis and hermeneutics
- Skills in exegesis and hermeneutics
- Practical ministry e.g. preaching, leading Bible studies, evangelism, etc.

During your facilitator training course you completed an exegesis assignment. You can use that as an example, choose your own passage and mark each step. Evaluate whether the participant is able to apply the steps. Where you see weaknesses, try to provide further instruction for them to improve.

There are Bible study and preaching evaluation sheets at the end of those particular lessons to use for evaluation (Module 1, Lesson 25 and 26).

**Important:** Even if you don't assess your participants formally by grading their assignments, you must observe what they are doing so that you are aware of their progress. This is done by looking at their work, observing when they do some ministry task and then provide encouragement and correction. Otherwise you will not know their weak areas or how to help them advance.

Participants may also bring to you the *Self-Evaluation* booklets to check their progress.

**Important:** If you need help with setting assignments, you can ask the Veritas Malawi office for help.

## 4. Concluding a module and celebration

It is always good to evaluate what we have done and celebrate our achievements. You can learn much from evaluation and so become a better facilitator. So at the end of a module, you should get all your participants together and have an evaluation. You can ask questions that will help you in this process. You could do this as a group or by asking the participants to write down the answers and hand them in to you anonymously. In this way you may get more open and useful answers for evaluation. You could then discuss these with the group. Ask the following questions:

- What has gone well? Why?
- What has not gone well? Why?
- How can we improve what has not gone well?

You can celebrate your achievement by having a graduation to give certificates and share testimonies. may be this could be done during a church service. This will provide you with a good opportunity to report back to the church and recruit for a new group.

## 5. Administrative Matters

### 5.1. How you can help Veritas College

#### 5.1.1 Always register a new class

To register a class, two forms must be filled in and sent to the office within 14 days of starting the class:

- ⇒ *New Class Registration* form (R01)
- ⇒ *Participant Registration* form (R02)

#### 5.1.2 Always tell us when a class is completed

At the end of each module, within 14 days of completion, please send us the

- ⇒ *Completed Class* form (R03)
- ⇒ At least three testimonies from participants

**Important:** We cannot accept completed participant names over the phone. We only issue certificates for participants whose names appear on the received Completion Class form (R03).

You can send them by post, fax (01 773 173) or e-mail [adminmalawi@veritascollege.org](mailto:adminmalawi@veritascollege.org)

### **5.1.3 Always tell us when the class has failed to complete**

Fill in and send to VC:

⇒ *Incomplete Class form (R04)*

There are different reasons for a class not to complete. Sometimes VC can help your class to complete. For example, if a facilitator is unable to complete a class because he or she moves church, there may be some way we can help the facilitator to complete the training. If the new pastor is also a facilitator, the classes could be handed over to him. You will also help us save follow up costs by telling us.

### **5.1.4 Always tell us your change of contact details**

If you don't tell us, our communication will not reach you. You will miss out on invitations to further training courses. Please up-date us with your change of address, phone, email, etc.

### **5.1.5 Always respond to course invitations**

Please do respond to our course invitations and let the office know whether or not you are coming. It will save the office a lot of time and money if you respond. Sometimes people have problems with transport costs. If you discuss it with us, we may be able to help you.

### **5.1.6 Attend follow up meetings**

We organise follow up meetings in districts or regions once a year. These serve the purpose of maintaining relationships and mutual encouragement. There are too many facilitators in Malawi to visit each one of you, so these meetings are important.

## ***5.2. How Veritas College assists you***

### **5.2.1 We supply training materials and Bibles for your participants**

These are not free of charge but subsidised, especially for materially poor congregations. We reserve the right to charge more for those congregations that are financially better off.

### **5.2.2 How to order training materials**

You can come to the office to purchase materials or order them by phone. If you order them by phone we will provide a quotation. Payments are due on collection or in advance if ordered over the phone.

### **5.2.3 Training courses to train you to facilitate**

We offer training for you to use our materials to train others through the Facilitator Training Courses (FTC) and the Facilitator Apprenticeship programme (FAP). These courses are offered once per year per participant. We also expect a trained facilitator to train others as this is the whole purpose of the facilitator training course. If there is no implementation, you may not be invited for the next module. The courses are also highly subsidised. A bigger contribution may be asked of those who are capable to do so.

## **5.2.3 Certificates issued by Veritas College Malawi**

### 5.2.3.a Facilitator Certificate

You will receive this certificate after successful completion of each module. This certificate gives you the permission to use the VC training materials.

### 5.2.3.b Participant Certificate of Attendance

Issued by Veritas after we have received all the forms from you (see above for forms required) and any payments still due.

### 5.2.3.c Participant Certificate of Achievement

Issued by Veritas after we have received all the forms from you including the assessment grade (see above for forms required) and any payments still due.

## **5.2.4 Who qualifies to receive a certificate?**

- Certificate of Attendance: Only those participants in your class who have attended at least 80% of a module and made an effort to catch up on missed lessons
- Certificate of Achievement: Only those who in addition to attending the whole course have a 50% pass rate of their assignments
- Facilitator Training Course: only those who attend the whole course and have a 65% pass for their assignments

## **5.2.5 Who is permitted to use the VC training Modules ‘Equipping to Serve’?**

Our concern is that the training will be facilitated to a high standard. Therefore only those who have been approved and received a facilitator certificate are permitted to facilitate the Modules ‘Equipping to Serve’. Veritas College International holds the copyright of the materials. It is illegal to copy it without permission. Permission to use the VC Modules may be withdrawn if VC deems it necessary. Reasons for withdrawal of right to use include for example, abuse of copy right and serious moral issues which compromise the integrity of the training.

## **5.2.6 Other services offered by Veritas College**

We provide as far as possible

- Follow-up by visitation and district meetings
- Advice on how to run the training in your church
- Training materials and Bibles
- Curriculum, training and materials for Bible Colleges
- Livelihood and environmental care training (see 2.3)

## 6. Class registration forms for you to use and copy

The forms can be obtained from the office, copied from the examples provided at the back of this guide book or downloaded from the Resource section of our website [www.veritascollegemalawi.org](http://www.veritascollegemalawi.org).

**Important:** The forms must be filled in and sent to VC to register every new and completed participant class within 14 days of starting or completing a class.

- Attendance Record Sheet  
You should use a hard back note book to record attendance and payments.
- New Class Registration Form (R01)  
To be completed and sent to the office within 14 days of starting a new class
- Participant Registration Form (R02)  
To be completed within 14 days of starting a new class and sent to the office
- Class Completion Form (R03)  
To be completed at the end of a module and sent to VC together with three participant testimonies.

**Important:** Participant certificates will be issued within 10 to 14 days of receiving this form (R03). Certificates will not be issued without the completion of R03.

- Incomplete Class Report Form (R04)  
Please use this form to inform VC office if your class does not complete the module. It is important for the office to have this information so that we can up-date our records and may assist in finding ways to help to complete the class.
- Recommendation for Certificate of Achievement (R05)  
If you give your participants an exegesis test and they pass with a minimum of 50%, you can request a Certificate of Achievement for the participant with this form.

Please send all forms by post, fax or email to:

The Registrar  
Veritas College  
PO Box 30906  
Lilongwe 3

Fax 01 773 173

E-mail: [adminmalawi@veritascollege.org](mailto:adminmalawi@veritascollege.org)







# New Class Registration Form (R01)

***A new class must be registered. Please complete this form and return it to Veritas College within 14 days.***

<b>Facilitator and Church Details</b>		Official use ID No	MW
Name of congregation/parish where training is held:			
Location of class: Station <input type="checkbox"/> Prayer house <input type="checkbox"/> Outstation <input type="checkbox"/> (tick box) Name:			
Address:			
Presbytery:	District:	Region: South <input type="checkbox"/> Central <input type="checkbox"/> North <input type="checkbox"/>	
Facilitator Name: Title	First Name	Last Name	
Tel:	Mobile:	E-mail:	
Name of assistant facilitator (if any):		Mentor:	

<b>Class Details</b>	
Which module:	Language:
Start date: (dd/mm/yyyy)	Expected completion date: (dd/mm/yyyy)
Number of participants:	
How many hours is each training session?	
How often will you meet?	
When do you intend to complete the module?	

<b>Comments</b>

Signed	Date
--------	------

***Please return class registration form within 14 days to:***  
 Veritas College, PO Box 30906, Lilongwe 3  
 Tel/Fax +265 (0)1 773 173 Mobile +265 (0)999 440 330  
 E-mail: [adminmalawi@veritascollege.org](mailto:adminmalawi@veritascollege.org) [www.veritascollegemalawi.org](http://www.veritascollegemalawi.org)



## Participant Registration Form (R02)

**Please complete and return this form to Veritas College within 14 days of starting a class.**

Facilitator and Church Details		Class Details	Official Use ID No: MW
Name of congregation/parish:		Which module:	Language:
Location of class: Station <input type="checkbox"/> Prayer house <input type="checkbox"/> Outstation <input type="checkbox"/> (tick box) Name: Presbytery:		Start date: (dd/mm/yyyy)	Expected completion date: (dd/mm/yyyy)
Address:		No of participants started:	
District: Region: South <input type="checkbox"/> Central <input type="checkbox"/> North <input type="checkbox"/>		Comments:	
Facilitator: First Name			
Last Name Title			
Tel: Mobile:			
E-mail:			
Name of assistant facilitator (if any):			
Name of mentor (if any):			

Participant Details <i>(please write clearly)</i>				
	Title	First Names	Last Name	Address
1				
2				
3				
4				

5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Return form to:** VC, PO Box 30906, Lilongwe 3 - Tel/Fax +265 (0)1 773 173 - Mobile 0999 440 330 – E-mail: [adminmalawii@veritascollege.org](mailto:adminmalawii@veritascollege.org)

## Completed Class Report Form (R03)

**Please complete and return this form to Veritas College within 14 days of completing a class. Veritas College will issue certificates within 10 to 14 days of receiving this form.**

Facilitator and Church Details				Class Details			Official Use ID No: MW		
Name of congregation/parish:				Which module:			Language:		
Location of class: Station <input type="checkbox"/> Prayer house <input type="checkbox"/> Outstation <input type="checkbox"/> (tick box) Name: _____ Presbytery: _____				Start date: (dd/mm/yyyy)			Completion date: (dd/mm/yyyy)		
Address:				No of participants started:			No of participants finished:		
District: _____ Region: South <input type="checkbox"/> Central <input type="checkbox"/> North <input type="checkbox"/>				How many training sessions did you have?					
Facilitator: First Name _____ Last Name _____ Title _____				How many hours of training in total?					
Tel: _____ Mobile: _____ E-mail: _____				Expected graduation date:					
Name of assistant facilitator (if any): _____				Comments:					
Name of mentor (if any): _____									
Participant Details who completed the class <i>(please write clearly)</i>									
	Title	First Names	Last Name	Address			Cert AT	Cert AC	Grade
1									
2									
3									

4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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**Important!** We would very much appreciate if you could enclose the following:

1. Please describe the growth and changes in participants lives and ministry on a separate sheet
2. Please send us three testimonies from participants (translated into English)

**Certificates:** There are two types of certificates: Cert AT = Attendance or Cert AC = Achievement (please tick the correct column above)

If you need the Certificate of Achievement, please indicate the test grade and also complete the 'Participant progress/recommendation' form obtainable from the office.

**Return form to:** VC, PO Box 30906, Lilongwe 3 - Tel/Fax 01 773 173 - Mobile 0999 440 330 – E-mail: [adminmalawi@veritascollege.org](mailto:adminmalawi@veritascollege.org)

## Incomplete Class Report Form (R04)

**Please complete and return this form to Veritas College as soon as it is clear that the class will not be completed and has stopped running.**

Facilitator and Church Details				Class Details		Official Use ID No: MW	
Name of congregation/parish:				Which module:		Language:	
Location of class: Station <input type="checkbox"/> Prayer house <input type="checkbox"/> Outstation <input type="checkbox"/> (tick box) Name: _____ Presbytery: _____				Start date: (dd/mm/yyyy)		Date class stopped: (dd/mm/yyyy)	
Address:				No of participants started:		No of participants at the time when class stopped:	
District:		Region: South <input type="checkbox"/> Central <input type="checkbox"/> North <input type="checkbox"/>		Which lessons did you complete?			
Facilitator: First Name				What are the reasons why the class stopped?			
Last Name		Title		What do you think can be done to complete the class? How can Veritas help?			
Tel:		Mobile:					
E-mail:							
Name of assistant facilitator (if any):							
Name of mentor (if any):							
Did you hand the class over to another facilitator? If yes, please tell us of your arrangement and provide name and contact details:							
Participants who were still attending the class when it stopped running ( <i>please write clearly</i> )							
	Title	First Names	Last Name	Address			
1							
2							

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Any other comments:

**Return form to:** VC, PO Box 30906, Lilongwe 3 - Tel/Fax 01 773 173 - Mobile 0999 440 330 – E-mail: [adminmalawi@veritascollege.org](mailto:adminmalawi@veritascollege.org)

## Recommendation for Certificate of Achievement (R05)



Use this form to obtain a Certificate of Achievement (Cert AC) for your participant who has successfully completed the requirements.

**Please write clearly**

Participant's first name:	Address;
Surname:	Congregation:
Which Module?	Date completed:
Language of course:	Average Assignment Grade:

1 Has this participant attended the whole module? Yes / No (If no, how much?)

2 Describe the participant's class participation and effort in written assignments.

3 Comment on the participant's effort in ministry assignments.

4 Describe the participant's emotional and spiritual maturity.

5 What particular strengths and abilities do you think the participant has? In which areas has the participant excelled during the course?

I hereby recommend that this participant is awarded a the Certificate of Achievement

Completed by (Facilitator's name):	Signature:
Congregation:	Date:
Address:	Tel:

Please return to: VC, PO Box 30906, Lilongwe 3 Tel/Fax 01 773 173 Mobile 0999 440 330  
adminmalawi@vertiascollege.org