

Just FAITH

Getting Started ***2010-11***

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Welcome to JustFaith!

If you are new to this program, you are about to embark on a journey with one of the most life-changing and spiritually meaningful education programs available. We thank you for the energy, spirit and interest that you bring to this planning process.

The JustFaith Ministries staff is available to “walk with you” throughout the planning and implementation phases of the program. We are available by phone or email to answer your questions and consult with you on any issue or concern you have over the next several months and throughout the program itself. We hope that you connect with us as you need to. Our phone contact information is on the bottom of each page of this document. If you prefer email, then contact sharon@justfaith.org or mary@justfaith.org.

This document is a compilation of practical steps that will help you get the JustFaith program started in your faith community. Please read it thoroughly and provide copies to each member of your planning team. Using this document at every planning meeting is helpful.

A companion document, *JustFaith Recruiting and Planning Tools*, also offers bulletin announcement samples, flyers and other tools and resources that can help you in recruiting participants and in making plans for getting a group started this fall.

For renewing churches: It is important that you delete and dispose of previous year’s documents and read the 2010-11 documents carefully. While there are some similarities to previous materials with similar titles, there are also some important changes this year. Deleting old materials prevents confusion.

Forming a Planning Team

We strongly encourage you to form a small planning team as you prepare for the start-up of JustFaith in your church. This team can share the tasks, and collaboration can add to the creativity and fun of beginning a new program. Consider approaching people in your church community who are interested in social ministry work, previous JustFaith graduates, and those interested in co-facilitating the program. It is also helpful to include someone who is familiar with the inner workings of the church so that the group can tap into church resources and processes. This group can do the planning work and then hand the program over to those who are going to co-facilitate the program after the recruitment is completed. A detailed list of planning team responsibilities is provided within this document on pages 20-22.

Initiating the Program within the Church

Frequently, the process begins with one or two church members who are interested in starting the JustFaith program at their church. The first step is to share information about JustFaith and seek approval from appropriate church staff and the pastor to offer this program. Schedule a meeting with the staff member who oversees social concerns or adult education. Generally, the staff person who is responsible for social ministry work would greatly appreciate having this type of program offered to church members. In some cases you might work with the adult or lifelong education staff person who is interested in offering transformational adult programs in the church. ***A critical point to emphasize with the church staff is that this program is designed to be facilitated and coordinated by church members and does not require the time of the pastor or the church staff.*** This message goes a long way toward getting approval to offer the program because church staff members are frequently over-extended.

Explain the program and seek the staff person's support. Ask the staff person to go with you when you meet with the pastor to explain the program.

When meeting with the pastor, information from this document can be used to help describe the program contents and its goals. Here are some helpful hints for meeting with the pastor.

- Provide a brief description of the program (see top of page 4)
- Provide a few pages of information to the pastor. Consider sharing the JustFaith flyer and *JustFaith Program Overview*.
- Share that this program has been offered nationally since 2001 in over 1,100 churches across the nation. Each year, around 250 churches participate in this program.
- Inform the pastor that this program is done in partnership with Bread for the World.
- Stress that the program is implemented by church members with the help and support of the JustFaith Ministries staff and does not require staff time.
- Share the costs for the church (\$300 to register and around \$250 for videos and DVDs). Participants also have some costs involved for books (approx. \$140 per person) as well as any costs associated with the retreats, depending upon how the facilitators plan for them.
- If you live in an area where JustFaith has been offered in the past, you might also want to bring along someone who has completed the program. Personal stories of transformation told by people who have completed the program are powerful resources to use when talking about the program.
- Once you have received the pastor's approval, ask for help in identifying church members that might be looking for this kind of spiritual growth experience.



To help you describe the program succinctly, you might use these or similar words when you first talk about the program with the pastor or anyone else at your church:

“JustFaith is a Scripture-based adult education program that looks at poverty and compassion for the poor through the lens of faith. Through prayer, immersion experiences, books and videos, participants encounter the face of poverty in such a way that they experience transformation and are drawn to respond to the needs of our broken world. It is a deep spiritual journey done in the context of a small faith community.”

Again, remember that when approaching the pastor and pastoral staff, you are not asking for help to put on the program, just the approval for the program to be offered in the church. On the other hand, if a member of the church staff or the pastor is interested in offering support to or participating in the program, they are certainly welcome and encouraged to do so.

Church Staff Support

There are a few ways that the church staff can be helpful when possible. One way is to assist with costs (see below). Another way is to suggest ideas on the recruitment methods within the church. It is also helpful to be able to order the books through the church account and have participants reimburse the church. This task can either be done by a church staff member, who orders the materials and coordinates the receipt of monies, or by a co-facilitator who works with a staff member.

Finally, it is often helpful if church equipment can be used for printing and copying materials needed for the program. Weekly handouts accompany each session. Having said this, the absence of any or all of this assistance does not prevent you from offering the program in the church.

Program Costs

The costs of the program should also be discussed with the church staff. The registration fee for a church is \$300 and is typically paid by the church. Video costs are usually \$250 for the first year and is also typically paid for by the church. Participants usually pay for their own books (approximately \$140 /person). More details about program costs can be found on pages 18-19.

For renewing churches: Some JustFaith graduates from your church might be interested in loaning or selling their books to this year’s participants. Some books can change year to year, but many of them remain the same.

Other Options

If for some reason it is not possible to offer JustFaith at the church, the planning team may choose to offer it with a community of interested people. In this case, the program can be offered out of someone’s home, a community center, or another accessible facility.



Recruiting Participants

Once the pastor and staff have approved the program, the planning team can turn their attention to recruiting participants. Consider the recruiting process as the first step in forming a new and exciting learning community. Recruitment for a program of this length can be challenging, but be assured there are people in your church who are hungry for this type of spiritual experience. Finding these people and awakening them to this opportunity requires time and a variety of recruitment strategies. Feedback from JustFaith groups has indicated that the keys to successful recruitment include: an ample number of people on your planning team, allowing eight to ten weeks for the recruitment period, and using the recruitment strategies that have proven to be most successful (see below).

When possible, it is ideal to start promoting the program in the spring, presuming that the program will start in the fall. One approach is to plan in April, recruit in May, offer discernment/orientation meetings in June, and order materials in July. This approach spreads out the tasks and allows participants to have the summer to arrange their schedules to accommodate the JustFaith schedule. But this plan is just one possible scenario. The basic rule of thumb is to recruit as early as possible so that participants can prepare themselves and co-facilitators have time to order materials and handle other logistics, recognizing that the ideal recruitment cycle usually takes about two months.

There are two primary ways to recruit and promote the program – personal invitations and general recruitment. Both of these are discussed in detail below.

Personal Invitations

Churches that have had the most success recruiting participants for the JustFaith program consistently tell us that the best way to recruit is through personal invitations. The first thing to do is to have the planning team generate a list of potential participants. This task is usually enhanced by the help of the pastor or another staff person; it is also another way to gain support for the program from the pastor and staff.

For renewing churches: An effective way to recruit is to have previous JustFaith graduates extend personal invitations and provide testimony as to how the program affected their spiritual growth and their lives. Connect with JustFaith graduates and ask each graduate to extend a personal invitation to three people in the church to participate in the JustFaith process.

When generating the list, the question often comes up as to who benefits most from JustFaith—people who have been involved in social ministry for a long time or those newly interested. Without any hesitation, the answer is “both.” Testimonies from around the country attest to the fact that both types of participants have derived great benefit. Experienced folks benefit greatly from the reflections, the fresh enthusiasm and the ideas of newcomers. Newcomers benefit from the testimony of those who can speak from firsthand social ministry experience. And all participants have an opportunity to go further in their faith journeys and deeper into their spiritual growth, no matter where they may be along the continuum.

Once the list of potential participants is generated, divide the list among the planning team members who each make a commitment to call people on the list within a set timeframe. The purpose of the phone call is to ask for a personal meeting to describe the JustFaith program. Let the person know that he or she was identified by the pastor, staff or others as someone who would probably be interested in JustFaith. You can spend 20 minutes before or after worship service, or you can meet in the person's home or at a convenient location for coffee.

Points to Make during Recruitment

When having personal conversations with potential participants some of the following points are helpful in explaining the program:

- The JustFaith program helps each participant look more deeply at these questions: What is my relationship with God? How do I live the Gospel of Jesus? What does the world today look like and why? What is my role as a Christian in the world today? What is the responsibility of Christians toward the poor? How do we become people who really care for and act on behalf of the poor and the vulnerable?
- This program focuses on poverty through the lens of faith.
- This program helps to bridge our faith with action based on the testimony of Scripture and the call of the Gospel.
- Many graduates of this program have said that this is the most transformative and important spiritual process they have ever gone through as an adult.
- This is an opportunity to take a spiritual journey within the context of a small faith sharing group that forms among JustFaith participants. JustFaith is about relationships—with God, with those in your JustFaith group, and with those who live at the margins of our society.
- No previous knowledge of or involvement with social ministry is necessary.
- Many couples have taken JustFaith together and have really appreciated the opportunity to share the experience together.

Sometimes people quickly decide they cannot participate in JustFaith once they hear that they need to make a 30-week commitment. Frequently people offer this objection without first taking the time to discern whether JustFaith is right for them. It's important that you keep the conversation going when they raise the issue of time commitment. Share with them that many other Christians have felt the same way and yet busy parents, teachers, lawyers and factory workers have taken this program because they were pulled to engage in something that is deep and spiritually rich.

Many people have said that once they were in the program, they would do whatever they could to get to the weekly meeting since it often is the most meaningful part of their week. They feel drawn to the small faith community and the deep conversations. Invite potential participants into a prayerful discernment about what they may need to feed their spiritual lives and to give new life to their faith journeys. Encourage potential participants to not automatically dismiss the program because of the time commitment but to pray about whether the Spirit is calling them to come closer to God. Ask them to take home a brief discernment exercise. (See **Attachment A** in the *JustFaith Recruiting and Planning Tools* document.)



It is important to stress the positive aspects of the program. The JustFaith program offers participants a chance to explore the tradition of our faith, to examine how that tradition calls us to change our lives, and to consider and discuss some difficult and pressing issues of our day. Many people are looking for an opportunity to wake up their spiritual lives—let them know they’ve come to the right place!

General Recruitment

There are usually several general recruitment avenues available within the church setting. These are addressed below. As noted, most of these promotion methods require planning ahead and frequently involve specific timeframes and deadlines for submission of promotion materials. Advance planning to meet these deadlines is another reason why the planning team should come together four to six weeks before actual program promotion begins.

1. Focused Sermon/Homily

The second most effective recruitment strategy is to have the pastor relate the Sunday Scripture readings to the Christian call to be in a mission of love and service to the world and to the opportunity to learn more about this mission through participation in JustFaith. One way to encourage the pastor to support JustFaith from the pulpit is to have JustFaith graduates schedule an appointment with the pastor to tell about how the program changed their lives and their faith. If a pastor does agree to talk about JustFaith during the homily, specific information he shares about the JustFaith program can be minimal if there are people available after worship to answer questions and provide more information about the program.

For renewing churches: If possible, arrange for JustFaith graduates to provide personal witness or testimony as part of the worship service. For most churches, the best time to offer personal witness occurs after the post-communion prayer.

2. Information Session

The third most effective method for recruitment of participants is holding information sessions at the church. These information sessions are opportunities to discuss program components and to give an overview of the JustFaith experience. Plan to have these at two or three different times throughout the recruitment period. You may also want to hold the last information session at least a couple of weeks before the program starts at the end of summer.

A sample outline for an information session is included in the *JustFaith Recruiting and Planning Tools* document (See **Attachment B**). These 60- to 90-minute sessions can be held after weekend worship services or during the week in the evening. These should be coordinated with church staff and announced in the bulletin and through other church communication tools. There is a 13-minute JustFaith promotional DVD that should be used during these information sessions. (See the **Promotional Material Order Form** on page 23.)

For renewing churches: If there are JustFaith graduates within the church or community, be sure to invite two or three of them to share their personal testimonies at the information session.



3. Pre- or Post-Worship Service Opportunities

Another effective way to promote participation is by having the planning team available at information tables after worship services. Depending on church policies and practice, the planning team may be able to promote the program before or after Mass by setting up a table with information and sample materials and by having people available to answer questions.

Information tables could be set up in the church foyer or outside, depending again on normal church practices. Materials that could be available at the table include the JustFaith bookmarks (see **Promotional Material Order Form**) and information flyers such as those provided as samples in **Attachments C** or **D** in the *JustFaith Recruiting and Planning Tools* document. Table recruitment is best timed for the middle and end of the designated recruitment period and works out well if it follows a homily that mentions JustFaith.

Some churches combine a fundraising event with their recruiting efforts—they hold bake sales to raise the necessary funds for the registration fees and at the same time share information about JustFaith with people who buy the baked goods. Other churches that have active social ministry teams will hold ministry fairs one weekend after worship services to help promote the church's social outreach efforts and to recruit new participants for JustFaith. In many churches, JustFaith graduates have helped to foster the growth of existing social ministry work and to create new opportunities for churches to meet the many needs of their local communities.

4. Bulletin Announcements

Using the bulletin—the primary means of communication for most church events—is another common and easy strategy. The planning team can create bulletin announcements or refer to the suggested content in **Attachment E** in the *JustFaith Recruiting and Planning Tools* document.

Since bulletin space may be limited, the critical elements of the announcement include: the essence of the program, the length of the program, the planned dates for the program, and the people to contact (with phone numbers) for more information. During the summer, some church members may be away on vacation for a week or two, so it is ideal if the bulletin announcements run consecutively for four to six weeks. Some groups have run announcements for several months to provide a regular reminder of this education opportunity. Plan ahead and coordinate the bulletin announcements with the church staff.

5. Bulletin Insert

Many times it is possible to promote the program through a bulletin insert or one-page flyer. This option can provide many more details about the program to interested church members. However, the opportunity to do a bulletin insert can be limited and space for a flyer might need to be requested early. A sample flyer is included in the *JustFaith Recruiting and Planning Tools* document (**Attachment F**). Recruitment materials that have been used by other churches are also included (**Attachments C** and **D**). Use these ideas and the creativity and the skills of the planning team to create a bulletin insert or flyer.

6. Church Newsletter

Many churches have a monthly or bimonthly newsletter that goes out to all church households. This is another option for recruitment that generally gives ample space for program description

and details. The newsletter deadlines are usually four to six weeks before the publication of the newsletter. Again, this option requires advance planning.

For renewing churches: Quotes from former participants could also be included in the article if there was a previous JustFaith group within the church or in the local community.

7. Act, Reflect, Transform Workshop

A three-hour workshop entitled *Act, Reflect and Transform* is available from the JustFaith Ministries office. This workshop introduces church members to the role of charity and justice in churches. It is an engaging and interesting workshop that is self contained and easy to implement. The planning team may want to consider offering this workshop sometime during the recruitment period or at another time before the program is scheduled to begin. For an electronic copy of this workshop, contact the JustFaith Ministries office through sharon@justfaith.org.

For renewing churches: Consider having a gathering of previous JustFaith participants and other church members at the end of the program year (in May) where graduates share their experiences and journey: What was life giving? What was challenging? How are you different, living differently, or hoping to live differently?

Church members who are interested in the program can be invited to attend, as well as the pastor, church staff and others. This gathering has proven to be an effective recruitment tool and helps to celebrate the graduates' accomplishment.

8. Promotion Material

The planning team (and JustFaith graduates) may want to wear "Ask Me About JustFaith" buttons when they attend church functions during the recruitment period. (See sample of button design at right.) These buttons are available from the JustFaith Ministries office. (See the **Promotional Material Order Form** on page 23.)



You should also use the 13-minute DVD, *JustFaith: A Call to Compassion and Community*, that includes interviews with Jack Jezreel, the founder and executive director of JustFaith, as well as several people who have experienced the program. Potential participants hear the stories of how JustFaith changes lives and what some people have done as a result of going through the program. The DVD can also be ordered through the JustFaith Ministries office.

Just FAITH changes people...
Those people change the world.



Just FAITH

There are two items that the Planning team may want to hand out after worship services or other church functions. The first is the JustFaith flyer that you designed to promote the program in your church. The second item is a bookmark that has a brief description of the program and reasons why someone would consider participating in JustFaith (see the **Promotional Material Order Form**).

You may also order JustFaith posters that can be customized to meet your needs. (See the **Promotional Material Order Form** and the sample poster on the left.)

These posters have room at the bottom for you to personalize with contact information or details about an information session.

Group Size

The optimum size for a JustFaith group is 10 to 15 people. Some groups are smaller and some are a bit larger, but bigger is not always better. As seasoned co-facilitators, the staff at JustFaith Ministries recommends not having more than 17 people in the same group. The difficulty with larger groups is that the JustFaith process places a heavy emphasis on group conversation and community building. When group size goes over 17 people, the ability of a group to bond or to include everyone in the conversation is much more difficult. Some churches have chosen to form two JustFaith groups rather than one very large group. Each year there are several churches around the country that regularly have two or three JustFaith groups meeting on different days of the week or different times of the day.

1. Too Much Interest?

Having too many people express an interest in the program can sometimes be problematic since JustFaith groups are generally limited to fifteen people. Frequently, potential candidates have done some discernment before deciding to sign up for the program and are disappointed if the group fills up too soon. One solution is to divide the group in half and offer two smaller groups. There is no additional registration fee for more than one group within the same church, and there are no other increased group costs.



Finding co-facilitator(s) for the second group may be a challenge, but look to the people who signed up for the program. Someone in the group may have facilitation skills and may be interested. Be sure to explain to potential co-facilitators that the program is designed so that co-facilitators only need a modest amount of preparation time each week. One advantage of having two groups and more co-facilitators is that the logistical details of implementing the program can be shared by more co-facilitators.

2. Too Little Interest?

Sometimes, even with the best efforts at recruitment, only a few people express interest during the initial recruiting period. One option is to ask participants who are interested to talk with their spouses about taking the program together. As previously mentioned, many couples appreciate experiencing JustFaith together.

Another possibility is to hold another recruitment period towards the end of summer. When doing this, evaluate what worked during the spring recruitment, which church members need follow-up calls, and what recruitment strategies to repeat.

You may also consider clustering with one or two other churches in your area and recruiting participants together from all churches. This has been done successfully in many places. While it is best to have at least 10 participants in a group to sustain in-depth conversations and to build community, groups with less than 10 members have reported favorable results. Groups of five or less are not recommended. Also remember that all recruitment efforts tend to plant seeds, which can make recruitment the following year easier.



JustFaith Program Highlights

Potential participants want to know what is going to be covered within this program. Since the JustFaith syllabus changes from year to year, it is difficult to be exact, but there are some constants that can be shared during promotion of the program.

The primary focus of JustFaith is on domestic and global poverty. The intention of JustFaith is to help participants see the world with eyes wide open and to recognize God's calling in fresh and critical ways. To accomplish this, the foundational insights of the Bible are incorporated throughout the program. The following themes are addressed *as they relate to poverty*:

- The intersection of justice and spirituality
- Voices of the poor
- Dignity of the human person
- The root causes of poverty
- The effects of globalization
- Option for the poor
- The relationship between violence and poverty
- Dignity and rights of workers
- Consumerism
- Care for the environment
- Nonviolence and peacemaking
- Solidarity with the poor
- Simple lifestyle
- Community organizing
- Racism
- Root causes and effects of migration
- Effective strategies for changing systems of injustice
- Opportunities for becoming involved in social mission

The books and videos that form part of the curriculum can and do change somewhat from year to year, but there are several books that continue to be favorites of JustFaith participants around the country:

- *Compassion* by Henri Nouwen, et.al.
- *Credible Signs of Christ Alive* by John Hogan
- *How Much is Enough?* by Arthur Simon

Another aspect of JustFaith that is as important, if not more so, than the books and videos is the shared experience of the group encountering the materials together. We find that it is in the context of meeting weekly for prayer, discussion, and participating in a shared faith journey that yields the benefit of the reading. Participants also experience an opening and closing retreat as well as four local immersions that allow participants to meet people in their own communities who have been marginalized or affected by poverty in some way.



Discernment/Orientation Meeting

It is important to meet with each potential participant as part of the discernment to ensure that the JustFaith program meets each person's needs and expectations and that each participant is oriented to the group's needs and expectations. Ideally, this meeting should be done well in advance of the start of the program. There are three purposes for this meeting.

First, it gives the co-facilitators and potential participants a chance to get acquainted. The meeting could begin with a co-facilitator simply asking the person why she/he is interested in JustFaith. It may also be helpful to ask for some background information, for example, previous involvement in the church and/or community, family background, current work. This is just a matter of getting to each other. See **Attachment G** in the *JustFaith Recruiting and Planning Tools* document for Discernment Meeting guidelines. The co-facilitator may want to share information on why she/he is facilitating this program or what attracted the co-facilitator to this program.

Second, this meeting provides an opportunity for the co-facilitator(s) to describe the process of JustFaith in more detail. It is important that potential participants clearly understand the program expectations. Succinctly, this is a program that helps participants look at their roles as faith-filled people in the world today and focus on the Christian commitment to charity and justice. It is a rigorous program that asks people for their time each week, and it is a program that offers an opportunity to experience conversion of hearts and minds. The JustFaith program is about changing people who want to see change happen in the world.

The third purpose of this meeting is to provide the co-facilitators an opportunity to assess whether or not the potential participant is appropriately suited for JustFaith. In the vast majority of cases, potential participants should be encouraged to do JustFaith. Occasionally, though, someone expresses an interest in JustFaith who is clearly not ready for the program. Usually, it is evident when a candidate is ill-prepared to take on a process that requires the ability to be a constructive influence in a group setting. There is no question that turning someone away from JustFaith is difficult and awkward, but it can be done with pastoral sensitivity. As awkward as it is to suggest to someone that the program may not be a good match at this time, it is even more awkward to facilitate a program week after week with someone who is unintentionally detrimental to the group process. Again, this situation happens only rarely.

Finally, only adults, age eighteen and older, should be encouraged to participate in JustFaith. It has been the experience of previous groups that the gap between the life experiences and struggles of adults and those of high school students makes the conversations awkward. For those interested in offering a program like JustFaith for high school youth, *JusticeWalking* is available. Contact the JustFaith Ministries office for more information (info@justfaith.org).

Required Commitment

As part of the description of the program, the co-facilitator should provide a calendar of JustFaith activities so that potential participants are clear about the dates involved, particularly the weekend dates for retreats and immersion experiences. As a general rule of thumb, potential participants should be told that they need to attend both opening and closing retreats, at least three out of the four scheduled immersion experiences, and at least 27 out of the 30 sessions.



Everyone realizes, of course, that family emergencies can and do happen throughout the year. However, before people begin this journey they need to commit to regular attendance and participation to the best of their ability. If someone is planning to go on vacation for three weeks in February, for example, or if someone has a monthly commitment that conflicts with the weekly JustFaith sessions, then they can be told, in a kind way, that this may not be the best year for them to participate.

Why such a strong emphasis on participation? Remember that the defining logic of JustFaith is conversion, which is a meaningful journey that results in a change of heart and behavior. Conversion takes time and happens best in the context of supportive and trusting relationships. In other words, one of the mechanisms of conversion is community. Each and every participant in JustFaith is a critical part of the success of the program. The JustFaith process works hard to build community because when the topics become difficult to discuss, it helps to have positive, personal relationships to support each other in the struggle.

As a matter of responsibility to the entire group, everyone must come into the process equally committed. If co-facilitators are interested in using a commitment form as part of this discernment process, see **Attachment H** in the *JustFaith Recruiting and Planning Tools* document.

Participants' Fees

Potential participants need a clear understanding of all fees during the recruitment process. Generally the church pays the registration fee and buys the videos. Participants pay for the cost of their own books. The cost of the 10-13 books used in the program is approximately \$140 per person. Many groups actually buy the books through the church business office and then reimburse the church for these purchases. Books are ordered incrementally throughout the program year; therefore, no one has to have the entire cost of the books at the start of the program. Some groups set up quarterly payments of book costs so as to spread the expense over the eight months of the program.

There are additional costs if the group chooses to use a retreat center for one or both retreats. The cost per person for each retreat may range from \$60 to \$120 per retreat weekend depending on the site selected. Again, retreats can be held in a participant's home or the local community center so that these expenses can be avoided, especially if cost is a concern for some or all of the participants. There certainly can be advantages to going to a retreat center because it removes participants from the usual routine and distractions, but, as previously stated, it is not necessary.

Finally, miscellaneous costs may occur if the group chooses to participate in local programs that charge a fee. Sometimes there are wonderful local opportunities, such as guest speakers or film series, during the JustFaith year that would greatly benefit the group. Generally, if there is an additional expense for these extracurricular activities, then participants pay the individual fee.



Scheduling Program Components

Weekly Meetings

If the JustFaith group meets at the church, then one of the most significant scheduling variables is what space is available to the group and when. Preplanning must be done to secure a meeting place for the 30 sessions. Again, this task requires coordination with church staff. The weekly sessions could also be held in someone's home if preferred.

Planners who have not previously been involved in church scheduling need to pay particular attention to this next point: ***Do not presume to gather registered participants together and then try to work out a schedule!*** This approach almost inevitably ends up alienating people who are not able to accommodate the most popular time choice. The planning team must determine the best option for weekly sessions in advance and advertise the program with the dates already selected. Even though some potential participants may call and report that they cannot register for JustFaith because, for example, they cannot make it on Tuesday night, co-facilitators must nevertheless choose a day and advertise the weekly meeting time of JustFaith ***in advance***. Then those who sign up know the day and time of the JustFaith meetings. Undoubtedly, some people have conflicts, but this is true regardless of whatever day is selected. Church members who have a conflict may be able to attend at a more desirable time at another church.

If the plan is to have more than one group within the same faith community, it is helpful to select different nights (or even day-time sessions) or have one group start a week later so that video sharing is easier. If two groups meet on the same night and in the same location, videos can be shared by switching the order of scheduled activities within a session.

Once a time and day of the week are selected, prepare a yearly calendar in advance of both advertising and conducting the individual discernment meetings. Having the calendar in place early allows potential participants to have a firm schedule that they can then write into their calendars. The earlier this is done, the better. See **Attachment I** in the *JustFaith Recruiting and Planning Tools* document for a sample schedule. (This is only an example of what a schedule might look like; adapt it to your church's needs.)

Retreats

Whenever possible, schedule retreats from Friday evening through Saturday night. Retreats are not optional; they need to be scheduled before the program begins, and the goal is 100% participation. The opening retreat should be scheduled sometime between sessions three and five. This first retreat is critical to the success of the program because it lays the foundation for community building and the trust that is required in this education process.

The closing retreat is also essential because it ties together the conversion experience, helps address future group and individual goals, and provides a celebration for the community and all that has been learned and accomplished in the previous eight months. The closing retreat is best held the weekend before the last session or within two weeks after the last session. ***Let people know in the discernment meeting that attendance at both the opening and closing retreats is critical.***



However, on rare occasions, if someone cannot make the opening retreat this may not automatically eliminate them from participating in the JustFaith group that year. If the potential participant has a substantive reason why they cannot attend, and they have articulated a strong commitment to weekly attendance, you may want to be flexible in excusing the participant from attending the opening retreat. Contact the JustFaith Ministries office if you have questions about retreat attendance or want to discuss a particular situation.

Local Immersion Experiences

Incorporate four local immersion experiences into the schedule. These should be scheduled so that one occurs approximately every two months. See the sample schedule in **Attachment I** for an idea of how these might be spaced. As with the retreats, these immersion experiences offer participants an up close and personal encounter with people who have suffered the effects of poverty in your communities. These immersions have been the most impactful part of the JustFaith experience for countless people. Attendance at these immersion experiences is vital to the conversion process. Co-facilitators will be sent a separate document on how to organize and arrange for these local immersion experiences.

Co-Facilitating a JustFaith Group

Facilitation – A Job for Two

Testimonies from groups across the country attest to the fact that the facilitation of JustFaith is best done with a team approach with two or three co-facilitators. The team approach allows the group to experience multiple styles and gifts, and it encourages the use of leadership skills by more people. It also allows for flexibility in the event that one co-facilitator becomes ill or is involved in some kind of family emergency that prevents him/her from attending. Many people find that it's just more fun and productive to do the planning as a team instead of doing it alone. A team of two or three allows for a division of labor, as there is plenty of work to do to plan and execute this program. The team of two or three should meet frequently both before and during the program to prepare and evaluate how the group is doing. It is strongly recommended not to rotate co-facilitation responsibilities among all participants.

Even though facilitation is shared, all co-facilitators need to be at every session, all four immersion experiences and both retreats. JustFaith depends heavily on the rapport and community building that happens in the course of the program. It is absolutely necessary for participants and co-facilitators alike to make a determined and faithful commitment to the group to be present every week.

Though not recommended, it is possible to facilitate this process alone. Many have done it and done it well. Remember, too, that the JustFaith Ministries office is designed to be a source of help and consultation for all facilitators, including those who are facilitating alone. JustFaith staff is readily available through email or by phone throughout the eight months. The staff has extensive experience with co-facilitating JustFaith groups. In addition, a helpful document on guidelines and suggestions for co-facilitation is sent to all registered groups.



Qualifications of a Co-Facilitator

Potential co-facilitators do not need to have theological training nor vast social ministry experience. Co-facilitators are true facilitators—they are the planners and the leaders; they hold the group together and make plans and decisions about when to move from one conversation or exercise to the next. Co-facilitators are *not* asked to be the teachers; the books, videos, group discussions and occasional guest speakers are the educational tools.

The co-facilitators (or their designees) also order the books and videos, arrange for speakers, make contacts with agencies for immersion experiences, conduct discussions and attend to group dynamics.

What is most important is that a co-facilitator be someone who is really interested in the Gospel call to social ministry and justice. A person who is mature, responsible and capable of creating a safe space for a conversation among a group of people is the ideal co-facilitator. Certainly, the most ticklish task that the co-facilitator must negotiate is the week-to-week sensitivity to the needs and energies of the group. It could spell quick and unending problems for a group if neither of the facilitators has basic facilitation skills.

For renewing churches: Consider JustFaith graduates as potential co-facilitators. They know the process well and are generally eager to be helpful with the ongoing justice education at the church.

Communication between Co-Facilitators and JustFaith Ministries

JustFaith co-facilitators are encouraged to connect regularly with the JustFaith Ministries staff. They can call with questions about content, process issues or other concerns as they come up within the group.

JustFaith materials are distributed via email and links to web pages. This method obviously presumes that co-facilitators have access to a computer and the Internet. Materials sent to each co-facilitator include: the syllabus, which outlines in detail the prayers, exercises, discussion questions, and planning instructions for every JustFaith session; immersion experiences; and retreats. In addition, materials include order forms, evaluations and occasional updates or changes to the materials. These materials are sent in a timely manner so that planning can happen well in advance of each session.



Registration Fees

Another step in getting started is to register the group with the JustFaith Ministries office. Groups must be registered prior to receiving syllabus materials. Groups should register as soon as possible in the summer so that materials with further guidelines and timetables can be received with enough time to prepare for the start of the program. A registration form is available at the JustFaith web site (www.justfaith.org).

Please note that any church that has registered for JustFaith in previous years needs to re-register each year that it intends to use program materials. Registering for the program each year assures that co-facilitators receive updated materials (materials are revised every year); it links co-facilitators with other JustFaith groups and the JustFaith Ministries office; and it provides JustFaith Ministries with an accurate accounting of program use.

The registration fee has been kept intentionally low so that churches can participate year after year. Registration fees help support the program and insure that JustFaith continues to be available. Over the years, JustFaith Ministries has been dedicated to communicating the Gospel of peacemaking, justice and compassion. We are a ministry, not a business. To that end, we charge a fraction of what it actually costs to create, distribute and support our programs. In addition, we provide our materials free of charge to low-income churches and/or participants. Our interest is to make the Gospel teachings about the reign of God as widely available as possible.

JustFaith Ministries does not want cost to be a barrier for either participants or churches. If the church cannot afford the registration fee, please contact Sharon Bidwell (sharon@justfaith.org) at the JustFaith Ministries office to discuss a waiver, which may be available to low-income churches, or to discuss funds for participants who cannot afford the cost of books and materials.

The JustFaith program was created by JustFaith Ministries (JFM). Our mission is to create lively, compelling resources that inspire and empower people of faith to embrace God's call to compassion, healing, care, and community. As our tagline says, "JustFaith changes people; those people change the world."

Repeated surveys of JustFaith graduates have shown that approximately 90% of them become engaged in two to three new social ministry activities and/or increase their engagement in areas where they were already committed. There are more than 20,000 program graduates around the United States, and most of them are doing significant work to address human suffering and social crisis. They are helping to enhance the social mission of their churches, working within the community to alleviate suffering and poverty and reach out to the global community.

Over the years, JustFaith Ministries has been dedicated to communicating the Gospel of peacemaking, justice and compassion. We are a ministry, not a business. To that end, we charge a fraction of what it actually costs to create, distribute and support our programs. In addition, we provide our materials free of charge to low-income churches and/or participants. Our interest is to make the Gospel teachings about the reign of God as widely available as possible.

Other Program Costs

Books

For the convenience of the co-facilitators, all materials (books, videos, DVDs) can be ordered from Sowers Books & Videos, which is a service created in collaboration with JustFaith Ministries to assure inventory, low prices and a single source for ordering all materials. Typically, individual participants pay book expenses, although some churches have elected to subsidize some or all of the cost of the books. Book and video costs can be paid in installments because the materials are ordered intermittently throughout the program year.

Videos and DVDs

The program also uses approximately 10-13 videos and DVDs each year. The cost of purchasing all of the videos the first year is approximately \$250. Since the majority of these videos are used in subsequent years, this cost is greatly reduced in the second and subsequent years of doing JustFaith. Most of these videos may also be used in other contexts within the church: adult education classes, youth group gatherings, etc. Churches that have participated in JustFaith in past years attest to the importance of having a video library for the work of social ministry. Video materials can also be purchased through Sowers Books & Videos.

Other Costs

The JustFaith syllabus suggests an occasional guest speaker as local resources allow. Sometimes it is appropriate to provide a stipend for these speakers or to make a donation to the social service agency or ministry they represent. Some churches have funds earmarked for speaker stipends. In most cases, however, speakers from social service agencies and diocesan offices will gladly visit JustFaith groups without the expectation of compensation.

Again, there may be additional costs to participants if the group chooses to use a retreat center for one or both retreats. Remember, however, that retreats can be held in a participant's home or a church facility so that these expenses can be avoided, especially if cost is a concern for some or all of the participants.

In some situations where no church financial support is available, JustFaith groups have opted to take on the financial responsibility for all materials, dividing the costs among the members of the group. The participants would then share the costs of the registration fee, photocopying, videos and speakers in addition to the cost of books.

Other Questions

Once registered, co-facilitators receive a detailed document on the guidelines for co-facilitating a JustFaith group (*Co-Facilitators Responsibilities and Training*). If you have other questions that were not addressed in this document, please call the JustFaith Ministries office at 502-429-0865 and ask for Sharon or Mary or email sharon@justfaith.org or mary@justfaith.org.

Thank you again for your willingness to bring this exciting program to your church.



Planning Team Timetable 2010-11

Page 1

Initial Responsibilities	Person Responsible	To be done by:
Secure approval to offer the program		
<ul style="list-style-type: none"> • Meet with the person responsible for social ministry or the appropriate church staff member • Meet with the pastor • Send in a completed registration form to the JustFaith Ministries office 		
Establish a Planning Team		
<ul style="list-style-type: none"> • Seek out interested church members to be on the Planning Team • Establish a meeting time and place for the Planning Team • Provide all Planning Team members with a copy of this <i>Getting Started</i> document 		
Planning Team Responsibilities		
Read the <i>JustFaith Getting Started 2010-11</i> document		
Plan personal invitations		
<ul style="list-style-type: none"> • Identify church members who may be interested in the program • Assign these candidates to planning team members • Establish a deadline for personal recruitment activities 		
Arrange for a focused sermon/homily		
<ul style="list-style-type: none"> • Request that the pastor offer a justice-focused homily as described earlier • Arrange for Planning Team members to be available after these Masses • Have promotion materials prepared and available 		

**Planning Team Timetable
2010-11**

Page 2

Arrange for information sessions

- Review outline for information sessions
- Assign responsibilities for segments of the information session
- Work with church staff to identify two or three dates and times for the information session(s)
- Advertise dates and times in church communication tools
- Order JustFaith Promotional DVD, if desired

Arrange for promotion opportunities pre- or post-Worship Service

- Select three or four dates
- Assign Planning Team members to these dates and times
- Have promotion materials prepared and available

Develop bulletin announcements and newsletter item

- Select and adapt bulletin announcements
- Identify targeted dates for bulletin announcements
- Submit bulletin announcements to appropriate church staff person with desired insert dates
- Create bulletin insert/flyer
- Identify targeted date for bulletin flyer
- Submit bulletin flyer to appropriate church staff person with desired insert date
- Create item for the church newsletter
- Identify targeted date for newsletter item
- Submit newsletter item to appropriate church staff person with desired publication date



Planning Team Timetable 2010-11

Page 3

Planning Team Responsibilities	Person Responsible	To be done by:
Create a schedule for this year's JustFaith group		
<ul style="list-style-type: none"> • Select best day of the week and times for JustFaith weekly sessions • Check church calendar for availability of meeting space on selected days and times • Obtain approval for preferred schedule from church staff • Select beginning and end dates, and create a calendar for the 30 sessions incorporating holiday breaks • Choose weekends for retreats and incorporate these into the calendar • Select proposed dates for local immersion experiences 		
Plan a JustFaith Introductory workshop if one is going to be held in your area this year.		
Determine co-facilitator(s) for the program		
<ul style="list-style-type: none"> • Recruit co-facilitators, if necessary 		
Hold Discernment/Orientation meetings with each potential participant		
<ul style="list-style-type: none"> • Ideally this is scheduled and conducted by the co-facilitators • Share the schedule and anticipated fees with participants • Seek a commitment from each participant • Finalize the participant roster • Notify candidates 		
Final Steps		
<ul style="list-style-type: none"> • Provide an update to church staff liaison and/or the pastor 		
<ul style="list-style-type: none"> • Send out letter confirming start date, time and place to all participants; include the roster of participants 		
<ul style="list-style-type: none"> • Co-facilitators: Look at "Co-Facilitator Timetable" for the first syllabus segment, complete required tasks and review all other documents sent by the JustFaith Ministries office 		
<ul style="list-style-type: none"> • Consider having a co-facilitator training session. Coordinate with diocesan office and/or other JustFaith groups in the area 		





Promotional Material Order Form 2010-11

Today's Date _____

Shipping Address Name _____

Attn: _____

Street _____

City _____ State _____ Zip _____

Important: Is this address a (1) church/business or (2) residence? (Circle one)

Price Schedule for Buttons

1-19 Buttons	\$1.00 each (Minimum Order of \$5.00)
20-59 Buttons	\$0.75 each
60+ Buttons	\$0.60 each

Item	Quantity	Cost/item	Total Cost
"Ask Me About JustFaith" buttons (Refer to pricing list above)			
JustFaith Promotion bookmarks (Catholic)		\$8.00 for a pack of 100	
JustFaith Promotion DVD (Catholic): "A Call to Compassion and Community"		\$10.00	
JustFaith Poster (17 inches x 22 inches)		\$10.00	
JustFaith Promotion bookmarks (Ecumenical)		\$8.00 for a pack of 100	
JustFaith Promotion DVD (Ecumenical): "A Call to Compassion and Community"		\$10.00	
Subtotal			
If located in KY , add state sales tax of 6% or include tax exempt number			
Total Amount			

Contact Person _____

Phone # _____

Complete form, attach check and mail to:

(Please make checks payable to JustFaith Ministries)

JustFaith Ministries
P.O. Box 221348
Louisville KY 40252
502-429-0865

