

CROWN FACILITATOR TRAINING

NOTE: *These slides have been updated to reflect our current course offerings and might not exactly match the corresponding video segment.*



PURPOSE OF THE TRAINING

- Equip the facilitator to gain confidence in leading a group.
- Provide the essential knowledge to facilitate any Crown small group materials.
- Encourage greater discipleship and multiplication through small group ministry.

TRAINING CONTENT

Session 1	The Importance of Leading a Small Group
Session 2	Objectives of a Crown Study
Session 3	Primary Responsibilities of the Facilitator
Session 4	Information Facilitators Need to Know
Session 5	Conducting an Orientation
Session 6	How to Facilitate a Crown Study
Session 7	Small Group Dynamics
Session 8	Facilitator vs. Teacher
Session 9	Next Steps
Session 10	Choosing the Right Small Group Materials



SESSION 1

THE IMPORTANCE OF LEADING A SMALL GROUP

- God designed us for needs to be met within the body of Christ.
- Relationships can grow and increase in a small group. Many people attending Church are actually lonely.
- True life-on-life discipleship can occur in a small group. Bible study, prayer and fellowship are richer when share with other believers.
- You will grow in your walk with the Lord as you lead small groups.

SESSION 2

OBJECTIVES OF A CROWN STUDY

- Invite people to enter into a closer relationship with Jesus Christ
- Challenge group members to submit to His Lordship over every area of their lives
- Teach the meaning of Biblical stewardship, which involves much more than money
- Encourage development of high-trust relationships among group members
- Help people put their financial houses in order and achieve lives of meaning and purpose



SESSION 3

PRIMARY RESPONSIBILITIES OF THE FACILITATOR

- Unconditionally love members of the group
 - We encourage the facilitators to stay in touch with group members on a weekly basis via phone calls, emails, text messages, etc.
 - Keep a prayer log of weekly prayer requests and praise reports that can be shared with group members
- Be sensitive to each participant's spiritual condition
- Extend grace and encouragement to those struggling with financial guilt or shame
- Hold participants accountable to:
 - Start and finish on time
 - Participate and share experiences
 - Honor one another by being concise
 - Pray for each other
- Be a model of faithfulness



SESSION 4

INFORMATION FACILITATORS NEED TO KNOW

- Group size
 - Group size varies depending on number of singles and married couples
 - 8-10 members is ideal but not mandatory
 - Group dynamics can be compromised if the group is too large
 - If your group is larger than 14 members, you might consider splitting into smaller discussion groups
- Meeting time and place
 - Varies depending on the resource used and the size of the group
 - Groups can meet anywhere, but homes may be the most favorable for better fellowship
- Promoting financial products and services
 - *No one may use his/her affiliation with Crown Financial Ministries to promote or influence the sale of any investment, financial products or other professional service*



SESSION 5

CONDUCTING AN ORIENTATION

- Usually held 1-2 weeks before the first class
- Make this an enjoyable and casual event
 - Consider a dessert social or similar type of setting
- Provide an opportunity for the group members to start building relationships
 - Give each person 2-3 minutes to share a little bit about themselves (i.e. family, job, spiritual journey, what they hope to learn from the study)
 - The facilitator should go first to set the tone
 - Ask additional questions if someone shares minimal information about themselves
- Capture personal information for each participant (i.e. name, address, phone numbers, email)
 - Ask permission to include the information on a contact list that will be distributed to the group

SESSION 5

CONDUCTING AN ORIENTATION (CONTINUED)

- Review important ground rules
 - Classes will open and close in prayer
 - All memory verses are memorized in the version used in the Crown materials (if applicable)
 - Classes will start and stop on time
 - Group discussions are confidential and should not be shared outside the class
 - Participants will be given an opportunity to facilitate one of the lessons
 - No one will be asked to expose his/her financial situation
- Dispense the materials and collect payment
 - If the church paid for the materials, have the participants submit payment to the church
 - If each participant is expected to order their own materials, give them instructions on this process
 - Crown does not recommend full scholarships for group members, but a partial scholarship might be appropriate in some cases
- Assign homework for the first week's lesson



SESSION 6

HOW TO FACILITATE A CROWN STUDY

- Remember to rely on the Holy Spirit for guidance!
- Do your best to start on time
- Open in prayer
- Give each member the opportunity to recite the memory verse (if applicable)
- Confirm that practical application assignments have been completed
 - Ask participants to share insights or questions they had on the practical homework
- Play video segment (if appropriate) for that week's lesson



SESSION 6

HOW TO FACILITATE A CROWN STUDY (CONTINUED)

- Conduct group discussion
 - Different group members should read the Scriptures for a particular day's homework (if appropriate)
 - Proceed in a circle, asking each person (or couple) to answer all the questions for that day's homework
 - If the answer to a question is obvious, it's not necessary for more than one person to answer the question
- No one should be required to disclose the details of his/her financial situation
- Share prayer requests and praise reports with one another
- Close the meeting in prayer
- Do your best to stop on time, showing respect for all group members



SESSION 7

SMALL GROUP DYNAMICS

- Compassionately guide the conversation to ensure that all group members have a chance to take part in the discussion
- As the facilitator, resist the temptation to do all the talking
- Keep the discussion on track
 - Side topics can be discussed after class ends or at another time with interested group members
- Group discussions should be kept confidential
- Fellowship among group members is encouraged after the class ends

SESSION 8

FACILITATOR VS. TEACHER

Facilitator

- Guides the discussion
- Focus is on the participants
- Participants learn from each other
- Asks for insights from the participants when questions come up
- Demonstrates commitment to serve the needs of the participants

Teacher

- Does most of the talking
- Focus is on the teacher
- Participants learn from the teacher
- Feels like he/she must have all the answers to questions
- Primary responsibility is to impart knowledge to participants

SESSION 9

NEXT STEPS

- The following steps will help you feel more confident in facilitating your first class
 - When you complete this training, discuss it with someone else (ie a leader at your church, a study co-leader)
 - Review the contents of the study you will be conducting with other facilitators
 - Consider holding a practice session with other facilitators in your church/organization
- Pray for God to prepare your heart, as well as the hearts of those who will be in your class

SESSION 10

CHOOSING THE RIGHT SMALL GROUP MATERIALS

