

# Purposeful Living Facilitator's Guide



**A Reformed Church in America  
Personal Renewal Process**

## Becoming a Facilitator

This facilitator's guide is intended to make the Purposeful Living process easy to facilitate. A person who is interested in facilitating Purposeful Living will first experience Purposeful Living, and then plan the facilitation using this facilitator's guide.

All of us involved with the creation and implementation of Purposeful Living hope and pray that God uses you and this process in mighty ways to advance God's reign.

## Overview of the Process

Steps labeled HW can be pre-session homework assignments.

	Notebook Page(s)	Guide Pages
<b>Planning Suggestions and Pre-Assignments</b>		
Pre-Session Planning		C
Introduction (30 min.)	2-3	D
<b>Who Has God Created and Shaped Me to Be?</b>		
Creating Your Post-it Note Timeline (2 hrs.)	4-5	E
Sharing Your Insights (25 min.)		F
Further Reflection (30 min.)	6	F
Discovering Core Values (1 hr.)	6-8	G
<b>Why Am I Here?</b>		
Biblical Purpose (HW)	9-11	H
<b>What is God Preparing Me to Be and Do?</b>		
Discovering (Motivating Vision) (2 hrs.)	12-16	I
Synthesizing (Personal Calling Statement) (45 min.)	17-20	J
Integrating Your Personal Calling Statement into Your Life (90 min.)	21-23	K
Supportive Relationships (45 min.)	24-27	L
<b>Congratulations</b>	28	
<b>RCA Contacts</b>	29	

This manual has been adapted from a manual produced by Church Resource Ministries (CRM) entitled *Focused Living*. We express our deep appreciation to CRM for allowing us to develop this Reformed Church in America-specific resource. We trust that God will continue to bless our collective efforts as we develop tools that help people to faithfully live into their call.

## Pre-Session Planning

This outline can help you think through the steps leading up to the meetings at which you will facilitate the Purposeful Living process.

### Send Invitations and Registration Information

- Decide how you want people to register.
- Communicate with people that you might want to participate as a “table captain”—someone who has previous experience with Purposeful Living and wants to help with the process.
- Send invitations (see sample invitation on page M of this guide) and registration information.

### Make Sure Participants Are Prepared

- Send each participant a copy of the Purposeful Living notebook.
- Send participants the following homework assignments; inform participants that these can take up to two hours:
  - Read introduction (pages 2-3).
  - Journal your story (page 4).
  - Craft a Biblical Purpose Statement (pages 9-11).

### Room Set-Up

- If possible, use round tables.
- Seat five to seven participants at each table.
- If possible, assign a table captain for each table, someone who has had previous experience with Purposeful Living.
- Arrange for a room that is large enough to allow participants to spread out when they are asked to engage in dialogue with a partner.

### Provide Snacks

- Provide healthy snacks for breaks (trail mix, fruit, etc.).
- Supply soft drinks and water.

### Gather Materials and Equipment

- Flip chart with paper and markers
- Extra pens
- Extra Purposeful Living notebooks (in case participants forget to bring their copies)
- This Facilitator's Guide
- Projector, if using multimedia presentation
- CD player, if using CDs
- Name tags or name tents
- A half-sheet of poster board for each participant
- One small-size yellow post-it notepad for each participant
- One small-size pink post-it notepad for every three participants
- One small blue and one small green post-it notepad for every table
- A large trashcan for all of the discarded sticky-notes

## Introduction to Purposeful Living

Notebook pages 2-3

30 minutes

### Facilitator:

- Write "Welcome" on the flip chart, and write your name too. If you have table captains, write their names also.
- Greet people as they arrive.
- Start on time.
- Open with prayer.
- Describe objectives and agenda (5 min.) (Page 3 of notebook)
- Have participants introduce themselves to the group (10 min.)
  - Name
  - Family information
  - Hobbies
  - Favorite movie or story
- Walk participants through the introductory information on notebook page 2 (5 min.).

### Note:

*To save time, at a multi-church retreat have people share their hobbies and favorite movie only with others at their own table.*

*If you are using table captains, ask them to share first so they can set the tone and model how much to share and how much time to take. (You may want to coach table captains prior to the session on how much time to take.)*

## Who Has God Created and Shaped Me to Be?

### Creation of the Timeline

Notebook pages 4-6

2 hours (up to 3½ hours if steps were not completed as homework prior to the meeting)

#### Materials:

- Half sheet of poster board for each person
- One small-size yellow post-it notepad for each participant
- One small-size pink post-it notepad for every three participants
- One small blue and one small green post-it notepad for every table

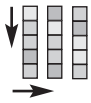
#### Facilitator's directions for participants:

Y

Review the information on notebook page 5. On the yellow post-it notes, record an event, person, or circumstance that had an impact on your life. Record only one thing per note and don't worry about where you place each on the poster board. (20-30 min.)

P

Identify which of these events, people, or circumstances presented difficulties at the time they impacted your life. Rewrite each of those on a pink post-it note and discard the original. (10-15 min.)



Put all of your notes in chronological order, starting in the upper left corner and working down in columns and going from left to right. Leave room for a row of notes at the top of the poster board; you might want to leave a blank space every now and then as you will likely add items and move others around. (15 min.)



Share your timeline with a partner. Take about 15 minutes to share, and then switch partners. Pairs might also want to pray together. (45 min.)

**Take a 15 minute break.**

B

Identify "chapters" or seasons of your life. These chapters are often marked by key events or people that helped you move into another phase in your life. Rearrange your notes around these chapters. Use a blue post-it note to name each chapter. (15 min.)

G

On a green post-it note, identify lessons you learned throughout the chapters of your life. (30 min.)

## Who Has God Created and Shaped Me to Be?

### Sharing Your Insights

25 minutes

#### Facilitator's directions for participants:

After revisiting your timeline and harvesting it for

- “chapters” of your life,
- lessons learned, and
- values that God has been instilling in you,

share with a partner any discoveries you made in these three areas.

Please ask clarifying questions of your partner, but do not interject your own stories, insights, or advice when you are in the role of listener.

After sharing, if you wish, pray for each other.

(10 minutes each, plus prayer time)

*Note:*

*Encourage participants to revisit their timeline periodically to gain more insights and more accurately clarify core values. This often takes place over time, especially for “process people.”*

*If you have table captains, ask them to participate if the numbers require it. If not, have them observe how the process is going and share observations as appropriate.*

## Who Has God Created and Shaped Me to Be?

### Discovering Core Values

Pages 6-8

60 minutes

#### Facilitator's directions for participants

Please read page 6 plus top 1/3 of page 7. (5 min.)

Core Values should be evident in your timeline, as they give a picture of who we are. Remember this as you develop your list of core values.

What are the differences between "actual" and "preferred" values? (*Share some examples with the group.*) (10 min.)

Complete the exercise on the bottom of page 7 and page 8. (30 min.)

Now share your core values with a partner, along with the convictions and beliefs on which those values are based. (15 min.)

*Note:*

*You may want to incorporate a 10- or 15-minute break with this step, as pairs won't finish at the same time. A break will bring everyone back to the group at the same time without cutting the discussions short.*

*Note:*

*This exercise can be assigned as homework.*

## Why Am I Here?

*Pages 9-11 are good pages to complete as homework.*

Pages 9-11      40 minutes or 1 hour 25 minutes

### Facilitator's directions for participants:

#### **Overview** (5 min.)

We have completed the "Who has God created and shaped me to be?" section, and now we are moving on to the "Why am I here?" section.

Let's begin by reviewing the information on the top of page 9 together.

If they did this as homework have them pull out the Biblical Purpose homework they completed before the first session (notebook pages 9-11).

If not, have them complete the exercises on pages 9-11. (45 min.)

#### Debrief (20 min.)

How was this exercise for you?

(Take comments and questions if people have them. Try to keep this to less than 5 minutes.)

Share your biblical purpose statement with a new partner. (5 min. each)

Give people time to reflect and adjust their biblical purpose statement after hearing someone else's. (5 min.)

(If you have table captains, ask them to be prepared to share their biblical purpose statement with the entire table. They should also be ready to help anyone who is confused by what this exercise is designed to accomplish.)



## What is God Preparing Me to Be and Do?

Pages 12-16

2 hours

### Facilitator's directions for participants:

Read pages 12-16. Don't start the exercise; just read the pages. (5-10 min.)

When most participants are done reading:

- Have people highlight or underline statements and questions in the text that they believe are critical to this step. (10 min.)
- Ask for volunteers to share pieces of what they highlighted and why each seems important. (10 min.)

The previous three steps can be facilitated by table captains if you are utilizing them. Most of the time you, or the table captains, will just affirm someone's answer (assuming it is a pretty good one). Once or twice you might ask if others have thoughts to share about the same point, or you might add a comment of your own. You will need to move the exercise along pretty quickly because you only have **20 minutes** to complete it.

### Vision Retreat

(Allow at least 75 minutes, including a break.)

Have participants do a mini "Vision Retreat" by working through the pages that were just covered (12-16). Allow plenty of time for this—at least one hour, and if possible, all the time it takes. Spend lots of time in prayer during this mini-retreat.

Write the following plan on a flip chart to give participants an idea of how much time to spend on each step; you might want to include the following comment:

"The Holy Spirit seldom works to a timing plan; however training sessions almost always do."

<u>Page Number</u>	<u>Estimated Time</u>
12	a few minutes
13	20 minutes
14 with prayer	20 minutes
15	a few minutes
16 with prayer	15 minutes
Break	15 minutes

Have people share their vision (as it stands now) with a partner at their table. (10 minutes each)

Remind listeners to ask clarifying questions but discourage them from sharing their own stories or advice. (If you have table captains, you may want to ask them to monitor the conversation at this point, as many people struggle with simply listening as opposed to sharing.)

## How Do I Understand My Personal Calling Statement as a Follower of Jesus Christ?

### (Your Personal Calling Statement)

Pages 17-20

40 minutes

*Note: This is a good step to assign as homework.*

OR

Walk through pages 17 and 18 and share your Personal Calling Statement with the participants. (10 min.) This is a good task for table captains if you have them.

Then assign participants to read the examples on bottom half of page 18 and top half of page 19, and spend time crafting their own Personal Calling Statement, to be documented on page 20. (30 min.)

## Integrate Your Personal Calling Statement Into Your Life

### (Action Plan)

Pages 21-23

90 minutes

**Facilitator:** Paraphrase the content from the top half of page 21. You might ask some questions like:

“So, how does the PCS fit into your life?”

“How does your life fit into your PCS?”

“How will you drive the changes in your life that your PCS requests of you?”

(5 min.)

Have participants read and reflect on the bottom half of page 21 and the top half of page 22 (10 min.).

Have them share some of their answers to the questions on page 21 with people at their table. (20 min.)

After this time of sharing is probably a good time to take a break.

Move on to talk about life roles.

**If you have table captains,** they can lead the next three steps:

- Review the three “life and ministry roles” lenses that most people tend to look through (described on page 22). (10 min.)
- Have people complete the assignment on the bottom of page 22 and all of page 23. (25 min.)
- Have them share their answers to the questions on page 23 with a partner. (5 min. each; 20 min. total)

## Which Relationships Help Me Stay Faithful to God's Calling in My Life?

### Relationship Options

Pages 24-28

45 minutes

15 minutes

**Facilitator:** Have participants read the top half of page 24 silently. Ask the group to respond verbally to these questions:

- When in the past have you been part of such a group?
- What benefits have you received from these relationships?
- Do you currently have such a group in place?

#### One-on-One Relationship Options

15 minutes

**Facilitator:** Have participants read about “transformational one to one relationships” on page 25. Answer any questions they have about the differences between these four types of relationships: (5 min.)

- Counseling
- Mentoring
- Coaching
- Spiritual direction

Have them complete the exercise on page 26. (10 min.)

If appropriate, talk about setting up coaching and/or network relationships with the people from this gathering.

#### **Wrap Up the Session** (see pages 27-28)

15 minutes

- Have them read pages 27-28.
- Celebrate with them the journey they have begun.
- Pray together for each other's growth in understanding and for developing a clearer understanding of God's call on their lives.

## Sample Invitation Letter

*"In the end, it is important to remember that we cannot become what we need to be by remaining what we are." —Max DePree*

*"You will only become what you are becoming right now." —John Maxwell*

*"When you're through changing, you're through!" —Bruce Barton*

**Imagine a church where people are discovering and living out God's unique calling on their lives.**

**Imagine a church where people feel like they are making a difference for God's kingdom.**

**What if that church was your church? It is possible with Purposeful Living, a personal renewal process designed to help people discern and discover God's unique call and purpose for their lives.**

**Purposeful Living is a process that can transform not only an individual's life, but the life of an entire church. It is a process that helps a congregation shift from program development to people development, a congregation where people are empowered and released for kingdom-centered impact.**

With the help of a trained facilitator, this process will help you explore three very important questions:

1. Where have I been, and how has my past molded who I am today?
2. Where is God calling me to go?
3. Who can help me on the journey?

You will share the experience with others on the same journey and be guided by a person who has been trained for this purpose. The journey is fun, powerful, insightful, liberating, and energizing. It also requires a lot of hard work and reflection.

**If you desire to see this kind of transformation in your life, and in the life of your church and community, join us in this life changing initiative.**

*"Don't let your past dictate your future, but let it be a part of who you become."  
From My Big Fat Greek Wedding*

[Share quotes from people who have experienced the power of Purposeful Living.]

Call \_\_\_\_\_ at \_\_\_\_\_ to learn more or register for this potentially life changing opportunity.

God bless you and your journey!  
Pastor \_\_\_\_\_