

# RW Instructor/Coach Facilitation Guide

Welcome to the Facilitation Guide! This resource will help you enhance your facilitation skills and empower you to lead your community effectively. It also empowers you to foster greater connections and spread the love of Jesus and freedom. Whether you're a seasoned facilitator or just starting, this guide will provide valuable insights to strengthen your leadership and create impactful experiences for your community.

Embrace the journey ahead with confidence and enthusiasm. Remember, you are not alone—your fellow instructors or coaches are here to support you. Don't hesitate to ask questions or seek advice as you navigate this path. Together, let's make a lasting impact and help others see His light through our actions and dedication.

Here are the essential factors to consider when launching a new program with your participants. Reflect on these elements, along with prayerful consideration, to ensure a successful launch.

## PRE-PROGRAM TRAINING

Complete the training portal course, including

- ☐ Watch [Facilitation 101](#).
- ☐ Review the program-specific content thoroughly and make notes for each week
- ☐ Watch the [Ministry of Presence](#)

## SUGGESTED PAPERWORK

- [Fitness Waiver/Release of Liability](#)
- [How to set up a Google Form](#)

# How to Get Started: Key Considerations

## 1. Define Your Program Structure:

- **Format:** Decide whether your program will be held online or in person.
- **Occurrence:** Will you have regular meetings? If so, how often?
- **Duration:** How many sessions? Will you add a week at the beginning for a Kickoff call or the end for a What's Next call?
- **Group Size:** Determine the maximum number of participants for effective engagement.
- **Meeting Duration:** How long will your meetings be if you decide to meet in person or online?
- **Accountability:** What kind of accountability will you offer during the program?

## 2. Options for Participation:

- **Delivery:** Will you offer one-on-one, small group in-person, or small group online training?

- **Cost:** What is the market average for a service like this in your area? What will you charge based on the format and duration?

### 3. Promotion Strategy:

- When to Promote: Start promoting 4-6 weeks before the program launch.
- Awareness Creation:
  - Use promotional videos to engage potential participants.
  - Leverage your email list and social media platforms.
  - Include announcements in church bulletins and community newsletters.
- **Registration Management:** Use Eventbrite, Google Form, or some type of organized registration to ensure clear sign-up deadlines.

### 4. Logistics and Finalization:

- Confirm your program dates and times.
- Clarify what workouts or activities will be included in your coaching package.
- Set a final registration deadline to ensure adequate preparation.

By thoughtfully planning these aspects, your program will be up for success and you will create a supportive environment for participants to thrive. Embrace this opportunity to impact your community through wellness and faith positively!

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## Options to register your Participants

### Option 1: **Independently**

You can coach a group independently outside the RW Partner Hub using any program available for purchase through the RW website. To do this, your participants must:

1. Purchase access to the program through Revelation Wellness.
2. Register and pay for your coaching fee for the group (*a separate fee paid directly to you*).
  - a. You can create a Google form to collect information about your participants and link your Venmo, Cash app, or Paypal info to collect payment.

### Option 2: **Engage through RW+ Membership**

- Make sure you are a member. As an active instructor/coach, your monthly fee is \$10.
  - Have your participants join RW+ for \$25 a month
  - Engage your community and use the chosen program with your participants however you decide
  - If you offer workouts or coaching outside what RW+ offers, you can charge your participants separately from the cost of RW+. Create a Google form to collect information about your participants, and on it, link your Venmo, Cash app, or Paypal info to collect payment.
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# SAMPLE EMAILS FOR PROGRAMS

Here are a few template emails you can modify and use as you see fit. Currently, we have two options for using programs with your communities:

1. **Option 1: RW+ Membership**

Invite your participants to join RW+ for just \$25/month, giving them access to the entire RW program library. They will have access to the program as long as their RW+ membership is active. As the facilitator, you'll charge for any additional offerings you provide during the program. Here's the RW+ Membership link to share: [[Join RW+](#)].

2. **Option 2: Program Purchase**

Alternatively, invite your participants to purchase the program directly from the RW website. You can find all available programs [[HERE](#)]. As the facilitator, you'll charge for any extra services or offerings you provide during the program.

## EMAIL TEMPLATE #1: INVITATION EMAIL

\*Send this 4- 6 weeks before your group will begin.\*

Subject Line: **Join Me on a Transformational Journey with <program name>**

Hi everyone,

I'm excited to invite you to join me in a new program I will be coaching/facilitating

called <program name>, which Revelation Wellness created. **<write a short description of the program details>**

As your coach, I'll be right alongside you throughout this journey. Whether you need guidance in setting your goals, accountability to stay on track, or motivation to overcome challenges, I'm here to support you every step of the way. Together, we'll celebrate your progress and adapt our approach to ensure your success! **<ADD IN DETAILS OF WHAT YOU WILL OFFER IN YOUR PROGRAM>**

Program Fee: [Insert fee amount here] *ENTER HERE HOW YOUR PEOPLE WILL ACCESS THE PROGRAM*

Are you ready to embark on this life-changing approach to wellness? Each small step will bring you closer to a vibrant, energetic, and healthy life you can sustain.

To sign up, please go to: [Insert sign-up link here]

Let's dive in together and make these next XX days truly transformational!

Looking forward to embarking on this journey with you!

Warm regards,

## EMAIL TEMPLATE #2- ONCE THEY HAVE SIGNED UP

Subject Line: "Ready for <program name>? Important Steps Inside!"

Hello <insert name>,

Thank you for signing up to join me in **<program name>**

To access your Program materials, you will:

- [Outline the steps here]

I'm looking forward to this program because <insert YOUR WHY here>.

Our group will start on: <<INSERT DATE HERE>>. Before then, please log in to the program portal to complete the GETTING STARTED activities.

If you have any questions along the way, please don't hesitate to reach out. I'm here to help!

Our first group meeting will be on <<INSERT DATE AND TIME HERE (include time zone)>>, and we will meet regularly on <<DAY OF THE WEEK>> at <<TIME OF DAY>>. Use this link to join us: <<INSERT YOUR MEETING INFORMATION/LINK HERE>>. This link will remain the same for all sessions.

Tips for Success: (Edit these as needed to fit the format of your group)

- Attend each week's group call and be ready to engage for the entire duration. Please communicate if you cannot make it.
- Participating from a stationary spot is preferred, as being in a moving vehicle or walking is not ideal for this type of experience.
- Ensure your video and audio are set up on your device. We recommend using headphones (not computer speakers) for the best experience.
- Turn your video ON! I'm excited to see your face as we grow together.
- Eliminate distractions to fully immerse yourself in our time together.
- Reach out whenever you need support—we're in this for the next forty days together!

What to Expect at Our First Session:

- Program Overview
- Group Expectations
- Sharing Our WHY for doing Focus40
- Learning how to access your Get Strong content
- Answering any questions you may have

If you haven't yet, please log in to your **<program name>** and review the content. These will help lay the groundwork and carry us forward with purpose.

I'm looking forward to connecting with you soon!

Best,

<<YOUR NAME>>

## ZOOM/ONLINE MEETINGS GUIDELINES

- Set up a recurring Zoom room. See *zoom.com* for more information.
- Check volume levels and set up before each session.
- Ask your participants to tell you if the sound is too low/high

### ORGANIZE YOUR WORKSPACE

- Separate and Quiet Area (confidentiality is key)
- Find an area that is not distracting to you as a leader or to the group
- Neat/organized and inviting
- Clean your camera if online
- Use a background that is not distracting

### WI-FI CONNECTION

- Check your iPhone, Desktop, Tablet, etc
- Always check your Wi-Fi speed. Use a speed test like - <https://www.speedtest.net/>
- Check where your modem is in your workspace

### LIGHTING

- Make sure your space is well-lit
- Sit near a window or get a ring light
- Have lamps on so that your space is not dark

## IN-PERSON MEETINGS

- Comfortable area
- Sufficient seating
- Quiet, confidential space
- Consider music
- Space to move if needed

### SUGGESTED PROGRAM EQUIPMENT & ADDITIONAL RESOURCES LIST

If your program requires equipment or additional resources, you will find them in the program itself.

## Keys to Communicating Effectively

**Your Presence and Attention:** Show up to a session fully present.

- Do not be distracted by other things
- Put your phone away
- Set the example of being in a quiet place without distractions

**Active Listening:** Listen for the members' greatness and limiting beliefs.

- **Looking for greatness:** You are helping others find the positive ways that they are making progress and/or having success. Help them find the small wins and strengths they possess.
- Put on the Philippians 4:8 mindset, and help others to do the same! “Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.”
- Prevention researchers have discovered that these human strengths help protect us from mental illness: courage, future-mindedness, optimism, interpersonal skills, faith, work ethic, hope, honesty, perseverance, and the capacity for flow and insight, to name a few. **Let's highlight and encourage these qualities when we see them in our people!** (Seligman & Csikszentmihalyi, p. 7)
  - The strength of wisdom and knowledge can show up in **curiosity**, a trait that presents as a preference for exploration and discovery. Someone with this strength may ask a lot of questions because they want to learn more about anything and everything. You can say, “Wow, I love how much you want to understand and learn!”
  - Courage can show up as **integrity**. Those with this strength are generally committed to honesty and speaking the truth. They show up easily as themselves authentically, and they value being genuine and sincere.
  - Fairness is a strength within the **justice** virtue. Those strong in fairness believe that all people have value, and they are likely to approach situations with an objective and unbiased mindset and treat everyone with respect. (Positive Psychology)

**Addressing Limiting Beliefs** - Limiting beliefs are the [stories we tell ourselves](#) about who we are that hold us back from becoming who we are meant to be. These beliefs limit us from reaching our full potential. They are often subconscious – we don't even know that we have them until someone points them out to us. We get to listen to these! We can acknowledge them and help someone see what IS possible.

- An example of a limiting belief: **“I don't have time.”** This is a very common thought.
- TRUTH: When you truly care about something/someone, or you are ready to make a change in – a task, goal, or relationship – you make time for it. Everyone has the same hours in the day. It's what you do with them that matters.

### Powerful Questioning

- Listening well helps with what questions to ask. “The purposes of a person's heart are deep waters, but one who has insight draws them out.” Proverbs 20:5
  - **Open-ended questions**
    - Open-ended questions do not provide participants with a predetermined set of answer choices; instead, they *allow the participants to respond in their own words*. Open-ended questions are often used in qualitative research methods and exploratory studies.

- Open-ended questions are questions that are *designed to encourage people to share more than a one-word response* and typically start with words like “*what,*” “*how,*” or “*why.*”
- Open-ended questions help people expound on an idea or issue and carry the conversation forward without getting stunted in potentially awkward silence or little to no information for someone else to bounce off of.
- **Reflective listening**
  - *What I hear you say is...*
- **Summarizing**
  - Reflect back to the person what is said and ask if it is correct

## Facilitator/Small Group Guidelines

The following guidelines can help you and your group enjoy a meaningful time together in the next eight weeks. Your group is a gift from the Lord, and He has carefully chosen each one for you.

Share these guidelines with your group at your first meeting together so everyone understands how the group will function. You are free to share them with the group via email so each person has them and ask them to commit to them as a group member.

1. **Confidentiality**—Nothing is shared outside the group. The only exception would be regarding a sense of danger regarding a group participant.
2. **Listening Skills**—Model good listening skills to your group. Show a sincere interest. Look at the person and lean in when they speak. Respect their thoughts and feelings even if you do not completely agree. Pray silently when strong emotions surface and allow time for silence and reflection. Fight the urge to jump in too quickly to keep someone from crying or experiencing strong emotions.
3. **Questions**—Some programs include weekly questions for participants. You are free to use the suggested questions or create your own to share with your participants.
4. **Group Dynamic Issues**—When group members are:
  - **Vulnerable**—protect group members who have shared something heavy by redirecting the sharing with prayer. “Let’s stop and pray for \_\_\_\_ right now.” Thank them for their vulnerability. After the session, follow up with that person so they don’t feel ashamed or embarrassed. Be sure your boundaries are in place.
  - **Quiet**—Gently invite quiet members to share. If they pass, go on to the next person and try to return to them again. If they still pass, remember that no one is required to share.
  - **Talkative**—This is where you have to lead well. If someone is taking over the conversation, look for a “window” of opportunity to insert a redirecting question to someone else. If no window is presenting itself, PRAY for one. If necessary, you may need to directly talk with the person about their oversharing.
  - **Teaching or Preaching**—Same as above.
  - **Correcting**—When someone else corrects the person speaking, come back to the person speaking and give them validating comments.
  - **Piggybacking**—This is when a group member short-circuits another student by “relating” to what is being said and moves into sharing their own experiences before the original student has finished. As soon as possible, return to the original student to get closure on their thoughts.
  - **Minimizing**—When someone tries to downplay the sharing person’s experience. “Well, you don’t have it as bad as I...” Bridge this with your validation and support.
  - **Interrupting**—Return to the original sharing member as soon as possible.

**6. Follow-Up/Referral Needs**—If someone needs professional help outside the small group, please be bold enough to direct them.

**7. Close**—Be mindful of the time frame set for your small group. If someone needs more time to talk to you and you are willing to give it, dismiss the group and then take that person elsewhere to talk.

## Ways to Boost the Relationship with Your Group Members

**Prayer and Meditation** - Prepare your heart and space

Light a candle before your session or whatever helps to prepare your heart. *How you show up to a session matters.* Stop and breathe. Worship. Re-set your focus on Jesus. Invite the Holy Spirit to do all the leading through you.

### Note-Taking

- Keep a notebook for this specific group.
- Jot down what you notice in the session: group themes or individual struggles and celebrations.
- Follow up in the next session with specifics.

### Deep (Active) Listening

- Use your eyes as well as ears. Give your group your full attention. Do not be distracted by your phone, technology, etc.
- Show each person you are listening by giving them your undivided attention.
- Listen not just for what is said but also for what is *not being said*.
- Ask, “What are you feeling in your body right now?”
- “What might your body be trying to tell you?” We store our emotions in our cells.
- Ask your group for the most significant takeaways.
- Ask what they are noticing and learning about themselves; the goal is observation before implementation.

### Self-Care

- You, as the facilitator, lead out of your wholeness and wellness. Pay attention to your own heart and what the Lord is teaching you through leading and the program.

### Use More Silence

- As a leader, it is your role to create space: through silence and acknowledgment of the emotions and thoughts of the participants.
- Teach your participants that silence is a gift, and you will not rush to fill it. Encourage them to allow silence as well.

### Review Your Session Afterward for Prayer and Growth

- Take time to reflect and pray; listen to the Holy Spirit for anything you need to know or to process with Him about how the session went. Make notes.
- Ask for feedback from your group and the Lord.

# Scope of Practice:

## Scope of Practice defined:

Scope of practice refers to those activities that a person licensed to practice as a health professional is permitted to perform.

Unless you are a certified counselor, personal trainer, or mental health coach, your role is that of facilitator and hope-bringer. You walk alongside people as they learn God's word and ways, and when they need more help, refer them to professionals who can serve them well.

## Reasons to make a referral

- If grief is complicated or symptoms get worse
- If there are thoughts of suicide
- If they are being harmed or might harm themselves or others
- The person is actively misusing alcohol and/or drugs
- The person has an untreated mental disorder or mental health has declined significantly
- The needs go beyond your training in offering supportive care

## Where to refer

- Different situations call for one or more referrals
- Pastoral care
- Lay counseling ministry
- Mental health care professional
- Individual mental health coaching
- Specialized church ministries
- Support groups
- 988 - suicide hotline

# HOW TO SET UP A FACEBOOK GROUP FOR YOUR COMMUNITY

There are two ways to create a Facebook Group. You can create your Group with:

## 1. Your Facebook personal profile (which has "friends")

-OR-

## 2. Your Facebook Page (which has "fans" or "likes")

Which of these options should you choose? *It depends on why you're creating the Group.*

If you're creating a Group to promote/support your business or ministry Page, then you should create the Group with your Page.

If you're not trying to promote a page or do anything with the Group that is related to your Page, then create the Group with your profile.

## Step 1: Click "Create New Group"

Once you're on the Facebook Groups page, click "Create New Group" on the left:

## Step 2: Add a Group Name

When you click "Create New Group," a popup will appear.

This popup contains a 4-part form you must complete to create your new Group.

The first field in the form asks you for the name of your new Group.

I will name my new Group the "Awesome People Group"

### **Step 3: Choose your Privacy setting**

Once you've chosen a Group name, the next step is to choose your privacy setting.

You have two options:

- Public: anyone on Facebook can see who's in the Group and what they post
- Private: Only group members can see who's in the Group and their posts  
\*We recommend private so that you'll have confidentiality with your member's posts as well as any content that you are sharing.

### **Step 4: Choose your Visibility setting**

- After choosing your privacy setting, the next step is to choose your visibility setting for your new Group.
- This is also known as the "Hide Group" setting:
- If you choose "Visible" then anyone on Facebook can find the Group.
- If you choose "Hidden," only members can find the Group, and they need to be invited to join by the Group admin.
- As you can see, public Groups cannot be hidden. They have to be visible by default.
- Only private Groups can be hidden.

### **Step 5: Select Friends to add to your new Group**

- The last step is to add your first Group members:
- Facebook will suggest people from your own friend list and also recommend more relevant friends as you start choosing.
- You can create a group and save it to add people later
- You will automatically be added as a member of your new Group too!

### **Step 6: Click "Create"**

- Most straightforward step of all! Just click the "Create" button.

Share the link to your coaching group with your participants; consider adding it to your initial emails.

### **Sample Ice Breaker Activity:**

(Feel free to do any icebreaker activity you see fit. A simple internet search will help you find many ideas!)

### **Pick any number between 1-20 (cannot pick any number previously chosen)**

- #1 My favorite place I have ever gone to visit is \_\_\_\_\_
- #2 If my life were a book, the title would be \_\_\_\_\_
- #3 The silliest/goofiest thing I ever did was \_\_\_\_\_
- #4 My ideal vacation would be \_\_\_\_\_
- #5 The most unusual thing that ever happened to me was \_\_\_\_\_
- #6 My favorite childhood memory is \_\_\_\_\_
- #7 One thing nobody would guess about me that is absolutely true is \_\_\_\_\_
- #8 I can't believe my parents let me wear \_\_\_\_\_ as a child or teen
- #9 The thing I am most proud of in my life is \_\_\_\_\_
- #10 When I was a kid, I always wanted to do/be \_\_\_\_\_ when I grew up
- #11 I have a dream of \_\_\_\_\_ before I die
- #12 My idea of a perfect day is \_\_\_\_\_

- #13 The most adventurous thing I have ever done was \_\_\_\_
- #14 The most fun I can ever remember having was when I \_\_\_\_
- #15 My favorite book is \_\_\_\_ and why?
- #16 If I were an animal, I would be a \_\_\_\_ because
- #17 If I had to live the rest of my life and only eat one food, it would be \_\_\_\_
- #18 If I was handed 1 Million dollars, the first thing I would spend it on is \_\_\_\_
- #19 I really wish I could \_\_\_\_
- #20 A secret talent that I have is \_\_\_\_\_

## PREPARATION FOR YOUR FIRST SESSION

- Consider how you will welcome your group (Share something fun about yourself)
- Have an icebreaker prepared
- Read the facilitation guide for yourself
- Share Group Guidelines
- Discuss group communication outside of your weekly meetings
- Share how to reach you (what boundaries will you set?)
- Send your participants an email with the groundwork for full engagement. (see Email Template below)
  - *End-to-End Attendance*: Please be prepared to be present from beginning to end.
  - *Be Stationary*: Please be prepared to participate from a stationary spot. Participation in a moving vehicle, while on a walk, etc., is not ideal for this type of experience.
  - *Full Engagement*: Please have your video and audio on through your computer, laptop, or mobile device. We encourage you to use headphones (not computer speakers) to enable the best experience for yourself and others.
  - *Full Presence*: Please eliminate notifications, distractions, or anything that will take your attention from the experience.
  - *Use the Zoom Chat Intentionally*: Please keep Zoom chat messages on topic, relevant, and respectful. Avoid sharing links in the chat, as this often distracts from the training experience.

**As you wrap up this guide, you are now equipped with the knowledge and skills to make a meaningful impact in your community. Practice the tools and techniques, and step forward with confidence to lead engaging discussions and foster collaboration. Your unique voice and vision are essential—go out there, inspire others, and create the positive change you wish to see. The future of your community is in your hands!**

If you have any questions, please put in a [support ticket](#) (technical issues, etc), or reach out to Heather Johnson , [hjohnson@revelationwellness.org](mailto:hjohnson@revelationwellness.org).