EQUIP FACILITATOR GUIDE

Note: Some of the information listed on this page is also listed in the content of Equip. However, extra information has been added that will help you as the facilitator.

**The Layout**

The main categories of Equip are Spiritual Fitness and Cross-Cultural Life, with an additional section for families entitled Equip for Families, all with sub-topics. The focus is on helping the appointee to be spiritually prepared for the demands of life in Africa and to be aware of potential areas of miscommunication and challenges of living and ministering in a cross-cultural setting. The Equip for Families section is designed to help understand the transitional challenges our children face.  It is required for those who are moving cross-culturally with children; however, it would be quite helpful for those working with the children of other cross-cultural workers. It Each topic of Equip includes either a practice or a set of questions to serve as a basis for your discussions. The questions are intended to be a springboard for helpful discussion rather than a tick list to be completed, so please exercise freedom in this. Also included in Equip are the required reading for each appointee and options for meeting some of the AIM Bible requirements. Should the appointee choose any of the Bible requirement options, this will also become part of your discussions together.

**Process**

The goals listed in each section are the *minimum expectations* that AIM has for every member. Because of the diverse backgrounds and life experiences of appointees (including exposure to missions and cross-cultural settings, spiritual practices, etc), the appointee may already meet at least some of those expectations. After discussion, you and the appointee (in consultation with the Mobilising office if needed) will decide which topics of Equip to focus on in order to best meet the appointee’s needs. On the facilitator report form, simply document your general reasons for omitting any sections.

Please note that the required reading is required for all appointees, no matter their background or experience. The reading is certainly not required for you, though it might be helpful if you are at least able to skim the chapters that you will be discussing before each meeting in order to provide more productive discussion and feedback.

**A Useful Tool**

While it is not required, please encourage the appointee to consider using the PDP (Personal Development Plan), a *tool* that provides structure for identifying strengths and weaknesses, setting goals, and making a plan for growth in various areas. It may be helpful for them in other areas of their life as well, not just Equip. PDP is designed to help them reach the goals they set and keep record of their progress along the way. It can be accessed through Sharepoint. If they don’t have a login for Sharepoint, they should contact their Mobilising Office.

**Your Role**

As a facilitator, you serve as a model and a trusted listener. You rely on the Holy Spirit to provide insight, change lives, and teach through the model and witness of another. You are a trustworthy spiritual guide, patient discipler, encouraging coach, Godly advisor, caring teacher and dependable pacesetter. A facilitator who is passionate about missions is a bridge to new experiences. (Adapted from ICEL Explore Mentor Handbook)

Because every appointee’s timetable for departure is different, you and the appointee will need to decide on a meeting schedule that accommodates both of you, as well as allowing adequate time to successfully work through each section. The appointee is accountable to you for completing the goals you set together.

**Accountability**

Using the Facilitator Report Form (link found on main Facilitator page), you are accountable for reporting on progress at agreed times to the designated AIM representative overseeing the appointee’s preparation. Feel free to request advice or involve him/her in problem solving should the need arise.