



FACILITATOR TIPS

PERSONAL PREPARATION

1. Pray—for yourself and for those you will lead in Ignite. Ask the Holy Spirit for guidance.
2. Commit yourself to being:
 - + A growing Christian.
 - + A person of personal prayer and Bible reading.
 - + Willing to give time and energy to preparation, participation, and follow-through.
 - + A teachable spirit.
 - + Sensitive to the leadership of the Holy Spirit in personal preparation as well as during the sessions.
 - + A person who loves God and loves people.
 - + A servant leader.
3. Don't be overly concerned about how your presentation or how the sessions will go. Remember, your sessions are not about you; they are about helping others learn to Lead Like Jesus.
4. Remember that Jesus said, *“Remain in Me, and I will remain in you. No branch can bear fruit by itself; it must remain in the vine. Neither can you bear fruit unless you remain in Me.”* John 15:4
5. Understand and apply God's Word:
 - + Review all scripture used in each session.
 - + Consider what the truths taught in each session mean to you here and now:
 - + How does knowing this truth about God make a difference in your life?
 - + How can you apply this truth?
 - o What are the implications for you and the students?
 - o Is there a command in this passage that leaders are to obey?
 - o Is there an example to follow?
 - o What does this truth tell you about people in general? How does this truth apply to you and the students? Now that you have learned these things what can you do to help others walk in obedience?
6. Be sensitive to the Holy Spirit:
 - + Pray for and expect the Holy Spirit's leading in each session.
 - + Be open to His leadership as you meet and discuss the key issues surrounding leading like Jesus.
 - + Ask God to help you model leading like Jesus in all areas of your life.



7. Provide an atmosphere for comfortable discussions:

- + Create an environment where everyone is free to ask questions.
- + Create an atmosphere of respect.
- + Create an atmosphere that is not distracting:
- + Provide adequate lighting, comfortable seating, and appropriate temperature.
- + Cell phones are turned off.
- + Room is neat and clean.

HOW TO USE THE LEADER'S GUIDE

GROUP SIZE

Ignite works with any size group:

- + Small groups of less than 10
- + Large groups of 10-100 people or more

FORMAT OPTIONS

Ignite can be used in a number of delivery formats:

+ **Six Sessions of 35-40 Minutes Each**

Teaching the sessions over six weeks or six days gives students time to absorb the content and put it into practice. If you teach the course over six weeks or days, although the sessions are only 35-40 minutes long, we recommend that you allocate 45-50 minutes for each session. This extra time will allow you to debrief students' past week (or day) and provide a Q and A time.

The six-session format option allows some flexibility, so if you need additional time for the discussions, activities, Q and A, and debriefing, you'll be able to take it. Note that the time allotted of 35-40 minutes is intended to keep you and the participants moving quickly through the material.

+ **Two Sessions of 2 1/2 Hours Each**

By teaching sessions 1-3 together and then 4-6 together, you will be able to give students some concentrated time to reflect on the state of their Heart as a leader (sessions 1-3) before moving on to the next domains of a leader (Head, Hands and Habits). If you use this format, we recommend allowing 45 minutes for each session with a 5-minute break after Session 1 and a 10-minute break after Session 2.



+ **Two- or Three-Day Retreats**

In a retreat format you have the flexibility to present the material to accommodate any schedule you create.

+ **One Day**

There are six 35-40 minute sessions, which total approximately 4 hours of content. In a one-day format you would also need to allow 30-45 minutes for lunch and additional time for breaks. Short breaks of 5-10 minutes are recommended following sessions 1 and 4; longer breaks of 10-15 minutes are recommended following Sessions 2 and 5. Below is a sample schedule with 45 minute sessions, 10- and 15-minute breaks and a 45 minute lunch:

9:00-9:45	Session 1: Who Will I Follow?
9:45-9:55	Break
9:55-10:40	Session 2: The Heart of a Leader—How Am I Edging God Out?
10:40-10:55	Break
10:55-11:40	Session 3: The Heart of a Leader—How Do I Exalt God Only?
11:40-12:25	Lunch
12:25-1:10	Session 4: The Head of a Leader—Where Am I Headed?
1:10-1:20	Break
1:20-2:05	Session 5: The Hands of a Leader—How Do I Develop Others?
2:05-2:15	Break
2:15-3:00	Session 6: The Habits of a Leader—How Do I Stay Connected with God?

FACILITY SETUP

The more intimate the setting the better. You can achieve that by having the students sit closer together. If you use round tables keep them close together, allowing approximately four feet between each table, with a maximum of six people per table (set the seats up so that no one has their back to the front).

HOW THIS LEADER'S GUIDE IS ORGANIZED

SESSION OVERVIEW:

- + Purpose of the Session: The goal or action the students are to take at the end of the session
- + Objectives of the Session: Description of how students will accomplish the session goal (what they will learn and how they will learn it, whether it's through the video, a discussion, or some type of individual/group activity)



- + Optional Additional Information: Recommended pages to read from the *Lead Like Jesus* book and study guide to further equip the facilitator
- + Outline: An overview of the session

INSTRUCTOR NARRATIVE:

1. Is what you are to say to the students. If you had to, you could read this start to finish, word-for-word, and the material would be presented completely. However, the more effective way is to use this information as a resource as you prepare to facilitate the six sessions.

We recommend that you personalize this material by using your own words and illustrations. You might want to highlight key words and phrases or make your own outline so you don't have to read it word-for-word.

We recommend practicing each session at least once so that you are comfortable with the material, and you're able to keep to the time allotted.

2. Statements that should be read verbatim are bolded. It's important to read these word-for-word because they either appear in the student guide, are questions for you to ask or instructions to give.
3. Directions to you, the facilitator, are shown in a white or gray box like this and are not intended for you to read to the students.

ACTIVITIES:

- + **Large Group Activity:** Everyone in the group does an activity together. For example, you read scenarios and students vote which answer they agree with.
- + **Video:** Students hear teaching on leadership concepts and watch them played out in a story.
- + **Large Group Discussion:** You facilitate a discussion with the entire group based on the video they just watched.
- + **Small Group Activity/Partner Activity/Just You Activity:** Students either get into groups, work with a partner, or work alone to apply the leadership concepts. Most often, your role is to make sure they stick to the allotted time.
- + **Large Group Debrief:** You debrief the above activities (small group/partner/just you) with the students by asking them questions in a large group; sometimes you're guided to repeat comments you heard so that the discussion is not predictable.



- + **Large Group** and **In Closing:** You share the information that's listed in that section with students.

OVERALL MATERIALS LIST

- + Bible
- + Leader's Guide
- + Student Guides
- + Computer, projection, and sound equipment (DVD player if using a physical DVD instead of downloadable video files). Be sure to test the videos ahead of time to check the volume level and that everyone in the room can see the videos well. Also, be sure the lighting is adequate so that the video is not washed out but that students can still see their student guide, as it includes notes from the video.
- + Optional: Name tags and markers
- + Optional: Candy or other treats to give out as prizes/rewards to the students for answering questions in the large group; volunteering to come up to the front, etc.
- + Optional: Music to play before and after sessions, as well as during the breaks, to create a welcoming and relaxed atmosphere

MISCELLANEOUS TIPS

Microphones:

If you have a large group in which students wouldn't be able to hear each other without a microphone, try to get a handheld mic. When you give it to a student, do not let go, so that you can make sure answers are kept brief. It also gives you control, so if someone has a long answer that's losing other students, you can jump in and keep it moving.

Group/Individual Activities:

It's critical to keep the energy up during these sessions. An essential way to do that is to **KEEP THE SESSIONS MOVING ALONG** at a good/fast pace. So, when students are doing an activity in groups or on their own, **DO NOT WAIT UNTIL EVERYONE IS FINISHED!** When 75-80% of students have completed the assignment, move on! If they're doing an assessment, tell those that aren't done to go ahead and complete it while you move on.

Encouraging Students to Answer Your Questions/Participating:

Try using an incentive like throwing candy for answering a question, or giving a candy bar/gift card/go to lunch first pass if it's a really important point or they volunteered to come up front.