

# Site Coordinator Planning Guide

## Planning Checklist

### Empowered Servanthood Day

- 8:00 a.m.** Omega Team Arrives:
- Site Coordinator
  - Culinary Coordinator and Culinary Team
  - Logistics Coordinator and Set up Team
  - Worship Team (Sound Check)
  - Materials Coordinator
  - Small Group Coordinator and Small Group Leaders
  - Prayer Team
  - Greeters and Ushers

### Morning Session

- 8:30 a.m.** Registration and Refreshments
- 9:00 a.m.** Welcome, Introduction and Worship
- 9:30 a.m.** Session 9: Called to Serve
- 10:15 a.m.** Group and Individual Break-Out Sessions
- 11:00 a.m.** Session 10: Stewarding Resources
- 11:45 a.m.** Group and Individual Break-Out Sessions
- 12:30 p.m.** Lunch

### Afternoon Session

- 1:30 p.m.** Worship
- 1:45 p.m.** Session 11: Empowered to Serve
- 2:30 p.m.** Individual Break-Out Sessions
- 3:15 p.m.** Session 12: The Freedom of Servanthood
- 4:00 p.m.** Group and Individual Break-Out Sessions
- 4:45 p.m.** Wrap-up and Announcements
- 5:00 p.m.** Adjourn

### Week 9: Session 13

Present Session 13: *The Journey of Transformation*.  
Highlight: Homework, scheduled dates for the Know Thyself Day.

### Week 10: Session 14

Present Session 14: *Choosing to Transform*.  
Begin Sign ups for Know Thyself Day.  
Post Know Thyself Day posters in the presentation area and around the church.  
Highlight: Homework, Know Thyself Day.

### Week 11: Session 15

Present Session 15: *Resistance to Transformation*.  
Highlight: Homework, Know Thyself Day.

### Week 12: Session 16

Present Session 16: *Blessings and Curses*.  
Highlight: Homework, Know Thyself Day.

### Pre Know Thyself Day Meeting

Meet as an Omega Team to pray and go over the day's itinerary and site needs including:

#### Logistics:

- Parking
- Registration Procedures
- Greeters and Ushers
- Seating, Sight and Sound
- Contingency/Emergency Plans

**Worship Team:** Song List

**Small Groups:** Leader Roles and Responsibilities

**Culinary:** Meals, Refreshments and Distribution Stations

**Materials:** Additional Resource Table

**Prayer Team:** Location and Availability

## Planning Checklist

### Know Thyself Day

**8:00 a.m.** Omega Team Arrives:

- Site Coordinator
- Culinary Coordinator and Culinary Team
- Logistics Coordinator and Set up Team
- Worship Team (Sound Check)
- Materials Coordinator
- Small Group Coordinator
- Small Group Leaders
- Prayer Team
- Greeters and Ushers

### Morning Session

**8:30 a.m.** Registration and Refreshments

**9:00 a.m.** Welcome, Introduction and Worship

**9:30 a.m.** Session 17: Realizing Life's Potential

**10:15 a.m.** Group and Individual Break-Out Sessions

**11:00 a.m.** Session 18: Pressing Into God's Purpose

**11:45 a.m.** Group and Individual Break-Out Sessions

**12:30 p.m.** Lunch

### Afternoon Session

**1:30 p.m.** Worship

**1:45 p.m.** Session 19: The Power of Believing

**2:30 p.m.** Individual Break-Out Sessions

**3:15 p.m.** Session 20: The Seven Deadly Sins

**4:00 p.m.** Group and Individual Break-Out Sessions

**4:45 p.m.** Wrap-up and Announcements

**5:00 p.m.** Adjourn

### Week 13: Session 21

Present Session 21: *The Joy of Discipline*.

Site Coordinator schedules any post-Omega Course church-wide seminars that people are interested in like Making Cent\$, Empowered Servanthood or U.N.I.T.Y. in Marriage.

Highlight: Homework, scheduled dates for the Follow-up Seminars.

### Week 14: Session 22

Present Session 22: *Godly Goal Setting*.

Begin Sign-ups for follow-up seminars.

Post follow-up seminar posters in the presentation area and around the church.

Highlight: Homework, follow-up seminars.

### Week 15: Session 23

Present Session 23: *Aligning with God*.

Highlight: Homework, follow-up seminars.

### Week 16: Session 24

Present Session 24: *Training for Abundant Living*.

Highlight: Homework, follow-up seminars, distribute and collect testimony and involvement forms.

### Week 17: Follow-up

Small Group Coordinator oversees Small Group Leader follow-up with each Omega participant. Mentoring Network Coordinator sets up the first meeting (at least quarterly) of the trained mentors for encouragement and continual training.

# Site Coordinator Planning Guide

## Small Groups

Small Groups can be organized in a variety of ways through out the Omega Course journey.

- We recommend that you have people form groups with in the first 2 sessions that they intend to stay with for the duration of the Course.
- As you plan your Omega Sessions and Retreat Days try to give these groups as much time together as possible.
- We also recommend that the group members be grouped together according to the stage of Spiritual Development that they find themselves in. In order to help you discover where people are in the journey we have included the Omega Self-Evaluation Questionnaire template in the resources section of this handbook to help you group people into 4 rough categories of Spiritual Development. These categories correspond to the categories of the Real Study done by the Willow Creek Association.
- They are Exploring Christ, Growing in Christ, Close to Christ and Christ-centered.
- We are trying to build Peer-Mentoring relationships through the covenant small group experience of the Omega Course. Our experience teaches us that his is done best by grouping people together according to each participant's self-evaluation of his/her spiritual maturity.



# Trainer Planning Guide

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## Role of the Live Trainer

Your primary role as trainer of the Omega Course is that of facilitator. Beyond presenting the material, one of your greatest assets will be asking questions. You don't have to know all the answers. In fact, it's really better if you don't.

Allow the participants to explore the material with you as their guide. Invite people to interrupt and ask clarifying questions. Point to interesting finds along the way and help them create the space and room in their lives to be able to hear God and share their stories.

You will be sharing some of your own story along the way as well. Don't forget to share yourself! It's who you are and what God is doing in you that will help this material really come alive for the participants you work with.

## Preparing to teach each Session

**We reproduce who we are, not who we think we are.**

- It is vitally important that you first take the journey as a participant before you will be able to properly take others through it.
- Take the course on DVD (using the Omega Course Workbook), internalize its content and apply what you learn.
- Do the Devotionals and Homework in the Personal Development Guide for each session so you are intimately acquainted with what people are processing.
- Review the Power Point or Key Note slides (reading the speaker notes) for each session.
- Do your own study into all of the key Scriptures used and apply what you learn to your life so you are able to speak from an experiential knowledge base.
- Read through each Session's Objectives Chart, Follow-up Learning Experiences and Breakpoint Questions in the C.O.R.E. Small Group L.E.A.D.E.R.'s Guide.

## Tips for Training

### Pre-seminar Checklist

- Use the Site Coordinator Planning Guide to cover all of the logistical bases necessary in running a successful Omega Course.

### Session Facilitation

- Open in Prayer
- Welcome/Introduction
- Block in some (brief!) time during the first session to introduce yourself to participants
- Always begin each session with a quick review of the previous session and answer any clarifying questions

## Working through the Material

### Pace Yourself

Don't stay too long on one aspect of the course so that you are forced to rush through other sessions. You can use the time line we provide or create one yourself. It will be important for you to think through this ahead of time, allowing for adjustments for your particular setting. There is a lot of challenging material!

### Use Reflective Questions

Use the reflective Self/Buddy/Table Time questions in the Power Point/Key Note presentations. These are the same Breakpoint Questions found in the the C.O.R.E. Small Group L.E.A.D.E.R.'s Guide. As you work through each session, you might get to a point where you are sensing people are fading or just need a break. This is a good time to use one of the reflective questions to get them engaged and talking. People learn best as they process the material themselves in different ways. Here are some ways that you can do this:

- Self Time - Ask participants to take a moment to consider the question by themselves. They can use the space in the workbooks to jot down a few key thoughts.
- Buddy Time - Have them share their thoughts with the person next to them. Use groups of two and no more than three.



# Trainer Planning Guide

- Table Time - Elicit responses from the entire group. You can do each step in this process or just one. Using a combination of all three will help keep participants engaged in the material and connected with God and others.

## Using Video Clips

We recommend using strategically placed video clips to make a point, draw people into the concepts you are trying to communicate and to provide an entertainment break.

- You will find several video clips on your Omega Trainers Disk.
- You will have to personally insert these videos into the power point presentation.
- We have left slides as place markers in strategic locations throughout the presentation.
- It is our understanding that when using videos for educational use, it is only lawful to play them within a box on the screen and never in full screen mode. That is why you will see the video slides with a frame around them centered on the video slides.

## Using the Objectives Chart (in the C.O.R.E. Small Group L.E.A.D.E.R.'s Guide) to Prepare

Each objectives chart provides four tools:

### 1. *Objectives*

The Cognitive, Affective, Behavioral, and Existential Objectives for the session as outlined in the Omega workbook. These Objectives provide the framework for effective evaluation along the way.

### 2. *Application of Personal Story or Illustration*

Weave in real-life examples or illustrations from the material. Use the questions here to get you thinking of applications and illustrations that will help achieve the related objectives.

### 3. *Questions for Evaluation*

These questions can be used to evaluate the degree to which the participants are processing the material according to the objectives. These questions can be posed to individuals or your entire small group. You can pose them throughout your time together or in a specific time segment.

### 4. *Additional Questions for Mentoring*

Whether you are working with someone one-on-one or facilitating questions with a larger group, these questions go a step or two beyond the reflective questions found in the workbook.

# Trainer Planning Guide

## Using the Break Point Questions (in the C.O.R.E. Small Group L.E.A.D.E.R.'s Guide) to Prepare

- It is possible for your small group to go through the Omega Course together using the DVD's instead of a live trainer for the sessions.
- We have included the Self/Buddy/Table Time questions that you can pose to your group after each natural breaking point found on the DVD's.
- Review these Break Point Questions before facilitating the course on DVD or teaching it live.

## Check for Understanding

Look for multiple ways that you can ensure that participants are processing the material. Here are a few techniques you can use:

- Ask for and address questions directly.
- Have participants summarize what they have just heard and then communicate that to the person next to them.
- Integrate the questions for evaluation provided in the objective chart in the C.O.R.E. Small Group L.E.A.D.E.R.'s Guide. You can ask these using the same techniques listed in the prior "Use Reflective Questions" section. Utilize the Small Group Leaders to integrate the questions for evaluation and meet with the Small Group Leaders to gain feedback and insight.
- Arrange for the participants to interact through e-mail during the week. Address thoughts, questions, prayer requests, etc. Create a group contact list and distribute to all the members of the group to enable group members to contact each other directly and easily throughout the week.
- Arrange for the participants to interact with an online forum during the week. This can be done in conjunction with the Life Spring Network website so that they may interact with other participants, or you can create one for your group, specifically.



# Trainer Planning Guide

## **Daily Devotionals and Homework in the Personal Development Guide**

At the end of each session be sure to assign the Homework and Daily Devotionals found in the Personal Development Guide. Encourage people to complete the work in their Personal Development Guide and share what God reveals to them with members of their small group and mentors in their lives. This helps participants focus and maximize their journey through the Omega Course.

- Close in Prayer
- Adjourn

## **Feedback And Evaluation**

Feedback and Evaluation is an ongoing and essential element of the Omega Course.

- For Participant Success

It is critical to be aware of how participants are processing information throughout the duration of the Omega Course. If they are feeling overwhelmed or bogged down, they may easily lose interest and drift away. Use the ideas listed in the prior “Check for Understanding” section to keep an eye on any trouble spots.

- For Trainer and Course Growth

Feedback and evaluation is a great way to find areas of growth for trainers and for the Course itself. Use the Trainer and Course Evaluation forms, in the Site Coordinator and Trainer Resources section of this handbook, to gain extra insight into these areas.

# Trainer Planning Guide

## Follow-Up And Extension

Omega is just the beginning of the journey that you can take with Life Spring Network. Here are some options that you have at your disposal:

- Form a Mentoring Network that will facilitate intentional application of reproductive disciple-making begun during the Omega Experience.
- Post a list of trained and approved Omega Mentors for people to invite into their lives.
- Continue to run Omega C.O.R.E. Small Group and Mentor Training Seminars in order to equip more people to function in these roles within your mentoring and small group leader network.
- Continue to run Omega Courses until everyone is trained in your church. As God leads new people into your church, introduce them to the life of discipleship and a lifestyle of mentoring through the Omega Experience.
- Run some post-Omega Course seminars to take people deeper into different topics that were introduced in the Omega Course.
- Three seminars developed by the Life Spring Network for this purpose are the Empowered Servanthood Making Cent\$ and U.N.I.T.Y. in Marriage seminars.

## Features

For each Omega Session, this Trainer's Planning Guide provides:

### Outline And Sample Time Frame

You can adjust the length of the session to fit your needs. We have included an outline of the teaching plotted along a time line to help you plan accordingly. This outline integrates the teaching time with discussion time, which we call Self/Buddy/Table Time, over the course of 75-80 minutes. Integrating more group interaction takes more time and helps participants to more fully process the material and facilitates the creation of contagious community, but you may opt out of it depending on your time constraints.

### God Sightings

As you begin this journey, you will experience God working in others. You will also experience Him working in you. We have integrated space for you to document these "God Sightings" along the way. These become powerful testimonies that glorify God as well as tools that you can use for feedback and evaluation.



# Trainer Planning Guide

## Session Support

### DVDs

If there is a session or area of a session that you feel unsure or uneasy about, use the available teachings in DVD to support you. As a trainer, you always have the option of solely using the DVD teachings to cover the content and then act as a facilitator of questions and small groups.

### WEBSITE

Additionally, visit our website ([www.lifespringnetwork.org](http://www.lifespringnetwork.org)) where you can pose questions, interact with and respond to other Omega trainers and mentors.

## Site Coordinator and Trainer Resources

In the back of this handbook you will find a section entitled Site Coordinator and Trainer Resources. These resource templates are for you to copy and use as many times as is necessary. In this section of the handbook you will find the following templates:

- The Omega Self-Evaluation Questionnaire to discover where people are at in their journey and track their through the different stages of the spiritual growth journey.
- The Omega Site Coordinator Planning Worksheets to plan and organize the details.
- The Omega Testimony and Involvement Forms to be used at the completion of the course in order to promote future Omega Courses and find out what seminar they are interested in next.
- The Omega Course and Omega Experience Seminars promotional posters to be used in advertising the Omega Experience in your region.
- The Omega Trainer Application and Agreement to be filled in and sent to Life Spring Network.
- The Omega Trainer and Course Evaluation forms to be completed by participants and sent into Life Spring Network for continual evaluation and growth of the Omega Course and its Trainers.

# Omega Trainer Qualifications

## The Omega Trainer Qualifications and Covenant Commitments

### As a Trainer of the Omega Course, I agree to:

- Use the provided power point or keynote slides and not alter the content in any way.
- Insert and use video clips that are appropriate for my audience.
- Complete the Omega Course as a participant before teaching it to others.
- E-mail or fax the Testimony and Involvement Forms to Life Spring Network upon completion of the course.
- Purchase Resources from the appropriate Life Spring Network distribution source.
- Engage in mentoring relationships as a Mentee and Mentor.

### I have:

- Attended the Leading the Omega Experience Conference.
- Been affirmed in my teaching and preaching gifts.
- Been appointed by my church leadership to function as a teacher and trainer of others.

Complete the Omega Trainer Application and Agreement form and send it to Life Spring Network.







# Session Outlines and Trainer Tips



# Session 1: Stewarding Life

## Outline and Sample Time Frame

20 minutes	<p>2 <b>Introduction: Why are you here?</b></p> <p>3 • Welcome - What to Expect</p> <p>3 • Omega Course Resources</p> <p>4 • Tools for the Journey</p> <p>3 • Not Just Another Program</p> <p>2 • Maximizing Your Journey</p> <p>3 • Making a C.O.R.E. Commitment</p>
39 minutes	<p>4 • <b>Optional Self/Buddy/Table Time</b></p> <p>1 <b>Session 1: Stewarding Life</b></p> <p>2 • Session Objectives</p> <p>2 • Stewarding Life</p> <p>10 • Law 1: The Law of Stewardship and Scriptures</p> <p>• <i>Life is a gift of time that we are responsible to steward with the decisions that we make until we die.</i></p>
58 minutes	<p>4 • <b>Optional Self/Buddy/Table Time</b></p> <p>10 • God and Man Through History</p> <p>• Creation</p> <p>• The Fall and the Flood</p> <p>• God Fathers a Nation</p> <p>• Arrival of Jesus the Son</p> <p>• God Sends His Spirit</p> <p>• Our Eternal Dwelling</p> <p>4 • <b>Optional Self/Buddy/Table Time</b></p>
	<p>2 • The World's Thinking is Now</p> <p>2 • God's Guidance is for the Long Haul</p>

