

And You Shall Be My Witnesses

Acts 1:8

**ACTS II:  
CONVERSION, PROCLAMATION,  
COMMUNITY**

**TRAINER' S  
EVANGELIZATION TRAINING  
GUIDE**

**EXPLANATION OF ACTS II LEADER'S  
EVANGELIZATION TRAINING GUIDES**

by

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To all those who have contributed to our growth in the faith, our families, friends, theology professors, students, and from all whom we have learned in so many different ways, this "work of love" is most gratefully dedicated.

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# **TRAINERS**

## **EVANGELIZATION TRAINING GUIDE**

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### **SESSION**

### **THE ACTS II PROCESS, METHOD AND MATERIALS -- SPECIAL REMARKS TO COORDINATORS**

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### **OBJECTIVE**

To come to an understanding of the flow of the ACTS II Evangelization Training and its Leader's Evangelization Training Guides.

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### **REQUIRED PREPARATIONS--TRAINING INSTRUCTOR**

1. Have two sets of the entire Leader's Evangelization Training Guides for the director and co-director of the coordinators team.
    - a) Each of the other coordinators receive incomplete sets of the Leader's Evangelization Training Guides depending on which weekend each will be giving.
    - b) The Leader's Evangelization Training Guide for each weekend within the ACTS II Evangelization Training is given to the two coordinators who will give that particular weekend. In addition, each receives 6A, 6AA, 6C, 8A and 8AA.
  2. The Leader's Evangelization Training Guides are given out only at the time that the Trainer is ready to discuss that particular Training Guide.
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### **INSTRUCTIONAL CONTENT**

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- 1 LOOK OVER key points to be taught:
  - II. Why the ACTS II Process was developed.
  - III. Leader's Small Group Leader's Weekend, 5A.
  - IV. Leader's Evangelized Anew Weekend, 2A.

- V. Leader's Evangelii Nuntiandi Weekend, IC.
- VI. Leader's Be An Evangelizer? Me?, IA.
- VII. Leader's Scripture I Weekend, 3A.
- VIII. The Role-Play Day.
- IX. Leader's Evangelization Outreach Guide, 4A.
- X. The Outreach Packet.
- XI. Parish Small Group System, 6AA.
- XII. The Supervised Outreach.
- XIII. Leader's Rite of Christian Initiation of Adults Weekend, 7A.
- XIV. Parish Census for Evangelization.
- XV. Parish Small Group System, 6AA.
- XVI. Ongoing Evangelistic Outreach.
- XVII. Scriptures for Communal Scriptural Prayer, 6C.
- XVIII. Nuts and Bolts of the ACTS II Process, 8AA, looked at in conjunction with 8A, The ACTS II Process: An Explanation and Procedure Manual.

2. TEACH expanded outline of above key points:

**I. The basis and dynamic of the ACTS II Process.**

- A. ACTS II is based on the experience given in the Book of the Acts of the Apostles, chapter 2.

This portion of Scripture demonstrates very powerfully that the apostles underwent a profound conversion experience with the outpouring of the Holy Spirit upon them.

- 1. This conversion experience radically transformed the apostles, changing them from being scared men (Mt. 26:56b; Mk.14:50) into bold, courageous men (Acts 2:14ff; 4:13, 18-20).

2. The result of the apostles' conversion experience was the proclamation of the Good News without fear (Acts 2:14-36), conversion for those who heard the Good News (Acts 2:37-42), resulting in community (Acts 2:43-47).

- The Church was the result of the proclamation which effected conversion in those who heard the proclamation leading to community, to incorporation into the Church.

- Those converted went on to proclaim the Good News of Jesus Christ to others and the process continued.

3. ACTS II: Conversion, Proclamation, Community is based, therefore, on chapter 2 of the Book of the Acts of the Apostles.

- First the apostles (the leaders) experience conversion; they go out and proclaim Jesus; those who hear and accept Jesus undergo conversion and --

- are incorporated into the Community, the Church, and the process begins again.

B. ACTS II is a pastoral plan for the parish.

1. The goal is long-term: the transformation of the parish into an evangelizing parish through the networking of small Christian communities.
2. The means is ACTS II: Conversion, Proclamation, Community.

- First the leaders of the ACTS II Process in the parish, undergo conversion and renewal when they go through the ACTS II Leadership Training, and --

- then "the rest," the parishioners, when they take the evangelization training from them.

C. The long-term goal of ACTS II: Conversion, Proclamation, Community is the formation of the parish into an evangelizing community through the networking of small Christian communities.

1. To accomplish this coordinators, who take overall responsibility for the ACTS II Process in the parish and small group leaders, who take overall concern for the parish small groups, go through the ACTS II Leadership Training.
2. Upon completion of the ACTS II Leadership Training, the coordinators and small group leaders follow the suggested strategy for recruitment of parishioners from the parish for the ACTS II Evangelization Training (See: 8AA).
3. Having recruited trainees, the coordinators begin the ACTS II Evangelization Training and the small group leaders take a pastoral concern for the small groups that form within the Training.
4. Trainees receive training for two hours per week for approximately nine months, also on five weekends and three Saturdays throughout the year.
  - The small groups meet in the homes of the small group leaders for 2 hours per week to share the fruit of their study guides and to internalize what is being received within the ACTS II Evangelization Training.
5. When the ACTS II Evangelization Training is completed, the small groups that formed within the Training now function within the parish as the Parish Small Group System.
  - The Parish Small Groups, made up of trained evangelizers, provide the follow-up needed for those who are initially evangelized during the ongoing evangelistic outreach of the parish.
  - Those initially evangelized are invited into the parish small groups for ongoing evangelization until such time that, the unchurched say they want to join the Church and –
    - the alienated/inactive Catholics say they want to come back to the Church.
6. When that happens, the unchurched persons are directed to the R.C.I.A. so that they can be prepared to be incorporated

into the Church at the Easter Vigil.

-Upon incorporation into the Catholic Church at the Easter Vigil, the new Catholic Christians, now known as Neophytes, are directed back to the parish small groups where they --

-continue to be nurtured and supported until the next ACTS II Evangelization Training begins.

7. The alienated/inactive Catholics are directed to whatever process the parish has for re-membering them back into the Church.

-If the parish does not have a re-membering process, the initially evangelized alienated Catholics continue to be nurtured and supported within --

-the parish small groups until the next ACTS II Evangelization Training begins.

8. When the neophytes and the re-membered alienated Catholics enter the ACTS II Evangelization Training, they receive training in evangelization and become part of new small groups that --

-form within the Training, which at the completion of the Training will become part of the Parish Small Group System, doing ongoing evangelistic outreach.

9. In this way, both groups learn to do what they themselves received. Only then are they fully evangelized persons (E.N. n. 15, para. 6).

D. Do you have any questions?

## II. Why the ACTS II Process was developed.

Let's look for a moment at why the ACTS II Process was developed.

A. The ACTS II Process was developed to meet three needs:



1. The need to train our parishioners in the "how to" of evangelization.
  2. The need for small Christian communities to provide ongoing follow-up for those the trained evangelizers have initially evangelized.
  3. The need to bring about the transformation of the parish into an evangelizing parish community through the networking of small Christian communities.
- B. The parish community needs to take ownership for itself. The pastor changes, the staff changes but the community remains.
1. Therefore, to facilitate this ownership, we see the need to train a body of men and women -- coordinators and small group leaders like yourselves -- who can work to --
    - bring about a community of caring, bearing, sharing parishioners, who will take ongoing concern for their parishioners.
    - And though the pastor may change, the staff may change, the parishioners continue to care for each other, continue to carry out their mission to reach out and --
      - evangelize their world, and invite those they initially evangelize into their small Christian communities, where ongoing evangelization can continue.
  2. The need is to train trainers (coordinators) -- parishioners from the parish -- who can provide ongoing training in evangelization for those in the parish, and who can take --
    - overall responsibility for bringing about the transformation of the parish into an evangelizing community.
  3. For the ACTS II Process to be successful in a parish, the pastor must support this evangelization effort 100%.
    - In fact, he will be asked to enter into this effort by preparing the parish to participate in the ACTS II Process.

4. This Process does work but the parish must be prepared for it through the encouragement and support of the pastor and staff, and by following the dynamic of the ACTS II Process.
5. Do you have any questions?

C. We will look now at the Leader's Evangelization Training Guides.

1. There are two sets of the entire Leader's Handbooks for the director and co-director of the coordinators team.
2. Each of the other coordinators receive incomplete sets of the Leader's Handbooks depending on which of the weekends within the Process they will be giving.

-The Leader's Evangelization Training Guide for each weekend within the ACTS II Evangelization Training is given only to the two coordinators who will give that particular weekend. That is what makes their sets incomplete.

3. There are five weekends and three Saturdays of training.

a) The Five Weekends:

- i) The Small Group Leader's Weekend is given by the co-heads responsible for the small group leaders within the ACTS II Evangelization Training.
- ii) Each of the following weekends is delegated by the director and co-director of the coordinators team to two different coordinators:
  - Evangelii Nuntiandi Weekend -- two coordinators.
  - Evangelized Anew Weekend -- two coordinators.
  - Scripture I Weekend -- two coordinators.
  - The R.C.I.A. Weekend -- two coordinators.

b) The Three Saturdays:

- i) The Role-Play Day is given on a Saturday by the director and co-director.

ii) The Parish Small Group System, 6AA, is given on two Saturdays by the two coordinators responsible for the Parish Small Group System in addition to the above weekend these two coordinators give.

4. Let's begin now to look at the Leader's Guides.

### **III. Leader's Small Group Leader's Weekend, 5A.**

#### **A. The Table of Contents.**

The Table of Contents gives you a quick overview of what is covered in the small group leader's training.

1. Five sessions are given to learning how to apply sixteen skills for leading a sharing group.
2. The sixth and final session of the weekend looks at the character of the small group leader. It also gives the new small group leaders an opportunity to look at their daily schedule and to –  
  
-prioritize it in order to make time for their role as small group leaders within the ACTS II Process.

#### **B. The Appendix.**

The Appendix provides the Principles for Sharing and the Evaluation Form that is given out to the trainees at the appropriate time.

1. The Principles for Sharing are used to help the trainees realize the difference between sharing groups and discussion groups.  
  
-As a rule, sharing groups are the most popular tool used within the ACTS II Process.
2. The Evaluation Form is used for the closing evaluation of the weekend. Time is given in the weekend schedule for the trainees to fill out the evaluation.
  - a) When you give the two-day small group leader's training to the trainees, do not omit this important tool. It is a valu-

able tool to use in assessing how effective the co-heads were in giving the weekend training and how well the trainees have grasped it.

- b) After reviewing the evaluations, keep them on file to use as a comparison for yourself with the evaluations from the next small group leader's training that you give.
- c) I caution you not to act too quickly on suggestions given about the format or content of the weekend. This same format has been used for a number of years and has stood the test well.
- d) You will find the evaluation a very valuable tool that is used throughout the entire evangelization training. I encourage you to have a positive attitude toward it and to model that for all the trainees.
- e) Encourage them to be honest for the good of the training and for their own good. While there is no designated space on the form for signing their name --

-encourage them to sign their names so that you will be able to get clarification on their comments if you need to.

#### C. The Schedule.

- 1. This schedule gives you a quick look at when the six sessions take place in the weekend, what time they begin, and how long they last.
- 2. The schedule has been tried and tested so I encourage you to make every effort to work with it.

#### D. The Format.

- 1. Sessions one through five have the same format. It is important that you understand and work with the dynamic here.

-The trainees learn the leadership skills from the instructional content that you give, and then immediately practice those

skills in a small group.

2. The practice that takes place in the small group sharing, after the instructional content, has some of the characteristics of a role-play.

-However, you will find that the reflection on the scripture passages, that form the material for the sharing, is not wasted time.

-The trainees will find it helpful spiritually and will enjoy doing "Meeting the Lord Jesus."

#### **IV. Leader's Evangelized Anew Weekend, 2A.**

- A. As you work with the evangelization training within the ACTS II Process, you will begin to realize that there is a definite dynamic to the order in which each segment of the training is covered.

1. The order in which the different segments of the training are given is definitely the work of the Holy Spirit, since it facilitates a process of personal conversion in the lives of the trainees.
2. This is actually the first goal of the evangelization training.
3. The order of the different segments of the evangelization training unfolds as follows (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 46),

-Be An Evangelizer? Me? begins;

-Small Group Leader's Weekend is given;

-Be An Evangelizer? Me? continues;

-Evangelized Anew Weekend is given;

-Be An Evangelizer? Me? continues;

-Evangelii Nuntiandi Weekend is given;

-Be An Evangelizer? Me? continues;

- Scripture I Weekend is given;
- Be An Evangelizer? Me? continues;
- A Role-Play Day takes place -- a full Saturday;
- Be An Evangelizer? Me? continues;
- Evangelization outreach training is given;
- Supervised outreach -- role-plays take place;
- Dynamic of the Parish Small Group System is given -- a full Saturday;
- Supervised outreach begins -- 8 weeks of it;
- Supervised outreach is completed;
- R.C.I.A. Weekend is given;
- Census for Evangelization training takes place;
- Dynamic of the Parish Small Group System is given -- a full Saturday;
- The ACTS II Evangelization Training ends and ongoing evangelization outreach begins -- which is carried out by the trained parish evangelizers.

- B. The **Evangelized Anew Weekend** is given within the first six weeks of the training, three weekends before the Evangelii Nuntiandi Weekend, (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 47).
1. During the Evangelized Anew Weekend, the trainees experience being renewed and empowered by the Holy Spirit for the mission of evangelization. They will be ready to look at what this mission involves.
  2. They receive that understanding at the Evangelii Nuntiandi Weekend.
- C. The Table of Contents, the Schedule of the Evangelized Anew Weekend, and the Evaluation Form.

1. The Table of Contents gives you a quick overview of the weekend sessions.
  - a) Session 1, which is given in two parts, is a clear explanation of lay Christian spirituality. It lays a solid foundation for the future evangelizers' growth in the spiritual life.
  - b) Sessions 2 to 5 are focussed to evangelize the trainees. In these sessions, the Good News is proclaimed and the trainees are invited to respond to Jesus by making a commitment or a recommitment to Him.
  - c) Sessions 6 and 7 complete the moments of evangelization by calling the trainees to go and evangelize others in the same way that they have been evangelized, and gives them help for continued growth in their life with Jesus.
2. The schedule for this weekend gives the beginning time and the length of time needed for each session.
3. The Evaluation Form is used to evaluate the weekend. Time is given in the weekend schedule for the trainees to fill out the evaluation.

D. The Format.

1. Session 1 has a simple input/small group sharing format.
2. Sessions 2 to 7 have the same format. The dynamic involves a cycle of large group input, small group input, individual study and reflection, and small group sharing.

-Because of the number of activities, the small group leaders are very important for the smooth running of the sessions.
3. In the small group input activity, the small group leader of each group reads aloud sections from the Church documents while the other members of the group listen and follow along in their handbooks.

-The reason for having the small group leader read these sections out loud is simply to apply another of the five senses, that of hearing, to the task of understanding the material and absorbing it.

4. Because of this format, there is a lot of good repetition in the weekend.

## V. **Leader's Evangelii Nuntiandi Weekend, 1C.**

A. You have already heard me say this, but it bears repeating because of its importance. As you work with the evangelization training within the ACTS II Process, you will begin to realize that there is a definite dynamic to the order in which each segment of the training is covered.

B. The **Evangelii Nuntiandi Weekend** is given the ninth weekend of the evangelization training (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 47).

1. The trainees have been introduced to evangelization through the weekly training they have received so far, and have been renewed and empowered by the Holy Spirit through the Evangelized Anew Weekend.

-They are ready now to come to an understanding of what the mission of evangelization involves and be convinced that evangelization is their job as baptized Catholic Christians.

2. Pope Paul VI's Apostolic Exhortation does this.

C. The Table of Contents, the Schedule of the Evangelii Nuntiandi Weekend and the Evaluation Form.

1. The Table of Contents gives you a quick overview of the topic of each of the sessions of the weekend. Each session covers one of the chapters of Pope Paul VI's Apostolic Exhortation, **Evangelii Nuntiandi** (On Evangelization in the Modern World).

2. The schedule for the weekend gives the total number of



minutes needed for each session which makes it easy for you to make out your schedule if you find it necessary to adjust the beginning and ending time.

3. The Evaluation Form is used to evaluate the weekend. Time is given in the weekend schedule for the trainees to fill out the evaluation.

D. The Format.

1. The dynamic of the weekend involves a cycle of input, individual study, personal reflection, small group sharing, and some large group sharing. Not all of these elements are contained in every session.
2. Because of this format, there is a lot of good repetition in the weekend. The trainees begin to slowly absorb the vital content of the weekend by seeing the same truths from different angles.

**VI. Leader's Be An Evangelizer? Me?, IA.**

- A. As I have already pointed out, the flow of the evangelization training within the ACTS II Process has a definite dynamic.

1. Be An Evangelizer? Me? is the basic evangelizer's handbook in the ACTS II Process. In weekly training sessions from this book, your parishioners receive the skills and tools for one-on-one evangelization.
2. Then, at the most beneficial times within the Be An Evangelizer? Me? training, what might be called impact weekends, are held.
  - a) The first full weekend, the **Small Group Leader's Weekend, is given after Session One**, Part 2 of the basic evangelization training (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 46).
  - b) You have already seen that the vital weekend, **Evange-**

**lized Anew**, is held on the sixth weekend of the training and that the **Evangelii Nuntiandi Weekend**, the third full weekend, is given three weekends later (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 47).

- c) A fourth full weekend for the trainees is held after Session Thirteen. This is **Scripture I, An Introduction to the Scriptures** (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 48).
  - d) A fifth full weekend, the **Rite of Christian Initiation of Adults**, is given after the supervised outreach has been completed (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 51).
3. In addition to the five weekends of training, the trainees also experience three Saturdays of training:

-a Role-Play Day, a full day, after Session 14 (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 48); and

-a full day on the Parish Small Group System before and after the supervised outreach (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, pp. 50 and 51).

#### B. The Table of Contents and the Introduction.

- 1. The Table of Contents gives you a quick overview of the 15 sessions which make up the Be An Evangelizer? Me? Handbook.
- 2. You will find the Introduction to the Leader's Evangelizer's Handbook, Be An Evangelizer? Me?, IA, pages i-x, helpful in using this Leader's Guide for the weekly training sessions.
  - a) On page i, the goal of EH is given. Your task as a trainer is to accomplish this goal, namely, "to equip parishioners with the skills and tools to become enthusiastic evangelizers...."

-I urge you to keep this goal uppermost in your mind and heart during your preparation time for the weekly sessions so as to keep your commitment alive and on target.

-There is always the danger of getting sidetracked from the goal.

b) The Introduction also gives you a quick reference to:

-the Training Materials you will need for the weekly sessions;

-the Structure of Be An Evangelizer? Me? with a succinct description of the content of each session;

-the General Structure of the Training;

-the General Structure of the Training Sessions;

-How the "Leader's Evangelization Training Guide" is Structured;

-How the Trainee's Handbook, "Be An Evangelizer? Me?" is Structured; and

-a very important point that tells you what to say to trainees who question the training process is given in the section titled: A Final Word.

c) This Introduction closes with the statement of dedication to: "Mary, Star of Evangelization."

### C. Explanation of the Study Guides and the Sharing Groups.

1. Under the section, "General Structure Of Training," on page vii of the Leader's Guide, it is stated that during the nine month evangelization training --

-the trainees meet each week in the home of the small group leader to share on the study guides.

-This is also mentioned on page viii under "Study Guide."

2. Explaining the study guide at the end of each weekly training session is very important. I can't stress enough that it is necessary for the coordinator to assign the study guide.

-It is not a mediocre guide that can be treated with a "take it or leave it" attitude.

- a) The study guides must be done or the result will be trainees who do not have the skills and tools they need to carry out the ongoing evangelistic outreach of the parish.
- b) It is the responsibility of the coordinators to call the trainees to this discipline and to remind them that one session builds upon the previous one.
- c) The study guides of the first three weeks do not require the trainees to share the fruit of doing their study guides in their small groups yet, since --

-the small sharing groups only begin meeting in the homes of the small group leaders **after** Session Five is given.

- d) However, what must always be kept in mind is that every session of this basic evangelization training builds on the previous session. That is why the study guides are so very important.

3. The format for the two-hour small group meeting is simple and can be easily followed by the small group leaders (See: Appendix, Pastoral Principles for the Small Groups, pp. 421-422).
4. Each month it is the responsibility of the small group leaders to fill out the "Small Group Leader's Monthly Evaluation Form" (See: Appendix, pp. 414-415).

It is also their responsibility to have each trainee in their small groups fill out each month the "Small Group Monthly Evaluation Form" (See: Appendix, pp. 416-417).

-A very important part of this is that after reviewing these eval-

uation forms, the small group leaders give them to the co-heads who review them and who then give them to the director and co-director who also review them.

D. The Appendix.

1. The Appendix gives all the samples you will need to share with the trainees regarding what they are being asked to do in the study guides.
2. You will also find there the role-plays that you are to use for the Role-Play Day.

E. Closing remarks to the coordinators.

At this time I want to stress the importance of adhering to the format given for the two-hour weekly training sessions. Each activity has been proven to be necessary to produce effective evangelizers and create a community spirit among the trainees.

1. Periodically, you need to collect the trainees' handbooks in order to check how they are doing with writing out their passages.  
  
-It is human nature to take the line of least resistance, so you need to let them know that you will be collecting their handbooks periodically.
2. It is the role of the small group leaders to also encourage and to call forth the members of their small groups, exhorting them when they need to be exhorted.
3. Do you have you any questions about the Leader's Evangelization Training Guide, Be An Evangelizer? Me?

**VII. Leader's Scripture I Weekend, 3A.**

- A. The **Scripture I Weekend** is held about midway during the ACTS II Evangelization Training, four weeks before the evangelization outreach training begins (See: 8A, Explanation and Procedure

Manual, Sample Training Schedule, pp. 48 and 49).

B. The rationale for having the training in Scripture at this midway point is this:

1. Around this time the trainees are beginning to realize that they do not know all that they need to know about the Word of God that they have been looking up, writing out, reflecting on, and studying.

-Now they are ready and open to being taught more on the Word of God.

2. The Scripture I Weekend will give them the confidence and knowledge that they need to be much more effective in their evangelistic outreach.

C. The Table of Contents and the Schedule of the Scripture I Weekend.

The Table of Contents gives you a quick overview of the topics covered during the Scripture Weekend.

D. The Appendix.

I especially want to call your attention to the Appendix.

1. The Appendix contains some very helpful references:

-the Historical Origin of the Old Testament; and

-the Books of the Old Testament divided into the Law, the Prophets, and the Writings;

2. The next item in the Appendix is the Study Guide Answers to each of the sessions. You will find this helpful to use in going over the answers to the questions the trainees will be asked to do.

- a) While one coordinator is giving the next session of Scripture I, the other can be checking the study guide answers handed in from the previous session.
  - b) In this way, the trainees can see immediately whether they are on track with their answers.
- 3. As with every weekend of the evangelization training, the evaluation form is a valuable tool for you to use in assessing how effective the two coordinators were in giving the training and how well the trainees have grasped it.
  - a) After reviewing the evaluations, keep them on file to use as a comparison with the evaluations from the next Scripture I Weekend that is given.
  - b) Again, I caution you not to act too quickly on suggestions given about the format or content of the weekend. This same format has been followed for a number of years and has stood the test well.
- 4. The next section of the Appendix contains some excellent helps for "A Prayerful Reading of Scripture."
- 5. Then there is the "Illustration of the Traditions in Book of Genesis" which is used in conjunction with Session Four of Scripture I. Professional copies are to be made for each trainee.
- 6. The trainees' Scripture I Handbook has the same Appendix except for the Evaluation Form and the Study Guide Answers.
  - In addition, the Prayer Services for the weekend are in the Appendix of the trainees' Scripture I Handbook.
- E. The schedule of the weekend gives the time and length of each session.
- F. The Format.
  - 1. The dynamic of this weekend involves a cycle of input, per-

sonal reflection on the study guide questions, and small group sharing.

2. In answering the study guide questions, the trainees have the opportunity to apply the skills they have learned in the weekly training sessions.
3. Because of this format, there is a lot of good repetition in the weekend.

G. Closing remarks.

1. It cannot be stressed enough how crucial it is to present the content of the scripture sessions as given in the Leader's Guide.

-The topic concerns divine revelation and it is vital that the material not be altered, omitted, or expanded upon.

2. It is necessary for the coordinators to study the content very carefully so as to be able to present it with understanding. If there is something that is not understood, do some further reading to get a better understanding.

-But the content needs to be accepted on faith and presented as given. Insight and understanding will come as the material is worked with.

3. There will be a temptation to expand upon what a person does understand, and to slight the points that a person is less familiar with.

-I ask that this temptation be resisted for the sake of the trainees and for the glory of God. Remember that we are all servants of the Word.

**VIII. The Role-Play Day.**

- A. The Role-Play Day is scheduled between Session Fourteen and Session Fifteen of the Be An Evangelizer? Me? training (See:



Explanation and Procedure Manual, Sample Training Schedule, p. 48).

1. The director and co-director need to stress the importance of being prepared for the role-play. If the trainees have faithfully done their study guides each week, they will have no difficulty with the role-play.
  2. Session Fourteen, Part 1 of the Leader's Guide gives all the evangelization tools that the trainees need for the role-play.
- B. The Role-Play Day is a full day held on Saturday. It allows sufficient time for all trainees to receive the evaluation and help they need.
- C. The Format.
1. The instructions for the Role-Play Day are given in Session 14, Part 2. These instructions must be carefully studied by the director and co-director so that they are confident in directing the day.
    - The actual process of role-play is studied in Session Fourteen, Part 1.
  2. Note the Required Preparations: there is a lot to be done to prepare for this day.
    - a) The ten sample role-plays that are given in the Appendix of the Leader's Evangelization Training Guide, IA, pp. 468-488, provide some good practical situations for the role-plays.
    - b) The "Evangelizer" and "Seeker" sheets are copied for the trainees.
  3. The format of the day is loosely structured due to the varying length of the role plays. 40 minutes has been allotted for the entire role-play:
    - briefing of team: 5 minutes
    - role-play itself: 20 minutes

-evaluation: 15 minutes

-This does not mean that each role-play has to last 20 minutes if it is going nowhere. At the same time, the role-play is not to exceed 20 minutes.

4. Our experience is that the trainees enjoy and appreciate the Role-Play Day. While it can be looked at as a final test, its outstanding feature is that the role-plays are a wonderful learning experience.

## **IX. Leader's Evangelization Outreach Guide, 4A.**

- A. The evangelization outreach training begins immediately after the trainees have received the last session of Be An Evangelizer? Me? They have completed the basic training in one-on-one evangelization. Now they are ready to receive -

-the training they need for carrying out the parish evangelization outreach that will involve visiting parishioners in the name of the parish.

- B. If you will look at 8A, Explanation and Procedure Manual, p. 49, you will see where the outreach training occurs in the schedule.

- C. The Table of Contents.

The Table of Contents gives a detailed outline of what is covered in the Leader's Guide. The book is divided into Part One and Part Two.

1. Part One provides the leaders with the directions they need for organizing the evangelization outreach and putting it in place in the parish.
2. Part Two gives two input sessions, Session One and Session Two. This is followed by Sessions Three Through Six which are concerned with the role-plays for supervised outreach – used to prepare the trainees for evangelization in the home (See: Explanation and Procedure Manual, 8A, Sample Training Schedule, pp. 49-50).

D. Appendix 1, 2, 3, and 4 contain material that is integral to the evangelization outreach.

1. Appendix 1 contains:

-the Sample Notes That Can Be Written To Fit the Different Circumstances Met By The Evangelization Outreach Teams;

-the Evangelization Outreach Report Sheet that is filled out for each family visited; and,

-the Evangelization Outreach Team Evaluation filled out by the team before proceeding to the next home visit.

2. Appendix 2 contains:

-the "Model Ideas for Developing Reconciling Responses" that will be used in the role-plays that will prepare the trainees to give the Gospel Proclamation in the home;

-the Evaluation of Role-Play for Supervised Outreach.

3. Appendix 3 provides a Suggested Procedure for Setting Up a Supervised Outreach for Trainees -- which follows upon the role-play training sessions for supervised evangelistic outreach.

4. Appendix 4 provides the Evangelization Forms used in the ongoing evangelistic outreach.

## **X. The Outreach Packet.**

A. The outreach packet contains the following (See: Leader's Evangelization Training Guide, 4A, p. 4):

1. Important helps for the outreach team to use during their home visits:

-Census for Evangelization Survey Forms.

-Where Am I With Christ? cards.

-Four Gospel Truths Booklets.

-Prayer of Commitment Cards.

-Parish Information Booklet.

-Good News New Testament.

-Life in the Spirit Retreat Application Forms (or Application Forms for one of the other renewal retreats, e.g. Cursillo, Marriage Encounter, Renew; for teenagers: TEC – Teens Encounter Christ).

-The Door Hanger, "Sorry we missed you."

2. Information, report sheets, etc., needed for reporting on and evaluating the outreach visits:

-List of persons/families to visit.

-Evangelization Outreach Report Sheets.

-Evangelization Outreach Team Evaluation Sheets.

-Evangelization Outreach File Cards.

-Home Visitation Appointment Cards.

B. It is the responsibility of the Evangelization Outreach Secretary to see to it that each team's outreach packet is complete and ready each week for the ongoing evangelistic outreach of the parish.

## **XI. The Parish Small Group System, 6AA.**

The first day of the Parish Small Group System training is given before the supervised outreach begins (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 50).

-This day of training in the Parish Small Group System gives the trainees some understanding and practice in carrying out the new format of the small groups.

A. The format of the small group home gatherings changes now in

preparation for the time when those initially evangelized by the trained evangelizers will be invited into the small groups for on-going evangelization.

1. During these eight weeks of supervised outreach, the small groups put into practice this new format (See: 6A, Parish Small Group System, Policy Manual, pp. 5-8; 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 50, the note under April 10).
  2. In order for the small groups to provide ongoing evangelization for those initially evangelized and invited to the small groups, the new format for the small groups provides:
    - communal scriptural prayer,
    - personal testimony,
    - witnessing to the way the Lord has worked in one's life in the past week,
    - intercessory prayer, and
    - prayer for healing.
- B. The new format for the small groups is carried out after the ACTS II Evangelization Training is completed and the small groups begin to function as the Parish Small Group System.

## **XII. The Supervised Outreach.**

- A. The supervised outreach follows immediately upon the six outreach training sessions (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 50).
- With the two input sessions and the four sessions of role-plays, the trainees are well prepared to do the supervised outreach in the homes.
- B. Should the director and co-director believe it is necessary, the number of role-play training sessions can be increased before the supervised outreach is carried out.
- This will just extend the finishing date of the evangelization training.

- C. A suggested procedure for the supervised outreach.
  - 1. Appendix 3 of the Leader's Evangelization Outreach Guide 4A, gives a detailed procedure for carrying out the supervised outreach. The target group suggested:
    - families who have experienced the baptism of one of their children recently and/or those families whose children will be baptized within the coming year.
    - This target group can be visited or any other target group the parish wants to reach. Some suggested groups are listed in the Leader's Evangelization Training Guide, 4A, page 1.
  - 2. During these eight weeks of supervised outreach, the trainees will gain confidence in using their evangelization skills and will learn the outreach procedure of reporting and evaluating.

### **XIII. Leader's Rite of Christian Initiation of Adults Weekend, 7A.**

- A. The **R.C.I.A. Weekend** takes place right after the eight sessions of supervised outreach are completed (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 51).
- B. Now the trainees are ready to see how the mission of evangelization fits very practically into the structure of the parish, and how vital their role as evangelizers is to the formation of the parish into an evangelizing community.
  - The **R.C.I.A. Weekend** gives them the knowledge and the understanding of the Church's official evangelization process, which prepares them to be able to explain what the R.C.I.A. is to those desiring to come into the Church.
- C. The Table of Contents and the Schedule of the Weekend.
  - 1. The Table of Contents gives a quick overview of the weekend sessions.
  - 2. The schedule of the weekend simply gives the breakdown of times for each session of the weekend.

D. The Appendix.

The Appendix contains:

- the Prayer Services for the weekend;
- several handouts:
  - two charts: one giving the structure of the R.C.I.A., the other giving an overview of the R.C.I.A.;
  - individual activity sheets for sessions 1 and 3 through 7 which spell out what the trainees are to do; and
  - the Evaluation Form to evaluate the weekend.

E. The Format.

1. Session 1 has a format of input, individual activity, and small group sharing.
2. Sessions 3 to 7 have a similar format only the dynamic involves a cycle of input, individual activity, small group sharing and some large group sharing.
3. As with all of the evangelization training within the ACTS II Process, there is a lot of good repetition in each of the weekends.

**XIV. Parish Census for Evangelization.**

We need to go back to 4A, Leader's Evangelization Training Guide, Session Seven.

- A. After the eight weeks of supervised outreach is completed and the R.C.I.A. weekend has been given, another training session is given concerning the -

-ongoing evangelistic outreach of the parish, the Parish Census for Evangelization (See: 8A, Explanation and Procedure Manual, Sample Training Schedule, p. 51).

- B. The Parish Census for Evangelization is the ongoing evangelistic outreach of the parish.
- C. It is important to realize what an excellent evangelistic tool the Census for Evangelization Survey Form is (See: 4A, p. 70; 4B, p. 52).
  - 1. Each question on the form needs to be asked slowly, explaining it if necessary to the person being visited.
  - 2. The trained evangelizers need to listen with one ear to the person's response and the other ear to the Holy Spirit, so as to be alert to any opportunity to share their personal testimony and lead into the entire Gospel Proclamation.
- D. As the trained evangelizers use the Census for Evangelization Survey Form, they will develop more skill and ease with it, and it will become a very effective evangelistic tool for the parish.

#### **XV. Parish Small Group System, 6AA.**

- A. The last training session of the nine month ACTS II Evangelization Training is the final explanation of the **Parish Small Group System** (See: 8A, Explanation and Procedure Manual, Sample Train-Schedule, p. 51) which is a full day, given on a Saturday.
- B. The purpose of this training is to clearly explain the purpose, the structure, the characteristics, and the accountability built into the Parish Small Group System, the vision and goal of the ACTS II Process, and finally to explain the Association, Community of the New Covenant.
  - Having a greater understanding of the goal of the ACTS II Process will increase the trainees' zeal and bring them to an even greater commitment to working toward -
  - the formation of an evangelizing parish community through the networking of the small groups, the small Christian communities.
- C. The Table of Contents.



The Table of Contents gives a detailed outline of the topics that are covered in this Leader's Evangelization Training Guide. You will be using this Handbook a lot because of everything contained in it concerning the Parish Small Group System.

D. The Appendix.

1. In the Appendix, you will find:

-the Principles for Communal Scriptural Prayer in the Small Group Home Gathering. This is to be copied for each participant of the Parish Small Group System training.

-the Prayer for Healing which is to be copied as well for each participant of the Parish Small Group System training.

2. Please note that in the Appendix of 6A, there are two important forms that need to be duplicated:

-the Weekly Small Group Report (pp. 38-41) for the small group leaders; and,

-the Area/District Leader Evaluation of the Small Group Home Gathering (pp. 42-45) for the area/district leaders.

## **XVI. Ongoing Evangelistic Outreach.**

When the ACTS II Evangelization Training is completed, the trained evangelizers carry out the ongoing evangelistic outreach of the parish: the Parish Census for Evangelization.

1. This would be the usual way that the ongoing evangelistic outreach of the parish is carried out.
2. However, that is not the only way in which ongoing evangelistic outreach can be done.
  - a) As the number of trained evangelizers increase, it would be important to keep in mind the various target groups men-

tioned in 4A, p. 1.

- b) Some of the teams could be sent to certain target groups according to the needs of the parish.
  - c) As parishioners get to know that there are evangelization teams available to visit them in their homes, there will be requests for an evangelization team to come to their home.
3. However, not negating the above ways in which evangelistic outreach can be done, the basic way in which it will be carried out is through the Parish Census for Evangelization.

### **XVII. Scriptures for Communal Scriptural Prayer, 6C.**

- A. This small handbook is provided as an easy reference for the small group leaders to know which scripture passage to use for the communal scriptural prayer in their small group home gathering.
- B. In this handbook, you will find both the Gospel and the scripture passage for the second reading for each of the yearly liturgical cycles: A, B, and C.
  - The small group leaders will also need to be able to refer to a Mass ordo or a missalette in order to choose the correct passage at the time a new liturgical season begins or a solemnity occurs in the liturgical cycle.

### **XVIII. Nuts and Bolts of the ACTS II Process, 8AA, looked at in conjunction with 8A, The ACTS II Process: An Explanation and Procedure Manual.**

- A. The rest of our time now will be spent with the Leader's Evangelization Training Guide, 8AA, Nuts and Bolts of the ACTS II Process which we will look at in conjunction with 8A, The ACTS II Process: An Explanation and Procedure Manual.
  - 1. This book is very important in that it explains the unfolding of the ACTS II Process.
    - a) It gives a step-by-step procedure in how to begin the Process in the parish.

b) It explains how the coordinators are to function as a team and states their responsibilities.

c) It shows how the Parish Small Group System is a networking system with charts showing how it unfolds.

2. This handbook will be the guide for you to follow in unfolding the ACTS II Process in your parish.

-Please follow it closely and do not deviate from it.

B. We will go through it page by page now and if you have any questions about anything, please do not hesitate to ask your question.

C. Before we begin, I encourage you to have parishioners doing intercessory prayer before the Blessed Sacrament as you take the steps to begin the ACTS II Process in the parish and as you continue to carry it out.

D. Let's begin. Please turn to the Table of Contents of 8AA.

\* \* \* \* \*

E. Do you have any questions about anything that we have covered? Now is the time to bring forth your questions.