

THE FAITHFUL HOUSE

Training of Facilitators Manual



Catholic Relief Services

In collaboration with

Maternal Life Uganda
and
Maternal Life International

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THE FAITHFUL HOUSE TRAINING OF FACILITATOR PROGRAM

Introduction

Thank you for responding to this invitation to become a “trainer of facilitators” for the *Faithful House* program. We are most grateful for your presence and for your willingness to be a part of this effort to build marriages and prevent HIV infections. Practicing the *Faithful House* in your own lives and helping others to do so is vital for the health and well being of families and communities in Africa. Thank you!!!

Who will use this manual?

This manual is written for couples that will be training facilitators for the *Faithful House* program.

The manual assumes a great deal of familiarity with the *Faithful House* program. Specifically, it assumes:

- A couple has participated in a *Faithful House* couple program.
- A couple has read and studied the *Faithful House Core Module Manual*, including the appendices.
- A couple has been practicing the *Faithful House* in their own lives.
- A couple is experienced in presenting and facilitating the *Faithful House* program to participant couples.

What is purpose of this manual?

The manual is written to provide training for couples that will be training facilitators for the *Faithful House* program. Specifically, the “Training of Facilitators” manual will:

- Examine more deeply the present reality of HIV and marriage in relation to “B” (being faithful).
- Present an overview of the skills that need to be understood, developed and discussed with “facilitators in preparation.”
- Present specific information about how to prepare for and conduct a *Faithful House* couple program.

As this workshop unfolds, you will see that much of the information is intended not only for you as a “trainer of facilitators” but also is necessary for the facilitator couples you are training. They need the information as much as you do in order to successfully facilitate the *Faithful House* program. For this reason, a summary of this manual is included in “*The Faithful House Core Module Manual*,” the manual used by facilitators presenting the *Faithful House* program to participant couples.

NOTE: We realize there can be confusion with the terms “training” and “facilitating.” To lessen this confusion, we refer to you as “trainers of facilitators” and the couples you are working with as “facilitators in preparation ”

As we begin, we want to give you an overview of what will take place over the next several days. We know you are familiar with the *Faithful House* program and we believe you have gained an idea of the primary purpose of the workshop during the invitation process. However, we want to hear from you and address your expectations.

Introductions of participants are made. Husbands are encouraged to introduce their wives and wives are encouraged to introduce their husbands

Discussion Questions:

1. What expectations do you have for the Training of Facilitators Workshop?
2. What is your primary purpose in coming here?
3. Did someone in particular encourage you to come? What hopes did they have for your attending the Training of Facilitator Workshop?

Having heard your expectations, we want to share with you an overview of the workshop. We will first state the obvious: ***the primary goal of the workshop is to prepare you to be a trainer of facilitators for the Faithful House program.***

To help reach this goal, we want to be your friends and colleagues in the preparation process. Just as one of your tasks as trainer of facilitators will be to make learning easy and enjoyable for facilitators in preparation, our task is to make learning easy and enjoyable for you.

The Faithful House Manuals:

You will receive three manuals that will serve as guides and references for you as a trainer of facilitators.

- The first manual is entitled, “*The Faithful House Training of Facilitator Manual.*” This is the manual you are currently using. The manual is divided into modules (a module is understood as a “unit of learning.”) While you are welcome to take notes, the necessary information is already included in the manual. Therefore we encourage you to focus on participating in the discussions and exercises.
- The second manual is entitled “*The Faithful House, Affirming Life and Avoiding Risk: Core Modules.*” This manual contains all of the information future facilitators will share with participant couples in *Faithful House* couple programs. This is the same information that was presented to you when you

participated in the *Faithful House* couple program. This manual takes you step by step through all parts of the *Faithful House*, beginning with the “Foundation in God” and ending with “God’s House of Mercy.” In addition, a summary of information necessary to prepare for a *Faithful House* couple program is provided.

- The third manual is entitled “*The Faithful House Couple Handbook*.” This handbook is given to couples who participate in the *Faithful House* couple program. The handbook contains all of the *Faithful House* pictures with short phrases that summarize the idea represented in the picture.

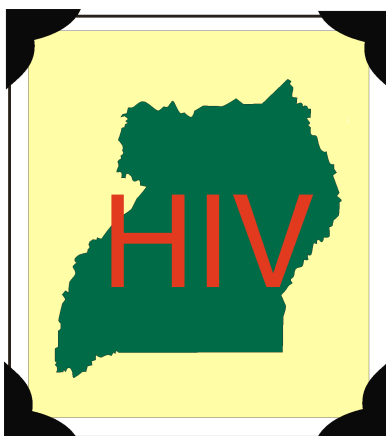
Module 1: Three Snapshots of Uganda

Our first module presents three snapshots of life in Uganda today. The first snapshot shows the HIV situation. The second snapshot shows the state of marriage and the third snapshot shows the experience of the *Faithful House* program to date.

Discussion Questions:

What is a snapshot? If you took a snapshot of a group of people today, would it look the same as a snapshot of those same people ten years from now?

Snapshot 1: HIV in Uganda.



Discussion Questions:

As you look at your community, what do you see with the HIV situation? Do you think there are more or less individuals and families affected by HIV/AIDS? Do you think people are changing their behavior in a way that makes them less likely to become HIV infected?

If we look at this snapshot we see that HIV is still a tragic and difficult problem in Uganda. The latest statistics estimate that HIV prevalence to be 5.4%. Over the past several years, however, the infection rate has not decreased and in fact may have increased. The dynamics of the epidemic are also changing.

"In our studies four or five years ago, the main new infections were among [people aged] 20 to 25, but now there is a shift upwards and the most new infections are among people between 30 and 34 years, and 40 and 45 years. "Most countries, including Uganda, have targeted young people in prevention strategies," he added. "So now we need to change the emphasis because the demographics of the epidemic have changed."

Dr. David Apuuli Kihumoro, Head
Ugandan AIDS Commission

At the same time we see the “bad news” of an HIV infection rate which is no longer declining; we also see “good news” from studies in Uganda and other African countries indicating that “being faithful” leads to a decrease in HIV infections.

Snapshot 2: Marriage in Uganda

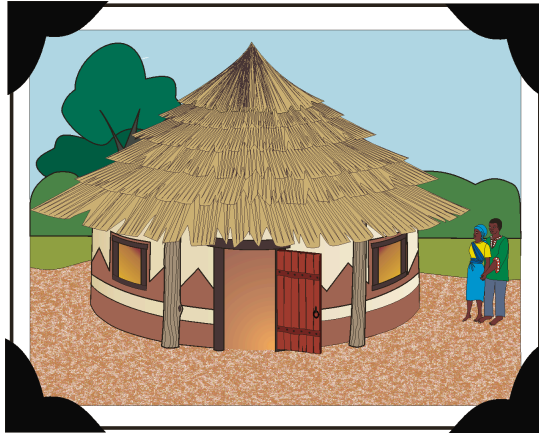


Discussion Questions:

As you look at your community, what is your impression of the status of married couples? Are most couples happily married? What problems do you see in marriages?

According to research conducted from 1996 through 2005, 42% of the 130,000 new HIV infections in the country occurred within marriage. This represents the largest proportion of new HIV infections and compares to 22% from commercial sex, 21% from mother to child transmission and 14% from “casual sex.” While there are no studies available that tell us how marriage is faring in Uganda, we can draw upon experience from the *Faithful House* program. During the course of the *Faithful House* couple workshops, surveys showed that between 40 and 50 percent of couples have experienced unfaithfulness in their marriages. Other major problems in marriages that are frequently reported include alcoholism, not sharing finances, fighting with in-laws and lack of respect between couples.

Snapshot 3: The Faithful House Program



Discussion Questions:

What benefits have you experienced from your participation in the *Faithful House* program? Have you been able to sustain these benefits over time? What parts of the *Faithful House* program are most important to share with others?

If we look at a snapshot of the *Faithful House* program, we see good news. Many couples have reported beneficial outcomes because of their participation in the program. For example, couples have reported:

- Greater love and respect for each other
- Sharing of finances
- Appreciating each other as husband and wife
- Becoming faithful
- Stopping drinking.

In addition to the snapshot of the *Faithful House* showing “good news,” we also see in the picture of the *Faithful House* many challenges. We can group these challenges into two categories:

I. Challenges for Couples:

In the evaluation of the *Faithful House*, many couples report difficulty with their families and neighbors. Here are three examples:

- When neighbors see the husband now helping his wife, they think he has been bewitched.
- Neighbors have whispered to a couple’s children that their parents must have HIV; why else would they go for such a program?

- Parents and other relatives become jealous when they see a couple devoting so much time to each other.

Discussion Questions:

Have you experienced any difficulties with your family, friends or communities after participating in the program and changing some of your behaviors? What has been your most difficult challenge as a couple in maintaining your own *Faithful House*?

II. Challenges for the Faithful House Program

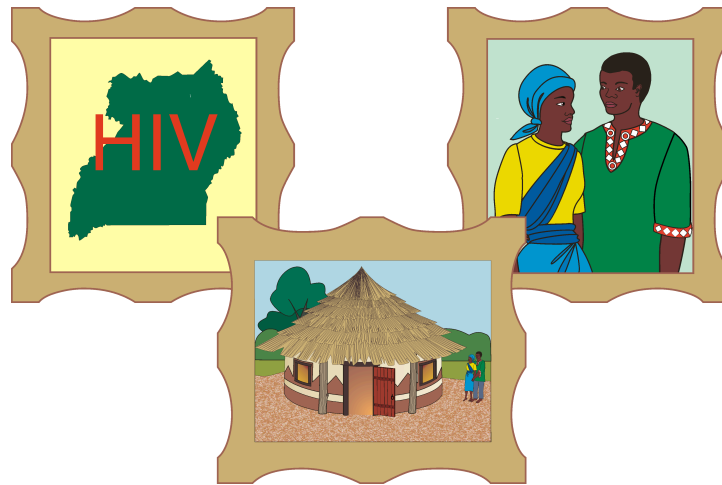
As the *Faithful House* program has expanded, it too faces challenges. Here are four specific challenges:

- There are not enough facilitators to prepare and support couples who wish to participate.
- There has been confusion about the roles of participants, facilitators and trainers.
- There may not be the needed support materials such as manuals and handbooks.
- The parish or community you work with may not be open to consider the program.

Discussion Questions:

What was your experience of the *Faithful House* program? Was the workshop for participants well organized? What things were missing that would have made the program run more smoothly?

Module 2: A Future Snapshot of Uganda



Having now examined the “present day snapshot” of HIV, marriage and the *Faithful House* program, we would now like you to imagine a future snapshot you would take in Uganda.

Discussion Questions:

- What do you want the “snapshot” of HIV to look like in three years?
- What do you want the “snapshot” of marriage and family life to look like in three years?
- What do you want the “snapshot” of the *Faithful House* program to look like in three years?

Please discuss your answers with each other. Once you have done this, consider this additional question:

- What are the three most important things that you as can do to help bring about these “better pictures” in your own community?

Make your answers as specific and practical as possible.

Consider what you have done. You have first reflected on the “present reality” of marriage, HIV and the Faithful House program. You were then asked to imagine a “future reality” in which the situation with HIV and marriage had improved. Finally, you are discerning in specific and practical ways how to help move from the present reality to the future reality. Thank-you for your work, your ideas and your commitment in this process!

Module 3: The Example of Faithful Couples

Introduction:

If we look back at our first two modules, we realize that creating a “better picture” for marriage and HIV in our country will take a lot of work. We must ask ourselves, “Who will do the work?” Will some outside agency come and do it for us? Will missionaries from different countries or from different areas in our own country come? Or will it be our responsibility?

In fact the “better picture” is best arrived at through what takes place in our local communities. While outside agencies may provide technical and material support, ultimately change takes place in the context of relationships in a community. If those relationships are grounded in love, compassion and virtue, then good things happen. Conversely, if those relationships are grounded in selfishness, greed and jealousy, it will be difficult for change to take place.

As a trainer of facilitators, you are a model for relationships. What you learn, practice and teach becomes “salt of the earth,” the “seed that falls on good ground” and a “light to the world.” Your marriage, built on a foundation in God and the pillars of love, faithfulness, respect and communication will attract others who want to experience the same in their own marriages. This leads us to the first principle of being a trainer of facilitators: “We must practice what we preach.”

Act a skit in which a facilitator tries to enter into a sexual relationship with one of the participants. For example, a husband of the facilitating couple begins to talk with one of the young women participants. He then invites her for a drink, meets her at a bar, and tries to seduce her into sleeping with him. The young woman rejects his offer. When he returns to his room, his wife asks him where he was and he replies in a deceitful way.

- 1. What do you think of the man’s behavior? If this behavior was common place in the community where he lived, how do you think it would influence people’s perception of the Faithful House?*
- 2. Can you share any examples of the opposite situation in which a couple was really an excellent model for the values and behaviors of the Faithful House? How did this couple influence you?*

Module 4: Our Roles in Sharing the Faithful House Program

This section is introduced with a role play:

Act a skit in which a young couple having trouble with their marriage comes to the parish priest for assistance. The parish priest advises them to speak with a couple who have participated in the *Faithful House* couple program. However, everyone is confused about their respective roles. The couple is referred to several different couples with varying levels of experience and eventually they are referred back to the parish priest.

Discussion Questions:

1. What went wrong in the process of helping this couple?
2. Were the couples involved in the *Faithful House* program clear about their roles and responsibilities?
3. Have you ever had the experience of dealing with an organization in which people are not sure of what they are supposed to do?

Sharing the Good News:

In our role play, the young couple was searching for “good news” that could help their marriage. We believe the *Faithful House* brings good news to couples and families in Africa. Indeed, if the messages of love, faithfulness, respect and communication are truly taken into our marriages, all will benefit. However, it isn’t always easy to spread the good news. In fact, it seems “bad news travels farther than good news.” We see this often in television, radio and newspapers where bad news makes the headlines and the good news is rarely reported.

Thus, we have to be very organized if we are to spread the good news of the *Faithful House*. Right now, we are working to be as effectively organized as we possibly can. As a part of that organization, we define four levels in which couples share and spread the *Faithful House*.

1. We begin with participant couples.

- A participant couple is a couple that has completed or is presently involved in a *Faithful House* couple program.
- During the course of their *Faithful House* couple program, a participant couple has completed these *core modules*:

- | | |
|---------------------------------------|-------------------------------------|
| a. Introduction to the FH program | j. HIV Awareness and Testing |
| b. A Foundation in God | k. The Windows of Forgiveness |
| c. The First Pillar of True Love | l. The Marriage Bed |
| d. The Second Pillar of Faithfulness | m. The Marriage Banquet |
| e. The Third Pillar of Respect | n. Positive Parenting |
| f. The Fourth Pillar of Communication | o. Culture and the Houses Around Us |
| g. The Walls of the House | p. Broken Houses |
| h. The Door that Opens | q. God's House of Mercy |
| i. The Roof of Consciousness | r. Invitation to Support Groups |

2. From participant couples we draw facilitator couples.

- Facilitator couples have completed a *Faithful House* couple program as a participating couple.
- Facilitator couples are modeling the values and behaviors taught in the *Faithful House* program.
- Facilitator couples have had further preparation in one of two ways:
 - a. By working with a facilitator or trainer
 - b. By satisfactorily completing a FH “Facilitator Preparation” workshop.
- Through either working with a facilitator or completing a *Faithful House* “Facilitator Preparation” workshop, facilitator couples have completed the topics included in “The Training of Facilitators” manual. (A summary of these topics is to be provided to each of the Facilitators in Preparation at the end of their workshop.)

3. From facilitator couples we draw *trainers of facilitators*.

Trainers of facilitators are able to conduct facilitator preparation workshops in which they train facilitator couples to present the *Faithful House* program.

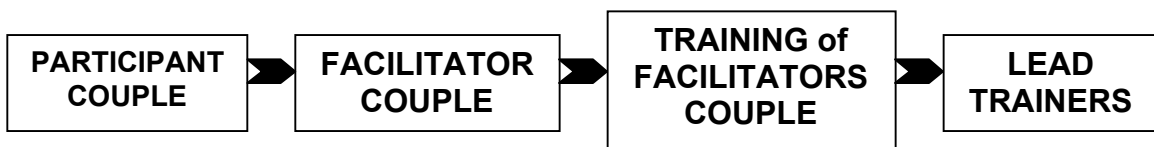
- They have completed a *Faithful House* couple program as a participating couple.

- They are modeling the values and behaviors taught in the *Faithful House* program.
- They have had further preparation in one of two ways:
 - a. By working with a facilitator or trainer
 - b. By satisfactorily completing a *Faithful House* “Facilitator Preparation” workshop.
- They are completing a “Trainer of Facilitators”_workshop. You are now engaged in completing this fourth step. After completing this workshop, you will be in a position to train facilitator couples who will then train participant couples.

NOTE: *In the introduction of the FH program, the workshops were not long enough to cover both the facilitator preparation material and the core modules for participants. Therefore, some couples may be functioning as facilitators even though they have never covered the facilitator preparation material in their training workshop.*

4. Finally, we have a small group of *lead trainers*.

The lead trainers are responsible for working with the Catholic Relief Services administration and developing the content of the *Faithful House* programs. The lead trainers also conduct “Training of Facilitators” workshops.

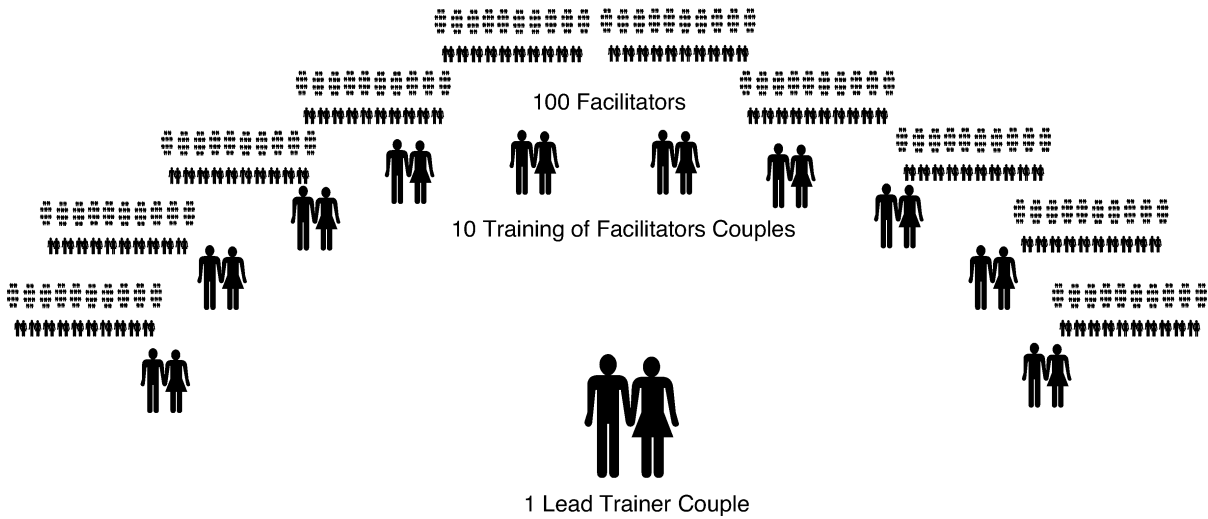


Our plan is one of multiplication: spreading the good news through increasing the number of people engaged in the *Faithful House* at every level. For example, in a given Diocese if:

- 1 lead training couple trains 10 “trainers of facilitators” and
- Each of the 10 “trainers of facilitators” prepares 10 “facilitator couples” and
- Each of the 10 “facilitator couples” presents to 10 “participant couples,”

the *Faithful House* has reached **1000** couples!

1000
Participant Couples!



NOTE: To further clarify our roles we would note the following:

1. *PARTICIPANT COUPLES* go through a Faithful House couple program.
2. *FACILITATOR COUPLES* go through a Faithful House facilitator preparation workshop.
3. *TRAINING OF FACILITATORS COUPLES* go through a Faithful House Training of Facilitators workshop.

Module 5: Qualities of a Good Facilitator

Now we must define the qualities of a good facilitator.

This section is introduced by presenting two contrasting role plays. In the first role play, a facilitator couple presents “the foundation” of the FH in a good fashion. The couple is well prepared, they ask questions of the participants, they listen carefully and respectfully and both husband and wife contribute to the presentation and discussion. In the second role play, a facilitator couple presents the “1st pillar of true love” in a bad fashion. They are not well prepared. They lecture and do not ask questions. They are arrogant and at times look down on the participants, and the wife is not allowed to contribute to the discussion.

The group then discusses:

1. What is the difference between the two facilitator couples?
2. What are qualities that make for good facilitation?
3. What are qualities that are harmful for facilitation?

Working with your input, the responses to the questions are summarized as the five characteristics of a good facilitator.

1. They are *prepared*
2. They are *united*
3. They are *participatory*
4. They are *humble*
5. They are *confident*

In fact, we can say that a facilitator couple who displays all of these characteristics is a STAR couple:



The words “Prepared, United, Humble, Confident and Participatory” are placed on each point of the STAR. (If there are other important characteristics that you have identified and don’t fall under the five points of the STAR, these can be “hung” from the STAR as a moon or another symbol).

To further elaborate, we can contrast the descriptions of the five good characteristics with their opposites. For example:

Prepared	Unprepared
United	Disunited
Humble	Boastful
Confident	Unconfident
Participatory	Domineering

Module 6: The Center of the STAR

We know from the scientific study of the stars and the sun, the closest star that the greatest source of heat and energy comes from the center of the star. It is from the center of the star that light and warmth are generated. By way of comparison, it is important for us to examine our “center.” What motivates us to become trainers of facilitators? What gives us strength and energy? Why would we want to do this work instead of just relaxing or doing things that are easier?

At this time, couples are asked to sit together and to reflect individually and as a couple on the following questions. (The reflective mood can be enhanced with quiet music.):

1. What is my prime motivation for being a facilitator?
2. If I imagined the face of a person in the center of the star, who would that person be?
3. How does my faith enter into my motivation to be a facilitator?
4. Do we as a couple have unity in that we both want to do this work together?

After you have had ample time to reflect upon these questions, those who would like can share with others what they placed at the center of the star.

As further follow up consider and discuss why is it important to define the “center of the star” for this work and indeed for any work you do in life.

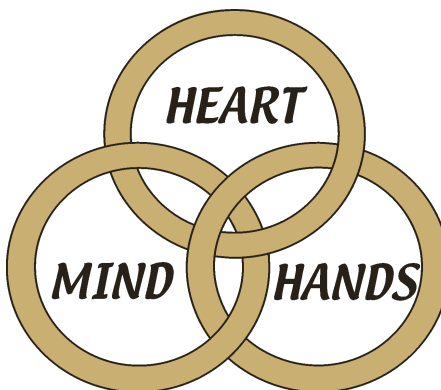
Point 1 of the Star: PREPARATION



Discussion Questions:

- What are reasons that a facilitator couple should be well-prepared?
- Has anyone here experienced being in a situation for which they were not prepared? How did you feel?
- What do you think ten essential steps of preparing a *Faithful House* workshop are?

After discussing these questions, we can represent the process of preparation with a diagram of three circles.



To successfully prepare you must:

1. Prepare your **HEART** through prayer and a loving openness to others who will be involved in the program.
2. Prepare your **MIND** through careful and thorough study of the *Faithful House* material you are going to present.

3. Prepare your HANDS by getting in place all of the logistical details and materials necessary for carrying out the *Faithful House* participant workshop.

Involving the Community of Participants:

As we will discuss in more detail later in the manual, it is extremely important to have the group involved and actively participating. One specific way in which you will do this is to ask for a timekeeper and an animator. Ideally a couple would share these responsibilities. The *timekeeper* or *timekeeper couple* is responsible for assisting the facilitators in drawing up and displaying the schedule, starting each session on time, starting and ending breaks and meals on time and ending the day on time. If there is a problem with participants keeping to the schedule, both the timekeeper and facilitator can jointly address this problem with the participants.

The *animator* or *animator couple* is responsible for keeping the participants energized. To accomplish this, they should assign people for opening and closing prayers or songs. If the group is getting tired or restless, the animator might enliven people through singing, exercises, or short games. If other participants have suggestions for making the sessions more lively, they should be encouraged to offer them to the animator.

The facilitators will then share in detail how they prepare for a *Faithful House* couple program. By the end of the discussion, all relevant details of preparing a *Faithful House* couple program should have been discussed and recorded.

Summary

We cannot emphasize enough how important the process of preparation is. Being well prepared allows you to convey the *Faithful House* message in a compelling way and makes the process a positive one for you as a couple. Conversely, if you are not well prepared, it will create a great deal of anxiety and tension for you and for the participants!

(Later in the manual we will follow up this module on preparation with another module called "Ready, Set, Go.")

Point 2 of the Star: UNITY



Ideally, marriage should be a unity in which the husband and wife are on the same level, mutually engaging and supporting one another. In this ideal, the husband is not greater than the wife and the wife is not greater than the husband.

Our facilitation should reflect this ideal. People are going to learn as much from how we treat each other as from what we say. As we saw in an earlier role play, if the couple is not together in presenting the information – if either husband or wife dominates or if there is lack of respect for one another – then participants will be disturbed and question how valid the teaching really is.

In practice, a facilitating couple may encounter several issues that make unity more challenging:

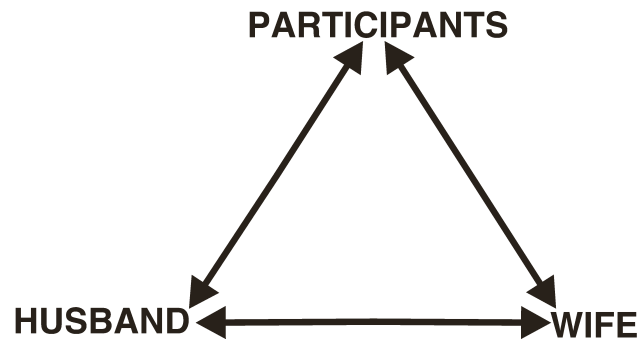
- One of them may be shy in front of an audience by nature.
- One of them may naturally be a gifted presenter and takes the lead.
- One of them may not be comfortable with presenting in English.
- One of them, because of other demands on their time, may not have been able to study the material as well.

Discuss what can be done to remedy the following situations:

1. The “shy wife”
2. The husband who “talks too much”
3. The husband who is not comfortable speaking in English
4. The wife, who does not know the material well

After these questions are discussed, other ideas for conveying unity should be discussed; for example, a couple may wear the same color and design of a shirt.

Summary:



In ending this session, we would leave you with a final image – that of a triangle representing of “three way conversation” between husband, wife and the participants. (In contrast to a simple back and forth line from the couple to the participants.)

Each of the lines of the triangle are to be part of the communication process – husband to wife, wife to participants, husband to participants. Each is asking, “what do you think?” and “what would you like to add to what we have said?”

Point 3 of the Star: HUMILITY



While facilitating, we want to be humble and view the participant couples with great respect.

The word humility is from a Latin word, ‘humus’ which means earth or ground. Humility asks us to be close to the earth. We are not to be pretentious, to be “high and mighty,” as if we were above others. In fact, to be successful facilitators, we must be on the same “ground” as those we are working with.

Discussion Questions

1. What factors can lead us away from an attitude of humility to an attitude of pride? (For example, one who is more educated than the participants may struggle to be humble.)
2. Do you think we need to listen carefully to contributions from all participants?
3. How would a humble couple facilitate differently than a couple that lacked humility?

Point 4 of the Star: CONFIDENCE



As facilitators we don't want you to be anxious, frightened, or timid in your presentations. Rather we want you to feel comfortable and **confident** and truly enjoy being with the participants.

Discussion Questions:

1. What are "secrets" or suggestions that can help a couple feel confident in being facilitators?
2. What are factors that can detract (take away) from a couple's sense of confidence?
3. Occasionally a person can suffer from severe anxiety before speaking in front of a group, with physical symptoms such as sweating or a racing heart. One may feel unable to remember anything. How can a person master these feelings and feel more calm and steady?

After summarizing the responses to these questions, the fundamental connection between confidence and preparation should be emphasized. A couple who is well prepared is much more likely to be confident than a couple who is ill prepared. The comparison of a football team that is well prepared and therefore confident can be contrasted to a football team that has not prepared or conditioned for a match and therefore is much less confident.

"Confidence is the fruit of preparation."

Point 5 of the Star: PARTICIPATORY



In the facilitation process, you have a challenge to invite and include all of the participants. We trust your humble yet confident approach will lend itself to an atmosphere in which people feel comfortable asking questions and making contributions. However, group dynamics are such that you may be faced with a number of challenges.

Discussion Questions:

1. What are some of the difficulties you have experienced in being part of a group discussion?
2. What are the dangers if some of these difficulties get out of control?
3. For each difficulty, see if you can arrive at a practical solution to deal with the difficulty.

NOTE: Some of the difficulties that should emerge in the discussion should include the participant who is frequently interrupting, the participant who offers frequent and prolonged comments (sometimes unrelated to the topic at hand) and how to deal with shy participants who never say anything.

Here are a few suggestions list for “Maintaining Positive Group Dynamics” (others can be added as well).

- 1. Agree to “norms of behavior.” These should include being respectful to all, sticking to the topic at hand and not interrupting.*
- 2. Remind the group about the agreed upon norms of behavior before each class. If there has been a particular problem (such as cell phones going off, people being late, dominating participants, etc., then specifically point out these problems and the group’s decision to adhere to the norms of behavior.)*
- 3. Be in control without being controlling.*
- 4. Have a plan for involving reluctant participants (one example is having a small ball that you toss to the person you would like to answer a question. If they are having trouble answering the question, they can throw the ball to someone else to help them.)*
- 5. If the group is getting too loud or argumentative, ask the animator to bring them together with a song, prayer or exercise.*

Typical troublemakers

In the development of the *Faithful House* program thus far, facilitators, trainers and administrators of the program have accumulated a great deal of experience about “what works” and “what goes wrong.” By being informed in advance of potential problems, you can anticipate them and either prevent them or address them when they are “little problems” and before they become “big problems.” We call these problems “typical troublemakers:”

Here is the list of Typical Troublemakers. As each of these are presented, see if you can think of how you would prevent or solve the problem:

- 1. *Late Arrivals*** (*Establish and reinforce norms of behavior emphasizing starting on time; be sure you as facilitators are on time!*)
- 2. *Cell Phones*** (*Reinforce turning phones off or to silent mode in norms of behavior.*)
- 3. *Heat*** (*Check ahead of time to be sure there are fans or air conditioning in good working order. Schedule the program to allow for a siesta at the hottest times of day.*)
- 4. *Loud, Disruptive, Argumentative Situation*** (*Have animator bring the group together with a song, prayer or exercise. Remind the group of their common purpose.*)

5. **Fatigue and Low Energy** (*Use your animator. Check with the group to see if sessions are too long or if more breaks needed. Look at how you can use physical activity such as exercises, throwing a ball or going for a walk to energize the group.*)
6. **Tea Breaks** (*Inform couples ahead of time of what will and will not be available. If budget allows, try to provide something for break.*)
7. **Food For Meals** (*Inform couples in the invitation stage of what will be offered. If budget allows, couples are very appreciative of good meal. If a meal is not provided, try to arrange for local vendors to be available for food purchase.*)
8. **Running behind schedule** (*Each day and between morning and afternoon sessions you must check the schedule. As facilitators, you must be “in control” and not let discussions go so long that you fall far behind in the program.*)
9. **Disruptive person** (*Occasionally a person may be continually questioning or criticizing the information you are presenting. If this becomes disruptive, ask to meet with the person in private. Do not meet alone, but include the animator and timekeeper. Remind him or her of the common purpose. If the problem continues, privately ask the person if they feel that this is really the right group for them.*)

Remember to use your animator and timekeeper. They are representative of the community of participants and can assist you in dealing with “typical troublemakers.”

Learn, Do, Facilitate: Practicing Facilitation

In this session, facilitators in preparation are given the opportunity to practice facilitation. They should be told to “have no fear,” as the purpose of the practicing is simply to gain confidence for when they begin facilitating on their own.

Well done! You have worked hard in preparing to be a facilitator. As you can see, the sequence you are engaged in is one of “learn, do and teach.”

- You first LEARNED the *Faithful House* program as a participant.
- You now PRACTICE (you “DO”) the *Faithful House* program.
- You now are going to FACILITATE the *Faithful House* program..

Depending upon the number of participants, the group can be divided so that each couple can present at least one module. (Thus, for example, one of the facilitator trainers may take four couples and another take an additional four couples.) In order to get good feedback, the facilitator feedback form should be used.

FACILITATOR FEEDBACK FORM

1. What are three positive things the facilitating couple did?

2. What are three things the facilitating couple could improve on?

3. Did the couple seem well prepared?
4. What parts of the presentation made you think the couple was not well prepared?

5. Did the couple seem united?
6. Did both husband and wife contribute to the presentation and discussion?
7. Did the couple seem humble and approachable?
8. Did the couple invite participation from the group?
9. Did the couple seem to listen well to the group and to each other?
10. Did the couple seem confident in presenting the material?
11. What part of the presentation was not presented with confidence?

12. All in all, was the session participatory?
13. Do you have any further comments or suggestions for the facilitating couple?

Ready, Set, Go



This module offers another perspective on preparing for a *Faithful House* couple program with an emphasis on the details that must be a part of the preparation process.

Now that you have practiced facilitating a session and are moving forward in the sequence of “learn, do, facilitate,” we want to introduce one other concept: “ready, set, go.” Perhaps you are familiar with this expression from your days in primary school. To start a running race, the participants are given this sequence:

- **Ready** – They must turn their attention to the race that is starting.
- **Set** – They must be in the proper position and stance to start the race.
- **Go** – They begin running with all of their might.

You can imagine the confusion that would take place if this sequence were not followed. The racers would be taking off at different times and there would be generalized chaos. The lesson is clear: before you can “go” you must “ready” and “set.”

The same is true in planning your couple groups. You must be “ready” and “set” before you can “go.”

- **Ready** – you must have paid close attention to the details of planning the couple program.
- **Set** – you must be sure all the details of the program are in place
- **Go** – you are “off and running” with the workshop!

To assist you in the “ready, set, go” process of the workshop, we would offer the following checklist.

Ready And Set For A Faithful House Couple Training

Before the workshop: Getting ourselves ready and set.

1. We have studied the core modules and know the material well.
2. We can comfortably present the core modules in front of an audience.

3. We are prepared to answer commonly asked questions.

Before the workshop: Getting the FH workshop ready and set.

1. We have scheduled in advance specific dates and times for the FH workshop.
2. These dates and times will be suitable for us, participants and key people.
3. We have arranged for key people to assist us (for example a priest, if the Sacrament of Reconciliation is to be available or local leaders to introduce and open the workshop).
4. We have a venue arranged for the FH workshop (see below).
5. We have invited participants in adequate time.
6. We have not forgotten to invite participants who should be invited.
7. We have notified other stakeholders and organizations (for example other parish/church groups).
8. We have been in communication with the FH administration for necessary support and assistance.

Before the workshop: Getting the venue ready and set.

1. The venue is accessible to the participants.
2. It has adequate security.
3. It has adequate space.
4. It has adequate lighting.
5. If power point used, it has electricity.
6. It has working toilets.
7. It has water for drinking.
8. It has food available.
9. It has fans or air conditioning.
10. The cost can be covered by the budget.
11. If couples are coming from out of town, lodging is available and arranged

Before the workshop: We have the necessary materials ready and set.

1. Attendance sheets

2. Couple handbooks
3. Our own training manual
4. Evaluation forms
5. Certification forms for participants
6. Writing tablets for participants (unless we instructed them to supply their own)
7. Flip charts
8. Writing pens for flip charts
9. Bible, any song sheets or prayer sheets
10. Computer and data projector (if using power point)
11. Extension cord and adaptors (if using power point)
12. Additional teaching aids (items for role plays, etc.)

Starting the workshop: We have the opening ready and set.

1. We have time for participants to arrive, be greeted and sign in.
2. We have a workshop opening planned (a welcome or a brief ceremony).
3. We have a timeline to which we will adhere (timeline must include the sessions you expect to cover).
4. We have appointed a timekeeper and an animator.
5. We have outlined the schedule for the day (breaks, lunch, etc.).
6. We have discussed the ground rules (norms of behavior).
7. We have time at the end to evaluate (3 things that were good; 3 things that can be improved).

Conducting the workshop: Is it going well?

1. Are the participants engaged and enthusiastic or are they bored?
2. Is there a good balance of participation/discussion with the presentations?
3. Are the physical accommodations (heat, light, food, etc.) satisfactory?
4. Evaluate at the end of each day (ask for 3 things that were good: 3 things that can be improved)
5. Are we adhering to the timeline or getting behind?

6. Did you feel the discussions were healthy and vigorous, yet also not out of control?
7. Is there any individual or couple who seemed troubled, withdrawn or angry that you should reach out to?
8. What do you think can be improved for the next session?

Concluding the workshop or session: Are we ready and set?

1. Do we have the necessary evaluation forms ready?
2. Have we allowed time for feedback from participants (both oral and written)?
3. Do we have a specific time and venue for the next session?
4. Do we have everyone's contact information?
5. Is there a plan for couple's to meet on their own as "couple support groups?"

Evaluating the workshop: Are we ready and set?

1. Do we need to write a report? (What does it need to contain, when should it be completed, who do we send it to?)
2. Can we have a meeting with key people (including any participants) to evaluate "lessons learned" and plans for improving the next workshop?
3. Did we identify any couples that may become good facilitators in the future?

The Center of the Star Revisited

We would like to conclude the training of facilitator workshop by returning to the center of the star. As we discussed earlier, the center of the star represents that which gives us energy and purpose in our lives. For some, this may be their faith. For others, it may be the loving relationships they experience in their own lives. The center of the star may be a philosophical or humanitarian ideal for others still.

Discussion Questions:

1. Reflect again upon the nature of “center” of the star in your life. After a few minutes of quiet, discuss the following:
2. What do you do in your day to day life to keep the center of your star alive and burning?
3. What factors in your life can dampen or even extinguish energy and purpose in your life?
4. What suggestions would you have for other participants to keep the “fire alive” in their own lives?
5. What can couples do together to keep the fire alive in their married lives?

Summary:

There is a proverb that states, “You cannot give what you do not have.” If you are continually working and never resting, if you do not have time for reflection and recreation, if you do not care for your “inner self,” your work with the *Faithful House* (and indeed your life in general) will be more of a burden than a blessing. It will be much more difficult to share the vital force of your own being and the vital force of your marriage if that vital force is depleted. That is why it is so critical that you tend to the “center of the star” in your life and in your marriage.