



Guidance for Administrators

Dear Administrator,

We thank you for using the *Making Jesus Real* series with your staff and pray that it will bless your ministry and those you serve. The program is intended to be flexible so you can plan multiple training sessions with your staff or a day-long staff retreat. We encourage you to collect all of the response exercises so that you can review them yearly during performance reviews with staff and update goals together. We also recommend using the series as part of your new staff member orientation.

Should you choose to do a one-day staff retreat, a sample schedule is included. Please note that times can vary based on group size, prior knowledge, and participation. A certificate will be sent to you that you can use to celebrate the completion of the program. We recommend recognizing your staff during your church worship service so that your congregation can celebrate with you. In addition, your staff will be recognized at our Early Childhood Equipping Conference.

In His Service,

May Wolfinger

PSD Early Childhood Consultant

Sample Schedule for *Making Jesus Real** Staff Retreat

- 8:30 a.m. Arrival, continental breakfast, and icebreaker game
- 9:00 a.m. Group responsory prayer with petitions led by each staff member
- 9:15 a.m. *Making Jesus Real Introduction* video (4 minutes)
Discussion Guide (God's Word and Reflection)
Response - Mission Exercise
- 10:00 a.m. *Jesus and Scripture* video (23 minutes)
Discussion Guide (God's Word and Reflection)
Response - S.M.A.R.T Goals Exercise
- 11:00 a.m. Break
- 11:10 a.m. *Law and Gospel* video (16 minutes)
Discussion Guide (God's Word and Reflection)
Response - Create a Law and Gospel Lesson Plan Exercise
- 12:15 p.m. Lunch
- 12:45 p.m. *Baptism* video (18 minutes)
Discussion Guide (God's Word and Reflection)
Response - My Baptism Story Exercise
- 1:45 p.m. *Holy Spirit and Christian Living* video (20 minutes)
Discussion Guide (God's Word and Reflection)
Response - Personal Gifts Inventory Exercise (recommend staff do this beforehand and bring results to share)
- 2:45 p.m. Pray, Reflect, Respond - Create a Personal Faith Statement Exercise
- 3:00 p.m. Break
- 3:15 p.m. *Faith Formation* video (16 minutes)
Discussion Guide (God's Word and Reflection)
Response - Supporting the Faith Formation of My Students Exercise
- 4:30 p.m. Prayer followed by an update to the school evangelism plan
- 5:00 p.m. Prayer

*Materials for the program can be found at <https://www.psd-schools.org/making-jesus-real>

