



Guidance for Administrators

Dear Administrator,

We thank you for using the *Making Jesus Real* series with your staff and pray that it will be a blessing to your ministry and those that you serve. The program is intended to be flexible so that you can plan for multiple training sessions with your staff or plan 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 so that you can update your goals together. Much as Martin Luther encouraged the Catechism to be read daily, we would encourage you to come back to the series with your staff each year and each time you hire a new staff member.

Included is a sample schedule should you choose to do a one day staff retreat. Please note that times can vary based on your group size, prior knowledge, and participation. Also included is a certificate 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 His Service,

May Wolfenbarger

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. Break
- 2:00 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)
- 3:00 p.m. Pray, Reflect, Respond - Create a Personal Faith Statement exercise
- 3:20 p.m. Prayer followed by update to school evangelism plan
- 3:45 p.m. Program evaluation
- 4:00 p.m. Prayer

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

