



BEFRIENDER
MINISTRY

A Listening Presence

Foundation Principles

God is present
Caring not curing
Nonjudgmental presence
Active listening

BeFriender Ministry National Office

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Virtual BeFriender Candidate Training: Program Leader Expectations and Responsibilities

1. Churches/Organizations registering participants for virtual BeFriender Candidate training must have at least one active BeFriender Ministry Program Leader.
2. Conduct Discernment process for potential BeFriender Candidates.
 - a. Follow the discernment process as outlined in the Discernment Packet received in leader training. Contact barb@befrienderministry.org to request an electronic copy of the discernment packet.
 - b. Discernment process can be virtual or in person.
3. An active program leader will register their candidate(s) online at www.befrienderministry.org.
 - a. Program Leader will receive email with Program Leader Expectations and Responsibilities.
 - b. Candidates will receive a confirmation email from the BeFriender Ministry National Office.
 - c. Zoom link, virtual participation guidelines and training outline will be emailed to the candidates prior to the start of training.
4. Provide each candidate with the following training materials prior to the first session. *If you need to order materials, please place your order with the National Office at least 2 weeks prior to the start of candidate training:*
 - Candidate Workbook
 - Small Tree Ring
 - What is BeFriender Ministry Bookmark
 - BeFriender Bookmark with Foundation Principles
 - Lapel Pin to be given at time of Commissioning
5. For your convenience, a PDF packet of handouts will be emailed to you after registration. Prepare a packet of handouts for each candidate. Ensure each candidate receives the materials prior to the start of the first session.

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You will find the following handouts in the PDF Packet:

- a. Perspectives on Ministry
 - b. Our Sense of Call
 - c. A Cup of Tea
 - d. Mutuality Review
 - e. The Grace To be Loved
 - f. Session Six Reflection Questions
 - g. Spirituality and Ministry
 - h. The BeFriender Ministry Code of Conduct
 - i. BeFriender Agreement of Confidentiality
6. Facilitate Sharing of Tree Rings Prior to the First Session
- a. Schedule a time for a Program Leader to meet the candidate for Tree Rings sharing.
 - b. This can be a virtual or in person connection. Teach Session Two “Our Sense of Call” and invite the candidate to share their Tree Rings.
 - c. If you have more than one candidate attending training, offer an in person or virtual time for a group tree ring sharing facilitated by a program leader.
7. Candidates are expected to attend all training sessions.
- a. The National Office will communicate with you when a candidate misses a training session.
 - b. Between the missed session and the next scheduled session (if possible), a program leader conducts the makeup session with the candidate.
8. Schedule phone check-in times with candidates throughout the training. Invite the candidate to reflect on the recent training sessions and share:
- Their learnings and insights
 - Address questions that may have surfaced
9. Prepare candidate for Internship Visits after candidate training has been completed.
- a. Internship visits may be phone calls, virtual connections or in person visits.
 - b. Connect with your candidates during the internship period. Utilize the ministry support questions for each candidate to reflect on their visits.

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- c. If you have more than one candidate in training, you may choose to set a time for group virtual or in person ministry support.
10. Conduct Taking Stock with each candidate after Internship.
 - a. Taking Stock questions can be found in the Trainer Guide Appendix 109.
 - b. If you have more than one candidate, you may offer a virtual or in person group taking stock.
11. Present Lapel Pin and Certificate when candidate is Commissioned.
12. Introduce new candidates to your current group of BeFrienders. Plan an icebreaker-getting to know you time and invite everyone to share:
 - What led you to BeFriender Ministry?
 - New Candidates: share something they learned in training
 - Current BeFrienders: share a tip for new candidates
13. Questions regarding the role of the Program Leader, please contact Barb Schwery at barb@befrienderministry.org or 952-767-0246.

Registration Policy

Registration for candidate training is nonrefundable. If a candidate is unable to attend the training prior to the start of the training, the Program Leader may select one of the following options:

- Transfer the registration to someone else from your church or organization. Please contact the National Office with the name of the person that will be participating in the candidate training.
- You may transfer the registration to a future candidate training session. You have one year from the original session to use the registration. Notify the National Office of the person that will be utilizing the registration. If fees have increased, you will be invoiced for the difference.
- If a candidate misses a session during training, a program leader from the candidate's church/organization will provide the makeup session.
- BeFriender Ministry reserves the right to reschedule the session due to low enrollment, trainer illness or another emergency. If the session is rescheduled, you will be able to transfer registrations to a future BeFriender Candidate training session.