

2008
CROSSROADS CAREER[®] EXPLORER GUIDE
Now available online with hotlinks to over 150 career tools, exercises, devotionals and network groups

FACILITATOR GUIDE

Your Name _____

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Provided by Member Churches in the

***Crossroads* / *Career*[®]**
Network

Helping people at crossroads in their careers to hear and follow God's calling

THANK YOU FOR YOU

You probably heard that “It is more blessed to give than to receive.” You now have the opportunity to find out how true it is! You are giving not only your time, but also yourself in helping people at crossroads in their careers to hear and follow God’s calling

Our purpose here is to help, train and equip you, and the best way for you to start preparation is going through the Explorer Guide for yourself – ideally as part of a small group.

TOOLS FOR THE FACILITATOR

Crossroad Career® has prepared a comprehensive study to bring the principles of this series alive in each participant's life. Your job is to guide another person or group through the study sessions, exercises and devotionals, allowing them to discover the concepts, embrace their meaning, and apply them to their lives.

The 2008 Crossroads Career® Explorer Guide is more than just a course. It is a eight-week experience that equips the people in your group to experience God’s presence as they explore crossroads in their careers – maximizing their career potential.

Your best tool is the Explorer Guide itself. The best preparation is going through the course yourself, ideally in a small group. Next most important is this facilitator guide, including tools and resources in the Appendix. Finally, feel free to ask your Crossroads Career leader and other facilitators for help as you need it.

GETTING STARTED—FIVE EASY STEPS

Several basic ingredients are essential to any successful group study. Before you plan the first meeting, you should work through these fundamentals.

- 1. Pray!** Only God can change the hearts of men and women, and prayer is your most powerful tool. As the leader of your group, this is your logical starting place.
- 2. Organize.** Consider asking one or two others to share the leadership load by helping you plan, promote the series, distribute materials, etc.
- 3. Gather needed materials.** Before starting the course, make sure that each participant has his or her own copy of the study guide, as well as your church’s membership key to our website www.crossroadscareer.org so they can confidentially register for free access to all career materials and tools online.

Your church’s membership key: _____

Your Login: _____

Your Password: _____

- 4. Encourage attendance.** Send out an email to the group inviting them to attend each week. Remember to follow up with all participants to make them feel welcome.

5. Prepare to lead the sessions. Complete the chapters ahead of time. What questions are you drawn to during the study? Do you have relevant personal experiences that you could share with the group? Some of the best discussion questions are those you create yourself out of your own experience. Feel free to improvise and personalize the study to fit your audience.

TIPS FOR THE SUCCESSFUL FACILITATOR

Love and encourage. The leader's primary responsibility is to love and encourage group members. People are more receptive to spiritual truth when they have been loved. People want to know how much a leader cares before they care how much the leader knows.

Be Prepared: Another main objective is to work through every part of the study prior to the meeting time. Review the discussion questions and come up with a few of your own. Some of the best conversations and questions come out of your own personal study.

Be Yourself: The others in your group will appreciate and follow your example of openness and honesty as you lead, so set a good example! The best way to encourage those in your group is not to impress them with your own wisdom, but with your sincere desire to live out these principles in your own life. When they sense that you are real—that you are not above the issues that challenge them—they will be encouraged to press on. The transparency of your group may be the crucial ingredient that sparks their motivation to overcome their own personal challenges.

Guide the Discussion: The discussion questions will raise some interesting conversation in your group. However, you can also lose focus during discussion time if the topic drifts or people present opinions that do not represent biblical teaching. Don't discourage people by suggesting that their opinions are inappropriate; instead, gently guide the conversation back to a related point that is covered in the study. That can only happen if you are familiar with the lessons.

Remember: Your role is as supporter and facilitator. You guide Career Explorers through a process that many have found helpful. It is also important to remember what you are not!

You are not . . .

- ❖ on call 24x7;
- ❖ responsible for Career Explorers getting a job or changing careers;
- ❖ a counselor – “one who is engaged in or whose profession is counseling;”
- ❖ a trainer – “one who instructs or trains;”
- ❖ responsible to solve all the Career Explorers' problems

Finally: Crossroads Career® Network does not endorse, recommend or sell any career counseling or placement services. The Career Explorer's Course does not give specific career advice. No one is supposed to use his/her affiliation with Crossroads Career® Network to promote the sale of any products or services including career products and services, as a platform for providing professional career advice or for soliciting clients.

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How to Structure Your Group Time

Whether you are leading just one person or a group, you'll find the materials are well-suited to most small group settings. The study is designed to fit into a 60- or 90-minute segment over eight weeks. You can take longer for discussion or to review the previous week's material if time permits.

Before the Course

If this group is meeting for the first time, we recommend an introductory meeting for getting acquainted and handing out the materials.

Encourage all participants to share a little bit about themselves: name, profession, how they heard about the group, one thing they hope to gain from the study and maybe a funny or interesting personal fact.

Review the two page introduction in the Explorer Guide, especially the online, workbook and meeting preparations. Ask everyone to read Chapter One and complete the questionnaire and devotional before the first session.

Before Each Class

1. Complete the study and review the exercises and devotionals.
2. To dig a little deeper before the group time, spend additional time praying for and thinking about each participant and their individual situation. Remember to check out the available online resources, and if group participants haven't seen them, encourage them to do so.

In Class

1. Review the Content: What stood out to you? What challenged you? What were the top one or two takeaways from each week's study that you want like to implement?
2. Group discussion is centered on exercises and devotionals in the Explorer Guide. You will find sample questions Session Planning Worksheets in this document on pages 7-14. Continually invite everyone to ask questions, share and participate.
3. Suggested Meeting Format
 - Arrive, meet and greet, pray (10-15 minutes).
 - Review the content (10-15 minutes).
 - Group discussion (30-45 minutes).
 - Prayer requests and group prayer (10-15 minutes).

After Class

1. Encourage group members to complete the study prior to each session
2. Pray for each member by name during every week.
3. Call and/or email all members each week.

SUMMARY OF SESSIONS

Session No. and Title	Description	Meet the Explorer's Need
1 INTRODUCTION (Orientation)	Participants meet and learn about each other and the Career Explorer Course	Be energetic about what is to come. Do your best to create an environment where career explorers feel safe and are energized about walking through this process. Show them that you are committed to them even more than you are to the process or the specifics of the agenda
2 ATTITUDE Accepting Loss and Opportunity	Participants begin acknowledging and dealing with feelings such as anger and fear while starting to think about their personal vision and life purpose.	Assess whether the Career Explorer has dealt with feelings related to his/her career transition. The Career Explorer may need to talk through further what happened and how he/she feels about it. If he/she seems unable to deal with the feelings or seems stuck, the facilitator may want to suggest talking to a professional Christian counselor
3 APTITUDE Discovering Your Unique Qualities	Participants complete three kinds of assessments including the Career Direct™ Online assessment and summarize their most important personal gifts and qualities.	Determine whether the Career Explorer seems well-suited for the kind of work he/she is pursuing or whether he/she knows what kind of work he/she wants to do. The <i>Career Direct</i> ™ Online Guidance System or other assessment can be very helpful in this area. <u>This is an important step because it may directly impact a person's discovering his/her calling!</u>
4 ALTITUDE Focusing on the Marketplace	Participants use results of assessments to begin researching occupations and industries in which they might want to work. They can consider traditional and non-traditional types of work. They will be using several recommended websites to help them develop 2-3 career targets. They also begin developing resumes, letters and a 30-second Resume.	Does the Career Explorer have a resume that is effectively targeted toward the desired job marketplace? While you may, if you feel competent in this area, critique the person's resume and offer suggestions, it is NOT your role to write the resume.
5 SEARCHING Finding Opportunities	Participants will continue fine-tuning their resumes, letters and 30-Second Resumes. They will also identify networking contacts and begin making networking contacts. They will learn about additional ways of finding opportunities.	Does the Career Explorer have a network of contacts with which to begin networking? Help the person think through everyone he/she knows, including relatives, friends, business associates (if appropriate), neighbors, etc. He/she may have a larger network than he/she was aware of. Suggest other contacts when possible, and help the Career Explorer develop and practice his/her 30-second resume. The Career Explorer may need guidance <u>organizing his/her job search.</u>
6 SORTING Interviewing and Evaluating	Participants continue making networking contacts. They develop answers to common, challenging interview questions. They also compile a list of people who can be references for them.	Is the Career Explorer getting interviews? What are the outcomes of the interviews? Does he/she need to practice answering typical interview questions? Suggest that the person practice with a family member, friend or another Career Explorer.
7 SELECTING Walking in the Work God Has Prepared	Participants learn techniques for analyzing and evaluating opportunities that may be offered. They also learn some negotiating skills. The focus is on considering opportunities in light of what they believe God wants them to do.	Is the Career Explorer getting offers? The material in this step can help him/her think through decision criteria. <u>Do not advise the person on which offer to take or refuse!</u> Once an offer has been accepted, help the person identify good behaviors and attitudes for beginning the new job. If offers are not coming, then assess whether the Career Explorer has really effectively moved through the previous five steps. Go back to where the need is.
8 REACHING FORWARD Toward the Goal	This last session focuses on summarizing what participants have learned during the study. It also encourages them to find ways to continue personal Bible study and some kind of group experience.	Is the Career Explorer on the right path toward their next career assignment? Have they learned from any mistakes that led them to their career crossroads?

SESSION 1 PLANNING WORKSHEET

Chapter 1: Are You at a Crossroads in Your Career?

Goals for this Session

Focus on creating a warm, accepting, welcoming environment. Encourage everyone to participate at some level. Emotions may be raw, or they may be buried. Gently encourage each person to share their feelings and how they are dealing with them.

Welcome: Focus on fellowship and getting to know the participants. Building relationships is key to learning and growing. Ask each person to wear a nametag.

Objective: Participants understand and articulate their work situations and needs, as well as exploring six steps in career crossroads hearing and following God.

Key Verse: *“This is what the LORD says: “Stand at the crossroads and look; ask for the ancient paths, ask where the good way is, and walk in it, and you will find rest for your souls...”* Jeremiah 6:16

Opening Prayer

Fellowship and Introductions:

Ask each person to introduce him/herself by sharing his/her name, hometown and what he/she hopes or expects to get out of the Course.

Review Content:

- ❖ Work situation: unemployed, mis-employed, happily employed/but, called/fulfilled
- ❖ Maximizing potential in your current situation
- ❖ Crossroads 6 Steps: Attitude, Aptitude, Altitude, Searching, Sorting, Selecting
- ❖ Hearing and Following God’s Calling
- ❖ Investment: Time, Money and Effort

Discussion Questions:

- ❖ What struck you most?
- ❖ What is your work situation?
- ❖ Are you seeking or thinking about new job, career, calling or some combination?
- ❖ In what crossroads step are you?
- ❖ What are the differences between career and calling? Can you do both?

Review assignment for Session 2, Step 1: Attitude:

- ❖ Distribute Step 1: Attitude or a bound copy of the entire Career Explorer’s Guide if you choose. Or, direct the Career Explorer to register on the website and print either Step 1 or the entire Career Explorer Guide and bring to the next session.
- ❖ Ask participants to complete the Introductory Questionnaire and bring either the original or a copy to the next session to give to the facilitator. (Assure participants that the questionnaire will be treated confidentially).
- ❖ Encourage Explorers to register on the Crossroads Career® Network website and give them the church’s membership key and registration instructions to utilize links associated with the Career Explorer Guide on the Crossroads website
- ❖ Ask participants to schedule a time to take the Career Direct™ Online or other assessment.

Prayer Requests and Closing Prayer:

- ❖ Turn to the Prayer Journal in this Step. Invite participants to share prayer requests for the coming session. Encourage each participant to record the prayer requests in the Prayer Journal
- ❖ Lead a closing prayer. You may want to ask participants to join hands.

Call or email Explorers during the week

SESSION 2 PLANNING WORKSHEET

Step 1: Attitude

Goals for this Session:

- ❖ How do you feel about your career situation? Focus on feelings and listen for various feelings - hope and excitement as well as fear, anger, depression or confusion.
- ❖ Tell them that a positive attitude is 85% of the reason that people get jobs and do well in those jobs and that accepting loss and opportunity is a key to having a positive attitude.

What To Expect:

Focus on creating a warm, accepting, welcoming environment. Encourage everyone to participate at some level. Emotions may be raw, or they may be buried. Gently encourage each person to share their feelings and how they are dealing with them.

Welcome: Focus on fellowship and getting to know the participants. Building relationships is key to learning and growing. Ask each person to wear a nametag. Collect Career Explorer Questionnaires from participants. Assure participants again that these will be kept in complete confidence.

Objective: Participants identify their current attitude levels and how to make/keep positive: accepting loss and opportunity with strength training.

Key Verse: “...forgetting what lies behind and reaching forward to what lies ahead, I press on toward the goal for the prize of the upward call of God in Christ Jesus.” Philippians 3:13-14

Opening Prayer

Fellowship: Icebreaker – ask everyone’s most fun event or time in their lives

Review Content:

- ❖ Attitude-O-Meter concerning work circumstances 1 thru 10. Where are they?
- ❖ Accepting loss – overcoming negative feelings – especially anger thru forgiveness
- ❖ Accepting breadth and depth opportunity – build positive feelings - overcome fear
- ❖ Pressing on toward the goal – personal strength training and help from others

Discussion Questions:

- ❖ What struck you most?
- ❖ What did you learn from Anger exercise?
- ❖ What did you learn from Fear exercise?
- ❖ What did you learn from Vision and Life Purpose exercises?
- ❖ How is it possible to bear the unbearable? Sharing from the devotional

Review assignment for Session 3, Step 2 Aptitude

- ❖ Review the three types of career assessments to be completed.
- ❖ Point out the Exercises
- ❖ Point out the Devotionals
- ❖ Encourage Explorers to utilize links associated with this step on the Crossroads website

Prayer Requests and Closing Prayer

- ❖ Turn to the Prayer Journal in this Step. Invite participants to share prayer requests for the coming session. Encourage each participant to record the prayer requests in the Prayer Journal
- ❖ Lead a closing prayer. You may want to ask participants to join hands.

Call or email Explorers during the week

SESSION 3 PLANNING WORKSHEET

Step 2: Aptitude

Goals for this Session:

- ❖ Continue developing relationships among the members of the group.
- ❖ Complete the Self-Assessment, Reference Assessment, and Professional Assessment.
- ❖ Get feedback from other people.
- ❖ Complete the Career Direct™ Online or other assessment.

What To Expect:

It can be difficult to get the reference and professional assessments completed and returned. Encourage people to keep trying until they get their forms returned. Encourage participants to continue working with their assessments until they can derive a balanced summary of their unique qualities. Be alert for opportunities to minister to people who may be discouraged, angry or afraid.

Welcome: Use nametags this session. Confirm completion of assignments and devotionals.

Objective: Participants learn five factors of their unique design and the “X” Factor

Key Verse: *“For You (God) created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made . . .”* Psalm 139:13-14

Opening Prayer

Fellowship: Icebreaker – Ask everyone’s favorite work-related activity

Review Content:

- ❖ Five factors: background, abilities, interests, personality and values.
- ❖ The “X” Factor: hearing and following God’s calling.
- ❖ Remember that learning about your aptitude and unique qualities is continuous

Discussion Questions:

- ❖ What struck you most?
- ❖ What did you learn about and how would you summarize your abilities?
- ❖ How about your Interests? Personality? Values? Spiritual Gifts?
- ❖ Would you tell about a STAR accomplishment (from Explorer Guide page 3-5)
- ❖ What is the importance of the devotional?

Review assignment for Session 4, Step 3 Altitude:

- ❖ Ask Explorers to bring a copy of their resume to exchange with the other participants
- ❖ Encourage Explorers to utilize links associated with this step on the Crossroads website

Prayer Requests and Closing Prayer:

- ❖ Turn to the Prayer Journal in this Step. Invite participants to share prayer requests for the coming session. Encourage each participant to record the prayer requests in the Prayer Journal
- ❖ Lead a closing prayer. You may want to ask participants to join hands.

Call or email Explorers during the week

SESSION 4 PLANNING WORKSHEET

Step 3: Altitude

Goals for this Session:

- ❖ Using what was learned about unique personal qualities, identify specific career targets by job function, industry, income and location for possible employment or informational interviewing.
- ❖ Develop a basic resume for each career target.
- ❖ Develop a set of letters (cover letters, thank you letters, networking letters).
- ❖ Create a 30-second resume to use for networking

What To Expect:

This session begins the heaviest and most challenging work so far. Many people will find the research to be difficult, time-consuming and even boring. Encourage them to invest the time now so that they can make a good career decision and save time later in the process by avoiding false starts and wasted efforts. Some may want to skip right to their resumes. Point out how important it is that a resume be crafted to match a specific career target. It is very important that the targeting work be done first. Then creating a resume suited to the target will be much easier.

Welcome: No nametags are needed beginning this session. Confirm completion of assignments and devotionals.

Objective: Participants learn how to focus on the marketplace and begin developing their personal marketing plan – especially resume and “elevator pitch”

Key Verse: *As each one has received a special gift, employ it in serving one another as good stewards of the manifold grace of God.* 1 Peter 4:10

Opening Prayer

Fellowship: Ice breaker – “what would be the dream job for you?”

Review Content:

- ❖ Six factors identify opportunities in the marketplace: occupations, industries, locations, compensation, platforms and culture
- ❖ Seven parts in a marketing plan: contacts, resumes, references, compensation history, emails/ correspondence, business cards and “elevator pitch”
- ❖ Focus on elements of “elevator pitch” and resume

Discussion Questions:

- ❖ What struck you most?
- ❖ Each person shares the opportunity target in which they are most interested by presenting or reading their “elevator pitch.” Other participants ask questions and try to think of networking contacts.
- ❖ Each person shares resume, and asks for feedback. Others ask questions, share what they like best and ideas for improvement

Review assignment for Session 5, Step 4 Seaching:

- ❖ Encourage Explorers to utilize links associated with this step on the Crossroads website

Prayer Requests and Closing Prayer

- ❖ Turn to the Prayer Journal in this Step. Invite participants to share prayer requests for the coming session. Encourage each participant to record the prayer requests in the Prayer Journal
- ❖ Lead a closing prayer. You may want to ask participants to join hands.

Call or email Explorers during the week

SESSION 5 PLANNING WORKSHEET

Step 4: Searching

Goals for this Session:

- ❖ Develop a list of initial networking contacts.
- ❖ Set up a system for keeping up with networking contacts
- ❖ Begin using online searching and on-the-ground networking

What To Expect:

- ❖ Encourage participants to finish their resumes and 30-second resume. Encourage them to daily conduct online searching on the Crossroads website and on-the-ground networking. Networking will be new and uncomfortable for some of them, and they will need much support and continued encouragement. They can give each other support and suggestions on written resumes and 30-second resume and can also share networking successes.

Welcome: Confirm completion of assignments and devotionals.

Objective: Participants learn how to find opportunities through online searching and on-the-ground networking for personal referrals.

Key Verse: *The mind of man plans his way, But the LORD directs his steps.* Proverbs 16:9

Opening Prayer

Fellowship: Ice breaker – “Would you rather search online or by phone and why?”

Review Content:

- ❖ Finding opportunity is a function of looking and seeing.
- ❖ Combine online searching with on-the-ground networking
- ❖ Online searching using job sites, resume posting, networking sites and email
- ❖ On-the-ground networking through personal referrals, job support and network groups, department of labor, career fairs and recruiters.

Discussion Questions:

- ❖ What have been the most effective online resources for you? Specific websites?
- ❖ What are effective ways to get contacts on the ground? Specific groups/contacts?
- ❖ Try your “improved elevator pitch.” Is there an occupation, industry, employer or contact you want help to reach?
- ❖ Do you believe there is an open door for you that no one can shut? See devotional.

Review assignment for Session 6, Step 5 Sorting:

- ❖ Encourage Explorers to utilize links associated with this step on the Crossroads website

Prayer Requests and Closing Prayer:

- ❖ Turn to the Prayer Journal in this Step. Invite participants to share prayer requests for the coming session. Encourage each participant to record the prayer requests in the Prayer Journal
- ❖ Lead a closing prayer. You may want to ask participants to join hands.

Call or email Explorers during the week

SESSION 6 PLANNING WORKSHEET**Step 5: Sorting****Goals for this Session:**

- ❖ Practice making networking calls and using the 30-second resume.
- ❖ Discover and share favorite career websites.
- ❖ Develop “talking points” for challenging interview questions.
- ❖ Contact and develop a list of references.

What To Expect:

Some participants will still be working on polishing their 30-second resume and written resumes. Encourage them to continue their work and move toward completion. Participants should be making at least five networking calls per week. They really need to make many more, but this is a start. Some will find networking to be very difficult. Encourage them to keep at it. Celebrate successes.

Welcome: Confirm completion of homework.

Objective: Participants learn how to interview and evaluate opportunities

Key Verse: *Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear.*
Ephesians 4:29

Opening Prayer

Fellowship: Ice breaker – If you could interview anybody in the world – who is it?

Review Content:

- ❖ Types of interviews: Qualifying, behavioral, hiring manager and more
- ❖ Preparation for interviewing: fill your heart, do the research, get some rest, dress your best, and know the location. Also be ready with references and salary history, as well as for physical and mental tests
- ❖ Interviewing process: Be early, smiling and engaged. Bring file, paper and pen. Ask and listen. Be quick to hear and slow to speak. Connect what they need most with what you do and like best. Ask what happens next by when. Express thanks!
- ❖ After interview, follow-up, follow-up, follow-up-up-up!

Discussion Questions:

- ❖ What struck you most?
- ❖ Using the interview exercises, pair participants to role play interviewing
- ❖ Ask each participant which piece of armor they wear most least (from the Dress for Success Devotional).

Review assignment for Session 7, Step 6 Selecting:

- ❖ Encourage Explorers to utilize links associated with this step on the Crossroads website

Prayer Requests and Closing Prayer:

- ❖ Turn to the Prayer Journal in this Step. Invite participants to share prayer requests for the coming session. Encourage each participant to record the prayer requests in the Prayer Journal
- ❖ Lead a closing prayer. You may want to ask participants to join hands.

Call or email Explorers during the week

SESSION 7 PLANNING WORKSHEET

Step 6: Selecting

Goals for this Session:

- ❖ Using lessons about personal qualities and values from Session 3, Step 2 **Aptitude** and career targets developed in Session 4, Step 3 **Altitude**, develop decision-making criteria for evaluating career opportunities.
- ❖ Discover desired components for an opportunity and which ones are “must haves” and which could be given up.
- ❖ Learn some negotiating strategies for a win-win outcome.

What To Expect:

Participants should be networking effectively and beginning to have some interviews for particular opportunities. Encourage them to continue using most of their time networking. They may be having questions and concerns about particular challenges. They can help each other with suggestions from their own successful experiences.

Objective: Participants learn offer-evaluation, decision-making and negotiating skills as they select the work God prepared for them.

Key Verse: “[You] are His workmanship, created in Christ Jesus for good works, which God prepared beforehand so that [you] would walk in them.” Ephesians 2:10

Opening Prayer

Fellowship: Ice breaker – What good works has God has prepared for you?

Review Content:

- ❖ Understand the full opportunity – the money and more than the money.
- ❖ Accepting the offer is a new beginning. Get off to a good start and help others.
- ❖ Not getting or accepting the offer can be good. Be sure no is no, and then accept it. Process and learn from the experience. Re-energize by returning to Step 1.

Discussion Questions:

- ❖ What struck you most?
- ❖ What did you learn from the Offer Exercise?
- ❖ What did you learn from Decision-Making Exercise?
- ❖ What did you learn from the Negotiating Strategies Exercise?
- ❖ What did you learn from the Owner’s Manual devotional?

Review assignment for Session 8, Chapter 3 Hearing and Following God’s Calling:

- ❖ Encourage Explorers to utilize links associated with this step on the Crossroads website

Prayer Requests and Closing Prayer:

- ❖ Turn to the Prayer Journal in this Step. Invite participants to share prayer requests for the coming session. Encourage each participant to record the prayer requests in the Prayer Journal
- ❖ Lead a closing prayer. You may want to ask participants to join hands.

Call or email Explorers during the week

SESSION 8 PLANNING WORKSHEET

Chapter 3: Hearing and Following God's Calling

Goals for this Session:

- ❖ Summarize key lessons from the Course.
- ❖ Develop a clearer view of God's personal vision and life purpose.
- ❖ Consider continuing in a small group experience. Evaluate some small group study alternatives.
- ❖ Commit to continuing daily personal time with God.

What To Expect:

Participants will have probably developed a strong bond and may be reluctant for the Course to end. Some may have found work they want to do or be significantly on their way to a new opportunity. Others may be making slow progress and finding the process to be challenging. Help the group celebrate successes while being supportive of those who may be struggling. The group may want to continue together in some way. Help them figure out how to do this. Help individuals determine what they want to do next. This provides a wonderful opportunity to help people find ways to become more involved in your church. Bring information about opportunities your church has for learning, group experience and ministry. Some people may even want to volunteer with your Crossroads Career® Ministry.

Objective: Participants learn how to 11 ways to hear and follow God's calling – walking in work that He prepared

Key Verse: *"My sheep hear My voice, and I know them, and they follow Me..."* John 10:27

Opening Prayer

Fellowship: Ice breaker – What have you enjoyed most about this study?

Review Content:

- ❖ God is calling us all the time into relationship with Him to follow Him.
- ❖ There are at least 11 ways to know God and His calling for you
- ❖ What to do next: a fellowship and dinner, a bonus session, C3G Group meetings, joining or lead another Explorer class, start another study.

Discussion Questions:

- ❖ What struck you most?
- ❖ How do you connect with God? One or more of the 11 ways? Some other ways?
- ❖ Would you like to celebrate finishing the course with fellowship and dinner?
- ❖ What would you like to do next? Continue meeting? Do another study?

Wrapping Up:

Ask the participants to complete a Career Explorer's Course Evaluation. Allow them 10-15 minutes. Provide a large envelope for them to put their completed evaluations in. Mail the completed evaluations to

Crossroads Career Services, Inc.
9621-G Commons East Drive
Charlotte, NC 28277

Congratulate all the participants and hand out Certificates of Achievement to those who were faithful in completing homework for and attending at least **six** of the eight classes. (The Certificate is included at the end of this Facilitator's Guide and should be copied and filled out for each participant prior to this session.)

Confirm the day, time and place of the social if you have not already had it.

Closing Prayer

APPENDIX

Role Description

Explorer Course Facilitator

FACILITATOR'S ROLE

Equip and encourage Career Explorers by planning and facilitating of the Career Explorer Course Sessions

ACCOUNTABILITIES

Reports to Crossroads Career® Ministry Leader or Explorer Course Team Leader

PRINCIPAL RESPONSIBILITIES

- ❖ Prays for Career Explorers
- ❖ Plans and provides for facilitation of all sessions
- ❖ Set and coordinate the schedule for Career Explorer Course
- ❖ Works with the Administration Coordinator to manage registration
- ❖ Works with the Publicity Coordinator to ensure that Course is publicized
- ❖ Apprenticing: recruits, instructs, equips and schedules additional facilitators
- ❖ Prints and puts together materials for Career Explorers who do not have computer access
- ❖ Provides church's membership key so Career Explorers can register on Crossroads Career website
- ❖ Refers Career Explorers to other career and help ministries, as needed such as benevolence, pastoral care, counseling and financial, as appropriate

QUALIFICATIONS

- ❖ Professing Christian who personally "walks the talk"
- ❖ Sincere burden for people at crossroads in their careers
- ❖ Has completed a Career Explorer Course in a small group, workshop or one-one with mentro
- ❖ Church member or regular attendee with positive reputation and relationships
- ❖ Ability to facilitate a small group or individual through a process
- ❖ Ability to be empathetic while maintaining appropriate objectivity
- ❖ Confidential and discrete with private, personal information
- ❖ Effective oral communication skills

SUCCESS MEASURES

- ❖ Career Explorers are participating in and completing the Career Explorer Course
- ❖ Career Explorers express that they were helped in finding career direction, job and/or calling
- ❖ Believing Career Explorers report that they were encouraged and grew in their faith
- ❖ Non-believing Career Explorers report that they drew closer to God
- ❖ One or two participants from a course help facilitate future courses

RECOMMENDED TENURE – To maximize enthusiasm and avoid burnout, we recommend...

- ❖ Lead one 8-week course at a time, taking a one-three month break in-between courses
- ❖ Suggest a planned commitment of one year at a time

MEETING THE CAREER EXPLORER'S NEEDS***Spiritual Needs***

Spiritual Status	Possible Steps To Take
Grounded in the Faith	Offer to pray with and for the person.
Believer, but not very active in church	Assure the person of God's presence and care. Invite the person to church or a small group experience. Offer to pray with and for the person.
Possibly a believer, but has not been involved in church	Assure the person of God's presence and care. Invite the person to church. <u>Ask</u> if you can pray with or for the person.
Not a believer	Assure the person of your care for him/her. Share your belief that God cares for the person and will be with him/her. <u>Ask</u> if you can pray for the person. Let the person experience Jesus through your caring for him/her. Be alert for questions and comments that open doors for you to present the Gospel.

As you respond to the spiritual needs of individuals, be aware of the Holy Spirit's leading someone toward a relationship with Christ. You may, as you feel appropriate, ask someone where he or she is in relationship with Jesus. You may feel led to ask the person directly if he or she would like to begin a relationship with Jesus. If a person says "yes," the following prayer outline may be helpful. You can use this outline to guide a person in a prayer to accept Christ.

ABC Prayer for Beginning a Relationship with Christ

Admit that you are a sinner and that your sins keep you separated from God.

Believe that God loves you and that His son, Jesus, died in your place and rose to life again so that you can have a relationship with God.

Confess your sins to God and ask Jesus to come into your life as your Savior and Lord.

Financial Needs

You may discover that a Career Explorer has immediate financial needs. Some possible helps include

- ❖ Suggest that the Career Explorer consider temporary employment to provide bridge income until the career transition has been completed;
- ❖ Referral to the benevolence or caring ministry of the church;
- ❖ Referral to a Christian financial counselor who can help the Career Explorer assess how best to use available financial resources.

Family Needs

Often a career crisis puts tremendous strain on family relationships. Communication sometimes breaks down as the Career Explorer may feel embarrassed about his/her situation and may avoid discussing it with his/her family. The person's spouse, children or even parents often do not understand the career transition process, what it entails and the toll it takes emotionally on the Career Explorer.

Possible helps may include:

- ❖ Encouraging the Career Explorer to talk openly with family members about the efforts he/she is making, the six steps in a career transition and what he/she is feeling;
- ❖ Referring the Career Explorer to a Stephen, Family or Care Minister if your church has this ministry;
- ❖ Referring the Career Explorer and his/her family to a professional Christian counselor.

Emotional Needs

Emotion	Looks and sounds like . . .	Helps
Anger	Negative tone of voice, disparaging remarks, bitterness	Forgive others–work through Topic 2 in Career Explorer’s Guide, Matthew 18:21-22
Fear	Hesitance, “I can’t . . .” or “yeah but . . .”	Move toward the fear – read David vs. Goliath, 2 Timothy 1:7, Philippians 6-7
Depression	Tired, no energy, hates self, procrastinating	Affirming friends, physical exercise, doing things, setting very small goals
Loneliness	Talks about being lonely, no one cares	Affirming friends, enjoy time alone with God, Psalm 37:4, Hebrews 10:24-25
Failure, discouragement	Recites problems and difficulties, down on self	Do anything he/she is good at, write out past victories, Philippians 4:13, Jeremiah 29:11, Romans 8:37
Confusion	Does not know what to do, too many options (similar to overwhelmed), unable to focus	Plan, prioritize, pray, set small, clear goals
Overwhelmed	Stuck, paralyzed, “so much to do”	Plan, prioritize, pray, set small, attainable goals Philippians 4:13

If the Career Explorer seems consumed by one or more of these emotions or seems stuck emotionally, you may want to suggest that he/she request a Stephen, Family or Care Minister if your church has this ministry or talk with a professional Christian counselor to help deal with the feelings.

APPRENTICING: HOW TO REPLACE YOURSELF

Be on the lookout for future potential facilitators for the Career Explorer's Course from among those who go through the course. Not only will others at crossroads in their careers benefit from the course, but those who are participants now can reap the harvest of being a minister in the workplace through facilitating the course. Here are the steps.

1. *Setting the stage*

During Session 1, tell the participants that you are going to give them the opportunity to facilitate one of the sessions and ask them to consider becoming facilitators for future courses. Whether they actually become facilitators is dependent upon their desire to lead the course and their faithfulness as participants.

2. *Experiencing facilitating the group*

An experienced facilitator should lead Sessions 1 and 2. If there is a co-facilitator, he/she can lead Sessions 3 and 4. Any of the last four sessions can be led by interested course participants under the guidance of the facilitator(s).

3. *Selecting potential facilitators*

New facilitators must meet the criteria outlined in the Career Explorer's Course Facilitator Role Description located in the front of this Facilitator's Guide and who have completed a Ministry Team Volunteer Application. You should also consider only those students who are faithful during the study in terms of attendance, completion of assignments and participation.

4. *Approving potential facilitators*

Potential facilitators must be approved by the church's Crossroads Career® Ministry leader and/or the church staff leadership.

5. *Inviting potential facilitators*

After a person has been selected and approved, invite him/her to become a course facilitator. A new facilitator should first co-facilitate a course with an experienced facilitator.

6. *Preparation*

- a. Study this Facilitator's Guide.
- b. Prepare all materials and forms in advance of the course sessions.
- c. Co-facilitate the course with an experienced facilitator.

CAREER EXPLORER COURSE PARTICIPANT LIST

Name _____ Email _____
Address _____
City/State/Zip _____
Home Phone _____ Work Phone _____
Cell Phone _____

Name _____ Email _____
Address _____
City/State/Zip _____
Home Phone _____ Work Phone _____
Cell Phone _____

Name _____ Email _____
Address _____
City/State/Zip _____
Home Phone _____ Work Phone _____
Cell Phone _____

Name _____ Email _____
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Address _____
City/State/Zip _____
Home Phone _____ Work Phone _____
Cell Phone _____

Name _____ Email _____
Address _____
City/State/Zip _____
Home Phone _____ Work Phone _____
Cell Phone _____

Name _____ Email _____
Address _____
City/State/Zip _____
Home Phone _____ Work Phone _____
Cell Phone _____

CAREER EXPLORER COURSE EVALUATION

1. How well did the content of the Course meet your needs?
Very Well
1 2 3 4 Not At All
5
2. What topic or information was the most helpful to you? _____

3. How easy was it to participate in group discussions?
Very Easy
1 2 3 4 Not Easy At All
5
4. What part of the Course helped you the most?
 Exercises Devotionals Prayer Journal
5. Did your sessions begin and end on time? Yes No
6. Was your meeting place convenient and comfortable? Yes No
If not, why not? _____
7. Was (were) your facilitator(s) prepared for each session? Yes No
8. Did your facilitator(s) hold Course participants accountable for attending, being on time, being prepared and completing assignments? Yes No
9. Did your facilitator(s) follow the Crossroads Career® Ministry agendas, materials and format?
 Yes No
10. Have you found opportunities for work that match your gifts, passions and values?
 Yes No
11. Have you developed a closer personal relationship with Christ during this Course?
 Yes No
12. Would you recommend this Course to someone you know? Yes No
If not, why not? _____

Thank you providing your feedback so that we may continue to improve this Course.

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Career Explorer Course

Certificate of Achievement

I hereby certify that

**has faithfully completed the
Career Explorer Course**

Facilitator's Name

Date