MoneyLife®
Facilitator Training
Purpose of the Training

- Equip the facilitator to gain confidence in leading a group.

- Provide the essential knowledge to facilitate any Crown small group materials.

- Encourage greater discipleship and multiplication through small group ministry.
Session I  The Importance of Leading a Small Group
Session II  Objectives of a Crown Study
Session III Primary Responsibilities of the Facilitator
Session IV Information Facilitators Need to Know
Session V  Conducting an Orientation
Session VI  How to Facilitate a Crown Study
Session VII  Small Group Dynamics
Session VIII Facilitator vs. Teacher
Session IX  Next Steps
Session X  Choosing the Right Small Group Materials
Session I – The Importance of Leading a Small Group

• God designed us for needs to be met within the body of Christ.

• Relationships can grow and increase in a small group. Many people attending Church are actually lonely.

• True life on life discipleship can occur in a small group. Bible study, prayer and fellowship are richer when share with other believers.

• You will grow in your walk with the Lord as you lead small groups.
Session II Objectives of a Crown Study

- Invite people to enter into a closer relationship with Jesus Christ
- Challenge group members to submit to His Lordship over every area of their lives
- Teach the meaning of Biblical stewardship, which involves much more than money
- Encourage development of high-trust relationships among group members
- Help people put their financial houses in order and achieve lives of meaning and purpose
Session III
Primary Responsibilities of the Facilitator

• Unconditionally love members of the group
  • We encourage the facilitators to stay in touch with group members on a weekly basis via phone calls, emails, text messages, etc.
  • Keep a prayer log of weekly prayer requests and praise reports that can be shared with group members

• Be sensitive to each participant’s spiritual condition

• Extend grace and encouragement to those struggling with financial guilt or shame

• Hold participants accountable to:
  • Start and finish on time
  • Participate and share experiences
  • Honor one another by being concise
  • Pray for each other

• Be a model of faithfulness
Session IV
Information Facilitators Need to Know

• **Group size**
  • Group size varies depending on number of singles and married couples
  • 8-10 members is ideal but not mandatory
  • Group dynamics can be compromised if the group is too large
  • If your group is larger than 14 members, you might consider splitting into smaller discussion groups

• **Meeting time and place**
  • Varies depending on the resource used and the size of the group
  • Groups can meet anywhere, but homes may be the most favorable for better fellowship

• **Promoting financial products and services**
  • *No one may use his/her affiliation with Crown Financial Ministries to promote or influence the sale of any investment, financial products or other professional service*
Session V
Conducting an Orientation

• Usually held 1-2 weeks before the first class
• Make this an enjoyable and casual event
  • Consider a dessert social or similar type of setting
• Provides an opportunity for the group members to start building relationships
  • Give each person 2-3 minutes to share a little bit about themselves (i.e. family, job, spiritual journey, what they hope to learn from the study)
  • The facilitator should go first to set the tone
  • Ask additional questions if someone shares minimal information about themselves
Conducting an Orientation (continued)

• Capture personal information for each participant (i.e. name, address, phone numbers, email)
  • Ask permission to include the information on a contact list that will be distributed to the group

• Review important ground rules
  • Classes will open and close in prayer
  • All memory verses are memorized in the version used in the Crown materials (if applicable)
  • Classes will start and stop on time
  • Group discussions are confidential and should not be shared outside the class
  • Participants will be given an opportunity to facilitate one of the lessons
  • No one will be asked to expose his/her financial situation
Conducting an Orientation (continued)

• Dispense the materials and collect payment
  • If the church paid for the materials, have the participants submit payment to the church
  • If each participant is expected to order their own materials, give them instructions on this process
  • Crown does not recommend full scholarships for group members, but a partial scholarship might be appropriate in some cases

• Assign homework for the first week’s lesson
Session VI
How to Facilitate a Crown Study

- Remember to rely on the Holy Spirit for guidance!
- Do your best to start on time
- Open in prayer
- Give each member the opportunity to recite the memory verse (if applicable)
- Confirm that practical application assignments have been completed
  - Ask participants to share insights or questions they had on the practical homework
- Play DVD segment (if appropriate) for that week’s lesson
How to Facilitate a Crown Study (continued)

- Conduct group discussion
  - Different group members should read the Scriptures for a particular day’s homework (if appropriate)
  - Proceed in a circle, asking each person (or couple) to answer all the questions for that day’s homework
  - If the answer to a question is obvious, it’s not necessary for more than one person to answer the question

- No one should be required to disclose the details of his/her financial situation

- Share prayer requests and praise reports with one another

- Close the meeting in prayer

- Do your best to stop on time, showing respect for all group members
Session VII
Small Group Dynamics

• Compassionately guide the conversation to ensure that all group members have a chance to take part in the discussion
• As the facilitator, resist the temptation to do all the talking
• Keep the discussion on track
  • Side topics can be discussed after class ends or at another time with interested group members
• Group discussions should be kept confidential
• Fellowship among group members is encouraged after the class ends
Session VIII
Facilitator vs. Teacher

**Facilitator**
- Guides the discussion
- Focus is on the participants
- Participants learn from each other
- Asks for insights from the participants when questions come up
- Demonstrates commitment to serve the needs of the participants

**Teacher**
- Does most of the talking
- Focus is on the teacher
- Participants learn from the teacher
- Feels like he/she must have all the answers to questions
- Primary responsibility is to impart knowledge to participants
The following steps will help you feel more confident in facilitating your first class:

- When you complete this training, discuss it with your MoneyLife Coordinator.
- Review the contents of the study you will be conducting with other facilitators.
- Consider holding a practice session with other facilitators in your church/organization.

Pray for God to prepare your heart, as well as the hearts of those who will be in your class.
Session X
Choosing the Right Small Group Materials
MoneyLife
Coordinator Training
Module 3
Personal Finance Channel
Product Knowledge
Core Teaching Solutions

- MoneyLife Personal Finance Study
- MoneyLife Mentoring
- 1-on-1 Assistance
- Book Studies
- Small Group Studies
- Large Group Seminar
- Video Studies
- Crown Connect
- On-line repository of resources

- Do Well Biblical Financial Study
  - Managing Our Finances God’s Way
  - God Provides™
  - Creating a Spending Plan
  - Eliminating Debt
  - Journey to Financial Freedom

- Root of Riches
- The S.A.L.T. Plan
- The Worst Financial Mistakes in the Bible
MoneyLife® Indicator

- Excellent resource to identify the stewardship education needs in your church or organization
- Helps determine appropriate programs to implement
- Simple and objective diagnostic tool
- Determines financial health in 9 key areas
- Provides insight into attitudes and behaviors
- Only takes 15 minutes to complete online
- Respondents’ answers are completely confidential
- To purchase, go to https://mli.crown.org/
SUMMARY REPORT

Thank you for taking the time to check on your life and money connection by taking the Crown MoneyLife Indicator. As you look at your scores below, pay special attention to any elements or categories that have scored below 55 (out of a possible 100). These are areas that you may need to improve to have an excellent index.

The resources listed for each one may be helpful in improving your index in those areas that need a boost! Click on the item and it will take you to where you can get more information on that resource. Many of them are free resources from Crown, others are available for purchase. All of them give you useful ways to become more financially healthy.

EXEMPLARY TO WELL DONE
Very nice! You are being others, seeking to multiply God’s kingdom, and have what it takes to fulfill God’s purposes for your life with your finances.

GOOD TO EXCELLENT
You’re doing great! But remember to be on the lookout for ways to improve your score in those areas where there is room for growth.

FAIR TO GOOD
Consider making some changes to raise your overall score. In particular, focus on those areas where the potential for improvement is greatest.

WEAK
Be sure to focus on quickly resolving any issues of attitude or practice in areas where your score is lowest.

CAUTION
Prioritize areas of weakness and work to address the underlying issues immediately. These are high-risk areas, so be sure to develop a plan of action soon!

DANGER
Significant changes to attitudes and practices may be required to bring your financial life in line with God’s will. It may be wise to seek help in the form of wise counsel.
### MoneyLife® Indicator – Individual Report

#### Understanding True Riches
- **Being truly rich has little to do with our bottom line and everything to do with our top priorities. We can choose to serve either God or money, but we can't serve both.**

#### Giving
- **The object of our generosity reveals what's in our hearts. Giving has the power to transform the lives of others—as well as our own.**

#### Working
- **God designed us to be workers—to provide for our families, and to bring Him glory. When we discover how God has uniquely wired us, we'll find greater joy in our work as we use the gifts and talents God has given us.**

#### Saving
- **In order to save, we have to learn to live on less than we make, no matter how little or how much that is. Save on purpose—to be prepared for an emergency or to be available for an opportunity—but don't hoard. Remember, it's really God's money!**

#### Investing
- **Wherever we find ourselves financially, we are all called to be risk managers on God's behalf. Investing is a means of multiplying our resources for God's kingdom purposes.**

#### Planning
- **Everyone needs a plan for their finances and a commitment to stick to it. Think outside the box, and consider the things no one else is.**

#### Debt
- **Debt is a form of slavery, and God wants us to be debt free. Getting out of debt requires hard choices, but no situation is beyond hope!**

#### Legacy
- **Your financial decisions impact the course of your life and the lives of those around you. All of us will leave a legacy behind of more than just money.**

#### Managing
- **Understanding our role as managers (or stewards) is at the core of what it means to serve God with our finances. How we manage God's resources has eternal consequences.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Financial Actions</th>
<th>Financial Attitudes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding</td>
<td>91</td>
<td>85</td>
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<tr>
<td>Giving</td>
<td>92</td>
<td>93</td>
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<tr>
<td>Working</td>
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<td>100</td>
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<td>Saving</td>
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<tr>
<td>Investing</td>
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<tr>
<td>Planning</td>
<td>83</td>
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<tr>
<td>Debt</td>
<td>86</td>
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<tr>
<td>Legacy</td>
<td>90</td>
<td>92</td>
</tr>
<tr>
<td>Managing</td>
<td>89</td>
<td>80</td>
</tr>
</tbody>
</table>
Group Leader
Group Average Report

Thank you for taking the time to check on your life and money connection by taking the Crown MoneyLife Indicator. As you look at your scores below, pay special attention to any elements or categories that have scores below 65 (out of a possible 100). These are areas that you may need to improve to have an excellent index.

**Group Average**
Responses: 27
Lowest: 50 - Highest: 99

**81**

**Excellent to Well Done**
Very nice! You are serving others, seeking to multiply God’s kingdom, and have what it takes to fulfill God’s purposes for your life with your finances.

**Good to Excellent**
You’re doing great! But remember to be on the lookout for ways to improve your score in those areas where there is room for growth.

**Fair to Good**
Consider making some changes to raise your overall score. In particular, focus on those areas where the potential for improvement is greatest.

**Weak**
Be sure to focus on quickly resolving any issues of attitude or practice in areas where your score is lowest.

**Caution**
Prioritize areas of weakness and work to address the underlying issues immediately. These are high-risk areas, so be sure to develop a plan of action soon!

**Danger**
Significant changes to attitudes and practices may be required to bring your financial life in line with God’s will. It may be wise to seek help in the form of wise counsel.
MoneyLife® Indicator – Group Report

Giving
The object of our generosity reveals what's in our hearts. Giving has the power to transform the lives of others—as well as our own.

Giving - Financial Actions

Giving - Financial Attitudes

Number of people in category

- Danger (0-29)
- Caution (30-44)
- Weak (45-59)
- Fair to Good (60-74)
- Good to Excellent (75-89)
- Excellent (90-100)
• **MoneyLife® Personal Finance Study**
  - A small group study built on four pillars
    - Biblical
    - Inspirational
    - Relational
    - Highly practical on-line tools
  - Offers flexibility for 4, 6, 8, or 10 week formats
  - Takes approximately 90 minutes to discuss each lesson in a small group setting
  - 1 hour of devotional and practical homework each week (outside of class time)
  - Perfect for
    - Singles and couples
    - Small group setting
MoneyLife® Personal Finance Study (continued)

Topics include

- Unwavering Hope
- The Plan
- Ditching Debt
- Save It
- Investing
- Good Work
- Generous Living
- Pay It Forward
- Truly Rich
- The Choice
MoneyLife Personal Finance Study (continued)

- Optional facilitator training is available on Crown Connect
- Sample video: http://www.crown.org/FindHelp/Personal/MLPFS.aspx
- Preview lesson: http://www.crown.org/FindHelp/Personal/MLPFS.aspx
- Promotional materials: http://www.crown.org/FindHelp/Church/PromotionalTools.aspx
- To order, go to https://shop.crown.org/p-37-moneylife-personal-finance-study.aspx
Small Group Studies

• **Do Well Biblical Financial Study (renamed in 2015)**
  - A 10-week study of 400+ Scriptures that deal with money and possessions
  - 2 hours of practical and devotional homework each week (outside of class time)
  - Takes approximately 2 hours to discuss each lesson in a small group setting
  - Perfect for:
    - Singles and couples
    - Small group setting
Small Group Studies

• Do Well Biblical Financial Study (continued)
  ➢ Topics include
    – God’s Part/Our Part
    – Debt
    – Counsel
    – Honesty
    – Giving
    – Work
    – Investing
    – Perspective
    – Eternity
• **Do Well Biblical Financial Study (continued)**
  - Optional facilitator training is available
  - Available in English and Spanish
  - Promotional materials: [http://www.crown.org/Resources/Church/PromotionalTools.aspx](http://www.crown.org/Resources/Church/PromotionalTools.aspx)
  - Life Group Landing page: [http://www.crown.org/FindHelp/Church/LifeGroups.aspx](http://www.crown.org/FindHelp/Church/LifeGroups.aspx)
• Managing Our Finances God’s Way
  ➢ A 7-week small group study co-developed by Crown and Purpose Driven Ministries
  ➢ Video teaching by nationally-known Christian leaders such as Rick Warren, Chip Ingram, and Ron Blue
  ➢ Each video is 20-25 minutes long
  ➢ Approximately ½ hour of practical homework each week
  ➢ Perfect for:
    – Singles and couples
    – Small groups
• Managing Our Finances God’s Way (continued)

  ➢ Topics include
    – The Big Picture
    – Dedicate It All to God
    – Plan Your Spending
    – Giving As an Act of Worship
    – Saving and Investing
    – God’s Solution to Debt
    – Enjoy What God Has Given You
• Managing Our Finances God’s Way (continued)
  - Optional facilitator training is available
  - Promo materials: http://www.crown.org/FindHelp/Church/PromotionalTools.aspx
  - To order, go to https://shop.crown.org/p-40-managing-our-finances-gods-way-savings-package.aspx
Video Studies

• **God Provides™ Film Learning Experience**
  - Six biblical stories and parables which remind us that God is our ultimate Provider
  - Theater-quality films that impact people in every economic strata
  - Designed to move hearts and minds with God’s truth, plus lead hands to action
  - Companion Guides are recommended for each participant
  - Perfect for:
    - Singles, couples, and families
    - Sunday School classes
    - Adult and youth groups
    - Missions outreach
  - Translated into 25 languages
• **God Provides™ Film Learning Experience (continued)**

  ➢ Topics include
  
  - Widow and Oil
  - Jeremiah’s Call
  - Abram’s Reward
  - Abraham and Isaac
  - Rich Man and Lazarus
  - Lifted Up

  ➢ Optional facilitator training is available

  ➢ Promo materials:  
    [http://www.crown.org/FindHelp/Church/PromotionalTools.aspx](http://www.crown.org/FindHelp/Church/PromotionalTools.aspx)

Video Studies

• Creating a Spending Plan
  – 90 minute video-driven study
  – Including discussion, can be done in a workshop setting in 2 – 2 ½ hours
  – This course can also be taken online
  – Teaching is provided by Crown’s CEO and a MoneyLife® Seminar Instructor
  – Includes the following topics:
    – What is a spending plan?
    – Why a plan can be your best offensive strategy
    – The best way to get started
    – Practical tips and techniques for success
    – How to live and achieve your goals
  – To order, go to http://shop.crown.org/p-41-creating-a-spending-plan-package.aspx
• **Eliminating Debt**
  - 90 minute video-driven study
  - Including discussion, can be done in a workshop setting in 2 – 2 ½ hours
  - The course can be also be taken online
  - Teaching is provided by Crown CEO and a MoneyLife® Seminar Instructor
  - Includes the following topics:
    - Five reasons why people dive too deep into debt
    - Steady, practical ways to eliminate debt
    - How to address special issues like credit scores, dealing with creditors, and bankruptcy
• **Journey to Financial Freedom**
  
  - 6 ½ hour, live seminar presented by MoneyLife® Seminar Instructor
  - Can be held all day Saturday or split into two parts (ex. Friday night and Saturday morning)
  - This seminar will help you:
    - Understand biblical principles about money and possessions
    - Create a realistic spending plan and accelerate debt elimination
    - Gain confidence in your financial decisions
    - Develop new beliefs, attitudes and habits related to money and possessions

  - A planning guide is available for the host organization
  - To learn more about this seminar, contact your MoneyLife® Advisor
• **Root of Riches**
  - Looks at the cause and solution to the financial problems most people experience
  - Avoid common money traps disguised as formulas for quick and easy success
  - Is there more to becoming rich than the accumulation of money?
  - Easily adapted for businesses and entire church congregation in the form of group studies
  - Discussion questions are included in the book to dig deeper
  - To order, go to [https://shop.crown.org/p-46-root-of-riches.aspx](https://shop.crown.org/p-46-root-of-riches.aspx)
• **The S.A.L.T. Plan™**
  - Provides Biblical principles to prepare you to do well in any economic situation
  - Practical guide full of biblical wisdom and sound advice to help you carefully plan for hard times and be God’s “salt and light” for those in need
  - Easily adapted for businesses and entire church congregation in the form of group studies
  - 6-week discussion guide is available
  - To order, go to [https://shop.crown.org/p-47-the-salt-plan.aspx](https://shop.crown.org/p-47-the-salt-plan.aspx)
  - Also available for Amazon Kindle
• The Worst Financial Mistakes in the Bible

- Discover …
  - *How can you lose if you’re investing in the best the world has to offer?*
  - *What is The Parable of the American Dream?*
  - *Who is “The Talented Fool”?*
  - *What incredible gift was cast aside for a taste of the good life?*

- Modern day examples of biblical financial follies
- Practical solutions for how to avoid falling into these traps yourself
- Discussion questions to dig deeper are included in the book
- To order, go to https://shop.crown.org/p-54-the-worst-financial-mistakes-in-the-bible-and-how-you-can-avoid-them.aspx
1-on-1 Assistance

• **MoneyLife® Mentoring**
  - Helps individuals and couples understand the financial attitudes and behaviors that led to their situation
  - Provides guidance on biblical principles and development of a financial plan customized to their unique needs
  - Virtual process and on-line tools eliminates geographic limitations
  - Two options
    - With a certified Mentor – includes 1-on-1 assistance, support and accountability in a virtual environment
    - Without a Mentor – self-paced, video-driven alternative
  - Digital library of practical, biblical resources valued at $160
  - Referrals to partner organizations, as needed
  - To sign up for this service, go to [https://mentoring.crown.org/](https://mentoring.crown.org/)
• MoneyLife Mentor Training
  ➢ Crown provides on-line certification training for individuals and couples who feel called to serve in this area of ministry
  ➢ To become a Mentor, contact mentoring@crown.org for additional information