



Facilitator Certification Guidelines

Invite Welcome Connect is a ministry of transformation that equips and empowers congregations and individuals to cultivate intentional practices of evangelism, hospitality, and belonging rooted in the gospel directive to, “Go and make disciples of all nations” (Matthew 28:19). A central part of spreading the Invite Welcome Connect message is to identify gifted teachers and leaders throughout the Episcopal Church to become certified Invite Welcome Connect Facilitators. To become a Certified Facilitator, you are encouraged to read through the materials provided and prayerfully discern joining a network of skilled practitioners throughout the Episcopal Church.

What is a Facilitator?

Invite Welcome Connect Facilitators are certified to conduct intensive workshops around the country and provide support to participating parishes and dioceses.

How do I become a Facilitator?

To become a certified facilitator, you must complete a comprehensive 10-step process that includes an application process, hands-on training, and a biennial certification renewal.

10-Step Facilitator Certification Process

1. Confirm Eligibility
2. Submit Facilitator Candidate Application
3. Receive Facilitator Candidate Approval Email
4. Complete Pre-Work
5. Attend a 1-day Invite Welcome Connect Workshop
6. Attend a 2-day Facilitator Training with Mary Parmer
7. Submit a Workshop Draft
8. Submit Facilitator Certification Application
9. Receive Facilitator Certification
10. Maintain Biennial Certification Renewal

STEP 1

Facilitator Eligibility & Requirements

Eligible Invite Welcome Connect Facilitators must meet or exceed the following requirements. Additional eligibility requirements may be applicable.

- Passionate about Evangelism and Hospitality
- Active Lay or Clergy Member of the Episcopal Church
- Familiar with Episcopal Church history, structure, and beliefs
- Clear understanding of Invite Welcome Connect
- Past or current leadership role in the church (vestry, staff, EfM, etc.)
- Certified in Safe Church training
- Excellent Communicator
- Willing to Travel (minimum of 2 times a year-all expenses paid by client)

STEP 2

Submit Facilitator Candidate Application

Eligible candidates must complete the 2-page Facilitator Candidate Application and supply a copy of his/her resume. Candidate Applications can be obtained on the Invite Welcome Connect website (invitewelcomeconnect.sewanee.edu) or by contacting the Invite Welcome Connect office (931.598.1105). Once the Candidate Application has been submitted it will take 1-2 weeks to receive a response.

STEP 3

Receive Facilitator Candidate Acceptance Email

Once the Facilitator Candidate Application and paperwork have been reviewed and references checked, the candidate will receive an email with next steps in the process. Acceptance emails into the facilitator certification process do not guarantee that a candidate will ultimately receive an Invite Welcome Connect Facilitator Certification.

STEP 4

Complete Pre-Work

Candidates will be required to complete pre-work that will include, but may not be limited to, reading Invite Welcome Connect by Mary Parmer (ISBN 978-0-88028-461-5), watching designated videos, and familiarizing himself or herself with content found at www.invitewelcomeconnect.sewanee.edu.

STEP 5

Attend a 1-Day Invite Welcome Connect Workshop

Candidates are required to attend a 1-day Invite Welcome Connect Workshop presented by Mary Parmer or another Certified Facilitator. Candidates will be required to arrange and pay for transportation, lodging, and registration. If candidates have previously attended a 6-hour workshop prior to the application process to become a facilitator, he or she will not be required to attend another workshop.

STEP 6

Attend a 2-Day Facilitator Training with Mary Parmer

This intensive hands-on training will provide facilitators with the tools, resources, and skills needed to conduct a 6-hour Invite Welcome Connect Workshop with parishes and dioceses. Content application, implementation, and workshop logistics is the primary focus of the 2-day training. Facilitator trainings will occur quarterly or as needed around the country. The Facilitator training fee can be found on the Invite Welcome Connect website and candidates will be required to arrange and pay for transportation and lodging for the training. Details on upcoming training dates and locations can be found on the Facilitator-Coach Certification tab: www.invitewelcomeconnect.sewanee.edu

STEP 7

Submit a Workshop Draft

Candidates will be required to customize and submit a 6-hour Invite Welcome Connect Workshop draft, provide presentation notes for review, and present a 3 to 5-minute segment of their presentation via a Zoom call. These exercises will help demonstrate the readiness of an individual for practical application. Once the workshop draft has been submitted, reviewed, and approved, the candidate will be permitted to complete the Facilitator Certification Application.

STEP 8

Submit Facilitator Certification Application

Candidates complete an Invite Welcome Connect Facilitator Certification Application for review and approval or deferment. Submitted applications will be responded to within 2 weeks.

STEP 9

Facilitator Certification Approval

Candidates that have completed the necessary paperwork, attended required trainings, and have demonstrated an awareness and understanding of the knowledge and ethos of Invite Welcome Connect will become Certified Facilitators. Certified Facilitators are eligible to conduct approved workshops on behalf of Invite Welcome Connect. Approved workshops require a contract and must be negotiated and accepted by the Invite Welcome Connect Director.

STEP 10

Maintain Biennial Facilitator Certification Renewal

All facilitators are required to maintain certification on a biennial cycle (once every two years). Renewal certification protocols will be communicated directly to facilitators and he or she will have 60 days to complete necessary requirements.