

## **MAP FACILITATION IN GLASGOW AND GALLOWAY: PROCEDURES AND PROTOCOLS August 2012**

*Having consulted with, and listened carefully to, all the Facilitators and drawn wisdom from them, and repeated the process with nearly all the clergy with charge in the diocese, we have drafted the following procedures for MAP Facilitators which we hope both address the issues raised at the trainings and set out a straightforward process for MAP-ping in the Diocese. These guidelines are offered in response to a stated desire for clarity of process, but we do not wish people to get too hung up over procedures; the important part is that a Facilitator works flexibly with the context so as to facilitate the discernment and prosecution of the charge's avenues **for growth**.*

### **BEFOREHAND**

- The cleric and vestry will contact the Dean at the Diocesan Office requesting that a Facilitator be assigned to their charge.
- The Dean and the MDO will meet to consider who is available and make an appropriate pairing.
- The clergyperson will then be e-mailed with a suggested name. When s/he has indicated to the Dean that s/he is happy to proceed with that person, the suggested Facilitator will then be contacted by the Dean. When s/he has likewise agreed, it will be up to the Facilitator to 'phone the clergyperson for a chat - this may develop into an invitation from the clergy person for a face-to-face meeting - and to arrange which Sunday the Facilitator will visit the charge's main worship service (at which they will be introduced to the congregation).
- The Dean and MDO are happy to offer some form of background briefing to the Facilitator if desired.

The following are/will be available on the Ministry Development web site for Facilitators' use.

- (i) a potted history of the genesis of the Growth Strategy
- (ii) a detailed definition of the six strands, underlining the Kingdom focus
- (iii) workbooks on Welcome and Invitation and Community Audit tool
- (iv) the form for a charge/cluster to apply for monies from the Regional Growth Fund

### **MAP PROCESS**

The Facilitator will use the tool – '*MAP Process in the Diocese of Glasgow and Galloway*' – over a series of up to 4 meetings with the cleric and vestry/other working party/congregation depending on the size of the charge; dates and times to be organised locally. A contract detailing the expected number of meetings and the terms of engagement will be drawn up at the first meeting. There is no set time in which the work needs to be done – the Facilitator must allow the charge time to do the work it needs to tackle between meetings, but also ensure that the pace does not drag and become never-ending. The length of time spent on the process will depend on whether the charge is used to doing this kind of strategic planning and already has a vision for growth in place to which it is working, or whether it is starting from scratch.

The Facilitator is the servant of the process and will type up flip-charts and prepare the draft MAP on behalf of the charge. But they will not be omni-present; they will simply attend the (up to) 4 meetings for the purpose of working through the MAP stages; i.e. they will not attend

meetings of any sub-groups or working parties that are set up to deal with particular pieces of work arising, or meetings at which the vestry and cleric communicate with the wider congregation or local community.

The Facilitator should take away any sense of threat but nevertheless keep people fixed on the goal of 'growth' with some urgency and a degree of challenge. They should also stress that things can be learned from mistakes/failure and that it is the *trying* that matters.

## **AFTERWARDS**

The Facilitator is responsible for drawing up the MAP, getting it agreed by the cleric and vestry and seeing that **5 copies** are signed – this can be done quite formally if wished, and in the context of congregational worship. The Facilitator ensures that s/he has a copy, the cleric has a copy, the Vestry of the charge has another and a fourth is sent into the diocesan office (c/o Bishop Gregor) for filing. The final copy is deposited with the Convenor of the Regional Council. A further electronic copy should be sent to the MDO for publication on the web site.

The Facilitator should keep a watching brief over the progress of the MAP in the time between the signing and the annual 'review visit' by the Bishop/Dean; the agreed frequency of contact etc is detailed at the end of the MAP. Similarly they should encourage the charge to send articles, photos etc of their growth activities to the MDO for posting on the Growth Strategy web site – a drop-box for the easy uploading of articles will be available. However the Facilitator should take no responsibility for doing this themselves.

## **ONGOING CARE FOR FACILITATORS**

The MDO will be available for answering any queries which arise in the course of the MAP process; by e-mail [mgo.gg@btinternet.com](mailto:mgo.gg@btinternet.com) or in person, by appointment, in the Diocesan Office any Wednesday.

Regional reps will also convene meetings of the Facilitators from their Region (they may be working in another) from time to time for shared discussion of how the process is going.

When a Facilitator begins work with a charge, s/he will let the Regional rep of the Region s/he comes from know, and prayer for that person will then be offered by the other Facilitators from that Region.

If the pairing between Facilitator and cleric/charge does not seem to be working, then it should be terminated before the end of the Review stage of the MAP process by mutual consent, and this communicated in writing to the Dean.

The Facilitator will continue to work with the charge for up to 5 years, renewing the MAP annually; it is not expected that subsequent iterations of the work will take as long as the first.

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