

Welcome

Jesus Film Project strives to equip the body of Christ with transferable tools and strategies for evangelism and discipleship. With this in mind, we have created a Training Certification Manual for people who, on behalf of Jesus Film Project, would like to lead training events with Jesus Film Project funds or equipment, or those who are interested in improving their training skills.

Jesus Film Project is certainly not requiring all partners to go through this process in order to equip others in our strategies; this process is rather for those who are motivated to better their coaching and training skills, or those who are training on behalf of Jesus Film Project, utilizing Jesus Film Project funds or equipment. We pray that this process will prepare you to train and coach others well in evangelism and discipleship as we work to complete the Great Commission together!

Knowing Jesus Trainer Certification Process

❖ Milestone 1

Complete the full *Knowing Jesus* Training

Learn

- Attend a full *Knowing Jesus* Training Event.
 - Create a personal plan to apply *Knowing Jesus* (Identify Location, Person of Peace, Timothy, Languages).

Apply

- Practice using the material using a personal plan (within 3-4 weeks after the “Learn” portion, plan with your Person of Peace, show the film *JESUS*, and provide two invitations.)

Sharpen

- Attend a debrief with a Certified Trainer.

❖ Milestone 2

Complete the *Knowing Jesus* Trainer Certification Checklist

Learn

- Review the entire Training Certification Process with your Certified Trainer.
 - [Jesus Film’s Training Process](#)
 - [Common Terms & Definitions](#)
 - [Roles & Responsibilities for Trainer-in-Training & Certified Trainer](#)

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- [Core Elements that are required for a Knowing Jesus training](#)
- [Additional Notes and Caveats](#)
- Acquire access and review all [Knowing Jesus materials](#) and their purposes: Picture Card, Reference Card, Coloring Book, Manual, and JESUS film segments.

Apply

- Co-lead a Knowing Jesus Training including all preparation, event and debrief elements, using the [Trainer's Event Checklist](#).
- At the discretion of the Certified Trainer, co-lead a second training with a Certified Trainer who is present, including all preparation, event and debrief elements, using the [Trainer's Event Checklist](#).
- Fill out the [Follow-up and Feedback Survey](#) within two weeks of the training event.

Sharpen

- Receive feedback on the training event from a Certified Trainer using the [Certified Trainer Evaluation Form](#)
- Identify action steps with your Certified Trainer to improve your training skills.

❖ **Milestone 3**

Trainer Becomes Certified

- Trainer is marked as “certified” in the Jesus Film Certification Tracking system by their Certified Trainer. If you are unsure how to do this, please email training@jesusfilm.org.

❖ **Next Steps**

Certify Others

- Coach a Trainer-in-Training through the Training Certification Process as outlined throughout this document.

Jesus Film's Training Process

What makes a training, a “training”, and a trainer a “trainer”?

Jesus Film Project's goal is to equip churches, organizations, and individuals with strategies, training, and resources they desire to bring the gospel to the ends of the earth. With this in mind, we have created a Training Certification Process to help us *steward* our resources well and create a good *support* system for those we are equipping.

Jesus Film Project's goals for training are:

- Build local training capacity at a national level by raising up multi-generational, self-sustaining trainers.
- Shift regional reliance from Jesus Film Project to local trainers.

With these goals in mind, Jesus Film's Training Process is robust, thorough, holistic, and time-tested. It is a three-step process:

1. **Learn:** Learn the content, philosophy and methodology of the skill being taught.
2. **Apply:** Practice using the skill.
3. **Sharpen:** Debrief the “Apply” portion and consider how to best incorporate the skill learned.

Although we have faithfully applied each of these steps to our training strategies, behind each successful training there is a trainer. Each trainer must be well equipped to carry out the process of training. We hope to coach, support, and empower each trainer to become an expert, leading to strong *multiplication* and *local* support. In order to best prepare and support our trainers, we follow the same three core elements for the trainer's certification process:

- Learn:
 - Familiarize yourself with the principles and holistic view of the strategy of the training.
 - Learn more about principles and best practices of training adults around the world.
- Apply:
 - Co-lead a training. Work alongside a Certified Trainer to lead a training.
 - At the discretion of the Certified Trainer, co-lead a second training.
- Sharpen:
 - Help contextualize, review, and debrief the training(s) with the participants.
 - Receive detailed feedback with action steps from a Certified Trainer.

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- Personalize: After the set training period, it is suggested for newly Certified Trainers to continue using this tool in their personal ministry.

Once someone has completed this process for anyone training strategy, they are now considered a *Certified Trainer* for that training strategy and are qualified to:

- Train others in a specific strategy.
- Certify other trainers in that given strategy.

Common Terms & Definitions

Let's keep it simple.

It's important to have cohesive language for key terms in order to make Knowing Jesus transferable and avoid confusion and misunderstanding. For this reason, please use the following terms and definitions.

Exposure: A presentation of a strategy to partners or Jesus Film staff. This may include parts of “Learn” but will not include “Apply” or “Sharpen” elements.

Training: A robust teaching process that includes all core elements of “Learn”, “Apply” and “Sharpen” for a specific strategy.

Contextualized Training: A standard training that also includes a contextualized planning process to train others in the strategy learned while safeguarding the core elements of the given training offering.

User: A believer who uses the strategy of a specific training in personal ministry.

Trainer: A believer who trains others in a specific strategy (not officially on behalf of Jesus Film Project).

Certified Trainer: Someone who has completed the Trainer Certification Process and can act officially on behalf of Jesus Film Project to:

- Train others in a specific strategy.
- Certify other trainers in that given strategy.

Person of Peace: *Someone who has a network of friends and family he/she could invite to see JESUS. (Luke 10:6)*

- Not necessarily a believer, but open to Christ and his teachings
- Has a good reputation, influential or well-known
- Willing to introduce you to his or her network in your selected community

Timothy: *A believer who is faithful, available, and teachable to multiply a Missional Community (2 Timothy 2:2)*

“What you have heard from me in the presence of many witnesses, commit to faithful people who will be able to teach others also.” (2 Timothy 2:2) A believer who has a heart for God, is faithful, available, and teachable. Like Timothy, Paul's companion and ministry partner, your

Timothy will come alongside you to learn and multiply ministry, passing it on to others who are faithful.

Missional Community: *A spiritual community with 5 or more members that grows and works to multiply by starting new spiritual communities.*

A broader term that includes new church plants, workplace and school groups, men's and women's groups, youth groups and small groups within an existing church that is seeking to expand its influence. A typical Missional Community has 5 or more members who seek to become more like Jesus and to multiply the groups by sending out new leaders.

Three-Thirds (3/3) Process: *A simple transferable framework for any small group or one-on-one discipleship relationship. Looking Back, Looking Up, Looking Forward*

The 3/3 process is a globally recognized discipleship process that provides a practical group structure with an easy flow and routine for your meetings to ensure intentionality, encouragement, and growth. It consists of three parts, Looking Back, Looking Up and Looking Forward.

Looking Back:

- Personal Care. Share from your lives (health issues, family, finances, spiritual needs, etc.) and pray for one another.
- Worship. Praise God with song, instrument, dance, or testimony.
- Accountability. Share how you are doing in obeying the Word and making disciples.
- Vision Casting. Share how you can be better followers of Jesus and what your community can do to reach others for Christ.

Looking Up:

- Watch a new segment from the Jesus Film.
- Ask a member of the group to tell the story of the segment in his/her own words.
- Allow the group to fill in any gaps in the story or make any corrections.
- Discuss the story.

Looking Forward:

- Share in your group how you believe God would want you to respond to what we learned today.
- Practice telling the story to each other.
- Share today's story with others and invite them to come to your next group time.
- Pray for one another and others in your community.

Roles & Responsibilities for Trainer-in-Training

We're in this together!

Trainer-in-Training Role: MAIN TRAINER

- Set up the training.
- Conduct the training.
- Work with your Certified Trainer to follow-up the partners who completed the training.

Trainer-in-Training Responsibilities

- **Coordinate the training logistics**
 - Print materials.
 - Deliver any necessary equipment.
 - Prepare any needed films or playlists.
 - Set up or confirm the training location, duration and dates.
 - Prepare or adjust any needed training resources, such as a PowerPoint or handouts.
- **Facilitate the “Learn”, “Apply” and “Sharpen” portions of the training**
- **Coordinate the follow up process after the training event**
 - Determine and appoint Key Leaders for follow-up, if applicable.
 - [Knowing Jesus Coaching Relationship Guide](#)
 - Identify methods for accountability.
- **Meet with your Certified Trainer to receive feedback on the training.**
- **Complete the [Coaching Experience Feedback Form](#).**
- **Work on the action steps determined during the feedback sessions.**

Roles & Responsibilities for Certified Trainer

Certified Trainer Role: COACH

- Coach the Trainer-in-Training through the training process.
- Provide specific feedback on how he/she led the training event.
- Suggest next steps for his/her continued growth as a trainer.

Certified Trainer Responsibilities

- **Coach the Trainer-in-Training through the training set up process**
 - Review the entire Training Certification Process with your Trainer-in Training.
 - [Jesus Film’s Training Process](#)
 - [Common Terms & Definitions](#)
 - [Roles & Responsibilities for Trainer-in-Training & Certified Trainer](#)
 - [Additional Notes and Caveats](#)
 - Review the [Trainer’s Checklist](#) with the Trainer-in-Training.
 - Review [Core Elements](#) of the specific training with the Trainer-in-Training.
 - Provide access and review all [Knowing Jesus materials](#) with your Trainer-in-Training: Picture Card, Reference Card, Coloring Book, Manual, and JESUS film segments.
 - Assist as needed and help answer questions for the Trainer-in-Training as he/she prepares for the training event.
- **Attend the “Learn”, “Apply”, and “Sharpen” portions of the training**
- **Complete the [Certified Trainer Evaluation Form](#)**
- **Provide specific feedback to the Trainer-in-Training**
 - Within two weeks of the end of the training, meet with the Trainer-in-Training to walk him/her through the [Certified Trainer Evaluation Form](#) and debrief his/her experience.
 - Share encouragements and your recommended next steps for growth with the Trainer-in-Training and his/her supervisor.
 - Email training@jesusfilm.org and request that the Trainer-in-Training be marked as a Certified Trainer in the Jesus Film Training Certification Tracking System.

Knowing Jesus Training Core Elements

The elements below are *required material* for a Knowing Jesus training. If one of these elements is missing, it is not considered a complete training.

- **Prior to training**
 - With the help of your host, key leaders are identified for follow-up.
- **Learn**
 - Train participants to identify a location, Timothy and Person of Peace.
 - Train participants how to plant a multiplying, missional community using the film *JESUS*.
 - Train participants how to facilitate missional communities and multiply.
- **Apply** (Within 3-4 weeks of “Learn” portion)
 - Identify your location, Timothy and Person of Peace.
 - Show the film *JESUS* and provide two invitations.
 - Host your first missional community gathering.
- **Sharpen** (4-5 weeks after “Learn” portion)
 - Debrief Steps 1-3.
 - Discuss successes, challenges, and next steps
 - Complete evaluation and gather statistics.
 - Announce Key Leaders (see the [Knowing Jesus Coaching Relationship Guide](#))
- *Knowing Jesus* Training Event Follow- Up Framework
The follow-up process for Knowing Jesus is highly involved and begins after the Debrief and Next Steps portion of the training is complete (within 4-5 weeks of the training). It includes three separate follow-up conversations with the in-country leader or host within the first 12 months of the training. Please review the [Knowing Jesus Coaching Relationship Guide](#).

Training Schedule Example

[In-Person](#) (Total training time frame: 2.5 - 3 Days)

- Day 1
 - Learn portion: 6-8 Hours
- Day 2
 - Learn portion: 6-8 Hours
 - Apply portion done by participants on own time
- Day 3 (4-5 weeks after “Learn” portion)
 - Sharpen: 2-3 Hours of debrief

[Virtual/Hybrid](#) (Total training time frame: 2 - 3 Days)

- Day 1:
 - Learn: 4 Hour Zoom & 2-3 Hour Group Work
- Day 2:
 - Learn: 4 Hour Zoom & 2-3 Hour Personal/Group Work
 - Apply portion done by participants on own time
- Day 3: (2-3 weeks after “Learn” portion)
 - Sharpen: 2-3 hours of debrief

Click the links to find a more detailed schedule for each

Additional Notes and Caveats

If you have any questions please refer to the [Frequently Asked Questions](#) document below. If your question isn't answered here, reach out to your Knowing Jesus contact or email training@jesusfilm.org.

You can access Knowing Jesus material in your language by going to our [Knowing Jesus Materials](#) page on the Jesus Film website. The password to enter is 1979. You can also access the film *JESUS* and the 61 segments in your language on [Jesus Film's website](#) or through the [Jesus Film app](#).

Keep in mind:

- Each Trainer-in-Training must have at least one portion of the training process be in-person, either the training he/she attends or the training he/she co-leads. For example, if you attend a virtual Knowing Jesus training you must co-lead an in-person Knowing Jesus training to qualify for certification. The only exception to this rule is the Digital Evangelism Webinar training certification process, which is conducted virtually.

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Trainer's Event Checklist

Prepare for the Training

- Read 1 Timothy 1:5
 - Consider how the goal of your instruction is love.
 - Is it coming from a pure heart, a good conscience and a sincere faith?
 - How do you feel personally in your relationship with the Lord coming into this training?
- Set up a 30 minute time in your schedule to pray over your training
 - 2 Thessalonians 2 - 3
 - 1 Timothy 1 - 2
- Schedule a time to meet with your host
 - Get to know your host (personal touchpoint/stories)
 - Determine dates/times for your training
 - Determine languages for your training
 - Location
 - Transportation
 - Snacks or meals
 - Electricity
 - Wi-Fi access
 - Will trainees have/bring their own devices, if needed
 - Space for presentation, outlets for power, etc
 - Field Application portion
 - Inquire about key leaders who could support follow-up, if applicable
 - Determine any needs for a translator
- Establish good rapport
 - Schedule a time for personal connection with the local believers and trainees during your trip to learn about their vision and ministry
- Determine what the field is asking for and what training offering is being requested
- If virtual, do the following:
 - Secure someone to assist with the technical side during the full training (doing any videos, breakout groups, etc)
 - Secure a back up trainer in case you experience internet issues
 - Secure a Zoom meeting and include it in your invitation email
 - Review how to share your screen and how to optimize for video/audio features
- Consider what problem the training is trying to solve
 - How is your training shaped in light of the problem?
- Determine the level of training being requested
- Clarify what will be delivered

- Organize the field application portion. Clarify and ensure the field application is included in the schedule with your host.
- Review the country's unique management and communication culture
 - Determine how will you prepare your training in light of the culture/demographic of your trainees.
- Determine if there will be a translator
 - Schedule a time to meet with your translator prior to the training, if applicable
- Have you, or the host, send an email to the trainees inviting them, giving them the training days, and sending them a form to register. ([Host Set-Up Email](#))
- If applicable, meet with your co-trainer and confirm all logistics/plan/flow of the training
- Prepare training documents
 - Ensure all documents and PowerPoints are the most current version.
 - Edit and contextualize all documents and PowerPoints to reflect training (Always make a copy first)
 - Have documents translated into the local language, if needed
 - Create a culturally appropriate Jesus Film App playlist, if needed, and send to host for distribution to participants
 - Determine who will print off training documents and supplies
- Consider what barriers or obstacles you may have during your training.
 - Determine how you will combat these obstacles.
- Accomplish all tasks related to equipment
 - Determine what equipment you will need
 - Determine how the equipment will be provided
 - Shipped
 - Purchases locally
 - Brought in by Jesus Film
 - Know how to use each piece of equipment
 - Know how to teach someone else how to use each piece of equipment
 - Test the equipment to ensure it is working properly
 - Determine what equipment you will need to train
 - Confirm with the host the ability to use your own equipment or the trainees equipment for training. (Ensure a space for projecting, outlets, extension cords, etc).
 - Use a Memorandum of Understanding and get the trainees to sign it, if applicable
- Determine a back-up plan for your training in case your technology fails
- Determine if your country is secure
 - Review security norms for traveling and training
- Create a follow-up plan for your training
- Ensure all logistical pieces are in place and confirmed with your host.
 - Location

- Wi-Fi
- Electricity
- Snacks/meals
- Transportation
- Field Application
- Take time to remember why you are doing this
 - Write down three reasons why training this specific group of people is important to you.

Perform Training

- Perform the training
- Do introductions and allow the partner or leader to introduce themselves and the trainees
- Ensure appropriate follow-up, debrief and accountability are in place

Follow up the Training

- Send evaluation form to the host and local leaders
- Send the host and local leaders any of the resources they will need (PowerPoint, etc)
- Fill out the Training Follow-up & Feedback Survey
- Schedule a debrief time to evaluate the training within two weeks
- Set a reminder 3 months from now to follow-up with the host
 - Send any updated stats/stories to Jesus Film.

Certified Trainer Evaluation Form: Learn Step Training Preparation Feedback

(Fill Out Before Start of Apply Section)

Type of Training:

Date of event:

Trainers:

Location of event:

Instructions: Please rate your level of agreement with the statements listed below	Strongly Agree	Agree	Disagree	Strongly Disagree	Not relevant to this event
1. The trainer-in-training (trainer) showcased their initiative in the training preparation step.					
2. The trainer adequately fulfilled all of their roles and responsibilities in the training preparation process					
3. The trainer demonstrated their commitment to training excellence by prioritizing the preparation needed to train effectively.					
4. The trainer sought out and accepted constructive feedback in a positive and professional manner.					
5. The trainer-in-training clearly communicated the three part training process to the requester, during the preparation phase.					

6. Any other comments?

Certified Trainer Evaluation Form: Apply Step Training Facilitation Feedback

(Fill Out Prior to Last Feedback Session During Sharpen Section)

Type of Training:

Date of event:

Trainers:

Location of event:

Instructions: Please rate your level of agreement with the statements listed below	Strongly Agree	Agree	Disagree	Strongly Disagree	Not relevant to this event
1. The objectives of the training were communicated.					
2. The objectives of the training were met.					
3. The presenters were engaging.					
4. The presentation was organized and easy to follow.					
5. The trainer-in-training was well prepared and able to answer any questions					
6. The pace of the training was appropriate to the content and attendees					
7. The exercises/role plays were relevant and explained clearly					
8. The venue was appropriate for the event					

9. The trainer-in-training demonstrated an aptitude for teaching and coaching adults.					
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10. What were some strengths of the Trainer-in-Training?

11. What are some growth opportunities for the Trainer-in-training? Any redflags?

12. What are some things that would have made this training event more successful?

13. Is the Trainer-in-training ready to be a certified Trainer? Yes/No Suggestions? Why?

14. If the Trainer-in-training is not ready for certification, then what are some suggested next steps?

15. Any other comments?

Certified Trainer Evaluation Form: Sharpen Step Training Debrief & Follow-Up Feedback

(Fill Out Prior to Last Feedback Session During Sharpen Section)

Type of Training:

Date of Feedback:

Trainers:

Instructions: Please rate your level of agreement with the statements listed below	Strongly Agree	Agree	Disagree	Strongly Disagree	Not relevant to this event
1. The trainer-in-training understands each part of the training process (Learn, Apply, Sharpen)					
2. The trainer-in-training is committed to using JFP's Training and Certifying process in the future.					
3. The trainer-in-training scheduled the Debrief portion prior to the start of the training.					
4. The trainer-in-training was well prepared for the debrief portion, and able to answer questions adequately.					
5. The trainer-in-training has demonstrated an aptitude for receiving feedback from trainees.					
6. The trainer-in-training has demonstrated an understanding and aptitude for following up trainees after training ends.					

7. The training-in-training demonstrated their teachable heart, and their commitment to grow as a trainer.					
8. The trainer-in-training modeled dependency on the Lord, throughout the training certification process.					
9. The trainer-in-training adequately fulfilled all of their roles and responsibilities in the training certification process.					

10. Throughout the process, what strengths of the Trainer-in-Training were evident?

11. What are some growth opportunities for the Trainer-in-Training? Any redflags?

12. What are some things that would have made their certification process more effective?

13. Is the Trainer-in-training ready to be a certified Coach? Yes/No Suggestions? Why?

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14. What did you learn about the training strategy or the certification process through the Trainer-in-training?

14. Any other comments?

**THANK YOU FOR YOUR HONEST FEEDBACK.
EVALUATION FORMS SHOULD BE SHARED WITH THE TRAINER-IN-TRAINING AND THEN
DOCUMENTED DIGITALLY FOR CERTIFICATION**

Coaching Experience Feedback Form: Learn Step

Feedback on Pre-training Coaching Experience

(Fill Out Before Start of Apply Section)

Type of Training:

Date of event:

Certified Coach:

Location of event:

Instructions: Please rate your level of agreement with the statements listed below	Strongly Agree	Agree	Disagree	Strongly Disagree	Not relevant to this event
1. My coach clearly explained my roles and responsibilities as a Trainer-in-Training.					
2. My coach clearly explained their roles and responsibilities as my coach.					
3. My coach thoroughly reviewed and explained to me all available training preparation documents.					
4. My coach made themselves available to help me as needed.					
5. My coach answered my questions, when possible.					
6. My coach listened well, and helped me identify solutions to issues I faced.					

7. My coach followed through with the commitments they made to me during the preparation process.					
8. My coach encouraged and modeled dependency on the Lord, by praying with me throughout the preparation process.					

Coaching Experience Feedback Form: Apply Step

Feedback on Coaching Experience During Training Process

(Fill Out Prior to Last Feedback Session During Sharpen Section)

Type of Training:

Date of Training event:

Certified Coach:

Location of event:

Instructions: Please rate your level of agreement with the statements listed below	Strongly Agree	Agree	Disagree	Strongly Disagree	Not relevant to this event
1. My coach assisted me (as needed) during each part of the training process.					
2. My coach encouraged and empowered me during the training process.					
3. My coach provided me with specific, relevant and practical feedback throughout the training process.					
4. The Training Facilitation Feedback Form I received from my coach was coherent, thorough and insightful.					
5. My coach explained their feedback during our first feedback session in a clear and professional manner.					

Coaching Experience Feedback Form: Sharpen Step

Feedback on Post-Training Coaching Experience

Type of Training:

Date of Feedback:

Certified Coach:

Instructions: Please rate your level of agreement with the statements listed below	Strongly Agree	Agree	Disagree	Strongly Disagree	Not relevant to this event
1. The Training Preparation Feedback Form I received from my coach was coherent, thorough and insightful.					
2. My coach met with me and provided clear feedback and suggestions on improving my training preparation.					
3. The Training Debrief Feedback Evaluation Form I received from my coach was coherent, thorough and insightful.					
4. My coach met with me and provided clear feedback and suggestions on improving my training debriefing and follow up skills.					
5. My coach explained their feedback during our second feedback session in a clear and professional manner.					

6. My coach provided me with specific and practical feedback during the whole training certification process					
7. My coach fulfilled all of his or her roles and responsibilities in the training certification process.					
8. My coach followed through with the commitments they made to me during the training process					
9. My coach encouraged and modeled dependency on the Lord, by praying with me throughout the training process.					

10. What were some strengths of your Certified Coach?

11. What are some growth opportunities for your Certified Coach? Any redflags?

12. What are some things that would have made your Coaching Experience more effective?

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14. What feedback would you like to share about the training strategy you utilized or the certification process?

15. Any other comments?

**THANK YOU FOR YOUR HONEST FEEDBACK.
EVALUATION FORMS SHOULD BE SHARED WITH THE CERTIFIED COACH AND THEN
DOCUMENTED DIGITALLY FOR CERTIFICATION**

Knowing Jesus Coaching Relationships

“What you have heard from me in the presence of many witnesses entrust to faithful men, who will be able to teach others also”

2 Timothy 1:2

During Jesus’ years in ministry, he invested heavily into twelve men. These twelve men would then carry on his ministry long after he had risen. In the same way, in order to launch an effective and multi-generational movement, it is important to identify key leaders you plan to train in the area you are hoping to launch *Knowing Jesus*. Before any training takes place, meet with these leaders and cast a vision for the strategy. Ask them if they would be willing to carry a shepherding role in their community.

Once you have established responsibilities and created goals together, be sure to encourage and uplift them as they take on this role!

Key leader(s) responsibilities include:

- Checking in on and following-up with newly launched missional communities
- Addressing needs/obstacles in local missional communities
- Working collaboratively alongside leaders to create sustainable solutions
- Communicating with regional Jesus Film leaders (you) for insight and feedback

During a training, each key leader should be introduced to the group for rapport and an explanation of the follow-up process and responsibilities. We suggest that the key leader responsible for following-up with the launched missional communities check in 2 weeks following the training, 6 weeks, 3 months, and then every 3 months following. In addition, immediately following the original training, they are responsible for distributing a survey to gain feedback on the training. [Here](#) is a questionnaire that we suggest each key leader use for the immediate follow-up, and during their follow-up meetings.

Knowing Jesus In-Person Schedule Example

Day 1

- 9:00AM-10:10AM (Slides 1-14)
 - Welcome. Introductions. **(10 minutes)**
 - Devotional. **(5 minutes)**
 - Rev. 7: 9-10: All nations, tribes, peoples and languages.
 - Mat. 28: 18-20: The Great Commission.
 - Expectation discussion. **(10 minutes)**
 - Discuss in groups & then share with everyone.
 - Learn, Apply, Sharpen. **(5 minutes)**
 - Learning objectives. **(3 minutes)**
 - The Mission & Jesus Stories. **(10 minutes)**
 - Show Segment #1: The Beginning on a tablet in heart language. **(6 minutes)**
 - Trainer leads discussion (retell story, 2-3 questions). **(7 minutes)**
 - Share KJ History/Example of Fruit. **(8 minutes)**
 - Share Jesus' Story & Google Drive. **(5 minutes)**

BREAK (20 minutes)

- 10:30AM-12:00PM (Slides 15-32)
 - The How: Intro Method & Small group purpose. **(2 minutes)**
 - Equipment Discovery: The purpose is to introduce equipment. **(4 minutes)**
 - Show Segment 19: Jesus Calms the Storm. **(5 minutes)**
 - Trainer leads small group discussion (retell story, 2-3 questions). **(20 minutes)**
 - 3 Steps. (15 minutes)
 - Discovering Jesus in small groups. (5 minutes)
 - Present Adult Learning Style. **(8 minutes)**
 - The Curriculum. **(2 minutes)**
 - Two methods. **(10 minutes)**
 - Beginning to end (5 minutes)
 - Foundation building (5 minutes)
 - 4 steps of KJ. **(3 minutes)**
 - Step 1. **(5 minutes)**
 - Where. **(8 minutes)**
 - Who. **(15 minutes)**
 - Characteristics of Person of Peace. (5 minutes)
 - Prayer, Care, Share. (10 minutes)
 - Healing of Bartimaeus. **(18 minutes)**
 - Intro the Prayer, Care, Share role-play. (2 minutes)
 - Show Segment and do role-play. (16 minutes)

BREAK FOR LUNCH (1 hour)

- 1:00PM-3:00PM (Slides 33-39)
 - With. **(10 minutes)**
 - Characteristics of a Timothy. **(5 minutes)**
 - Segment 10: Disciples Chosen, if you have time. **(18 minutes)**
 - Reference Card for leaders. **(7 minutes)**
 - Step 2. **(5 minutes)**
 - Invitation to Know Jesus Personally. **(20 minutes)**

BREAK (30 minutes)

- 3:30PM-5:00PM (40-42)
 - Segment 9: Jairus' Daughter Brought Back to Life. **(40 minutes)**
 - Feedback and Q&A. **(30 minutes)**
 - Have trainees write down 1-2 things they learned. (5 minutes)
 - Feedback scale. (5 minutes)
 - Q & A. (20 minutes)

Day 2

- 9:00AM-11:00AM (Slides 43-59)
 - Have a leader pray to begin, consider worshipping in trainee language. **(15 minutes)**
 - Brief Devotional. **(10 minutes)**
 - Review day one. **(10 minutes)**
 - Review STEPS 1 - 3 in depth (Where, Person of Peace, Timothy, two invitations). **(5 minutes)**
 - Forecast day 2 of training. **(5 minutes)**
 - Step 3 **(75 minutes)**
 - 3/3 Process. (5 minutes)
 - Looking Back. (5 minutes)
 - Practice: Lesson 14. (5 minutes)
 - Looking Up. (5 minutes)
 - Practice: Lesson 14. (25 minutes)
 - Looking Forward. (5 minutes)
 - Practice: Lesson 14. (25 minutes)
 - Three Thirds Process Practice. (5 minutes)

BREAK (15 minutes)

- 11:15AM-12:45PM (Slides 60-66)
 - A Healthy Missional Community. **(6 minutes)**
 - Mistakes to Avoid. **(6 minutes)**
 - Four Mistakes to Avoid. **(10 minutes)**
 - Step 4. **(10 minutes)**
 - Segment 17: Parable of the Sower. **(50 minutes)**

BREAK FOR LUNCH (1 hour)

- 1:45PM-3:45PM (Slides 67-71)
 - Characteristics of a Coach. **(5 minutes)**
 - Jobs of a Coach. **(5 minutes)**
 - Key Information to Gather. **(5 minutes)**
 - Follow-up. **(5 minutes)**
 - Feedback and Q&A. **(30 minutes)**
 - Have trainees write down 1-2 things they learned. (5 minutes)
 - Feedback scale. (5 minutes)
 - Q & A. (20 minutes)

Day 3

- 9:00AM-11:00AM (Slides 72-82)
 - Devotional. **(10 minutes)**
 - Kinds of Small Group Leaders. **(5 minutes)**
 - Picture Card. **(5 minutes)**
 - Segment 8: The Miraculous Catch. **(50 minutes)**
 - NewLifeBox **(20 minutes)**
 - Review the 4 Steps. **(5 minutes)**

BREAK FOR LUNCH (1 hour)

- 12:00PM-1:30PM (83 - 87)
 - Developing Your KJ Plan. **(25 minutes)**
 - Feedback and Q&A. **(30 minutes)**
 - Have trainees write down 1-2 things they learned. (5 minutes)
 - Feedback scale. (5 minutes)
 - Q & A. (20 minutes)
 - Group Photo. **(END)**

*Slides 88-97 are intended for a debrief/follow-up time to assess how each participant is doing, answer any questions they have, and to hear how starting their missional communities is going. It should happen around 3-4 weeks after your original training.

Knowing Jesus Hybrid Schedule Example

Day 1 (Total time: 5 hours)

- 9:00AM-9:50AM (Slides 1-14)
 - Welcome. Introductions. **(10 minutes)**
 - Devotional. **(5 minutes)**
 - Rev. 7: 9-10: All nations, tribes, peoples and languages.
 - Mat. 28: 18-20: The Great Commission.
 - Expectation discussion. **(10 minutes)**
 - Discuss in groups & then share with everyone.
 - Learn, Apply, Sharpen. **(5 minutes)**
 - Learning objectives. **(3 minutes)**
 - The Mission & Jesus Stories. **(8 minutes)**
 - Show Segment #1: The Beginning in heart language. **(6 minutes)**
 - Share KJ History/Example of Fruit. **(8 minutes)**
 - Share Jesus' Story & Google Drive. **(5 minutes)**

BREAK (10 minutes)

- 10:00AM-11:30AM (Slides 15-31)
 - The How: Intro Method & Small group purpose. **(2 minutes)**
 - Show Segment 19: Jesus Calms the Storm. **(5 minutes)**
 - Trainer leads small group discussion (retell story, 2-3 questions). **(20 minutes)**
 - 3 Steps. (15 minutes)
 - Discovering Jesus in small groups. (5 minutes)
 - Present Adult Learning Style. **(8 minutes)**
 - The Curriculum. **(2 minutes)**
 - Two methods. **(10 minutes)**
 - Beginning to end (5 minutes)
 - Foundation building (5 minutes)
 - 4 steps of KJ. **(3 minutes)**
 - Step 1. **(5 minutes)**
 - Where. **(8 minutes)**
 - Who. **(15 minutes)**
 - Characteristics of a Person of Peace. (5 minutes)
 - Prayer, Care, Share. (10 minutes)
 - Healing of Bartimaeus. **(10 minutes)**

BREAK FOR LUNCH (30 minutes)

- 12:00PM-12:45PM (Slides 31-38)
 - With. **(10 minute)**
 - Characteristics of a Timothy. **(5 minutes)**

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- Reference Card for leaders. **(5 minutes)**
- Step 2. **(5 minutes)**
 - Invitation to Know Jesus Personally. **(20 minutes)**

BREAK (10 minutes)

- 12:55PM-2:00PM (39-42)
 - Segment 9: Jairus' Daughter Brought Back to Life. **(35 minutes)**
 - Additional Practice. **(2 minutes)**
 - Feedback and Q&A. **(28 minutes)**
 - Have trainees write down 1-2 things they learned. (5 minutes)
 - Feedback scale. (5 minutes)
 - Q & A. (20 minutes)

Day 2 (Total time: 4 hours)

- 9:00AM-10:40AM (Slides 43-59)
 - Have a leader pray to begin, consider worshiping in trainee language. **(10 minutes)**
 - Brief Devotional. **(10 minutes)**
 - Review day one. **(10 minutes)**
 - Review STEPS 1 - 3 in depth (Where, Person of Peace, Timothy, two invitations). **(5 minutes)**
 - Forecast day 2 of training. **(5 minutes)**
 - Step 3 **(60 minutes)**
 - 3/3 Process. (2 minutes)
 - Looking Back. (3 minutes)
 - Practice: Lesson 14. (3 minutes)
 - Looking Up. (5 minutes)
 - Practice: Lesson 14. (20 minutes)
 - Looking Forward. (3 minutes)
 - Practice: Lesson 14. (20 minutes)
 - Three Thirds Process Practice. (4 minutes)

BREAK (20 minutes)

- 11:00AM-11:40AM (Slides 60-66)
 - A Healthy Missional Community. **(6 minutes)**
 - Mistakes to Avoid. **(7 minutes)**
 - Four Mistakes to Avoid. **(10 minutes)**
 - Step 4. **(10 minutes)**
 - Segment 17: Parable of the Sower. **(7 minutes)**

BREAK FOR LUNCH (30 minutes)

- 12:10PM-1:00PM (Slides 67-72)
 - Characteristics of a Coach. **(4 minutes)**

- Jobs of a Coach. **(4 minutes)**
- Key Information to Gather. **(5 minutes)**
- Follow-up. **(5 minutes)**
- Additional Practice. **(2 minutes)**
- Feedback and Q&A. **(30 minutes)**
 - Have trainees write down 1-2 things they learned. (5 minutes)
 - Feedback scale. (5 minutes)
 - Q & A. (20 minutes)

Day 3 (Total Time: 2 ½ hours)

- 9:00AM-10:30AM (Slides 73-82)
 - Devotional. **(10 minutes)**
 - Kinds of Small Group Leaders. **(5 minutes)**
 - Picture Card. **(5 minutes)**
 - Segment 8: The Miraculous Catch. **(50 minutes)**
 - NewLifeBox **(15 minutes)**

BREAK (15 minutes)

- 10:45AM-12:00PM (83 - 88)
 - Review the 4 Steps. **(10 minutes)**
 - Developing Your KJ Plan. **(30 minutes)**
 - Feedback and Q&A. **(30 minutes)**
 - Have trainees write down 1-2 things they learned. (5 minutes)
 - Feedback scale. (5 minutes)
 - Q & A. (20 minutes)
 - Group Photo. **(END)**

*Slides 89-98 are intended for a debrief/follow-up time to assess how each participant is doing, answer any questions they have, and to hear how starting their missional communities is going. It should happen around 3-4 weeks after your original training.

Frequently Asked Questions for Knowing Jesus

General Questions

Q: What is meant by a “Missional Community”? Why not just call it a church plant?

A: Missional Community is a broader term that includes new church plants, workplace and school groups, men’s and women’s groups, youth groups and small groups within an existing church that is seeking to expand its influence. A basic Missional Community has 6-12 members who seek to become more like Jesus and to multiply the groups by sending out new leaders.

Q: How is a Missional Community different from a Bible study?

A: A Bible study group may exist for months or years without any focus on bringing in new members or multiplying. A Missional Community multiplies.

Q: I have seen the letters KJ - what does that mean?

A: KJ is an acronym for Knowing Jesus.

Q: In the Missional Community, how do you encourage group members to participate in discussions?

A: One simple way is for the leader to avoid too much teaching or preaching and allow others to speak. As a general rule, a leader should spend 30% of the meeting speaking and 70% listening. Open-ended questions can encourage others to share in the group: “What do you think?” “What did you like in that segment?” “How did that story make you feel?”

Q: How do you redirect the conversation if a group member wanders into false doctrine?

A: Start by asking what the other members of the group think. They may solve the issue immediately. In this way the group self-corrects under the guidance of God’s Holy Spirit. The group leader, however, has the ultimate responsibility to gently guide the group to the truth of scripture.

Specific Questions for Trainers of Trainers

Q: How can I download all 61 of the JESUS film segments in my language?

A: You can stream the segments from within the Jesus Film Project app, or you can download all the segments in a zip file from Google Drive. Your Jesus Film Project representative can provide the download link.

Q: Are tablets and other equipment sets available?

A: The Knowing Jesus strategy is designed to work with Android smartphones that are already in the hands of believers around the world. Your Jesus Film Project representative can provide more information about other larger equipment sets.

Q: How can we connect with others in our region who are using the Knowing Jesus curriculum?

A: Regional online fellowship and encouragement is available through your Jesus Film Project representative.

Q: Is Knowing Jesus training available online?

A: Yes! Training is available through using Gnowbe, an online learning management system. You may access Gnowbe through the following links:

[Link to Program 1: Discovery to Discipleship](#)

[Link to Program 2: Leading Your New Missional Community](#)

[Link to Program 3: The Next Level of Leadership](#)

Please note that the online training does NOT certify you as an official Jesus Film trainer

Q: Where can we find more in-depth instruction on church planting?

A: There are many excellent resources. Jesus Film Project is a part of a larger ministry, Campus Crusade for Christ, which offers in-depth church planting instruction through Global Church Movements. The training, MC², is available at: <https://globalchurchmovements.org/>.

Specific Questions for Group Leaders

Q: My group is VERY happy meeting together and growing. They don't want to "split". How do I help them better see the need to multiply?

A: It is important to cast vision for multiplication from the very beginning. We want to grow as disciples, and part of Jesus' design for our growth includes evangelism and multiplication. Pray God will give your group a heart for new believers.

Q: We are no longer able to meet in the home of our Person of Peace. What should we do?

A: Your Missional Community represents a new network of relationships, beyond the original leader and Person of Peace. All of the group members can consider potential new hosts. In fact, one of the group members might volunteer!

Q: My Timothy is not going to start with the new group after Lesson 17. What should I do?

A: God will build new leaders. Your first recourse is to look for a new Timothy within the existing group: Who has shown active interest and faithful participation?

Q: After 3 months, one of the trainees still has not determined a location, a Person of Peace or a Timothy. How should I encourage them?

A: First, gently ask what is holding them back. Keep in mind it is important to be sensitive to their personal situation; you may need to graciously allow them to delay or withdraw. If appropriate, review the mission and vision at the beginning of the Knowing Jesus training manual.

Q: The "best" Person of Peace I can think of is a civic leader. I am concerned they will want to involve the Missional Community in their personal projects. How can I address this?

A: Seek God's wisdom in making your choice. Involvement in the civic life of the community can be very positive because it builds networks of people who may want to learn about Jesus.

Q: Two people from another religion have started attending the group. They always want to talk about their faith and beliefs as well. What can I do to welcome them but not have them disrupt the meeting? I also don't want the group to get the wrong idea that I believe what these people are saying.

A: Listen to the Holy Spirit and ask for his help to discern the intentions of the people talking about their faith and to help you set fair, clear and appropriate boundaries. Remind members of the group that we have made a commitment to focus our conversation during our time together on the segment we are considering.

Coaching Resources for Key Leaders

At the end of the training, introduce the key leaders that will help coach and shepherd local Knowing Jesus groups.

Immediately After Being Trained: We recommend having attendees answer the following questions for feedback:

On a scale of 1-10, rate the following:

1. I can plant a Missional Community that multiplies using Jesus Film Project tools.
2. I know how to use the Knowing Jesus strategy.
3. I understand adult learning methods and can apply it in a small group setting.
4. I understand the importance of reaching all people groups and languages.
5. I understand the importance of finding a Person of Peace and a Timothy.
6. I understand how to use the 3 Thirds Model.

Comment on the following:

1. What comments would you like to share about the training session?

2 weeks post-training, ask for the following feedback:

- Confirm their initial information
- Confirm their language(s)
- Did you practice leading a Missional Community meeting with your family?
- Have you contacted your Person of Peace?
- Did you schedule a time to show the JESUS film?
- Are you confident you can show the film and the segments on your device?

6 weeks post training, ask for the following feedback:

- What parts of the training have you implemented successfully? Why do you think it was successful?
- What parts of the training have been difficult for you to implement? Why?
- How many times has your Missional Community met?
- Relationally, how is it going?
- Are your group members contributing to the conversation?

- What concerns do you have, if any?

3 months post training, ask for the following feedback:

- Is your Timothy still with you?
- At what stage are you as you prepare to launch additional Missional Communities?
- (If applicable) Do you still have the second equipment set we gave you for your Timothy to use?

Starting 3 months after the training, ask these follow-up questions every three months:

- How are you doing?
- How are your Missional Communities going? What has encouraged you? Where are you struggling?
- What pictures or stories could you share with me?

If a Memorandum of Understanding (MOU) has been signed:

- In relation to your MOU commitment, tell me about the progress you have made in developing your Missional Community. (Note: If they are having trouble, ask how they might adjust to complete their commitment. Ask if there is any guidance you can provide.)

1 year after the training, ask for the following feedback:

- How are you planning to celebrate your Missional Community's 1 year anniversary?
- Ask for a map showing the different generations of the Missional Communities your Timothys planted.
- What pictures or stories could you share with me?

At the end of their MOU commitment (if applicable) or first year of use, celebrate what God has done and ask for the following feedback:

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- Tell me about your multiplying Missional Community.
- How did you see God working in and through your Missional Community?
- What new pictures or stories could you share with me?

*Share any stories, pictures, praises, and requests with us! Email training@jesusfilm.org with your stories or questions so that we can assist, celebrate, and pray for the missional communities formed!

Host Set-Up Email

Host and Trainer, please complete the following prior to sending out your email invitation:

- 1. Schedule training days**
 - **For a virtual training you will need 3 hours for Day 1 of training and 3 hours for Day 2 of training. Additionally, 1-2 hours each day for practice.**
 - **For in-person training, allow for at least 2 full days of training. You may add an additional ½ day for all trainees to create personal plans for implementation.**
 - 2. Create a guest list**
 - 3. Adjust wording in the sample email invitation as appropriate for your training**
-

Hello!

I hope you and your family are doing well. I am encouraged by your faith in Christ and desire to share Him with others.

We are pleased to invite you to the Knowing Jesus strategy training where you will learn how to use the JESUS film to plant communities of Christ-followers in your area. The Knowing Jesus training uses a curriculum based on segments from the JESUS film to help people learn more about Jesus, grow in faith, and multiply believers.

The Knowing Jesus training is over two days with a three-hour session each day. We will also ask that you spend 1-2 hours each day implementing your training with family or friends. The dates and times are **[list dates and times]** and the location is **[list location]**. Please plan to attend both training sessions, if you can, and register accordingly. **[Provide registration instructions]**

[Remind your guests to bring any items you know they will need, such as devices, SD cards, etc.]

Below you will find a link to the 61 segments of the Jesus Film in your language on Google Drive: **[Edit to link to your specific language.]**

[61 Segments in Your Language](#)

Thank you for your interest in the Knowing Jesus training! Please contact me if you have any questions.

[NAME]

Registration Form

You will need to gather some basic information from attendees when they register for a Knowing Jesus training. This information will help keep track of attendees, address any technology needs, and inform pre-training communication and follow-up.

Have attendees register using these questions in a Google Form format or another way that is appropriate for your context. The questions below are given as a sample. Customize the questions you ask during registration to fit your needs.

Full Name (Surname, given name) _____

Primary language _____

1. Do you speak and understand _____ ?

Yes

No

A little

2. Confirm Your Contact Information (Email, Whatsapp, or other)

a. City:

b. Name of your ministry:

3. Do you have access to a tablet or smartphone to use this strategy?

Yes

No

4. Are you able to attend both days of the training? **[Insert local date and time above in description]**

Yes

No

5. Have you signed a Memorandum of Understanding (MOU)? **[Delete if not applicable]**

Yes

No

Gnowbe (Know-bee)

Click the links below to request access to an interactive, online learning experience for *Knowing Jesus*. This learning curriculum can be used as supplemental exposure in conjunction with in-person or virtual training. You can also send it out prior to a training as an overview prior to the in-depth training, or as a “vision presentation” to gain interest. Review prior to use. Reach out to your Knowing Jesus contact if you have further questions.

[Program I : Discovery to Discipleship](#)

[Program II : Leading Your New Missional Community](#)

[Program III: Next Level of Leadership](#)

Disclaimer: Going through all three Gnowbe programs does not meet the qualifications to be a Certified Trainer in the *Knowing Jesus* strategy.