

Kickstart Cohort Facilitator Guide

We are so grateful that you are leading a cohort through the Relational Discipleship Kickstart (Kickstart)!

Here's the deal: we want you to be empowered to lead folks through this journey in whatever way is best for you and your cohort, AND we want to set you up well so that you can be as relational as possible and not sweat the details.

A great cohort facilitator is a **gatherer and a shepherd** – if you can gather youth workers who would benefit from the Kickstart and shepherd them through the process, you'll do great even if you haven't done the Kickstart yourself!

You can access the [Relational Discipleship Kickstart through this link](#)

There are 7 Steps to the journey, each of which is designed to take around 30 minutes with a video and field guide (and additional bonus materials if you'd like). You can leverage it multiple ways: 2 steps/week, 1 step/week, 1 step every other week, whatever your cohort needs and wants.

Keep in mind the different types of people you have: some people like to watch a short video to get their information. Some like to follow up that video with questions or dialogue. And some would prefer to read a longer article. Throughout your time facilitating this cohort, keep in mind that we have provided material for all three of these styles of attention span.

As long as your cohort is on the same page, you're all set. This guide is making the assumption that you are doing 1 step per week, but feel free to adjust as needed.

[This short video](#) will walk you through the process of getting your cohort registered. It takes less than 3 minutes!

We want you to get the most out of leading your cohort, so we've included a possible order for your Kickstart gatherings and an outline of the integral moments to communicate with your cohort on the following pages.

Possible Order of Kickstart Gatherings

A gathering for 60 minutes with the time loosely formed around:

Initial Gathering (5 minutes)

A Reflection Question: (ex. Where do you see the Light shining in your ministry?)

(Note: In an online gathering, start playing music at 1 minute before the hour and have the reflection question up as people come in so people can have a slow onboarding and reflective moment. They can share their answers out loud or put them in the chat.)

Welcome and Prayer (5 minutes)

Reflection (5 minutes) – Related to the Kickstart, what is one thing that has been insightful and easy to understand? What is one question or frustration you have?

Watch the Kickstart video together (35-40 minutes) – Watch the next step together and pause to answer the questions as a small group.

Prayer (5 minutes)

Notes for Step 1 meeting:

- Add 5 minutes for the Relational Discipleship Inventory
[<https://app.tenx10.org/resource/782>]
- Before watching the first video, explain how they can access the information in layers of depth, taking roughly 15 minutes, 30 minutes, or an hour, depending on their preference. These correlate with the video, the course (including the video), and the field guide.
- Ask what medium the cohort wants to stay connected (message app, email, text, etc)
- Confirm people are signed up (don't take time to sign them up if they haven't - take note and get in touch after the meeting)

Notes for Step 7 meeting:

- Add 5 minutes for the Relational Discipleship Inventory
[<https://form.fillout.com/t/1zAPt11Jdxus>]
- Give a heads-up about the final e-mail and its contents

Communication Outline

As a cohort leader, communication with your cohort members is key! To make things easy for you, we've provided this outline, as well as [email templates](#) that you can copy & paste (with some light tweaking), to make this process as easy as possible for you.

1. Initial Sign-Up

- **Touchpoint:** Participants express interest in joining the Kickstart cohort in conversation or by filling out an interest form
- **Your Action:** Send participants a confirmation email after a conversation or filling out a form, thanking them for their interest and providing an overview of the next steps. *(We recommend automating this step if you have a form!)*
- **Email Content:** A brief introduction to the Kickstart process, a reminder of the cohort start date, and, if applicable, a link to an onboarding document to prepare participants.
 - **Next Steps:** Wait for the cohort invitation and video conference (like Zoom or Google Meets) Zoom meeting details.

2. Welcome Email (Before Step 1)

- **Touchpoint:** Participants are officially welcomed to the Kickstart cohort.
- **Your Action:** Personally email the video conference Zoom meeting link, access to the Kickstart material, and a high-level overview of the Kickstart process.
- **Email Content:** The logistical details (video conferencing Zoom & materials links) and a warm introduction to the cohort leader and peers
 - **Next Steps:** Review the Kickstart materials and prepare for the first meeting.

3. Pre-Session Reminder for Step 1

- **Touchpoint:** A day before the first session.
- **Your Action:** Send a reminder to participants, ensuring they are ready for the session and providing instructions on how to access the session material. Mention that you may not directly discuss field guides, but they exist to provide depth at the participants' leisure. Bonus: Invite them to download the PDFs of the Field Guides to a place they will see them, like the desktop of their computer, or printed out on their desk. And then invite them to mark places that really helped them.

- **Email Content:** Reminder of the meeting time, video conferencingZoom link, and any pre-session instructions.
 - **Next Steps:** Attend the meeting and complete the Step 1 material.

4. Post-Session Follow-Up (After Step 1)

- **Touchpoint:** After the first meeting.
- **Your Action:** Email participants to reinforce key takeaways from the session and prompt them to reflect on discussion questions or deepened insights from the field guide.
- **Email Content:** Recap of key points from the session, reflection questions, and encouragement to engage with the cohort by sharing insights.
 - **Next Steps:** Prepare for Step 2.

5. Weekly Reminders (Before Each Step)

- **Touchpoint:** Weekly, before each step, either via email or text – whatever is agreed upon in Week 1 with the Cohort
- **Your Action:** Remind participants about the upcoming session and its focus, as well as the next video conferencingZoom meeting if applicable.
- **Email Content:** A brief overview of the session's focus, any materials to review, and video conferencingZoom meeting details.
 - **Next Steps:** Attend the session and reflect on the associated reflection questions.
 - **Bonus:** Invite them to make notes of field guides or other places in the Kickstart that really helped them, so they can return to these later.

6. Post-Session Reflections (After Each Step)

- **Touchpoint:** After every session, either via email or text
- **Your Action:** Send a follow-up to recap key points and encourage reflection.
- **Email Content:** Recap the main insights, share reflective questions, and offer a space for cohort members to share thoughts with one another (through a cohort discussion board or email thread).
 - **Next Steps:** *Encourage participation and engagement between steps.*

7. Mid-Point Check-In (After Step 4)

- **Touchpoint:** After Step 4/a mid-program check-in.
- **Your Action:** Send a personalized email to participants, checking in on how they're feeling about the cohort, their progress, and any support they may need.

- **Email Content:** Personal check-in from the cohort leader, a review of what has been covered, and a preview of what's coming up. Include a link to re-evaluate their progress through the Relational Discipleship Inventory.
 - **Next Steps:** Go through Step 5 and continue the journey.

8. Final Step Reminder (Before Step 7)

- **Touchpoint:** Prior to the final session.
- **Your Action:** Send a reminder of the final step and encourage reflection on the overall journey.
- **Email Content:** Encourage participants to prepare for the final session by reflecting on how their ministry has grown and changed throughout the cohort. Provide details about the final meeting.
 - **Next Steps:** Attend the final meeting and reflect on the journey.
 - **Bonus:** Invite them to make notes of field guides or other places in the Kickstart that really helped them, so they can return to these, later.

9. Post-Program Reflection & Follow-Up

- **Touchpoint:** After the final step.
- **Your Action:** Send a thank you email along with a call to action
- **Email Content:** Gratitude for their participation, call to action to invite others to take the Kickstart, share their stories, and retake the Relational Discipleship Inventory. Include links for story submissions [<https://wkf.ms/3QucUX2>] and additional resources to support their ongoing ministry if applicable.
 - **Next Steps:** Complete inventory, share stories, and continue applying Kickstart principles in their ministry.
 - **Bonus:** Keep downloads of the field guides in an obvious place, so they can be continually referenced, especially if they have been marking them with their learnings along the way.

Remember, you can always check out [this document](#) for email templates for each week.