

Table of Contents

Second Edition Trainer's Guide Introduction..... Pages 2 - 14

Prayer Chaplain Foundation

Training Session 1 Pages 15 - 64

Prayer Chaplain Experience

Training Session 2 - Wellness Calling Page 65 - 77

Training Session 3 - Pages 78 - 101

Visitations, On-Going Training, Commitment, Life's Passages

Dedication

Training Session 4.....Pages 102 - 107

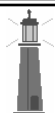
Setting Up Your ProgramPages 108 - 135

Enrichment.....Pages 136 - 158

Supplemental Program Modules.....Pages 159 - 160

Additional Material

- Wellness Calling System Sleeve
- "Here I Am, Lord" Sheet Music..... Sleeve
- Training Tools CD with Inventory..... Sleeve
 - Sample Forms/Customizable Documents
 - Supplemental Program Modules
 - Advanced Prayer Chaplain Training
 - Extended Care Prayer Chaplain Training
 - Prayer Team Information and Training Notes
 - Training PowerPoint Presentation and Trainer's Notes
- Trainer's Tips and Guidelines Sleeve



Light and Love Ministries was founded in 2005 as an alternative ministry of the Association of Unity Churches - now known as Unity World Wide Ministries. Rev. Lei Lanni Burt founded the Prayer Chaplain Program creating the Prayer Chaplain Manual; and Prayer Chaplain Trainer's Guide and Trainer's Workshop so that others called to create Prayer Chaplain Programs in their ministries would have all the tools necessary to do so. In 2009, the Prayer Chaplain Program material including the Come Apart for Awhile Prayer Handbook were published in Spanish. In addition to the Prayer Chaplain Program, Light and Love Ministries has expertise in all areas of ministerial pastoral care service and programs, volunteer management, non-profit management, and leadership.

Since we published the new material in 2005, we have travelled across the country training individuals to assume leadership of Prayer Chaplain Programs in their ministries. We have learned a lot about how the Program functions in a wide variety of ministries and have received feedback about what these programs and leaders need to be even more effective. Based on our own learnings and feedback we have received from the field, this new Second Edition Trainer's Guide is the first of many new things we are launching in 2011.

The 2nd Edition Trainer's Guide will be used in all of our Trainer's Workshops beginning this year and will be available for purchase by those who have previously taken one of our Workshops with the new material (October, 2005 - present). We know that it will assist you in taking your training and leadership of the Prayer Chaplain Program to the next level. In so doing, you are contributing to the strengthening of our ministries and to the spiritual awakening happening on our planet.

Other activities we will be launching in 2011 include:

- Recorded monthly webinars introducing and walking through the 2nd Edition Guide for those who have purchased it.
- On-line monthly meetings for Trainers.
- Leadership webinars.
- Curriculum for Unity Basics and Prayer I & II (prerequisites for Prayer Chaplains).
- Curriculum for a Foundational Prayer Workshop.
- New products that continue to support you and your Prayer Chaplains.

We honor you for your commitment to this sacred service and your willingness to say "yes" as you continue your spiritual and personal development. We are here to support you - in prayer, consultation, trouble-shooting, additional training, and in love.

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We wish to express our gratitude to Elizabeth Mora and Joanne Deck for their contributions to the development of this publication.



Rev. Lei Lanni Burt

Executive Director & Trainer

Rev. Lei Lanni Burt is the founder of the Prayer Chaplain Program which is a model for empowering lay people into service. Through delivery of the Prayer Chaplain Trainers Workshops, the program has been successfully implemented at Unity Churches and churches of other denominations across the country. Lei Lanni has been in Unity for 40 years, graduating from the Ministerial Education Program at Unity Village in 1988. She served as a Licensed Unity Teacher, Spiritual Leader and counselor at various Unity ministries before entering ministerial school.



Lei Lanni was Director of Pastoral Care at Unity Church of Phoenix for seven years, pioneered her first ministry in Nevada and held a Senior Minister position in California before coming to Arizona. In addition to serving as Executive Director of Light & Love Ministries, Lei Lanni also serves on the Unity World Wide Ministries as Keeper of the Flame.

Jeri Royce

Director, Education and Training & Trainer

Jeri has over 20 years of professional experience in nonprofit management in many areas including fundraising, event planning, training, capacity building, operations, volunteer management, human resources, and leadership development. In addition to serving as Vice President for the Points of Light Foundation in Washington, DC, Jeri was Director of Education and Community Outreach for Unity of Phoenix after her relocation to Phoenix, Arizona, and has been serving Light and Love Ministries since 2005. Jeri has been in Unity most of her life, has served as a Prayer Chaplain and Trainer and has a passion for empowering people and developing leaders.



Jerry Burt

Marketing and Product Fulfillment

As a member of the Light and Love Ministries team, Jerry has created a very robust line of products to support Prayer Chaplains and Prayer Chaplain Programs in the field and handles all of the product marketing and order fulfillment. He assists in running the ministry home office and is an integral part of the delivery of all the Trainer Workshops.

After his service in the Navy, Jerry established a very successful ceramic tile-contracting business for 38 years, which he formally retired from in 2001. Jerry has been a partner in ministry with Lei Lanni for over 20 years and has been actively in service to others through volunteering and assisting on the platform during worship services.



This 2nd Edition of the Prayer Chaplain Trainer's Guide has been written including much of the same great content as the First Edition with the benefit of five years of road testing and feedback from active Prayer Chaplain Programs and trainers. We have formatted this Guide to be aligned with how the Prayer Chaplains are trained, and we have included information to assist you in your development as a trainer.

Each section is aligned with our suggested training schedule and will include the following:

- **Introduction** - provides the important context from a trainer's perspective for the material presented in each section of the Prayer Chaplain Manual.
- **Experience/Exercise** - the experience used by the trainer to assist the Prayer Chaplains in integrating the written learning through a hands-on experience or exercise.
- **Notes to Trainer** - important context and additional information to assist the trainer. These notes follow closely with the text in the Manual, and the accompanying PowerPoint presentations.
- **Adaptations** - suggestions for adapting the program set-up or training with a small group of Prayer Chaplains or in a small ministry without certain infrastructure (meeting space, membership program, additional phone lines, private offices, etc.). These are suggestions that may assist you with implementation of the Program.
- **Highlights/Self-Care** - reminds the trainer to review the section and assess the group for understanding. Also assists the trainer to guide the Prayer Chaplains through the self-care exercise and offers opportunity for you to do it yourself.

The following are included in the 2nd Edition Trainer's Guide:

- Training Tools CD - includes the PowerPoint slides and trainer's notes for all mandatory training sessions, and customizable forms that you will need to set up your program. The training slides can be used as a slide show if you have an LCD projector or a laptop or as handouts. The slides and notes can be printed out for you to use to guide the training, and may be customized to meet your own needs. These PowerPoint slides provide the "script" for your training presentations. There is a fair amount of information provided in the "script" portion of the PP that is not in the Trainer's Guide. Our suggestion is that you think of the Trainer's Guide as your text book - providing important information and context for the Prayer Chaplain Program; and that you use the PowerPoint to guide your training presentations.

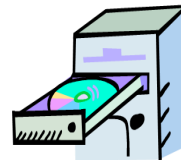


- Program Enhancements - on the Training Tools CD
 - Advanced PC Training - curriculum you can incorporate into the Foundational Training for your Prayer Chaplain's with 2 + years of experience.
 - Extended Care Training - curriculum for training your senior Prayer Chaplain's and Active Prayer Chaplain Emeritus to serve those in your congregation who are homebound or terminally ill.
 - Prayer Team Set-Up - curriculum and packet for use in training members of your Prayer Team.
- Enrichment Section - content included for you to use to supplement your Prayer Chaplain training and enhance and strengthen your leadership skills.
- Training Tips Module - tips and techniques for you to use to improve your training skills and continue your personal and leadership development.

The following icons have been used through the Guide as a reference:



= Written Exercise



= Training Tools CD



= Flip Chart Exercise



= Prayer Partnership



= Reference to PowerPoint slides
on Training Tools CD

IMPORTANT NOTE: The *Manual* and *Guide* are copyrighted material and are covered by the terms stated on the License Agreement you are required to sign. The *Manual* has been set up so you may add material to the back of each section but not remove any existing material. You are given permission only to customize the pages where "Customize this Page" is at the top.



Copyright, Legal Notice and Disclaimer

This Prayer Chaplain Trainer's Guide ("**Guide**") is copyrighted material protected from unauthorized use by the laws of the United States and the State of Arizona, under the U.S. Copyright Act of 1976 to *Lei Lanni Burt*, Phoenix, Arizona. All rights reserved. No portion of this **Guide** thereof may be reproduced without *Lei Lanni Burt's* express written permission. Certain portions of the **Guide** are reprinted with permission and are otherwise protected by copyrights held by others.

Light & Love Ministries ("L & L M") is given express permission to reproduce and use this **Guide** for purposes of training those in attendance at the Prayer Chaplain Trainers Workshops ("Participant"). By signing the License Agreement, Participants are given permission to use this **Guide** to train Prayer Chaplains and manage the Prayer Chaplain Program in their own church/ministry. This **Guide** may not be loaned out or reproduced without explicit written permission from Light & Love Ministries.

License Agreement

Participant expressly acknowledges and agrees that this Guide constitutes copyrighted material and is intended to be used solely for the training and guidance of Prayer Chaplains in the church/ministry in which L & L M has given definitive permission for the training and guidance of Prayer Chaplains. Should Participant leave the ministry indicated on this license agreement, it is the participant's responsibility to notify L & LM.

Should Participant violate the terms of this License, L & L M, on behalf of *Lei Lanni Burt*, shall have the right to pursue any and all remedies available to it in law or equity, including without limitation injunctive relief to prevent any further violation of the terms hereof. This License is governed by and construed in accordance with the laws of the State of Arizona and any action to enforce the terms of this Agreement shall be brought in the Superior Court of the State of Arizona in and for Maricopa County. In any such action, the prevailing party shall be entitled to an award of all attorneys' fees and costs incurred.

In order to customize the Training for the Ministry named below, Participant has exclusive permission to personalize and replace the pages in the Prayer Chaplain Manual marked with "Customize this Page." In support of training Prayer Chaplains, Participant also has permission to customize the pages marked with "Customize this Page," in the Trainer's Guide.

Acknowledged and executed this _____ day of _____, 201____.

PARTICIPANT

Light & Love Ministries Representative

Signature

Signature

Reverend Lei Lanni Burt

Printed Name

Printed Name

Ministry, City, State

The signed original of this Agreement is to be kept in the Participant's **Guide** with a copy kept in the L & L M offices.



The Intellectual Property In the Prayer Chaplain Program

by Jay R. McDaniel

The McDaniel Law Firm, PC



Blessings,

In a recent telephone conference with Rev. Lei Lanni and Jeri, we thought it might be useful if I were to contribute an article to the newsletter on the nature of the intellectual property rights in the Prayer Chaplain Program provided by Light and Love Ministries. I am a Prayer Chaplain at the Unity Church of Christ in Teaneck, NJ. I am also an intellectual property lawyer.

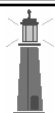
We all sign license agreements when we participate in Light and Love Ministries' training program. That license agreement gives us certain rights to make use of the materials and the training program. It is worth taking a moment to look at what the rights are that are being licensed.

First, we should be aware that the materials and the training program are subject to copyright restrictions. Copyrights are subject to federal law and the holder of a copyright has specific and exclusive rights. These are:

- (1) to reproduce the copyrighted work;
- (2) to make derivative works based upon the copyrighted work;
- (3) to distribute copies of the copyrighted work;
- (4) to perform the copyrighted work publicly; and
- (5) to display the copyrighted work publicly

Copyrights exist in any creative work or "original authorship" that is fixed in a tangible form at the time that it is created. It is not just the writing, but also the organization and presentation that can be subject to copyright protection.

The second intellectual property issue concerns trademarks. A trademark identifies the source of a product or service. It can be a name, a logo, packaging or a sound. Trademarks are created when someone uses a name and it is distinctive, or becomes distinctive, as a way to identify the source of a product or service.



The Intellectual Property In the Prayer Chaplain Program (continued from previous page)

Trademark law, which is the subject of state and federal laws, protects the "good will" that becomes associated with a name. In the most general terms, trademark laws prohibit anyone from using the mark to misidentify something, to confuse the public about the source or to use the mark in a way that decreases its value.

Trademark issues will come up when a training program that is not under a license agreement with Light and Love Ministries is incorrectly associated with Light and Love Ministries or when the Light and Love name and materials are used in a way that lowers the good will associated with the program.

As one would expect, there are important qualifications to the rights that are created by copyright and trademark law. First, you cannot copyright or trademark ideas or functions. Second, there is a concept called fair use that permits, for example, a work to be the subject of limited quotation or commentary.

With all of this as background, how should we treat the Light and Love Ministries training program, both to be fair to Rev. Lei Lanni, its creator, and to conform with the applicable laws under which it is distributed? Here are two key guidelines:

Adhere to the terms of the license. The terms are pretty clear. We should not copy the materials - unauthorized copying is copyright infringement - except in the manner that is specifically permitted.

Accurately identify the source of the program and materials. We should not take the Light and Love Ministries training and program materials and claim it as our own; nor should we change the program or materials and identify their source as Light and Love Ministries.

It is important to remember that the purpose of intellectual property laws is to encourage new works and to reward effort by securing for the creators the benefits of their efforts. If we want Light and Love Ministries to continue its work - to be the blessing that it is to us individually and to congregations that we serve - Prayer Chaplains and Trainers alike should stay within these guidelines.

This article was excerpted from the Light & Love Ministries Monthly Prayer Chaplain Program Newsletter.



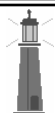
Trainer's Role and Commitment

The role of a Prayer Chaplain Trainer is essential to a healthy Prayer Chaplain Program. The Prayer Chaplain Trainer is responsible for conducting the mandatory Prayer Chaplain training, convening monthly meetings, and coordinating the administrative pieces of the program. We have designed the Program to be led by a Prayer Chaplain Trainer who has received the material by attending one of the Prayer Chaplain Trainer's Workshops conducted by Light and Love Ministries.

Since the material is copyrighted and licensed to each trainer, attending one of our workshops is the only way that you should receive the material. If you have trained with us since October 2005 with the first edition of this Guide, you may purchase this 2nd Edition Trainer's Guide. While the material itself includes the curriculum and administrative information you need to start or lead a Prayer Chaplain Program, the training offered through the workshop offers you the consciousness behind the material and the skills you will need to be an effective trainer and leader. Many trainers find that attending the Trainer's Workshop every 2 years or so keeps their skills and understanding of the Program fresh.

Attending the Prayer Chaplain Trainer's Workshop and agreeing to lead a Prayer Chaplain Program are big commitments and should not be taken lightly. It is our recommendation that once you agree to assume leadership of a Program, you should do so for at least a year - the same commitment you ask of your Prayer Chaplains. You will also want to be certain to establish a succession plan so that when and if you should step out of leadership, you will facilitate a smooth transition.

If you are currently not affiliated with a center ministry or leave the ministry you are currently with, we ask that you let us know when your status changes so that we may continue to support you.



Position Description**Prayer Chaplain Program Coordinator Position Description****Purpose**

To provide support and organization to the Prayer Chaplain Program and Trainer

Responsibilities

Specific responsibilities include:

- Providing support for the monthly Prayer Chaplain meetings.
- Maintaining and managing schedules for the Prayer Chaplain wellness calling and in-service duties.

Other duties include:

- Maintaining consistent communication with Prayer Chaplains to distribute congregant messages and requests.
- Updating Prayer Chaplain calling binders/folders monthly.
- Interfacing with Data Processing to update congregants' vital statistics and Prayer Chaplain's members' file folders/binders.

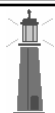
Also responsible for coordinating logistics for the annual training program.

Accountability

Report directly to the Trainer. Will be accountable for all duties described above, as well as any additional duties deemed necessary by the Trainer.

Requirements

Individual must possess the ability to work with various computer programs; be multi-task oriented; organized, and flexible; and work independently as well as in a team environment. Previous Prayer Chaplain experience is suggested; training with Prayer Chaplains is required. Position also requires individual to maintain the same high level of confidentiality that is required of the Prayer Chaplains and will be released if confidentiality is breached.



Position Description

Prayer Chaplain Trainer/Coordinator Position Description

Purpose

To provide leadership, training, support and organization to the Prayer Chaplain Program.

Responsibilities

Specific responsibilities include:

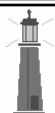
- Providing overall leadership to the Prayer Chaplain Program and the Prayer Chaplains serving the ministry.
- Regularly communicating with Spiritual Leader to insure continuity in decision making and maintaining boundaries.
- Conducting orientation, interviews, and all core training sessions for Prayer Chaplain candidates and Prayer Chaplains.
- Developing content for and leading the monthly Prayer Chaplain meetings.
- Maintaining and managing processes and procedures for the Program including schedules for the Prayer Chaplain wellness calling and in-service duties, and updating the Prayer Chaplain calling binders/folders monthly.
- Maintaining consistent communication with Prayer Chaplains to distribute congregant messages and requests.
- Interfacing with Data Processing to update congregants' vital statistics and Prayer Chaplain's members' file folders/binders.

Accountability

Reports directly to the Spiritual Leader/Minister. Will be accountable for all duties described above, as well as any additional duties deemed necessary by the Minister.

Requirements *(Anyone serving as trainer/coordinator for the Prayer Chaplain Program needs to have attended a Light and Love Trainers Workshop and be licensed to train the material.)*

Individual should be spiritually grounded in Unity, demonstrate good communication skills, and have the ability to lovingly hold boundaries. Ability to work with various computer programs, be multi-task oriented, organized, and flexible, and work independently as well as in a team environment is important. Previous Prayer Chaplain experience is suggested and training experience is a plus. Position also requires individual to maintain the same high level of confidentiality that is required of the Prayer Chaplains and will be released if confidentiality is breached.



As a Prayer Chaplain Trainer, I understand that I must be licensed to train the Prayer Chaplain Program material developed by Light and Love Ministries and that my role is to serve as a trainer and leader to Prayer Chaplains serving within a ministry. I also understand that my service is under the direction of and in partnership with the minister or spiritual leader.

As a Prayer Chaplain Trainer, I agree to adhere to the following Code of Conduct:

- I will abide by the license agreements for the Prayer Chaplain Program material (Trainer's Guide and Prayer Chaplain Manual) and insure that others do the same;
- I will abide by the Confidentiality Agreement in the Prayer Chaplain Manual in my interactions with congregants, Prayer Chaplains, ministry leadership, and all other aspects of the Prayer Chaplain Program;
- I will not engage in solicitation of any kind with congregants or Prayer Chaplains;
- I will serve in my capacity as Trainer with the support of my minister or spiritual leader, and my decisions and actions will be aligned and in support of his or her leadership; and
- I will not participate in any activity that is or appears to be divisive within the ministry in which I am serving or in opposition to the minister and/or leadership.

I, _____, as Prayer Chaplain Trainer understand the reason and the necessity of maintaining ethical boundaries as discussed in the guidelines with regards to my role, training and service at _____ .
Name of Church

My signature represents my awareness that I may be lovingly released as a Prayer Chaplain Trainer in the event that I breach this Code of Conduct and ethical guidelines.

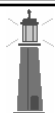
Prayer Chaplain Trainer

Date

Light and Love Ministries

Date

The original of this document should remain in your Trainer's Guide. A copy will be kept by Light and Love Ministries.



A successful Prayer Chaplain Program is one that is led by a trainer and/or coordinator who is trained by Light and Love Ministries with the Prayer Chaplain Program Trainer's Guide and the Prayer Chaplain Program Manual. You have signed a license agreement with us and have agreed not to give your Trainer's Guide or Manual to any one else. Therefore, it is important that you begin to think about succession planning early so that your program will continue with a qualified trainer without a lapse in leadership should leadership change.

To that end, we encourage you to engage in a conversation with your Minister or Spiritual Leader about working together to identify a member of your congregation or your Prayer Chaplain team who exhibits the qualities of leadership and spiritual maturity to serve in this role when you decide to step down. This process needs to be thoughtful and given time, prayer, and committed resources to insure success.

Once you have invited your successor into this role, he or she can register for one of the Prayer Chaplain Trainer's Workshops conducted by Light and Love Ministries regionally around the country. Once trained, you and your successor can co-train for a period of time until the leadership of the program is ready to be transitioned.

Suggested Succession Planning Steps:

1. Engage in a conversation with the spiritual leader or minister about the importance of succession planning and together agree to the process they will use (if not using the one suggested here).
2. Develop a timeline in which to observe and identify potential candidates (at least three months).
3. Through conversation and prayer, identify the person to be invited into this leadership role.
4. Once he/she has accepted, register him/her for an upcoming Trainer's Workshop.
5. Announce to the congregation and Prayer Chaplains who the new leader will be and how the transition process will work. Determine a timeframe for co-training and eventual leadership transition.
6. After attending the Workshop, you and the new leader should co-train at the Monthly Meetings and Mandatory Training (if possible) and collaborate on decision-making, administrative work, and conversations/meetings with Prayer Chaplains and/or ministry leadership. In other words, this is an opportunity for the new leader to shadow you and gain some hands-on training experience as well.
7. Plan a time to allow the Prayer Chaplains to honor you as the out-going leader and/or as they welcome the new leader. This provides important closure.



The following schedule outlines the mandatory training sessions for the Prayer Chaplain Program along with estimated time parameters. The material in this 2nd Edition Trainer's Guide is presented in the same order as the training schedule.

Day	Description	Time Allowance (may depend on number of participants)
	Training Session 1 (Foundational Training)	3 Consecutive Days
Day 1	Introduction/Sacred Circle & Closure	1 hour + 2 min/participant
Day 2	Holding Spiritual Space/Sacred Circle De-brief	1/2 hour
	Listening	1 hour
	Prayer	2 and 1/2 hours
	Confidentiality	1 hour
	Warning Signals	1 hour
Day 3	Human Conditions	1 hour
	Change/Grief	1 and 1/2 hours
	Prayer Service/Closure	1 hour
	Training Session 2	
About 2 weeks after Session 1	Wellness Calling (if you are not starting wellness calling right away, you will want to post-pone this training until you are ready to start).	4 hours
	Training Session 3	
About 2 weeks after Session 2	Visitations On-Going Training Commitment Life's Passages	3 hours
	Training Session 4	
After Second Interviews	Prayer Chaplain and Prayer Chaplain Emeritus Dedication	2 hours

