



# **CALLED TO CARE USERS' GUIDE**

**A participatory approach**



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# PREFACE

## WHY A CALLED TO CARE USERS' GUIDE?

This Users' Guide arises from an independent evaluation of the Called to Care project, carried out in 2011. The evaluator found that the Called to Care workbooks are written in clear, simple language and are practically oriented. Many people are able to use them effectively without special training. Nevertheless, a significant number of people felt the need for training in how to make the best use of these materials. The evaluator therefore recommended that Strategies for Hope should try to organise workshops for people in need of training in how to use the Called to Care workbooks.

The first three Called to Care workbooks were published in 2004. They were a response to calls from church leaders in several African countries for simple, practical information on how churches could respond more effectively to the unprecedented challenges of the HIV epidemic. A total of 10 workbooks has now been published. Over 200,000 copies have been distributed so far. The evaluation in 2011 found that they are used not only by churches, but also by many secular NGOs and community groups.

This Users' Guide has been written by four African church and community leaders who have used the Called to Care workbooks within their churches and communities: Pastor Andy Nyirenda, in Chilumba, Malawi; Rev Fr Willard Kamandani, in Blantyre, Malawi; Cecilia Masekereya, in Harare, Zimbabwe; and Abraham Makoni, in Murehwa district, Zimbabwe.

This edition of the Users' Guide is available - at least initially - only as a free download from the Strategies for Hope website. We hope that, if funding constraints can be

overcome, it can also be produced and distributed in hard copy format.

Readers will notice that the Users' Guide focuses on one particular way of using the Called to Care workbooks, namely, by organising small, two-day workshops. By April 2014, 42 of these had been held in 14 African countries.

There are also other, less costly ways of using the Called to Care workbooks, for example, when preparing sermons for church and talks to groups; in Bible study groups; with sporting teams; and in one-to-one talks.

Readers of this Users' Guide who would like to report on their experiences of using the workbooks are invited to write to us about their experiences. This online guide can easily be updated as and when new information becomes available.

Another way in which we would like to document different experiences of using the Called to Care workbooks is on the Strategies for Hope website ([www.stratshope.org](http://www.stratshope.org)). Please send photos, if possible, illustrating whatever you write. We are particularly interested in innovative ways of using the workbooks, for example, in inter-faith groups or in institutions such as prisons, schools and hospitals.

Finally, on behalf of the Strategies for Hope Trust, I would like to thank you for participating in the Called to Care initiative.

Yours in faith and solidarity,

Glen Williams  
Series Editor  
Strategies for Hope Trust

## FOREWORD

Many of us have had opportunities to attend training workshops on various topics. Often, however, when we get back home we find that the knowledge and the skills we've gained have not travelled with us. We seem to have left them behind at the workshop venue and don't know how to start putting them into practice. This is because the training we usually receive is not practical: it does not equip us with the skills we need to put our new knowledge into practice.

This Called to Care Users' Guide is designed to provide practical training in how to use the Called to Care workbooks as effectively as possible within our faith communities and also more widely. It aims, first, to introduce people to the contents of the Called to Care workbooks as a whole and to one or two books in particular. Even more importantly, it aims to impart workshop facilitation skills in a *participatory way*, so all the participants have an active and positive learning experience.

This 'Guide' is based mainly on our experience of using the Called to Care workbooks in Malawi and Zimbabwe. It is also informed by the experiences of other African church and community leaders, including several in the Cameroon, the Central African Republic, the Democratic Republic of Congo, South Sudan and Sierra Leone. In Blantyre, Malawi, several Muslim youth leaders took part in the workshop organised by the Kabula Youth Organisation.

We would like to thank everyone who participated in these Called to Care workshops for their energy, commitment and creativity. We hope that this Users' Guide will help to make the Called to Care toolkit even more effective, and that it will fulfill its potential to reducing the spread of HIV and improving the quality of people's lives.

Pastor Andy Nyirenda, Chilumba, Malawi

Rev Fr Willard Kamandani, Blantyre Malawi

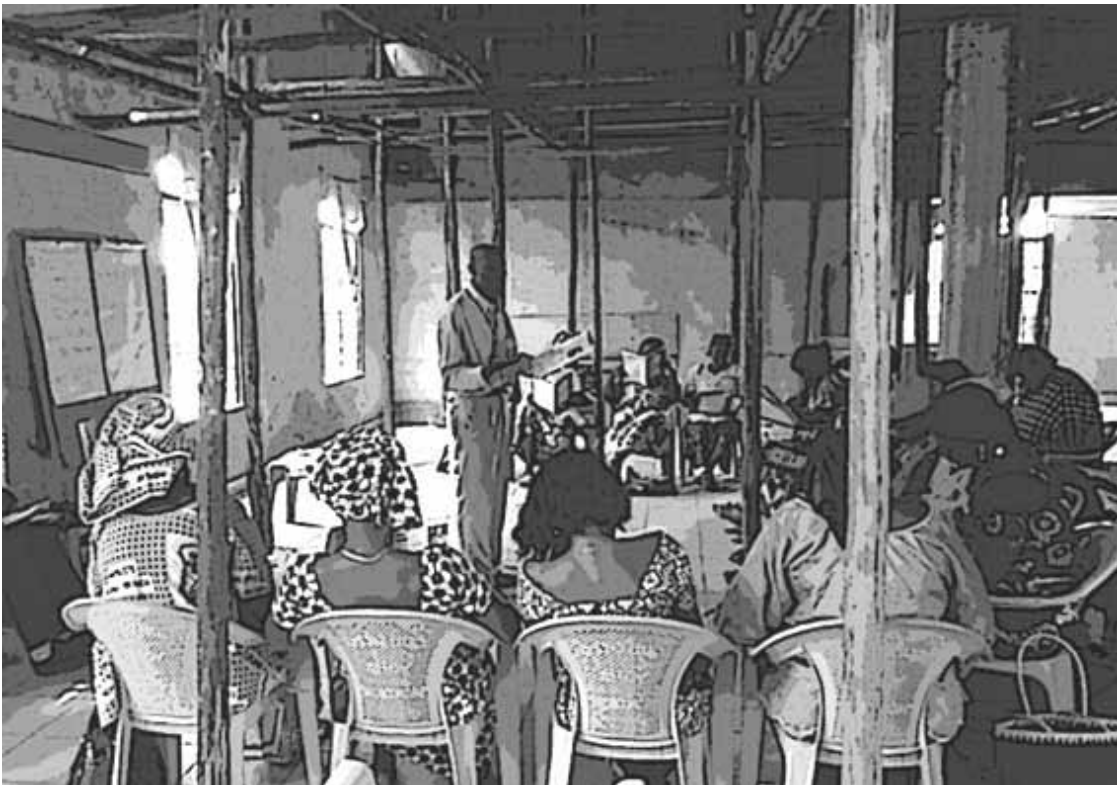
Abraham Makoni, Murehwa District, Zimbabwe

Cecilia Masekereya, Harare, Zimbabwe

## BEFORE YOU BEGIN...

There are several ways in which you might want to use the Called to Care workbooks, for example:

- in training workshops
- in Bible study groups
- or when preparing talks, lessons or sermons



Whichever way you wish to use the Called to Care workbooks, we suggest that you start by carefully reading the Preface, the Foreword and the Introduction of any one of them. These are just as important as all the other contents.

# A CALLED TO CARE WORKSHOP

One of the most effective ways of using the Called to Care workbooks is by organising a training workshop. This might last for a couple of hours, for one or two days, or even longer.

Experience has taught us that the following steps are particularly important when planning and implementing such a workshop in a participatory way:

## PREPARATIONS

1. Decide which group you plan to use the workbook(s) with. This could be pastors or priests; church elders or other lay church leaders; lecturers at seminaries or Bible colleges; trainee clergy or religious sisters; lay people such as Sunday or Sabbath School teachers; leaders of women's, men's or youth groups; members of farmers' groups; members of HIV support groups; sports groups; or people in institutions such as prisons.
2. Decide which Called to Care workbook is most suitable for the group you have selected, and read through the whole of the contents carefully. (You might decide to use two workbooks, but this will reduce the amount of time you can spend on each book.)
3. Select which sections of the workbook you plan to use. This will depend on the time available for the workshop.
4. Whichever group you plan to use the Called to Care workshop with, inform the local leadership of your plans. Be prepared to provide any additional information which they might request.
5. Select at least two workshop facilitators (one of whom may be yourself), plus three or four other people to help with catering and other workshop arrangements such as transport and purchasing materials (e.g. notepads, pens, flipchart paper and marker pens).
6. Draw up a time schedule (see Appendix A), specifying exactly which sections of which Called to Care workbook will be used at particular times of the day. Take into account the amount of time estimated to be needed for each exercise. If possible, make one copy of the time schedule for each workshop participant.
7. Prepare a realistic budget (see Appendix B) and raise whatever funds are required.
8. Select a suitable venue. Ensure that it has adequate space, lighting, seating (benches, chairs or mats), heating (if needed), toilets, water supply, ventilation, and facilities for serving food and drinks. **Note:** It is not necessary to hold a Called to Care workshop in a well appointed hotel. In some situations it may even be possible to hold at least some sessions outdoors, in the shade of a large tree.
9. Select a suitable date for the workshop, taking into account factors such as the timing of local or national elections, school holidays, harvest and planting seasons, and public or religious holidays.

10. Select and invite at least 10 participants, according to the theme of the workshop. For example, workbook no. 6, 'The Child Within', make sure that all the participants are parents or guardians for young children. Be careful to dampen unrealistic expectations, e.g. for the payment of per diems for attendance.
11. It is usually desirable for there to be an equal number of male and female participants in the workshop. However, this is not always the case. There may sometimes be good reasons for inviting an all-women group or an all-male group, depending on the topics being discussed.
12. Make sure the participants know the exact date and location of the workshop, when it will start and finish, and what the workshop is about.
13. Meet with the other facilitator(s) to decide on who will carry out which parts of the time schedule of the workshop. Agree on how to deal with potentially controversial issues that might occur amongst the participants. Be honest with each other about your strengths and weaknesses. Discuss how to handle situations where you might disagree. Agree on cues to give each other if one of you is having difficulties during the workshop.



14. Prepare whatever materials are needed. For example, you should try to have at least one copy of the Called to Care workbook used for each participant to take home. (If you don't, you might need to prepare photocopies of illustrations, quizzes, poems or other key sections.) Sections of some of the Called to Care workbooks which you are going to use might need to be translated into a local language and printed out.

15. Prepare attendance certificates for all participants. (You might wish to use the template in Appendix D of this Guide.)

16. Keep the number of participants down to a manageable size, namely, a maximum of 30. Bear in mind that the more participants there are in the group, the more time the group needs to spend on each session or topic.
17. Discussions about HIV and AIDS can cause great emotional distress if people have to recall particularly painful events in their lives. Try to ensure that, if needed, participants who feel very distressed by particular discussions have access to appropriate emotional support.
18. Ask a few participants to prepare key contributions, e.g. by devising and practising a role play a few days before the workshop.
19. The Appendices to this Users' Guide contain documents which you may find helpful, not just to read, but also to download and use to edit and create your own documents. For this reason the Appendices are also available as a Word document. Please contact [sfh@stratshope.org](mailto:sfh@stratshope.org) and ask for the Word version of the Users' Guide Appendices.





10. Writing: When writing on the flipchart in front of the group, use marker pens and in strong colours: black, dark blue or green. Avoid colours (e.g. yellow, pale blue or green) that are not easily read from a distance.
11. Reading out-loud: Various stories and Biblical passages are meant to be read out-loud during the workshops. Choose someone who has a strong, clear voice, and ask him or her to read these out in front of the whole class.
12. Addressing the group: Face the participants directly, speak loudly and clearly, and make eye contact with the participants.
13. Use a flipchart to summarise what people have contributed to the discussion, but don't try to record everything that is said.

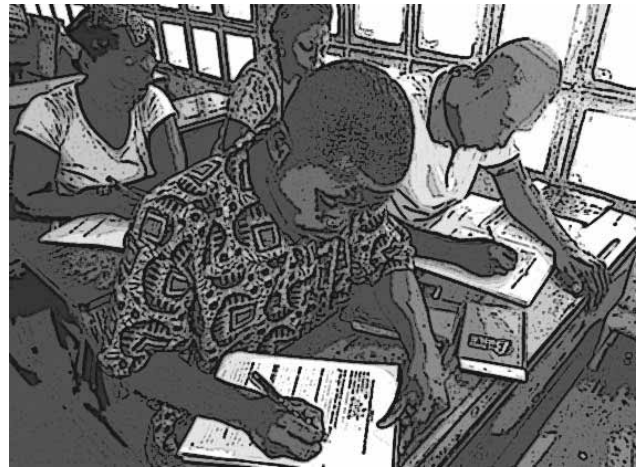


14. Keep your own talking to the bare minimum: remember, you are trying to encourage the participants to express themselves, not to deliver a lecture yourself.
15. Never gossip about personal experiences that have been discussed in the workshop, and encourage the participants to take the same approach.
16. When the participants are divided into small groups, make sure that each group has a minimum of two and a maximum of 5 members. Try to ensure that there is an equal gender balance in each group, except when the groups are deliberately divided according to gender. Encourage the groups to select one member as their leader or spokesperson.
17. Make use of the 'energizers' and 'ice-breakers' provided in the Called to Care workbooks, but feel free to introduce others if you feel there is a need for them. These short exercises, which should be fun and easy to learn, can help to set the right mood and to encourage the participants to feel more relaxed in one another's company. They are also good for reviving levels of concentration in mid-afternoon, when spirits tend to flag.
18. Wherever possible, encourage the participants to do drawings to illustrate the points they are trying to make. (Flip chart paper and marker pens are provided for this purpose.) Remind the participants that the quality of the drawings is not important. What matters is what the drawings communicate.
19. At the end of each session, give a summary of what has been covered and how this relates to the overall objectives of the workshop and the expected outcomes.
20. On Day Two of the workshop, be sure to allow sufficient time for all the participants to facilitate one activity or session from a Called to Care workbook. We suggest that this be done in groups of two people, who will prepare together for an hour, and then present the activity or session to the whole group.. (Note: this is feasible for workshops with 10 participants. For larger numbers, other arrangements can be made, e.g. the groups can consist of three or four participants.)



8. **Time Schedule:** For the rest of Day One, follow the time schedule which you have already presented to the group.
9. **Concerns:** Just before the end of the day, ask the participants to raise any concerns which they might have about the organisation of the workshop. Respond to these on the spot or promise to follow-up on the following day.
10. **Start of Day Two:** At the start of Day Two, ask one of the participants to lead with a prayer. Then ask someone else to give a short summary of what was covered in Day One. Now introduce the topic and the Called to Care workbook for Day Two, and follow the time schedule for the rest of the morning.

11. **Facilitation Practice:** In the first afternoon session of Day Two, allow one hour for the participants, working in groups of two, to prepare a presentation, lasting 10-15 minutes, of an activity or an exercise from the Called to Care workbook used during the workshop. Invite each group of two people to facilitate the activity or exercise which they have chosen and rehearsed. Invite the other participants to make comments on what worked well and what not so well.



12. **Evaluation Form:** In the third afternoon session, ask the participants to complete the workshop evaluation form (see Appendix C), and to give it to you.
13. **Final Session:** In the final session of the workshop, each of the participants will receive a certificate (see Appendix D), preferably from a local church or community leader, for completing the workshop. This is a good opportunity to remind the participants that they are probably the only people in their local church or community to have participated in a Called to Care workshop. This also means that they have a special responsibility to pass on the knowledge and skills which they have acquired. Participants should ask themselves the following questions:

- *How should I inform my church or community leaders about the potential use of these workbooks?*
- *What support can I obtain from church or community leaders for introducing these books into local activities?*
- *Who else in my church or community would be interested in helping to develop some activities using these books? (Ideally, you should have a support team of 6 - 8 people to whom you will impart the knowledge and skills which you have acquired at this workshop.)*

## SELF EVALUATION

At the end of the workshop, ask yourself the following questions:

- *What did I learn during the workshop?*
- *What were the 'high points' of the workshop?*

- *What did not seem to work well in the workshop?*
- *Did all the participants take part actively in the workshop? If not, what should I do next time to ensure that they do?*

## AFTER THE WORKSHOP

1. Please write a report on the training workshop, listing the names and contact details of all the participants, and describing the venue and catering arrangements. Please describe the activities carried out, what people said (including direct quotes) in discussions, and what they decided to do in their churches and communities as a result of the workshop.
2. Please send this report (including the contact details of all the participants) to the Strategies for Hope Trust ([sfh@stratshope.org](mailto:sfh@stratshope.org)) and to other potentially interested people, e.g. the participants themselves, and local church and community leaders, the National AIDS Control Programme, local churches, local NGOs and community groups involved in HIV work. Please enclose photos of the workshop activities if possible.
3. Write to all the participants, thanking them for their participation in the workshop, and encouraging them to implement their action plans.

## OTHER WAYS OF USING THE CALLED TO CARE TOOLKIT

The Called to Care workbooks can be used in many ways other than in training workshops. Here are some examples:

1. **Sermons:** Every sermon has to have a theme. The preacher is aiming to touch people's hearts and minds with a message that challenges them to reflect on their lives and to come closer to God. Says Pastor Andy Nyrenda, who organised a Called to Care workshop in northern Malawi:

*"Before I start writing my sermon, I pray that God will help me see some of the needs that people have. The Called to Care toolkit has a lot of information about people's needs. It can provide inspiration for sermons on many occasions - at services on Sundays but also at wedding ceremonies and at funerals."*

2. **Bible studies:** Called to Care book no. 7, 'Call to Me', consists of 20 Bible studies on a wide range of topics related to the HIV epidemic, for example, God's love and forgiveness, children, marriage,





## APPENDIX A

### Suggested Time Schedule Template

#### Called to Care Training Workshop: **Day One**

#### Workbook no. 5: *Community Action on HIV & AIDS*

Time	Activity	Training methods
08:00 - 08:10	Welcome and opening prayer	
08:10 - 08:40	Participants' registration, expectations and ground rules	
08:40 - 10:20	<b>No. 5 Community Action on HIV &amp; AIDS</b> Chapter 1: Reducing our vulnerability to HIV - Session 1: Who is most vulnerable to HIV and why?	Group discussion & report back
10:20 - 10:35	<i>Tea/coffee break</i>	
10:35 - 12:00	Introduction to workbook - Session 2: Power and Powerlessness	Group discussion & report back
12:00 - 13:00	<i>Lunch break</i>	
13:00 - 14:00	Chapter 2: Our Traditions - Session 1 : Examining our traditional practices	Plenary discussion Questions & answers
14:00 - 15:00	Chapter 3 : Our responsibility to protect the weak - Session 1: Challenging injustice, Part 1	Plenary, then small group discussions & report back
15:00 - 15:15	<i>Tea/coffee break</i>	
15:15 - 16:15	Chapter 4: The Resources we Need - Session 1: Counting our blessings	Small group discussion and plenary discussion
16: 15 - 17:15	Chapter 5: Turning our Commitments into Action - Session 1: Planning together for action	Energisers and games; plenary
17:15 - 18:00	Assessment of training day Closing prayer	Plenary discussion

## APPENDIX A continued

**Suggested Time Schedule Template**Called to Care Training Workshop: **Day Two**Workbook no. 10: *Parenting: a Journey of Love*

<b>Time</b>	<b>Activity</b>	<b>Training methods</b>
08:00 - 08:20	Opening prayer Feedback on Day One; recap of ground rules	Plenary session
08:20 - 10:15	<b>No. 10: <i>Parenting: a journey of love</i></b> Session A: Connecting through love Introduction to workbook - Activity A2: Bible study: Mark 5:21 - 43  Session E: Provision and protection - Activity E2: Protective circle - Activity E3: Siyani's story	Bible study  Fun game Story, role play, report back
10:15 - 10:30	<i>Tea/coffee break</i>	
10:30 - 12:00	Session E5: Talking about sex with our children  Session E6: Resisting pressure for sex	Exercise in same-sex groups Group & pair discussions, report back
12:00 - 13:00	<i>Lunch break</i>	
13:00 - 14:00	Facilitation skills: ask the participants, working in groups of two, to select one activity or exercise in a Called to Care workbook, and to prepare to present it.	
14:00 - 15:30	Invite each pair to demonstrate their facilitation techniques by presenting the activity or exercise which they have been practising. Invite a short discussion after each presentation.	
15:30 - 15:45	<i>Tea/coffee break</i>	
15:45 - 16:15	Workshop evaluation	Completion of feedback forms
16:15 - 17:30	Closing ceremony and presentation of certificates	Act of worship, speech by church or community



## APPENDIX B

### Typical budget for two-day, non-residential Called to Care workshop

Activity	Frequency	Number	Cost	Sub-total
Participants' meals & snacks	2 days	10	£6	£120
Facilitators' meals & snacks	2 days	2	£6	£24
Participants' transport	2 days	10	£3	£60
Facilitators' transport	2 days	2	£3	£12
Flipcharts, pens & notepads	-	10	£1.50	£15
Communications	-	-	£9	£9
<b>Total</b>				<b>£240</b>



# APPENDIX D

## Certificate template



