



TRUTH CENTERED TRANSFORMATION

Programme Director Handbook

This is a training tool designed by Reconciled World.
Visit tctprogram.org for more information.



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PROGRAMME GOALS, CORE PRINCIPLES

PROGRAMME GOALS

1. **God is glorified.** We want God's name to be lifted up—for people to know that God is powerful and worthy of praise. We want His love and goodness to be reflected to all people. We want people to know that our God is concerned about every area of life and powerful to bring change.
2. **The Church is Strengthened.** We want to see strong churches filled with Christians who are walking in obedience to God in all areas of life, passionate about God, and excited to be serving through the church and seeing God's Kingdom built. We want to see churches growing both wide and deep—increasing in the number of believers attending and that every believer is growing in their knowledge and love of God. And we want to see an increase in unity among believers and between churches and denominations, in accordance with John 13:34-35 and 2 Corinthians 13:11.
3. **People Move Out of Poverty.** We want to see people and whole communities move out of all kinds of poverty—physical, social, mental, and spiritual—while growing closer to God. The goal is not to become rich or influential, but for God's people to know His provision and to be generous to others (2 Corinthians 9:11). Proverbs 30:9 reminds us, 'We don't want to be so rich we forget God or so poor that we steal and dishonour the name of God.'

CORE PRINCIPLES

The Truth Centered Transformation (TCT) Programme has seven (7) core principles. All of the principles build on one another and intertwine. In order to be effective as a Programme Director, you need to grow in these biblical principles—understanding them and living them out. The seven core principles are:

1. **Depending on God** — If we want to see communities and nations changed, we need God. We will not see true transformation by our human efforts alone (John 15:1-17, Psalms 18:2). Hearing about other communities' transformations as they've participated in TCT, we can be tempted to depend on the TCT programme itself to bring good results. But TCT is simply a tool. It cannot, by itself, bring the changes we long for. We must depend on God to intervene and fulfill His promises, seeking Him daily, undergirding every decision and action with prayer, fasting, and humbling ourselves before Him. As we do these things and lead the churches to do them, He is faithful to heal our lands (2 Chronicles 7:14).
2. **Nurturing Truth and Confronting Lies** – The root of much suffering and poverty is wrong beliefs, such as the belief that God only cares about spiritual things or that we can't do anything without outside resources. Unless we identify the beliefs impacting those we work with and bring truth to counter lies, we will not see lives transformed. But the Bible promises that the truth will set us free (John 8:32). As we teach truths from the Bible, and as the Holy Spirit frees people from old lies, we will see transformation.
3. **Integrating Physical and Spiritual** – The Bible teaches that God created all things through and for Jesus, who also came to reconcile all things (Colossians 1:15-20) and that all of life is meant to be lived for God's glory (1 Corinthians 10:31). This biblical, integrated view of life changes how we understand poverty and the way we seek to address it. We realise that our goal is not to improve our lives but rather to build God's Kingdom and bring Him glory; we do this through love and service, obedience to the Bible, good stewardship, and dependence on God. As churches seek to live all of life for God's glory, we do see lives improved and communities transformed. But we need to make sure we have the right goals—His Kingdom and glory—and the right methods.

4. **Partnering with the Church** – We believe that the local church is extremely important. It is the body and bride of Christ. The local church is called by God to do good deeds and be salt and light to the community. If we are to truly see transformation in communities, it has to start with churches; they are the ones who can look to God for answers and love their communities. They can pray to God and see Him respond. As they serve, Christ is glorified in the community.
5. **Focusing on the Vulnerable** – TCT brings discipleship to churches experiencing physical poverty and oppression. The training is designed for churches in poor communities. While we recognise that God loves everyone, rich or poor, the Bible places a clear call on the people of God to love and serve the most needy (Deuteronomy 10:18, Psalms 82:2-4, Matthew 25:35-40). Poor people, like all of us, are created by God with value, gifting, and potential; but many have never had the opportunity to know this truth. We seek to help poor churches see themselves as Kingdom builders as we teach them what they can do to meet the needs of the most vulnerable in the community.
6. **Mobilizing Local Resources** – God has uniquely gifted every community; He hasn't forgotten or neglected anyone. Yet many churches are stuck believing that they need to receive from others. Our desire is to help churches recognise their gifts and resources and then learn to steward them to help build the Kingdom of God.
7. **Pursuing God's Ways** – The Bible tells us that God's ways are not our ways; they are higher, better (Isaiah 55:8-9). Sometimes our tendency is to follow the methods and beliefs of our culture, business gurus, influential leaders, or 'experts' in poverty alleviation. The TCT training challenges us and the churches we shepherd to pursue God's ways as laid out in scripture and prompted by the Holy Spirit. We encourage churches to rely on prayer, fasting, and small acts of obedience rather than looking to the world's wisdom for community transformation. This commitment to pursuing God's ways must be modeled by the Programme Director, Master Trainers, and Local Facilitators if we hope to teach churches to do the same.

Free downloadable booklets are available at frameworkfortransformation.org. They unpack each core principle with scripture passages and many real-life examples. We encourage Programme Directors to continue deepening in their understanding of the principles by visiting the website and studying these booklets.

THREE PILLARS OF THE PROGRAMME

There are three key components to TCT—training, Acts of Love, and God's intervention. Like pillars holding up a building, if one is weak or removed altogether, the whole structure will tumble down. To see fruit from your programme, you need each of these three components.

TRAINING

The programme is made up of 10 training modules for churches. These are delivered over five years, one every six months. It is very important that the trainings reach congregations, not only pastors. Here is the timeline of trainings*:

YEAR 1	INTRODUCTION TO WHOLISTIC MINISTRY	KINGDOM OF GOD
YEAR 2	GOD'S TRUTH + SATAN'S LIES	HEALTH
YEAR 3	MARRIAGE + FAMILY	MONEY MANAGEMENT
YEAR 4	SALT + LIGHT	AGRICULTURE
YEAR 5	EVANGELISM	LIVING AS GOD INTENDED

**Modules in gray may be rearranged according to the needs in your area. Trainings in blue and gold should be done in the order they are shown here.*

There is no one schedule for training the churches that is best. Some churches teach a module as a three-day seminar, others train one lesson each week, while others may do a half day (Sunday afternoons for example) once a month. Each church is encouraged to choose the schedule that works best for them and enables the most congregants to be involved. However, it is important that all the lessons are completed in each module and that only two modules are completed each year. We have seen as churches try to move through the modules faster the results decrease as there is not enough time to really apply what they are learning.

ACTS OF LOVE

Acts of Love are small projects that are done by churches to demonstrate God's love to their communities. In the first few years, they are typically very simple and can be done in a day. There are seven characteristics of an Act of Love:

1. Done to show God's love
2. Done in obedience to God
3. Done through God's strength
4. Done so that God is praised
5. Involve as many people as possible
6. Done using local resources
7. Small and simple

We do not tell churches what Acts of Love to do, but rather encourage them to ask God what He would have them do. Although it may seem simpler to have all the churches do the same activities, it is more important for churches to learn to look to God for guidance. He knows best what each community needs and what each church is ready for. In our experience, those who are praying for inspiration have more stories of how God multiplies than those who just decide on Acts of Love by looking at needs.

Some examples of early Acts of Love that we often see are: cleaning roads, schools, parks, and other public areas; restoring water points; helping in the fields of sick or elderly; and caring for widows and orphans. We also print many Acts of Love stories in each issue of the TCT Magazine to help inspire and encourage the churches with what others are doing.

GOD'S INTERVENTION

As we've implemented TCT, we have seen more than 1,000 communities move out of poverty—and every community shares stories of miracles and answered prayers. It is clear that Acts of Love and training modules are not enough to bring transformation. Only God has the power to bring the transformation we long for.

Seeking God through prayer and fasting, learning to discern His voice, and walking in obedience are essential to seeing His intervention. Depending on God needs to start with the Programme Director and become commonplace among the trainers and the churches themselves.

It is all too easy, as a busy leader, to neglect our personal, daily time with God because there is so much to do. But the Bible makes it clear where success comes from: "I am the vine; you are the branches. If you remain in Me and I in you, you will bear much fruit; apart from Me you can do nothing." John 15:5

Remember, it's only God who truly transforms. As we walk in obedience to God, we look to Him to multiply our efforts and lift communities out of poverty.

RELATIONSHIP WITH RECONCILED WORLD

Reconciled World is the organisation who developed the TCT programme. There are two ways to implement TCT—in partnership with Reconciled World ("partnered programme") or by using the TCT curriculum independently, with little involvement with Reconciled World ("independent programme").

A **partnered programme** is still your programme. You and your leaders are the decision-makers and implementers for the work. You can look to your TCT Regional Coordinator for consulting, guidance, and connection with others who are implementing TCT. The Regional Coordinator will be available through WhatsApp, email, and twice-yearly site visits. You will also have trainers from Reconciled World come every six months to deliver a training module to your Master Trainers. To do a Partnered Project, you need to be working with a minimum of 100 churches (smaller partners in the same country can be clustered to reach this number) and be based in Africa, Asia, or the Pacific Islands.

An **Independent programme** requires that you do the programme by yourself including training of Master Trainers. Reconciled World won't have a direct involvement in your programme. All the materials are available for free at tctprogram.org and can easily be downloaded. The [Regional Coordinator](#) for your area can serve as a resource person whom you can contact on WhatsApp for advice. If you are located in Asia, Africa, or the Pacific Islands, your Regional Coordinator can also include you in the regional support group on WhatsApp.

ROLE OF A PROGRAMME DIRECTOR

The Programme Director has an important role in the success of TCT. The role may be filled by one person who is able to dedicate 3-5 days a month, or may be shared among several people on a leadership team. The Programme Director's responsibilities are:

- **Make plans and strategy** – The Programme Director makes all the key decisions, such as where the programme will be located and who the Master Trainers will be. In a partnered programme, as much as possible, we will join you in a prayer retreat as you make these critical decisions. (see more in the section on Getting Started)
- **Monitor and support Master Trainers** – The Programme Director is responsible for following up with the Master Trainers to make sure they are carrying out their role. The Programme Director also needs to visit with a few churches each year to get a better feel for what is happening at a community level. (See more on page 23)
- **Raise programme resources and prepare financial reports** – Reconciled World covers:
 - ▶ The airfare and time for the Reconciled World trainers and Regional Coordinators.
 - ▶ Partial funding—as needed, on a case-by-case basis—in the first two years for Master Trainers' training (not full funding). After two years, we do not provide any further funding.
 - ▶ Funding for translations (as available) that will be used with 80 or more churches.Since the funding Reconciled World provides is very limited, it is the responsibility of the Programme Director to make sure the programme is fully funded. Be encouraged—as partners have sought God in this, we've seen Him provide faithfully time and again. You will need to provide an accounting with receipts for all expenses covered by Reconciled World. Similarly you will want to make sure you have clear financial reports for any other donors to the programme. (See more about raising funds in the section 'Coordination Roles: Raising programme funds'.)
- **Coordinate translation** – Because this programme is training based, ensuring the materials are in the languages needed by the churches is a key role for the Programme Director. This includes finding the best person to serve as translator, ensuring the work is done and the translation is accurate, and sharing them back with Reconciled World. Before you do any translation, please contact Reconciled World to see if there is already a translation in your language and to make sure you have the latest version of materials in Word. For translations that are used by more than 80 churches, Reconciled World may be able to help cover the costs of translation.
- **Print and coordinate materials and magazines** – Again materials are critical to ensure that the training reaches the churches complete and unaltered. TCT materials are designed to be simple—black-and-white photocopies and basic visual aids. Reconciled World will provide digital files of all materials and magazines, and it is up to the Programme Director to create sufficient copies for your programme.
- **Organise and attend training** – In partnered programmes, Reconciled World trainers will come every six months to deliver the next module to your Master Trainers. It is the Programme Director's responsibility to arrange all logistics for these trainings, including venue, meals, lodging, translators, and attendance of Master Trainers. It is also important that the Programme Director attend each training in order to understand what is happening with the programme and support the Master Trainers. For independent programmes, the Programme Director needs to arrange these trainings and, in many cases, will be the one to teach the module.
- **Address key issues** – Inevitably, issues arise. It might be an area denominational leader who misunderstands the programme and refuses to allow the churches in his area to be involved or a Master Trainers who is not able to continue because of health issues. While your Regional Coordinator will always be available to help brainstorm solutions, it's the Programme Director's role to address various issues to keep the programme moving forward. (See more in the section 'Monitoring and Supporting Master Trainers'.)

- **Coordinate with Reconciled World** – The Programme Director is the programme’s liaison with Reconciled World. For partnered programmes, this means remaining in close contact with your Regional Coordinator to:
 - ▶ Share updates, problems, concerns, and questions.
 - ▶ Collect stories from churches and share them with your trainers, your denomination/organisational leadership, and Reconciled World. Stories of Acts of Love and God’s intervention are incredibly important. They help reluctant churches to be motivated to try new things and work hard. They encourage trainers to persevere. They help leaders see the importance and impact of the programme. They can help others want to get involved. And, most importantly, they bring God glory and praise. Make it a habit to gather stories from your Local Facilitators and Master Trainers on a regular basis. (A guide to story collection can be found in the section ‘Coordination Roles’)
- **Develop a prayer team** – We do not battle against flesh and blood but against principalities and powers (Ephesians 6:12). In implementing TCT, we are confronting lies that hold communities in poverty, teaching people to love and obey God more, and seeking to bring God glory where He has been seen as weak or uncaring. You should expect opposition. A group of people committed to pray for the programme is an important part of your TCT team. Organise a prayer team and make sure you stay in contact with them so they know how to pray and are reminded to do so. (See more in the section ‘Building a Prayer Network’)
- **Build a team** - In some groups the role of the Programme Director may need to be shared amongst several people. This most often happens when the person responsible for the programme doesn’t have the time available to fulfill all the responsibilities of a Programme Director or there is a high chance that the Programme Director will move or be reassigned before the programme is completed.

KEYS TO SUCCESS

Success depends on more than completing a set of tasks. Programme Directors who are most successful share two characteristics—they are passionate and prayerful.

PASSIONATE

The most successful Programme Directors are passionate about the programme. They really desire to see God glorified, churches strengthened, and communities moving out of poverty. Many have told us that they’d been praying for something like this for some time. They are concerned about the problem of weak Christians and are committed to Jesus’s call to ‘teach them to obey all I have commanded you’ (Matthew 28:20). They want to see more people joining the Church and believers growing in their relationship with God. They are concerned about the issue of poverty and how the Church can address it. Because this is their chief calling, they are willing to make sacrifices to give leadership to the programme.

If you are a leader choosing someone on your team to be the Programme Director (or several people for a programme leadership team), then do be praying that God would show you who He has already prepared for this. We would suggest that you look for someone who already has engaged their church in addressing community needs and is concerned about discipleship. Be cautious about adding people who may have good skills or be a good friend but aren’t really interested in this type of work.

PRAYERFUL

We’ve already mentioned the importance of prayer and depending on God. But this cannot be stressed enough—from the beginning to end, the Bible repeats the message—success comes from depending on God, abiding in Him, and obeying Him.

In John 15:6, Jesus says, “I am the vine; you are the branches. If you remain in Me and I in you, you will bear much fruit; apart from me you can do nothing.”

In Psalm 1 we are told, “Blessed is the one whose...delight is in the law of the Lord, and who meditates on His law day and night. That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither—whatever they do prospers.”

Joshua 1:8 repeats this idea, “Keep this Book of the Law always on your lips; meditate on it day and night, so that you may be careful to do everything written in it. Then you will be prosperous and successful.”

The most successful Programme Directors are not necessarily the best educated or the most charismatic. But they are keenly aware of their need for God. They are men and women of prayer. Again, if you are a leader choosing a Programme Director (or a programme leadership team), ask God to show you—as He did when Samuel anointed King David—who has the heart He desires for this role.

BUILDING A TEAM

If the programme will be directed by a team of people, you can divide the roles listed above however fits best for you. Here is one way to divide the workload in order to make sure someone is responsible for each role:

- **Team Leader** – This person is ultimately responsible for the programme. They are likely responsible to choose the other team members and to make sure that the team is working well together. The team leader seeks input from the other team members when decisions must be made or problems arise, but is ultimately responsible for making decisions and ensuring the programme is moving forward.
- **Training and Communication Coordinator** – In a partnered programme, this person is the liaison with Reconciled World. They are also responsible for making sure that training for Master Trainers is arranged every six months, and they look after translations and materials.
- **Trainer Support** – This is the person (or it can be more than one person) who follows up with Master Trainers to monitor progress, visits with a few churches each year to better understand what is happening, and helps Local Facilitators feel connected for mutual encouragement (for instance, by keeping the team’s WhatsApp group active).
- **Prayer and Resources Mobiliser** – The programme will need a prayer team and local resources (like donated meeting space or copying services and funding). This person will coordinate those efforts.
- **National Trainer** – For independent programmes, this person will study each TCT module and teach it to the Master Trainers. They will also need to do supplemental trainings to help the Master Trainers grow in areas like adult education methods and participatory teaching.

GETTING STARTED

STRUCTURE

The most important thing to keep in mind is that the programme only works if the training gets to the congregations—not just the pastors. You will need to set up a structure that ensures that will happen. There is not one great structure for the programme that works best. Much depends on your organisation's structure and relationship to the churches.

The person who trains the congregations is typically called a **Local Facilitator** (the role of the Local Facilitator is explained below). This may be a pastor or someone chosen by the pastor to train the congregation, or it may be a member of staff of an NGO. This person may work only with their own church or with a number of churches.

The person who trains the Local Facilitators and follows up with them is referred to as a **Master Trainer**. Typically a Master Trainer is responsible for about 20 churches. In smaller programmes with just a few churches, the Programme Director may also act as the Master Trainer.

ROLE OF A MASTER TRAINER

- **Train Local Facilitators** – After receiving a module of training (which happens every six months), the Master Trainer teaches that module to the Local Facilitators in his or her area.
- **Collect and share stories** – As churches begin to apply what they are learning, the stories of their obedience and God's intervention will encourage and inspire others and bring glory to God. The Master Trainer is the primary person to gather stories by interviewing Local Facilitators and pastors, as well as taking short videos and photos on their phones while visiting villages. These stories should be shared at trainings of Master Trainers, with the Programme Director, with the TCT Regional Coordinator, and through the WhatsApp groups.
- **Monitor progress and motivate Local Facilitators** – In a training module, people hear new ideas. But true changes in belief happen as people apply those ideas and have new experiences. That's why churches must be applying what they learn. That's also why we leave six-months between teaching each module. During those six months, Master Trainers need to be following up with Local Facilitators to make sure all trainings have been delivered, that congregations (not just pastors) have received the training, and that churches are committed to doing Acts of Love. Master Trainers should also visit churches (each year they should try to visit half the churches they oversee) to see for themselves how they are progressing and to encourage the believers.
- **Problem-solve** – There will be problems. Some churches will be slow to apply what they're learning. Some may meet opposition when they attempt Acts of Love or may struggle to get people to participate. Health problems, family concerns, and spiritual attacks can happen. Local Facilitators may feel discouraged or unsure. The Master Trainer should work with the Local Facilitators in their area to pray through and brainstorm solutions to problems as they arise.
- **Model by doing Acts of Love** – Local Facilitators and churches are more likely to see the value and possibility of Acts of Love when they see the Master Trainers and their churches modeling these acts. We can only ask others to do what we ourselves are modeling in our own actions.
- **Share materials** – Master Trainers will make sure that the Local Facilitators in their area have all the materials they need to teach the modules and support the churches. These include a Teachers' Guide and visual aids for each module and semi-annual magazines (produced by RW; printed and distributed by those implementing the programme).
- **Participate in translation of materials** – Master Trainers are often involved with translations of materials into local languages. For example, they may help to identify what languages are needed, recommend an excellent translator, or read and verify translations.
- **Build a prayer team** – We need to make prayer a high priority. We encourage Master Trainers to build prayer teams and regularly pray with them for the Local Facilitators and churches. As we have focused

on prayer, we have often seen problems fall away, situations resolve, and solutions present themselves in ways we never could have made happen in our human strength and wisdom. Prayer is key to seeing God intervene to bring transformation.

SELECTING MASTER TRAINERS

Selecting Master Trainers is one of the most critical decisions you will make when beginning to implement TCT. The wrong Master Trainers will be a source of stress and tension, and can ultimately lead to a failure to see transformation in that area.

Talk to potential Master Trainers to see who really has a passion and vision for the programme. Often, they have already been involved in discipleship and wholistic development. Look for people who have an aptitude for teaching and have demonstrated a good ability to follow up with others.

Approach this decision with much prayer, asking God to show you the people He has chosen for this work. Remember, God looks at the heart, where we often judge by what we can see on the surface. The people God has chosen may not be who you expect. I Corinthians 1:27 reminds us, “But God chose the foolish things of the world to shame the wise; God chose the weak things of the world to shame the strong.” If you are doing a partnered programme, RW leaders will set aside a few days to seek God with you at a prayer retreat.

ROLE OF A LOCAL FACILITATOR

- **Train congregations** – The Local Facilitator is tasked with making sure as many people as possible in the congregation(s) receive each module of training. TCT is a discipleship tool, and we want every person in the church to be discipled, not just the pastor. Trainings can happen one day/evening a week for six weeks, as a weekend-long seminar for each module, or something in between—whatever enables the most people to be involved.
- **Encourage Acts of Love** – Local Facilitators have the important role of helping churches to see the resources God has given them and how they might use them to show love to their communities. They should encourage churches to seek God and then do what He shows them. Local Facilitators should be active in doing Acts of Love with their own churches so that they can share their own experiences and how God helped them. They should also follow-up with the churches to find out if they did the Acts of Love they committed to and how things turned out—they may hear great stories of God multiplying or have a chance to encourage churches who are struggling.
- **Share stories** – As some churches see fruit from doing Acts of Love, the Local Facilitator can share their stories with churches who are slower to try new things. The Local Facilitator should also share stories with their Master Trainer. We recommend that Master Trainers make a habit of regularly collecting stories from Local Facilitators every month or two.
- **Address challenges** – The best way for Local Facilitators to address churches’ challenges is to pray about them with the churches and encourage them to look to God for solutions. Learning to depend on God is a key practice in our discipleship. If there are problems that are ongoing or are hindering the programme from moving forward, the Local Facilitator should bring them to their Master Trainer for prayer and discernment.
- **Pray** – Again, it is not the most educated people or the most eloquent speakers who see communities transformed. It is the people who are most aware of their need for God—who consistently spend time in prayer and listening.

CHOOSING CHURCHES AND LOCAL FACILITATORS

One great way to find Local Facilitators and churches is to invite all the pastors in an area to a TCT seminar. Teach Module 1 at the seminar, and then wait for a few months. While you are waiting, pray for the churches and pastors—that God would show them what He would have them do in their communities. After 3-6 months, visit the area, check in with people who attended the seminar, and see who is bearing fruit. Those churches and pastors who have begun to apply the ideas and share them with others are the ones with whom you will start the programme. This is like the parable of the farmer sowing seeds in Matthew 13—we spread the ‘seed’ of this teaching to everyone possible, knowing that not all who hear the message are ready to receive it.

As denominational leaders, we may have the authority to declare that all the churches we shepherd must do the programme. We see the benefit and want everyone disciplined. But this approach is not best. It is far better to invite all to hear Module 1, but allow churches and Local Facilitators to choose whether or not to participate after that. We want to work with those whom God has prepared in advance and who are ready to bear fruit. As they apply what they are learning, others will see what is happening and want to join in. It's quite common to start a second group (with many of the churches who didn't choose to be involved the first time) in the same area about two years after beginning TCT. The Master Trainers and Local Facilitators will be able to grow the programme and train this new group when they are ready, so you don't need to reach every church right from the start.

The churches who are ready to get started can help you select your Local Facilitators. Ask them who they think could teach these ideas. They may choose the pastor or the leader of the women's or youth group (for example). Like churches, Local Facilitators should be allowed to opt in, rather than simply being assigned the role. The best Local Facilitators are excited about the ideas TCT teaches and want to be part of spreading the programme. The most important indicators of success (in our experience) for Local Facilitators are (1) their reputation among the churches, (2) their personal commitment to apply the TCT lessons, and (3) their proximity to the church(es):

- **Reputation** – If the churches recommend Local Facilitators, they are likely to suggest someone they respect and admire. This is important, if the churches are to accept their teaching.
- **Application of TCT** – As the Local Facilitators work to apply the lessons in their own lives, they become models for the churches to follow. The testimonies of the Local Facilitators are significantly more powerful than any that could have been written from afar.
- **Distance** – The most successful Local Facilitators live close to the churches they are training and are of similar cultural and socio-economic background. That way, churches recognise the Local Facilitator as someone who understands their lives, rather than seeing them as an outsider with foreign ideas. Because they are from the poorest areas, many Local Facilitators have had little education—that's okay. We've tried to make the materials simple to teach for those with basic reading skills.

A FEW MORE THINGS TO KEEP IN MIND

- We recommend avoiding a structure where the Master Trainer teaches one pastor from each village and expects them to teach all the other pastors. Denominational differences, competitiveness, and lack of trust are all barriers to success in this structure.
- Natural authority lines can be helpful. It's hard for a Master Trainer to follow up well with those he or she has no authority over.
- Make sure the Master Trainers and Local Facilitators have adequate time in their work schedules to fulfill their TCT responsibilities. Have realistic expectations for how much each person can accomplish—otherwise you risk your team burning out and the programme getting stalled.

MONITORING AND SUPPORTING MASTER TRAINERS

We cannot hold the semi-annual trainings of Master Trainers and then assume that, from there, congregations are learning and applying TCT modules. Master Trainers must diligently follow-up with Local Facilitators to make sure it is happening. Programme Directors need to be active in supporting the Master Trainers—they have a hard job!

SUGGESTIONS FOR SUPPORTING MASTER TRAINERS

- **Regular communication** – Seeing each other every 6 months is not enough. Plan to connect with each of your Master Trainers on a regular basis. Some methods of staying connected that others have found useful are:
 - ▶ **Get together as a group every 3 months.** This means adding one additional meeting time between the TCT module trainings that occur every 6 months. We suggest including 5 elements every time you gather: Sharing testimonies, sharing problems, corporate prayer, devotions, and training content. In the interim gatherings, where there is no module to teach, the ‘training content’ time can be for professional development (for example, do a training on adult education or conflict resolution). But don’t become so focused on training that you underestimate the importance of mutual encouragement, brainstorming solutions as problems are brought up, sharing stories, and praying for one another.
 - ▶ **WhatsApp groups.** Encourage your team to participate in the regional WhatsApp group coordinated by your TCT Regional Coordinator. Some Programme Directors also organise their own WhatsApp groups for questions, stories, and prayer requests.
 - ▶ **One-on-one phone calls.** While apps and text messages are helpful, they cannot take the place of talking one-on-one. Plan monthly follow-up calls with each of your Master Trainers, and be sensitive to when additional calls may be needed because of specific situations or issues.
 - ▶ **Use a follow up chart to monitor the progress of each Master Trainer’s area.** There is an example follow-up chart in the appendices.
 - ▶ **Visit each Master Trainer’s area at least once every two years.** It is good to see for yourself what is happening in the churches. Make sure to budget for this travel and block off time in your schedule to do it.

- **Pair up Master Trainers for mutual support** – You don’t need to be the Master Trainers’ only source of support. We recommend you pair them up and encourage them to connect with one another regularly through phone calls, texts, WhatsApp, and prayer. Consider partnering people who live near one another and/or pairing a weaker Master Trainers with a stronger Master Trainer.

- **Make sure stories shared with you get to everyone** – Whether it is in Master Trainer gatherings, through WhatsApp, or any other mode, everyone needs to hear stories of what God is doing in and through the churches. We’ve often seen people move from discouragement to excitement as they’ve heard about others’ Acts of Love or answered prayers.

- **Listen well.** You can only help Master Trainers address problems if you first take time to listen to them. Some problems are very common in the beginning of a TCT programme—challenges with using participatory teaching methods, conflicts among church leaders, or difficulties in motivating participants (to name a few). Take time to let Master Trainers share the problems they see and together brainstorm ways to address them. Encourage Master Trainers to do the same with the Local Facilitators they oversee.

- ▶ **Ask Questions.** We can learn to ask questions to gain understanding of what is happening in a situation, to help others grow in their own ability to solve problems, and to be able to evaluate growth and progress.
 - ▶ **To gain understanding** – There is great wisdom in being quick to listen and slow to give an answer (James 1:19). Many times you need to get more information to fully understand a situation before trying to give a solution or suggestion. Don't assume that you understand what is going on. Ask questions and allow people to tell you the details. Quietly ask God to guide you as you ask questions; He can bring just the right questions to mind.
 - ▶ **To help others grow** – Jesus often asked people questions to help them think and grow. Like when He asked Philip, 'Where shall we buy bread for these people to eat?' (John 6:5) or when He said, 'If you love those who love you, what reward will you get?' (Matthew 5:46). Jesus never asked a question because He needed to know the answer. He was giving His followers an opportunity to gain a new level of understanding. This kind of question will make others think. They might not have an immediate answer. For example, you might ask, 'Who gets the glory if the church uses outside resources?' or 'What do you think could be holding them back?' Asking questions like these, rather than simply telling them the answer, does take more time and effort (even self-restraint), but the result is better, wiser leaders.
 - ▶ **To evaluate growth** – Asking open-ended questions can help us recognise where someone is in the discipleship process. We will hear what they have learned, and we will discover what they don't understand yet. This will tell us what we need to focus on and maybe reteach. It will show us how to pray. It will help us to encourage them in what they have learned and done. It is a process that takes time. However, we don't evaluate to judge, expose, or belittle others. This will demotivate people.

- ▶ **Affirm, praise, and thank** – The role of Master Trainer requires a lot of time, energy, and diligence. We should seek to emulate the Apostle Paul, who opened many of his letters to the churches with, "I always thank God for you..." (1 Corinthians, Colossians, 1 & 2 Thessalonians). Take every opportunity you can to thank people one-on-one for their efforts, praise people publicly, and affirm what you see God doing in them. Be as specific as you can, for example: "Thank you for going out of your way to visit that church again. I appreciate your patience with them and the way you consistently pray for them." This affirmation is more meaningful than simply saying, "Thanks for all you do." Similarly, we can affirm people publicly with specifics like, "John is always quick to stop and ask God for help and guidance," rather than a general statement like, "John is doing a great job."

AREAS AND METHODS TO MONITOR PROGRESS

Programme Directors should be monitoring the programme in four areas: church-level changes, training, Acts of Love, and impact (God's intervention). Let's unpack each of these areas.

CHURCH-LEVEL CHANGES

Below are some of the markers of change that we would expect to see in churches. Naturally there are going to be some churches that do significantly more and some that lag, but these are what we would consider normal progress:

Year 1

- ▶ Complete all lessons in Module 1 and Module 2.
- ▶ Complete a minimum of 2 Acts of Love.

Year 2

- ▶ Complete all lessons in Module 3 and Module 4.
- ▶ Attempt slightly larger, more community-focused Acts of Love.
- ▶ Signs of God's intervention (for example: greater unity, growth in the church, broken relationships being reconciled).

- Signs that thinking is starting to change. People express belief that:
 - ▶ Our church is called to serve our community.
 - ▶ God has given us resources to use.
 - ▶ We can make a difference.
 - ▶ God can bring change to our community as we walk in obedience to Him.

Year 3

- Complete all lessons in 2 more modules.
- Signs that the community is developing in all four areas from Luke 2:52 (spiritual, physical, social, and mental), for example:
 - ▶ Latrines are used.
 - ▶ Increased crop production and/or incomes.
 - ▶ The poorest have stable homes.
 - ▶ More children in school.
 - ▶ Marriages are more peaceful.
 - ▶ Greater church attendance or more openness to the gospel.
 - ▶ More participation in Acts of Love.
 - ▶ Government becoming more supportive of the church.
- Moving to larger Acts of Love that impact the whole community and/or neighbouring communities.

This list represents a fairly typical church's growth over three years, but each church will move at its own pace. The thing to note is: change takes time. As this list shows, our expectations for the first year should be fairly small—that lessons will be delivered and a small number of one-day Acts of Love will be attempted. For many churches these are brand new ideas, and even small Acts of Love represent a willingness to try something new and live in obedience to God. We should celebrate! However, we also see from the above list that we should expect churches to be growing in their understanding and actions, so that by the third year they are doing bigger Acts of Love and seeing God bring noticeable changes to their communities. If many churches are still doing only handouts to widows in year three, they have somehow gotten stuck and the programme has stalled—the things worth celebrating in year one are areas of concern by year three.

On the other hand, there are always some 'gold star' churches who dash ahead the first year and see tremendous changes. Identify these churches and share their stories! By sharing their stories through every method possible—WhatsApp, TCT Magazine submissions, videos, photos, Master Trainer gatherings, and site visits—you can help to inspire other churches with what God could do in their own communities. Make sure that, as the stories are shared, God gets the glory—not the pastor, the church, or the Local Facilitator. God brings transformation, and He deserves the praise.

MONITORING TRAINING

Common questions:

- *How many churches have finished being trained in the last module?*
- *Did they complete all the lessons or just some lessons?*
- *How many people usually attend the training in each church?*
- *What have been some of the issues?*

Church training is the basic activity of the TCT programme. The role of the Programme Director is to make sure that trainings are being done in the proper time frame and are reaching all the way to congregations (not only pastors).

Warning sign	Why is it a problem?	Follow-up questions/ Advice to Give
Only pastors or a few church leaders are being trained.	TCT is a discipleship tool. It's intended to disciple the whole congregation, not just the pastor. Training only the pastor is not enough to move communities out of poverty.	Challenge pastors to train their congregation. Find out what the barriers to training the whole congregation are (i.e. Are they trying to use a structure that isn't appropriate to their context, like a three day training instead of teaching one lesson a week?)
It's been 6 months since Local Facilitators or pastors were trained, and only some or half have completed church-level trainings.	This could indicate that TCT is a lower priority for the denomination or for the Local Facilitator personally. Or it may be caused by lack of confidence or unclear expectation.	If the Local Facilitator lacks confidence, encourage them to depend on God to help them teach and to strengthen them as they go. Think about ways to help them to be able to train in pairs. Make sure you have supplied all the teaching materials and visual aids they need. Check that you have the right people in the programme. Does the Local Facilitator feel called to do this work? Make sure expectations were clear.

MONITORING ACTS OF LOVE

Acts of Love questions to ask Master Trainers:

- ▶ How many churches are doing Acts of Love?
- ▶ What are some stories about Acts of Love the churches have done?
- ▶ How often do churches do Acts of Love?
- ▶ What percentage of the church members participate in the Act of Love?

Monitoring Acts of Love is primarily the role of Master Trainers. However, as the Programme Director, you will want to check-in with your Master Trainers to make sure that Acts of Love are not only happening, but progressing as discussed in the section 'Church-level changes.' As you check in, listen to reports at trainings, or visit churches yourself, here are a few things to be listening for that can be signs that there may be issues:

Warning Sign	Why is it a problem?	Follow-up questions/Advice to give
Acts of Love rely heavily on outside resources for example from NGOs or Government.	This could indicate that the church is not really learning to look at using their own resources. They are not identifying or using their giftings. They may still believe they can't do anything. It doesn't really demonstrate love. Instead of God getting the glory, the NGO or government will be praised.	Ask for more examples of Acts of Love they've done. If there are very few other things, or everything depended on outside resources, then you need to re-emphasise using local resources. Check why—maybe they received the funds unexpectedly. Some advocacy might be okay. A government leader may not have been providing what they should be. However, we do need to be sure that this isn't all that the church does. Encourage people to value the small things. Remind them of the parable of the mustard seed. Remind them what an Act of Love is.

Warning Sign	Why is it a problem?	Follow-up questions/Advice to give
<p>Every Act of Love example is primarily about giving handouts—giving rice, household supplies, money or school fees/supplies.</p>	<p>Primarily giving handouts tends to exhaust the people who are always giving and also doesn't tend to result in the same level of community transformation as other types of Acts of Love.</p> <p>Handouts may keep the recipients from using the gifts that God gave them.</p>	<p>Share lots of stories about Acts of Love that weren't about giving handouts (repairing roads, digging wells, fixing up schools, harvesting fields for one another). Help Facilitators or churches to identify similar issues in their own community and plan Acts of Love around these. Look again to the community maps created in Module 2 and 3 and ask God if there is anything that you can do to make those maps a reality.</p> <p>Help them to identify local resources that are not commodities (for example, time, strength, creativity).</p>
<p>The only people who are benefiting are the individuals involved in the training. Their focus is on self-improvement and not on first showing love to neighbours or the community.</p>	<p>Everyone is called to show love to their neighbour. 'Acts of Love' are about demonstrating God's love to others and to the community. If participants are only doing projects that benefit themselves or their own church, they haven't understood the main point.</p>	<p>Review the ideas from Lesson 3 in Module 1, and also the characteristics of Acts of Love in Lesson 9. Address the lies that come up:</p> <ul style="list-style-type: none"> - 'We need to help ourselves before we can help others.' - 'We're too poor to help others.'
<p>'I did this... I did that'</p>	<p>When a Local Facilitator is sharing stories using 'I', it's a warning sign that they may not have really motivated the rest of the church to engage in Acts of Love. Instead, they're just doing things on their own. There is also a chance that they are trying to be the hero rather than letting God be the One who is praised.</p>	<p>Ask, 'What kinds of Acts of Love have the whole church done together?' and 'What have other participants done or changed as a result of the training?'</p> <p>Remind them of the importance of the whole church working together so that God gets the glory and people's mindsets begin to change.</p>
<p>Only a few Local Facilitators have any stories to share</p>	<p>They may have missed the main point of the programme and just focused on finishing the training. Or they haven't re-taught the lessons to their congregations.</p>	<p>Find out if they have re-taught the lessons to the congregations. If not, what has prevented them? Help them problem-solve.</p> <p>Remind Local Facilitators that they don't have to teach the same way we taught them, in consecutive days. They can teach any way suitable to their circumstance as long as people understand the main message.</p> <p>Remind Local Facilitators that people learn by doing, so they need to encourage churches to make a plan to do an Act of Love and then follow-up to hear how it went.</p>

Warning Sign	Why is it a problem?	Follow-up questions/Advice to give
Churches haven't done an Act of Love for more than 6 months.	There are always a few churches that are slower, but if this is the case for most churches then there is a big misunderstanding. Usually the Local Facilitator is not emphasising or explaining Acts of Love well enough, or the church believes they need lots of resources to do Acts of Love.	Check how many churches this is happening at—a few or many. If it's only a few, seek to understand what the barrier has been and challenge them to do something even if it's very small. If many churches have the same problem, remind the Local Facilitator(s) the importance of emphasising Acts of Love, helping churches plan them, and following-up afterward. Help them think of very small things that churches can do which they cannot fail to execute.
Acts of Love are funded by the congregation but few people are involved in actually implementing the Acts of Love.	Church members are not involved in serving and loving others—a critical part of discipleship. The church or Local Facilitator may still have an NGO mentality. The church may believe that money can solve everything.	Ask the Local Facilitator if there are other Acts of Love with more participation. Remind him/her of the importance of everyone in the church being involved so that they can grow in their relationship with God and change their beliefs from the lies that have held the community in poverty.
Acts of Love are the same in every church	It's possible that the Local Facilitators told them what to do rather than challenging them to look to God for inspiration. Usually the Acts of Love that have the most fruit happen when the church is seeking God for what to do.	Find out why the churches decided to do this Act of Love. Remind them of the importance of seeking God and obeying what He shows them to do.
Acts of Love tend to be very 'development' in style.	This indicates an NGO mentality—that 'physical' problems have physical solutions, that self-improvement is the goal, and that money is the answer to most needs.	Share many stories of communities who saw God move in unexpected ways (for example, the community healed of addiction, the church that received miraculous building supplies, the church who showed love to a gang leader). Remind them that all of life is for God's glory and His word teaches us how best to live. Help them to identify resources God has put in their community that are not commodities (i.e. relationships, prayer).

IMPACT

Remember the programme goals from page one of this handbook:

- **God is glorified** – Even non-Christians and governments acknowledge that the reason communities developed was because of God. People recognise God's power and goodness.
- **Churches are strengthened** – Churches are growing in size and unity, believers' love for God has increased, tithing has increased, and all Christians are participating in Acts of Love.
- **Communities overcome all types of poverty** – Communities reflect the Kingdom of God, where His will is done in all areas of life. Some evidence of the Kingdom include: basic needs for food and shelter are met, children are in school, families are peaceful, illness is healed, and oppression has ceased.

This kind of impact will not happen as a result of simply teaching churches a few modules of curriculum. We should be wary of thinking of TCT as a magic formula.

TCT modules + Acts of Love ≠ transformation.

Following the TCT programme in this way might produce some benefits, but it *does not bring transformation*. **In every case where we have seen a community transformed, they have stories to tell of God's guidance, miracles, and answered prayers.** Therefore it is important for Programme Directors to seek to monitor—although we certainly cannot plan for or control—the ways in which we're seeing God move.

There are two things we've seen in communities where God has brought transformation: (1) the church grew in their willingness and ability to depend on God and (2) the people's beliefs came to align with key biblical truths. Be sure that you are asking your Master Trainers questions that give you insight into these two elements of the churches' progress (and encouraging them to do the same).

Depending on God

- How are you seeing God at work in this program?
- Do you have any specific examples of how God has blessed the efforts of the churches?
- Where did the church get the idea for this Act of Love? (or) Why did the church decide to do *this* Act of Love?
- Have you been surprised by anything God has shown the churches to do in the community?
- In what ways do the churches incorporate prayer into their Acts of Love?

Belief-level changes

Changes in beliefs can be tricky to identify. Keep in mind that people's actions tell us more about their beliefs than their words, in part because people often don't realise their own deepest beliefs. A church may say they believe that they are to bring glory to God through their good deeds, but then do only one small Act of Love in a year. Their actions (or lack of actions) make it clear that they don't really believe what they say

As a quick reminder, here are some typical lies that hold people in poverty and the truths that help create change (all of these are addressed in the TCT curriculum):

LIES: We are born poor, we will die poor; there is nothing we can do to change our destiny. We have nothing; we can't do anything; we need someone to come help us.

TRUTH: God cares for each of us personally. His concern is for every area of life, and He desires our flourishing. There may be difficult days or decades, but God is still loving and present. We can find peace and hope in Him. He has good plans for us, and through our choices and actions we can influence the future.

LIES: We are too poor to give. Luck/ the gods/ destiny controls how much our land produces or how healthy we are; good techniques or effort is irrelevant.

TRUTH: We are called to rule and steward creation. We are to use all that God has given us to meet our families' needs and to bless others. Resources are not limited. As we use what we have for God's glory, we will see it multiply. We should use our God-given creativity and talents to continue the work of creation, to bring the flourishing God intends.

LIES: God only cares about 'spiritual' things, not physical problems. The purpose of Christianity is to get to heaven when we die. Evangelism—saving people from hell—is our only role in the community.

TRUTH: The Church is meant to reflect Christ through its good deeds. The purpose of local churches is not only to seek the spiritual redemption of their communities, but to see God's Kingdom built as all aspects of life are aligned to His will.

LIES: Women and children are possessions; they exist to serve men. We are evil/worthless; we will never do anything good.

TRUTH: All are made in the image of God, therefore all have equal value. God doesn't favour men or whites, the highly talented, the wealthy, or the high caste. We are also all unique. We all have different gifts, talents, and abilities that God intends us to steward wisely in order to serve our families, the church, our communities, and vulnerable people.

Hopefully, you will hear churches begin to express these truths by year two. Along with listening for attitude changes, look for telltale behaviours that reveal what people believe about God, people, creation, and the Church. Are churches doing many Acts of Love or just a few? Are Acts of Love being done with local resources, or is the church still looking to outsiders for help? Are they working hard on their own land and applying health lessons at home? Are husbands treating their wives with love? Are girls, as well as boys, attending school?

If behaviours are not changing in each of the four areas—physical, spiritual, social, and mental—ask a lot of 'why' questions to understand what beliefs are still holding them back. Whenever you hear someone say, 'It's not possible; I can't...,' it's good to start looking at their underlying beliefs. Focused prayer along with retraining may be needed to counter those lies.

Remember that it is not only the churches who are in bondage to lies and need truth to set them free (John 8:32). We also need to ask God to reveal the lies believed by our Local Facilitators, Master Trainers, and ourselves. Unless we allow God to change us, the lies we believe may hinder our ability to be part of God's transforming work.

Point People to God

One of the key practices of TCT is pointing people to God for answers rather than giving answers ourselves. There are two main reasons why this is important:

1. **God's answers are always best.** He knows so much better what needs to be done and how. He has creative answers that we would never think of. So often we have seen churches do things that do not make sense to us but, done in obedience to God, bring about amazing results.
2. **It strengthens the church.** As churches look to God for answers, they become stronger. Instead of calling the leadership every time they have a need, they learn to ask God what to do. Their faith grows as they see God answer their prayers.

In TCT, we give ourselves a few simple guidelines to ensure we are promoting healthy dependence on God:

1. **Depend on God yourself.** You must be intentional and faithful in spending time in God's word, in focused prayer, and in fasting. You must ask others to pray for you and with you and allow them to hold you accountable for keeping God at the center of your life. When you face challenges, look to God for solutions rather than leaning only on best practices or your own abilities. Pray for wisdom for those you seek to serve as well as for yourself.

Only when we are fully dependent on God can we help others to depend on Him as well. If we've never seen God turn up in our own times of need and desperation, how can we assure others that He will move in their lives? And if we are working in our own strength, how can we hope for God-sized results in our programmes and in the lives of people we're serving?

2. **Don't answer questions.** When those you seek to serve face challenges, they are likely to come to you for advice and solutions. But the moment you provide answers, you are reinforcing the lie that they need you to solve their problems. Instead, respond with questions like, "Have you prayed about this? What does God say?"

Too often we don't respond this way, because we don't trust that God will show up or we like to be the one that has all the answers. The churches expect us to answer and feel disappointed when we don't. But time after time, we've seen Him do the most amazing things as His people learn to depend on Him.

- 3. Don't give resources.** While there are times when resources are needed, they are far fewer and farther between than most people believe. Encourage people to recognise what God has already given them and to look to God for whatever else they need. The same God who multiplied the five loaves and two fish to feed 5,000 people is still at work multiplying resources for His people.

COORDINATION ROLES

TRANSLATION

TCT is all about the communication of ideas, so it is essential that the Local Facilitators have materials in a language they know well. Because it's important that the main ideas are not lost or changed, RW does everything we can to make sure that all translations are the highest quality. We ask that anyone getting the materials translated follow our guidelines and also share back the completed translations so that we can, in turn, share them with any other partners who may be teaching in the same language. We also offer funding to help with translations that will reach 80 or more churches.

Steps to translating TCT materials:

1. Read the 'Guidelines for Translation and Contextualisation' document
2. Talk to your Regional Coordinator about translation, especially if you are hoping for funding. The Regional Coordinator will also be able to tell you if there is already a translation underway in the language you need.
3. Identify a translator and determine rate. Do a quality check if you have not used them before:
 - ▶ Ask the translator to translate one-page of the curriculum.
 - ▶ Choose two people to help with review—one who knows English or the source language and one who does not. The person who knows the source language should check that the translation is accurate and correct. The person who doesn't know the source language should have the same reading ability as your average Local Facilitator (and can be a Local Facilitator). Their role is to check that the language is clear and understandable.
 - ▶ If the Local Facilitator can easily understand the material, and the translation is accurate, continue to step 4. If not, you may need to find a different translator.
4. Send Translation Application form to translation@tctprogram.org.
5. After reviewing your application, we will provide a Translation Agreement. This agreement outlines what is to be translated and the date to have it completed. Review the document and send an email back letting us know that you are happy with the agreement. The first agreement (and funding, if appropriate) will only be for Module 1. If the translation goes well, we will provide another agreement (and funding) for Modules 2-3. After that we will sign an agreement for the final 7 modules.
6. We will send you the Word documents of the Teacher's Guide, Student Guide, and Visual Aids for the module to be translated. Pass these along to the translator.
7. Check the finished translation for quality (as in step 3). Make sure nothing is missing.
8. Collect completed materials and send a copy to translation@tctprogram.org.

STORY COLLECTING AND SHARING

Stories are important. We want to share stories that bring glory to God. They are a powerful teaching tool and can help inspire and encourage everyone involved with your programme—from churches to denominational leaders. Knowing which stories to collect and share, and how to do it well, is a skill that takes practice. Whenever you meet with your trainers and leaders, be sure to invite them to tell you about what God is doing in their area, and what actions the churches have taken.

As we spend time listening to stories from our Master Trainers and Local Facilitators, we will begin to recognise three types of stories:

1. Common – stories of Acts of Love the churches are doing in their communities.

2. Inspiring – stories containing ideas or truths that inspire the listener to try something new.
3. Miraculous – stories that tell of God’s miraculous provision, multiplication, and intervention.

We need all three types of stories for a healthy programme. Some help others see what an Act of Love looks like so they can get started or give their support. Others build our faith or courage. Still others reveal God’s goodness and power.

Ask Questions

When a particular story captures your attention, begin to ask questions and dig deeper. The more details you understand, the better the story will be when you share it. Ask open-ended questions (the kind that get people talking freely), not questions that can be answered with a yes or no. Here are some sample questions to help you get the whole story:

- What was the situation like before? What was the church’s relationship with the community, the person, or the local government before the Act of Love?
- Who suffered because of this situation?
- What was the need? Why was that a problem?
- Why had this situation not been fixed before?
- How did the church decide what Act of Love to do?
- What did they do? Who participated (church members, youth, community, etc)? How many participated?
- What materials were needed? How did they get them?
- Were there challenges? How did they overcome them? Who helped?
- Did anything surprising happen?
- Did God do any miracles or answer prayers?
- What changed? How are things different now?
- How did the community respond?
- What relationships were improved?
- How was God glorified because of this?
- How was the church strengthened or encouraged?

You don’t need to stick to these questions in order or ask every question every time. But these give an overview of the kind of details that will make the story most interesting and powerful. Be sure to write down or record the story soon after you hear it so that you don’t forget the details.

Share

Some great ways to share stories (and encourage your Master Trainers to share stories) are:

- **WhatsApp** – This is a great forum for short stories. You can use the voice memo function or the chat function to quickly get stories out to your whole group. Be sure to share with the regional WhatsApp group as well as with your own team.
- **TCT Regional Coordinator** – Do forward stories, photos, videos, PowerPoint presentations—or any format of stories—to your Regional Coordinator. Your stories may be included in TCT Magazine or in RW’s broader communication pieces. This is a great way for your churches to really become a ‘city on a hill’ for many people to see.
- **With those who influence your programme** – Decisions about your programme may be made by denominational or organisational leaders with little daily connection to what is happening. Sharing stories with them can help them understand and get excited about what God is doing in and through the churches. The same can be said of donors, community leaders, and government leaders who may be making decisions that have an effect on the churches and communities.
- **With those not yet participating in TCT** – You may have opportunities to share stories with churches who at first chose not to participate, neighbouring areas, or sister organisations. In many places, TCT has primarily spread because of word of mouth—people excited to share stories of what God is doing in their midst. The goal is not really that TCT would get bigger, but that everyone would know that God really

can bring transformation, that He is good and powerful and faithful to His promises. We want to restore people's hope and bring glory to God.

RAISING PROGRAMME FUNDS

Each partner is responsible to fund their own programme. While some may take up this challenge eagerly, most of us feel some concern. How can we raise what is needed? What if we fail?

Be encouraged—we serve a big God with unlimited resources! Through TCT, we challenge the poorest churches to recognise what God has already given them and use it for His glory. We ask them to give sacrificially to show love to their communities. And we remind them of God's promises to multiply what they have when they put it to use for the Kingdom (remember the parable of the talents in Matthew 25) and to bless those who give (Luke 6:38). As the churches are obedient in these things—without fail—God proves faithful to His promises, their faith grows, and they break the lie of dependency—that they need others to come help them. In this way, mobilising local resources is an important part of the churches' discipleship.

As Programme Directors, we cannot ask all this of the churches unless we are doing the same. We ourselves must depend on God for everything from wisdom and creativity to provision. Here are some practical steps to successfully fund your programme:

- **Pray** – This is, of course, the most important element of raising funds. We are looking to God, not other broken people, for provision. Ask God for what you need. But also ask Him for ideas of what to do. His creativity is much greater than ours!
- **Be creative** – Provision does not equal money. There are many other resources God gives us to use: relationships, people with gifts and talents, land, community, skills, strength and energy, and (most importantly) the Holy Spirit. Here are some examples of ways we've seen partners creatively provision their programmes:
 - ▶ Instead of paying for a venue for training, they use a Bible school while students aren't there for classes.
 - ▶ Women of the church cook the meals for training of Master Trainers.
 - ▶ Churches plant gardens or trees, which they tend on work days before each training. The profits from selling their produce help pay for trainings.
- **Look for denominational commitment** – If you are implementing TCT as a denomination or church network, one of the Programme Director's roles is to help all the denomination's leaders to understand the impact and purpose of the program. This is not a one-time task at the beginning of the programme. You'll need to continue to do this throughout the programme by sharing stories and reports, encouraging questions, and inviting denominational leaders to sit in on a training or join you in a community visit.
- **Invite people to be partners** – The Apostle Paul clearly understood the importance of partnership. He often starts or ends his letters to churches by commending them for their partnership or support...or by asking for it. The letter to the Philippians is all about partnership in the gospel. That partnership includes both prayer and financial support. Beyond that, the Church is compared to a body time and again in scripture. We should invite others to partner in what God is doing because we are all united in the body of Christ.
- **Encourage Good Stewardship** – In sharing our financial needs with people, we have the opportunity to help them understand biblical truths that will strengthen their own relationship with God:
 - ▶ God has provided each of us so much.
 - ▶ We need to steward well what He has given us.

- ▶ We are blessed to be a blessing.

- ▶ **Break down the total need into small pieces** – A big amount can be overwhelming, but if we break it into pieces, it can feel more manageable. For instance, if your total budget is \$10,000, that may feel like an impossible amount to raise unless you find one or two very wealthy donors. But, in reality, if six leaders each find seven families, groups, or churches willing to give \$20 a month, the need will be met.

- ▶ **Tell lots of stories** – When we share what God is doing in and through the churches, we help people get excited and want to be involved.

KEEP ENCOURAGED

Working in ministry can often feel like riding a rollercoaster. The high of a ministry success can quickly turn into a low of discouragement and frustration and then back again. We feel encouraged and excited when we hear about transformed lives, people coming to Christ, churches growing stronger, and communities developing. Unfortunately, we don't get to spend every minute together sharing testimonies. Each leader and Local Facilitator leaves and goes back to their individual work. It's this in-between time that can be difficult. On our own we can start to focus on everything that seems difficult.

Below are some suggestions for how you as a leader can stay encouraged through these highs and lows. It's important to remember that others in your programme might also be feeling the same way. So, as you read, consider how you might use these suggestions to help them as well.

1. **Pray and know that God is calling you to do this work.** If you know this programme and the steps you are taking are from God, you'll also know He's responsible for making it successful, and you'll be able to rely on that when challenges arise. How can you know God's plan? Spend consistent time in prayer and fasting, listening to Him.
2. **Leave time for testimonies.** Sometimes in meetings and trainings we can become so focused on completing the agenda that we don't leave time for people to share testimonies. Don't neglect this time! Not only do testimonies remind us that God is truly working to bring change, but they also provide inspiration through new ideas.
3. **Be patient.** Progress can feel very slow early on in this programme. Remember that it takes time for people's hearts to change, and trust that the Holy Spirit is working.
4. **Talk with your TCT Regional Coordinator.** If you are experiencing a problem, 9 times out of 10 we've experienced similar problems in other areas. It is oddly encouraging to find out that you're not alone in facing a particular problem. We can also help by sharing ideas of how others have addressed and overcome the same issues.

MASTER TRAINER FOLLOW UP CHART

Name:

Region:

Date:

Name of Local Facilitator	Name of Local Church	Module Finished	Date of Next Module	Act of Love
1.				
2.				
3.				
3.				
5.				
6.				
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11.				
12.				
13.				
14.				

GUIDELINES AND TIPS FOR TRANSLATING TCT MATERIALS



INTRODUCTION

The TCT materials were created and copyrighted to be accessible and free for use by anyone working with churches in poor rural communities. We do not charge anyone that wants to use the TCT program materials. Translation of the TCT materials will allow local churches to do this program in their local language. Translation is a very important job and we regularly pray for all our translators.

If you plan to do any contextualization of the materials, please contact us before you start so we can give you some tips for good ways to adapt the materials for your context.

The rest of this document provides guidance and advice on translating the TCT materials. Please read it before starting your translation. For any questions on translation of TCT materials, contact your TCT Regional Coordinator or write us at connect@tctprogram.org.



BASIC GUIDELINES FOR TRANSLATION

1. Check with us before you begin translation. We may already have the translation in your language.
2. Make sure you have the most current version of our materials. Check the TCT website or contact us if you are not sure if you have the most current version.
3. We will send an email with the details for all paid translation projects. Reply to the email sent to you to confirm you agree with the details.
4. Be aware of the translation project deadlines and communicate with us if you are NOT able to complete the translation by that time.
5. Only translate using Microsoft Office Word documents (which requires having the Office Word computer program and a computer) to preserve the formatting, images and tables. Different versions of Office Word may change the formatting. If you have trouble with the formatting, contact us for assistance.
6. Translation of TCT Modules may include several documents. Make sure to translate all the materials listed in your agreement. Eg. Module 1 has 3 documents to translate – a Teacher Guide, Student Guide and Visual Aids.
7. Use a local Bible translation for scripture verses. Don't try to translate scripture directly from English.
8. Translate meaning of the ideas rather than word for word. Read the whole section to understand the main idea and translate the meaning in the local language. If you don't understand the meaning, ask for clarification from us or the local TCT partner.
9. Be consistent in your translation of words and phrases. If you need advice, contact us.
10. Keep sentences and ideas simple and short. We want everyone to be able to understand the materials.

Tips for Translators:



Common Words:

Use the attached Common Words Guide the first time you start a TCT translation project. Use these same words and phrases over and over. Determine how to translate these important words before you begin your first project. Then use the same translation for each project.



Formatting:

Type directly in the English document replacing the English words and keeping the formatting (i.e. highlight one of the English words and start typing). When translation is longer than in English, occasionally it will cause an issue with a page break or table or image. Please don't change the formatting. We can fix most issues easily.



Case Studies:

Ensure that any case studies are correctly translated so that individuals or organizations quoted are not misrepresented.



Measurements:

Be especially careful when translating measurements, particularly where units are changed to units that are commonly used and understood in-country.



Words in Pictures:

Some of the pictures in the materials contain text. If you have difficulty typing in the picture, you may write a note below it with the translated text or add a comment with the translation.



Technical Content:

It is very important to check that technical advice and recommendations are translated correctly, as an error could lead to the wrong advice being given out and shared widely.

Saving Time on Translation:

- ▶ Translate the Teacher Guide first. Then use the same translated words in the Teacher Guide to make the Student Guide and Visual Aids. Often the Student Guide content is already in the Teacher Guide.
- ▶ Copyright page. This is included in the Teacher Guide for each module. Only translate it once and then paste it into future modules and just change the name of the module and the version number.
- ▶ Translated the 'Before Getting Started' section only once. This section is the same for each module. Therefore, you can cut and paste the entire section into future modules. There may be a 'special note' added at the beginning or end of this section. Special notes are specific for each module. Make sure to translate any 'special note' found in this section.

Sending Us Your Translation and Getting Paid:

1. When you finish your translation, please keep the same file name and version number and add the language name at the end of the file name. E.g. Module 1 – Teacher Guide v3.2 French.
2. Send us the translated Word documents and pdfs (if your language alphabet is not Roman script) along with your current contact information. We may have questions to finalize the translation.
3. Provide the information for the best way to pay you for your work.



Truth Centered Transformation is a ministry of Reconciled World.

Learn more at reconciledworld.org

If you have questions please email info@reconciledworld.org