READ THIS DOCUMENT FIRST!

Your Spiritual gifts
Heart's desire
Abilities
Personality
Experience
for God's Service

List of Course Materials

Note to Course Organiser / Vicar / Parish priest / Minister:

It is best to open and read the documents in the same order as they are listed here.

Use this list to make sure that:

a) you have received a document for each of the items listed below (see left hand column);
b) you make enough copies of each document and give them to the right people (see right hand column).

NB The names of individual documents are in **bold;**
The names of folders are also in **bold,** followed by the sub-documents they contain.

Key: Print for Course Organiser = **O**
Print for Group Leader(s) = **L**
Essential to print for each group Member = **M**
Print for Members, though if they are put off by the written word, this doc could be omitted = **M***

Title of folder/document	Number of pages in document	Copies to be given to:
A - List of Course Materials (i.e. this document)	**2**	**O, L**
B - *SHAPE* General information sheet	**2**	**O, L & anyone!**
C - Course Organiser's Information:		
Using this course: a note from the author.	**2**	**O**
Organising the course: practicalities.	**6**	**O**
Draft content for a publicity leaflet.	**2**	**O**
Quotes and Ideas from Users, and how they've adapted it	**4**	**O**
D - Group Leaders' information:		
Leading the group: practicalities.	**2**	**O, L**
E - *SHAPE* logo and cartoon	**1**	**O**
F - Cover Page for members' files of handouts	**1**	**O, L, M***
G - Acknowledgements and Copyright	**1**	**O, L**
H - Resources and Reading	**1**	**O, L, M***

List of Materials

Title of folder/document	Number of pages in document	Copies to be given to:
I – Session 1		
Leaders' Notes: Session 1 – "Purpose"	**6**	**O, L**
Handout 1A: An Explanation	**2**	**O, L, M**
Handout 1B: Am I called to ministry and God's service?	**2**	**O, L, M**
Handout 1PR: Personal Reflection on your Experience	**2**	**O, L, M**
J – Session 2		
Leaders' Notes: Session 2 – "Experience"	**5**	**O, L**
Handout 2A: Passages for Meditation	**1**	**O, L, M**
Handout 2PR: Personal Reflection on your Personality	**3**	**O, L, M**
K – Session 3		
Leaders' Notes: Session 3 – "Personality"	**5**	**O, L**
Handout 3A: How is your personality energised	**2**	**O, L, M**
Handout 3PR: Personal Reflection on your Abilities	**2**	**O, L, M**
L – Session 4		
Leaders' Notes: Session 4 – "Abilities and Heart's Desire"	**3**	**O, L**
Handout 4A: What is your Heart's Desire?	**2**	**O, L, M**
Handout 4B: What are Spiritual Gifts?	**4**	**O, L, M**
Handout 4PR: Personal Reflection on your Spiritual Gifts	**6**	**O, L, M**
M – Session 5		
Leaders' Notes: Session 5 – "Spiritual Gifts"	**3**	**O, L**
Handout 5PR: Personal Reflection – Creating an overview of my *SHAPE*	**3**	**O, L, M**
N – Session 6		
Leaders' Notes: Session 6 – "*SHAPING up*"	**4**	**O, L**
Handout 6A: Reflection on the overview of your *SHAPE*	**1**	**O, L, M**
Handout 6PR: Preparing for my Individual Review	**2**	**O, L, M**
O – Members' Notes		
These notes summarise the teaching input of the sessions, and should be given at the end of each session. (If the group members are not likely to read them, these may be omitted).		
Members' Notes: Session 1	**2**	**O, L, M***
Members' Notes: Session 2	**2**	**O, L, M***
Members' Notes: Session 3	**2**	**O, L, M***
Members' Notes: Session 4	**2**	**O, L, M***
Members' Notes: Session 5	**2**	**O, L, M***
Members' Notes: Session 6	**3**	**O, L, M***