Spiritual Formation Planning Checklist

☑ What are the needs of the community / group?
☑ What is the best thing to focus on as part of this formation activity?
  o A single theme or concept for focus is ideal
  o Explore content/concepts in depth rather than breadth
☑ What is the purpose and intention of the formation activity?
☑ Is this purpose best served by a spiritual formation approach or some other form of professional learning?
☑ Do you require an external facilitator or can school staff facilitate?
  o Potential external facilitators:
    ▪ Team member from Mission and Formation Services
    ▪ BCE school-based facilitator
    ▪ Member of Formators and Facilitators network
  o Facilitator who can establish a sense of trust, collaboration and open sharing.
  o Facilitator understands purpose and expectations (and communicates these to group).
  o Facilitator models suitable and appropriate delivery strategies and facilitation methods.
☑ Is there alignment between the formation activity and the vision and elements of the BCE Spiritual Formation Framework?
☑ How can the personal stories and prior experience of participants be noted and respected?
☑ How will participants have an opportunity to reflect on the connections between the content of the formation activity and their day-to-day work-life context?
☑ Plan for some flexibility in the structure of the process, recognising that each person is both a teacher and a learner in a collaborative setting.
☑ Plan for the different preferences of participants:
  o Learning styles
  o Introvert / Extravert
  o Thinking / Doing
  o Faith development stages
☑ Is this formation activity an opportunity to challenge existing thinking and encourage embracing some new learning or new thinking?
☑ Is it preferable to hold the formation activity at a venue away from the school?
  o Choose a physical setting conducive to optimal engagement.
  o Are other groups also using the same venue?
  o What are the catering requirements/arrangements?