



Contemplative
Outreach

*Planning
Guidelines
for Hosting the
Presenter
Formation
For
Centering Prayer*

*Including Instructions For
The Commissioning Process*

2021 Update



This document is intended for
Chapter Coordinators/Contact Persons and **Commissioned Presenters**
who are considering offering a **Presenter Formation for Centering Prayer** in their area.

The document gives a description of the formation as a Chapter event and then outlines
guidelines for planning and presenting a Presenter Formation for Centering Prayer.

For information about any aspect of this document please contact Margaret Swavely, the
Presenter Formation Service Team leader, at mbswavely@gmail.com.



PLANNING GUIDELINES for Hosting the Presenter Formation for Centering Prayer Including Instructions for the Automated Commissioning

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[Presenter Formation for Centering Prayer](#) [Description and Background information](#)

A. A Chapter Event

The vision statement of Contemplative Outreach states “we embrace the process of transformation in Christ, both in ourselves and in others, through the practice of Centering Prayer”. The **Presenter Formation for Centering Prayer** is a Chapter sponsored event in service of this vision by preparing future presenters of the Centering Prayer Introductory Program.

The following materials are guidelines and meant to be of service in your planning and offering of a **Presenter Formation for Centering Prayer** in your own Chapter. Consult with the **Presenter Formation Service Team** to find the best way to proceed in your area or Chapter. The service team leader is Margaret Swavely and she can be contacted at mbswavely@gmail.com.

B. Planning a Presenter Formation for Centering Prayer in Your Chapter

1. Chapter leadership may determine their need to form Commissioned Presenters to present the Centering Prayer Introductory Program or add new presenters for your chapter.
2. Chapter leadership identifies persons (Commissioned Presenters) in the chapter who are qualified to offer a **Presenter Formation for Centering Prayer** for chapter members desiring to become Commissioned Presenters of the Centering Prayer Introductory Program. To be considered a qualified Commissioned Presenter this person has presented all 4 conferences in a Centering Prayer Introductory Workshop and has been involved in the planning of a Centering Prayer Introductory Program
3. Contact Margaret Swavely at mbswavely@gmail.com. Margaret is the service team leader for the **Presenter Formation Service Team**. Margaret will provide additional information and assist coordinators and contact persons in the preliminary planning of the **Presenter Formation for Centering Prayer** in your chapter.
4. A mentor from the **Presenter Formation Service Team** will be assigned to work with the person(s) identified in step 2 above to provide guidance and support throughout the planning and facilitating of the formation.
5. The mentor will review and discuss various format options for offering the **Presenter Formation for Centering Prayer**.

C. Prerequisites to offer the Presenter Formation for Centering Prayer

Those who wish to offer the **Presenter Formation for Centering Prayer** in the local chapter must meet the following prerequisites:

- Faithful to the daily practice of Centering Prayer for a minimum of three (3) years
- Certified as a Commissioned Presenter.
- Presented all 4 conferences in one or more Centering Prayer Introductory Programs and been involved in planning a Centering Prayer Introductory Program.
- Attended a five- to ten-day Centering Prayer Intensive Retreat
- Have read *Open Mind, Open Heart, Invitation to Love*, and *Intimacy with God*

- Have viewed the “Spiritual Journey” DVD Series or read the transcripts of the “Spiritual Journey Series”.
- Recommended by the local chapter Coordinator, Contact Person or by a member of the Chapter Support Service Team.

*Note: Newly formed chapters and/or areas that are in early stages of forming a contemplative community may not yet have persons in their local area who meet the above prerequisites and are qualified to present the **Presenter Formation for Centering Prayer**. An assigned mentor and the Coordinator/Contact Person can work together to achieve the goal of having a Commissioned Presenter in the local area.*

D. Prerequisites to Attend the Presenter Formation for Centering Prayer

Those who wish to attend the **Presenter Formation for Centering Prayer** must meet the following prerequisites:

- Faithful to the daily practice of centering prayer for a minimum of three (3) years
- Participated in a Centering Prayer Introductory Program (or the equivalent)
- Attended a five- to ten-day Centering Prayer Intensive Retreat (prior to completing the Presenter-In-Training phase)
- Have read *Open Mind, Open Heart*, and be familiar with *Invitation to Love*, and *Intimacy with God*
- Have viewed most of the Spiritual Journey DVD series or read the transcripts of the “Spiritual Journey Series”.
- Recommended by the local chapter Coordinator, Contact Person or by a member of the Chapter Support Service Team.

E. Options of formats for the Presenter Formation for Centering Prayer

- Seven-day residential or commuter
- Three-day weekend residential or commuter
- Two consecutive weekends (with homework)
- Two to four consecutive Saturdays or Sundays (e.g., over consecutive weeks or consecutive months, with homework)
- One-on-one with one or more participants (scheduled per needs of individuals)

*Note: The mentor from the **Presenter Formation Service Team** will assist the chapter in tailoring the format to the specific needs of the chapter. They may be able to send you sample agendas for these formats.*

F. Basic essential components of the Presenter Formation for Centering Prayer

A chapter can offer the **Presenter Formation for Centering Prayer** when convenient for the chapter, for person(s) presenting the formation and for participants. **The Presenter Formation for Centering Prayer** may be offered in any local facility that meets the needs of the group or in the home of an individual if conducive to prayer and presentation.

1. **Minimum** of two periods of Centering Prayer each full day. Each new day of a formation should begin with a period of Centering Prayer.
2. Opening and closing interview with formation presenters and participants.
3. Formation presenters to model (present) all 4 conferences for participants
4. Practicum for all conferences by participants including presentation and feedback from formation presenters and other participants.

*Note: If necessary for a shorter **Presenter Formation for Centering Prayer**, the practicum is only required for Conferences Two and Three. Participants may not be required to present Conferences One and/or Four.*

5. Overview of the basic practicalities for the Centering Prayer Introductory Program
6. Overview of the Presenter-In-Training and Commissioning Process

G. Presenter-in-Training Process

Following attendance at a **Presenter Formation for Centering Prayer** in your chapter, the **Presenter-In-Training phase** begins. Opportunities will be provided through the chapter for the Presenter-In-Training to offer the four conferences of the Centering Prayer Introductory Program.

- Chapter leadership and/or Commissioned Presenters will oversee the **Presenter-In-Training phase** of the formation program. Commissioned Presenters from the chapter will serve as mentors for the presenters-in-training. They will offer guidance and observe the Presenter-in-Training give their presentations of the four conferences of the Centering Prayer Introductory Program. A suggested form *Record of Presentations of the Four Conferences by a Presenter-in-Training* can be found on [page 17](#). This form may be used by the Presenter-in-Training to keep a record of their progress in offering the four conferences.

H. Commissioning

- Upon completion of the **Presenter-in-Training phase** the Chapter Coordinator/Contact Person will complete the *Request for Commissioning Recognition* found on the CO website. When this form is processed the new Commissioned Presenter will have their password recoded so they will have access to the Presenter Formation and Centering Prayer materials. They will also receive a Commissioning Letter by mail. See [page 14](#) for more detailed information.

THE INTEGRITY OF THE TEACHING OF THE CENTERING PRAYER METHOD

The integrity of the teaching of the Centering Prayer Method is presented in the Four Guidelines and its conceptual background as described in the *Method of Centering Prayer* brochure.

Additional practices offered by Contemplative Outreach are skillful means to bring the fruits of Centering Prayer into daily life, but are not part of the integrity of the teaching. Similarly, resources such as books, tapes, and articles are not part of the integrity, but provide vital support for the ongoing practice of Centering Prayer.

Guidelines for particular programs are most helpful when they are seen not as rules but simply as guides. They are designed to work well in most situations, but leave room for exceptions which particular circumstances may require.

Servant-leaders may notice that a certain spiritual transmission takes place during presentations of the introductory and formation workshops, and especially during retreats. The depth of one's personal commitment to God, is the basis of this transmission. It is not so much the letter of the teaching, as *the being of the one who teaches* that is most important.

Fr. Thomas Keating

December 7, 2016.

Presenter Formation for Centering Prayer

A. A Training Program

The **Presenter Formation for Centering Prayer** is designed to train persons in the essentials of the Centering Prayer Introductory Program as service to the greater community of Contemplative Outreach. The **Presenter Formation for Centering Prayer** is a two-phase program usually leading to the participant becoming a Commissioned Presenter of the Centering Prayer Introductory Program.

B. A Discernment Process

Participants are invited to enter into a discernment process during this time of formation as a means of answering the question: "How is God calling me into contemplative service at this time in my life?"

The discernment process begins with the *Application Form For Presenter Formation For Centering Prayer* that encourages each participant to speak with his/her Chapter Coordinator/Contact Person and seek guidance on selecting a mentor for this contemplative service opportunity. Each participant is encouraged to enter fully into this formation experience. This formation is an opportunity to actually experience the meaning of prayer as relationship while noticing their own relationship with God grow. In a group setting the entire group will notice this growth in a very short time.

C. A Two-Phase Process

The **Presenter Formation for Centering Prayer** is a two-phase program usually leading to the participant becoming a Commissioned Presenter of the Centering Prayer Introductory Program .

1. Phase One - Presenter Formation for Centering Prayer

The first phase is the **Presenter Formation for Centering Prayer** which focuses on the content of the four conferences presented in the Centering Prayer Introductory Program with the participants spending time becoming familiar with this content. They have an opportunity in a practicum to present the four conferences and receive feedback.

The practicums provide each participant an opportunity to be deeply immersed in the essentials of the Centering Prayer Introductory Program. They study and become very familiar with the the main theme of the four conferences: *Prayer as Relationship, The Centering Prayer Method, Thoughts and the Use of the Sacred Word, and Deepening Our Relationship with God*. They are encouraged to check their own personal centering prayer practice in view of what they are learning. Presenting the essential elements of the four conferences in a small group and receiving feedback gives them a valuable learning experience in preparation for becoming a future Commissioned Presenter.

At the end of the **Presenter Formation for Centering Prayer** the participant will be asked if they choose to become a Commissioned Presenter of the Centering Prayer Introductory Program. If this is their request and the Presenter Formation Facilitator approves the participant becomes a Presenter-in-Training.

2. Phase Two - **Presenter-In-Training**

The Presenter-in-Training will work with their mentor and chapter leadership to have opportunities to offer each of the 4 conferences during a Centering Prayer Introductory Workshop. Depending on the process used by the chapter to schedule these workshops they may be part of a team of presenters and only give one conference presentation in each workshop or they may give more. See [page 14](#) for more details.

D. Detailed Planning Guidelines for Phase One - Presenter Formation for Centering Prayer

The following outlines the considerations and suggested steps in planning of a **Presenter Formation for Centering Prayer** for a small group.

1. Establish a team.

It is recommended that a team of 2 or 3 Commissioned Presenters be formed to plan and lead the formation. In this document the Commissioned Presenters planning and leading this formation are called "Facilitators."

As Commissioned Presenters each team member has access to the *Presenter Formation Handbook Part 1 - 2021* file on the CO website. Once they log on with their password they should go to the Volunteer Resources section and scroll down to the section titled "Type: Presenter Formation." The handbook is divided into 2 parts: *Presenter Formation Handbook Part 1 - 2021* and *Presenter Formation Handbook Part 2 - 2021*. Both parts should be downloaded to their computers. The participants will receive printed copies, see page 11.

The file *Resource Information for Presenters-in-Training* contains reference articles and the facilitators should be familiar with this third file.

If you do not have a mentor from the Presenter Formation Service Team, contact Margaret Swavely, the service team leader at mbswavely@gmail.com. Margaret will name a mentor to work with the team who will provide guidance and support throughout the planning and facilitating of the **Presenter Formation for Centering Prayer**.

2. Develop a schedule - dates and times

a. Schedule breaks and meal times if appropriate

b. Topics to be included in the formation and approximate time required.

➤ Begin with a period of Centering Prayer (1/2 hour). If meeting for a full day a second period of Centering Prayer should be at the end.

➤ Opening orientation - (1/2 hour)

✧ Distribute copies of the Presenter Formation Handbook, Part 1 to all participants if they have not already received them.

✧ Overview of schedule and handbook

✧ Discuss several topics from Section 1 of the Handbook

➤ Conference 1

✧ Model a presentation of Conference 1 (1/2 hour)

✧ Overview of the Practicum process (1/2 hour)

✧ Practicum Preparation (1 hour - unless assigned as homework)

✧ Practicum presentations and feedback (1/2 hour per participant - 20 minutes for presentation and 10 minutes for feedback)

If the group is large, form smaller groups of 3 or 4 participants for the practicums.

Note: If necessary for a shorter Presenter Formation for Centering Prayer, the practicum is only required for Conferences Two and Three. Participants may not be required to present Conferences One and/or Four.

- Conference 2
 - ✧ Model a presentation of Conference 2 (1/2 hour)
 - ✧ Practicum preparation (1 hour - unless assigned as homework)
 - ✧ Practicum presentations and feedback (1/2 hour per participant)
- Conference 3
 - ✧ Model a presentation of Conference 3 (1/2 hour)
 - ✧ Practicum preparation (1 hour - unless assigned as homework)
 - ✧ Practicum presentations and feedback (1/2 hour per participant)
- Conference 4
 - ✧ Model a presentation of Conference 4 (1/2 hour)
 - ✧ Practicum preparation (1 hour - unless assigned as homework)
 - ✧ Practicum presentations and feedback (1/2 hour per participant)
- Distribute copies of the file ***Presenter Formation Handbook Part 2 - 2021***.
- Discuss Section 4 of the Presenter Formation Handbook Part 1 and reference Part B of the file ***Presenter Formation Handbook Part 2 - 2021***.
- Discuss the Options for the Continuing Sessions of the Centering Prayer Introductory Program. See Part C in the file ***Presenter Formation Handbook Part 2 - 2021***.
- Closing interviews

During the closing interview each participant is given the opportunity to discuss with the Facilitator if they wish to continue the process to become a Commissioned Presenter. Occasionally a participant chooses not to become a Commissioned Presenter but is willing to serve in another capacity. Sometimes a participant will sign up for this formation to deepen their understanding of the Centering Prayer method while serving as a facilitator of a small group or to work with others in leading retreats or intensives.

If the participant wishes to continue the process leading to full commissioning and the facilitator approves they may be given the ***Record of Presentations of the Four Conferences by a Presenter-in-Training*** (see [page 17](#) for the suggested form or develop another one).

- Review the Presenter-in-Training process required to complete the training to become a Commissioned Presenter.

The Presenter-in-Training will work with their mentor and chapter leadership to have opportunities to offer each of the 4 conferences during a Centering Prayer Introductory Workshop. Depending on the process used by the chapter to schedule these workshops they may be part of a team of presenters and only give one conference presentation in each workshop or they may give more. See [page 14](#) for more details.

3. Identify and secure a location.
4. Develop a budget.
5. Send the ***Application Form For Presenter Formation For Centering Prayer*** (see [page 16](#) for a suggested form) to prospective participants.
6. Verify that the applicant has met the prerequisites.

When the completed applications are received verify the applicant has met the prerequisites. The preferred way for an applicant to view the Spiritual Journey Series is during an Intensive retreat. If the applicant cannot attend an Intensive because of distance and has participated in four silent Centering Prayer retreats they may read the transcripts of the Spiritual Journey Series or view the videos on YouTube. Audio recordings are also available on the Contemplative Outreach website store.

*Note: If a retreat site is hosting a **Presenter Formation for Centering Prayer**, they are asked to contact Margaret Swavely, the Presenter Formation service team leader at mbswavely@gmail.com and provide the dates of this event. If someone other than the Presenter Formation facilitator(s) receives the applications for the formation the recommendation "by a chapter Coordinator/Contact Person or a member of the Chapter Support Service Team" should be in writing.*

7. Prepare the materials.
 - a. Presenter Formation Handbook Files

The first page of the ***Presenter Formation Handbook Part 1 - 2021*** gives instructions for assembling the handbook.

Coordinators, Contact Persons and Commissioned Presenters have access to the files on the Contemplative Outreach website:

Planning Guidelines for Hosting the Presenter Formation for Centering Prayer Including Commissioning Guidelines - 2021;
Presenter Formation Handbook Part 1 - 2021;
Presenter Formation Handbook Part 2 - 2021;
Resource Information for Presenters-in-Training - 2019

After logging into your account on contemplativeoutreach.org go to Resources >Volunteer Resources and scroll down to "Type: Centering Prayer Presenter Formation".

- b. Download and print a copy of the following for each participant of the Presenter Formation:
 - Presenter Formation Handbook Part 1 - 2021;**
This file will go into the binder that is given to the participants at the beginning of the Presenter Formation
 - Presenter Formation Handbook Part 2 - 2021;**
This file will be given to the participants to put in their binder behind Tab 5 after the completion of the practicums.
 - c. Each Commissioned Presenter should have a copy of all the files used in the Presenter Formation.

d. Description of two files.

Presenter Formation Handbook Part 2 - 2021

formerly titled *Additional Resources for Hosting the Presenter Formation for Centering Prayer - 2019*

This file contains resources to consult when preparing to present in a Centering Prayer Introductory Workshop, plan the scheduling of a Centering Prayer Introductory Program or plan and facilitate the Continuing Sessions.

- *Part A: Conferences – Development of Essentials*
There is a section for each of the four conferences. These sections contain suggestions of information that can be included in the presentation and background information to help you in the preparation for presenting the conference.
- *Part B: Practicalities of the Centering Prayer Introductory Program*
This section contains helpful information for planning a Centering Prayer Introductory Program.
- *Part C: Resources for the Continuing Sessions*
This section gives detail information on the materials that can be used during the continuing sessions and suggestion on how to use them.

Resource Information for Presenters-in-Training - 2019

Give each participant a printed copy of this file or email them the file and they may print it out if they choose.

- *Part 1: Additional Readings - Fr. Thomas Keating & Gail Fitzpatrick-Hopler*
This section contains several articles on the history of Contemplative Outreach, the Christian Contemplative Tradition and Centering Prayer
- *Part 2: Glossary, Bibliography, Anthologies, Scriptures*

e. PowerPoint slides and Files for Centering Prayer Introductory Workshop presentations

A complete description of these materials can be found on page 22 of this document. Since only Commissioned Presenters have access to these materials you will need to give a copy of the PowerPoint slides and some of the presentation files to the participants. They can easily be copied onto a memory stick and given to each participant.

f. Order the following brochures:

The Vision of Contemplative Outreach;
The Method of Centering Prayer;
Lectio Divina;
Welcoming Prayer;
The Centering Prayer Introductory Program.

8. Identify any additional staff needed. Commissioned Presenters may be needed to facilitate practicums or give model presentations of the four conferences. Chapter members who are not Commissioned Presenters may help with food or other administrative tasks.

9. Sample forms can be found beginning on page 16 of this document. **These documents are suggestions only. No document needs to be sent to the CO office.**

10. Identify if you will use PowerPoint slides or flip charts for the presentation of the conferences. Check that all necessary equipment is available and in working order. All necessary files can be found in the Leadership Resources section of the CO website.

E. Feedback considerations for Facilitators of the Presenter Formation for Centering Prayer

You are serving in this role because you have experienced many blessings from the practice of Centering Prayer and are eager to share the prayer. The Participants come with the same intention but with varied learning styles and life experiences. Taking time to reflect on the general characteristics of the Participants can be a helpful exercise.

Each practicum provides an opportunity for the Participants to present one of the four conferences of a Centering Prayer Introductory Program. This opportunity is a very important step in becoming familiar with the material and how to present it. It is a step in the learning process and the Participants should not be expected to perform perfectly during their presentations. Many of them come with no experience in making presentations to a group and some feel a great deal of stress and anxiety. You, as Presenter Formation Facilitator, should have the goal of helping them prepare and succeed in this work. When they are commissioned as Presenters-in-Training they will continue the learning process with the help of a mentor.

Effective Presenters of the Centering Prayer Introductory Program develop a reflective practice of reviewing and critiquing their own presentations to use in setting goals for later presentations. Feedback is one aspect in the development of this reflective practice.

Effective feedback depends upon the Participant's readiness to hear what we have to say. It hinges on both the relationship between the Presenter Formation Facilitator and the Participant and the capacity to receive and apply the feedback. The Presenter Formation Facilitator may have a relationship with some or all of the Participants. For others, he/she has only a short time to establish a relationship with each Participant. He/she should strive to provide a safe environment that serves the presenter's best interests which is all about learning and improving the presentation.

Thank you for your willingness to serve as a Formation Facilitator. May this be a joyful and blessed experience for all.

F. Guidelines for Handling Grievances

1. When the applications are received the Facilitator of the **Presenter Formation for Centering Prayer** contacts the person recommending the applicant to reconfirm the recommendation.
2. During the **Presenter Formation for Centering Prayer** the participant and the staff member will discern how the participant can best serve the chapter. The majority of participants will move on to become Presenter-in-Training but some will choose other means of service or the staff will recommend additional mentoring before moving to Presenter-in-Training.
3. In the event that a participant is not recommended by the Presenter Formation Facilitator to become a Presenter-in-Training, the Facilitator contacts the Coordinator (or 12 Step leader) and provides background information regarding this recommendation.
4. The Coordinator follows up with the participant and continues to help this person discern if their gifts are better suited to another servant leader role OR to work with them to be ready at a later time to become a Presenter-in-Training.
5. When a Presenter-in-Training gives a presentation of one of the four conferences and the mentor decides it needs improvement the mentor may require the Presenter-in-Training to present it again at a later date. The mentor gives suggestions for improving the presentation.
6. In the unlikely event that a mentor decides he or she cannot approve a Presenter-in-Training to become a Commissioned Presenter, the mentor contacts the Coordinator (or 12 Step leader) and provides background information regarding this recommendation.
7. Any complaints following the **Presenter Formation for Centering Prayer** will be sent to the Coordinator of Volunteers.

G. Phase Two: Presenter-in-Training phase

The Presenter-in-Training will be assigned a Commissioned Presenter from their chapter to serve as mentor during this phase.

The mentor should contact, or preferably meet with, the Presenter-in-Training to discuss possible-presentation locations and dates needed for completion of training for full commissioning.

Each time the Presenter-in-Training successfully presents one of the four “Essential Conferences,” the Presenter-in-Training may note this on the *Record of Presentations of the Four Conferences*. If the Presenter-in-Training needs further help the mentor can give suggestions and ask them to present the conference at another time.

Ideally, the mentor is able to observe the presentations in person. But if that is not possible due to distance or other factors, other ways may be substituted such as: audio or video recording of the presentation, or by technology such as Skype or Zoom. The mentor may ask a fully Commissioned Presenter to observe the presentations if he/she is unable to observe all four of the conference presentations.

Participants who will be presenting in the 12 Step Program need to attend additional training by a 12 Step Leader.

A Presenter-in-Training need not wait to practice skills until a Centering Prayer Introductory Program is offered.

Alternatives include:

- Present to a Centering Prayer groups as a refresher.
- Present at a full-day or half-day of prayer.
- Present to a group of Presenters or small group facilitators.
- Present at a leadership gathering as a spiritual enrichment opportunity.

H. Commissioning Process

After the Presenter-in-Training has successfully completed presentation of all four conferences during the training period (usually one year) and the Presenter-in-Training wishes to be commissioned:

- The mentor or Presenter-in-Training will notify the Chapter Coordinator or Contact Person.
- The Chapter Coordinator/Contact Person will complete the *Request for Commissioning Recognition* for this new Commissioned Presenter. This form is only visible to Chapter Coordinators/Contact Persons and Presenter Formation Service Team members. This form is found on the CO website under Programs>Training. Please be sure you are logged in so you can view the form. The information requested includes the name, email address, mailing address, and phone number for the new Commissioned Presenter.
- The individual completing the form will provide their name and email address in the sections titled “Mentor Name” and “Mentor email” and will check the confirmation statement.

- If the Chapter Coordinator/Contact Person wishes to delegate to another person the completion of this form they should send the name and email address of their delegate to Margaret Swavely, Presenter Formation Service Team leader, at mbswavely@gmail.com. They can also send this information to the Presenter Formation Service Team member who has been their mentor. The delegate will be sent the link to the *Request for Commissioning Recognition*.
- When this form is processed the new Commissioned Presenter will be recorded in the CO database and given access to the Presenter Formation and Centering Prayer materials found under Resources>Volunteer Resources on the CO website. They will also receive a Commissioning Letter by mail.

Suggested Forms and a Description of Their Use

The following forms are suggestions for use in the **Presenter Formation for Centering Prayer**. The forms are for your use only and are not to be sent to Contemplative Outreach, Ltd. You may design and use your own forms.

- ***Application Form For Presenter Formation For Centering Prayer, page 16.***
It is important to verify that all participants in a Presenter Formation for Centering Prayer have met the prerequisites. This form lists the prerequisites and asks the participant to indicate if they have met them.
- ***Record of Presentations of the Four Conferences By a Presenter-In-Training, page 17***
The **Presenter-in-Training phase** may last a year or more. During this training the Presenter-in-Training will present all Four Conferences in possibly several Centering Prayer Introductory Programs. This form is an aid for them to keep track of when they successfully complete each Conference. You are free to use this form as presented here or develop another method of keeping a record. **You are not required to have signature verification by various people in this process.**
- **Evaluation Form for Presenter Formation for Centering Prayer, page 18**
This is an **optional** form you may choose to use in the **Presenter Formation for Centering Prayer**.
- **Checklist for Mentor of Presenter-In-Training, page 20**
This is an **optional** form you may choose to use in the **Presenter Formation for Centering Prayer**. You may choose to send the completed form to the mentor of the new Presenter-in-Training.

APPLICATION FORM FOR PRESENTER FORMATION FOR CENTERING PRAYER

Applicant: Please return this form to _____

Dear Applicant,

We are happy that you are applying for Presenter Formation for Centering Prayer on _____
at _____

As you know, Contemplative Outreach Commissioned Presenters are invited to pass on the method of Centering Prayer which has been approved by Fr. Thomas Keating. We therefore have some prerequisites. Please complete the application as carefully and fully as possible to help us with our planning process in order that you may have a grace-filled formation experience.

(Please Print)

Name _____

Address _____

City _____

State _____ Zip _____

Phone - Home _____ Cell _____

Fax _____ Email _____

Checklist of Prerequisites (please initial and fill in blanks as appropriate):

_____ I have participated in a Contemplative Outreach sponsored Centering Prayer Introductory Program. (If this was not possible, please attach a separate sheet to explain your introduction to Centering Prayer.)

_____ I have been faithful to a daily practice of Centering Prayer for at least three years.

_____ I have been recommended by my Coordinator/Contact Person, or by a member of the Chapter Support Service Team.

Name of person recommending me: _____

_____ I have attended a five- to ten-day Centering Prayer Intensive Retreat, or I will attend during the Presenter-in-Training period. If the above retreats are not geographically available, the participant may substitute four silent weekend Centering Prayer retreats.

Full commissioning is dependent on the completion of the retreat requirement.

Date(s) _____ Location(s) _____

_____ I have studied *Open Mind, Open Heart* by Fr. Thomas Keating and am familiar with *Invitation to Love* and *Intimacy with God*, and most of the "Spiritual Journey Series" (CDs, DVDs, and/or transcripts).

_____ I have the commitment of an active Commissioned Presenter who will mentor my Presenter-in-Training period. Name of mentor: _____

- OR -

_____ I will ask my Coordinator/Contact Person for assistance in choosing a mentor.

RECORD OF PRESENTATIONS OF THE FOUR CONFERENCES BY A PRESENTER-IN-TRAINING

You have completed the Presenter Formation for Centering Prayer held at

_____ on _____ and, as such, have been recommended as a Presenter-in-Training for the Centering Prayer Introductory Program. Upon presenting the four essential conferences of the Centering Prayer Introductory Program under the mentorship of a Commissioned Presenter, you will become a Commissioned Presenter.

Name of Presenter Formation Facilitator

Date

When you successfully present one of the four essential conferences during a Centering Prayer Introductory Program you may complete the following chart as a record.

Date	Location	Conference Presentation	# Participants	Notes
_____	_____	1_____	_____	_____
_____	_____	2_____	_____	_____
_____	_____	3_____	_____	_____
_____	_____	4_____	_____	_____

When you have successfully presented all four conferences please notify your Chapter Coordinator/ Contact Person or your mentor. If your address has changed since you started the process to become a Commissioned Presenter you will need to give your new address to the person you contact. They will notify Contemplative Outreach and a commissioning letter will be sent to you.

Name of Mentor

email address

Name of Coordinator or Contact Person

email address

7: Presenters	1	2	3	4	5
Comments / Suggestions:					

What has been most helpful?

What could be improved?

Any other suggestions or General Comments.

CHECKLIST FOR MENTOR OF PRESENTER-IN-TRAINING

TO: _____ (Name of Mentor)

Phone _____ Email _____

Thank you for agreeing to mentor

_____ (Name of Presenter-in-Training)

Phone _____ Email _____



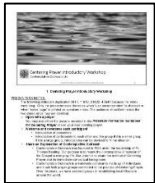

You are being asked to help and guide this person to become an effective presenter of the Centering Prayer Introductory Program. The following checklist suggest areas that you may need to address in helping this Presenter-in-Training in their learning process.

- Openness to learn
- Grasp of terminology for the Centering Prayer Introductory Program
- Communicate essentials for the Centering Prayer Introductory Program
- Empathize with audience
- Speak to group effectively (e.g., body language, eye contact)
- Effective team participant
- Demonstrates knowledge of Christian traditions and concepts
- Represents Contemplative Outreach appropriately

About PowerPoints, Flip Charts and Related Files for the Centering Prayer Introductory Workshop Presentations

The PowerPoint Slides, Flip Charts and related files for the Centering Prayer Introductory Workshop presentations are available under **Type: Centering Prayer Introductory Program** on the **Volunteer Resources** page of the Contemplative Outreach website, <https://www.contemplativeoutreach.org/volunteer-resources>. To see these files, one needs to be classified as a presenter on the Contemplative Outreach Ltd., (COL) database and logged-in to their account on the COL website. The following files are available, listed in alphabetical order, on the website.

See instructions below the list of files on how to log-in and access these files.

File Title	File Description
CP Intro slides Feb2019.PPTX 	A PowerPoint file of the slides for the four conferences of the Centering Prayer Introductory Workshop. Includes the essential talking points for each slide on the notes page. There are duplicates of some slides because the essential talking points don't all fit on one note page. Notes will be visible on the laptop (not on the screen the audience is seeing) in a PowerPoint slide show if you check "presenters view". Notes can be edited in this PowerPoint file if you select "Notes Page" under View when editing slides.
CP Intro Notes Feb2019.DOCX 	A Word Document of the essential talking points that go along with the PowerPoint slides and the flip charts for the four conferences of the Centering Prayer Introductory Workshop. It can be used as the presenter's notes. You can edit this Word document.
CP Intro Notes Below Slides Feb2019.PDF 	A PDF Document of the slides and essential talking points for the four conferences of the Centering Prayer Introductory Workshop. A black and white picture of the slide is on the top half of the page and the essential talking points are on the bottom half of the page. This document can be used as presenters notes during a presentation. This document is printed from the PowerPoint file of slides by selecting "notes page" when printing.
CP Intro Alt Slides Feb2019.PPTX 	A PowerPoint file of the slides for the Alternate Formats for conferences one and four of the Centering Prayer Introductory Workshop. Includes the essential talking points for each slide on the notes page. There are duplicates of some slides because the essential talking points don't all fit on one note page. Notes will be visible on the laptop (not on the screen the audience is seeing) in a PowerPoint slide show if you check "presenters view". Notes can be edited in PowerPoint if you select "Notes Page" under View when editing slides.

About PowerPoints, Flip Charts and Related Files for the Centering Prayer Introductory Workshop Presentations

CP Intro Alt Notes Feb2019.DOCX



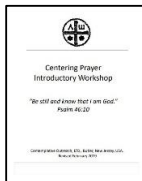
A Word Document of the essential talking points that go along with the PowerPoint slides and the flip charts for the Alternate Formats for conferences one and four of the Centering Prayer Introductory Workshop. It can be used as the presenter's notes. You can edit this Word document.

CP Intro Alt Notes Below Slides Feb2019.PDF



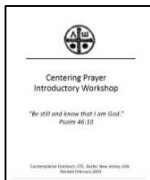
A PDF Document of the PowerPoint slides and essential talking points for the Alternate Formats for conferences one and four of the Centering Prayer Introductory Workshop. A black and white picture of the slide is on the top half of the page and the essential talking points are on the bottom half of the page. This document can be used as presenters notes during a presentation. This document is printed from the PowerPoint file of slides by selecting "notes page" when printing.

CP Intro FlipChart Feb2019.PDF



A PDF file of the flip chart for the four conferences of the Centering Prayer Introductory Workshop. The essential talking points for each flip chart page are available in the file titled "CP Intro Notes".

CP Intro Alt FlipChart Feb2019.PDF



A PDF file of the flip chart for the Alternate Formats for conferences one and four of the Centering Prayer Introductory Workshop. The essential talking points for each flip chart page are available in the file titled "CP Intro Alt Notes".

How to access the files:

1. Go to the Contemplative Outreach website, <http://www.contemplativeoutreach.org>
2. Log in
3. Click on Menu and select "resources"
4. In the drop-down list of resources click on "Volunteer Resources"

About PowerPoints, Flip Charts and Related Files for the Centering Prayer Introductory Workshop Presentations

5. Scroll through the “Types” until you come to “Centering Prayer Introductory Program” (it is the 4th type or group: you have to pass through General, Chapter Resources, and Centering Prayer Presenter Formation)
6. Scroll down and click on the file you want and that should bring you to a webpage where you can download the file

You have choices and flexibility when offering the workshop:

- use the revised slides and flipcharts
- present the workshop conferences without slides and flipcharts; Gail Fitzpatrick-Hopler models this in the *Centering Prayer: A Training Course for Opening to the Presence of God* DVD set.
- continue to use your current slides and flipcharts.
- add your own creative touches to the new slides and flipcharts

Remember what Fr. Thomas Keating says in *The Integrity of the Teaching of the Centering Prayer Method*, December 7, 2016: “. . . spiritual transmission takes place during presentations . . . The depth of one’s personal commitment to God, is the basis of this transmission. It is not so much the letter of the teaching, as the being of the one who teaches that is most important.”