



CATHERINE OF SIENA  
INSTITUTE  
EQUIPPING PARISHES TO FORM LAY APOSTLES

CALLED & GIFTED™  
GUIDE  
FOR THE  
LEARNING PLATFORM:  
  
LEARNING.SIENA.ORG

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# TEAM NOTES

## **Introduction**

This resource is provided as a guide for Called & Gifted Teams who utilize the video online platform. Please note: This September 2021 edition replaces all previous editions.

Thank you to all who have offered feedback! Please keep it coming!

Please pass your comments, suggestions, notes about typos, etc. to me, Katherine Coolidge: [katherine@siena.org](mailto:katherine@siena.org), so that we can incorporate them into future updates.

Thank you so much for working with us to provide a useful, quality resource for all beginning discerners!

***Katherine***

# BEFORE YOU LEAD YOUR FIRST GROUP

**Access the platform and reset your temporary password.**

- ✦ Sign in with your credentials. NOTE: you should have received an email from CSI\_Learning@siena.org providing you with your temporary password.
- ✦ A few tips to logging in:
  - a. Go to learning.siena.org
  - b. Click on “Log In” in the maroon menu bar.
  - c. Enter your username or email address (NOTE: take care to enter your account information exactly as it is in your welcome email.)
  - d. Enter your password exactly as it is in your welcome email.  
TIP: it is best to ‘copy and paste’ the password in order to insure accuracy, removing any stray spaces before or after the password.

**If your login fails:** Below the gold “Log In” button, you will find:

**“Forgot Password? Click Here.”**

This link will take you to a new page, where you can enter your email address and a password reset link will be sent to you.

- ✦ **Familiarize yourself with the platform.**
  - a. Click on “My Courses”
  - b. As a group leader, you will see the following two courses in your course listing:
    - Called and Gifted Workshop [Group Study]
    - Called and Gifted Workshop [Group Leader]
  - c. **What is the difference between these two courses?**  
The course content and outline are identical in each with one exception: The Catholic Spiritual Gifts Inventory.

*The inventory in the [Group Study] version is operational and allows you to take it once. After you complete the inventory, it is no longer visible. (NOTE: you can always view your scores and have them sent to your email address).*

*The inventory in the [Group Leader] version will not generate scores but remains visible for demonstration purposes.*

## GROUP LEADER SUPPORT RESOURCES

- 🔗 On the landing page for Called and Gifted Workshop [Group Leader], you will find several gold buttons that provide resources for you and your parish.

Courses

### Called and Gifted Workshop [Group Leader]

🕒 March 4, 2019 👤 Catherine of Siena

2% COMPLETE Last activity on May 13, 2019 11:24 am IN PROGRESS

The World Awaits Your Yes! | Leader Resources | To Inventory | Group Management | Group Leader Guides

(Leader Resource password is Team2018)

- 🔗 **The World Awaits Your Yes!** is a 90 second video that you can use to promote Called and Gifted. You can play it directly from the platform or embed the link in your webpage or social media account.
- 🔗 **Leader Resources** will take you to the resource page for Group Leaders and Interviewers. Note the password below the gold buttons. You will need it to gain access. We do change the password regularly: remember to consult this page for the current password. *Note—this link takes you off the learning platform to our main website: [siena.org](http://siena.org). You will need to return to [learning.siena.org](http://learning.siena.org) to continue on the platform.*
- 🔗 **To Inventory** will take you directly to the demonstration version of the inventory. It is a handy button for those times you need to walk a group or an individual through taking the inventory.
- 🔗 **Group Management** will take you directly to your group's page where you can add members, pull a report or send your group an email.
- 🔗 **Group Leader Guides** are video tutorials addressing a number of frequently asked questions. As questions arise, we add additional tutorials. Topics currently covered include:
  1. How to log onto the platform, and reset your password;
  2. How to navigate to Group Management;
  3. How to access your dashboard;
  4. How to email your group.

# SETTING UP YOUR GROUP

If you have not already done so, contact the Catherine of Siena Institute to set up your group:

To email Beverly: [beverly@siena.org](mailto:beverly@siena.org)

To email Istvan: [istvan@siena.org](mailto:istvan@siena.org)

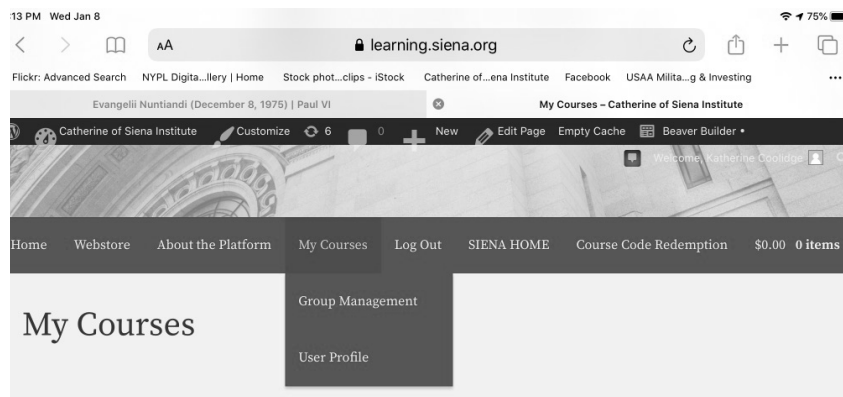
To talk to one of them on the phone: 719-219-0056

🔧 You will need to provide:

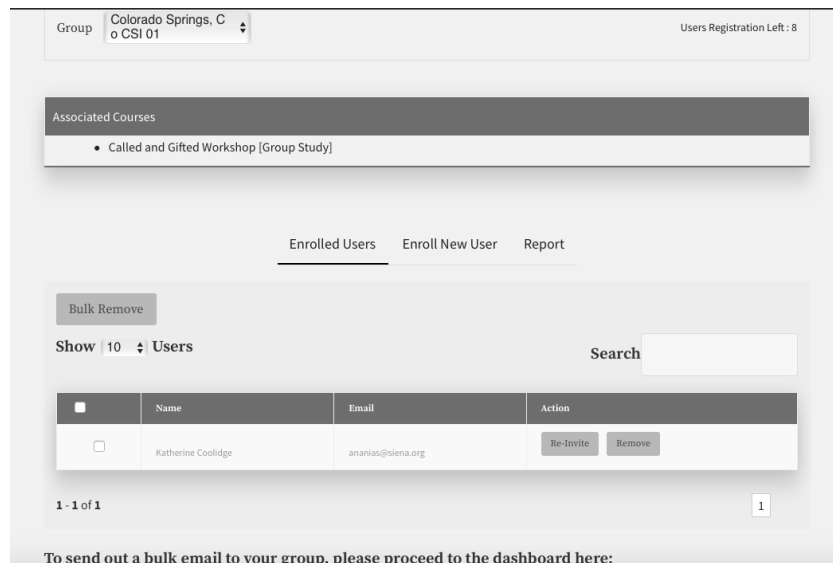
1. How many you would like to register for this group;
2. Team members who should be added as group leaders to this group;
3. and method of payment (the current fee is \$39/person plus shipping for materials).

🔧 Once your group is active:

1. Go to “My Courses” on the maroon menu bar and click on “Group Management on the dropdown menu as you see here:



🔧 On this page, you can add new members and send an email to your group.



🔧 You may add members individually, upload several at once using a .csv file.  
*To upload your group members on a .csv file, see the sample on the “Enroll New User” page for format.*

## HELPING YOUR GROUP ACCESS THE PLATFORM

- ✦ When you add a member to your group, they will receive an email from the learning platform (NoReply@siena.org) with their login credentials.

*If they did not receive an email, ask them to check their spam folder. If they still cannot find it, have them go to: learning.siena.org.*

Click on “Log In”

Click on “Forgot Password? Click here.”

Enter the email address provided for the platform.

They will then receive an email allowing them to reset their password.

**NOTE:** *If they forget their password, they can follow this same procedure to reset their password.*

- ✦ If they continue to have difficulties, please check:
  1. Is the spelling of the email address correct?
  2. Do they need to add [NoReply@siena.org](mailto:NoReply@siena.org) as “not junk” or a “safe sender” to their email account?

### PLEASE NOTE:

Every member must have a unique email account to access the platform!

This includes accessing the Catholic Spiritual Gifts Inventory!

The inventory is **only available online.**

- ✦ If they don't have an email account:
  - Is there someone who will allow them to use theirs temporarily: a family member, a friend?
  - Email accounts are free and easily acquired from Hotmail or google (gmail).
  - Do they need some assistance from another group member, a parishioner with some tech skills, or family member who can assist them?

## OTHER QUESTIONS, CONCERNS, TECHNICAL HICCUPS?

For technical support, email: [support@siena.org](mailto:support@siena.org)

For all other help, email: [info@siena.org](mailto:info@siena.org), or call 719-219-0056

## SMALL GROUP LEADER NOTES FOR PART ONE: INTRODUCTORY WORKSHOP

Here is the recommended schedule for Part One: Introductory workshop, as is presented in the materials for a five-session weekly series.

**Note:**

- The discussion questions are included in the workshop notes at the appropriate place.
- The inventory is to be taken online between Sessions One and Two.

**Session One (pp. 1-9):**

Opening Prayer	5 minutes
Segment 1: Introduction	7 minutes
Segment 2: Charisms & YOU	9 minutes
Discussion (questions are in the sidebar p. 5)	15 minutes
Segment 3: Holy Spirit	6 minutes
<b>Break</b>	
	15 minutes
Segment 4: Intro to Charisms, Role, Gift Mix	
	22 minutes
Segment 5: How to Take the Inventory (sidebar pg.9)	5 minutes
Discussion, Answer any questions about using the platform	15 minutes
Closing Prayer	10 minutes

**Total:** **1:49 hours**

*Note: The Catholic Spiritual Gifts Inventory is taken between Sessions 1 and 2.*

*When they sign on to take the inventory, they will re-view Segment 5 at that time.*

*Please view it, however, with them, so that you may reinforce the key points, answer any questions that they may have prior to taking the Inventory.*

**Session Two (pp. 10-17):**

Opening Prayer	5 minutes
Session 2 Introductory video: Review Inventory Process	3 minutes
Segment 1: Charisms vs Natural Talents	7 minutes
Segment 2: Experience of Using a Charism	8 minutes
Discussion (questions are in the sidebar p. 11)	15 minutes
<b>Break</b>	
	15 minutes
Segment 3: How many charisms/Charism Groups	
	5 minutes
Segment 4: Pastoral Charisms Pt 1	10 minutes
Segment 5: Pastoral Charisms Pt 2	15 minutes
Discussion (questions are in the sidebar p. 17)	15 minutes
Closing Prayer	10 minutes

**Total:** **1:48 hours**



**Session Three (pp. 18-27):**

Opening Prayer	5 minutes
Segment 1: Communications Charisms	17 minutes
Segment 2: Five Steps of Discernment	14 minutes
Discussion (questions are in the sidebar p. 22)	15 minutes

**Break** 15 minutes

Segment 3: Organizational Charisms	15 minutes
Discussion (questions are in the sidebar p. 26)	15 minutes
Closing Prayer	10 minutes

**Total:** 1:46 hours

**Session Four (pp. 28-35):**

Opening Prayer	5 minutes
Segment 1: Lifestyle Charisms	18 minutes
Discussion (questions are in the sidebar p. 31)	10 minutes

**Break** 15 minutes

Segment 2: Personality & Discernment	7 minutes
Segment 3: Healing Charisms	15 minutes
Discussion (questions are in the sidebar p. 34)	15 minutes
Conclusion	15 minutes

- Reminders: gifts interview signups, Discernment in Depth
- Closing prayer

**Total:** 1:40 hours

**Session Five (p. 36-42):**

Opening Prayer	5 minutes
Segment 1: Charisms of Understanding	14 minutes
Segment 2: Creative Charisms	17 minutes
Discussion (questions are in the sidebar p. 40)	10 minutes

**Break** 15 minutes

Segment 3: Where to Next?	25 minutes
Discussion (questions are in the sidebar p. 41)	15 minutes
Conclusion	15 minutes

Housekeeping: gifts interview signups, when Discernment in Depth will begin

Closing prayer

**Total:** 2 hours

Notes:

*After Sessions 4 and 5—As you help them sign up for their gifts interview, direct them to **Part Two: Prepare for Your Gifts Interview** (pp.45-52): Encourage them to complete the exercise prior to coming for their gifts interview.*

## Schedule for Called & Gifted Introductory Workshop Hybrid Version

Here is the recommended schedule for Part One: Introductory workshop, as is it presented in the materials for a four session hybrid series. This is especially useful if you are having to conduct your sessions virtually.

**Note:**

- The discussion questions are included in the workshop notes at the appropriate place.
- Breaks are recommended. Move, extend, omit as works for your group and your environment.
- The inventory is to be taken online between Sessions One and Two.
- View the video segments included together, either by sharing your screen over a virtual call or in-person. If you are working with an Institute certified Called & Gifted Teacher, they can also teach these segments themselves.
- Participants are expected to view the rest of the videos on their own. Those are noted at the end of each session.
- It is expected these sessions will run closer to 90 minutes, to allow for Q&A at the beginning of Sessions 2-4.

**Session One (pp. 1-9):**

Opening Prayer	5 minutes
Segment 2: Charisms & YOU	9 minutes
Segment 3: Holy Spirit	6 minutes
Segment 4: Intro to Charisms, Role, Gift Mix	12 minutes
Split this segment into two parts; complete the rest after the break.	
<b>Break</b>	10 minutes
Segment 4: Intro to Charisms, Role, Gift Mix, cont'd	10 minutes
Segment 5: How to Take the Inventory (sidebar pg.9)	5 minutes
Discussion, Answer any questions about using the platform (you can use the discussion questions in the sidebar on page 5)	15 minutes
Closing Prayer	5 minutes

**Note: Session Two: Segments 1 & 2 videos are to be viewed by the learner on their own before your next session together.**

**Total: 1:18 hours**

*Note: The Catholic Spiritual Gifts Inventory is taken between Sessions 1 and 2.*

*When they sign on to take the inventory, they will re-view Segment 5 at that time.*

*Please view it, however, with them, so that you may reinforce the key points, answer any questions that they may have prior to taking the Inventory.*

**Session Two (pp. 7-17):**

Opening Prayer	5 minutes
Session 2 Introductory video: Review Inventory Process (The video is only 3 minutes but you may have questions)	7 minutes
Segment 3: How many charisms/Charism Groups	5 minutes
Segment 4: Pastoral Charisms Pt 1	10 minutes

**Break** 10 minutes

Segment 5: Pastoral Charisms Pt 2	15 minutes
Discussion (questions are in the sidebar p. 17)	15 minutes
Closing Prayer	5 minutes

*Note: Session Three Segment 3 and Session 4 Segments 1&2 videos are to be viewed by the learner on their own before your next session together.*

**Total: 1:22 hours**

**Session Three (pp. 18-33):**

Opening Prayer	5 minutes
Q & A since last time	varies
Segment 1: Communications Charisms	17 minutes
Segment 2: Five Steps of Discernment	14 minutes

**Break** 10 minutes

Session 4 Segment 3: Charisms of Healing	15 minutes
Discussion (questions are in the sidebar p. 22)	15 minutes
Closing Prayer	5 minutes

*Note: Session Five Segment 2 video is are to be viewed by the learner on their own before your next session together.*

**Total: 1:21 hours**

**Session Four (pp. 36-42):**

Opening Prayer	5 minutes
Q&A since last time/Gifts Interviews	varies
Session 5 Segment 1: Charisms of Understanding	14 minutes

**Break** 10 minutes

Session 5 Segment 3: Where to Next?	25 minutes
How to prepare for your gifts interview (pp. 46-51)	10 minutes
Final Q&A/Discussion (questions are in the sidebar p. 40)	10 minutes

Closing prayer 5 minutes

**Total: 1:14 hours**

## SMALL GROUP LEADER NOTES FOR PART THREE: DISCERNMENT IN DEPTH

Here is the recommended schedule for Part Three: Discernment in Depth, as is it presented in the materials for a four-session bi-weekly series.

*Note:*

- Connect with your group members at least one week in advance, if at all possible. Find out what charism with which they will experiment. Remind them that charisms cannot be discerned in the abstract: they must go out and experiment! Encourage them to complete “Before Your First Session” before you meet the first time (pp. 54-61).
- Remind them, at the end of Sessions 1-3 to complete the exercises for between sessions.
  - If you wish to send a meeting reminder before Sessions 2-4, perhaps a week in advance of the meeting, this is an excellent time to encourage them to:
    - continue with their experiment;
    - remind them of the interim exercises;
    - and pray for one another!
- Experiment Log: This is now incorporated into the Complete Resource. Encourage them to enter the results of their experiment every few days, and reflect upon the results prior to Sessions 2, 3 and 4.
- Session times are purely an estimate. Realize that the amount of sharing and number of people sharing can cause your times to vary widely. If your group is large, or talkative, you may go closer to two hours. By all means, call a break midway if you are running long!

### Session One: Ready, Set, Experiment

Ground Rules (p. 62) 10 minutes

*please review these in details with the group, paying particular attention to:*

1. *Confidentiality: what is shared in the group remains with the entire group. It is **not** appropriate for two members, for example, to discuss what someone shared amongst themselves at another time.*
2. *Never tell **anyone** they do, or do not, have a charism!*

Opening Prayer 10 minutes

Introductions 15 minutes

Sharing our experiments 45 minutes

Pray for One Another/Closing Prayer 20 minutes

**Total:** 1:30-2:00 hours

*Remind them of the exercises between Sessions 1 and 2 (pp. 66-81)*

## Session Two: Deepening Your Discernment (pp. 83-85)

Recap Ground Rules	5 minutes
Opening Prayer	15 minutes
Sharing Your Results	40-60 minutes
Sharing: final thoughts, plans until the next time	10 minutes
<i>This is an opportunity for people to share what they will focus on during these next two weeks.</i>	
<i>This is also a good time for you to draw their attention to the optional exercise, "The Art of Releasing Control." (pp. 104-111) Let them know that there will <b>not</b> be any sharing on this exercise but there will be an opportunity for silent prayer to talk with Jesus.</i>	
Pray for One Another/ Closing Prayer	15 minutes
<i>Encourage them to complete the exercises on pp. 86-103, particularly their Experiment Log prior to Session 3.</i>	
<b>Total:</b>	<b>1:30-2:00 hours</b>

*Note: this session can be repeated multiple times if the group chooses to extend their discernment time.*

## Session Three: Getting Out of the Way (pp. 112-115)

Recap Ground Rules	5 minutes
Opening Prayer	15 minutes
Sharing Your Results	40-60 minutes
Prayer time with Jesus	30 minutes
<i>For those who completed "The Art of Releasing Control", they may pray "A Prayer to Claim God's Providence" (p. 109) at this time. This is an excellent opportunity to allow for 30 minutes of silent prayer before the Blessed Sacrament. You may wish to consider music during this time of silent prayer, as well as offering to pray with anyone who desires to be prayed with.</i>	
Pray for One Another/ Closing Prayer	15 minutes
<i>Remind your group members to complete the exercises on pp. 116-126, particularly their Experiment Log, before Session 4.</i>	
<b>Total:</b>	<b>1:45-2:00 hours</b>

## Session Four: Taking Stock and Moving Forward

Recap Ground Rules (p. 126)	5 minutes
Opening Prayer	15 minutes
Discerning Together: Taking Stock and Moving Forward	40-60 minutes
Pray for One Another/ Closing Prayer	15 minutes
<i>If this will be your final time together, you may wish to provide a longer fellowship time, and allow people to share their testimonies of how their relationship with Jesus has grown over this time, what insights they have gained from this time of charism discernment, etc.</i>	
<b>Total:</b>	<b>1:20-2:00 hours</b>