

# Introducing the EPMS site

*Run a session so that pastors, elders, deacons and leaders can, in one hour, use the site by themselves — and pass it on in turn.*

## Your role as trainer, in one sentence.

You don't have to explain every function. Your only goal: give three reflexes (search, find your role, let yourself be guided) and one habit (start from the situation). And you teach it by doing, on the real site, not by talking.

## 0 · How adults learn

- **We retain what we do, not what we hear.** An adult forgets the demo; they keep what they clicked themselves.
- **We learn from a real need, not a plan.** Start from their situations, not the menu.
- **We don't learn if we fear looking foolish.** Many fear technology: first create a climate where mistakes are allowed.

## The five mistakes to avoid

- Talking too long before letting them touch the site.
- Going through functions one by one (no one remembers).
- Going too fast for the less confident: you lose them.
- Answering everything yourself instead of sending them back to search.
- Forgetting follow-up: without it, the tool is soon abandoned.

## 1 · Before the session

- **Equipment:** internet, projector or large screen, and a device for each person.
- **To hand out:** the printed user guide and the one-page memo.
- **Access:** check everyone has the access code before starting (failure no. 1).
- **Climate:** "here, it's fine not to know; we learn by searching." Pair the less confident.

## Objectives — by the end, each one can...

- enter by the three doors (search, Explore menu, Priscilla);
- find their crossroads page by role;
- open the right page facing a concrete situation.

## PLAN B — if the tech fails

Don't cancel the session: the core ("situation → right page") can be taught even without a screen.

- **No connection:** print screenshots of the three doors and 2–3 key pages in advance; run the **situation game on paper** (§11 cards); each leaves with the user guide + memo to practise at home once online.
- **No projector:** gather people in small groups around one phone or computer; or hand out the printed screenshots.
- **Not everyone has a device:** in pairs — one holds the device, the other searches. One door only: search. The paper memo becomes the main support.
- **Access codes fail during the session:** don't block the group — switch to paper and screenshots, fix access afterwards, send each person back to the site that evening with their code.

Minimum goal without a screen: that they keep the reflex "situation → search" and leave with the paper.

## 2 · Three formats for your time

|                   |                                                                      |
|-------------------|----------------------------------------------------------------------|
| Express — 30 min  | A rushed board: the 3 doors + the situation game. Nothing else.      |
| Standard — 60 min | A normal introduction: the full run below.                           |
| In-depth — 90 min | Future trainers: everything, plus "reading a page" in detail and §9. |

### The standard run (60 min)

|                         |                                                                 |
|-------------------------|-----------------------------------------------------------------|
| 5 min · Why             | The three verbs. Show the home page.                            |
| 10 min · Demo           | The three doors, on the big screen.                             |
| 10 min · Exercise A     | Find your space: each goes to their role.                       |
| 15 min · Exercise B     | The situation game: the heart of the session.                   |
| 10 min · Reading a page | Find the essentials and a rule's status.                        |
| 5 min · Memo & pledge   | Hand out the memo; each names a situation where they'll use it. |
| 5 min · Follow-up       | Set the week's challenge (§8).                                  |

## 3 · The exercises, step by step (exact wording)

**Exercise A · Find your space.** "Open the home page. Spot 'Where are you?'. Choose your role, then 'Find your space'. Open your crossroads page. Two minutes." During: circulate, help pairs, don't take over their screen. Debrief: "What did you find? What could help you this very week?"

**Exercise B · The situation game (the most important).** "In teams of two or three. I read a situation. The first team to find where to go raises their hand and shows us. We explain why." Start with two easy cards, then two medium. After each: "How did you find it: search, menu, role?" **Hidden goal:** anchor "situation → search → right page".

**Exercise · Reading a page.** "Let's open the same page. Find the mission, then the essentials. Expand 'detailed rules' and read a rule's Status line: required, advised, or updated 2025?" Debrief: "If you were in a hurry, where would you have stopped?"

## 4 · Managing the group

|                      |                                                                             |
|----------------------|-----------------------------------------------------------------------------|
| The "I already know" | Give them a role: let them help a pair.                                     |
| The silent one       | Don't quiz them; pass by, check they found it, encourage quietly.           |
| The discouraged      | Pair them; make them succeed at one search. One success changes everything. |
| The monopoliser      | "Thank you, let's leave room for the others."                               |
| Time overruns        | Sacrifice "reading a page" before the situation game.                       |

## 5 · Checking they understood

Final mini-challenge: three situations on the fly; each, alone, shows where they'd go.

|             |                                                    |
|-------------|----------------------------------------------------|
| Acquired    | Finds alone, without hesitation. Goal reached.     |
| In progress | Finds with search but fumbles. Redo a card or two. |
| Fragile     | Stuck. Resume in pairs, one door: search.          |

## 6 • Common difficulties

|                                        |                                                                             |
|----------------------------------------|-----------------------------------------------------------------------------|
| "I can't find it."                     | "Type your situation in the search." The universal fallback door.           |
| "Too much information."                | "Read only the essentials; the rest expands if needed."                     |
| "I'm not at ease with tech."           | Show on the big screen, then work in twos: one reads, one clicks.           |
| "No access code."                      | Prepare it beforehand and hand it out before the session.                   |
| "Does it replace the pastor / manual?" | No, it's an aid. In doubt, the manuals prevail; facing suffering, refer on. |

## 7 • Adapting to your audience

|                      |                                                          |
|----------------------|----------------------------------------------------------|
| A board              | On the projector; one Exercise B, each on their phone.   |
| An elder, one-to-one | Slower, more personal; start from their real situations. |
| Young people         | More autonomous; run the game as a contest.              |
| Low connectivity     | Pairs; paper memo and one door: search. (See Plan B.)    |

## 8 • After the session: follow-up

- **The week's challenge.** Each pledges to use the site once, on a real situation.
- **The seven-day nudge.** "Were you able to use it? What did you find?" Whoever tried once will continue.
- **The posted memo** where they prepare their ministry.

## 9 • Training other trainers

|                         |                                                             |
|-------------------------|-------------------------------------------------------------|
| 1. They observe         | They attend a session as a learner.                         |
| 2. They co-lead         | They run one exercise while you hold the rest.              |
| 3. They lead, you watch | They run the whole session; you debrief after.              |
| 4. They train in turn   | They take a newcomer under their wing. The chain continues. |

*"What you have heard from me, entrust to faithful people who will be able to teach others also." (2 Timothy 2:2)*

## 10 • A spiritual opening (optional)

Jethro, seeing Moses wear himself out carrying everything alone, taught him to share the load (Exodus 18). Training others to use the site is just that: not carrying it all alone, but making each one able. Let us pray for those we are about to train.

## 11 • The situation cards (to cut out)

Start with the easy ones, then the medium. Read the situation; they find the destination.

**EASY**

A member has just lost their spouse.

→ **Funerals module**

**EASY**

Tomorrow I visit someone in hospital.

→ **Visiting module**

**EASY**

Someone confides in me, I don't know what to say.

→ **Listening module**

**EASY**

A vote must be organised in assembly.

→ **The leader's compass**

**EASY**

We want to reach the neighbourhood.

→ **Be the mission**

**EASY**

Someone asks me a question about the Sabbath.

→ **The pillars · glossary**

**MEDIUM**

A young person gets fake news online and doubts.

→ **Discern & defend**

**MEDIUM**

I feel worn out, at the end in service.

→ **Walking through the wound**

**MEDIUM**

I want to start a support group at church.

→ **Healing together**

**MEDIUM**

Assess whether my church is healthy.

→ **The diagnostics & meters**

**MEDIUM**

A new believer wants to be accompanied.

→ **/disciple · discipleship**

**MEDIUM**

Prepare a deacon's consecration.

→ **The leader's compass (/outil)**

## Trainer checklist

- ☐ Connection & screen tested
- ☐ Access codes handed out
- ☐ User guide printed
- ☐ Memos ready
- ☐ Situation cards cut out
- ☐ A page chosen for the demo
- ☐ Format chosen
- ☐ Plan B ready (printed screenshots)
- ☐ Seven-day nudge planned

Trainer guide (enriched edition) · Use with the "EPMS user guide" and its memo · Unofficial aid, current with the 2025 Church Manual.