



North American Missional Collaboration 2021/2022

Mission Collaboration Conversations – Instructions for Team Leaders

Thank you for your participation in the North American Missional Collaboration study process. One crucial step of the study process is a series of facilitated conversations between mission practitioners in which they discuss a set of common questions. The following instructions are meant to guide you in leading the discussions. We also invite you to think creatively about the unique contributions of your conversation partners and how you might capture those contributions.

Instructions:

1. Identify a group of mission practitioners with whom you would like to discuss mission collaboration. The parameters of the group can be defined based on a shared type of ministry (e.g. urban mission, church planting, etc.), geography, or other criteria that you determine.
2. Contact the Center for Global Christianity at the Boston University School of Theology at cgcm@bu.edu and inform the steering committee you will be holding a discussion group. They will give you information on how to submit results of your discussion.
3. Contact the practitioners and invite them to participate in the conversation. Ideally, each conversation will include between 4 and 10 practitioners. However, even if you only have two or three people, your conversation is valuable. Do not hesitate to gather a smaller group if that makes sense to you.
4. Make sure to provide practitioners with links to the online documents:
 - Description of the IMC Study Process
 - Study Process FAQs
 - Questions for Mission Collaboration Conversations
 - Optional survey for individual feedback
5. Schedule your conversation. We recommend **one meeting** that is **two hours in length**, though your group is welcome to meet more if the participants find the conversation helpful. Conversations can be scheduled over Zoom. In person meetings are also an option if that makes sense for your conversation partners. The advantage of a Zoom meeting is that the conversation can be recorded with a transcript for future reference.

6. One week prior to the meeting, send a reminder email to the practitioners with the Zoom link, and the date and time of the meeting. Provide the link to the survey and other documents. Although the survey is not required, the participation of your collaborators is most welcome.
7. Once all collaborators have logged into the meeting, make sure to welcome them and thank them for their time. **Ask for permission to record the conversation.** Recordings and transcripts will only be used internally to write up the report. They will not be shared publicly. Participant names and other identifying information will be kept confidential.
8. Move through the series of provided questions. Feel free to ask follow-up questions if they seem appropriate. We also hope that your participants may have questions for one another. Please invite them into such dialogue, which is allowed and encouraged.
9. Make sure to end the meeting on time and thank practitioners for their collaboration.
10. Following the meeting, please provide a transcript of your Zoom conversation if available, or a summary of the conversation depending on arrangements you made with the Center for Global Christianity and Mission (cgcm@bu.edu). **Please submit your information to the Center as soon as possible, no later than two weeks following your meeting.**
11. Please follow up with participants to thank them for their participation and provide them with information about how they access the data being collected by the study process.

If you have any questions about these instructions or the study process in general, please contact the Center for Global Christianity and Mission at cgcm@bu.edu . Thank you for your important contribution to this process. We appreciate your work and your commitment to God's mission in North America.