

**Strengthening Christian NGO Leaders in Cebu and Talisay  
by Providing and Training Them Self-Care**

By

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CEBU GRADUATE SCHOOL OF THEOLOGY

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Master of Theology Major in Christian Leadership

Mandaue City, Cebu, Philippines

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## Capstone Project Report

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**Student ID#:**

**Expected Graduation Date:** May 26, 2023

**Working Title of Project:** Strengthening Christian NGO Leaders in Cebu and Talisay by Providing and Training Them Self-Care.

**Faculty you have consulted for this project:** Dr. Lowell Tallo, Dr. Maria Rosario Alfafara, Dr. Susan Cuambot.

**List the courses you've taken at CGST that you will be integrating into this capstone project:** Transformational Leadership, World Missions, Principles of Leadership and Management, Organizational Behavior and Development, Christian Counseling and Emotionally Healthy Leaders.

### Capstone Description:

Leaders have a vital role in an organization, specifically in non-government organizations (NGOs). Most of the NGOs in the city are faith-based organizations led by Christian leaders. Faith-based organizations provide humanitarian services and welfare services designed to reduce suffering and improve living conditions. These organizations exist to serve and minister to the people in the community. Each organization focuses on different missions but with one goal, which is to help different beneficiaries improve social functioning, to improve life, and to lead them to Christ.

The different non-government organizations in the city are a big help for people who live in marginalized communities and for people who have difficulties with their social functioning. Given the different social issues and problems in our society, our government is not able to provide certain services and meet all the needs of populations that are struggling because of their sizes. Moreover, there is a lack of quality in the facilities put up. These factors make the existence of NGOs critical as they serve as a big support for the government in attaining its goals for the development of these marginalized communities.

In order for NGOs to help realize that development, people who serve in non-government organizations, including their leaders, must be equipped enough to handle the issues and concerns of their beneficiaries. Unfortunately, it is not rare to see people who have lost their passion and love to serve because of burnout, stress, and financial instability, among other reasons. There are also others who have lost sight of the mission of their organization and paid lesser attention to the ministry aspect of their work over the years.

Additionally, there are a lot of organizations in the city whose leaders lack the mentorship and self-care they need due to their hectic schedules and responsibilities. This project aims to equip and mentor different leaders in non-government organizations about self-care and provide a gentle reminder about the need to balance ministry and work in order for us to be equipped, functional, and effective in leading and in giving care to beneficiaries.

### **Approach and/or Methods:**

The primary approach that this Capstone Project utilized is a qualitative method that includes focus group discussions (FGDs), individual and group interviews, and case studies from written documents. This method aimed to gauge leaders' attitudes and perceptions, knowledge and experiences, and practices in relation to self-care, as shared during the course of interactions and open-discussion rounds. Furthermore, taking into account, this method also employed virtual group discussions and provided the participants with an avenue to express their feelings and their everyday experiences in the organization they belong to.

The secondary approach for this project was in support of the primary method and included different techniques like group interviews, preparation of focus group discussion questionnaires, and selecting resources or references that could help formulate FGD questions. The use of audio-visual recording devices was part, as well, of the techniques. Moreover, as group mentoring was involved, the researcher prepared consent forms and other privacy data forms necessary to ensure the confidentiality of data being provided by the participants.

## Timeline

<b>Stage</b>	<b>Description</b>	<b>Timeframe</b>
Planning Stage	This stage involved all the preparatory efforts for the project, including creating the project proposal, drafting the questionnaires and forms to be used during the focused group discussions, making the group meeting presentations, etc. It also involved the identification of the five non-government organizations targeted to take part in the project.	1 week
Implementation	In this stage, the focus will be the actual implementation of all the planning and preparation for the project through FGD and group meetings in person or online and other technique methods mentioned in the beginning.	9 weeks

<p>Evaluation, Completion and Reporting</p>	<p>The evaluation of the project takes place in this stage. The evaluation will focus on the effectiveness of the materials being used, questionnaires, the facilitator, the participants and the project as a whole.</p> <p>Compilation of all documents for project presentation and approval will be on this stage.</p>	<p>1 week</p>
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**1. Introduction**

The capstone project focused on strengthening Christian NGO leaders in the cities of Cebu and Talisay by providing and training them self-care. In order to maintain and nurture their passion of serving and ministering to the lost and broken, they need to be spiritually and emotionally mature.

In the demanding and fast-paced world of non-governmental organizations (NGOs), leaders often find themselves immersed in the pursuit of their organization’s mission, tirelessly working to make a positive impact on society. While this level of dedication is commendable, it’s crucial for NGO leaders to prioritize their own well-being and practice self-care. By taking care of themselves, leaders can ensure their own sustainability and effectiveness in leading their organizations towards success.

Self-care goes beyond just physical well-being; it encompasses a holistic approach that addresses mental, emotional, and spiritual aspects of an individual’s life. It involves intentionally engaging in activities and practices that nurture and rejuvenate oneself, promoting overall balance and resilience. For leaders in NGOs, self-care is not a luxury but a

necessity, as it directly affects their ability to lead, make sound decisions, and inspire their teams.

Throughout the project, the importance of self-care for NGO leaders was explored and practical strategies and techniques to incorporate self-care into their busy lives were provided. The project also delved into various dimensions of self-care, such as managing stress, fostering healthy relationships, maintaining work-life balance and cultivating personal growth. Apart from these, self-care activities were implemented and practiced as a team in the hopes of enhancing their well-being, increasing their effectiveness, and helping them lead their organizations with renewed energy and purpose.

It is important to remember that self-care is not a one-size-fits-all solution. Each leader will have unique needs and preferences, so it's essential to explore and experiment with different strategies to find what works best for oneself. By investing time and effort into self-care, leaders can create a positive ripple effect, not only benefiting themselves but also inspiring and empowering their teams to prioritize their own well-being.

## **2. Background**

Non-governmental organizations (NGOs) are often run by passionate individuals who are committed to making a difference in their communities. However, the demands of running an NGO can be overwhelming, with long hours, high levels of stress, and limited resources. These can lead to burnout, which can negatively impact both the NGO and the individuals running it, especially the leaders. Moreover, because of these factors, there is a high staff turn-over due to employees, including leaders, leaving the organization.

Self-care is a crucial aspect of preventing burnout and maintaining good mental health and wellbeing. It involves taking steps to prioritize one's own physical, emotional and spiritual needs. For NGO leaders, this can include things like taking breaks, setting boundaries, and seeking support from others. Because of the many activities in NGOs, leaders who are tasked to implement these activities find it difficult to take considerable breaks in order to make sure that goals are carried out on time. Moreover, there are others

who have the tendency to bring home with them their work and continue attending to their deliverables even after work hours have ended. There are leaders, as well, in NGOs who prioritize others first before themselves (overfunctioning), skipping or taking late meals just to ensure that clients and beneficiaries are entertained and provided for.

Providing training and resources on self-care can help NGO leaders develop the skills and habits they need to take care of themselves while still doing important work in their communities. This can lead to better outcomes for both the NGO and the people it serves, as well as a more sustainable and fulfilling experience for the leaders themselves.

Strengthening NGO leaders by providing and training them in self-care is a crucial aspect of supporting their well-being and enhancing their effectiveness in their roles. NGO leaders often face high levels of stress, burnout, and compassion fatigue due to the demanding nature of their work. When NGO leaders prioritize self-care, they can prevent burnout, maintain resilience, and sustain their passion for their work. Therefore, prioritizing self-care can help them maintain their physical, mental, emotional and spiritual health, enabling them to better serve their organizations and the communities they work with. Thus, this project is timely and relevant to the needs and concerns of leaders working in the NGO for them to be strengthened and encouraged while doing the work the Lord entrusted them to do.

## **Body**

### **a. Planning Stage**

*Letter Of Invitation.* In the beginning of this project, an invitation letter was sent to the Executive Directors of every NGO expressing the intention for their leaders to participate in this project. The invitation letter was sent through email and accepted and confirmed by the directors who affixed their signature on the letter. The executive directors also confirmed that at least 2-3 representatives will represent each NGO. This project started in March 2023 and ended in May 2023.

**Target Audience.** This project aimed to strengthen NGO leaders by providing and training them self-care. The target audience focused on the different leaders from five (5) different NGOs in Cebu City and Talisay City. The selection of these NGOs were based on the existing partnership and connections the facilitator had with them. The following are the NGOs that the facilitator connected with for this project:

1. My Refuge House Ministry, Inc (MRH)

A non-profit organization that restores survivors of commercial sexual exploitation and abuse specifically to minor girls and teenagers. The organization has been serving this cause since 2008 and is a residential center. The representatives from this organization were the Program Director who served for twelve (12) years and their Therapeutic Aftercare and Advocacy Manager who served for eight (8) years.

2. Talita Life House, Inc.

A non-profit organization that helps restore the lives of teenage boys who are abused and exploited in the streets and in the communities. The organization has existed since 2021. They provide temporary shelter, food and therapy for teenage boys living in the streets and those in the vulnerable communities. There were two representatives in this organization, its Program Coordinator and the Youth Development Manager.

3. Solid Ground International Philippine Branch (SGI)

A non-profit organization that provides transitional housing for girls 18 years old and above who were survivors of human trafficking and abuse of all forms. They provide shelter and rehabilitation to those rescued in an effort to bring about long-term healing and restoration. SGI has been in Cebu City since 2013. Their executive director who is from the US is the one who participated in this project. She is also the one who handles the operation and has served as executive director ever since SGI has opened.



4. Dalangpanan Incorporated

A non-profit organization that provides livelihood and employment for those women who were survivors of human trafficking and abused. These women were reintegrated in the community after staying in a center. This is a new organization started last year 2021. Their executive director participated in the project.

5. Everlasting Hope Cebu Ministry Inc.

A non-profit organization that provides temporary shelter for children with cancer. This is a residential center that assists with the basic needs of children with cancer. They existed first in Talisay City and then transferred to Cebu City. They have been helping children with cancer since 2012. The primary focus of this NGO is to help these children and their families through providing access to medical resources, emotional and spiritual care and a home away from home through temporary shelter for the child and family while receiving medical care in Cebu.

***Confidentiality Agreement***

The target audience of the project are leaders from the different NGOs whose background and other information are confidential. It is necessary for each participant to sign this agreement in order to maintain confidential information during the sharing and discussion of every representative from the NGOs. (See Appendices)

## Program Planning

Project Plan:		
Date	Activities	Type of Meeting
March 13, 2023 7pm-8pm	Introduction of the project Intro of the participants Self-care assessment	Online
March 18 7:00pm-8:00pm	Sharing of Self-Care of the Week Lecture: Building a self-care plan Submission of Self-care assessment & Self-care contract	Online
March 20 7pm-8pm	Sharing of Self-care of the Week Lecture: 7 pillars of self-care	Online
March 25	None Sharing of Self-care of the Week	Online
March 27 -online	None Sharing of Self-care of the Week	Online
March 31, 2023	Follow-up on the self-care contract and assessment survey	Online
April 3-8	SELF-CARE WEEK only due to Holidays	
April 10, 2023	Sharing of self-care and Encouraging one another	Online / FB group chat
April 15, 2023 2pm-5pm	Bowling with the team Sharing of self-care of the week FGD and sharing	In person
April 17, 2023	Follow-up on the Self-Care assessment and Self-care contract	Online / FB group chat

	Sharing of self-care of the week	
April 22, 2023	Assignment: To answer interview questions	Online / FB group chat
April 24, 2023	Follow-up on the interview questions Self-care sharing of the week	Online/FB group chat
May 5, 2023 3pm-5:30pm	Sharing of Self-care of the week Lecture: The Leader's Crucial Task (BEST)	In person
May 8, 2023 4:30pm-7:30pm	Message Dinner and fellowship FGD and final sharing Evaluation Thank you gift!	In person

Figure 1: Project Planning

### Creation of FB Messenger Group Chat

The FB messenger group chat is created in order to communicate directly the announcements and other reminders for the project.

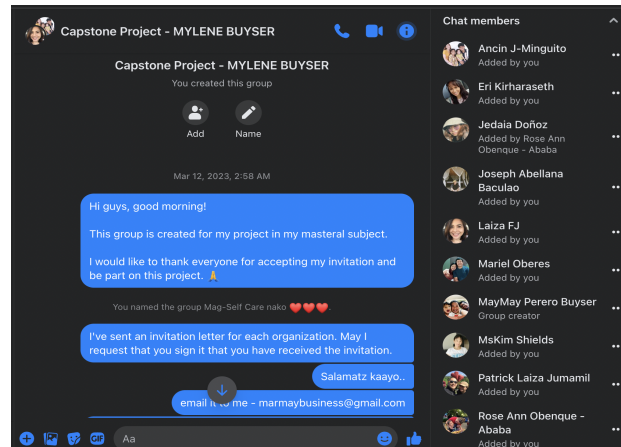


Figure 2: FB Messenger Group Chat

## b. Implementation Stage:

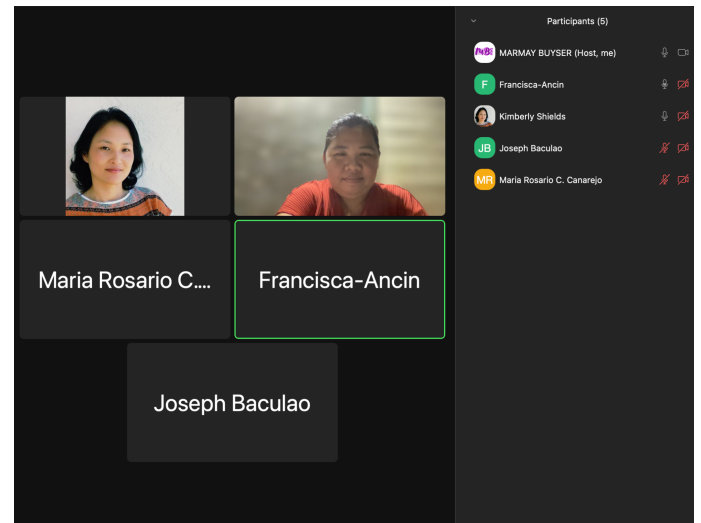
Objectives: To strengthen NGO leaders in Cebu and Talisay by providing and training them self-care.

### Orientation:

On our first meeting online, the following were presented and discussed to the team:

- NGO name and its purpose of existence
- Purpose of the project and how it will be implemented
- Attendance and schedules
- FB Messenger
- Self-Care Assessment Survey

Each leader representing the NGO shared their name and what NGO they represent. As part of the “getting to know you” activity, each participant has to choose a letter of their name and share a word with that same letter that can describe her/him. They also shared the purpose of the existence of their NGO and the beneficiaries they were serving and helping with.



*Figure 3: First meeting online.  
Only 4 leaders participated due to unavailability of others.*

The purpose of the project was shared and discussed to the team even if they received the letter invitation. The facilitator also shared how the attendance is being implemented on this project. They were also notified that an FB Messenger group will be created for announcements and assignments.

As part of the assignment and in order to get a background of the participants' self-care activities, the self-care assessment survey was given to each leader to fill-up and answer. They also signed the self-care plan contract while doing this project.

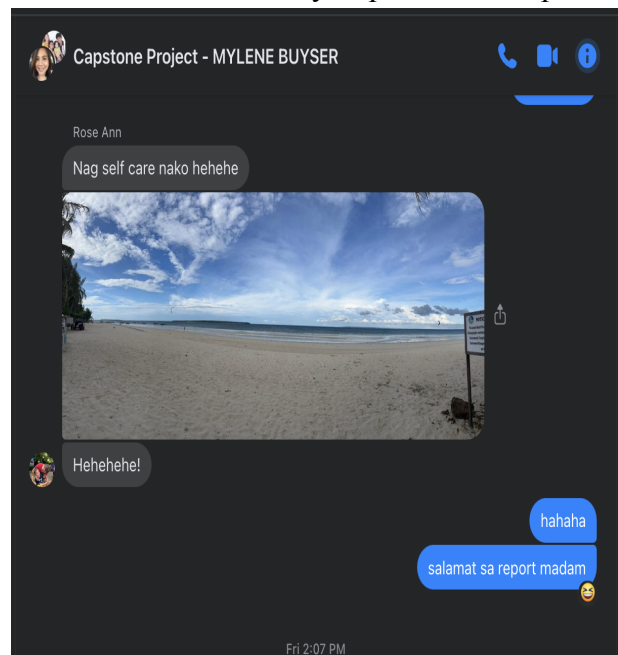
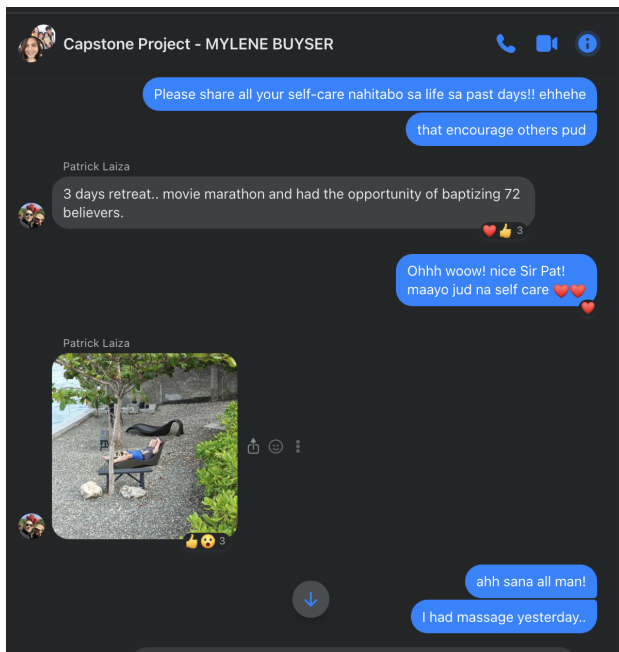
**Program:**

The online meeting took one hour to one hour and a half. The in-person meeting took two (2) hours or more depending on the activity and schedule. The flow of the program includes the following:

- Opening prayer
- Sharing of the Self-care of the week
- Short lecture on self-care and other related topics based on the schedule.
- Giving of assignment / Reminder for the self-care of the week
- Closing prayer

**Self-care of the Week:**

Part of the program is for each leader to share their self-care of the week. If no online meeting was scheduled, the facilitator still asked for the self-care of the week through the FB messenger chat. The purpose of this is to remind each leader that it is okay to pause and stop from work for a little while.



**Figure 4: Sir Patrick (everlasting hope) self-care of the week    Rose Ann (MRH) self care of the week**  
*(Sharing of Self-care of the week through online)*

## Lectures on Self-Care

Some of the topics discussed and shared during the online and in person meeting were the following:

1. What is Self- Care and its Aims?
2. The Self-Care Plan and its Importance
3. The Self-Care Contract
4. The Seven Pillars of Self-Care
5. The Leader's Crucial Task in Nurturing Potential Leader

**What is Self-Care?**

- Self-care is an essential social work survival skill. Self-care refers to activities and practices that we can engage in on a regular basis to reduce stress and maintain and enhance our short-and longer-term health and well-being.
- Self-care is necessary for your effectiveness and success in honoring your professional and personal commitments.
- “Just like you do on a plane, you need to put on your own oxygen mask first before trying to help others.” - Dean Nancy Smyth

**Aims of Self-Care**

Self-Care is not simply about limiting or addressing professional stressors. It is also about **ENHANCING YOUR OVERALL WELL-BEING.**

Emotions  
Mind  
Work  
Relationships  
Body  
Spirit

Figure 5: One of the presentation during the lecture

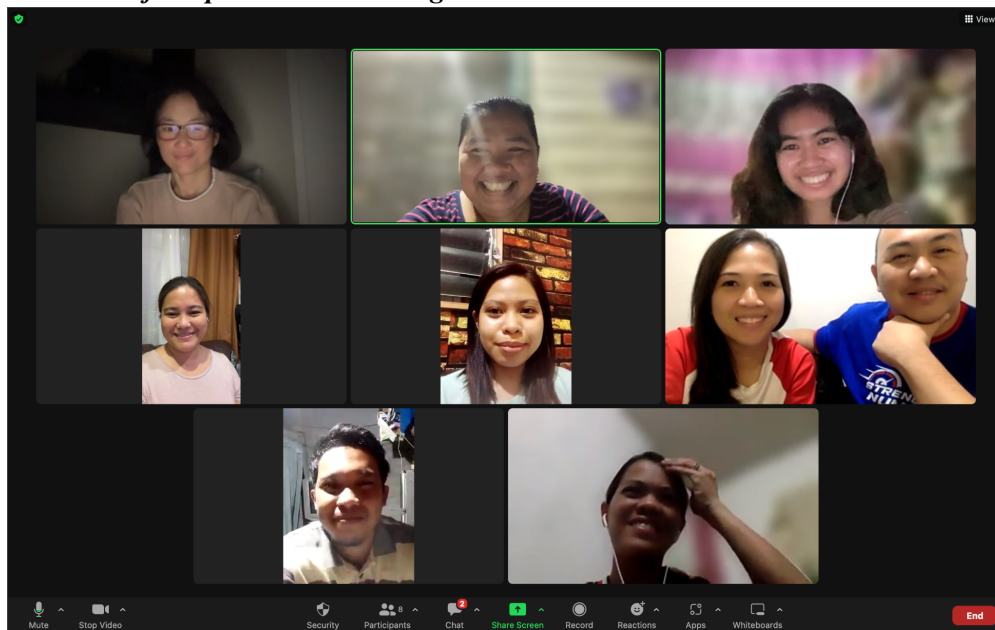


Figure 6: All complete attendance in one of the online sessions we have .

## The Leader's Crucial Task

### · Nurturing Potential Leaders - BEST

- **B = elieve in them.**
- **E= ncourage them**
- **S = hare with them**
- **T= rust them.**

These topics were done online and in person meetings. There are meetings that others are not present due to their unavailability of their schedules. Despite their absence, they were able to share their self-care of the week and what they are doing to maintain their mental well-being and other aspects of self-care.

## The 7 pillars of Self-care

### 1. Mental Self-Care



Figure 8: Presentation during the lecture

Through this project, the leaders were able to take a breather away from their busy schedules. They were able to ponder on the benefits of taking a break from the office and how it helps them to be well-balanced.



Figure 9: Sharing and Discussion on the

*Leader's Crucial Task in Nurturing Potential Leader*

The topic being discussed here is the Leader's Crucial Task in Nurturing Potential Leader. To nurture one's leader, the facilitator shared on the acronym BEST:

- B- believe in them
- E- ncourage them
- S- share with them
- T- rust them

### **Activities on Self-Care:**

#### **1. Focused Group Discussion (FGD)**

The team had the chance to share their answers to the following questions during the in-person focus group discussion:

- What is the name of your NGO and how long have you been working in the NGO and what is your role?
- What keeps you staying in the NGO?

Despite the venue (SM Seaside food court), the participants were able to share what's in their heart. It is also interesting to note that the participants were balanced in terms of the number of years working in the NGO. There were two (2) leaders who worked for 8 years and 12 years respectively. And the rest of the participants were just new to NGO work or have been working for less than three (3) years. During the discussion and sharing, the new ones really listened and appreciated the two leaders who worked for longer years. They were able to convey that there are times they almost gave up working in the NGO but every time it came up, they always remembered their why and how they became part of this cause.



The leader, who has worked for 12 years, shared to the new ones that she also experienced compassion fatigue but the calling of the Spirit always brought her back to the purpose of her existence in the NGO.

The leader, who has worked for eight (8) years, shared to the group the 4Ps that keep her going: purpose, passion, people, place. If these four are present in the NGO or in the workplace, these made her continue working as well.

*Figure 10: Focused Group Discussion/Group Interview*

## 2. Bowling Activity

The team was able to have the bowling activity done after the FGD on the same day. One leader wasn't able to participate in this activity since she is still in the US.



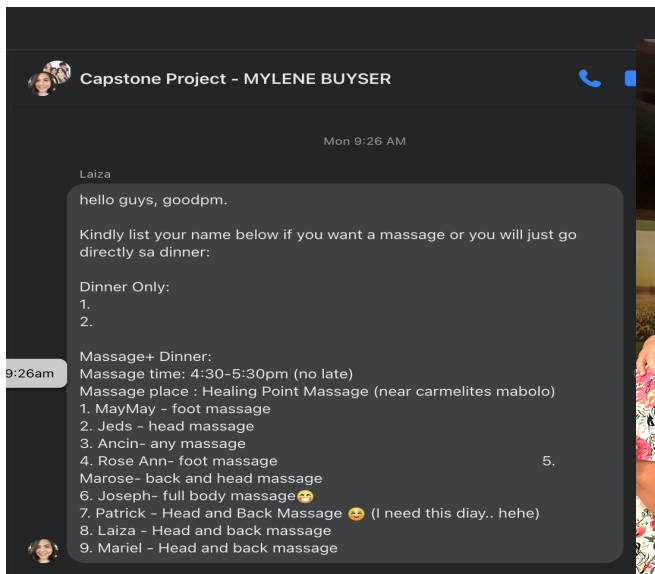
*Figure 11: Bowling Activity*

The leaders had fun during the activity. They shared that it's been a long time since they haven't done such an activity for a long time. Moreover, they had fun during the bowling since the facilitator announced that those who will have a high score will receive a cash incentive.

The leaders were able to get to know more about this in person meeting and the activities.

## 3. Massage

On the last day of our meeting or the project implementation, the participants were able to enjoy their one hour massage. Some shared that it's been a long time they have not done one. They were thankful for the self-care massage. Only one wasn't able to attend and just went directly on the dinner schedule.



*Figure 12: Group communication on massage schedule and photo taking after the massage*



#### 4. Dinner Fellowship/Meeting

After the massage, there was a dinner fellowship, which was attended by all the participants. The purpose of this activity was to thank all the leaders for their participation in the project and for giving time despite their busy schedules. They were all leaders in their respective NGO yet they were interested and willing to be part of this project.

The fellowship started with a prayer and a short sharing of their self-care of the week. The recap from our last in-person meeting was also shared. After the recap, they were grouped into 2-3 with other NGO leaders – not with their own NGO team – to share their answers to the questions handed out by the facilitator that they picked. The group composition is of follows:

- a. MRH & Everlasting Hope
- b. MRH, Everlasting Hope & SGI
- c. Dalangpanan & Talita
- d. Dalangpanan & Everlasting Hope

The following questions were asked:

- How can we develop a strong work-life balance and ensure that we are taking time to rest and recharge outside of work?
- How can you cultivate a positive and supportive work environment that prioritizes self-care for everyone involved in your NGO?
- How can we ensure that we are prioritizing our



*Figure 13: Team sharing among other NGO leaders*

own self-care while also working to make a difference in the lives of others?

- What are some strategies we can use to manage feelings of guilt or burnout when we are unable to help everyone we want to? How can we prioritize our own needs without feeling guilty or selfish, and why is it important to do so for the overall success of your work in the NGO?

The first question was answered by the letter (b) team. They shared that by being intentional and having a boundary between work and personal is important. Dividing time between your work and personal matters is very much needed if you are working in an NGO. Moreover, thinking of activities that could help you, like running.

The second question was answered and shared by letter (d) team. They shared that in order to cultivate a proper work environment that prioritizes self-care, proper communication and being intentional is critical.

They also added that it can help build a positive work environment when leaders are listening and sensitive to the needs of their people.

The third question was answered and discussed by the letter C team. They shared that in order to do both, self-care and making a difference in the lives of others, they have to be intentional to do self-care and know how to listen to their body. If it's time to rest, they should rest. They also added that taking time to process emotions and talk to others who can relate to them is helpful. The last question was discussed by the letter (a) team. They shared that NGO workers were perceived to be strong and super woman. They shared that it's okay not to be okay. They added that they need to acknowledge that they can only do so much. If they focus on what their beneficiaries need, there is no end to thinking of what help you can give to them.

The first part of the fellowship helped in strengthening the connection among the participants and allowed them to share each other's burden and sentiments while working in the NGO.



Part 2 is the dinner and ends with a great thank you by the facilitator for being part of this project. Small tokens of appreciation were given to each leader and ended it with a closing prayer.

*Figure 14: Receiving their small tokens of appreciation*

**c. Evaluation Stage:**

The project was evaluated by the participants who filled out a Google Form made by the facilitator. The evaluation form looked into three (3) areas: the project, the facilitator, and the project's highlights.

*Figure 15: Evaluation form through accessing google form*

**About the Project:** There were five (5) project areas that were evaluated – effectiveness, accessibility, relevance, participant and the impact.

Based on the evaluation given by the leaders, the effectiveness of the project is

 A screenshot of a Google Form titled "Strengthening NGO Leaders in Cebu and Talisay By Providing and Training Them Self-Care". The form includes a rating scale from 1 (Excellent) to 4 (Poor), an email field, and a question about the project's effectiveness. The question is: "1. Effectiveness (How effective is the self-care project in achieving its intended outcomes? Does it improve audience mental health or increase feelings of well-being?)". Below the question are four radio button options labeled 1, 2, 3, and 4.

100%. It improves the participants mental health and increases feelings of well-being.

In the area of accessibility, the leader's evaluation is 100%. It is accessible and available to all leaders. It is also relevant to their needs and concerns of leaders as the evaluation result is 100%. Moreover, its impact is 87.5%, as it improved relationships and partnerships, as well.

Based on the evaluation of the leaders, the leader's participation is only 87.5%. Majority of them attended and participated but there were times when attendance and participation was affected because of the schedules of the participants.

**About the Facilitator:** There were six (6) areas that were evaluated about the facilitator - the knowledge and understanding of self-care, empathy and understanding, clear communication skills, flexibility and adaptability, organization and planning skills and respect for confidentiality.

Based on the evaluation forms given to the leaders, 100% said that the facilitator has knowledge and understanding of self-care as well as has the empathy and understanding in creating a safe and supportive environment for them to explore and engage in self-care practices.

Moreover, 100% also said that the facilitator was able to clearly communicate instructions and information about self-care practices and was able to answer questions from the leaders. The facilitator was also evaluated as 100% in terms of flexibility and adaptability. The leaders said that the facilitator was able to adapt to the needs and preferences of participants and was able to adjust the program accordingly because of their conflicting schedules.

**Highlights in the Project:** In this area, there were four (4) questions answered by the leaders. These are the following:

1. Does this project is helpful and meaningful to you and do you feel that this is making a positive impact in the community and in the NGO you belong to?
2. What was the one thing from the PROJECT that you feel will help you the most?
3. Overall feedback on the facilitator
4. Overall feed on the Project Implementation

Question 1: Majority of the leaders shared that this project is very timely with what they were experiencing in their NGO work. Most of their comments are the following:

- *This will help me lead others with compassion and care which are needed to sustain the health and well-being of the staff members and the organization. In turn, the staff will guide our residents from an emotionally healthy place themselves.*
- *This empowered me to also care for myself and other staff in the NGO.*
- *This project has provided me with opportunities to pause, relax and recharge. It has validated my huge belief on how important self-care is not to me but to the staff I work with every day.*
- *When I take care of myself and the team and are not stressed, I will be able to meet the needs of others.*

Question 2: What was the one thing from the PROJECT that you feel will help you the most?

Some of their answers are the following:

- *Discussing what is crucial for leaders to do, especially in the treatment of their staff members, served as a helpful reminder that we need to approach them in the BEST way possible. Believe in them, encourage them, share with them, and trust in them.*
- *It helps me plan out for my own self care. It helped me reflect on my well being and how I can be more productive by taking care of myself first. You cannot give what you do not have.*
- *The testimonies of NGO workers on how they stay longer in their NGO made me realize that we need the still small voice of the holy spirit to work within us for us to know that we are called in this duty. And especially the phrase of “self-care is a way to remind ourselves that I am a person before an employee”.*
- *Self-care is essential because that’s the only way we can deliver our tasks more effectively.*

Question 3: The Overall feedback of the facilitator. The majority of their comments are the following:

- *The facilitator is knowledgeable and understanding when it comes to the importance of self-care for the NGO leaders. She was flexible regarding the participant's schedules. She is also extremely generous and made sure the project's objectives were in line with the actions she carried out such as treating the participants to self-care activities.*
- *The facilitator understands the importance of this project and models it to us.*
- *She is very patient, gracious, intentional and generous to us about the teachings and the actual blessing of being cared for and how I ought to also care for others. The example she gave in this project in really investing and making time for us is like reminding me how good our shepherd is the one who called us for this purpose.*
- *The facilitator is so genuine in her goal to really teach and strengthen the leaders of the different NGO. We can see her heart in this project.*
- *She has always been generous not only with her financial resources so we can avail of free self-care opportunities, but also with a safe space where we can interact with other NGO leaders. The opportunity she has given to us to be with NGO leaders, get to know them and what they do, and their personal stories have been amazing. She has provided a platform where we felt supported and understood, where our efforts were recognized, and our feelings of exhaustion normalized.*

**Question 4:** Overall feedback of the Project Implementation. Most of their comments are the following:

- *The project was a success. The facilitator had a clear and strategic approach to her project from the outset. At the time the participants had busy schedules, and the facilitator remained patient and understanding. In the end, she was able to bring us all together to share with one another. This is a vital topic for NGO leaders, because we can easily neglect caring for our own souls and bodies in light of caring for others. I'm grateful to the facilitator for the effort she put forth in organizing this group and seeing this project through completion.*
- *This is indeed a much needed awareness deeply inculcating us to the heart. It is foundational, especially as we usually get caught in the demands of work and how*

*burnout affects also the quality of how we serve people that God entrusted us. The project implementation was very much prepared and invested and organized by the facilitator. Despite our busy schedule, it was made possible because of her efforts and intentionality.*

- *It was fun and relaxing.*
- *It has been a great opportunity and a helpful tool for us to give ourselves time to take care of ourselves. Although it was great to have been given the opportunity to avail of free self-care activities, it was the friendship and connection built during the project that I also find valuable in the process. I have always been a huge believer of the value of self-care and I am glad that this project has reiterated that to our group.*

#### **d. Conclusion and Final Reflection:**

I have been working in an NGO for a decade and I am glad that I am able to share my personal experiences and was able to encourage how important self-care is both in the NGO work and personal. It was a privilege to model self-care with these leaders by providing them self-care in a personal way.

The project speaks itself to me personally even if I am not working in an NGO anymore but my heart goes to these people who compassionately serve the vulnerable and the lost. It is always my desire to support NGOs, especially for workers who give their full time to be with others who need help. With the weeks of implementation, the leaders evaluated that 100% this project is very relevant to the needs and concerns of the different NGOs. They were thankful that they became part of this project and majority of them had realizations while being part of the project. That self-care is a holistic approach to nurturing our physical, mental, and emotional well-being. It goes beyond pampering ourselves occasionally and encompasses a range of activities and habits that promote over-all wellness. It is not selfish or indulgent; rather, it is a necessary investment in ourselves that enables us to show up as our best selves in all aspects of life. Just like our Creator, he stops working on the seventh day. The essence of being created in God's image is our ability. We imitate God by stopping our work and resting (Scazzero 2008, 121).

For leaders to be more effective in serving the less fortunate, the broken and the marginalized community as a whole, self-care must be part of the lives of these NGO leaders. As they have shared that they can only do so much and they are "persons" before they became an

employee. One can give everything to serve the broken and the lost, but when your energy is gone or weakened and you cannot do anymore to help them, no one is there to help you. Avoid letting yourself be a client of your own profession. As an NGO leader before, it is difficult for me to say no to these people. It is difficult to say no from one task to another. I learned to have self-care in a difficult way. I learned to have it when I'm already sick and experienced fatigue. I learned to have self-care when my fire for serving is out. When I experience compassion fatigue, it is difficult. It will somehow lose the passion the Lord is calling for you. As the Bible says in 1 Corinthians 6:19-20 says, *“Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body.”* This verse reminds us that our bodies are sacred and should be cared for. It emphasizes the importance of honoring God by taking care of ourselves physically.

It is also good to note that other leaders were very encouraging to others, especially to the new ones. We have had leaders who worked longer years in the NGO such as working for eight (8) and twelve (12) years respectively. We have also been working in the NGO for less than five (5) years and there are new ones as well who just started working in less than 5 months and others just started last year. Despite the difference in the number of years of serving, they all agreed that this project has impacted them in some way. Based on the evaluation, 88.9% say that this improved relationships. Through this project they were able to partner other NGOs and are already planning to continue the partnership after the project.

As NGO workers they tend to prioritize the needs of others, neglecting their own well-being in the process. One crucial aspect of self-care is recognizing that these NGO leaders are deserving of care and attention. However, they were able to understand that self-care is not a luxury but a fundamental requirement for leading a fulfilling and balanced life. At the end of the day, it is God's calling that they are obeying. It is His purpose that they are fulfilling through their profession or the position He is giving to these NGO leaders and workers. In Matthew 11:28-30, it says, *“Come to me, all who labor and are heavy laden, and I will rest. Take my yoke upon you and learn from me, for I am gentle and lowly in heart, and you will find rest for your souls. For my yoke is easy, and my burden is light.”* Jesus invites us to come to Him when we are weary and burdened. He offers rest and teaches us to find comfort in Him. This verse encourages us to seek spiritual rest and find solace in our relationship with God who is the Source of everything.



Moreover, self-care is a personal journey, and there is no one size fits all approach. With all the self-care activities that I modeled during the implementation, some of it might not be applicable due to resources and some might be okay with it. However, it is about discovering what activities and practices resonate with them individually and incorporating them into their routines. It may involve physical activities like exercise, healthy eating and adequate sleep, as well as nurturing their mental health. Engaging in hobbies such as running as shared by one of the leaders, spending quality time with loved ones, setting boundaries, and practicing self-compassion are also crucial elements of self-care. In a world that often glorifies busyness and productivity, these leaders realized that self-care can act as a counterbalance. It allows them to recharge, reduce stress, and prevent burn-out. By taking time to care for themselves, they can enhance their well-being, improve their relationships, boost their productivity and cultivate a positive mindset. In Psalm 23:1-3 it says, *“The Lord is my shepherd; I shall not want. He makes me lie down in green pastures. He leads me beside still waters. He restores my soul. He leads me in paths of righteousness for his name’s sake.* This verse speaks of God’s care for us and His desire to provide rest and refreshment for our souls. It reminds us of the importance of finding moments of rest and rejuvenation.

As these NGO leaders continue to serve these different beneficiaries, it is important to remember that self-care is an ongoing practice, not a one-time event. It requires consistent effort and commitment to prioritize our well-being amidst the demands and challenges of life. It’s natural to face obstacles and slip-ups along the way, but the key is to approach self-care with kindness, flexibility, and a willingness to adapt.

Generally, we cannot give what we do not have as what the leaders have commented. How can we become a change agent of these people who are broken and lost if we ourselves are also broken and holistically not capable of handling them? In order for us to be the change agent we want to be, we need to be holistically well-balanced, in our emotions, physical, mental and spiritual well-being by doing self-care activities ALWAYS as the Lord modeled it to us in the Creation. He stopped and rested on the seventh day.

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(chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/<https://wellness.sfsu.edu/sites/default/files/documents/Self-Care%20Questionnaire%20and%20Contract%20%281%29%28Accessible%29.pdf>). Accessed March 18, 2023.

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## 6. Appendices

### Annex 1: Selfcare Survey Questionnaire and Self-Care Contract

**Self-Care Questionnaire (Part 1)**

■ 5 = Frequently   ■ 4 = Occasionally   ■ 3 = Rarely   ■ 2 = Never   ■ 1 = It never occurred to me

**Physical Self-Care**

- Eat regularly (breakfast, lunch and dinner)
- Eat healthy
- Exercise
- Get regular medical care for prevention
- Get medical care when needed
- Take time off when sick
- Get massages or do self massages
- Dance, swim, walk, run, play sports, sing, or do some other physical activity that is fun
- Take time to be sexual-with yourself, with a partner
- Get enough sleep
- Wear clothes you like
- Take vacation
- Take day trips or mini- vacations
- Make time away from telephones
- Other: \_\_\_\_\_

**Psychological Self-Care**

- Make time for self-reflection
- Have your own personal psychotherapy
- Write in a journal
- Read literature that is unrelated to school or work
- Do something at which you are not expert or in charge
- Talk to someone you trust about issues
- Notice your inner experience - listen to your thoughts, judgments, beliefs attitudes and feelings
- Let others know different aspects of you
- Engage your intelligence in a new area, i.e., go to an art museum, history exhibit, sports event, auction, theatre performance
- Practice receiving from others
- Be curious
- Say no to extra responsibilities sometimes
- Other: \_\_\_\_\_

**Emotional Self-Care**

- Spend time with others whose company you enjoy
- Stay in contacts with important people in your life
- Give yourself affirmations, praise yourself
- Love yourself

- Identify comforting activities, objects, people, relationships, places and seek them out
- Allow yourself to cry
- Find things that make you laugh
- Express your outrage in social action, letters, donations, marches, protests
- Play with children
- Other: \_\_\_\_\_

**Spiritual Self-Care**

- Make time for reflection or meditation
- Spend time with nature
- Find time with nature
- Find spiritual connection or community
- Be open to inspiration
- Cherish your optimism and hope
- Be aware of nonmaterial aspects of life
- Try at times not to be in charge or the expert
- Be open to not knowing
- Identify what is meaningful to you and notice its place in your life
- Pray
- Have experiences of awe
- Contribute to causes in which you believe
- Read inspirational literature (talks, music, etc)
- Other: \_\_\_\_\_

**Academic Self-Care**

- Take short breaks when you study time
- Take time to chat with friends
- Make quiet time to complete tasks
- Identify projects or tasks that are exciting and rewarding
- Set limits with friends
- Balance your studying so no one day or part of a day is "too much"
- Arrange your work space so it is comfortable and comforting
- Get regular support from peers and mentors
- Negotiate for your needs with your instructors
- Have a peer support groups
- Other: \_\_\_\_\_

**Balance**

- Strive for balance among school, family, relationships, play and rest
- Time management

As an individual becomes mindful of one's mental health and overall well-being, it is important to highlight the positive impacts of *self-care* practices. Throughout the semester, you will be faced with challenges and stressors that are associated with the human experience. This contract is aimed for you to be mindful of the potential stressors that could occur during this semester, as well as barriers that may prevent you from practicing self-care. Also, this contract is an opportunity to brainstorm your own healthy coping and stress management solutions.

**SELF-CARE STRATEGIES:** The ways I plan to take care of myself for the rest of this semester.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**INDICATE BARRIERS:** The stressors most likely to get in the way of me taking care of myself.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**ADDRESS BARRIERS:** The plan I have for preventing these stressors from getting in the way of taking care of myself.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**COPING:** My plan for coping if I begin to feel overwhelmed or stressed

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**SUPPORT:** List [2] individuals or services on or off campus who can support and help me when I'm stressed or overwhelmed.

1. \_\_\_\_\_
2. \_\_\_\_\_

**CONTACT INFO:** The people I can contact to help support me when I feel stressed or overwhelmed.

Name: _____	Name: _____
Phone #: _____	Phone #: _____
Email: _____	Email: _____

**CONTRACT AGREEMENT**

I, \_\_\_\_\_, do hereby agree to focus on my health and to take better care of myself as of \_\_\_\_\_ [Date].

I acknowledge the importance of being mindful of my health and that it is an on-going life process. As it is indicated in this contract, I am committed to practicing self care and promoting overall wellness in my life.

Signature

Witness

## Annex 2: Interview Questions

Name: \_\_\_\_\_ Name of NGO: \_\_\_\_\_

### INTERVIEW QUESTIONS: (individual)

Instructions: Please answer the following questions with regards to self-care and your work in the NGO. If we have time, we will be sharing this in the group through an in-person discussion. You may use extra pages on your answer.

1. How long you've been working in the NGO and what is your role/s?
2. What keeps you staying in the NGO?
3. Why did you prefer working in an NGO?
4. Is your NGO make self-care an important part of the work? Yes, No? Why?
5. What is the one that makes you stress in your work?
6. What are the challenges you've encountered working? How did you respond to it?
7. When was the last time you've felt you're burn-out working?

6 March 2023

Mr. Patrick Ian Jumamil  
National Director  
Everlasting Hope Cebu Ministry Inc.  
Cebu City

Dear Mr. Jumamil,

Greetings!

I am Mylene Perero-Buysler, a graduating student taking up masteral study in Baptist Theological College in Mandaue City. I am now in the last semester of the study after eight (8) years in the seminary taking up Masters of Theology major in Christian Leadership. In this last part, we are tasked to make a capstone project as part of the requirement before our graduation. After much prayer and consultation with the different professors, the title of the project is, *"Strengthening Christian NGO Leaders in Cebu and Talisay by Providing and Training Them Self-Care"*.

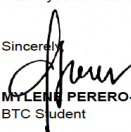
I have been working with an NGO for 11 years, starting as a Registered Social Worker until I became in the managerial position with multi-tasking roles. I have the passion to serve and I really love what I am doing. With these 11 years, there are times that passion has faded slowly and burn-out is true. And until now, even though I am not working full time in an NGO, I have the desire to help NGOs and that is why this project title came up.

With this, I would like to invite your organization to be part of this project by providing at least 1-3 representatives from your NGO. The project will start this month (March 2023) until the first week of May 2023.

If you decide to partner with me on this project, you may email me your representatives from your NGO and their contact details to this email address - [marmaybusiness@gmail.com](mailto:marmaybusiness@gmail.com).

Thank you so much.

Sincerely,

  
MYLENE PERERO-BUYSLER  
BTC Student

## Annex 3: Invitation Letter

### CONFIDENTIALITY AGREEMENT

**Title of Research Project:** Strengthening NGO Leaders in Cebu and Talisay [By](#) Providing and Training Them Self-Care.

#### Local Target Audience/Participant:

As a target audience of this research project, I understand that I may have access to confidential information about shared stories and participants in the different Non-Government Organization (NGO). By signing this statement, I am indicating my understanding of my responsibilities to maintain confidentiality and agree to the following:

- I understand that names and any other identifying information about the participants and any other sharing (personal or organizational) are completely confidential.
- I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any information obtained in the course of this research project that could identify the persons who participated in the study.
- I understand that all information about study sites, all sharing or participants obtained or accessed by me in the course of my work is confidential. I agree not to divulge or otherwise make known to unauthorized persons any of this information, unless specifically authorized to do so by approved protocol in response to applicable law or court order, or public health or clinical need.
- I understand that I am not to read information about study sites or participants, or any other confidential documents, nor ask questions of study participants for my own personal information but only to the extent and for the purpose of performing my assigned duties on this research project.
- I agree to notify the facilitator leading this project immediately should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.

\_\_\_\_\_  
Signature 3/12/2023 Date \_\_\_\_\_ Printed name

\_\_\_\_\_  
Facilitator 3/12/2023 Date \_\_\_\_\_ Printed name

## Annex 4: Confidentiality Agreement

## Annex 5: Evaluation Results - About the Project

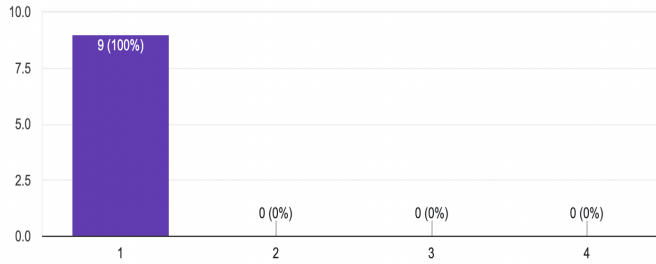
### A. About the Project:

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#### 1. Effectiveness

*(How effective is the self-care project in achieving its intended outcomes? Does it improve audience mental health or increase feelings of well-being?)*

9 responses

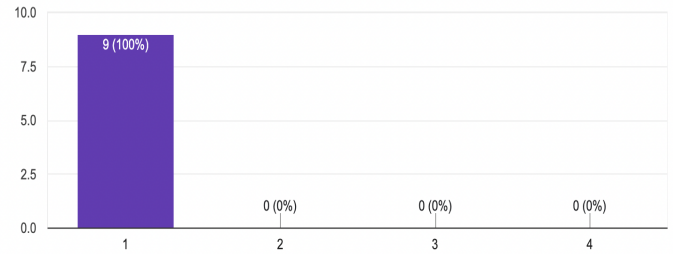


#### 2. Accessibility

*(Is the self-care project accessible and available to the target audience?)*

[Copy](#)

9 responses

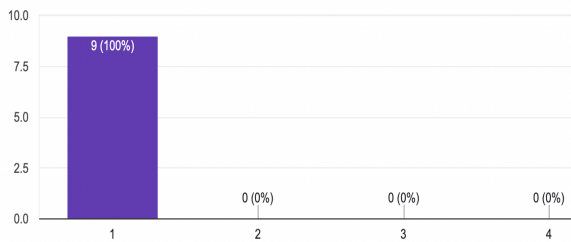


#### 3. Relevance

*(Does the self-care project address the specific needs and concerns of the target audience?)*

[Copy](#)

9 responses

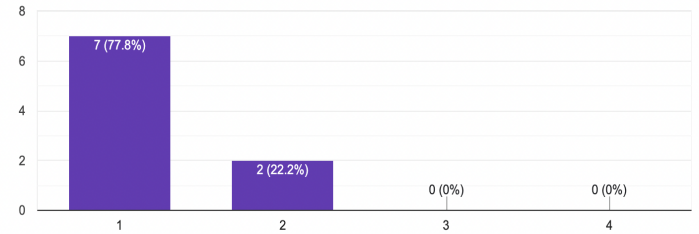


#### 4. Participant

*(Are the participants engaged and actively participating the self-care project?)*

[Copy](#)

9 responses

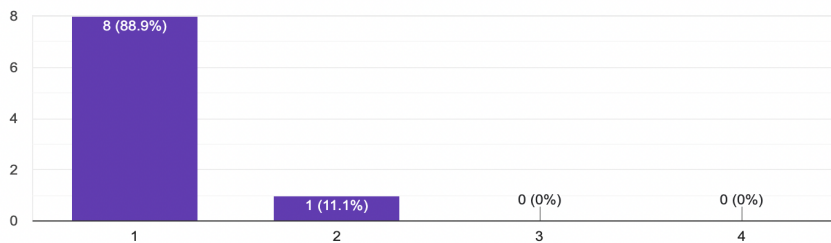


#### 5. Impact

*(What is the impact of self-care project on the target audience and the broader community? Does it lead to increased productivity, improved relationships or reduced healthcare costs?)*

[Copy](#)

9 responses



## Annex 5: Evaluation Results - About the Facilitator

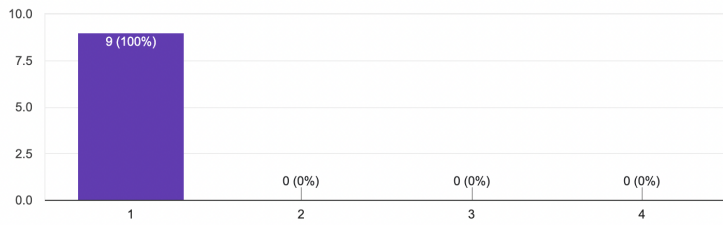
### B. About the Facilitator:

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#### 1. Knowledge and Understanding of Self-Care

(The facilitator should have a thorough understanding of self-care and its importance for mental and physical well-being. They should be able to effectively communicate this knowledge to participants.)

9 responses

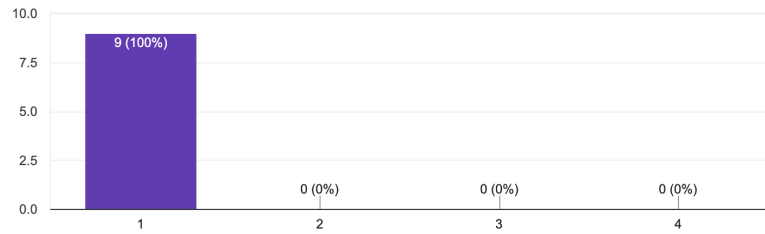


#### Empathy and Understanding

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(The facilitator should be able to empathize with participants and create a safe and supportive environment for them to explore and engage in self-care practices.)

9 responses

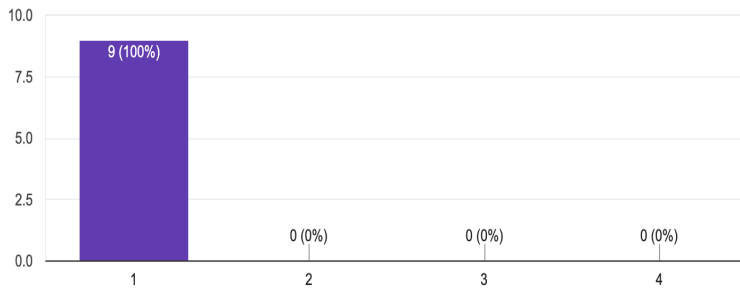


#### 3. Clear Communication Skills

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(The facilitator should be able to clearly communicate instructions and information about self-care practices and be able to answer questions from participants.)

9 responses

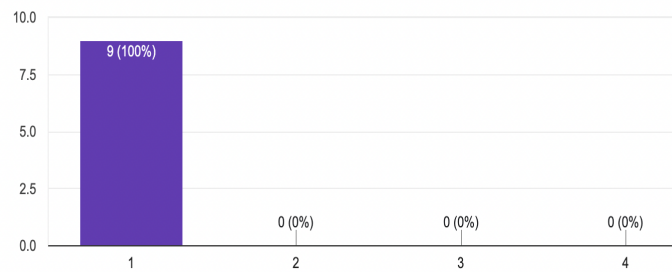


#### 4. Flexibility and Adaptability

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(The facilitator should be able to adapt to the needs and preferences of participants and adjust the program accordingly.)

9 responses

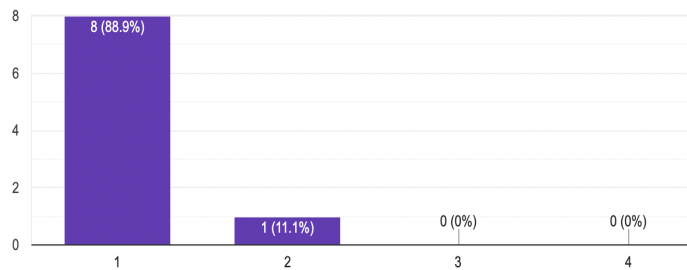


#### 5. Organization and Planning Skills

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(The facilitator should be able to plan and organize the program effectively, including scheduling sessions, arranging materials, and tracking progress.)

9 responses

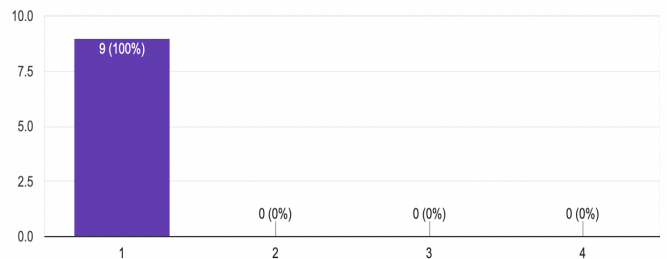


#### 6. Respect for Confidentiality

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(The facilitator should respect participants' privacy and maintain confidentiality of any personal information shared during the program.)

9 responses



## Annex 6: Evaluation Result - Highlights

### 2. What was the one thing from the PROJECT that you feel will help you the most?

9 responses

Discussing what is crucial for leaders to do, especially in the treatment of their staff members, served as a helpful reminder that we need to approach them in the BEST way possible. Believe in them, encourage them, share with them, and trust in them.

Be intentional in making self-care be part of our routine in order to be successful in what we do

Being intentional and mindful of our own self. How boundaries are so important and making time to rest and truly connect with yourself and others. How self care impacts greatly your productivity.

It helps me plan out for my own self care. It helped me reflect on my well being and how I can be more productive by taking care of myself first. You cannot give what you do not have.

To be intentional in dedicating and allotting personal time for self-care.

The testimonies of NGO workers on how they stay longer in their NGO made me realize that we need the still small voice of the Holy Spirit to work within us for us to know that we are called in this duty. And especially the phrase of "self-care is a way to remind ourselves that I am a person before an employee"

### 3. Over-all feedback on the Facilitator?

9 responses

Ms. Maymay is knowledgeable and understanding when it comes to the importance of self-care for the NGO leader. She was flexible regarding the participants' schedules. She is also extremely generous and made sure the project's objectives were in line with the actions she carried out such as treating the participants to self-care activities.

The Facilitator understands the importance of this project and models it to us.

Ate Maymay is very patient, gracious, intentional and generous to us about the teachings and the actual blessing of being cared for and how I ought to also care for others. The example she gave in this project in really investing and making time for us is like reminding me how good our shepherd is, the one who called us in this purpose.

The facilitator is so genuine in her goal to really teach and strengthen the leaders of the different NGOs. We can see her heart in this project.

Evaluation- Capstone  



Questions **Responses** 9 Settings

### 3. Over-all feedback on the Facilitator?

9 responses

Maymay has always been generous not only with her financial resources so we can avail of free self-care opportunities, but also with a safe space where we can interact with other NGO leaders. The opportunity she has given us to be with other NGO leaders, get to know them and what they do, and their personal stories have been amazing. She has provided a platform where we felt supported and understood, where our efforts were recognized, and our feelings of exhaustion normalized.

Very good and factual.

Ate Maylene is an amazing facilitator. She is really knowledgeable and makes everyone feel at comfortable. I appreciate how we exchange and gain knowledge from one another, especially during group

Our facilitator's heart for NGO workers is beyond compare. She is awesome! She makes us understand why self-care is essential to each one of us working in NGOs. She has been so kind and honest to share to us her experiences, and she has been so generous to make us feel love and pampered. Thank you so much, Ms. May!

Although I got into the project later than the rest of the group, I felt immensely welcomed and included. The facilitator did a great job not only at exploring the importance of self-care and providing opportunities for the participants to engage in self-care activities but also with taking into consideration everyone's schedule and finding a middle ground so that almost everyone will be able to participate. It was probably immensely difficult to keep everyone's availability in mind and organize activities for a group of people with conflicting schedules, but the facilitator managed to successfully pull through her planned activities. Additionally, the facilitator brought both knowledge and heart into the project, and her ability to empathize and relate with each participant allowed her to be effective. Not to mention, she was incredibly generous, spending resources for the participants to be able to take a breather away from their work. Lastly, I believe that the facilitator's passion for her project and its theme was a major highlight. She knows what it means to be burned out and unsupported and she has experienced for herself the benefits of self-care, so her emphasis on self-care was highly credible and appreciated.

### Annex 7: Evaluation Result - Overall feedback on the project implementation

#### 4. Over-all feedback on the Project Implementation?

9 responses

The project was a success. Ms. Maymay had a clear and strategic approach to her project from the outset. At times the participants had busy schedules, and Ms. Maymay remained patient and understanding. In the end, she was able to bring us all together to share with one another. This is a vital topic for NGO leaders, because we can easily neglect caring for our own souls and bodies in light of caring for others. I am grateful to Ms. Maymay for the effort she put forth in organizing this group and seeing this project through to completion.

Excellent!

This is indeed a much needed awareness deeply inculcating us to the heart. Very foundational, especially as we usually get caught in the demands of work and how burn out affects also the quality of how we serve people that God entrusted us. The Project implementation was very much prepared and invested and organized by Ate May. Despite our busy schedule, it was made possible because of her efforts and intentionality.

The project implementation was great, the facilitator was flexible. The activities we have done was something we looked forward to. It was fun and relaxing.

Although it was, at times, difficult to gather every participant because of their conflicting schedules, I commend the facilitator for her diligence in seeing through the project's completion. The self-care activities introduced during the project were excellently selected and the lessons she shared served as a good reminder for everyone. Moreover, the discussions all throughout the project were full of insights and they also made it possible for the participants to get to know each other and start building a relationship. Overall, the project was something I really needed and I'm grateful for the facilitator for choosing such a theme. Her heart and passion for NGO workers was highly evident throughout the project implementation and that made the entire experience memorable.

#### 4. Over-all feedback on the Project Implementation?

9 responses

It has been a great opportunity and a helpful tool for us to give ourselves time to take care of ourselves. Although it was great to having been given the opportunity to avail of free self-care activities, it was the friendship and connection built during the project that I also find valuable in the process. I have always been a huge believer of the value of self-care and I am glad that this project has reiterated that to our group.

Absolutely realistic therefore, the implementation is excellent.

It is important to us and beneficial since it enchances process, helps team members grow, result in greater outcomes, and can help build trust amongst team.

The project implementation was excellent! I will definitely apply what I have learned in this project, and I will share it to my colleagues, friends, and even to the community we serve in the NGO.

## Annex 8: Self Care Activities



*Sharing by other NGOs team*



*Receiving their small tokens for participating*



*FGD and group interview*



*Dinner fellowship*



**Bowling Activity**



**Massage Self-Care**

## Annex 9: Notes on Lectures

### 1. What is Self-Care

It is necessary for your effectiveness and success in honoring your professional and personal commitment. It is an essential social work survival skill. It also refers to activities and practices that we can engage in on a regular basis to reduce stress and maintain and enhance our short and longer term health and well-being.

### 2. The Leader's Crucial Task in Nurturing Leaders

Many organizations today fail to tap into their potential. Why? Because the only reward to their employees is a paycheck. The relationship between employer and employees never develops beyond that point. Successful organizations take a different approach. In exchange for the work a person gives, he receives not only his paycheck, but also nurturing from the people for whom he works. Nurturing has the ability to transform people's lives.

Once you have identified potential leaders, you need to begin the work of building them into leaders they can become. Nurturing potential leaders is describe in the acronym - BEST:

- B- elieve in them
- E - ncourage them
- S - hare with them
- T - rust them

## Annex 10: Self-Care Survey and Self-Care Contract filled up by Leaders (sample)

### Self-Care Questionnaire (Part 1)

5 = Frequently 4 = Occasionally 3 = Rarely 2 = Never 1 = It never occurred to me

- ◆ Physical Self-Care
  - 5 Eat regularly (breakfast, lunch and dinner)
  - 3 Eat healthy
  - 2 Exercise
  - 3 Get regular medical care for prevention
  - 1 Get medical care when needed
  - 4 Take time off when sick
  - 3 Get massages or do self massages
  - 3 Dance, swim, walk, run, play sports, sing, or do some other physical activity that is fun
  - 3 Take time to be sexual with yourself, with a partner
  - 4 Get enough sleep
  - 4 Wear clothes you like
  - 3 Take vacation
  - 3 Take day trips or mini-vacations
  - 4 Make time away from telephones
  - Other:
- ◆ Psychological Self-Care
  - 4 Make time for self-reflection
  - 2 Have your own personal psychotherapy
  - 3 Write in a journal
  - 5 Read literature that is unrelated to school or work
  - 3 Do something at which you are not expert or in charge
  - 4 Talk to someone you trust about issues
  - 4 Notice your inner experience - listen to your thoughts, judgments, beliefs attitudes and feelings
  - 3 Let others know different aspects of you
  - 4 Engage your intelligence in a new area, i.e. go to an art museum, history exhibit, sports event, auction, theatre performance
  - 3 Practice receiving from others
  - 4 Be curious
  - 3 Say no to extra responsibilities sometimes
  - Other:
- ◆ Emotional Self-Care
  - 4 Spend time with others whose company you enjoy
  - 4 Stay in contacts with important people in your life
  - 3 Give yourself affirmations, praise yourself
  - 4 Love yourself
  - 5 Reread favorite books, re-view favorite movies
- 4 Identify comforting activities, objects, people, relationships, places and seek them out
- 3 Allow yourself to cry
- 4 Find things that make you laugh
- 4 Express your outrage in social action, letters, demonstrations, marches, protests
- 3 Play with children
- Other:

### Self-Care Contract (Part 2)

As an individual becomes mindful of one's mental health and overall well-being, it is important to highlight the positive impacts of self-care practices. Throughout the semester, you will be faced with challenges and stressors that are associated with the human experience. This contract is aimed for you to be mindful of the potential stressors that could occur during this semester, as well as barriers that may prevent you from practicing self-care. Also, this contract is an opportunity to brainstorm your own healthy coping and stress management solutions.

◆ SELF-CARE STRATEGIES: The ways I plan to take care of myself for the rest of this semester.

1. Get back to reading.
2. Take ample time off from work.
3. Enjoy nature by hiking and taking trips outside the city.

◆ INDICATE BARRIERS: The stressors most likely to get in the way of me taking care of myself.

1. Family issues
2. Workload
3. Social media

◆ ADDRESS BARRIERS: The plan I have for preventing these stressors from getting in the way of taking care of myself.

1. Talk to trusted people about personal and professional issues to lessen emotional burden
2. Avoid working outside of work hours
3. Lessen social media consumption

◆ COPING: My plan for coping if I begin to feel overwhelmed or stressed

1. Try to achieve eight hours of sleep
2. Stay away from gadgets and read
3. Journal

◆ SUPPORT: List [2] individuals or services on or off campus who can support and help me when I'm stressed or overwhelmed.

1. MRH Supervisor
2. Best friends

◆ CONTACT INFO: The people I can contact to help support me when I feel stressed or overwhelmed.

Name: Jerfel Marie Dumaguit Phone #: Name: Remebie Adolfo Phone #:  
Email: jmariedumaguit@gmail.com Email: remebie@myrefugehouse.org

### CONTRACT AGREEMENT

I, Jedaia Rose Donoz, do hereby agree to focus on my health and to take better care of myself as of 5/7/23 (Date).

I acknowledge the importance of being mindful of my health and that it is an on-going life process. As it is indicated in this contract, I am committed to practicing self care and promoting overall wellness in my life.

Signature

Witness

Self-Care Questionnaire Adapted from Transforming the Pain: A Workbook on Vicarious Traumatization, Saakvitne, Pearlman, & Staff of TSU/CSAP (Norton, 1996)

## Annex 11: Interview Question (sample)

<p>Name: <u>Kimberly Shields</u> <u>Ground International</u></p> <p>Name of NGO: <u>Solid</u></p> <p><b>INTERVIEW QUESTIONS:</b> <i>(Individual)</i></p> <p>Instructions: Please answer the following questions with regards to self-care and your work in the NGO. If we have time, we will be sharing this in the group through an in-person discussion. You may use extra pages on your answer.</p> <p>1. How long you've been working in the NGO and what is your role/s?</p> <p>I have been working in SGI since Nov. 2012. I began as the Program Coordinator while living in Cebu from 2012 – 2016. I then became the Director in 2016 until the present.</p> <p>2. What keeps you staying in the NGO?</p> <p>I have stayed in SGI for the following main reasons:</p> <ul style="list-style-type: none"> <li>• An understanding of the importance and application of our mission and program objectives</li> <li>• Supporting the growth, healing, and goal achievement of the residents</li> <li>• Working alongside the staff to support the residents and one another</li> <li>• A US-based board that is professional, collaborative, and supportive</li> </ul>	<ul style="list-style-type: none"> <li>• A belief that God is using my skills and intangible characteristics to uplift the lives of our residents</li> </ul> <p>3. Why did you prefer working in an NGO?</p> <p>There is purpose in this work. The work is about lives – the lives of the vulnerable, exploited, and under-resourced. Their lives matter to God and to us, and they lack the support needed to reach their educational and personal goals. Through the work of God in our organization, we support the residents so they may have lives free from abuse and exploitation and so they can support their daily needs. We also provide opportunities for their spiritual growth.</p> <p>4. Is your NGO make self-care an important part of the work? Yes, No? Why?</p> <p>Yes. We provide two self-care days per staff member per year. We give a modest stipend and do not require the staff to file leave for their self-care day. We have an annual outing with all staff and residents in which we do our best to allow the staff to take a rest from having any responsibilities during the outing.</p> <p>Self-care is essential in residential care, particularly with our population. We want the staff to sustain their positions and to feel that our organization cares for their wellbeing as much as we care for the residents in our homes.</p>	<p>5. What is the one that makes you stress in your work?</p> <p>I experience stress in the following areas:</p> <ul style="list-style-type: none"> <li>• Security violations and/or concerns with our staff and residents in our homes</li> <li>• Writing applications for funding which require SGI board review</li> <li>• Writing marketing materials which require SGI board review</li> <li>• Previously – pandemic restrictions, particularly in accessing funds with no bank signatories in Cebu; availability of resources during Typhoon Odette</li> </ul> <p>6. What are the challenges you've encountered working? How did you respond to it?</p> <p>It is challenging when staff retires or resigns, especially if it is unexpected. The hiring and training processes take time, and when we lack a staff member, I tend to add their responsibilities to my responsibilities.</p> <p>Another challenge is with residents who have behavioral or mental health concerns, and the staff is not well versed in how to respond professionally to these concerns, even if they have trainings. In other cases, the staff, perhaps unconsciously, become adversarial with residents who present behavioral challenges on a long-term basis.</p>	<p>A last challenge is when residents voluntarily leave before we assess them to be ready. Through the years, given our comprehensive protocols and documentation, I have learned to not take it personally or to emotionally own their decisions. However, a feeling of loss sometimes remains, especially if they experience difficulties in their lives after SGI.</p> <p>7. When was the last time you've felt you're burn-out working?</p> <p>I experienced feelings of burn-out during the pandemic. Even though I was not travelling, all communication was through Messenger and video calls, which required a different kind of effort that left me feeling drained. There were continuous problems with our WiFi in Cebu, which made communication even more challenging. We did not have any admin officer present in Cebu, so I was managing this responsibility as well.</p>
<p>Name: <u>Rose Ann Ababa</u> <u>Ministry, Inc.</u></p> <p>Name of NGO: <u>My Refuge House</u></p> <p><b>INTERVIEW QUESTIONS:</b> <i>(Individual)</i></p> <p>Instructions: Please answer the following questions with regards to self-care and your work in the NGO. If we have time, we will be sharing this in the group through an in-person discussion. You may use extra pages on your answer.</p> <p>1. How long you've been working in the NGO and what is your role/s?</p> <p>For the past twelve years and two months, I have been employed by MRH. In 2011, I began working as a Residential Social Worker, a position that allowed me to actively assist and collaborate with victims of sexual abuse and exploitation as part of the care management process. In 2012, I was elevated to the position of Residential Program Supervisor, which required me to manage care processes as well as oversee a small number of program staff.</p> <p>I was given the chance and the honor to work as the Director of Program Operations in 2014, when I was 25 years old. I am still in this position as of right now. My current position enables me to</p>	<p><i>interact directly with the many staff members that have leadership positions. Assuring the effectiveness and efficiency of MRH's program delivery and services is a component of this role. In addition, I work on employee retention and development, with a big focus on making sure that the team has adequate opportunity and support to keep doing what they love to do—serve others. My job also includes networking and forming partnerships.</i></p> <p>2. What keeps you staying in the NGO?</p> <p><i>Along with supporting the organization's mission, I am absolutely certain that God put me in this position. Along with being called to complete this mission, I am aware that God intended me to develop personally via this work—as a person, a mother, a wife, a daughter, a sister, a friend, and a Christian woman. Being involved in this work requires a lot of emotional grit and spiritual fortitude, but I view it as an investment in God's kingdom. When you witness lives and faith restored, freedom celebrated, and childhoods mended, the difficulties and sufferings that come with this job cannot compare to the happiness and joy you feel.</i></p> <p><i>However, I am also aware that continuing this work for more than 12 years requires a daily decision to choose this mission each day. When things get tough, making decisions becomes more</i></p>	<p><i>difficult, but I do think God is using this journey to change my heart and transform me.</i></p> <p>3. Why did you prefer working in an NGO?</p> <p><i>Working with the government was a really unpleasant experience for me, therefore I've decided not to put up with its bureaucracy or corruption. I am certain that I am in the right place because God led me to My Refuge House.</i></p> <p><i>I may discover my own leadership path thanks to My Refuge House. I did not experience the independence and belief in my ability to lead while I was still employed by the government. It enables me to have big dreams and set lofty goals. It enables me to have faith in both myself and in God. The chance to advance professionally while also focusing on my own spiritual development is a great motivator, too. It gives everything I do perspective and balance.</i></p> <p>4. Is your NGO make self-care an important part of the work? Yes, No? Why?</p> <p><i>YES! I feel really fortunate to have been granted the chance to serve as the organization's local leader in Cebu. The previous 12 years working with MRH have taught me the value of taking better care of the people you work with because I understand how it feels to not receive the attention and support you need to execute your job with passion. As a manager, I am certain that the level</i></p>	<p><i>of care that the organization provides its employees has an impact on the level of care and services that we offer to the population we serve. A key component of this work is also having a team that is well-cared for, supported, and appreciated. The team deserves to be acknowledged, seen, and valued because they are the heart and soul of this mission.</i></p> <p>5. What is the one that makes you stress in your work?</p> <p><i>Numerous things, in my opinion, could make this job stressful. But if I had to highlight one thing, it would be witnessing our girls, particularly those alumni, make poor decisions while you had little to no influence on them. The choices are theirs to make, even if I want to see them succeed in each of their endeavors. For me, it's difficult to strike a balance between allowing kids to make decisions about their lives and determining how much participation I should have. As a result, there have been many times when I've had to exercise self-control to refrain from providing them with assistance right away and instead to give them time to solve their problems on their own, especially when the circumstances they are in are the natural outcomes of their own actions or decisions.</i></p>
	<p>6. What are the challenges you've encountered working? How did you respond to it?</p> <p><i>There are too many stories to mention them all, but I'll spotlight two of them. First, I had to fire a staff member who was not only close to me personally but also contributed significantly to our work. I am aware of how important his job was, but I had to draw the line and make one of the hardest choices I have ever had to make as a leader. Even if I want to keep him, I also need to consider the organization's needs and the wider picture. Even though it was difficult for me, I know it was the right choice.</i></p> <p><i>Second, one of our daughters stopped attending college without our knowledge or consent. One of the circumstances we encounter the most frequently with our older ladies is this one. As a result, I didn't worry myself about it and instead simply respected her decision while also reinforcing my firmness. She was placed on MRH probationary status, but was advised to contact us directly if she ever needed assistance. She came to me after a month and asked for assistance; we gave her a chance, provided her opportunities to develop, discover her own voice, and pursue her dreams.</i></p>	<p><i>Burnout brought on by work hasn't struck me in a while. Despite the fact that my demanding work schedule and activities, along with my motherly responsibilities, have left me physically exhausted during the previous few months, I am certain that I wasn't burned out. I am continuously on the lookout for the early signs of exhaustion and ensure that I'm doing things I love and like so that I can feel filled and reenergized. I make a point of separating burnout from merely being worn out and overworked.</i></p>	

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Student Signature

May 13, 2023

Date

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Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by: \_\_\_\_\_

