












FACILITATOR SESSION PLAN: MANDATORY REPORTING FOR MINISTRY AGENTS

Safe Church Mandatory Reporting for Ministry Agents	
Date:	Length of session: approximately 1.5 - 2 hours
Time:	
Venue:	Group size:
Materials:	
Preparation	
<p>Before the workshop:</p> <ul style="list-style-type: none"> • Manage expectations in pre-workshop communications; • Show up early to greet participants; • Organise the room in a setting that works for you; • Set up tech equipment such as microphones and projectors; • Distribute materials, posters, sticky notes; • Take a deep breath! 	
Timing	Content
2 min 	<p>Welcome & agenda review & group agreements:</p> <p>Welcome participants and share key information on the agenda, purpose, and begin setting expectations. Handout Mandatory Reporting process for Ministry Agents (should you choose to use it).</p> <p>Some examples of things you might like to introduce are:</p> <ul style="list-style-type: none"> • Share the agenda for the day including start & end times and breaks. • Confidentiality: encourage participants to share stories, but not names / identifying details • Is using phones and computers during the workshop ok or discouraged? • Encourage active participation.
2 mins 	<p>Acknowledgement of country video</p> <ul style="list-style-type: none"> • PowerPoint slide 2
2 mins 	<p>Welcome video from the Moderator</p> <ul style="list-style-type: none"> • PowerPoint slide 3
2 minutes 	<p>Learning Objectives</p> <ul style="list-style-type: none"> • PowerPoint slide 4
5 minutes 	<p>Activity – You could run the “Stinky Fish Activity” or “Why Does Safe Church Matter Activity” here</p>

<p>2 minutes</p> 	<p>Pause and reflect</p> <ul style="list-style-type: none"> • PowerPoint Slide 5
<p>10 mins</p> 	<p>Content presentation</p> <ul style="list-style-type: none"> • PowerPoint slides 6
<p>20-30 mins</p> 	<p>Scenarios</p> <ul style="list-style-type: none"> • PowerPoint slide 6 • Break into small groups and hand out first scenario cards to each group to discuss the scenario. • Following discussion time, come back together to discuss insights as a group.
<p>15 mins</p> 	<p>Break</p> <ul style="list-style-type: none"> • Give participants a break to get up and stretch, get a coffee or tea.
<p>20-30 mins</p> 	<p>Scenarios</p> <ul style="list-style-type: none"> • PowerPoint slide 6 • Break into small groups and hand out second scenario cards to each group to discuss the scenario. • Following discussion time, come back together to discuss insights as a group.
<p>5 mins</p> 	<p>Close session and feedback</p> <ul style="list-style-type: none"> • PowerPoint slide 7 • Thank participants for their contribution • Facilitator resource – Quick Feedback
<p>After the session</p>	
<ul style="list-style-type: none"> • Certificate of completion for each participant to be issued • Collate the feedback activities and 'Quick Feedback', and reflect on what went well, and what could be changed for next time. • Send the following information to safechurch@ucaqld.com.au <ul style="list-style-type: none"> ○ Relevant feedback from the feedback activities above that should be reviewed as part of continuous improvement activities 	