FACILITATOR SESSION PLAN: SAFE CHURCH INTRODUCTION

C/2.1.11.3.1

Safe Church Introduction	
Date: **Time:**	**Length of session:** approximately 1 hour
Venue:	**Group size:**
Materials:	

Preparation
Before the workshop: • 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	**Welcome & agenda review & group agreements:** Welcome participants and share key information on the agenda, purpose, and begin setting expectations. Handout "Safe Church Introduction – Participants Guide" (should you choose to use it). Some examples of things you might like to introduce are: • Share the agenda for the day including start & end times and breaks. If this is being run in conjunction with the foundations module, address any juniors in the room, and expectations around what they will need to be involved in. • 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	**Acknowledgement of country video** • PowerPoint slide 2
2 mins	**Welcome video from the Moderator** • PowerPoint slide 3
2 minutes	**Learning Objectives** • PowerPoint slide 4
2 minutes	**Pause and reflect** • PowerPoint slide 5

5 mins		**Stinky Fish** • Use the 'Facilitator Resource – Stinky Fish Activity' and 'Facilitator Resource – Stinky Fish Poster'
10 mins		**Content presentation** • PowerPoint slides 6 – 18
10 mins		**What do we expect from you?** • PowerPoint slides 19 – 24 • Participant handout – Statement of personal Commitment
5 mins		**Why does safe church matter?** • PowerPoint slide 25 • Facilitator resource – Why does safe church matter? • Participant handout – Why does safe church matter?

10 mins		**Assessment**
		• PowerPoint:
		   o Slide 26 if using full handout
		   o Slide 26 – 36 is using slides with questions and participant answer sheet
		• Participant handout:
		   o Assessment – with questions; or
		   o Assessment – answer sheet only
		• Collect assessment sheets from participants once they are finished

5 mins		**Close session and feedback** • PowerPoint slide 27 or 37 (if using slide with assessment) • Thank participants for their contribution • Facilitator resource – Quick Feedback • If following on with Safe Church Foundations, take a short break and let participants know starting time of next session.

After the session

- Mark assessment sheets using the 'Facilitator Resource – Marking guide'
- Issue certificate of completion for each participant using the 'Facilitator resource – Certificate template'
- Collate the feedback from the 'Stinky Fish' and 'Quick Feedback' activities, and reflect on what went well, and what could be changed for next time.
- Send the following information to safechurch@ucaqld.com.au

o	Relevant feedback from the feedback activities above that should be reviewed as part of continuous improvement activities

Revisions

Document number		C/2.1.11.3.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	24.08.2024	General Manager People Culture & Learning	24.08.2024	General Manager Risk and Safeguarding	Safe Church, Assurance and Support Officer
Next scheduled review		24.08.2025			