

HOST CONGREGATION PREPARATION PACK

Thank you for offering to host a Professional Standards Workshop.

The following information aims to assist you in making the day a fruitful one for all who attend. The District will be receiving the registrations for the workshop and will provide the names of those attending during the week prior to the scheduled date.

As you will see below, we do ask that congregations provide morning and afternoon tea.

How lunch is to be organized needs to be arranged before the workshop is listed on the web page.

Item	Explanation
Host Congregation contact person	Please appoint a person and forward his/her phone number and email address to the Professional Standards Unit – (see below)
Workshop time frame	<p><u>Workshop Timetable</u></p> <p>8.15 a.m.* Set up for Workshop</p> <p>9.00 a.m. Begin Workshop</p> <p>10.30 a.m.* Morning Tea</p> <p>12.30 p.m.* Lunch</p> <p>3.00 p.m.* Afternoon Tea</p> <p>4.00 p.m. End of Workshop</p> <p>* indicates approximate times</p>
Support people	<p>1. Pastoral Support</p> <p>It is very important to have a suitably experienced and sensitive person available for pastoral support for the duration of the workshop. Because of the sensitive nature of some of the material covered, such a person may be required to pray and debrief with individual participants as they may need to take a break from the workshop.</p> <p>Again because of the nature of the workshop a female Pastoral Support person would be preferable. However the local Pastor or someone he has recommended would also be very suitable.</p> <p><i>(Further information for the Pastoral Support person is attached)</i></p> <p>2. Registration</p> <p>It would be helpful to have someone willing to arrive 30 minutes early to greet people, tick the attendance sheet, and distribute name tags.</p> <p>3. Refreshments</p> <p>Someone willing to accept responsibility for the refreshments.</p>

Refreshments/Lunch	Tea, coffee, biscuits/slice etc. are adequate for morning and afternoon tea Especially in warm weather, water on each table would be appreciated. Sandwiches and fruit are sufficient for lunch. Participants can be asked to bring their own or organize a “bring and share” lunch.
Workshop setup	A room able to sit comfortably all participants around tables in groups of 4-8 A table at the entrance for registration A table at the front for the use of the of the data projector A suitable wall or screen for the Data Projector. Suitable toilet facilities close by. White (or black) board would be appreciated
Access	The workshop presenter will need to have access to the venue 30-45 minutes prior to the starting time.
Website/Registration Forms	As soon as you have confirmed the date the workshop should appear on the LCAQD website – www.qld.lca.org.au Please check that details there are correct. Both a downloadable registration form and an online form should be available. The use of the online form is much easier and preferable. A suggested Poster is also available
Payment	The cost of the workshop is \$35 per participant. If congregations make one payment for 10 or more participants there is an overall 10% discount. For 20 or more the discount is 20%.

Again thanks for your willingness to serve the LCAQD in this way.

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The Pastoral Support Person

The purpose of this Support Person is to provide emotional and pastoral support to participants who might become distressed during training. Some people are very sensitive and find the child abuse topic distressing; others may have had a close involvement with an abused person and so find themselves reliving painful feelings; some may be survivors of abuse who find themselves overwhelmed. Whatever the circumstance, it is important to be able to provide care for such people.

The Support Person is to spend time with such a participant away from the group, offering them an opportunity to debrief in a safe place, physically and emotionally. It also may be appropriate to offer to pray with/for the participant.

It is not appropriate for this time to become “a full on counselling session”. This is not the role of the Support person. In such a case, the person would need to be encouraged and/or assisted to find follow-up support with a suitably experienced counsellor.

The presenter will introduce the Pastoral Support person at the beginning of the training session and briefly outline their role.

The Pastoral Support person should identify a suitable place within the training venue for any such pastoral activity. They need to keep in mind the space needs to provide privacy, but not seclusion, as is good Safe Place practice.

It is essential for the Support person to be available at all time, and especially during the breaks, but they need not be a participant in the training itself.