

Justice Leaders Engaging and Developing



Planning Guide for Host Group/Church and Trainers

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ABOUT JUSTICE LED



The Justice Leaders Engaging and Developing program (Justice LED) program was created in 2008 by UCC Justice and Witness staff members. In their travels, they encountered numerous requests for a resource that could help congregations more intentionally reflect on the justice dimensions of Christian discipleship and pursue justice through their ministries and in their lives. Justice LED was their effort to meet this need.

Justice advocates in our congregations often find themselves frustrated with what they perceive as apathy or resistance to supporting social justice ministries. Sometimes our mistake is in beginning with a push for particular justice issues, assuming that everyone knows and understands the faith values undergirding our efforts. Ongoing, intentional justice faith formation programs and conversations for all ages are an important - and often overlooked - foundational piece in social justice ministries. If we think of social justice strategies as a continuum with different entry points for different people (such as education and immersion, advocacy and public witness) we may find more ways to help people incorporate justice into their faith and lives.

Justice LED originally consisted of one Leader's Guide with 5 Sessions, a DVD and a Power Point, and involved a 3-day training for users. Since then, participant and trainer feedback has shaped the program and the training process. Today, a Justice LED facilitator training is about 8.5 hours and can be offered as a full day or broken into smaller segments.

Justice LED offers both interactive and meditative activities that invite people to delve into the justice lessons threaded through scripture and to reflect together on what those lessons mean for our lives today. The program content can be used in many ministry formats and programs: retreats, Sunday School classes, seasonal Bible studies and other programmatic settings. It can be used with youth or adults. (Additionally, use-at-home Justice LED resource for families with children is expected to be published and available at the end of 2013.)

Facilitator Training is offered for those who plan to use the Justice LED program within their ministry setting. The cost of trainings cover a stipend for trainers, plus any meals, snacks and logistical/host site fees. The Justice LED materials are sponsored by Our Church's Wider Mission and Neighbors In Need Funds and are available at no cost to UCC Churches or ministry groups. For ecumenical groups, materials are \$25.

The program includes:

Setting the Alter: Welcome, Overview, and Creating Safe Space

Leaders Engaging:

- Biblical and Faith Foundations for Doing Justice
- Social and Cultural Foundations for Doing Justice

Leaders Developing:

- Next Steps - How Individuals can Impact Social Change
- Next Steps - The Power of Groups to Impact Social Change

ABOUT THIS PLANNING GUIDE

This guide is to support any ministry group that wants to use Justice LED and is willing to coordinate a Justice LED facilitator training for up to 20 people in their local church, Association, Conference or Region. It includes information for both the host groups and the trainers who work with them. A “host group” can be a group or committee within a church or ministry setting (such as staff or a justice, mission or faith formation committee) with a special interest in using Justice LED as part of a ministry initiative or program.

PURPOSE FOR FACILITATOR TRAININGS

Facilitator training is an important component of the program. It offers familiarity with the content of Justice LED, but more than that, supports facilitators by reviewing and including helpful skills for facilitating group conversations that are grounded in mutual respect, suspension of judgment, empathic listening, and inquiry and reflection so that spiritual growth and mutual learning is possible.

People taking part in Justice LED activities and conversations will inevitably bring different stories and perspectives informed by different experiences of faith, justice and injustice. These conversations can be richly rewarding if the atmosphere is one of trust and mutual respect.

Each congregation is unique in how its members relate to one another, how they approach and discuss difficult topics, and how they engage in faith based justice. Some congregations may be adept at having fruitful and respectful faith conversations about potentially controversial or intense topics. Others may rely more on debate (win-lose) styles of engaging one another in various settings of the church, or resist difficult faith conversations about difficult altogether. This training acknowledges and supports the role of facilitators with a template for fostering group discussion and dialogical processes for their congregation or ministry group.

There are three primary purposes for facilitator trainings:

- 1) To allow people to review and experience some of the content and activities they will be facilitating in their own ministry settings.
- 2) To demonstrate how facilitators create safe space, build group trust, and facilitate conversations that allow for diverse perspectives and life experiences.
- 3) To provide an informal network and consultation, introducing facilitators one another and supporting them as they brainstorm and begin planning for how they might use Justice LED to support new and existing ministries at home.

BASIC CONTENT OF FACILITATOR TRAININGS

Trainings should be a minimum of 8.5 hours in length to meet the goals for facilitator support. Some training groups opt to continue corresponding with one another informally or schedule time to talk and support one another, either in person or via conference call or Skype. The basic content of facilitator training includes:

- 1) Introduction, overview of Justice LED
- 2) Creating safe space
- 3) Biblical and faith foundations for doing justice
- 4) Social and cultural foundations for doing justice
- 5) The role of facilitator, facilitation skills and practice
- 6) Exploring and encouraging leadership
- 7) Using the content: idea-sharing, strategizing and planning

RECOMMENDATIONS FOR SELECTING FACILITATORS

Once trained, Justice LED facilitators may share the program in a variety of settings or ways within their own congregations or ministry settings. We suggest that churches and ministry groups keep the following helpful facilitation qualities in mind when inviting or selecting facilitators:

- A person of faith, known and trusted by the congregation or ministry group they represent.
- A commitment to faith-based social justice.
- Some experience and comfort level in facilitating groups.
- An ability to be a calm and pastoral presence, able to help people navigate through difficult topics.
- A demonstrated ability to be inclusive of diverse people and perspectives.
- Humility and modesty; a mindfulness one's own limitations in knowing the struggles, justice issues and justice solutions of other people, cultures or communities.
- An appreciation for the unique contributions of both direct service and justice advocacy in the life of faithful people and congregations.
- An ability to put his/her own perspectives, ideologies and particular justice issue agenda somewhat "on the shelf" to moderate and facilitate the group's process.
- An ability to create a safe, engaging learning environment for all participants.
- Capacity to be flexible and to collaborate with other facilitators/trainers.
- A sense of humor.

CHECKLISTS FOR PLANNING A TRAINING EVENT

Host Group Responsibilities Checklist

A Host Group is a group of people (staff and/or laity) within a local church or other ministry setting that are committed to hosting a Justice LED facilitator training for their group and/or others who wish to use the program.

- ✓ Initiate the planning process by reading the planning guide, identifying all the responsibilities for training, and deciding who will assume each task.
- ✓ Identify a space to host the training.
 - Ideal locations will be free or low cost, such as your local church, Association or Conference sites.
 - Spaces need to accommodate the large group and smaller breakout groups. For additional space considerations, (see **SPACE, SUPPLIES AND RESOURCES**).
 - Consider accessibility issues (and lodging options, if needed) when selecting a site.
- ✓ Identify who will take on the responsibilities of the Registrar and the Local Host. These are usually individuals from the host group and/or congregation.
- ✓ Identify a training date or potential dates.
 - Consult as needed with your church calendar, Association and Conference to avoid event conflicts.
 - Online scheduling tools such as www.meetomatic.com or www.agreedate.com can help to quickly identify common available dates.
 - Consider scheduling training events at least 4 months in advance. This gives you time to promote the training among colleagues, conferences and at events as needed.
- ✓ Contact UCC Justice and Witness Ministries to inform them of your plans for training. They can help identify Justice LED Trainers in your Conference, unless you already know who those individuals are.
- ✓ If trainers are coming from a distance, consider possible lodging that can be offered at low or no cost. If hotel is necessary, Justice and Witness Ministries can cover or subsidize this cost if needed.
- ✓ Determine a budget (see **BUDGET WORKSHEET**) to cover costs, such as meals and trainers' stipend.
- ✓ Based on the budget, decide on a minimum number of participants you will need to cover training costs. You may choose to invite other churches. Decide on a maximum number for a good learning environment. Generally, we find that the best number for a good training experience ranges from 8 to 22 participants.
- ✓ Determine the training costs and set the registration fee. Depending on local and/or association/conference support, where the training will be held and what type meals are served, registration fees vary. For example, a registration fee that covers a meal, snacks and a stipend for two trainers at a one-day event might be in the range of \$30 - \$60.
- ✓ Promote the event. Create and distribute the publicity/information and registration form (see **SAMPLE INFORMATION AND REGISTRATION FORM**). Ask permission to include a blurb and related link or forms via your Conference and/or Association newsletters or weekly announcements.
- ✓ Make sure the event information (including dates, location, key contact person, telephone and e-mail address) are sent to Justice and Witness Ministries so it can be publicized at ucc.org.

Local Host(s) Responsibilities Checklist

The local host is an individual (or two individuals, sharing the responsibility) who handles logistics and supplies related to the training, as follows:

- ✓ Once trainers are confirmed, send them a letter of commitment (see **SAMPLE TRAINER AGREEMENT LETTER**) outlining the agreements the trainer and sponsoring committee have made about the training, dates, location, and stipend. Give them a signed copy of agreement and keep one for church files.
- ✓ Consult with trainers to discuss the physical space and supplies needed to support the training, including:
 - Room setup (tables and chairs)
 - Spaces for small groups to gather
 - Any accessibility issues
 - Wi-Fi capability and needs (if the site has it)
 - Projector, A/V needs
 - Other supplies, resources or space needs
- ✓ Collect information from the Registrar about special dietary, accessibility and/or other special needs. Be in touch as needed with participants to accommodate.
- ✓ Make copies of evaluations (SEE EVALUATION FORM) or use an online survey format (such as www.polladdy.com or www.surveymonkey.com), and provide the survey link to participants.
- ✓ Arrange for meal(s) and snacks as needed, keeping in mind any dietary specifications. Options used by Hosts include: volunteer-made meals; circulating a local restaurant menu and taking participant orders in the morning for a lunch meal; and offering nearby restaurant/deli options for dining out during the lunch hour.
 - if they want to communicate in advance to the participants – such as mention of any materials participants will need to bring (see **SAMPLE TRAINERS LETTER**).
- ✓ Arrange for trainer pick-up at airports, bus and train stations, as needed.
- ✓ On the day of the training, organize the supplies, set up the meeting room, and prepare a registration table, with name tags (either pre-printed or blank with markers).
- ✓ Welcome people and help them check in and register.
- ✓ Periodically check in with the trainers to ensure they have everything they need.
- ✓ Arrange for payment of trainers. Decide in advance whether the stipend will be paid on site or after the training. We recommend each trainer be paid between \$150 and \$200 for the training.
- ✓ Arrange as needed for lodging of trainers. This cost should be included in registration or subsidy as an expense. (Note that trainer's travel, if approved in advance by UCC Justice and Witness Ministries, may be covered; trainers should communicate directly with JWM regarding travel before confirming with you.)
- ✓ After the event, collect and review event evaluations and expenses and make notes to inform any future training events. Send or give a copy of evaluations (or data from online surveys) to trainers, and email, fax or mail copies to the Minister for Leadership Development at JWM, 700 Prospect Avenue, Cleveland Ohio 44115 (fax 216-736-3703).

Registrar Responsibilities Checklist

- ✓ The Registrar is listed as the contact person on registration forms or websites.
- ✓ Send the event information and registration form (electronically if possible) or online registration link to Justice and Witness Ministries, as well as those your group may have contacted or wants to invite to the event (surrounding churches, Association, Conference, etc.).
- ✓ Collect registration forms or information as it comes in.
- ✓ Keep track of dietary needs, accessibility and/or other special needs and communicate the information to the local host.
- ✓ Communicate regularly with trainers and local host so that they are aware of incoming special needs and participant registration numbers. Knowing in advance about special needs such as visual impairment or wheelchair accessibility may help trainers to ensure the training and activities will accommodate such needs.
- ✓ Track funds collected and submit income and expense report to the host committee.
- ✓ As people register, the registrar sends confirmation emails with necessary event details to the participants.
- ✓ Send one final email in the week or two before the event (after registration deadlines) on behalf of the trainers. Before sending, check with Local Host and Trainers so they can contribute any details as needed. (See **SAMPLE LETTER TO CONFIRMED PARTICIPANTS.**)
- ✓ Make a Participant Contact List with trainers' and participants' names, churches, cities, states and email addresses. Provide the list to the Local Host before the training so that it can be distributed to trainers and participants.

Trainers' Responsibilities Checklist

- ✓ Discuss with the Host Group the dates you are available; unless they are seeking trainers already-confirmed dates, work with them to find a mutually agreed upon training date.
- ✓ Consult with JWM staff about the training and transportation needs. For training events, we encourage Host Groups to use trainers in closest proximity (same Conference or Region) when possible. JWM will need to check and approve travel costs in advance of your confirmation with Host Group.
- ✓ JWM asks each host group to incorporate a stipend of \$150 to \$200 for each trainer into their registration fee or event budget. Discuss this with them to be sure it is included in the Trainer Agreement.
- ✓ Find out who will be the Local Host(s) and Registrar for the event and which of the trainers will act as a liaison with the contact person. It is often helpful if just one trainer acts as a liaison with one conference contact person (copying the other on emails), keeping his/her co-trainer updated as necessary to plan.
- ✓ Discuss with the Local Host any special needs you have such as lodging, dietary needs, etc.
- ✓ Discuss arrival time with local host to ensure you have enough time to set up and get settled in.

- ✓ Discuss with the Local Host your needs for room setup, breakout rooms, and other space/logistical information they may need for the training.
- ✓ Give the Local Host a list of needed equipment and supplies. (Typically trainers are responsible for bringing a laptop, and host groups provide A/V). Decide whether to bring copies of handouts with you, or send originals to the local host in advance to request any needed copies.
- ✓ Make your travel arrangements well in advance. Contact JWM about any flight needs at least 5 weeks prior to departure. Plan to arrive well in advance of the start of the training.
- ✓ Prepare newsprint sheets, activities and related handouts or supplies in advance.
- ✓ Talk with your co-trainer and plan the training. Work out individual assignments based on each person's interests and strengths. Plan the schedule and logistics of the training and determine what supplies will be needed and what supplies you will bring.
- ✓ If you have not used the revised Justice LED content and training format, review it carefully and consult with JWM or other Justice LED training colleagues as needed with questions.
- ✓ After the training, review the evaluations. Discuss the training experience with your co-trainer.
- ✓ Get a participant contact list from the Local Host The list must include the name, church, city/state and e-mail of each participant. (see TRAINING ROSTER).
- ✓ Email, fax or mail copies of the evaluations and the participant list to:

Minister for Leadership Development
 Justice and Witness Ministries
 United Church of Christ
 700 Prospect Avenue
 Cleveland, OH 44115
 Fax 216-736-3703
 Burdk@ucc.org

RECOMMENDED TIMELINE

4+ Months before the event:

- Identify/confirm training dates. We advise that you do a quick check with your Association and/or Conference to ensure there are no major schedule conflicts with the dates.
- Contact JWM about your plans and trainer needs; we can help identify trainers.
- Determine location, lodging (if needed) and meals to be included
- Contact the JWM Minister for Leadership Development about your plans for training; we will help as needed to promote the event and answer any questions that come up.
- Choose and confirm training dates with venue.
- Create promotional materials (and/or use attached flyers).
- Promote the training event at local and wider church gatherings when possible.

At least 3 Months before the event

- Actively promote event (once date and location are confirmed).
- Finalize smaller logistical details as needed, such as A/V, any event housing and meals.
- Create and distribute/post online registration forms.
- Communicate with JWM as details are confirmed so that we can post related information and forms.

1-2 Months before the event

- Invite registrants to the scheduled event and provide necessary details and instructions.
- Trainers make airline reservations or other travel plans as necessary for the event.
- Trainers consult on curriculum and divide up sections to prepare and facilitate.
- Trainers write out training schedule with meals and breaks, and send to Local Host to be included in letter to registrants or made available at the event.

1 Month before the event

- Communicate with JWM regarding final number of registrants, and where to send any requested materials.

1-2 weeks before the event

- Gather needed items, such as laptop, speakers, markers, snacks, etc.
- Print copies of any handouts for training, including (unless using online surveys) evaluation forms.

BUDGET WORKSHEET FOR TRAININGS

Materials	Estimated Cost
Copy handouts as needed: (Number of handouts X Number of copies needed)	\$ _____
Any supplies that must be purchased: newsprint, masking tape, markers, name tags, etc.	\$ _____
Publicity costs (copies, mailings, postage etc.)	\$ _____
TV/DVD or projector rental (if necessary)	\$ _____
Site fees	
Any fees required for church/host site (ie group fee, parking or cleanup fees)	\$ _____
Food	
Cost per meal _____ X number of meals _____ X number of people _____ =	\$ _____
Snacks and beverages for break times	\$ _____
Trainers	
Honorarium for trainers @ a minimum of \$150 for one day, or \$200 for two day events.	\$ _____
Lodging for trainers (if you are covering cost, see LOCAL HOST RESPONSIBILITIES)	\$ _____
(JWM will cover lodging and/or travel costs that are approved in advance)	
Contingencies, Miscellaneous	\$ _____
TOTAL EVENT COST	\$ _____
SUBTRACT any outside funding/ subsidy	\$ _____
Divided by minimum of participants expected _____	
Yields REGISTRATION FEE	\$ _____

SPACE, SUPPLIES AND RESOURCE MATERIALS

The following are the general supplies needed for a Justice LED training. **Since trainings can vary, Local Host should speak with the trainers before to find out if there are any additions or deletions to this list.**

General Supplies for all trainings

Name tags
Handouts copied ahead of time or brought by the trainer
Masking tape
One large newsprint tablet
Newsprint easel
Sticky notes: standard size and larger
An altar cloth
Candle and matches
Bible for altar
Multicolored markers or crayons
Coffee, tea, water (recommended)

Others: For optional activities, check materials needed

Space Requirements

Table space and chair for each participant
Ideally one large space for the whole group, with 1-4 additional breakout spaces/rooms to accommodate participants when broken into small groups
Sufficient, accessible bathrooms
Adequate parking for commuters as needed
Ideally Wi-Fi accessibility
Check with trainer for room setup and space needs

JUSTICE LED TRAINING ANNOUNCEMENT FORM

This form should be submitted by the Host Group to Justice and Witness Ministries (burdk@ucc.org) so that it can be listed on our events calendar online, and we can provide the training materials and support transportation and lodging of trainers as needed.

Training Date(s) _____

Training Location _____

Host Group _____

Training Location Address _____

Website and/or online registration site, if you have one _____

CONTACT PERSON (usually the designated local host or other who can answer questions about the training)

Name _____

Home Phone _____

Workplace Phone _____

E-mail Address _____

REGISTRAR (if registrations handled by someone other than the local host)

Mailing Address _____

Phone _____ E-Mail _____

TRAINERS FACILITATING THE TRAINING

Trainer Name _____

Email _____

Trainer Name _____

Email _____

Training Cost _____ Registration Deadline _____

Send this information to:

Kelly Burd, Minister for Leadership Development at burdk@ucc.org or

Justice and Witness Ministries
United Church of Christ
700 Prospect Avenue
Cleveland, OH 44115-1100

SAMPLE PUBLICITY FLYER



JUSTICE LEADERS ENGAGING AND DEVELOPING FACILITATOR TRAINING EVENT

DATE & TIME

LOCATION

REGISTRATION COST

REGISTRATION LINK (ON CHURCH WEBSITE, ETC)

REGISTRATION DEADLINE

CONTACT INFORMATION FOR REGISTRAR

ABOUT JUSTICE LED AND THIS TRAINING

Justice Leaders Engaging and Developing (Justice LED) is a justice faith formation and leadership development resource. It pairs scripture and engaging activities that invite people to learn more about the justice dimensions of Christian discipleship and recognize their power to impact social change. This program can be used with a variety of group sizes and ages. This facilitator training is being offered by (HOST GROUP/CHURCH) for people who want to use this resource with their congregations or ministry groups.

Facilitator training is an important component of the program. It introduces the content of Justice LED and offers helpful skills and approaches for facilitating conversations grounded in mutual respect, suspension of judgment, empathic listening, and reflection so that spiritual growth and mutual learning is possible. There are three primary purposes for facilitator trainings:

- 1) To allow people to review and experience the content and activities they will be facilitating.
- 2) To demonstrate and share how facilitators create safe space, build group trust, and facilitate conversations that allow for diverse perspectives and life experiences.
- 3) To provide an informal network and consultation, introducing facilitators one another and supporting them as they brainstorm and begin planning for how they might use Justice LED to support new and existing ministries at home.

**You can find more information
about the program at www.ucc.org/justice/training.**

SAMPLE INFORMATON & REGISTRATION FORM

Justice Leaders Engaging and Developing



Local Church Facilitators' Training Registration Form

LOCATION

(Venue, Address, City, State.)

DATES: (Include dates, with daily start and finish times)

REGISTRATION PROCESS AND DEADLINE:

ABOUT JUSTICE LED AND THIS EVENT:

There are many entry points into justice advocacy and related ministries. Some people become engaged in a particular social justice concern and share that concern with their faith communities. But for many people, the entry point to doing justice begins with faith formation – scriptures and conversations that help them understand the justice dimensions of Christian discipleship. Justice Leaders Engaging and Developing (Justice LED) meets this need with interactive scripture study, engaging video resources, and activities that invite groups to learn about and reflect on the justice dimensions of Christian faith and discipleship, and to discern how they might pursue God’s shalom vision of a more just and peaceful world in their daily lives and in their faith communities.

This event is for people of faith - lay leaders and clergy - who wish to become facilitators of the Justice LED program in their congregation or other ministry setting.

There are three purposes for facilitator trainings: To allow people to review and experience some of the content and activities they will be facilitating in their own ministry settings; to demonstrate how facilitators create safe space, build group trust, and facilitate conversations that allow for diverse perspectives and life experiences; and to provide an informal network and consultation, introducing facilitators to one another and supporting them as they brainstorm how they might use Justice LED to support their ministries at home.

TO REGISTER

We recommend that churches send at least two who have been identified to use or facilitate Justice LED in your church or ministry setting.

(Note: if you have the ability to set up online registration with online payment, it can help cut down on registration-related administrative work and time.)

COST

The event cost covers the cost of meals and a stipend for two trainers. Justice LED materials are provided at no cost, thanks to funding from Neighbors in Need and Our Churches Wider Mission.

MEETING SCHEDULE:

Example: The meeting will begin on Friday, August 13 and conclude by 2:00pm on Saturday, August 15. We ask all participants plan to arrive by 5:30 p.m. on Friday and stay until the program concludes on Saturday.

DIRECTIONS:

If needed, include pertinent information on transportation from airport to site, public transit, etc. Provide driving directions to the training and/or a MapQuest or Google maps link.

PARKING: Any information regarding where to park, parking costs, etc.

OTHER:

**JUSTICE LED LOCAL CHURCH TRAINING
(Venue, Location, Dates)**

REGISTRATION FORM

Name _____

Address _____

City, State and Zip Code _____

Day Phone _____

Evening or Cell phone _____

Email _____

Church where you are a member _____

City, State of Church _____ Phone number _____

Conference _____

Dietary or other Special Needs:

Please send registration form with payment by (deadline) to:

SAMPLE LETTER TO CONFIRMED PARTICIPANTS



Friends,

We looking forward to seeing you at (location and dates) for the Justice LED Training Program.

The training will be held at (location, city, state). The event begins at (time and date) and concludes at (time and date). Plan on the daily schedule being from (AM time through PM time) with meal and stretch breaks.

We ask that you bring the following with you to the training:

- 1) A symbol that represents justice to you which you will share as we create our community altar.
- 2) Your favorite translation of the Bible, if you'd like. We will primarily be using the New Revised Standard Version, and passages from The Message: The Bible in Contemporary Language by Eugene Peterson.
- 3) Any creative ideas, practices and resources you have found most helpful in the work of justice faith formation, organizing, advocacy, and/or related ministries.
- 4) An open heart and mind for the creative and sacred conversations, networking and strategizing work we will share.

Please contact us if you have additional questions.

Peace!

(Trainer names, emails or phone numbers)

SAMPLE SPONSOR/TRAINER AGREEMENT LETTER

Date

Dear Jim and Sue Trainer,

I am glad we have confirmed the dates for our leader training. We are eager to start using Justice LED in our ministry programs and justice efforts. As per our conversation, I understand we agreed upon the following:

The training will begin Saturday morning, June 23 at 8:30am and conclude on the same day at 5:00pm. You each will be paid an honorarium of \$____, which will be paid in the form of a check at the end of the training.

Your travel expenses must be confirmed and approved with UCC Justice and Witness Ministries before you confirm with us and make travel plans. We will cover your lodging needs; your accommodation is reserved at _____ for (dates).

We will provide all the needed supplies for the training except for computer. Please be in communication with the Local Host to let us know what you need! Send copies of the agenda and any handouts to the Local Host in advance of the event, and they will be copied for you.

We will provide you with a list of participants before the training begins, as well as any special needs that you may need to consider and accommodate for your training.

We appreciate all the time you are dedicating to help train us to support our faith and justice ministries. We look forward to a great training.

In Faith,

(Name), Host Group Representative

JUSTICE LED SAMPLE TRAINING SCHEDULES

Justice LED Training hours as delineated in Leader’s Guide (breaks included):

Session 1	1 hour
Session 2	1.5 hours
Session 3	1.5 hours
Session 4	1.5 hour
Session 5	2 hours
<u>Meal and breaks</u>	<u>1</u>
Total	8.5 hours

Below are three samples of training schedules.

----- **ONE DAY** Justice LED Training Schedule Sample -----

8:00 – 8:30am	
8:30 – 8:45	Convene, Welcome and Introductions, Overview of the Day
8:45 – 9:45	Session 1
9:45 – 11:15	Session 2
11:30 – 12:30	Session 3
12:30	Lunch
1:00 – 1:30	Finish Session 3
1:30 – 3:00	Session 4: Facilitation
3:00	Short break
3:15 – 4:45	Session 5/Strategize
4:45	Evaluations, Sending Forth
5:00	Depart

----- **TWO DAY** Justice LED Training Schedule Sample # 1 -----

Friday/Day 1

5:00 – 5:00	Registration/check-in
6:00 – 6:30	Dinner
6:30 – 7:30	Session 1
7:30 – 9:00	Session 2

Saturday/Day 2

8:30 – 8:45	Check in with questions
8:45 – 10:15	Session 3
10:15	Short Break
10:30 -12:00	Session 4
12:00 – 12:30	Lunch break
12:30 – 2:15	Session 5
2:15	Evaluations, Sending Forth
2:30	Conclude and depart

----- **MULTIWEEK Justice LED Training Schedule Sample** -----

Week 1 5:00-8:30pm

5:00 Gathering, Session 1 over informal dinner

6:00 – 8:00 Session 2

8:00 Check-in, small reading assignments and agenda for next week

8:15 Depart

Week 2 5:00-8:30pm

5:00 Gathering, Review/Re-establish Sacred Space and Covenant over informal dinner

6:00 – 8:00 Session 3

8:00 Check-in, small reading assignments and agenda for next week

8:15 Depart

Week 3 5:00-8:30pm

5:00 Gathering, Review/Re-establish Sacred Space and Covenant over informal dinner

6:00 – 8:00 Session 4, Start on Session 5

8:00 Check-in, small reading assignments and agenda for next week

8:15 Depart

Week 4 5:00-8:30pm

5:00 Gathering, Review/Re-establish Sacred Space and Covenant over informal dinner

6:00 – 7:45 Session 5/ Strategize plans for using Justice LED, incorporating Justice in ministry settings

7:45 Evaluations, Certificates, Sending Forth

8:15 Depart

POST-EVENT EVALUATION FORM

Some Host Groups will utilize online evaluation sites such as poll daddy.com or surveymonkey.com and provide participants with a link to the evaluation. Please collect evaluations in some format, so that they can be reviewed by the Host Group, Trainers and JWM staff.

Justice LED Evaluation Form (2 pages)

We are interested in your experience with the Justice LED Local Church Leaders Training at (location, date). Please complete the form. For each statement, please check if you agree or disagree using a rating scale from “1” to “5”. A rating of “1” indicates that you strongly disagree with the statement. A “5” indicates that you strongly agree and “3” is a neutral mark, where you neither agree nor disagree.

Categories	Check your response				
Preparation	1 Strongly agree	2 Disagree	3 Neutral Or N/A	4 Agree	5 Strongly Agree
The promotion/information for the training stated the purpose clearly					
I was given enough information about the training in advance					
Content Delivery					
The goals of the training were clearly defined					
The topics covered were relevant to the purpose of facilitator training					
There was sufficient opportunity for interactive participation					
The training content was accessible and easy to understand					
My questions were answered to my satisfaction					
The materials provided were helpful					
The schedule provided sufficient time to cover all proposed activities					
Facilitator:					
The facilitators were well prepared for the training					
The facilitators worked to establish a safe and inclusive space for our conversations and work.					
The facilitators answered questions in a complete and clear manner					
The facilitators kept a good pace and energy level					
The facilitators were respectful of the different skills, stories, values and perspectives presented by the participants					
The facilitators successfully moderated conversation and activities					
Facility					
The meeting room and related facilities provided a comfortable setting for the training					
The refreshments and food provided were of good quality					

General Satisfaction:					
I feel the goals of the training have been met					
I am satisfied with my increased understanding of the topic					
I was satisfied with the variety of training methods used					
I believe this program will be helpful to my congregation or ministry group.					

How do you hope to use Justice LED?

What for you were highlights of the training or the Justice LED resource?

How would you suggest improving this experience?

What additional support would you like to have in the future as you use Justice LED or engage in faith-based justice education, advocacy or related ministries?

Please feel free to share any additional comments.

EVENT FOLLOW UP

Host Groups, please share with JWM by email, any reflections or debrief notes you have following your event. In addition to having your individual evaluation forms about the event and Justice LED program, we would benefit from knowing your thoughts on the following:

- What do you feel went smoothly in the planning process?
- What would you do differently if you plan another?
- What was most helpful from this planning guide?
- What do you wish had been included?
- How well did this event work with the trainers you had?
- Would you request them for future trainings?

Trainers, please share with JWM by email any reflections or debrief notes you share with each other following your event. In addition to hearing your general reflections on the experience, we would benefit from knowing your thoughts on the following:

- What do you feel went smoothly in the planning process?
- What would you do differently if you plan another?
- What was most helpful from this planning guide?
- What do you wish had been included?
- How well did this event work with the host group and the location?