****

**Lay Employees Orientation Programme - Day One**

**Trainer’s notes 2018**

**10.30am – 3.30pm**

**10.15 – 10.30 coffee and arrivals**

**10.30 – 10.50 Welcome, introductions, housekeeping, opening prayer – Rachel**

Introduce self, invite participants to share names, lay employee role and where based. Share programme and learning outcomes and group agreement (slides 2-3) for the day, invite the participants to use the reflective log/action sheet, ask if there are any questions. Go over general housekeeping and health and safety.

**Learning Outcomes**

At the end of the day each participant will be able to:

By the end of the day participants will be

able to show an understanding of:

* working in a lay ministry context
* Induction, policies and appraisal
* basic elements of pastoral care
* working with appropriate confidentiality
* understanding well being
* be able to understand key aspects of Methodist history and doctrine

**Opening prayer:**

God of the morning,

help us to be still:

to breathe

to be aware

to appreciate

the giftedness of this today-

the sounds

the colours

the tastes

the tasks and the people waiting.

Help us to explore the mystery

opening before us

all around us

and deep within us.

Lead us into the life of this new day. Amen (Lynda Wright)

**10.50 – 11.15 Your role and the local context – Rachel**

Ask participants to take a piece of flipchart paper and a coloured pen and in middle of paper draw figure/symbol of themselves and then quite large circle around it. In that circle put in key people, groups and area/s their job covers, remind them to include management/support. After period of time invite them to share with a partner.

Ask them to write on the outside of the circle in a different colour key district/regional people and structures they are aware of. These may include learning and development groups, District Chair, lay employment advisers, DDE’s, TO’s, regional Training Forum. Again, ask them what decisions, impact on or influence their work.

Then ask them to choose a different colour and write down what key people, structures there in at a connexional level.

In whole group share any reflections on the process of marking out the key people etc. Ask the group for reflections on how they made contact with people/groups, were some a ‘given’ eg. line manager/supervisor, part of job description, what are the others? Then ask them if contact was part of their induction, invite reflections on their induction.

**11.15 – 11.30am Your role and the wider context – Graham**

Explain the connexion through Council and Conference sets direction and policy for the whole Methodist Church and that this impacts on lay employees in a number of ways:

Human Resources at MCH - produce the lay employment advisory information, exist to advise and provide guidance on employment issues.

**11.30 – 12.00 Induction and Policies – Rachel**

Share handout on induction, ask for responses...if they haven’t had a local induction ask if this handout would be useful for their line managers/supervisors to have. Then remind them that this session is a regional response to inducting them in their jobs (slide 3).

Ask the participants how often they meet their line managers/supervisors and for responses on how work priorities are agreed, clearly these will differ depending on the job they have eg. administrator will know a lot of their priorities through weekly, monthly, quarterly cycles, children’s workers’ will be more developmental and negotiated. Ask them what kinds of decisions at local church/circuit level impact on their work for eg. mission priorities, decisions about collaborative ministry that involve the administrator undertaking admin jobs for staff.

Share handout on outline for line-management meetings and CPD.

Conference receives/adopt reports that become policy for local churches, circuits and districts. Highlight some key policies for lay employees (slides 6 and 7), give out copies of lone working, grievance procedures, inform them where they can locate the others and then explain they will be looking in more detail at the Safeguarding Handbook, *Creating Safer Space* and *With Integrity and Skill.*

**Comfort Break**

**12.05 – 12.30 Pastoral Care – Jesus as a pastoral carer – Fidge**

Exercise from ‘encircled with care’ pp. 9-10

**Appropriate Confidentiality**

**Case Study**

Ask the group to work in pairs on this scenario which is taken from *Integrity and Skill.* Debrief covering following learning points:

* care needs to be taken with public prayer, observing confidentiality regarding specific details about individuals, privacy should be respected.
* the pastoral worker should have sought permission from the individual

Highlight Section 12 guidelines for good practice in confidentiality and pastoral care. (caveat safeguarding info is now out-of-date)

* 1. **Lunch**

**1.00 – 1.30 Pastoral Care – Listening skills** Penny Lane – **Graham (answers)**

**Listening exercise –** (in pairs, 3 minutes each, sharing and listening and reflecting back – and then swap). How was it for you?

**Active Listening (handout)**

**1.30 – 2.00 Methodism**

**Quick Quiz and Methodism Handout**

(**Handouts** – Seven approaches to doing theology; Methodism)

**2.00 – 2.20 Managing self, time and your own well-being – Rachel**

**Well being slides.** This comes from The New Economics Foundation, available for sharing if acknowledged.

**Connect:** with people around you, family friends, neighbours, your community

**Be active:** discover a physical activity you enjoy and make time for it. Exercise makes us feel good.

**Take notice and live in the moment:** Be curious. Take time to notice the beautiful , the unusual, the changing seasons. Savour the moment. Reflect on your experiences to learn what matters to you.

**Keep learning:** Try something new. Set yourself a challenge. Rediscover an old interest.

**Give:** this is about looking out as well as in. Do something nice for someone, or the community. Smile. Thank people.

But balance the giving with the taking in. You are important too!

**Comfort Break**

**2.30 – 3.00 Vocation – Fidge**

Definition

Your vocation?

Stone Chipper

Discerning vocation

**3.00 – 3.30 Wrap-up and share Covenant Prayer – Fidge**

Invite participants to share the learning they are taking away from the day.

Evaluation post-card

**Covenant Prayer**

I am no longer my own but yours.  
Your will, not mine, be done in all things,  
wherever you may place me,  
in all that I do  
and in all that I may endure;  
when there is work for me  
and when there is none;  
when I am troubled  
and when I am at peace.  
Your will be done  
when I am valued  
and when I am disregarded;  
when I find fulfilment  
and when it is lacking;  
when I have all things,  
and when I have nothing.  
I willingly offer  
all I have and am  
to serve you,  
as and where you choose.  
  
Glorious and blessed God,  
Father, Son and Holy Spirit,  
you are mine and I am yours.  
May it be so forever.  
Let this covenant now made on earth  
be fulfilled in heaven.   
Amen