

The Unitarian Universalist Congregation of the Imagination
Interim Religious Educator Kick-Off Workshop
Date

Participant List (total=??)

Program Staff:

RE Committee Members:

RE Staff Members:

Administrative Staff:

Lay Leaders:

FRIDAY

Time	Duration	Activity/Event	Comments/Notes	Materials
6:00p – 6:45p	45 min	Dinner	Provided by UUCI; FIND 9 readers for guidelines	Flip Chart w/ Welcome sign
6:45p – 6:55p	10 min	Welcome Gathering The Spirit	Opening reading, chalice lighting, ingathering hymn. Reading: Community by Starhawk Ingathering Hymn: When I Breathe In	Training toys, flip chart, projector, screen center table, chalice, cloth; Laptop; iPod and speakers
6:55p – 7:15p	20 min	Ingathering Activity: Name Tag Game	Welcome & Introductions: 1. Introduce myself 2. Run Name Tag Game 3. Processing Questions – what was that like? How did that game feel? - what does that tell us about how we communicate? -so how might this inform/be helpful for our time together?	Name tags, markers
7:15- 7:25p	10 min	Guidelines for Our Conversations and Housekeeping (bike rack,	9 volunteers. Write additional entries onto large index	Cards, blue tape, large index cards.

		breaks, training toys, etc.)	cards. Include self-care notes; Bike Rack; Training Toys including Post-It Notes	
7:25p – 7:30p	10 min	Workshop Goals & Overview(with Friday focus) Reflection Questions		Friday Agenda on flip chart; Flip Chart paper for Bike Rack
7:30p-7:40p	10	UUCI Mission and Vision; UUCI RE Goals		

⇒ Friday Agenda emphasis: Content deals with significant institutional & personal memories of RE and looking at what RE and the institution mean to those present. **We are starting from the “universal” and working towards the specifics.”**

⇒ Emphasize the website’s description of mission. “

7:40p-8:15p	30	UUCI RE History Timeline w/ review	Participants have 10 minutes to post events; 20 minutes for review	Post It Notes, pens/markers, Butcher block paper for Timeline
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⇒ Refer to PPT for specific processing questions for timeline.

⇒ Refer to PPT for specific processing questions for RE Identity.

8:10p-8:40p	30	Small Group Processing – 1. Reflection Questions (revisited) 2. Creating lists of Goals & Dreams	Divide into small groups; do count-off by fives or a body timeline of membership length then count off. Ask group to pick a spokesperson.	chimes
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⇒ Now knowing UUCI’s RE History – work together in a small group to create a list of your hopes, goals & dreams of the future of the lifespan RE/spiritual development program. Use a brainstorm framework. As you personally consider your own desires and dreams, think about what you can do personally to move the hopes and dreams forward, keeping in mind the restraining forces and challenges.

⇒ We will work with this tomorrow to prioritize this list and look at the internal structure and processes currently in place to realistically make these happen.

8:40p-8:55p	15	Small Group Reporting and Sharing		
8:55p-9:00p	5	Closing	Remind group of Saturday’s logistics and schedule	

SATURDAY (16 Participants)

Time	Duration	Activity/Event	Comments/Notes	Materials
8:45a – 9:00a	15	Light Breakfast/Getting Settled	UUCH provide food	Name tags, markers, sign-in sheet
9:00a – 9:10a	10	Ingathering	Reading and Chalice Lighting: Autobiography in Five Short Chapters Ingathering Song?	Projector, screen; Chalice and Reading
9:10a – 9:15a	10	Introductions Review of Friday Night Saturday Agenda	Agenda on Newsprint	

- ⇒ Morning content deals with myths, norms, and goals for religious education ministries
- ⇒ Afternoon content for this session grows in part from conversations that happen before the workshop, conversations during the workshop, and facilitator assessment of what is needed.

9:15a – 10:15a	60	Small Group Work and Large Group Processing Cont'd –	Hopes & Dreams Cont'd with an even # small groups	Paper, Pens, Newsprint
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- “We are continuing the work started last night. Those of you who are new are being asked to work through goals, dreams and visions established by your colleagues. Our next step is to find your “top” dreams, those that are the most pressing to your heart and to your vision”
- Gather into an even number of small groups.
- Each person highlights at least one dream related to Religious Education. (5 minutes)
- Each Small Group comes to a consensus of the top three most important dreams from all that they have shared. (10 minutes)
- Two Small Groups come together to form a medium-size group and pick the top three dreams from their list of six. (10 minutes)
- Each medium-size group shares their top three dreams with the large group. (10 minutes)
- Medium-size groups establish Objectives, Steps, and a Time Line for accomplishing the group’s top three dreams. (20 minutes)

10:15a – 10:25a	10	BREAK		Chimes
10:25a – 10:35	10	Quick energizer		
10:35a-10:50a	15	Now what? What to do with those dreams and objectives		
10:50a – 11:35a	45	Roles & Responsibilities Interim Tasks		
11:35a – 11:50a	15	Factors of RE Programs		
11:50a – 12:00p	10	Best Practices – One Model	Youth Ministry Model	
12:00p – 1:00p		LUNCH		
1:00p – 1:15p		ENERGIZER	Sorts & Mingles	
1:15p – 1:35p		Interim RE Work		
1:35p – 1:45p		RE Council Structure and Job Descriptions		

1:45p – 2:10p		Role of Religious Educator , Career Cycle, Keys to success		
2:10p – 3:00p		RE Tasks; Sharing Responsibility	Small Groups then Large Group	Forms
3:00p – 3:30p		Goal Setting	Prioritization of Roles DRE Job Description	
3:30p – 3:45p		Three signs of success	Small Groups	
3:45p – 4:00p		Closing		

Materials Needed:

Sign-in Sheets for Friday & Saturday

Opening Readings: Community By Starhawk; Autobiography in Five Short Chapters by Portia Nelson

Chalice, candle, matches

Laptop and flash drive

Projector and screen

Forms: (Goals; Prioritization; Sharing Responsibility)

Post-It Notes and Index Cards

Blue Tape or Masking Tape

Pens and Markers

Newsprint Paper and Stand

Large Roll of Paper (for RE History)

iPod and Speakers

Life Questions

Manipulatives

Name Tags and Sign-In Sheet

Hymnals

Chimes

II. Startup Weekend Detailed Program

FRIDAY EVENING

6pm Dinner

Post the timeline before dinner

7pm Brief Opening (Chalice lighting, Reading, Song)

Introductions - 2 or 3 simple icebreakers, get acquainted activities

If large group, save individual names for later

Moving around exercise – Four corners (siblings, personal RE experience, time as a UU, time with the church, teaching volunteer experience)

Guidelines for our time together

Housekeeping - Telephone, Bathrooms, Kitchen

Review schedule (who shows up when)

Review Goals for Retreat - Revise if necessary

Introduce the “Bike Rack” (also known as the “Parking Lot”):

On an index card, write any **questions/concerns/confusions** related to religious education ministries or lifespan faith development programs. If you are not planning to stay through the afternoon session on Saturday, your question may be answered after you leave. If your question is not answered before you leave, check with a member of the RE Committee on Sunday to follow up.

7:45pm Start from the Universal and work toward the particular

Use the "History" exercise to get the group in touch with the reality of what has been. Introduce the exercise by saying why it's helpful.

(Create a blank timeline on butcher paper in advance. Make it in two or three pieces. For example, one piece might include the year the congregation was founded through year 2000. The second would be 2000 through the present. Find out in advance what the natural breaking points are in the history of the congregation. During the gathering time, give everyone markers and ask them to fill in what they know. As you begin the discussion at 7:45, step back and read it together. Facilitators ask questions about significant events that may have had an impact on growth & health of the RE program.)

The questions that follow might be:

1) Which items listed have been barriers to growth and health in the religious education program of this congregation?

2) Which items listed have been conducive to growth and health in the religious education program of this congregation?

8: 15pm Small Working Groups share hopes & dreams of the future of (lifespan) RE, knowing the history

8:45pm Small Working Groups share their work

What are the restraining forces for hopes and dreams? What are the challenges and obstacles to the hopes and dreams?

Individual writing exercise (on index cards): What can I personally do to move the hopes and dreams forward, keeping in mind the restraining forces and challenges?

Remind the group about beginning time and location in the morning

8:55pm Brief closing ritual, such as a round of “likes and wishes” or a closing reading and a song. This will depend on the number of people in attendance.

SATURDAY

9am Gathering (Light breakfast and beverages available)

9: 15am Ingathering (Light Chalice, Reading, Song)

Introductions - if there are new people joining the group

Name, How long a UU, current Role in this congregation

Review current mission/ vision of (Lifespan) RE Program

Highlight the work of the evening before, review dreams

9:45 Small Group Sharing & Report Back

- Gather into an even number of small groups.
- Each person highlights at least one dream related to Religious Education. (5 minutes)
- Each Small Group comes to a consensus of the top most important dreams from all that they have shared. (10 minutes)
- Two Small Groups come together to form a medium-size group and **pick the top three dreams** from their list of six. (10 minutes)
- Each medium-size group shares their top three dreams with the large group. (10 minutes)
- Medium-size groups establish Objectives, Steps, and a Time Line for accomplishing the group’s top three dreams. (20 minutes)

10:45 Break

Two-day Startup Workshop, Saturday (Continued)

11:00am: Roles & Responsibilities

Moving Small Group Work Forward

Consider the Objectives, Steps, and Time Lines completed by medium-size groups. Who would

be responsible for what steps? How are responsibilities distributed between different committees and staff members? Do the plans outlined show a shared ownership of the congregation's educational ministries? Who will communicate these plans to the committees and constituent groups involved?

Facilitator highlights Six Essentials of Building Good Relationships:

- Clarity in Documents:
 - Contract
 - Job Descriptions
 - Evaluation of Program
- Clarity in who does what task
- Rotation System for volunteer Lay Leaders
 - No lifetime committee appointments
 - Opportunities for leadership development and renewal
- Financial and Public Support from Board Leadership
- Cooperation and interaction with other standing committees of the Church
- Support of the Minister(s)

11:45 Concluding the Morning Session

What have we discovered so far? What are the people in the room excited about?

12:00 LUNCH

1:00pm Religious Education Committee: Tying It All Together

RE Committee Structure and Job Descriptions

- What is the current theoretical structure of the Religious Education Committee?
- What is the RE Committee's charge?
- How do things actually get done?
- Are there existing job descriptions for volunteers? Are they accurate?
Review Dreams & Plans
- What does the RE Committee think about the ideas shared today?
- What changes will the RE Committee make with this new information?
- What are the one-year goals arising from this startup workshop?
Responding to 3x5 Cards
- Did we touch on most of the questions/concerns/confusions?
- What else should we discuss?
Other Observations & Discussions
- At this point, the facilitator may wish to reflect back some observations or concerns.
- "RE Committee Practices" in the one-day model may help.
- The DRE or RE Committee may suddenly come up with new questions. Answer what you can. Refer the rest to JPD core staff.

Evaluations

- Likes & Wishes
- If you are able to promise a follow-up in six months, say so. Contact the professional staff in six months to see if there is lasting impact from the start up workshop.

Closing: Brief reading or song

Goodbye