

TRANSFORMING CHURCH. TOGETHER.

Workshop Facilitator Handout

1. Introduction
2. Training and support
3. Before the workshop
4. During the workshop
5. Making a meeting accessible
6. After the workshop
7. Step-by-step guide through workshop slides
8. *A Foundation of Prayer* (Prayer Resource)

I. Introduction

Thank you for being a facilitator for a *Transforming Church. Together* workshop.

The Diocese of Bristol is shaping a new vision and set of priorities for the coming years. We want to understand what we do well, what we can change for the better and create a positive way forward together.

We also want to ensure it shares God's hope by meeting everyone's spiritual needs, inspiring worship, transforming lives and providing support where it is needed most.

We hold to the principle that with God's leading, we have the wisdom and creativity we need. The answers we need are available to us and we are wiser together than we are alone.

To ensure people have opportunities to have their say and share their thoughts, we're running a series of workshops, as well as the online questionnaire.

It's important we capture as much from these workshops conversations as possible – hence the key role you have as a facilitator.

Most workshops will be between 10-15 people, with a few larger workshops. Depending on need, we will send multiple facilitators per workshop (e.g. one to facilitate and one to do the tech/take notes).

If you have any questions along the way, please email Neil Warwick [<mailto:Neil.Warwick@bristoldiocese.org>] or Sophie Mitchell [<mailto:Sophie.Mitchell@bristoldiocese.org>].

2. Training and support

There will be a weekly drop-in for facilitators on Wednesdays from 7pm-8pm. The drop-in is a space to feedback, share top tips and refresh training as we go. To request the Zoom login, please email the *Transforming Church. Together* dedicated email [<mailto:transformingchurch@bristoldiocese.org>].

3. Before the workshop

You can either use the Zoom account of the group who you are joining, your own Zoom account or the *Transforming Church. Together* Zoom account. Please be in touch with the chair/lead of the group to organise this and ensure that the correct details are sent out. The *Transforming Church. Together* Zoom account is set up to generate automatic live captions for those who need them. If you would like to use this account, please email the *Transforming Church. Together* dedicated email [<mailto:transformingchurch@bristoldiocese.org>].

Make sure to check that breakout rooms are activated on the Zoom account before you start the meeting, if you intend to use them.

Send people the meeting papers (including the 6 questions) a few days before the meeting and ask them to bring a copy of the Bible passage (Mark 6:30-52).

Check in before the meeting or at the start of the meeting for any special requirements.

4. During the workshop

Start and end on time – although people are joining in from home it's still important to keep to 90 minutes. Do your best to start and finish on time and keep an eye, so you can adjust and re-prioritise if you fall behind or look like you'll miss your workshop outcomes. Plan your timings and allow for a short rest break.

Think about the human experience – this is a conversation and not a results-orientated space.

Naturally, Covid-19 can dominate current thinking. Encourage participants to think of pre-Covid times too.

Highlight common themes that are emerging; be comfortable with different opinions; every voice counts and we never know where the best idea will come from.

Be aware of dominant vs quieter voices. Ensure that everyone participates and has a chance to speak.

The conversation and interaction are as important as the outputs, so remind people that there is no perfect answer. For each question get something down and we can discuss and shape things as we go.

Acknowledge and thank each person's contribution.

Have someone else in the workshop to manage the technical aspects of Zoom or to take notes if you need is.

Zoom chat can be a great way for people to participate, ask questions and make points. Be aware that for some people it is too hard to follow along with the chat, so keep track of the conversation and highlight points that people have raised.

The method of doing breakout groups is flexible. Pick and adapt a method that you think will work for your group:

- If your group is small, you can stay in the main room for the whole workshop
- Participants could be in breakout groups for each question then come back into the main room to feedback before the next question
- Participants could be in breakout groups for the whole question series then come back into the main room to feedback at the end

If you use breakout rooms, ask each group to select someone to take notes and feedback when you return to the main room.

You can record the Zoom session or save the chat to help gather more feedback and pick up key comments. It is worth noting that when the chat is saved, the public and private chat (but not breakout room chat) is recorded and can be viewed by the host afterwards. Remember too save the recording or the chat to your personal computer rather than the Zoom account.

5. Making a meeting accessible

You could set the meeting up so that video is not automatic. It means that for those who are anxious they can see who is in the room before they turn their camera on.

Allow people to join the Zoom call on their mobile/landline by providing the dial in number generated when you create the Zoom meeting.

Ask everyone to stay on mute unless they are speaking, to reduce background noise and sensory distractions.

Face the camera and ensure that your mouth is clearly visible when you are speaking, for the benefit of those who rely on lip-reading.

Have a clear structure of how and when people will speak, limiting those who speak a lot and gently encouraging the quieter members of the group to ensure that all voices are heard.

Give people a little time to think before they have to speak.

Ask who would like to go first rather than selecting someone at random, then let a natural order begin to develop whilst ensuring that no one is left out, to avoid putting someone in an uncomfortable or anxiety provoking situation.

If you are using the *Transforming Church. Together* Zoom account, you will have access to Rev, a program that generates Automatic Live Captions for Zoom. To use this function, click the 'Live Transcript' button in the bottom menu bar. A 'LIVE on Zoom with Rev.com' red indicator will appear in the top left of the screen. Then click the little up arrow next to 'Live transcript' and click 'Show subtitles'. It is good to use this on all calls, even if no one requests it. Be aware the you can only use this function in the main room, not any break-rooms. Please remind participants that an auto-generated caption programme may not be 100% accurate.

Follow up after the meeting with anyone who leaves the call unexpectedly. Encourage them to complete the online questionnaire.

Click [here](#) to view the How to... guide for enabling Autistic people to participate in on-line groups, put together by Alice Kemp, Disability Adviser.

6. After the workshop

Please complete the *Transforming Church. Together* Facilitator Feedback form: <https://www.surveymonkey.co.uk/r/TCTfacilitatorfeedback>. The form will ask for a **brief summary** of the key themes that came up in each 6 questions.

At the end of the form, it will also ask you for any feedback from the prayer resource and for details of the group you ran (including the number of people that attended and what brought that group of people together, e.g. All Saints Clifton PCC or All Saints Clifton choir).

Please also complete the *Transforming Church. Together* questionnaire for yourself: <https://www.surveymonkey.co.uk/r/TCTquestionnaire>.

If you have any specific insights on the future of the Diocese that occurred to as you were facilitating, please get in touch with Sophie or Neil.

7. Step-by-step guide through workshop slides

Welcome and Introduction – 5 minutes

Give everyone a moment to arrive well. Things are tough at the moment and people are isolated, so a few moments to settle in the 'room' and greet people are life-giving.

Make sure people's names are correct and clear; allow people to introduce themselves to one another (don't assume everyone will know one another).

Tell participants:

- Session will be 90 mins
- Insights will be captured and anonymised
- With God's leading, we have the wisdom and creativity we need
- Mutual respect
- People can reach you in private chat if they need
- Stay muted unless speaking

Inform participants at the beginning of the session if you are going to do record the Zoom call or save the chat. You must be clear about how the recording will be used and kept (aka to help you write up the notes), and when it will be destroyed.

You could start with a quick fire warm up – '*what's the best thing that's happened to you today?*' or similar, it gets everyone speaking and yet needs pace!

Explain how the different Zoom functions work.

Bible Reading – 12 minutes

Full instructions, prayer and passage can be found in section 8.

Please capture some of the key points raised in your notes.

Question 1 – 12 minutes

†TRANSFORMING CHURCH.
TOGETHER.

 Diocese of Bristol

Q1: What do you think the following currently look like for the Church of England in our region?

- Supporting people
- Worship
- Equality and justice
- Caring for the environment
- Helping people follow Jesus
- Providing safe places in communities

- Note that these categories are loosely based around the 5 marks of mission for the Christian church, to provide some focus for thinking.
- Participants answer from their perspective, what they know.
- There's a chance to score these later, this is a broader 'what they look like' to you at present.
- You can expand on the question if necessary, asking people to consider "responsibilities, actions, efforts...".

2 minutes - Ask participants to write down key words/phrases – not perfect answers across all categories, first thoughts and inspirations.

8 minutes - Ask participants to share their answers with the group for discussion (either in the main room or breakout groups)

2 minutes - allow space to feedback, either verbally or in the chat

Please capture some of the key points in your notes.

Question 2 – 12 minutes

†TRANSFORMING CHURCH.
TOGETHER.

Diocese of Bristol

Q2: How well do you think the Church of England in our region is addressing the following?

- Supporting people
- Worship
- Equality and justice
- Caring for the environment
- Helping people follow Jesus
- Providing safe places in communities

19

- The scoring system is only to generate conversations
- You don't need to feedback any quantitative data
- When people complete the online questionnaire, they will have the chance to score

2 minutes - Ask participants to score each one individually from 1 (not very well) to 5 (very well) or Don't Know

8 minutes - Ask participants to share their answers with the group for discussion (either in the main room or breakout groups)

2 minutes - allow space to feedback, either verbally or in the chat

Please try and capture some of the key points in your notes.

Question 3 – 12 minutes

†TRANSFORMING CHURCH.
TOGETHER.



Q3: Please prioritise the following in order of importance in the future.

- Supporting people
- Worship
- Equality and justice
- Caring for the environment
- Helping people follow Jesus
- Providing safe places in communities

- This may seem controversial, as they're all important, and yet we're after what people think/experience are priorities for them going forward in today's world.
- The prioritising system is only to generate conversation
- You don't need to feedback any quantitative data
- When people complete the online questionnaire, they will have the chance to prioritise

2 minutes - Ask participants to number each from 1-6, with 1 as the most important

8 minutes - Ask participants to share their answers with the group for discussion (either in the main room or breakout groups)

2 minutes - allow space to feedback, either verbally or in the chat

Please capture some of the key points in your notes.

Question 4 – 10 minutes

TRANSFORMING CHURCH.
TOGETHER.

Diocese of Bristol

Q4:
**What, if anything, do you value most
about your local church?**

21

- Specify that local can either be the church nearest them or the church they regularly attend.
- Encourage people to be specific i.e. we're caring – we run a dementia cafe

2 minutes - ask participants to think and note their thoughts

6 minutes - get people to share their thoughts in the group (either in the main room or breakout groups). You could ask them to agree a top 3

2 minutes - allow space to feedback, either verbally or in the chat

Please capture some of the key points in your notes.

Question 5 – 10 minutes

TRANSFORMING CHURCH.
TOGETHER.

Diocese of Bristol

Q5:
**What, if anything, are you less proud
of in your local church?**

- Specify that local can either be the church nearest them or the church they regularly attend.

2 minutes - ask participants to think and note their thoughts

6 minutes - get people to share their thoughts in the group (either in the main room or breakout groups). You could ask them to agree a top 3

2 minutes - allow space to feedback, either verbally or in the chat

Please capture some of the key points in your notes.

Question 6 – 10 minutes

TRANSFORMING CHURCH.
TOGETHER.

Diocese of Bristol

Q6:
**What opportunities do you see for
the Church of England in our region?**

23

2 minutes - ask participants to think and note their thoughts

6 minutes - get people to share their thoughts in the group (either in the main room or breakout groups). You could ask them to agree a top 3

2 minutes - allow space to feedback, either verbally or in the chat

Please capture some of the key points in your notes.

Wrap Up – 2 minutes

TRANSFORMING CHURCH.
TOGETHER.

Diocese of Bristol

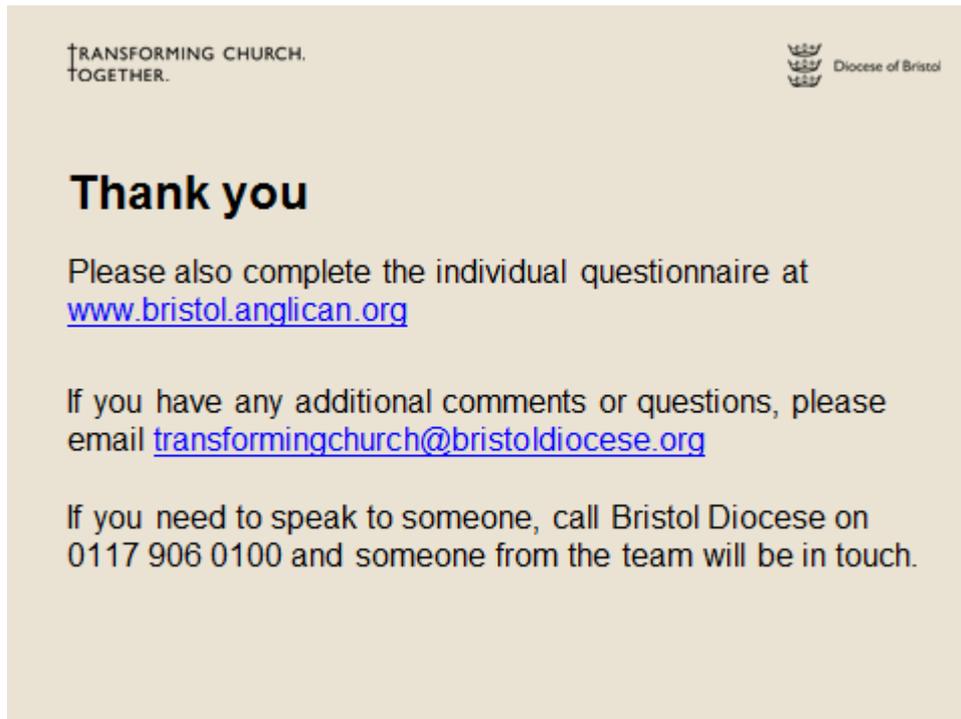
Facilitator Can Ask...

Is there anything else you would like to add to the priorities and focus of the Church of England in our region?

2 minutes – If time allows ask this in a quick fire moment.

Please capture some of the key points in your notes.

Thank you



TRANSFORMING CHURCH.
TOGETHER.

Diocese of Bristol

Thank you

Please also complete the individual questionnaire at www.bristol.anglican.org

If you have any additional comments or questions, please email transformingchurch@bristoldiocese.org

If you need to speak to someone, call Bristol Diocese on 0117 906 0100 and someone from the team will be in touch.

Thank participants

Remind participants that their feedback will be anonymous and confidential, and will be held securely for a few months as we analyse what people have told us and use that to shape our future plans

Encourage participants to complete the online survey on the Diocese website

Tell participants that the responses will be gathered, read, analysed and considered. The Diocese will use them to help work out a new vision and set of priorities for the Diocese

If participants have any additional comments or questions, they can email the *Transforming Church. Together* dedicated email [\[mailto:transformingchurch@bristoldiocese.org\]](mailto:transformingchurch@bristoldiocese.org)

If participants need to speak to someone, please ask them to call Bristol Diocese on 0117 906 0100 and someone from the team will be in touch

8. A foundation of Prayer (Prayer Resource)

Transforming Church. Together has a foundation in prayer. Everyone is invited to use this adapted form of *Dwelling in the Word* to support our prayers throughout 2021. It is not a method of Bible study, but a means of prayerfully listening to God through the Scripture.

Reading the same passage together for a year will be a remarkable experience, as the Word of God speaks freshly to us in different situations and experiences.

There is always more that God has to say to us than we have the capacity to hear. That is why doing this together, deliberately, and over a period of time is so important.

It is suitable for people of all ages, can be used in any context and enables all voices to be heard.

We encourage the use of the full version; however the process can be used flexibly to suit your circumstances.

The prayer is also available as a prayer for *Transforming Church. Together* and can be reproduced and used as appropriate.

Outline instructions:

- **The prayer is said**
- **The passage is read** out loud (Mark 6.30-52).
- **We keep silence for a minute** as we **reflect on two questions**
 - What word or phrase captured your attention or imagination?
 - What questions does the passage raise for you?
- **In the whole group or in a small group of 4 to 6 people, share your reflections for a few minutes.**
 - The members of your group may be encouraged just to say a single word at first and then expand on it if they wish
- **If in small groups, you may be asked to share briefly highlights of the conversation with the whole group**
- **If you wish, you can end by saying the opening prayer together**
- **Please share feedback from the prayer activity when you complete the facilitator feedback form**
- **If you want to share something you have discerned in prayer and contemplation you can do this by emailing the *Transforming Church. Together* dedicated email [\[mailto:transformingchurch@bristoldiocese.org\]](mailto:transformingchurch@bristoldiocese.org).**

Opening prayer

God of the Way,
you call us to leave familiar places and to set out on new paths.
Enlarge our vision of your work in the communities we serve,
speak to us through the people we encounter,
and open our hearts to your love.
Give us courage and boldness to engage together in this time of prayer and discernment;
and by your Holy, life-giving and creative Spirit,
renew your church in prayer and service,
and in sharing the Good News of Jesus Christ,
in whose name we pray. Amen

Bible passage: Mark 6: 30–52

The apostles gathered around Jesus, and told him all that they had done and taught. He said to them, 'Come away to a deserted place all by yourselves and rest a while.' For many were coming and going, and they had no leisure even to eat. And they went away in the boat to a deserted place by themselves.

Now many saw them going and recognized them, and they hurried there on foot from all the towns and arrived ahead of them. As he went ashore, he saw a great crowd; and he had compassion for them, because they were like sheep without a shepherd; and he began to teach them many things. When it grew late, his disciples came to him and said, 'This is a deserted place, and the hour is now very late; send them away so that they may go into the surrounding country and villages and buy something for themselves to eat.' But he answered them, 'You give them something to eat.' They said to him, 'Are we to go and buy two hundred denarii worth of bread, and give it to them to eat?' And he said to them, 'How many loaves have you? Go and see.' When they had found out, they said, 'Five, and two fish.'

Then he ordered them to get all the people to sit down in groups on the green grass. So they sat down in groups of hundreds and of fifties. Taking the five loaves and the two fish, he looked up to heaven, and blessed and broke the loaves, and gave them to his disciples to set before the people; and he divided the two fish among them all. And all ate and were filled; and they took up twelve baskets full of broken pieces and of the fish. Those who had eaten the loaves numbered five thousand men.*

Immediately he made his disciples get into the boat and go on ahead to the other side, to Bethsaida, while he dismissed the crowd. After saying farewell to them, he went up on the mountain to pray.

When evening came, the boat was out on the lake, and he was alone on the land. When he saw that they were straining at the oars against an adverse wind, he came towards them early in the morning, walking on the lake. He intended to pass them by. But when they saw him walking on the lake, they thought it was a ghost and cried out; for they all saw him and were terrified. But immediately he spoke to them and said, 'Take heart, it is I; do not be afraid.' Then he got into the boat with them and the wind ceased. And they were utterly astounded, for they did not understand about the loaves, but their hearts were hardened.

**Mt 14:21 adds 'besides women and children'*