



Facilitator's Notes

Notes for those organising Inspired sessions

Flexibility: This programme is just one way of exploring Inspired, but different groups may well want to customise this for the particular group with which they are working. If you would like to receive this programme (or any of the programme handouts) in Word format, so that you can alter it, please contact the team at inspired@themothersunion.org. If there's any advice or help we can offer as you seek to draw up your own Inspired programme, then again, do please get in touch.

Pitch and style for Inspired events: Through Inspired we hope that everyone will feel affirmed and encouraged in regard to their involvement in Mothers' Union. Some of us may be actively involved in initiatives, others may be called to pray. All members of Mothers' Union are committed to supporting the family in various ways, and through Inspired, we want to affirm the individual contribution that we each make, whatever that may be. There's no such thing as a big or 'small' contribution, as usually none of us can know what the full impact of any action could be. ("I planted the seed, Apollos watered it, but God has been making it grow." 1 Corinthians 3:6).

This informal day programme is to help members share details of what they are already doing, and, if appropriate, explore together possibilities for new ideas, perhaps drawing on inspiration from members in other dioceses.

The Inspired ideas sheets include examples of ways that we can reach out to others, whatever our circumstances.

The times of worship and reflection are intended to enable people to reflect together and individually about both our calling as Christians and our work as Mothers' Union members, to reach out and offer Christian care to those around us.

Anyone leading the day will be able to play a key role by affirming, encouraging and celebrating the commitment each member is making to reaching out and caring for others.

Participant numbers: This programme could work for large or small groups. It's probably best to aim for a minimum of say 10 – 12 people, so that at various points people can share together in smaller groups.

Facilitator/s: It's helpful to nominate someone within the group, however small, to act as the facilitator, to guide the group through the programme. The outline programme is straightforward, and anyone with just a little experience of facilitating any kind of group

should be comfortable undertaking this role, particularly if the event is being organised for a relatively small group. Brief programme notes for facilitators are provided below. A great resource to read for anyone facilitating any kind of group is the book *Once Upon A Group* by Maggie and Michael Kindred. (Available from Amazon and other online booksellers).

Venue: Needs to be suitable for the number of participants you are inviting to work as one informal group, with the room big enough for the main group to then split into smaller sub groups. Seating therefore needs to be flexible and light enough for participants to move around.

Equipment: Entirely optional, but it could be helpful to have a flipchart, paper and pens to record all the great ideas discussed. At several times, and particularly for the time of personal reflection, it would be good to play some music, so if possible make arrangements for this. You'll need tables to serve refreshments on, and places to safely position lighted candles if you are using these. Candles (large which you can re-use, and smaller ones, to give away), 'stick-it' notes in several colours, matches.

Candle safety: Lighting candles within worship times is entirely optional, but if used, please ensure that this is done safely, and complies with any specific Health and Safety regulations in place at the venue you are using.

Refreshments: Drinks on arrival, at lunchtime and on departure are always welcome. Each group will decide how to organise lunch, but whatever arrangements are put in place, eating together will help keep the focus of the day flowing. If people are not travelling too far, and the venue has a facilities to do this safely (kitchen area, fridge, etc), a 'bring and share' lunch would be ideal.

Costs: Each group will determine the best way to cover any costs incurred.

Handouts:

- Handout A: Worship and reflection
- Handout B: Key steps to consider
- Handout C: Next steps
- Handout D: Feedback form for participants

Other handouts: print off a selection of the Inspired ideas from the website. Include examples of things that anyone could do, whatever their circumstances.

Collect other Mothers' Union resources that may be relevant and of interest to the group, diocesan and central, such as the Help us Grow membership campaign literature recently introduced. See the members' section at www.themothersunion.org for more details.

Sharing your Inspired journey: Please let your diocesan trustees know about your involvement with Inspired, so that they can support and help you. Hearing about your involvement will offer encouragement to them too.

Mary Sumner House - prayer and feedback: We'd like to pray for your event and hear how it goes. If you let us know what day your event is taking place, in which diocese, we'll ensure you are added to the prayers said at midday in the Chapel. Please also contact us afterwards and tell us how it went. Either just email the team,

inspired@themothersunion.org, or use the 'Feedback for Mary Sumner House team' form from the website.

Programme notes for facilitators:

TIME	SESSION	NOTES
	Final preparations before the actual day.	<p>Check refreshments are organised, etc.</p> <p>Source candles/holders and matches if using these in worship sections of the programme.</p> <p>Print of spare copies of your programme and all handouts.</p> <p>Select and print off a selection of Inspired ideas sheets. Work out how you are going to display these, whether you will need blu tack, etc. Source copies of any publications these sheets may refer to, eg Hand in Hand.</p> <p>Check any equipment is booked (eg flip chart stand, paper and pens, CDs and player).</p> <p>Consider putting together a display of local, diocesan and central projects/programmes.</p>
	On the day – things to do before people and as people arrive	<p>Arrange the room in a horse-shoe shape, ideally with flexible seating that will enable participants to work in large and small groups.</p> <p>Arrange a display of the Inspired ideas sheets taken from the website. Ideally, display this material around the room in small clusters, so that people will spread out around the room when they look at them.</p> <p>Check refreshments are all ready, etc.</p> <p>Be ready in time to offer a friendly welcome to people as they arrive.</p>
10.45	Welcome and introduction	<p>Extend a warm welcome to everyone who has come.</p> <p>Share a little bit about why you/a team have organised the day. You may find it helpful to draw from the Home section of the Inspired web pages.</p>

		<p>If people don't already know each other, invite them to introduce themselves to the whole group.</p> <p>In pairs, encourage people to share with each other why they have come.</p>
11.00	<p>Inspired by God</p> <p>Reflection: We are the light of the world</p>	<p>Give out the worship and reflection notes (Handout A), and as a whole group, share reflection 1.</p>
11.20	<p>Sharing and celebrating</p> <p>Exploring and celebrating how we currently reach out to others; our family, friends, community</p>	<p>Split the group into sub groups of 3 – 4 people.</p> <p>Invite each group to share in small groups what they and people they know are doing as Mothers' Union – how they are currently reaching out to others: family, friends, the community.</p> <p>There's no such thing as a big or 'small' contribution, as usually none of us can know what the full impact of any action could be. ("I planted the seed, Apollos watered it, but God has been making it grow." 1 Corinthians 3:6). Encourage them to share everything, what might to them seem big or 'small'. All members of Mothers' Union are committed to supporting the family in various ways, and through Inspired, we want to affirm the individual contribution that we each make, whatever that may be.</p> <p>You could invite people to write each initiative on a different stick-it note and then form a wall of ideas, but this is optional.</p> <p>Take feedback from each group.</p> <p>Offer lots of affirmation, celebrating the initiatives shared.</p> <p>If the group is already sharing suggestions about changing, developing, or stopping any of these initiatives, welcome these ideas, and signal that there will be more time to discuss this later in the day.</p>
12.00	Mothers' Union matters	Working as one main group , suggest that

	<p>Given that we are the Mothers' Union, what sort of factors should help us decide who and how we can most effectively help and care for?</p>	<p>it's always helpful to step back, and remind ourselves why we're involved in Mothers' Union, and what factors should determine the initiatives we get involved with.</p> <p>Invite the group to suggest what these factors should be, and/or suggest them. Give out Handout B at the point within this discussion that seems most appropriate to you.</p> <p>Indicate that in the afternoon, there will be time to doing a bit of dreaming and planning, and it will be helpful to do that within the context of the factors just discussed.</p>
12.15	<p>Inspiring each other</p> <p>Reflection: Sharing God's light (includes midday prayers)</p>	<p>Share reflection 2. (Included in Handout A).</p>
12.30	<p>Inspired by others</p> <p>An opportunity to explore what other members are doing around the UK & Ireland</p>	<p>Suggest the group to get up and look at the range of Inspired ideas you have selected. Advise everyone how much time they have to do this, before lunchtime.</p> <p>The group may find it helpful if you just very briefly and enthusiastically draw attention to some of the specific Inspired ideas you have displayed.</p> <p>If it has not been possible to display the Inspired ideas around the room, encourage people to confer in twos, and pass out small collections to each group of two, and then encourage them to exchange these between groups.</p> <p>Let the group know when it is lunchtime, confirm arrangements for lunch, and indicate what time the afternoon session starts.</p>
12.50	Lunch	
1.30	<p>Inspiration for the future</p> <p>Considering any new initiatives we might consider introducing – an opportunity to do a bit of</p>	<p>Welcome the group back from lunch.</p> <p>Suggest this is an opportunity to do just as the programme suggests, a bit of dreaming and planning – perhaps not the time for detailed planning, but rather an opportunity</p>

	dreaming and planning!	<p>to think and confer.</p> <p>Are there any initiatives that they as individuals or as a group of members might like to start or develop?</p> <p>Bearing in mind the factors discussed this morning, and issues referred to on Handout B, what sort of research might they do in order to help them decide whether to go ahead with this?</p> <p>Encourage people to work in small groups of 3 - 4, but perhaps different ones from the morning.</p> <p>Give the group 40 mins or so to discuss this and then invite feedback on thoughts discussed.</p>
2.35	<p>Looking ahead</p> <p>Personal reflection: Walking in the light</p>	<p>Play music.</p> <p>Share reflection 3. (See Handout A).</p>
2.50	<p>Inspiring others</p> <p>How we can include other members in the ideas we've explored today: members, 'not yet' members, clergy</p>	<p>What next steps are they going to take? Discuss this, and then give out Handout C.</p> <p>Would this group like to meet again to share developments?</p> <p>If you are going to ask the group to provide written feedback, give out Handout D, and allow 5 – 10 minutes to enable the group to do this. If you can play music, you may like to switch it on now.</p> <p>Invite the group to consider how they might introduce other people they know to Inspired, and the ideas this group have explored today.</p> <p>How might Inspired help the Mothers' Union and the clergy work together even more effectively? (See 'Mothers' Union and the clergy – inspiring each other' from the Inspired web pages).</p>
3.15	<p>Closing worship</p> <p>We are the light of the world</p>	<p>Share reflection 4. (See Handout A). If you are using candles, within this act of worship, give out the smaller candles, unlit, that people will take away with them.</p>
3.30	Ends	<p>People may like to stay and chat with</p>

		you/each other. If you have music available, you could play it again here.
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As the leader/facilitator for the event, do please send the team at Mary Sumner House some feedback on your event.

Do please mention where you held your event, how many attended and to which diocese you belong. If you can share what sort of event you organised, the issues discussed, possible next steps, etc, that would be great. Overall, what do you feel was achieved by holding this event?

If you could also share with us some of the feedback that participants gave you at the end of the session. Direct quotes would be great, but it's absolutely fine to offer these unattributed.

Thank you so much for taking the time to send us this feedback – it helps us enormously.

Please send it to Jane Groves, Head of Action & Outreach (UK & Ireland). Contact Jane by email on inspired@themothersunion.org, or by post: Inspired at the Mothers' Union, 24 Tufton Street, London SW1P 3RB.

(Please also copy your feedback onto your diocesan Action & Outreach Coordinator and President).

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