

Our Whole Lives
Sexuality and Our Faith

Planning Guide
for Host Community



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BACKGROUND

Our religious heritage compels and guides us in creating a safe environment where people can come to understand and respond to the challenges facing them as sexual beings. As faith communities we promote justice for all people and we affirm the dignity of every individual, the importance of personal responsibility and the essential interdependence of all people.

Recognizing the need for faith based, comprehensive sexuality resources, the General Synod of the United Church of Christ asked the United Church Board for Homeland Ministries to develop sexuality education resources for all age levels. In a consultative process that included a needs assessment survey, field testing, and focus groups, full age span resources have now been developed. *Created In God's Image* is the program for adults and *Our Whole Lives/Sexuality and Our Faith* is the program for children and youth. A church that offers both programs to its members will take significant steps toward affirming sexuality as a gift of God.

Some churches chose to participate in *Created In God's Image*, a ten-week program for adults that focuses on integrating sexuality into the ministry and mission of the church, before they begin implementing *Our Whole Lives/Sexuality and Our Faith*. It enables participants to make the theological connections that will strengthen their commitment to healing the mind/body split that has been too much a part of our history. However, other faith communities are implementing *Our Whole Lives/Sexuality and Our Faith* and later moving on to *Created In God's Image* - whatever method a church chooses is acceptable.

Our Whole Lives/Sexuality and Our Faith is a series of sexuality education programs with components for grades K-1, grades 4-6, grades 7-9 and grades 10-12. The program provides an opportunity for children, youth, and adults to learn about sexuality in the affirming and supportive setting of the church. It is based on embodiment theology and the philosophy of comprehensive sexuality education, which helps participants make informed and responsible decisions about their sexual health and behavior. It equips participants with accurate, age-appropriate information in six subject areas: human development, relationships, personal skills, sexual behavior, sexual health, and society and culture. Grounded in a holistic view of sexuality, comprehensive sexuality education provides not only facts about anatomy and human development but supports participants in clarifying their values, integrating sexual and spiritual understandings, building interpersonal skills, and understanding the spiritual, emotional, social, and political aspects of sexuality.

Our Whole Lives/Sexuality and Our Faith was developed in partnership with the Unitarian Universalist Association in response to the needs expressed by members of both faith groups. Both denominations have a proud tradition that calls us to take an active role in the promotion of education and justice in human sexuality. The program offers members of all ages in both denominations a profound opportunity to deepen their faith and put their values into practice. The program promotes sexual, spiritual and emotional health in our communities and fosters meaningful dialogue between peers, partners, families, and friends.

We live in a culture that is deeply conflicted about sexuality. *Our Whole Lives/Sexuality and Our Faith* offers an antidote to a culture that is saturated with mixed messages and misinformation about sexuality issues. The programs provide an opportunity to step back,

reflect, and evaluate these messages, so that participants and their families can more effectively act on and communicate their religious and sexual values. The programs create a partnership between the family and faith community and help parents fulfill their roles as the primary educators of their children on sexuality issues.

Ms. Ann L. Hanson, Minister for Sexuality Education & Justice in Justice and Witness Ministries of the United Church of Christ will assist committees who wish to sponsor training events. The chair of the sponsoring committee needs to be in touch with her as soon as s/he begins the planning process.

Ms. Ann L. Hanson
700 Prospect Avenue
Cleveland, OH 44115
hansona@ucc.org
216.736.3718

THE IMPORTANCE OF TRAINING AND TEACHING METHODOLOGY

Our Whole Lives/Sexuality and Our Faith training programs are a collaborative effort among the leaders to be trained, the sponsoring committee, the host congregation, the trainers, and the Minister for Sexuality Education & Justice of the United Church of Christ office in Cleveland. It is important to provide training in a caring, respectful environment and to implement a program that models compassion, understanding and justice.

The leadership of any sexuality education program plays a major role in its success. It is very important to choose leaders carefully and to provide them with the training they need to do their work well. The training programs for leaders of all age groupings have three primary purposes:

- To ensure the competency of leaders in three areas: knowledge of sexuality, facilitation skills, and empowering leadership, and
- To strengthen, extend, and deepen the *Our Whole Lives/Sexuality and Our Faith* values.
- To introduce participants to the concept of integrating sexuality into the ministry and mission of the congregation.

Our Whole Lives programs are intended to be facilitated by male and female co-leaders or a teaching team of three or more. A team provides the group with two or more adult voices, both male and female perspectives, and an opportunity to see collaborative, mutually respectful leadership in practice. Co-facilitation also allows the leaders to share the preparation, problem solving, and other ongoing challenges and joys associated with program implementation. Under no circumstances should one person, alone, teach *Our Whole Lives*.

Potential leaders must attend a training program to prepare for leading *Our Whole Lives/Sexuality and Our Faith*. Training provides an opportunity to:

- See trainers model the program activities as they were designed to be conducted.
- Experience a supportive environment to practice skills and receive constructive feedback.
- Network with other *Our Whole Lives/Sexuality and Our Faith* leaders and to share ideas about what will and won't work in their groups.
- Get in touch with one's own feelings, opinions, and experiences regarding sexuality.
- To connect ones own sexuality and faith in a nurturing environment.

Our Whole Lives/Sexuality and Our Faith leaders need not be members of the congregation in which they will teach, but the relationship between the leaders and the congregation should be one of trust. Therefore, individuals recruited to become *Our Whole Lives/Sexuality and Our Faith* leaders should be known to the community. The UUA and UCC strongly recommend obtaining references for potential leaders and ensuring that they do not have criminal records. Contact your local law enforcement agency to learn how to initiate a background check, or you may contact a background investigation service, such as National Background Investigations, Inc., at 410-798-0072. National Background Investigations, Inc. can conduct background checks anywhere in the US and has experience screening volunteers for non-profit groups.

Our Whole Lives/Sexuality and Our Faith leaders need to feel comfortable in their leadership roles. Occasionally, personal issues or philosophical differences can preclude this comfort. If a leader has second thoughts about facilitating the curriculum, it is important to give him/her the option not to teach it.

The optional *Sexuality and Our Faith* DVDs can only be used by *Our Whole Lives/Sexuality and Our Faith* leaders who have been trained to use them and they must be used in a Unitarian Universalist or United Church of Christ congregation for the appropriate age group. If the visuals are to be used, parents of youth must be fully informed about the content, offered the opportunity to preview them if they wish, and must provide written consent before the program begins. The appropriate permission form is included in the *Sexuality and Our Faith* companion volumes.

Our Whole Lives/Sexuality and Our Faith training workshops require adequate time for leaders to become familiar with the curriculum, examine their own sexual values and to practice teach. Trainings require approximately 22 hours of instruction. Some start at 1:00 PM on a Friday and finish Sunday around 2:00 PM, others start at 5:00 PM on Friday and end Sunday around 2:00. Starting at 5:00 PM on Friday requires a 14 hour Saturday training day!

Components of good training are six-fold. Each of these components contributes to the impact of a training activity and, when used in combination, each has much greater power than when used alone. Major components of training include:

- Establishing a positive climate for *learning*;
- Presentation of *theory*;
- Modeling or *demonstration* of skills;
- Practice* in simulated program situations;
- Structured and open-ended *feedback*; and
- Practice* in *integrating* the faith component.

The suggested minimum and maximum number of participants for each training is 10-20. The practice or peer teaching component of the training requires significant time and is difficult to schedule with more than 20 participants.

For assistance in planning a training, contact the Minister for Sexuality Education & Justice at the United Church of Christ, 216-736-3718.

GUIDELINES FOR SELECTING LEADERS

The success of this program depends on the qualified and caring persons who are selected and trained to be *Created in God's Image* or *Our Whole Lives/Sexuality and Our Faith* leaders. Keep the following criteria in mind when choosing your leaders:

1. *A commitment to value-based, comprehensive sexuality education.* A leader needs to have values in harmony with the program and its goals, and to feel comfortable with his or her own sexuality.
2. *Person of faith.* A leader needs to be a person who is respected by the congregation and comfortable discussing the integration of sexuality and spirituality with members of their faith community.
3. *Experienced, skilled, and comfortable with the specific age group* and its developmental needs. A leader needs to stimulate discussion by asking open-ended questions, encouraging communication among participants, and facilitating activities that foster experiential learning. A leader needs to use sexual terminology and age-appropriate language comfortably, relate well with the age group of the participants, and convey warmth and a sense of humor.
4. *Anti-bias awareness.* A leader needs to understand, appreciate, and celebrate diversity of race/ethnicity, culture, age, ability, gender, and sexual orientation. A leader needs to have the skills to work with people of diverse backgrounds as well as the ability to create a safe and engaging learning environment.
5. *An advocate for sexual health and safety.* A leader needs knowledge and skills not only to educate about sexual health but to fulfill the trust inherent in the role of sexuality educator. This role includes the responsibility to recognize and report abuse. The leader must support your organization's safety-abuse policy and must follow your state's process for reporting and investigating an alleged abuse.
6. *Ability to build relationships.* A leader needs to develop a relationship with each participant, and when the participants are children or youth, with each parent and family as well. Leaders need to build community in the classroom, uphold the *Participation Guidelines*,⁶ and develop relationships of respect, reciprocity, and responsibility within your organization and the wider community.
7. *Dedicated learner and leader.* A leader needs to be willing to become thoroughly familiar with the content of the program, to work with a co-leader or teaching team of males and females, and to listen to young people and parents and learn from them.

TRAINING LOGISTICS AND SET-UP

Who is responsible for setting up leader trainings?

The following overview describes the collaborative steps needed to organize an *Our Whole Lives/Sexuality and Our Faith* leader training. It includes the responsibilities of the conference Sponsoring Committee, the registrar, the local host, the UCC's Minister for Sexuality Education & Justice, the trainers, and the participants.

Overview of how to set up a leader training

Each conference has its own culture and structure and its own way of dividing up the many responsibilities that make a successful training. This guidebook assumes there is a Conference Christian Education Committee or a Sponsoring Committee that initiates the process and plans the trainings.

When there is interest in a training event, it is helpful to contact the Minister for Sexuality Education & Justice in Cleveland. This contact will enable a Sponsoring Committee to coordinate their training events with other events that might be in planning stages, work with other folk in their associations/conferences/regions who have also expressed interest, etc.

The Sponsoring Committee continues the planning process with a discussion of all the responsibilities for the proposed training. This committee then determines who will be responsible for each task. The Minister for Sexuality Education & Justice contacts appropriate trainers for each training.

The committee then determines a budget for the training, recruits a registrar and a site host. The registrar and the local host may be members of the Sponsoring Committee or may be individuals from the host congregation. Identify the person who will serve as liaison with the trainers - the registrar is suggested.

With the above logistics confirmed, the Sponsoring Committee can send out the registration forms and publicity flyers. Sample registration forms and advertisements can be sent to the Sponsoring Committee. As registration proceeds, the local host contacts the trainers to discuss their needs for the training including meeting space needs, lodging and travel arrangements and food requirements for the trainers. The local host gathers all the supplies needed for the training and determines the photocopy needs of the trainers. The local host should talk to the trainer about all the photocopies that will be needed for the training. Trainers can either send originals to be photocopied to the local host, or bring the sufficient copies with them. The training sponsor pays all expenses for photocopies and supplies used in the trainings. Some trainers prefer to bring all the copies with them.

As people register, the local host sends pre-training material to the registrants. (Contact the trainers to see what they want sent.) This material may include a letter from the trainers providing information about the training and a list of materials to bring. [Samples of this material are included in the appendix of this guide.] On all registration materials, registrants for the event need to be instructed to call United Church Resources in order to purchase materials appropriate for the event. (1-800.537.3394) (See last page.)

CHECKLISTS FOR PLANNING A TRAINING

Sponsoring Committee Responsibilities

- Contact the Minister for Sexuality Education & Justice in Cleveland. Choose date(s). Make sure the dates don't conflict with other local or regional UCC events.
- Working with the Minister for Sexuality Education & Justice, contact the *Our Whole Lives/Sexuality and Our Faith* regional trainers to see if they are available for the chosen dates. It is important to stay in contact with the trainers throughout the planning process.
- Initiate the planning process by identifying all the responsibilities for the upcoming training and deciding who will assume each task.
- Make sure you have the energy and person power to support a leader training including the responsibilities for publicity, registration, site logistics, and host responsibilities.
- Determine a budget (see **BUDGET WORKSHEET**). Explore the possibility of grants to subsidize the training.
- Decide on a minimum number of participants to cover training costs. Decide on a maximum number for a good learning environment. It is recommended that no more than 20 and no fewer than 12 participants attend a training.
- Identify a local church or conference center to host the training. Consider the food, lodging and location, keeping in mind accessibility issues when selecting a site.
- Identify who will take on the responsibilities of the registrar and the local host. The registrar and the local host may be members of the Sponsoring Committee or may be individuals from the host congregation. We recommend that the registrar serve as liaison with the trainers.
- 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. However, a typical registration fee is \$175-\$250.
- Create and distribute the publicity and registration form. Ask permission to send flyers and forms out in the conference newsletter. Make sure the information (including dates, location, key contact person, telephone # and e-mail address) are sent to the Minister for Sexuality Education & Justice so it can be posted on the UCC and UUA websites. Establish a registration deadline well in advance of your training. (At least two weeks.)
- The local host contacts the trainers to discuss their needs for the training, including material and space requirements, and any lodging and food needs.
- The local host gathers all the supplies needed for the training.

- As people register, the local hosts send pre-training material to the participants. This mailing should include an information letter from the trainers and a list of the materials participants will need to bring. (Check with the trainers on this - a simple registration confirmation letter can be sent with reminders to purchase the resources from the bookstores.)
- Be sure to discuss the honorarium with the trainer. It is recommended that each trainer be paid at least \$750. Decide whether the honorarium will be paid on site or after the training. The trainer's travel, room and board are also paid by the sponsoring conference or organization.
- Once the trainers are confirmed, send them a letter of commitment (see **SAMPLE SPONSORING COMMITTEE / TRAINER AGREEMENT LETTER**) outlining the agreements the trainer and sponsoring committee have made about the site location, honorariums, and travel expenses.
- Do additional mailings and recruitment calls to ensure an optimal participation in the training. Community health organizations and Unitarian Universalist congregations (as well as other progressive faith communities) need to be invited.
- Collect receipts from the trainers and cut reimbursement checks.
- Review expenses and revise budget for the next training.

Responsibilities of the Registrar and the Local Host

These are suggestions, you can divide the tasks as appropriate for your situation. One person could do both the registrar and the host job.

Registrar

Before the training

- Keep in contact with the local host and with the trainers.
- Collect registration forms as they are received.
- Keep track of dietary needs and rooming arrangements and communicate the information to the local host.
- Track funds collected and submit income and expense report to the Chair/Treasurer of the sponsoring committee.
- Prepare a participant list two and duplicate enough for trainers and participants.

- Send confirmation letter to participants and a letter of welcome from the trainers (see **SAMPLE CONFIRMATION LETTER AND TRAINER WELCOME LETTER**). Also include the list of things to bring to the training (see **SAMPLE LIST OF THINGS TO BRING**).
- Send a letter to each participant's congregation about the role of the trainer in screening the leaders during the training. (This is a good idea - there have been times when the trainers do not confirm a person's readiness to teach sexuality education.) Include in the letter a reminder about the process for purchasing and using the materials in their congregations. (see **SAMPLE LETTER TO CONGREGATIONS WHO ARE SENDING LEADERS TO BE TRAINED**).

During the training

- Check people in as they arrive.
- At the end of the training, collect all receipts for reimbursable expenses.
- Turn in receipts to the chair/treasurer of the sponsoring committee and ensure that checks are cut and sent.
- Request honorarium checks if you have not already done so.
- Send thank you notes to the trainers.

Local Host

Before the training

- Keep in contact with the registrar about the number of participants and their needs.
- Arrange housing or home hospitality for the participants and trainers.
- Arrange food for the group.
- Arrange on-site child care for the participants' children, if necessary.
- Arrange for participant pick-up at airports, bus and train stations, if applicable.
- Organize supplies for training (see sample **SUPPLIES LIST**). Discuss with the registrar any special supplies the trainers have requested. In consultation with trainers, arrange for the purchase or loan of special materials such as anatomical models, slide projectors, or contraceptive demonstration kits. Many area health facilities will loan these materials. Don't panic - the trainers will let you know exactly what is needed!
- Discuss with the trainer the books, pamphlets, and other materials needed for the resource table. Resources may be obtained from the local library, local health/sexuality education

service provider, neighboring congregation or other sources.

- Request resources from the Minister for Sexuality Education & Justice in Cleveland.
- Communicate with the trainers about photocopying needs. The trainers can either send originals to be photocopied to the local host, or can bring sufficient copies with them. The sponsoring committee should pay all expenses for copies or supplies used by the trainers.
- Communicate with the trainers about their space needs, including how they would like the meeting room set up. Typically a training needs a space where everyone can sit in a circle, a separate space where everyone has a seat at a table, a few break out rooms for small groups, and an area to display resources.
- On the day of the training, organize the supplies, set up the meeting room, and prepare a registration table, a name tag table and the resource table for people to browse as they arrive. Name tags are important! It is great to arrive and find one waiting for you. Make sure name tags have first names printed in LARGE letters so that they can be seen from across the room.

During the training

- Welcome people and help them check in and register.
- Periodically check in with the trainers to ensure they have everything they need.
- Provide meals, snacks and beverages.

After the training

- Make sure the trainers have an up-to-date list of participants, including their contact information (address, telephone, e-mail) and local church membership.
- Send purchased anatomical models, resource books, dolls or contraceptive kits to the chair of the sponsoring committee for storage and return borrowed items.

SERVING ALCOHOL:

Consider your policy regarding alcohol in the context of a training focused on sexual health and open communication. Always offer attractive nonalcoholic alternatives when alcohol is served. Often groups that offer alcohol find that it is good to limit the serving of alcohol to a brief pre-dinner social hour and a scheduled end of day celebration.

Trainers

Before the training

- Discuss with the Sponsoring Committee the dates you are available. Decide on honorarium and travel expenses. Discuss any special needs you have like child care, your preferred housing arrangements, dietary needs, etc. Decide who will be the contact person for the conference (usually the registrar) and which trainer 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. Discuss arrival time with local host to ensure you have enough time to set up and get settled in.
- Maintain communication with the registrar or contact person.
- 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.
- Give the registrar a list of needed equipment and supplies. Decide whether to bring copies of handouts with you, or send originals to the local host to be copied for you.
- Indicate which books and other resources you can bring for the resource display table and which the host needs to provide.
- Make your travel arrangements well in advance, at least 21 days prior to departure if possible. Plan to arrive well in advance of the start of the training.
- Prepare wall charts, newsprint sheets, handouts or supplies. Organize them in the order of use.
- Facilitate the training of leaders of *Our Whole Lives/Sexuality and Our Faith*

During the training

- Evaluate participants during the training by interacting with and observing them. If you find a participant's actions and attitudes to be inappropriate for the role of an *Our Whole Lives/Sexuality and Our Faith* leader, speak with that individual. If you still have concerns, communicate your concerns to the participant's congregation, as well as the sponsoring committee. Be in contact with the Minister for Sexuality Education & Justice in Cleveland. (see **GUIDELINES FOR IDENTIFYING INAPPROPRIATE FACILITATORS AND POSSIBLE RESPONSES**).

After the training

- Send the list of participants who have successfully completed the training to the Minister for Sexuality Education & Justice. The list must include the name, address, phone number, e-mail address (if applicable) and the congregation of each participant.
- After the training, review the evaluations. Discuss the training experience with your co-trainer. Learn what you did and did not do well.
- Send copies of the participants' evaluations of the trainings to the United Church of Christ. (It is not necessary to send in the daily feedback forms; those are for the trainers' use during the training.) Send the evaluations and the participant list to:

Minister for Sexuality Education & Justice
Justice and Witness Ministries
United Church of Christ
700 Prospect Avenue
Cleveland, OH 44115-1100
216-736-3718

BUDGET WORKSHEET FOR A TYPICAL WEEKEND TRAINING

Conference materials

Photocopying handouts: number of copies ____ times
number of pages ____ times cost per copy ____ times
number of participants ____ \$____
(Check with your trainer for exact number or budget for about 20
handouts per training)

Supplies: newsprint, masking tape, markers, name tags,
paper cups, etc. \$____

Special supplies: Anatomical models, contraceptive kits, etc. \$____

Publicity: ads in conference mailings \$____
flyer design: \$____
flyer photocopying: \$____

Postage for publicity, mailings to registrants, congregations \$____

TV, DVD rental (if necessary) \$____

Site fees

Rental of conference center \$____

Custodian fee \$____

Lodging per night per participant times
number of participants \$____

Food

Cost per meal ____ times number of meals ____ times
number of participants ____ \$____

Snacks and beverages for break times \$____

Leadership

Travel expenses for the trainers \$_____

Trainers' food and lodging times number of nights \$_____

Honorarium for trainers @ a minimum of \$750. \$_____

Contingencies (recommended) \$ 50.00

TOTAL COST \$_____

Minus any outside funding/ subsidy \$_____

Divided by minimum of participants expected \$_____

Yields registration fee \$_____

SUPPLIES AND RESOURCE MATERIALS

The following are the general supplies needed for an *Our Whole Lives/Sexuality and Our Faith* Leader training. **Since trainings can vary greatly, speak with the trainer before acquiring your supplies to see if there are any additions or deletions to this list.**

General Supplies for all trainings

Name tags, the kind with pins or a string that goes around the neck so they can be worn all weekend.
Handouts copied ahead of time or brought by the trainer
Masking tape
Two large newsprint tablets (at least 50 sheets of newsprint)
Two easels
Sticky notes: standard size and larger
Crayons
Markers (lots, a variety of colors that are not all dried up)
Glue sticks
Scissors (several pairs)
A pocket folder for each leader for handouts
A few sheets of lined paper for each leader
Candle(s)
Bell or chime
3 by 5 index cards (at least 100)
Index cards in two different colors
Four to six types of inexpensive gifts, such as markers, pens, sticker, candy, etc, (enough so that each person in each small group gets a token prize)
Pens and/or pencils for each leader
An altar cloth
Candle and matches
Multicolored fabric markers or fabric crayons (at least one per participant)
A light-colored sheet or other fabric to be decorated as an altar cloth (at least one square yard)

Space Requirements

One chair per leader
A large space for meeting in a circle with walls to post newsprint
A table to display resources

SEXUALITY EDUCATION TRAINING ANNOUNCEMENT FORM

Training Date _____
Training Location _____
Sponsor _____
Training Address _____
Nearest Major Airport To Training Site _____

CONTACT PERSON (person who can answer questions about the training)

Name _____
Home Phone _____
Workplace Phone _____
E-mail Address _____

REGISTRAR _____

Mailing Address _____

Phone _____ E-Mail _____

TRAINERS FACILITATING THE TRAINING

Trainer Name _____

Trainer Name _____

Training Cost _____ Registration Deadline _____

Send to:

Minister for Sexuality Education & Justice
Justice and Witness Ministries
United Church of Christ
700 Prospect Avenue
Cleveland, OH 44115-1100
216-736-3718

SAMPLE INFORMATION FOR PUBLICITY FLYER

(A simple save-the-date notice may be sent out as soon as the dates and location are set. However, make sure this information is included in any advertising - samples of flyers/advertising can be obtained from the Minister for Sexuality Education & Justice.)

Our UCC sexuality resources are grounded in embodiment theology and are based on a philosophy of comprehensive sexuality education which helps participants make informed and responsible decisions about their sexual health and behavior. Our programs equip participants with accurate, age-appropriate information in six subject areas: human development, relationships, personal skills, sexual behavior, sexual health, and society and culture. Grounded in a holistic view of sexuality, comprehensive sexuality education provides not only facts about anatomy and human development, but also helps leaders to clarify their values, build interpersonal skills, and understand the spiritual, emotional, social, and political aspects of sexuality as well.

Information for congregations:

This is an intensive weekend training designed to prepare your leaders to teach *Our Whole Lives/Sexuality and Our Faith* program. The cost of the curriculum materials will NOT be included in the training registration fee. Please be sure to budget accordingly for these expenses. In order to teach *Our Whole Lives/Sexuality and Our Faith*, a team of leaders of different genders needs to be trained from each church.

The leaders or facilitators who implement the curriculum are important determinants of program success. Thus it is very important for group leaders to be highly skilled in communication and facilitation, in managing the learning process so that activities are truly aimed at accomplishing objectives, and in using a variety of teaching techniques, such as role play. They must have the ability to create an atmosphere that engages the age group and to use language and communication styles that are relevant and age-appropriate. Leaders must have a comfort with the subject matter, and must be willing to support the values and goals of the program. Finally, leaders must have the patience, stamina, and creativity necessary to manage the vast differences in maturity, experience, ability to dialogue, and attention spans present in a group of participants.

If, at the end of the training, the trainers have concerns about the readiness of a leader to lead the program, your congregation's leadership will immediately be notified by the trainer.

SAMPLE CONFIRMATION LETTER TO PARTICIPANTS

(Check with the trainers about sending out this letter - they may want to change parts.)

Dear *Our Whole Lives/Sexuality and Our Faith* Training Participant,

We are pleased you will be attending the *Our Whole Lives/Sexuality and Our Faith* leader training, October 16-24 at Camp Wherever. We strongly suggest that you and your co-teacher read the curriculum and the religious supplements in preparation for the training.

Here are a few things you should know about the training:

The training will be intensive so plan to be busy; there will not be much scheduled free time during the weekend. **It is essential that you attend all sessions of the training in order to be certified as an *Our Whole Lives* teacher.**

A list of leaders, trainers, and staff is included so you can plan to car pool if you like.

What to Bring

[Describe appropriate clothing, what to pack, etc.]

You will need to bring the *Our Whole Lives/Sexuality and Our Faith* manuals for your age group, an Advocacy Manual, plus a binder or folder for handouts and notepaper and pen (unless these will be provided). (Directions for purchasing the resources will have been previously provided.)

About Camp Wherever

[Sample below.]

First-class accommodations will be at the lovely Camp Wherever but you may wish to stay with friends instead. The camp consists of a restaurant, a golf course, a swimming pool with diving platforms, a billiards room, tennis courts, a Health Center Sauna, bars and ballrooms. The hotel has various multi-functional halls and meeting rooms with sophisticated facilities. It is an ideal place for conferences.

Camp Wherever is conveniently located just South of 1-94 off Portage Road (Exit 78).

Take US 131 south to I-94. Go East (Detroit) on I-94 to Portage Road exit 78. Turn right and approximately 1/8 mile is the main entrance to the camp.

Evaluation of Leaders

It is important to note that this training also has an evaluation component. The *Our Whole Lives/Sexuality and Our Faith* trainers have a responsibility to ensure the quality of the leaders who will implement the program in our congregations. During the weekend they will not only be training you but also evaluating you on your facilitation skills, comfort with the material and behavioral

appropriateness. Their main goal is to train you to be good leaders for the program. During the training, if they have any concerns about your abilities to teach the program or to uphold the program values, they will speak to you first to see if the concerns can be addressed. The names and addresses of those who have been approved to teach *Our Whole Lives/Sexuality and Our Faith* will be sent to the Minister for Sexuality Education & Justice. People on that list will be able to order the visuals and additional program manuals, if needed.

We look forward to this weekend with excitement. We thank you for your commitment to the sexual health of our children and youth.

In Faith,
The Sponsoring Committee

SAMPLE WELCOME LETTER FROM TRAINERS TO TRAINING PARTICIPANTS

(The trainer may want to include reading assignments in program manuals.)

Dear Leader,

We are very excited about our upcoming *Our Whole Lives/Sexuality and Our Faith* training workshop and glad to hear that you'll be joining us. We are pleased that some of you have quite a bit of experience in teaching human sexuality, but regardless of the amount of experience you bring, the training has been designed to be relevant for everyone.

We start our training promptly at 6 p.m. on Friday at the Friendly Crossroads Conference Center. Please be on time even though you may have to leave work a little early. We have a great deal to fit into our weekend training schedule. In order to build community and create an environment of trust, we need everyone present from the very beginning. We will end our training promptly at 2:30 p.m. on Sunday.

A schedule of the weekend is enclosed to give you a sense of how you will be spending your time. Each of you will be working with other leaders to plan and implement one training activity from the *Our Whole Lives/Sexuality and Our Faith* curriculum.

Our Whole Lives/Sexuality and Our Faith is a wonderful program that offers participants the opportunity to explore their values, gain accurate information about topics that are often not easily accessible, and develop skills that will benefit their health and relationships throughout their lives. We are proud that our congregations recognize that in order for our people to grow into spiritually whole, mature individuals we need to address the topic of sexuality.

Of course, teaching about sexuality is not easy. Many of us did not have good experiences with sexuality education when we were young, and talking about sexuality with young people may be difficult and challenging. The most important thing is that you will be willing, open and honest with other participants and with yourself.

This training is an opportunity not only to learn about the program and how to lead it, but also to see how comfortable you are as a *Our Whole Lives/Sexuality and Our Faith* leader. At the end of our weekend, you and we, the trainers, may determine that teaching *Created In God's Image* or *Our Whole Lives/Sexuality and Our Faith* is not the best fit for you at this time. And that is fine. Again, the most important thing is that we be open and honest about our comfort and abilities in facilitating sexuality education in the best possible way with our young people.

It will be very helpful if you take time to look over *Created In God's Image* and *Our Whole Lives, Sexuality and Our Faith*, and the *Advocacy Manual*. And please bring them with you. If you have any further questions about training, please call either one of us. If you have logistical questions about accommodations or transportation, please contact the host. See you soon at Friendly Crossroads!

In Faith, Jack Trainer and Jill Trainer

SAMPLE LETTER TO CONGREGATIONS WHO ARE SENDING LEADERS TO BE TRAINED

Dear First Church of Springfield,

We are pleased that you are sending two of your leaders, Donny and Marie, to be trained for *Our Whole Lives/Sexuality and Our Faith*. We expect the training to be both fun and rigorous. There is some important information you should know about the training. The first is that the workshop includes training components and evaluative components. The trainers have a responsibility to ensure the quality of the leaders who will implement the program in our congregations. During the weekend they will not only be training your leaders but also evaluating them. Our trainers' main goal is to train your leaders for competency in three areas: knowledge of sexuality, facilitation skills, and values and attitudes consonant with the program's philosophy. If during the training there are any concerns about your leaders' facilitation skills, ability to teach the program or to uphold the program values, the trainers will first speak to the participant to see if the concerns can be addressed. It is our hope that concerns will be addressed and problems solved. It is also our hope that every participant completes the training. If at the end of the training the trainers have serious concerns about a participant, they will let that person know that they do not think they should be teaching the resource at this time and suggest, if appropriate, what steps they might take to become a teacher. If your participant is not approved at the end of the training, the trainer will call the pastor of your church immediately to share their concerns so you can begin to recruit a new leader. We hope that the rigorous selection process that your congregation used to select your leaders will prevent this from happening.

Your teachers will be trained both to teach the curriculum and to be advocates for comprehensive sexuality education in your congregation and the larger community. Your Christian Education Committee might explore ways to begin advocacy work in the congregation and community. Set up a forum, ask the pastor to preach on the link between sexuality and spirituality, organize a letter writing campaign to support sexuality education in the schools, create a sexuality information bulletin board in the coffee hour room_ there are many ways to involve the whole congregation in this important work. See *The Advocacy Manual for Sexuality Education, Health and Justice: Resources for Communities of Faith* for more information.

If you have any questions about the upcoming training, please call Tamara at-555-3425.

In Faith, Betty Contact Person

SAMPLE SPONSOR/TRAINER AGREEMENT LETTER (for use if the local sponsoring group has contacted the trainers personally)

Dear Jim and Sue Trainer,

I am glad we have confirmed the dates for our leader training. Our congregations and our leaders are eager to start teaching *Our Whole Lives/Sexuality and Our Faith*

As per our conversation, I understand we agreed upon the following:

- The training will begin Friday, Oct 14th at 12:00 and run until Sunday Oct 16th at 4 P.M.
- You each will be paid an honorarium of \$___ per day for three days, plus travel time. Each of you will receive a check for \$_____ at the end of the training.
- The sponsoring committee will pay your travel expenses. Bring your receipts and we will send you a check after the training. Reimbursement will take 2-3 weeks. If you are driving to the training, we will reimburse you at current IRS standard.
- We will provide all the needed supplies for the training. Please let us know what you need!
- You will bring copies of all handouts for all participants. We will reimburse you for your copy expenses. Bring a receipt and we will send you a check after the training. If you prefer, send copies to the local host and ask them to photocopy them for you.
- We will provide you with comfortable and quiet home hospitality or motel lodging during your stay. You will be housed together so you will have time for preparation for your sessions.
- We will provide you with a list of participants before the training begins.

We appreciate all the time you are dedicating to help train our leaders. We look forward to a great training.

In Faith,
Tamara Committee Representative

Resource cost - *Our Whole Lives - Sexuality and Our Faith*

People attending *Our Whole Lives - Sexuality and Our Faith* trainings need to call the United Church of Christ warehouse and order their own resources. This needs to be done at least 10 days before a training to insure delivery. The number to call is: 1-800-537-3394. When calling, tell the customer service person that you are GOING TO A TRAINING. A 25% discount will be given if a person is attending a training. Orders can be charged to your church's United Church of Christ Resource account.

The above information, as well as the following price list needs to be included in the registration materials.

For K-1 Training

1 copy K-1 Our Whole Lives	\$	30.00
1 copy K-1 Sexuality and Our Faith	\$	13.50
1 copy Parent Guide	\$	11.25
1 copy Advocacy Manual	\$	<u>9.00</u>
	\$	63.75

For 4-6 Training

1 copy 4-6 Our Whole Lives	\$	30.00
1 copy 4-6 Sexuality and Our Faith	\$	13.50
1 copy Parent Guide	\$	11.25
1 copy Advocacy Manual	\$	9.00
1 copy AIIt's Perfectly Normal@	\$	<u>8.25</u>
	\$	72.00

For 7-9 Training

1 copy 7-9 Our Whole Lives	\$	56.25
1 copy 7-9 Sexuality and Our Faith	\$	13.50
1 copy Advocacy Manual	\$	<u>9.00</u>
	\$	78.75

For 10-12 Training

1 copy 10-12 Our Whole Lives	\$	45.00
1 copy 10-12 Sexuality and Our Faith	\$	13.50
1 copy Advocacy Manual	\$	<u>9.00</u>
	\$	67.50

For Young Adult Training

1 copy of YA Our Whole Lives	\$	30.00
1 copy of YA Sexuality and Our Faith	\$	13.50
1 copy of Advocacy Manual	\$	<u>9.00</u>
	\$	52.50

For Adult Training

1 copy of Adult Our Whole Lives	\$	45.00
(Adult Sexuality & Faith being developed)		
1 copy of Advocacy Manual	\$	<u>9.00</u>
	\$	54.00