



Contributing To The Bishopric Electoral Board's

Group Consultations

Facilitator Guidelines

Purpose:

- 👤 To provide a consultative forum to give voice to the prayerful reflections and wisdom of lay people and clergy across the breadth of the Diocese.
- 👤 To contribute to the shaping of the selection process and criteria.
- 👤 To inform the Bishop Electoral Board of views broadly held across the Diocese.

Steps To Action Prior To The Conversation:

- 👤 Display or distribute the questions prior to the gathering for those who would appreciate an opportunity to reflect in advance.
- 👤 Set up the room to enable people to easily engage together in small groups.
- 👤 Allow for the session to take approximately 1 hour.

Consultation Framework:

The questions people will explore together are listed under 4 categories:

1. Building Upon Our Foundations
2. Where Are We Now?
3. Exploring Key Selection Criteria
4. Future Hopes

To Draw to People's Attention:

Timeline:

- 👤 It is recommended that you follow the suggested timeline outlined below to enable the majority of the conversation time to focus upon the selection criteria.

Welcome and Introduction (5 mins)

Interaction in Small Groups (50 mins):

1. Building Upon Our Foundations (5 mins for question 1)
2. Where Are We Now? (10 mins for questions 2-3)
3. Exploring Key Selection Criteria (30 mins for questions 4-5)
4. Future Hopes (5 mins for question 6)

Conclude and Thanks (5 mins)

1. Some questions are similar to the open session that followed Synod on 27 May, where Individual views were explored.
2. This forum provides an opportunity to express further thoughts. It also enables you to reflect as a group, exploring your unique perspective.

Reporting Back Results:

- 👤 The lead facilitator has the responsibility to input the results after the session has concluded.
- 👤 Select the link that will be accessed at <http://www.bendigoanglican.org.au/bishopric-electoral-board> to access the online reporting format.
- 👤 Record key ideas, insights and recommendations.
- 👤 The deadline to upload your feedback is 5pm 30 June, 2017, unless alternative arrangements have been made.

Helpful Tips To Consider in Facilitating Interaction:

General Reflections:

- 👤 Please feel free to adapt the language used in these questions so that they are easily understood and appropriately fit your context.
- 👤 In your welcome and introduction, provide a **brief** overview of the purpose and process.
- 👤 Draw upon the two prayers developed as a Diocesan resource for use during this period of discernment.
- 👤 Encourage participants to listen to one another's views and identify any themes emerging in the collective wisdom of the group.

Facilitation Options ~ Styles of Engaging:

Option A

- ▶ Encourage people to gather in smaller discussion groups and to nominate a scribe. This format provides an opportunity for a greater number of people to contribute compared to a larger forum.
- ▶ Encourage each group to record a summary of the key ideas and insights that emerge from their discussion on each question.
- ▶ Encourage each group to pause to pray together at some stage during the conversation *(if they feel comfortable)*.
- ▶ Collect summaries recorded.

Option B *(No advance preparation required)*

- ▶ Arrange for sticky note pads to be available on the tables.
- ▶ Invite people to reflect for 5 mins first and write their ideas on sticky notes. To write one only per page. They can write as many answers to a question as they like.
- ▶ As they discuss each question as a group, to share their ideas.
- ▶ The nominated scribe could record common themes emerging on a feedback sheet.

Option C *(Where people prefer to reflect in advance)*

- ▶ Distribute the questions in advance.
- ▶ Request people arrange a sticky note pad.
- ▶ Instructions to participants to prepare for the consultation:
 1. Write only one thought per sticky note. *So for question 1, they might come with 4 different ideas written on 4 different sticky notes.*
 2. Write the question number at the top of the sticky note. *In case it falls off the wall, to know which question it belongs to.*
 3. For each question, they are welcome to generate as many ideas / answers as they prefer. There is no limit to suggestions.
 4. When participants arrive, ask them to place their sticky notes on the large sheets of butchers paper placed around the room.
- ▶ Preparation for you as the facilitator:
 1. Write each question on a large sheet of butchers paper. Prepare this in advance and have these sheets available on the wall before people arrive. They will become a 'work station' for groups.
 2. Provide black textas for each group to use.
- ▶ Facilitating the consultation engagement:
 1. After your introduction, ask people to gather in smaller groups to work together. Depending upon the numbers who attend, you may need to ask groups to work on a couple of questions *(where there are very small numbers of people)* or have quite a few people in a larger group working on one question only *(where there are larger numbers participating)*.
 2. Explain the process *(listed here to the right)*
 3. Allow time for questions of clarification from people in other groups as each nominated spokesperson reports, then if time, an open forum discussion. Draw this to a close by highlighting themes or priorities observed.

Option D

- ▶ Any other style of engaging that will work for your group.

Process of Collaborative Engagement for Option C:

Align

Gather together similar ideas in affinity groups



Capture

Circle each affinity group

This step highlights where there is a diverse spread in ideas, a strong unity in perspective, low ownership, or even a lone prophetic voice...

Summarise

Identify a word, image or symbol to summarise the key idea

Explore

Discuss together:





1. What insights, patterns, themes or gaps emerge from the collation of reflections?
2. What concerns you?
3. What surprised you?
4. What did you find encouraging & hopeful?

In light of these, note any implications & issues to flag for consideration

Report / Feedback

Nominate a spokesperson to briefly report to the wider forum (2-3 mins), focusing upon the key reflections emerging from your analysis.

Concluding Remarks:

-  After facilitating the small group interaction, *(and reporting feedback to the open forum where this format is used)*, conclude by summarising key themes observed.
-  Please take a moment to express the Board's gratefulness to the participants for their willingness to contribute to the consultation.
-  Set Expectations: remind participants that the Board will receive lots of feedback. The final output from this work will be the qualities & requirements of our new Bishop, which will form part of the Diocesan profile pack for Nominators and Nominees. It will be on the website when nomination open around August and will form part of the selection criteria. Whilst all criteria may not be possible to be met, it will be a very important guide.
-  Please advise participants that if they have any further questions, to email these to BishopricElectoralBoard@bendigoanglican.org.au
-  Check regular updates via parishes, Spirit Magazine or www.bendigoanglican.org.au
-  Encourage people to use the online survey *(includes the same 6 questions)* if they feel their views haven't been heard, or they would value more time for further reflection, find their views develop further, or have divergent views to those expressed in the group consultation.