

# 1. Event Planning

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The resources in this section are intended to help with planning your faith leader training. Each local group will plan and organize the event in the way that best engages their local faith community and suits their resources. Below are some general suggestions to keep in mind as you proceed.

1. Like all audiences, leaders from faith-based organizations know best what they need and want from an educational experience. Engaging them early on in the planning process will help garner their support and allow them to give valuable input into the program feel and content.
2. Faith-based organizations are diverse – philosophically, ethnically, culturally, and politically. Be as inclusive as possible in your outreach, and be culturally sensitive in the planning of your event. For example, do not assume that experiential exercises that are comfortable for some audiences will be comfortable for all. We have found that guided meditations that lead participants deeply into feelings about death and loss may not be well-received by some groups. Keep such factors in mind as you tailor the seminar modules to your local community.
3. A culturally diverse audience and content informed by the principles of cultural humility will enrich the experience for all who attend. Again, seeking input early on from prospective participants will help accomplish this. The sample faith organization assessment in this section of the toolkit can help with this engagement process.
4. The *Program Planning Suggestions* document in this section will help you think through other important considerations, such as faculty and training design to help ensure a meaningful and relevant event for your local communities of faith.

## End-of-Life Care Assessment for Faith-Based Organizations

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**Name of organization:**

**Organization representative/contact person:**

**Date of assessment:**

**Completed by:**

- 1. What trends, if any, are you noticing around end-of-life issues such as serious illness, caregiving, aging parents, advance care planning, grief and loss, etc.?**
  
- 2. Are you and other leaders in your organization familiar with advance care planning in general?**
  
- 3. What is the organization's current process/activity for providing support for those facing end-of-life related issues?**
  - Personal support from a pastor or other leader
  - Lay ministry providing support (please describe in summary section)
  - Support groups for members dealing with: \_\_\_\_\_
  - Committee or other work group devoted to the issue/s
  - Other:
  - None in place

**4. Which of the following training topics are of interest to your organization's leadership? (If possible, please rank them from 1-5 in order of importance.)**

- Supporting those who are seriously ill or facing the end of their life
- Supporting those dealing with caregiving issues
- Supporting those grieving a loss
- Interacting with hospice and other professional care providers
- Helping members understand advance care planning
- Other: \_\_\_\_\_

**5. What are some end-of-life related customs, practices, or cultural concerns that are important to this congregation?**

**6. Are you or others in your group interested in attending the Partners in Caring seminar for faith leaders?**

**7. Are you or others in your group interested in advising on the planning of the Partners seminar for faith leaders?**

**6. Names of those interested in attending/participating:**

**Comments:**

# Program Planning Suggestions

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## **Convening your planning team**

- Start with members of your coalition who have existing relationships with faith communities in your area.
- Invite local faith leaders to join your planning group.
- Include people who have experience producing professional conferences or seminars.
- Include your presenters in the planning process, if possible.

## **Adapting the program to your community**

- Doing pre-event work (such as end-of-life care strengths and needs assessments with local faith groups) can help insure that the content has relevance for your communities and creates “buy-in” from those you want to reach.
- Seek input from representatives of diverse faiths and both conservative and liberal congregations. This will help insure that the event is meaningful for the greatest number of faith leaders and is sensitive to cultural diversity.
- Strike a balance between theoretical (“head”) content and practical (“heart and hands”) content.
- Determine if local chaplains, pastors, or others have the background to be on your faculty or sit on a panel.

## **Selecting and preparing your faculty**

- Spiritual matters take precedence for faith organizations. Choose presenters who understand this and can integrate spiritual issues and spiritual care with medical issues and physical care.
- If using small-group facilitators for experiential activities (e.g., guided meditation), make sure that they have group facilitation skills as well as experience creating a “safe space” for the sharing of feelings that might emerge. It’s also important that they be able to honor time limits. Social workers and chaplains often have the skills and experience to serve in this role.
- Gather your small-group facilitators ahead of time to review the day’s agenda and walk through the exercise they will be facilitating.

## Partners in Caring

### *End-of-life seminar for faith leaders*

- Though not essential, it can also be very helpful to gather your presenters ahead of time to walk through the day's agenda and share modules in outline form to minimize redundancy of content.
- Determine if you have enough local expertise to feature a panel of faith leaders who can share experience with successful end-of-life related programs within their congregations. If you do assemble a panel, ask them to share lessons learned and concrete, practical tools others can use. Build in plenty of time for Q & A from the audience as well.

### **Designing the Training**

- To employ best practices for adult learning and structure a day of learning that benefits from the wisdom of your participants, make sure your agenda includes:
  - Plenty of interactive participation
  - Opportunities for attendees to share with and learn from each other
  - Skills application where people can practice and learn together
- Choose exercises that are likely to be comfortable for the majority of people in the room. Seek input from faith group representatives if you are not sure.
- If possible, build in some movement-based activities to help break up a day of intense learning and give people a chance to refresh themselves physically.

# Event Work Plan

Project Title: Partners in Caring End-of-Life Seminar for Faith Leaders

Project Leader(s): \_\_\_\_\_

Project Date/Venue: \_\_\_\_\_

Task	Status/Comments	Person Responsible	Due Date	Date Completed
<b>Logistics</b>				
Reserve venue and AV equipment				
Arrange site visit: <ul style="list-style-type: none"> <li>- Determine room set-up</li> <li>- Review AV equipment</li> </ul>				
Set up event registration process				
Determine number of lunches needed				
Arrange for coffee/tea supplies, plates, napkins, utensils				
Order food: <ul style="list-style-type: none"> <li>• Lunch</li> <li>• Break items</li> </ul>				
Recruit volunteers and assign volunteer coordinator				
Orient volunteers to roles				
Schedule brochure printing and mailing				
Schedule binder production				
Create event signage				
Arrange for resource table				
Gifts for presenters (\$5-12 each)				

Task	Status/Comments	Person Responsible	Due Date	Date Completed
Get all visuals on flash drive, back-up on Dropbox				
Print nametags from registration grid: Name, title, organization	Use plastic sleeves, and put out basket to collect at end			
Print Sign in sheet from registration grid				
<b>Program Coordination</b>				
Assign program roles as needed (presenters, M.C., facilitators, panelists, etc.)				
Schedule due dates for presenter slide presentations				
Train small group facilitators				
Create reminder signs for presenters (“5 minutes”, “10 minutes”, “Time”)				
<b>Event Promotion</b>				
Design flyer/brochure				
Get final edits to designer				
Send brochure to printer				
Create mailing list				
Mail brochures				
Take flyers out to leaders, personally invite contacts				
Send out e-mail notification to contacts				
Assign follow-up calls to personal contacts				

## Supplies Checklist

<input type="checkbox"/> Event signs	<input type="checkbox"/>
<input type="checkbox"/> Tablecloths	<input type="checkbox"/>
<input type="checkbox"/> Flowers Coffee & tea service	<input type="checkbox"/>
<input type="checkbox"/> Plates, napkins, cups, forks, etc.	<input type="checkbox"/>
<input type="checkbox"/> Sign in sheet	<input type="checkbox"/>
<input type="checkbox"/> Nametags	<input type="checkbox"/>
<input type="checkbox"/> Gifts for presenters	<input type="checkbox"/>
<input type="checkbox"/> Misc event supplies (tape, pens, etc.)	<input type="checkbox"/>
<input type="checkbox"/> 10 boxes of tissues	
<input type="checkbox"/> Binders	
<input type="checkbox"/> Resource table supplies	



**2010 Partners in Caring Seminar  
Sample Budget (as of 5.27.10)**

**Income**

Registration fees				
	20	\$60 standard registration fee		\$1,200
		discount for 2 or more from		
	20	\$50 same orgn.		\$1,000
	40	total registrations		
XXX organization in-kind		staff time		\$2,631
		<b>Total income</b>		<b>\$4,831</b>

**Expenses (estimated)**

Honoraria	6	\$150 faculty honorarium		\$900
Refreshments	40	\$14 pp for breakfast, catered lunch		\$560
Materials	40	\$10 pp for materials		\$400
			Subtotal exp.	\$1,860
XXX organization		60 hrs staff time		\$2,631
			Subtotal personnel	\$2,631
		<b>Total expenses</b>		<b>\$4,491</b>
			<b>Difference</b>	<b>\$340</b>

## 2010 Partners in Caring Seminar

### Income

Registration fees for 28 attendees			
	11	\$60 standard registration fee	\$660
	17	\$50 discount for 2 or more from same orgn.	\$850
In-kind contribution		XXX staff time	\$2,192

	<b>Total income</b>	<b>\$3,702</b>
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### Expenses

Honoraria	6	\$150 faculty honorarium	\$900
Refreshments	30	\$15 per person for breakfast, catered lunch	\$461
Materials	30	\$7 per person for materials	\$214
		Subtotal expenses	\$1,575
XXXX staff		50 hrs staff time (25 recruit; 25 prep, followup)	\$2,192
		Subtotal personnel	\$2,192

	<b>Total expenses</b>	<b>\$3,767</b>
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	<b>Difference</b>	<b>-\$65</b>
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