

Responding in Faith to Global Clergy Abuse

TABLE FACILITATOR'S GUIDELINES

7:15 Start

1. Assign a notetaker if there is none already assigned-(Notetaker instructions below).
2. Introduce yourself and ask everyone to go around the table and introduce themselves
3. Explain that as the facilitator you are not there to provide answers but to help the group have an open, respectful conversation and stay on topic.
4. Go over the Guiding Principles, as follows:
 - Everyone will have a chance to speak
 - While someone is talking, please listen respectfully, without interruptions
 - We are not here to criticize others; everyone's perspective and contribution has value and is important
 - Keep your comments to a reasonable length of time. Our time is limited for a very large topic. Allow everyone to be heard.
 - We ask everyone to take an attitude of respectful listening.
 - Use "I" statements wherever possible and avoid judgement of others' views.
 - There are no right or wrong in feelings.
 - As stated already if, at any point, something in the conversation makes anyone feel uncomfortable or distressed (triggers), feel free to leave or take a time out - no explanations are needed.
 - Someone may check in with you to make sure you are OK if you indicate you need to leave.
 - Rocco has graciously made a counsellor available here tonight. There is a private space in Father Charlie's office, where you can take a time out or talk to the counsellor during the evening.
5. Roundtable discussions – begin with first question- (45 minutes approx. 15 minutes per question). PLEASE TRY TO KEEP PEOPLE FOCUSED ON THE QUESTION AT HAND; IF THEY DRIFT INTO ANOTHER QUESTION, ASK THEM TO HOLD THAT IDEA UNTIL YOU GET TO THE RELEVANT QUESTION.
 - a) What are your feelings/reactions re the revelations of clergy sexual abuse and the subsequent cover-ups?
 - b) What do you think the church leadership is /should be doing?
 - c) What would be appropriate roles for lay people to play as part of the church's response?
6. Watch for timekeeper [who] to signal wrap up 5 minutes before the end.

NOTETAKER INSTRUCTIONS

Notetakers, please write legibly

USE THE QUESTIONS as your organizing structure- otherwise it is impossible to line up the group's feedback in the report afterwards.

If someone makes a point that clearly applies to one of the other questions, try to jot it down under the relevant question. The facilitator will attempt to keep people on topic.

Please use the note pads provided for taking notes and do not write in the margins of the agenda or back of this guide. This is very confusing for the person who are transcribing the notes. [You need to have a plan for someone to transcribe the discussion notes].

Hand in notes at the end to [whom]