

## Facilitator's Notes for Basic Monitoring Workshop

Materials: Flipchart, various color markers that are in working condition, tape  
Prepare sign-in sheet in advance – Name, church, contact information  
Nametags or tents  
Prepared folders containing handouts, a few blank pages for notes and your  
business card or contact information  
Ice breaker activities: Diversity Game and Cultural Introductions

Arrive early and greet each person as they enter.  
Prepare a sign-in sheet and ask each person to fill out a nametag or tent.

Start on time.

Greetings and opening prayer – CCORR Chair 5 minutes

Introductions – Workshop facilitator 10 – 15 minutes

- Express your gratitude for their time and interest
- Introduce yourself – Keep it brief – you're the model!
- Have them introduce themselves – ask for their name, church, and why they are here today (Are they on CCORR, COSROW, cabinet, etc.)
- Ask for a show of hands: Who has monitored before? Point out to those that have not monitored that they have experienced persons working with them.

Objectives/Goals 5 minutes

- Be enthusiastic! Tell them monitoring is important – It is a ministry – Stress that monitoring has gotten a bad rap – it is not punitive – it can transform by opening our eyes, our ears and our hearts.
- We will review: CCORR's role within the life of the annual conference, monitoring forms, terms, oral reporting to the body and follow-up/sharing of reports.
- You will strengthen your observation, listening and reporting skills.
- We will conclude by looking at the role of monitoring in the conference and determine what our next steps will be.
- We will get to know one another better as we build this monitoring team.
- And of course, we will have some fun, too!

Diversity Game 20 minutes

- See attached (sheet says 10 minutes – but allow an extra 10 minutes for discussion)
- Point out how working together they came up with more ideas than they would have working alone.
- Leave their answers up on the wall to remind them of the many things they will be observing as they monitor.

Review role of CCORR in the conference 10 minutes

- Leave time for questions / discussion

Break 10 minutes

## Monitoring Forms

25 minutes

- Go through each section of the GCORR/GCOSROW “Monitoring Tool”
- You will want to take time to discuss which racial/ethnic groups are in the racial/ethnic categories (for instance, Filipinos are in the Asian not Pacific Islander category.)
- Ask for questions and encourage discussion as you go through the form.
- Ask participants that have monitored before to share their experience.
- Ask if any participants have used this form to monitor an annual conference session. Was it helpful? What actions/areas did they observe that are not included on the form? How can the form be improved?
- Briefly go through additional monitoring forms – The GCORR internal monitoring form can be a good template for smaller meetings.

## Terms – “What you say matters”

5 minutes

## Preparing for monitoring an annual conference session

15 minutes

- Notify secretary in advance and coordinate report times.
- Arrange monitoring schedule and include scheduled times when the team will meet to prepare the oral delivery and debrief. Get sign-ups in person, over the phone, via email or even snail mail.
- This is an opportunity to recruit and train new folks! Pair up volunteers with CCORR members. Send an email or call to remind team members of their assignments. If time permits, you may wish to have a “kick-off” session before conference.
- (When you coordinate with the secretary) Ask that the bishop acknowledge the monitoring team during the opening plenary session. Let the body know when the oral report will be given. Request that the bishop pray for the monitoring team and its ministry.
- Ask what the CCORR has done in the past. What has worked well?

## Oral Reports

10 minutes

- Stress importance of oral delivery to the body.
- Review samples: Greg Dell and Marian McCray
- Note that both reports are congregation-focused, reveal strengths, deliver some statistical data (but not lots of it), and areas of concern are raised with the intent to address – not criticize.
- Both reports are creative – Be creative!

## Meal Break

## Cultural Introductions

20 minutes

- Encourage folks to visit with someone they do not know well

## Debrief

Refer them to CCORR Handbook

Visioning - Work with grid:

“When do you monitor?” - All the time!

<b>Actual (2)</b>	<b>Gap (3)</b>	<b>Desired (1)</b>
What are you doing? What are you not doing? What is happening?	What skills – knowledge – attitude is needed to bridge the gap?	What should you be doing? What should be happening?
	Identify KNOWLEDGE needed to get from actual to desired?  Identify SKILL needed?  Identify ATTITUDE needed?	

Wrap up  
 Close with prayer