

Planning Guide for  
*Our Whole Lives / Sexuality  
and Our Faith*  
Facilitator Trainings

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## TABLE OF CONTENTS

Introduction To <i>Our Whole Lives</i> .....	3
Guidelines For Selecting Our Whole Lives Facilitators .....	6
Training Logistics And Set-Up .....	8
If A UUA District Or Region Is Hosting.....	8
If A UCC Church Or Conference Is Hosting .....	10
Further Instructions For All Training Event Hosts.....	11
Checklists For Planning An Our Whole Lives Training.....	13
Committee Responsibilities.....	13
Responsibilities Of The Registrar And Site Host.....	15
Appendix Of Resources.....	19
Sample Weekend Our Whole Lives/Sexuality And Our Faith Elementary (K-1 And 4-6)	
Facilitator Training Schedule.....	20
Sample Weekend Training Schedule Secondary Level (7-9/10-12) Facilitators Training	
.....	22
Our Whole Lives Young Adult/Adult Weekend Training Agenda .....	24
Budget Worksheet For A Typical Weekend Our Whole Lives Training .....	26
Supplies And Resource Materials.....	27
Sample Sponsor/ <i>Our Whole Lives</i> Trainer Agreement Letter .....	29
Our Whole Lives/Sexuality And Our Faith Facilitator Training Sample Registration	
Form .....	30
Sample UUA Our Whole Lives Information And Publicity For Grades 7-9/10-12.31 UCC	
Sample Information For Publicity Flyer.....	32
Sample Confirmation Letter To Facilitators .....	33
Sample Welcome Letter From <i>Our Whole Lives/Sexuality And Our Faith</i> Trainer To	
Training Participants .....	35
Sample Letter To Congregations Who Are Sending Facilitators To Be Trained .36	
Guidelines For Identifying Inappropriate Facilitators And Possible Responses.....	37

## INTRODUCTION TO *OUR WHOLE LIVES*

*Our Whole Lives Sexuality Education* and *Sexuality and Our Faith* curricula are refreshing, bold antidotes to a culture that is conflicted about sexuality and, therefore, saturated with mixed messages and misinformation. The curricula 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. *Our Whole Lives* and *Sexuality and Our Faith* create a partnership between the family and faith community, and they help parents fulfill their role as their children's primary educators. The curricula support and nurture four sexuality values: Self Worth, Sexual Health, Responsibility, and Justice and Inclusivity. Participants learn how to embody these values in their own decision making and relationships and how to support others' efforts to do so.

Our religious heritages in the United Church of Christ and the Unitarian Universalist Association compel us to create safe settings 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 interdependence of us all.

*Our Whole Lives* is a series of comprehensive sexuality education curricula for six age groups: grades K-1, grades 4-6, grades 7-9, grades 10-12, young adult, and adult\*. The program and its companion, *Sexuality and Our Faith*, provide an opportunity for children, youth, and adults to learn about sexuality in the affirming and supportive setting of our religious communities. When used without *Sexuality and Our Faith*, *Our Whole Lives* is an excellent option for schools, other faith traditions, community-serving organizations, and at-home schooling.

*Our Whole Lives* helps participants make informed and responsible decisions about their sexual health and behavior. It equips them with accurate, developmentally appropriate information in human development, relationships, personal skills, sexual behavior, sexual health, and society and culture. Grounded in a holistic view of sexuality, it provides not only facts about anatomy and human development, but also support s participants in clarifying values, integrating sexual and spiritual understandings, building interpersonal skills, and understanding the spiritual, emotional, social, and political aspects of sexuality.

*Our Whole Lives* was developed in response to the need expressed by congregations in the Unitarian Universalist Association and the United Church of Christ for high-quality, lifespan sexuality education resources. Both denominations have a proud tradition that calls us to take an active role in the promotion of education and justice in human sexuality. When used with *Sexuality and Our Faith, a Companion to Our Whole Lives*, participants have a profound opportunity to deepen their faith and put their values into practice. The curricula promote sexual, spiritual, and emotional health in our communities and foster meaningful dialogue between peers, partners, families, and friends.

\*The United Church of Christ also offers an additional resource, *Created In God's Image*, for use with adults. Contact the UCC Minister for Sexuality Education and Justice ([owl@ucc.org](mailto:owl@ucc.org)) for more information.

## THE IMPORTANCE OF TRAINING AND TEACHING METHODOLOGY

The quality of facilitation plays a major role in the success of any sexuality education program. It is very important to choose *Our Whole Lives* facilitators carefully and to provide them with the training they need to do their work well. The *Our Whole Lives* training programs for facilitators of all five age groupings have these primary purposes:

- To ensure facilitator competency in three areas: knowledge of sexuality, facilitation skills, and embodiment of OWL values and assumptions during facilitation;
- To strengthen, extend, and deepen *Our Whole Lives* values; and
- To introduce to and/or support participants in the concept of integrating sexuality into the ministry and mission of their congregation (or organization).

*Our Whole Lives/Sexuality and Our Faith* training programs are a collaborative effort among the facilitators to be trained, the training event host, the *Our Whole Lives* trainers, and the Unitarian Universalist Association (UUA) OWL Program Manager or United Church of Christ (UCC) Minister for Sexuality Education and Justice. Occasionally, a UUA district, or a UCC Conference or Association committee.

The *Our Whole Lives* curricula are designed to be facilitated by a minimum of two trained co-facilitators or a team more than two trained facilitators. Ideally, the facilitators will represent diverse genders, orientations, races or ethnicities, physical abilities, etc. A team provides the group with two or more adult voices, differing perspectives, and an opportunity to see collaborative, mutually respectful facilitation in practice. Co-facilitation also allows the facilitators to share the preparation, problem solving, and other ongoing challenges and joys associated with program implementation. Co-facilitation aligns with Safe Church/Congregation procedures. It is against the safe congregation policies of both the UUA and UCC for one person to teach *Our Whole Lives/Sexuality and Our Faith* alone.

Potential facilitators must attend a training program to prepare to lead *Our Whole Lives/Sexuality and Our Faith* in congregations. Training provides an opportunity to:

- See trainers model the curricula 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* facilitators and to share ideas about what will and won't work in their groups.
- Get in touch with one's own attitudes and assumptions and regarding sexuality.
- To connect one's own sexuality and faith in a nurturing environment.
- To assess, along with the trainers, one's readiness to be an *Our Whole Lives* facilitator at this time.

*Our Whole Lives/Sexuality and Our Faith* facilitators need not be members of the congregation in which they will teach; however, a trusting relationship should exist between the facilitators and the congregation they will serve. Individuals recruited to

become *Our Whole Lives/Sexuality and Our Faith* facilitators should be known to the community, and the UUA and UCC strongly recommend that congregations obtain references and background checks for all potential facilitators – even those well known to the congregation. Contact your local law enforcement agency to learn how to initiate a background check and refer to your Safe Church/Congregation policy for other requirements your setting may have.

*Our Whole Lives/Sexuality and Our Faith* facilitators must feel comfortable and confident in their roles. Occasionally, personal issues or philosophical differences can preclude this comfort. If facilitators have second thoughts about facilitating the curriculum, it is important to recommend that they step down from the role and support them in doing so.

An *Our Whole Lives/Sexuality and Our Faith* training requires adequate time for facilitators to become familiar with the curriculum and to practice teaching. All grade levels of training are designed to begin early Friday evening and end Sunday afternoon, since trainings require approximately 22 hours of instruction. Some groups choose to begin the training after lunch on Friday, to avoid a 14-hour training day on Saturday. Each training addresses two age levels of the curriculum:

- Elementary                      Grades K-1 and 4-6
- Secondary                        Grades 7-9 and 10-12
- Young Adult/Adult            Young Adult (ages 18-35) and Adult (age 36 +)

The term *participant* throughout this guide refers to the trainee, i.e., the person preparing to implement an *Our Whole Lives/Sexuality and Our Faith* program. The term “trainer” is used to refer to the leaders of the trainings for the participants or trainees.

The suggested minimum and maximum number of participants for an *Our Whole Lives/Sexuality and Our Faith* training is 10-20. The practice and peer teaching component of the training requires significant time, and that is difficult to schedule with more than 20 participants. In addition, *Sexuality and Our Faith* training is included in the event schedules. If you have an entirely secular group of participants, you will omit all training related to *Sexuality and Our Faith*. A social activity or free time can be scheduled in its place.

The UUA and UCC have prepared *Our Whole Lives/Sexuality and Our Faith* trainers from across the US and, in fewer numbers, Canada. Upcoming trainings are listed on the UUA and UCC webpages. If you are planning a training, contact your regional, district, conference, or association field staff first. If there are no plans to host a local training, please contact the UUA OWL Program Manager ([owl@uua.org](mailto:owl@uua.org)) or UCC Minister for Sexuality Education and Justice ([owl@ucc.org](mailto:owl@ucc.org)) for a current directory of active trainers. **Only trainers listed in the most-current trainer directory are qualified and approved to conduct *Our Whole Lives/Sexuality and Our Faith* trainings.** If you host an event using other trainers, neither the UUA nor UCC will be able to acknowledge the participants’ qualifications to facilitate an *Our Whole Lives/Sexuality and Our Faith* program.

## GUIDELINES FOR SELECTING OUR WHOLE LIVES FACILITATORS

*Please share this information with any congregations/organizations which may send participants to your Our Whole Lives training.*

The success of this program depends on the qualified and caring persons selected and trained to be *Our Whole Lives/Sexuality and Our Faith* facilitators. The program requires at least two adult facilitators who will attend and co-facilitate each workshop session. The Unitarian Universalist Association requires participants in an *Our Whole Lives* training to be 25 or more years of age. The United Church of Christ requires facilitators to be at least

21 years of age and four years older than the oldest youth participant in an *Our Whole Lives* senior high program. Ideally, the facilitators will have differing gender identities and may also differ in their sexual orientation, race or ethnicity, or physical abilities. The goal is to offer participants differing perspectives based on the facilitators lived experiences.

If your program will have more than 15 participants, consider having a third trained adult in the room to help maintain order and to assist participants who may have special educational needs. Some congregations train a team with members who rotate so that at each workshop, at least one adult has co-facilitated the previous workshop. This promotes leadership continuity while enabling the facilitators an opportunity to feel supported in their commitment to teach without being burdened by too many program- related responsibilities.

Keep the following criteria in mind when choosing participants for your training event (or when answering questions from others who will send participants to your event):

1. *A commitment to values-based, comprehensive sexuality education.* Facilitators need to have values in harmony with the *Our Whole Lives/Sexuality and Our Faith* program and goals.
2. *Comfort with their sexuality.* Facilitators must be comfortable with their own sexuality before they facilitate these topics with youth.
3. *Experience, skill, and comfort with the specific age group* and its developmental needs. Facilitators will be stimulating discussion by asking open-ended questions, encouraging communication among participants, and facilitating activities that foster experiential learning. They need to use sexual terminology and age-appropriate language comfortably, to relate well with the age group of the participants, and to convey warmth and a sense of humor. They must have a clear sense of boundaries between education and personal disclosure.
4. *Anti-bias awareness.* Facilitators must understand, appreciate, and celebrate diversity of race/ethnicity, culture, age, ability, gender, and sexual orientation. Facilitators need the ability 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.* Facilitators need knowledge and

skills not only to educate about sexual health but also to fulfill the trust inherent in the role of sexuality educator. This role includes the responsibility to recognize and report abuse. Facilitators must support your organization's safe congregation/organization policy and must follow your state's (or province's) process for reporting and investigating suspected or alleged abuse.

6. *Ability to build relationships.* Facilitators need to develop a relationship with each participant, and when the participants are children or youth, with each parent and family as well. Facilitators need to build community in the classroom, uphold the Participation Guidelines, and develop relationships of respect, reciprocity, and responsibility within your organization and the wider community.
7. *Dedicated learner and facilitator.* Facilitators must be willing to become thoroughly familiar with the content of the program, to work with a co-facilitator or team, and to listen to and learn from participants and parents.
8. *Person of faith.* Facilitators should be respected by the congregation and comfortable discussing the integration of sexuality and spirituality with members of their faith community.

To determine the availability of Our Whole Lives/Sexuality and Our Faith facilitator trainings in your area, visit

- UUA: <http://www.uua.org/re/owl/18217.shtml>
- UCC: <http://www.ucc.org/justice/sexuality-education/training-schedule.html>

These denominational calendars usually cross-post trainings, but we recommend that you check both calendars if you do not find what you're looking for initially. These lists include secular trainings only if the hosting organizations have opened the event to the public.

## TRAINING LOGISTICS AND SET-UP

### Who is responsible for setting up facilitator trainings?

The following overview describes the collaborative steps needed to organize an *Our Whole Lives/Sexuality and Our Faith* facilitator training. It includes the responsibilities of UUA field staff or UCC conference, association, or local sponsoring committee, registrar, the site host, the UUA OWL Program Manager or UCC Minister for Sexuality Education and Justice, the *Our Whole Lives* Trainers, and the participants.

Procedures are slightly different for UU and UCC trainings, so please refer to the applicable instructions below. Secular organizations should contact the UUA OWL Program Manager or UCC OWL Program Coordinator for assistance.

### IF A UUA DISTRICT OR REGION IS HOSTING:

#### Overview of how to set up a facilitator training

Each region has its own culture and structure for dividing up the many responsibilities that make a successful training. This guide assumes that field staff initiate the process and plan the trainings. The instructions below may differ slightly from your region's protocol, so please check with your field staff before proceeding.

*Note:* Individual congregations and groups of congregations seeking to host their own trainings may do so; however, it is incumbent upon them to contact their field staff, if available, first. This prevents duplication of efforts, if the region has already planned a training. It also maximizes congregational resources that would otherwise be spent on hosting a training.

Typically, field staff initiate the planning process with a discussion of all the responsibilities for the proposed training. They select possible dates for the training and contact the *Our Whole Lives* trainers to see if they are available. (An updated Trainer Directory is available upon request from the UUA OWL Program Manager and UCC Minister for Sexuality Education and Justice.) Field staff identify a local church or other facility in which to host the training. If the event is open to the public, field staff may submit the event to the training calendars maintained by the

UUA <http://www.uua.org/re/owl/18217.shtml>

UCC [http://www.ucc.org/justice\\_sexuality-education\\_training-schedule](http://www.ucc.org/justice_sexuality-education_training-schedule)

Field staff determine a budget for the training and estimate how many facilitators may attend. They select a site host and registrar who may be field staff or individuals from a hosting congregation. One person serves as liaison with the trainers; we suggest the registrar or site host.

The field staff or sponsoring congregation determines a budget for the training, including:

- Cost of trainers:
  - Trainer minimum honorarium increase schedule:
    - Before 12/31/24= \$900 per trainer
    - 1/1/25-7/31/25 = \$1000 per trainer
    - 8/1/25-7/31/26 =\$1250 per trainer
    - After 8/1/26=\$1500 per trainer

- Travel costs for trainers to and from the training,
- Accommodations for the trainers while in the area for the training,
- Food for participants and trainers (including snacks and beverages throughout the training and any special dietary needs you are willing and able to accommodate)
- Supplies, including a significant number of copies per participant,
- Publicity
- Cost to participants to attend the training.

Two approved trainers must be confirmed before the program is publicized for registration. Please contact the Our Whole Lives Program Manager at [owl@uua.org](mailto:owl@uua.org) for the most current trainer directory.

With these logistics confirmed, field staff may distribute registration forms and publicity (online and/or downloadable for posting). All registration and promotional materials should include information about the required advance purchase of curricula as well as minimum age requirements for participants (refer to page 6 of this guide).

Registrars should use the Training Roster posted online as a registration record, adapting it as needed. The roster is available from (<http://www.uua.org/re/owl/23666.shtml>). Prior to the training, provide a copy of this roster to the trainers so they can contact participants in advance of the training and, post-training, notify the UUA and UCC which participants were approved or not approved to facilitate.

As registration proceeds, the site host should contact the trainers to discuss the supplies needed for the training, including travel logistics, meeting space needs, lodging arrangements and food requirements for the trainers. The site host gathers all the supplies needed for the training and attends to all printing or photocopying requested by the trainers. The site host pays all expenses for materials and supplies used in the trainings.

Training evaluations are now completed online, so an internet-accessible device (or free Wi-Fi, at a minimum) should be provided on the last training day. This will ensure that all participants complete the training evaluation before traveling home.

As people register, the registrar or site host should contact all participants with logistical details regarding lodging, meals, accessibility, etc. The trainers should send their own letter, providing information about the training agenda and which materials to bring. Both the letter from the registrar/site host and the trainers should emphasize that all participants should purchase the curricula ahead of time and become familiar with it, and bring the curriculum to the training.

### **IF A UUA CONGREGATION IS HOSTING:**

Each congregation has its own culture and structure and its own way of dividing up the many responsibilities that make up a successful training. It is helpful to have a Sponsoring Committee that initiates the process and plans the training.

Here is a list of the major moving pieces, with more information below:

- Contact the UUA OWL Program Manager at [owl@uua.org](mailto:owl@uua.org) for help planning and publicizing your event

- Determine desired dates and location for your training. The Our Whole Lives Program Manager can help you avoid scheduling conflicts with other events.
- Contact and contract with two trainers on the Our Whole Lives Approved Trainer List (available from the UUA OWL Program Manager. It is best practice to have diversity in a training team (UCC and UUA or Community, and differing genders, race, ability, etc.)
- Determine a budget for your training
- Share information about training level(s), dates, cost, location, and trainers with the UUA OWL Program Manager
- Identify a registrar who will interact with those registering for the training
- Identify a committee to help with hospitality such as food, housing, and supplies
- Publicize your training
- Appoint one person on the Sponsoring Committee to serve as trainer liaison and another to serve as registrar. Often, the registrar or local host also serves as the trainer liaison.

The Sponsoring Committee also determines a budget for the training, including:

- cost of trainers
  - Trainer honorarium increase schedule:
    - Before 12/31/24= \$900 per trainer
    - 1/1/25-7/31/25 = \$1000 per trainer
    - 8/1/25-7/31/26 =\$1250 per trainer
    - After 8/1/26=\$1500 per trainer
- travel costs for trainers to and from the training,
- accommodations for the trainers while in the area for the training,
- food for participants and trainers (including whatever special dietary needs you are willing and able to accommodate)
- supplies, including a significant number of copies per participant,
- publicity, and
- cost to participants to attend the training.

**The Sponsoring Committee** can then send out registration forms and publicity flyers, either electronically or in hard copy, or both. These should include the information that participants need to purchase the curricula, become familiar with its contents, and bring the curriculum to the training.

### **IF A UCC CHURCH OR CONFERENCE IS HOSTING:**

Each conference and congregation has its own culture and structure and its own way of dividing up the many responsibilities that make up a successful training. Whether a conference, association, or local church hosts the training, it is helpful to have a Sponsoring Committee that initiates the process and plans the training.

Here is a list of the major moving pieces, with more information below:

- Contact the UCC Minister for Sexuality Education and Justice at 216-736-3718 or [owl@ucc.org](mailto:owl@ucc.org) for help planning and publicizing your event
- Determine desired dates and location for your training. The UCC Minister for Sexuality Education and Justice can help you avoid scheduling conflicts with

other events.

- Contact and contract with two trainers on the Our Whole Lives Approved Trainer List (available from the UCC Minister for Sexuality Education and Justice). It is best practice to have diversity in a training team (UCC and UUA or Community, and differing genders, race, ability, etc.) The UCC Minister for Sexuality Education and Justice can suggest trainers in the general geographic location where the training will be held.
- Determine a budget for your training
- Share information about training level(s), dates, cost, location, and trainers with the UCC Minister for Sexuality Education and Justice
- Identify a registrar who will interact with those registering for the training
- Identify a committee to help with hospitality such as food, housing, and supplies
- 10 • Publicize your training, with the help of the UCC Minister for Sexuality Education and Justice
- Appoint one person on the Sponsoring Committee to serve as trainer liaison and another to serve as registrar. Often, the registrar or local host also serves as the trainer liaison.

The Sponsoring Committee also determines a budget for the training, including:

- cost of trainers
  - Trainer honorarium increase schedule:
    - Before 12/31/24= \$900 per trainer
    - 1/1/25-7/31/25 = \$1000 per trainer
    - 8/1/25-7/31/26 =\$1250 per trainer
    - After 8/1/26=\$1500 per trainer
- travel costs for trainers to and from the training,
- accommodations for the trainers while in the area for the training,
- food for participants and trainers (including whatever special dietary needs you are willing and able to accommodate)
- supplies, including a significant number of copies per participant,
- publicity, and
- cost to participants to attend the training.

**The Sponsoring Committee** can then send out registration forms and publicity flyers, either electronically or in hard copy, or both. These should include the information that participants need to purchase the curricula, become familiar with its contents, and bring the curriculum to the training. UCC participants may contact the UCC Minister for Sexuality Education and Justice for a discount code for 20% off materials for the training before ordering online through UCC Resources ([www.uccresources.com](http://www.uccresources.com)).

## **FURTHER INSTRUCTIONS FOR ALL TRAINING EVENT HOSTS**

**Registrars** should download and use the Training Roster posted online as a registration record, adapting it as needed (<http://www.uua.org/re/owl/23666.shtml>). Prior to the training, a copy of this roster should be provided to the trainers so they can use it to notify the UUA and UCC which participants have been approved or were not approved to facilitate.

As registration proceeds, **the local host** contacts the trainers to discuss their needs for the

training, including

- meeting space needs,
- supplies needed,
- lodging arrangements and
- food requirements for the trainers.

**The local host** gathers all the supplies needed for the training and attends to all printing or photocopying requested by the trainers. Trainers also have an option to email handouts to event participants for printing on their end, or viewing on a handheld device during the training. The training sponsor/host pays all expenses for materials and supplies used in the trainings.

It is very helpful to trainers and hosts when an internet-accessible device (or free Wi-Fi, at a minimum) is available to on the last training day. This helps increase the likelihood that all participants complete the training evaluation before traveling home.

As people register, **the local host/registrar** emails pre-training material to the registrants. This material should include a letter from the trainers providing information about the training and a list of materials to bring. Be sure the participants know they will need to purchase the curriculum, become familiar with its contents, and bring the curriculum to the training. Information regarding the purchase of the curriculum should be included on registration materials. This letter should be sent sufficiently early to allow ample time for the ordering and shipping of course materials.

## CHECKLISTS FOR PLANNING AN OUR WHOLE LIVES TRAINING

**[Note: These may change, depending on whether the event is sponsored by a UU, UCC or other organization. Some UU Regions have their own protocols, so contact them in advance if you are planning a UU-hosted event]]**

### **Committee Responsibilities:**

- ☐ Initiate the planning process by identifying all the responsibilities for the upcoming training and deciding who will assume each task.
- ☐ Ensure that you have the energy and resources to support a facilitator training, including publicity, registration, site logistics, and site host responsibilities.
- ☐ Make sure the training sponsor and site host are financially prepared to undertake the training. Determine a budget (see **BUDGET WORKSHEET**). Explore the possibility of district grants (UUA), Association or Conference Faith Formation Committees (UCC), or other available funds to subsidize the training.
- ☐ Ideal attendance is a minimum of 10 and maximum of 20 participants. Decide on a minimum number of participants you need to cover training costs.
- ☐ Choose date(s). Make sure the dates don't conflict with other important UUA or UCC events (regionally or nationally).
- ☐ Contact *Our Whole Lives* trainers to see if they are available for the chosen dates. You may ask the first trainer you engage to recommend a co-trainer. Contact the UCC Minister for Sexuality Education and Justice or UUA OWL Program Manager for a current directory of approved trainers.
- ☐ Identify, if you have not already, a local congregation or conference center in which to hold the training. Consider the food, lodging and location that will best serve your budget and your participants' needs. Keep in mind accessibility, and dietary restrictions.
- ☐ Identify who will take on the responsibilities of the registrar and the local host. We recommend that the registrar serve as liaison with the trainers.
- ☐ Determine the training costs and set the registration fee. These vary widely depending on location of training and whether or not there is any subsidization available. Typical registration fees run between \$300 and \$450 for the weekend, including most meals.
- ☐ Determine whether the sponsoring organization will offer home hospitality upon request for participants. If so, include information about this in your registration materials.
- ☐ Add your training to the Our Whole Lives Training Calendar <http://www.uua.org/re/owl/18217.shtml> and contact the UCC Minister for Sexuality Education and Justice at [owl@ucc.org](mailto:owl@ucc.org) to have it added to the UCC Our

## Whole Lives Training Calendar.

- ☐ Create and distribute publicity and a link to your online registration form or instructions for non-electronic procedure). Include announcements in district and conference or association newsletters or broadcast emails. (See **SAMPLE REGISTRATION AND PUBLICITY**) Establish a registration deadline at least two weeks in advance of your training and include that in your publicity materials.

- ☐ **Discuss the honorarium with the trainers.** The recommended minimum rate for each trainer is being adjusted over the next few years.

Trainer honorarium increase schedule:

Before 12/31/24= \$900 per trainer

1/1/25-7/31/25 = \$1000 per trainer

8/1/25-7/31/26 =\$1250 per trainer

After 8/1/26=\$1500 per trainer

If a long travel day is required for a trainer, please increase the fee to accommodate this; in addition, you should cover an extra night of lodging on the front or back end of the training, if travel logistics require it. Trainers often use vacation time or personal time off from other jobs to provide trainings. The honorarium should be ready and given to the trainers before they leave the site. Each trainer's travel (including airfare, ground transportation or car mileage), room, and board should be paid by the training sponsor. The standard IRS business mileage rate changes yearly; for current rates, go here: <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>

- ☐ Clarify travel and lodging arrangements with the trainers.
- ☐ Once the trainers are confirmed, send them a letter of commitment (see **SAMPLE DISTRICT / OUR WHOLE LIVES TRAINER AGREEMENT LETTER**) outlining the agreements the trainer and district have made about the site location, honoraria, travel expenses, and their pre-training communication with participants.
- ☐ Do additional mailings and recruitment calls to ensure optimal participation in the training. Contact congregations that do not have a history of leading sexuality education programs. It is best practice to include both UUA and UCC congregations, as well as other progressive denominations in your area.
- ☐ Review expenses and revise your budget for the next training.
- ☐ Collect receipts from the trainers and cut reimbursement checks. Some receipts may not be available until after the trainer has returned home.

## **Responsibilities of the Registrar and Site 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 site host and trainers.
- ☐ Collect registration forms as they are received, using the Training Roster to track registrant information including dietary needs and rooming arrangements (if provided). Communicate the information to the site host. Let participants and trainers know well ahead of time if you will be able to accommodate their dietary needs.
- ☐ Track funds collected and submit an income and expense report to whoever is sponsoring the training and paying the costs.
- ☐ If a participant requests information about carpooling to the training, check with other participants for consent before giving out any person information.
- ☐ Upon the registration deadline, send a copy of the registration roster to the trainers so they can communicate with participants about the training content and expectations.
- ☐ Send confirmation letter to participants (see **SAMPLE CONFIRMATION LETTER**). 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 to notify them about the participation of a member of their congregation. The letter should remind congregations about the evaluative nature of the training (e.g., not everyone who attends will be approved) and reminding them to help their participants purchase the curricula in advance of the training. (See **SAMPLE LETTER TO CONGREGATIONS WHO ARE SENDING FACILITATORS TO BE TRAINED**).
- ☐ Request honorarium checks

#### **During the training**

- ☐ Check people in as they arrive.
- ☐ At the end of the training, collect all receipts for reimbursables.

- ☐ Turn in receipts to the training sponsor and ensure that checks are cut and sent.
- ☐ Hand deliver honorarium checks before the trainers leave.
- ☐ Send thank you notes to the trainers and send all participants the link to the online training evaluation, in case they did not complete it on-site at the training.  
<https://uua.wufoo.com/forms/our-whole-lives-facilitator-training-evaluation/>

### **Site Host**

- ☐ Contact the trainers to discuss their needs for the training, including material and space requirements, and any lodging and food needs.
- ☐ The site host gathers all supplies needed for the training, including photocopied handouts.

### **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, if you are providing this option. In general, trainers welcome hotels or quiet housing away from the participants so that they have time to consult with each other and relax.
- ☐ Arrange food and beverages for the group. Let trainers and participants know if you are able to accommodate any of their dietary needs/requests. Always include vegetarian, vegan, and gluten-free options, and offer both caffeinated and non-caffeinated beverages. Keep sugary snacks to a minimum.
- ☐ **SERVING ALCOHOL:** Consider your policy regarding alcohol in the context of a training focused on sexual health and open communication. UUA policy requires nonalcoholic alternatives when alcohol is served; the UCC is in agreement with this policy. Alcohol should only be served after all training and planning is completed each day.
- ☐ Arrange ground transportation for participants arriving at airports, bus and train stations, if applicable.
- ☐ Organize supplies for training (see **SUPPLIES LIST**). Discuss with the registrar any special supplies the trainers have requested. If the trainers request it, arrange for the purchase or loan of special materials such as anatomical models, DVD

players or contraceptive demonstration kits. Some trainers bring their own supplies.

- ☐ 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. Some trainers bring their own resources.
- ☐ Communicate with the trainers about printing or photocopying needs. The sponsoring organization 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, there should be space for everyone to sit in a “U” shape or circle, a separate space where everyone has a seat at a table for meals, a break out room for small groups (two rooms total for the entire training, including Sunday morning), and an area to display resources. A table for healthy snacks and beverages is always welcome, as is a table near the trainers for their materials.
- ☐ On the day of the training, organize the supplies, set up the meeting room, and prepare a registration table, a nametag table and the resource table for people to browse as they arrive. Nametags are essential! Make sure nametags have first names printed in LARGE letters so that they can be seen from across the room. We recommend you use the type of name tags that can be worn all weekend, such as those with strings or pins and plastic covers. Be prepared to correct any errors in pre-made name tags.

#### 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

- ☐ Clean up.
- ☐ Return any borrowed anatomical models, resource books, dolls or contraceptive kits.

#### **Trainers**

For your information and planning purposes, trainers will take responsibility for the following items:

- Discuss their honorarium, travel expenses and arrangements, and any special needs they have.
- Decide which trainer will be the contact person for the sponsoring organization, and communicate that to you.
- Plan a schedule and coordinate meal and break times with the sponsoring organization.
- Give the host a list of needed equipment and supplies, including instructions for printing handouts.
- Prepare materials for the training (they will need access to the space well before the training begins)
- Check the training roster for all needed information
- Evaluate participants during the training
- Facilitate the online training evaluation process
- Email the roster to the UUA's database manager following the training.

## **APPENDIX OF RESOURCES**

## Sample Weekend Our Whole Lives/Sexuality and Our Faith Elementary (K-1 and 4-6) Facilitator Training Schedule

### Day One

1:00 PM	Arrival and Check-In
1:30 PM	Welcome, Housekeeping, Our Whole Lives Background, and Reading
1:50 PM	Find Someone Who
2:05 PM	Group Introductions
2:35 PM	Expectations, Training Overview, Covenant, and To Be Continued...
2:55 PM	BREAK
3:10 PM	Our Whole Lives Values
3:55 PM	Racial Justice Webinar Reflection
4:10 PM	Circles of Sexuality
4:40 PM	Introduction to <i>Sexuality and Our Faith</i>
5:00 PM	Discussion About the Journey
5:20 PM	DINNER
6:00 PM	Experiential Learning Cycle
6:30 PM	Curriculum Design and Structure
6:50 PM	Basic Facilitation and Co-Facilitation Techniques
7:15 PM	Peer Facilitation Assignments
7:30 PM	Daily Feedback and Closing Reading
7:35 PM	Peer Facilitation Session Planning Time
8:00 PM	ADJOURN
	Daily Reconnect for Trainers

### Day Two

8:00 AM	Breakfast
8:30 AM	Reading and Re-entry, Housekeeping, and To Be Continued...
8:45 AM	Understanding Young Children and Pre-Adolescents
9:30 AM	Parents'/Caregivers' Perspectives, Participation, and Partnership
10:00 AM	BREAK and ENERGIZER
10:20 AM	What is Religious About Sexuality Education?
10:45 AM	Assigned Sex at Birth ("Biological Sex"), Gender Expression, Gender Roles, Gender Identity, and Sexual Orientation.
11:45 AM	LUNCH and Peer Facilitation Session Planning Time
12:45 PM	Questions: Guidelines, Practice Answering, and Question Box Tips
1:30 PM	Creating Safer Spaces and Awareness of Child Sexual Abuse
2:30 PM	BREAK

2:40 PM	Peer Facilitation Session Planning Time
3:30 PM	Dealing with Learning Differences and Behavioral Challenges
4:15 PM	Boundaries—Yours, Parents’/Caregivers’, and Participants’
5:00 PM	Daily Feedback and Closing Reading
5:05 PM	Peer Facilitation Session Planning Time
6:00 PM	ADJOURN
	Daily Reconnect for Trainers

### **Day Three**

8:00 AM	Breakfast
8:30 AM	Opening Reading, Housekeeping, and To Be Continued...
8:50 AM	Peer Facilitation 1 and Peer Facilitation 2 (simultaneously in two rooms)
9:25 AM	BREAK (plus set up of next peer facilitations)
9:40 AM	Peer Facilitation 3 and Peer Facilitation 4 (simultaneously in two rooms)
10:15 AM	BREAK
10:30 AM	<i>The Parent Guide, It’s Perfectly Normal</i> , and Other Resources
11:15 AM	Implementation Tips
11:45 AM	LUNCH
12:30 PM	Unfinished Business
1:00 PM	Evaluation and Closure
1:30 PM	ADJOURN
	Daily Reconnect for Trainers

## **Sample Weekend Training Schedule Secondary Level (7-9/10-12)**

### **Facilitators Training**

#### **Day One**

1:00 PM	Arrival and Check-In
1:30 PM	Welcome, Housekeeping, Our Whole Lives Background, and Reading
1:45 PM	Anatomy Guessing Game
2:00 PM	Group Introductions
2:30 PM	BREAK
2:45 PM	Expectations, Training Overview, Group Covenant, To Be Continued...
3:05 PM	Introduction to Sexuality and Our Faith
3:25 PM	Our Whole Lives Values
3:55 PM	Racial Justice Webinar Reflection
4:10 PM	Circles of Sexuality
4:40 PM	Processing the Journey
5:00 PM	DINNER
5:40 PM	Curriculum Overview
6:00 PM	Basic Facilitation and Co-Facilitation Techniques
6:25 PM	Experiential Learning Cycle
6:40 PM	Peer Facilitation Assignments
6:55 PM	Daily Feedback and Closing Reading
7:00 PM	Peer Facilitation Session Planning Time
8:00 PM	ADJOURN
	Daily Reconnect for Trainers

#### **Day Two**

8:00 AM	Breakfast
8:30 AM	Reading and Re-entry, Housekeeping, To Be Continued...
8:45 AM	Understanding Adolescents
9:30 AM	Values Voting
10:00 AM	BREAK
10:15 AM	Dealing with Challenging Situations
11:15 AM	What is Religious About Sexuality Education?
12:00 PM	LUNCH
12:40 PM	Assigned Sex at Birth (Biological Sex), Gender Identity, Gender Expression, and Sexuality Orientation
1:40 PM	Sexual Abuse and Sexual Assault
2:25 PM	ENERGIZER
2:35 PM	Peer Facilitation Session Planning Time

3:05 PM	STIs and STI Prevention
3:50 PM	Sexuality and Our Faith Part 1: Teaching Our Whole Lives as Religious Education
4:05 PM	Unitarian Universalist and United Church of Christ Resources
4:20 PM	Sexuality and Our Faith Part 2: Visuals for Grades 7-9
5:05 PM	BREAK
5:15 PM	Questions: Guidelines, Practice Answering, and Question Box Tips
6:00 PM	Daily Feedback and Closing Reading
6:05 PM	DINNER (if providing) and ADJOURN
	Daily Reconnect for Trainers

### **Day Three**

8:00 AM	Breakfast
8:30 AM	Reading, Re-entry, Housekeeping, To Be Continued...
9:00 AM	Parents'/Caregivers' Rights, Responsibilities, and Roles
9:45 AM	Boundaries—Yours, Parents'/Caregivers', and Participants
10:30 AM	BREAK and set up for Peer Facilitation 1
10:45 AM	Peer Facilitation 1
11:30 AM	BREAK and set up for Peer Facilitation 2
11:45 AM	Peer Facilitation 2
12:30 PM	LUNCH and set up for Peer Facilitation 3
1:15 PM	Peer Facilitation 3
2:00 PM	Implementation Tips
2:30 PM	Unfinished Business
3:00 PM	Evaluation and Closure
3:30 PM	ADJOURN

## **Our Whole Lives Young Adult/Adult Weekend Training Agenda**

### Day One

12:00 PM	Arrival, Check in, Lunch (optional)
1:00 PM	Welcome and Opening Reading
1:15 PM	Group Introductions / Trainer Backgrounds
1:45 PM	Training Overview, Covenant, and Housekeeping
2:00 PM	Our Whole Lives Values and Assumptions
2:15 PM	Reflections on Racial Justice Webinar
2:30 PM	Introduction to Sexuality and Our Faith
3:00 PM	Break
3:15 PM	The Journey
3:35 PM	Circles of Sexuality
4:05 PM	Facilitation Skills: Experiential Learning Cycle
4:30 PM	Peer Facilitation Overview
4:50 PM	Peer Facilitation Initial Meeting Time
5:25 PM	Daily Feedback and Closing Reading
5:35 PM	Dinner (if providing) and Close for the evening

### Day Two

8:00 AM	Breakfast
8:30 AM	Day Two Reading and Re-entry
8:45 AM	Values Clarification
9:15 AM	Considerations of Adult Learners
9:55 AM	Group Dynamics and Process, Including Challenging Situations and Participants
10:40 AM	Break
10:50 AM	STIs and Condoms
11:20 AM	Peer Facilitation Planning Time
12:05 PM	Lunch
12:50 PM	Orientation and Gender

1:50 PM	Break
2:00 PM	Abuse of Sexuality
3:00 PM	Break/Energizer
3:10 PM	Values Voting
3:40 PM	Connecting Religion and Sexuality Education
4:20 PM	Using Sexuality and Our Faith with Our Whole Lives
4:40 PM	Modeling the Curriculum: Sexual Fantasy and Variations
5:25 PM	Daily Feedback and Closing Reading
5:35PM	Peer Facilitation Planning (if needed)
	Dinner (Optional)
7:00 PM	Adjourn

#### Day Three

8:00 AM	Breakfast
8:30 AM	Day Three Reading and Re-entry
8:40 AM	Interpersonal Boundaries and Teaching Our Whole Lives
9:25 AM	Answering Challenging Questions
10:10 AM	Break + set up for Peer Fac 1
10:25 AM	Peer Facilitation Activity #1: Continuum of Risk
11:10 AM	Break + set up for Peer Fac. 2
11:25 AM	Peer Facilitation Activity #2: Lovemaking Continuum
12:10 PM	Lunch + set up for Peer Fac. 3
12:55 PM	Peer Facilitation Activity #3: Envisioning Your Future
1:40 PM	Break
1:50 PM	Implementation Tips and Unfinished Business
2:20 PM	Evaluation and Closing Activity
3:00 PM	Adjourn

# BUDGET WORKSHEET FOR A TYPICAL WEEKEND OUR WHOLE LIVES TRAINING

## Materials

Photocopying:

number of copies \_\_\_\_\_x number of pages \_\_\_\_\_x cost per copy \_\_\_\_\_x  
number of participants \_\_\_\_\_ \$\_\_\_\_\_

*(Check with your trainer for exact number of handout pages or estimate 30 handouts per training, per participant.)*

Chart paper or large pads of sticky paper (at least 2 pads), masking tape, \$\_\_\_\_  
markers, name tags, note cards

Paper cups or dinnerware if used, etc. \$\_\_\_\_

DVD player, projector, screen rental (if necessary) \$\_\_\_\_

Materials for peer facilitation (ask trainers) \$\_\_\_\_\_

**Publicity:** \$\_\_\_\_\_

Ads in district mailings \$\_\_\_\_\_

Flyer design & photocopying (omit this cost if publicity is electronic): \$\_\_\_\_\_

Postage for mailings to registrants, congregations

**Site fees** \$\_\_\_\_\_

Rental of meeting space \$\_\_\_\_\_

Custodian fee

Lodging per night x number of participants \$\_\_\_\_\_

(if offering lodging)

## Food

Cost per meal \_\_\_\_\_x number of meals \_\_\_\_\_x number of participants \_\_\_\_\_ \$\_\_\_\_\_

Snacks and beverages for break times \$\_\_\_\_\_

## Trainer costs

Travel expenses(flight, mileage, parking, tolls, etc) \$\_\_\_\_\_

Food and lodging x number of nights \$\_\_\_\_\_

Honorarium for trainers:

Before 12/31/24= \$900 per trainer \$\_\_\_\_\_

1/1/25-7/31/25 = \$1000 per trainer

8/1/25-7/31/26 =\$1250 per trainer

After 8/1/26=\$1500 per trainer

**Contingencies (recommended)** \$ 50.00

**TOTAL COST** \$\_\_\_\_\_

Minus district 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* Facilitator training. 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 chart paper tablets or large sticky pads (at least 50 sheets of newsprint)
- Sticky notes: standard size and larger
- Crayons
- Markers (fresh ones in varied colors)
- Glue sticks
- Scissors (several pairs)
- A pocket folder for each facilitator for handouts
- A few sheets of lined paper for each facilitator
- Candle(s)
- System for playing recorded music (discuss options with trainers)
- Bell or chime
- 3 x 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)
- Play-doh™ or Silly Putty™
- Pens and/or pencils for each facilitator
- DVD player and projector and/or TV and VCR (ask trainers whether needed)

### Space Requirements

- One chair per facilitator
- A large space for meeting in a circle with walls to post newsprint
- A break-out room so multiple peer facilitation small groups can meet simultaneously  
[NOTE: The two rooms must both be available Sunday morning without interruption]
- A table to display resources
- A table or counter for snacks and beverages
- A table for trainers to place their materials/supplies
- Access to a copy machine
- Access to a refrigerator (for special diets or medication needs)

### For *Sexuality and Our Faith*

- An altar cloth, if you will not be creating one
- A chalice, candle and matches and/or a cross

- Multicolored fabric makers 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)
- Photographs, rocks and other “sacred objects” to add to altar

#### Additional Special Supplies

Ask the trainers which additional supplies may be needed for specific age groups and activities.

## **SAMPLE SPONSOR/ *OUR WHOLE LIVES* TRAINER AGREEMENT LETTER**

Dear Trainer A and Trainer B,

I am glad we have confirmed the dates for our facilitator training. Our congregations and our facilitators 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 14<sup>th</sup> at noon and end on Sunday Oct 16<sup>th</sup> at 4 P.M.
- You each will be paid an honorarium. Each of you will receive a check for \$\_\_\_\_\_ by the end of the training.
- \_\_\_\_\_(insert sponsoring organization here) 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 the current IRS business rate.
- We will provide all supplies listed in the planning guide. If you need supplies not on the supply list (included), please let us know by \_\_\_\_\_so we have enough time to purchase or borrow them.
- You will email us a PDF of all handouts for at least one week in advance of the training and we will photocopy a set for each participant.
- We will provide you with comfortable and quiet home hospitality during your stay. You will be housed with the same host so you have time to prepare for your sessions.

*Or*

- We will provide each of you with comfortable hotel room during your stay.
- We will provide you with a copy of the Training Roster with the list of participants at least two weeks before the training begins.

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

In Faith,  
Event Registrar or Site Host

**OUR WHOLE LIVES/SEXUALITY AND OUR FAITH  
FACILITATOR TRAINING SAMPLE REGISTRATION FORM**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone (h)** \_\_\_\_\_ **(w)** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Congregation (full name and location)** \_\_\_\_\_

**Training Level:**    **K-1 / 4-6** ☐    **7-9 / 10-12** ☐    **Young Adult / Adult** ☐

**Omnivore** ☐    **Vegetarian** ☐    **Vegan** ☐

**Allergies or dietary restriction (information for home hospitality)**

**Emergency contact** \_\_\_\_\_

**Check for registration fee enclosed** \_\_\_\_\_

**\*PLEASE NOTE:** ALL PARTICIPANTS MUST PURCHASE AND/OR BRING WITH THEM A COPY OF THE CURRICULUM FOR THE LEVELS THEY ARE BEING TRAINED ON. Contact the UUA bookstore or UCC Resources to purchase materials. Please allow enough time to receive materials before the training.

**Send to:** Event Registrar, 142 Brookline, Springfield, VT 05156

**REGISTRATION DEADLINE OCTOBER 1**

## **SAMPLE UUA OUR WHOLE LIVES INFORMATION AND PUBLICITY FOR GRADES 7-9/10-12**

[Note: Feel free to use this information in any publicity or social media that you use to promote your training event.]

*Our Whole Lives* is a comprehensive sexuality education curriculum that 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 also an experience that helps facilitators to clarify their values, build interpersonal skills, and understand the spiritual, emotional, social, and political aspects of sexuality.

### Information for congregations:

The facilitators who implement the curriculum are important determinants of program success; therefore, 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. Facilitators must have a comfort with the subject matter, and must be willing to support the values and goals of the program. Finally, they 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. For more information on identifying inappropriate facilitators, visit <http://www.uua.org/re/owl/23666.shtml>

This is an intensive weekend training designed to prepare your facilitators to teach the *Our Whole Lives* program. If your facilitator candidates are approved to become facilitators, your congregation has the option to purchase the optional *Sexuality and Our Faith* visuals that accompany the Grades 7-9 and 10-12 programs. The visuals are not sold online; they can only be ordered from the UUA Bookstore or from UCC Christian Resources by congregations with approved facilitators for the applicable grade levels.

At the end of each training, the trainers will approve (or not approve) participants to facilitate. In the event your facilitator is not approved, the trainers will immediately notify you.

## UCC 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, it is recommended that this information is included in any advertising).

Our UCC sexuality resources 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, *Our Whole Lives* 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. *Sexuality and Our Faith* provides biblical grounding for each of the lessons and helps interweave our faith values with this important and sacred topic.

### **Information for congregations:**

This is an intensive weekend training designed to prepare your potential facilitators 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. Curriculum materials can be purchased prior to the training by contacting UCC Resources. 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 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. For more information on identifying inappropriate facilitators, visit <http://www.uua.org/re/owl/23666.shtml>

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

## SAMPLE CONFIRMATION LETTER TO FACILITATORS

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* facilitator training for *Our Whole Lives Grades/Sexuality and Our Faith 7-9 and 10-12* on October 16-24 at Camp Wherever. **We require participants to bring the appropriate curriculum and religious supplements and to read these materials before arriving at the training.** If you do not already have access to them, you may purchase them by contacting the UUA Bookstore or UCC Resources. Please leave enough time to receive and review the materials prior to the beginning of the training.

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

- The training will be intensive; plan to be busy. There will not be much free time during the weekend.
- If you are interested in carpooling, please contact the registrar.
- What to Bring  
[Describe appropriate clothing, what to pack, etc.]

You will need to bring a copy of *Our Whole Lives* curriculum for your age group, a copy of *Sexuality and Our Faith* for your age group, an Advocacy Manual (optional), notepaper and pen. You are welcome to bring an electronic device for note taking, if you prefer. [Say whether Wi-Fi will be available, and whether there is a fee for its use]

- About Camp Wherever  
[Sample below]

First-class accommodations will be at Camp Wherever; however, you are welcome to make your own arrangements, if you wish. Camp Whatever consists of a restaurant, a golf course, a swimming pool with diving platforms, tennis courts, and a gym,. The Camp has multi-functional halls and meeting rooms with sophisticated facilities. Camp Wherever is conveniently located just South of I-94 off Portage Road (Exit 78).

If you are coming from the NORTH, 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.

If you are coming from the SOUTH, take US 131 North to I-94 and go East (Detroit) to Portage Road exit 78. Turn right and 1/8 mile will be the main entrance to the camp.  
If you are coming from the EAST, take I-94 West to Portage road exit 78. Turn left onto Portage Road. Approximately 1/8 mile on Portage is the camp's main entrance.

If you are coming from the WEST, take I-94 to the Portage Road exit 78 and turn right onto Portage. Approximately 1/8 mile will be the main entrance to the camp.

- Evaluation of Prospective Facilitators

This training has an evaluation component. The *Our Whole Lives/Sexuality and Our Faith* trainers have a responsibility to ensure the quality of the facilitators 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 *Our Whole Lives/Sexuality and Our Faith* facilitators. During the training, if they have any concerns about your abilities to teach the program or to uphold the *Our Whole Lives* values, they will speak to you first to see if the concerns can be addressed. At the end of the training you will be approved (or not approved) to teach *Our Whole Lives/Sexuality and Our Faith* at these age levels.

If you are approved for Grades 7-9 and 10-12, your congregation can purchase the *Sexuality and Our Faith* visuals that go with the age group you trained for, if applicable. Please order through [www.UUABookstore.org](http://www.UUABookstore.org) or the UCC by contacting the Minister for Sexuality Education and Justice at [owl@ucc.org](mailto:owl@ucc.org).

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 Host

## **SAMPLE WELCOME LETTER FROM *OUR WHOLE LIVES/SEXUALITY AND OUR FAITH* TRAINER TO TRAINING PARTICIPANTS**

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

We are very excited about our upcoming *Our Whole Lives/Sexuality and Our Faith* for Grades 7-9/10-12 training workshop and are glad you'll be joining us. Attendees will have varied amounts of sexuality education experience; regardless of the amount of experience you bring, the training has been designed so that it will be relevant for you.

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 in order for you to pass the training attendance requirements, we need everyone present from the very beginning. We will end our training promptly at 3:00 p.m. on Sunday.

A tentative 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 facilitators 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 our young people 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 young 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 an *Our Whole Lives/Sexuality and Our Faith* facilitator. At the end of our weekend, you and we, the trainers, may determine that teaching *Our Whole Lives/Sexuality and Our Faith* is not the best fit for you at this time, and that's fine! 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.

To make the most of our training time together, please familiarize yourself with the contents of *Our Whole Lives, Sexuality and Our Faith*, and the *Advocacy Manual*. Please bring these resources 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 district/conference host.

See you soon at Friendly Crossroads!

In Faith, Trainer A and Trainer B

## **SAMPLE LETTER TO CONGREGATIONS WHO ARE SENDING FACILITATORS TO BE TRAINED**

**Dear First Church of Springfield,**

We are pleased that you are sending two of your facilitators, Pat and Tor, to be trained for *Our Whole Lives/Sexuality and Our Faith Grades 7-9*. Please ensure that they have the appropriate curricula in time to become familiar with it prior to the training event. They will need to bring the materials with them.

The *Our Whole Lives/Sexuality and Our Faith* trainers must ensure that facilitators are qualified to implement the program in our congregations. They will not only be training your potential facilitators but also evaluating them for competency in three areas: knowledge of sexuality, facilitation skills, and values and attitudes consistent with the *Our Whole Lives/Sexuality and Our Faith* philosophy.

If they have any concerns about your participants' ability to facilitate or to uphold the *Our Whole Lives/Sexuality and Our Faith* values, the trainers will first speak to the participant. It is our hope that concerns will be resolved. If during or by the end of the training, the trainers have serious concerns about a participant, they will let the individual know that they do not think they should be teaching the *Our Whole Lives/Sexuality and Our Faith* at this time and will suggest, if appropriate, what steps they might take to become a facilitator. If your participant is not approved at the end of the training, the trainers will call your congregation immediately to share their concerns so you can recruit a new facilitator candidate.

If your facilitators are approved to facilitate the Grades 7-9 and 10-12 *Our Whole Lives* program, your congregation may purchase the optional *Sexuality and Our Faith* visuals that accompany those grade levels. You can order the visuals by calling the UUA Bookstore at 1-800-215-9076 or the UCC Minister for Sexuality Education and Justice at 216-736-3718. The UUA Bookstore and the Coordinator have a list of approved *Our Whole Lives/Sexuality and Our Faith* facilitators.

Your facilitators will be trained both to teach the curriculum and to advocate for comprehensive sexuality education in your congregation and the larger community. However, we recommend that your Religious Education or Christian Education Committee begin advocacy work in the congregation prior to sending participants to training. You can set up a forum, you might ask your minister to speak/preach on the link between sexuality and spirituality, or create a sexuality information bulletin board in your fellowship room; there are many ways to involve your congregation in this important work. More ideas are offered in *The Advocacy Manual for Sexuality Education, Health and Justice: Resources for Communities of Faith*, available at the UUA Bookstore or through UCC Resources. If you have any questions about the upcoming training, please call Tamara at-555-3425.

In Faith,  
Betty Contact Person

## **GUIDELINES FOR IDENTIFYING INAPPROPRIATE FACILITATORS**

Guidelines for identifying inappropriate facilitators

Trainers will be evaluating participants to make sure facilitating *Our Whole Lives/Sexuality and Our Faith* is a good fit for them at the present time. Here are some of the criteria they will be observing. If you, as a host or registrar, experience any of these concerns with a potential participant prior to a training, you may want to contact your trainer to discuss whether this person is a good fit for a facilitator training at this time:

- The person does not seem to affirm the values and goals of *Our Whole Lives*
- The person is antagonistic, overly critical or uncooperative
- The person does not want to follow the processes of registering for the training
- The person needs to miss a large portion of the training

You may also contact the Our Whole Lives Program Manager (UUA) or Coordinator (UCC) to discuss your concerns. While Our Whole Lives is an excellent sexuality education program, it is not the best fit for everyone. When facilitators are a good match for the program, all parties benefit. Please contact the UUA Our Whole Lives Program Manager ([owl@uua.org](mailto:owl@uua.org)) or the UCC Minister for Sexuality Education and Justice ([owl@ucc.org](mailto:owl@ucc.org)) if you have any questions about this planning process. Thank you in advance for your commitment to *Our Whole Lives/Sexuality and Our Faith*.