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# pastoral care uk hosting a road show

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## resource pack

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08.01.15

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## introduction

The information in this resource pack is intended to help inspire and encourage you to host a pastoral care uk road show and provide you with information about its:-

- mission and vision
- purpose
- framework
- planning
- finances
- resources and templates

## ACC's vision

The Association of Christian Counsellors (ACC) was founded in 1992 following discussions with representatives of a number of Christian counselling organisations in the United Kingdom. These discussions demonstrated that there was a need for a nationwide umbrella organisation which could undertake certain activities on behalf of its members. The vision embraced the provision of:

- nationwide standards for Christian counselling and care
- a nationwide system for the accreditation of Christian counsellors broadly acceptable to Christian churches, counselling organisations and the wider community
- a nationwide system for the recognition of training in Christian counselling and pastoral care
- a body which represented Christian counsellors and developed relations with government, with institutions such as social services and health authorities and with denominations and other professional bodies
- a body which encouraged, trained and resourced pastoral carers

As part of its commitment to the work of pastoral care, ACC has:-

- developed the role of director of pastoral care
- established pastoral care uk as a distinct branch under its umbrella (PCUK, Jan 2013)
- produced and revised the pastoral care foundation course (PCFC) into the resourcing pastoral carers course (RPCC, Jan 2014)
- launched the pastoral care uk regional training scheme (RTS) to facilitate the delivery of the RPCC widely, coherently and to high standard (RTS Feb 2014)
- developed and continues to develop, other training resources for pastoral carers, churches and Christian organisations i.e. developing quality relationships workshop and exploring pastoral care course

## PCUK's mission and vision

PCUK's **mission** is to be Christian resource for individuals, churches and organisations which enables the missional purpose, potential and practice of pastoral care to be developed. Its **vision** is to see:-

- the fulfilment of John 13:34-35 'A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you have love for one another'
- God's love, expressed in quality relationships and through pastoral care, restoring individual lives, building healing communities and growing disciples of Jesus

The vision recognises the need to:-

- accept we are unconditionally loved by God and we love others because we are first loved by Him
- understand pastoral care is the activity which flows out of God's love for us and our love for one another
- embrace that loving one another is part of cooperating with God's mission to restore all

creation to Himself through Jesus and by His Spirit

- be open to God's continual guidance in order to cooperate with His work of love which sustains, restores, heals, reconciles and celebrates relationships
- be open to the wisdom of others in order to keep us humble, learning, vibrant, culturally and contextually relevant and safe to own incomplete expertise in a complex world
- work outside the walls of the church in being good neighbours and good news and inside the church in sustaining the fellowship of believers
- resource **ALL** church to develop loving, restorative relationships, **SOME** of church to develop and exercise their pastoral gifting and a **FEW** of church to enable and equip the ALL and the SOME, through leadership. training and specialist help
- consider the interface between quality relationships, pastoral care, counselling and the healing ministry
- work respectfully with Christians from all traditions and those from other faiths or of no faith, who are concerned to understand and develop quality relationships and pastoral care and are working to those ends
- be provisional and reflective in thought, whilst radical and courageous in action
- invite those who want to be part of the vision to do so because they want to contribute to it as well as receive from it

The vision is committed to equipping and enabling church at every level to develop quality and caring relationships which reflect the love and concern of God. It adopts the all, some, few model which is non-hierarchical in its attempt to embrace the ministry of all believers and which recognises:-

- **ALL** have responsibility to love one another (John 13:34-5) and are given gifts to use for the common good ((1 Corinthians 12:4-7)
- **SOME** are given pastoral gifts which need recognising and developing (Romans 12:6-8)
- **FEW** are called to lead, equip and enable the ALL and the SOME (Romans 12:8)

Pastoral care uk has produced 4 core training resources to meet the needs of the all, some and few:

- **developing quality relationships - DQR**  
2 hour trainer led workshop, for **ALL** of church which helps people to think about loving one another and is at the heart of the pastoral care uk road show
- **exploring pastoral care course - EPC**  
6 x 1½ hrs self led course for small groups, for **ALL** of church which helps people to think about caring for one another and identify the **SOME** of church who are called to and show some gifting for, pastoral care
- **resourcing pastoral carers course - RPCC**  
10 x 2 hr trainer led course with 20 hours of reflective practice for **SOME** of church which helps to equip pastoral carers
- **training the trainers - TtT**  
3 day residential, trainer led course, enabling participants to become part of the pastoral care uk regional training scheme. This is by application only and is for the **FEW** who are called to equip the **ALL** and the **SOME**

## **purpose**

Road shows are designed so that they can be crafted by local people, for local people in partnership with pastoral care uk. Their purpose is to:-

- provide an opportunity for **ALL** of church to experience the developing quality relationships workshop, which embraces the call to 'love one another'
- provide opportunity for local people to learn, network, share and pray together as they consider caring for the people in their churches and communities
- promote pastoral care uk as a resource to individuals, churches, denominations and organisations and provide a supportive training resource for pastoral care teams
- introduce the concept of the **ALL, SOME** and **FEW** model

## **framework**

Each road show will have a basic framework with unique elements according to local needs. A sample copy of what a day could look like can be found on p8. The basic framework includes the following components:

- **a morning workshop** - developing quality relationships
- **an afternoon session or choice of afternoon sessions** – crafted by local people, according to local need and local resources – see heading on p6.
- **learn about slots** which give opportunity throughout the day for local people and local and national organisations to give short 5 minute presentations on their work and resource

## **planning**

The success of a road show is very dependent upon good planning, which needs to start **at least 3 months before the event** itself to allow for good preparation and promotion. Road shows need to attract sufficient numbers to make the event viable – no less than 50 although this might be higher in some instances depending on the costs involved locally.

### **who needs to be involved in the planning?**

- a local host church or organisation
- a lead person from the host church or organisation who would be the host road show contact and liaise with pastoral care uk (e.g. the coordinator of a pastoral care team, a local or district pastor/minister/leader, a church or organisational member who could cascade the pastoral vision, an ACC network committee member)
- a host planning group
- pastoral care uk road show support team (director, regional trainer, road show link person, administrative staff)

### **who is responsible for what?**

The pastoral care uk road show support team will work with the host lead and planning group to ensure that the event is well planned, coordinated and managed. Each will undertake various responsibilities as follows:-

#### **the pastoral care uk road show support team will be responsible for:-**

- ensuring the local planning group has access to sufficient pastoral care uk and ACC information, resources and support to organise the event (including templates for badges, materials for welcome packs, roll banners)
- providing a trainer and materials for the developing quality relationships workshop and learn about ACC and pastoral care uk slot
- helping to promote the event through its networks and channels
- managing the bookings through the PCUK website and monitoring the viability of the event
- providing the host lead with a list of delegates one week before the event
- managing the finances, including reimbursing the hosts and regional trainers costs (see p7)

- managing the evaluation of the event through the use of a road show code and survey monkey
- supporting the local planning group before, during and after the event

**the local planning group will be responsible for:-**

- appointing a lead – who will be a contact person for pastoral care uk and any local enquiries
- contacting pastoral care uk to discuss the potential of a road show, to look at possible dates and the availability of a pastoral care uk trainer who would be able to undertake the developing quality relationships workshop
- establishing the framework for the day which holds the ALL, SOME, FEW framework in view, deciding content and timings and considering the various people who might be invited to undertake the learn about slots and lead the afternoon session(s)
- deciding upon and booking a suitable venue, which is conducive to expected numbers and group work and has available equipment for Power Point presentations
- arranging any other speakers, facilitators, worship leaders, technicians, helpers, stall holders, book stall
- providing the director of pastoral care uk with an estimation of costs involved, using a costing sheet which will be provided, to ensure the participants fee is appropriately set
- promoting the workshop locally e.g. using posters (sample poster p9), emails, church notice boards, weekly service announcements, church/denominational websites
- checking any necessary equipment is available
- organising prayer and worship
- producing name badges for organisers, speakers, facilitators, helpers and participants using the template which will be provided by pastoral care uk
- making up the participants welcome packs
- producing any materials required by any other speakers and facilitators
- providing a welcome desk where participants can sign in, receive their welcome pack and be welcomed on the day
- setting up the venue on the day and clearing away
- providing and serving any refreshments on the day
- paying any speakers/facilitators expenses/fees (not including the PCUK trainer)
- submitting an invoice of expenses and any receipts to the accounts department at ACC
- completing evaluation
- liaising with the director of pastoral care uk as appropriate

In order to help your planning you will find a road show planner at the back of this resource pack (p13).

**what about the afternoon options?**

The developing quality relationships workshop usually takes place during the morning session of a road show. Each local planning group then crafts the afternoon session, according to local needs and resources. This may involve for example, a teaching session with a speaker, another workshop with a facilitator, some themed groups which people can choose from or more detailed presentations by local groups, bodies or organisations e.g. street pastors, prison chaplains, womens refuge, mens hostel, law courts, Christians Against Poverty, Foodbank, Age UK. If you intended to use the optional idea of themed groups (or similarly presentations) during the afternoon which gave people some choice you will need to consider:-

- whether you want to offer participants one or two choices e.g. one choice for one hour or two choices for 30 mins each
- the signing up process - it is easier for people to sign up to groups or presentations on the day, rather than pre book them (sample signing up sheet p10)

- who you will ask to facilitate the groups and the sort of information you wish to give them and you wish to acquire from them for promotion purposes (sample facilitators guidelines sheet p11 and facilitators details sheet p12)
- any facilitators expenses/fees – one model to minimise costs, is to offer facilitators of themed groups, where appropriate, a stall and/or learn about slot to promote their work in exchange for facilitating an afternoon group

## finances

pastoral care uk manages the finances of a road show centrally and thereby bears the financial risk. It will:-

- set a fee for road show participants based on
  - pastoral care uk's costs, including the cost of a trainer for the developing quality relationships workshop and provision of the workshop booklet
  - host costs, which will have been discussed and agreed between the local planning group and the director of pastoral care uk. These might include hire of venue, refreshments, afternoon speakers/facilitators expenses
- publicise the event on the pastoral care uk website and manage bookings and payment through it
- offer a reduced fee for participants who are ACC members and for group bookings
- re-imbure the local planning group for their expenditures, on the production of an invoice and any receipts and providing that they are in-line with pre-agreed estimates and the hosts costing sheet. Claims for costs should be submitted to ACC Head Office within 30 days of the road show event having taken place and should include full details of the expenses and payment method (bank transfer details preferably or cheque payee details )
- seek to make the road show accessible to all people regardless of means and ask for the host planning group's cooperation in keeping costs as affordable as possible
- reserve the right to cancel the event if bookings do not make it financially viable
- reserve the right to not fully re-imbure host costs, if they have not been pre-agreed or prove to be significantly greater than agreed amounts as stated on the hosts costing sheet

In the event of a cancellation

- both parties will inform the other as soon as it is identified that the road show will / may have to be cancelled
- in the event of a road show being cancelled, pastoral care uk will be responsible for ensuring that all participants have their fees re-imbursed
- the liability for costs incurred by the hosts and pastoral care uk will be determined by the reason and party responsible for the cancellation i.e. pastoral care uk cancels the event then it will be responsible for meeting any costs incurred (including those incurred by the host) and if the host cancels the event then it will be responsible for meeting any costs incurred (including those incurred by pastoral care uk)

## and finally ...

We hope you will be enthused and equipped enough to host and organise a road show and that you will be, as we are, charged with the mission to resource God's church. If you require any further discussion before you set out please contact the director of pastoral care [pastoral@acc-uk.org](mailto:pastoral@acc-uk.org), visit our website or contact our head office. We look forward to working with you!

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**developing quality relationships  
pastoral care uk road show**  
**(sample framework for the day)**



**9-45 -10-00** welcome and worship

**10-00 -10-10** learn about ACC and pastoral care uk (PCUK trainer)

**10-10 -11-10** developing quality relationships (1) (PCUK trainer)

*11-10 -11-40 refreshments & stalls*

**11-40 -12-40** developing quality relationships (2) (PCUK trainer)

**12-40 -12-45** learn about the local Foodbank (presentation)

**12-45 -12-50** learn about Age UK (presentation)

*12 -50– 1-50 lunch and stalls*

**1-50 -1-55** learn about St. Paul's community bus service (presentation)

**1-55 -2-00** learn about the drop in centre (presentation)

**2-00 - 3-10** themed groups /presentations for All, Some and Few

*3-10 -3-25 break and stalls (cold drinks will be provided)*

**3-25 - 4-00** plenary, where from here, prayer and close





**developing quality relationships**  
**pastoral care uk road show**  
**date, time and venue**  
**(sample poster for promotion)**

**The road show is suitable for individuals and groups who want to explore the power and potential of relationships in their churches and communities. It aims to provide opportunity to:-**

- experience the pastoral care uk trainer led, workshop 'developing quality relationships'
- network and join in discussion with others
- hear about the work and resources of pastoral care uk
- hear about the work and resources of some local people and organisations
- have access to a range of stalls
- join in the challenge and excitement of what God is doing with us and amongst us

**developing quality relationships**

This workshop will be presented in the morning by Teresa Onions, director of pastoral care uk. The workshop aims to enable participants to explore the development of quality relationships from a Christian perspective, looking at John 13:34-5 and considering the call to follow Jesus, grow disciples and participate in God's mission of reconciliation. As well as trainer input, there will be some opportunity for sharing and discussion and a workshop booklet will be available for all who attend

**themed groups**

Choose from one of 6 groups which look at developing quality relationships:-

- in your church
- in your community
- in the workplace
- with children and young people
- with the bereaved
- with people experiencing mental health difficulties

For more information and booking visit:  
[www.acc-uk.org/pcuk-road-show](http://www.acc-uk.org/pcuk-road-show)

ACC member £cost, Non-member £cost

Church group bookings 6+ people £cost per person

**ACC, 29, Momus Boulevard, Coventry CV2 5NA**  
**Tel: 0845 124 9569 Email: [office@acc-uk.org](mailto:office@acc-uk.org)**

You can also contact ..... who is part of your local planning team for the event

Contact details.....

**programme**

9-30 - 9-45 *arrival/refreshments/stalls*

**9-45 -10-00 welcome and worship**  
**10-00 -10-15** Learn about presentations  
**10-15 -11-15 developing quality relationships (1)**

11-15 -11-40 *refreshments & stalls*

**11-40 -12-40 developing quality relationships (2)**  
**12-40 -12-50** learn about presentations

12-50-1-50 *lunch and stalls (bring a packed lunch)*

**1-50 -2-00** learn about presentations  
**2-00 - 3-10 themed groups**

3-10 - 3-25 *break and stalls*

**3-25 - 4-00 plenary, prayer & close**





**developing quality relationships  
pastoral care uk road show  
date, time and venue  
(sample facilitators guidelines for themed group)**

Thank you for being willing to facilitate a themed group on ..... at the..... pastoral care uk road show. You will hopefully have received a separate detailed framework for the day, which demonstrates how it will run as well as the resources we hope to have available. The morning session will be an 'all together' session with generic training on developing quality relationships from a christian perspective. The afternoon will provide opportunity for individuals to get into a themed group which will look at developing quality relationships in a particular context or with a particular group of people.

People will be asked to sign up to which themed group they would like to participate in during the morning and lunch breaks. Group numbers may vary depending on demand but we have allocated a maximum number of 12 places per group so it is small enough to engage people in discussion. You will be given details of who is in your group towards the end of lunch and before it commences.

The purpose of the themed group is to provide opportunity for individuals to discuss some of the experiences, challenges, possibilities and potential of developing quality relationships within the context and with the people the group is focussed on. The facilitator's role is to create a safe space for discussion and to encourage different experiences and views to be expressed to enlarge the learning potential of the group.

Some ideas for a framework – depending on your own style might include:-

- a brief personal introduction – yourself and group members
- a short subject introduction by yourself– to give a bit of context for the group to work from. This is not a presentation or lecture (power point won't be available for you to use) just an opportunity to present a few of your experiences, ideas and questions to begin to stimulate discussion
- inviting the questions group members come with and what they would like to discuss
- inviting group members to share in pairs some of the challenges they have or could face in developing quality relationships with the people who fall into the themed group discussion and collect feedback
- offering some ideas and pointing towards useful resources

Delegates will be arriving from 9-30 am onwards and if possible it would be good if all the facilitators could come for 9-00 am to pray together and sort out where their group will take place. If you know you will need a handout or any particular materials please can you let us know in advance.

In order to produce information for promotion and organisation, I would be grateful if you could complete the sheet 'facilitators details' and return to .... *name and contact details*..... by .... *date*.

Thank you. If you do have any queries please contact me

We pray God will be amongst us as we seek to serve Him.



**developing quality relationships**  
**Pastoral care uk road show**  
**date, time and venue**  
**(sample facilitators details for themed groups)**

**name of themed group: ... enter details.....**

Please read the **'facilitators guidelines'** before completing your details which will be used for promotion purposes.

**1. Details about yourself (no more than 50 words)**

**2. A brief summary of what you hope to facilitate in your themed group (no more than 70 words) e.g.**

**developing quality relationships in the workplace**

With the work culture of today it can be difficult to find time and space to build relationships at work. This themed group will invite discussion around the pressures of the work place, the challenges to relate meaningfully with other employees as well as managers and the potential of living out the gospel through our concern for others at work.

**3. Do you have any particular requirements e.g. handouts**

Please return this form to....*enter name and contact details*, by ... *enter date*.

task	who	time frame	action taken
<b>pre-event</b>			
form planning group and nominate lead person			
contact pastoral care uk to discuss and agree availability of DQR trainer and dates	lead person		
decide upon framework for the day			
book suitable venue			
arrange any other speakers, facilitators, helpers, technicians, worship leaders, stall holders			
finalise programme			
work out total estimated costs, complete costings sheet and return to pastoral care uk to agree	lead person		
produce posters/publicity material & send copies to pastoral care uk, promote locally	lead person		
organise any prayer and worship			
arrange refreshments and make up welcome packs			
ensure any necessary equipment is available			
if themed groups planned, prepare sign-up sheets			
do name badges for organisers, helpers, speakers, facilitators & participants using template provided			
photocopy any handouts/materials requested by speakers or facilitators			
<b>on the day</b>			
organise welcome desk and sign in sheets			
set up – equipment, seating, any group rooms, stalls, refreshments, notices, signs			
pray			
welcome participants on arrival and distribute name badges and welcome packs			
introduce the day, offer prayer and worship			
provide refreshments			
provide sign-up sheets for themed groups/presentations (if planned)			
provide copies of the programme and layout/allocation of rooms where appropriate			
provide any handouts for speakers/facilitators			
close the day with thank you's and prayer			
<b>post event</b>			
pay any speakers/facilitators fees/expenses and send thanks to them and any helpers	lead person		
submit invoice and receipts to ACC Head Office within 30 days of the event	lead person		
complete survey monkey evaluation			