



LEADER'S PACKET

SESSION 3: Planning Skills and FAIR

Thank you for joining us in training your teens in Planning Skills and FAIR! We hope “A Taste of CLI” will be valuable to you, your teens, and your ministry! This packet will lead you through the third session: Planning Skills & FAIR. You may choose to do this in one or two mini-sessions with your teens. We estimate that this session will take approximately 90 minutes. While geared to be done online, if local guidelines allow for in person meetings, it can also be done in person. This session should be completed prior to joining in our online session on August 3rd, 2020. Please also be sure to give your teens the “Participant Packet” for Session 3 as they will need it for this session.

OVERALL OBJECTIVES: Introducing the planning process and using FAIR to work effectively as a team

MATERIALS NEEDED:

- 1) A blank piece of paper and marker, crayon, or pen (participants must provide their own)
- 2) List of paired choices for This or That (included in this packet)
- 3) Bible or printout of Luke 10:1-12
- 4) “I Want to Improve” worksheet (included in participant packet)
- 5) “Needs and Wants” resource (included in participant packet)
- 6) “How to Write Goals and Objectives” resource (included in participant packet)
- 7) “Meetings Made FAIR” resource (included in participant packet)
- 8) Planning Sheet (included in participant packet)

OPENING ICE BREAKER: This or That? (5 mins)

This icebreaker is similar to a forced choice exercise, adapted for use in a digital meeting platform. The leader will name a pair of items and participants must choose between the two items named by the leader. There are no right or wrong answers. This is a simple, fun way to have participants start interacting with one another and possibly learn some new things about each another.

To start, the leader should ask participants to get a blank piece of paper (any kind of paper will work as long as they can write on it). On one side, they should write the letter "A" and on the other side they should write the letter "B". It is helpful to use a marker so the letters are easily visible on camera. This should only take a minute to complete.

Explain that the leader will name two items. Participants must choose which of the two items they prefer. If they prefer the first item that is named, they should hold up the paper so the letter "A" can be seen on their camera; if they prefer the second item that is named, they should hold up the paper so the letter "B" can be seen on their camera. Everyone must make a choice between the two items, even if it is the one they dislike the least. The leader can continue to offer until they run out of paired choices, the participants lose energy or interest in the activity, or it is time to move to the next activity.

Paired Choices (feel free to use any other paired options, too):

The color green or the color purple	Lent or Advent
Domino's or Pizza Hut	Cake or pie
The mountains or the beach	Batman or Superman
The Our Father or the Hail Mary	SnapChat or TikTok
Ice cream or popcorn	Cheese or bacon
Knott's Berry Farm or Magic Mountain	Escalator or the stairs
St. Joseph or St. Patrick	Miniature golf or bowling
Movies or video games	USC or UCLA
K-Pop or Country music	Pine trees or palm trees
Oranges or bananas	Android or iPhone

PRAYER: Leading as Jesus Planned (13 mins)

Gather

Opening song: I will Follow (by Chris Tomlin)

[Play the song and invite everyone to sing along if they would like to do so. The song with lyrics can be found here: <https://www.youtube.com/watch?v=1ohvhmGSfxI>]

Leader: In the name of the Father, and of the Son, and of the Holy Spirit.

All: Amen.

Leader: Lord, Jesus, we gather today knowing that you love us and you have invited us to live as your disciples. Help us to keep you at the center of our lives. You have called us as leaders to serve your people, whom you love just as much as you love each of us. Give us the courage to say, "Yes!" to your call. We ask this through your name.

All: Amen

Listen

Reader: Proclaim Luke 10:1-12

[It is preferred for the reader to use a Bible to proclaim the reading. If this is not possible, the passage can be printed on a sheet of paper or put into a PowerPoint to share on a screen.]

Respond

Leader: Jesus had a plan to involve other people in his ministry. In this passage from Luke's Gospel, Jesus shares the information about his plan with seventy-two of his disciples and then sends them out to put the plan into action. He tells them where to go, what to take with them, how to greet people when they get there, what to do, and how to respond if people don't receive them well.

Spend a few moments silently asking Jesus where he is sending you as his disciple. It might be a place, a situation, a relationship, or someplace else. *[Use the chat to share the questions below with everyone so they know what they are being asked to reflect on]*

Where is Jesus inviting you to go?

What do you think his plans are?

What is he inviting you to do?

How is he inviting you to go about it?

How do you feel about what Jesus is asking of you?

[After a few moments of silent reflection, invite participants to share either out loud or in the chat.]

Use an "I Statement" to share how you feel about what Jesus is asking of you. [I feel... when... because...]

Send

Leader: [Briefly thank everyone for their sharing, then continue with the closing prayer]

Let us pray.

Lord Jesus, we have heard your voice calling us to put your plan into action. We know there will be challenges along the way. We are grateful we do not need to face those challenges alone. We trust you to provide all that we will need. We ask all this through the intercession of our Blessed Mother, Mary, as we pray, Hail Mary...

Prior to First Session Video (12 mins):

Guide youth in the “I Want to Improve” worksheet (5 minutes)

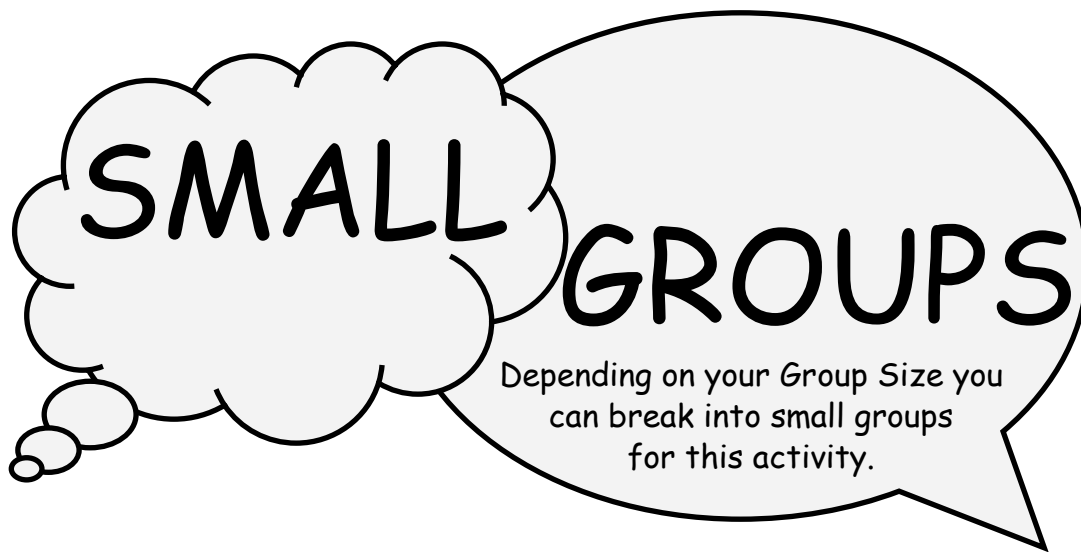
For each area of need, participants mark the appropriate column indicating Satisfied, Want to Improve, or Not Important

Review “Needs vs. Wants” handout (5 minutes)

Have Youth identify their top 3 needs on the “I Want to Improve” worksheet. From these, have them pick 1 that they want to focus on during this session. (2 minutes)



OBJECTIVES: To explore the difference between “wants” and “needs.” To introduce methods for writing goals and objectives. To help participants write measurable objective



SMART Activity (15 mins):

Have Teens:

- write one Goal based on a need they came up with from the “I want to Improve” Worksheet.
- write 1 “SMART” Objective

Then, have them share their objective with the group. The small group members should help each other make sure the objective is “SMART”



OBJECTIVES: Understand FAIR and to use it to work effectively as a team. Using the planning sheet to guide your planning process. Understanding the role of evaluation in the planning process and in strengthening your ministry efforts



OBJECTIVE: To practice the skills you have learned during “A Taste of CLI” by starting to plan a program/event/strategy for your parish or school ministry.

Note for the Leader: One of the participants should serve as the facilitator for your group. This doesn't need to be the “strongest” facilitator in your group; this is a chance for someone else to practice these skills. Your role is to coach the facilitator and observe how your group uses the skills they have learned during A Taste of CLI (situational leadership, communication skills, SOLER, task and maintenance functions, FAIR). At the end of this exercise, spend a few minutes giving feedback to your team about what they did well in using these skills, and tips about where they can improve.

Work as a team to start planning something for your ministry. You have 20 minutes to start developing your plan.

Step 1: Use FAIR

- Who is your facilitator?
- What is your agenda?
- What information is needed as we begin planning?
- Who is your recorder?

Step 2: Identify a need for your parish/school youth ministry

- Start by brainstorming any possible needs (not wants)
- Select one of the needs
- Write it on the planning sheet

Step 3: Develop a goal that will help you respond to the need

- This doesn't need to be perfect on the first try. Write it down and read it out loud to see if it might still need some work.
- It might take a few revisions to write the goal in a way that the entire team can agree with
- Spending time to develop a clear goal will help you stay focused in the rest of the planning process (For this training exercise, don't get stuck trying to make it perfect. It is important to practice the other steps in the planning process, so you need time to do so.)

Step 4: Develop 1 objective that will help you attain your goal

- Write the objective down. It is helpful to focus on one at a time
- Check to see if the objectives are SMART objectives
- Revise them if necessary to make them SMART (this will eventually help you determine whether or not you have successfully met your objective)
- If you have 2 SMART objectives, choose one to focus on for right now

Step 4: Follow the steps on the rest of the planning sheet to create an action plan for the objective you selected.

Step 5: Be sure to write everything on a planning sheet. Your parish will have an opportunity to share your plan during the live Zoom session to get feedback from the CLI Directors Team and other Taste of CLI participants.

After completing these steps, the Coordinator/Leader should share observations with the group about what they did well and how they can continue to improve. (5 minutes)