Alive in the Spirit

Being The Community Christ Calls Us To Be



Pastoral Toolkit for Groups & Communities



In this toolkit you will find:

- What the Ministry Resource & Community Hub offers.
- How to adapt the range of offerings to your local context.
- Ways to promote Alive in the Spirit with your community.

How this toolkit supports your Group or Community

Be guided and supported to bring the richness of online keynotes, workshops, liturgy and prayer into your own community for a personalised experience.

Using this kit and supported by the Alive in the Spirit Team:

- Your leadership and coordinating team identifies your vision and goals.
- You invite your leadership, core team, council and committee members, ministers, and interested members to join you in achieving your particular vision.
- A Customised Experience is offered to your community.
- Small groups with workshop choices are assigned in line with your vision.

Attend online offerings that will help support your community's efforts.

How much work is it? This toolkit looks pretty big!

Pages 6 to 10 are the heart of this kit. In these **five pages**, you are given a detailed step-by-step process. All the other materials offer you extra assistance to make your experience happen!

Sample Program (all times AEST)

Thursday

Community	6.30pm	Light Supper
Hub	6.45pm	Assemble in Gathering Space MC – our vision and hopes and overview of experience In mixed groups – introduce and share hopes
	7pm - 9pm	Conference Sessions -> Session One: Opening, Keynote - Lana Turvey-Collins
	9pm	Sharing in Small Groups
	9.30pm	Closing Prayer

Friday

Community Hub	8.30am	Daytime members assemble in mixed groups Morning cuppa MC – Welcome and overview of day
	9.00am	Prayer Spaces - > Alive in the Spirit Reflection
	9.20am – 9.45am	Group catch up – introduce and share experience
	10am – 11am	Conference Sessions -> Session Two: Morning prayer and Keynote – Richard Lennan
	11 - 11.15am	Move off to Group Hubs.
Small	11.15am	Workshops-> Choice One
Group Hub	11.45am	Debrief
	12.15pm	Workshops-> Choice Two
	12.45pm	Debrief
	1.15pm	Lunch
	2.00pm	Conference Sessions -> Session Three (Check in)
	2.15pm	Workshops-> Choice Three
	2.45pm	Debrief
	3.15pm	Free Time
	3.45pm - 4pm	Conference Sessions -> Session Four (Closing of Day)
	4pm – 5.30pm	Explore Exhibitors, Prayer Spaces
	5.30pm	Close (optional regather in evening at Community Hub)
Community Hub	7.30pm	Night-time stream assemble in mixed groups Light Supper
	8pm	Conference Sessions -> Session Two: (repeat of morning)
	9pm	Small Group Discussion (daytime members join) Introduce and share experience of keynote and day
	9.30pm	Closing Prayer

Sample Parish Program (all times AEST) - Continued

Saturday

Community Hub	8.30am	Assemble in mixed groups Tea & Coffee MC – Welcome and overview of day
	9.00am	Prayer Spaces - > Discerning Gifts of the Spirit
	9.20am – 9.45am	Group Catch Up – Introduce and share experience
	10am – 10.45am	Conference Sessions -> Session Five: Morning prayer and keynote – Leisa Anslinger
	10.45am	Sharing in Small Groups
	11.00am	Head off to Group Hubs
Small Group	11.15am	Workshops-> Choice Four
Hub	11.45am	Debrief
	12.15pm	Workshops-> Choice Five
	12.45pm	Debrief
	1.00pm	Lunch
	1.45pm	LIVE: Check In
	2.00pm	Conference Sessions -> Session Six (Check In)
	2.30pm	Debrief
	2.45pm	Free Time
Community	3.15pm	Regather
Hub	3.30pm – 4pm	Conference Sessions -> Session Seven (Closing)
	4pm	MC – Next steps Small groups – brainstorm next steps for our community, consider commitments Schedule offered for accessing further workshops, prayer spaces and exhibitions and revisiting keynotes through to December. MC - Thank you and Closing Prayer
	5pm	Close

Alive in the Spirit Plan for our Community

This page offers a way of capturing key information as you go through the ten-step process (page 6—10) to prepare for your experience. Page 11 onwards contains support materials.

our community are (pp 6—7)	
2. The size we are aiming for (pp 6—7)	
3. The shape we are aiming for (p 7)	
4. We are inviting the following groups (p 11)	
5. Next steps for our community are (p 7)	
Group Registration User Name and Password (Step 3, p 8)	
Community Hub venue is (Step 6, p 9)	
Coordinating Team Members (Step 2, p 8)	
IT Support (Step 2, p 8)	
Prayer Support (Step 2, p 8)	
MCs (Step 7, p 9)	
Group Hub Hosts (Step 7, p 9)	
Group Hub Leaders (Step 7, p 9)	
Caterers (Step 8, p 9)	
Welcomers & Connectors (Step 8, p 9)	
Musicians (Step 8, p 9)	

Steps to Create your Alive in the Spirit Experience

Before going any further, if you are not your community leader, you need to bring them into the conversation and ensure they are across these steps.

The Alive in the Spirit Experience requires:

- 1. Shared Vision and Goals for your Experience.
- 2. Coordinating Team and Prayer Team and IT.
- 3. Alive in the Spirit Registration and Lead Up Support.
- 4. Strong Communication.
- 5. Register your Community.
- 6. Community Hub Space.
- 7. Community Hub MC's and Group Hub Leaders/Hosts.
- 8. Hospitality and Music Support.
- 9. Alive in the Spirit Community Experience.
- 10. Follow Up Support.

1. Shared Vision and Goals for your Experience

Ensure your leadership is engaged in the Alive in the Spirit Experience. They need to understand the benefits of the experience and what your community seeks to achieve. This group and the Coordinating Team need to come to an agreement on the Alive in the Spirit Plan for our Community (page 5, rows 1 to 5).

As such, this requires engagement of leadership, for example, in parish this includes: parish priest, and groups such as the parish leadership team, parish pastoral council, parish team and school executive. Rather than waiting for a set meeting (as this may be a month away), reach out to key executive members now and speak on the phone to give them the heads up before any community communication.

You will need to consider venue requirements for:

- **Community Hub:** Where all your registered members gather.
- **Group Hubs:** Where small groups gather. These can either be in homes or in break-out rooms on your community site.

The SIZE of your experience may be:

- **Small:** 5 to 8 members perhaps drawn from your core team and other key leaders. (One Group Hub).
- **Medium:** 9 to 25 members perhaps your core team, key leaders and councils. (One to three Group Hubs)
- Large: Open to whole community. (Multiple Group Hubs).

Your experience may be 'shaped' with a certain goal in mind. We have outlined below how to adapt the experience if you want to focus on:

- Ministry strengthening.
- Spiritual renewal.
- Planning for mission.

Shape	Ministry Strengthening	Spiritual Renewal	Planning for Mission
Vision/General Goals	Focusing on those in active ministry roles and inviting them either separately or part of their groups to experience aspects of Alive in the Spirit directly applicable to their ministry area.	Focuses on whole parish retreat-style experience, much like a "Lenten Program" feel, with parishioners joining groups based on their interests.	Focuses on whole community visioning and formation for mission. Groups will be selected to intentionally strengthen community goals
Parish Hub	Use this time to affirm the ministry groups. Perhaps showcase them.	e ministry groups. reflective, prayerful session, perhaps	
Group Hubs	Try to keep ministry groups together	Groups to be as open as possible. There is no particular prioritising of membership	Shape groups on community themes and invite people to select a given theme to join
Workshop Selection	Ministry group determines best fit workshops ahead of time	Group will determine workshop choices ahead of time	Give consideration to leadership team and key reps determining three core workshops for each hub
Follow Up	Ensure time for each group to set goals. Either at community hub or later, these goals are communicated to community	Individual commitments are important to celebrate here, perhaps with a commissioning. Some individuals may offer testimonies in following weeks	Leadership and key reps take on board suggestions from experience and groups may continue on to implement actions

2. Coordinating Team and Prayer Team and IT

Appoint a small team. An existing team may be best. Tin a parish setting, this may be the executive of your parish pastoral council, your parish leadership team, Alpha team, or the Lenten Program team. Three of four people are sufficient, as long they have a means of getting communications out and achieving the other functions.

At the same time reach out to any **prayer groups** and include in your intentions and intercessions. (See Prayer, Scripture Reflection and Sample Intercessions)

Identify your **IT team**. You require strong internet connection, large screen and good sound for your community hub. Each group hub likewise requires a good setup. Ensure your IT support is available for the community experience and that you have tested all your connections early. You will require a strong internet connection.

3. Group Registration and Lead Up Support

Make sure your community has registered. It is \$200, which gives you:

- permission to screen live components to a parish hub (unlimited numbers)
- offers ten additional individual registration usernames for group hubs.

For larger communities, you may consider additional registration to access more group hubs. Call the Alive in the Spirit Team to discuss an option that will work for you.

Register here: https://aliveinthespirit.com.au/book-now/ and select "Group" option.

4. Strong Communication

Templates are provided with this kit for parishes and can be adapted for other group settings. The following offer a good spread:

- Parish Letter (p 11)
- Parish and school bulletin (p 12)
- Flyers and posters (see Alive in the Spirit media kit, www.aliveinthespirit.com.au/resources/)
- Website and email (see media kit)
- Message to Share at Mass or Community Lead Up Event/Meeting (p 12)
- Prayer of the faithful (p 12)
- Promo Video, PowerPoint Ad (<u>www.aliveinthespirit.com.au/resources/</u>)

5. Register your Community

After registering as a group via the website, you will require your own way of registering your individual community members. If you are holding over weekdays and weekend, we encourage a **daytime and night time stream** for any weekday. Please ensure you add that detail to your registration form. Suggested options are:

- Manual register (see p 13).
- Online registration.
- Combination of both.

6. Community Hub Space

Decide on your venue. For parishes, this may be your church or a parish/school hall. With Covid-19 safety foremost, bigger is better to ensure spacing requirements and be mindful of venue limits.

Here is a short venue checklist:

- Book for not only the days you need, but a day early or morning of, for set up and testing.
- Perform your risk assessment as normal, with Covid-19 safety particularly noted
- Access to Toilets, ventilation and air conditioning/heating as required.
- Audio/Visual and strong internet connection.
- For both live streaming, as well as for when addressing the community. A designated IT person or team would be beneficial here.
- Set up of a sacred space.
- Decorate, if possible.

7. Community Hub MCs and Group Hub Leaders/Hosts

Central to the Alive in the Spirit Community Experience is both a way of engaging the assembled community and to facilitate small groups at various times.

- MCs are the person/s who will lead the large group sessions. In parishes, this could be your parish
 priest, an Alpha Team facilitator, Parish Pastoral Council Chair or a combination.
 These people have to be informed of their role early and included in the preparation as needed.
 (See How to Guide on p 14)
- **Group Hub Leaders** are for your group hub sessions whether held at homes or in break out rooms. Good leaders will include those who have facilitated plenary sessions, Alpha, or Lenten Groups. (See How to Guide for Group Hub Leader & Host on p 17).
- **Group Hub Hosts** are those who will open their home (requiring risk assessment) or make the breakout space warm and inviting. They will help organise a prayer focus and catering, inviting the collaboration of their group hub. (See How to Guide for Group Hub Leader & Host on p 17).

8. Hospitality and Music Support

A good welcome and engagement of your attendees is vital to the Alive in the Spirit experience.

- Greeters and connectors. These can be small group leaders and hosts but may be assisted by other normal community welcomers.
- Parish musicians can support parish hub times perhaps with background music as people gather or opening closing/hymn.
- Catering arrange for Covid-safe drinks and light refreshments.

As noted above, small groups will address their own hospitality.

9. Alive in the Spirit Community Experience

Ensure you have all your team members prepared. Here are a few last minute checks:

- You have filled out the conference planning form.
- You have tested your IT connections for community and group hubs.
- All the log ins are working for your community and group hubs.
- All your key members have received running sheets.
- You have contacts handy in case you need support from the Alive in the Spirit Team.

10. Follow Up Support

Thank all your volunteers.

Engage in follow up Alive in the Spirit Events to ensure you continue on your community's journey of renewal.

Follow up newsletters will advise you of ongoing support.

Template: Parish Letter

- Parish team, parish leadership, school leadership
- Ministry leaders
- Pastoral council and finance committee members

Dear _						
Confe	rence	Experien	ce to E	Enliven	our	Parish

Our parish is engaging in a special opportunity. "Alive in the Spirit", an innovative online conference, from [insert dates], seeking to enliven and inspire our community through a variety of keynotes, workshops and enriching prayer and worship experiences.

This will be a formation experience for our wider community. We will be gathering together to view online sessions, and then small groups will select their own choices among the many workshops. Each small group will also debrief and share their insights together, bringing their wisdom back to the larger group.

This conference explores areas such as best practice for RCIA, how we engage beyond the margins of our faith communities, planning for mission and renewal, supporting pastoral care, social justice initiatives and much more. Presenters are drawn from experienced pastoral ministers in Australia and who offer practical, down-to-earth wisdom, resources and avenues of new life. A variety of prayer spaces during the conference provide their own source of inspiration. The conference also ensures a number of scheduled networking sessions to enable all participants a chance to share their wisdom with others in the community.

I particularly would like you to be a part of this experience, and make yourself available:

Clearly name each day, start time, end time

I am likewise inviting other key parishioners to engage together with this conference, and to use this as an opportunity to enrich our own faith and sense of community and mission.

You can find out more about the conference here: aliveinthespirit.com.au.

Registration is free and via our own parish. Please contact: ********

Thank you for your ongoing support.

Kind regards

Template: Newsletters, Emails, Websites & Liturgy

Become Alive in the Spirit

Our parish is engaging in a special opportunity. "Alive in the Spirit", an innovative online conference, from insert dates, which will enliven and inspire our community through a variety of keynotes, workshops and enriching prayer and worship experiences. We will be gathering together to view live sessions, and then small groups will select their own choices among the many workshops. Each small group will also debrief and share their insights together, bringing their wisdom back to the larger group.

Discover, Enrich and Make a Difference

Be part of a special opportunity. "Alive in the Spirit", an innovative online conference, insert dates, which will enliven and inspire our community through a variety of keynotes, workshops and enriching prayer and worship experiences. We will be gathering together to view live sessions, and then small groups will select their own choices among the many workshops. Each small group will also debrief and share their insights together, bringing their wisdom back to the larger group.

Message to Share at Mass or Community Lead Up Event/Meeting

[Play promo video]

[PowePoint Slide]

Prayer of the Faithful

We pray for our Alive in the Spirit Community Experience:

May our engagement in the Alive in the Spirit Conference offer new vision, new energy and new life to all who participate. Lord, hear us.

Template: Sample Registration

First Name	Last Name	Email	Phone	Friday Day / Night
				_

How to Guide: Parish MC (1 of 3)

This is a role for one or two people.

Consider members of your leadership team and/or parish pastoral council.

The main roles of the Parish MC are:

- Lead and enthuse the attendees.
- Act as a timekeeper.
- Introduce each segment.

Thursday

6.30pm	Light Supper	Greeters and
		Connectors
	Seating is in mixed groups – no need to be in Group Hubs	Musicians
		Catering Team
6.45pm	Ensure everyone is seated	Parish MC
	Introduce self (and co-MC)	
	Welcome to Conference Experience	
	The vision and hopes for our parish are	
	Our schedule will be as follows	
	(consider handouts)	
6.50pm –	In groups, invite people to introduce themselves and share their	Parish MC
6.58pm	individual hopes for conference	
7pm - 9pm	LIVE: Opening of Conference, liturgy	
	Keynote - Lana Turvey-Collins	
	LIVE: Networking Opportunities	
9pm	Invite people to share in small groups their response to keynote.	Parish MC
	What affirms you?	
	What challenges you?	
	What are your insights/learnings?	
	How might you be invited to become Alive in the Spirit:	
	personally, as part of your parish ministry/life, in your work/	
	wider life?	
9.30pm	Closing Prayer: You may wish to use the conference prayer.	Parish MC
	Final Hymn may be offered	Musicians

How to Guide: Parish MC (2 of 3)

Friday

8.30am	Assemble in mixed groups. Tea & Coffee available.	
8.55am	Welcome and overview of day. Introduce Sacred Space	Parish MC
9.00am	On Demand: Sacred Space	
9.20am – 9.45am	In groups, invite people to introduce themselves and share their experience so far	Parish MC
10am – 10.45am	LIVE: Morning prayer and keynote – Leisa Anslinger	
10.45am	Invite sharing in Small Groups (as per Thursday questions)	Parish MC
11.00am	Invite people to head off to Group Hubs	

7.30pm	Night-time Parishioners assemble in mixed groups Light Supper, opening hymn/music	
7.55pm	Welcome – ensure people have introduced themselves.	Parish MC
8pm	On Demand: Keynote – Richard Lennan (repeat of morning)	
9pm	Invite Small Group Discussion (daytime parishioners join may join at this point or earlier) Introduce any newcomers and share experience of keynote and day (Thursday questions can be used)	Parish MC
9.30pm	Closing Prayer (conference prayer, closing hymn)	Parish MC

How to Guide: Parish MC (3 of 3)

Saturday

8.30am	Assemble in mixed groups. Tea & Coffee available. Optional: Music, Opening Hymn	
8.55am	Welcome and overview of day Introduce Sacred Space	Parish MC
9.00am	On Demand: Sacred Space	
9.20am – 9.45am	Invite Group Catch Up – Introduce one another and share experience	Parish MC
10am – 10.45am	LIVE: Morning prayer and keynote – Leisa Anslinger	
10.45am	Invite sharing in Small Groups (as per Thursday questions)	Parish MC
11.00am	Invite people to head off to Group Hubs	Parish MC
11.15am – 3pm	Group Hubs	
3.15pm	Regather in mixed groups.	
3.25pm	Welcome back	Parish MC
3.30pm – 4pm	LIVE: Closing Ceremony	
4pm	Next steps for our community are	Parish MC
	Invite individual reflection: What are three ways I can be become Alive in the Spirit from this conference (1) personal; (2) parish; (3) wider community	
	Invite small groups: Share commitments May also consider offering suggestions for parish community to consider (to be passed onto parish leadership/parish pastoral council)	Parish MC
	Explain parish schedule offered for accessing further workshops, prayer spaces and exhibitions and revisiting keynotes through to December.	Parish MC
	Thank you to all involved and Closing Prayer/Hymn	Parish MC
5pm	Close	

How to Guide: Group Hub Leader and Host (1 of 2)

While one person can perform the two roles, it is beneficial to divide them:

- Group Leader: Main role is to ensure timekeeping, technology and flow of conversation.
- Group Host: Main role is to welcome, prepare environment and catering.

Teaching is not part of a group leader role. You don't need to feel that you should know more. More often than not you will be talking about opinions, beliefs, and feelings. Serious questions of theology can be directed to your parish leadership.

Sharing your Role

It is great to encourage other group members to help out during the session. You may even be empowering them to become a future group leader or host.

Environment

Set up a "sacred space". This may involve something as simple as lighting a candle as a focus for a prayer to mark the beginning of your session. You may also like to use a special cloth on the table, or place a Bible or other religious symbol as a focus. The key is to invite the participants into a more reflective atmosphere.

Technology

You will require a laptop (ideally), linked to a large monitor or TV.

For accessing the videos on the website, check the following:

- Your group hub registration log in and password from the parish,
- Test your wi-fi connection and links in advance.
- Test your screen sound.

Timetable

Be aware of the overall schedule. Your group can decide to start a workshop earlier or later, or cut out a debrief time, depending on how your group is going. However, respect the pacing of your group. You want to balance time for input with time for discussion, and downtime.

Welcome

Have a brief getting to know you time if all the members of your group have not met before. In bigger groups you could use nametags. On Saturday, be conscious of newcomers.

Workshop Session

Each session follows a similar format and should take about 30 minutes.



How to Guide: Group Hub Leader and Host (2 of 2)

Debrief

This is a time for open discussion on the session. Sometimes the workshop may offer reflection questions. If not, the following may assist:

- What affirms you?
- What challenges you?
- What are your insights/learnings?
- How might you be invited to become Alive in the Spirit: personally, as part of your parish ministry/ life, in your work/wider life?

Tips for Small Group Dialogue

What happens if a member is quiet?

Sometimes people simply do not wish to share for various reasons. This should be respected. "Does anyone else wish to share?" or a similar question gives permission for them to speak. Sometimes, you can ask a member directly by name if they wish to share something, but this should not become a practice for every question.

What do we do if there is a long silence?

You could volunteer a response yourself. However, a silence can also be a time for people to individually process. If it draws on for over a minute, prompt with another question, or offer your own response.

What if someone is dominating the session?

Wait till they draw breath, or simply interrupt if they are not drawing breath! Say something like, "Thanks for sharing, does anyone else wish to share their thoughts?" If the dominance continues, you may need to remind them that this is a time for the entire group to share. Sometimes, drawing someone aside after the session and gently reminding them to allow time for others may help.

What if there is a dispute over a question of faith, or the group becomes negative?

It is always important to allow people time to share some of their hurts and disappointments. However, do not allow others to jump on their comments. Simply acknowledge a hurt that is felt or a negative comment then ask for other comments. It is good to hold the sharing in this way. A group member may try to offer advice or contradict another's comments. Try to remind them to speak more from their own experience.

Catering

Do not feel you need to offer a feast. Your other option is to invite people to bring a plate. However, be aware both of Covid restrictions on food handling as well as food allergies and special dietary requirements.



p Hub ONE (User Name:	Password:)
Group Hub Leader	
Group Hub Host	
Group Hub Location	
Group Hub Members	
Workshop 1	
Workshop 2	
Workshop 3	
Workshop 4	
Workshop 5	
Workshop 6	
o Hub TWO (User Name:	Password:)
Group Hub Leader	
Group Hub Host	
Group Hub Location	
Group Hub Members	
Workshop 1	
Workshop 2	
Workshop 3	
Workshop 4	
Workshop 5	
Workshop 6	
p Hub THREE (User Name:	Password:
Group Hub Leader	
Group Hub Host	
Group Hub Location	
Group Hub Members	
Workshop 1	
Workshop 2	
Workshop 3	
Workshop 4	
l l	
Workshop 5	

Group Hub FOUR (User Name:	Password:)
Group Hub Leader		
Group Hub Host		
Group Hub Location		
Group Hub Members		
Workshop 1		
Workshop 2		
Workshop 3		
Workshop 4		
Workshop 5		
Workshop 6		
Group Hub FIVE (User Name:	Password:)
Group Hub Leader		
Group Hub Host		
Group Hub Location		
Group Hub Members		
Workshop 1		
Workshop 2		
Workshop 3		
Workshop 4		
Workshop 5		
Workshop 6		
Group Hub SIX (User Name:	Password:)
Group Hub Leader		
Group Hub Host		
Group Hub Location		
Group Hub Members		
Workshop 1		
Workshop 2		
Workshop 3		
Workshop 4		
Workshop 5		
Workshop 6		

New Vision, New Energy, New Life

Conference Prayer

Creator God,
Animated, we live by Your Spirit.
Let us keep in step with Your Spirit,
Alive in Christ Jesus,
Alive in us,
Alive in our faith communities,
Alive in the Spirit.

Filled with that Spirit, We can do all things in Christ.

Called... Blessed...
Broken... Restored.
Given for the world,

Your Spirit can do for us
What we cannot do for ourselves.

Pour into us
And our faith communities,
New vision, new energy, new life, new spirit,
Passionate in our care for one another and for all creation.
Animated, we live by Your Spirit.

With open minds and hearts, Let us keep in step with Your Spirit. With, in and through Christ our Lord. Amen.

Alive in the Spirit Virtual Conference

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