



Hosting a CPU-run Training Session

WHO SHOULD ATTEND THE TRAINING?

Breaking the Silence: Foundations Training is to be completed before a person commences in a **position of authority** or a role working with **children & young people**, and is applicable to all those serving in roles including:

<p>Anyone with preaching or pastoral responsibilities</p>	<ul style="list-style-type: none"> - Ministers - Elders - Home Missionaries - Pastoral assistants (supervised and unsupervised) - Licentiates - Commissioned Deaconesses - Church staff with preaching or pastoral care responsibilities - Ministers/elders emeriti who occasionally preach or provide pastoral care - Ministry students and trainees - Other similar roles
<p>Anyone with a congregational care position</p>	<ul style="list-style-type: none"> - Deacons and Deaconesses - Bible study group leaders (of any age group) - Women’s ministry workers - Pastoral care coordinators and volunteers - Anyone involved in ministries for the vulnerable (language classes, ministry to people with disabilities and in aged care facilities) - Other similar roles
<p>Anyone working with children or young people in any capacity</p>	<ul style="list-style-type: none"> - Sunday School/Kids’ Church teachers, leaders, and helpers - Anyone presenting kids’ talks or segments in church services - Creche, Playgroup and Mothers’ group leaders and helpers - Youth group and study Bible leaders, helpers and supervisors - Kids program leaders and helpers (kids club, church camp, mission event) - Other similar roles

Once completed, the full Foundations training course is to be completed again every three years. In the years in between, a shorter form of training (Read & Review) needs to be completed for all those who work directly with children and young people. This includes coverage of BTS Policy, Code of Conduct and reporting procedure. The Breaking the Silence website the Read & Review Training is available on.

BTS Foundations Training equips you with an understanding of abuse and misconduct, our reporting responsibilities as representatives of the church, guidelines of how to respond to concerns, and how to implement wise practices specific to your ministries. The course includes information specific for



ministry within the Presbyterian Church relating to our reporting channels, Code of Conduct and Policy.

HOW LONG DOES THE TRAINING TAKE?

Breaking the Silence Foundations Training takes three hours. There is a break about half-way to allow time for a drink and some informal discussion. People must stay for the entirety of the course to be considered as having completed training.

The CPU presenter will arrive around 30 minutes before the training is set to begin so they can set up. It is important that participants arrive five to ten of minutes early so that the training can start and finish at the planned times.

HOW MUCH DOES IT COST?

The course is free for Presbyterian churches and ministry organisations. For those outside of this, there is a \$25 cost per person. To make the most of the CPU presenter's visit, it is recommended that the training has a minimum of 10 participant, and maximum of 50.

WHAT FACILITIES DO WE NEED?

The CPU Presenters will require some way of displaying PowerPoint slides from the CPU laptop on a screen. The material includes videos with sound. The simplest way is for us to connect the CPU laptop to your AV system is via HDMI cable, however we also have connectivity with VGA, or wireless connection over local Wi-Fi. It is helpful for the presenter to be able to view the laptop screen for reading notes, however if your set up will not allow for this, let us know.

Participants can sit in chairs or pews, however there are times throughout the training where we will have small group discussions and people may need to move around to be part of a group.

WHAT RESOURCES DO WE NEED?

Each participant will need a printed copy of the Breaking the Silence: Foundations Training workbook. You can access the latest version of the document in PDF form from the website. Each person should have a pen or pencil to make notes. The attendance register provided on the website needs to be completed in order to record each person's attendance at the training.

You may like to offer a light morning or afternoon tea for the break time, but this is up to you.

WILL WE RECEIVE TRAINING CERTIFICATES?

If participants would like to be sent a certificate for completing the training, they need to indicate this request on the attendance register so that the CPU can organise this. Certificates are not required for serving in Presbyterian ministries, however people serving in ministries outside of the denomination may wish to have a certificate as evidence of their safe ministry training.



2024 Edition

BREAKING THE SILENCE

INFORMATION SHEET

PASTORAL CARE & SUPPORT

Due to the subject matter of this training, it is possible for someone to become overwhelmed during the session. The CPU presenter will provide content warnings and will encourage people to step outside if they become distressed at any time. The hosting church should make sure that someone is able to keep an eye out for this and offer support as needed. Referrals can be made to the Presbyterian Counselling Service on 1800 818 133 if needed.