

*(To be sent to the Our Whole Lives Coordinator at the UUA once a date, site, and the trainers have been confirmed)*

## **OUR WHOLE LIVES LEADER TRAINING ANNOUNCEMENT FORM**

Training Date \_\_\_\_\_  
Training Location \_\_\_\_\_ District \_\_\_\_\_  
Training Address \_\_\_\_\_  
Nearest Major Airport To Training Site \_\_\_\_\_

CONTACT PERSON (person who can answer questions about the training)

Name \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Workplace Phone \_\_\_\_\_  
E-mail Address \_\_\_\_\_

REGISTRAR \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

TRAINERS FACILITATING THE TRAINING

Trainer Name \_\_\_\_\_

Trainer Name \_\_\_\_\_

Training Cost \_\_\_\_\_ Registration Deadline \_\_\_\_\_

Send to:

Unitarian Universalist Association  
*Our Whole Lives* Coordinator  
25 Beacon St  
Boston, MA 02108  
Fax: 617-367-4798  
Phone: 617-948-6423

**Please post directly on OWL Web site:**

Go to [www.uua.org/owl/trainings](http://www.uua.org/owl/trainings) and submit your training with your information directly on the Web page by completing the form and then clicking on submit.

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

Dear Jim and Sue Trainer,

I am glad we have confirmed the dates for our leader training. Our congregations and our leaders are eager to start teaching *Our Whole Lives*.

As per our conversation, I understand we agreed upon the following:

- The training will begin Friday, October 14 at 12:00 and end on Sunday October 16 at 4 PM
- You each will be paid an honorarium of \$200 per day for three days. Each of you will receive a check for \$600 at the end of the training.
- Childcare will be provided for Jim's children, (Becky and Sarah) during the training sessions.
- The district 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 .365 cents per mile (or the current UUA rate).
- We will provide all the needed supplies for the training. If you need supplies not on the supply list (included), please let us know by October 1 so we have enough time to purchase or borrow them.
- You will bring copies of all handouts for all participants. We will reimburse you for your copy expenses. Bring a receipt and we will send you a check after the training.
- We will provide you with comfortable and quiet home hospitality during your stay. You will be housed together so you will have time for preparation for your sessions.
- We will provide you with a list of participants before the training begins.

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

In Faith,  
Tamara RE Committee Representative

# ***OUR WHOLE LIVES LEADER 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  Combo: 7-9/10-12  Adult

Omnivore  Vegetarian  Vegan

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

**Health insurance number** \_\_\_\_\_

**Person to contact in case of emergency** \_\_\_\_\_

**Childcare** (names and ages of children and any special needs) \_\_\_\_\_

Childcare will be provided for a cost of \$40 for the weekend. We will provide care during all the training sessions except Saturday evening.

**Registration cost \$80** \_\_\_\_\_

**Childcare \$40** \_\_\_\_\_

**Total enclosed** \_\_\_\_\_

**Send to: Tamara RE Committee Rep, 142 Brookline,  
Springfield, VT 05156**

**REGISTRATION DEADLINE OCTOBER 1**

# **SAMPLE *OUR WHOLE LIVES* INFORMATION AND PUBLICITY FLYER FOR GRADES 7-9**

*Our Whole Lives* is based on a philosophy of comprehensive sexuality education which 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 helps leaders to clarify their values, build interpersonal skills, and understand the spiritual, emotional, social, and political aspects of sexuality as well.

## **Information for congregations:**

This is an intensive weekend training designed to prepare your leaders to teach the *Our Whole Lives* program. After completion of the training and the approval of your congregation's leaders by the trainers, your congregation may purchase from the UUA Bookstore the visuals that accompany the program your leaders were trained in. The cost is \$80 for the Grades 7-9 slides. Please be sure to budget accordingly for this expense. In order to teach *Our Whole Lives*, a diverse team of leaders needs to be trained from each church. The leaders will be approved (or not approved) to teach at the end of the training weekend by the trainers. In the event your leader is not approved, you will be immediately notified by the trainer.

## ***OUR WHOLE LIVES* LEADER TRAINING SCHEDULED FOR VERMONT/ NEW HAMPSHIRE DISTRICT**

**Age level:** Grades 7-9

**Where:** First UU of Springfield, VT

**Date:** October 14-16, 1999. Friday noon-Sunday 4pm

**Cost:** \$80 (plus \$40 for childcare if needed)

## **What to bring:**

Copy of *Our Whole Lives Grades 7-9* curriculum with your knowledge of contents

Copy of *Sexuality and Our Faith Grades 7-9* with your knowledge of contents

Advocacy manual

A binder or folder for handouts

Notepaper and pen

## **Directions:**

Nearest Airport is Springfield "International" Airport

Driving Direction Take Highway 91 to exit 7, turn right after exit go 2 miles church on left. Parking is behind church.

**For questions about the training, please call Tamara at 802-555-2343**

# SAMPLE CONFIRMATION LETTER TO LEADERS

Dear *Our Whole Lives* Leader,

We are pleased you will be attending the *Our Whole Lives* leader training for *Our Whole Lives Grades 7-9* on October 16-24 at Camp Wherever. We encourage you and your co-teacher to purchase the appropriate curricula and religious supplements and **read these materials in preparation of your training.**

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

- The training will be intensive so plan to be busy; there will not be much scheduled free time during the weekend.
- A list of leaders, trainers, and staff is included so you can plan to car pool if you like.

- 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*, plus a binder or folder for handouts and notepaper and pen. Your trainers will assume your familiarity with these resources.

- About Camp Wherever

[Sample below.]

Accommodations will be at Camp Wherever but you may wish to stay with friends instead. The Camp has a restaurant and exercise room and serves a complimentary breakfast.

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 Leaders

It is important to note that this training also has an evaluation component. The *Our Whole Lives* trainers have a responsibility to ensure the quality of the leaders 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* leaders. 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*. At that point, your church can purchase the visuals that go with the age group you trained for, if applicable.

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 District RE Committee

# **SAMPLE WELCOME LETTER FROM *OUR WHOLE LIVES* TRAINER TO TRAINING PARTICIPANTS**

Dear *Our Whole Lives* Leader,

We are very excited about our upcoming *Our Whole Lives for Grades 7-9* training workshop and glad to hear that you'll be joining us. We are pleased that some of you have quite a bit of experience in teaching human sexuality, but regardless of the amount of experience you bring, the training has been designed to be relevant for everyone.

We start our training promptly at 6 pm on Friday at the Friendly Crossroads Conference Center. Please be on time. We have a great deal to fit into our weekend training schedule. In order to build community and create an environment of trust, we need everyone present from the very beginning. We will end our training promptly at 2:30 pm on Sunday.

A 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 leaders to plan and implement one training activity from the *Our Whole Lives* curriculum.

*Our Whole Lives* 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 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* leader. At the end of our weekend, you and we, the trainers, may determine that teaching *Our Whole Lives* is not the best fit for you at this time. And that fine. Again, 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 with our young people.

To make the most of our training time together, we encourage you to become familiar with the contents of *Our Whole Lives*, *Sexuality and Our Faith*, and the *Advocacy Manual*. And please bring them 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, Jack Trainer and Jill Trainer

# SAMPLE LETTER TO CONGREGATIONS WHO ARE SENDING LEADERS TO BE TRAINED

**Dear First Church of Springfield,**

We are pleased that you are sending two of your leaders, Donny and Marie, to be trained for *Our Whole Lives Grades* \_\_\_\_\_. We expect the training to be both fun and rigorous. Every leader is to come to the training with the appropriate curricula and familiarity with the contents of these resources.

There is some important information you should know about the training. First, the workshop includes training components and evaluative components. The *Our Whole Lives* trainers have a responsibility to ensure the quality of the leaders who will implement the program in our congregations. During the weekend they will not only be training your leaders but also evaluating them. Our trainers' main goal is to train your leaders for competency in three areas: knowledge of sexuality, facilitation skills, and values and attitudes consonant with the *Our Whole Lives* philosophy. If during the training there are any concerns about your leaders' facilitation skills, ability to teach the program, or to uphold the *Our Whole Lives* values, the trainers will first speak to the leader to see if the concerns can be addressed. It is our hope that concerns will be addressed and problems solved. It is also our hope that every leader completes the training. If at the end of the training the *Our Whole Lives* trainers have serious concerns about a leader, they will let that leader know that they do not think they should be teaching the *Our Whole Lives* curriculum at this time and suggest, if appropriate, what steps they might take to become a leader. If your leader is not approved at the end of the training, the trainer will call your congregation immediately to share their concerns so you can begin to recruit a new leader. We hope that the rigorous selection process that your congregation used to select your leaders will prevent this from happening.

Once your leaders are trained and approved, then your congregation can purchase the optional visuals that accompany the program in which your leaders were trained. You can order the visuals by calling the UUA Bookstore at 1-800-215-9076. The Bookstore will have a list of congregations with approved *Our Whole Lives* leaders and will send you the visuals promptly. Be sure to budget \$80 for the Grades 7-9 slides and \$50 for Grades 10-12 video.

Your leaders will be trained both to teach the curriculum and to be advocates for comprehensive sexuality education in your congregation and the larger community. Your Religious Education Committee might explore ways to begin advocacy work in the congregation and community. Set up a forum, ask the minister to preach on the link between sexuality and spirituality, organize a letter writing campaign to support sexuality education in the schools, create a sexuality information bulletin board in the coffee hour room—there are many ways to involve the whole congregation in this important work. See *The Advocacy Manual for Sexuality Education, Health and Justice: Resources for Communities of Faith*. If you have any questions about the upcoming training, please call Tamara at-555-3425.

In Faith, Betty Contact Person

**Our Whole Lives — Sexuality and Our Faith  
Training Participant Roster**

\*Please return within 2 weeks after training

**Training Leaders:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_ **District** \_\_\_\_\_

**Grade/Age Level:** \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code/ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Phone number: \_\_\_\_\_

Congregation or Organization: \_\_\_\_\_

Cong./Org. city: \_\_\_\_\_ St./Prov. \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code/ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Phone number: \_\_\_\_\_

Congregation or Organization: \_\_\_\_\_

Cong./Org. city: \_\_\_\_\_ St./Prov. \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code/ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Phone number: \_\_\_\_\_

Congregation or Organization: \_\_\_\_\_

Cong./Org. city: \_\_\_\_\_ St./Prov. \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code/ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Phone number: \_\_\_\_\_

Congregation or Organization: \_\_\_\_\_

Cong./Org. city: \_\_\_\_\_ St./Prov. \_\_\_\_\_

E-mail: \_\_\_\_\_

Completed (check all that apply):

Our Whole Lives Training

Sexuality and Our Faith Training

Slides Training (for Grades 7-9)

Video Training (for Grades 10-12)

Completed (check all that apply):

Our Whole Lives Training

Sexuality and Our Faith Training

Slides Training (for Grades 7-9)

Video Training (for Grades 10-12)

Completed (check all that apply):

Our Whole Lives Training

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Slides Training (for Grades 7-9)

Video Training (for Grades 10-12)

Completed (check all that apply):

Our Whole Lives Training

Sexuality and Our Faith Training

Slides Training (for Grades 7-9)

Video Training (for Grades 10-12)

**Time-sensitive material! Send or fax to:**  
Our Whole Lives (with applicable grade level),  
25 Beacon Street, Boston, MA 02108  
Phone: 617/948-4349; Fax: 617/367-4798



- Activity leadership
- Knowledge of curriculum and related issues

7. How would you rate the trainers' ability to lead an effective training?

Name: \_\_\_\_\_ Name: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Excellent         | <input type="checkbox"/> Excellent         |
| <input type="checkbox"/> Very good         | <input type="checkbox"/> Very good         |
| <input type="checkbox"/> Average           | <input type="checkbox"/> Average           |
| <input type="checkbox"/> Less than average | <input type="checkbox"/> Less than average |
| <input type="checkbox"/> Poor              | <input type="checkbox"/> Poor              |

8. What was your major hope/expectation/goal in attending this training?  
To what extent was it realized?

9. Any additional comments about the training workshop?

Thank you for your feedback!

*Trainers: After reviewing these forms, please mail them to the Our Whole Lives Consultant, 25 Beacon Street, Boston, MA 02108. 617-948-4349 (tel), 617-742-0321 (fax)*

(This is a copy of the guidelines trainers use to evaluate potential *Our Whole Lives* leaders.)

## **GUIDELINES FOR IDENTIFYING INAPPROPRIATE LEADERS AND POSSIBLE RESPONSES**

As a trainer of leaders who will facilitate *Our Whole Lives*, you have a unique opportunity to help in the renewal and development of facilitation skills in the leaders you train. You also have a unique responsibility to help assess the appropriateness of trainees for the job ahead.

We start each training with the expectation that a sponsoring organization selected the appropriate people to benefit from the training and to lead the program. A majority of the time the match is a good one. Occasionally, the match is not right, and a leader does not seem like an appropriate candidate. It is a trainer's responsibility to offer evaluation, feedback, and, when necessary, decide and act on the decision that a prospective leader and *Our Whole Lives* are not a good match at this time.

How does a trainer determine a leader's appropriateness to teach *Our Whole Lives*? The Sexuality Education Task Force offers the following list of guidelines for your assistance. Decisions about a leader's competency can begin very subjectively. The following list will help the subjective to become objective.

- Cannot affirm the values and goals of *Our Whole Lives*
- Inadequate facilitation skills
- Co-leaders work very poorly together
- Antagonistic, overly critical, and uncooperative
- Will not follow the process of the material or of the training
- Inadequate knowledge base for the teaching responsibility
- Discomfort with and lack of understanding of content
- Misses a large portion of the training
- Inadequate commitment to facilitating *Our Whole Lives* trainings
- Unable to create a welcoming and affirming environment for all ages, genders, races, ethnicities, classes, and sexual orientations
- Inappropriate behavior toward others—rude comments, flirting, inappropriate touching, makes thoughtless remarks

The list involves observing both behaviors and attitudes. Some of the items may be present and not be an indication that a leader is inappropriate. An important consideration is whether or not the issues and concerns are excessive and sustained. The

presence of any one of these items is a flag; the more flags that go up, the greater your concern needs to be.

If you have doubts about a leader or team, the first step is to reality-check your thoughts with your co-trainer. If you both agree that there are indications of a problem, you then need to share your concerns with the trainee. This should be done as early in the training as possible. If the situation changes, you may still need to decide if it is important to share information about your training experiences and concerns with the leader's congregation or organization.

If inappropriate behaviors continue after talking with the trainer and you have sufficient grounds to determine that he/she and *Our Whole Lives* are clearly, or likely, not be a good match, you will need to decide which of the following response options are appropriate:

- The actions are severe enough to warrant asking the trainee to leave the training and not be endorsed as an *Our Whole Lives* leader.
- The trainee will be allowed to finish the training but will not be endorsed for teaching.
- The leader will be allowed to finish the training and be endorsed for teaching with an understanding that he/she will receive support and supervision during teaching.

When any of these actions are called for it is important to notify the *Our Whole Lives* Coordinator and the related denominational staff coordinator or organization contact as soon as possible to make a collective decision concerning the potential leader. A subsequent step involves contacting the potential leader to discuss the collective decision and the consequences for the congregation or agency. A final step for community groups is to contact the trainee's supervisor; for the UUA, the congregation's Religious Educator and minister should be contacted; and, for the UCC, the trainee's minister and Christian Education Director should be informed