**Suggested outline for Facilitation Team Debrief after each Gathering**

(length: 45 mins – 1 hr)

This is a suggested debrief meeting outline for you to use as a team after each gathering, designed for you to use with as many members of your facilitation team as possible within a week or two of each gathering. Its purpose is to support your self-reflection, to provide a space to notice how it went (from each person’s perspective), to celebrate achievements, notice what you’d do differently & think how you’ll apply those learnings next time in order to inform your model and practice.

It will take you a maximum of an hour. Give space for everyone to give their feedback in turn using rounds of responses before you break into discussion (your experiences may have been quite different!). Suggested timings are given to keep you moving through it – make everyone aware of these timings, encouraging everyone to ‘speak with intention & listen with attention’, saying just what is needed for the debrief.

You may want to share this document with everyone on your team so you have all the questions in front of you.

Agree who will keep notes and how you will action matters arising. These notes will be helpful when you meet to plan your next gathering, to enable you to act on your learnings.

**Welcome & ‘Check In’ Round: (10 mins)**

How do we each arrive at this meeting? *[Hear from each person in turn]*

Remind team of the purpose of this Debrief (see above) and the questions you will run through (see below). As you begin, you may like to pause to congratulate yourselves for your gathering and thank God for what happened – you did it - a real achievement…!

As you run through the questions below, the question or heading in bold is the main question for each section – the bullet points may give you pointers for discussion – refer to as many/as few as is helpful.

**Round of general feedback: (10 mins)**

* Did you run it how you had planned, or were there changes, if so why and how did you sense it was in practice?
* What was the turnout like compared to what you expected (number of teams, did people come as teams or as individuals)?
* Overall how did teams respond?
* How did you feel we operated as a facilitation team – who did what?
* How do you feel the Greenhouse ethos is being embedded?

**What worked really well?: (10 mins)**

* What were you really pleased with, what surprised you?
* What brought you joy?
* What did you as a team, or individuals within the team do really well?
* Have you celebrated what was good – how could you do that?

**What didn’t work so well?: (5 mins)**

* Were there any disappointments or frustrations, if so what?

**From all of that, what have you learned & what will you choose to do differently as a result next time? (5 mins)**

**Regarding your plans to support teams between gatherings/enable interaction between teams what do you need to action now?: (10 mins)**

* How will you share contact between you as a facilitation team?
* What methods will you use (phone call, in person meeting, WhatsApp, email etc) and when will you do that (good opportunity to diarise contact plans)
* Are you using any social media channels if so how and who is responsible?
* How might you help point teams towards the relevant Godsend sections for their journeys?
* Are there ways teams could be encouraged to stay in touch with each other, or meet up informally before the next gathering?

**Closing & Check Out Round:** **(10 mins)**

As you close clarify agreed actions from the meeting (who, when, what). Book in Familiarisation and Planning Meeting 2-4 weeks ahead of your next gathering.

Check out round - choose from one of the following:

* What one thing are you most grateful to God for from your gathering?
* What one thing have you appreciated about this meeting

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Having reflected together as a team, you may want to think if there are any parts of the online Facilitation Training you think it would be helpful to return to in order to help your Greenhouse journey.

If there are any issues or you’d like to chat anything through with the National Greenhouse team do come along to any of the facilitators drop ins and learning spaces. Dates and times can be found on the Greenhouse website, or to get in touch directly by emailing greenhouse@churchofengland.org.

Don’t forget to complete your Greenhouse gathering survey here: https://forms.office.com/e/Y8uBieAezR