

NATIONAL CATHOLIC MINISTRY TO THE BEREAVED, INC. FORMAT FOR AN NCMB MINISTRY OF CONSOLATION TRAINING

This is a 16-hour training containing 2 hour block sessions with breaks, prayer, lecture and small group format, and lots of audience participation. All registrants are given participant manuals at the beginning of the sessions and, if they are to become trainers, a trainer's manual at the end of the training.

A two-day training can go from 9:00 to 6:00 including continental breakfast and lunch with coffee/restroom breaks. Or the day can end with dinner on one or both days. A three-day training can begin on Friday night, continue all day Saturday, and finish at 4:30 PM on Sunday.

Day One: **Unit One: Introduction – Order of Christian Funerals – Personal Death Awareness**
 Unit Two: Communication and Listening
 Unit Three: An Overview of Grief and Mourning
 Unit Four: Facilitation Skills and Support Groups

Day Two: **Unit Five: Beginning Your Program**
 Unit Six: Healing and Meditation
 Unit Seven: Self-Care for the Minister
 Commissioning Ceremony and Dinner

Responsibilities of Host Site:

- Set a date in coordination with NCMB
- Arrange for and set up site
- Publicity (NCMB will also advertise in its publications)
- Registration
- Meals and snacks
- Room and board if needed by out-of-town participants (provide a hotel registration phone #)
- NCMB fees: \$2,000. This fee is to be paid directly to NCMB: \$1000.00 is for the support of NCMB ministry; \$1000.00 is for the trainers.
 - Other expenses include:
 - Travel expenses for presenter(s)
 - Room and board for presenter(s)
 - Manuals for participants (\$40.00 per *Participant Workbook* and \$85.00 *Training Manual* or \$125.00 for both) *Training Manual* is only for future trainers.
 - Commissioning pin \$5.00 each (\$4.00 in quantity) optional.
 - Commissioning certificate (25 cents; or produce your own) optional.
- Provide NCMB office with a list of those who completed the training immediately after the closing. Collect and mail original evaluations to the Executive Director.

Sample News Release:

_____ will host a two/three-day training on _____ that will provide participants with the tools needed to establish a Ministry of Consolation in their own parishes to assist ministers to learn how to respond to others struggling with grief issues. The presenters of this training are _____ representing (or board members of) National Catholic Ministry to the Bereaved.

If a flier or registration form is being done, please contact NCMB for a biographical sketch of the presenter(s) and the NCMB logo for printing [or take it from our website: www.Griefwork.org].