



DIOCESE OF FORT WORTH

INFORMATION FOR POTENTIAL

SAFE ENVIRONMENT

FACILITATORS

Process of Becoming a Facilitator:

The selection and training of Safe Environment Facilitators for the Diocese of Fort Worth is an important part of creating and maintaining a safe environment to protect those most vulnerable within our Diocese from abuse. Each Facilitator works closely with the diocesan Office of Safe Environment and the local parish/school SEC (“safe environment champion”) and is certified and authorized to facilitate designated training sessions under the guidance of the diocesan Director of Safe Environment.

To become a Facilitator, each applicant must participate in the application/interview process, complete a Safe Environment Facilitator Training workshop, and be willing to fulfill the position description qualifications. The workshop provides context, reality and action items for the Safe Environment Awareness program, and also provides practical tips and procedures for facilitation, along with guidance for assimilation of the materials.

The diocesan Safe Environment staff will have information as to the frequency and locations of the Safe Environment Facilitator Training workshops.

If interested in the becoming a facilitator, please:

- Review the Safe Environment Facilitator Position Description.
- Submit the completed application to your parish/school Safe Environment Champion and the diocesan Director of Safe Environment.
- Provide a general idea of weekday availability for a face-to-face meeting, if possible, including times between 8:30 and 5:00 p.m.

Sometimes we are asked why the position requires “so much work!” Our answer is multi-faceted. We provide our facilitators with a great deal of quality training and expert support, because in many ways, the individual is a representative of our Diocese of Fort Worth and the Office of Safe Environment. He/she may also be called upon to respond to the needs of the session participants, and likely to victim/survivors of sexual abuse, while facilitating. The training is designed to provide the facilitator with support and extra resources. An effective facilitator does not need to be an expert on the subject matter, but must be able to effectively lead group discussions and provide the participants with appropriate resources.

Facilitator Position Description:

Ultimately the Director of Safe Environment for the diocese decides who becomes a Safe Environment Facilitator within the Diocese. The Facilitator is in a position of authority in action and appearance, even if the Facilitator is a volunteer.

Facilitators will assist participants in understanding that their presence and purpose at the session is to emphasize that we are all protectors of children, and part of everyone’s role in the faith community, is to keep their eyes and ears open and to report any suspicious activity to appropriate authorities and church officials. Participants are integral to the solution of preventing child sexual abuse in homes, parishes and communities. Through awareness we can promote healing, as well as identify risks to children early enough to prevent child sexual abuse.

Best Candidate

The ideal candidate to be a Facilitator:

- Commits to raise awareness of child sexual abuse by facilitating the Diocese designated program and embracing the directives from the diocesan Office of Safe Environment.
- Is comfortable speaking about the topic of child sexual abuse, and can communicate clearly and effectively in front of a group.
- Demonstrates empathy and compassion.
- Acts as a liaison to provide participants with the proper diocesan resources.
- Recognizes his/her great responsibility as a public representative of the Diocese, the Bishop and the diocesan Office of Safe Environment.
- Understands his/her dress, manner and speech may have significant impact and repercussions. Individual's behavior, dress, manner and careful speech are professional, per the direction of the Office of Safe Environment.
- Is an adult Catholic in good standing.

Position Expectations

The following list highlights the representative duties and expectations of the applicant.

The prospective facilitator will:

- Participate in a face-to-face interview. The interview may take place at the parish/school, Catholic Center or at an appropriate meeting place suitable for both parties.
- Successfully complete a 6-hour intensive Facilitator training workshop to be determined by the Director of Safe Environment.
- Have passed a criminal background check within the past three years.
- In cooperation with the SEC, utilize the VIRTUS website to schedule sessions; and assist in ensuring that participants receive the necessary attendance credit.
- Ensure that training materials have been prepared prior to presentations, including communication (if applicable) with the SEC and parish/school regarding necessary setup, equipment, facility requirements or guidelines.
- Arrive at least 30 minutes early to scheduled sessions for setup and equipment troubleshooting and to prepare emotionally and spiritually as needed to facilitate sessions.
- Facilitate scheduled sessions that include all scripted material (sessions are typically 3 hours).
- Remain current on materials, including any ongoing training in the form of mandatory refresher training sessions, ongoing monthly bulletins (potentially 3-6 hrs. annually to read/complete online bulletins and memos) or any other types of ongoing education as requested by the Director of Safe Environment.
- Facilitate a specific agreed upon quantity of sessions at locations agreed upon with the Director of Safe Environment.
- Print, distribute and submit the appropriate forms to the SEC for each session in a timely fashion, such as Attendance Verification Sheet, Debriefing Form, evaluation forms and the Time sheet (if applicable).

- Agree to participate in potential routine observations; schedule follow-up meeting time with the diocesan Director of Safe Environment or his designee to review areas of strength and growth (time varies).
- Provide feedback, suggestions and ideas on the Safe Environment program to the Director of Safe Environment.

Knowledge, Skills, Abilities and Personal Characteristics

Applicant should:

- Be a Catholic in good standing within the Diocese of Fort Worth.
- Exhibit strong communication and public speaking skills.
- Utilize creativity to pull audience participation.
- Possess self-confidence.
- Be team oriented.
- Be dedicated to the mission of the protection of children and vulnerable adults.
- Maintain healthy and proper physical, behavioral and emotional boundaries, particularly with youth.
- Be flexible.
- Be able to maintain calm under pressure.
- Be patient, focused and attentive to the needs of the group.
- Be willing to learn the principles, objectives and philosophy of facilitation and empathy in relation to the overall program.
- Demonstrate empathy and ability to relate to full range of participants' emotions and reaction.
- Demonstrate sensitivity to socio-economic, cultural, disability and ethnically diverse backgrounds of participants.
- Understand how to use a computer, DVD player or projector (or demonstrate willingness to learn).
- Have strong organization skills.

Additional Information:

- Position requires organization flexibility and potential in-diocese travel.
- Sessions are advertised for duration of 3 hours.
- The work schedule is irregular; occurs during the day, evening or weekends; and sessions are performed on an as-needed basis.

For more information, please go to <https://fwdioc.org/safe-environment>.