

# HOSTING A PROTECTING GOD'S CHILDREN AWARENESS SESSION

## To Schedule a Protecting God's Children Awareness Session:

- Contact Father Bob Schremmer: 620-227-3363 (parish) or 620-227-1555 (office) or [rschremmer@dcdiocese.org](mailto:rschremmer@dcdiocese.org)

## The PGC Facilitator:

- The PGC awareness session facilitator has been trained by the diocese. She/he is a volunteer who is receiving no compensation for this ministry. Please have a parishioner present at the PGC awareness session who is familiar with the parish site and equipment in order to assist the facilitator with preparation for the session.
- The Facilitator will bring PGC awareness session booklets, the Diocesan *Policy for the Protection of Children and Young People* and *Code of Pastoral Conduct*, individual sign-in sheets and background check consent forms.
- The Facilitator will gather all of the completed sign-in sheets and background consent forms, and will forward them to Amy Seachris at the Chancery Office.

## Responsibilities of the Parish Site:

- Publicize the date and place of the PGC awareness session in your parish bulletin and/or parish newsletter. For sample bulletin announcements, click [here](#).
- Inform neighboring parishes of the PGC awareness session.
- Have ready and available the following personnel and equipment:
  - Greeters
  - Tables and chairs
  - Television(s)
  - VCR or DVD player
  - Screen (if using a LCD projector)
  - PA system (wireless if possible)
  - Drinks and snacks
  - Pencils/pens for each participant
- Set up and arrange tables and chairs
- Check all electronic equipment to be sure they are in working order

**Responsibilities of Greeters:**

- Arrive at least a half hour prior to the session
- See that the room is set up and equipment is working
- Assist the Facilitator placing items on the tables for the participants
- Greet the participants. Be aware that there may be persons from other parishes attending the session and help them feel welcome.
- Prior to the beginning of the session, inform participants where the restroom is located and whether drinks and/or snacks are available.
- After the session, help the Facilitator gather unused forms and booklets.
- Tidy the room as needed
- If you should find any completed sign-in forms or background check forms after the Facilitator has left, forward these forms to: Amy Seachris, P.O. Box 137, Dodge City, KS 67801-0137