



COLLEGE OF
Saint Benedict

Campus Ministry

Companions on a Journey

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**Journey Groups:
Facilitator Handbook
2013-2014**

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Purpose of Journey Groups

“...so we can love as God loves”

Dear Facilitators,

Each day God invites us to live, to grow, to discover, to question and find meaning in our lives. You are beginning a very special part of your journey of life by responding to the call to co-facilitate a “Companions on a Journey” Group. What is the Vision that has guided this program as it developed over the last years? The underpinning and success comes from a well-articulated Vision and Mission. The Goals that support and implement this vision are essential stepping stones in the process which you will use as the year progresses.

Vision:

Companions on a Journey at the College of Saint Benedict invites young women to engage in the ordinary experiences of life's journey through a spiritually dynamic, mutual exchange of sharing, (articulating one's story,) listening (with the ear of the heart) and responding (in word and deed) to God, self, and others with a special emphasis on the roles that gender, culture and faith play in our lives.

Mission:

Companions on a Journey at the College of Saint Benedict seeks to create and sustain an environment which offers women of our CSB community opportunities for reflection on crafting a meaningful life by seeking wisdom and serving church and society.

Goals:

- to support the integration of the Benedictine/Catholic Mission of CSB among women
- to promote vocational reflection
- to prepare women for leadership and service in church and society

Student Learning Goals –

Participants in our programming will...

- a. develop and practice skills related to vocational reflection such as articulating one's story, listening, responding, empathy, asking effective questions, discernment and decision making.
- b. expand their conceptual knowledge of understandings of vocation and the Catholic and Benedictine heritage of the CSB community.
- c. grow in their self-understanding of their personal journey in light of issues of faith, gender and culture.
- d. demonstrate an improved ability to engage in healthy, mutual relationships with God, self and others.
- e. demonstrate the ability to confidently serve and lead in a variety of ways bringing the gift and wisdom perspective of women to church and society.

Often students think of their vocation as their job or career. At times, they see it as their state in life: married, single, vowed religious, priest (or a combination of some). Students tend to see their vocation as “something” out there that they find or construct; they may believe that once they find it, they will be settled for life. It doesn’t take much for students to discover the fallacy of this perception. Life changes and we are called to adapt and change with it.

Through the processes of journey groups, students are given opportunities to explore their vocation at its most fundamental level of Christian living. By reflecting and praying, listening, and responding, especially in a communal setting, they become more focused and active in living their primary vocation: to become aware of who they are and who God is calling them to become so they can love as God loves.

The reflection guides, designed to relate to the developmental phase of the students in various years in college, serve as tools to help participants explore who they are and who they sense they are being called to become as Disciples of Christ. Through the process of sharing and receiving questions and observations from their group members, they delve into questions such as, “What new possibilities of learning and experience might I explore? How does the career I’m thinking of pursuing fit with my sense of who I am as well as my interests and skills? What might I do in the near future and a few years from now? How does my sense of self affect my relationships with family, friends, colleagues, etc.? How might I serve others in ways that draw from my interests and skills and my call from Christ to help the reign of God’s love become a fuller reality?” Learning to love as God loves requires effort, effort that is marked by characteristics such as a sense of adventure, joy, fatigue, curiosity, peace, and endurance.

The experiences of the journey groups can support you, as a facilitator, on your life adventure. Hopefully, walking the journey of vocation with the members of your journey group will assist you in your reflection and prayer, listening and responding in your daily life, in your dramatic experiences, and in your major decision-making.

This handbook can help you maneuver your way through the details of facilitating and planning your sessions with your journey group. We ask that you continue to communicate with us about your questions and suggestions—for the refinement of organizational issues and for this handbook.

May your journey with the members of your journey group support you in living and exploring your vocation. And thank you for your service to the CSB women and the mission of the College of Saint Benedict.



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Description and Role of Facilitators

Facilitators are an important part of the journey group. They are full participants in the group activities and interaction with the group members by mentoring and guiding students through the reflection process used in our journey groups. Facilitators help serve as witnesses to life as a constant, on-going journey and ever-increasing vocational awareness.

Expectations

Facilitators are expected to:

1. Serve as a mentor. You are a participating member of your journey group and are expected to share and respond. You need to understand the role implied by the position. You are invited to draw from your willingness to engage in your spiritual life, your experiences, and leadership skills as you exercise your mentoring role. However, journey groups are not comprised of peers for you. In the “Group Dynamics—Questions and Explanations” section on page 12 question #1 has additional information to help you understand this role and what your expectations for sharing are.
2. Encourage and facilitate the dynamics of your group. Encourage hospitality, community, inclusivity of others, and bonding among your members. Invite your group to hold each other up in prayer in between sessions. Having this additional spiritual support may help your group understand better the context and benefits of prayer.
3. Assist group members with preparation and understanding the reflection topics.
4. Establish communication processes between you and your group members.
5. Oversee group logistics: scheduling the group sessions, establishing oversee tasks, etc... If possible, schedule sessions when the group is together, designate who orders and picks up the refreshments, submits the online meeting request form, turns in the receipts, etc.
6. Keep meeting/session on task and follow the reflection process as outlined in the reflection guide. Be careful to avoid moving into a conversation mode. The process might seem rigid at first. However, the pace, silence, mindfulness, and flow are crucial elements of the companioning process in order to gain the full benefit of spiritual companioning. Hopefully, with time and practice this process will become more comfortable for you and your group members.
7. Assist the members to act according to their commitment pledge: i.e., regular attendance and participation in sessions, respectful communications guidelines, maintain confidentiality, etc...
8. Encourage students to participate in journey events such as the Journey Welcome and Orientation and the Spring Reflection and Celebration, and some additional opportunities offered by the Companions Leadership Team (CLT) and CSB Campus Ministry.
9. Participate in events such as the Journey Welcome and Orientation, Spring Reflection and Celebration, and as you are available, In-service Workshops, conversations with the Director of Companions
10. After each session, complete the session log, which are available online. A printable version is also available on our website and outside of CSB Campus Ministry suite room number 154. See page 18 of this handbook.)
11. Complete year-end evaluations and group closure.
12. Communicate with the director about any issues that challenge or support the dynamics or success of the group. These challenges can include a member’s lack of attendance, her inability to engage in or connect with other members or the reflection process, and/or her failure to prepare for sessions.
13. Inform Companions staff of supports you have found helpful, supports such as a prayer, reflection ritual, or service experience in which your group participated and reflected on so we can provide them as examples and suggestions to other groups.

14. Keep the Companions office staff informed of a member's status (such as a member needing time away from the group for study abroad, student teaching, dropping, etc.).
15. Regularly review the effectiveness of your group: how are the sessions going, what is beneficial, are the group's expectations being met, what could the group do to improve their effectiveness, are there changes Companions could consider in the reflection guides, etc.?
(Note: review should take place with your group.)
16. Facilitators meet briefly after each session to assess the process and give each other feedback on facilitating.

Journey Group Sessions

Scheduling

Scheduling is a common challenge for journey groups. We recommend the following options.

1. Scheduling all your sessions at the beginning of each semester.
2. Set your next meeting before ending the current session.

To support the schedule we recommend

1. At each meeting review the schedule and upcoming session topic before ending the current session.
2. If you have access to Outlook Meeting Requests you may want to use this method of scheduling a session. Requests are sent via an appointment email. When the meeting request is accepted, a confirmation will be sent to the person who issued the request.
3. Send out reminders of upcoming sessions with your group. Include in the reminder the session topic, session number, and page number. Also include tasks assigned such as who will pick up the refreshments, lead the prayer, etc.
4. Do your best to schedule a time when all or the majority of your group are able to attend.

Communications

At the start of each semester review with your group members the importance of establishing effective communication. Develop a means of communication that all of you agree to follow. Possibilities include:

- **Cell Phones**. The majority of students have cell phones. Phone calls or cell phone text messages are most direct and work best.
- **Facebook**. Groups or lists can be developed which allow you to post messages for specific people.
- **Email**: Emails are often overlooked by students. Make sure the subject line of your email states "journey group" and the nature of your message. For example: "Journey Group: session on October 15." Encourage your members to assume responsibility for reading and responding to emails and phone messages.

Meeting Requests

Requests for meeting space need to be made *a minimum of 9 days before your session*. All meetings need to be submitted through the Companions office – regardless of where the meeting is taking place. Requests submitted after 3 pm will be processed the next business day. Please allow 3 to 4 business days to process the request. Some requests may take longer to finalize depending on room availability and the details of your request. Holidays and long breaks require additional processing time.

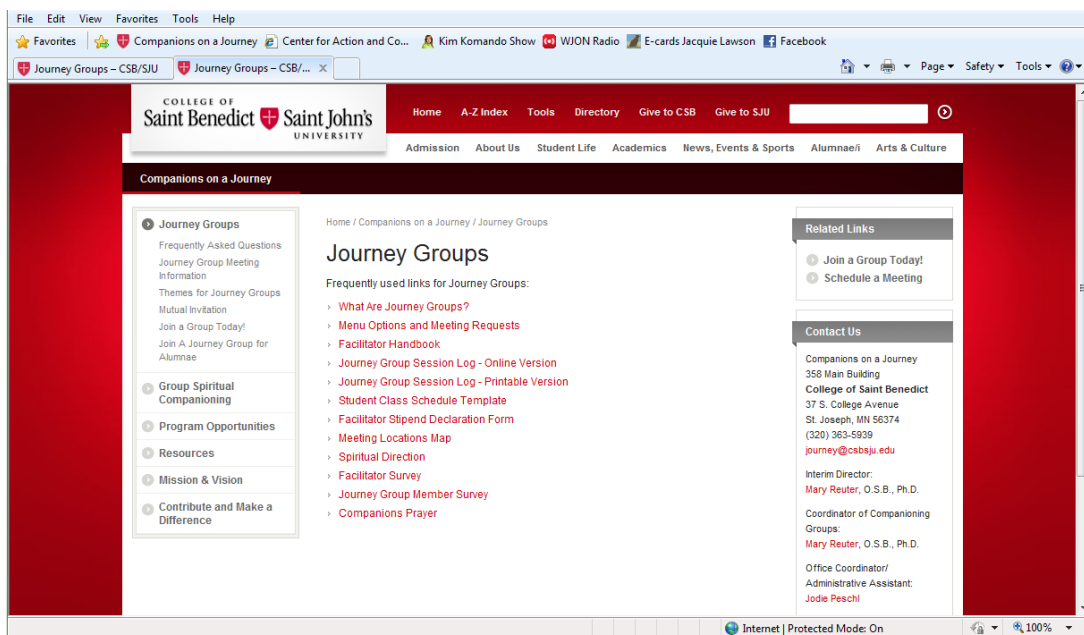
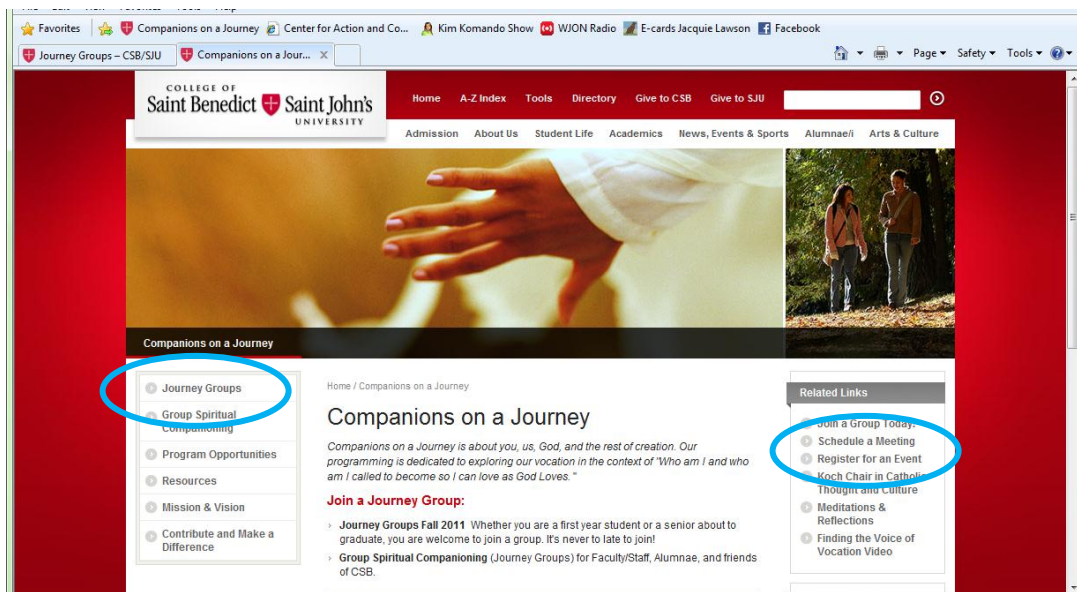
This timeframe may seem challenging. However, it is necessary to establish this protocol for many reasons. The most important reason is to guarantee you space. Equally important is that proper

planning allows ample time to prepare and effectively reflect on the session topic.

How to submit a Meeting Request

Meeting requests are submitted online through the Companions on a Journey website. (www.csbsju.edu/Journey.htm) The request form is labeled “Schedule A Meeting” and is available in two locations: on the right-hand side in the Related Links menu and under the Journey Groups menu on the left.

The Journey Groups page includes many items related to journey groups including menu options, photos of meeting spaces, and other journey group information. Please take a few minutes to familiarize yourself with the information we have posted.



Screen view of the Journey Groups webpage. This page contains links to the most commonly used forms and information related to journey groups.

Change/Cancelations Requests

Any changes to your reservation, including cancelations need to be made a minimum of 48 hours from the date of your journey group meeting.

If you need to cancel or make any changes to your order please submit a new meeting request (using the same form as scheduling a new meeting). When the form opens click on "Change an Existing Meeting" and follow the remaining prompts/questions.

Cancelations/No Shows Policy

Companions on a Journey is charged full price for orders cancelled less than 1 day before the event. Additionally, Companions is charged full price for any order not picked up. Therefore please honor Companions' cancelation/change meeting protocol as much as possible.

Refreshments (purpose)

To begin our time together it has been a tradition to "break bread together as Jesus did". It symbolizes that your group is about to break open your lives together and holding your experiences that you're talking about as sacred. We will be able to provide for a light snack (\$6 per session for each group, or \$50 for the year). In addition to supplying a source of nourishment, they will enable the participants to connect after the month since their last session. Also, this type of coming together will help people unwind and gain focus on the process at hand before sharing, listening and responding during the formal part of the session. These purposes for gathering around refreshments can help orient the members to the sacredness of what they will share about their lives and what they will receive through their listening and responding group members.

Where to Order:

Refreshments may be ordered from Good To Go or purchased from CashWise. When ordering from Good To Go you will need to provide:

- Your journey group #,
- First and last name of person picking up the order,
- Date and time needed.
- **Good To Go-** Orders are placed automatically through the Companions Meeting Request Form. Pre-selected items have been made available for journey groups. The item list is available on the Companions website.
 - Orders for Good To Go *require a 9 day notice prior to your meeting date*. If you are submitting your meeting request less than 9 days we may not be able to submit your order to Good To Go and/or Good To Go may not have your order ready in time to meet your meeting date.
 - You will need to know what you wish to order before continuing the meeting request form.
 - Your order will be placed automatically online when you click the submit button at the end of the form.
 - If you need to check the status of your order please call the Companions office Monday thru Friday 8:30 am to 3:00 pm. 320-363-5939
 - We encourage you to bring your own beverage. St Ben's has endorsed a no bottled water policy. Please refrain from purchasing bottled water. We have pitchers and cups available in supply boxes located in the TRC and 3rd Floor Custodial Closets as well as in the Break Room in Upper Mary Commons where Campus Ministry Department is now located.
 - **Each group has a snack allowance of one item not to exceed \$1 per person per meeting.**

- **Good2Go Menu Options (you can order one of these items per person to stay within budget guidelines for snacks for Journey Group)**

Banana Bread - slice	Bagel with Cream Cheese
Pumpkin Bread-slice	Granola Bar -Oats and Honey -Peanut Butter
Candy Bar	Whole Fruit -Apple -Orange -Banana
Cookie -Chocolate Chip -M&M	Assorted Chips
Muffin -Chocolate -Blueberry -Lemon Poppy Seed	Gluten Free Options -GF Cinnamon Bread (new brand, less dense) -GF Cinnamon Raisin Bread (new brand, less dense) -Skittles or Starbursts -Lucy's GF Cookies (Sugar or Chocolate Chip) -GF English Bagel (with cream cheese or jelly) -GF Blueberry Muffin -Cheese Stick -Apple -Orange -Banana

- **Prepare Your Own Refreshments (CashWise):** You may meet in your home or a student's campus apartment/dorm, the CSB Campus Ministry meeting rooms and prepare your own refreshments. At the beginning of the year your group will receive two envelopes marked with your group number, facilitators name and either Fall or Spring Semester. We ask that you put your receipts in the appropriate envelope for purchases of food other than Good 2 Go. At the end of the semester please turn in your group's envelope with your receipts and we will have a check made out to reimburse you for your purchase. This will be the same process for both Fall and Spring Semester. Please keep in mind that refreshments need to prepare for and enhance the overall journey group companionship experience. Note: The refreshments *are not* intended to be the focus of the session.
- Encourage your members to Bring Your Own Beverage (BYOB). For those who forget or do not wish to BYOB, please make use of the pitchers and cups for water we have made available in the supplies

Paying for the refreshments

All refreshment orders for journey groups need to be charged to Companions on a Journey following CSB's Business Office/Accounting policies. The processes for paying we have established for the refreshments honors CSB's policies.

- Good To Go Orders are charged to COJ account automatically. You will not need to have a receipt or turn anything in. Please note that orders not cancelled within 48 hours of your

scheduled meeting will be charged to COJ account even if you do not meet or pick up your order.

- CashWise or other food supplier: When you make your purchase, please remember to obtain a receipt and submit it to the Companions office in the assigned envelope at the end of each semester. You will receive a reimbursement check for your purchases as it is processed through the CSB Business Office.

Meeting Spaces - Map

A campus map highlighting the meeting spaces available for journey group meetings is available on our website. Photos and descriptions of the spaces are also included.

- The website address is www.csbsju.edu/journey.
- Then click the link “Journey Groups” on the left-hand menu.
- Scroll down and click on Meeting Locations.
- A map of the campus with the buildings highlighted will open in a printable PDF format.

Candles:

Please refrain from using candles or open flame in any of the buildings on campus. This is the fire code policy of CSB and the local Fire Marshall. Companions has a supply of Flameless Candles available in our office for you to use for your sessions with your journey group.

Meeting Supplies

Three locations at CSB containing basic supplies have been set up to accommodate your meetings: pitcher, cups, silverware, napkins, plates, etc.

- Main Building - Custodial closet in the Teresa Reception Center (TRC). See the unmarked door outside the Fireside Lounge.
- Main Building - Custodial closet on Third Floor. See the unmarked door across from the elevator near the water/hydration fountain.
- Mary Commons Break Room. The supplies include dishes and silverware, a refrigerator, sink, dishwasher, condiments, coffee, tea, and a coffee maker. Please put your dirty dishes in the dishwasher; the dishwasher will be run the next day. Paper products are also available (cups, napkins) please use the supplies labeled “Companions.”
- There are hydration stations (water fountains) in most buildings and on most floors throughout campus.

Attendance

Facilitators:

Both facilitators are expected to attend sessions. If you need to miss a meeting, please communicate with your co-facilitator and group members about your need for absence.

If needed, help make arrangements for tasks that you may be responsible for such as picking up the refreshments, setting up the meeting space, etc.

Participants/Students:

Participation by all members is an important part of the group experience and process. Their contributions, even though they may seem minimal to some students, help an enriching experience to happen. Please encourage punctuality and consistent participation for which they come prepared. When a student is absent, please contact her to learn why she missed the session. If the absences continue to a second time, please contact the director of Companions to consider the next steps to take.

Preparation for a Session of a Journey Group

At the beginning of the year:

- Review the process of the session during your first meeting. Devote time for an overview of all session topics, how they may fit into the participants' vocational journey, and the year that lies ahead for them. If your group is comprised of first-time participants, in First Year Guide see pp. 6-7 of this handbook for a guide to your first session.
- Review the "Guidelines for Communication Respectful Responding" (p. 5) and ask for a commitment to accept them as a guide. (See p. 6 in the reflection guide.)
- Adding an exercise in silence may also be helpful. Silence for some is awkward and challenging. Taking time to explore the dynamics of silence/quiet will aid the students in their acceptance of and understanding for the importance for silence.

For each session:

- Encourage students to prepare their reflections before the session. Their experience in reflection will encourage them to move deeper into their questions, some of which they may want to share with the group. Their time in reflection will also help their exploration process and lead to deeper, more authentic sharing during the session.

The preparation should include reflecting on the theme, the quotes, and the questions. The participants need to select 1 or 2 questions or quotations to focus on for reflection, journaling, and sharing during the session. They do not need to share on all questions for the session.

- At the end of your meeting include time to reflect on the process of the session and what the participants will take with them. Also, help the students look ahead to the upcoming session.
- To help the preparation for the next session it is helpful to send out a meeting reminder close to the meeting date that includes the date, time place, and topic/theme and reflection guide pages needed for the next session. You may find it beneficial to also offer a few words of introduction to the session topic. This extra step can help the members better understand the theme and its purpose as it relates to vocation. It can also remind them to do the needed reflection. Also include tasks assigned such as who will pick up the refreshments, lead the prayer, etc.

Reflection Guide and Session Process

The journey group process is carefully developed to allow for a faith-based and fruitful exploration of vocation during the sessions and preparations. Understanding vocation begins with understanding self. While the reflection guide does not explicitly discuss the term, vocation, the guides take you, your co-facilitator, and your students on a journey that begins with identifying and exploring your/their own inner workings and gradually lead you and them into deeper meanings including the understanding that vocation as an on-going process and an ever-developing relationship with God. The reflection guide is intended to serve as a tool to help all your group's members shape your response to God's invitation and encourage you to ask those questions that are often overlooked or those you may think are too complex to ask. Gradually, you and your group will explore and come to know, with at least a little more clarity, your primary vocation: to become aware of who you are and who God is calling you to become so you can love as God loves. You and they will also develop an understanding of the many ways love can be developed and expressed.

To *fully experience* the impact and benefits of the process, it is important that you guide the group in a way that is **faithful to the process of a journey group session as outlined in the Companioning reflection guide (see page 21)**. Journey groups provide a faith-based exploration of vocation, an exploration whose context is broad enough to include all the students who are seeking meaning in their lives. Groups need to respect the diversity of its members. Our students come from different faith traditions such as Catholic, Lutheran, Buddhist; some are questioning so they do not feel they can claim any particular religion. All members need to find “home” within the journey group. Therefore, consider ways to engage in prayer and conversation inclusive of all faiths. Note: it is crucial that the prayer context of each session is created. Furthermore, it is important that some “God questions” are asked as appropriate.

In-Service Events

In-service events are being explored for the upcoming year. These would be designed to help support you and the mentoring of your group. You are encouraged to participate in these opportunities when they are available.

These sessions would be devoted to group conversations about the challenges facilitators face with the groups, challenges such as scheduling, preparation, participation, member’s inability to engage or connect with other members. It is our hope that through these conversations you are able to empower and support each other by creatively finding ways to serve your group and alleviate/minimize the challenges you face.

You will be informed well in advance when in-service session is planned. Your input as to the content and topic of in-service sessions would be appreciated. These opportunities are structured to help support you with the overall process of companioning and vocational exploring and strengthening your vocation as you carry forward your service to those in your group.

Facilitator Orientation

Facilitator orientation (formerly called “training”) is provided to new facilitators to explore the theology and spirituality of the companioning process. The orientation also helps facilitators learn or strengthen the skills of sharing, listening, and responding required for group participation. The orientations are open to those who are interested in learning more about journey groups or who want to experience the process before committing to becoming a facilitator. Current facilitators are encouraged to participate in the orientations to review and refresh their understanding of and skills for the companioning process.

The orientation workshops are scheduled 2 to 3 times a year and are usually held at the Spirituality Center at Saint Benedict’s Monastery. The orientation session begins at 8:30 am with refreshments and concludes about 4:00 pm. Lunch is provided. Costs for facilitators of journey groups are covered by Companions on a Journey.

Group Dynamics – Questions and Explanations

This section speaks to some questions and issues that have arisen with facilitators. The explanations might be helpful. Answers to some of these questions are found in the Orientation Section of your journey group reflection guide, pp. 24-25. We have included some explanations here. The pages where the related topic can be found in the reflection guide is included with each answer/explanation.

Q1: How can I share authentically while respecting the boundaries of being a facilitator and recognizing that I am in a different place in life than the students are?

E1: Students desire to hear how we process our life challenges, how our struggles can sometimes affect our spirituality, or cause us to question our faith and values. However, this issue calls for prudence to sense what is appropriate for the facilitator to share. For example, if a facilitator is in the middle of a difficult separation or divorce, it would be better to talk with peers/family/ friends/spiritual director/counselor than with members of the journey group. You are invited to share authentically on what you choose to focus on for each session, while keeping in mind a prudent choice of topic and what you will share about it.

Q2: Is the action at the end of the session mandatory?

E2: The stated action or some other form of action is recommended as an aid to extend the journey group experience out into the month ahead. If your group is frequently challenged with time during the month to complete the action, consider an alternative such as the following:

- Ask the participants a question to respond to before leaving: “What might you carry into your life as you leave this session?”
- Use the action as part of the conversation during the refreshments during their next session. Also, sharing the action during the refreshments rather than general conversation may help center the members more readily, putting them into the process mode.
- Consider a group action, such as doing a service project or visiting the sisters at Saint Scholastica Convent, St. Cloud. Students can come up with ideas.
- You are welcome to contact the Companions office for possible service options.

Q3: What is an effective way to review at the end of the session?

E3: You will find an outline of the session along with some suggestions for the reflection review at the end of the session in the reflection guide, p. 22. You are free to follow what is included in the guide or prepare your own closing reflection ritual.

Q4: When is it appropriate to interrupt if a participant seems to dominate the sharing or responding process? How assertive should I be such at monitoring the time for sharing by an individual and/or in calling a participant to better preparation for the session? How do I interrupt when I see a need to do so?

E4: While the facilitator is a member of the journey group, she carries added responsibilities such as guiding the process and monitoring the time and quality of the sharing and responding. Page 25 in the reflection guide gives some suggestions for centering and focusing the process, including how to effectively interrupt the sharer. Be observant of your group’s personality. With time you will get to know the members of your group and their habits or tendencies. Use your skills, experience, and instincts as the facilitator to encourage all participants to respond and to respect time for each member to share and receive responses.

If a participant routinely speaks long and without focus, it could be an indication she is not preparing adequately for the session. Therefore, it would be appropriate for you to talk with her about her preparation and/or sharing to make it focused and shorter.

Be cautious of conversations after the refreshment time. You may need to call the members back to the process if they move into a conversation mode—which is more appropriate for their talking during the refreshments than during the sharing and responding time.

The length of your sessions needs to be considerate of your and the members' schedule. However, some flexibility needs to be exercised with keeping the meeting on task depending on the sensitivity of what is being shared. Again, refer to pages 24 and 25 in the journey group reflection guide.

Q5: What is appropriate for a journey group session when sensitive issues such as when students return from Study Abroad or an experience of trauma need attention?

E5: When students return to their journey group after a clinical experience, studying abroad, student teaching, or internship they often need to talk about their experience with people who listen and respond with care. Some of these programs provide for debriefing and integration; others do not give this process much emphasis. The first session of the journey group after the students return needs to provide for those coming back to share and be heard. This might mean that the session is modified to allow this process to occur. For example, a returning student may opt to share about her experience abroad even though it is not a topic for the session's focus. When several are returning from these external experiences, it might serve the students well to devote the entire session to their sharing with others listening and responding. However, the next session needs to return to the appropriate one in the reflection guide. At times the conversation during the refreshments can give an opportunity for sharing and interaction about the student's experience. However, the student might need the type of listening and responding that characterize the formal part of the session. The education abroad experience of students is crucial and needs a hearing and integration so its richness can be tapped as fully as possible.

Journey groups have provided a safe and sacred place for students to feel comfortable sharing personal experiences. Students sometimes need to process a difficult or sensitive issue. Accommodating their need to share is another aspect of living our vocational journey. Try to incorporate the student's need to fit within the context of the session, if possible. An exception may be made for the student if her experience does not fit the session's topic. However, we encourage following the process and session topic for the other students.

If the issue a student is wrestling with is of concern, be mindful to consider that it may fall within the guidelines of mandatory reporting. Appropriate action will need to be exercised. Please refer to the section on Mandatory Reporting on page 15-16 of this handbook.

Q6: My group has 5 students and 2 facilitators. How can we allow time for all to share?

E6: Usually a group that has 7 members total is too large to allow both facilitators to share. In such situations, one suggestion would be to alternate sharing. Not only are you allowing the process to flow with the time allowed for journey groups but you are also demonstrating another aspect of the 'team work' involved with the group companioning process.

It is important that the students hear from both facilitators; it has worked out well when the facilitators have alternated. Also, the students need to be given priority and quality time for sharing.

Q7: Sometimes the questions seem too simple or too complex to understand.

E7: Keep in mind that we all come from different perspectives. Sometimes the simplest of questions evokes the greatest exploration and discovery. Students and facilitators are different in their personalities, faith traditions, and spiritual readiness. This is a benefit of the group process and encourages varying perspectives, questions, and approaches. Authentic dialogue, regardless how

simple or complex the conversation or questions, allows for the growth process to take place. This quality of dialogue is most likely to occur when we are open and receptive to different views, customs, cultures, etc.

In the complex reflection themes, do your best to guide the members. You are demonstrating comfort with ambiguity with the challenging situations life sometimes gives us, questions we cannot understand but need to sit with a while in order to move forward or walk through them. You are teaching them how to ask questions so they can understand better the path they need to walk.

The guides give a variety of questions and quotations. Hopefully, there are some that meet each student's understanding and needs. If you notice some improvements that can be made on any of the guides, please inform the Director of Companions.

Q8: By March or April it becomes clear that we will not be able to focus on all the sessions for the year. What would be best to do?

E8: One step would be to ask the group members to review the sessions remaining and ask them which one/ones they want to use as their focus. It is better to have good-quality sessions rather than cover material/sessions just to get them in.

If you have more questions, please contact the Coordinator of Companions. It is important for you to ask questions to understand better the process and have adequate information in order to effectively facilitate your group.

Mandatory Reporting

Mandatory Reporting

Sometimes in our role as facilitators and in the companioning process we encounter situations that arouse concern for the safety of the participant. In the following paragraphs are the state and institutional guidelines for mandatory reporting and how best to approach or address such situations when they occur.

What must I report?

- Any act that may or could bring physical or emotional or mental harm to self or others.
- When a mandated reporter knows or has reason to believe that someone is being neglected or physically or sexually abused by a person responsible for that person's care.
- A person responsible for a child's care includes family members, teachers, day care providers, and coaches, and can include anyone lawfully entrusted with a person's care.

Note: neglect includes prenatal exposure to a controlled substance used for non-medical purposes.

Who must report?

A professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, correctional supervision, probation and correctional services, or law enforcement;

A member of the clergy who received the information while engaged in ministerial duties, provided that a member of the clergy is not required to report information that is otherwise privileged (from, for example, a confession);

A member of a religious ministry such as a priest, rabbi, clergy member, ordained or licensed minister, leader of any church or religious body, accredited Christian Science practitioner, person performing official duties on behalf of a church or religious body that are recognized as the duties of a priest, rabbi, clergy, ordained or licensed minister, leader of any church or religious body, or accredited Christian Science practitioner, or person employed by a church or religious body to supervise, educate, coach, train or counsel a child on a regular basis;

A person who knows or has reason to believe a child or vulnerable person is being neglected or physically or sexually abused.

To whom do I report?

Sister Sharon Nohner OSB
Director of CSB Campus
Ministry and
Coordinator of
Companions on a Journey
320-363-5285
snohner@csbsju.edu

Jody Terhaar
Dean of Students
320-363-5601
jterhaar@csbsju.edu

Campus Security
320-363-5000
csbsecurity@csbsju.edu
Darren Swanson
Director of Security
(320) 363-5810
dswanson@csbsju.edu

When do I report?

Imminent risk of harm to self or others must be reported immediately to campus security. All other levels of concern must be reported within 24 hours to the Director of Companions on a Journey or to the Dean of Students.

How do I report?

An oral report (by telephone or in person) must be submitted for imminent risk. All other levels may be submitted orally or by email.

What do I include in report?

The report should contain information that:

- (1) identifies the child or vulnerable person;
- (2) identifies any person believed to be responsible for the abuse or neglect;
- (3) states the nature and extent of the abuse or neglect; and
- (4) states the name and address of the reporter.

What protection do I have as a mandated reporter?

You are immune from liability for any report made in good faith. Your employer or the organization to which you represent (i.e. recognized volunteer) cannot retaliate against you for making a good faith report. Your identity is protected unless you consent, or a court orders its release upon a showing by the subject of the report that you made the report in bad faith.

More information about the limits of confidentiality and mandatory reporting as defined by state and federal law is available at Minnesota Department of Human Services, St Paul, Minnesota.

Minnesota Statute(s) MN ST § 626.556, amended by Chapters 79, 86, 142, 173 (2009).
MN ST § 214.01 (2009).

Stipends

There are some facilitators whose employment status with CSB is exempt from volunteering their time facilitating a journey group. Please see Exceptions below. We alert you that time volunteered will not be recorded as a donation and gift receipts for tax purposes will not be provided by the institution.

Exceptions:

IRS regulations require all hourly, non-exempt employees of CSB or SJU to be compensated for all hours worked regardless of the nature of the function/task or the department for whom the work was completed. In order for Companions to determine which of our facilitators are hourly employees we will be issuing an employment status form. All facilitators need to complete this form.

Therefore, all hourly CSB and SJU employees need to claim your time facilitating a journey group on your regular weekly time sheet. The amount for your journey group meetings will be

calculated and paid based on the Minnesota and Federal labor regulations for overtime. The appropriate payroll taxes will be deducted from the amount paid. The payment will appear as part of your regular wage or may appear as overtime depending on the number of hours worked. We will provide you with the account number to report on your timesheet for the hours spent with your journey group. Please contact our office to obtain the account number

Note: Hourly employees are not permitted to donate or volunteer their time because of Federal Labor Laws and IRS regulations

Contact Information

Companions On A Journey Office

CSB Campus Ministry
Mary Commons 255
College of Saint Benedict
37 South College Avenue
St Joseph, MN 56374
Email: journey@csbsju.edu
Ph: 320-363-5939
www.csbsju.edu/journey

Coordinator

Sister Sharon Nohner OSB
320-363-5285
snohner@csbsju.edu

Role: Oversee Companions on a Journey and its activities. Coordinate the formation of journey groups, recruit and orient facilitators, address and help resolve challenges that may impede a group's process and progress.

CSB Campus Minister for Companions on a Journey

Jennifer Line
320-363-5939
journey@csbsju.edu

CSB Campus Minister for Companions on a Journey

Alyssa Terry
320-363-5939
journey@csbsju.edu

CSB Campus Minister for Companions on a Journey

Christa Troup
320-363-5939
journey@csbsju.edu

Roles of the CSB Campus Ministers for Companions on a Journey is to assist facilitators with scheduling meetings, coordinate and negotiate meeting spaces and refreshments with providers, follow up with spacing and refreshment needs, process food invoices, provide materials for meetings (supplies, reflection guides, etc), respond to inquiries about journey groups, provide support to coordinator for programs (in-service workshops, journey events, evaluations and assessment, etc)

Campus Security

320-363-5000 (from a campus phone dial 5000)

Mary Commons

Session Logs

Session Logs are a means for Companions on a Journey to:

- gather data related to the sessions attended by each group.
- help facilitators to keep track of their group's meeting dates.
- obtain a glimpse of the dynamics taking place within groups.
- perform checks and balances for food invoices

Many facilitators have expressed concern about scheduling and the students' level of commitment. In order for us to gain clarity and assess the nature of their commitment we need to know who was in attendance and who was not. This will enable us to support you, the facilitators, and develop outreach services to the student(s) who frequently miss a session. This information will also help Companions develop additional programs and activities that will enhance the journey group experience.

Information to record on session log

- Session #
- Session Topic
- Date of Session
- Location/Meeting Room
- Refreshments ordered from
- First and last name of students in attendance.
- First and last name of students not in attendance
- First and last name of facilitators in attendance
- Observations of overall outcome of the session (i.e., concerns about the session, ideas that could enhance the topic or session, were the students engaged, difficult topic, used a different topic or format, used a particular prayer that was helpful, etc).

Due Dates for Session Logs

Session logs are due to Companions on a Journey as soon as possible after each session.

How to Submit Your Session Log:

Session logs are available in two formats: online and in a printable write-in form.

To submit the session log online:

- Navigate your internet browser to www.csbsju.edu/journey
- Click on Journey Group Attendance Log from the right-hand menu.
- The session log form will open
- Type in your responses.
- Click Submit when completed.

To submit the session log in print

- Navigate your internet browser to www.csbsju.edu/journey
- Click on Journey Groups from the left-hand menu.
- Scroll down to Journey Group Session Log-Printable Version.
- The form will open in a PDF format. Print the form.
- Write in your responses to all questions.
- Mail or deliver the session log to:
Companions on a Journey
College of Saint Benedict
37 S College Ave,
CSB Campus Ministry Murray Hall Suite 150
St Joseph, MN 56374
Or Email: journey@csbsju.edu

Or

Included in this section you will find 3 hard copy Session Log forms that you can fill in and submit.

Journey Group Attendance Log

1. Commitment and Participation: We need to know the names of the students who attend each session. Do not enter the number in attendance. Many facilitators have expressed concern about scheduling and the students' level of commitment. In order for us to gain clarity and assess the nature of their commitment we need to know who was in attendance and who was not. This will enable us to support the facilitators and develop outreach services to the student(s) who regularly miss a session.
2. Stipend Timesheet: The logs serve as a form of timesheet for payment of the stipend for facilitating. The session log is similar in nature to a timesheet. Just as each employee is required to maintain a separate timesheet, so do our facilitators. The IRS requires separate time keeping for each person. Therefore we need a separate log for each facilitator for each group the facilitator serves.
3. Statistical Reporting: We need to report participation statistics and other forms of assessment to our grant underwriter, the Lilly Endowment Inc. The session logs help us keep track of some of the data we need to report.
4. Checks and Balances for Food Invoices: The session logs help us with checks and balances for payment of the meals. We are finding some groups changing their food order preferences after the online meeting request is completed and do not report the change. We also are finding that receipts are not being turned in to our office when we balance our monthly statements from the various restaurants. We need the original receipt or some form of validation in order to pay the invoices. The session logs help us validate what has been charged and where. Note: Good To Go does not give receipts.

First Name _____

Last Name _____

Email Address _____

Phone Number (please include area code) _____

Journey Group Number _____

Meeting Date _____

Meeting Location _____

Food Ordered From _____

Name of Facilitators in Attendance _____

Name(s) of Students in Attendance. (Please list first and last name)

_____	_____
_____	_____
_____	_____

Name(s) of Students not in Attendance (Please list first and last name)

If a student was absent, did the student contact you ahead of time? _____

Overall outcome of your session (i.e., concerns about this session, ideas that could enhance the session or topic: students engaged, difficult topic, used a different topic or format, used a particular prayer that was helpful, etc.)

Would you like to review any ideas or concerns about this session with our staff?
