



# FAMILY AND FRIENDS PEER LEADER TOOLKIT

- Meeting Outline
- Support Group Agreement
- Guidelines for Leading a Group
- Code of Ethics
- Serenity Prayer
- Record of Attendance
- Meeting Roster
- Contact List
- Meeting Outline Template
- Helplines
- SHARC Peer Support Network



## SUGGESTED MEETING OUTLINE

- Acknowledgement of land – “We acknowledge the Wiradjuri people as the original inhabitants and custodians of the land on which we now meet”.
- Open with prayer – “We declare that we have done what we can do and now surrender our frustrations, our pain, and our needs to God and ask Him for peace, healing, and provision according to His divine will. Amen”
- Guidelines to be read out at the start of the meeting. Share this responsibility amongst the group members.
- Each member to introduce themselves and share their name, who in their family brought them to the meeting and what benefits they’ve received so far. This process should take 1 minute each.
- Display pamphlets, library books and notices
- Introduce the topic for the night. Make welcome the guest speaker, or discuss the DVD or topic being presented.
- Members may discuss between themselves their thoughts and ideas regarding the presentation when completed.
- Supper Break for 10 mins
- Second half of the meeting is for group members to share their own experiences keeping the focus on themselves. Time to be divided equally between members.
- Members are not to be interrupted during their own sharing time. It is a therapeutic process that allows for insight and reflection. If members require feedback they can ask 1 or 2 members to share their own experiences at the end of their sharing time. We do not give advice.
- Finish the group by going around the room and asking members to share one thing they benefited from during the meeting. You can also ask them one thing they feel grateful for. This finishes the group on a positive note.
- Give details of date for next meeting.
- Meeting is now closed with “Serenity prayer”.

## SUPPORT GROUP AGREEMENT

Agency: Family and Friends Support

Group: Tumut Adult FAFS

We agree at this Support Group meeting to respect each other and not talk when others are speaking. We will be aware of how long we share and leave time for everyone to contribute. We will focus on ourselves and use this time to educate and support ourselves and each other regarding our relationships with our friends and family with addiction issues.

We discuss our successes and difficulties. We use what is valuable from other's experiences. What you hear in the group may not necessarily be your own experience, however the underlying feeling may be the same. If you feel something has come up for you during our sharing time please call SHARC Helpline on 1300660068, or make an appointment for counselling. Our sharing time is valuable but limited due to numbers. Who we see here and what we share here will remain within these walls. Respecting the anonymity of each other and our substance using family and friends is of prime importance.

- The only requirement for membership is that you are affected by another's addiction behaviours.
- Each member has the right to say what they wish without criticism or judgment, with respect to others in the room and not to be interrupted. If a member would like some feedback they will ask for it.
- Members are asked to speak about themselves, their feelings, thoughts, fears and anxieties. This time is for you. Your addicted relative or friend has special places where they can tell their own stories.
- Every member has their rights to their own faith perspective and is free to express their experiences and feelings in light of this.
- Each member of the group is equally valued, regardless of race, gender, sexuality, faith, societal position, or other common defining factors.



## GUIDELINES FOR LEADING THE GROUP

- The support Group will need to be run as per the procedures you are provided with by FAFS.
- If you have any problems please contact FAFS at [fafstumut@gmail.com](mailto:fafstumut@gmail.com).
- Please follow the meeting outline contained in this folder.
- The Support Group Agreement MUST be read at the start of each meeting. This is very important as we need to be able to refer back to it if guidelines are not adhered to by Group members.
- Please allocate roles to Group members to help with the running of the Group.
- Before you lead a meeting please read through and refresh yourself on Managing Group and Speaker Issues.
- What you hear in the Group is to remain within the Group and not be shared outside. This protects Group members' privacy.
- Make sure the Attendance Record Sheet is filled in and handed back to the staff liaison after each meeting.
- Any queries please contact agency staff. If you need further support, contact FAFS at [fafstumut@gmail.com](mailto:fafstumut@gmail.com).

## FAFS GROUP MEMBERS' CODE OF ETHICS

The Code of Ethics outlines patterns of behaviour and expectations for volunteer Group members. As Family And Friends Support, we will place the welfare of other Group members above all other concerns.

1. To this end we will offer respect, understanding and support to all in this Group regardless of age, race, religion or lack of religion, sexual orientation or health status.
2. Support Group members will be respected in every way – physically, emotionally and psychologically.
3. We will strive to support other Group members without counselling them or advising them. We can share our experiences with other Group members without trying to change them.
4. We will not engage in any activity that could be construed as exploitation of support Group members for personal gain, be it sexual, financial or social.
5. We will not attempt to use our authority over a Group member attending the Group in a coercive manner to meet our ends. We will not promote dependence, but help people to empower themselves.
6. We will not name or give information about anyone we come into contact with through the support Group. We will maintain Group member's right to privacy and confidentiality. What is heard in the Group meeting is not shared outside of the Group meeting.
7. As a Group we will expect members to attend unaffected by mood altering drugs including alcohol.



## SERENITY PRAYER

God, grant me the serenity  
to accept the things I cannot change,  
the courage to change the things I can,  
and the wisdom to know the difference.  
Living one day at a time,  
enjoying one moment at a time;  
accepting hardship as a pathway to peace;  
taking this broken world as it is,  
not as I would have it;  
so that I may know Your peace and restoration in my life.  
Amen



# ATTENDANCE RECORD SHEET

DATE: \_\_\_\_\_

PEER LEADER/S: \_\_\_\_\_  
\_\_\_\_\_

TOPIC: \_\_\_\_\_

ATTENDANCE:

FIRST NAME	LAST NAME



# MEETING ROSTER

DATE	TOPIC	PEER LEADER 1	PEER LEADER 2	PEER LEADER 3





# CONTACT LIST

NAME	PHONE	EMAIL	ADDRESS



## MEETING OUTLINE TEMPLATE

TIME	ACTIVITY
	Peer Leaders check in with each other and staff, make sure room set up, any signs out, blank record of attendance sheet and pen are available.
	Peer Leader opens the meeting.....  Welcome to the FAFS Adult Peer Support group. I will pass around the attendance record sheet, by signing this you are agreeing to the Support Group Agreement. Can I ask (select group member) to read our Support Group Agreement?
	The topic for tonight is TOPIC. (Present any information, speakers or resources).
	The group is now open for sharing. Sharing time will be XX MINUTES per person.
	It's now time to for each member to share something they can take from the meeting tonight.
	It's now the end of the meeting, please come and speak to me or other Peer Leaders if you need to. You can also call the Family Drug Helpline on 1300 660 068 for further support.

## HELPLINES

Group members may need to access services in the event of crisis or for extra support between meetings. The following resources should be made available to group members.

Please refer to the FAFS information page at <https://www.tumutcc.org/fafs>

Family Drug Help	1300 660 068	24 hour telephone counselling service for families and friends of people with problematic drug and / or alcohol use.
Lifeline	13 11 14	24 hour crisis helpline
DirectLine	1800 888 236	24 hour drug and alcohol phone counselling and referral service
SuicideLine	1300 651 251	24 hour telephone counselling service offering professional support to people at risk of suicide, those concerned about someone else at risk or those bereaved through suicide.
YODAA	1800 458 685	24 hour telephone counselling service specific to youth drug and alcohol issues.



## SHARC PEER SUPPORT NETWORK

You can access your Manuals, Toolkits and further Resources on the SHARC website at [www.sharc.org.au](http://www.sharc.org.au).

Your experience is valuable and we invite your suggestions and feedback on what does or doesn't work for your Group. Remember you are adding to a resource that will impact on peer support Groups all around Victoria.

SHARC will continue to add to the resource and keep you and your Group informed on new resources, training opportunities and literature that may be helpful.

## ONE-ON-ONE CONSULTATION

You are invited to make a time to speak with SHARC Project Workers about issues you are experiencing as a Peer Leader or if you need further assistance in accessing resources. Simply phone 9573 1700 or email us at [peersupport@sharc.org.au](mailto:peersupport@sharc.org.au).

We're in this together.

## COPYRIGHT AND MATERIAL RE-USE

The document has been originally authored by SHARC as the SHARC "Family Peer Leader Toolkit" for use by their peer support groups. FAFS thanks SHARC for allowing us to use their material and modify it and reproduce it for our own circumstances.

Under no circumstances is this material to be reproduced or modified without written consent of FAFS, who will in turn pass on such requests to SHARC.

