PCANC's Community Café Planning Guide

Included in the guide are some helpful suggestions to conduct a successful Community Café in your community. In addition to using the Alliance Café Guide and watching the PCANC Community Café Webinar, this guide can be used as a checklist for the logistical side of the planning and facilitation of a café. Included in this document are tips related to the prep phase, items needed, best practices, agenda samples, and potential questions to ask your attendees.

Prep Phase

Before the planning of your café begins, the first question you should seek to answer is: what is the purpose of the café? Most cafés are held to spark leadership to develop the relationships necessary to strengthen families or as a tool for collecting community feedback and facilitating change.

The next question to ask is, what do you want the outcome of your café to be? Most communities that PCANC works with that conduct Community Cafés are in the process of creating some sort of Child Abuse Prevention Task Force or Community Prevention Action Plan (CPAP). With these initiatives the intended outcome is a call to action.

The last, but most important question to answer after you have figured out the first two listed above is who do you want to attend your Community Café? Having parent representation is key to following best practices for a Community Café as it creates an opportunity to be inclusive of parents thoughts, and for social connections, which we all know is a vital protective factor.

Other things hosting organizations should figure out

- Location for the café
- Invitations
- How you are going to manage RSVPs
- Order food (it is suggested to pay no more than $10 per person)
  - If using caterer, ask if they provide napkins, plates, utensils, etc.
- Determine the questions for the café
- Prepare agenda for café

Items Needed:

- Tablecloths (plastic, find out if you need round or rectangle)
- Easel paper for tables
- Table decoration (i.e. fake flowers in vases, votives, etc.)
- Flip chart paper for harvest
- Markers
- Incentives (usually books)
- Other thank you items (i.e. pens, thank you cookies, thank you bags of tea, etc.)
- Napkins, plates, utensils, etc. as needed
- Handouts as appropriate (i.e. protective factors handout)
**Best Practices:**

- Arrive early enough to set up (at least one to one and a half hours before event)
- Have table hosts/facilitators assigned to each table and trained in advance on the flow of the café
- Make arrangements for left over food to go to a local organization such as a homeless shelter
- Have a sign in sheet available and collect sign in sheet at event or ask host to scan in and send to you after event so you have a headcount and list of attendees
Potential Questions for a Community Café:

Questions that identify community/family strengths and or resources:
1. What are the strengths in our community?
2. Fill in the blank: “I am proud to live in xxxxx County because: ____________”
3. Where or to whom do you turn to when you are faced with stressors? How did you learn to connect to this resource or person?
4. What are the resources and skills that aid you whenever your family’s basic needs are not being met?
5. Think about a challenging time in your family. What made you feel proud of your family in that situation?
6. How does your family bounce back from difficult times?
7. What in your family culture makes/made it easy to ask for help?

Questions that identify community/family barriers/Challenges
1. What are some, if any, challenges that make it difficult for you to help keep children safe in our community?
2. What are some challenges your family faces? (Or you have seen families facing)
3. What are some possible barriers that keep parents from asking for help?
4. What in your family culture makes/made it difficult to ask for help?
5. Questions that identify community/family goals, ideals, and/or potential solutions
6. What would make xxxxx County the safest and most stable community where children are nurtured and families thrive?
7. How can we empower our community to provide a safe place for families to live?
8. What would our community look like if there were no domestic violence, sexual assault, or child sexual abuse?
9. What would this community look like if all people were committed to partnering together? (agencies, organizations, churches, individuals, etc)
10. What are some ways we can educate our community on the harms of child abuse and neglect?
11. What does a happy and successful person look like at home and in their community?
12. What do you think your child needs to thrive?

Questions that identify how participants can contribute to the solution
1. What gifts can I offer the children in my community?
2. What is one small change you can make starting tomorrow to make our community safer for children?
3. What can I do to challenge, spark, inspire, model, or encourage a better way?
Potential Questions for a Community Café (con't):

Questions to learn more about the community or family context:
1. What does/did parental knowledge of child development and parenting skills look like in your own family, and if you are/were a parent, who supported your positive parenting?
2. What more do we need to learn to make this a better place for families in our community?
3. What does community mean to you?

Questions related to parenting:
1. What are some words and/or phrases you wish all children heard? (ie – “I love you.”)
2. What does the perfect parent to caregiver relationship look like?
3. How do you know your child loves you? How does your child know your love and feel your love?
4. How does your child know how you are feeling? What tells you what your child is feeling?
5. What do you consider basic needs? What impact do you think it has on your child when basic needs are not met?
6. What parts of parenting came naturally to you?
7. What parts of parenting have surprised you? What has challenged you to learn more?
8. Describe a time when your family or your child had a need that could not be met. How did that feel? How do you think it affected your child?
Sample Agenda

Resilience Screening and Community Café
St. Paul's Episcopal Church
Cary, NC
June 3, 4–6:30pm

AGENDA:
• 3:00 Arrive to set up
• 4:00 Caterer (Urbana Catering Concepts) arrives to set up
• 4:00 Welcome – George
• 4:05 Resilience movie begins
• 5:05 Move to café
• 5:05-5:20 People start getting their food and moving to their tables (they can pick where they want to sit)
• 5:30 Café begins
  • Welcome to the café & explanation of café process and purpose – George
  • First question is announced – George
• 5:40 Move on to 2nd café question – George to announce second question
• 5:50 Stop café discussions and transition to harvest (Melea and helpers) – 15 minutes
  • Raffle prizes: Jean to talk about the parenting books and parenting resources

(WE HAVE SOME EXTRA TIME BUILT IN HERE IN CASE WE NEED IT)

• 6:15 Report out on harvest (Melea and helpers)
• 6:20 George to close the evening
  • Follow up email will be sent to all attendees

COMMUNITY CAFÉ QUESTIONS:
Question #1: What really stood out for you from the film?
Question #2: We have considered starting a ministry at St. Paul’s to address adverse childhood experiences (ACES) in our community (St. Paul’s or the larger community). How could this ministry’s work be most effective?

VOLUNTEERS
Theresa          Sue
Monica           Kathy
Abel             Sharon
Anne             Eric

MENTAL HEALTH PROFESSIONAL
Ginna Bustle, SAFEChild
Virtual CC Agenda Template

*Start Zoom Link 15-30 minutes early to go over logistics

AGENDA:
5-10 min Welcome/Ice Break Breaker
X TIME: Move to Cafe

• Explanation of cafe process and purpose
• Question is announced and shown on screen
• Zoom Room “Hosts” chosen beforehand—to lead convo in each room and take notes via word doc.
• X amount of time per question
• Move out of Break-Out rooms into main room—PCANC Staff Harvest (Zoom Room Hosts send notes)
• PCANC Staff present Harvest on White Board
• Discussion/Questions/Wrap Up
• Discuss Call to action/next steps
• Follow up email will be sent to all attendees

COMMUNITY CAFÉ QUESTIONS:
Question #1:

Question #2:

Question #3:

HOST ORGANIZATION WILL PROVIDE:

PARTNER ORGANIZATION WILL PROVIDE: