



## Small Group Facilitators

*You have been called to a special ministry. None of us are qualified, but God has chosen you and will provide for everything you need.  
Thank you for saying 'yes'!*

### TIPS FOR GETTING STARTED

- You may want to find a host, or partner to help you as a small group leader.
- Be sure you have connected with your Parish contact about your group.
- Groups will be populated in different ways, for some groups, you may want to decide who you'd like to be in your small group it may be existing friends or acquaintances that you feel called to journey with in this way. For other groups, you may receive names from your parish contact.
- However you got your list of names, be sure to reach out to them individually and personally to let them know how excited you are to have them be a part of the group.
- Try to send a PERSONAL message to each member before any group messages are sent.
- Decide on a time and place for your group.
- Ideally, your group will have a meal or social time as a part of your small group time together, you will want to decide how this will look for your group and be sure to let the group know that food will be offered

- Ideally, you will be paired up with a host. The role of the host will be to organize all parts of hospitality, have the space set up well and be there to greet people and make everyone feel welcome and relaxed.
- If you have a host or partner, be sure you meet ahead of time with that person to: pray, go over the flow of the upcoming meeting, review the topics to be covered and to talk through how to best make everyone feel welcomed and comfortable.

## TIPS FOR THE 'DAY OF' THE GROUP MEETING

- Text the group a reminder.
- Check in with your host partner.
- Make sure the food is set
- Make sure you have the materials, video, small group questions, facilitators guide
- Be sure to pray for the group ahead of time.

## TIPS FOR EXECUTING THE SMALL GROUP

### GATHERING:

- Provide a sense of hospitality, welcome-ness and love: this allows people to begin to rest and be open to what the experience God has for them
- Let the social/ meal time be organic, building community.  
Be sure to welcome and introduce people who don't know each other.  
Gather for the meal: the meal sets the stage and has the ability to build relationships and allows walls to come down.
- Food also can be an incentive for people to say 'yes' to attending (we all need to and like to eat 😊 )
- Have someone lead grace.

- Eat and socialize: **keep the conversation light!**
- Be sure to end the Gather time on schedule and move to the group phase.

### **VIDEO AND DISCUSSION:**

- Always begin the group with a prayer. This can be a spontaneous prayer led by someone or a prayer that you hand out that everyone prays together.
- For the first group, be sure to go around and have everyone introduce themselves.
- Provide a short/ quick intro of the topic
- Watch the video on the topic.
- Begin the discussion (small group questions are provided for each session)

### **SENDING FORTH:**

- Close out the group with a prayer
- Thank everyone for coming and sharing
- ENCOURAGE everyone to keep it up!
- Save announcements for the end. / and Announce the next meeting date.
- Let anyone else who has announcements, offer those.
- Be sure to honor the designated 'end time'!

## TIPS FOR FACILITATING THE GROUP

- Always begin with a prayer
- Be sure to all sit in a circle or in a manner where everyone can see everyone else's face easily, chairs, perhaps a table.
- Sitting all on the same level is important!
- Watch the video.
- Use the facilitators guide for small group questions.
- You can lead in with a question.  
If not one answers, you answer first. Keep it short.  
Ask someone if they'd like to share next.  
Then 'move' the discussion around the circle. Or 'then help the conversation to keep moving.
- You want to facilitate discussion *between* group members NOT: you comment/ they comment/ you comment/ they comment.
- No one should be forced to share.  
You can encourage but give people time and space.
- You may want to encourage the group at the beginning, lightly... 'we know we all have different personalities and tendencies, maybe we can all be mindful... if we tend to talk a lot we can talk less.. and if we tend to talk little, we can try to talk more'' say it 'lightly' 😊
- If someone is dominating the discussion, try to interject by acknowledging a piece of what that person contributed then move the conversation on by asking someone else to share. If this doesn't work, you may have to speak with the after the group.
- Remember, as small group leaders, you aren't meant to be 'teachers' or theologians or have all the answers. You are there to help keep conversation and discussion moving. Its ok if there are questions that remain, at the end of the group. You can seek the answers from your pastor or a reputable source.