

SMALL GROUP FACILITATOR'S GUIDE

What is the role of a facilitator?

- ✓ A facilitator is a connector - someone who assists in engaging others in conversation
- ✓ A facilitator is an explorer – someone who recognizes appropriate opportunities to dig more deeply into a topic
- ✓ A facilitator is a guide - someone who sees “land mines” and navigates the team around them. However, when appropriate, delicately guides conversations where there are differing opinions.

The “nuts and bolts” of being a facilitator:

- Be positive, polite, and encouraging in all communication
- Considerations when scheduling gatherings:
 - Send an email invitation one week in advance, a 2-day reminder, night before reminder
 - Send discussion questions in advance
 - Ask members to let you know if they are unable to attend
- When beginning a group meeting:
 - Welcome everyone
 - If someone is new to the group, be certain they are introduced
 - Allow for a few minutes of unstructured catching-up
 - Always begin with a fun ice-breaking question such as asking people to share something positive or encouraging that has happened recently. (Good News Reports)
- As a facilitator:
 - Be aware of active and passive engagement with the goal of facilitating participation from everyone keeping in mind that your goal is not equal participation but making certain that everyone has an opportunity to engage.
 - Ask questions when appropriate to guide the discussion:
 - Does anyone want to add to what has been said?
 - Restate the essence of what someone said and then ask probing questions such as
 - Do you think that there is another perspective that should be considered?
 - Does anyone know what the Church teaches about this idea?
 - How does this perspective impact... our walk as Christians, our St. Nicholas community, our neighbors, etc.
 - That is an interesting perspective/ a good point can you clarify what you mean by...
 - Be aware of time – Begin highlighting conclusions reached or simply wrapping-up the topic of conversation to ensure an on-time ending.
- When ending a group gathering
 - Always thank everyone for attending & participating
 - Clarify when the next meeting will be held
- Please complete the Google doc [“Small Group Facilitator’s Feedback Form”](#) after each meeting.