**St Henry’s Small Group Ministry Facilitator Training ~ 2018**

# Packet A: Preparing for Your Small Group

# Small Group Facilitator Expectations

•Prayerful

— Be a prayerful, practicing Catholic in good standing within the Church.

— Pray regularly for your members.

* Faithful

— Be faithful to the official teachings of the Catholic Church.

— Use a Catholic Bible

~ Revised Standard Version – Catholic Edition (used in the Catechism), or ~ New American Bible (used in Liturgy).

* Prepared

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| --- | --- |
| — | Prepare your lesson thoroughly. Pray and reflect on the material.  ~ Note: meeting with another facilitator to review the lesson is a great way to prepare. |
| — | Arrive on time and welcome your members. |
| — | Get answers to questions that arise in your discussions (the parish is here to help). |
| — | Call members between sessions as needed (missed 2 or more classes in a row). |
| — | Enlist a back-up leader who can support you and facilitate when you cannot attend. |

* Encouraging

— Encourage and joyfully support your small group members in their journey. Let them know you personally care about them and value their input in the group discussions.

* Hospitality

— If appropriate, provide simple hospitality (coffee, tea, and water).

* Dress

— Dress appropriately, showing you care. Modest church attire is a good guide.

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**1. If forming (or expanding) your group, ideas for inviting members include:**

* Pray about who God has brought into your life, and who you would like to invite
  + Relationships are the core of small groups – think of friends, neighbors, school parents, co-workers, or family you can invite.
  + Share the value of small groups in your life, and invite them to join your group or sign up at the parish sign-up weekend.

 Personally invite them

* + Don’t be afraid to invite them more than once, if led by the Holy Spirit.
  + Enlist others to invite them as well.

* Be prepared for excuses, and help them with ideas *(possible responses/ideas in italics)* 
  + I can’t find a babysitter

~ *Ask if there is a friend or family member who can help, or perhaps a group of parents can rotate watching the children.*

~ *Check if the parish can provide on-site care for small group parents.*

* + I won’t fit in

~ *Everyone is welcome; the group accepts and supports one another.*

* + I don’t have time; how much time will it take?

~ *You can prepare your lesson during the week at a time convenient to you, and the meetings are 1 ½ to 2 hours.*

~ *The materials are great, I think you will get a lot out of it and you will enjoy the other members.*

* + I tried it once and did not like it

~ *I’m sorry about that! I hope you will enjoy this small group – the women/men/couples are wonderful … would you like to give it a try?*

* + I don’t want to make a long term commitment

~ *I totally understand the busyness of life! This study is just 11 weeks this fall. We understand there are times members have conflicts and cannot attend – that’s okay. Give it a try to see if it will work for you.*

* + I am not religious

~ *The materials are welcoming and are inspirational for living – give it a try!*

* + I don’t know enough about the Bible or Catechism

~ *You don’t need to know the Bible or Catechism. Materials are provided and everyone helps and encourages each other. We all are learning and growing in our faith – it will be a fun adventure!*

󠇈 I am a private person; I do not want to share my personal life or struggles

~ *There is no obligation to share anything private, you can speak as much or as little as you would like.*

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# Member Information

 Collect and review the invitation and registration forms for each member.

# Welcome each member ahead of time with a call or email (sample script/ideas below)

* Smile, be enthusiastic and excited to begin the study!
  + Takes notes to remember.

* If you get voice mail:
  + Leave your name and tell them you are their small group facilitator for [title of study] study. Leave your phone number and ask them to call you back.
  + If they do not call back, call them one more time.
  + If you reach their voice mail again, leave them the necessary information.

* When you reach them:
  + Introduce yourself, and welcome them.

~ Example: "Hello [member name], this is [facilitator name] and I will be your small group facilitator for the [title of study] study.

~ "Welcome to the study . . .

* + Give them the basic information for the introductory session:

~ Our introductory session is on [day], September [date], from [time] to [time].

~ We are meeting at [location]. Directions to [the location] are [directions]

~ The weekly format is small group discussion, followed by a lecture on DVD by [name of lecturer].

~ I will have your study materials ready for you, along with a calendar for the Fall session.

* + Please bring your Bible and your Catechism, Two Catholic Bible translations are:

~ The RSV CE (Revised Standard Version, Catholic Edition) is recommended, and is the text used in the Catechism

~ The New American Bible can also be used, and is the text used in liturgy

~ Bibles and Catechism can be purchased at your local Catholic book store or on-line at Amazon.com.

* Get to know them, keeping it light
  + "I’m so glad you can join us. What drew you to the study/small group?

* Ask if they have any questions
  + Let them know they can call or email you anytime.
  + Provide your phone and email.

* Closing wishes and good-bye

# Packet A: Preparing for Your Small Group

# Prepare Small Group Materials for each member

* Member binder or book

* Name Tags

* First Day Agenda

* Calendar for the session

* Small Group Guidelines

* As facilitator, you will also need the member contact sheet (to route) and the attendance form

# Plan your Meeting Location

* Location – Plan where you will meet.

* DVDs – Plan where you will watch the DVD lecture and (where applicable) provide needed equipment.

* Hospitality – If you would like hospitality, plan for coffee, tea, and water (and possibly a simple food item).