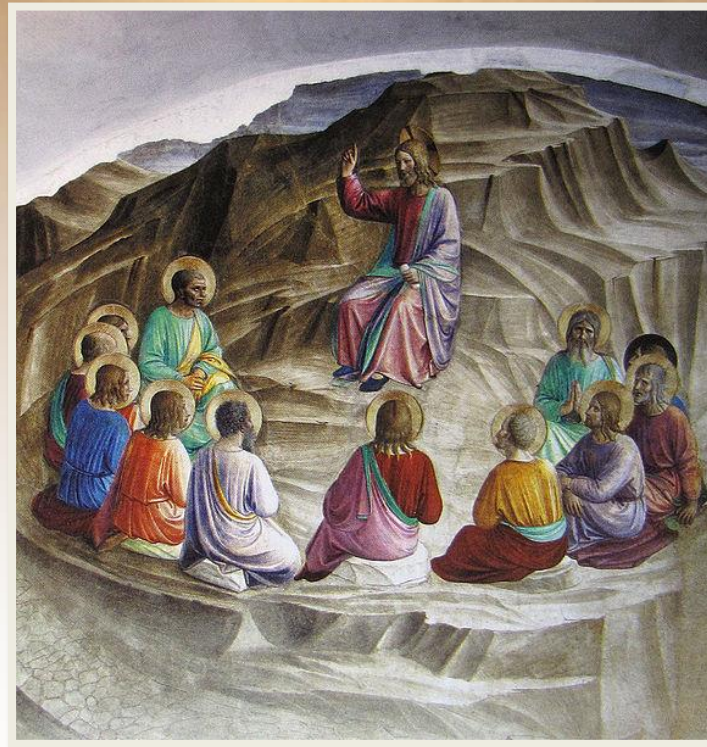


Preparing to Serve

Knowledge, Skills, and Techniques for Facilitating Small Faith Groups

By Joe Paprocki, DMin

To Teach as Jesus Did



The Early Church



Small Faith Groups



Facilitators



You've been invited.



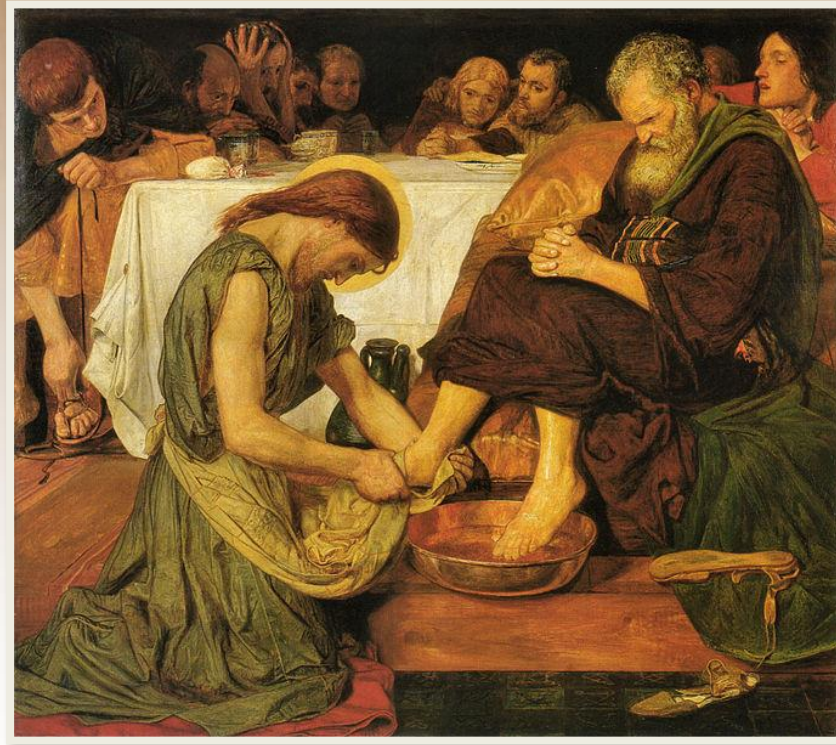
You can do this!



To facilitate: “to make easy”



Serving Others



A Facilitator:



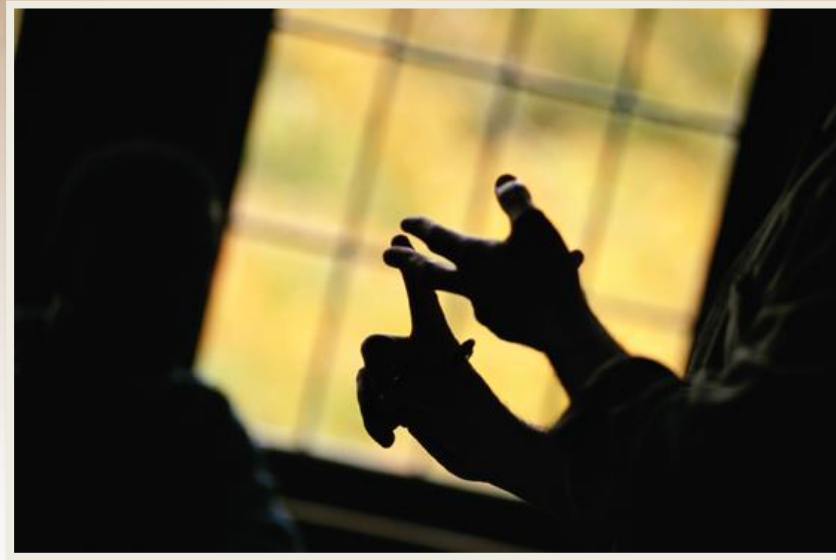
- is practicing his or her own faith
- is a good listener
- possesses common sense
- is not overly sensitive
- is a team player and a people person

A Facilitator:



- possesses empathy, warmth, and genuineness
- tolerates differing opinions
- is open to diversity
- can make the time commitment

Knowledge, Skills, and Techniques



Personal Preparation



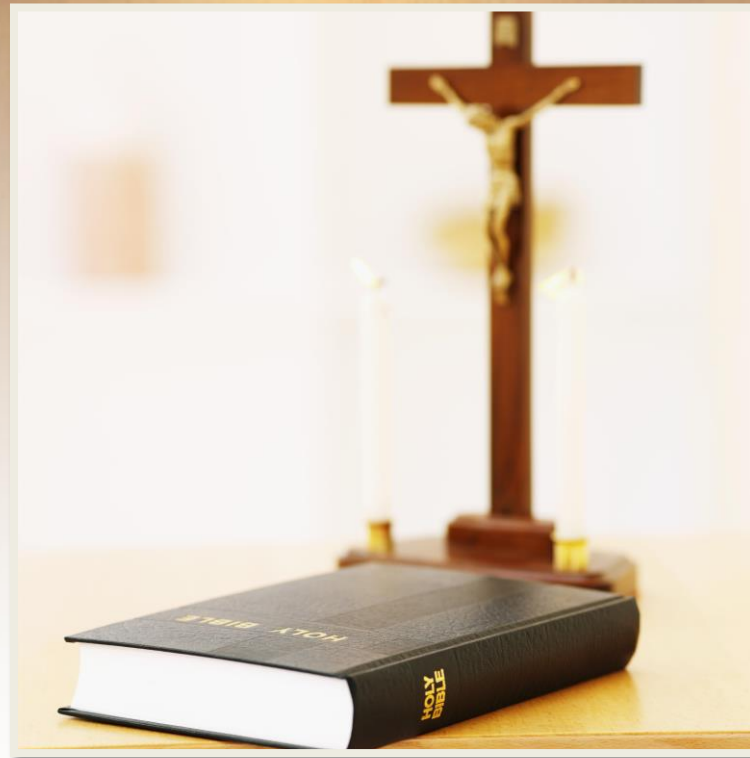
Preparing the Environment



Comfortable Seating



Sacred Space



Hospitality



Signage



Welcoming



Setting the Tone



Leading Prayer



Leading Prayer

- Call people to prayer and invite a few moments of silence to welcome God's presence.
- Begin with the Sign of the Cross.
- Welcome God's presence and thank God for this gathering.

Leading Prayer

- Invite group members to share prayers of thanksgiving.
- Gather all the prayers in Jesus' name.
Pray Amen.
- End with the Sign of the Cross.

Adult Learning Principles

- Adults are self-motivated; they resist ideas being imposed.
- Adults bring life experience that must be respected.
- Adults are goal-oriented; they learn in order to cope with life transitions and want to apply what they learn immediately.

Adult Learning Principles

- Adults demand relevance and practicality, and need to take ownership.
- Adults' time commitments must be respected.
- Adults learn best in relational, interactive, conversational settings.
- Adults like to laugh!

Leading Discussion

- Limit your own talking.
- Find a balance between being authoritative and passive.
- Affirm others' comments.
- Listen and be aware.
- Invite quiet types to share their thoughts.
- Politely interrupt dominators.
- Gently bring the discussion back from tangents.
- Ask for clarification if a point someone made was unclear.

Asking Questions

- Phrase your questions in a simple, straightforward way.
- Keep your questions open-ended.
- Ask a question and then repeat it.
- As you await an answer, be comfortable with silence.



Asking Questions

- Ask a question of the whole group first.
- Plan your questions ahead of time.
- Give feedback to participants when they answer questions.
- Don't answer your own questions. Be patient.



Handling Difficult Participants

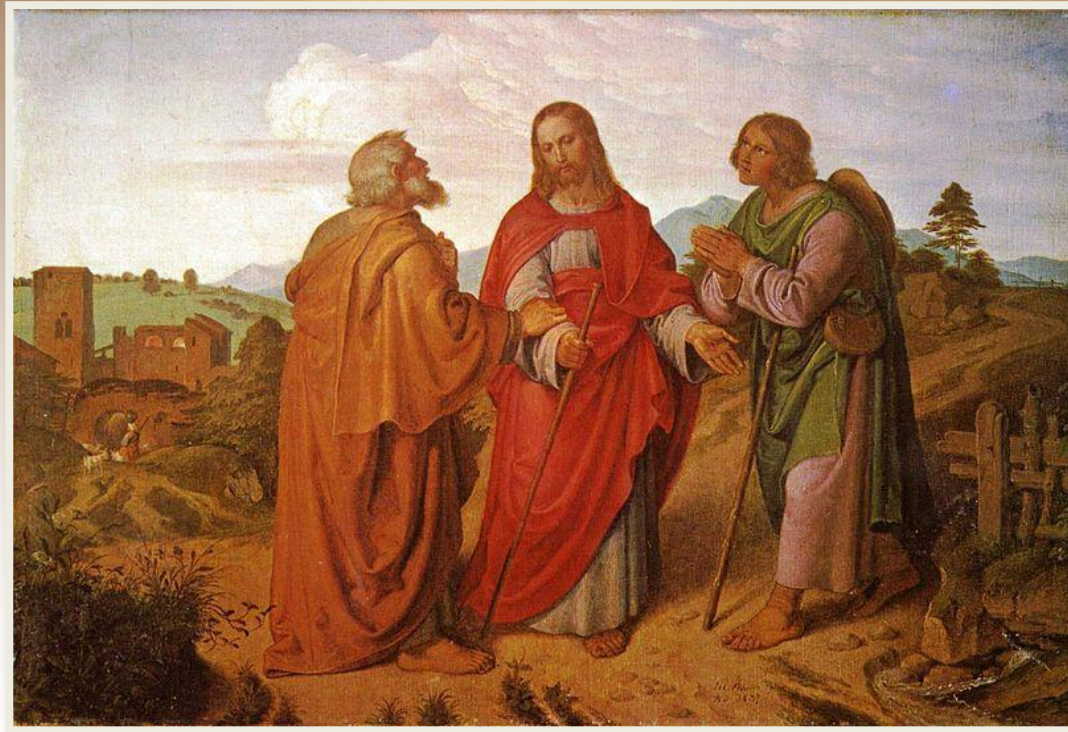
The Dominator • The Shy One • The Tangent Maker • The Antagonist



The Effective Facilitator

- Call members who were absent.
- Send people home with additional resources when appropriate.
- Summarize the gathering.
- Promise to gather information about unanswered questions.
- End with prayer.

Recognizing Christ in Our Midst



The Holy Spirit: Our True Facilitator

