

# Leading Classes & Groups

**Thank you for being God's Servant. Your role as facilitator is a special one.**

As the facilitator you ...

- ... **listen** to peoples' stories,
- ... **care** for the persons God has entrusted to you,
- ... **build** authentic community through model leadership.

## 1. Preparation

- a. Pray for your group. All group members are people arriving at different stages from different experiences with different insights, none of which is the facilitators' job to evaluate. Pray for God to work in the lives of everyone in your group.
- b. Review curriculum/questions. Even though some lessons / curriculum are easy, and can almost lead themselves, preview and read through the lesson and questions. Make note of the questions you feel are most important so that you definitely get to those.
- c. Check out your classroom. Before your group is scheduled to meet, make sure the meeting environment is ready. Have enough chairs? Lighting adequate? Have all the supplies you need?

## 2. In the Classroom or Living Room

- a. Make an effort to personally welcome each person as she or he arrives.
- b. Plan to keep interruptions to a minimum. Silence iPhones, iPads, etc.
- c. Always start and end on time. Honor the time of those who are on time.
- d. Encourage "safe" participation. Let the group members know upfront that they don't have to answer questions they're uncomfortable answering.
- e. Encourage engagement in the life of the group. Suggest a social; bring snacks the first week and ask someone to bring snacks the next week; send mid-week emails recapping last week and previewing the upcoming week.
- f. Be prepared for people who want to hang out and talk at the end. If you need people to leave by a certain time, make this clear during the meeting. Be aware of nursery closing times.
- g. Thank people for coming and let them know you're looking forward to seeing them next time.

### 3. Facilitator Reminders

- a. Enjoy the process. Enjoy learning and growing with your group.
- b. Limit your talk. If you feel like you're talking too much, you probably are. Consider debriefing candidly with your co-facilitators after each session.
- c. You (or anyone) are not expected to be the expert. If points are unclear at the end of the time together, circle back around in-between your meetings. Encourage group members to seek answers and become active learners.
- d. Silence is okay. .... Seriously.
- e. Keep on track. Encourage good discussion, but don't be timid about calling time on a given question and moving.
- f. Encourage others to participate in the life of the group. They can bring snacks, pray, open their house to a social, etc. Anything that builds community in your group is a win.
- g. Use open-ended questions. A good rule of thumb is to avoid questions that can be simply answered with a "yes" or "no." Consider questions beginning with "How..." "Why..." "What..."
- h. Know the limits of your group. If you notice someone who seems to need more assistance than what the group is intended for refer them to the ministry staff.
- i. **Don't forget to record your attendance in CCB and keep list updated! This helps us plan and to track folks who might need help!**