

# Information for People Interested in Facilitating a Small Group

1. All facilitators must be approved by the church. Please submit your name to the Small Groups Coordinator for approval if you have never facilitated a study at Trenton Wesleyan Church before or within the past 5 years.
2. All study material and books need to be approved by the church. Please submit the names and authors of the material to the Small Groups Coordinator for approval prior to starting a study. If the study material is in our resource library, then it has already been pre-approved.
3. Please submit a 'Small Study Group Form for New Facilitators' or 'Existing Facilitator Order Form' to the Small Groups Coordinator via email at [smallgroups@trentonwesleyan.org](mailto:smallgroups@trentonwesleyan.org), if possible, or drop off at the church office. Once received, the Small Groups Coordinator can begin the process of getting your study approved and/or set up.
4. All books, DVD's etc. will be ordered through the TWC Small Groups Coordinator. When the books arrive, the Office Administrator or Small Groups Coordinator will notify you and let you know the cost. At your first meeting you can mention the cost of the books/study guides to your group letting them know that they do not need to pay for the books etc. but if they would like to make a donation to cover the cost they can do so in the Sunday offering under 'Small Groups'. Allow a couple of weeks for delivery of material when planning when your group begins. Also, if you want to have a small group that continues when a study is finished you may want to discuss the next topic/study guide choice a few weeks in advance so the materials can arrive in time.
5. Please follow provincial COVID guidelines in your group (if any are currently in place).
6. A few guidelines when facilitating a study that you should mention in your first session with any new group.
  - a. You are there only to facilitate and guide the study. You do not need to know all the answers and are not expected to know them. If there is something you do not know, it is okay for you to say that and if no one else can answer the question you can suggest that they discuss it with one of the pastors.
  - b. Confidentiality is first and foremost. Anything mentioned within the group stays in the group. People need to feel comfortable sharing personal information without the fear of others finding out about it.
  - c. Respect each other's time. Ensure that the study starts on time and ends on time. Let people know when the study will begin and if people can come early to talk prior to the actual study. (e.g. Study begins at 7:00 pm but you can arrive at 6:45 pm to socialize). Try to keep the discussion on track and focused on the main intent of the study. If people want to stay after the designated time, that is fine, but end your session officially (closing prayer) prior to the allotted time so people can leave if they wish.
  - d. Don't allow someone to dominate the conversation. Try to encourage everyone to have a say. It is important that everyone gets a chance to speak. Many people are quite shy and if not given an opening to speak they will not. Some members will find it easy to talk and need to be mindful of sometimes allowing others to respond too. Silence may seem uncomfortable but is sometimes necessary to give time for some to voice their ideas.
  - e. Respect each other's opinions. It's important that members use common courtesy and show respect for each other. Everyone should feel respected and heard in a community of their brothers and sister in Christ.
  - f. Decide individually or as a group whether you will have a 'prayer time' for personal prayers or just open and close with general prayers. I would encourage strongly having some type of personal prayer opportunity – whether you ask for prayer requests and then do the prayer yourself or have time for a 'roundabout' prayer session, especially if this will be a long-term small study group. You can also see if anyone is interested in being the prayer facilitator for your group.
  - g. Don't take disagreements personally. The most fruitful small groups often involve lively debate. However, this requires disagreement. Members should disagree in a polite and constructive way.

Thank you in advance for choosing to be a facilitator of a small group. If you have any questions, feel free to email the Small Groups Coordinator at [smallgroups@trentonwesleyan.org](mailto:smallgroups@trentonwesleyan.org).