**Leader Training Topics**

1. Steve: **Introduction And Overview**
2. Kevin: **What is a Facilitator?**
3. Kevin: **How to Facilitate a Meeting**
4. Kevin: **FAQ’s**

**Video #1 Pastor Steve: Introduction And Overview**

1. **Attracting Group Members**
* You’ll be discouraged if you just wait for people to sign up.
* Don’t just look inside the church
* Believe in what you are doing
1. **Prepare Yourself**
* Review your material
* Plan for a positive outcome. What would that look like?
* Pray
1. **Prepare your home**
* Neat and clean, pets, etc.
* Furniture “not too tight, but just right”
* More chairs than people
1. **Own Your Group**
* Don’t talk politics
* Don’t debate theology
* No gossip or griping
* Adult Beverage Policy
1. **Take Responsibility for Your Character**
2. **Who Are We Looking For?**

**Video #2 – Pastor Kevin: What Is a Facilitor?**

1. **Teaching/Training:** Traditionally, teachers are the ones with knowledge and expertise in a particular field. They impart that knowledge through a variety of means to their students. Teaching means actually providing instruction. If you are teaching everyone is listening.
2. **Facilitation:** Facilitators build on the knowledge base of the group of students to find the answers to questions. A facilitator asks questions and lets others give input. Facilitating means helping someone discover things for themselves. If you are facilitating, everyone is participating.
3. **Differences:** As a facilitator you will ask questions (we do provide some) and allow the group members discover the application of the stories for their own lives by directing away from yourself. The individuals and the group will decide whether to look for tangible ways to put what they learn into practice.

 **Teacher Facilitator**

Gives Input Lets Others Give Input

Provides Instruction Asks Questions

Imparts Knowledge Helps People Discover For Themselves

Individual Focus Group Focus

Directing Guiding

Has Expertise Relies On Group Members’ Experience

Understanding Discovery

Delivering Content Applying Content

1. **Common Facilitator ‘Dead-Ends’**
	1. Asking “leading” or “yes/no” questions instead of reflective/exploratory questions.
	2. It is often easier just to instruct and impart our own knowledge to the group. It’s easy to fall into that groove.
2. **What If I Don’t Know The Answer To a Question** *(What if I do have the answer)***?**
	1. Who would like to give some input to what Kevin just said?
	2. You know, I am not sure I know the answer to that. Let me check it out and get back to you next week.
3. **What If Their Comment Doesn’t Apply To The Topic** **?**
	1. That’s a very interesting comment/line of thought.
	2. Wow. I have never heard it expressed like that before.
	3. Does anyone want to respond what Kevin just said?
	4. Bob, what do think? *(In other words, call on an “old stand-by” to get things back on track)*
	5. That is going to take a longer discussion than time allows. Can we talk about it after the meeting?
	6. Kevin, do you think you could say that in another way?
	7. I think it will take longer to unpack that than time allows. Can we talk about it after the meeting?
	8. Okay... interesting. Does anyone have another view they would like to express?

**Video # 3 -**- **Pastor Kevin: How to Facilitate a Meeting**

**Tips for Group Leading**

1. **Pray**For your group members regularly. For yourself to be God-led**.**
2. **Contact Group Members Between Meetings**
	1. A personal phone call every other week works great
	2. What do you say? Alert them ahead of your topic in the next meeting. Ask about any special needs or prayer requests
3. **Involve Group Members**
	1. When people feel comfortable, ask them to give a review of the previous week.
	2. Let people help you set up or cleanup.
	3. Just bringing a snack helps some feel valued as part of the group.
4. **Start Your Meeting With A Question to Draw People Out**.
Ask each person answer a question (They can ‘pass’ if they like). Here are some examples that may work:
	1. What’s your ideal vacation? Where would you go and what would you do?
	2. What’s the biggest rule you broke as a kid? What happened?
	3. What was the most valuable thing you owned when you were a child or teenager?
	4. Why do you live in the Seattle area?
	5. What was your favorite TV show during your grade school years?
	6. Where were you when you had your fist kiss?
5. **Don’t Be Afraid of Silence**.
It can seem like an eternity when no one answers a question, but be willing to wait patiently for more quiet people to speak out. If no one answers, you can choose to call on someone or move on.
6. **You Can Share a Comment or Story of Your Own**
Occasionally, if you are finding it difficult to draw people out in a discussion, you can speak to the topic. Then allow members to respond to what you said. However, don’t just try to fill the silence.
7. **Always Be Flexible And Have Fun**.
If you’re off schedule or off topic and you think the discussion is good for the group, let it flow. Don’t take yourself or your need to “cover everything” too seriously. Be willing to have fun!
8. **Be Consistent About Your Time Schedule**.
Keep to the schedule you agreed on at your first meeting. It’s your responsibility to end things on time. Respect your members and their time.
9. **Pray For Each Other.**
Save time for prayer at the end of the meeting. Ask them at the end of your meeting what they would like prayer for. Write down their requests so you can pray for those not prayed for. Ask at the next meeting how it went.

**Video #4 Pastor Kevin: FAQ’s**

1. **Childcare and Refreshments**
2. **Group “Counseling” or Prayer?**
3. **Discussions**
4. **Know When To Stop**
5. **Difficult people**
	1. Side Discussions
	2. Talk too much (or always first)
6. **How to ask a good question**
	1.