



## FACILITATOR MANUAL

# Facilitation Tips

**PREPARE** for the series by reading through all the sessions so that you can decide on the activities you will use and gather the needed supplies and equipment.

**PLAN** for each session. Each session can be accomplished in an hour. Additional or alternate activities are available in some sessions. For longer sessions, you can offer participants more time for valuable dialogue as well as the planning and completion of action steps.

Optional activities for sessions longer than an hour are marked “Optional Activity” and have an extra line in the left-hand margin. (See Session One, [page 5](#), “Optional Activity: Introducing dialogue principles”) for an example.

**CUSTOMIZE** the activities and materials to meet the needs of your faith community.

**ENCOURAGE DIALOGUE.** As much as possible, make time for participants to engage in focused and respectful conversation with one another. The description of dialogue provided with each session can help groups develop their dialogue skills.

**MOVE TO ACTION.** Find ways to help participants put faith into action: weaving prayer, community, faith teachings, dialogue and action to be a powerful presence for change.

**SHARE LEARNING.** Let us know what works well and what we can add or change to make these sessions more useful for your community and

### A few notes on the manuals

- In the facilitator guides, those words in a regular font represent suggested verbiage for the facilitator. Words in italics are additional directions for the facilitator.
- The suggested times for each activity appear in the right-hand margin next to the title. These times are for a one-hour session.
- Where possible, the manual presents a variety of options. For some of the dialogues, a list of starter questions is provided. If these questions are not included in the participant pages and you plan to use the questions, consider writing them on a chalk board, chart paper, or PowerPoint slide and displaying them for participants during the given discussion.
- Each session contains four participant pages. These are designed to be printed/photocopied back-to-back for participants to use during each session.

In addition, an electronic version of participant pages, which contain active hyperlinks to the recommended web-based resources, can be e-mailed to participants following each session.