

## HELPFUL HINTS FOR FACILITATORS

### IF THIS HAPPENS:

1. Interrupting; jumping in.
2. Two people talking at once.
3. No response to idea or question just offered.
4. One person wiping out another's idea and becoming judgmental.
5. Strong feelings expressed; especially negative ones.
6. Member remains silent throughout session.
7. Repetition of the same ideas.
8. Several different opinions expressed.
9. Wandering from topic under discussion.
10. One dominant person.

### FACILITATORS MIGHT RESPOND:

1. It seems that some people are not able to finish what they are saying before someone else jumps in. Maybe we could stop for a moment to check on our listening to one another.
2. We seem to have two conversations going on here; maybe we could hear from Person X, then Person Y
3. No response has been given to what was just said. Did everyone hear the point about...? What are your thoughts or feelings on this?
4. What has been said is from felt experience and has value to that person. One experience appears to be quite different from the other. Let's remember that each person has their own part of the truth.
5. It sounds as if you feel strongly on that point and that's OK, or I'm glad to know how strongly you feel about that.
6. You seem to have been listening intently. Because people have said very little, I am not clear what people are thinking. Is there anything you would like to add?
7. Summarize main points expressed by person. That's helpful – maybe we could hear from someone else.
8. If I've heard everyone correctly, it sounds as if there are two or three different options being expressed. Summarize them.
9. To bring ourselves back to the purpose of our meeting, I believe that the basic question we need to respond to is...
10. I understand that you feel strongly about...Let's hear some responses from other people.

Note that a basic pattern in the facilitator response is to NAME what is happening and then to point a direction for continuing.

## **FAITH SHARING GUIDELINES**

1. Constant attention to respect, honesty, and openness for each person will assist the community's growth.
2. Each person shares on the level where he or she feels comfortable.
3. Silence is a vital part of the total process. Participants are given time to reflect before any sharing begins, and a period of comfortable silence might occur between sharing by individual participants.
4. Before sharing a second time, participants are encouraged to wait until all others who wish to do so have contributed.
5. The entire community is responsible for participating and faith sharing.
6. Confidentiality, allowing each person to share honestly, is essential.
7. The natural culmination of the sharing should be the action commitment, the key to the spiritual growth of both individuals and community.