



Tips for Study Circle Facilitators

1. Prepare in advance
 - a. Review passages and objectives
 - b. Prepare seating to optimize seeing and hearing each other if in person (ideally sitting in a circle)
 - c. Review breakout assignments and technical considerations if online
2. Establish expectations and ground rules
 - a. Sharing views encouraged (but not required)
 - b. Discipline of waiting for turn and respecting time
 - c. Remind all to state one's own view rather than criticize another's view
3. Identify a Recorder and a Presenter
4. Encourage Participation
 - a. Give those who passed an opportunity to share before conclusion
 - b. Call on individuals in the group
 - c. Lovingly redirect or limit time of those who veer off topic or dominate
 - d. Stimulate productive inquiry
5. Staying on task and on time
 - a. Remind the group of the "stay on task" ground rule and let them know you will redirect/interrupt, if needed
 - b. Refocu the group as needed to relevant spiritual principles and values
 - c. Close the discussion or set aside subtopics for "offline discussion"
6. Dealing with challenging behavior (always with Love)
 - a. Remind entire group the objectives and disciplines to follow
 - b. Request specific individuals to continue their thoughts or discussions "offline"
7. Provide closure and summary; ideally each participant should consider a practical lesson to put into practice. Some may wish to share their success/challenges in the implementation the following session.