

## **FACILITATOR RESPONSIBILITIES**

**This information may be used by any facilitator leading a small group in engaging in dialogue and consensus building.**

### **Reminders:**

- The task of the facilitator is to enable the group to listen with open minds and hearts and to share, ideas, insights, and intuitions in an atmosphere of acceptance and non-judgement.
- Everyone has some wisdom. No one has all the wisdom. No one knows everything there is to know about an issue.
- Each one comes with a unique personal worldview, will look at things differently and acquire knowledge differently.

### **Facilitator's responsibilities to:**

- Prepare:
  - The "space" for the gathering by creating a comfortable, spirit filled physical environment and a dialogic, respectful, trusting, open minded culture.
  - The plan, purpose and timing of the gathering, making sure that materials needed are in place and technology is working.
  - Set an atmosphere of friendliness and welcome as well as spiritual dimensions of prayer, silence and reflection.
  - Determine if notes are needed and who will take them.
  - Review hospitality needs such as restrooms, beverages, seating, hearing.
  - Prepare questions to help the group go deeper.
- Initiate the dialogue:
  - Take charge of the group, not as an authority but one who keeps the dialogue on track and makes sure the task is accomplished.
  - Review worldview, dialogue, and set consensus strategies with the group.
  - Allow each person to be heard.
  - Redirect any person or group from dominating.
  - Do not get over-involved in the emotional aspects of the dialogue. Stay cool and in charge of the gathering.
  - Draw all into the dialogue. Provide opportunities and openings for those who are reticent or shy.
  - Watch the clock.
  - Bring the gathering to a close, review any decisions, and determine future gatherings.
  - Review next steps.