

**Facilitator Roles and Work Group Formation**

Thank you for your interest in facilitating a Work Group. This companion document is intended to provide you with helpful information about the role of the facilitator and the Work Group process. After review, you are encouraged to email questions to officemgr@consciousharmony.org. Your email will be forwarded to the Work Group Committee for follow-up.

Role of the Facilitator:

* The person who envisions the Work Group topic or practice and the course of engagement with the topic or practice, and is willing to serve as facilitator for the duration of the Work Group.
* A co-facilitator can be included in the proposal as a useful option, but the facilitator remains the lead, is the point of contact and holds responsibility for all processes.
* Completes and submits the Work Group proposal form.
* Is the point of contact for the Work Group with the Work Group Committee and office.
* Creatively and considerately develops an outline and timeline for study and/or practice of the proposed topic. This information is necessary for people in the community interested in the topic and needing to consider if the pace and format is something they can commit to.
* Work Group duration should be topic or practice driven and so may finish before the semester ends, but should not go beyond the semester. Additional engagement can be proposed for the next semester.
* Facilitation is not a teaching or a directing role. The facilitator helps organize the Work Group in relation to the purpose or aim of the Work Group topic or practice.
* Facilitator also serves to anchor contemplative Christianity and the Work of Inner Christianity as the common CCH reference sources of Work Group dialog and activities.
* Upon completion of the term of the Work Group, the facilitator provides the Work Group Committee with an updated outline or syllabus with time line of what the group actually did. This information may be useful to others interested in pursuing a similar Work group in the future.
* Upon completion of the term of the Work Group, the facilitator provides the Work Group Committee feedback about the Work Group process (what worked, what didn’t, and best practices that may be helpful for future facilitators).

Work Group Formation:

* Outline is meant to frame the offering and guide the exploration. The Work Group is self-directed. Changes in the format or outline during the offering are encouraged to be minor and with ample external consideration.
* Any issues or concerns that arise in the Work Group become the responsibility of the Work Group to address, using the foundational tools of the Work of Inner Christianity and contemplative Christianity. Engagement with one another around issues is an invitation to embody the aim of Work Groups, which exist to inspire love of God and love of neighbor.