

Bullet Point Reminders:

- Name Tags (if necessary)
- Snacks (Simple...invite members of the group to bring something simple) and beverage (coffee, tea, water, etc.)
- Prayer Environment (Bible, Candle, Crucifix, Plant, Prayer Card)

- **START ON TIME**
- **END ON TIME**

- Respect each participant's contribution
 - Call people by their names
 - Greet each person when they arrive
 - Thank them when they share...you can do this with a simple nod and smile or by saying Thank you

- Be mindful of the dynamics of your group...
 - Gently invite quieter people to share
 - Gently encourage the more vocal to wait to share
 - Encourage people to sit next to someone they have not sat by before

- Invite members of the group to read/proclaim the
- At the end of the session, remind all of the date and time of the next gathering and of the HOMEWORK for the next session (the readings and questions to ponder and pray with in the next session)

- If someone from the group is missing, follow up with that person with a phone call or e-mail letting them know that they were missed and you were concerned about them.
 - Remind them of the next gathering and tell them of the material to prepare for the next session