



THE BRANCH FACILITATOR'S RESPONSIBILITIES FOR THE BRANCH SESSION

***The Branch Coordinators / Set-up Team arrive first to open and set up the facility) The Branch Coordinators will prepare and have available a detailed check list/instruction sheet that includes the location of rooms to be set up—the number of chairs per room—any keys or lock-up directions—setting up the lectern, microphone, and any audio-video equipment to be used. Also, they check that there are Greeters present.*

I. THE CORE MINISTRY TEAM MEETING SESSION

A. Gathering

1. Arrive at least five minutes before the starting time.
2. Foster an atmosphere of hospitality—meet and greet the Core Ministry Team
3. Address issues or concerns of the members during the Core Ministry Team meeting or set a time for it to be addressed later.
4. Begin the meeting promptly at the stated starting time.

B. Prayer

1. Call the group to prayer.
2. Begin the prayer or arrange to have another member of the Ministry Team start the prayer.
3. Follow The Cornerstone Shared Prayer format.
4. Allow adequate time to complete the Lesson review and to address Branch business.
5. End the prayer giving glory to God, perhaps ending with a “Glory be...”

C. Group Sharing

1. Begin promptly.
2. Facilitate group sharing. Members take turns answering the questions either by volunteering or going around the room in a circle.
3. Keep the group moving and focused while welcoming additional thoughts and related insights about the study questions.
4. Steer the sharing back to the Lesson if it veers off on a tangent.
5. Elicit more than one answer on the Connection Questions and other thought-provoking questions if time permits.
6. End the group sharing on time, leaving ample time for Branch business.

D. Business

1. Ask the Branch Coordinator to address any Branch business, i.e. new members, luncheons, retreats etc.
2. Share with the Small Group Facilitators points to include in their Small Group session, i.e. any difficulties or errors in a particular lesson as well as encouraging thoughts and suggestions.
3. Remind the Core Ministry Team to foster an atmosphere of hospitality in both the large and small group settings, i.e. welcoming visitors / newcomers, visiting with individual members and *making sure that no one is left alone.*
4. Remind the Small Group Facilitators periodically to encourage group members to move back into the Large Group Meeting area quietly and in a timely manner after the Small Group Session.

E. Movement to the Branch Session

Within ten minutes of the start of the branch session, encourage the Core Ministry Team members to move to the larger room to socialize with the members.

II. THE BRANCH SESSION**A. The Beginning**

1. Make sure that the Music Minister is ready to begin.
2. Give a signal to begin the opening song. Be punctual, even if it looks like the room is practically empty- begin on time.
3. Welcome everyone after the opening song and offer an opening prayer.
4. Make any announcements for the session (i.e. Visitor's day or scheduling).

B. The Focus

1. Introduce the person who will give the Focus.
2. Make sure the microphone is in place and the recorder is turned on if the Focus is to be recorded.
3. Some branches may have the Proclamation of Scripture at this time. For those Branches that have the Proclamation before the small group session, make sure the Proclaimer is ready to read before the opening song and signal the Proclaimer to begin as soon as the Focus is finished.
4. Thank the person after the Focus and invite all to go to their Small Groups.

C. During the Small Group Session

1. Attend a Small Group session
2. Branch Facilitator(s) should have a list of the members in each Small Group in order to locate a person in case of an emergency.
3. Meet to discuss Branch business
4. Spend time in prayer before the Spiritual Reflection
5. Give a designated signal to the Small Groups indicating 5 minutes to the start of the large group session
6. Ensure the person doing the Proclamation and the Music Minister are ready for the beginning of the Large Group session

D. The Proclamation

1. Make sure that the microphone is adjusted properly for the Proclaimer
2. Get the attention of the group so that the Proclaimer may begin. (One Branch Facilitator rings a bell, another taps on the microphone.) If any Small Groups are late, ask them to stand quietly while the Proclamation is being read, then move into the room for the Spiritual Reflection.

E. The Spiritual Reflection

1. Begin and end the Spiritual Reflection in timely manner (20 minutes maximum)
2. Speak loudly, slowly and distinctly to ensure that all can hear.

F. The End

1. Make sure the Lessons are being distributed as the members leave, if necessary.
2. Be available to talk with the members and Ministry Team after the session.
3. Check to see that the facility is left in good order.