



FIRST SESSION CHECKLIST FOR SMALL GROUP FACILITATORS (Fall)

OPENING: The Cornerstone Prayer

INTRODUCTIONS: Members share names, home church and expectations about The Cornerstone - "Why are you here?" (Keep notes of their answers.)

SMALL GROUP FACILITATOR (S) WILL:

1. Complete the attendance sheet (**FD-4**).
2. Introduce themselves and the Alternates. Share contact information: phone numbers and email addresses.
3. Distribute Member Registration Cards (**FD-15**) for members to complete. Collect and return to Branch Coordinator.
4. Check spelling on name tags and note names of new people requiring name tags.
5. Request that cell phones be placed on vibrate during The Cornerstone sessions.
6. Explain what members can expect from the Small Group sessions: (a) learn about the Bible, (b) life application of God's Word, (c) opportunity to share faith and experience Christian fellowship, (d) opportunity to enhance prayer life
7. Explain the roles of the Small Group Facilitator(s) and the Alternates: a) strive to keep the group focused, b) facilitate the group sharing, c) manage the time
8. Explain the members' contribution: (a) prayer, (b) presence, (c) participation, (d) preparation
9. Discuss handout: *Essentials of the Small Groups* (**SG-1**) and/or *Small Group Guidelines* (**SG-2**). Review *The Cornerstone Rules of The Road* handout (**SG-8**). If time does not permit for all to be reviewed, encourage the Small Group members to read the handouts at home or save them to discuss for a later session.
10. Explain the time schedule for the Small Group. Stress importance of moving through the questions in a timely manner in order to finish the Lesson and leave adequate time for shared prayer (no more than 10 minutes).
11. Inform members that the study questions were written using the New Revised Standard Version Catholic Edition Bible (NRSVCE Bible). Members can use any Bible they prefer, however, using this translation will avoid confusion with other Bible translations. Encourage using a Bible that they can write in.
12. Explain that Small Group Facilitators encourage commitment and may contact members out of concern if there are several absences.
13. Explain procedure to obtain copies of Lessons when absent:
 - Advise Small Group Facilitator in advance
 - Pick up Lesson at the session prior to the absence or arrange for another member to pick up the Lesson
 - Download Lesson from the website
 - Leave self-addressed, stamped (2 stamps please) envelope with the Small Group Facilitator to use to mail Lesson
14. Explain The Cornerstone policy regarding prayerful consideration of donations for Branch materials, gratuities, stipends for commentary authors, etc. The policy is prayer first; then give what is possible.
15. Give general details about the community builders/social gatherings. (There are two Branch Mass/Social Gatherings and several Community Builders scheduled for the Small Groups.)

ENDING: End with prayer. If you begin shared prayer the first week, go over the handout *Guidelines for Prayer in the Small Groups* (**SG-3**). Talk about shared prayer with your group and discuss the format and blessings. Then begin a time of shared prayer. The Small Group Facilitator should begin with a short, informal prayer that models shared prayer, but does not intimidate. Co-Facilitators/Alternates allow time for others to pray, but help keep the prayer moving. This will move more smoothly as the year progresses. Your Small Group may need to "grow" into shared prayer.