

Facilitator Coordinator Checklist

Your role is to prepare and support facilitators throughout the study. Plan to be in regular contact with facilitators to support, encourage, and pray for them.

- Pray, and ask God to send the right people to help facilitate the study.
- Make a list of prospective facilitators using the suggested criteria in this Leader's Companion.
- Schedule a Facilitator Orientation, and invite your facilitators.
- Decide how to handle off-topic questions. (For example: You could direct facilitators to place offtopic questions in a "parking lot" to be answered later by your pastor, deacon, or DRE.) Be sure to communicate this to all your small-group facilitators.
- Decide what information facilitators need (i.e., study leader contact info, policies, attendance list, name tags, facility map).
- Host the Facilitator Orientation using the information in this Leader's Companion.
- Create small groups of eight to twelve participants, and assign two facilitators to each group.

Optional:

- Provide facilitators with folders that include important information, such as the study schedule, Bible study leader contact information, and attendance sheets.
- Have facilitators meet prior to each study session to prepare for the small-group discussions.
- Ask facilitators to be on the lookout for people in their small groups who might be good facilitators for future studies.