**Growing Ministry Together**

[**Facilitator skill and preparation checklist**](https://www.canterburydiocese.org/growingministrytogether/facilitatorskillandprepchecklist/)

* Build **empathy and trust** through positive rapport and being ‘ready’ in the way that helps you best.
* Model and encourage **active listening.**
* Create ‘**neutrality**’ that enables others to find their voices and participate.
* Use **questions** that open up understanding and engagement rather than closing it down. Facilitators are not the holders of the ‘answers’ – it is ok not to know – and for the group to follow the need for new knowledge.
* **Intervene** minimally and as appropriate – setting the scene, giving instructions, voicing the questions, encouraging participation, keeping boundaries, clarifying issues, recording decisions, recognising energy levels, challenging inappropriate behaviour, surfacing what might not be being said, etc.
* **Observation**– read what is happening in the group in regards to energy, emotions, focus, etc.

Set ground rules or ways of working with any group – for example, participants:

* Take personal responsibility for what they say and do
* Respect one another (let each other speak without interruption or put down, listen attentively, don’t assume others know what you are speaking about, turn off phones, etc.)
* Keep confidentiality – personal/private info stays in the group. If not sure say so
* Might have ideas what else is important to create a trustful working space

Potential issues that might need honest articulation, *and* can stifle creative discussion:

* It is impossible here because…
* We have so few people…
* No matter what we try…
* Done that before and…
* If we didn’t have to pay for parish share…
* Isn’t this the vicar’s job…
* Everyone is dying off…