



## WORKSHEET TO ASSIST CORE TEAMS WITH RECRUITING TABLE FACILITATORS

Below are steps to assess the number of table facilitators to recruit and to invite parishioners to this role:

### 1. Review the “Template Table Facilitator Invitation” document.

- Locate the document at [www.eucharisticrevival.org/parishpointperson](http://www.eucharisticrevival.org/parishpointperson).
- Review the document, including the Table Facilitator expectations.

### 2. Estimate the number of table facilitators to recruit using the following calculation:

- Calculation
  - ☞ Estimate the number of parishioners attending (draw upon past experience, adjust as needed).
  - ☞ Divide by 6, which plans for 6 people at a table in a small group, including the table facilitator.
    - 6 people at a table are recommended, as it provides sufficient time for everyone to contribute to the conversation.
    - 8 people at a table are the recommended maximum number.
  - ☞ The resulting number gives the number of table facilitators needed (recruit more if you can).
- Example
  - ☞ Core Team estimates 100 parishioners will attend the small groups.
  - ☞ Divide by 6 = 16.7
  - ☞ Recruit 17 parishioners to be table facilitators (more if you can for back-ups).
- Note: At the first session, be ready to assess and adjust as needed.
  - ☞ If you have more table facilitators than are needed, assign them as back-ups.
  - ☞ If you have fewer table facilitators than are needed, you have several options:
    - Keep the tables at 6 people and recruit someone at the table to be the facilitator for that session. Ask the person if they would consider watching the video of facilitator training and be a table facilitator in future sessions.
    - Have Core Team members in attendance who can step in as a table facilitator if needed (if they are not already in that role).
    - Increase the table size to 8 people.
    - Recruit more facilitators for future sessions.

### 3. Prepare a list of parishioners to invite to be table facilitators. Ideas for consideration:

- Parishioners recommended by your Pastor or Core Team
- Parishioners who have facilitated small groups at your parish (past or present)
- Ask those facilitators for small group members or others they would recommend
- Parish staff
- Parishioners who have taken leadership roles (past or present) such as faith formation teachers, members of various counsels, and school teachers if your parish has a school
- Parishioners who regularly attend Adoration
- Consider all of the cultural families in your parish to identify individuals within those families
- Review the parish directory to discern other parishioners

- 4. Create an invitation list (see last page for a worksheet).**
- 5. Review the list with your Pastor for approval.**
- 6. Download the "Template Table Facilitator Invite" document. Edit and attach to an email invite. Follow-up with a personal invitation where possible.**
  - Personal invitation is the most effective.
    - ☞ Assign a Core Team member to each invitee to follow-up with a personal invitation (either in person or by phone) before or after the email invite.
    - ☞ If your Pastor is willing, ask him to review the invitation list and personally invite parishioners if he sees her/him (after Mass or otherwise).

## PARISHIONERS TO INVITE TO BE TABLE FACILITATORS

**Name**

**Email/Phone Number**

**Name: Who will  
personally follow-up**

|     |       |       |
|-----|-------|-------|
| 1.  | _____ | _____ |
| 2.  | _____ | _____ |
| 3.  | _____ | _____ |
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| 16. | _____ | _____ |
| 17. | _____ | _____ |
| 18. | _____ | _____ |
| 19. | _____ | _____ |
| 20. | _____ | _____ |