



**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**

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