



**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**