**FACILITATOR – POSITION DESCRIPTION**

\* THROUGHOUT THE YEAR:

* Attend team planning/evaluation meetings (usually four a year) and make contributions to discussions/activities as part of the team.

\* PRE-RETREAT:

* The number of participants in any given year determines the number of facilitators required on the retreat (not known until after the close of registrations unless the retreat is fully booked prior to that date). Be available to attend the retreat if required.
* Facilitators are not required to pay retreat fees but donations of any amount are most welcome.
* Be prepared to lead a plenary session and/or take on other tasks as required for the smooth running of the retreat.
* Where possible facilitators attending their first retreat will be an observer/assistant in a small group.
* Every year each team member facilitating a small group to read the document ‘Introduction and Instructions for Leading a Small Group’.
* When you know the names of those in your small group begin praying for them as they come to the retreat.

\* ON THE RETREAT:

* Be prepared to share your ‘re-entry’ story with a large group should you be required to do so.
* In your allocated room/space make sure that the furniture is placed where you want it before the participants arrive for the small group.
* Have a box of tissues available for the participants to use should they need them.
* Begin and end each small group session with prayer.
* At the first meeting of the group explain the purpose and what the procedure will be as well as stressing the need for confidentiality.
* Be mindful of parents with children needing to leave on time to collect them from the children’s program.
* Be aware of those in your group throughout the retreat and take note of any reactions that may need to be followed up.
* Contribute where necessary to ensure the smooth running of the retreat.
* Be a leader of a team on the Dining Room Roster.
* Attend team prayer meetings each day of the retreat.