



STEP 5: RECRUIT FACILITATORS AND SCRIBES

1. Estimate numbers of facilitators and scribes to invite

- Estimate the number of small groups you will have using the following calculation.
 - Estimate the number of parishioners who will attend.
 - Divide by 8 (plan for 8 people in a small group, including the facilitator and scribe).
 - The resulting number is the estimated number of small groups you will have.
- Plan 1 facilitator and 1 scribe for each small group.
 - If you have more small groups than expected, recruit more facilitators and scribes from the groups. If you have backups, assign them.
 - If you have less small groups than expected, the remaining facilitators and scribes can be backups in the small groups.
- Example calculation:
 - Estimated number of parishioners who will attend: 100.
 - Divide by 8.
 - Estimated number of small groups: $100 / 8 = 12.5$ (round up to 13).
 - Recruit 13 facilitators and 13 scribes. Recruit more if you can for back-ups.

2. Prepare list of facilitators and scribes to invite

- Prepare a list of parishioners to invite. Consider the following:
 - Names provided by your pastor,
 - Ambassadors,
 - Parishioners whom the Core Team know and recommend,
 - Parishioners who attended the Archbishop Flynn Catechetical Institute,
 - Parishioners who have facilitated small groups at your parish in the past, and others recommended by those facilitators,
 - Parishioners who have taken leadership roles at your parish (past or present) such as faith formation teachers, members of various councils, and schoolteachers if your parish has a school,
 - Parishioners who take a weekly Adoration hour, and
 - Other names identified from a review of your parish directory.

3. Review list with your pastor for approval

- Given the facilitators and scribes will be in a leadership position, review the invitation list with the pastor for his approval.

4. Invite facilitators and scribes

- The Small Group Process Manager and/or core team members extend a personal invitation (with email follow-up) or just an email invitation.
 - See "[Sample Invite - Facilitators and Scribes](#)" which includes a job description and scope of work. Download and edit as needed.

- Where applicable, ask for your pastor's assistance. For example, your pastor may send the email, or your pastor may personally invite parishioners as they leave Mass.