



Small Group Facilitator Form

Rev. Date: Feb. 27, 2020

In accordance with Archdiocese of Saint Paul and Minneapolis and [insert parish name]'s procedures and requirements, facilitators of small groups should review and sign in agreement of the following:

1. For Small Groups Meeting in a Home

- a. All small group members that meet in a home must sign a "Small Group Member Adult Liability Waiver," which must be kept on file at the parish for two years.

2. Procedures Regarding Vulnerable Adults

- a. Background:
 - If an adult parish volunteer is interacting with a vulnerable adult, the Archdiocese requires that the adult volunteer comply with Essential 3 requirements (background checks, VIRTUS® training and Code of Conduct).
 - A vulnerable adult is defined as follows: *A person with an illness or other physical, mental, or emotional condition that makes the person unable to defend or protect him or herself, or get help for him or herself if abused.*
- b. Because the small group ministry is not advertised or designed for vulnerable adults, Essential 3 requirements are not required for small group facilitators. If, however, you suspect that someone in your small group fits this definition, please contact the parish representative below promptly and the small group member will be removed from your small group and provided the assistance needed.
 - Name: _____
 - Position: _____
 - Phone: _____
 - Email: _____

3. Procedures Regarding Minors

- a. Minors other than high school students may not be present at the parish, home or other location of a small group meeting. The only exception is for children of a small group member who is present at the meeting and responsible for the child's supervision.
- b. High school students may participate in small groups if the following two conditions are met:
 - The small group meets at the parish, and
 - The small group is Essential 3 compliant, which includes there are two Essential 3 compliant adults at every small group meeting where a high school student is in attendance, or one of the parents is in attendance.

4. Other

- a. **Meeting Size:** A small group meeting should involve at least three members. If only two members can attend, facilitators must cancel and reschedule the meeting.
- b. **Transportation:** Facilitators of small groups must not provide, or arrange for, transportation for their small group members.

- c. **Alcohol:** No alcohol may be served or present at small group meetings.

Small Group Facilitator:

Name (print): _____

Name (sign): _____

Date: _____