**Responsibilities of a Small Group Facilitator**

1. Welcome small group participants and relay any important information needed for the group
2. Communicate weekly with small group participants and coordinator
3. Keep attendance for your small group gatherings
4. Communicate announcements from coordinator to small group participants
5. Act as “emcee” for the small group gatherings, moving the group through the provided materials
6. Ensure all group members feel comfortable and are able to contribute to the group discussions and prayer
7. Manage group dynamics
8. Keep the small group gatherings running on time
9. Be pastoral and attentive of the needs of the small group members
10. Communicate anything concerning to the coordinators
11. Collect survey information for small groups at the end of the season