

WHEN YOU HOST ...

1. CFM members take turns hosting and facilitating the meetings in their homes.
2. The week prior to the meeting, email the group with directions to your home and starting time. Tell them which chapter you will do and encourage them to read the chapter and do the Observes beforehand.
3. At the meeting, provide beverages and light snacks and/or dessert.
4. About 30 minutes after the gathering starts, invite everyone to take their seats to begin the meeting. In the event of unforeseen conflicts causing some members to not attend, proceed with the meeting with whoever does attend.
5. Start the meeting by reading the opening prayer, and then invite the next reader.
6. During the meeting, move the group on to the next section when appropriate.
7. Call for the closing prayer to allow time for socializing at the end. 1 ½ hours is ample time for the “meeting” part of the gathering.

GROUP MEMBERS HAVE RESPONSIBILITIES, TOO

1. Please respond promptly to requests for meeting availability or invitations to other activities. Bring your calendar to each meeting.
2. If unable to attend the meeting, please call the host.
3. Be aware of giving every person an opportunity to share their experience.
4. Be considerate. Really listen to the person before jumping in with your thought. Realize and respect that each person sees life from a different perspective... LISTEN with an open mind.
5. CFM is an ongoing process. You will generally get out of it what you're willing to put into it. Regular attendance of all members at meetings increases the cohesiveness of the group. If you are in a new group, give the group time to “gel” (usually about a year) before making a decision to leave the group.

RESPONSIBILITIES OF A CFM SMALL GROUP LEADER

1. Provide contact information to the group and the parish CFM leader.
2. Facilitate the selection of monthly meeting dates and times. Do your best to schedule meetings when a majority of members can attend. Full group attendance may be impossible for every meeting.
3. Communicate CFM information to the group.

For more information, check the CFM website, www.cfm.org. Click on Lessons in Leadership for more suggestions on hosting and facilitating meetings. Have a great year!!!