

# Facilitator Training



Episcopal Diocese of Florida  
February 2026





# Discernment

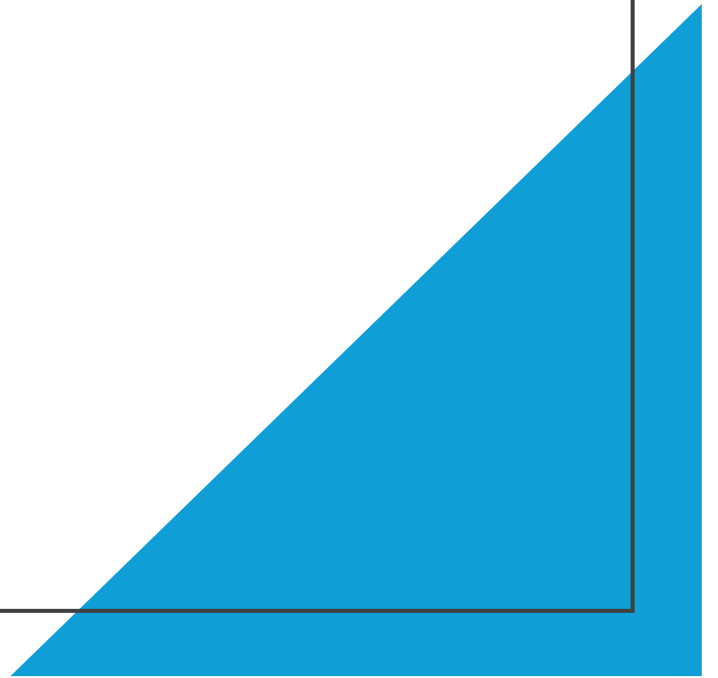
The heart of the discerning acquires knowledge, for the ears of the wise seek it out.

Proverbs 18:15

# Introductions



# What is Facilitation?



# Pre-Section Pop Up

What does it mean to facilitate a meeting?

Name a least three things that a good Facilitator does?

# WHAT IS FACILITATION?



Leading or running a meeting



Ensuring objectives are met



Ensuring all opinions are heard



Adapting to the needs of the group

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# WHAT IS IMPORTANT TO BE A GOOD FACILITATOR?



# WHAT IS THE FACILITATOR?

A Steward of  
Clarity

A Steward of  
Inclusion

A Calming  
Presence

A Collaborator

Not a Lecturer

One who moves  
the meeting along  
at an appropriate  
pace

# Small Group Pop Up

Name one thing  
important or new  
from previous  
session

# Small Group Pop Up

Name 4 things a facilitator does to create an impactful meeting.

Name several skills a facilitator needs.

# Facilitator Skills/Tools

Preparation

Do Not Lecture

Allow space for quiet time

Everyone who wishes should have a chance to speak

Opening techniques to get team united

# Facilitator Skills/Tools

Managing group dynamics

Reading the room

Prevent dysfunction

Energizing methods

Use interactive exercises

Managing energy of the room

# Facilitator Skills/Tools

Speak	When you speak, speak from “I”
Honor	Honor Every Voice
Assume	Assume good intent
Respect	Respect time and process
Set	Set Ground Rules and follow
Stay	Stay Curious
Be	Be Accountable

# Pre-Section Pop Up

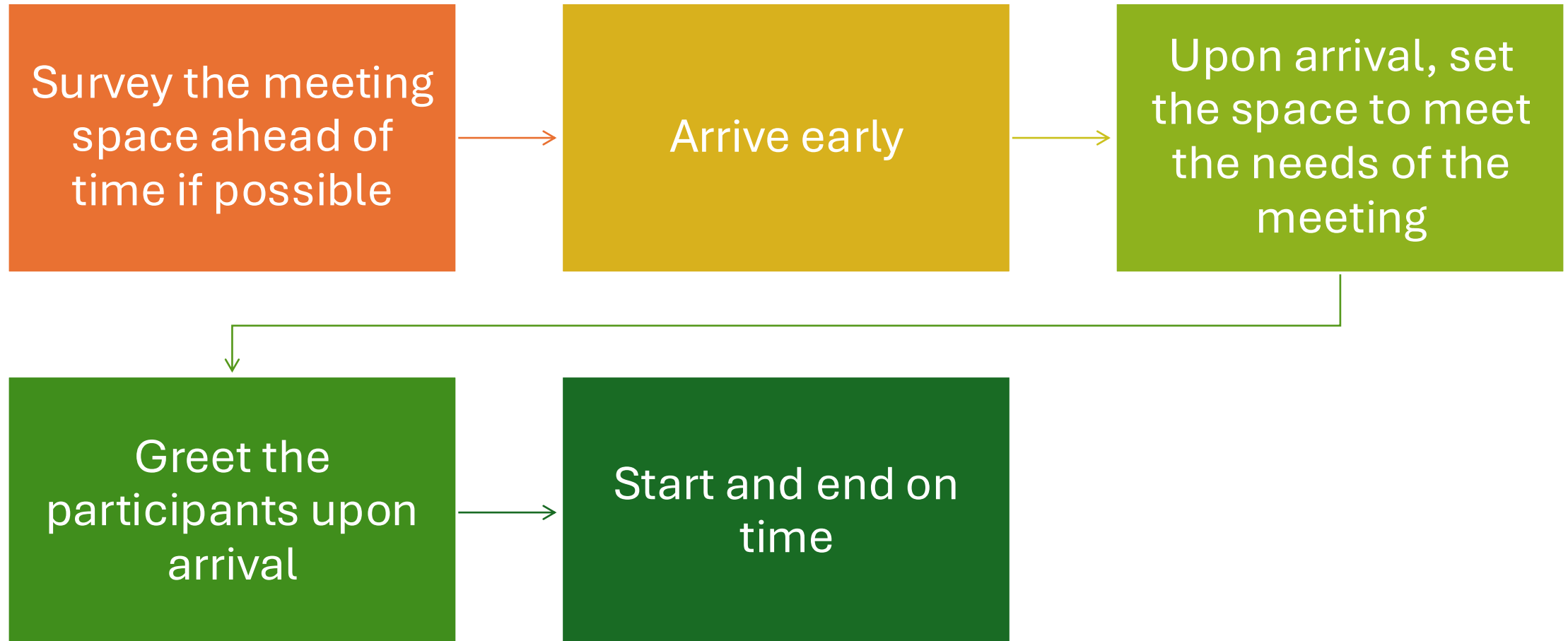
How does the facilitator prepare for the session?

Name as many items as you can recall that he/she needs to do to prepare?

# PREPARING FOR THE MEETING



# PREPARING FOR THE MEETING



## PRIOR TO THE MEETING

- Survey the meeting space ahead of time if possible
- Arrive early
- Upon arrival, set the space to meet the needs of the meeting
- Greet the participants upon arrival
- Start and end on time



# Pre-Section Pop Up

Before moving to next slide .....

What tools can a facilitator use to keep the conversation moving?

# TOOLS FOR CONVERSATION

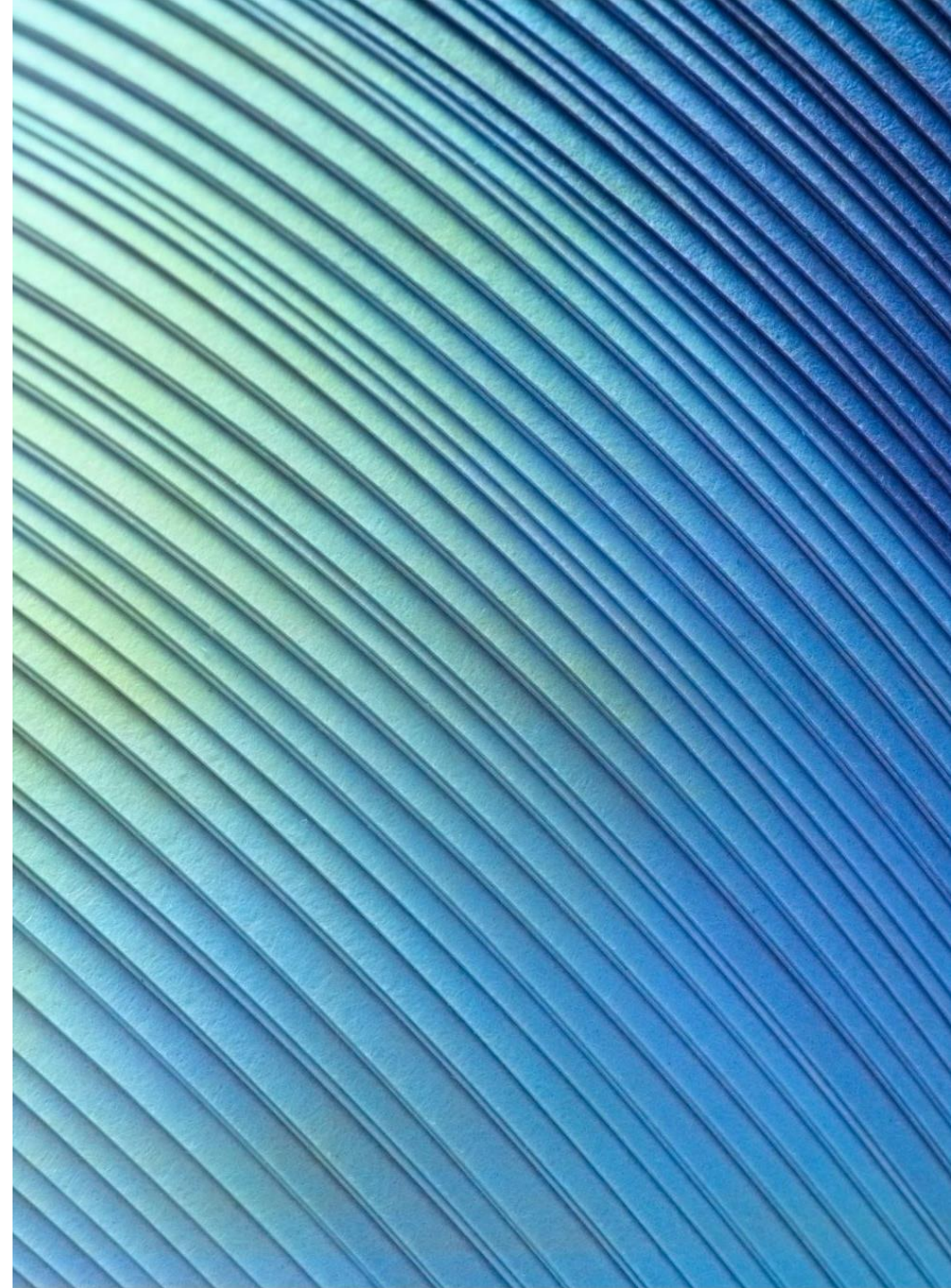
Introduce self and allow all to say one thing about themselves

Encourage participation by all

Allow all who want to speak to do so

Respect Diverse Voices

Pay attention to those who are quiet



# TOOLS FOR CONVERSATION



Listen actively



Respect Boundaries



Maintain Confidentiality



Use Tools



Set Ground Rules

# KEEP EYES AND EARS OPEN

Pay

- Pay attention to the mood of the room

Take

- Take break(s) if needed by the group

Speak

- Speak quietly and lovingly to anyone who appears in distress



**ACTIVE LISTENING**

# Pre-Section Pop Up

Before moving to next slide .....

What are some signs that the Facilitator is not listening?

# ACTIVE LISTENING

- Following the thoughts and feelings of another, and understanding what the other is saying and getting meaning from *his or her frame of reference.*

# LISTENING AS A SPIRITUAL HOSPITALITY

True listeners no longer have an inner need to make their presence known. They are free to receive, to welcome, to accept.

- Henri Nouwen



# CHINESE: LISTEN, HEAR

ears



eyes

undivided  
attention

heart

ACTIVE  
REFLECTIVE  
LISTENING

聽

Body Language

ACTIVE  
REFLECTIVE  
LISTENING

聽

Body Language  
+ Voice

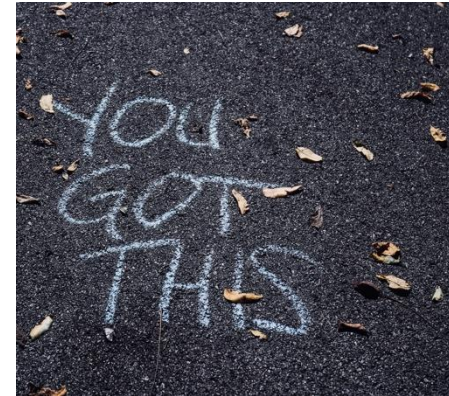
# LISTENING IS COMPLICATED



- What you mean to say
- What you actually say



- What the other hears
- What other thinks they hear



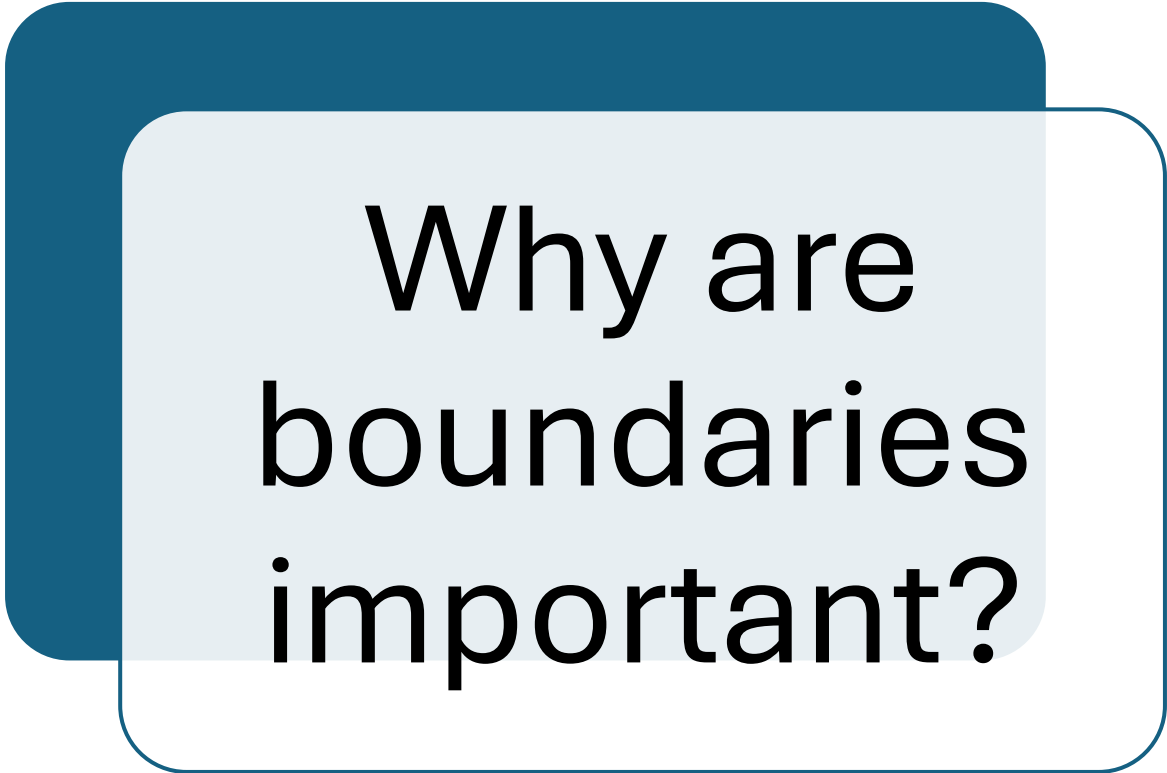
- How other responds
- What you think the other said about what you said

Boundaries



# PRE-SECTION POP-UP

Before moving to next slide .....



Why are  
boundaries  
important?

*A **Boundary*** is  
where one space  
ends and another  
begins



## **BOUNDARIES:**

If someone throws a fit  
because you set  
boundaries, it's just  
more evidence the  
boundary is needed.

—UNKNOWN

# CREATE A SAFE ENVIRONMENT

1

Always create an emotionally safe space

2

Look for signs of stress

3

Call for a break if necessary

# Pre-Section Pop Up

What are some signs that the Facilitator has crossed a boundary set, named or implied by a group member?

What is necessary when a group member crosses a boundary stated or implied set by the group?



▶ What are the signs that a Boundary has been crossed?



- ▶ What are the signs that a Boundary has been crossed?
  - ▶ People do not follow the guidelines set
  - ▶ Discomfort in the room – squirming
  - ▶ People stop talking – shut down

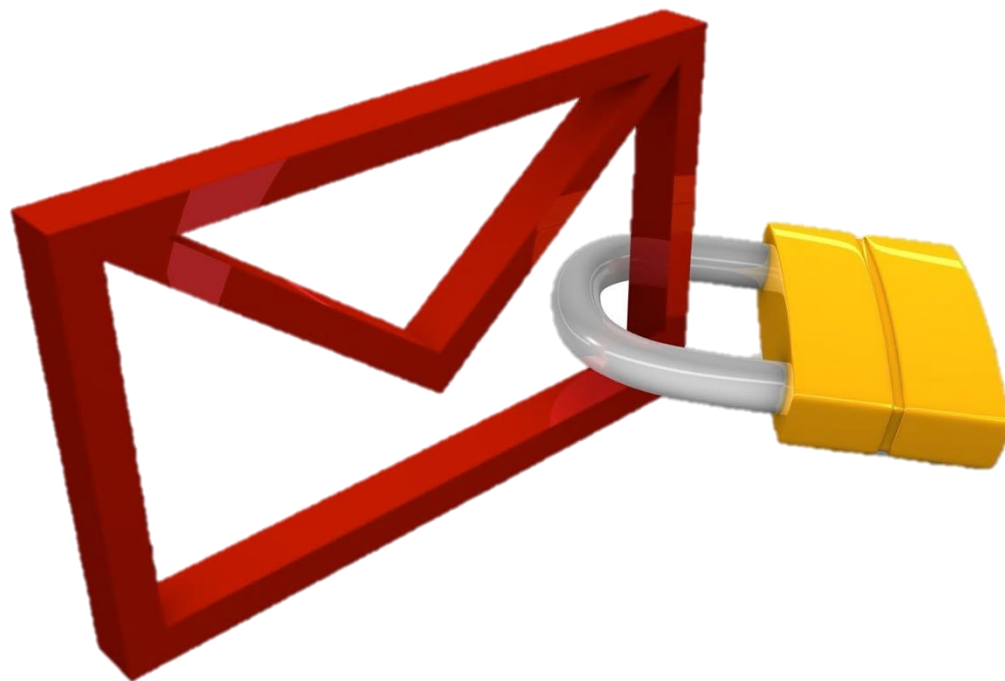


- ▶ What can you do?
  - ▶ Remind group of the norms set
  - ▶ Talk privately with the individual



▶ What do you do when a boundary is crossed?





**CONFIDENTIALITY & TRUST**

# Maintaining Confidentiality

- Assume what is said in the meeting stays there unless otherwise stated
- Get permission before sharing  
.... ALWAYS
- Go the extra mile

***Lack of Confidentiality can make  
or break your meeting***



# Pre-Section Pop Up

Is church  
facilitation different  
than corporate  
facilitation?

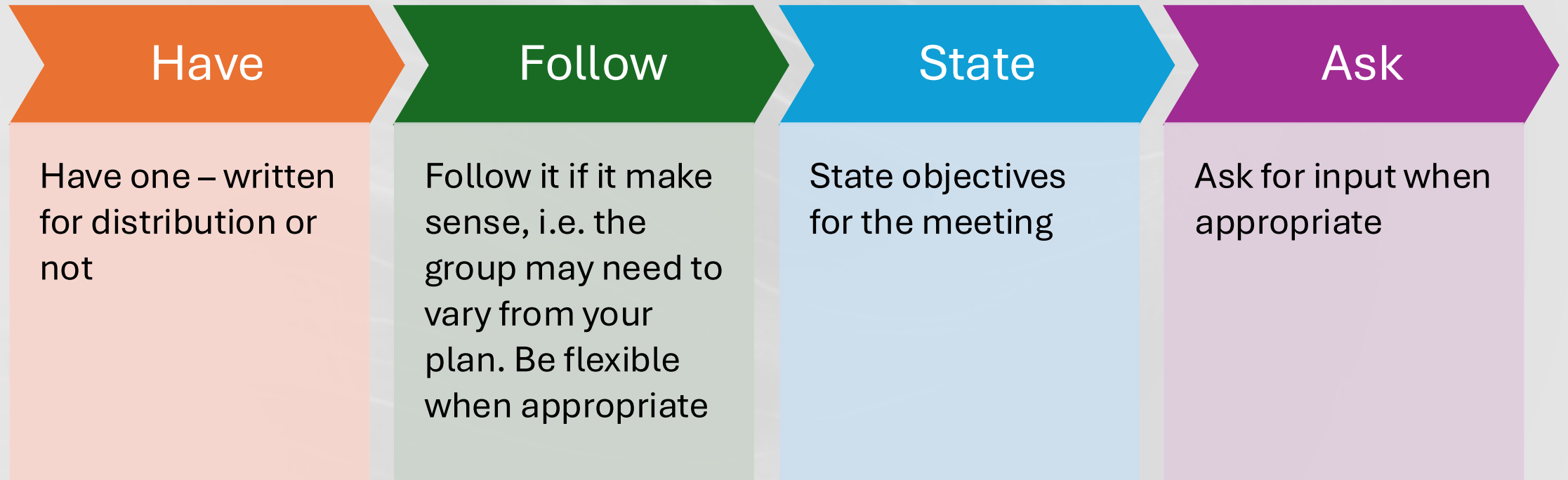
If so, how?



## IS CHURCH FACILITATION DIFFERENT THAN CORPORATE FACILITATION?

- Yes and No
- Skills required are the same
- Tool Basket is different

# DO I NEED AN AGENDA?





# CHURCH FACILITATION TOOL BASKET

- While many of the corporate facilitation tools work, remember
  - We are the church
  - As Bishop Curry often says "if it is not about love then it is not about Jesus"

**Our Baptismal  
Promises are the  
foundation of all we do.**





- Will you seek and serve Christ in all persons,
- loving your neighbors as yourself?
  
- Will you continue in the apostle's teaching and
- fellowship, in the breaking of the bread and
- in the prayers?
  
- Will you proclaim by word and example
- the Good News of God in Christ?
  
- Will you respect the dignity of every human being?





**.....We will  
with God's help.**

# CHURCH FACILITATION TOOL BASKET



- Holy Scripture
  - Use to open session
  - Use as a talking point to guide discussion points when applicable
  - Use to prayerfully close session

# CHURCH FACILITATION TOOL BASKET

- Prayer
  - Open and close with prayer
  - If there are times of stress during the session, stop for quiet time and/or prayer



# CHURCH FACILITATION TOOL BASKET



- BCP – Prayers and the Daily Office
  - Cammie Young used to say, “The best kept secret in plain sight.”
- Use it –
  - Many prayers
  - If over lunch Noonday Prayer




CHURCH  
FACILITATION  
TOOL BASKET

- Worshipful Presence
  - A loving presence always
  - Use prayer and scripture



## CHURCH FACILITATION TOOL BASKET

### Lectio Divina

- A great way to start the session
  - Make sure it is long enough to have impact
  - Choose scripture that will be meaningful to the session
  - Get everyone engaged
- 



# TOOLKIT

## RESOURCE TOOLS AVAILABLE

- Lectio Divina Guides
- MGR Psych Safety Remarks
- Mutual Invitation Guide
- Intentional Facilitation Class

# WHAT IS INTENTIONAL FACILITATION?



TO INSTRUCT LAY/CLERGY TO  
INTENTIONALLY FACILITATE  
CHURCH GROUPS  
FOR THOSE WHO HAVE NOT  
FACILITATED AND THOSE WHO  
NEED A REFRESHER

COMING  
SOON

# INTENTIONAL FACILITATION



- NEW CLASS FROM BISHOP'S INSTITUTE
  - INTENTIONAL FACILITATION
- IN- PERSON OFFERED SOON
- POSSIBLE REMOTE TRAINING UNDER CONSIDERATION

COMING  
SOON