

ELIOT INSTITUTE
SMALL GROUP MODERATOR
(Updated June 2010)

BACKGROUND: The Dean will select the Small Group Discussion Moderator to serve as Moderator at meetings of the small group facilitators. This person will be responsible for selecting facilitators for each of the small groups. He/She may also be a discussion group facilitator. Working with the Dean, the Moderator will create and help present an orientation session for the small group facilitators on the first day, schedule the daily meetings, and determine which meetings will include the theme speaker and which ones do not require the speaker's presence.

The speaker should not be expected to attend more than three sessions with the small group facilitators, one to introduce the topic and outline plans for the week, one to answer any questions about the topic which have come up, and a wrap-up session at the end of the week. When the speaker is not present, the Moderator will deal with any process issues coming up in the groups and to help the facilitators to "problem-solve" issues for one another.

It is inappropriate and strongly discouraged that the facilitators or the Moderator critique the speaker or suggest changes in a speaker's planned program. However, if a problem arises requiring the attention of the speaker, the Moderator will evaluate the seriousness of the concern and privately advise the speaker and Dean as necessary. Unless the speaker clearly requests a critique of the presentation by the facilitators, their meeting time should be restricted to discussing the theme topic and discussion questions.

SPECIFIC RESPONSIBILITIES:

- 👍 Recruit small group discussion facilitators.
- 👍 Assign adult campers wishing to participate in small group discussions to a discussion group.
- 👍 Obtain the daily discussion questions from the speaker either prior to or at camp and copy (or communicate) them for the discussion leaders.
- 👍 Schedule and conduct the daily meeting of discussion leaders.

SMALL GROUP MODERATOR
TIME LINE

BEFORE CAMP

- 👍 If you are not registered for camp, do so now.
- 👍 Consult with the Dean to decide how many discussion groups there will be. Get a list of all adults attending camp who are likely to be participating in a discussion. This list should not include adults working with children and youth and those who indicated on their Mail-Back form to the Registrar that they will not be participating.
- 👍 Recruit enough Small Group Facilitators to lead groups of 8-10 adults.
 - ◆ A small group facilitator needs to 1) have attended a morning program at least

one year; 2) participated in a small group at least one year; and 3) must attend the morning program during the time s/he is facilitating.

- ◆ Consideration should be given to campers who have volunteered on evaluation forms from past years as well as those volunteering on the current year's camper questionnaire.
- ◆ Make your selection early enough so information can be sent to them about small group process and so they can arrange their travel to camp early for small group facilitator orientation.

☺ Assign participating campers to small groups of eight to ten adults for morning discussion at camp. This also must be done prior to the start of camp so that there will be no confusion on the first morning regarding group assignments. In order to encourage a broad, inclusive experience for all, the Eliot Institute strives for breadth and balance in our small groupings. We arrange small groups so that we achieve a gender, age and geographical spread, as well as placing people outside of family and congregational groupings as much as possible. This helps us to form new connections.

☺ Find out when the Theme Speaker will be available on the first day to meet with the Small Group Facilitators. Establish a time with the Dean and communicate this meeting to the facilitators.

☺ The Moderator or Dean should obtain the daily discussion questions from the speaker either prior to or at camp and copy (or communicate) them for the discussion leaders.

FIRST DAY OF CAMP

☺ Attend Camp Staff meeting

☺ Hold a meeting with the speaker(s) and the facilitators

DURING CAMP

☺ Schedule and conduct the daily meeting of discussion leaders; this usually from 1:00-2:00 p.m. The Theme Speaker is invited to attend these meetings but may choose not to. [See job description for details.]

AFTER CAMP

☺ If you have any concerns or suggestions please report these to the Dean (via e-mail) within two weeks. [Note: If your concerns relate to the suitability of a particular person to effectively facilitate a group, these should not be addressed in an e-mail, but by mail or phone.]