



Thank you for facilitating a Grace Marriage group!  
Your role is vital. You set the tone and keep the day moving for everyone.  
The Lord is using you to make generational impact.

## PRIOR TO COACHING DAY

- **Become thoroughly familiar** with the Facilitator Guide prior to the coaching day.
- Feel free to contact us with any questions. We want you to be successful!

## COACHING DAY

- **Arrive early and greet everyone with enthusiasm.** Start the day with energy.
- **Keep things moving.** Monitor the group closely, especially when filling out worksheets. When the majority of the group is finished, move on to the next item.
- **Don't talk too much...and don't let anyone dominate the discussion.**

## TIPS FOR EXCELLENT FACILITATION

- **Meal time and breaks may be used as "flex time."** If you are running behind on your schedule, you may wish to shorten meal time or breaks. If you are running ahead of schedule, you may wish to spend more time in discussion or extend time for breaks.
- You are encouraged to **use a variety of reading methods** when having volunteers to read. On some lessons you may choose to have two or three volunteers read the lesson. At other times you may prefer to go around the room and have each person read a paragraph or two. Some people prefer not to read in public. We encourage you to allow participants to skip reading aloud if they wish. You may say something like, *"Not everyone feels comfortable reading in public and that's O.K. If you wish to be skipped, just tap the person next to you."*
- **Discussion dominators can greatly diminish the quality of the day. To help prevent this from happening, set expectations before opening the discussion.** We strongly suggest you say something like,

*"Hearing from each other can be a blessing in our day. For our group discussions, we ask that you please remember A – B – C. Please be...."*

**A = Audible.** Please speak clearly and not too fast.

**B = Brief.** Please limit your comments to about a minute or less. We want others to be able to share. We (the facilitators) will raise our hand to gently indicate that you are going too long in your comments. Please don't put yourself in the

uncomfortable position being asked to stop your comments because you are going on too long.

**C = Careful with your words.** Do not share something that would embarrass or demean your spouse. Also, avoid any language that may make others uncomfortable.

- **Important note about dominators:** If the dominator does not heed the directions (as is often the case), raise your hand. If they continue to talk, it is your responsibility to gently, but firmly, say, *“We haven’t heard from everyone yet. We want to give everyone the opportunity to share.”* Then, you may motion to the other side of the room and ask, *“Would anyone on this side of the room like to share?”* If necessary, speak to them during the break. Let them know that you appreciate their participation, but that it is also important to give others the opportunity to share their thoughts. Affirm them, but it must be clear that others must be given the opportunity to talk. ***Do not let dominators dominate the discussion.***