

Facilitating Comment Groups

<p>Organisation by the church</p>	<ul style="list-style-type: none"> ● Invitations to participate in comment groups should be managed by the church – in the bulletin, announced from the front ● Sign up by name on sheets in church foyer (allow only 10-12 places, no extras) ● Number and timing of groups to suit church size and consultants' availability
<p>Objectives</p>	<ul style="list-style-type: none"> ● Clearly mention in the invitation the purpose of the groups – to gather reflections on the consultancy objectives ● Design the group process to gather maximum information in relation to the objectives
<p>Composition</p>	<ul style="list-style-type: none"> ● Groups are usually open to any but strictly limited in number to 10-12 ● Groups should ideally be mixed so that individuals learn from one another. Encourage diversity.
<p>Session Outline</p>	<ul style="list-style-type: none"> ● Have a clear session outline and ensure it is facilitated the same way for each group. This gives reliability to the data gathered. ● It is important when running back to back groups to run to time – realistically estimate the time for each section and facilitate accordingly (usually 50 mins total + 5 mins to conclude + 5 mins to set up for the next group). ● Know who will facilitate each section and who will take notes.
<p>Diagnostic Tools</p>	<ul style="list-style-type: none"> ● Asking people to arrive early and complete a short survey before the group starts is useful for gathering extra data and orientating participants to the issues under discussion. ● Use some mapping exercises. ● Facilitated open group discussion is appropriate for some issues. ● Round the room requests for a response from each person is often effective.
<p>Collection of Data</p>	<ul style="list-style-type: none"> ● Having data entry sheets prepared makes it easy to organise and interpret the data.