*Archbishop Flynn Catechetical Institute: Class of St. Joseph*

Group: Room:

Schedule for the First Class on September 20

**7:00 pm:** Welcome & Introduction by Jeff Cavins

**7:10 pm:** Dismiss to Small Groups

**7:15 pm:** Small group Discussion

**7:45 pm:** Reconvene PROMPTLY for Lecture

**9:00 pm:** Dismissal

**Small Group: 7:15 pm -7:40 pm:** It will go quickly! Set the expectation: Let your group know that you have 25 minutes for introductions and some brief instruction on the small group dynamic. Be sure to end such that you allow for enough time to get to the lecture by 7:45 pm.

**Introduction:**  Introduce yourself. Tell a little bit about yourself, perhaps why you are in the Catechetical Institute and what you hope to get during your time here. Ask them to do the same.

**Explain the Role of the Small Group:** Handout and read *10 Commandments of a Small Group & ABC’s.*

**Explain the Role of the Facilitator:** Let them know that your role is to keep the group on time, on topic, and on track. Ask someone to be your timekeeper and to give the group the “heads-up” when you have 5 minutes remaining in the small group session. (This person can do this from now on.) Let them know that if the group should veer off topic, you will bring them back, and if a question comes up that you don’t know, you will send it to the Class Coordinator. Take attendance. Have fun!

**Nametags:** Let your small group know to always wear their nametags.

**Reconvene in the Lecture Hall:** Have your group stack their chairs or return the room to how it looked originally. Drop your folder at the facilitator table on your way into the lecture hall.

**Remind students that next week, and all following weeks, they will go directly to their small group at 7 pm** **& gather promptly in gathering space at 7:40 pm**