

Sisters, Servants of the Immaculate Heart of Mary

Role of Table Facilitators

Table Facilitator Responsibilities:

- **Help to create a sense of welcome and inclusion at the table**
- **Invite people to DEEP listening and respectful dialogue!**
- **Focus the conversation on the topic presented, and not personal agendas**
- **Provide opportunity for everyone to have time to speak**
- **Slow down the conversation if need be – allowing some space between comments – thereby creating a more contemplative spirit**
- **Be aware of time constraints for an agenda topic/sharing**
- **Help the table group articulate what they most want to share either in writing as a table report or with large group reporting if this is part of a process (facilitator does not do all the work but facilitates the process)**
- **Takes care to see that table written responses are handed in when requested**

Encourage Contemplative Conversation

- **Slow down the pace of the conversation at times**
- **Reflect on what is said**
- **Speak only for self**
- **Listen**
- **Engage in the dialogue**