

Processes

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Facilitator Recruitment

Process: Facilitator Recruitment

Overview

Facilitator recruitment runs from January through early March, moving from identification through personal invitation to finalization.

Timeline

January: WSLT hosts check-in with current facilitators. Begin discerning which participants might serve as facilitators. Apprentices practice facilitation in their own groups.

February:

1. WSLT and current facilitators identify candidates.
2. Ministerial staff lead sends email to current and past Sources participants inviting them to consider facilitation.
3. WSLT and/or current facilitators extend personal invitations.
4. During a Sources session, invite participants to write down 1-2 names of people from their group who they think might be a good facilitator.
5. Volunteers fill out the [Serve Form](#) under "Adult Spiritual Deepening."

Early March: Facilitators are finalized. They identify preferred time slots and retreat date.

March: The Wellspring Annual Gathering also serves as a facilitator recruitment opportunity.

April: WSLT identifies mentors for new facilitators and begins onboarding.

Key Principle

Over 1/5 of people at Foothills have been through Wellspring. The best recruitment comes from 1:1 personal invitations from current facilitators and WSLT members who have seen potential in participants.

Requirement

Participants being considered should have been active at Foothills in attendance, small group, or volunteer capacity. This requirement needs to be faithfully adhered to. (Lesson from 2023-24: two newcomers to UU faith in one group was viewed as an impediment to full participation.)

See Also

- [Recruiting Sources Participants](#)
- [Sources Facilitator](#)
- [Full Annual Timeline](#)

Participant Recruitment

Process: Participant Recruitment

Overview

Participant recruitment runs from April through May, relying heavily on personal invitations from Wellspring graduates.

Timeline

April:

1. Newsletter article promoting WS Sources enrollment is published.
2. Current year's facilitators speak with their groups about sharing WS experience and encouraging next-year participation.
3. Email is sent to all Wellspring grads asking whom they would nominate for Sources next year, using the [Wellspring Nomination Form](#) and Interested In Wellspring Group.
4. WS Sources testimonial chalice lighting is offered by a current participant or facilitator during Sunday service.
5. WSLT and/or next year's facilitators host "Ask Me About Wellspring" information session at coffee hour (mid-to-late April).

May:

1. WSLT sends All Wellspring Groups Feedback Form.
2. WSLT reviews Sources applications. Roster is finalized.
3. WSLT sends ministerial lead a list of people requesting financial support.
4. WSLT notifies Sources participants by email of their enrollment.

The Ask (from Grad Recruitment Email)

Wellspring grads are asked to:

1. Make a list of three people who need Wellspring (remembering they should have been around Foothills for a bit and participated in adult programs or small groups).

2. Write each of them a note sharing one reason they loved the experience and a specific reason why they think that person would too. Invite them to chat about it in the next two weeks.
3. Share the link to the [Wellspring page](#).

Key Principle

1:1 personal invitations from Wellspring grads are the most effective way to get the right people into the program.

Application

- [Sources Application Form](#) (updated each March with facilitator-confirmed meeting times and retreat date)
 - [Love at the Center Application \(Admin\) / Public](#)
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See Also

- [Recruiting Sources Participants](#)
- [Forms and Links](#)
- [Full Annual Timeline](#)

Second-Year Offerings

Process: Second-Year Offerings

Overview

Second-year Wellspring offerings (Sacred Arts, Faithful Action, etc.) are self-facilitating groups for Sources graduates. The WSLT discerns interest, coordinates enrollment, and provides initial support, but the groups themselves share facilitation responsibilities.

Curriculum Options

Check [UU Wellspring](#) for current second-year program descriptions. Past offerings at Foothills have included Sacred Arts and Faithful Action.

Timeline

January: WSLT discerns whether there is interest in a second-year offering and which curriculum might be offered, with input from current Sources facilitators and past participants.

March: Once Sources facilitators are finalized, WSLT surveys WS grads and current Sources participants to measure interest. Creates or updates second-year enrollment form.

April: If offering is planned, WSLT emails WS Sources grads with curriculum details and enrollment link.

May: WSLT finalizes participant roster and notifies participants.

June: WSLT notifies participants of group assignments if necessary. Church staff builds PCO groups.

June/July: WSLT emails self-facilitating groups with their curriculum-specific password and encouragement to begin forming.

August: WSLT offers encouragement as needed for groups to schedule first session.

October: WSLT offers ongoing support/encouragement if needed.

Self-Facilitating Group Expectations

Each participant shares in facilitation responsibilities. Groups are encouraged to:

- Identify a volunteer to take administrative lead for the first session or two
 - Establish a covenant during the first session
 - Take turns sending out session assignments, making room/zoom reservations, facilitating sessions, and recording attendance
 - Meet bimonthly on a day and time determined by the group
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See Also

- [Recruiting Second-Year Participants](#)
- [Second-Year Group Assignments](#)

Opening Retreat

Process: Opening Retreat

Overview

The opening retreat launches each new Sources cohort, typically held in August before year-long groups begin meeting in September. The retreat format varies depending on how many groups are forming.

Format

Single group forming: That group's facilitators conduct the retreat with the WSLT available to assist if needed.

Multiple groups forming: The WSLT will be more involved, opening and closing the retreat and supplementing the facilitators' work with their own groups while creating a shared experience across the groups. The ministerial staff lead may meet briefly with retreat attendees to encourage and inspire.

Logistics

- All facilitators must commit to the same retreat date if multiple groups are forming (confirmed in March).
- Submit [Event Reservation and Promotion Form](#) for room reservations.
- Retreat supplies (printing, etc.) come from the Wellspring budget.

Participant Preparation

Before the retreat, participants should:

- Read as much of *Everyday Spiritual Practice* edited by Scott W. Alexander as they can
- Choose one or two spiritual practices from the book to try
- Respond in their journal to: "How do you describe your spiritual life?"

- Watch the video on [Why Respecting Pronouns Is So Important](#)
 - Bring a writing device or paper/pen (or the optional UU Wellspring Sources Reflection Journal), a folder or binder, two smooth stones, and an open mind and heart
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See Also

- [Welcome Letter 1 - The Basics](#)
- [Welcome Letter 2 - More Information](#)
- [Required and Optional Books](#)