

# Quick-Start Guide for New Facilitators

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## Wellspring Love at the Center Quick-Start Guide

A Resource for New Facilitators at Foothills Unitarian Church

Congratulations on taking this next step on your spiritual journey! Your group will be meeting eleven times over the course of the year. Wellspring has requested that we begin these groups in October since the curriculum is new and in development. Please note that the curriculum does not begin with a group retreat.

Your group is scheduled to meet on \_\_\_\_\_ from \_\_\_\_ to \_\_\_\_\_. If you are choosing to meet at church please make room reservations for your group using this form: [Event reservation and promotion](#)

This year, you'll be helping others grow in their Unitarian Universalist faith by making the UU Wellspring curriculum available to your small group. Don't worry, though. You won't be doing it alone.

The UUWellspring organization makes detailed training resources and session-by-session curriculum guides available at their website. And the Foothills' Wellspring Leadership Team, in partnership with Foothills' professional ministerial staff, is here to help make sure your facilitation experience is meaningful for you and your group participants.

# First Steps

- Meet with your co-facilitator and your Foothills Wellspring Leadership Team mentor. Your mentor will be an experienced Foothills Wellspring facilitator who will serve as a resource, sounding board and cheerleader for you and your co-facilitator throughout the year.
- Go to the [UUWellspring website](#) and complete the Wellspring Facilitator Registration form under Facilitator Registration. Register as a facilitator of "Love at The Center". [Facilitator Registration Form](#)
- Plan to attend one of UUWellspring's live online training sessions or view a recorded version. You can find the recorded 30-minute training video on their [website](#) under Resources > Tools for Facilitators.
- Become familiar with [Planning Center Groups](#). A link to the [Group Leader Introduction](#) will be sent to you by the staff administration team once your group has been set up.
- Working with your co-facilitator, send a Welcome Letter to your group participants. Send this letter as soon as your group has been set up.

# On-Going Meetings and Support

- Once your group has decided on its covenant, store the document in Planning Center Groups for member access and ongoing review.
- Once your group has decided on its meeting dates and you have secured a meeting location, schedule the events in Planning Center Groups.
- Remember to use Planning Center Groups to send out assignments and notices for each upcoming meeting and to take attendance after each meeting.
- Expect your mentor to check in with you periodically to offer support and help problem-solve if necessary.

# Growing New Leaders

- Help develop the next generation of Wellspring Sources leaders. Encourage participants who demonstrate an aptitude for supporting group process and engagement to consider facilitating next year.
- Encourage participants to share their Wellspring experience with fellow congregants, to help identify congregants who might be interested in Sources next year, and to consider participating in second-year Wellspring offerings.

Let your mentor know if you would like to be a part of the Foothills Wellspring Leadership Team.

# Attend to Your Spiritual Life

Continue to tend to your spiritual life. As a facilitator, having a daily spiritual practice and working monthly with a spiritual director, spiritual companion, or spiritual friend continue to be expectations. We hope this year offers rich opportunities to grow and go deeper in your spiritual life as you help others in our community do the same.

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## See Also

- [Sources Facilitator](#)
  - [Facilitator Mentor](#)
  - [Circles of Trust](#)
  - [Spiritual Directors List](#)
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