

SHARING our FAITH: Coordinator Roles and Responsibilities

What are the basic responsibilities of a coordinator?

- Publicize and communicate all information to church members in your congregation. Invite every member's participation.
- Create sign up/registration process for participants in the Sharing our Faith events.
- Organize the selection of *hosts and moderators* with your local clergy person and ensure they receive training.
- Sign up participants.
- Distribute materials to hosts and/or moderators.
- Troubleshoot any issues to ensure the events are well organized and the environment for each gathering is welcoming and hospitable.

About Sharing Faith

What are the Sharing Faith gatherings? A time of small-group storytelling, beginning with a simple meal, in locations across the diocese, including parishioner homes.

What is the purpose? The gatherings are designed for Episcopalians to come together over a simple meal and get to know each other by sharing faith stories based on questions on story cards. Sharing personal faith stories help us to deepen our own faith, and hearing others' stories of God's presence in their lives brings us into deeper relationship with each other.

When are the dinners? The groups can meet in the daytime or evening; you can expect to schedule a three-hour block of time. In some situations, it may be necessary to pick an alternative date.

Where are the dinners? Can the dinners be at the church? Small groups of 6-10 people gather in homes or other comfortable settings across the diocese, including churches.

Who will attend? All members of any worshipping congregation, along with friends, are encouraged to participate to make this a shared experience.

About Coordinators

Are there promotional materials? Yes, a flyer that can be printed to be used as a bulletin insert or distributed by hand, a poster and an article for your church newsletter/upcoming events email (that can also be used as a verbal announcement) are [available on the Sharing Faith site](#).

How are the groups put together? As coordinator, you will create groups of 8-12 people based on the number of people registered, geography, and any other factors you deem relevant. Participants need not come from a single church. Attendees at a dinner might be members from several Episcopal churches; this is encouraged in areas where churches are located near one another. Friends of parishioners are also welcome - - this program is designed primarily for Episcopalians but can be an opportunity to invite neighbors and friends.

How do participants register? As coordinator, you are responsible for creating registration/sign ups within your congregation. We suggest you use the same system for registration/sign up that your church typically uses for events. Once you have created your system and announced the events, registration should occur between at least a month before the event.

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How will the Sharing our Faith materials be distributed? Materials for each gathering, including a deck of Sharing our Faith cards and tablecards (printed guidelines for Sharing our Faith), will be mailed to coordinators at their church address the first week of May (one packet for each dinner). Coordinators are responsible for delivering the packets to hosts before the event so they are available for the moderator when he or she arrives for the event.

About Moderators

What is the role of the moderator? The moderator's role is to create and maintain a safe, trusting, and prayerful space so people can share their faith stories. Major responsibilities include:

- a) Manage the event and set expectations for faith sharing.
- b) Guide two rounds of storytelling.

There are resources for moderator training [available on the web page](#) , Sharing our Faith.

How are moderators selected? Clergy and coordinators identify moderators; you will need one moderator for each group of 6-10 people.

Can a moderator be a priest or deacon? Yes.

How and when will moderators be trained? Three types of moderator training are offered:

About Hosts

How are hosts selected? Coordinators may recruit hosts or interested people may volunteer by contacting their local coordinator.

How many hosts are needed? You will need one host for each group of 6-10 people. You will keep the list of hosts from your congregation.

What is the role of the host?

- Hospitality
- Provide the location (home, church, meeting space)
- Provide a simple meal for themselves, the moderator and 6-10 participants
- Communicate by email or phone with coordinator for guidance.

Can a host be a priest or deacon? Yes.

Can a host also be a moderator? We recommend the host **not** also take on the role of the moderator. It is best if the host focuses on hospitality and the moderator facilitates the event.

Can the coordinator be a host or a moderator? Yes.