

**Catholic Bible Institute in the Diocese of Orange**  
**Group Facilitators**

In order to enhance the sense of hospitality at our monthly sessions, the quality of our group discussions, and the flow of information to all CBI participants, each table-group will be asked to select a “facilitator” for each semester.

**Role of the Facilitator:**

- 1) Compile and share phone/email contact information among your group’s members.
- 2) Coordinate things if your group is assigned for prayer, sacred space, or refreshments.
- 3) Come a few minutes early, so you can help welcome the members of your group.
- 4) Make sure your group members record their attendance on the large envelope.
- 5) Moderate the small group discussions (i.e., see that everyone has a chance to speak, and that no one, including yourself, dominates, or monopolizes the discussion).
- 6) As needed, meet briefly with the CBI team (usually at the beginning of lunch), especially with the team member who reads your group’s monthly reflection papers.
- 7) Help the CBI team make sure all members of your group understand the instructions for written assignments, especially anyone who was absent at some time.
- 8) Make sure your group table is clean at the end of each session (return plastic signs, table envelopes with written assignments, any reusable flyers; throw away all trash).
- 9) After each session, contact any group members who were absent to see if they are OK and to give them all the important information they need for the next session.
- 10) If you yourself will be absent from any session, contact another group member in advance to ask him or her to act as the facilitator for that month.

**Readers for CBI Groups 2016-2017**

<b><i>Maggie Cunningham</i></b> <b>(GREEN folders)</b>	<b><i>Fiona Sanchez</i></b> <b>(BLUE folders)</b>	<b><i>Maureen Tunstill</i></b> <b>(PINK folders)</b>	<b><i>Randy Lopez</i></b> <b>(GRAY folders)</b>
BARNABAS	JOHN the EVANGELIST	MARTHA	PAUL
ELIZABETH	LUKE	MARY of BETHANY	PETER
JAMES	LYDIA	MARY of MAGDALA	
JOHN the BAPTIST	MARK	MATTHEW	

**E-Mail Addresses**

***Maggie Cunningham*** – [MCunningham@cardiacscience.com](mailto:MCunningham@cardiacscience.com)

***Fiona Sanchez*** – [fionahs67@icloud.com](mailto:fionahs67@icloud.com)

***Maureen Tunstill*** – [mtunstill@rosaryacademy.org](mailto:mtunstill@rosaryacademy.org)

***Randy Lopez*** – [CBI@loyolainstitute.org](mailto:CBI@loyolainstitute.org)

**Catholic Bible Institute in the Diocese of Orange**  
**Group Contributions for Monthly Sessions**

**September 17, 2016:**

*Sacred Space:* CBI Team    *Opening Prayer:* CBI Team    *Closing Prayer:* CBI Team

*Refreshments:* BARNABAS, ELIZABETH

**October 22, 2016:**

*Sacred Space:* BARNABAS    *Opening Prayer:* ELIZABETH    *Closing Prayer:* JAMES

*Refreshments:* JOHN the BAPTIST, JOHN the EVANGELIST, LUKE

**November 19, 2016:**

*Sacred Space:* JOHN BAP.    *Opening Prayer:* JOHN EVAN.    *Closing Prayer:* LUKE

*Refreshments:* LYDIA, MARK, MARTHA

**December 17, 2016:**

*Sacred Space:* LYDIA    *Opening Prayer:* MARK    *Closing Prayer:* MARTHA

*Refreshments:* MARY of BETHANY, MARY of MAGDALA, MATTHEW

**January 21, 2017:**

*Sacred Space:* MARY BETH.    *Opening Prayer:* MARY MAGD.    *Closing Prayer:* MATTHEW

*Refreshments:* PAUL, PETER, JOHN the EVANGELIST

**February 18, 2017:**

*Sacred Space:* PAUL    *Opening Prayer:* PETER    *Closing Prayer:* BARNABAS

*Refreshments:* LUKE, LYDIA, MARK

**March 18, 2017:**

*Sacred Space:* ELIZABETH    *Opening Prayer:* JAMES    *Closing Prayer:* JOHN BAP.

*Refreshments:* MARTHA, MARY of BETHANY, MARY of MAGDALA

**April 29, 2017:**

*Sacred Space:* JOHN EVANG.    *Opening Prayer:* LUKE    *Closing Prayer:* LYDIA

*Refreshments:* MATTHEW, PAUL, PETER

**June 3, 2017:**

*Sacred Space:* MARK    *Opening Prayer:* MARTHA    *Closing Prayer:* MARY BETH.

*Refreshments:* POTLUCK PARTY!