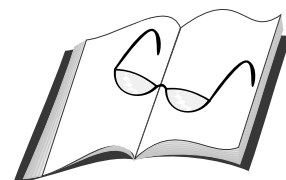


FACILITATOR'S GUIDE



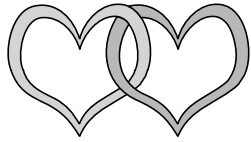
Tips

- ◆ Be sure to read the **"Being a Good Facilitator"** section of the Book Study Guidelines for lots of helpful tips that aren't repeated here.
- ◆ After doing **introductions** in the first meeting, pass out the first discussion guide.
- ◆ One way to start is to **take turns reading** the discussion guide questions and then reading the pages in the book covered by each question.
- ◆ **Matters connected to the heart** can be sensitive and some people may not want to share their thoughts. If no one comes forward to speak, you can simply move on to another point or perhaps share something yourself.
- ◆ **The Heart Perspectives Worksheets** at the end of each guide are designed to help people make the material practical in their lives. They are based on the questions at the end of each section of the book. You can use them as springboards for discussion, or simply as an aid for personal reflection. One idea is to set aside time during the meetings to play soft music and let everyone do the worksheets privately.
- ◆ Try to **keep conversation centered** on the material, but realize that all the points in a discussion guide might not be covered during the meeting.
- ◆ Before ending each meeting, **hand out the next discussion guide** and tell participants what pages will be covered. (All the book study materials can be copied and freely distributed.)



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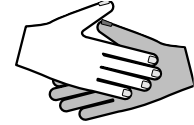
- ◆ Simple **refreshments** can bring warmth and comfort to the group.
- ◆ You may want to schedule a **celebration** after your last meeting to commemorate your time together!



Heart-to-Heart

First Meeting: Introductions

- ◆ Tell everyone your name and share some personal background information.
- ◆ Ask how everyone heard about the book study or why they are interested in the topic. This helps people get acquainted and feel comfortable.



All Other Meetings

Keeping in Touch – At the beginning of each meeting ask questions like:

KEEPING IN TOUCH

- *How was your week?*
- *How did you like this week's reading?*
(You'll find out if people didn't have time to read it!)
- *Is there something from the reading you would especially like to discuss?*

Similar questions appear at the beginning of each discussion guide. It's a friendly way to help people get back in touch with each other.

Closing

You can use the last point in the discussion guide, a moment of meditation or any other idea that works for you and the group. Thank everyone for coming.

The Last Meeting

At the end of the last discussion guide are some suggestions and ideas for you and the group to consider. These book study guides are courtesy of The Summit Lighthouse 1-800-245-5445.



*Follow your heart,
go with the flow
and have lots of fun!*

Alchemy of the Heart

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