

**SMALL GROUP LEADER (SGL)
DUTIES AND RESPONSIBILITIES CHARTER**



I. PURPOSE - CHARTER: To provide the Small Group Leader (SGL) with the general and detailed responsibilities necessary to successfully achieve the intended purpose of the Small Group Program. By signing this Charter, each SGL is making a personal commitment to themselves to faithfully and consciously execute on the requirements contained within.

II. PURPOSE - SMALL GROUPS & SMALL GROUP POSITION

1. Small group discussions have become the most successful means of engaging participants on thought provoking and inward seeking topics. This is a popular method in our schools and religious education teaching.
2. The small group discussion is critical in getting teens engaged in a topic. Teens are more comfortable having open discussions with their peers and not a catechist or parent.
3. The SGL position will allow the teen to incrementally develop leadership attributes and skills; leading a small group that is not afraid to voice their opinion or discuss a topic. These peer discussions amongst themselves will help the Confirmation Candidates make sense of their life's journey and the genius of their Catholic faith.
4. It is because of these aforementioned reasons the Small Group Leader (SGL) position is a Foundational Element in our new Confirmation program. The SGL position will allow our program to meet our young people where they are and leading them to where God is calling them to be.

III. APPLICABILITY & ATTENDANCE

1. Availability: Open to any youth registered and attending the St. Mary's Confirmation Preparation Program. Up to 20 positions will be required to be filled in each Confirmation Session. As there is a limited number of SGL positions, those that have completed the training will have priority on one of the SGL positions. If by chance there is not enough SGLs sign up for the position, SGLs will be selected at class by the Confirmation Director (CD).
2. Duration:
 - i. In effect for all scheduled classes in Confirmation 1 and 2.
 - ii. SGLs from Confirmation 1 that went through the Initial Training Program and met the attendance requirement (below) will automatically be eligible to be the SGL for Confirmation 2.
3. Attendance:
 - i. 100% Attendance is expected to all classes and meetings.
 - ii. If granted an excused absence by the CD, the SGL will select a substitute SGL at the class prior to the class the youth will be absent.
 - iii. Only 2 excused absences are allowed in order to maintain the SGL Position.
4. Responsibility:
 - i. The Confirmation Director (CD), Roger Gullo, has the responsibility for this procedure. He has the right to change and modify this procedure as deemed necessary; and with proper notification to each SGL





- ii. The Small Group Leader (SGL) will conduct themselves in the manner contained within this Charter.

5. Position Benefits:

- i. SGLs that have successfully met the SGL requirements contained in this Charter will receive Service Points for their time in training, meetings and classes.
 - a. SGLs will receive 1 point for each hour performing the SGL duties.
 - b. Refer to the Works of Mercy and Service Program (available on the website) for further details on the Works Points.
 - c. The CD will have the final say in the points credited for each class.
- ii. Upon request, students may share the SGL position, thus becoming a co-SGL. In this case, Works Points will be shared between the SGLs.
- iii. SGLs selected at class, due to lack of volunteer SGLs, will be eligible for Service Hours.

IV. SGL DUTIES AND RESPONSIBILITIES

- 1. Arrive 20 mins before the start of class to setup their assigned table. Resources will be obtained from the resource cabinet.
 - i. Confirmation 1 SGLs
 - a. Obtain 1 Bible for each student.
 - b. Obtain 1 Whiteboard per Table
 - c. Obtain Supply Box for your Table. Includes:
 - 1. Sharp Pencil for each student
 - 2. Highlighter for each student.
 - 3. One white board eraser
 - 4. One white board marker
 - 5. May include post-it notes
 - ii. Confirmation 2
 - a. Obtain Supply Box for your Table
 - b. Note: Bibles and Whiteboard will already be at the table from Confirmation 1
- 2. Upon arrival, obtain a copy of the group's attendance. Take attendance as group members arrive. Enter an "X" when present. Leave blank if not present.
- 3. Facilitate discussions and exercises during class.
 - i. Lay the whiteboard down on the table to allow all group members to participate in the exercises.





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- ii. Once the exercise has been completed, hold up the whiteboard facing the CD.
- iii. After the exercise review with the CD, erase the whiteboard and place on the side of the table.
4. Facilitate discussions on Works of Mercy and Service performed. Receive reports of Works Hours completed by the group when requested by the CD. Collect the Works of Mercy and Service log.
5. Control and maintain order of their group. Draw CD's attention when a group member is disorderly.
6. Clean-up and store their table's resources 10 mins after the end of class.
 - i. Confirmation 1 SGLs:
 - a. Return and Resupply the Supply Box for your Table to the Resource Table.
 - b. KEEP Bibles and Whiteboard on the Table.
 - ii. Confirmation 2 SGLs:
 - a. Return 1 Bible for each student.
 - b. Return 1 Whiteboard
 - c. Return Supply Box for your Table. Sharpen pencils as required.
 - iii. Pick papers and trash – discard. Clean tables into better condition than received.
7. The SGLs remain while the tables are released table-by-table. SGLs are released on a table by table basis by CD.
8. Make a concerted effort to attend the 5 – 6 pm Youth Mass. Confirmation 1 attends after class; Confirmation 2 attends prior to class.
9. SGLs to email confirmation.director@stmarysfranklin.org, with CC to their parents, providing their email address to the CD for between session communications.



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V. TRAINING AND MEETINGS

1. Attend a SGL Training Session
 - i. Receive and agree to all requirements, duties and responsibilities designated on a SGL Charter.
 - ii. Walk-through a typical class.
 - iii. Attend 5 pm Youth Mass together as a group or with your family.
2. Attend an Out Briefing Meeting.
 - i. Complete a Confirmation Program Survey and participate on group discussions on the survey results.
 - ii. Receive documentation of the Works of Mercy and Service for performing the SGL position.

REFERENCES AND RELATED DOCUMENTS

1. Decision Point Workbook
2. SGL Duties and Responsibilities Charter (copy to be signed by the SGL and brought to every class).

<p>Agreed by:</p> <hr/> <p>Signature</p> <hr/> <p>First and Last Name</p> <p>Date: _____</p>	<p>Issued and Approved by:</p> <p>Roger Gullo, Confirmation Director St Mary, Franklin, MA</p>
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