

I pin my hopes to quiet processes and small circles.
- Rufus Jones

Through others we become ourselves.

— Lev S. Vygotsky

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WELCOME

Welcome to Soul Matters facilitation! Thank you for offering your time and talent. You are giving a great gift to others. This manual is here to help ensure that the experience is also a great gift to you.

We begin by sharing the deeper purpose of Soul Matters groups. While most of this manual covers the "how" of leading groups, we also want you grounded in the deeper "why." Facilitation requires good technique; it thrives when leaders are clear about the deeper transformation our small groups offer.

We then talk about how Soul Matters groups differ from other small group models. As a facilitator, your job is not just to run an effective meeting. It is also to introduce others to a new and unique way of being together. Soul Matters is designed to help us experience the themes not just talk about them. Its structure helps us avoid the safety of abstract analysis and instead invites us to courageous dive into the nitty-gritty of our daily living.

After that, we get into the nuts and bolts, from getting your group off to a good start, to what happens in meetings, to what to do when things don't go as planned.

Soul Matters' distinct process and practices shape the role of facilitator in unique ways. So we focus in entire section on how your role differs from traditional facilitation. The truth is you play numerous roles. We walk you through them one by one.

Finally, we talk about where you can find additional support and inspiration. We want you to be well-prepared and well-nourished. So we close out the manual with readings and quotes that remind you why small groups matter so much. This is not just job you've signed up for; it's a ministry. These voices support your spiritual formation, not just sharpen your skills.

You're about to begin a wonderful and precious journey. Let's begin!



Facilitation thrives when leaders are clear about the deeper transformation small groups offer.

PURPOSE

WHY JOIN A SOUL MATTERS GROUP?

Before we talk about the how to run a Soul Matters group, let's be clear about why they matter. Facilitation requires good technique; it thrives when leaders are clear about the deeper transformation they are supporting.

Simply put, Soul Matters groups offer the gift of spiritual connection. Around us swirls a shallow, frantic and materialistic culture that leaves us cut off from our deepest selves, life's gifts and needs greater than our own. Many of us come to church hungry to mend these sacred connections that get frayed and torn. Soul Matters exists to support this journey of reconnection to life, others and our selves.

We do that by listening. Fundamentally, that's what Soul Matters is: an invitation to listen more deeply and intentionally, in three distinct ways:

First, we listen to each other. It's a gift not often offered in our culture. Most of the time, we are "talked at" rather than listened to. We are bombarded with information and demands that drown out our own voice. Being listened to by trusted companions helps us hear our own voice again. And more than that: It gives us our story back. Theologian, Rebecca Parker, puts it this way:

"There is a quality of listening that is possible among a circle of human beings, who by their attentiveness to one another create a space in which each person is able to give voice to the truth of his or her life. There is the miracle of authentic narrative, made possible by listening that holds still long enough to let our truth be told."

Second, we listen to our lives. This is not easy to do. Directly or indirectly, we are taught to see life as a challenge not a companion. The goal is to conquer it, not listen to it. Soul Matters invites us to take another look and dance with life in a new way. Through spiritual practices and questions focused on our daily living, we engage the world not as an obstacle course to get through, but as a host of holy voices calling us to greater loving and living. Christian novelist, Fredrick Buechner beautifully captures this sacred way of engaging the world:

"You never know what may cause them. The sight of the Atlantic Ocean can do it, or a piece of music, or a face you've never seen before. A pair of somebody's old shoes can do it.... You can never be sure. But of this you can be sure. Whenever you find tears in your eyes, especially unexpected tears, it is well to pay the closest attention. They are not only telling you something about the secret of who you are, but more often than not [the Sacred] is speaking to you through them of the mystery of where you have come from and is summoning you to where you should go next."



We come hungry to mend the sacred connections that get frayed and torn.

Finally, we listen to our deepest selves. Introspection is most often understood as solitary work, but small group practice teaches us that going inward is largely a gift given to us by others. Ironically, we hear that "still, small voice inside" best when the voices of friends speak and offer their presence in a disciplined way. Quaker teacher Parker Palmer explains:

"So what do we do in a circle of trust? We speak our own truth; we listen receptively to the truth of others; we ask each other honest, open questions instead of giving counsel; and we offer each other the healing and empowering gifts of silence and laughter... Our purpose is not to teach anyone anything but to give the inner teacher a chance to teach us."

Together, these three sacred practices of listening – to each other, the world and our deepest selves – add up to a more intentional and authentic life. It's a journey back to connection, and ultimately a journey back home. Again, we turn to Parker Palmer. Here's how he describes the path:

"There was a time when farmers on the Great Plains, at the first sign of a blizzard, would run a rope from the back door of their house out to the barn. They all knew stories of people who had wandered off and been frozen to death, having lost sight of home in a whiteout while still in their own backyards.

Today we live in a blizzard of another sort. It swirls around us as economic injustice, ecological ruin, physical and spiritual violence, and their inevitable outcome, war. It swirls within us as fear and frenzy, greed and deceit, and indifference to the suffering of others. We all know stories of people who have wandered off into this madness and been separated from their own souls, losing their moral bearings and even their mortal lives.

The lost ones come from every walk of life: clergy and corporate executives, politicians and people on the street, celebrities and schoolchildren. Some of us fear that we, or those we love, will become lost in the storm. Some of us are lost at this moment and are trying to find our way home. Some are lost without knowing it. And some are using the blizzard as cover while cynically exploiting its chaos for private gain...

My own experience of the blizzard, which includes getting lost in it more often than I like to admit, tells me that... the soul's order can never be destroyed. It may be obscured by the whiteout. We may forget, or deny, that its guidance is close at hand. And yet we are still in the soul's backyard, with chance after chance to regain our bearings." (From A Hidden Wholeness)

Realizing we are in the soul's backyard. Grasping again the rope that leads us back home.

This, ultimately, is why one joins a Soul Matters small group. This is what your role as facilitator is ultimately all about. You are not just ensuring good process; you are offering the gift of wholeness and home.



We are always in the soul's backyard, with chance after chance to regain our bearings.

APPROACH

WHAT MAKES SOUL MATTERS DIFFERENT?

We've already begun to answer this question. Soul Matters' distinguishing characteristic is a focus on deep listening that helps us heal spiritual disconnection. But the way Soul Matters goes about that is also unique. Here's how:

Soul Matters Invites Us to Listen to Each Other Deeply and With Discipline

There is nothing passive about deep listening. It requires effort and intentionality. Soul Matters invites group members to practice three distinct disciplines of deep listening during their meeting time, captured simply in this three-part mantra:

- Hold still the practice of offering space
- Hold at bay the practice of offering presence
- Hold out and hold up the practice of offering gratitude and noting meaningful connections

"Hold still" is about offering each other the gift of space. It is what Rebecca Parker calls "a listening that holds still long enough to let others' truths be told." In practice, this means responding to people's sharing with silence rather than words. In our groups, each member takes a turn sharing before any group discussion or reactions occur. We "hold" each other's sharing, rather than react to it with comments or questions. Responding to each other with silence can feel awkward, but makes room for the one speaking to hear themselves. It's about offering a spaciousness that allows one's sharing to wander in safety and new insights to emerge. Parker Palmer refers to this as the practice of "honoring the shy soul":

"The soul is shy. Just like a wild animal, it seeks safety in the dense underbrush, especially when other people are around. If we want to see a wild animal, we know that the last thing we should do is go crashing through the woods yelling for it to come out... A circle of trust is a group of people who know how to sit quietly "in the woods" with each other and wait for the shy soul to show up."

"Hold at bay" is about offering presence rather than advice. It involves keeping our often unhelpful reactions in check. It's natural to analyze and assess when listening. It's understandable that we want to offer advice and try to help people solve the problems they are struggling with. It's also not what we need. So we hold our unhelpful responses at bay by following the rule of "No fixing, no saving, no advising, no setting each other straight." Christine Robinson & Alicia Hawkins explain our discipline of "holding at bay" this way:



A circle of trust is a group of people who know how to sit quietly "in the woods" with each other and wait for the shy soul to show up.

"It's hard work to listen with an open heart rather than an analyzing mind. It requires putting aside judgment, categorization, and evaluation and instead just hearing the story that is told, and the feelings behind it... Even the most experienced listeners repeatedly will slip into judging and analyzing. When you realize that this has happened, gently set aside your thinking for later and open your heart. Buddhist meditators, who face the same problem, speak of treating the mind like a beloved but sometimes inappropriate child who wants to show off to guests. 'Not now, sweetie,' says the kind parent. 'You go and play and we will join you in a bit.' Similarly, when we are listening and notice that we are commenting to ourselves about what is being said, we can tell our minds, 'This is not the time for analysis. I just need to hear this story.'... In time, we discover that to be listened to is a way of being loved, and that listening is a way of being loving." (Heart to Heart)

"Hold out and hold up" is about what we say when do talk and reaction to each other's sharing. After a round of sitting in silence and listening to each group member share, the group then opens itself to a time of sharing reactions. But instead of responding to each other with "fixing, advising or saving," we hold out gratitude for one thing that struck us in particular as we listened and hold up how it connected to our lives and helped us clarify something about our own situation. This requires a different kind of listening from the start. Instead of analyzing or judging what people are saying, we listen for sharing that connects with us personally and feels like a personal gift. In other words, we don't just "sit quietly" while others are talking; we actively listen for those precious moments when another's story or experience takes us more deeply into our own.

Soul Matters Invites Us to Experience the Themes, Not Just Analyze Them

Spiritual analysis without spiritual practice leaves us unchanged. This is why we make spiritual exercises a central part of each monthly packet. These spiritual practices take us beyond the question of "What do you think?" and invite us into the deeper one of "Where are you willing to let your faith take you?"

For instance, when we wrestled with the concept of grace, we didn't just share what theologians had to say about it. The packet also challenged group members to find a way to bring grace (a gift one doesn't expect, earn or even deserve) into another person's life. The goal was to "be grace" not just talk about it. Another example is how we handled the theme of prayer. The packets included theories and perspectives on prayer, but they also invited members to find a new way to pray (or even try prayer for the first time!).

Multiple spiritual practices are suggested each month. This allows people to pick the one that meets them where they are. Some exercises are intense; others are playful.



Some involve a lot of time and commitment; others can be done in one sitting. The experiences are diverse as well. Some members report having "the most moving experience of my life." Others come in and say "I'm not sure that worked for me, but it did make me realize..." No matter what, the experience of "doing" opens us up in a way that just can't be accomplished through sitting and thinking.

The goal is to get us out of our heads and into our lives. This is not to say we leave thinking behind. Instead, the aim of the spiritual exercises is to challenge our tendency to use "objective analysis" as an escape. As Parker Palmer puts it,

"Instead of telling our valuable stories, we seek safety in abstractions, speaking to each other about our opinions, ideas, and beliefs rather than about what is really going on in our lives. Academic culture blesses this practice by insisting that the more abstract our speech, the more likely we are to touch the universal truths that unite us. But what happens is exactly the reverse: as our discourse becomes more abstract, the less connected we feel. There is less sense of community among intellectuals than in the most 'primitive' society of storytellers." (A Hidden Wholeness)

By pushing us to engage and talk about "what is really going on in our lives," our spiritual exercises shake things up. A holy crack takes root in our entrenched narratives. Suddenly we find ourselves challenged not just to think differently but to live differently.

Soul Matters Offers Questions That Walk With Us Rather Than Quiz Us

Soul Matters also takes a unique approach to discussion questions. In traditional small groups, questions are an opportunity for the group to think together. Soul Matters treats them as tools for individual exploration. Instead of having small groups to go through a list of questions and discuss them one by one, Soul Matters participants are asked to read all the questions ahead of time and find the one question that "hooks them"—the one that speaks to and challenges them personally. Participants then live with -- or "walk with" -- that question for a couple weeks leading up to the group, coming to their meeting, not with an answer to each of the questions on the list, but with a story about how this one particular question led them to a new and personal insight. This technique leads us away from abstraction and intellectualizing and instead invites us into a deeper focus on daily living.

It also invites us to listen to our own inner voice. By asking us to pick which question is "theirs," the packets put us in the mindset of spiritual discernment. The packet doesn't so much ask us questions as it invites us to figure out which question our deepest self is asking us. In this way, our approach to questions doesn't just foster good conversation; it also introduces people to spiritual practice.



A holy crack takes root in our entrenched narratives. Suddenly we find ourselves challenged not just to think differently but to live differently.

Soul Matters Offers Us Conversation Partners Throughout the Entire Month

Our monthly group conversations are a gift, but we know that spiritual development is not a once-a-month thing. Honoring this, Soul Matters is designed to give participants the experience of a month-long conversation with multiple conversation partners. The packets contain extensive recommended readings, poetry, quotes and multimedia on the theme. We also maintain a Facebook inspiration page with daily posts, which functions as a kind of online devotional. These two resources keep small group members engaged with numerous voices throughout the entire month.

Engaging these voices is another way we invite participants to "listen to life." As Unitarian Universalists, we honor the way the holy speaks through sacred texts, but we also see the world itself as a holy text. Additionally, our belief in ongoing revelation calls us to listen to new & current voices. For us, this means taking the voices of bloggers, musicians and "ordinary people" as seriously as those of philosophers, theologians and academics. Treating blogs, YouTube videos, movies and music videos as "sacred texts" is not just an attempt to "be current." It is most deeply an effort to remind us that the voice of the Holy is all around us, even in the most unlikely of places. The goal is to help us remain always open and always listening!

Soul Matters Reminds Us that We Belong to a Distinctive Community of Faith, Not a Religion of "Anything Goes"

Our monthly themes are not just interesting topics. Rather they focus us on a spiritual value that our UU faith has historically honored and calls all of us to embody in our lives. In other words, at each meeting, we are reminded that our faith promotes a preferred way for us to be in the world. This is why each monthly theme is framed with the question: "What does it mean to be a people of ______?" It is our way of remembering that our faith asks something specific of us.

This frame also honors the fact that we need each other to become who we most deeply want to be. We talk about being a people of faith, not just a person of faith because, for us, spirituality is not a solo journey. It is something that emerges in the context of covenanted community. We hold each other accountable. We offer each other the gift of deep listening. We share our various perspectives so all of us can see the greater whole. Through this we grow. Through others, we become ourselves.



Soul Matters Adapts To You

Our small group packets are intentionally filled with an abundance of resources so congregations can select, modify and edit the packet to match their unique settings. Most congregations use the packets as is, but don't hesitate to alter them as needed. For instance, some congregations narrow the spiritual exercises down to the two they think will connect with their members the best. Some also add a couple questions to the list, especially when there is an important event going on in the congregation, such as the annual budget drive or a justice campaign.

You can also modify approach not just content. For instance, some groups combine the spiritual exercises and questions into one discussion. Instead of first sharing about the exercises and then turning to the questions, facilitators invite group members to pick either their experience with the spiritual exercise or their experience with the questions. Members still do both, but they share only the one that engaged them the most. The downside to this approach is that members share less of their experience with each other. The upside is that members have more time to share and can do into more depth. As a facilitator, you need to help your group figure out which method is most meaningful.

The bottom line is that you know your people the best. Our packets are designed to support you, not constrain you.

Soul Matters Small Groups Are Part of A Greater Whole

Ideally, Soul Matters is not a stand-alone ministry. It is designed as a companion program to a congregation's worship experience. Congregations using Soul Matters small groups often position them as "an opportunity to explore our congregation's monthly worship themes in more depth." This creates an entirely different experience for small group members and the whole church. In this model (often called "theme-based church"), one's small group experience isn't just a journey in and of itself; it is part of a larger church-wide journey that the whole congregation is taking together each month.

In other words, Soul Matters groups connect one to the greater whole. I may not be in your Soul Matters group, but since we are all exploring the same monthly theme (in worship, RE and other small groups), we are already connected and already in conversation. Our various church groups and activities don't create cliques and silos. They become points of connection. It's why we are fond of saying that the Soul Matters approach doesn't just transform individuals; it also transforms coffee hour! We don't have to think of something to talk about over our cups of joe. We can deepen the conversation that's already been going on among us all. This new level of connection is no small thing.



Soul Matters groups connect us to the greater whole. It doesn't just transform individuals; it also transforms coffee hour!

PROCESS

HOW DO MEETINGS WORK?

So how are meetings structured and groups kept on track? Here's the meeting format we recommend as well as a suggested group covenant.

Meeting Format & Process

Prior to the Meeting

- Members make time to engage the monthly packets at least 1-2 weeks prior to each meeting.
- Members select and complete one of the spiritual exercises.
- Members make time to reflect on the list of questions and pick the one that speaks
 most directly to them. They then "live with" that question for a week or two. Some
 make the question a part of their meditative practice. Others print it out and pin
 it somewhere they can see it each day. Some just pull it into awareness in a more
 informal way.
- Members set aside time to look over the recommended resources ("Companion Pieces") and follow the Soul Matters facebook page. This extra reading and facebook engagement is optional but deepens the experience. It is part of the practice of "listening to life."

At the Meeting

Meetings are usually 2 hours long and follow this format:

Centering

Begin with a chalice lighting and centering words. Most often the facilitator or a group member shares a favorite quote, poem or video from the recommended resource section of the packet. Some leaders offer a prayer or lead the group in a guided meditation. There are lots of ways to do this. The point is to provide a moment of pause so members can shift into the slower mode of receptivity and bring themselves into the present moment.

Brief Check-In – around 15-20 minutes

Members briefly participate in a focused check-in. The goal is to avoid involved reports about all that has happened since the group last met. Instead of asking, "How is everyone doing?," offer a more focused and spiritually-oriented question. One recommendation is to ask members "How it is with your spirit?" and have them share one thing that is "pulling at or draining your spirit" and one thing that is "feeding, filling or lifting up your spirit." Each member takes just a couple minutes to share. The group listens quietly as each person shares rather than engaging in cross-talk. This part of the meeting typically takes no more 20 minutes.



Listening is paying full attention to others and welcoming them into our very beings.



Spiritual Exercises – around 40 minutes

Members share their experience of doing the spiritual exercise. It helps if the facilitator offers a few prompts, inviting members to not only share their experience but also reflect on it using questions such as: What led to you picking the exercise you did? Did it lead to any unexpected feelings or insights? Did it go as you expected? How did it challenge, change or deepen your understanding of this month's theme?

Facilitators also remind members that group sharing will follow our practice of deep listening. Instead of interrupting each other with questions or commentary, members listen quietly as each one takes a turn sharing. After everyone has had a chance to share, the facilitator opens the floor and invites members into a time of reflective conversation. Members are asked to speak from their own experience, holding up gratitude for a comment or two that particularly spoke to them and how it connected to or helped clarify something in their own lives. It helps for facilitators to explicitly remind members about the practice of "holding out gratitude and holding up connections." Helpful questions include "How did listening to everyone else offer you a new insight?"; "How did others' sharing help you see something new about your own story or work?"; "When did you find yourself feeling particularly grateful as you listened?" Periodically, facilitators will remind the group about our "holding at bay" rule: "No fixing, no saving, no advising, no setting each other straight."

Engaging the Questions – around 40 minutes

Members take turns listening quietly as each one shares question from the list they picked, why it spoke to them and where reflecting on it led them. After everyone has had a chance to share, the facilitator opens the floor and invites members to lift up gratitudes and/or comment on the connections they saw between their own experience and what others shared.

Check-Out – around 10 minutes

Meetings end by each member briefly sharing a statement of gratitude. Facilitators ask participants to think about all that was shared and experienced during the meeting and then lift up one comment or experience for which they are particularly grateful.

Closing Words

The meeting ends by extinguishing the chalice and sharing a closing reading, prayer or blessing.



Forming a covenant isn't just about good group process, it is a core Unitarian Universalist practice. It is the means by which we are held together in community.

Group Covenant

A covenant is a list of the ways we agree to be together as a group. It includes the promises, practices and behaviors that guide our time together. The idea of covenant is central to Unitarian Universalism. We are a covenantal religion rather than a creedal religion. In other words, we are bound by the way we promise to treat each other, rather than by common beliefs and creeds. So forming a covenant isn't just about good group process, it is a core Unitarian Universalist practice. It is the means by which we are held together in community.

When starting a new group, a group covenant is one of the first things discussed and affirmed. Facilitators promise to help the group revisit and re-affirm the covenant at least once a year.

The below covenant captures the core promises and practices of the Soul Matters approach. Groups can use it as is, but it is often helpful for groups to add additional commitments or put the commitments into their own words.

Template

Before our meetings, we agree to:

- Make meetings a priority, including being on time
- Contact the facilitator(s) ahead of time if we are unable to attend
- Engage the packet ahead of time: reading the material, reflecting on the questions and doing one of the spiritual exercises

During our meetings, we agree to:

- Practice deep listening, offering each other time to share without interruption. ("Hold still & offer space")
- Honor the rule of "no fixing, no saving, no advising, no setting each other straight!" during times of discussion and cross-talk. ("Hold advice at bay and offer presence")
- Monitor the length and frequency of our own participation so all members have opportunities to speak.
- Speak for ourselves and offer reactions rooted in gratitude and connected to our own experience ("Hold out and hold up")
- Make time to say good bye when a member decides to leave the group.
- Periodically revisit, adapt and re-affirm this covenant as a group, especially when new members join the group

After our meetings, we agree to:

- Follow up with members who miss a meeting without notice to make sure they are okay.
- Respect the privacy of group members by keeping personal sharing confidential
- Keep each other in our prayers and thoughts, reaching out to each other in tangible ways to ensure that we are a caring community for one another
- Keep a look out for other church members who might benefit from and fit with our group, recognizing that inviting is the job of us all and a way to express our gratitude for the gifts the group has given us. We will connect potential new members



with our group facilitator so they can go over the New Participant Packet to make sure the potential new member is comfortable with and agrees to our process and practices.

As facilitator, I agree to:

- Start and end meetings on time
- Make sure all voices are heard
- Remind the group about our covenant, process and practices
- Help the group be a circle of caring and concern
- Recruit another group member to facilitate if I cannot attend
- Ensure that the group periodically revisits and re-affirms this covenant
- Include the group in decisions about new members joining
- Welcome new members with intentionality by personally meeting with them to go over the New Participant Packet to make sure they are comfortable with and agree to our process and practices
- Ensure we make time for the group to say good-bye to members who leave

Template – abbreviated version

We agree to:

- Make meetings a priority
- Engage the packet in advance
- Practice deep listening ("Hold still & offer space")
- No fixing or advising ("Hold advice at bay and offer presence")
- Monitor our participation
- Speak with gratitude and look for connections to our experience ("Hold out gratitude and hold up connections")
- Make time to say good bye
- Remember and re-affirm our covenant
- Follow up with absent members
- Honor confidentiality
- Keep each other in our hearts & reach out
- nvite others and share the gift of small groups with others

As facilitator, I agree to:

- Start and end meetings on time
- Invite everyone's voice
- Remind the group about our process and practices
- Foster a circle of caring and concern
- Recruit facilitation if I cannot attend
- Ensure re-affirmation of our covenant
- nclude the group in decisions about new members joining
- Welcome new members with intentionality
- Make time for good-byes when members leave



LEADING

WHAT'S YOUR ROLE AS FACILITATOR?

Soul Matters' distinct process and practices shape the role of facilitator in unique ways. So we turn next to teasing out how your role differs from traditional facilitation. The truth is you play numerous roles. Let's walk through those one by one:

Keeper of the Process

First and foremost, your role is to remind the group about the process and practices to which members have already committed themselves. You do not have to stimulate interesting conversation. You do not have to offer provocative questions. You don't even have to "control unhealthy behavior." The Soul Matters format and structure does that for you and the group. Your job is to remind more than stimulate, hold the space more than "get people to talk." In a sense, the process guides the group more than you do.

This is especially true when it comes to guiding the group through its discussion of the spiritual exercises and questions. Since members are asked to work with the exercises and questions prior to coming to the group, all you have to do is set the stage for them to share the work they've done and remind them of how we've promised to listen to each other and respond. Here's an example script of what this might look like in practice:

"Let's now turn to sharing our experiences with the spiritual exercises. As always, we will first offer each other deep listening as everyone takes a turn sharing which exercise they picked and how it clarified or changed your understanding of being a person of ______. After that, we'll open the circle to reactions and comments as each of us shares how listening opened them up in a new way or brought an insight about your own experience. As you share your experience with the exercise, keep in mind the questions we use to guide our sharing: What led to you picking the exercise you did? Did it lead to any unexpected feelings or insights? Did it go as you expected? How did it challenge, change or deepen your understanding of this month's theme? Ok. Let's now sit in silence for a moment and then whenever you feel ready to share feel free to speak."

[Members take turns sharing while others receive the sharing in silence]

"Now that everyone has shared, let's open the discussion to reactions. Remember our promise to each other about "no fixing, no saving, no advising, no setting each other straight!" Instead, when you share, just lift up one part of one person's sharing that particularly struck you. Something that left you especially grateful. Something that connected to your own work or life. Ok, who wants to hold out a gratitude or hold up a connection?"



Your job is to remind more than stimulate. Just hold the space, and let the process guide the group.

That's all there is to it. Yes, there will be times you need to gently interrupt if someone disrupts the deep listening. Yes, there will be times you will need to kindly redirect a member when they slip into fixing or advising rather than offering gratitude and speaking about their own experience. But because the ground rules have been established and the processes of deep listening agreed upon, your reminders will have the support of the group.

Model

Don't underestimate the power of your role as model. The most effective way to teach the group the practices of deep listening and ensure the promises in the covenant is for you to embody them. Be very intentional and strategic about your use of self. Consider leading off reactions to the sharing, making an extra effort to model what it looks like to connect another person's struggle to your own rather than fix them. Model comfort with silence and don't rush in to share. Be sure to do the spiritual exercise ahead of time and if you've not had a lot of time that month, show that you made some attempt to do it in a modified way rather than blowing it off. Your role as model matters more than you know.

Host

You are also a host. Your work as facilitator goes much more smoothly if you tend to the work of "setting the table." This occurs in a number of small but important ways: Beginning and ending the meetings on time. Giving care to the chalice lightings and closing words you pick or ask others to pick. Making sure the chalice is there, chairs are arranged, temperature at a comfortable setting before anyone arrives. Making sure the packets are sent to members early. Sending out an email reminder a day ahead of the meeting and telling everyone you look forward to seeing them. Even getting people motivated for the upcoming meeting by emailing the group a week before to share which spiritual exercise you are working on and how you can't wait to share where it's led you. These are all little ways you can make a big difference., ensuring that the meetings feel comfortable, inviting and full of energy.

Being a host also includes being intentional about how you welcome new group members and say good bye to ones that have to leave. Be sure to always make decisions about adding members a group decision. Some groups will entrust you to decide and just ask that you get their input or keep them advised. Other groups will want a more collaborative process. Make sure you spell out your process in the covenant ahead of time. Also make sure that members don't invite new members in by themselves. Members should be encouraged to look out for people who could fit with and be interested in the group. But out of respect for the group as a whole, the group should make sure that you spend some time with a potential newcomer prior to joining to go over the New Participant Packet to make sure they are comfortable with and agree to the group's process and practices. Giving care to good byes is equally important. Whenever possible, ask members to announce that they are leaving at least one meeting before they stop coming. This allows the group to make time at their last meeting for a good bye ritual, gratitudes and maybe even some farewell desserts!



Pastor

This may sound intimidating at first. But don't worry. It's not your role to be pastor to the group members as much as it is to cultivate pastoral practices within the group. You can do this early on when building the covenant. Be sure to spell out in the covenant how the group will be a caring community for each other. Make it explicit that it is ok for members to reach out to each other between meetings or check in on each other when going through hard times. Make it a practice that a group member will always follow up when another group member misses a meeting without letting the facilitator know they will be absent. Stay after the meeting and check in with a member who shares a particularly hard story during the meeting. Or even better, right before check out and closing words, pause and ask if anyone needs some kind of extra support or if anyone would like the group to keep them in their thoughts and prayers.

Participant

Never forget that you are also a participant. This is one of the biggest gifts of the Soul Matters model. Since the process for sharing is highly structured, you are able to set the stage for sharing and then largely just sit back and be a participant. As mentioned earlier, your main work involves kicking the sharing off more so than keeping it going. Sinking into the role of participant is easier said than done. But be sure to give yourself that gift.

Part of a Network of Support

Finally, remember that you are not alone in your role. Every church differs but all have some network of support. Some pull facilitators together for regular coaching and problem-solving meetings. Some ask a minister or program leader to function as your mentor. Others establish a model of co-facilitation so you have a partner every step of the way. Still others engage the national network of Soul Matters facilitators and get their support and coaching through that online community of facilitators. Whatever model you function within, be sure to speak up when challenges arise or you are feeling a bit in over your head.



Remember that you are not alone. Reach out when challenges arise.



GOING DEEPER

WHERE DO I FIND INSPIRATION/ SUPPORT?

Facilitation is about more than learning skills. It's essential to understand all the guidelines and techniques, but it's equally important to be rooted in the deeper purpose and spirituality that gave rise to the practice of small groups. So we end by introducing you to many of the voices that have inspired and sustained small group leaders over the years. We also share some facilitator support opportunities offered by the Soul Matters community.

Listening to Each Other and Offering the Gift of Presence

I took comfort and strength from those few people who neither fled from me nor tried to save me but were simply present to me. Their willingness to be present revealed their faith that I had the inner resources to make this treacherous trek -- quietly bolstering my faltering faith.

- Parker Palmer, A Hidden Wholeness

Instead of telling our valuable stories, we seek safety in abstractions, speaking to each other about our opinions, ideas, and beliefs rather than about our lives. Academic culture blesses this practice by insisting that the more abstract our speech, the more likely we are to touch the universal truths that unite us. But what happens is exactly the reverse: as our discourse becomes more abstract, the less connected we feel. There is less sense of community among intellectuals than in the most 'primitive' society of storytellers.

- Parker Palmer, A Hidden Wholeness

To listen is very hard, because it asks of us so much interior stability that we no longer need to prove ourselves by speeches, arguments, statements, or declarations. True listeners no longer have an inner need to make their presence known. They are free to receive, to welcome, to accept... Listening is much more than allowing another to talk while waiting for a chance to respond. Listening is paying full attention to others and welcoming them into our very beings. The beauty of listening is that, those who are listened to start feeling accepted, start taking their words more seriously and discovering their own true selves. Listening is a form of spiritual hospitality by which you invite strangers to become friends, to get to know their inner selves more fully, and even to dare to be silent with you.

- Henry Nouwen

It's not about what you say. It's about creating a space where every person can hear, discover and listen to their own voice.

- Parker Palmer, A Hidden Wholeness



It's not about what you say. It's about creating a space where every person can hear, discover and listen to their own voice.

What does it mean to listen to a voice before it is spoken? It means making space for the other, being aware of the other, paying attention to the other, honoring the other. It means not rushing to fill their silences with fearful speech of our own and not trying to coerce them into saying the things that we want to hear. It means entering empathetically into their world so that he or she perceives you as someone who has the promise of being able to hear another person's truth.

- Parker J. Palmer, The Courage to Teach

Deep listening is the kind of listening that can help relieve the suffering of another person. You can call it compassionate listening. You listen with only one purpose: to help him or her to empty his heart. Even if he says things that are full of wrong perceptions, full of bitterness, you are still capable of listening with compassion. Because you know that listening like that, you give the person a chance to suffer less. If you want to help him to correct his perception, you wait for another time. For now, you don't interrupt. You don't argue. If you do, he loses his chance. You just listen with compassion and help him to suffer less. One hour like that can bring compassion and healing. - Thich Nhat Hanh

Listening is not passive. It's hard work to listen with an open heart rather than an analyzing mind. It requires putting aside judgment, categorization, and evaluation and instead just hearing the story that is told, and the feelings behind it. Some people say they can feel themselves shift from their minds to hearts when they are listening. Some described eep listening as a sacred experience.

It is the mind's nature to think, and so even the most experienced listeners repeatedly will slip into judging and analyzing. When you realize that this has happened, gently set aside your thinking for later and open your heart. Buddhist meditators, who face the same problem, speak of treating the mind like a beloved but sometimes inappropriate child who wants to show off to guests. 'Not now, sweetie,' says the kind parent. 'You go and play and we will join you in a bit.' Similarly, when we are listening and notice that we are commenting to ourselves about what is being said, we can tell our minds, 'This is not the time for analysis. I just need to hear this story.'

Most people need a few experiences of simply being listened to before they can really believe that just listening is enough. In time, we discover that to be listened to is a way of being loved, and that listening is a way of being loving.

- Christine Robinson & Alicia Hawkins, Heart to Heart

Receiving the Gift of Deep Listening: Unleashing the Heart's Capacity (video) http://www.couragerenewal.org/stories/hearts-capacity/

My Misgivings About Advice (article) - Parker Palmer http://www.awakin.org/read/view.php?tid=2188

Just Listen (reflection) - Rachel Naomi Remen http://www.livinglifefully.com/flo/flobejustlisten.htm

Councils (poem) - *Marge Piercy* <u>https://sarahwbartlett.files.wordpress.com/2013/10/councils-marge-piercy.pdf</u>

The first duty of love is to listen. - Paul Tillich

Listening is the oldest and perhaps the most powerful tool of healing. It is often through the quality of our listening and not the wisdom of our words that we are able to effect the most profound changes in the people around us. When we listen, we offer with our attention an opportunity for wholeness. Our listening creates sanctuary for the home-



The first duty of love is to listen.



less parts within the other person. That which has been denied, unloved, devalued by themselves and others. That which is hidden. In this culture the soul and the heart too often go homeless. Listening creates a holy silence. When you listen generously to people, they can hear the truth in themselves, often for the first time. And in the silence of listening, you can know yourself in everyone. Eventually you may be able to hear, in everyone and beyond everyone, the unseen singing softly to itself and to you.

- Rachel Naomi Remen, My Grandfather's Blessings

When someone deeply listens to you it is like holding out a dented cup you've had since childhood and watching it fill up with cold, fresh water.
When it balances on top of the brim, you are understood.
When it overflows and touches your skin, you are loved.

- John Fox

When someone deeply listens to you, the room where you stay starts a new life and the place where you wrote your first poem begins to glow in your mind's eye. It is as if gold has been discovered!

- John Fox

When someone deeply listens to you, your barefeet are on the earth and a beloved land that seemed distant is now at home within you.

- John Fox

When I ask you to listen to me and you start giving me advice, you have not done what I asked. When I ask you to listen to me and you begin to tell me why I shouldn't feel that way, you are trampling on my feelings. When I ask you to listen to me and you feel you have to do something to solve my problems, you have failed me, strange as that may seem. Listen! All I asked was that you listen, not talk or do. . . just hear me. And I can do for myself. I'm not helpless. Maybe discouraged and faltering, but not helpless. When you do something for me that I can and need to do for myself, you contribute to my fear and inadequacy. But when you accept as a simple fact that I do feel what I feel, no matter how irrational, then I can quit trying to convince you and can get about this business of understanding what's behind this irrational feeling. And when that's clear, the answers are obvious and I don't need advice. Irrational feelings make sense when we understand what's behind them. Perhaps that's why prayer works, sometimes, for some people. . . because God is mute and doesn't give advice or try to fix things. God just listens and lets you work it out for yourself.

- unattributed



When I ask you to listen to me and you start giving me advice, then...

Listening to Your Life

There is no event so commonplace but that [the Holy] is present within it, always hiddenly, always leaving you room to recognize [it] or not recognize [it], but all the more fascinatingly because of that, all the more compellingly and hauntingly... Listen to your life. See it for the fathomless mystery it is. In the boredom and pain of it, no less than in the excitement and gladness: touch, taste, smell your way to the holy and hidden heart of it, because in the last analysis all moments are key moments, and life itself is grace.

- Frederick Buechner, Now and Then

Literature, painting, music — the most basic lesson that all art teaches us is to stop, look, and listen to life on this planet, including our own lives, as a vastly richer, deeper, more mysterious business than most of the time it ever occurs to us to suspect as we bumble along from day to day on automatic pilot... Pay attention to the frog. Pay attention to the west wind. Pay attention to the boy on the raft, the lady in the tower, the old man on the train. In sum, pay attention to the world and all that dwells therein and thereby learn at last to pay attention to yourself and all that dwells therein. . .

- Frederick Buechner, Beyond Words: Daily Readings in The ABC's of Faith

Moments of hearing for the first time; you never know what may cause them. The sight of the Atlantic Ocean can do it, or a piece of music, or a face you've never seen before. A pair of somebody's old shoes can do it. You can never be sure. But of this you can be sure. Whenever you find tears in your eyes, especially unexpected tears, it is well to pay the closest attention. They are not only telling you something about the secret of who you are, but more often than not God is speaking to you through them of the mystery of where you have come from and is summoning you to where you should go next.

- Frederick Buechner, Beyond Words

God is right here in the thick of our day-by-day lives... trying to get messages through our blindness as we move around down here knee-deep in the fragrant muck and misery and marvel of the world. [Faith is] the persistent presentiment that Something is trying to get through in the midst of the muddle of our day-to-day lives.

- Dale Brown

There's a thread you follow. It goes among things that change. But it doesn't change. People wonder about what you are pursuing. You have to explain about the thread. But it is hard for others to see. While you hold it you can't get lost. Tragedies happen; people get hurt or die; and you suffer and get old. Nothing you do can stop time's unfolding. You don't ever let go of the thread.

The Way It Is, By William Stafford

Listening to Your Life: Daily Meditations (book)

by Frederick Buechner

https://www.amazon.com/dp/B000VYX9BC/ref=dp-kindle-redirect?_encoding=UTF8&btkr=1



Listen to your life. See it for the fathomless mystery it is. Because in the last analysis all moments are key moments, and life itself is grace.



Thin Places: Seeking the Courage to Live in a Divided World (book)

by Sally Z. Hare

http://www.couragerenewal.org/thin-places/

We begin our lives listening to the many sounds surrounding us in the womb. When we are dying, the last faculty to shut down is usually hearing. In between, there is so much to see that we seldom take the time to cultivate the art of listening. Listening uses other practices: attention, being present, openness. It is holy work, involving in the inventive phrase of W.A. Mathieu, a Sufi musician, "making an altar out of our ears."

- Frederic and Mary Ann Brussat

Listening to the World

An On Being interview with Mary Oliver https://onbeing.org/programs/mary-oliver-listening-to-the-world/

Ancestors' Breaths - Sweet Honey In The Rock https://www.youtube.com/watch?v=2oE4Qatypjs https://www.youtube.com/watch?v=DSxjSherzaQ

Listening to Your Deeper Self

We all have an inner teacher whose guidance is more reliable than anything we can get from a doctrine, ideology, collective belief system, institution, or leader.

- Parker Palmer, A Hidden Wholeness

Like a wild animal, the soul is tough, resilient, resourceful, savvy, and self-sufficient: it knows how to survive in hard places. I learned about these qualities during my bouts with depression. In that deadly darkness, the faculties I had always depended on collapsed. My intellect was useless; my emotions were dead; my will was impotent; my ego was shattered. But from time to time, deep in the thickets of my inner wilderness, I could sense the presence of something that knew how to stay alive even when the rest of me wanted to die. That something was my tough and tenacious soul.

Yet despite its toughness, the soul is also shy. Just like a wild animal, it seeks safety in the dense underbrush, especially when other people are around. If we want to see a wild animal, we know that the last thing we should do is go crashing through the woods yelling for it to come out. But if we will walk quietly into the woods, sit patiently at the base of a tree, breathe with the earth, and fade into our surroundings, the wild creature we seek might put in an appearance. We may see it only briefly and only out of the corner of an eye - but the sight is a gift we will always treasure as an end in itself.

Unfortunately, community in our culture too often means a group of people who go crashing through the woods together, scaring the soul away. In spaces ranging from congregations to classrooms, we preach and teach, assert and argue, claim and proclaim, admonish and advise, and generally behave in ways that drive everything original and wild into hiding. Under these conditions, the intellect, emotions, will and ego may emerge, but not the soul: we scare off all the soulful things, like respectful relationships, goodwill, and hope.



Our purpose is not to teach anyone anything but to give the inner teacher a chance to teach

us.



A circle of trust is a group of people who know how to sit quietly "in the woods" with each other and wait for the shy soul to show up... In such a space, we are freed to hear our own truth, touch what brings us joy, become self critical about our faults, and take risky steps toward change - knowing that we will be accepted no matter what the outcome.

- Parker Palmer, A Hidden Wholeness

If we want to support each other's inner lives, we must remember a simple truth: the human soul does not want to be fixed, it wants simply to be seen and heard. If we want to see and hear a person's soul, there is another truth we must remember: the soul is like a wild animal -- tough, resilient, and yet shy. When we go crashing through the woods shouting for it to come out so we can help it, the soul will stay in hiding. But if we are willing to sit quietly and wait for a while, the soul may show itself.

- Parker Palmer

You could've come like a mighty storm With all the strength of a hurricane You could've come like a forest fire With the power of Heaven in Your flame

But You came like a winter snow Quiet and soft and slow Falling from the sky in the night To the earth below

No, Your voice wasn't in a bush burning No, Your voice wasn't in a rushing wind It was still, it was small, it was hidden Quiet and soft and slow

-Audrey Assad

Put to song:

https://www.youtube.com/watch?v=Pi25lohx7Kw&index=43&list=PL3460E9EA50474423

Inside everyone is a great shout of joy waiting to be born. Even with the summer so far off I feel it grown in me now and ready to arrive in the world. All those years listening to those who had nothing to say. All those years forgetting how everything has its own voice to make itself heard. All those years forgetting how easily you can belong to everything simply by listening.

- David Whyte

The True Self and the Thread of the Divine (reflection)

- Richard Rohr

https://cac.org/sacred-breathing-all-of-it-is-2017-08-11/

Immortal Diamond (book) - Richard Rohr

http://store.cac.org/Immortal-Diamond_p_23.html

"In this new book, Rohr likens the True Self to a diamond, buried deep within us, formed under the intense pressure of our lives, that must be searched for, uncovered, separated from all the debris of ego that surrounds it. In a sense the True Self must, like Jesus, be resurrected, and that process is not resuscitation but transformation..."

Parker Palmer on the Soul (video)

https://www.youtube.com/watch?v=xJupHyl-4qQ



Why Circles of Trust & Listening Matter

Why Circles of Trust and Safe Space Matter (video) with Parker Palmer http://www.couragerenewal.org/approach/

Healing Community: Small group ministry creates a sacred time where the stories of our lives are heard, *by Thandeka*

http://www.uuworld.org/articles/small-group-ministry-creates-sacred-time

Getting By with a Little Help From My...Circles of Trust

By Marcia Eames-Sheavly

http://www.couragerenewal.org/circles-trust/

Why mindful meetings?

by Kelly Dignan

Mindful meetings are Unitarian Universalist covenantal theology in practice. What it means to be a covenantal religion is that we put our faith in relationship. We trust that together we can explore the deeper meanings and purposes that life holds for us. We trust that we are better together when we reach out in compassion to alleviate suffering. Covenant is the theological expression of what we know through systems theory – that it matters what we do – not just to ourselves, but to the whole system, the interdependent web of which we are a part.

Our theology is bound by the belief that together, we can learn to walk in the ways of love. This is a theology we've been following since the Cambridge Platform of 1648. In this covenantal theology, we acknowledge that we need each other. Our commitment to relationship calls us out of our cultural individualism - we acknowledge that our interdependence is sacred. Our commitment to relationship also calls us to love our diversity - we acknowledge that every being is sacred and worthy.

In order to live our theology of covenantal relationship, we need practices. The mindful meeting practice grounds the work of our religious communities in the core values of our faith tradition. Covenant calls us to live in integrity with ourselves, our community, and the wider world. The work we do in service includes the work we do with each other.

Mindful meeting practices are intentional and experiential. In these ways, they can differ quite dramatically from meeting practices with a narrower scope, such as meetings held only to accomplish particular business. In our faith tradition, our meetings are times in which we gather to do the work of living out our mission and covenant in the world.

There are three aspects of any mindful meeting practice, and each aspect addresses a different connection and question:

- Inner connection Centering: how am I dwelling in myself?
- Group connection Grounding in compassion: how are we together today?
- World connection Attuning: what is the world calling forth from us?

The mindful meeting process walks the group through all three of these connections, so that the 'work' of the group is grounded in the integrity of covenant, acknowledging and honoring our radical interdependence. There are many formats a mindful meeting may



Your voice was still, it was small, it was hidden. Quiet and soft and slow.



take, but whatever format a mindful meeting uses, these three key aspects of connection, whether spoken or unspoken, are present.

Learning Together About Doing Small Groups Well

How to Increase Deep Sharing and Listening in Covenant Groups, Part II

By Susan Hollister and Alicia Hawkins

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=5&ved=0ah UKEwi1xdOlxL7VAhWENSYKHWQ2CI4QFqq9MAQ&url=http%3A%2F%2Fwww.smallgroupministry.net%2Fmembers%2FSpring12 Deep Sharing and Listening Part II.doc&usq=AFQjCNH8I1lwH xamOR02MYpMoM2ILHqrA

Nine Guidelines for Listening to Others - UUA

http://www.uua.org/re/tapestry/adults/commitment/workshop3/111279.shtml

Rules for Inner Work in Community (video) - Parker Palmer https://www.voutube.com/watch?v=2EbvAavY250

Characteristics of a Circle of Trust (video) -Parker J. Palmer https://www.youtube.com/watch?v=5oRPU2M45Y4

Hearing Your Inner Voice and When to Speak - Quaker Guide

https://scontent-ort2-1.xx.fbcdn.net/v/t1.0-9/20727960_1533700153318047_2029035735894794030_n.jpg?oh=0c85376c4cd165 a8c9a87e81bb71ba27&oe=59F1E855

Simple science shows us that no two things can take up the same space at the same time. So it is with listening. You cannot think and listen; read and listen; day dream and listen; write and listen; agree, disagree, argue, interpret, mind read, rehearse, plot, plan, placate, or even listen and listen. Listening requires our full and focused attention on the other person.

- John Milton Fogg



Support from the Soul Matters Team

Quarterly New Facilitator Trainings

Each quarter, the Soul Matters Sharing Circle offers a two-hour on-line training for new facilitators and program leaders. In addition to going over the Soul Matters model in more depth, these trainings share tips for handling facilitation challenges, strategies for program growth, and best practices for facilitator recruitment and support. These trainings are for congregations that have existing facilitator training programs as well as congregations that don't. They are available to subscribing congregations for \$20 per participant. Group discounts available for congregations sending 5 or more. Contact Susan Arnold, the Soul Matters Membership Director for more information or to sign up: susan@soulmatterssharingcircle.com.

Monthly Facilitator Meetings - in-depth formation & nourishment

Small group facilitation is one of the most important ministries in our congregations. And one of the most challenging! You need support as you build and fine-tune your skills. You also need spiritual nourishment of your own, since it is sometimes challenging to lead a group and fully participate at the same time. So the Soul Matters Sharing Circle offers once-a-month small groups for facilitators. Each monthly meeting is run as a small group and follows the packet for the upcoming month. This allows you to have a "dry run" of the session you will be leading the following month. It's an entirely different way of thinking about training. Instead of being instructed about how to run the upcoming session, you get to directly experience it. Maybe most importantly, this approach allows facilitators to be nourished by the personal sharing of fellow facilitators from around the country. After each 2 hour session, facilitators can stay on the call for an optional and more personalized troubleshooting and tips session. The cost is \$100 for a half year of sessions (5 months; Aug.-Dec. or Jan.-May) or \$175 for a full year of sessions (Aug.-May). Contact Susan Arnold, the Soul Matters Membership Director for more information or to sign up: susan@soulmatterssharingcircle.com.

Facebook Support Page for Small Group Leaders

For on-going support and as a way to connect with other facilitators around the country, join the closed Facebook Facilitators page. Here's the link to the page: https://www.facebook.com/groups/340749289661184/

Soul Matters Facebook Inspiration Page

For daily inspiration and engagement with the monthly themes, like and follow the Soul Matters Inspiraton Facebook page:

https://www.facebook.com/soulmatterssharingcircle/



We want you to be well prepared, and well nourished





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Learn how to join at https://www.soulmatterssharingcircle.com/

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