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## Setting up a study group in your meeting

### Notes for organisers

First, let others in the meeting know about this learning pack as soon as possible, including clerks, elders and overseers and the meeting as a whole. The next step is to gather other interested and/or appointed Friends to form a convening group, or team up with at least one other person, to take this forward.

#### **In planning a study group, the convening group needs to consider:**

1. How many and/or which sessions would best meet the needs and circumstances of the meeting
2. The names of possible facilitators
3. Dates, times and venue(s)
4. Advertising and forming the study group

### **1 Deciding which sets or sessions to do**

The convening group might wish to advise on this or leave this decision to the study group. There is guidance in the **Set Notes** for each of the three sets of sessions on how to go about this. Consider the possibility that a group might change its membership and/or facilitator after completing sessions in one set.

The pack is designed to be relevant and usable long after YMG. You can still do all sessions, including the sessions immediately before and after Yearly Meeting Gathering with minor adjustments to wording.

### **2 Finding facilitators**

All the activities are straightforward and can be run by anyone with some experience of working in groups, not necessarily of leading them (there is always a first time). It is helpful to have two facilitators who can share the work and support each other. The study group might consider rotating facilitation. Where a facilitator is new to Quaker learning groups, it is helpful if they have the support of someone with this experience.

### **3 Dates, times and venues**

You may decide not to plan all these details in advance, depending on how your meeting usually goes about this. Consider consulting those who express interest at an early stage and/or leaving some details to when the study group is formed.

### **4 Advertising and forming the study group**

Use all the ways usual for your meeting, including Notices, newsletter, email and talking to individuals you think might be interested. Include:

- Brief information about the pack and the chosen set(s) of sessions
- Ways of working; committing to an agreed series of sessions
- Dates times and venues, if these have been decided
- A request for contact details, including email address
- A deadline of when to sign up by

Respond to all replies and queries in order to arrive at a firm list of committed participants. Before the first session, provide each participant and facilitator with copies of the **Session Map** and the relevant **Set Notes**.