**Suggested outline for Greenhouse Facilitation Team Familiarisation & Planning Meeting ahead of each Gathering**

(allow up to 1.5 hours)

This is a suggested Familiarisation & Planning Meeting outline for your team to design your next gathering using the template provided. It is probably most useful 2-4 weeks before your next gathering, with as many members of your facilitation team as possible. Any text in blue refers to resources to be found at [www.greenhousehub.org](http://www.greenhousehub.org).

The meeting will provide space for your team to:

* reflect on what you know
* familiarise yourselves with the template provided
* make good decisions to adapt the material in line with the Greenhouse ethos and what you know of your context
* agree actions and roles together, so you can work as effectively as possible as a team

The aim is that by the end of this meeting, you will have designed an effective gathering for your Greenhouse, so you can each relax and enjoy seeing what God will do with the trellis you’ve created.

You may want to invite each member of your team to download the relevant gathering template ahead of your meeting, and spend 15 mins familiarising themselves with the relevant outline (ie. online or onsite) before you meet.

Allow 1.5 hours. Agree who will keep notes and how you will action matters arising. Where there are questions, we recommend that you give space for everyone to give their feedback in turn using rounds of responses. Wait until you’ve heard from each person each time before you break into discussion.

**Welcome, ‘Check in’ round & Prayer:**  **(10 mins)**

How do we each arrive at this meeting? *[Hear from each person in turn]*

Remind the team of the purpose of this familiarisation and planning meeting (see above). Is there anything else specific that anyone needs covered in this session? Explain that it roughly follows the *‘what is, what could be, what will be’* outline familiar to you from gatherings.

As you begin, take a moment to pause and remind yourselves that this is God’s mission & you’re joining in, so you’re each listening for God’s best ideas, plans and dreams for your Greenhouse as you gather – invite the Holy Spirit to infuse this time.

**‘What is?’:** **(25 mins)**

An opportunity to remind yourselves what you know about your Greenhouse. If helpful here is a checklist to prompt you:

* What do you know about the teams:
* How many active teams do you have/are you expecting to the next gathering?
* What contact (& by whom) has there been between gatherings (or since the launch if this is your first gathering) – what gleaned?
* How many in each team?
* Where are they on the Missional Journey?
* How are you doing as a facilitation team – have there been any changes?
* How are you feeling about the next gathering? Any gaps/challenges? What are you excited about/apprehensive about? Anything you especially want to be aware of?
* How are the teams being supported to use Godsend?
* How will you model the Greenhouse ethos at your next gathering? See the facilitation team exercise about how to dig into the Greenhouse Ethos to explore how this can impact the way your team works together and how you run your gathering.
* Practical details: any changes to your timings, venue or in person/online plans?

**‘What could be?’ & ‘What will be?’ – running through the programme:** **(45 mins)**

Time for you to work through the template provided for your next gathering, explore options to adapt to your context, and make decisions. Allow yourself enough space to be curious about *what could be* for your next gathering (using your creativity & imagination), in each case agreeing between yourselves on *what will be* – a decision on the wisest action for your context, with clear actions (what, who, when).

Check everyone has downloaded the relevant template for your gathering and familiarised themselves with it ahead of the meeting. If they haven’t, give 10 mins to do that now.

Refer back to your team de-brief notes following your last gathering – was there anything that worked really well last time and you wanted to build on, or that you wanted to do differently next time or? (skip this if this is your first gathering)

Was there anything from the facilitation training which struck you that you’d particularly like to apply as you plan your next gathering?

Work through the following sections of the template together:

**Entice:**

* What contact strategy is needed to ensure the best turnout from the teams on the day? How will you help them remember what they really valued last time and why it’s worth prioritising coming? How will you encourage them to bring team members with them?
* How will you communicate the pre-work suggested and clarify what time they are to arrive to ensure prompt start (communicate clearly if there is a soft start – arriving for refreshments ahead of the official starting time).
* Anything else you want to include in that communication? (eg. bring their diaries!)
* Agree any logistics around venue/hospitality & welcome – is anything needed to set up the space to be inviting and warm? See relevant sections of facilitation training for ideas.

**Enter/Engage:**

Take time to work through the template together as needed, understanding between you the options offered and reflecting together on what will work best for you, given what you know of the teams expected and your wider context. Listen well to each other and agree actions. Remember that as long as you honour the Greenhouse ethos and work through the *what is, what could be, what will be* format, you are free to adapt the materials in service of what will work best for your context. You may want to give particular attention to:

* Overall timings – the template is based on 2.5 hours. Any adaptions needed for your context given number of teams and time available? Check the balance between time in teams, time getting to know each other, and time working through each element. Who will be responsible for timings and how/where will you flex if needed?
* Introductions, Worship (see end of document for details) & Godsend Input – does this balance of timings work for you? Each of these is important, but if you have other approaches which you think will work better for you, adapt accordingly.
* *What is:* team time & report out: the aim of this section is to paint a picture of what currently is, and for teams to hear that from each other. What will work best for your context and numbers? Who will collect the information to complete the survey?
* *What could be* exercise: (scroll down for details): the aim of this section is for teams to dream – for God to interrupt them, to plant possibilities, to go for big picture thinking. Ensure this has enough time and remains expansive enough (without tying down to specifics – that comes next!). In offering these exercises, we have tried to allow for different character types and learning styles – keep that in mind as you plan (don’t just do what would work for you!).
* *What will be* team time & report out: having noticed, reflected and dreamed together the aim of this section is to nail small, specific & timed actions for the next few weeks which will move their ideas forward. Remember you can help them revisit these and update them for the next leg of the journey in your contact between gatherings (see ‘extend’ below). Are there ways they can be accountable to each other to get these actions done? Encouraging them to get dates into their diaries helps to make this concrete.

**Exit:**

* How will you close to best free the momentum that has built during the gathering? How will you point them back to God and remind them that’s what it’s all about. Remember our commitment to ending on time!
* Complete the post gathering survey (make sure you collect the data at the gathering) - add link

**Extend:**

* Agree between you which of these post-gathering actions are your priorities and who will do what. Remember the gatherings are only the tip of the iceberg and helping the teams follow through on their actions is where the enthusiasm and inspiration turns into hard action. What do your teams need to do that well? How will you balance your capacity with what they need in how you stay in contact between gatherings
* How will you be helping them prioritise the next gathering, even now?

**Check out & Close: (10 mins)**

Remember the aim of this meeting was to:

* reflect on what you know
* familiarise yourselves with the template provided
* make good decisions to adapt the material in line with the Greenhouse ethos and what you know of your context
* agree actions and roles together, so you can work as effectively as possible as a team

So you could design an effective gathering for your Greenhouse, enabling you to relax and enjoy seeing what God will do with the trellis you’ve created.

Have you achieved those goals? Are there any other burning issues before you close? Are you clear who is doing what? How are you feeling? What have you decided?

Check out round – eg. one thing you’ve appreciated about this process/meeting?

And/or one thing which I need from others on the team to help me relax and do my best?

If there are any issues or you’d like to chat anything through with the National Greenhouse team do come along to any of the facilitators drop ins and learning spaces. Dates and times can be found on the Greenhouse website, or to get in touch directly by emailing greenhouse@churchofengland.org.