

# KNOWING AND LIVING OUR STRENGTHS



## Living Your Strengths Moderator/Facilitator Guide

*I have the strength for everything through him who empowers me.*

Philippians 4:13

Name: \_\_\_\_\_

	MY TOP 5 SIGNATURE THEMES
1	
2	
3	
4	
5	

## **Dear Moderator,**

Thank you for serving as a moderator...or “*one who presides over a discussion.*” Our parish is blessed to have you. The ongoing success of the strengths process here is dependent on parishioners such as you who enthusiastically assist others in learning more about their unique God-given strengths. You, and your gifts, are truly appreciated!

## **OVERVIEW**

This Moderator Guide is designed to be utilized over five group sessions, preferably on a weekly basis. Each session is intended to be completed in 90-120 minutes, but by their very nature, successful discussion groups tend to ebb and flow based on the level of participation.

If the sessions you are moderating are scheduled for 90 minutes, you may wish to ask the group if they are available and willing to spend 5-15 minutes extra if necessary. Please respect any firm time constraints participants may have and ensure any extra time required is value-adding.

## **GROUP SIZE**

The preferred discussion group size is approximately 6-10 plus 2 moderators. Fewer than 6 limits interaction while more than 10 becomes less intimate potentially affecting our goal of enhancing the sense of belonging within the parish. Also, considering some participants may be absent any given week it is suggested the initial size is not too small.

## **MODERATOR CHARACTERISTICS**

*The following are basic guidelines to keep in mind while leading your discussion groups.*

<b>EFFECTIVE MODERATOR TRAITS</b>	
Self-confident	Empathetic and responsive
Organized	Of good judgment and maturity
Able to resolve conflict	Tolerant to ambiguity
Reasonably comfortable in extraverted roles	Respected and trusted

<b>MODERATOR ROLES AND RESPONSIBILITIES</b>	
Makes everyone feel welcome	Arrives prepared
Guides & participates without dominating	Involves all participants
Contributes ideas to stimulate discussion	Stays on track by following agenda
Protects participants & their ideas from attack	Focuses on meeting "process" as much as content

<b>MODERATOR BEHAVIOR</b>	
Helps teams develop and become more effective	Paraphrases what others say (active listening)
Encourages full participation	Suggests alternative methods
Keeps team on-track	Summarizes discussions
Calls attention to team operating agreements	Summarizes agreements
Reads nonverbal messages	Is not afraid to make mistakes
Validates people or statements	Is not defensive
Solicits opinions and ideas	Uses humor appropriately
Reflects feelings and questions back to the team	Is a resource to the team

**MODERATOR CONTACT INFORMATION**

<b>NAME</b>	<b>PRIMARY PHONE</b>	<b>ALTERNATE PHONE</b>	<b>E-MAIL ADDRESS</b>
Insert contact information here			

## MODERATOR CHECKLIST

### Preliminary Activities

- \* Establish new discussion group
  - \* Co-moderator identified
  - \* Meeting days and times
  - \* Location
- \* Obtain list of participants and their contact information
- \* Contact each participant
  - \* Confirm their interest in participating
  - \* Confirm they possess their own copy of *Living Your Strengths* Catholic edition. *If not, visit parish office.*
  - \* Take assessment
  - \* Print reports
  - \* Highlight portions that are particularly descriptive of them
  - \* Note portions that do not seem as descriptive
  - \* Prepare list of questions that arise
  - \* Suggest they read through page 65.
    - \* At a minimum, read pages 7-10
  - \* Read their Top 5 Signature Themes on the appropriate pages between 66-142

### Moderator Preparation

- \* Copies of Participant Guides
- \* Copies of Moderator Guides
- \* Copies of any relevant handouts
- \* Ensure meeting space and table/chair arrangement are ready
- \* Print Name Tents
- \* Bring extra pens/pencils
- \* Review Moderator Guide
  - \* Assign sections to each Moderator

### During Sessions

- \* Prepare refreshments (if desired)
- \* Welcome everyone

- \* Stay on-track
- \* Take photo if participant is willing to be displayed strengths identified
  - \* Contact \_\_\_\_\_ for assistance
  - \* Send photos to \_\_\_\_\_
- \* Encourage active and balance participation by everyone
- \* Create a sense of belonging

### Post Session

- \* Clean up meeting area
- \* Debrief with other Moderator
  - \* What went well?
  - \* What needs improvement?
  - \* Communicate this to Inner Strengths Coordinator
- \* Send Group's completed Top 5 Grid to \_\_\_\_\_
- \* Communicate with participants at least once between sessions
  - \* Remind them about assignments
  - \* What to bring to next session
    - \* *Living Your Strengths* book
    - \* Top 5 reports
    - \* Participant Guide
    - \* Completed assignments
    - \* Any questions that arise

### Et cetera

- \* Watch for participants who may be interested in serving as Moderators. Discuss with them at an appropriate time and then inform Inner Strengths Coordinator.



## MEETING PROCESS CHECK

**(OPTIONAL. USE ONLY AS REQUIRED)**

There are times and situations where discussion groups repetitively experience chaos while struggling to remain focused on the primary reasons for being together.

Group discussions, and how they function, are processes with various inputs. The effectiveness of these inputs determines how successful, or not, the sessions are.

### **Why perform a Meeting Process Check?**

- To evaluate meeting effectiveness
- To assess and enhance certain behaviors
- To enhance interaction between group members
- Exhibiting good team skills will improve everyone's experience
- Behaviorally specific feedback provided in an appropriate fashion can make the team more effective

### **How to Conduct a Meeting Process Check**

- Hand out the forms on the following page. Alternatively, you can write on a whiteboard, flipchart, etc.
- Ask each participant to circle the number on the 0-10 scale they feel best reflects the discussion group experience
- Participant gives form to Moderator
- Moderator records individual responses on a master sheet.
- Calculate the average for each of the six categories (On-track, Participation, etc.)
- Calculate the range for each category by subtracting the smallest response from the largest

### **Discuss**

- Analyze the results by considering the following:
  - Which category showed the widest range? If the range is extremely large it makes one wonder if those responding actually participated in the same discussions! Ask why such differences occurred and how to improve for next session.
  - Discuss categories with the lowest average. Why does the group feel this way and what can be done to improve?
  - Share any "Key Learnings / Comments" with the group.

Remind everyone that the reason for using a Meeting Process Check is to identify opportunities for improvement and to take action. We want the entire discussion process to be well-received and value-adding for all involved!

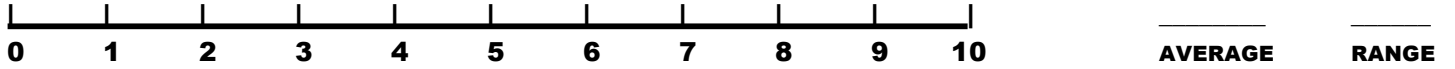
Refer to results at the next session as a reminder to everyone.



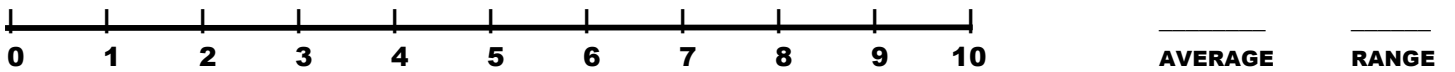


# MEETING PROCESS CHECK

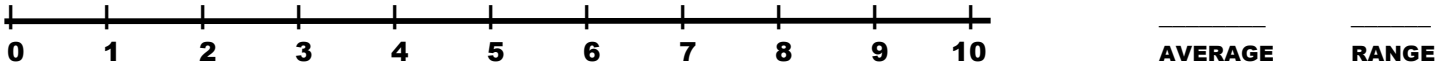
**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **TEAM NAME:** \_\_\_\_\_



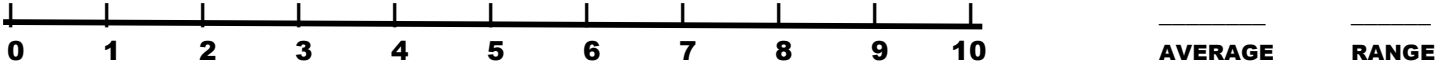
The meeting lacked focus. Wandered from one topic to another. Dwelled on trivia. **ON-TRACK** The meeting showed orderly progress on the task and followed an agenda.



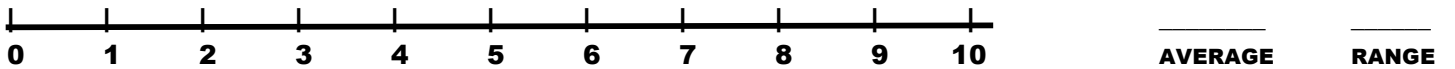
A few members dominated while others stayed quiet. **PARTICIPATION** Everyone contributed ideas and took part in discussions.



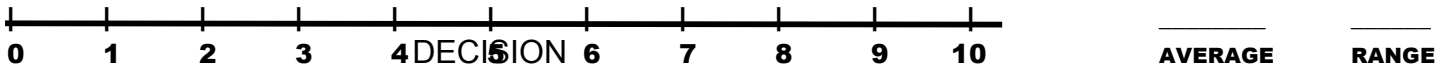
Two or more people often talked at once. Team members failed to listen to one another. **LISTENING** One person talked at a time. Team members listened respectfully.



Few people besides the designated leader did anything to keep us on task. **SHARED LEADERSHIP** We shared leadership. Everyone took responsibility for staying on task.



We could have achieved better results independently. **DECISION QUALITY/RESULTS** We achieved better results working together.



Experience similar to sitting in the dentist's chair. **OVERALL SATISFACTION/FUN** We found the meeting enjoyable or worthwhile.

**Key Learnings / Comments:**

OVERALL SATISFACTION/FUN

## **SAMPLE LETTER**

Dear *Living Your Strengths* Participant,

Congratulations on your decision to participate in the upcoming *Living Your Strengths* discussion groups. We trust it will be an educational and enjoyable time for all involved as we learn more about ourselves, others, and how our natural talents and strengths can be best applied in our personal, professional, and spiritual lives.

This is to confirm you are registered for sessions beginning:

**Day:**

**Time:**

**Dates:**

**Location:**

By now you should have purchased the *Living Your Strengths* book. If you need a copy, please contact the parish office immediately.

Using the unique code in the back of the book, take the online StrengthsFinder Assessment. Your Top 5 Signature Themes will be immediately determined. Please print all available reports.

Read the report and highlight words or sentences which you believe most accurately describe you. Note or strike through portions which you do not agree with.

Refer to pages 66-142 in *Living Your Strengths* and read those specific to your Top 5.

For each session, please bring the following:

- a. Top 5 Signature Themes
- b. The printed report with your highlighting and notes
- c. The *Living Your Strengths* book
- d. Participant Guides
- e. Completed assignments
- f. Questions you may have

If you are interested in learning more about the development and validity of the StrengthsFinder assessment please read pages 231-246 in *Living Your Strengths*.

We look forward to seeing you soon and guiding you along this journey. Please call xxxxxxxx at (xxx) xxx-xxxx with any questions you may have regarding this activity.

Your Moderators,

Name

Name

## MODERATOR NOTES: FORMAT

As shown in the example below, Unshaded/bolded topics correlate to the Participant’s Manual while **Shaded areas denote adjoining topics**. This provides the Moderator with a broader view of topics while retaining the grouped time recommendations.

### **EXAMPLE**

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
Intro-1	General	ALL	Upon handing out <i>Participant Discussion Guide</i> request they read page 2.	<b>10 Minutes</b>
	Personal Commitment	MOD	Read aloud the <i>Personal Commitment</i> . Ask if any questions and then request they sign it in good faith and with good intentions.  Refer back to this whenever the group gets off track.	
Cover	Gospel passage	MOD	Read aloud. Comment on linkage to Session One. “...but I chose you” with our unique God-given talents, and “...go and bear fruit...” by sharing our talents through stewardship.	
<b>1-1</b>	<b>1) Opening Prayer</b>	<b>ALL</b>	<b>Read aloud together</b>	
	<b>Objectives</b>	<b>MOD</b>	<b>Read aloud. The first bullet refers back to the Personal Commitment.</b>  <b>Ask if there are questions or additions.</b>	
	<b>1) Overview</b>	<b>MOD</b>	<b>Read aloud. Comment on Ephesians scripture...it takes all of us, with our unique strengths, to build the body of Christ.</b>  <b>God did not create any of us to be “well-rounded” ...that is...to possess all strengths. We are all needed to be good stewards and to work effectively together in His name.</b>	
1-2	1) Introductions	ALL	In the interest of time, keep participants focused on the statements listed. No ad-libbing!  “h” is especially beneficial if the group knows each other well...plus it can be a lot of fun!	<b>10 Min.</b>

## **Session Materials Checklist**

SESSION	HANDOUT
<b>1</b>	<ul style="list-style-type: none"> <li>* <b>“Session One” Participant Guides in binders</b></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>* <b>“Session Two” Participant Guides</b></li> <li>* <b>Team Strengths Grid</b> <i>(completed with team member information)</i></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>* <b>“Session Three” Participant Guides</b></li> <li>* <b>Team Domain Table</b> <i>(completed with team member information)</i></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>* <b>“Session Four” Participant Guides</b></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>* <b>“Session Five” Participant Guides</b></li> <li>* <b>Name tents / badges</b></li> </ul>

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
Intro-1	General	ALL	Upon handing out <i>Participant Discussion Guide</i> request they read the page 2.	10 Minutes
	Personal Commitment	MOD	Read aloud the <i>Personal Commitment</i> . Ask if any questions and then request they sign it in good faith and with good intentions.  Refer back to this whenever the group gets off track.	
Cover	Gospel passage	MOD	Read aloud. Comment on linkage to Session One. "...but I chose you" with our unique God-given talents, and "...go and bear fruit..." by sharing our talents through stewardship.	
1-1	1) Opening Prayer	ALL	Read aloud together	
	Objectives	MOD	Read aloud. The first bullet refers back to the Personal Commitment.  Ask if there are questions or additions.	
	1) Overview	MOD	Read aloud. Comment on Ephesians scripture...it takes all of us, with our unique strengths, to build the body of Christ.  God did not create any of us to be "well-rounded"...that is...to possess all strengths. We are all needed to be good stewards and to work effectively together in His name.	

---



---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
Intro-1	General	ALL	Upon handing out <i>Participant Discussion Guide</i> request they read the page 2.	<b>10 Minutes</b>
	Personal Commitment	MOD	Read aloud the <i>Personal Commitment</i> . Ask if any questions and then request they sign it in good faith and with good intentions.  Refer back to this whenever the group gets off track.	
Cover	Gospel passage	MOD	<b>Read aloud. Comment on linkage to Session One. “...but I chose you” with our unique God-given talents, and “...go and bear fruit...” by sharing our talents through stewardship.</b>	
1-1	1) Opening Prayer	ALL	Read aloud together	
	Objectives	MOD	Read aloud. The first bullet refers back to the Personal Commitment.  Ask if there are questions or additions.	
	1) Overview	MOD	Read aloud. Comment on Ephesians scripture...it takes all of us, with our unique strengths, to build the body of Christ.  God did not create any of us to be “well-rounded”...that is...to possess all strengths. We are all needed to be good stewards and to work effectively together in His name.	

---



---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
2 and 4	General	ALL	Upon handing out <i>Participant Discussion Guide</i> request they read the page 2 and the summary of the four steps on page 4.	<b>10 Minutes</b>
3	Personal Commitment	MOD	Read aloud the <i>Personal Commitment</i> . Ask if any questions and then request they sign it in good faith and with good intentions.  Refer back to this whenever the group gets off track.	
5	Gospel passage	MOD	Read aloud. Comment on linkage to Session One. "...but I chose you" with our unique God-given talents, and "...go and bear fruit..." by sharing our talents through stewardship.	
6	1) Opening Prayer	ALL	Read aloud together	
	Objectives	MOD	Read aloud. The first bullet refers back to the Personal Commitment.  Ask if there are questions or additions.	
	1) Overview	MOD	Read aloud. Comment on Ephesians scripture...it takes all of us, with our unique strengths, to build the body of Christ.  God did not create any of us to be "well-rounded"...that is...to possess all strengths. We are all needed to be good stewards and to work effectively together in His name.	

---



---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
7	3) Introductions	ALL	In the interest of time, keep participants focused on the statements listed. No ad-libbing!  "h" is especially beneficial if the group knows each other well...plus it can be a lot of fun!	10 Min.
8	1) "Signature" Challenge	ALL	Refer to Instructions below.	5 Min.

### "Signature" Challenge

Objective: To experience and discuss the role talents play in our daily lives.

Approximately 5 minutes

- 1) Have participants sign their name four times in the "First Task" column.
- 2) Next, in the "Second Task" column ask participants to sign their name four more times, but this time using their *non-dominant* hand.

### DISCUSSION

Debrief this activity by asking the following questions:

- 1) *What did it feel like to sign your name four times with your dominant hand?*
- 2) *How did it feel to use your non-dominant hand? What words describe these feelings?*

Participants will most likely make comments that writing with their dominant hand was "natural, easy, simple, mindless, etc."

Reinforce for participants that because talents are natural, they are a part of our ordinary lives, and occur easily and without much thought.

On the other hand [*pun intended*], participants will describe the experience of writing with their *non-dominant* hand as "awkward, unnatural, difficult, clumsy, etc."

As humans, we have a propensity to focus on weaknesses. If writing with your non-dominant hand is like a weakness, don't we feel the same way when attempting to use non-dominant talents or strengths?

You can also ask participants if their signature got better over the course of writing their name four times with their non-dominant hand. Some will say yes, others no.

Could we get better if we practiced writing with our *non-dominant* hand? Of course, but how much effort would be required to get our signature to look like it does with our dominant hand? Not really worth the effort, is it?



Alternatively, look at the signatures with our dominant hand. Are they different? Likely, the answer is no. That’s because coming from a place of strength, we provided “consistent, near-perfect performance.”

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
9	5) Why Focus On...	ALL	<p>Ask participants to alternate reading paragraphs.</p> <p>Re-emphasize the final sentence regarding the benefit of focusing on strengths, not weaknesses.</p>	5 Min.
	1) Identifying the Pieces...	ALL	<p>Alternate reading paragraphs on pages 7-9 in the <i>LYS</i> book. The intent is to begin separating and better understanding the talents, skills, and knowledge we each uniquely possess and how they add up to the strengths we are developing.</p> <p>The final paragraph in this guide introduces “Themes” which is how their Top 5 are presented.</p>	5 Minutes

---



---



---



---



---



---



---



---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
9-10	1) Strengths Summary	MOD	Being this is simply a recap of readings from the <i>LYS</i> book; allow participants a moment to read over. Ask if any questions to this point. One additional insight is added from StrengthsFinder 2.0 at the bottom of page 10.	5 Min.
11-15	1) Signature Themes	ALL	<p>Here we go...the initial introduction of each participant's...and moderator's...Top 5. The objective is to gain an initial sense of strengths but nothing in-depth.</p> <ul style="list-style-type: none"> <li>a) Allow a moment for the group to write in their five themes on page 11.</li> <li>b) Going around the table, ask each to share their Top 5...<i>one strength at a time</i>.</li> <li>c) When a particular strength is mentioned ask the participant to read the short description from pages 11 - 14</li> <li>d) If the participant wishes to make a "brief" observation from his or her life, that is acceptable. Due to time constraints, keep them brief.</li> <li>e) While the reader continues to share their Top 5 one at a time, the other participants begin completing the "TEAM SIGNATURE THEMES GRID" on page 15.</li> <li>f) Complete this section by asking if there are any general questions regarding strengths. Remind participants we will continue to dig deeper during the next couple of sessions.</li> </ul>	45 Minutes







SESSION	HANDOUT
1	<ul style="list-style-type: none"> <li>* "Session One" Participant Guides in binders</li> <li>* Name tents / badges</li> </ul>
2	<ul style="list-style-type: none"> <li>* "Session Two" Participant Guides</li> <li>* Team Strengths Grid <i>(completed with team member information)</i></li> <li>* Name tents / badges</li> </ul>
3	<ul style="list-style-type: none"> <li>* "Session Three" Participant Guides</li> <li>* Team Domain Table <i>(completed with team member information)</i></li> <li>* Name tents / badges</li> </ul>
4	<ul style="list-style-type: none"> <li>* "Session Four" Participant Guides</li> <li>* Name tents / badges</li> </ul>
5	<ul style="list-style-type: none"> <li>* "Session Five" Participant Guides</li> <li>* Name tents / badges</li> </ul>

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
		MOD	<p>Welcome all participants back to the discussion group.</p> <p>Remember, one of our goals is to enhance the sense of belonging people feel within our parish. You are truly an ambassador serving on behalf of Blessed Pope John XXIII Catholic Church!</p> <p>Reminder: Encourage discussion...but remain focused.</p>	5 - 10 Minutes
20	1) Opening prayer	ALL	Read aloud.	
	Objectives	MOD	Briefly review what we plan to accomplish this session.	
	2) Open discussion	ALL	<p>Hopefully participants will have been mulling over the concept of strengths since the previous session.</p> <p>Ask if they have any questions, comments, or observations.</p>	
	3) Assignment Review & Discussion	ALL	Ask participants to share the results of their <i>Personal Assessment and Verification</i> . Encourage dialogue among all. Seek clarity and understanding.	20 - 30 Minutes

---



---



---



---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
21	4) Natural Talents	ALL	<p>This is an additional perspective of the participant’s natural talents and a way for them to consider how easily activities occur when talents are applied.</p> <p>Allow 5-10 minutes for participant’s to answer 5a-5d.</p> <p>Ask for volunteers to share some examples of their natural talents. Discuss for 10-15 minutes.</p>	15 - 25 Minutes
22-23	5) Talent in a Nutshell	ALL	<p>The objective of this exercise is to begin enriching each participant’s awareness and understanding of their own and others’ talents.</p> <p>Allow 5 minutes for participants to capture the essence of their experience of their Top 5 themes in a word or phrase.</p> <p>Then, as a group, go around the table asking everyone to contribute one theme at a time.</p> <p>Encourage discussion while reinforcing understanding as answers are presented.</p> <p><i>[Note] If active discussion (which is good) has consumed more time than anticipated to this point, consider including this exercise as homework. You may even decide to complete half of it and then ask participants to complete the remainder outside this session. Be flexible!</i></p>	20 - 30 Minutes <i>(see note)</i>

---



---



---



---



## Moderator Notes

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
24	6) Expanding our Use of Talents and Building Strengths	ALL	This exercise is intended to help participants reflect on ways to expand their use of their talents in new ways.	20 Minutes

---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
25	7) Reminders and Suggestions	MOD	Address each and ask if any questions or additions.  Homework consists of pages 26 and 27. Reinforce importance of assignment and that it will be discussed during Session Three. We will continue to get out of this what we put into it!	5 Minutes
	8) Intentions	ALL	Ask the group to mention any special prayer intentions they have at this time.	
	9) Closing prayer	ALL		

---



---



---



---



---

## **Session Materials Checklist**

SESSION	HANDOUT
<b>1</b>	<ul style="list-style-type: none"> <li>* <b>“Session One” Participant Guides in binders</b></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>* <b>“Session Two” Participant Guides</b></li> <li>* <b>Team Strengths Grid</b> <i>(completed with team member information)</i></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>* <b>“Session Three” Participant Guides</b></li> <li>* <b>Team Domain Table</b> <i>(completed with team member information)</i></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>* <b>“Session Four” Participant Guides</b></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>* <b>“Session Five” Participant Guides</b></li> <li>* <b>Name tents / badges</b></li> </ul>

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
		MOD	<p>Welcome all participants back to the discussion group.</p> <p>Remember, one of our goals is to enhance the sense of belonging people feel within our parish. You are truly an ambassador serving on behalf of our parish!</p> <p>Reminder: Encourage discussion...but remain focused.</p>	20 Minutes
29	1) Opening prayer	ALL	Read aloud.	
	Objectives	MOD	Briefly review what we plan to accomplish this session.	
	2) Open discussion	ALL	The intent of this topic is to let participants share how strengths awareness has affected them recently.	
	3) Assignment Review & Discussion	ALL	<p>Ask participants to share their observations since the previous session regarding people they encountered who may be over-using their strengths.</p> <p>Add any additions to the Talents in a Nutshell exercise</p>	
30	4) Coming Together	ALL	<p>We now delve deeper into the interaction of strengths when two or more people embark upon an activity or task.</p> <p>The purpose of this exercise is to begin reinforcing why we are all needed for fulfilling Christ's mission and how our differences / uniqueness (i.e. hand vs. foot) assist.</p> <p>Read aloud: Ask group members to alternate reading <i>1Corinthians 12:12-27</i></p> <p>Discuss questions "a" thru "d" following scripture.</p>	20 Minutes

---



---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
31-34	5) Talent Theme Domains	ALL	<p>Continuing the concept that we are all greater working together than individually (i.e. synergy) this task provides an opportunity to learn how everyone contributes to the accomplishment of tasks and the achievement of goals.</p> <p>[MOD] Read aloud first two paragraphs</p> <p>[READER 1] Read aloud section [1 of 4].</p> <p>[ALL] Discuss question relating to the Executing domain.</p> <p><i>Continue this approach through [4 of 4]</i></p>	45 Minutes
35	Benefits	MOD	<p>Decide if you will read aloud this section or if you prefer the participants to do so.</p> <p>The intent of this section is to reinforce how effective teams draw on the talents of each member, and how sometimes members need to leverage talents they have in order to insure the effectiveness of the team.</p>	
	Discussion	ALL	<p>a) Review the makeup of this group and discuss questions “b” and “c”.</p> <p>b) Is the group well-rounded? Balanced?</p> <p>c) In not, what are the challenges they must be aware of and focus on overcoming?</p>	

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
36	Team Domain Table		[HANDOUT 2] If this table has not previously been completed by the moderator, the template in Participant Guide can be used to create one for this discussion group.	

---



---



---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
31-34	5) Talent Theme Domains	ALL	<p>Continuing the concept that we are all greater working together than individually (i.e. synergy) this task provides an opportunity to learn how everyone contributes to the accomplishment of tasks and the achievement of goals.</p> <p>[MOD] Read aloud first two paragraphs</p> <p>[READER 1] Read aloud section [1 of 4].</p> <p>[ALL] Discuss question relating to the Executing domain.</p> <p><i>Continue this approach through [4 of 4]</i></p>	45 Minutes <i>(Continued)</i>

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
35	Benefits	MOD	<p>Decide if you will read aloud this section or if you prefer the participants to do so.</p> <p>The intent of this section is to reinforce how effective teams draw on the talents of each member, and how sometimes members need to leverage talents they have in order to insure the effectiveness of the team.</p>	
	Discussion	ALL	<p>a) Review the makeup of this group and discuss questions “b” and “c”.</p> <p>b) Is the group well-rounded? Balanced?</p> <p>c) In not, what are the challenges they must be aware of and focus on overcoming?</p>	
36	Team Domain Table		<p>[HANDOUT 2] If this table has not previously been completed by the moderator, the template in Participant Guide can be used to create one for this discussion group.</p>	

---



---



---



---



---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
31-34	5) Talent Theme Domains	ALL	Continuing the concept that we are all greater working together than individually (i.e. synergy) this task provides an opportunity to learn how everyone contributes to the accomplishment of tasks and the achievement of goals.  [MOD] Read aloud first two paragraphs  [READER 1] Read aloud section [1 of 4]. [ALL] Discuss question relating to the Executing domain.  <i>Continue this approach through [4 of 4]</i>	<b>45 Minutes (Continued)</b>
35	Benefits	MOD	<b>Decide if you will read aloud this section or if you prefer the participants to do so.</b>  <b>The intent of this section is to reinforce how effective teams draw on the talents of each member, and how sometimes members need to leverage talents they have in order to insure the effectiveness of the team.</b>	
	Discussion	ALL	a) <b>Review the makeup of this group and discuss questions “b” and “c”.</b>  b) <b>Is the group well-rounded? Balanced?</b>  c) <b>In not, what are the challenges they must be aware of and focus on overcoming?</b>	
36	Team Domain Table		[HANDOUT 2] If this table has not previously been completed by the moderator, the template in Participant Guide can be used to create one for this discussion group.	

---



---



---



PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
31-34	5) Talent Theme Domains	ALL	<p>Continuing the concept that we are all greater working together than individually (i.e. synergy) this task provides an opportunity to learn how everyone contributes to the accomplishment of tasks and the achievement of goals.</p> <p>[MOD] Read aloud first two paragraphs</p> <p>[READER 1] Read aloud section [1 of 4].</p> <p>[ALL] Discuss question relating to the Executing domain.</p> <p><i>Continue this approach through [4 of 4]</i></p>	<b>45 Minutes (Continued)</b>
35	Benefits	MOD	<p>Decide if you will read aloud this section or if you prefer the participants to do so.</p> <p>The intent of this section is to reinforce how effective teams draw on the talents of each member, and how sometimes members need to leverage talents they have in order to insure the effectiveness of the team.</p>	
	Discussion	ALL	<p>a) Review the makeup of this group and discuss questions “b” and “c”.</p> <p>b) Is the group well-rounded? Balanced?</p> <p>c) In not, what are the challenges they must be aware of and focus on overcoming?</p>	
36	Team Domain Table		<b>[HANDOUT 2] If this table has not previously been completed by the moderator, the template in Participant Guide can be used to create one for this discussion group.</b>	

---



---



---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
37	6) Reminders and Suggestions	MOD	<p>Address each and ask if any questions or additions.</p> <p>Assignment appears on pages 38 and 39. Reinforce importance of assignment and that it will be discussed during Session Four.</p> <p>We will continue to get out of this what we put into it!</p>	5 Minutes
	7) Intentions	ALL	Ask the group to mention any special prayer intentions they have at this time.	
	8) Closing prayer	ALL		

---



---



---



---



---

## Moderator Notes

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



## **Session Materials Checklist**

SESSION	HANDOUT
<b>1</b>	<ul style="list-style-type: none"> <li>* <b>“Session One” Participant Guides in binders</b></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>* <b>“Session Two” Participant Guides</b></li> <li>* <b>Team Strengths Grid</b> <i>(completed with team member information)</i></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>* <b>“Session Three” Participant Guides</b></li> <li>* <b>Team Domain Table</b> <i>(completed with team member information)</i></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>* <b>“Session Four” Participant Guides</b></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>* <b>“Session Five” Participant Guides</b></li> <li>* <b>Name tents / badges</b></li> </ul>

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
		MOD	<p>Welcome all participants back to the discussion group.</p> <p>Remember, one of our goals is to enhance the sense of belonging people feel within our parish. You are truly an ambassador serving on behalf of Blessed Pope John XXIII Catholic Church!</p> <p>Reminder: Encourage discussion...but remain focused.</p>	25 Minutes
41	1) Opening prayer	ALL	Read aloud.	
	Objectives	MOD	Briefly review what we plan to accomplish this session.	
	2) Open discussion	ALL	The intent of this topic is to let participants share how strengths awareness has affected them recently.	
	3) Assignment Review & Discussion	ALL	<p>The “Complementary Partner” exercise is intended to promote a greater understanding of which strengths, other than those we most strongly possess, can assist in the achievement of specific tasks...and how different tasks call for different strengths.</p> <p>Depending on group size and potential time constraints, decide the level of detail with which you want each participant to share their responses.</p>	
42	4) Changing Culture	ALL	<p>This exercise provides another opportunity to reinforce the four Talent Theme Domains while transitioning into deeper spiritual discussions.</p> <p>Allow a few minutes of quiet time for participants to decide the prioritized sequence as they see it.</p> <p>In open discussion, ask for responses. Why did they choose this sequence?</p> <p>Ask who has a different sequence? Why?</p> <p>Obviously, there is no absolute correct answer. A key learning is that although Christ may have been well-rounded and could manage each domain effectively, we are not and it takes all of us working together to be the body of Christ.</p>	15 Minutes

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
42-43	5) Gospel Reading	ALL	<p>[MOD] Read gospel aloud</p> <p>[ALL] Read commentary aloud by alternating readers.</p> <p>[MOD] Read aloud <i>Themes &amp; Insights</i></p> <p>Allow a few minutes of quiet time for participants to record responses to question "5a" and then discuss.</p>	20 Minutes

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
42-43	5) Gospel Reading	ALL	<p>[MOD] Read gospel aloud</p> <p>[ALL] Read commentary aloud by alternating readers.</p> <hr/> <p>[MOD] Read aloud <i>Themes &amp; Insights</i></p> <p>Allow a few minutes of quiet time for participants to record responses to question “5a” and then discuss.</p>	20 Minutes <i>(Continued)</i>



PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
44	6) Group Activity	ALL	Follow instructions at top of page 44 and allow a few minutes for participants to record responses in the table and for the question at bottom of page.  Discuss.	25 Minutes

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
45	7) Reminders and Suggestions	MOD	<p>Address each and ask if any questions or additions.</p> <p>Assignment appears on pages 46 and 47. Reinforce importance of assignment and that it will be discussed during Session Five.</p> <p>We will continue to get out of this what we put into it...plus, this is the last assignment!</p>	5 Minutes
	8) Intentions	ALL	Ask the group to mention any special prayer intentions they have at this time.	
	9) Closing prayer	ALL	Thank all involved for their participation.	

## Moderator Notes

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Moderator Notes

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## **Session Materials Checklist**

SESSION	HANDOUT
<b>1</b>	<ul style="list-style-type: none"> <li>* <b>“Session One” Participant Guides in binders</b></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>* <b>“Session Two” Participant Guides</b></li> <li>* <b>Team Strengths Grid</b> <i>(completed with team member information)</i></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>* <b>“Session Three” Participant Guides</b></li> <li>* <b>Team Domain Table</b> <i>(completed with team member information)</i></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>* <b>“Session Four” Participant Guides</b></li> <li>* <b>Name tents / badges</b></li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>* <b>“Session Five” Participant Guides</b></li> <li>* <b>Name tents / badges</b></li> </ul>

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
		MOD	<p>Welcome all participants back to the discussion group. Since this is the final session remind them to reflect back on their journey to this point and how much they have learned about themselves and others.</p> <p>Remember, one of our goals is to enhance the sense of belonging people feel within our parish. You are truly an ambassador serving on behalf of our parish!</p> <p>Reminder: Encourage discussion...but remain focused.</p>	10 Minutes
49	1) Opening prayer	ALL	Read aloud.	
	Objectives	MOD	Briefly review what we plan to accomplish this session.	
	2) Open discussion	ALL	The intent of this topic is to let participants share how strengths awareness has affected them recently.	
50	3) Assignment Review & Discussion	ALL	Due to time constraints, it is suggested you ask each participant to share their answers for Question #2 and then ask for random responses for questions 3-5.	20 Min.

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
50	4) What is Stewardship?	MOD	<p>Read aloud and reinforce all people are God’s stewards.</p> <p>To indicate significance of stewardship; inform the group that the words “steward” or “stewardship” appear more than two dozen times in the bible.</p>	5 Minutes
	5) What is a Calling?	MOD	<p>Read aloud and reinforce that better knowing our strengths can guide us to fulfilling a calling we were unaware of.</p> <p>Why not enjoy doing what you do best while serving others?</p>	
51-52	6) Scripture Passage with: <ul style="list-style-type: none"> <li>• Commentary</li> <li>• Themes &amp; Insights</li> <li>• Group Discussion</li> </ul>	ALL	<p>[MOD] Read aloud first paragraph which introduces this topic. [GROUP] Alternate reading Ephesians.</p> <p>[GROUP] Alternate reading Scripture aloud through end of “Commentary.”</p> <p>[MOD] Read aloud “Themes and Insights”</p> <p>[ALL] allow a few minutes to record responses to the two questions. Discuss.</p>	20 Minutes

---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
51-52	<b>6)</b> Scripture Passage with: <ul style="list-style-type: none"> <li>• Commentary</li> <li>• Themes &amp; Insights</li> <li>• Group Discussion</li> </ul>	<b>ALL</b>	<p>[MOD] Read aloud first paragraph which introduces this topic. [GROUP] Alternate reading Ephesians.</p> <p>[GROUP] Alternate reading aloud through end of "Commentary."</p> <p>[MOD] Read aloud "Themes and Insights"</p> <p>[ALL] allow a few minutes to record responses to the two questions. Discuss.</p>	<b>20 Minutes (Continued)</b>

---



---



---



---



---



---



---



---



---



---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
51-52	6) Scripture Passage with: <ul style="list-style-type: none"> <li>• Commentary</li> <li>• Themes &amp; Insights</li> <li>• <b>Group Discussion</b></li> </ul>	<b>ALL</b>	<p>[MOD] Read aloud first paragraph which introduces this topic. [GROUP] Alternate reading Ephesians.</p> <p>[GROUP] Alternate reading aloud through end of "Commentary."</p> <p>[MOD] Read aloud "Themes and Insights"</p> <p><b>[ALL] Allow a few minutes to record responses to the two questions. Discuss.</b></p>	<b>20 Minutes (Continued)</b>

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
53-54	<p>7) Gospel Passage with:</p> <ul style="list-style-type: none"> <li>• Commentary</li> <li>• Themes &amp; Insights</li> <li>• The Power of Being Called</li> <li>• Group Discussion</li> </ul>	ALL	<p><b>[GROUP] Alternate reading aloud from Gospel through end of “Commentary.”</b></p> <p>[MOD] Read aloud “Themes and Insights”</p> <p>[ALL] Pages 229-230 in <i>Living Your Strengths</i>.</p> <ul style="list-style-type: none"> <li>• Alternate reading aloud by paragraph.</li> <li>• The [MOD] should read the final two paragraphs and emphasize this is a great summary of our journey together.</li> <li>• As we now know more about our God-given strengths we can better utilize them in fulfilling our callings.</li> </ul> <p>[ALL] Allow a few minutes to record responses to the two questions. There is a list of ministries on page 5-9 for participants to refer to.</p> <p>NOTE: We are not asking them to sign-up, but rather to identify how the particular strengths they possess can be best aligned with ministries.</p> <p>Discuss responses.</p>	25 Minutes

---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
------	-----------------	-----	--------------------	--

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
53-54	<p><b>7) Gospel Passage with:</b></p> <ul style="list-style-type: none"> <li>• <b>Commentary</b></li> <li>• Themes &amp; Insights</li> <li>• The Power of Being Called</li> <li>• Group Discussion</li> </ul>	ALL	<p><b>[GROUP] Alternate reading aloud from Gospel through end of “Commentary.”</b></p> <p>[MOD] Read aloud “Themes and Insights”</p> <p>[ALL] Pages 229-230 in <i>Living Your Strengths</i>.</p> <ul style="list-style-type: none"> <li>• Alternate reading aloud by paragraph.</li> <li>• The MOD] should read the final two paragraphs and emphasize this is a great summary of our journey together.</li> <li>• As we now know more about our God-given strengths we can better utilize them in fulfilling our callings.</li> </ul> <p>[ALL] Allow a few minutes to record responses to the two questions. There is a list of ministries on page 5-9 for participants to refer to.</p> <p>NOTE: We are not asking them to sign-up, but rather to identify how the particular strengths they possess can be best aligned with ministries.</p> <p>Discuss responses.</p>	<p><b>25 Minutes</b> <i>(Continued)</i></p>

---



---



---



---



---



---



---

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
53-54	7) Gospel Passage with:  <ul style="list-style-type: none"> <li>• Commentary</li> <li>• Themes &amp; Insights</li> <li>• The Power of Being Called</li> <li>• Group Discussion</li> </ul>	ALL	<p>[GROUP] Alternate reading aloud through end of “Commentary.”</p> <p>[MOD] Read aloud “Themes and Insights” <i>SEE BELOW for additional information</i></p> <p>[ALL] Pages 229-230 in <i>Living Your Strengths</i>.</p> <ul style="list-style-type: none"> <li>• Alternate reading aloud by paragraph.</li> <li>• The Moderator should read the final two paragraphs and emphasize this is a great summary of our journey together.</li> <li>• As we now know more about our God-given strengths we can better utilize them in fulfilling our callings.</li> </ul> <p>[ALL] Allow a few minutes to record responses to the two questions. There is a list of ministries on page 5-9 for participants to refer to.</p> <p><i>NOTE: We are not asking them to sign-up, but rather to identify how the particular strengths they possess can be best aligned with ministries.</i></p> <p>Discuss responses.</p>	25 Minutes (Continued)

As stated, “The multiplication of loaves and fishes is the only miracle included in all four gospels.” Obviously, there are numerous miracles mentioned throughout the gospels...and some are even mentioned in three of the four gospels. However, the feeding of the multitude is the only miracle which is present in all four gospels (apart from the resurrection.) There may be discussion regarding five loaves vs. seven; the number fed, etc. The following table summarizes the differences.

Reference	Loaves	Fish	Fed
Matthew 14:13-21	5	2	5,000 + Women & Children
Mark 6:31-44	5	2	5,000
Luke 9:10-17	5	2	5,000
John 6:5-15	5	2	5,000
Matthew 15:32-39	7	Few small	4,000 + Women & Children

Mark 8:1-9	7	Few small	4,000
------------	---	-----------	-------

PAGE	TOPIC /ACTIVITY	WHO	MODERATOR INSIGHTS	
5-7	8) What's Next?	MOD	<p>Mention each item.</p> <ul style="list-style-type: none"> <li>• If anyone is interested in being a Moderator please record their name and forward to the designated person.</li> <li>• Even if participants are not interested in moderating, ask them to spread the word about these discussion groups.</li> <li>• Remind them, especially those who may not be currently serving in a ministry, to refer to Appendix A.</li> <li>• We intend to have future strengths-related events and would like their support and participation when they occur.</li> <li>• A survey will be e-mailed to them in the near future. Ask them to PLEASE complete ASAP and submit. Their feedback is valued.</li> </ul> <p>Recognize their completion of this journey and express your appreciation for the sharing and participation.</p>	5 Minutes
	1) Intentions	ALL	Ask the group to mention any special prayer intentions they have at this time.	5 Minutes
	1) Closing prayer	ALL	<p>THANK YOU to all participants and moderators. The Blessed Pope John XXIII parish appreciates you!</p> <p>God Bless!</p>	

---

---

---



## Moderator Notes

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---