

## **Instructions for Facilitators and Note-takers**

### **Facilitator and Participant Introductions (5 minutes):**

1. Introduce yourself and explain a dialogue's purpose and process:
  - The **purpose** is to find out what everyone in a group thinks about our 5<sup>th</sup> principle.  
  
*“The right of conscience and the use of the democratic process within our congregations and in society at large.”*
  - A dialogue **process** allows each member of a group to share what he/she thinks about this fifth principle without interruption, discussion, or debate.
  - Discussion will occur after each question.
2. Introduce the note-taker and explain his/her role:
  - The note taker will record or summarize individual's comments.
3. Present the dialogue norms:
  - Speak only for one's self
  - No interruptions or comments during or after each person speaks
  - Time limits so all can speak (about 2 minutes per person per question)
  - Facilitators and note takers will also answer each question after others have done so
  - There will be open conversation, for questions or comments after everyone has answered each question
4. **Have members introduce themselves: (in 20 seconds or less) name, what motivated you to participate in this dialogue? (3 minutes)**
5. Describe the process to be followed on the first question (go around the circle counterclockwise, then clockwise for the second question, the counterclockwise for the third)
6. Present in summary the questions to be answered and the order they will be answered:
  - our thoughts and concerns about the fifth principle,
  - our vision for how we would like it to be observed, and
  - our ideas about how our vision could be achieved.
7. **Present the first question: (21 Minutes, 3 per person)**

**Thoughts about the 5<sup>th</sup> Principle: As you consider the right of conscience and the democratic practices at the UUAA, what, if any, are your thoughts about it? (Tim mentioned three concerns: open forums and congregational meetings, free press, and how decisions are made.)**

8. Monitor the process, keep time and coach people if they are not following the instructions

At the end of each round, allow **4 minutes** for reactions, observations, comments, and discussion. Suggested norms for discussions:

- Speak for yourself, not others.
- One person speaks at a time, take turns
- Listen respectfully and actively
- Do not interrupt or dominate the discussion
- Criticize ideas, not individuals.
- Avoid inflammatory language.
- Avoid assumptions about others

9. **Present the second question (3 minutes per person for 21 minutes):**

**5<sup>th</sup> Principle, Vision: Thinking about the future here at the UUAA, what would you like the right of conscience and democratic practices to be in place here?**

10. After this round, allow **4 minutes** for reactions, observations, comments, and discussion.

11. **Present the third question (3 minutes per person for 21 minutes):**

**5<sup>th</sup> Principle, Potential Actions: What concrete actions could we start doing now to achieve the practices we want in the future?**

12. After this round, allow **4 minutes** for reactions, observations, comments, and discussion.

Pairs of:

Facilitators:

Note Takers:

- |                 |                |
|-----------------|----------------|
| 1. Tom Bauld    | Nancy Homberg  |
| 2. Jim Breck    | Larry Cooper   |
| 3. Edie Hough   | Phil Tuchinsky |
| 4. Bennet Stark | Edie Croake    |

- |                 |              |
|-----------------|--------------|
| 5. Bruce Gibb   | Tim Richards |
| 6. Terry Madden | Ruth Vail    |

**Note-takers:**

1. Write down the gist of what the person says, both positive and negative (e.g., for the first question: thoughts and concerns and reason for the concern)
2. If any one of the statements is long, ask the person to summarize it in one or two sentences and write down their summary
3. At the end of the questions, summarize statements and ask if people want to add to or correct their statements
4. In the debrief, share written comments with whole group according to the process: three from each group (numbered), others mention similarities by number and add up to three comments that have not been already stated; go around until all comments have been presented (**2 minutes per note-taker**)

**Time allocation for Dialogues:**

- Total time allocated for each subgroup is 80 minutes.
- The facilitator introduction is 5 minutes.
- Circle dialogues and discussion will take 75 minutes.