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Title:	Chalice Circle	Revised: (date)
Policy Owner:	Congregational Life Team	
Associated Documents:	GSCL – 1 Congregational Life Team Policy	
Last Reviewed:		

Policy

Soul Matters Chalice Circle

Function:

Soul Matters Chalice Circles are groups of 8-12 members and friends of the church who meet monthly to discuss the collective topic of the month in depth using the Soul Matters curriculum.

Led by a trained facilitator, monthly topics are discussed in detail, and connections are made to strengthen the foundational membership of First Unitarian Universalist Church.

Duties of Facilitators:

1. Facilitators that lead *Soul Matters Chalice Circles* are selected by the Coordinator of Congregational Life and have experience leading a discussion group. They have been trained by the Coordinator of Congregational Life and do periodic updated training through the UUA as well as attend facilitator meetings throughout the year.
2. Facilitators are responsible for:
 - . arranging the date and time for their Chalice Circle
 - . Communicating information with members of the circle
 - a. Setting up the room and leading the circle
 - b. Communicating with the Coordinator of Congregational Life of the health of the circle and any issues that may arise
 - c. Helping the group organize a service project in honor of the church

Organization:

1. Participation as a Facilitator is open to any church member who wishes to be involved but must have experience of being a member of a Chalice Circle.
2. The Facilitator will report to the Coordinator of Congregational Life as requested.
3. Decisions shall be reached by consensus whenever possible.

Procedure



Meetings and Reports:

1. The Coordinator of Congregational Life will organize sign ups each September for new circles lasting from September/October to May/June of the church year.
2. At the end of the Church year, Coordinator of Congregational Life will submit information for the Annual Report to the church office.
3. Any requests for funds to support the work of Chalice Circles will be considered by the Congregational Life Shared Ministry Team and the Coordinator of Congregational Life.