

**ELIOT INSTITUTE  
COVENANT CIRCLE COORDINATOR  
(Creative Arts Camp)  
(Revised January 2017)**

**SELECTION:** Selected by and responsible to the Dean.

**QUALIFICATIONS:** Ability or experience leading small group discussions and in preparing relevant materials. Able to set up and implement ground rules, and be inclusive and welcoming to group members.

**GENERAL RESPONSIBILITIES:** Create and facilitate Covenant Circle(s).

**SPECIFIC RESPONSIBILITIES:** [See Timeline]

**COVENANT CIRCLE COORDINATOR  
TIMELINE**

**BEFORE CAMP**

- \_\_\_ Register for camp. Sign contract and Code of Ethics; return to Registrar.
- \_\_\_ Regularly check the website job description for a new Revised date.  
See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs
- \_\_\_ Identify a theme for discussion, and locate readings/poems that relate to the theme and will stimulate deep sharing.  
See this website for ideas: <http://www.smallgroupministry.net/public/sessions/#sessions>
- \_\_\_ Create a short list of norms for those new to Covenant Circles. (Confidentiality, use a talking stick to share talk time, participants do not interrupt or respond unless invited.)
- \_\_\_ Bring small tea lights or chalices to center the group(s).
- \_\_\_ Bring copies of readings for participants and leaders.
- \_\_\_ Determine other campers who could serve as discussion leaders if there are more participants than facilitators.
- \_\_\_ Prepare and submit a newsletter article inviting campers to participate. (Ask that the article be repeated during camp as necessary.)
- \_\_\_ Let the Deans and Volunteer Coordinator know you need a place for meeting and the time (usually an hour) you would like to convene.

**ARRIVAL DAY**

- \_\_\_ Attend staff meeting.
- \_\_\_ Make an announcement at All-camp meeting where and when the Covenant Circle will meet.

## **DURING CAMP**

- \_\_\_\_\_ Attend staff meetings, if requested.
- \_\_\_\_\_ Facilitate Covenant circles for those who appear at the time and place.
- \_\_\_\_\_ First meeting: Establish norms, break campers into groups of 6-10, and then lead a group. (See above.) If necessary, solicit volunteers to lead additional groups, and offer written materials (readings) to them.
- \_\_\_\_\_ Invite feedback from all participants and leaders when the Circle time ends. Use that feedback to adjust for succeeding days.
- \_\_\_\_\_ Subsequent meetings: Go over norms if there are new participants, then use the same group process.

## **AFTER CAMP**

- \_\_\_\_\_ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

## **IDEAS, HINTS AND TIPS**

[From Debbie Gorenstein - CAE 2016]

I found a helpful site on the web: Small Group Ministries. Here is the link:  
<http://www.smallgroupministry.net/public/sessions/>

The site is a chronicle of UU covenant group templates complete with opening words, quotations, questions, and closing words. I enjoyed spending time at the site and choosing possible topics for discussion at camp. I narrowed my choices down to around 25 and slowly worked my way down to 10. I had fun finding and adding new readings/poems for our covenant group. Extra copies of our topics were printed just in case we needed more facilitators.

The topics our group chose were:

- Finding Joy
- Creativity
- Aging
- Childhood

[Created August 2016; Approved October 2016]