



1st ACTION CIRCLE AGENDA – THE FOUNDATION MEETING

The Foundation meeting is the FIRST meeting of a circle module. It is facilitated by the convenor and is focused on relationship building and laying a solid foundation for the circle to build on. This is a good time to choose a fun relational activity from the Circle Guide. The main dialogue focus is on creating the ‘circle agreements’ and for getting to know each other.

Desired Outcome

Each participant

- Understands the circle’s purpose and structure
- Clarifies their expectations for participation and comes up with a composite ‘circle agreement’ that reflects how the group wants to engage with each other
- Articulates why they are here, and what they want from the circle
- Gets a sense of the other people who will also be in the circle & a sense of belonging.
- Receives their course materials
- Understands how to use the Action Guide, Weekly Action Report, Action Report Log, and/or online Action Tracker.

The Convenor:

- Knows who else in the circle is sharing responsibilities as facilitator, refreshments coordinator, action tracker
- Has distributed materials to participants and collected reimbursement funds
- Feels exhilarated that the circle process has begun

Materials needed

- BTC Circle Guide (or gather the necessary info from the website)
- BTC Action Guide (pre-ordered)
- Copies of personal Weekly Action Report (from Circle Guide or website)
- Readers for Distribution (pre-ordered)
- BTC Purpose Statement (from Circle Guide or website)
- Circle Contact, Attendance, Sign-Up Sheet (from Circle Guide or website)
- Snacks, Tea, Pens
- Calendar
- Candle/Centerpiece
- Watch or timing device
- Action Report Log for the group (from circle guide or website)
- Copies of the sample Group Agreements for everyone (from Circle Guide or website)



Agenda

6:15 Softstart

- Informal welcome as people arrive.
- Chat about Action Guide, Facilitators Guide, Readers, etc. Collect \$ if still required.

6:30 Opening (10 min.)

- Heartfelt welcome
- Choose an Opening from the Circle Guide and light a candle or choose your own Meditation or Quote (several options in Circle Guide)
- Intention Meditation (optional): Ask participants to reflect on what they want out of this circle. (they will speak to this in their check-in)

6:40 BTC Purpose statement (Group member can read) (1 min.)

- To support each other to live in ways that are ecologically sustainable, meaningful and just.

or

- To support each other to Be the Change we want to see for an Environmentally Sustainable, Spiritually Fulfilling and Socially Just human presence on this planet.

6:42 Check in (30 min. , 2-3 min. each)

- Name, how they feel (context of their day) and Intention for circle.
 - Intentions: If we state why we are here and share it with others, we have a lot better chance of making it happen. Can share intentions in pairs, or small groups and/or in the larger group.
- Carbon Footprint-Does anyone have any comments/reflections about the link for the Carbon Footprint sent to participants after the Information Meeting?

7:12 Group Guidelines (20 min.)

This is an exercise to come up with a set of group agreements. They are necessary to create a space where each person feels comfortable to share openly with the group and where there are clear expectations for participation. They can be revisited as often as need be.

- Think about a time you were in a group that was fun, safe and inclusive, and hold that in your mind as we go through some example circle guidelines.
- For each one, consider: Can we all agree? Anything you'd like to change? Anything you can't agree to? Anything to add?
- Each person in the circle reads one guideline and the group decides if they can agree to it.



7:30 Break (10 min.) Distribute Course Materials during break

7:40 Actions (30min.)

- Did everyone have a chance to read the Intro to the Action Guide and review the Table of contents? Review the Intro together and share reflections on using the Action Guide. Emphasize that the purpose of the Guide is to offer lots of choices and options...you are not supposed to do all the actions, but find the ones that are right for you!
- Review the Table of Contents and explain how the Guide is organized into 5 core Values, general Intention and specific Actions.
- If you are using a NWEI reader, refer to Module Outline from website that relates to your NWEI course. Advise participants that these actions relate to the topic for discussion, but they can choose ANY action they like...it doesn't have to be related to the readings.
- How would the group like to use the Action Guide (several options outlined in the Intro)
- Participants refer to their Weekly Action Report and commit to at least one action per week for the coming session. Each person can request specific support for accomplishing their action (Do you want a buddy to support you in this? What would you like them to do to support you?)
- Each commitment is recorded in the Action Report Log for the group.
- Talk about how these actions will be transcribed into the BTC online action tracker. The convenor has already or will register all their circle participants as members of their circle, so that their actions can be tracked. This step automatically initiates an email sent to the participant, with their login and password.
- Decide who will be transcribing the actions into the Action Tracker. It can be the same person that records actions into the Action Report Log for the group during each meeting, or each member can track their own actions, or one person can volunteer as the scribe.

8:10 Sign-up Sheet (5 min.)

- Ask participants to sign-up for rotating facilitation, action recording/transcribing and snacks.
- Some people may wish to share facilitation

8:15 Before next meeting (5 min.)



- Read the first set of readings from the NWEI reader and journal your reflections on the questions posed at the beginning of the section.
- Complete your action(s) for the week(s). Journal on successes, conflicts, etc. and complete the Weekly Action Report.
- Think about what action(s) you may want to commit to at the next session and start a new Weekly/Bi-weekly/Monthly Action Report for the next meeting.

8:20 Announcements

8:25 Closing (2-3)

- Choose a closing from the Circle Guide, or use your own (hand holding, meditation, gratefulness/appreciation, extinguishing a candle, silence, etc.). It is fine to use the same closing for each circle, if you find one you especially like.