



ON-GOING CIRCLE AGENDA

The Regular meeting notes and agenda are to be used for all of the circle meetings except the foundation meeting and the celebration. The regular meeting is completely flexible and the design of the meeting is up to you, the facilitator. In the notes below we explore each of the elements you may want to include. At the end of this section is a sample agenda that demonstrates how you can include all elements into a single two hour meeting.

Each participant:

- Understands the circle's purpose, structure and expectations for participation.
- Becomes acquainted with others in the circle & a sense of belonging and connection.
- Has an opportunity to learn from others in circle and share their knowledge/opinions/perspectives.
- Feels supported to making change, and supports others in this process of engagement and action.
- Starts to think about community engagement and/or collective action/projects/initiatives.

Materials needed

- BTC Facilitator's Guide (or have e-file)
- BTC Action Guide (with Weekly Action Record)
- NWEI Menu for the Future Reader
- BTC Purpose Statement
- Sign-Up Sheet
- Snacks, Tea
- Group Action Log
- Circle Agreements

6:30 Opening (5-10)

Heartfelt welcome

- Choose an opening from Facilitator's Guide (Section IV Resources, pgs. 2-14), or use your own (ie. Meditation, Quote from Facilitator's Guide, Lighting the candle, etc.)

BTC Purpose statement (Group member can read) (1)



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.

6:40 Check in (20, 2 min. each)

- Choose a Check-in OR Activity from the Facilitator's Guide (Section IV, pages 17-39), or use your own ideas for getting to know one another, and checking in since the last meeting.
- This is not the time to check-in on our actions or the readings...its a time for personal connection.
- This check-in can be done as a whole group, or people can work in smaller groups (pairs, groups of 3-4, etc.)
- People can share popcorn-style, or moving around the circle one-by-one, etc.

7:00 Focus for Dialogue (30) If using the NWEI Readers: Reflections on Readings

- At the beginning of each chapter in the NWEI reader, there are suggested questions for reflection. Choose a few to dialogue about as a group.
- The dialogue can be done as a whole group, or in pairs or smaller groups, and possibly coming back to share with the whole group. Be creative!
- Some suggestions for facilitating dialogue are in the Facilitator's Guide

7:30 Actions (40)

- The Weekly Action Report will have been completed at home by participants. Each participant is accountable for how well they did on the actions committed to at the previous meeting. Allow each participant time to discuss their experience in their action: their struggles, celebrating successes, requesting future support, etc. The action recorder will record the actions completed in the right-hand column of the Group Action Log, and then enter these actions into the online action tracker at home (this can also be done during the meeting if the recorder is proficient on a laptop)
- Commit to action for coming week. The new Weekly Action Report will have been started at home. These new actions will be recorded in the left column of the Group Action Log.

8: 10 Before next meeting (5)

- Read the readings for the next chapter and journal your reflections on the questions at the beginning of the chapter.
- Action for the coming week: Journal on successes, conflicts, etc. and complete the Weekly Action Report.



- Think about what action you may want to commit to next and start a new Weekly Action Report.
- Who signed up for the Facilitation, Action Recorder and Transcribing, and Snacks?

8:15 Announcements? (5)

- Confirm dates of next meeting(s)
- Anything like to change?

8:20 at latest Closing (2-3)

- Choose a closing from the Facilitator's Guide (Section IV, pg 50), or use your own (hand holding, meditation, gratefulness/appreciation, extinguishing a candle, silence, etc.). It can also be the same every meeting.