

**Catholic Bible Institute – Diocese of Orange**  
**Group Contributions for Monthly Sessions**

**September 7, 2013:**

*Sacred Space:* CBI Team    *Opening Prayer:* CBI Team    *Closing Prayer:* CBI Team

*Refreshments:* [20 volunteers]

**October 5, 2013:**

*Sacred Space:* ANDREW    *Opening Prayer:* BARNABAS    *Closing Prayer:* ELIZABETH

*Refreshments:* JAMES & JOHN the BAPTIST & JOHN the EVANGELIST

**November 2, 2013:**

*Sacred Space:* LUKE    *Opening Prayer:* LYDIA    *Closing Prayer:* MARK

*Refreshments:* MARTHA & MARY of BETHANY & MARY of MAGDALA

**December 7, 2013:**

*Sacred Space:* MATTHEW    *Opening Prayer:* PAUL    *Closing Prayer:* PETER

*Refreshments:* PHILIP & PHOEBE & PRISCA

**January 4, 2014:**

*Sacred Space:* STEPHEN    *Opening Prayer:* THOMAS    *Closing Prayer:* TIMOTHY

*Refreshments:* ANDREW & BARNABAS & ELIZABETH

**February 1, 2014:**

*Sacred Space:* JAMES    *Opening Prayer:* JOHN BAPTIST    *Closing Prayer:* JOHN EVANG.

*Refreshments:* LUKE & LYDIA & MARK

**March 1, 2014:**

*Sacred Space:* MARTHA    *Open Prayer:* MARY<BETHANY    *Closing Prayer:* MARY MAGD.

*Refreshments:* MATTHEW & PAUL & PETER

**April 5, 2014:**

*Sacred Space:* PHILIP    *Opening Prayer:* PHOEBE    *Closing Prayer:* PRISCA

*Refreshments:* STEPHEN & THOMAS & TIMOTHY

**May 3, 2014:**

*Sacred Space:* BARNABAS    *Opening Prayer:* ANDREW    *Closing Prayer:* LUKE

*Refreshments:* ELIZABETH & JAMES & JOHN the BAPTIST & JOHN the EVANGELIST

**Catholic Bible Institute – Diocese of Orange**

**Group Facilitators**

In order to enhance the sense of hospitality at our monthly sessions, the quality of our small-group discussions, and the flow of information to all CBI participants, each table-group will select a “facilitator” for each semester.

**Role of the Facilitator:**

- 1) Compile and share phone/email contact information among your group’s members.
- 2) Coordinate things if your group is assigned for prayer, sacred space, or refreshments.
- 3) Come a few minutes early, so you can help welcome the members of your group.
- 4) Make sure your group members record their attendance on the large envelope.
- 5) Moderate the small group discussions (i.e., see that everyone has a chance to speak, and that no one, including yourself, dominates or monopolizes the discussion).
- 6) As needed, meet briefly with the CBI team (usually at the beginning of lunch), especially with the team member who reads your group’s monthly reflection papers.
- 7) Help the CBI team make sure all members of your group understand the instructions for written assignments, especially anyone who was absent at some time.
- 8) Make sure your group table is clean at the end of each session (return plastic table envelopes with written assignments, and any reusable flyers; throw away all trash).
- 9) After each session, contact any group members who were absent to see if they are OK and to give them all the important information they need for the next session.
- 10) If you yourself will be absent from any session, contact another group member in advance to ask him or her to act as the facilitator for that month.

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**Readers for CBI Groups 2013–2014**

<b>Sr. Christine</b> (Red)	<b>Jess Moya</b> (Green)	<b>Ryan Pratt</b> (Yellow)	<b>Randy Lopez</b> (Blue)
ANDREW	JOHN EVANGELIST	MARY of BETHANY	PHILIP
BARNABAS	LUKE	MARY of MAGDALA	PHOEBE
ELIZABETH	LYDIA	MATTHEW	PRISCA
JAMES	MARK	PAUL	STEPHEN
JOHN the BAPTIST	MARTHA	PETER	THOMAS
			TIMOTHY

# SUGGESTIONS FOR PLANNING PRAYER SERVICES & SACRED SPACE



Throughout the year, volunteers will be asked to plan and execute either the sacred space or the opening and closing liturgies, in teams of two or three. As you plan, keep in mind the biblical themes of the month, and consult liturgical calendars as a tie-in for the season. Avoid simply assigning one person to do the planning for the team, but work together. Plan together during the breaks or lunch period of prior months. If necessary, consult with one another by phone. Feel free to call on the talents of others in the Bible Institute, e.g., artists, lectors, or musicians. Plan well in advance of your team's assigned date.

## SACRED SPACE:

Sacred Space is a visual aid that helps us get in touch with the holy in our lives. The Sacred Space flows from the biblical theme for the day and, secondarily, may express the liturgical season. Use good taste and appropriate symbols and colors (avoid non-scriptural feasts like St. Patrick's, President's Day, etc). Set up the sacred space in a visible location. You may use materials that have been collected and stored by the CBI leadership team or provide your own.

The Sacred Space might include the following:

- The Bible (or a Lectionary)
- Cloth of various textures and colors
- Flowers and/or plants; biblical food items
- Religious symbols (water, rocks, icons, etc.; a crucifix during the NT year)
- Battery-powered candles in appropriate liturgical colors (no real candles may be lit)

## OPENING AND CLOSING PRAYER SERVICES:

The prayer services should be closely linked with the theme for the day and the liturgical season. Through songs, readings, processions, etc., the entire gathering becomes actively engaged in the liturgical ritual. A careful selection of readings, music, and symbols with appropriately formulated responses and rituals help facilitate the service. The opening service draws all of us present into an experience that opens us to the Spirit speaking through the day's activities. The closing service, usually shorter, concludes the day with a shared encounter with God and one another based on the revelation of the day. Some suggestions for the prayer liturgies are as follows:

- The prayer service may contain contemporary or traditional material. It may follow a conventional format or be original. It may be calmer or livelier, as long as it leads the assembled community to worship together.
- Use a *variety* of resources, including readings, prayers, songs, responses, etc.
- Make the services *participatory*, with roles for the leaders, readers, and all the assembly.
- Use *inclusive language* for people and expansive language for God. That is, use phrases such as "brothers and sisters" rather than "brothers," and "people of God" or "the human family" rather than "men" or "mankind." In addition to "Father," use other biblical images also, such as "Creator God," "Rock of Salvation," "Holy One," and so forth.
- Give brief instructions to the assembly *before* and *not during* the worship.
- Email worship aides to be copied to Cindy Guzman at the Loyola Institute for Spirituality ([office@loyolainstitute.org](mailto:office@loyolainstitute.org)) at least one week in advance.