

Section 1: Mission and Vision

1. Acknowledgments
2. CLC Mission and Vision
3. CLC Meeting topics
4. CLC Meeting format
5. How to plan a meeting
6. How to facilitate a meeting
7. Frequently Asked Questions

Acknowledgements

This CLC Manual is a work in progress, the fruits born from the experiences of the CLC at LMU (1991-2010) and SCU (2011-12)

We are grateful for all those who made this manual possible:

All members and leaders who contributed.

Writers: Fr. Tri Dinh, S.J., Elena Mireles, Mike Santa Maria,
Marisa Moonilal, Jen Horan, Fr. Manh Tran, S.J..

Proofreaders: Christine Nangle, Mickala Jauregui, Michaela Buccola.

Technical Support: Theodore Nguyen, Adam Brown.

Directors of Campus Ministry: Fernando Moreno, Jim Erps, S.J., Jack Treacy, S.J.
The Jesuit Community at Loyola Marymount University and Santa Clara University

This manual is a labor of love waiting to bear fruits
within the lives of current and future CLC members
and others in the Ignatian family in “helping souls”
for the greater glory of God.

As you engage its contents in facilitating that sacred encounter
between God and CLC members,
use it as much (or as little) as you find it helpful to others.
Please give concrete feedback and suggestions
to enhance its capacity as an instrument of divine love and grace,

Ad Majorem Dei Gloriam
CLC@SCU

On the feast of St. Ignatius, July 31st 2012

CLC Mission and Vision

Phase 2: Finding God in All Things

I/ General Description

CLC is a community that helps one another discover and live out his or her personal vocation through community, spirituality, and service. In phase 2, we will explore our self-identity, faith and vocation. By the end of this phase, we hope and pray that we will **choose**

- building a home in CLC (community)
- finding God in all things (spirituality)
- searching for my vocation in service (vocation & service)

II/ Meeting Content

This phase can last between one and two years. Below are two options.

- Option #1: Bible. If the group members want to focus more on the Bible, we recommend using the pocket size meditation book called Bible (by Mark Link, S.J.).
- Option #2: CLC pillars. If the group members want to focus more on the CLC pillars (community, faith, and vocation discernment), see below.

Part 1: Who am I?

This session explores the followings

- Key questions: Who am I? Who do I want to become?
- Ignatius' insight: discovering my self-identity in community
- Three persons define me: others, myself, God

Part 2: Who is God for me?

This session explores the followings

- Key questions: Who is God for me? What/Who do I believe in?
- Ignatius' insight: Finding God in all things
- Seven ways of experiencing God: my life experiences, other people, creation, justice, scripture, prayers, and arts.

Part 3: Where am I headed?

This session explores the followings

- Key questions: Where am I headed? What's my purpose and calling in life?
- Ignatius' insight: keep in mind your purpose in life and ask yourself, "Which choice helps me get closer to God? AMDG?" Discernment tool: Examen
- Three aspects of vocation: desires, gifts, world's needs

III/ Commitments

In order to live CLC's mission all members strive to commit to three minimum challenges:

- Attend small group meetings weekly
- Pray with Ignatian Examen daily
- Serve and the poor and marginalized in society regularly (20 hours per year)

CLC Meeting Topics

Option #1: CLC

Part 1 (fall): Who Am I?

1. Summer Review
2. My Covenant with God
3. Who am I?
4. My Inner Journey
5. I Am Special
6. Me and Myself
7. My hands, God's hands
8. Me and God
9. Quarter Review

Part 2 (winter): Who is God for me?

1. Break Review
2. I'm spiritual but not religious
3. Who is God for me?
4. Through My life experiences
5. Through other people
6. Through creation
7. Through creation and justice
8. Through scripture
9. Through prayer

Part 3: Where am I headed?

1. Quarter Review
2. Where am I headed?
3. Two Directions
4. Three vocation questions
5. What God sees
6. Following Jesus
7. Can I make a difference?
8. Year in Review (gratitude)
9. Year in Review (affirmation)

Option #2: Bible

Part 1 (fall): God—my Abba

1. Summer Review
2. My Covenant with God
3. The bible
4. Creation
5. De-creation
6. Re-creation
7. Preparation
8. Covenant
9. Quarter Review

Part 2 (winter): Encounter Jesus

1. Break Review
2. Book of Jesus
3. Portraits of Jesus
4. Pre-ministry of Jesus
5. Miracles of Jesus
6. Teaching of Jesus
7. Last Supper
8. Death
9. Resurrection

Part 3 (spring): Holy Spirit

1. Quarter Review
2. The Spirit Comes
3. Local witness
4. Global witness
5. Ongoing witness
6. Paul's letters
7. Other letters
8. Year in Review (gratitude)
9. Year in Review (affirmation)

Meeting Topics --SAMPLE of 4 years CLC faith formation

Phase 1: Support Group	Phase 2: Faith Sharing Group	Phase 3: Vocation Discernment (3 pillars)	Phase 3: Vocation Discernment (Spiritual Exercises)
Part 1: Come & See 1. Come and see 2. Becoming one body 3. Recognize God in My Life Experiences 4. Ignatius—the Pilgrim 5. Be Still...and Listen 6. Quarter Review	Part 1: Who am I? 1. Summer Review 2. My Covenant w God 3. Who am I? 4. My Inner Journey 5. I Am Special 6. Me and Myself 7. My hands, God's hands 8. Me and God 9. Quarter Review	Part 1: Friends in God 1. Summer Review 2. My Desires, God's Hopes 3. Pilgrims on the Journey 4. Sharing our Journey 1 5. Sharing our Journey 2 6. Beloved from the Beginning 7. Sharing our Journey 3 8. Sharing our Journey 4 9. Favored by God 10. Dreaming with God	Part 1: God's plan for me 1. Summer Review 2. Who is Ignatius? 3. Who am I? 4. Do I rejoice in who I am? 5. How meaningful is my life? 6. How real is God for me? 7. What is God's plan for me? 8. How open am I to God's plan? 9. How aware am I of sin's presence? 10. How conscious am I of God's forgiveness of me?
Part 2: Explore My faith 1. Break Review 2. My relationship w God (1) 3. My relationship w God (2) 4. My image of God 5. My hands, God's hands 6. How do I pray? 7. Explore Ways of Praying 8. Time with Jesus 9. Hidden Treasure	Part 2: Who is God for me? 1. Break Review 2. Am I searching for God? 3. Who is God for me? 4. Through my life experiences 5. Through other people 6. Through creation 7. Through creation and justice 8. Through scripture 9. Through prayer	Part 2: Loved as I am 1. Quarter Review 2. What's the point 3. The voice of God 4. My inner GPS 5. Being real about loneliness 6. The fire within 7. Friend me 8. Sexuality and Spirituality 9. My Gifts and Addictions 10. Call to compassion	Part 2: Encountering Jesus 1. Quarter Review 2. Incarnation 3. Call of the King 4. Two standards 5. Three classes of people 6. Why did Jesus submit to baptism and temptation? 7. What did Jesus teach ...? 8. HowJesus loved? 9. HowJesus prayed? 10. HowJesus served?
Part 3: Explore My Vocation 1. Quarter Review 2. My desires, God's dreams 3. Explore My Vocation 4. Encounter God in the poor 5. Examen 1: praising God 6. Examen 2: choosing God 7. Examen 3: planning w God 8. Year Review (gratitude) 9. Year Review (affirmation)	Part 3: Where am I headed? 1. Quarter Review 2. Where am I headed? 3. Two directions 4. Three Vocation Questions 5. What God sees 6. Following Jesus 7. Can I make a difference? 8. Year Review (gratitude) 9. Year Review (affirmation)	Part 3: Person for Others 1. Quarter Review 2. Called to Serve 3. Discernment in Decision-Making 4. Deep Desires, Deep Fears 5. What am I passionate about? 6. Gifts to Serve 7. What am I good at? 8. What does the world need from me? 9. Year Review (Gratitude) 10. Year Review (Affirmation)	Part 3: Continue Christ's Mission 1. Quarter Review 2. How ready am I to be rejected? 3. How well do I understand the Eucharist? 4. HowJesus died for me? 5. HowEaster? 6. How does Easter impact my life? 7. How do I continue the work Jesus began? 8. How do I see God in all things? 9. Year Review (Gratitude) 10. Year Review (Affirmation)

CLC Meeting Format

We meet regularly for one hour each week to become closer “friends in God,” to nourish our relationships with God and to develop more discerning hearts toward continuing Christ’s mission in the world. Inspired by the *Spiritual Exercises* of St. Ignatius, we try to incorporate elements of the *Exercises*, particularly the *Examen* in our group meetings.

The format of meetings will vary, but the following are typically included in ongoing groups:

I. OPENING PRAYER (5”): Can include praying for a grace – asking for the gift the group is seeking through the meeting.

II. SHORT CHECK-IN (5”): this is meant to be brief. Each person shares how s/he is doing at the moment. S/he will have more opportunities later in each meeting to expand upon what s/he has shared. The following are a few suggested questions for group leaders to choose from. Please choose only one.

- ☐ How are you doing right now?
- ☐ How do you feel when you come to the meeting?
- ☐ What were some of your high and low points of the week?
- ☐ How has God been present/active in my life since the last meeting?

III. FOCUS EXERCISE (40”): includes reflection, extended prayer, or activity, and sharing. The sharing usually goes through two rounds:

- (1) Personal Sharing: members share their prayers during the exercise;
- (2) Listening deeper: after the first round of sharing, each person briefly reflects back to the group their experiences of the first sharing. This might include reflection on the following questions:
 - ☐ What has struck you as you have been listening to others share? Do you notice any patterns or commonalities?
 - ☐ How have you been feeling throughout the meeting? Comforted? Anxious? Curious?
 - ☐ Is there anything you would like to share after having heard another person share?

IV. MOVING FORWARD (5”)

- ☐ Wrap Up: thank members for their openness and participation.
- ☐ Action: the heart of CLC spirituality is to grow. Every week, we suggest one concrete action for group members to pray about and/or act on.
- ☐ Housekeeping: discuss any business
- ☐ Announcements: topic for next meeting and upcoming CLC events

V. CLOSING PRAYER (5”): This could include petitions for each other or special concerns.

How to plan a CLC meeting

Step 1: Identify the needs

1. Pray: place yourself in the presence of God.
2. Grace to pray for: to care for and empower (a.k.a., cp) your members to grow in friendship, faith and vocation.
 - Jesus' secret of success is to meet where people are, identify their needs, and respond to them. At the same time, he empowers them to grow to where God wants them to be.
 - Ask yourself and your co-leader, "Where is our group now?" and "Where does God invite our group to go?"
 - Once you identify their needs, go to the next step.

Step 2: Respond to the needs

1. Keep in mind the fruits of your prayer while you plan the meetings. Your prayers and planning can take place in two levels: (1) the whole quarter or (2) week by week.
2. Be familiar with the meetings. Read over them carefully and pay special attention to the grace to pray for in each meeting. Make an outline or highlight key points.
3. The meetings are designed with the members' needs and desires in mind. It is hoped that members will grow through different phases. Thus, you should be familiar and keep in mind the following: CLC Mission and vision, CLC Formation Phases, CLC Meeting format, etc.
4. Different meeting topic? If for some reason your prayer result does not seem to fit with the meeting topic in the CLC Resource Manual, you should read it again carefully and prayerfully. Then discuss with your co-leader and formation team person. This is where the discernment takes place. You might come to the conclusion that your group needs a different meeting topic, which is totally all right. Ultimately, these meetings are only the means to the end—*Encounter God*.

Step 3: Execute the meeting

1. Execute the plan but be flexible. Sometimes, we plan everything and God takes us in a different direction or goes beyond what we plan. God might surprise us with a different grace. The key is to facilitate with God during the meeting.
2. Check-in with your group members regularly. Ask them for feedback: Is our group meeting your needs? Are our meetings helpful? What needs to be improved? Etc.

Step 4: Review the meeting

Pray and reflect upon your meetings.

- Did God give us a grace to pray for or something else?
- How did God work during the meetings? What has been helpful? What needs to be improved?
- Are there any topics that the group needs to return to?
- Where does God invite our group to go?

How to Facilitate a CLC Meeting

Main role of facilitators:

-  is not teaching, preaching, counseling, advising, or solving problems
-  is to create a sacred space where members feel welcome, participate in group discussion, and share honestly and openly.

Ten helpful guidelines

1. **Be prepared:** Read and pray over meeting topic and content a few times during the week before the meeting. Make an outline or highlight key points. Make sure to have all supplies and set up a “sacred space” for the meeting.
2. **Confidentiality:** establish the confidence that what is shared in the group is sacred and a gift to be treasured. Thus, what is shared in the group stays in the group.
3. **Active listening:** we participate in the discussion not only by what we say, but also by how we attentively listen. We all know how difficult it is to share when those listening seemed bored, distracted, or uninterested.
4. **Modeling:** play both roles as facilitator and participant. S/he will be sharing experiences along with others. This not only builds trust but also models the process for the participants.
5. **Be open:** speak from the heart and personal experiences rather than speaking from the head. Encourage members to do the same. This involves sharing how we feel, how things affect us, or what meaning they have in our lives.
6. **Be vulnerable:** when we share vulnerably, we create the space for God to enter, for others to grow, and for greater self-acceptance. Speaking from the heart takes this kind of openness and trust. It is not being weak, but rather vulnerability takes strength and courage.
7. **Be “co-facilitators”:** encourage members to ask each other questions for clarification or furthering the conversation. After someone shares there will be a short time to ask questions. This is not a time to share your own experiences or reflections, but simply to ask questions that might help to clarify or deepen our understanding of the experience that has been shared. Give advice only when explicitly asked.
8. **Be respectful:** no interruptions, no pressure. No one is required to speak. We should feel free to share whatever we want in a way that feels comfortable for us.
9. **Be attentive:**
 -  keeping time, keeping on the topic, and moving the agenda along
 -  asking quiet people if they want to speak
 -  gently nudging people who are talking too much to let others speak
 -  pointing out if people are giving advice or getting off the topic
 -  paying attention to God’s movement during the meeting.
10. **Establish group commitments:** at the beginning, have members come up with some basic rules and agreements how the group goes as far as sharing and conversation. Three basic rules: be open, be respectful, and be confidential. You may go over some of the guidelines above. Check-in with group members when the group breaks the rules.

Frequently Asked Questions

1/ How to deal with small talk or getting off topic?

- Mention, “This is important, but could you talk about this another time?”
- Give option to stay afterwards and talk about it
- Small talk may lead to bigger issues (topics are boring, irrelevant, etc.)
- Put it to the group, “Do you all want to continue talking about this?”
- Remind members about group commitments or covenant.

2/ How to deal with uninvolved participant?

- Invite the person to participate
- Allow time for reflection. People need to have some activities (e.g., writing, drawing, guided meditation, etc.), that help them to reflect and process in order for them to share
- Be aware that listening is another form of participation
- Be patient. It takes time for people to feel comfortable to share. Besides, sometimes they want to share but don’t know what or how to share.

3/ How to deal with low attendance?

- Try to understand the causes of low attendance: Meeting topics? Meeting day and time? Low commitments? Conflicts?
- Focus on what works (see #4 below)
- Bring up to the whole group
- Be aware that, “CLC is not for everyone.”

4/ How to build a strong CLC group?

- Prayer partner
- Bring the whole group to the CLC event
- Invite the whole group to go on Search or Ignatian retreat, attend mass, etc.
- Engage with social justice and community service
- Empower members to take turns to lead an opening and closing prayers

5/ How to deal with conflict or tensions among members or co-leader?

- Pray about it
- If the conflict happens between the two, meet with each individually and ask him/her, “How can I support you?”
- If the conflict affects the whole group, bring up to the group and talk about it.
- Talk with your formation team person or Director of CLC

6/ My group is going well. How can it go deeper?

- Ask other leaders or your formation team person for ideas
- Ask your members for ideas
- Ask God for ideas

7/ Can I change a meeting topic?

- Yes, of course. Having said that, we recommend you to use most of the meetings in the CLC Resource Manual. Otherwise, the meetings are not CLC.