Organizing Participants into Small Communities

- Manually sort the sign-up cards according to the specialized groups, e.g., Young Adult, Moms, Intergenerational, etc.
  - — See if there are sufficient numbers to fill these homogeneous groups.
  - — If there are insufficient numbers, then simply use first and/or second choices to form communities.
- Sort the cards according to the day of the week (and the time of the day) indicated by the individual's first choice.
  - — If there are more than twelve names for a particular day and time, then create multiple communities. There are several criteria used to create multiple communities meeting at the same time. Some parishes use geography, some random selection, and some varied ages.
  - — If there are insufficient names for a particular day and time, then look for "second choices" to fill in the gaps.
- Once the communities are solidified, find a small-community leader who is free to facilitate each community.
- If necessary, find a host who is free for the time of the community meeting.
- Create lists of the community with the names and contact information and distribute these to the small-community leaders.

On the following pages there is a detailed explanation of how to use an Excel spreadsheet to help in this sorting of people into appropriate groups. This is particularly useful if you are dealing with a large number of people who want to participate, and you have offered a generous selection of choices (day plus time, and special interest), because the computer can do most of the sorting for you.

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Using an Excel Spreadsheet to Sort Participants into Groups

SCC #	Last Name	First Name	Address 1	City	Zip	Phone	Email	Choice 1	Choice 2	Specialized Groups	Facilitator	Willing to Host
	Global	Van						Friday evening	Saturday morning	Young Adults		
	Garcia	Lucia						Monday morning	Friday morning			
	Armalak	Arnie						Saturday morning	Tuesday evening	Moms		
	Michalchuk	Michael						Sunday Afternoon	Monday evening			Yes
	Doman	Denise						Sunday Afternoon	Thursday morning	Moms		
	Michaels	Michele						Thursday evening	Friday evening	Intergenerational		
	Westminster	Woody						Thursday evening	Friday evening			Yes
	Kollins	Carey						Tuesday evening	Saturday morning	Young Adults		
	Hull	Chip						Tuesday evening	Tuesday morning	Men's		

Step 1

Download the spreadsheet template from **www.renewintl.org/ARISEservices**, with column headings (see example to the left).

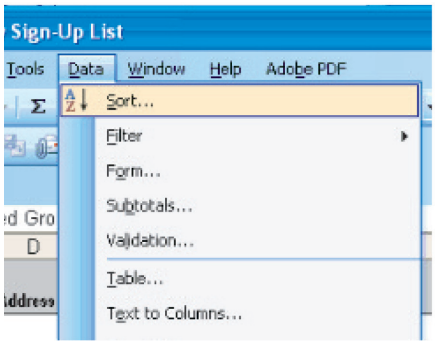
Step 2

Enter the data from the sign-up cards into the appropriate columns (see example to the left).

Step 3

Sort by specialized groups, to verify if you have enough people requesting this to form a group:

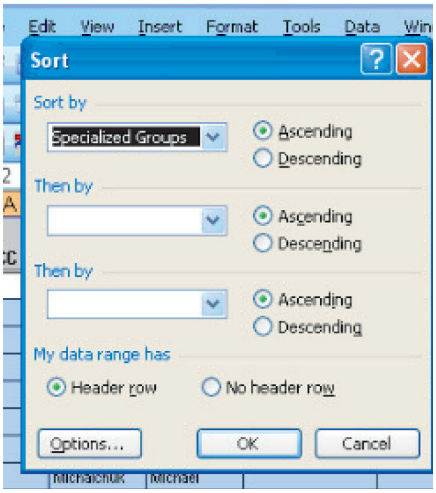
— go to the Data menu on the top bar, then choose "Sort"



— in the top drop-down box that is offered, choose "Specialized Groups"

— click the radio button to choose either "Ascending" or "Descending"

— click on OK



This will sort the entire file according to specialized groups.

Where there are enough people to constitute a group, you can assign them accordingly by following Steps 7 and 8.

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Step 4

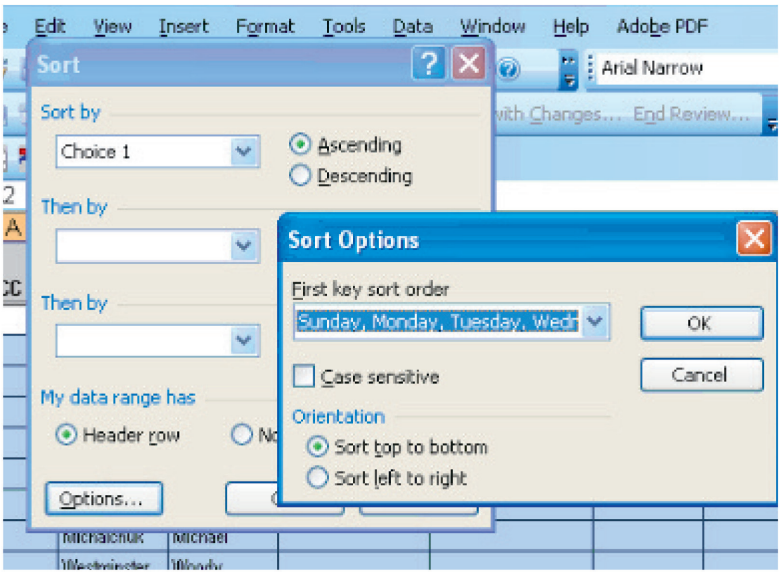
Sort by "Choice 1." Most groups will be formed from this category:

— go to the Data menu on the top bar, then choose "Sort"

— in the drop-down box, choose "Specialized Groups"

— click the radio button to choose either "Ascending" or "Descending"

— click on the Options" box (bottom left). This will offer a drop-down option box entitled "First Key Sort Order."



— from this dropdown menu, select Sunday, Monday, Tuesday, etc.

— click on OK

This will sort the entire file according to Choice 1.

Step 5

Examine the results. Verify the number in each of the day and time groups to see if any need additional people. Repeat Step 4, except inserting "Choice 2."

This will sort the entire file according to people's second choice. From the results, see who might have chosen a time that will make the groups of an appropriate size.

Step 6

When you decide to assign a person according to his or her "Choice 2," copy the Choice 2 and paste it into the "Choice 1" column.

You can then repeat step 4, sorting by "Choice 1," and you will have the entire file sorted in a way that makes groups of an appropriate size.

Step 7

Now complete the "Facilitator" and the "Host" columns, then sort by "Facilitator."

Step 8

To print out the data, highlight all the lines and columns under the same facilitator, then in the "File menu, choose "Print Area." From the options this offers, choose "Set Print Area." Then print.

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