



LitArts RI Writing Group FACILITATOR AGREEMENT

Thank you for volunteering as a LitArts RI Writing Group Facilitator. Writing groups are one of the first places our community members look for support and connection. We deeply value your role as a creative guide and representative of LitArts RI and are here to support you and your group!

WHAT WE PROVIDE

LitArts RI will assist you with the setup of your group and provide the following ongoing support:

- Maintain a public listing and form for your group and share all sign-up details
- Promote your group on our website, event calendars, newsletters, fliers and social media
- Reserve up to six free hours of meeting time per month for your group in an available space at the LitArts RI Center and/or set up access to our shared Writing Group Zoom
- Offer a private channel on our Member Slack for your group to discuss and share work
- Collect and share feedback from your group through an annual writing group survey
- Provide ongoing safe space guidance and support

In support of your role as a LitArts RI facilitator, we will also:

- Invite you to regular LitArts RI writing group facilitator gatherings and trainings
- Share opportunities from the community with you as a member of our facilitator roster
- Waive your LitArts RI Membership fees (\$15/month) for as long as your group is listed publicly

Staff is available for ongoing support and at reception during weekday open hours. During night and weekend hours, reception is staffed by volunteers who will do their best to assist you.

- LitArts RI main number: 401-307-2450 (text for time-sensitive support)
- Program Coordinator: Susannah Morse (programs@litartsri.org, primary contact)
- Program Director: Jodie Vinson (jodie@litartsri.org)

WHAT WE EXPECT

As a LitArts RI Writing Group Facilitator, you are responsible for moderating your group, setting up its schedule and format, and managing all direct communications. We expect you to:

- Create and maintain a safe space for your group to share creative work, with the support of our Safe Space Guide (see below)
- Communicate with group members directly to share general information and updates about the group and LitArts RI, and to coordinate submissions and feedback sharing as needed
- Confirm with LitArts RI staff any changes to your group's public description and schedule, including cancelling or rescheduling individual meetings, by emailing programs@litartsri.org
- Remain in your reserved room during meetings and ensure your group does not exceed the capacity of the space provided (in-person meetings at LitArts RI are capped at 18)
- Keep an up-to-date email list of active group members and protect group confidentiality agreements by regularly removing any non-active participants from your list
- Inform staff if your group reaches capacity and maintain a waitlist as needed
- Attend Writing Group Facilitator Trainings and Office Hours throughout the year



LitArts RI Writing Group

SAFE SPACE GUIDE

LitArts RI is actively committed to cultivating a community that values and reflects diversity, equity and inclusivity and to providing a safe, brave and accessible space to all participants, regardless of race, ethnicity, class, citizenship status, age, size, abilities, sexual orientation, gender identity or gender expression.

GETTING STARTED

Before launching your writing group, LitArts RI Staff will meet with you to introduce our writing group and safe space guidelines and address any questions or concerns. We will also provide a general introduction to LitArts RI offerings and support to your group. Please allow for 10 minutes at the beginning of your first meeting for Staff to share our land acknowledgement, accessibility statement and the following overview of our safe space policy:

Writing workshops can be vulnerable spaces. As a literary arts organization we are committed to providing a safe, brave, inclusive and accessible place to share work. Be sensitive, be supportive, be respectful and engage with care. Discriminatory, hateful, and threatening content will not be tolerated; we ask that you bring any concerns to our attention immediately. Additionally, if you are sharing work that could be potentially disturbing, traumatizing or offensive, please let others know up front, so everyone has time to prepare or temporarily leave the room.

ESTABLISHING SAFE SPACE

After this introduction, take time to establish a safe space for your writing group. Our Guide to Community Agreements (below) provides a framework for group members to voice individual safe space requests and agree on how sensitive and confidential content will be handled. We encourage you to incorporate this guide into your own methods and adapt it to the needs of your group.

As writing group facilitator, you are responsible for creating and maintaining a safe space. Let group members know how you will do this and ask for their consent. For example, you could explain that you may need to redirect conversation back to the meeting's topic, ask a clarifying question, or ask a participant to make space to ensure everyone has time to share. Establish clear and equitable procedures for participation in the group (by rotating submission opportunities, sharing feedback in a circle, etc.) and ensure the method feels inclusive and accessible to all.

For additional support on sharing and giving feedback on creative work, especially for submission-based and workshop environments, please consult the Writing Groups section of our LitArts RI Member Resource Binder as well as the following texts (available at the LitArts RI Center):

- [The Anti-Racist Writing Workshop](#) by Felicia Rose Chaves
- [Steering the Craft](#) by Ursula K. Le Guin (see Appendix: The Peer Group Workshop)



LitArts RI Writing Group

SAFE SPACE GUIDE

GUIDE TO COMMUNITY AGREEMENTS

Community agreements are contributed to and agreed upon by every member of your group. Before creating your agreements, offer a few opening questions as prompts, allowing time for your group members to jot down their responses and think about what matters to them most when sharing creative work.

Opening questions might include:

- How can we create a safe, brave and respectful place to share vulnerable content?
- What will best nurture your creative work and ideas?
- What needs to stay in this workshop, and what can be shared outside of it?
- How do we feel about the use of generative artificial intelligence in work we share?

After an initial discussion, ask each of your group members to share a specific need or ground rule and discuss each item as a group to give everyone a chance to respond and confirm their consent. Individual contributions may be voiced around the room in a circle, written and submitted anonymously, sent to you privately via email, or entered confidentially through a survey. After compiling and discussing individual contributions, present a final community agreement to your group. As new members join, share these community guidelines and ask for their agreement.

Ground rules might include:

- Act with respect, even when you disagree
- Give your full attention to everyone who shares
- Participate with positive intent; assume others are doing the same
- Do not share the work of others outside of the workshop
- Protect the individual experiences and identities of everyone in the workshop
- Be transparent about the use of generative artificial intelligence in your work
- Let others know in advance before sharing sensitive content
- Share your needs
- Express your concerns
- Ask questions—including to hear more or to spend extra time on a topic