



# Sister Circle

## TOOLKIT

# Sister Circle Toolkit

This Toolkit is designed to assist you in translating your Sister Circle vision into reality. We offer you some logistical tips for making your desire to facilitate a fun and easy process. Our intention is that with this toolkit and the Sister Circle Guidebook you will feel ready to facilitate a beautiful, meaningful circle for women in your community. This Toolkit is also a workbook- a place where you can journal your ideas and visions.

This tool kit provides resources and tips on the following important logistical steps:

- Envision your circle
- Choose your location
- Gather supplies
- Market your circle
- Register your circle on the Global Sisterhood platform
- Invite sisters to your circle
- Private invites
- Social media posts
- Communications
- Lead your circle
- Follow-up with your circle

*"A circle of women may be the most powerful force known to humanity. If you have one, embrace it. If you need one, seek it. If you find one, for the love of all that is good and holy, dive in. Hold on. Love it up. Get naked. Let them see you. Let them hold you. Let your reluctant tears fall. Let yourself rise fierce and love gentle. You will be changed. The very fabric of your being will be altered." - Jeanette LeBlanc*

# Envision Your Circle

*"Vision is the art of seeing what is invisible to others." -Jonathan Swift*

Before we begin - a simple question. Why is facilitating a Sister Circle important to you? What about this idea, this dream, calls you forth to participate? In planning, it becomes easy to get caught up in action and activity. It is essential to take time and reflect on why this is important to you. This deep listening to your innermost self helps create a clear intention and vision for your circle. Once you know your "why," then the rest is easy.

We encourage you to take a moment to pause, listen, and reflect on the following questions:

What is your dream for your Sister Circle?

What is your intention for your own experience? (How do you want to feel while facilitating? Do you want to do this alone or with a group of women?)

What do you imagine the circle experience to be for yourself and for others?

What do you yearn to create in the world, and how can this circle support you in sharing your mission?

# Choose Your Location

*"Make visible, what without you, might perhaps never have been seen."*

– Robert Bresson

Finding and creating the space for your sister circle sets the tone for the experience.

- Suggestions on possible spaces
- A private home
- A yoga or dance studio
- A professional work space linked to a woman holistic practitioner
- Outside in nature (ideally in a contained, comfortable, and very private space)
- Main factors to consider when looking for a space

Physical space: Is there enough space for 8-12 or even more women to sit comfortably?

Privacy: Being able to have a "closed container" (eg. a private room) helps women who attend to feel safe.

Parking: Is the space easy to find and easy to find parking?

Bathrooms: are there any?

Quiet space: can women sit in meditation without distracting spatial sounds?

Sound system or ease of outlets to bring a portable one

Ventilation/fans

## Gather Supplies

(size, length, general outline, marketing strategy, support, supplies, investment)

Most of the suggested supplies listed are to help make the space feel beautiful, sacred, and inviting to the women attending. Find more information in the “Creating Sacred Space” section of the Guidebook.

### Suggested supplies

Pillows or seating (backjacks are also an option, if available) for each person. Or ask women to bring their own cushions or pillows to be comfortable seated on the floor. Having a few extra blankets around can be helpful too, especially if you do not have control of the temperature, and because someone feel more comfortable with a blanket over their lap, especially while seated.

Flowers. This can be a vase of flowers, or petals around the room.

Candles. Even small tea candles can add a beautiful ambiance and help create it as a sacred space.

Music. Generally, the circle itself will not have music, though it can be a lovely and sweet touch to have soft music playing in the background as people arrive.

# Market your Circle

Think of marketing your circle as simply sharing from your heart about a something you're passionate about with the people you love.

There are only 2 main steps, and with the Global Sisterhood Platform, it's easy!

## 1. Register your circle with the Global Sisterhood

The first step to marketing your circle is registering it on the Global Sisterhood [Start a Circle Page](#). This will add your circle to our global interactive map so local women can find you! Please do this even if you choose to fill your Sister Circle with women in your community you personally invite.

You will be given your very own circle management page called "My Circle." You can edit your circle page at any time with pictures, updates, new events, and more! To set up your circle page simply follow the prompts on the website! This is an important and fun step!

Please note that the address of your circle, events, and email address will not be publicly displayed; however other women who are members of the Global Sisterhood community will be able to search for circles in their general area and may find yours.

If they are interested in learning more about your circle or attending a circle event, they will be able to contact you by clicking "Join Circle" which will be displayed on your public view of your "My Circle Page". You will receive a message notification from her that will show up in your email inbox. You can either approve her right away, or you can go to her profile and send her a private message back to get to know her more.

Please note: When a woman asks to join she will send you a request to join with a private message. You will be able to read her message, but won't be able to respond to her unless you send her a private message on her profile page. To do this, simply go her profile page and you will see a red button that says "Message." She will not see any of the details of your event until you approve her to be a member of your circle page.

Approving a woman who wants to attend is important so that she can have access to your circle page details such as event location, time, and details. Once you approve a member of your circle, they will have access to all future event details.

## 2. Invite your friends

There are two ways to invite all your friends to the circle. The first way is to share the link of your “My Circle” page with the people you know. There are social sharing buttons on your “My Circle” page that can help you easily do this. You can also send them the link to your “My Circle” page via Facebook, email, text message, or any other social platform you choose.

### Private invites

We highly recommend sending a personal email invitation or text to women you already know each time your circle has an event. For example: before each new moon let your friends know their will be another event by sharing your “My Circle” page with them. You can do so by sharing the link with them on social media, text, or email. If you choose to have a Facebook event page in addition, be sure to put your “My Circle” page link in the description.

### Personal Email Invitation example

*I invite you to join me, as we join the collective wave of Sister Circles with Global Sisterhood for a New Moon Circle on <insert date>.*

*Thousands of women will be gathering locally in circles around the world to connect, uplift, and transform together. Sisters, daughters, grandmothers lifting each other to blanket the world in love and healing. Together, we will be igniting the Divine Feminine, our Global Sisterhood, and the inner flame of peace and healing for our world.*

*We will be gathering in circle at <location> at <time of event>.*

*Whether you've attended a women's circle before, or this is your first time, I welcome you to join. No previous meditation or women's circle experience is needed. Come exactly as you are. For more information about sister circles, please check out Global Sisterhood at [www.globalsisterhood.org](http://www.globalsisterhood.org). To learn more about My Circle, click on this link<insert link>.*

*Please contact me with any questions.*

Here is a tool to organize the women you are personally inspired to invite:

NAME	CONTACT INFORMATION

## Social Media Posts

You can post about your circle on your Instagram or Facebook profile page, to share with women who are in your community. You can create a Facebook event page if you choose, however, your “My Circle” page can easily replace your Facebook event page.

How often you post is up to you. It’s a good idea to post a couple of weeks before your event and a few times per week leading up to the event. Also, do make a post the day of-- for those women who are more spontaneous or need that extra nudge.

### Example

Next [Friday] is a new moon in [Capricorn], and I’d love for you to join our sister circle to ground the energies and celebrate our connection with the moon, our hearts, and each other. [insert link to your event page].

## Communications

Communication with the women in your circle- before, during, and after - helps contribute to and shape the experience of the Sister Circle. Women gain trust in you as a facilitator and leader when you communicate from the heart and with integrity and consistency.

### Welcome Email

(Send once women have signed up or registered for your Sister Circle.)

Thank you for signing up for <name of your circle>! I am honored for the opportunity to gather in circle with you, sister. Here are a few details about our Sister Circle.

Location: <Insert your location>

When: <insert date>, 7-9pm

Please be sure to wear comfortable clothing. I suggest making this evening extra special and sacred by taking the time to dress in clothing that makes you feel beautiful and feminine. Please bring a journal and pen. It is also considerate to refrain from wearing strong perfumes, as others in the group might be sensitive. Please bring a cushion or pillow, yoga mat or blanket to sit on, or whatever will make you comfortable seated on the floor.

You are welcome to share about this event with women in your life. [If your Circle is full, you can encourage them to share and encourage others to start new Circles too.]

Please let me know if you have any questions, or if there is anything that I can do to be of service.

### **Reminder Message**

(Send 24-48 hours before the Circle)

A gentle reminder. Our Sister Circle begins on <Date and time> at <Location>. I am honored that you will be joining. Love, <your name>

### **Lead your Circle**

All the tools you need for leading your circle can be found in our Sister Circle Guidebook.

### **Follow up with your sisters**

If you decided to create a FB group for your local circle, this is a great place to follow up. Maybe share some of your personal takeaways. Be sure to keep in mind the confidentiality agreement you made and share only your own experience, opinion, etc.

You can also follow up with individuals who may have had a strong or intense experience. Remember you are not their coach. You are their sister.

*Thank you for playing an important role in as a Global Sisterhood facilitator. Trust yourself, have fun, and please contact us if you need any support or have suggestions for future upgrades to this toolkit.*

Lauren Walsh, Emma Juniper, Kat Lindsay, and the Global Sisterhood team

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