

How to Win in Groups

A Groups Leader Checklist

PRE - MEETING

1. Have I communicated with each group member to ensure that they know the pertinent details of the group meeting?
 - a. Do they know my number?
 - b. Do they know the address of meeting place?
 - c. Do they know the time?
 - d. Do they have any lingering questions?
 - e. Is there anything else the group should know to prep for the gathering?
2. Have I adequately communicated with the host to ensure that they are prepared for the meeting?
 - a. Are there food or snacks?
 - b. Is there a babysitter?
3. Have I adequately communicated with my coach/staff member on content or particulars so that we are both prepped for the meeting?

DAY OF MEETING

1. Is our host location ready to receive guests?
 - a. Is it clean?
 - b. Is there a defined gathering area (kitchen, living room, etc...)?
 - c. Is there background music playing?
 - d. Is the bathroom clean?
 - e. Is there clearly defined parking?
 - f. Are there snacks laid out on a counter?
 - g. Is there appropriate napkins, cups, plates, silverware, etc...?
2. Am I prepared to help lead and facilitate conversation?
 - a. Do I know the material we will cover?
 - b. Do I know the discussion questions?
 - c. Do I know how to transition into prayer time?
 - d. Am I ready for some follow up questions?
3. Have I prayed for the experience?
 - a. Am I ready to have the right posture towards the members?
 - b. Have I prayed for the group members?
 - c. Have I prayed over the material?
4. Is the babysitter ready to receive any children in attendance?

IN - MEETING

1. Am I allowing people to discuss without my leadership interruptions?
2. Am I ensuring a balance to the conversation?
3. Am I redirecting follow up questions to the group?
4. Am I noticing anyone who is dominating the discussion? Am I working to redirect to other group members?
5. Is anything being said that is alarming that needs to be clarified or corrected in the meeting?
6. Am I treating each member with dignity and respect?