

SMALL GROUP LEADER

JOB DESCRIPTION

BEFORE THE SMALL GROUP

DECIDE

- what kind of group you will be (e.g. book club, bible study, activity group, etc.)
- what resources you will use
- a meeting location

INVITE

- a co-leader and meet to talk about goals for the group
- friends and acquaintances personally to your group
- by sending a reminder email the day before or day of your small group

PRAY

- That God give you wisdom as a leader
- That God enkindle the hearts of people to join your small group
- That the Holy Spirit will guide your group

DURING THE SMALL GROUP

HOST

- a comfortable & inviting space
- by stocking up on supplies: nametags, food and drinks, a/v equipment, materials, etc.
- an icebreaker: find a creative and fun way for people to get to know each other's names

PLAN

- the timeline, content, and prayer for your small group session
- a sign-up sheet to collect email addresses and a snack sign-up for the next weeks
- to end early but leave late: create time and space for people to talk casually or follow up 1 on 1 on the group discussion

INVITE

- discussion from every member of the group
- someone to lead a part of the session (e.g. icebreaker, prayer, discussion)
- Participants to invite their own friends to join next week

AFTER THE SMALL GROUP

FOLLOW-UP

- with an email to the group thanking them and reminding them about the next session
- a personal email to any newcomers welcoming them
 - 1 on 1 with 1 or 2 members of the group

INVITE

- new people to join the group
- a member of the group who shows leadership ability to lead a small part of an upcoming group, prayer, or discussion.
- participants to meet up outside of the small group time (e.g. happy hour, Mass, Theology on Tap, etc.)

