

SKILL 2: HOW TO PREPARE FOR YOUR GROUP MEETING

1. Be in prayer for your group meeting time.

2. Go over the Group Meeting Checklist

GROUP MEETING CHECKLIST

Created and reviewed meeting agenda

Typical or suggested group meeting agenda

7:00-7:15: People arrive, welcomed and served refreshments

7:15-7:30: Connect time (1st time: people introduced themselves; how long been coming to Grace; what best like about Grace; 2nd time and after: Get caught up on each others lives; what's going on in our lives?)

7:30-7:45 Optional: sing worship song together or listen to music relating to study

7:30-8:15: Group discussion (See Skill 4: Facilitating Group Discussion)

8:15-8:30: Group prayer (See Skill 5: Facilitating Group Prayer)

8:30-9:00: Optional fellowship time

Completed study assignment and selected and or created best discussion questions (See How to Create or Select Discussion Questions)

Refreshments: Lite, munchies, cookies; healthy: veggies or fruit; drinks; bottled water most popular

Surroundings: clean, warm, uncluttered

Name tags set out

Seating: proper number and arrangement; circle best

Temperature: comfortable

Lighting: bright

Extra Bibles, pens or pencils, index cards for prayer requests, etc.

Facilitate prayer coordinator to record prayer requests

Remind communications coordinator to record group feedback sheet

Announcements: next meeting time, place, and study assignment, refreshments reminder, birthdays, others announcements?

First meeting:

Recruit members for various group roles

Facilitate refreshment coordinator to pass sign up sheet

Facilitate contact coordinator to collect everyone's contact info (name, phone, email, birthdays, anniversaries)

Fill out the Groups Status Form and submit to Coach