



**TWO CITIES**  
COMMUNITY GROUPS

## *PRE-LAUNCH CHECKLIST*

**Life-giving groups don't just magically happen. They are developed by Community Group Leaders who are committed to praying and preparing for the needs of their group. Use this checklist as a guide to you as you prepare, launch, and get your Community Group up and running!**

### **BEFORE LAUNCH**

- ☐ Begin praying for your group. Ask God for the wisdom to lead effectively and for the right people to join your group.
- ☐ Set a launch date.
- ☐ Continue developing a vision for and imagine how God is calling your group to live out Ministry, Mission, and Mercy with one another.
- ☐ Finalize your core team, the 2-4 other people who can go with you to launch your group.
- ☐ Find time to get together with the core team that will be helping you launch your group. Share the vision for Ministry, Mission, and Mercy with them. Ask them how they see the group being able to live these out together and invite them to help share the ownership for this vision.
- ☐ Make sure all of your group details are finalized on your Planning Center Groups page and with the TCC Community Groups Staff.
- ☐ Attend the next Group Connect event and officially open your Community Group to new members.
- ☐ Follow up with each potential group member by calling, texting, or emailing them. Communicate start date, time, and location for first meeting.
- ☐ Send out a reminder 1-2 days before your first meeting.

### **LAUNCH**

- ☐ Pray for and plan for your first gathering together (Note: Your first gathering should focus on building relationships within the group and getting to know one another – resist the urge to dive into a discussion guide).
- ☐ Ensure you have childcare lined up (if applicable).
- ☐ Create and ensure the group will have a warm, welcoming, and distraction-free environment.
- ☐ Ensure Host is ready to go (if applicable).
- ☐ As people start showing up, make sure to greet each person and welcome them to the group.
  - Encourage people to mingle and get to know other group members.
  - Use this as a time for people to enjoy a meal, snacks, or refreshments.



- ☐ After an appropriate time of mingling, bring everyone together.
- ☐ Welcome the group as a whole, introduce yourself, and allow everyone to introduce themselves.
  - Consider using icebreakers at your launch and as your group gets up and running. Icebreakers are a great way to develop relational connections and help you get to know one another. Early on, keep them light and humorous. As your group's relationships deepen, you can move toward deeper icebreakers.
    - Helpful Resource: Questions In A Box App
- ☐ Share some more of your story and why you are excited to be leading this Community Group. Briefly share your vision for the Community Group and what everyone can expect from a typical gathering.
- ☐ Talk about what the next five weeks will look like walking through the Community Group Starter Guide.
- ☐ Warmly cast a vision for the expectations of a group member.
  - Prioritize Community Group and attend as often as possible.
  - Encourage people to be authentic and to share.
  - Encourage everyone to connect with other members inside and outside the group.
- ☐ Allow time for questions.
- ☐ Close your gathering with a brief prayer and get a picture of the group to remember!

## AFTER LAUNCH

- ☐ Let your Coach/Community Group Staff know how your first gathering went and how they can pray for you.
- ☐ Follow up with any of the people who did not show up by calling them and letting them know you missed them, how great your first meeting was, and remind them of when the next meeting is going to be.
- ☐ Begin planning how you can personally connect with new group members outside of the group time over the next couple of weeks and months.
- ☐ If you haven't already, put together a text thread, GroupMe, or other easy ways for the group to be able to communicate with one another.
- ☐ Remind your Community Group members of your next meeting 1-2 days before your next meeting.
- ☐ Review the Starter Guide and prepare to begin casting a vision for Gospel, Ministry, Mission, and Mercy for your group over the next five weeks.