

SMALL *group*

LEADER Position Focus

- ☑ To develop and maintain a vibrant & intimate relationship with God.
- ☑ To prepare and lead the meeting.
 - Listen to the sermon each week.
 - Complete the homework.
 - Prepare for the meeting.
- ☑ To pray for your members and track the personal problems and needs of your group.
 - Visit members in the hospital.

Communicate special needs to your coach and *Smallgroup* Pastor.

- ☑ To complete weekly attendance rosters (on-line or hard copy).
- ☑ To identify and raise up a Leader Apprentice
- ☑ To help with small group sign-ups on the patio (by working the sign-up tables any quarter that your group has openings for new members).
- ☑ To attend all training meetings.

Small *group*

HOST Position Focus

Hosts do much more than just provide a home in which to meet! They're an important part of the leadership team. Here's a list of some of their responsibilities:

- Provide a clean, comfortable home.

Key Questions:

Is my house clean and picked up by meeting time?

A clean living room, kitchen and bathrooms help people to relax and feel comfortable in your home.

Do I have enough comfortable chairs?

Hard chairs make for a long meeting! If needed, you can purchase padded folding chairs from Costco for about \$17 a piece.

Do I have enough lighting?

A well lit (not glaring!) room energizes a group, while a dark or dim room de-energizes it. Is it time to add a lamp to that dark corner?

Is my house free of dog or cat odors?

If you have indoor pets, your house may have odors you've grown used to. Ask a good friend for an honest evaluation of your home. Also, remember that many people are allergic to dogs or cats. It's a good idea to ask your group about this at your first meeting. If it's a problem, you may need to keep your animals out of the house before or during the meeting.

Are my children interrupting the group?

It's important that children do not interrupt the flow of the meeting, either by coming out themselves, or by requiring you to leave the meeting. Of course, there will be times in the quarter when this is unavoidable. But these times should be the exception, not the rule.

☑ Provide a warm and friendly environment.

As part of the LIFEgroup team, your job is to help your members feel loved, accepted, and welcome. Often that is the most significant thing people receive at LIFEgroup.

This involves things like:

- Introducing them to one another during the first potluck/meeting.
- Providing positive feedback and support to members during the meetings.
- Talking with the shy or less popular members before and after meetings.
- Keeping in touch with group members between meetings.
- Etc.

☑ Provide support & feedback for the leader.

One of the host's jobs is to discuss and evaluate the group with the leader on a regular basis. This often can be done informally after everyone leaves.

For example:

- What's going well in the group? What's not?
- ☐ Who's hurting in the group? Who's growing? How can you help?
- Are you dividing your time wisely in the meetings?
- How can you encourage quiet members to share more openly?
Etc.

Another way to help the leader is to jump-start the discussion when it lags.

For example:

Sometimes a leader will ask a question and no one responds, either because they're nervous or because the question was unclear. When this happens, the hosts can help the leader by offering their answers first. This breaks the ice and gets the discussion started. Or, if the question is unclear, they can ask the leader to rephrase it. This gives him the chance to regroup and come at the issue from a different angle. Knowing that your host will help you out of a jam gives the leader a lot of security.

☑ Organize meals for members in the hospital, etc.

One of the host's most important jobs is to organize the group to meet practical needs when they arise in the group. One of the most common needs is for meals during a time of illness or crisis. Many hosts manage

the group prayer list by gathering requests and then e-mailing the list to the group members each week.

Organize the weekly refreshments, quarterly potlucks, & socials.

Hosts are responsible to organize the weekly refreshments. They also work with their leaders to plan the group's potlucks and socials. Once planned, the hosts are responsible to organize and oversee the details, for example:

- Pass around a sign-up sheet for people to volunteer to bring snacks or drinks. Then each week send out an e-mail reminders for those scheduled to bring snacks or drinks.
- Orchestrate who's bringing what to the potluck.
- Make reservations for the group's social.
- Call to remind members about an upcoming social.
- Etc.

Care for members and their families.

Attend all training meetings.