



Group Meeting Checklist

Use this checklist to best prepare for a group meeting.

☐ Create a welcoming environment.

- Have comfortable seating for each member of your group.
- Make sure it's not too hot or too cold in your home.
- Make sure the room you're meeting in is well-lit and welcoming.
- If you have any pets, make sure they are out of sight and not a distraction.
- Have a light snack and beverage for guests.

☐ Start on time.

- Be respectful of your group members' time. Let the group know you'll start on time. If they're running late, let them know they can jump right in when they get there.

☐ Typical group meeting schedule:

- Engage: Create a warm and welcoming environment by giving your group members time to connect, catch up, enjoy their snacks, and/or play an icebreaker game. (i.e., story cards).
- Involve: The main part of your group is the discussion/study that provides accountability, encouragement, and spiritual growth. This could involve reviewing last week's lesson, watching a video segment, going through the questions from the study, and sharing your thoughts and perspectives on the content. Encourage all members to participate, without forcing them to.
- Challenge: Spend the last part of your group talking about how to apply what you've learned to your life and pray for one another.

☐ End on time.

Be respectful of your group members' time. It's okay if people want to linger and chat, but make sure everyone knows they are free to go and don't have to stick around so they don't feel obligated to stay.