



## Group LEADER Expectations

Thank you for serving as a Group Leader at C3. As a Group Leader you will be viewed by those in your group as a leader in this church. As a result, we ask that you enter into agreement with the other Group Leaders by making the following commitments:

- 1) I will embody and reflect the values and principles of C3 and will follow my Group Life Team Leader and Pastoral Staff Team.
- 2) I will faithfully attend C3 on Sundays that I am in town and:
  - Intentionally identify and greet those in my Group.
  - Participate in the church through faithful giving.
- 3) I will make my Group Life a priority by:
  - Inviting/welcoming others to join my group.
  - Faithfully attending my Group Life group.
  - Preparing beforehand for my group each week.
  - Arriving at least 15 minutes prior to my group meeting to insure everything is ready to go!
  - Intentionally engaging during the group.
  - Reminding my Group of their next connection.
  - Reporting using C3online each week.
- 4) I understand that I am responsible for the care of my Group.  
As a result, I will intentionally:
  - Pray for the individuals in my group.
  - Follow up with each person in my group through 2 weekly emails (REPORT & REMINDER). I am open to random connections (social networking/email/in-person Sundays/texting).
  - Lead my group in providing care for one another as the need arises.
- 5) I will strive to create an environment of growth in my group by:
  - Involving as many people as possible in group discussion. I can answer last when possible.
  - Creating a safe, comfortable and welcoming environment.
  - Beginning and ending on time.
- 6) Apply the good, better, best formula to my group leadership:
  - It is GOOD if I lead a group for one quarter per "school year" (Fall-Spring).
  - It is BETTER if I lead a group for two quarters per "school year" (Fall-Spring).
  - It is BEST if I lead a group for three quarters per "school year" (Fall-Spring).

# 2018-19 Group Life Calendar

## **August 2018** – FALL FORM/FILL

- Wednesday, August 8 – Fall Group Life **Forms Due from Leaders**
- Sunday, August 19 – Fall Group Life **Sign-Ups Begin**

## **September 2018** – Fall FILL/FACILITATE

- Monday, September 17 – Fall **Groups Begin** (9-weeks)

## **October 2018** – Fall FACILITATE

- Sunday, October 21 – Baptism Sign up Begins “Who from your group hasn’t been baptized?”
- Week of October 22 – Fall Outreach Week

## **November 2018** – Fall FACILITATE/Winter FOCUS

- Week of November 5 – Fall Communion Week
- Week of November 12 – Fall Party Week
- Sunday, November 18 – Baptism & Fall **Groups End**

## **December 2018** – WINTER FORM/FILL

- Wednesday, December 5 – Winter Group Life **Forms Due from Leaders**
- Sunday, December 16 – Winter Group Life **Sign-ups Begin**

## **January 2019** – Winter FILL/FACILITATE

- Sunday, January 13 – Winter **Groups Begin** (9-weeks with 2 Monday holiday)
- Sunday, January 27 – Baptism Sign up Begins “Who from your group hasn’t been baptized?”

## **February 2019** – Winter FACILITATE

- Week of February 10 – Winter Outreach Week
- Sunday, February 24 – Baptism
- Week of February 24 – Winter Communion Week

## **March 2019** – WINTER FACILITATE & SPRING FORM/FILL

- Wednesday, March 6 – Spring Group Life **Forms Due from Leaders**
- Week of March 10 – Winter Party Week
- Saturday, March 16 – Winter **Groups End**
- Sunday, March 17 – Spring Group Life **Sign-Ups Begin**

## **April 2019** – Spring FACILITATE

- Sunday, April 14 – Spring **Groups Begin** (8 weeks)



## C3 Group Leader Nuts 'n Bolts FALL 2018

**1. F** ill-Up *The FILL period occurs 4-5 weeks prior to group start up.*

### Who can I invite to be a part of my Group?

- People in a previous group
- People I meet on Sunday
  - Come early and say, "Hi" to people you haven't met.
  - Let them know you're a group leader and invite them to join you.
- People I meet when I'm serving at C3

### How do I tell people about my Group?

- Personal invite!
- Email/Call/Text anyone I know to invite them to my group.
- Post about my group on my personal Facebook page.
- Acquire a customized (specific demographic) call list from C3 staff.

**2. F** ollow-Up *The FOLLOW-UP period after someone joins the group.*

### How do people sign-up for my Group?

- **One Step – No Hoops.** Online Sign-ups (C3TriCities website or app) & Sunday Connection Card.

### Three Types of Communications...

#### 1. Immediate

- As soon as someone signs up you will receive a notice from C3online about a "status" change in your group, you can then email your members all the details for your Group.

- Within 48 hours of being notified of someone signing up, call them to introduce yourself and try to meet them on Sunday, if necessary, to help them feel more comfortable.

#### 2. Pre-Group

- Email your Group each week leading up to the first meeting. (Countdown memos: "only 3 weeks away" "...2 weeks away")
- Email/text (twext from C3online group page) them the day before the first meeting.
- Call your Group members alongside your email the day before your first meeting. Consider calling those that signed up but missed the first meeting.

#### 3. On-Going

- 2 Weekly Emails via C3online
  - **REPORT.** Within 24hrs use the report form to communicate who came, what you discussed, prayers & praises, and reminders on what is due or what is going on at the next group.
  - **REMIND.** In the range of 48hrs prior to the next meeting, send out a short memo to a) remind your group members you can't wait to see them, and b) anything special they should know about the upcoming meeting.

**\*Challenge:** Don't let anyone slip through the cracks – call those who miss a group meeting.

**3. F<sub>ocus</sub>** *The FOCUS period is the time spent preparing for groups.*

**How can I prepare for my FIRST Group meeting?** By preparing NOW for the entire group meeting time:

- **Be intentional and prepare for your first meeting & plan for the rest of your group meetings:**
  - Create and share the group syllabus with your Group (before the first meeting by email and as a handout at the first meeting).
  - Consider icebreakers for each session.
  - Review curriculum
- **Pray for your Group & the individuals who sign up.**
  - When someone signs-up, they are added to your group on C3online. You can easily print a group contact list from your group page or save the list to excel.
  - Keep a 3" x 5" index card with the names of everyone who signs up for your Group.

**\*Challenge:** Place your Group list in a place where you will see it every day & pray for group members.

**4. F<sub>acilitate</sub>** *The FACILITATE period is the length of time your group meets.*

**How can I lead a successful Group EVERY TIME we meet?**

- Begin and end on time everytime. Don't wait for a majority.
- Encourage everyone to participate in discussion.

**Leader TIP: Be the Last to Answer a Question.**

- Don't let one person ruin it for everyone else
- **Communion:** Share communion together as a group.
- **Outreach Week:** Participate in one Group Life Outreach Project.

**My Group WINS** when together we apply eternal Biblical principles to our lives and pray for one another.

**\*Challenge:** Don't take it personally if someone does step out of your group. Sometimes it just isn't a good fit – encourage them to find another group!

# 2018 FALL Group Life Check-List

## FILL-UP CHECK LIST:

**Invite** C3 “bump into’s”, acquaintances, friends, neighbors and co-workers to join your group.

**Identify** a few Coordinators for your Group prior to or in the first week of group life. Coordinators help you succeed, bare the load, and become future leaders.

## FOLLOW-UP CHECK LIST:

**E-mail** every person who signs up for my group ASAP with all of the important information: day/time/location, start date, syllabus, contact info, etc.

**Call** everyone who signs up for my group at least once before the group begins.

**Send** an e-mail reminder two days before my group begins.

**Follow** up with those who don’t show up for Group at least 3 weeks into the group (if they don’t show up you can remove them from the group yourself or ask the C3 office to do it through the “people section” of your group report).

## FOCUS CHECK LIST:

**Pray** daily for those who have signed up for my group.

**Prepare** the Syllabus and Group Agreement to provide at the 1<sup>st</sup> group meeting.

## FACILITATE CHECK LIST:

Via C3online, send 2 weekly e-mails to my Group & Leadership: 1) **REPORT**  
2) **REMIND** (1 or 2 days before the next group meeting).

Select how the group will participate in communion.

Continually **identify** potential leaders from my group and give them the opportunity to serve/lead within my group.

**Communicate** what outreach project is chosen by week #3 and send to office.

# Styles of Groups

## **Quarterly Groups**

8 to 9 weeks in length, this is our core quarter group (includes summer groups).

**Guidelines:** Follow all C3 Group Life philosophy and training.

## **Extended Group**

Groups that would like to meet 2 to 4 quarters.

**Guidelines:** Follow all C3 Group Life philosophy and training, meet weekly for up to three quarters, raise up new leaders, be open to welcoming new people each quarter you meet, take at least a 2 week break during fill months, and after 4 quarters multiply your group.

## **Turbo Group**

Four to six week groups meeting on a focused topic.

**Guidelines:** Follow all C3 Group Life philosophy and training.

*Here are our four TYPES of Groups:*

**Healing** - groups that focus on healing and restoration (Purity Groups, DivorceCare, etc.)

**Activity** - groups that meets around an activity, sport or exercise

**Outreach** - a group that assists community, regional, world outreach

**Learning** - curriculum group, message note group, Bible study group

## **OPEN Message Notes Groups**

@ C3 we are finding that new people are unable to jump into a group right away because they have to wait until a new quarter starts. Open message groups are open to new people throughout the quarter.

*Special Groups Based on Age and/or Life Stage:*

**Age:** Students thru 12<sup>th</sup> grade, 18-25, 26-40, 41-59, 60+

**Life Stage:** New Believer, Single, Engaged, Married, Parent, Divorced

# **Group Leader & Member Safety**

**As we look at safety here at C3, it is important to look at safety guidelines for Group meetings both at C3 and at member's homes.**

- 1) Transportation to and from group meetings is the responsibility of the participant. Group leaders and participants will not give rides to others from the group destination. The only exception is if that person(s) knew each other prior to group.
- 2) Group leaders will cancel their group if only one person attends and they are of the opposite sex.
- 3) If a group participant makes the group uncomfortable or concerned for their safety. You have permission to ask them to leave.

## **Other Resources for Group Leaders**

**[www.groupleaders.squarespace.com](http://www.groupleaders.squarespace.com)**

**[www.C3TriCities.com/group-life-leaders/](http://www.C3TriCities.com/group-life-leaders/)**