

Checklist for leading a Journey Group

Preparing for the Season

- Establish your meeting place, time, day, childcare situation, and communicate this info to Kay Locke in the WRC Office by filling out a journey group profile form.
- Attend Journey Group leader training.
- Meet and pray with your hosts and co-leader/apprentice leader.
- Call your list of prospective team members with directions, childcare info, and time and date details.
- If you end up with too many people signing up for your group, talk with your Coach ASAP. We may need to lead them to another group, or better yet, see if you can multiply your group and ask someone else to lead the other group.
- Help the hosts (or do it yourself if you are the host!) prepare the home... cleaning, arranging furniture, preparing refreshments, etc.

During the First Meeting

- Have everyone introduce themselves and their families. (name tags the first week or so if needed)
- Spend time in prayer for specific group needs.
- Share the purpose and study.
- Discuss the childcare issues, refreshment plan, course of study, and meeting details.
- Delegate responsibilities

During the Season

- Complete Journey Group Agreement/Covenant within the first few weeks, after all members have joined and are present. Review again at a later meeting if needed.
- Prayer for each member by name and need each week.
- Call members who have missed meetings. (Possible assign Care Champion(s) for this role)
- Encourage fellowship between members beyond the meeting time.
- Plan social activity within first 2 weeks. (Possible assign a Fellowship Champion(s) for this role)
- Celebrate or send cards for members' birthdays and anniversaries. (Possible assign Care Champion(s) for this role). Birthdays and anniversaries can be found under My Group in Connection Power.
- Be alert and quick to respond to members' needs – rally the team in prayer and physical care for members who experience a crisis (job loss, death in the family, major illness, marital breakdown, etc.)
- Be quick to alert your Coach or Kay Locke to members' crisis needs.

- Stay in contact with your Coach.
- Attend Coaches Huddles and one on one's with your Coach.
- Don't change meeting times, places, or study content before first talking with your Coach.
- Attend journey group leader meetings.
- Assist with Discovery 1 as needed.

Finishing

- Talk with your group members about the decision to continue through the season.
- Determine the future of the group for the next season. Work with your coach to help place members in other groups.
- For members not reconnecting during the next season, encourage them to attend GroupLink.