

First Meeting Checklist

inspired by Reid Smith of Small Group Network

BEFORE

1. Invite as many of your friends as you can think of...
 - o Share your vision for the group – why you're doing it and what you hope people will walk away with.
 - o Try to describe the dynamic of the group and the people who will be a part of it.
 - o Create an invitational ripple effect by having your friends and new group members invite their friends too.
2. Invite more people than you have room for because typically only $\frac{1}{2}$ to $\frac{2}{3}$ of those who confirm actually show up! Start with as many people as you can at the beginning because there's usually some attrition.
3. Tell people how initially it's a short-term experience that you're confident they'll love and then they'll be able to decide if and in what way they'd like to continue.
4. Phone or text those interested a day or two before your first meeting.
5. Pray for your new group and those who plan to come!
6. Review the Starter Kit and your chosen study for the meeting.

DURING

1. Welcome and introduce yourself (be relaxed, be real, and have FUN!).
2. Share a little background as to why you chose the focus of the group that you did and tell them basically what each meeting will look like.
3. Allow time for people to introduce themselves and share who they are and why your group stood out to them.
4. Acknowledge God's Presence with you (Matthew 18:20) and share how you believe the Lord will use your new group experience to transform their lives. Depending on how many people are present who are not members of New Song, you can touch briefly on how your group will align with New Song Group's vision, to "Follow Christ Together in Kingdom Community".
5. Model authenticity and affirm each person's input as you facilitate discussion.
6. Encourage participants to invite their friends, coworkers, neighbors, parents of their kids' friends, and other unconnected people at your church to future meetings.
7. Close your group meeting in a brief prayer and get a picture.

AFTER

1. Let your Groups Coordinator (contact info found in Welcome Letter of Starter Kit) know how everything went and how he or she can pray for you!
2. Submit your meeting attendance online at planningcenter.com, or on the Church Center app. Reach out to your Groups Coordinator if you have any questions.
3. Follow-up with those who didn't show up by calling them. Let them know you missed them, how great the first meeting was, and remind them of when the next meeting is going to be.
4. Spread the word on social media with your photo and welcome people to join you.
5. Remind your new group members of your next meeting a day or two beforehand.
6. Review the upcoming session and tailor discussion questions based on who God has placed in your group.
7. Over time, share bite-size roles and responsibilities with your group members, see what people gravitate toward, and let them run with it! Rotate the study facilitation as well.