WEEKLY CHECKLIST
FOR SMALL GROUPS

Please use this checklist each week to fulfill your responsibilities as a small group leader.

PRIOR TO GROUP TIME

- [ ] Know and follow small group policies and procedures
- [ ] Study and prepare Bible study lesson according to assigned curriculum
- [ ] Pray for group members and group time
- [ ] Arrive 15 minutes prior to group start time
- [ ] Ensure area is clean, neat, and ready for group time

DURING GROUP TIME

- [ ] Greet and welcome group members
- [ ] Ensure group starts on time
- [ ] Begin group time with icebreaker activity or question
- [ ] Teach and/or facilitate Bible study lesson
- [ ] Lead group discussion time
- [ ] Ask for prayer requests and answered prayer updates, then pray as a group
- [ ] Provide group members weekly devotional and Scripture passage for next group time
- [ ] Ensure group ends on time

AFTER CLASS TIME

- [ ] Remove trash and ensure gathering area is clean
- [ ] Check in with absent group members
- [ ] Communicate prayer requests, answered prayer, and announcements to group