

Waters Church

Life Group Leader Checklist

Before: Prepare

1. Intercession: During the week, and especially the day of the Life Group meeting, think about the meeting and pray for it. Pray for the people that will attend. Ask God to fill you with faith and encouragement.
2. Resources: Make sure these things are on hand.
 - Kleenex
 - Name tags (optional)
3. Refreshments: (coffee, juice, finger foods, and paper goods)
 - Group members should contribute!
4. Be prepared with extra discussion guides, pens and your bible.
5. Icebreaker/Comfortable Time: The goal is to get everyone comfortable. It might be nice to have someone else lead this exercise other than the facilitator.

During: Be Edifying

1. Potential Format (1.5 hours)
 - 6:00 – 6:20: Welcome/Refreshments/Fellowship
 - 6:20 – 6:35: Open in Prayer/Icebreaker/Comfortable Time
 - 6:35 – 8:15: Life Group Leader Notes/Interaction/Sharing
 - 8:15 – 8:30: Prayer
2. Be a sincere participant in worship.
3. Be a good listener. Be ready to pray aloud, but don't be afraid of silence. Avoid being "long winded" when you **speak or pray**.
4. Encourage others to participate and **be** a participant in sharing from your own heart **as needed**. If the situation arises that there is "un-edifying" sharing, be ready to share something positive and redirect the group back on course.
5. Avoid sharing or raising complicated and unresolved problems, or asking controversial questions.
6. Note people who seem confused, upset, etc., during the meeting. Plan to speak with them afterward.
7. Always be ready and willing to serve and encourage others.

Afterwards: Be Effective

As a general rule, new guests should take first priority in terms of your attention after the meeting. Engage in friendly conversation and find out about their lives. Try to discern needs. Encourage them.