

## Small Group Guidelines

- I. Open with prayer
- II. Limit group size to between 12 and 14 people.
- III. Delegate jobs---At the first meeting pass around a sign-up sheet, asking people to take on jobs. For example, have someone volunteer to call people, email, etc., reminding them of meetings and other information. In addition, pass around a sheet so people can sign up for refreshments (see link)----Let everyone have a chance to contribute
- IV. Stress privacy----Stress that what is shared here, stays here. In other words, assure the other members of the group that they can feel safe here, as whatever they share will not be repeated outside the group.
- V. Set aside time for logging in-sharing the week's highs and lows. Set a five minute time limit on this unless someone has had a particularly difficult week and then it may be necessary to ignore the rule
- VI. Respect privacy-if a shy member does not want to share, then do not make them. Acceptance will eventually allow them to feel comfortable opening up.
- VII. Provide icebreakers. Instead of everyone just introducing themselves, have them share what their favorite ice cream flavor. (Or something similar).
- VIII. Provide an e-mail/phone number contact list and encourage members to contact one another throughout the week. (See attached)
- IX. Close with prayer.