
small group member summary

Role of Every Small Group Member

A healthy small group needs to include group members who take responsibility for their group's success. There are many, many small things that need to be done in a small group, each of these being very important. Let your group host know how you can use your gifts and talents within your small group. All group members have something to offer to the group.

Every Group Member's Responsibility

- Consistent Attendance
 - Protect your small group time as the important event it is.
 - Let your group host know if you will be absent or late.
 - Arrive on time
 - Do not show up too early as the host may not be ready yet.
 - Do not be late as it can distract the entire group or delay the start time.
 - Respond in a timely and succinct manner to other group members
 - If your host or another member, reaches out to you asking for feedback, or giving you important information, please respond to them so they know you have the needed information, and so you can contribute your thoughts.
 - Assure there is NO use of alcohol or drugs during your time with your group. Be sensitive to issues which could cause other group members to fall.
 - Reach out to your Small Group Host if you need prayers.
 - Pray for other group members. Pray for our Church and the church staff and volunteers.
 - Always be kind and loving to your group members, even if you don't agree with them. Remember, Jesus wants us to Love, No Matter What.
 - Join in the conversation, even if this is out of your comfort zone.
 - Give other people a chance to talk. Sometimes it takes a few moments of silence for the more introverted members to start talking.
 - Never gossip to or about your group. Keep your group's confidentiality. In order for your group members to be transparent, they need to know that information shared will not be used against them.
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- If you have issues with the church, the church staff, the small group host, or other members of your group, please talk to the person who is directly responsible for your issue. Do not slander others, but deal with them Biblically. If you need help with this, please contact the Small Groups Director, 720-895-9000 x9029.

Responsibilities any Group Member Can Be Responsible For

Please identify at least 3 items below that you could help with to keep your small group healthy.

- Offer to have the group meet at your home, either regularly or on rotating basis.
- Look at Small Group Resources that are available and present them to the group to help decide study topics.
- Help your group host by managing your group on Grace Connect Software
 - o Take attendance.
 - o Add/Delete members from your roster.
 - o Let the Small Groups Director know if your group is open to new members or not.
 - o Keep members contact information up to date – especially phone and email.
- Organize the food for the group, whether meals or snacks, have people sign up to help and remind members when it is their turn to bring something.
Take prayer requests, and distribute them to group members. Remember these are confidential within your group.
- Lead prayer during your group time.
- Facilitate the study – usually this means just reading questions from your study guide and making sure that conversation continues smoothly.
- Coordinate care for any member that is in need (illness, death in family, job loss, new baby, etc.).
- Celebrate group members – track birthdays, anniversaries, etc. and have all the group members sign cards for those events. Possibly arrange for a cake (other members can bake or buy it) once each month to celebrate any events for that month.
- Plan fun events for your group. This can be Christmas parties, outings (bowling, movies, etc.), or joining church events like Bunco night, or Sports Ministry events.
- Communicate with group members about any changes or special events.
- Find opportunities for your group to volunteer together, whether at Grace Church or out in the community. Encourage your group to all join in the serving opportunities.
- Check on members who don't show up for group each week. Call/text/email them and let them know they were missed. Find out if the group can help them in anyway.

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- Offer to lead communion. Simple instructions are included in this guide and you can contact the Small Groups Director to get crackers and communion cups for your group.
 - Take care of arrangements for the group babysitter.
 - o Communicate with the sitter if there are changes in the group.
 - o Arrange for transportation for the sitter if they are not old enough to drive. This does not mean that you always drive the sitter but make sure that transportation is set up for them, either with their parents or other group members.
 - o Collect money from other parents and pay the sitter.
 - o Arrange for a special gift (or tip) for the sitter on their birthday and/or Christmas.

Leader/Host Name: _____

Phone: _____

Email: _____
