

Facilitator Responsibilities

- 1) Prepare for and lead weekly small group meeting
- 2) Partner with someone in your group to act as host/administrator to help:
 - a) Organize where you will meet each week with directions
 - b) Organize weekly refreshments and optional potlucks-NO alcohol during discussion meetings
 - c) Keep attendance records
 - d) Gather and disseminate group information
 - e) Create a warm and friendly environment
 - f) Provide you with support and feedback on needs of the group
- 3) Track personal needs and prayer requests of group members and encourage use of prayer journal
- 4) Assign a group member to mobilize group to provide practical care and support for members and their families in crisis. Refer to Care Network POC when needed
- 5) Encourage your group to participate in Service and Outreach projects. Refer to Missions and Outreach POC
- 6) Partner with the Small Group Ministry Director to
 - a) Communicate special needs or receive additional help
 - b) Complete forms and evaluations
 - c) Assist with Small Group sign-ups
 - d) Make arrangements with another group member if you have an unavoidable absence
- 7) Attend scheduled training meetings—New Leader Training and Leadership Development Training.