

GROUPS

— *Better* TOGETHER —

GROUP LEADER GUIDE /



Groups are all about building relationships and guiding people to take next steps in their relationship with Christ.

3 Types of Groups

01. DINNER GROUPS

Where you do exactly that, enjoy a meal with others, either in homes or restaurants.



02. ACTIVITY GROUPS

Where you join with others in all kinds of activities, from book studies to bike rides, from enjoying coffee to hiking. There are many types of activity groups.



03. STUDY GROUPS

Grow in your walk with God with a community of like-minded believers. Study groups are a curriculum-based group that vary each semester.





What does it look like to lead a Group?

1. You must have made a decision to follow Jesus and are living a life of Christian maturity.
2. You must have completed First Step.
3. You will need to complete our online group leader training.
4. It is preferred that you have been involved in some form of CFC group participation prior to leading.

Ready to lead a Group?

GROUP LEADER
GUIDE

STEP 1

Submit an application online at experiencecfc.com/cfcgroups

STEP 2

Take our online New Group Leader training.

STEP 3

Once your group is approved, begin to personally invite others to join your group.

STEP 4

Attend Groups Sunday to promote your group.

Be prepared to share challenges and victories.

Your location's Groups leadership team will contact you regularly to see how your group is going, to troubleshoot problem areas and to check your progress as a group.

Because the main focus of Groups is relational connection, we have intentionally kept these qualifications very limited.

There is no requirement for special bible training or teaching experience. We want group leadership to be something simple and open to any Christian who has a willing heart to engage with others.

Small Group FAQs

- At CFC, we launch new groups three times a year on an 10-week semester basis.
- Groups are hosted in homes and around the community, not at the church location.
- Groups may continue past the 10 week mark but can not be shorter than 10 weeks.



Best Practices & Expectations

Submit Attendance.

Always take attendance in Church Center App. This is the only way we can track the overall health of the church. Our heart at CFC is that everyone can find a place to belong and tracking attendance is our window to see that is happening across all locations.

Pray for your group.

Praying for your group in your own private prayer time and also during your group meetings. Send a simple text or make a quick phone call to a group member to let them know you are praying for them throughout the week.

Respond to all sign-up requests.

Review/approve all requests as they come in promptly.

Be prepared for your group.

This means pray ahead of time. Have any activities/discussion questions ready. Make sure you create an environment that feels welcoming and shows people that you are ready.

Never allow gossip.

Groups must be a safe place. If group members have any animosity towards one another or towards church leadership and express those feelings publicly; feel free to confront the situation, privately whenever possible. If there is a situation that seems toxic please reach out to your Groups coordinator.

Never allow any sales pitches.

Never allow any room for business dealings within your group. People don't want to feel like they're being solicited for anything. They have come for the sole purpose of building friendships. Do not allow for any pitches or MLM's to be presented in your group.

Never collect funds for a cause or taking an offering.

If there is a felt need the group would like to fill, like volunteering or serving the community that is always accepted and appreciated, but money should never be handled in a small group.

Avoid polarizing topics.

Always guide group conversation away from crude language, polarizing topics such as politics and negative talk. Coming to group should be an uplifting experience. If issues like this become a recurring problem, you may want to formalize some guidelines for your group to set the standard for such behavior. However, in most cases, a simple, gracious suggestion of another topic will avoid casting judgement and will keep the group on track.

Never serve Alcohol.

People will join your group from all walks of life. It's important that your small group is a safe place for all believers, especially new believers.



Best Practices & Expectations Continued

Be The Facilitator

When leading a group that is content focused, avoid setting yourself up as the teacher of the group, instead set yourself up as the facilitator.

- Note that all book studies must be approved by your groups leadership & may not be self written material.
- Ask more questions than you give answers.
- As much as possible let others talk.

If you have a person dominating the group its best to connect with them one on one and ask them to make sure they give others an opportunity to speak up as well.

Help People Take Next Steps

- Encourage new believers to get baptized.
- Help people read the Bible regularly.
- Encourage setting aside time to pray.
- Encourage them to complete First Step.
- Encourage them to take Rooted Experience.
- Encourage them to give generously.
- Encourage them to join a Dream Team.
- Encourage them to join CFC School of Ministry. (or audit classes when available.)

How can people sign up for my group?

01. PERSONAL INVITATION

The #1 way to get people involved in your group is to personally invite them to come!

02. GROUPS DIRECTORY

Your group will also be added to our Groups Directory that can be viewed on our website experiencecfc.com & the Church Center App

03. GROUPS SUNDAY SIGN-UPS

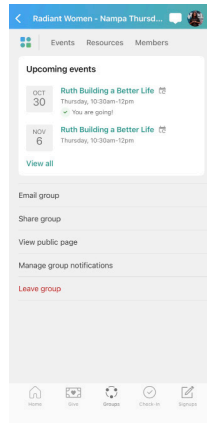
On Groups Sunday's we will set up a groups fair in the foyer. You will have the opportunity to promote your group after each service. This is a do not miss Sunday as a group leader. Almost all sign ups happen on groups Sunday.

Everything you need to manage your group can be found in the Church Center App.

Church Center App

When anyone goes onto the Church Center App they will be able to navigate to the Groups tab and view our entire directory of Groups.

They will also be able to sign-up for your group. Once someone is added to a group, they can view group messages, events, and more by accessing the Church Center groups tab (see below)



Home



Give



Groups



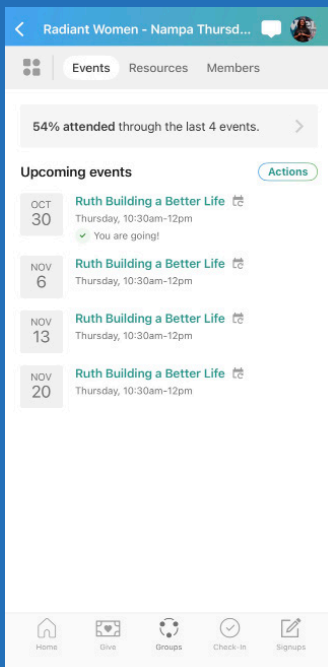
Check-In



Events

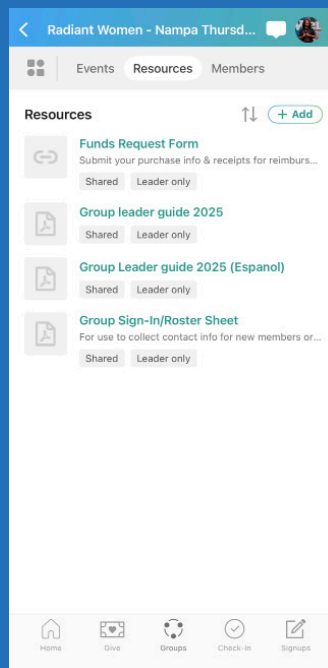
EVENTS TAB

This section allows you to see all of your currently scheduled events as well as create new events and take attendance. This is an incredibly helpful and important section of your Church Center App that you will need to become very familiar with. Taking attendance is required when leading a group.



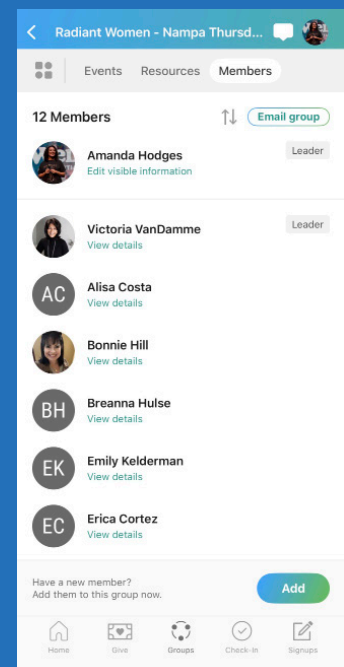
RESOURCES TAB

This section allows you as the leader to access helpful links and documents you may need as you lead your group. You can find the current group leader guide and a link to the Funds Request Form.



MEMBERS TAB

This Section allows you to see all current members as well as any pending member requests. You can easily email the entire group from this section. You can also find contact information for specific members if you need to contact people separately or directly.



Available Funds

Funds can be used for

- Supplies
- Topical materials
- Snacks
- Equipment

THE REIMBURSABLE MAXIMUM AMOUNT IS **\$75 PER SEMESTER.**

In order to support you, we have allocated funds that you may choose to use to help offset the expenses you may incur via reimbursement.

These expenses should be used in a way that benefits the entire group, not just one or two.

How do I receive reimbursement?

Go to the funds request form link under the resources tab in Church Center App. Fill out the form and attach receipt. Receipt of purchase is required. You will receive reimbursement within 7-10 days.

