

HOW TO FACILITATE A GROWTH GROUP

(After following steps in OSGG)

Things to Remember and/or Focus on as a Facilitator

1. Pray for your Group – for the participants, and for yourself as the facilitator.
2. Always be prepared with a class plan and all needed materials.
3. Begin and end every meeting on time.
4. Encourage everyone to participate in discussions, but don't let any 1 person dominate or talk over others.
5. Contact Growth Group Team if any support or guidance is needed
6. Send e-mail notifications of any changes to plan.
7. Encourage any participant who may demonstrate leadership qualities

1 Week Before Start-up:

- 1) Contact all signed-up participants; welcome them and inform of details: meeting days & times, materials needed & suggested funds to cover them, if applicable.
- 2) Prepare and review your plan for 1st meeting, assuring that you are ready to lead the group. Have all necessary materials, supplies. Print a syllabus or class outline.
- 3) Consider names of participants for a possible co-facilitator or back-up leader, should you be unable to attend any given week, then contact.
- 4) Decide if you want to provide refreshments at each meeting.

First Meeting (Start-Up):

- 1) Allow a few minutes for all to settle, then welcome them. Go around the group and have each introduce him/herself. Then open with prayer.
- 2) Review the syllabus, distribute any materials, collect funds, etc.
- 3) Inform them of the following options for the group, moving forward and allow for discussion and vote.
 - a. A study group only – no other agenda.
 - b. A study + fellowship group – a few moments devoted each week to joys, concerns and prayer needs of the group.

c. A study + service group – a service project is chosen for all to participate in or support within a defined timeframe.

d. A combined study, fellowship & service group.

- 4) For b, c, or d option, a coordinator should be chosen: For (b, d) option, the coordinator will send a reminder e-mail of the prayer concerns, that all may be in prayer during the week. For (c, d) option, the coordinator will help work out the logistics of the service project.
- 5) If time allows, begin a discussion of the subject, maybe asking what participants already understand and/or what they hope to get out of this study. Explain what reading/study is required for next class.
- 6) Wrap up with any incidental issues and end with prayer.