

# First Meeting Checklist

inspired by Reid Smith of Small Group Network

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## BEFORE

1. Invite as many of your friends as you can think of...
  - o Share your vision for the group - why you're doing it and what you hope people will walk away with.
  - o Try to describe the dynamic of the group and the people who will be a part of it.
  - o Create an invitational ripple effect by having your friends and new group members invite their friends too.
2. Invite more people than you have room for because typically only  $\frac{1}{2}$  to  $\frac{2}{3}$  of those who confirm actually show up! Start with as many people as you can at the beginning because there's usually some attrition.
3. Tell people how initially it's a short-term experience that you're confident they'll love and then they'll be able to decide if and in what way they'd like to continue.
4. Let them know there will be food! (If group members commit to bring food to the next meeting, this increases the likelihood they will return.)
5. Phone or text those interested a day or two before your first meeting.
6. Pray for your new small group and those who plan to come!
7. Review the H.O.S.T. Starter Kit and your chosen study session in advance.

## DURING

1. Welcome and introduce yourself (be relaxed, be real, and have FUN!).
2. Share a little background as to why you chose the focus of the group you did and tell them basically what each meeting will look like.
3. Allow time for people to introduce themselves and share who they are and why your group stood out to them.
4. Acknowledge God's Presence with you (Matthew 18:20) and share how you believe the Lord will use your new group experience to transform their lives. Depending on how many people are present who are not members of New Song, you can touch briefly on how your small group will help everyone to reach the vision of New Song to Help People Know God by living out New Song's 5 Values together.
5. Model authenticity and affirm each person's input as you facilitate discussion.
6. Encourage participants to invite their friends, people they work with, neighbors, parents of their kids' friends, and other unconnected people at your church to future meetings.
7. Close your group time in a brief prayer and get a picture.

## AFTER

1. Let your small groups coordinator know how everything went and how they can pray for you!
2. Post your meeting attendance on the Host Group Me. You will do this after each group meeting.
3. Follow-up with those who didn't show up by calling them and let them know you missed them, how great the first meeting was, and remind them of when the next meeting is going to be.
4. Spread the word on social media with your photo and welcome people to join you.
5. Remind your new small group members of your next meeting (and the food they're bringing) a day or two beforehand.
6. Review the upcoming session and tailor the discussion questions based on who God has placed in your group.
7. Over time, share bite-size roles and responsibilities with your group members, see what people gravitate toward, and let them run with it! Rotate the study facilitation as well.