



| GROUPS

# GROUP LEADER HANDBOOK

A SIMPLE AND COMPLETE GUIDE TO HOSTING  
AN EFFECTIVE GROUP

 GENERATIONS CHURCH

# Quick Start Guide

Thanks so much for being willing to consider leading a Group for Generations Church during this season. Here are a few things you'll need to think about in order to begin.

**1 Pick Weekend Experience to meet.**  
Sunday services are: 7:30am, 9am, 10:30am, 6pm, & 8pm. Or, choose anytime throughout the week to watch on demand.

**2 Choose how you will meet:**  
a). In your home, b). at the church, c). virtually

**3 Choose how many people or family units you can comfortably host in your home.**

**4 Are there people inside or outside the church to invite?**  
i.e. - Do you already have friends inside the church that could naturally participate? Are there other families in your neighborhood you could invite?

**5 Identify the potential tech needs for your group.**

**6 Fill out New Leader Form about your Home Group to get listed on Generations Church website. This should take no longer than 5 minutes. Form at: [wearegenerations.church/groupleaders](http://wearegenerations.church/groupleaders)**

You can communicate with Generations staff about any pressing questions on getting started.

# Frequently Asked Questions

## ● **What is my estimated time commitment to host a Group?**

We estimate your time commitment each week to be around 2-3 hours.

## ● **Do I need to send in attendance numbers each week?**

Yes. Attendance numbers are helpful for us to know how many people participated in a week-end service through Groups. This will take no more than 2 minutes to complete each week. Please send numbers by the end of the day Sunday by filling out the Attendance form at [wearegenerations.church/groupleaders](http://wearegenerations.church/groupleaders).

## ● **Do I need to have experience facilitating group discussion?**

No! We've made the group discussion as easy as possible for you, if needed. Each week, there are six questions to cover based on the weekend's sermon. (See Page 8 for more information).

## ● **Do you have information available to help me host a Group?**

Yes! This Group Leader Handbook will serve as your guide to help you lead a Group effectively. Please read through the entire Handbook. If you have any questions afterward, please don't hesitate to contact us!

We also have a Group Leader Video Series you can watch with short videos covering important topics for group leaders. (See Page 11 for more information).

## ● **How often do I need to host a Group?**

We're asking Group leaders to host their group at least twice per month, but ideally on a weekly basis.

## ● **How often do I need to communicate with my Group?**

Our preference is that you would communicate with your group on a weekly basis, even if you're not planning to meet that week. We have a helpful video on "Communicating with your Small Group" that can be found on Page 11 in the Group Leader Video Series.

## ● **What if our Group gets too big?**

Growth is a good thing! Our expectation is that small groups multiply. If your group becomes too large to maintain healthy social distance then maybe it's time to consider finding someone else in your Group who would also be willing to host.

## ● **What's the difference between a Small Group and an In-Home Watch Party?**

- In-Home Watch Parties are groups that meet in homes during the Coronavirus season to watch services live or on-demand throughout the week and discuss the sermon.
- Small Groups are interest or demographic based groups that meet throughout the week to build community and study curriculum separate from the weekend sermon.

# Home Hospitality Checklist

Being hospitable to the people in your group is very important, especially for a person's first visit! Here's a checklist of things to either communicate to people ahead of time, or as people are arriving:

- Make sure your house is clean**
- If you're offering childcare, communicate where children will be meeting**
- Set up chairs so everybody can watch the service comfortably**
- If you don't have enough chairs, ask people to bring enough chairs for everybody in their party**
- Give clear instructions about where people should park**
- Let people know what door to use**
- Have food and/or drinks available for your guests**  
*(Ask in advance if anybody has food allergies)*
- Greet people at the door when they arrive**
- Let people know where an accessible bathroom is**
- Have music playing quietly in the background when people arrive**

# FACILITY USE

## Interested in using the church building for your group?

During this season, we realize church building use standards are higher than normal. Please understand that deviations from the below standards could result in an inability to use the facility. We're expecting leaders to abide by these standards that are put in place. We will communicate to leaders when expectations or standards change. Building use is first come, first served.

If you would like to meet in the building, it is required to meet with a facility staff member one time for 15-20 minutes prior to gathering with your group:

- Lynn Kellum: [lynnk@wearegenerations.church](mailto:lynnk@wearegenerations.church) - 970.371.3139
- Chris Quammen: [chrisq@wearegenerations.church](mailto:chrisq@wearegenerations.church) - 970.888.0712

## ● How is the church building currently being cleaned?

- Accessible rooms being used is sterilized with bleach each morning.
- All door knobs/handles are sterilized multiple times per day.
- Accessible bathrooms are sterilized multiple times per day.
- Light switches are being sterilized multiple times per day
- Entry ways are being sterilized multiple times per day.

## ● General Information About Building Use:

- No groups bigger than ten people in one shared space. Groups larger than 10 would need to split and meet in a separate designated space within the building.
- Please maintain proper social distancing of at least six feet.
- Per Governor Polis' recommendations, at-risk/vulnerable populations are still strongly encouraged to meet virtually and not meet in the church facility at this time.
- Attendees are encouraged to wear masks at this time.
- Hand sanitizing stations are available after walking into the gKids Check-In door.
- Kitchen is not available during this time.
- Please ensure lights are turned off when you are finished using your room or area.
- Please ensure outside doors are closed and locked when you leave.
- All meetings should be scheduled after 12pm to accommodate proper cleaning.
- Only two groups are allowed to use the building at one time. If groups above 10 people need to split, contact Lynn Kellum or Chris Quammen, about updated building needs.

## ● Doors:

- Entry for ALL groups will be through the gKids Check-In door.
- Leaders will need to open outside door and use door stop to hold it open.
- Please close door prior to beginning your group.
- For attendees coming late, leaders are recommended to put their phone number on a sign attached to the gKids Check-In door.



# FACILITY USE

## ● Accessible Rooms for Groups:

- These areas/rooms are available for groups to use:
  - New Prayer Chapel (formerly Worship Arts Room)
  - North Atrium (outside New Prayer Chapel)
  - Room 200
  - Duncan Hall

## ● Accessible Bathrooms:

- Main Level: North hallway bathrooms (nearest the kitchen)
- Upper Level: South hallway bathrooms (nearest the drinking fountains)

## ● Children:

- Childcare is available in these three areas:
  - 3rd Grade Classroom
  - Playground on the south side of the building
  - Room 203
- Group members are responsible for finding and/or paying responsible childcare provider(s) for children.
- Maximum of 10 children in one area.
- Church staff will clean hard surfaces (tables, doors, etc) and toys.
- Should you need to use cleaning supplies, they will be made available in stations outside each of the rooms.
- Keep thoughtful and responsible gathering in mind.

## ● Facility Staff Contact Information:

- Lynn Kellum: [lynnk@wearegenerations.church](mailto:lynnk@wearegenerations.church) - 970.371.3139
- Chris Quammen: [chrisq@wearegenerations.church](mailto:chrisq@wearegenerations.church) - 970.888.0712

# Home Tech Needs

We definitely don't expect each host/leader to be a guru in the latest and greatest techie gadgets to help facilitate a quality gathering. Additionally, you don't need a giant theater room or a wall-sized television or projector to "have church" on. Below is a list of items that will help everyone's experience, and your ability to host your meetings free of stress.

## 1

### **Quality high speed internet. This will increase the quality of your stream**

- WiFi wouldn't be required, but helpful if your participants are using the YouVersion app or have kids material streaming available.
- (Be sure to know your wifi password so you can share it)

## 2

### **Television big enough for everyone to be able to see well from anywhere in the room.**

## 3

### **Streaming device to connect the services web services to your TV.**

- AppleTV, Roku, Amazon Firestick and Google Chromecast. If you've got a SmartTV that you can stream too, then even better!
- NOTE: some devices allow you to stream directly from the source, others would require connection to your smartphone, computer or tablet. If you need help, ask us and we can help!

## 4

### **Quality sound. An additional home theater or soundbar isn't necessarily required if your TV has good sound, but it can definitely add to the clarity of the experience.**

## 5

### **Some helpful cables for connection are:**

- HDMI (connect streaming device to TV), USB-C to HDMI adapter (can allow you to connect a tablet or laptop directly to television, a mini HDMI to HDMI cable/adaptor (can also allow connection from laptop to TV).

If additional help is required, contact Eric Ebbinghaus: [erice@wearegenerations.church](mailto:erice@wearegenerations.church)

# Weekly Discussion Questions

We understand facilitating quality discussion may be the most intimidating part of leading a small group. That's why we want to make the discussion time as easy as possible for you! Below we have six helpful questions for you to use each week. If you'd like, feel free to write questions throughout the sermon that may be of interest to the entire group, or use the discussion questions listed below. We find that 15-20 minutes of discussion works well.

## SIX HELPFUL DISCUSSION QUESTIONS EACH WEEK:

- 1** *What's one thing from this weekend's sermon that you hope we talk about as a group?*
- 2** *Reflecting on the sermon, what one principle or insight stands out as being particularly helpful? How about an insight that's difficult to grasp?*
- 3** *Was there any one thing that you most agreed with from the sermon? What was it and why?*
- 4** *When and where do you struggle the most with whatever issue(s) this sermon raised?*
- 5** *If you were to incorporate this truth into your own life, how would the next week or month be different?*
- 6** *Is there something we can be praying for as you go through this coming week?*

# Email Templates

Here are a few simple and ready-made email templates you can use to communicate with folks in your group. Use them word for word or just as a primer for your own imagination. If you do copy and paste, please just remember to fill in the blanks or insert your own pertinent information into areas that are underlined or caps/italicized.

## INVITING POTENTIAL NEW PEOPLE:

Hello, RECIPIENT NAME HERE,

My name is NAME HERE and I (or my spouse and I) am a host for a Generations Church home group that meets together for church on Sundays and we'd love to have you join us. We meet on Sundays at XX:XXam/pm in our home at ADDRESS HERE.

Church looks a little different now for many of us as we've been required to "attend" online over the past months, but we've found that joining together with a small group in person to share the service has made the time more meaningful.

The atmosphere is very casual and relaxed as we still abide by safe distance practices, but if you have any questions don't hesitate to ask. Feel free to email me back here or shoot me a text or call me at XXX-XXX-XXXX.

Hope to hear from you soon!

LEADER NAME

## NEW GUEST FOLLOW-UP:

Hello, RECIPIENT NAME HERE,

My name is NAME HERE and we were so honored to have you visit with us this past Sunday. We'd love to have you join us again this week. We'll be meeting again for the \_\_\_\_\_ service in our home located at ADDRESS HERE.

While we're sort of stuck spread out all over the place right now, Generations is a growing church with a variety of opportunities for folks of all ages and we'd love to get to know you. I'd love to help answer any questions you might have or direct you to our website at <http://wearegenerations.church/new> where you can fill out a short info page and hear from one of our pastors!

So many other ways to connect I'd love to go over with you as well, or even help refer you to a pastor for questions too. Please if you have any questions in advance don't hesitate to text or call me at XXX-XXX-XXXX.

Blessings,

LEADER NAME

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## WEEKLY REMINDER EMAIL:

Hello Everyone,

Just a quick reminder to let you know we'll be meeting this Sunday at our residence, [ADDRESS HERE](#), for the \_\_\_\_\_ service. We'll plan to gather 15 minutes beforehand for a quick prayer and to get settled

Please if you have any questions in advance don't hesitate to text or call me at [XXX-XXX-XXXX](#).

Blessings,

[LEADER NAME](#)



# Group Leader Video Training Series

We're here to do everything we can to help resource you as Group leaders, which is why we began creating a series of video teaching in January 2020 to answer some of the most pressing questions Group leaders have. The videos are short (all of them are 3 minutes or less, they only focus on one topic at a time, and they're filled with practical tips to help you lead well. We'll be continually releasing new videos, so be on the lookout, but watch whatever video(s) may be most helpful to you right now. (Copy and paste the URL into a browser to watch).

- **Intro Video:**  
<https://vimeo.com/390605662>
- **Video #1 - Communicating With Your Group:**  
<https://vimeo.com/390799407>
- **Video #2 - Asking Questions That Stimulate A Response:**  
<https://vimeo.com/392244119>
- **Video #3 - Answering Hard Questions From The Bible:**  
<https://vimeo.com/393716170>
- **Video #4 - Building Trust and Accountability:**  
<https://vimeo.com/393716846>
- **Video #5 - How To Handle A Discussion Dominator:**  
<https://vimeo.com/393727250>
- **Video #6 - How To Address Difficult Personalities**  
<https://vimeo.com/393729920>
- **Video #7 - How to Pastor My Group**  
<https://vimeo.com/393732011>
- **Video #8 - Raising Up Leaders From My Group**  
<https://vimeo.com/393733162>
- **Link to Vimeo Showcase/Playlist with all videos:**  
<https://vimeo.com/showcase/7071286>

# Typical In-Home Watch Party Agenda

Expect a total meeting time of 75-90 minutes.

## **CONNECT BEFORE SERVICE (10-15 MINUTES)**

- Greet people as they're coming in. Ask how people are doing. Keep this time light-hearted.

## **WATCH WEEKEND SERVICE ONLINE (50 MINUTES)**

- You can watch our services in one of two ways:
  - Facebook Live through the Generations Church Facebook page
  - Online Campus at [www.wearegenerations.church/live](http://www.wearegenerations.church/live)

## **DISCUSSION BASED ON SERMON (15-20 MINUTES)**

- (See discussion questions on Page 5).

## **WRAP UP (5 MINUTES)**

- Ask for any prayer requests.
- If comfortable, ask someone to wrap up in prayer.

# Leader Contact Information

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