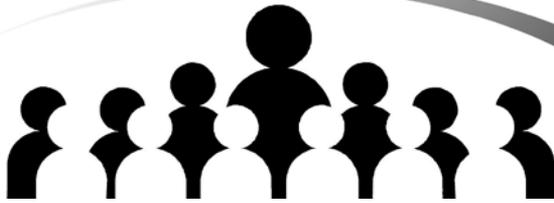


# How To's For Groups



January 2014



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# GROUP LEADER REQUIREMENTS

We define a Group as an intentional gathering of **three or more**, including a Grace Leader, who **connect regularly** for the purpose of mutual interest, encouragement and spiritual growth in Christ.

## ▶ TO START A GROUP YOU NEED TO . . .

- ▷ Be a member.
- ▷ Complete Leader Orientation — This is what you're doing right now.
- ▷ Complete Leader Training.
- ▷ Complete the Leader Application and submit at your one-on-one interview.

## ▶ TO CONTINUE AS A GROUP LEADER YOU NEED TO . . .

- ▷ Attend at least two huddles per year. They are held just prior to the start of a new trimester.
- ▷ Communicate regularly with your Coach, giving them a trimester report when your group is in session.
- ▷ Attend the COMMUNICATIONS SKILLS CLASS sometime within the first six months of leading a group. This class is offered 3 times per year and will help you in your skills as a facilitator. The sooner the better!!

▶ **SUGGESTED BOOK** — *Leading Life-Changing Small Groups* is highly recommended. You can purchase one today for \$10 or in the Grace Bookstore for \$15.

▶ **ADDITIONAL OPTIONAL TRAINING** is offered periodically and is also available on the Grace Website Leader's page [www.gracesll.org/resources](http://www.gracesll.org/resources). You are encouraged to access the articles and podcasts anytime and take advantage of fine-tuning your skills. Another training resource are the LEVEL 2 CLASSES. They are available on CD through the Resource Library. These 9 sessions will help you build a strong theological base of spiritual beliefs.

- Title / Description: 201: What Christians Believe, Part 1
- 202: What Christians Believe, Part 2
- 203: Making the Most of Your Ministry
- 204: Intimacy With God
- 205: Personal Freedom
- 206: Holy Spirit Empowered Ministry
- 207: Biblical World View
- 208: Biblical Standards of Integrity
- 209: Keys to Community

## COMMUNICATION WITH LEADERS

In addition to occasional “snail mail,” we communicate regularly with Leaders via the following:

- ▶ **MAIL SLOTS** — There are several Leader mail slots near the Ushers’ station (alphabetically grouped A-F, G-L, etc.). Please check and pick up your mail when you come to church. There are additional slots where you can pick up forms, newsletters, etc. Sharon Wills & Barb Emert also have a mail slot, which you can use to forward information to us.
- ▶ **EMAIL** — We use email regularly to communicate with Leaders. If you have an email address or if it changes, please forward your email address to [sharonw@gracestl.org](mailto:sharonw@gracestl.org) or Care & Support leaders to [barbe@gracestl.org](mailto:barbe@gracestl.org) as soon as possible, so we can keep our files up to date and communicate with you regularly.

**PLEASE CHECK YOUR MAIL SLOT AND EMAIL REGULARLY IN ORDER TO STAY INFORMED.**

## PUBLICITY AT GRACE

- ▶ **Short-Term Listing/Connecting at Grace Booklet/Care & Support Flyer** — To have your group listed in the Short-Term Listing, Connecting at Grace Booklet, Care & Support Flyer or your room reserved each term, you must register your group/class on our website via the link: <http://www.gracestl.org/connectingform>.  
The deadline dates for each trimester publicity are listed on yearly schedule. Each term you will receive an email reminder 2 weeks prior to the deadline.
- ▶ **Bulletin Announcements** — Contact Sharon Wills (ext 2132) or Care & Support leaders Barb Emert (ext 2112). Due to space limitations, only NEW groups or NEW studies or special events are listed in the weekly bulletin. Periodically, as space allows, the Publication Department will highlight a group.
- ▶ **CG Screen Announcements** — Contact Sharon Wills (ext 2132) or Care & Support leaders Barb Emert (ext 2112).
- ▶ **Connection Expo** — There is a place on the form to register. Just check the appropriate box. Contact Vicki Jerden at [vjerden@yahoo.com](mailto:vjerden@yahoo.com).

## PUBLICITY IN THE COMMUNITY

NOT GETTING ENOUGH PUBLICITY? — People can't come if they don't know about it? And how will they know unless someone tells them? RIGHT? Right! Grace's bulletins and booklet can only reach within the walls of Grace, but you don't have to settle for that! There are multiple advertising venues just waiting to serve you and many are FREE. Some options include:

- ▶ **JOY FM 99.1 Radio Station** — allows free posting of events on their website. Go to: [www.joyfmonline.org](http://www.joyfmonline.org) then scroll down and click on “Submit your event.”
- ▶ **AmericanTowns.com** — has a press release distribution tool that makes it a snap to build buzz for your events and activities on-line. Anyone in your group can add, manage and update the information you have posted directly to their Maryland Heights site. You can: (1) quickly distribute news releases to local media outlets for additional exposure and (2) easily attach photos and files for each release you send.
- ▶ **The Localite** — reaches Bridgeton and Maryland Heights and is FREE to church groups. Items are due around the first of each month. Send them to: The Bridgeton–Maryland Heights Localite Shopper, 2516 Woodson Rd, St. Louis, MO 63114. (Or perhaps there is a small paper just like this in your own neighborhood. Check and see!)
- ▶ **Grocery, Specialty Stores, Community Centers (& More)** — often allow groups to post flyers on their bulletin boards. Check out places near where your group meets and hang up those flyers left over from the Connection Expo!

## ROOM RESERVATIONS & SET-UP (on-campus)

- ▶ **TO RESERVE A ROOM** for your group, you just request it when you fill out the online registration form each term or contact Sharon Wills (ext 2132) or for Care & Support leaders Barb Emert (ext 2112). They will need the following information:
    - ▷ Your name (Leader), phone number, e-mail address; name of your group, if applicable
    - ▷ Contact person and phone number, if other than yourself
    - ▷ Day of the week and weeks of the month you will meet (i.e., 2nd and 4th Saturdays OR every Monday, etc.)
    - ▷ Time of meeting — give actual starting and ending times you will be meeting
    - ▷ Approximate number attending (to assure that the right size room is reserved)
    - ▷ If childcare is desired (see Childcare Guidelines)
    - ▷ Audio-visual needs or any other set-up needs, if any
- FYI** — Most groups that meet during services are scheduled for **90-minute time slots**. On Sunday mornings, rooms are reserved either from 9:00–10:30am or from 10:45am–12:15pm). This allows for better use of our building during peak hours.
- ▶ **ROOM SET-UP** — Each room has a standard set-up. You should advise Sharon Wills or Care & Support Barb Emert of your set-up needs when you reserve the room. They will attempt to reserve a room in your preferred set-up. However, this is often not possible, in which case it is your group’s responsibility to arrange the room the way you want it — you should plan to arrive early to do so. **It is also your responsibility to return the room to its standard set-up.** This should be posted near the door of the room. If it is not posted, return the room to the set-up found upon your arrival. If you find your room messy or not in its proper set-up, please advise Sharon or Barb immediately. This will enable us to find out who is responsible and discuss it

with them. REMINDER: You must be prompt on leaving your room as scheduled, especially during weekend or midweek services when another group may be assigned to that room immediately following your group.

- ▶ **ROOM CANCELLATIONS** — If for any reason your regularly scheduled meeting is cancelled, you must notify Sharon Wills (ext 2132) or Barb Emert (ext 2112) so they can cancel the room reservation. You should do this every time a meeting is cancelled. It is very expensive to heat, cool and provide electricity for such a large campus. The thermostats are raised and lowered depending on room use. Also, be considerate. There are many groups needing rooms. If yours becomes available, others could be using it.
- ▶ **SECURITY ISSUES / KEYS** — The Security Department will unlock your room, as well as the building you need access to, for the time slotted on your reservation. If the rooms are not open, call Security at 314-580-8001. Please enter this phone number into your cell phone address book. You can call security anytime your room is not unlocked, you feel uncomfortable or threatened by someone on campus or if someone is in need of medical attention during one of your meetings during regular service times.

## CHILDCARE GUIDELINES

- ▶ **WHY WE EXIST** — Limited childcare exists to support classes and community groups which meet on campus at Grace Church during off-service times.
- ▶ **WHEN WE EXIST** — Community group and class childcare is available only by reservation. It is open on Monday, Tuesday, Thursday and Friday evenings, 6:45pm–9:00pm. Daytime hours vary according to availability of workers. Childcare will not be open for use — even during the aforementioned times and days — unless the need is sufficient to warrant its use.
- ▶ **HOW MUCH IT COSTS** — The cost for childcare is \$5 for the first child in a family and \$1 for each additional child. Ministries or community groups will be billed \$5 per child for no shows.
- ▶ **PROTOCOL FOR UTILIZING CHILDCARE**
  - ▷ **30-DAY INITIAL NOTICE REQUIRED** — Once a group or class determines that childcare would benefit their efforts, the leader should call 292-8300 ext 2164 to secure childcare. You will need to (1) provide the name and phone number or email address for the contact person, (2) indicate the dates and times for the group or class and (3) give an estimate of how many children will need care. This number is important, as it helps assure adequate staffing. Classes and groups will receive verification by phone or email that space is available to take the indicated number of children.

- ▷ ONE WEEK IN ADVANCE OF THE FIRST MEETING — Each group or class is further required to give specific details about the numbers and ages of the children coming for childcare. The group/class is entirely responsible for gathering and reporting this information. This report may be phoned in (314-292-8300 ext 2164) or emailed to [gracekids@gracestl.org](mailto:gracekids@gracestl.org). It is recommended that a childcare "Point Person" within the group/class take on this responsibility. REMINDER: Ministries or community groups will be billed \$5 per child for no shows. In the event of on-going no shows, childcare may be discontinued.
  
- ▷ ON-GOING REPORTING — Once a class/group is underway, the Point Person is required to report any changes (additions or deletions to the roster of children) or a meeting cancellation. Parents in classes/groups meeting on Monday or Tuesday nights should notify the Point Person no later than 3:00pm on the Friday before the class so childcare givers can receive the information by 5:00pm on that day. Parents in classes/groups that meet on Friday nights should notify the Point Person by 3:00pm on the Wednesday before the meeting so childcare givers can receive the information by 5:00pm on that day. If class and community group childcare is not contacted, it is assumed that the level of care required is unchanged from earlier meetings.
  
- ▷ PAY RESPONSIBILITY — Childcare for the initial meeting of a class can sometimes be difficult to anticipate. Special advance arrangements can be made to staff for larger groups. However, children whose names are actually on the list will be given preference in the event that the maximum capacity for childcare is reached. Potential class participants need to be aware that space is limited. This grace period will be extended for 2 weeks at the written request of the sponsoring ministry, but said ministry will be responsible for absorbing the cost of the additional staffing should their presence prove unnecessary.

▶ **CHILDCARE (WORKER:CHILD) RATIO**

- ▷ Birth to 18 months = 1:3
- ▷ 2- and 3-year-olds = 1:5
- ▷ 4-year-olds and up = 1:8

Contact GraceKids Children's Ministry at 314-292-8300 ext 2164 with any questions.

## GRACE CHURCH GROUP LEADER COMMITMENT STATEMENT

When you complete your one-on-one interview, you will be asked to sign a commitment like this.  
This copy is for your reference only.

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- Will you regularly attend the weekend and monthly Communion Service at Grace?  Yes  No
- Will you support Grace Church with your tithes and offerings?  Yes  No
- If you haven't already, will you complete the Grace Base Classes and become a member?  Yes  No
- Will you support Grace's mission, statements of faith and values in your words & actions?  Yes  No
- Will you commit to teach and share the theological beliefs as taught in Orientation?  Yes  No
- Will you stay in contact with your Coach and return their calls?  Yes  No
- Will you attend the two Leader Huddles each year?  Yes  No
- If Care & Support Division, will you attend the 2 Continuing Ed. meetings each year?  Yes  No
- Will you commit to using only pre-approved materials in your group?  Yes  No
- Will you strive to have daily devotions in the bible and prayer?  Yes  No

By signing below, I affirm that the information on this form is true and accurate. I affirm that I have answered the above commitment statement prayerfully and with every intent, to do all that is specified. I agree to talk with my leadership if any of these commitments become too difficult.

Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

Leader Printed Name \_\_\_\_\_

Interviewer Signature as Witness \_\_\_\_\_







2695 Creve Coeur Mill Road • Maryland Heights, MO 63043  
PHONE 314-292-8300 • FAX 314-291-0918