

CBC Small Group Responsibilities

Group LEADER Responsibilities

1. Listen to the sermon each week and complete the application questions.
2. Track the needs of group members and communicate to Pastor as needed.
3. Lead in discussions & conclusions.
4. Manage time & keep the group on schedule...
 - Refreshments 6pm – 6:20pm
 - Discussion 6:20pm – 7:10pm
 - Prayer 7:10pm – 7:30pm
5. Complete weekly attendance report.
6. Assign a contacts for each absentee and target.
7. Provide tangible care for group members as needed (hospital visits, meals, cards, etc.)

Group HOST Responsibilities

1. Provide a clean & comfortable meeting place with a sufficient number of chairs.
2. Coordinate refreshments.
3. Provide feedback to the leader
4. Provide support to the leader (help jumpstart discussions, etc.)
5. The host should be a “mixer”. Be sure to greet and speak with each group member.
6. Coordinate childcare.
7. Substitute for leader in their absence.