

MULTI-GROUP STUDY CHECKLIST



ORGANIZATIONAL PREPARATION

Create an Approved Meeting Schedule

- Work with your church or sponsoring organization to set a weekly meeting schedule.
- Consider a consistent start week each year.
- Build in breaks and time between studies for Leader's Training, advertising, and sign-ups.

Promote the Study & Organize Sign-Ups

- Coordinate with your church or sponsoring organization for a study promotion and sign-up method.
- Include the weekly meeting schedule, lesson titles, and online registration/book purchase links (if applicable) in promotions. *Refer to Promotional Ideas for suggestions on how to promote the study.*
- Plan a method of dividing attendees into discussion groups and account for the possibility of adding newcomers beyond the first week.

Reserve Meeting Spaces (for In-Person Gatherings)

- Group Discussion Rooms:** Ensure enough rooms with chairs for small groups. If your group will have virtual participants, equip rooms with screens, cameras, and internet access.
- Video Viewing Space:** Reserve a larger room with seating for the entire group, a screen, and internet.
- Discussion Leader Training Room:** Reserve a room with chairs, internet, and a screen for training new leaders.
- Greeting Table Area:** Place a table near the entrance for registering newcomers, taking attendance (to share with group leaders), distributing books, nametags, etc.
- Refreshments Area** (optional): Keep refreshments simple and burden-free.
- Childcare** (if applicable): Arrange a suitable space and staffing.

Choose a Virtual Platform (For Online Groups)

- Decide which platform to use (Zoom, Google Meet, etc.). Participants will use the QR codes in their books to view the videos on their own time.
- Create basic instructions for discussion leaders, including how to send weekly meeting invitations, host sessions, and manage basic platform features.

Recruit Volunteers for Key Roles

- Building Security:** Assign someone to open and close the building.
- Set-Up & Clean-Up:** Oversee weekly meeting space preparation and cleanup.
- Refreshments & Sign-Ups:** Manage weekly snack coordination, if applicable.
- Greeter(s):** At building entrances and to man greeting table
- Tech Assistance** (if needed)

Order & Prepare Supplies

- Study Materials**
 - Participant's and Leader's books
 - Leader's Companion Guides
- Nametags & Markers**
- Directional Signage:** Guide attendees to meeting rooms.



LEADER'S PREPARATION

- Select Discussion Leaders**
 - Prayerfully choose leaders who are teachable, reliable, personable, and passionate about God's Word.
 - If required, ensure they are pre-approved by your church or organization.
 - Assign at least one leader per 10-15 people (ideally, two co-leaders per group).
 - Consider having a third person as a back-up leader in case neither discussion leader can lead.
- Provide Study Materials (Leader's Version of the GOTW study and a Leader's Companion Guide), or instructions for obtaining copies.**
- Before the Leader's Training**
 - Schedule and communicate the date of the pre-study Leaders' Training to all leaders, as well as any follow up training (short, weekly meetings for multi-group leaders are recommended - see Format for Weekly Leaders' Meetings in the appendix).
 - Instruct first-time discussion leaders to:
 - Read the Leader's Manual (in the back of their study book).
 - Watch the four short "New Leader" training videos.
 - Take the Discussion Leading Quiz (in the Leader's Companion Guide).
 - Instruct returning discussion leaders to review the Leader's Manual, focusing on anything they previously missed.
- Hold the Discussion Leader's Training**
 - Watch Together:
 - "First Meeting" video
 - "Addressing Challenges" video
 - "Training Focus" video for the study
 - Complete & discuss exercise in the Leader's Companion Guide.
 - Review the First Meeting Schedule:
 - Share the time schedule for "Meet & Greet" and "Format & Instructions."
 - Explain weekly group discussion and prayer time expectations.
 - Discuss Training Focus Exercise for the upcoming study.
- Plan Time for Co-Leaders to:**
 - Decide who will lead each part of the first meeting.
 - Schedule weekly check-ins with one another.
 - Create a plan for welcoming new members who join after the first week.
- Share Organizational Details**
 - Emphasize the importance of sticking to the schedule to avoid disruptions when rejoining for the video.
 - Discuss any other remaining tasks or details.
- Pray together for leaders, discussion groups, attendees, and all involved in the study.**