

SMALL GROUP STUDY CHECKLIST



ORGANIZATIONAL PREPARATION

Create a Meeting Schedule

- 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

- Arrange a plan for study promotion and a sign-up method.
- Include the weekly meeting schedule, lesson titles, and online registration/book purchase links (if applicable) in promotions. *Refer to Promotional Ideas on page 244 for suggestions on how to promote the study.*
- Set up the registration process.

Reserve Meeting Space (for In-Person Gatherings)

- Confirm Meeting Space with:**
 - Enough chairs for all group members
 - Screen for Video Viewing
 - Internet Access

Choose a Virtual Platform (For Online Groups)

- Decide which platform to use (Zoom, Google Meet, etc.).
- Discuss hosting options with your co-leader.

Order & Prepare Supplies

- Participants' books (unless you've provided instructions for obtaining their own copy)
- Nametags & Markers

Send Participant Reminders (Before the First Meeting)

- Call or email all registered participants with a reminder.
For virtual groups: Include a reminder to make sure their name is clearly visible on the screen for other viewers.

Plan for Refreshments (If Offering Them)

- Recruit helpers to manage a simple, low-burden process for serving snacks and cleanup.



LEADER'S PREPARATION

Choose a Co-Leader

- Select someone who is teachable, reliable, personable, and passionate about God's Word and the study.
- Consider having a third person as a back-up leader.
- Consult your church or organization before extending an invitation to lead.

Obtain Study Materials for You and Your Co-Leader (Leader's Version of the GOTW study and a Leader's Companion Guide)

Train & Prepare

- If you or your co-leader are facilitating a GOTW study for the first time:
 - Read the Leader's Manual (in the back of your study book).
 - Complete the New Leader training video and exercises in the Leader's Companion Guide.
- If you've led before, review the Leader's Manual (in the back of your study book).

Pre-Study Planning Meeting

- Watch together:
 - "First Meeting" video
 - "Addressing Challenges" video
 - "Training Focus" video for the study
- Complete & discuss the exercise in the Leader's Companion Guide.
- Plan the first meeting:
 - Assign leadership roles for each portion of the meeting.
 - Set clock times for key segments (discussion, prayer, and 35-minute closing summary video).
- Identify incomplete checklist tasks and make a plan to finish them.
- Establish a weekly check-in for co-leader communication.
- Other Discussion Points:
 - _____
 - _____
 - _____
- Pray together for your discussion group.