

- **Administrative Goals**
 - **COMMUNICATION**
 - **SHEPHERDING**
 - **ENCOURAGEMENT**
 - **LEADERSHIP and VISION**

- **Organization**
 - **5 LEADER >1 COACH**
 - **5 COACHES >1 ZONE LEADER**

- **Administrative Tasks**
 - **Referrals**
 - A referral is someone who has **REQUESTED** to be in a LifeGroup
 - A referral can come from the **OFFICE** or from your **COACH**
 - Phone referrals within **24** hours and invite them to your **MEETING**
 - Leave a **BRIEF** message if they are not home
 - Rule of Thumb: '**FIVE POINTS OF CONTACT**' Make 5 attempts or invitations, after that don't worry about it.
 - **SUMMARIZE** any conversations or messages left on the LifeGroup Roster Report

 - **Weekly LifeGroup Roster Report**
 - Note names of referrals as visitors when they attend the LifeGroup
 - Note the names of other visitors who attend LifeGroup
 - Note new addresses/telephone numbers of members
 - Check the members/visitors who are present
 - Comment on special needs, blessings, concerns, answered prayer
 - Make sure that your coach knows the **TIME** and **LOCATION** of your next meeting. This is important for referrals, visiting coaches and zone leaders.
 - We also want to know how many **EMPTY CHAIRS** you have.
 - Contact your coach weekly by **WEDNESDAY**. Your coach will contact the LifeGroup office.

 - **Equipping Tracker (Quarterly)**
 - Ask who has completed the **PURPLE BOOK**
 - Encourage everyone to start or continue an **LTG**.

- **Communication**
 - **Five-Finger Plan**
 - Call your **COACH**
 - Call your **INTERN** or co-leader
 - Call one LifeGroup **MEMBER** you think needs encouragement
 - Call **REFERRALS** and invite them to LifeGroup
 - **PRAY** for your group

- **Using a Touch-Base Coach Call**
 - Talk about: What's working? What's not working?
 - Talk about answered prayers and/or special prayer requests
 - Talk about special needs with family, at home, or at work
 - Feel free to **PRAY** if you feel led but keep the call brief and to the point

- **Staying in Touch**
 - Weekly: Roster Report and Coach Call
 - Monthly Coaches Huddle
 - Bi-Monthly Leadership Summit
 - Annually: LifeGroup Leader Retreat and LifeGroup Seminars
 - LifeGroup Minister, Tod Brown, Cell: 528-5551, tod@gcrcc.org

- **Training LifeGroup Interns**
 - **LifeGroup Leader Training – Every Semester** Vision for the Church, LifeGroups structure, leadership

 - **In-LifeGroup Training: Practice** – LifeGroup Leader supervises (8-12 weeks)
 - Week 1: Lead the “Welcome
 - Week 2: Lead the “Worship”
 - Week 3: Lead the “Word”
 - Week 4: Lead the “Works”
 - Week 5: Lead the “Welcome” and the “Word”
 - Week 6: Lead the “Worship” and the “Works”
 - Week 7: Lead the “Welcome” and the “Works”
 - Week 8: Lead the “Worship” and the “Word”
 - Weeks 9, 10, 11, & 12: Lead the Four Ws

- **LifeGroup Resources: Knowledge for Skill Development**
 - **Suggested Books:**
 - Building a Church of Small Groups, Donahue and Robinson
 - Leading Life-Changing Small Groups, Bill Donahue
 - The Community of the King, Howard Snyder
 - Ordering Your Private World, Gordon MacDonald
 - The Second Reformation, William Beckham
 - Where Do We Go From Here, Ralph Neighbor

 - **Web Resources:**
 - www.gcrcc.org (LifeGroup Section)
 - www.smallgroups.com