



COMMUNITY GROUP // PLANNING TEMPLATE AND CHECKLIST

WHY A TEMPLATE? Make the most out of each time and gathering.

BEFORE THE GATHERING

- **Defining the goal**
 - Family time: Building relationships and praying together
 - Study time: Engaging the passage, discussing and applying the sermon

- **Preparing to lead**
 - Praying for the night and the people in your group
 - Thinking through difficult people or dynamics
 - Communicating the details of who, what, when, and where

IN THE GATHERING

- **Check-In Time:**
 - Pick your format of all group or smaller groups
 - Decide on a question
 - What's a Hi/Low from the week (better for all group)
 - Rate your connection with God from 1-5
 - What's a prayer request for your walk with Jesus? (better for smaller)

- **Story Time**
 - Check-in with who is sharing
 - Remind people to keep things in confidence

- **Discussion Time**
 - Watch the sermon and go through the guide on your own
 - Having the guide available for others, knowing your adjustments or additions
 - Decide on the balance of individual, small group, and all group time

- **Prayer Time**
 - Have someone taking requests
 - Decide the time given to prayer
 - Pick a format for prayer
 - Popcorn
 - One person
 - Smaller groups

AFTER THE GATHERING

- Following up on prayer requests
- Reminding of the next gathering
- Deciding on who is sharing their story next



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Date and Time: _____ Location and Leader: _____

BEFORE THE GATHERING

- Defining the goal (write it out): _____
- Preparing to lead
 - What are you praying for in this gathering? _____
 - What's a difficult dynamic or person to consider? _____
 - Have the details been communicated to everyone? _____

FOR THE GATHERING

- Check-In Time:
 - What will your check-in time look like? Check one of the following:
 one large group a few small groups one-on-one
 - Put a check beside the questions you plan on asking
 - What was one high point and one low point of your week? (whole group)
 - On a scale of 1-5, how was your personal devotional time with God this week?
 - How can we pray for your walk with Jesus? (better for smaller)
 - Other: _____
- Story Time
 - Who is sharing? _____
- Discussion Time:
 - Did you listen to the Sermon and read through the discussion guide? yes no
 - Do you make any adjustments or additions to the guide? If so what where they?

 - What will your discussion time look like? Check one or more of the following:
 one large group a few small groups one-on-one

Why did you choose the above format for discussion time? _____
- Prayer Time
 - Who will be writing down prayer requests? _____
 - How much time will you spend in prayer? _____
 - Put a check beside the format for prayer
 Popcorn One person Smaller groups

AFTER THE GATHERING

- Who needs followed up with and why? _____