



SMALL GROUP VOLUNTEER LIST

Encourage shared ownership. When this happens, the group moves from being "your" group to "their" group. Remember to rotate the facilitation of the group at least by the 2nd or 3rd week. Get out your group calendar and record where the group will meet, who will host, who will lead worship, and who will bring refreshments. This will develop ownership on a variety of levels.

Make sure that each group member has a responsibility. Some people may not be ready to lead worship or plan a ministry project, but everybody can take a responsibility by teaming up and doing something together. It could be planning a social, or following up on absent group members, or participating in a ministry project. Sign them up, pair them up, and follow up. If you don't follow up, it won't happen.

Member

This position is obvious, but it doesn't mean that a Member doesn't have responsibilities. A Member may be the social coordinator for the group or the person responsible for organizing the ministry of the small group, such as a food drive or neighborhood party to invite seekers. We like to say that a small group should move a person from seeker to shepherd. That's not to say that all members will end up coaching other small group leaders. But it does mean that as the five biblical purposes are realized in a person's life, they will grow to new responsibilities.

EXAMPLES

EVENTS PLANNER: Plans in detail special events such as celebration dinners, group outing, birthdays, anniversaries or special events. Should be someone creative who knows how to have fun and enjoys organizing group events.

COMMUNICATIONS COORDINATOR: Keeps track of all group contact information. Keeps the group informed usually through email of all updated information such as planned events, birthdays, anniversaries, updated contact information, meeting locations and coordinated church events. Should be an outgoing but detailed person who enjoys the benefits from organization.

HOSPITALITY COORDINATOR: Organizes weekly hospitality needs and assist Events planner for special events. This person should be someone who really understands what a difference good food and good planning can make.

DESIGNATED COORDINATOR: This person organizes and leads a study for a designated week.

DESIGNATED HOST: This person hosts the small group for a designated week.

WORSHIP COORDINATOR: Leads small group worship. Organizes selected worship music or appropriate scripture devoted to worship. Usually, someone in your group has musical talent.

Other possible participants: Prayer Coordinator, photographer, church liaison or reporter, fund raiser, etc.