New Small Group Leader Onboarding Checklist

1. Intro Meeting
   1. Purpose: brief chat for introductions, what small groups are, instructions to get started.
2. Turn in Application
   1. Send email to give update on the rest of the process.
3. Background Check
   1. Email or drop off hard copy with Cindy
4. Call References
   1. Sample script:
      1. Hey! This is Stacy Gonzales from the (**Gathering/High School Ministry**) at Shadow Mountain Community Church. (**John**) recently expressed interest in being a small group leader with us and I was wondering if you’d have a minute to tell me a little bit about (**him)**.
   2. Sample questions:
      1. How do you know (**John**)?
      2. (Stuff based on first conversations with him)
      3. Would you feel totally confident with (**him**) hanging out with high school (**boys**)?
5. Small Groups Crash Course
   1. We trust you! – Grant
   2. Ministry Vision - Grant
   3. Gather, Grow, Go - Grant
   4. Documents to go over:
      1. Ministry One Page
      2. 4 Components of Every Small Group
   5. Documents to give:
      1. Phase Guide
      2. Guidelines
   6. Answer any questions
6. Shadow a Small Group
   1. Same group that they would be joining
7. Set up on Slack
8. Order Name Tag - Krista