WELCOME & INTRODUCTION

Welcome to the team! We are excited to start Summer Pop-Up Connect Groups.

- Groups of four to six people
- Meet for three meetings in Summer 2026. (One meeting per week)
- Suggested meeting length is approximately 1.5 hours.

RESPONSIBILITIES

1. Pray for your group members

Slide: How and when will you pray for your group and the participants?

2. Create a welcoming environment

Smile and ask each person about their day as they arrive.
Use icebreaker questions
If meeting in-person,

- Ensure the room is clean, tidy and free of distractions (including pets).
- Offer drinks and a snack

If meeting online,

- Ensure strong internet connection
- Quiet space without other people or noises in the background.
- Everyone turn on their camera.
- Use computers not phones.

Slide: What is most important in your situation to create a welcoming environment?

3. Facilitate discussion and prayer in the meeting

It's not your job to ensure everyone has all their questions answered. You are providing a safe place to ask and discuss questions; trust the Holy Spirit to reveal the truth.
Tips:

- Open the meeting in prayer and invite the Holy Spirit to guide and direct the conversation.
- Review discussion questions in advance of the meeting.
- Establish ground rules such as confidentiality.
- Limit the time you spend talking and solicit the responses of others in the group.
- Take note of anyone who hasn't shared and invite their thoughts. Accept and move on if they have nothing to add.
- If you have talkative people in the group, suggest that for the next question, you want to hear from someone who hasn't yet shared.
- Sometimes a group may be quiet. Tell them you'll give them time to think about their answer, and then stay comfortable waiting for a minute or two. Count to 8 slowly after asking a question.
- If you have a difficult person in your group, you may need to speak with them privately. Or contact Pastor Renée or an experienced Connect Group Leader for support.

Slide: Who will you contact if you need support?

4. Ensure that the meeting stays on schedule

One of the reasons we have limited the group size is to keep within the time frame while still allowing all members to participate.

- Start and end the meeting on time! This shows respect for people and their time.
- Determine how long you have for discussion/support and how long you need for prayer, and do your best to stick to those limits.
- Use a timer to help keep track of the time.
- If you have trouble keeping track of time, ask your co leader to help you.
- One technique is to have everyone share their prayer request by typing it in the chat - for online groups - or writing it down if you're in-person. Since everyone can be typing or writing simultaneously, that allows most of the time to be spent praying for the requests instead of listening to each person explain their request individually.

Slide: What approach will you take to keep your meeting on schedule?

5. Prepare

Plan on an hour of preparation time each week that will include praying for the group, looking over the video and questions, and following up as needed with group members.

6. Follow Up

It is important to follow up with anyone who misses a meeting via email/text/call. This communicates to them that their presence is important.

Slide: When is the best time for you to follow up after the meeting?

7. Administrative Duties (this can also be delegated to a co-leader)

- We recommend that you download the **Church Center app** because it simplifies your administrative duties and enables group chat.
- It is important to record the attendance of your group members for statistical purposes. Having people registered in your group also simplifies communication.
- Your group will be receive automatic email reminders that request RSVPs.
- You will also receive an email reminder to take attendance.

(All reminders will also appear as notifications in the Church Center app.)

8. Technical Details

It is important to ensure that everyone in the group can view the video. If you have a co leader or group member who is comfortable with technology, consider delegating some of these duties.

Before the day of the first meeting, you will need to preview the first video on RightNow Media and ensure the technology is in place for your group to view it. This means that:

- If your group is meeting in-person, preview the video on the screen you will be using. Check that each seat allows the person to see the video clearly. If there is a seat that has a less than optimal view, take that for yourself, since you have pre-viewed the video.
- If your group is meeting online, ask a friend or family member to join a practice online meeting so you are comfortable to host the meeting. Test how to play the video, use

the chat, mute/unmute yourself, and view the study guide. We recommend using a computer for meetings for the best experience.

DECISIONS

9. Connect Group Start-Up Form

- Filling out the Connect Group Start-Up Form is required to set up your group online.
- Submitting this form is essential so you will receive all the materials needed to facilitate the study.

May the Lord bless you as you facilitate a Pop-Up Connect Group this Summer!