

# **ELEMENTARY SMALL GROUP LEADER CHECKLIST**

## **MONDAY-SATURDAY**

- ☐ Review content
- ☐ Internalize stories and bottom lines

## **PRE-SERVICE**

- ☐ Check supplies for activities in SGL bin
- ☐ Final review

## **ARRIVAL**

- ☐ Warmly greet kids by name/connect with parents
- ☐ Introduce yourself to new kids
- ☐ Engage kids through opening activities
- ☐ Opening activity, week in review, offering and prayer

## **LARGE GROUP**

- ☐ Headcount before departing
- ☐ Participate with kids

## **SMALL GROUP**

- ☐ Headcount when arriving
- ☐ Execute activities (have fun)
- ☐ Remember transitions/bottom lines
- ☐ Look for teachable moments

## **DISMISSAL**

- ☐ Engage kids in final activity
- ☐ Tell kids goodbye by name
- ☐ Engage parents - tell them what their child learned
- ☐ Engage parents - tell them something encouraging about their child
- ☐ Tidy area and SGL bin
- ☐ Make note of needed supplies