

ELEMENTARY SMALL GROUP LEADER COACH CHECKLIST

DURING THE WEEK

- ☐ Review curriculum
- ☐ Send email/text/facebook messages
 - ☐ Send encouragement
 - ☐ Summarize upcoming bottom line (challenge to personalize)
 - ☐ Solicit feedback (questions/planned absences)
- ☐ Schedule/attend bi-weekly coffee with volunteer
- ☐ Schedule weekly phone call with volunteer
- ☐ Write & mail note

PRE SERVICE

- ☐ Ensure curriculum/notes are available
- ☐ Ensure group bins are stocked and ready
- ☐ Greet small group leaders as they arrive
- ☐ Lead pre service huddle
- ☐ Arrange subs and get leaders last minute supplies

SERVICE

- ☐ Greet kids upon arrival
- ☐ Direct kids to appropriate groups
- ☐ Be available for group needs
- ☐ Assist with bathroom runs
- ☐ Assist with movement to large group experience
- ☐ Sit in with group for training/evaluation

POST SERVICE

- ☐ Thank SGL's before they leave
- ☐ Record feedback/comments
- ☐ Ensure all group bins are put away and room is reset