

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