

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