



## Goals for the 1st Meeting Living Free (Special Focus Group)

### Make your 1<sup>st</sup> Meeting Great!

- Day before the first meeting
  - Send out a reminder to the group about the Meeting (include the time and place) via text, messenger, and/or email.
  
- Setting up the Meeting place
  - Arrive at least ½ hour before the meeting is scheduled to start.
  - Arrange the seating in a circle so that each person can easily see all the other members.
  - Minimize the distances between people so that they can see and hear each other with few distractions.
  - Seating should all be at the same level, not with some seated on the floor, for example, and some on chairs.
  - Make sure the sight lines are clear between members, with no lamps, flower arrangements or other intrusions.
  - Have water available (other non-alcoholic beverages, such as coffee, are optional but not necessary)
  - Snacks are also a nice option, but not necessary.
  
- Have materials/supplies available and ready for Members
  - Have pens & highlighters available for the members.
  - Optional: name tags - if using name tags have them ready with a marker.
  - Have the workbooks available and ready for the members.

- Have copies of the “Living Free Group Member Commitment” forms available for each Member (have them partially filled out ahead of time).
- Have a blank attendance sheet ready with the Co-facilitators information already filled out.

➤ Welcome!

- One of the Facilitators should be in the lobby area 10 minutes before the group arrives to greet the members.
- Studies have shown that the first 7 seconds a person spends in a room can make or break the remainder of their experience in that room.
- Mingle and visit while everyone is getting beverage and/or snack.
- After everyone has arrived and is seated, start with introductions and sharing questions:
  - Name
  - Tell us about yourself (hobbies? Pets? Family/kids? Job?)
  - Why did you want to take this class?
  - What do you hope to get out of it?
- Explain the ground rules
  - We want you to be here - Make these sessions top priority.
  - Speak within your own comfort level - this is a nonthreatening place.
  - Confidentiality is very important - We must be able to trust one another. The ONLY exception to maintaining confidentiality should be when a person is a danger to themselves or others.
  - Make a commitment to prepare for each session - do the homework.
  - Spend time alone with God every day - That time alone with God could be the most significant element of the healing and the building God want to do in your life.
  - This group is not a substitute for medical or psychological care - Do not stop taking prescribed medications or cancel your doctor’s care.
- Explain the Commitment form
  - Co-facilitators should have them partially filled out prior to meeting.

- After the members have filled out and signed, make copies for each of them. (or take with you to make copies and bring back the next week.)
- Collect the fee for the workbook, if applicable.
  
- Close with prayer
  - Ask for any prayer requests.
  - Close the prayer with dedicating the next # of weeks to God.
  
- Take a group photo. Post it and tag New Life. This helps us promote small groups. :)
  
- Goodbye!
  - Never underestimate the significance of the time after the meeting. It is key to connect with people and find out what they are all about.
  
- We count people because people count!
  - One of the facilitators should record the attendance and text or email to the LF Coordinator after the meeting.