

The Small Group Log Book

Date: _____

The Small Group Log Book

The Small Group Log Book was designed specifically for use in a Discipleship Small Group Network. The Small Group Log Book comprises three sections:

The Directory is a convenient address/guest book that should be used to record all regular participants and guests.

The Gathering Journal is a record of the weekly Gatherings including vital statistics, the names of guests, a prayer journal, and a place to record notes.

The Apprentice Checklist has been designed to facilitate the intentional training for future Discipleship Small Group Leaders. This may be used in conjunction with the *Apprentice Manual*.

Using the Log Book

There are several ways to use the Gathering Journal and the Directory. You may simply ask someone to record the prayer requests, the vital statistics, and to collect the names and addresses of your regular participants and guests to keep the directory updated. Consider using a pencil to fill in the directory in order to keep the information current—remember, email addresses sometimes change more often than Microsoft changes operating systems.

The Apprentice Checklist should generally be completed by the Discipleship Small Group Leader. Refer to the Checklist frequently to ensure your apprentices are being fully trained.

Every month or so, leaf through the contents of the Log Book to remind your Discipleship Small Group participants of who may be missing. Get a volunteer to drop these folks a line or send them a Discipleship Group postcard.

Before the end of the year, make sure you order a new Small Group Log Book. Don't forget to transfer the current participant's contact information into the new book.

Directory

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____



Date: _____

The Small Group Gathering Journal

Attendance: _____

Offerings: _____

Guests

Prayer Needs

Answered

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

Notes: _____



Date: _____

The Small Group Gathering Journal

Attendance: _____

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Guests

Prayer Needs

Answered

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

Notes: _____

The Apprentice Checklist

Name: _____

- PMA Taken Date:** _____
- Apprenticeship Began:** _____
- Apprentice Recruited:** _____
- Basic Training:** _____
- New Group Launched:** _____

Task	Introduced	Comfortable	Mastered
Set-Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean-Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Server	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-Event Hospitality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Host	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Task	Introduced	Comfortable	Mastered
Bible Facilitator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group of 4 Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worship Facilitator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prayer Facilitator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communion Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mentor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiting/Evangelism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>