

## **Trinity Small Groups Leader responsibilities**

### **Prepare and lead meeting**

Leaders need to listen to the sermon, preferably in person but at least via internet, do the homework, and listen to weekly leader notes made available online.

### **Attend all Training Meetings**

- New Leaders Meeting: New leaders will attend a meeting geared to give basic group leading skills and expectations.
- Two Yearly Meetings: All hosts and leaders will attend the Kickoff meeting in the Fall and a Winter meeting in January.
- Ongoing leadership training: This training is provided through year on periodic basis.

### **Track needs of Group members**

Leaders are the first spiritual line of defense and are expected to keep in touch with spiritual pulse of group members.

### **Communicate special needs to pastoral staff**

If issues arise that are beyond the skills of the membership of the group or are of great pastoral importance, the leader is expected to communicate those concerns to the pastoral staff in a timely manner.

### **Complete weekly attendance sheets**

Discipleship Groups are the heartbeat of Trinity, so attendance is important to us. Leaders will turn in weekly attendance sheets. This can be done online.

### **Visit members in hospital**

When a crisis or major illness comes to a member, your group needs to provide pastoral care to that member. The leader and other members need to be available for prayer and support for those in extreme need.