

Small Group Host Expectations

General Expectations

- Complete Growth Track.
- Complete Background Check.
- Fill out Small Group online form (day, time, location).
- Attend and have your picture taken at the Small Group Training.
- Connect with your coach.
My coach's name:
My coach's contact info:
- Be open and honest with your group.
- Love your group well.
 - Pray for them
 - Lead them in discussion
 - Be full of grace
 - Invite members to attend every week
- Recruit members.
- Fill out your weekly report after each group meeting.
- Plan a party for the group's final meeting.
- Prioritize Sunday mornings (worship one, serve one).
- Contact those who signup, introduce yourself, and share with them what to expect.
- Follow 70/30 Rule (70% of the group should talk / 30% of leadership should talk).
- Keep discussion positive (avoid politics, divisive issues, and negative talk).
- Respect boundaries (men minister to men and ladies minister to ladies).
- Serve at Small Group Rally by connecting with people and inviting them to signup at cotr.org/groups for a Small Group.
- Stay up to date and connected to the culture by listening to the COTR Backstage podcast (backstage.cotr.org).

Zoom Expectations

- Make sure to have a computer or laptop (ipad or tablet will not work).
- Select a separate day with your coach or co-leader to test Zoom and Pastor's video.
- If you have trouble with your internet while playing the video from the website, use the special link to download the videos onto your computer.
- Arrive on Zoom 15 minutes before starting time.
- Make sure you have emailed and texted each person in your group the Zoom link.
- If your group is meeting over 40 minutes, we recommend you purchase a Zoom subscription (but not required).
- Make sure to keep your camera and on and facing you so your group can see you the entire time.
- Lead your group in a room that has good lighting where your group can see you.
- Encourage them if possible to put their camera on so you can see each other.

Onsite (at Church) Expectations

- Come early to prepare your room.
- Make sure lights are on in the room and everywhere your group will be (halls and areas near bathrooms).
- Leave the room as you found it (If you need to move chairs or tables, take a picture so you can put it back in the right spot).
- Take the trash out after your group finishes.
- Leave things better than you found them.
- Stay on time with your group (keep in mind that there could be a meeting right before or after your group).
- If something feels or looks wrong, please make a staff member aware immediately.
- Do not allow children to attend your group. Please utilize childcare (on Saturdays and Sundays).
- If an incident happens, please inform COTR staff member present and write up an incident report and also please contact your Small Group Coach immediately after your group.
- Avoid being alone with just one person at any time.

Offsite Expectations

- Must have enough parking at the site for the people to attend.
- Make sure there's no object near the activity that can cause harm to anyone or cause any damage.
- Keep your pets contained and away from people to avoid bites and/or allergic reactions.
- The site must look like our church culture. House must be clean, no obscene pictures, or improper music.
- Avoid being alone with just one person at any time.
- Provide a private room for one person to change clothes (if needed for activity).
- Do not allow children to attend unless you have childcare staff member and approval from church leadership.
- If an incident happens, please write up an incident report and contact your Small Group Coach after your group.