

# SMALL GROUPS OVERVIEW

## NEW LEADER ONBOARDING

We created an online onboarding process for all first-time Small Group Leaders to complete. You can view our entire onboarding process on [milestonechurch.com](http://milestonechurch.com).

There are three steps to become a Small Group Leader at Milestone Church. (Note: We require leaders to complete the Growth Track in preparation for these steps.)

### STEP 1. WATCH THE TRAINING VIDEOS

The training videos take about 35 minutes in total. Leaders can watch these videos in one sitting, or break it up over a few days. They can be watched at home, during a lunch break, or at another time of convenience.

We created online training videos to ensure consistent training across multiple campuses. However, the videos could be adapted for live, in-person training at your church.

- Video 1 - Why Small Groups (7:34)
- Video 2 - Becoming a Great Leader (19:15)
- Video 3 - Next Steps (8:51)

### STEP 2. COMPLETE A LEADER APPLICATION

The second step in our process is to submit a Leader Application. This gives us a window into who our Small Group Leaders are, and it helps our Coaches prepare for their meeting with the leader (Step 3 below).

The Leader Application begins with the commitments we want all our Small Group Leaders to make, and then asks some basic information.

- Small Group Leader Application (*See example document*)

### STEP 3. MEET WITH A SMALL GROUP COACH

The final step in the onboarding process is to meet with a Small Group Coach. Our Small Groups Team receives the Leader Application, reviews it, and connects the potential leader with a Coach. The Coach sets up an initial meeting to get to know the potential leader, go over our Leader Commitments, and answer any questions they may have.

This meeting is vital to our process. Since we do not conduct in-person training, meeting with a Coach may be the only point of contact we have with potential leaders. The purpose of the meeting is to “vet” the leaders, but it also provides an initial connection between the Small Group Leader and Coach.

The goal is to “wow” the potential leader. The Coach has a small gift for the potential leader, which includes a “Table Talk” ice-breaker game we created for Small Groups, a notebook to take prayer requests, and some helpful information. The Coach’s main priority is to get to know the leader and make them feel cared about and supported. This is the important first step in the Small Group Leader/Coach relationship.

After meeting with a Coach, our team activates the Leader’s Small Group and it goes “live” on our Small Groups Finder. If there are any concerns about the Small Group Leader, the Coach lets our team know, and we can address those concerns one-on-one.

### **SMALL GROUP COACHING**

Small Group Coaching is vital to the success of any Small Groups ministry. Each First-Time leader is assigned an experienced Small Groups Coach who will schedule an initial meeting and remain available to the leader through the entire semester.

When a coach meets with a leader for the first time:

- Give a gift to the group (provided by the church)
- Get the Small Group on the Finder and ready for people to sign up
- Review the leader application
- Answer any questions the new leader may have

The coaching webpage includes:

- The Vision and Purpose for Small Group Coaching
- Coaches Training Video
- Coaching Steps (for First-Time Leaders)
- Coaches Resources