

# Group Leader Guidelines



1. **LEADERSHIP MEETING** – at 6:20 p.m. in our office/closet
2. **PREPARE** – get materials and walkie-talkie in our office/closet
3. **HUG** – help to greet our guests as they arrive at Victory Group
4. **OPENING MEETING** – help to greet guests
5. **GREET** – group attendees at door of meeting room
6. **BEGIN** – close door, begin meeting
7. **SMILE** – acknowledging tardy guests as they arrive
8. **ME** – Use “I” statements only – Please do not preach.
9. **FOCUS ON OTHERS** – and their discussion.
10. **tone** – manage group by kindly interrupting dominant people to regain discussion focus
11. **WORD OF GOD** – if someone mentions untruths about God, minister to the group the truth of the Word of God, in love.
12. **CONTACT** – Kay or Diane always if:
  - a. Someone seems intoxicated
  - b. Someone mentions suicide
  - c. Critical situations in someone’s life
  - d. Meeting challenges
13. **ALERT** – security via walkie-talkie if it seems someone is getting out of control
14. **STRETCH** – don’t dismiss early, pose questions to fill time
15. **END** – with closing and announcements by 8:00 p.m.
16. **PRAY** – Be available to pray with a prayer partner with guests as requested.