



CLS SMALL GROUP LEADERS – ON CAMPUS New Group Checklist & Sample Email

A. Once you Receive your Group List:

1. PRAY for the women God has given you this year and ask Him to fill you with love for each of them.
2. Visit with your Co-Leader about how you can share the workload.
3. Set up an **email distribution list** and **group text** in your contacts. Feel free to contact your PAL Leader if you need help.
4. Send your group a **Welcome Email** (sample below) that includes:
 - a. Start Date & Time: **Thursday, Sept 10th @ 9:30am**
 - b. Building, Room #, and attach **Campus Map PDF**
 - c. Your **name & cell number**
 - d. First Luncheon Date – **October 1st**
 - e. Link to purchase the study guides
 - f. Finally, let them know that you will be calling them individually with more information and have them save your number in their phone.
5. Begin making calls!

B. Initial Phone Calls (use CLS General Information Sheet):

1. Choose a time that is convenient for you and doesn't interfere with family time.
2. Make certain they have ordered their materials.
3. Determine if they have any childcare needs.
4. Make sure that the contact information on your roster is correct. Note any changes on your roster and email to **clsbiblestudyinfo@gmail.com**
5. If someone was incorrectly placed in an IN PERSON or ZOOM group, please let your PAL Leader know immediately.
6. If someone wants to bring a friend and they decide to join, please have them drop by the Welcome Table after class to register.
7. Let your **PAL Leader** know how your calls are going – she's there to help!

8. Follow up with a text if you aren't able to reach them.

Reminder Email:

Send your group an email the **Monday or Tuesday before class** starts reminding them of class location, parking information and start time.

After class:

Be sure to make a note of anyone who was unable to attend the first day of class and reach out to them personally over the weekend.

SAMPLE GROUP EMAIL

(copy / paste into your email and replace the orange wording)

Welcome to CLS! We are so excited to be your leaders this year! We will be reaching out to you by phone over the next week, but wanted to give you a quick overview! Please take a minute to add our contact information to your phones so you don't think we're spam!

When: Our first day will be **Thursday, September 10th at 9:30am.**

Parking: See attached map. Please park in the East and West lots closest to Woodway. Handicapped spots are noted along Riverway, and we also offer valet for those who need it. There is only Handicapped Parking on the south side of Campus.

Place: Come directly to our small group in the **[INSERT BUILDING/ROOM HERE]** **(INCLUDE ANY HELPFUL DETAILS i.e. the middle classroom just across from the gym on the ground floor of the Activity Center)**

Schedule: We will meet in our small group at 9:30 am to discuss the lesson and pray. At 10:20, we will head to the Parish Life Center (PLC) for music, the God Moment and the lesson. We will adjourn by 11:15. First Group Luncheon will be October 1st!

What to Bring? Bring your study guide, a Bible and pen, and a sweater/jacket if you get cold.

Still need to get the study guides? Click on the **links** below to purchase on Amazon:

- **1 & 2 Peter**
- **1, 2, 3 John & Jude**

Please let us know if you have any questions! We look forward to sharing this year with you!

Love,

[LEADER NAME]

[PHONE #].

[LEADER NAME]

[PHONE #].