



CLS SMALL GROUP LEADERS - ZOOM

New Group Checklist & Sample Email

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 responsibilities.
3. Set up an **email distribution list** and **group text** in your contacts. Contact your PAL Leader if you need help.
4. Send your group a **Welcome Email** (cut and paste sample below)
5. Begin making calls as soon as you can!

Initial Phone Calls (use CLS General Information Sheet):

1. Choose a time that is convenient and doesn't interfere with family time.
2. If you leave a message, follow up immediately with a text and tell them to add you to their contacts.
3. Make certain they have ordered their materials.
4. Make sure they are comfortable with Zoom. They will receive an email the Tuesday before class with two Zoom invitations (small group and lecture)
5. Go over Thursday Schedule (see Sample Email below). Encourage people to come early to socialize!
6. Make sure that the contact information on your roster is correct. Note any changes on your roster and email to clsbiblestudyinfo@gmail.com
7. If someone was incorrectly placed in an IN PERSON or ZOOM group, please let your PAL Leader know immediately.
8. If someone wants to bring a friend, have them let you know so you can contact them and let your PAL Leader know.
9. Let your **PAL Leader** know how your calls are going. We are here to help!

Send Reminder Email the Tuesday before class starts:

- a. Include Zoom Invitation with both links
- b. Let them know how excited you are and include the day's schedule (see sample email attached)

Follow Up!

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 add us to your contacts so you don't think we are spam when we call.

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

Zoom Invitation: We will send an email with the two Zooms invitations the Tuesday before we start - one for the small group and a second for the 10:30 Lecture.

Zoom Schedule:

9:10	Social Time
9:30	Lesson Discussion
10:30	Music/God Moment/Teaching
11:15	Adjourn

What to have? Your study guide, a Bible, and a pen

Still need to get 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#]