

LIFE GROUP eager Manual

Let's do life TOGETHER.



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- 4 PLANNING CENTER
- 5 MINISTRY HOUSE ETIQUETTE
- 7 PRACTICALITIES





UPDATED DECEMBER 2023

How to lead your



PRAYER CHANGES EVERYTHING

This is the most crucial part of any life group.

Spend intentional time in prayer for your life group and watch how God will begin to move!

Topics of prayer:

- Wisdom and & guidance for you as you lead.
- For conversations to be fruitful and life giving.
- For people to feel like they belong.
- That all will draw closer to God and draw closer to each other.



CREATE A WELCOMING SPACE

You want everyone to feel welcomed and like they belong. Though the atmosphere may be easier to set in your home, you can create a welcoming space anywhere you meet!

- Personally call each member before the first meeting and introduce yourself. That way, even if they're new at The Springs, they'll already know one person!
- Greet each member as they enter!
- Spend time at the beginning to talk and reconnect each week! Avoid jumping right into the lesson or activity the start!



FACILITATE CONVERSATION & CONNECTIONS

Get your members talking! Even if your group is a study of sorts, there should ALWAYS be time for discussion! Avoid awkwardness by being prepared with the materials/activities you will be partaking in together! Have open-ended discussion questions ready for your group, but don't feel tied to them. Pray and follow God's leading in your conversations. Be sure to include everyone in conversations! If someone is quieter by nature, without making them feel uncomfortable, direct specific questions toward them. Beware of those who may tend to monopolize conversation. We want to be sure everyone has an opportunity to share. Be prepared as to how you can gently and kindly open the conversation up to all!

ANSWERING HARD QUESTIONS

There will inevitably be times where hard topics, conversations, and questions may come up. Please take a tactful approach to these topics and be mindful they may be triggering to different individuals.

If you ever find yourself in a situation where you do not know the answer, PLEASE do not make up an answer or take a best guess. If you do not know, simply say, "I don't know, but let's find out together!" or, "I'm not sure, but I will find out and have an answer for you next week". You may be able to find your answer by searching scripture! If you are still unsure, please reach out to Stephanie and she will be happy to answer, help you find the answer, and/or connect you to resources to aid you! There is no shame in not knowing everything and there is honor in putting the integrity of the truth above our own pride!



LOOK FOR MULTIPLICATION

As our goal is to grow groups and then multiply them, always be mindful of who, if anyone, in your group might be a good leader of a new life group. Within the first few weeks of your group, you may notice certain individuals who seem to have leadership abilities! Consider making them a coleader of your group and create ways (even small ways) in which they can help lead your group! Then, encourage them to begin the life group leader process for the incoming season!

If your group is an ongoing group, always be evaluating if there is room for new people! If we never add any new people to our groups, we will never have the opportunity to multiply!



CHECK IN OUTSIDE OF YOUR GROUP MEETINGS

Life groups are more than just a once a week/month meeting. Its purpose is to DO LIFE TOGETHER! To do life together means getting into people's actual lives! The good, the bad, the messy, and the beautiful!

- Take prayer requests at some point during the group and commit to praying for each other throughout the week. (This creates perfect opportunities to check in on your members letting them know you're praying for them.)
- Check in with your group members through the week. Whether it's "hey, how's it going" chat, "we missed you last week!" message, "I'm praying for...." email, "let's meet up for coffee!" text, keep in touch!

Make it your goal to connect with at least 1-2 group members each week! A schedule or reminders may be helpful to accomplish this if you have a busy schedule!



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God has given us all different gifts, abilities, and roles in our communities, and He has, in fact, called us to do life together.

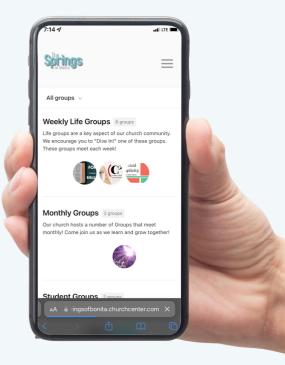
How to navigate PLANNING CENTER

What is Planning Center?

Planning Center is an online tool that is used for many purposes within our church: financial giving tracking, attendance tracker, volunteer and scheduling, church member database, and... LIFE GROUPS!

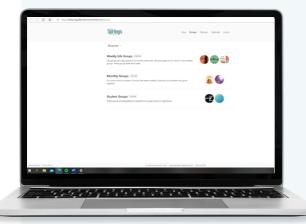
How to access Planning Center:

- 1. Shortly after your group details are confirmed, you will receive an email that says "you have been added as a leader" to your group.
- 2. From there, the link will take you to a page to either log in to an existing account or create a new account through Planning
 Center
- 3. The link will then bring you to your groups customized page.



How will Planning Center serve your group?

- 1. Allows potential members of your group to view the details of your group
- 2. Allows me to share resources with you! There may be resources for all life groups and/or some resources specific to your group!
- 3. Take attendance The day following each group meeting, you will receive an email reminding you to take attendance! It is very important for you to do so as it helps me track life group growth, see if we need to add, combine, or duplicate any particular types of groups!
- 4. Allows you to see who will be joining your group in total and rsvp for each weekly/monthly meeting! Helps get an idea of how many to plan for each meeting.
- 5. Sends out email reminders to your group members of each group meeting or special events! This is very helpful and eliminates the need for you to send out a reminder text each time!



Equipping you with tools for success!



1

FOOD AND DRINKS

We encourage life groups to share some sort of food/beverage together during their meeting. There is something about breaking bread that brings people together!

You don't necessarily need to share an entire meal, but a snack or dessert of sorts would suffice. Encourage your group members to share the responsibility.

At the Ministry House, we will always have supplies to make coffee and tea available for your group.

Anything else above and beyond will be your responsibility to provide or delegate to a group member!

2

THE MINISTRY HOUSE

A. SPACES

The Ministry House has several locations you can use to facilitate your life groups:

- THE MEETING ROOM This is the primary space used for life groups and offers a classroom feel that contains tables, chairs, tv, kitchenette, and fridge.
- THE LIVING ROOM This space has more of a homey feel that has several couches and tv's.
 There are also clipboards available if you should need them for handouts and such.
- OUTSIDE This space is best suited for the
 "winter"/cooler months or any outdoor activity
 groups! You will be responsible for any chairs
 and/or tables that may be brought out to the
 backyard pavers. You may also request assistance
 with an outdoor tv and/or sound system. The
 back porch also contains 8 rocking chairs that
 you may use as well!

B. HOUSE KEEPING

As the leader of the life group, you are responsible for returning whatever space you use to it's original state. This includes:

- Sweeping the floors (and mopping if necessary.)
 **broom and mop are located in the small closet in the ministry room.
- Wiping down all surfaces used during meeting.** Spray and paper towels located under the ministry room sink.
- Return all tables, chairs, etc. to the way they were.
- TVs turned off. DVD players empty.
- All life group materials either taken with you or left in life group cabinet.
- papers, pens, church Bibles, etc. returned to proper places.
- Clean and empty coffee pot and/or glass mugs used.**
 Dish soap and sponge located at the ministry room sink.
 Put creamers back in fridge.
- Empty bathroom trash can and take out the ministry room trash to the black trash bins behind house. (New trash bags are located under ministry room sink.)
- Turn off Air Conditioning using remote control located on wall by office door.

C. VIDEOS

• TV & Music - TVs are all equipped with HDMI as well as adapters for c port and lightening cables thus allowing you to play videos from most devices!

MUSIC, BOOKS, & HANDOUTS

- Books If your group study requires a book, please let Courtney know which books you will need at least 2 weeks prior to when you need them to allow proper shipping. The church will purchase the books for your group. The leader('s) books will be covered by the church and the attendees will be expected to pay for their own books. However, if someone is unable to pay for their materials, scholarships are available.
- Handouts/printed materials If your group requires weekly handouts, you may choose to have them printed at the Ministry House at the beginning or print week to week. Please get them to Courtney by Monday of the week you need them. If you are meeting at The Ministry House, they will be left on the front table for you. If you are meeting off site, you will be able to pick up your prints on Tuesdays from 8am-4pm at the Ministry House. (If your group meets off site on Mondays, please have your items ready for print the previous Monday!)

this may be helpful for you to remember who was there when you go to enter attendance on Planning Center!

This page will be locate Please leave	ed in the life group cabinet for you to use each week e it on the front table after your life group.	
LIFE GROUP:		
LEADER'S NAME:		
DATE:		
ATTENDEES:	emails only required on first attendance or visisto	
NAME	EMAIL	
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TRASH BINS BEHIND HOUSE. (NEW TRASH BAGS LOCATED UNDER MINISTRY ROOM SINK

- TURN OFF AIR CONDITIONING USING THE REMOTE ON WALL NEAR OFFICE.
- TURN OFF INDOOR LIGHTS (YOU CAN KEEP ON OUTSIDE LIGHTS)
 (LIGHT SWITCHES FOR ROOM & OUTSIDE IN BATHROOM HALLWAY. KITCHENETTE
 LIGHTS LOCATED NEAR CHURCH OFFICE DOOR.

check list for Life Group



how to make the

COFFEE



- Fill side water compartment with desired cups of water & replace compartment on coffee maker.
- Open the filter lid and insert coffee filter into removable container. (These are located in the drawer blow coffee maker)
- Scoop in desired amount of coffee grounds depending on how weak/strong you'd like your coffee to be. (Grounds found in cabinet below coffee maker. Decaf & regular available.)
- Press "start brew" button.

Coffee fixings are located on the cupboard on in fridge.

how to navigate the

TV



- locate remote in the small drawers on the front table. use tv remote to power on tv.
- use source button (top right) to go to HDMI 2.
- plug your device into HMDI cord. (Adapters for phones, tablets, and iPad are located in top drawer on front table.) HDMI cord can also be plugged into DVD player.
- When finished, remove DVDs and power off TV. Remove adapters. Replace remotes and adapters into corresponding drawers.

IFE GROUP LEABER

let's story in touch

The Springs of Bonita Outdoor Church Courtney Ardoin Administrator 239.248.0858 Courtney.thesprings@yahoo.com Please leave this paper on the front table once completed
**Reminder: take a photo of your life group each week & send to Courtney

LIFE GROUP:		
LEADER'S NAME:		
DATE:		
ATTENDEES:		
NAME	EMAIL	
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check list for Life Group

LIGHTS LOCATED NEAR CHURCH OFFICE DOOR.



(LIGHT SWITCHES FOR ROOM & OUTSIDE IN BATHROOM HALLWAY. KITCHENETTE







Romans 12:5

"...so in Christ we, though many, form one body, and each member belongs to all the others..."

We are so excited that you have chosen to become a life group leader here at The Springs!

As it says in Romans 12, God has given us all different gifts, abilities, and roles in our communities, and He has, in fact, called us to do life together.

I honor you for your obedience to the calling of being a life group leader! It is an essential role in our church community.

As our church continues to grow, we will also grow in our need of people to lead life groups! This is why I am so thankful that YOU have joined our team and are willing to be the facilitator of connections on a level that we cannot do alone!

Our goal as a church is to have each and every one of our congregation members plugged into a life group.

Why? Connection & community.
We need it. We crave it. We were created to operate within it.

My greatest hope when you start a life group is that it will not only thrive, but multiply and there will be many more life groups like yours down the road as a result of you beginning this one!



One way in which this goal will be accomplished is when we bring people together, and that all starts with you, the leader/facilitator!

For some of you, the word leader may be intimidating... and that's OKAY! We can find the right style of life group that fits your personality & strengths! If you find yourself feeling anxious about the term "leader", think of it more as a facilitator.

Our only expectations for you as the leader/facilitator are as follows:

- PRAY! Ask God to lead you and your group!
- Be committed to showing up.
- Create a welcoming environment to anyone who should attend.
- If you don't have the answer, find out! I am always here to help you!
- Lead/facilitate from a willingness to LIVE LIFE with your group members, even outside of meeting times!

I am SO excited to see all the different ways that you will build community within your life group! You are made so uniquely different from anyone else, and there are people in our church who need exactly what is that God has given you!

I can't wait to see what God is going to do in and through you during this next season of life groups!



FIRST THINGS FIRST

Who? What? When? Where? Why?

It can seem daunting to begin a life group. Let's walk through a few simple steps to plan the details of your new life group together!

SYHW SYHW

The "why" of every life group at The Springs is the same: "to connect people so they can do life together with Christ & each other".

Acts 2:46-47: "They followed a daily discipline of worship in the Temple followed by meals at home, every meal a celebration, exuberant and joyful, as they praised God. People in general liked what they saw.

Every day their number grew as God added those who were saved."

Knowing our "why" can help the structure of everything you will do in your group.

If your purpose is to connect people, then as you continue to plan this life group, is everything that takes place in the group cohesive with the purpose? Is the atmosphere conducive to connection? Is the activity causing connection? It should ALL lead back to the WHY! If it's not to bring connection, let's ditch it and switch it for something that allows people to connect and do life together.

WHO?

Who do you intend to reach with this group?

- men
- women
- singles
- widows
- couples
- parents
- grandparents
- people who love dogs, to walk, to cycle, to knit, to fish, to quilt, etc.

WHAT9

Now that you know who will be attending your group, what do you intend to do when your life group meets?

bible study life group

- book of the Bible study book curriculum
- book of the Bible study video-based curriculum
- topical study book curriculum
- topical study video curriculum

(You do not have to be a "scholar" to do a Bible study life group. Most curriculums have detailed lessons laid out that you can use as a base for your group or as a complete template for your groups discussions!) (You also do not need to find your own curriculum. I (Stephanie) will be happy to assist you in finding the right study for you and your group as well as leading you through the process of running each meeting if necessary!)

Activity based life group

(knitting, fishing, hiking, bird watching, bowling, dining, book discussion, running/walking, quilting, golfing) Basically, any activity you can do with a group can become a life group!

WHEN?

When do you plan for your life group to meet?

- what day of the week?
- monthly or weekly? (We recommend weekly for maximum opportunity to connect!)
- how long at each meeting? (We recommend between 1 and 2 hours.)

WHERES

Where would you like your life group to take place?

- your home
- a clubhouse you may have access to
- a restaurant
- a park
- the Ministry House (27061 Rue de Paix, Bonita Springs)

**Choosing a location will also depend on what sort of study you're doing. It may not be practical to host a video teaching group in a park, and a Bible study may not be as conducive to connections in a public atmosphere!

Let's map out the details of your life group!

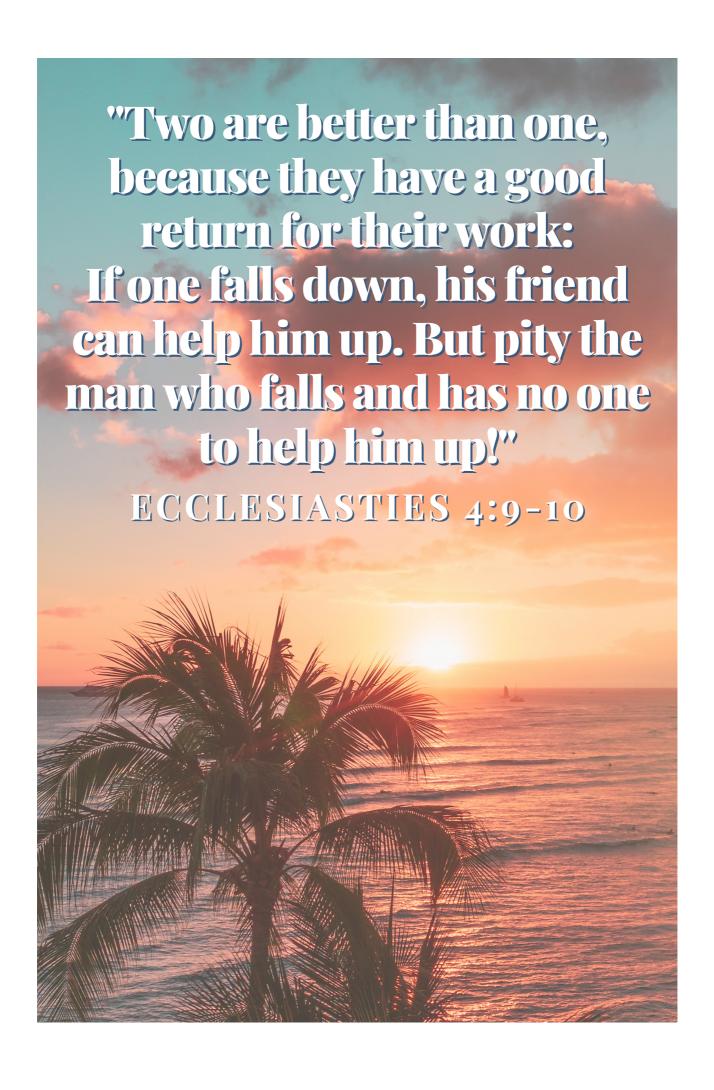
If you don't have answers for these questions yet, that's TOTALLY OKAY! This will just serve as a guide for conversation!

Don't let the details overwhelm you! We're in this together!

New Life Group Details WHY: WHO: WHAT: WHEN: WHERE: OTHER DETAILS OR QUESTIONS FOR:

LIFE GROUP LEADER Application







We are so excited that you're applying to be a



Here are a few things we will be going over before you apply.



- 1. Application process and overview
- 2. Life group leader commitments
- 3. Life group leader standards
- 4. Our Beliefs
- 5. Fill out application.
- 6. Return completed application to our Administrator, Courtney Ardoin by emailing a photo or dropping it off at the Ministry House. Courtney.TheSprings@yahoo.com | 239.248.0858

APPLICATION PROCESS

- 1. Read through application
- 2. Fill out application form & submit
- 3. Get approval for group
- 4. Read/watch leadership training
- 5. Submit life group details
- 6. Upon approval, life group is published
- 7. Members sign up during designated open enrollment times
- 8. Life groups begin
- 9. Check-ins with life group coordinator through group!

WINTER LIFE GROUP OVERVIEW



January- April

looking for:

- singles
- marriage/couples
- Biblical studies (video & book based)
- Activity based groups (i.e.: knitting, running, fishing, boating, etc.)



COMMITTMENTS

As a life group leader, you are expected to...

- show up
- invest in the lives of your members
- be organized and prepared
- be committed to giving truthful, biblically accurate information (whether related to study or not)
- give godly wisdom
- admit when you don't know, and commit to finding out together in scripture or with a leader
- being on the look out for a "co-leader" to mentor
- take attendance
- be in line with the practices and standards of The Springs

STANDARDS

SPIRITUAL STANDARDS

- Actively pursuing a relationship with God by prayer, attending services at The Springs, reading the Bible.
- Have the heart posture to receive critique

LIFESTYLE STANDARDS

- Not abusing drugs &/or alcohol
- Agree with beliefs on pg 5-7

LIFE GROUP STANDARDS

- Creating a positive, welcoming environment
- Seeking knowledge together "I don't know, but let's find out together"
- No alcohol at events
- Point them to God/godly living
- Keeping language free of cursing
- Political discussions should only refer to scripture and not opinion



OUR BELIEFS

THE SCRIPTURES INSPIRED

The Bible is the inspired Word of God, a revelation from God to mankind, the infallible rule of faith and conduct, and superior to conscience and reason, but not contrary to reason (2 Tim. 3:15–17; 1 Pet. 1:23–25; Heb. 4:12).

THE ONE TRUE GOD

The one true God has revealed Himself as the eternally self-existent, self-revealed "I AM", and has further revealed Himself as embodying the principles of relationship and association, by simultaneously existing as Father, Son and Holy Spirit (Deut. 6:4; Mark 12:29; Isa. 43:10, 11; Matt. 28:19).

MANKIND'S FALL AND REDEMPTION

Mankind was created good and upright, for God said, "Let us make man in our image and after our likeness". Mankind, by voluntary transgression, fell, and their only hope of redemption is in Jesus Christ, the Son of God (Gen. 1:26–31; Gen. 3:17; Rom. 5:12–21).

THE SALVATION OF MANKIND CONDITIONS OF SALVATION

The Grace of God, which brings salvation, has appeared to all men and women, through the preaching of repentance toward God and faith in the Lord Jesus Christ; mankind is saved by the washing of regeneration and renewing of the Holy Spirit, and being justified by grace, has become an heir of God according to the hope of eternal life (Titus 2:11; 3:5-7; Rom. 10:13-15; Luke 24:47).

EVIDENCE OF SALVATION

The inward evidence to the believer of his/her salvation is the direct witness of the Spirit (Rom. 8:16). The outward evidence to all men/women is a life of holiness (1 Thess. 4:7, 2 Tim.1:9).

WATER BAPTISM

The rule of Baptism, through a symbolic burial with Christ, should be observed as commanded in the Scriptures. Anyone who has really repented and has faithfully placed trust in Christ as Savior and Lord, should be baptized. In so doing, each believer declares to the world a death and resurrection with Jesus. The believer is choosing to live a new life in Christ. (Matt. 28:19; Acts 10:47, Romans 6:4)

COMMUNION

The Lord's Supper, which is two elements, bread and fruit of the vine, represents the divine nature of our Lord Jesus Christ. We share this time together as a memorial of His suffering and death. The act of communion is also a prophecy of His second coming and is celebrated by believers "until He comes" (John 6:48, 51, 53-57; Luke 22:19,20; II Peter 1:4; I Cor. 12:1-31).

FAITH AND WORKS

Salvation is by faith in Jesus Christ and not by human works; however, our works will determine the rewards in eternity (Ephesians 2:8-10; Galatians 2:16; II Corinthians 5:10).

THE PROMISE OF THE FATHER

All believers should ardently expect and earnestly seek the Promise of the Father, which is the baptism in the Holy Spirit. With it comes the infilling of power for life and service, and the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4-8; 1 Cor. 12:1-31). This experience may be distinct from and subsequent to the experience of the New Birth (Acts 2:38; 10:44-46; 11:14-16; 15:7-9).

SANCTIFICATION PROCESS

By the power of the Holy Spirit we strive to obey the command, "Be ye holy, for I am holy". Sanctification is the will of God for all believers, and should be earnestly pursued by walking in obedience to God's Word (Heb. 12:14; 1 Pet. 1:15,16; 1 Thess. 5:23, 24; 1 John 2:6).

THE CHURCH

The church is the holy Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer is an integral part of the church, and their names are written in the Lamb's Book of Life (I Thess. 2:4).

MINISTRY & EVANGELISM

Divinely called and Scripturally ordained ministry has been provided by our Lord for a twofold purpose: (1) The evangelization of the world, and (2) The edification of the Body of Christ (Mark 16:15, 20; Eph. 4:11-13).

SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)

MARRIAGE, GENDER, AND SEXUALITY

God immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-28). Rejection of one's biological sex is a rejection of the image of God within that person.

The term 'marriage' has only one meaning; the uniting of one man and one woman in a single, exclusive union, as delineated by scripture (Genesis 2:18–25). God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18, 7:2–5, Hebrews 13:4). God has commanded that no intimate sexual activity be engaged outside of marriage.

Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality and incest) is categorized as sin in scripture (Matthew 15:18–20, I Corinthians 6:9–10). To preserve the function and integrity of The Springs of Bonita Church, Inc. as part of the local Body of Christ, and to provide a biblical role model to The Springs of Bonita Church, Inc. members and the community, it is imperative that all persons employed by The Springs of Bonita Church, Inc. or are considered leaders within the congregation in any capacity, agree to abide by this statement on marriage, gender and sexuality (Matthew 5:16, Philippians 2:14–16, I Thessalonians 5:22).

Every person must be shown compassion, love, kindness, respect and dignity (Mark 12:28–31, Luke 6:31). Hateful and/or harassing behavior or attitudes directed toward ANY individual are to be repudiated and are not in agreement with scripture or the doctrines of The Springs of Bonita Church.

BLESSINGS OF GOD

It is God's will to bless His people. Prosperity is that condition of being prosperous and having good success. Prosperity involves the following areas:

- Spiritual: Spiritual prosperity is that blessing of eternal and abundant life (John 3:3; 2 Corinthians 5:17-21; Romans 10:9 10).
- Mental: Mental prosperity is that condition of having peace and soundness of mind (2 Timothy 1:7; Romans 12:2; Isaiah 26:3).
- Physical: We believe the blessing of God extends to the physical body. This includes the promise of divine healing. We believe God may use any method He chooses to heal His people, including medical science (Isaiah 53:4,5; Matt. 8:17; 1 Peter 2:24).
- Financial: It is God's desire to bless and prosper His people financially. The Scriptures teach that God delights in the prosperity of His servants and that He wants them to have sufficiency in all things, plenty for every good work, and seed for sowing. (3 John 1:2; Malachi 3:10 11; Luke 6:38; 2 Corinthians 9:6 10; Deuteronomy 28:1 14).
- Social: Social prosperity speaks to the fact that God want His servants to have peace even with their enemies (Proverbs 3:4).

THE BLESSED HOPE

The resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain unto the Lord, is imminent and is the blessed hope of the church (1 Thess. 4:16; Rom. 6:23; Titus 2:13; 1 Cor. 15:51,52).

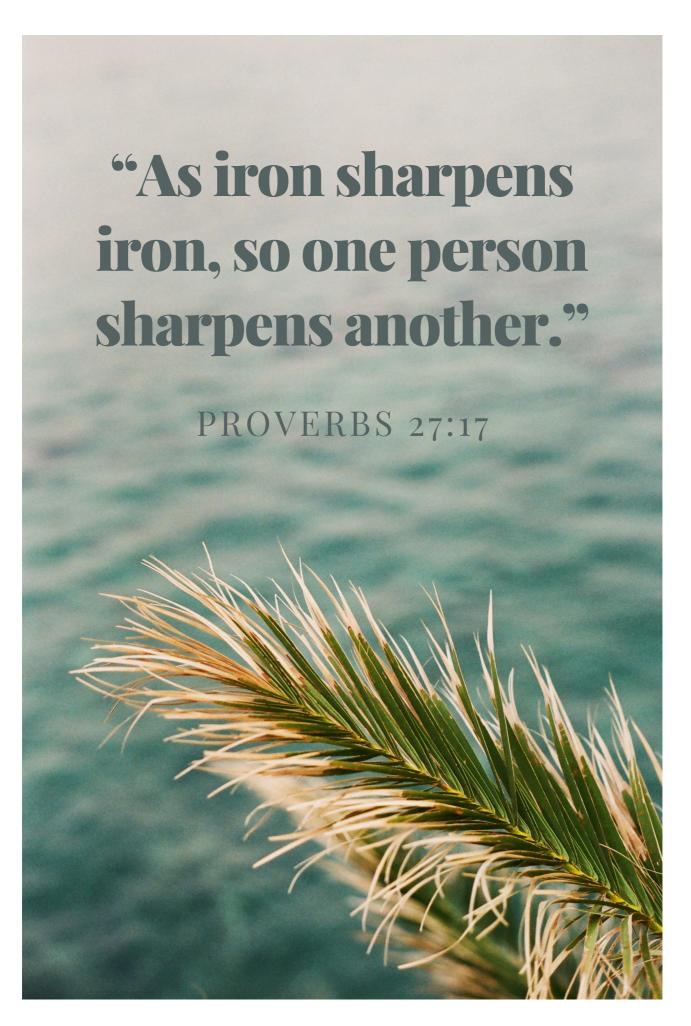
THE MILLENNIAL REIGN OF JESUS

The revelation of the Lord Jesus Christ from heaven, the salvation of national Israel, and the millennial reign of Christ on the earth are Scriptural promises and our hope (2 Thess. 1:7; Rev. 19:11–16; Rom. 11:25; Rev. 20:1–7).

HELL IS A REAL PLACE

The devil and his angels, the beast and the false prophet, and whosoever is not found written in the Lamb's Book of Life shall be consigned to everlasting punishment in the lake which burns fire and brimstone, which is the second death (Rev. 19:20; 20:10-15).





LIFE GROUP LEADER APPLICATION

Name: Phone Number: Email Address: How long have you attended The Springs?
• I agree that I have read and agree to abide by and uphold the afore mentioned standards and beliefs in my spiritual walk, my lifestyle, and in the way I lead this life group.
• I declare that I will lead this life group with integrity, grace, love, and patience.
• I commit to lead my life group members towards Christ with the words that I say as well as my actions of example.
• I will protect the unity of my church. "Endeavoring to keep the unity of the spirit in the bond of peace". Ephesians 4:3
• I will refuse to gossip. "Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers". Ephesians 4:29
• I will share the responsibility of my church. "Let him who is taught the word share in all good things with him who teaches". Galatians 6:6
• I will attend church faithfully. "Not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another, and so much the more as you see the Day approaching". Hebrews 10:25
• I will live a Godly life. "Only let your conduct be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of your affairs, that you stand fast in one spirit, with one mind striving together for the faith of the gospel". Philippians 1: 27
I have read and agree to the following standards and conditions outlined above.

Applicant Signature:

Date: ____

Thank you!

Please submit this application page to our Administrator Courtney Ardoin by e-mail at Courtney.TheSprings@yahoo.com or by dropping it off at the Ministry House during office hours.

> The Ministry House 27061 Rue de Paix Bonita Springs, FL 34135

at first interest - APPLICATION - SEND LIFE GROUP MANUAL - VIDEO? - SCHEDULE DETAILS MEETING OR PHONE CALL Petail Phone Call BUILDING YOUR LIFE GROUP PAGE PLANNING CENTER START UP AND DIRECTIONS o DETAILS, RESOURCES, ATTENDANCE, MEMBERS, EMAIL REMINDERS, EVENTS MINISTRY HOUSE "RULES" PRINTING/VIDEOS/BOOKS? • HOW DO YOU PLAN TO RUN YOUR GROUP? (RUN DOWN OF MEETING) HARD QUESTIONS MULTIPLICATION CHECK INS • ALWAYS HERE TO HELP • I'LL BE CHECKING IN AFTER FIRST MEETING promote • CREATE GRAPHICS (POST, STORY, FLYER, BULLETIN, EMAIL, PLANNING CENTER • CREATE PLANNING CENTER GROUP CREATE & SCHEDULE POSTS 2-3 weeks before group begins - ADD ATTENDEES FROM OFFERING ENVELOPES - CHECK WITH LEADER ABOUT CONTACTING ATTENDEES

- once group starts
 - PRINT MATERIALS
 - MAKE SURE SPACE IS CLEANED UP
 - CHECK ON ATTENDANCE
 - ADD NEW MEMBERS
 - MAKE SURE THERE IS COFFEE, CREAMER, TEA, CUPS, SPOONS, ETC.
 - CHECK IN WITH LEADER AFTER 1ST MEETING (AND MORE)
 - CHECK ON ANNALYTICS
 - HALFWAY CHECK WITH LEADER ABOUT POSSIBLE CO-LEADER

