

Sample Agenda for Small Groups

Tips

- Before your group meeting – pray and prepare; know the basic plan for the discussion time by determining what questions you will ask ahead of time
- Please use name tags for the first few weeks. We have these available for you. Contact Terra (terra@mccag.org).
- Plan 10 extra minutes for additional housekeeping items during your first meeting.
 - Welcome
 - Restroom location
 - Parking
 - Food/drink – will you seek a volunteer for each meeting to provide simple snacks/drinks?
 - Introductions
- Most small groups last about 1.5 hours, so the sample schedule below is based on this time frame.

Sample Schedule (this works well in almost any location and for most studies)

- **10 minutes – Welcome, Fellowship and Food**
 - Stay committed to the start time you gave your group members
 - Welcome group members in and invite them to make a nametag; have conversation and fellowship for a few minutes around simple snacks (e.g. chips/salsa, fruit or brownies) and drinks (e.g. water or coffee/tea)
- **60 minutes – Icebreaker/Worship, Bible Study and Discussion**
 - Consider starting with an ice breaker to allow your group to get to know one another and give each individual a chance to hear themselves speak OR
 - Begin with a worship song, which can help your group mentally prepare for the study and shift from the fellowship moment
 - Moments of quiet are ok – give people a few minutes to think about what you've asked
 - Follow the 70/30 rule – as the group facilitator/leader, talk no more than 30% of the time
- **15 minutes – Group Prayer Time**

- Have a plan for how you will collect prayer requests and pray for them; you may decide in the first meeting or two that you pray for the requests and as the group becomes more comfortable, you can encourage others to join in
- **5 minutes - Wrap Up Social Time**
 - Stay true to the wrap up time you gave your group members to respect their schedule