

LIFE GROUP LEADER EXPECTATIONS

QUALIFICATIONS FOR LIFE GROUP LEADERS/CO-LEADERS

- Committed to Christ for at least a year
 - Encouraged to be a Partner at Heights Church, involved in a Heights Life Group previously, or has gone through Growth Track
 - Committed to relational connection and spiritual growth
 - Strengths + Abilities:
 - Good with People—Have a track record of relating and connecting well with others
 - Growing in Christ—Through personal time and through evident fruits in their life
 - Leadership/Shepherding/Facilitating—Strength in one or more of these areas
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WHAT TO EXPECT FROM THE LIFE GROUPS TEAM

- Ongoing support and care through face-to-face meetings and regular check-ins
 - Mass Communications—emails, texts
 - Up-to-date resources through the Heights App
 - A point person on the Life Group's Team for questions, connection, support, and troubleshooting
 - Annual training events—tools for the Leader's toolbox
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EXPECTATIONS FOR LIFE GROUP LEADERS/CO-LEADERS

1. Prepare for and lead/facilitate the group meeting
 - Listen to the sermon + complete the work
 - Read the SBQ Leader's Guide "**Announcements + Notes**" section each week, even if your group is doing a different study. It's our weekly communication with you to keep you in the loop!
2. Care for Group Members
 - Keep tabs on and care for people relationally (personal problems, celebrations, and specific needs).
3. Contact New Members within 48 hours of Sign Up (You'll be notified via email when someone signs up.)
4. Partner with the Life Groups Team
 - Attend Life Group Events + Trainings
 - New Leader Training (one time only before your group launches)
 - Enrichment Event (Fall)
 - Celebration (Spring)
 - Read + respond (when necessary) to Life Group's communications (emails + texts)
5. Apprenticeship: Intentionally pursue someone/a couple to disciple and raise up in small group leadership
6. Navigate + Update the Database | *Our Database is called Church Center which is where you will log in, upload a picture, and check your group's roster. Here is a quick how-to:*
 - Watch this video for a step-by-step on how to set up your Church Center account. Copy and paste this link to view: <https://www.dropbox.com/s/ju1ebt4mbp5g0k0/LG Leader Intro to Church Center.mp4?dl=0>
 - Follow these steps to upload your picture for your Life Group:
 - Log into Church Center and click on "My Groups". Click on your Life Group.
 - Click on the "Actions" button in the top right and choose "Manage on Planning Center", then follow the log in prompts.
 - Once logged in, click "Settings" on the left side menu and change the picture
 - Upload a picture of your choosing! Just make sure it's good quality and your faces can be seen.