

# LifeGroup Meeting Checklist

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## **BEFORE: BE READY**

1. INTERCESSION: During the week, and especially the day of the LifeGroup meeting, think about the meeting and pray for it. Pray for the people that will attend. Ask God to fill you with faith and holy expectation.
2. RESOURCES: Make sure these things are on hand:
  - Kleenex,
  - Music device for worship (iPod, CD Player)
  - Guest book and pen
  - Name tags (first few weeks)
3. REFRESHMENTS: (coffee, juice, finger foods, and paper goods)
4. INTERACTIVE BIBLE STUDY: Be prepared with extra discussion guides, pens and bibles.
5. ICEBREAKER: Decide who will lead this. It might be nice to have someone else lead this exercise other than the facilitator.
6. WORSHIP (optional): If a music device is to be used, check to see how it will work in the room. Song sheets need to be accessible. Also, decide who will open the worship time in prayer and work the music device. If you will have a “live” worship leader, decide ahead of time where he or she will lead the worship time. Have any instruments set up and ready to go.
7. CHILDREN’S MINISTRY (optional): Get resources together. The room needs to be selected and set up. Consider any “baby-proofing” that may need to be done. Have any materials for the kids ready to go.
8. Arrive at the meeting before it is scheduled to begin:
  - a) Help set up the meeting room (chairs and furniture, children's rooms, worship, refreshments, etc.).
  - b) PRAY!
  - c) Be prepared to welcome guests as they arrive. The use of nametags can help a new group to bond more easily.