

Mastering Motherhood⁺

Small Group Leadership Job Description

Each Small Group Leader (SGL) is responsible for seeing that the SGL Team responsibilities are covered. A SGL team consists of two moms and a Titus Women.

SGL Team Responsibilities:

- Attend weekly meetings from 9:15 to 11:35
 - Being on time is important to welcome newcomers (who usually show up right at 9:15 or even earlier)
- Lead discussion:
 - Prepare in advance for the week's lesson if needed
 - Provide biblical tie in to lesson where appropriate
 - Be willing to share life's joys and struggles with the group
 - Control conversation in a way that does not put anyone on the spot or belittle the difficulties they are sharing or their church affiliation
- Lead prayer:
 - Ensure prayer happens
 - Idea: Put out note cards and ask ladies to write prayer requests on them. Have each lady take a note card to pray for during the meeting and also to pray and follow up with during the week.
 - If desired, maintain a prayer chain within your group
- Keep attendance record in Fellowship 1 online
- Follow up with newcomers by phone to make them feel welcome and answer any questions
- Keep in contact as the Lord leads with the moms in your small group outside of the regular Thursday meeting; know what is happening in their lives.
- Ensure that regulars who have missed two meetings are contacted by someone in your small group
- Encourage and invite group members to social events ... set up car pools, personally invite someone to come with you, etc.
- Set up 'fun meetings' or "service projects" if your group desires, or as you have extra time in your book schedule.
- Arrange meals for new moms or moms in need or recruit someone in your group to do this
- Coordinate your small group to take responsibility for hospitality on your designated days, and for childcare appreciation in your designated month. Attend the MM steering committee twice a year per the meeting plan and share your thoughts and hopes for Mastering Motherhood
- Encourage moms to love not judge their fellow sisters; when conflicts occur, ask them to go to the person involved and attempt to resolve it.
- Notify a MM steering committee member of group-wide announcements (births, critical prayer requests, etc.) and small group activities (small group meeting plans, special social events, etc.)
- Notify a MM steering committee member of problems and needs on behalf of the group including need for a separate meeting room, personality clashes, etc.