



ELEVATE LIFE
SMALL GROUP STRUCTURE
PLAYBOOK



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SMALL GROUP STRUCTURE

Small Groups are three or more people (not to exceed twelve people for ultimate success) who meet weekly to do life together, while striving to achieve our Mastery Goal: *To help people establish a Biblical Philosophy of Life that will empower them to reach their full God-given potential.*

Our Small Groups will focus on our Think-Be-Do and how it applies to the sermon the previous weekend. Our culture is the “unique” Elevate Life way of thinking (beliefs), being (attitude), and doing (behaviors) that shapes who we are.

“When you know what matters most, you can live a life that most matters.” - @Leadershipology
– Pastor Keith Craft

Vision Statement

Leading people to DISCOVER God, DEVELOP themselves, and be DEPLOYED into leadership with a Biblical Worldview.

Mission Statement

We love people into lifelong transformation.

Core Values

- **Honor** -- We value the power of each person’s fingerprint.
- **Servant Leadership** -- We lead from the bottom-up, not the top down.
- **Growth** – We can always be better tomorrow than we are today.
- **Grit** – We positively persevere through every obstacle.

Launches

While the duration of a Small Group may vary and continue indefinitely, ELC will launch new Small Groups three times each year: once in January, once in June, and once in August. Groups fall into five categories: Freedom, Elevated Marriages, Men, Women, and Connect. Connect groups might include interest groups or other studies.



STARTING A SMALL GROUP

Identify a Small Group Leader/Co-Leader

A Small Group Leader/Co-Leader must complete a Leader Interest Form that will provide information about the individual and have information about the type of Small Group he/she wants to lead. He/she will define what type of affinity group it will be (i.e., young families, couples, singles, gender-specific, etc.).

A Small Group Leader must be on the Greatness Journey, and have completed How We Serve and How We Lead. The identified leader must be T-Rated (time, talent, and treasure) and be approved by the Small Group Director.

A Small Group Co-Leader can lead as long as he/she is currently on the Greatness Journey process and has been identified by the Small Group Leader.

The Small Group Leader should also identify a Gatherer and a Collaborator in his/her Small Group. The Gatherer is the person who is assisting in recruiting new individuals for the Small Group, as well as assisting the Small Group Leader in weekly gatherings. The Collaborator is the person who is working with the Small Group Leader in potentially leading the discussions of the Small Group. The purpose of identifying a Gatherer and a Collaborator is to create new Small Groups as the groups continue to grow. Elevate Life Church would like to multiply groups into smaller groups as we continue to grow the Small Group Ministry. Gatherers and Collaborators can be the leaders of the group, or they can be members of the group.

Small Groups will adopt a Semester System (i.e. Spring Semester, Summer Semester, Fall Semester, etc.). The Leader will identify the time and date of the meeting and will create a natural break (Suggestion: groups meet for 12 weeks consecutively as a maximum) which gives individuals the opportunity to explore other Small Groups and a graceful way to exit if the Small Group is not a good fit. A 12-week term will give individuals who have lower commitment levels to determine if the Small Group is beneficial for them.

A Small Group must meet weekly, unless approved by the Small Group Director to be bi-weekly, monthly, or something else.



JOINING A SMALL GROUP

Small Groups will be marketed weekly in the 9am and 11am Sunday Services, encouraging everyone to be part of a Small Group. As a VIP meets the Pastors and Pastoral Staff, he/she will be directed to begin the Greatness Journey by being a part of a Small Group. It is recommended that Small Group leaders have a presence in the lobby to engage with possible new members 3-4 weeks before each launch date.

Small Group Wednesdays will be the focus of Small Groups where some Small Groups will have the opportunity to meet in the building weekly. When a family or individual comes on a Small Group Wednesday (SGW), he/she will have the opportunity to join a Small Group. It is expected that Small Groups at SGW will be open for new members at any time, unless the nature of the group prevents that which would require approval from the Small Groups Director.

Small Groups meet every Wednesday, other than the first Wednesday of each month, which is Encounter Night.

Individuals may join a Small Group by personal invitation, or through the Elevate Life Church website/app.

WHAT HAPPENS DURING A SMALL GROUP

Group Guide

Each week, Small Group Leaders/Co-Leaders will be provided a Group Guide that will list 3-5 questions having to do with the sermon the previous weekend. This recap will give specific discussion questions on how to apply the “Think-Be-Do” of the sermon series and what individuals can do weekly to grow in their relationship with God and others.

The Small Group Leader/Co-Leader will facilitate discussion among all attendees of the Small Group. If a question arises that the Leader/Co-Leader does not have the answer or feels uncomfortable answering, he/she can defer to the Small Group Leaders/Coaches through the week for clarification and then report back to the Small Group the following week.

Bible Study // Freedom Group // Curriculum Study // Interest Group

Once the Group Guide portion of the Small Group has concluded, Leaders/Co-Leaders can continue with any study or interest that the particular Small Group is pursuing.

Prayer Time

Small Group Leaders/Co-Leaders will take time to ask the attendees to share personal prayer requests and then have a concentrated time of prayer that is meaningful to the entire group.



Need to Know

Small Group Leaders/Co-Leaders will be provided with upcoming events (need to know) that can be shared during the Small Group gathering. This will give opportunity to market ELC events that are pertinent to the specific group (i.e., Outreach events, serving events, Encounter Nights, special services, etc.).

Fellowship and Food Time

This will be a time for any additional fellowship or food time for the entire group. Food is not required, but many Small Groups will have a time to gather around a table and eat together and create community.

Giving

There will be a QR Code on the Group Guide if any participants would like to give during your Small Group. *DO NOT TAKE OFFERINGS AT SMALL GROUP MEETINGS.* We do not want our Leaders to have to worry about how to process an offering given. Encourage participants to go to the QR Code. If you are in the building on a Small Group Wednesday, participants could also find a Giving Box throughout the building.

Proposed Time Frame

Total Time (90 minutes)

- Group Guide (20 minutes)
- Bible Study // Freedom Group // Curriculum Study // Interest Group (40 minutes)
- Prayer Time (10 minutes)
- Need To Know (5 minutes)
- Fellowship and/or Food Time (15 minutes)

HAVING A SUCCESSFUL SMALL GROUP

Confidentiality is key for a Small Group atmosphere.

“What happens at Small Group, stays at Small Group.” This should be the motto for all Small Groups. This will create an atmosphere of safety and will provide attendees with the opportunity to be authentic in the relationships with others in the Small Group. If a member shares something that is beyond your capabilities, please refer to your Coordinator for resources.

Group Guide is the most important message at a Small Group.

First and foremost, the Leader/Co-Leader will be responsible for discussing the Group Guide of the sermon from the weekend. This aligns all of our messaging with the Elevate Life vision. It



also creates an atmosphere in the Small Group that what we do on Sundays is important. And if someone has missed a Sunday, it creates an opportunity to let them know what was missed while they were not in attendance.

The Leader/Co-Leader needs to track attendance and ensure that attendees are encouraged to be there each week.

It is also the responsibility of the attendees to let the Small Group know if he/she will be at Small Group each week.

Small Group Coaches are here to help.

Small Group Coaches will reach out to Leaders/Co-Leaders weekly to connect how the Small Group is progressing, who the Gatherer/Collaborators are, is the Small Group in need of a multiplication, and how the Coaches can support the Small Group Leaders/Co-Leaders.

Small Group Leaders/Co-Leaders have the freedom to follow the proposed format as necessary, ensuring that the Group Guide is the first thing that is accomplished.

Anything additional outside of a weekly gathering is acceptable and up to the Leader/Co-Leader and attendees of the group. The Leader/Co-Leader should report back to the Coaches of anything additional.

Groups can serve together.

Attendees will be encouraged to serve as a Small Group in a regular rotation (if they are not currently serving elsewhere) and/or during Outreach Events, Special Events, etc.

Maintaining a small group:

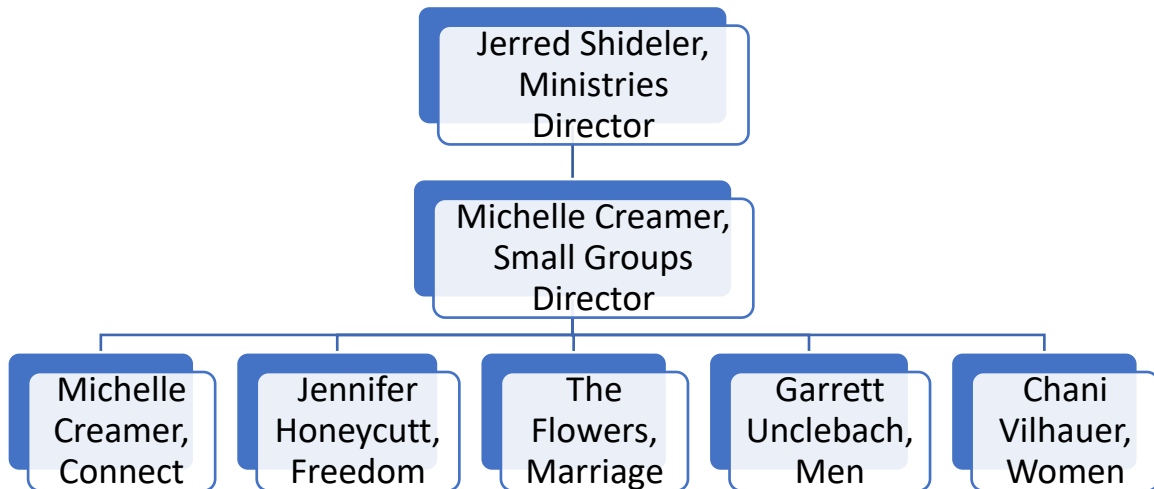
Relationships are key, so please reach out to your members weekly. You can also plan fun nights outside of your routine meetings.

Please keep good attendance records so we have accurate reports.

If you have any needs, please reach out to the Small Groups Director (data, marketing, etc.).



SMALL GROUP ORGANIZATIONAL CHART



In MyELC, to create consistency, the roles will be defined as:

Pastor level -the top of the organization chart

Director level - the Small Groups Director

Coordinator level - the oversight for the five main areas

Leader level – actual group leaders