
The Leader's Quick-Reference Sheet

The Legal "Safety First" Checklist

Your study is protected under **Title VII** if you can check every box:

- ☐ **Voluntary:** No one is forced or pressured to attend.
- ☐ **Non-Work Time:** Meetings happen during lunch, before, or after shifts.
- ☐ **Inclusive:** The group is open to all, regardless of faith background.
- ☐ **No Stakes:** Participation (or lack thereof) has zero impact on performance reviews or promotions.
- ☐ **Non-Disruptive:** The group does not interfere with company operations or deadlines.

The 4-Week Launch Timeline

Phase	Focus	Key Milestone
Week 1	Foundation	Prayer, legal review, and logistics (time/date).
Week 2	Setup	Choose the platform, select material, and notify HR.
Week 3	Outreach	Send invitations and run a "Tech Check."
Week 4	Launch	Host your first meeting and send the "Thank You" note.

Sample Meeting Agenda (30–45 Minutes)

- **00–05 min:** Warm Welcome & Short Opening Prayer.
- **05–10 min:** The "High/Low" (Share one win and one challenge from the work week).
- **10–15 min:** Read the Scripture or Study passage aloud.

- **15–35 min:** Open Discussion (The heart of the meeting).
- **35–40 min:** Practical Application ("How does this change our Monday morning?").
- **40–45 min:** Closing Prayer & Next Week's Preview.

"Go-To" Discussion Questions

- "What is one phrase or idea from this passage that caught your attention?"
- "How does this topic challenge the way you normally handle [stress/conflict/deadlines]?"
- "What is a practical way we can support each other in this area this week?"
- "If we lived this out perfectly on our team, what would change?"

Platform Comparison for Remote Teams

Platform	Best For...	Advantage
Zoom	Simplicity	Most familiar to users; 40-minute free limit keeps meetings concise.
MS Teams	Integration	Best if your company is on Office 365; easy to create a recurring group.
Google Meet	Flexibility	Entirely web-based; integrates perfectly with Google Calendar.

Facilitator Pro-Tip:

Consistency > Intensity. It is better to have a 25-minute meeting that starts and ends on time than a 60-minute meeting that makes people late for their next work call. Respecting their time is a way of honoring them!
