



Facilitator Handbook

Frequently Asked Questions:

What is a Life Group?

A Life Group:

- Meets together regularly
- Shares life and prays for one another
- Has spiritual conversations

The frequency, location, or involved activities of your Life Group are yours to decide. Most groups meet in homes and involve a meal, but you may choose to meet at the Doodle Park and go walking, at a coffee shop, around a bonfire, or over board games. It is up to you! As long as the 3 points above are being met, you are a Life Group!

We do not allow Life Groups to meet on the 5 Point Church campus.

What are we going to talk about?

This is up to you, as long as there is spiritual content. We will provide a discussion guide along with the Sunday morning message each week, or you may structure the group around a book, curriculum, or Bible reading plan of your choice. If you do choose to do something other than the message study guide, it will need to be approved ahead of time.

To access the Sunday Sermon Study Guide, [please bookmark this page](#). It will be updated each Sunday by the end of 3rd Service.

Who can come to my Life Group?

There are several demographic categories you can select when you submit your group: Men, Women, Married Couples, Singles, or Family Groups (all family groups are expected to allow children). If you desire to be more specific or reach a particular niche, please reach out to me ahead of time. I strongly believe that healthy groups involve people from a variety of age groups, so I would caution against targeting a particular age range.

How long do Life Groups meet?

The standard semester meets for 12 weeks. This does not mean you have to stop at the end of that time frame! If your group wants to continue to meet, that is completely fine, but make sure you are taking adequate time to care for yourself.

Managing your group in Rock:

Logging into Rock:

rock.5pointchurch.com/myaccount

You will want to bookmark this link; this is how you will log in and manage your group.

- If you know your login details, you may enter them here.
- If you have an account but do not remember your login, click “Forgot Account” and follow the steps.
- If you have never used Rock before, click “Register.”

Once you are logged in, you will see your personal information on the left, and on the right side you will see the groups that you are marked as a leader of.

Group Attendance

Each week you will receive an email on the day your group meets. Click on the orange button and enter that week’s attendance data by checking the box of each member that was present that day. If you did not meet, please check the box for “we did not meet.”

You can also take or edit attendance from your Group Details screen using the “Attendance” tab. By clicking the “+” sign you can add a new attendance checklist.

Managing Group Members

From your account page, you will see your group on the right side. If you click on it, you will see each member’s contact information. To add a member, go to the bottom right of the screen, click “add member,” and then enter their information. To remove a member, hover over the name of the person and click the “x” next to their name.

If someone is attending your group that does not attend 5 Point or is not already in our database, you will have to email me their name, phone number, and address so that I can get them created in the system.

Contacting Group Members

From the group details page, there is a button near the bottom that says “email roster.” This will take you to a way to email every member of your group at once. They will receive this as a personal email from you, to them, and they will be able to respond.

Note: you are responsible for contacting members of your groups about where and when to meet, as well as other pertinent information. It is crucial that you are checking your roster frequently and contacting new members.

Leading a Group

We know that it can be intimidating to lead a group, especially if you have never done it before. Your primary role is to help your group members take forward steps in their walk with Christ and with each other.

Here are some pointers to help you feel more comfortable facilitating a group:

Build relationships

Take the time to get to know one another. Learn names, occupations, family backgrounds, or even just fun facts. Name tags may be appropriate on the first night. Life Groups are meant to be a place where our big church feels small, so intentionally building community is going to help accomplish this. Once your group forms relationships amongst themselves this will get easier, but your role as a leader is to make this as easy as possible.

Listen / Encourage questions and participation

Life Groups are not meant to give a facilitator a platform to teach or lecture for an hour. If you are following the Sunday Sermon Study Guide, it will intentionally feature open-ended questions to spark conversation and discussion. If you are leading another curriculum or reading a book together, make sure to give other people the opportunity to talk and share. If you find you are doing the majority of the talking during meetings, reconsider your format and how you can get others more involved.

Don't kiss & tell

Your group should be a safe space for people to open up and share and receive Godly advice and support. Avoid gossip of all kinds when it comes to situations that are shared with you and your group in confidence, and strongly encourage your members to do the same. This will foster authentic relationships and allow people to grow in a safe environment.

Pray

Healthy groups pray with and for each other. Make sure to take time each meeting to collect prayer requests and pray as a group, and also give other members the opportunity to pray for the group.

Delegating responsibility

Leading a Life Group can be a lot of work, some of which is preparing your home or a lesson. After the first meeting, you may want to delegate certain responsibilities (food, childcare, location, etc.). You do not have to do it all on your own! Groups flourish when everyone can contribute.

Have fun!

Groups do not need to always be solemn and serious. Play a game, have a laugh, go on an outing, and have fun together!

Additional leader notes

- Pray regularly for the members of your group
- Connect with group members between meetings. Consider a group messaging service like GroupMe, or even texts and email.
- Respect people's time by beginning and ending your meetings on time
- Encourage your members to take next steps. This can be starting to serve, getting baptized, taking a class, or even stepping up into leadership themselves if they are ready.

- If at any point a conversation takes a controversial or negative turn, be prepared to guide it back to a healthy place. Topics like current events or politics can sidetrack an otherwise fruitful conversation.
- Be aware of the needs in your group. Be willing to help others in times of crisis or celebration. The church thrives when the members are the ministers and serve each other.

Please do not hesitate to reach out to me at angela@5pointchurch.com with any questions or concerns you have throughout the semester. Myself and the rest of the staff are here to support you.

Thank you for your willingness to open up your hearts and your homes for this ministry. You are helping 5 Point Church fulfill the vision: to **Reach & Teach**.

**Thank you,
Angela Lamb**