

LifeGroup: Structure, Roles, and Responsibilities

Name: *N* LifeGroup (where the *N* is often called by the Teacher's last name or the Type of LifeGroup, Sunday School Class, Small Group, or other LifeGroup chosen name).

Type: Age, Education, Marital or other Status Grouping (e.g., 0-4 years, Pre-K, Jr. High, High School, College, Career, Singles [17-24], Young Married Adults [18-34], Married, Median Adults [35-55], Sr. Adults [55+], ...).

When: Day/Time (e.g., Sunday/9:30-10:45am, Sunday/11-12:15pm, Tuesday/6-7pm, ...).

Mission: Define the purpose or mission of all LifeGroups and frequently this mission represents a subset of that overall mission (e.g., This LifeGroup purposes to follow a Titus 2 model, where we teach God's Word, pray for one another, live out the gospel, help meet each other's needs, and fellowship doing life together. The more spiritually mature help disciple and mentor the less mature. We encourage every member to step up in LifeGroup loving service, where every member is a minister who loves God and others).

Roles: Below are Key Servant-Leadership Roles—Responsibilities or a minimal subset of how each of these voluntary roles are defined (all roles show love, serve others, and continue to grow).

- 1. Teacher**—This servant-leader is responsible for teaching, oversight, and overall LifeGroup guidance. The Teacher ensures the *Director* understands and fulfills his role and the minimum requirements of all other roles. It never hurts to have reachback for key roles, especially the teacher or Director roles.
 - Primary: *<insert name here>*
 - Assistant: *<insert name here>*
 - Reachback: *<insert name here>*
- 2. Director**—This servant-leader is responsible to ensure all other roles have at least a primary person committed and trained to fulfill that role. The Director coordinates with all primary role servant-leaders to ensure all are present and effectively performing their duties. If any servant-leader role is missing, he ensures their *Assistant* or temporarily coordinates a person to ensure those duties are performed, or if necessary, he steps in to fulfill that role, notifying the *Teacher* for continuity, feedback, and awareness.
 - Primary: *<insert name here>*
 - Assistant: *<insert name here>*
- 3. Secretary**—This servant-leader keeps class records, especially visitor contact information, takes attendance, and provides contact information to those

serving and ministering. It is critical to provide visitor contact information to the *Teacher* and *Inreach Coordinator*, and record attendance each week. Churches use paper or an electronic application (like Realm, etc.). Many electronic apps can be downloaded to your phone directly or accessed through any browser from any device. It is also helpful to provide non-member info to the *Inreach Coordinator* and *Teacher* so they can encourage non-members to join their LifeGroup to deepen their walk and service. He/she should provide the *Teacher* (who will work with the *Director* and *Inreach Coordinator*) when someone has missed more than a couple of weeks to help minister more effectively and keep folks from falling through the cracks.

- Primary: *<insert name here>*
- Assistant: *<insert name here>*

4. **Prayer Coordinator**—This servant-leader minimally takes prayer requests each week and privately prays and posts them for their LifeGroup to be able to lift up each other's requests to the Lord in prayer. Some churches use a Prayer App, their website, a Facebook or other site's post, or frequently it can be photocopied at the church and handed out, it could be texted, and/or can be emailed to the LifeGroup for ongoing prayer throughout the week. It is great if answers to prayer are tracked to praise God together for His goodness. Ideally, this person desires to be, or is a prayer-warrior themselves, and clearly understands that God wants His Church to be called a "*House of Prayer.*"

- Primary: *<insert name here>*
- Assistant: *<insert name here>*

5. **Greeter**—This servant-leader stands outside the LifeGroup door to greet and encourage those that come by to come to the LifeGroup (whether members or visitors). Sometimes they stand at a welcome center, or even next to the pastor if he has a reception line before or after the service to welcome and invite. If a visitor comes, they introduce them around to try to help them feel loved, make a connection, and feel comfortable. They take each visitor to the *Secretary* so that he/she can get their contact info to the *Teacher* and Church.

- Primary: *<insert name here>*
- Assistant: *<insert name here>*

6. **Inreach Coordinator**—This servant-leader ministers to LifeGroup members during sickness, pregnancy, and other needed life events. He/she coordinates LifeGroup events and fellowship activities, suggesting ideas for dinners, game nights, delivering meals, and other ways as led by the Spirit. It is nice to remind and/or celebrate LifeGroup birthdays, anniversaries, or other celebratory events

as appropriate (by requesting key dates from the *Secretary*). He/she understands that fellowship events can also be missional and coordinated with Outreach, and reminds participants to invite outsiders to attend. *As this LifeGroup and role grows, we will add *CareGroups* to more effectively minister to small subgroups.

- Primary: *<insert name here>*
- Assistant: *<insert name here>*

7. **Outreach Coordinator**—This servant-leader suggests ways in which the class can reach out in love to others outside the LifeGroup, share the gospel, and minister directly in the community. This role coordinates possible Christmas ministries, Samaritans Purse, Pregnancy ministries, Homeless ministries, and other creative ways to reach the world for Christ. This could be once a year, quarterly, monthly, or even every week. This is a good way to use the LifeGroup’s gifting with loving acts of service, while leveraging the LifeGroup leadership to grow and mentor all in the Great Commission.

- Primary: *<insert name here>*
- Assistant: *<insert name here>*

8. **CareGroup Director**—As a LifeGroup grows in numbers and maturity, it will have more servant-leaders that can help carry more of the LifeGroup load. This provides an opportunity for the *Inreach Coordinator* or an added **CareGroup Director (CGD)** role. The *CGD* minimally develops *CareGroup Leaders (CGL)*, assigns 2-3 (individuals or if a couples LifeGroup, couples) to their group, and periodically checks in on how each *CareGroup* is functioning. Intuitive initial care group assignment considerations can be by location, children, age/stage, interests, friendships, ministry/maturity, personalities, etc. Ideally, *CGDs* provide annual *CGL* training, mentoring, backup, and pray with each *CGLs*. Care must be given to help ensure each *CareGroup* bonds, but does not just become a complacent clique (damaging LifeGroup unity).

- Primary: *<insert name here>*
- Assistant: *<insert name here>*

9. **CareGroup Leader (CGL)**—The *CGL* role minimally checks in weekly with *CareGroup* members (it is ok to synch up even before or after the LifeGroup meeting), prays for, CARES for, and at least monthly tries to meet with the *CareGroup* outside of LifeGroup. The goal is to love and understanding where each member is spiritually and how to help them in their Christian walk. Ideally, *CGLs* are discipleship leaders, shepherding, and mentoring the members in their group. Great groups often host or rotate around to each *CareGroup* member’s house weekly for fellowship, Bible Study, prayer, dinner, games, birthday

celebrations, help when sick, counseling, hanging out, funerals, and other needed caring activities.

- Primary: *<insert name here>*
- Assistant: *<insert name here>*

Notes: The servant-leader performing the *Primary* role is responsible to fulfill the duties of that role. If they cannot attend, they coordinate with their *Assistant* to ensure those duties are performed (“*as unto the Lord*”). All roles notify the *Director* if they cannot attend and inform him who will be performing those duties. The *Director* notifies the *Teacher*. The *Director* may need to step in and perform the duties of any or all roles if the *Primary* and *Assistant* both happen not to be in attendance. There can never be enough workers in God’s service, as the fields are ready to harvest, and there are always fewer laborers than service needs. Therefore, it is always helpful for all to recommend themselves or any other folks that might be interested in serving in a role. It is ok to commit to serving for 1-3 months, 6-months, 1-year, or request to change roles, or even take some time away from serving entirely. It is also great to express that you do not want to take a role, but would like to be reachback for the *Primary* or *Assistant* to step in, in the case both are out sick, traveling, etc.