**Apprentice Checklist- Elementary Small Group Leader**

**NAME \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Sunday Training Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Elementary Handbook
* Elementary Vision - Win for LG in relation to vision
* Job Description
* Coach is the main point of contact
* Process for finding sub - submit to coach
* Wear Name Tag/T-shirt (make sure they have one)
* Safety & Security
  + No child leaves the environment alone
  + Parent pick up, matching number & tag - coach handles at the door
  + Connecting with parents at pick up
  + Never alone with a child/boundaries/bathroom policy
  + Evacuation Plan
  + Paging Process
* Communication/Emails
  + Weekly email from coach
  + Occasional email from director or resource team leader
  + Facebook Group
  + Website
  + Circle ups (Weekly- 20 minutes before service, All Team- varies)
* Accessing Curriculum on website
* Curriculum Structure/Content
  + Social Time
  + Large Group
  + Small Group
  + Bottom Line/Key Question
  + Life App
  + Basic Truths
  + K1, 23, 45
* Structure of Service Program
  + Social - Doors open 10 minutes prior to start of service in K3 - 15 min prior in 45
  + Large Group starts 5 minutes after start of main service
  + Call to Large group (lights down, music changes)
  + LG Program Flow per environment
  + Small Groups
* Small group bins
* Environment clean up - bins, materials put away
* Lead Small Training Videos
* Lead Small App- Connect and Train
* Strategies for managing small group
* Commitment time frame
* Signed commitment
* Have you attended Starting Point?
* Have you been baptized?