



Apprenticeship Program

A simple plan to duplicate connect group leaders.

Welcome to the next step in growth as a Connect Leader. This program is designed for you to follow step by simple step. As you put it into action, you will launch new leaders into Connect ministry.

This program was developed to meet the increasing demand for new Connect Leaders as Grace Church grows. New Connect Leaders who are trained and experienced to lead others.

The first challenge in apprenticing a new Connect Leader is identifying someone from your current group who is ready. Look for someone in your current group who is FAT:

Faithful - They demonstrate commitment to your group and will follow through the entire program.

Available - They have room in their schedule and life to take on a new responsibility.

Teachable - They have a teachable heart with a desire to grow into a Connect Leader.

Once identified, ask them if they would like to be trained by you to lead a group in the future. The three steps in the apprenticeship program are:

Step 1 - Facilitate the group (See one, Do one, Lead one)

Groups are in session during this phase. The apprentice will:

See one: The apprentice will observe you lead a group (Page 2).

Do one: The apprentice will lead one of your group meetings (Page 3, 4 and 5).

Lead one: The apprentice will plan to lead a group in the following semester by moving to step 2.

Step 2 - Form a new group

When the Connect Leader and apprentice agree it is time for the apprentice to become a Connect Leader, the next step is to FORM a new group. Both Connect Leader and apprentice will decide together what kind of group to begin (Page 6). For example an equip group, activity group, etc.

Determine curriculum, goals, & promotion for the new group. Apply to be a Connect Leader through the Connect Leader application. Gather final details for promotion including a name for the group, brief description, when and where the group will meet.

Step 3 - Fill your group with people

The apprentice will shadow the Connect Leader during Connect Group promotion month during weekend services. The apprentice learns how to manage inFellowship to email new sign ups, respond to new prospects, and update group information (Page 7).

The apprentice has been trained and has the experience to lead their own group!

SEE one (observe)

The apprentice will observe the Connect group leader facilitating the group.

Observe the actions and attitude of your Connect Leader as they facilitate the group. Answer the questions below as you SEE them lead:

- What do you observe about how the group started? What are challenges you observed?
 - Example: Ice Breaker, Prayer, Start on time, Welcome People, etc.

- What do you observe about how questions are being asked? How are group dynamics going? How is the leader listening and how is the group leader guiding the conversation?
 - Example: Making it safe, relatable to real life, connecting with truth and God.

- What do you observe about how the group ended? Being available after the group?
 - Example: Prayer, application for the week to come, connecting with each person, etc

Next Step: Set a time to meet with your Connect Leader to share your observations and together fill out “DO one (make a plan) page 3” document to make a plan for you to facilitate the next group.

DO one (make a plan)

Together the apprentice and Connect Leader sit down, brain storm, and plan out the apprentice facilitating the next group using this page to guide the conversation.

- What is the purpose of the group? (For example, bonding, growth, community, learning, etc)
- Make a schedule (Plan out how you will use the group time)
- How will you begin the group/give them something to talk about (Examples: Ice breaker, prayer, ground rules, welcome others, etc)
- How will you facilitate the group to be safe, authentic, integrate truth/Christ, etc. Different groups will do different things but all groups must be safe and accomplish its purpose.
- What questions will you ask to get people talking? What is the BIG IDEA you would like the group to walk away with at the end of the group?
- How will you close the group? What is the application for daily life? As the leader/apprentice, try to connect with each person in the group individually after the group.

Next Steps: 1) Apprentice will lead the next group. 2) Connect Group Leader will observe and fill out DO one (be observed) as the apprentice facilitates.

DO one (be observed)

Connect group leader use this page to observe and fill out the questions below as you watch the apprentice facilitate the group.

- How did the apprentice make the group safe and welcoming? Did they create an atmosphere where people could share authentically without judgment?
- Did they communicate a BIG IDEA to the group in a clear way?
- How did they communicate overall? Ask questions? Listen? Guide? Apply? Was it interesting, clear, true, relevant? Did they share personal stories?
- What was the overall feel, moral, vibe of the group? Did they connect with individuals from the group after the “official” group was done?
- What did they do well? What could they improve on? What are their strengths? Areas of growth?
- Are they ready to lead there own group or do you want them to facilitate again to get more experience so you can coach them further?

Next Steps: 1) Connect Leader will set up a time to meet in order to be-brief how the apprentice did. 2) Do not use this page when you sit down with your apprentice. Fill out page 5 “Do one (de-brief) and bring it with you when you meet to de-brief how the apprentice did.

DO one (de-brief)

Connect Leader fill out this page before you meet with your apprentice to de-brief.

De-briefing can be uncomfortable. But your Connect Leader will give you feedback on how you did.

Guiding Principle: We are a learning community who are always seeking to become more excellent in our craft of small group leadership. Mistakes are inevitable, welcomed and an integral part of the process. Have a learning posture, being willing to grow and reflect on how to grow as a leader.

- Overall use of time - Did they start and end on time. How well did they use the group time?
- Opening - How were people doing when they arrived? Did connection happen?
- During group time - Was it safe/authentic, was truth taught, was it applied? Did the questions asked open up conversation and connection?
- Closing - If you were to ask someone in the group what the BIG IDEA was, what would they say? Did you close with confidence? Did the apprentice connect with individuals after the group?
- Overall strengths and areas to grow in?
- As the Connect Leader I recommend (Choose one):
 - You facilitate another group next week or in the near future to get more practice.
 - You are ready to lead a group. It is time to move onto Step 2, forming a new group for next semester.

FORM a new group

Connect Leader and apprentice work through this page to make a plan for the coming semester.

- 1) What type of group (mens, women's, activity, equip, families, moms, general, life stage, recovery, reach)?

- 2) Discuss and determine what the new group goals are?

- 3) What is a catchy name for the group? Remember, when people are looking through many group options, how will your group name be clear, stand out and communicate the groups purpose in a relatable way?

- 4) Create a two sentence description of the group could be.

- 5) Where will the group meet? When? What time? How frequently in the 12 week semester?

- 6) Who are you connected to that you can ask to be a part of your new group launch?

- 7) Is there someone who can co-lead with you in the new group that could become a future apprentice?

- 8) Apply to be a Connect Leader through the Connect Leader application (Go to the Connect Leader Training webpage <http://gracesd.com/connect/connect-groups/leadership/> to download the application and watch the video explaining what to do with the completed application).

Reminder: The Connect Ministry pastor and ministry partners need at least two weeks prior to Connect Group promotion in order to get all the group information ready to be promoted. The sooner you can turn this information into the staff and ministry partner the better.

Once your group is formed and you have been accepted by the Connect Leadership to be a Connect Leader, you are ready to move onto step 3, Filling your group. Go to page 7.

FILL your group w/ people

The final step is for the Connect Group Leader and Apprentice to go over the details for promotion month during weekend church services. The apprentice can shadow the Connect Leader as they talk with people at the Connect Fair.

Goal: 100% of Grace attenders involved in Connect Groups.

4 Week Dates of Promotion Month: _____

Leadership Starts with Relationships. Take time to get to know people during the weekend service and help plug them into a group that is the right fit for them.

Role During Promotion Month:

- 1) Wear your Connect T-shirt
- 2) Be at the Connect Tables 30 minutes before & 30 minutes after the service you attend.
- 3) Know about all the the Connect Groups and plug people in based on fit.
- 4) When being approached or approaching someone think about what you will say ahead of time to begin the relationship, transition the conversation to Connect Groups and help sign them up.
- 5) Sign people up on the Connection Card and drop the card in the Connection Card bin (on wall in the foyer above the water fountain near the women's restroom).

The Connect Leader will do the following:

- 1) DEMONSTRATE for your apprentice the actions & attitude as you engage people during the fair.
- 2) DIRECT your apprentice by empowering them to take action.
- 3) MONITOR your apprentice by observing their performance as they connect with others.
- 4) ENCOURAGE your apprentice by giving positive feedback and specific challenges towards improvement with a view towards excellence.

Connecting with new sign ups and ongoing communication:

Teach your apprentice how to manage inFellowship in order to email new sign ups, respond to new prospects and update group information. Bring them to <https://gsdsanca.infellowship.com> and show them how to manage their group.

The goal is to: 1) Respond to new sign ups and prospects within 2 days. 2) Send weekly email reminders for group meetings 3) Track group attendance when auto-emailed to you weekly.

Watch the inFellowship training video and many other Connect Leader Training videos and equipping tools at <http://gracesd.com/connect/connect-groups/leadership/>

Congratulations! You have completed the Apprenticeship Program. Time to lead for Christ!