

SMALL GROUP MEETING REPORT

Group Leader(s): _____ Assistant(s): _____

Region: _____ Meeting Date: _____

ATTENDANCE	
Number of Regular Members/Attendees	
Number of First Time Guests	
Number of Children (Age 9 and Under)	
<i>Please send a picture/screenshot of your completed attendance sheet to the Small Groups Administrator.</i>	

CURRICULUM	
Week #:	
Lesson Taught:	

MEETING	
Briefly summarize how your meeting went today?	
Name at least one win from your meeting today.	
List any concerns that you have about your meeting, or members of your Small Group.	

Please answer the questions below:

- | | | |
|---|-----|----|
| 1. Did you review and emphasize the 3 main Small Groups Objectives (Evangelism, Building Community, Multiplication?) | YES | NO |
| 2. Did you make yourself available to your Small Group members? | YES | NO |
| 3. Were Small Group members encouraged to attend Sunday services? | YES | NO |
| 4. Were Small Group members encouraged to invite others to Small Groups or church? | YES | NO |
| 5. Were guests encouraged to attend First Steps (when applicable)? | YES | NO |
| 6. Did you contact all of your Small Group members at least once this week, other than the meeting? | YES | NO |
| 7. Did your meeting this week include a time for prayer requests? | YES | NO |
| 8. Did your meeting this week include an icebreaker? | YES | NO |
| 9. Did your meeting this week include a time of fellowship after the lesson? | YES | NO |
| 10. What weekly announcements did you give to your group? List below: | | |
| 11. What kind of interactions did you have with your Small Group throughout the week, besides the weekly meeting? (Examples: Fellowship, prayer, phone calls, attending events, etc.) | | |

12. Did you Small Group Assistant(s) help you this week? If so, how?

13. Are there any concerns with the Small Group Host/Home (meeting place)? If so, please list below:

14. List any additional comments, questions, or concerns below: