

T-Life Group Leader Apprenticeship Checklist

The following checklist demonstrates a successful progression of T-Life Group Leader Apprenticeship. All bullet points should be covered and mastered before determining if the apprentice can/will lead a group of their own. The T-Life Group Leader is responsible for ensuring all are carried out.

INTRODUCTIONS

- TLG Leader notifies TLG Ministry of new apprentice
- TLG Leader Reviews RCC Apprenticeship Play Card
- TLG Leader and Apprentice review Apprentice Position Description
- TLG Leader and Apprentice determine when they will meet regularly to discuss the apprenticeship.
- Apprentice is introduced to the T-Life Group as an apprentice

ADMINISTRATION

- Leader makes apprentice the “Assistant Leader” of the group on the Hub
- Apprentice downloads the Lead App and learns how to navigate
- Know how to update group member contact information
- Know how to send messages to group via Lead App and/or Group Messaging app
- Know how to and begin tracking attendance via weekly auto generated email
- Understand T-Life Group Calendar

COMMUNICATION

- Begin tracking and sending prayer request to group
- Keep track of birthdays, anniversaries, or special dates and notify group as necessary
- Send weekly reminders of group “need to know” agenda or items (homework, food, details etc)

COORDINATION

- Plan and execute a group hangout
- Plan and execute a group service project.
- Coordinate hosting, food or snack with group members

FACILITATING | GROUP MEETINGS

- Share their life story in a group meeting
- Choose and lead Ice Breakers including use of Story Cards
- Begin praying and leading prayer at end of group meetings
- Facilitate group discussions at group meetings and guiding all members to share insight.

LAUNCH PLAN

We launch new groups in January, May and September. When the TLG Leader believes the apprentice is ready, and believes that the apprentice displays the four outcomes as per the TLG Leader Apprentice Position Description, please contact the TLG Ministry by emailing groups@relevantcommunity.org and inform that the leader is ready to launch. Also, the apprentice must ensure the following before leading his or her own group.

- Must be on Volunteer Staff
- Must attend TLG Leadership 101 in March, July, or November
- Must fill out a TLG Leadership Application