



How to Start a WorkPlace Small Group

We are excited that you have decided to Host a new WorkPlace group. You will find this a wonderful opportunity so see God work in your life and the lives of those in your group. You are not expected to do this on your own. For those of you who have small group experience, we have prepared some WorkPlace specific training that will make starting and leading this type of group much easier. For those of you who do not have any group experience we also have a basic small group leadership class that you will want to take. In addition, you will have a small group Community Leader who will assist you in whatever way you need.

Steps to Take:

1. Pray about joining or leading a WorkPlace small group and how God can use you in the work place.
2. Read the [What are the Requirements to lead a WorkPlace small group](#) and [How to Start a WorkPlace Small Group](#) and take action accordingly.
3. Read through [The Ten Legal Commandments](#) document and [I Have Questions About starting a WorkPlace Small Group](#).
4. Pray for your employer, your supervisor, your co-workers, those God will have join your group and those you shepherd in your organization.
5. Inform your employer or supervisor about your desire to start a WorkPlace group and request permission to start the group off company hours. If you are planning to meet during the lunch hours, ensure that it does not interfere with employee's schedules and the operations of the business. If you are going to meet off-site you do not need to request approval from your employer or supervisor.
6. To start a new WorkPlace small group, go to saddlebackfamily.com and then click on [Start a Small Group](#). Make sure that you put the words "WorkPlace small group" in the description field (1(B)). By registering your group on this site you will be assigned a WorkPlace small group Community Leader and have access to purchase materials at a discount in our bookstore on the Pavilion and other support just for our hosts and leaders. After you have registered your group, you will receive a call from your Community Leader. Soon you will see a button on the "Group Starter" tool where you will select that your group is a WorkPlace group. Please look for this option and identify your group accordingly.

7. We have prepared a specific training for WorkPlace Hosts. You can either take this training on campus or over the internet. We have two on campus trainings scheduled. They are April 20th from 7pm until 9 pm and April 30th from 3 pm until 5 pm in Room 409. We hope to also have this training available for you to watch on the internet and possibly download onto an IPOD. If we are unable to make the training available on the internet, we will email it to you.
8. Personally talk with those whom you think you would like to join your group. Once you gather two or three individuals who will want to join your group, you will have the beginning of a group. This will help you get established as you open it up to others. If they are not interested, respect their wishes and thank them for their consideration. Do not try to convince a person to join your group. If you receive any resistance whatsoever, don't ask. You are not to judge or pry, just facilitate a group gathering to learn to be more Christ-like in the work place. If you would like example invitations, email us at wpgeneral@saddleback.net and we will send them to you.
9. You may wish to follow-up your conversations with a formal invitation to those who want to join the group. We can provide you with some example invitations.
10. As a group, decided on logistics that will work for your group. When to meet? How often? Where?
11. By registering your group (No. 6, above) you will have your own group web page. It is only accessible by members of your group and a few members of church staff on the Small Group Team. Your Community Leader will explain how to use your web page and the valuable tools that are there for you. To access your web page:
 - a. Go to www.saddlebackfamily.com.
 - b. Click on "My Small Group"
 - c. Put in your user ID and password that you use to watch services on line or do other things on the church web site.
12. Give your employer your best efforts and your exclusive attention and interest during work hours. Be a model of Christ in your work life.
13. Keep your Community Leader updated on your progress and needs. He/she will be praying for you and your group!
14. At some point in time, as a small group Host you will want to take Leadership Training (LT-1). To sign up to take LT-1 log onto <http://www.saddlebackfamily.com/home/events/eventsearch.asp> to find the dates for the class and register. This is a workshop designed to provide a host with valuable insights and ideas to help them lead more effectively, have more fun with their groups and empower others in their groups to do the same.

Areas of Caution:

Don't:

1. ...Use any of your employer's "assets" in support of your WorkPlace small group. This includes all systems and supplies such as copy machines and fax machines, email and the internet.
2. ...Send written invitations to people you have not personally spoke to and have confirmed interest and commitment to participate.

3. ...Exclude your employer from your plans. Notify your supervisor prior to initiating forming a small group and request permission prior to using any company facilities or resources such as a DVD player or VCR.
4. ...Let your small group activities interfere with your work and duties to your employer.
5. ...Miss reading the Legal 10 Commandments
6. ...Miss out on the many resources available to you as a WorkPlace small group leader. Your biggest support will be your coach or Community Leader as they are here for you. Your Community Leader will answer any questions you have, help you with problems and pray for you and your group.
7. ...Turn this into a gossip session
8. ... Turn this into a boss or employer bashing session.

If you have any questions, you can email our WorkPlace Leadership Team at **wpgeneral@saddleback.net** or call **949-609-8180**.