

Small Group Rhythm Checklist

This is a weekly rhythm, not a project. Set the foundations once, then the weekly section takes about ten minutes. The goal is fewer messages that reliably arrive, not more messages that mostly do not.

1 Set up once

- ☐ 1 Put the meeting schedule in one permanent place, with the address on it.
- ☐ 2 Confirm every member can find it without asking anyone.
- ☐ 3 Pick one channel for group-wide messages and tell everyone that is the channel.
- ☐ 4 Check that channel reaches everyone who opted in, rather than ranking what people see.
- ☐ 5 Name who sends messages, and name a backup for when they are away.
- ☐ 6 Decide who notices absences and reaches out.

2 The weekly rhythm: two messages, no more

- ☐ 7 Before the meeting: where, when, and what you are covering. Send it the same day each week.
- ☐ 8 After the meeting: anything the group agreed to carry, and anything shared that people said they would follow up on.
- ☐ 9 Resist sending a third. Over-communicating trains people to ignore you.
- ☐ 10 If something changes, send it once, clearly, through the channel everyone actually receives.

3 Notice who is missing

- ☐ 11 Keep a light record of who attended. It does not need to be formal.
- ☐ 12 After two consecutive absences, send one short personal message.
- ☐ 13 Keep it low pressure: missed you, no need to explain, hope you are well.
- ☐ 14 Send it within forty-eight hours, while the absence is still recent.
- ☐ 15 Never mention someone's absence in the group channel.

4 Follow through on what was shared

- ☐ 16 Write down anything heavy that was shared, and who said they would follow up.
- ☐ 17 Check in privately mid-week rather than in the group thread.
- ☐ 18 Keep prayer or support requests where the group agreed they should live, not in a public feed.
- ☐ 19 Ask before sharing anything from the room with anyone outside it, including church staff.

5 Keep the door open for newcomers

- ☐ 20 Publish a short description of the group: who it is for and what a typical meeting looks like.
- ☐ 21 Give a way to say “I am coming” that does not require a phone number or a direct message.
- ☐ 22 Write two sentences for a first-time visitor about what to expect.
- ☐ 23 Assign someone to welcome any newcomer in their first week.
- ☐ 24 Review whether a newcomer could find and join your group without knowing anyone. If not, fix that first.

6 Every season, check the basics

- ☐ 25 Is the schedule still accurate and still findable?
- ☐ 26 Has anyone drifted out without being contacted?
- ☐ 27 Is the group still the right size to let everyone speak?
- ☐ 28 Does a second person have access to everything, in case the leader steps back?

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