

Student Leader Weekly Checklist

Before Wednesday

- Pray over my students, co-leader, small group time and service
- Communicate any needs/issues and if I will be absent to my coach
- Read through the lesson plan to be prepared
- Contact the students in my group
- Contact parents regarding any changes and/or updates when necessary
- Communicate with my co-leader to discuss the lesson for Wednesday

Wednesday Night

- Pray and ask God to use me in the most effective way tonight
- Connect with my students to see how their week was and love on them
- Make the VIP's feel welcomed, get their yellow form, and double check their contact info
- Make sure I update contact information for each student when necessary
- Attend service with my students and set an example of how they should act (taking notes, bringing my Bible, participating in worship, etc.)
- Take attendance and update new members into Groups 2.0
- Communicate any student emergencies or personal crisis to coach or staff immediately

Wednesday Follow-Up

- Take attendance and update new members in Groups 2.0
- Contact VIP's and parents to welcome them to FPStudents
- Pray for my students and their specific prayer requests from Wednesday night
- Consider/schedule an activity with my small group (missions oriented) outside of Wednesday night for the semester