



CL Dimensions Course

Session II

Open in prayer

Instructor Discussion

Instructor will discuss calling small groups and using Group Manager to manage your groups. Today we're going to log onto Staffnet and create and modify groups in Group Manager. We'll also be role playing.

Exercise – Use PPT 3 and the CL QuickStart for this session

Group Manager exercise 1 – create a new group

1. Log in to Group Manager.
2. Go to your Community.
3. Create a new group with you as the host
The group meets on Monday nights at 6:30 pm, has both single and married couples, age range is “no preference,” no children in the group, and the group has the following description: “Our group really wants to serve God through balancing the five purposes in a small group family.”
4. Add your instructor as one of the group's members
5. Add another class member as one of the group's members
6. Add someone you know at Saddleback as a member and change their role to “interested”
7. Check to see if you are Staff Verified.
8. Confirm that you are Staff Verified by listing the dates in your Staffnet record of the four qualifications for being Staff Verified

Group Manager exercise 2 – Contact Log and Group Notes

1. You had a phone conversation with the small group host a few minutes ago. Using the CL QuickStart, note the contact that you have just had.
2. During the conversation, the host told you that they are thinking of closing the group to new members, that they're worried about one member that seems to not have much commitment to attending the group, and that that they really liked Pastor Rick's message on the weekend. Using the CL QuickStart, put the notes that you would like to keep from this conversation into this group's record.

Group Manager exercise 3 – modify the group

1. Change the group date/time to Sunday at 5:00 pm
2. Modify the description to “Our small group welcomes all believers to a purpose driven small group experience.”
3. Have the instructor confirm your work.

Group Manager exercise 4 – modify the roles

1. Make your instructor the host.
2. Change your role to P.E.A.C.E. champion
3. Change one of the participants to “interested.”
4. Have the instructor confirm your work.
5. Change the “interested” back to “participant.”
6. Have the instructor confirm your work.

Group Manager exercise 5 – delete the group

1. Delete all the members of this group and then delete the group

Role play

Exercise 1 – You will be calling to introduce yourself for the first time. Your instructor will act like an ACL or CL and show you what they do.

Role play. Pair up. One of you is the CL and the other is the host. CL – call the host and introduce yourself. Host – be a typical small group host. Then reverse roles.

Exercise 2 – You will be calling to confirm the accuracy of the information in the small group. Listen to the role playing at www.wilbur.com/smallgroups/2.wav. Then follow the instructions.

Role play. Pair up. One of you is the CL and the other is the host. CL – you want to make sure all the info in the group is accurate. Call the host and talk to them. Host – be a typical small group host. Then reverse roles.

Q&A – your opportunity to ask your instructor other questions

Free-for-all discussions and idea sharing between attendees on any topic (If time allows)

Homework (do this before the next class)

Call your assigned groups and make appropriate notes to the Contact Log and Group Notes section of each group. Your notes will be checked next week by an instructor to review your progress and work to-date.

Close in prayer