GZ Small Group Follow-Up Plan

**Purpose:** We want to keep better track of who is involved in small groups and who has stopped engaging. By keeping an accurate record, we will be able to have a process in place to reengage the students who have stopped coming to small group.

**Responsibility:** It is the responsibility for the small group leaders to take accurate attendance each week. All small group leaders should know how to take attendance and access their groups information but only one person needs to record it weekly.

**Step 1**: When a student misses a small group time, send an **individual communication** to them **within 24 hours** of Wednesday night saying that you missed their presence with the group.

* If they respond with anything indicating they will be involved in the future (i.e. “I had homework but will be there next week!”, “I have hockey practice every Wednesday for the next month but will come when I can”) no further action taken except continued group communication. Make it known that they can come when able.
* If they consistently have conflicts with Wednesday night, make an effort to set up a group hang on another night or go to church together on a weekend

**Step 2**: If a student misses a 2nd week in a row (and it is not due to a previously communicated reason like scheduling conflicts), **include your group in reaching out** to the student. Have one or two students who are closest to them and are currently involved invite them back to small group.

* Recruit a student from your small group who goes to the same school or is on a team with them use a “Come back to GZ” postcard to invite the student back.
	+ If nobody goes to the same school or is on the same team, recruit a student to text the student who missed (if they have a phone) or mail a postcard home.

**Step 3**: If a student misses a 3rd week in a row (without any communication back to you as to why or if they will be back) **send them a GZ post card inviting them back**.

* Once the post card has been sent, remove the student from your roster. It is easy to add them back to your roster if and when they come back. This will help us keep our numbers accurate so we can better assess our strategies.
	+ Before removing the student from your roster, you may want to save their contact info.
	+ If you know they will be a part of the group in the future, leave them in the group and continue engaging them in the group communication and inviting them to GZ and other events. If they show a desire to stay engaged, keep them engaged.

Rev Small Group Follow-Up Plan

**Purpose:** We want to keep better track of who is involved in small groups and who has stopped engaging. By keeping an accurate record, we will be able to have a process in place to reengage the students who have stopped coming to small group.

**Responsibility:** It is the responsibility for the small group leaders to take accurate attendance each week. All small group leaders should know how to take attendance and access their groups information but only one person needs to record it weekly.

**Step 1**: When a student misses a small group time, send an **individual communication** to them **within 24 hours** of Wednesday night saying that you missed their presence with the group.

* If they respond with anything indicating they will be involved in the future (i.e. “I had homework but will be there next week!”, “I have hockey practice every Wednesday for the next month, but will come when I can”) no further action taken except continued group communication. Make it known that they can come when able.
* If they consistently have conflicts with Wednesday night, make an effort to set up a group hang on another night or go to church together on a weekend

**Step 2**: If a student has missed 2 weeks in a row (and it is not due to a previously communicated reason like scheduling conflicts), **include your group in reaching out** to the student. Have one or two students who are closest to them and are currently involved invite them back to small group.

* Recruit a student from your small group who goes to the same school or is on a team with them use a “Come back to Rev” postcard to invite the student back.
	+ If nobody goes to the same school or is on the same team, recruit a student to text the student who missed (if they have a phone) or mail a postcard home.

**Step 3**: If a student misses a 3rd week in a row (without any communication back to you as to why or if they will be back) **send them a Rev inviting them back**.

* Once the post card has been sent, remove the student from your roster. It is easy to add them back to your roster if and when they come back. This will help us keep our numbers accurate so we can better assess our strategies.
	+ Before removing the student from your roster, you may want to save their contact info.
	+ If you know they will be a part of the group in the future, leave them in the group and continue engaging them in the group communication and inviting them to Rev and other events. If they show a desire to stay engaged, keep them engaged.