FCCI GROUP LAUNCH
Planning Checklist

Established in Prayer
- Gather several prayer partners (potential co-leaders, if possible) and meet weekly
- Ideally, start prayer several weeks prior to the first group meeting--consider using an FCCI 30 Day Prayer Guide

Engaging Potential Group Members
- Who is the FCCI target for group members?
  -- Christian Sr. Leader/President/CEO who is interested in growing their influence and company stewardship
  -- Entrepreneur who is seeking mentors and business startup wisdom & prayer
- Assessments - utilize the FCCI Assessments to engage potential group members
  --You can access the Assessments HERE
- Encourage all potential group members to complete assessments before first group meeting

Determine Meeting Day and Time
- Through communication with potential group members and prayer partners, determine the best day and time for the group meeting(s)
- Secure Meeting Location...best if a quiet, controlled environment with limited distractions (business or hotel board rooms are great) - OR -
- Confirm online/virtual group intent and setup zoom calendar invite for distribution (Note: there are many online resources for best practices related to hosting zoom meetings)

Determine Group Study Plan, Meeting Agenda and Monthly Rhythm
- Refer to the 3yr Pathway to Purpose Content Map document for studies to consider and links for online access - ALSO -
- Refer to the FCCI CONNECT App for additional studies (some revised and new study options available through CONNECT)
- Determine the rhythm of weekly group study/activity
  -- For example: Week 1-3: P2P Study, Week 4: Company Focus, Week 5: Prayer Focus

Weekly Communication Expectation
- Create email group in your email app that includes all potential members
- Plan to send weekly email reminders 24-36hrs before meeting day/time
- Send followup emails after each meeting to those not in attendance
- Complete the Group Leader Info Share form located on the 'Group Leader Resources' page fo the FCCI website

Facilitating the meeting

- Refer to the 'Group Leader Resources' page of the FCCI website for the "Typical Meeting Agenda" document
- Prepare in advance if Zoom will be utilized (check all tech aspects - adequate sound, microphone positioned well, ability to play out videos for all to see/hear)
- Review the "Coaching Guide" document to facilitate quality discussion

RAMPING UP TO GROUP LAUNCH

Two Weeks Prior to the Introductory Meeting

- Send a reminder email to members, followup with a phone call
  - Include a link to appropriate documents from the 'Group Leader Resources' page
  - Include a link to the FCCI Assessments
  - Include the meeting location, day, time
  - Include information about the initial Group Study
  - Remind members of the membership dues - providing a link to the 'Membership' page of the FCCI website

Two days before the Introductory Meeting

- Send reminder email/text/phone call to potential members.
- Distribute digital copies of the Group Member Check-in Form
- Distribute digital copies of the Group Covenant

The Introductory Meeting

- Communicate the typical weekly meeting agenda goals
- Communicate the monthly schedule goals
- Utilize the online 'Group Member' form provided by FCCI to capture personal information on all attendees
- Gain commitment to the Group Covenant - have all group members access the online form provided by FCCI to digitally sign the covenant
- Encourage all to become members of FCCI and establish monthly dues contributions via www.fcci.org