



Support Group Planning Timeline

- 8+ weeks before start**
 - Prayerfully decide to lead a support group and vet potential small group leaders (if applicable)
 - Meet and approve semester curriculum with your pastor or other authority figure
 - Talk with local foster care agencies to see if your group can count towards continuing education for foster parents and provide them with the curriculum to review.

- 6+ weeks before start**
 - Decide who will be ordering and purchasing curriculum
 - Determine length of study, frequency, location (physical or online), day, time (1-1.5 hours), audience (men, women, coed), childcare availability (ages, cost), meal offering?, teen option? Open to the community or your congregation only? Consider a short community survey to find out best availability for a group.
 - Determine A/V equipment needs
 - Reserve room if needed
 - Set- up group and childcare registration details and determine if you need to cap registration

- 4 weeks before start**
 - Market- email, social media, church bulletins, community partner newsletters. Enlist TN Kids Belong, The Department of Children's Services (DCS) and private providers to help market. Make it CLEAR it is faith based.
 - Collect Family Questionnaire with registration. May do this electronically or paper. See example in TKB toolkit.

- 2-3 weeks before start**
 - Leaders meeting- pray, cast vision, discuss logistics
 - Develop guidelines for your group and be unified among your leaders (ie: confidentiality, when to punt to a counselor and redirect the conversation, active listening versus dominating the conversation, not encouraging disruption, speaking positively about DCS/ other agencies and your church home/ leaders, create a supportive community with a posture of humility and learning as the leader, etc)

- 1 week before start**
 - Assign small group leaders as applicable
 - Collect and print pictures of families and put them on a board or electronic slide show, save and label them on your computer. Do not use on social media without permission. (optional)

- First week of study**
 - Give out study materials and welcome bag (keep some with you each week in case a new attendee comes) (optional)

- Each week during study**
 - Send weekly summary of topic Friday before. Consider social media post (optional)
 - Bring name tags, sharpies, pens, extra materials as needed for new attendees, kleenex
 - If the curriculum has a reading passage, break it up into small sections (ie: verses, main passage, prayer, etc and write it on sticky notes for attendees to pick up when they come in to increase participation)
 - If the curriculum has a lot of questions, choose a few you want to focus on each week
 - Prepare your mixer/ icebreaker before the study if you are doing one. See list in TKB toolkit for ideas.

- Last week of study**
 - Send out follow up survey (optional)
 - If continuing education hours are granted for your group, make a certificate to provide to your attendees