

## LEADER AND APPRENTICE TASK CHART

UP	Task	Leader	Apprentice
	Prayer	Prays regularly for the group and for each person in the group.	Prays regularly for the group and for each person in the group.
			Leads the sharing and prayer portion of a group meeting. Maintains the master prayer log and regularly checks for praises or follow-up needs.
	Study Selection	Defines and articulates the discipleship needs of the group	May assist in defining and articulating the discipleship needs of the group
		Decides on which study the group will use.	May advise and assist with study selection and procurement.
	Worship	Determines the type or content of worship, and the time allocated for each meeting.	Leads or arranges for worship at each meeting.
	Discussion	Prepares for and facilitates the group discussion.	Prepares for and helps facilitate discussion. Leads in the absence of the leader, or as agreed upon with the leader.
		Asks most of the questions in the discussion. Sets the primary direction or goal of the discussion.	Stays alert to body language and comments of members that might indicate confusion or disagreement, and then intercepts these as appropriate. Rephrases or clarifies questions as needed. Asks follow-up questions to pursue a point or meet a specific need.
		Models enthusiasm, transparency, accountability, and the desire for growth.	Models enthusiasm, transparency, accountability, and the desire for growth.
		Paces discussion, sharing, and prayer to allow	Monitors time and warns leader if any portion is

		adequate time for each.	exceeding the allowed time.
		Keeps discussion on track.	Helps keep discussion on track by rephrasing or by pointing out a digression.
		Holds members accountable for agreed upon growth, as appropriate.	Assists in holding members accountable for agreed upon growth, as appropriate.
<b>IN</b>	<b>Task</b>	<b>Leader</b>	<b>Apprentice</b>
	Member Care	Follows up on some members each week, particularly those who are struggling.	Follows up on all absentees each week, as well as members known to be struggling or in need.
			May serve as host/hostess for meetings. Or makes sure that host/hostess understands roles and responsibilities.
	Social Events	May assume responsibility for socials or fellowship.	May assume responsibility for socials or fellowship.
	Group Management	Makes the hard decisions regarding the group and its members.	Advises in the hard decisions regarding the group and its members.
		Models the fruit of the spirit to members.	Models the fruit of the spirit to members.
	Discipleship		
<b>OUT</b>	<b>Task</b>	<b>Leader</b>	<b>Apprentice</b>
	Serving Opportunities		
	Missional Accountability		
	Neighborhood Events		
	Welcoming New Group Members		
	Disciple Making		

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— [Adapted from] Pat J. Sikora is founder of *Mighty Oak Ministries* and author of *Why Didn't You Warn Me? How to Deal with Challenging Group Members*. Copyright 2010 by the author and Christianity Today International.