



BBM Co-Leader Training Contents - Session Three

1. Final Group Preparation Checklist

- Welcome email (sample included)
- Table assignments (sample Directory included)
- Table Leaders contact members
- Approval of Membership Guide (sample Membership Guide included)
- First meeting newsletter content (sample newsletter included)
- First meeting refreshments (Leadership Team may provide)
- First meeting reminder email

2. Co-Leader Manuals

- The Format
 - Opening Prayer
 - Devotion
 - Speaker Introduction
 - Special Instructions - A/V
 - Speaker Thank You Notes (for local speakers)
 - Get to Know You (Icebreaker)
 - Group Announcements
 - Closing Prayer
- The manual is only a tool! Make the meeting your own based on your comfort level with prayers, finding devotions, etc.

3. Miscellaneous

- Take lots of pictures
- First meeting greeters (plan greeters for all meetings)
- New BBM members to your church/entry level faith experience
- Remind, remind, remind!
- Most of all **HAVE FUN!** BBM is ultimately about the women in the room more than the process. Don't get so bogged down in details that you fail to embrace the women so wanting to make a connection with you.

Thank you for being a part of the BBM Family!

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