**Emmanuel Croydon**

**Life Group – checklist and setup form**

At Emmanuel Life Groups are an important part of our ministry and community outreach:

As the leader and host of an Emmanuel Life Group we ask that you share our vision for what a Life Group should be and commit to ensure that the group protects the integrity and reputation of Emmanuel.

We want to see:

* Life Groups that support and help to build our vision of ‘All for Jesus, Jesus for All’
* Life Groups that offer many different ways to be involved in Church and the Church community
* Life Groups that reflect the differing interests, passions and talents of members of our Church
* Life Groups that can be great places to foster, develop and nurture friendships
* Life Groups that are life giving, life affirming and life supporting

Please sign below to indicate:

* I agree with Emmanuel’s aims for Life Groups
* I agree to ensure that the group properly considers the well being of members
* I agree that the group will protect the reputation and integrity of Emmanuel
* I agree to remain accountable to the Emmanuel leadership regarding the running of this group

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| --- | --- |
| **Signature** |  |
| **Date** |  |

**In order to help us promote and support your Life Group please share the following information:**

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| **Group name** |  |
| **Group category** |  |
| **Main Contact** |  |
| **Responsible Person** | *This person* ***may*** *be different from the main contact.*  *Responsible person will be expected to be responsible for keys (including unlock/locking up) & Safeguarding* |
| **Contact details** |  |
| **Other leader names** |  |
| **Are you and all your other group leaders DBS checked?**  **(if ‘NO’ please state names and current DBS status *if known*)** |  |
| **Do people need to sign up for your group?** |  |
| **If sign-up is required, how do you want people to sign up for your group? *(please specify)*** |  |
| **If needed, are you happy having your contact details on the website?**  ***(please indicate which contact details to use)*** |  |
| **What is the maximum size of your group/how many spaces are available?** |  |
| **Is there a cost associated with your group?**  **If yes how much?** |  |
| **Who is your group intended for?** |  |
| **Is your group open to under 18 year olds?**  **If yes, have you considered potential safeguarding concerns/risks that could be encountered?** |  |
| **Is your group open to Adults who may be Vulnerable?**  **If yes, have you considered potential safeguarding concerns/risks that could be encountered?** |  |
| **What appropriate safeguarding measures have been taken?** |  |
| **Would you like any support with considering safeguarding for your group?** |  |
| **When, where and how often does your group meet?**  ***(We need these details to put on the website)*** |  |
| **Brief group description/draft blurb (for use on the website)** |  |

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| **Please let us know whether you would like your group represented with a logo, or provide us with a picture (or describe the type of picture we might be able to source for you).** |