

Structured Interview for Group/Team Leader Debriefing

Part A. Summary and numerical data for a selected meeting within the month

About this INTERVIEW: [Note: Coach is to ask questions and make notes about answers.]

Date interview conducted: _____

Interviewed by: _____ Is this person the usual Coach of this Leader? Y/N

Group/Team Leader being interviewed: _____

For starters, let's clearly identify the GROUP or TEAM under your leadership:

Name of group/team: _____

1 For how many meetings have you led this group, since it organized or multiplied? _____

Let's choose a recent MEETING to focus on for our interview:

2 When was your last group/team meeting? (date) _____ [Was it held in your home? Y/N]

3 How many meetings ago did a Coach or Staff member visit your group/team meeting?

0=never _____

4a How many weeks since your last extended conversation with your coach? 0=never _____

4b How many weeks since your last meeting with other leaders where reports were taken? 0=never _____

[NOTE: In order to keep the focus on ministry to people, you may wish to establish rapport before you gather the remaining numerical data. To establish rapport around ministry issues, skip ahead and use questions 17-28 next, and afterward return to complete these questions!]

Let's take a quick survey of leadership development prospects:

5 How many *apprentices* do you have? _____

[+ What did each of them do in the meeting?]

6 How many of your people are actively involved in *pre-apprentice* assignments? _____

What about those who were PRESENT at your MEETING?

7 How many were **present** at the meeting? _____

(Do not include children who were provided babysitting.)

8 For how many children of those **present** were babysitting arrangements provided? _____

9 How many in the meeting were **present** with you in a major worship service the previous week? _____

10 How many seekers/newcomers were **present** in the meeting? _____

[Follow up questions that are easy to insert here:

+ What did you do to put them at ease?

+ How well did it work?]

11 How many of those **present** were guests? _____

(Guests = visitors who clearly are not prospects)

Now, let's talk about the people on your prayer/concerns LIST:

12 How many names are on your whole **list**, including regular attenders, occasional attenders and prospects? _____

13 How many on your **list** have not yet attended? _____

14 How many of those on your **list** have made professions of faith within the past year, or since you became the group leader (or multiplied by starting another group)? _____

15 How many on your **list** have been baptized since you became leader or multiplied? _____

16 How many people from your **list** were you in touch with between this meeting we are discussing and the one before? _____

(Questions 17-28 continued on page two)

Part B. (continued) Group/team leader report narratives: revisit these areas each month.

- 17 What are some good things that have happened to people in your care?
- 18 What are some of the challenges faced by those within your care?
- 19 What unresolved conflicts exist between any member of your group and others? What biblical principles are you following to help resolve it?
- 20 What are your concerns about your ability to minister to them? With what special needs should Pastoral staff help?
- 21 What progress are you seeing in your apprentice? How are you developing him/her?
- 22 What progress are you having in getting people involved in pre-apprentice assignments? With whom are you working and how?
- 23 How are you going about helping your group/team members identify and use their talents and spiritual gifts?
- 24 What Bible study topics and materials are you using and finding helpful? What methods are you using?
- 25 Who among your acquaintances are you approaching to participate in your group/team? How will you do it?
- 26 Into what serving opportunities are you leading your group?
- 27 What areas of your own self-management do you desire to improve?
- 28 What's next for your group?

Follow-up needed: [Prayer requests; Resources required]

(Pray with the Group/Team Leader about their concerns and give thanks and a blessing.)