



Large Group Meetings Handbook

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A Note about the Large Group Handbook

This handbook is a comprehensive guide for how to start and lead InterVarsity Large Groups on campus. To host a monthly or weekly Large Group requires a lot of time and effort, and generally a larger fellowship. Some areas have started using a Hub Model that involves gathering students from multiple schools (often with smaller fellowships) to host a Large Group gathering. This handbook is written primarily with a single chapter in mind, but many of the principles can be applied to a Hub Model and there is a section focused solely on the Hub Model.

LARGE GROUPS

THE VALUE OF LARGE GROUP MEETINGS

Large Groups are a key component for chapters in the establishing and catalyzing stages. They provide regular opportunities to create and promote chapter identity through communal rhythms of teaching, hospitality, and outreach. They also take a fair amount of coordination and ownership to pull off, which requires increased levels of student leadership and intentional planning over a semester.

When coordinated with small groups and leaders' meetings, Large Groups can provide a place to disciple the crowd, guests and members to grow as faithful followers of Jesus. They also provide a unique front door to new students and non-Christians on campus. While it could be intimidating to attend a small group bible study, being one of 50 or 100 others in a room on a Friday night might be less intimidating and gives students the opportunity to feel a sense of belonging, hear God's voice through a teaching, and respond through a call to faith or prayer ministry.

Large Groups give space to meet with God, learn from Him, and be equipped for His service both on campus and for a lifetime. They also serve as a witness to the campus of Jesus' reality, through your love for one another. They're a powerful way to both receive from and partner with God.

ARE YOU READY TO HOST A LARGE GROUP MEETING?

Before starting a regular Large Group, it's important to discern if your chapter is ready. It takes a lot of time, talent and resources to host a weekly gathering.

How large is your chapter? A good rule of thumb is to not start hosting a Large Group until your chapter is at least 75 students. At this size you have an established leadership team along with enough leaders and members to fill the roles necessary for hosting a regular Large Group.

If your chapter is not ready to host a chapter Large Group meeting on your own because of your limited size, consider if there are other schools nearby that you could partner with to host a Large Group gathering once a month or quarter. We call this the Hub Model.

If your chapter is smaller and there are no schools nearby to coordinate with, focus on building your small group ministry with regular community events (ie: volleyball, game night, bonfires, etc.). These community events can be a good way to invite others into your community and take a lot less work to prepare week to week.

Also, whether you're hosting a Large Group or a community event, consider how you will pay for things like snacks or supplies. Students can fundraise as well as staff (staff can consider asking a donor to give \$100/monthly for campus events).

LARGE GROUP MEETINGS AND YOUR VISION

As you pray and plan for Large Group meetings, it's helpful to start with the big picture - what you hope to see God do on your campus through your fellowship. These questions are designed for a leadership or Large Group team. Have each person answer the questions individually, writing out their responses. Once each person has gone through the questions on their own, take time to discuss them together. Listen to each other, identify common dreams, and aim for understanding and consensus.

1. What is God calling our chapter to be and do on campus this year? Is there one specific thing that God has highlighted to you as you think about the chapter's purpose on campus carried out through Large Groups?
2. What do you see as the primary purpose for having Large Group meetings? Put it into one sentence.
3. There are many needs and goals which a Large Group meeting might fulfill. Take the list below and place a number beside each from 1-10 in the order of importance you put on these different aspects (1 – most important, 10 – least important).
 - _____ A good time together
 - _____ Feeling a part of something bigger than the small group
 - _____ Bible teaching
 - _____ Making new friends
 - _____ Attracting new people to the fellowship
 - _____ Visibility on campus
 - _____ Musical worship
 - _____ Speakers who aid Christian growth
 - _____ Prayer Ministry
 - _____ Evangelism and Outreach
4. Consider your Large Group meetings. How might your Large Group meeting be a part of accomplishing the vision God has given our chapter this year? Think creatively, don't discount ideas which seem far out. Open your thinking to possibilities. There will be a time later for asking "Can we really do this?"
5. Which of your ideas (from #4) are you most excited about? Write a few sentences describing how your Large Group meetings could more effectively help contribute toward your chapter vision.

STARTING LARGE GROUP MEETINGS ON CAMPUS

CHAPTER REFLECTION

As you plan for Large Group meetings, it's important to begin by reflecting on your chapter. This will give insight into how to best serve your community in terms of Large Group location, time, and content. This can also be done periodically to determine if any changes need to be made over time. Take time to answer these questions and add some of your own to give you a picture of your chapter.

1. If you plot on a map where the InterVarsity students live, what do you observe?
2. Is there a weeknight which has more events than others? Which night do most of the small groups meet?
3. What ideas/people/groups influence the attitudes and actions of InterVarsity members?
4. What do students most often express that they appreciate about the chapter?
5. What do students most often express that they do not like about the chapter?
6. To what degree do chapter members know and understand the vision that leaders have for the group?
7. To what extent do chapter members know one another?
8. What is the general understanding of the scripture and how to apply God's truth to daily life?

AS YOU BEGIN

If you are just beginning Large Group meetings, here are some suggestions on how to avoid organizational overload:

1. Have small groups rotate taking responsibility for each of the Large Group meetings. This will give the small group an opportunity to serve together. They will build community as they plan, lead and serve the larger fellowship.
2. Divide the various responsibilities of each Large Group meeting among the various small groups (one small group responsible for major teaching, one responsible for music, another for publicity, etc.)
3. Have monthly or twice-monthly Large Group meetings instead of every week until you have more leadership resources.
4. Have a leader of leader, campus intern or trusted volunteer take responsibility for the organizational planning of Large Group meetings, with students still taking up-front leadership.
5. Host community-wide Large Group meetings if there are other schools nearby. Chapters could rotate sponsoring one of these Large Group meetings.
6. Simplify the task of setting up speakers each week. One way could be to ask a staff member, faculty, or pastor to teach a whole series of meetings on a topic or portion of Scripture. Another way could be to plan the series for the whole semester and fill in roles at the start of each semester.
7. Strongly consider not adding the element of musical worship until you know you have the capacity to provide this for every Large Group in a way that doesn't overburden students.
8. Start with a simple Large Group format. For example: Welcome, Ice Breaker, Student Testimony from the Week, Speaker, Small Group Debrief Time, Announcements, and Post-Large Group Activity.

LEADERSHIP TEAM SUPPORT

The leadership team has the responsibility for setting the direction for the InterVarsity chapter and laying the foundation for plans. In large chapters it can be very helpful to have a member of the leadership team carry the responsibility for the chapter's Large Group meetings. This person need not lead the meetings but would instead be responsible for the plans and have a team of people who would be involved in carrying out the meetings called the Large Group team. Often this team includes roles like worship leaders, hospitality coordinator, and the Large Group coordinator themselves.

The leadership team can also help by:

- Reviewing the topics for meetings and helping this person put together interesting, timely topics.
- Helping the Large Group coordinator identify people with talents which are needed at the Large Group meetings.
- Praying for and with this person, particularly asking God to be present and working during Large Group meetings.
- Attending Large Group meetings regularly.
- Making an extra effort to welcome newcomers and build relationships with people throughout the chapter before, during, and after meetings.
- Offering appropriate feedback at appropriate times.
- Assist in creating a minute-by-minute schedule for each night with the roles and responsibilities.

WELCOMING

WELCOMING LARGE GROUPS

It's essential that Large Groups be welcoming. It's how a fellowship grows. In fact, if you're not welcoming, you'll dwindle in size as people conclude that they "don't belong" in this group. With a welcoming Large Group, you can experience fellowship, affirm God's acceptance for each person, and have a lot of fun!

When meetings are welcoming, visitors and regulars mingle, with regulars taking time and care to help newcomers feel at home. Among regulars you won't find the same people only talking to each other every week, but you'll notice effective leadership that encourages people to build relationships throughout the chapter. The meeting feels friendly and with each interaction a clear message is sent: "you belong with us" and "we accept you."

Here are a few guidelines for developing a culture of welcome:

- The leadership of the chapter needs to decide if they are serious about growing and reaching the campus. Each person in leadership should ask themselves, "Am I serious about accepting people as Christ did?" It would be unrealistic to expect your meetings to become something you yourselves weren't committed to becoming.
- Do a little brainstorming and come up with some ideas about the following:
 - What helps you feel welcome in a new place?
 - What makes you uncomfortable in a new group?
 - In what ways are your current meetings hospitable and inclusive for any student who might attend?
 - Make a list of possible ways you can improve your meetings. Together, choose the option that looks like it will help you the most and yet not be too difficult to implement.
- Train on the [Approaching Differences Diagram](#) to help students think through how to welcome others well and navigate times when they experience dissonance.
- Think a lot about friendships. How do friendships develop? In what ways can you build bridges with newcomers by treating them as potential friends instead of "visitors"?

Ideas for making friends:

- Have a hospitality team with a welcome desk where they write nametags and answer any questions such as what to expect when we start.
- Reach out. Don't wait for someone else to make the first move. A smile and a hello go a long way.
- Show your interest in the other person by finding out about them. Don't just talk about yourself, develop an ability to ask questions. Train students to ask good questions and consider giving them a few they can ask to get started.
- Listening is key. If you're in a conversation with someone, pay attention to that person; don't let what's going on around you distract you. Keep your mind with the person.
- Develop your friendship by investing time, sharing activities, nurturing communication, and helping one another.
- Have students gather in small groups after the main speaker.
- Provide an optional activity after Large Group to give an opportunity for new people to get to know the chapter better.
- Extend personal invitations to check out a small group, attend a Post-Large Group activity etc. Personal invitations go a long way in making someone feel welcomed.

WELCOMING NEWCOMERS

Newcomers and regulars alike should feel welcome, accepted and significant when they come to an InterVarsity meeting. We need to affirm that they belong at this meeting. This happens when we are warm, relaxed, friendly, and caring. Christ in us sets this atmosphere for the meeting and brings us together expectant that the Holy Spirit works when we are brought together. Below are some things you can do to initiate with and respond to people at your meetings.

Before the meeting:

- A team of greeters should be assigned to each meeting. This can be the leadership team, small group leaders, the outreach team, or others.
- Greet people at the door, or near the entrance, with a smile and words of welcome. Be sincere!
- A sign outside the door like "Welcome to InterVarsity," will help visitors feel comfortable entering a strange room.
- A name tag table will help you identify visitors and let them know you want to get to know them. If everyone is wearing a name tag, they will feel a part of the group and will be encouraged to get acquainted.

During the meeting:

- The emcee should begin the meeting with a welcome to newcomers and regulars with a statement of what to expect.
- Periodically use activities, so regular members and newcomers can get to know each other. Use activities that will not cause embarrassment to visitors and that will provide meaningful interaction, rather than nonsensical games which give an illusion of socializing but will not help build relationships.
- Every part of the meeting should keep the newcomer in mind. Avoid singing without providing words or music, avoid in-house jokes, jargon, and abbreviations.
- Someone should be responsible for getting a record of information on visitors. This will communicate that you value their involvement. You can do this by having contact cards on every chair or collecting contact cards during small group time.

After the meeting:

- Providing refreshments can be a helpful way to encourage people to stay around after the meeting and get further acquainted.
- Avoid cliquishness such as talking only with close friends after the meeting or carrying out business discussions with other leaders. This is the prime time to make newcomers feel welcome and accepted.
- Consider what personal connection can be made with the newcomer during the next few days. You might want to develop a team that makes visits to newcomers, answering questions they have, and informing them of ways they can participate in the chapter.

FOLLOW-UP OF NEWCOMERS

It is probably fair to say that most chapters could radically increase their size if they simply did a better job of following up newcomers. Having visitors at Large Group meetings is a healthy sign. It means that chapter members are inviting friends and that the chapter publicity is doing its job. How you treat newcomers once they arrive and how you follow up will communicate a great deal about your interest in them. Establish a goal that every visitor will receive a personal connection within two weeks of their first meeting.

Who should be responsible for follow-up?

- In smaller chapters, the leadership team should consider this one of their most important tasks.
- A special follow-up committee can be formed, made up of people gifted in “hospitality” (welcoming people into their lives ...) or “evangelistic contact” (sensitivity to people searching for God)
- Small group leaders may be asked to follow up on visitors according to geographical location or affinity group. In this case, they can also invite them to join their small group. The people involved in follow-up could also be greeters, providing continuity for visitors.

How to follow up:

- Use an effective method of getting a record of all visitors (contact cards, sign-up sheet, or online form, etc.)
- Texts are helpful but a meet-up or group gathering can be even more powerful.
- The goal of the visit should be to get acquainted, show genuine interest, find out where they are spiritually, and let them know how they can get involved in the life of the chapter (e.g., small groups, training events). The intent is to care for the person, not promote a program.
- Consider giving them something – a snack bag, flyer with upcoming events, etc.
- Keep a record of the visit and pass the information along to a small group leader or appropriate person who can cultivate a friendship.

PLANNING

PLANNING STEPS FOR LARGE GROUP MEETINGS

Each semester, take time to pray and make an overall plan for Large Group meetings (steps 1-4). Then over the course of the semester, you can develop detailed plans and evaluate. It's best if these plans are set a month in advance so you have time to coordinate all the different pieces.

STEP 1. ESTABLISH A THEME

Establish a theme for the whole term to provide continuity and let the chapter know about it. Each meeting should fit into the "big picture," as each chapter contributes to a book.

STEP 2. IDENTIFY TOPICS

Identify topics for meetings and arrange them into a schedule so that there is a flow to the term. Keep in mind that it could be very helpful to make meetings early in the term particularly appealing to new students. Keep a balance between covering the basics of discipleship and meetings that focus on more complex issues.

STEP 3. DEVELOP OBJECTIVES FOR EACH MEETING

Ask yourself, "What do we hope to accomplish?" and "How does this meeting fit into the theme and flow of the term?" Could you communicate this objective clearly to a guest speaker?

STEP 4. DETERMINE WHAT FORMAT WILL BEST

When starting out, find a format that is easily repeatable. This will help you to develop your Large Group rhythms from an execution standpoint and allow your audience to have a sense of what to expect. This is especially helpful as students invite friends and classmates.

STEP 5. WRITE OUT A DETAILED PLAN

Your plan should include a list of who will be involved and their responsibilities, an order for the meeting including time allotments, and set-up and equipment needs. Once you've written out this plan, make a few checks:

- Does it seem that this topic and format connect well with the objective?
- Are you making use of the abilities and gifts in your chapter?
- Have you shared the work, giving people tasks which match their talents and not overloading anyone?
- Do your plans match your time limits? If a segment of your meeting takes more time than you guessed, what is your plan to do to keep your meeting within the time limits you set?

STEP 6. EVALUATE AND REVISE DURING THE SEMESTER

Each meeting should be evaluated by your Large Group Team with occasional evaluation by your leadership team. Seek suggestions and reactions from newcomers as well as regular attenders. Periodically, use a quick survey with those attending the meeting. Making evaluation an ongoing part of your planning keeps you responsive to feedback and able to improve the quality of your Large Group meetings.

Meeting Plan Worksheet

Date: _____ Time: _____ Location: _____

1. What do you want the meeting to accomplish?
2. What specific topic will you focus on?
3. What format will you use? Speaker? Room set-up? Who will set up the room?
4. There are some basic building blocks which comprise many Large Group meetings. Check which building blocks you want to include at your meeting. If you are just starting Large Groups in your chapter, less is more.

_____ Get acquainted activities	_____ Literature highlight	_____ Introductions
_____ Worshipping through music	_____ Speaker	_____ Personal Application
_____ Worshipping through prayer	_____ Refreshments	_____ Booktable
_____ Sharing (as Large Group)	_____ Discussion	_____ Name Tags/Sign-up Table
_____ Q & A with speaker	_____ Skits/Drama	_____ Scripture Reading
_____ Communications/announcements		
5. Turn this sheet over and translate the building blocks into an order for your meeting. You can choose to use an item more than once (e.g., worshipping through music). As you order the meeting, write down the names of the people who will take responsibility for that meeting segment.
6. Once you have an order, put time allotments to the different meeting segments. Remember to count the time it takes to make transitions from one activity to another.
7. Next to each responsibility, list the person or team that will do the work for this meeting:
Publicity: _____
Student Testimony: _____
Emcee: _____
Music: _____
Greeters: _____
Student Small Group Leaders: _____
Follow-up Newcomers: _____
Prayer Team: _____
8. Review your plan. Do you know who will do what and when? As you look at the meeting, will it accomplish your objective? Is there a good balance of active participation and listening? Finish up by making an "action plan" outlining who will contact the various people who will be part of this meeting, and by when.
 - > [Link to Sample Plan in Appendix \(Opening Meeting\)](#)
 - > [Link to Sample Plan in Appendix \(Late Semester Meeting\)](#)
 - > [Link to Speaker Topics & Meeting Ideas in Appendix](#)

PLANNING FOR THE UNEXPECTED

It's five minutes until your meeting starts and your worst fears have come true; the speaker hasn't arrived. Your anxiety level is high and you're unsure what actions you should take. You pray fervently, even desperately, hoping God will deliver you. You're acutely aware that you should start the meeting, and you still don't know what to do.

Sounds like a bad dream? Unfortunately, this bad dream can easily be a reality. Speakers do get delayed or unable to come at the last minute, equipment has a way of breaking down just when you need it, and even musicians get the flu and can't make the meeting.

We'd be foolish to pretend you can plan away trouble. What you can do with planning is know what actions you'll take if your original plans can't be followed through. If you've thought through what actions make the most sense before the crisis, you're much more likely to have an effective Large Group meeting even when all your plans fall apart.

Here are a few questions to get you started in formulating "Plan B."

- 1) If someone who helps with your meeting is sick, or just doesn't show up, who can be called on to help?
- 2) If your speaker must cancel on short notice, or just doesn't come, what are your options? Develop an options list which you bring to each meeting and from which you can choose what best fits the circumstance.

Examples of some options:

- Sharing. It can be very good for people to tell others what God has been doing in their life. One note, encourage participants to share with the goal of directing people's attention to Jesus, not to themselves.
- Scripture skits
- Extended worship
- Reading through a book of the New Testament before the group

Take some time and develop a Large Group Plan B, should the unexpected happen.

WORSHIP

Music can make or break a meeting. It can add excitement, a deep sense of worship, group participation, and preparation for teaching. On the other hand, it can be draggy, distracting, confusing, embarrassing, and boring.

First, carefully discern if it is the right time to add worship to a Large Group. Given the complexity of assembling a band, coordinating rehearsals, etc., it is often a wiser and simpler to not have musical worship or to keep it very simple with one guitarist or pianist when you first begin your Large Group. If you are ready to include musical worship as a part of your Large Group, here are some suggestions for using it effectively:

1. Carefully choose a qualified worship leader who is musically gifted and spiritually sensitive.
2. Tune instruments before the meeting.
3. The song leader and instrumentalists should rehearse the songs prior to the meeting.
4. Music should relate to the theme of the meeting to enhance the message. The song leader may occasionally give brief comments on the meaning of a song and how it relates to the theme.
5. Consider songs that are written in both first person and a collective voice.

ANNOUNCEMENTS

Whether spoken or written, there are several ways to get your message across. The important thing is to make it interesting, keep it brief, and don't apologize. If this information is vital to the life of your chapter, then it is worth sharing. It is an important part of your Large Group meeting and deserves quality preparation and attention.

Use creative ways to communicate information. Consider:

- Video or slides
- Skits and songs which humorously describe what to expect at an event or what happened
- Interviews with people who have been to an event or who plan to attend

Plan to devote at least a small portion of each meeting to such items as:

- Naming the chapter vision and mission to the campus
- Promoting a particular training event or chapter events
- Presenting prayer requests of concern to the whole chapter
- Reports from some who attended a training event
- Reports from small groups
- Leadership updates

TEN COMMANDMENTS FOR LEADING & PLANNING

1. Large Group meetings are the most visible part of the InterVarsity work on campus. Treat them as a tool to invite students into deeper, more committed forms of teaching and training (e.g., small groups, conferences).
2. Use Large Group meetings to communicate your overall theme for the semester or year. What do you want to accomplish in the lives of those who attend? Be specific. Make sure you know how this semester's theme and weekly topics fit into your long-range plan for discipleship training and campus outreach. Let your chapter know where you are going.
3. Make sure you have a clear purpose for each meeting and an outline of what you want to accomplish. Aim for continuity between the meetings. Some topics, however interesting, are just not useful in accomplishing the chapter's vision. Reserve some vacant dates for flexibility.
4. Pay attention to detail. It makes the difference between a mediocre and a great meeting. This includes: who will pray and for what; an emcee who has presence, is sincere, flexible and knows the purpose of the meeting; music which fits the theme of the meeting, led by a team of core students; announcements (keep to a minimum); starting and ending on time. Your attention to detail will communicate care and increase the value of the meeting.
5. Alter the format. Don't plan a long string of speakers. Break up into small groups with core people as leaders (assigned questions). Alternate formal meetings with informal. Some weeks stress community life and focus others on content.
6. Invite chapter members to help. Get their feedback. Use their ideas. Large Groups can develop potential leaders. Communicate that the chapter welcomes involvement from everyone. Use them consistently.
7. Recognize different levels of commitment. Don't scare people away by absolutes regarding involvement in chapter life. Rather, always provide opportunities for deeper participation. Because your objective (through the message and format) is to teach and channel, be sure to provide avenues for response. Don't just contribute to their knowledge. Help them grow in action.
8. Someone said that one evidence of God's grace in a group is in how it treats its visitors. If possible, have the friend who brought them or a greeter introduce them to others in the group. Follow up on them, perhaps by having small group leaders call with an invitation to their small groups.
9. Expect problems and problem people. God allows them. Have a plan in case a speaker doesn't show.
10. Above all, pray—before, during and after. Join yourself to God's work and its principles in planning your objectives and format. He will give you success. (2 Thes. 1:11-12)

Large Group Review

It's important to review your Large Group meetings periodically. This may be an activity you do before planning, mid-way through the year or as reflection exercise at the end. Each person involved with planning or leading Large Group meetings should read the list below and check all items that describe your group. You'll find that different people will see what's happening differently, so you will want to compare your responses.

BEFORE THE MEETING:

- ☐ There is a plan for the semester/quarter for all Large Group meetings
- ☐ Speakers are invited to speak with as much advanced notice as possible
- ☐ Visuals are prepared before the meeting
- ☐ Meetings are prayed for regularly
- ☐ Musicians are prepared (guitars tuned, songs rehearsed)-*if applicable*
- ☐ Speaker is briefed on location, time of Large Group, audience, expectations, goals, time limits
- ☐ Facilities are ready, set up on time
- ☐ Food ordered and person assigned to pick it up
- ☐ Supplies purchased (plates, cups, napkins, silverware, etc.)

DURING THE MEETING:

- ☐ Clear opening statement as to the purpose of the meeting and a warm welcome
- ☐ Meeting starts on time
- ☐ There is a sense of excitement and expectation
- ☐ There is a way for the chapter to get in touch with visitors
- ☐ There is a way for to get connected to a small group
- ☐ Meeting tone is enthusiastic and upbeat
- ☐ Meeting has adequate amount of group participation
- ☐ Meetings are not too formal or stiff
- ☐ Meetings are not too informal or chaotic
- ☐ There is a unifying theme throughout the meeting
- ☐ The meeting is Christ-centered and represents InterVarsity's values
- ☐ Leader/Staff or Emcee communicates warmth, welcoming tone, expectations
- ☐ Leader/Staff or Emcee is careful not to use jargon or "in jokes"
- ☐ Leader/Staff or Emcee is confident of what comes next and smoothly moves group
- ☐ Speaker is introduced to the group
- ☐ Teaching is generally relevant (meeting people where they are)
- ☐ Teaching is generally helpful (not too simple or advanced)
- ☐ Words for songs clearly displayed (if applicable)
- ☐ Announcements are brief, interesting, and necessary
- ☐ Regularly attending members are welcoming to newcomers
- ☐ Sensitivity to visitors and an assumption that there are new people and non-Christians in the room
- ☐ An opportunity for prayer

AFTER THE MEETING:

- ☐ Speakers are thanked verbally and in writing
- ☐ Visitors are followed up
- ☐ Many people who visit return
- ☐ Prayers for meetings include thanksgiving for God's answers
- ☐ Meeting planners/leaders review meetings and make improvements

LOGISTICS

WHEN TO MEET

Continuity is important. Try to establish a regular time and stay with it for the whole year. Chapter members need to have this as a regular slot in their schedules. Each chapter should evaluate its campus in terms of classes, social events, clubs, and other patterns that would conflict with the meeting time. Consider the following questions:

- Are Tuesday or Thursday evenings heavily scheduled with night classes?
- Do students tend to go home on weekends?
- Is this a commuter campus where students are rarely around campus in the evenings?
- What are the heavy study nights or hours?
- When do the residence hall staff typically call their meetings?
- Are there regular church functions on Wednesday evenings?
- Do students work mainly in the afternoon or evening?
- Do students rely on public transportation or have their own cars?
- Would students be willing to come back for an evening meeting or would an early morning or afternoon meeting between classes be most convenient?

One residential campus found that for several years Friday at 6:00 pm was a good time, right after dinner and before other social activities began. Several commuter campuses find the noon hour or late afternoon to be best. Another residential school held their meetings at 9:30 pm on Thursdays – after evening classes and the point at which many students were ready for a break from the library. For many "old-time" chapters, Thursdays at 7:00 pm have been almost sacred (sometimes for 20 years or more)! You may need to re-evaluate your meeting time every few years as campus patterns change. There will be no perfect meeting time. But if chapter members become accustomed to a particular night of the week being "InterVarsity" night, they can seek to clear their schedules of social activities, studies, and even classes.

WHERE TO MEET

Location can have a big impact on the success of Large Group meetings. Here are some ideas to consider in choosing a meeting location:

1. Choose a well-known place that is easily accessible. Student unions, commons, student centers can be effective locations. High traffic areas where the group can be seen weekly helps others be aware of your presence.
2. Commuter campus groups should choose a location on campus that is accessible and easily found. Meeting on campus will help your group establish a campus identity.
3. It is helpful to meet consistently in the same location. Try to avoid a situation where you will frequently be moved from one room to another.
4. If you use a campus chapel or religious center, you may need to consider if you will be too closely associated with denominational campus ministries.
5. The meeting place should be free from outside noise and distraction (e.g., not next to a bowling alley, video games, loud band, or heavy traffic area).
6. Consider the atmosphere of the room. A classroom will create a more formal, academic atmosphere than a lounge.
7. A carpeted room with moveable chairs has many advantages and versatility for meetings.
8. Consider selecting a room that has access to audio-visual equipment. If you have a full worship team, you will need equipment that not all campus rooms have readily available. So try to reserve the room early.
9. The size of the room should be appropriate to your group; not so big that you "rattle around" in it, but large enough to allow for growth. If you reach 80% of the room's capacity, look for a bigger meeting space.

10. For a community-wide or area-wide meeting, consider rotating campuses, using a local church or another central gathering place.
11. You won't ever carry out all these recommendations, so select a location that meets most of your needs and be creative to make the best of it.

HOW OFTEN AND HOW LONG?

FREQUENCY

Two important considerations are the size of the chapter and the available leadership. Smaller fellowships will have more natural social and relational ties so that planned chapter gatherings are not as vital to the cohesiveness of the chapter. Also, there is the danger of organizational overload, if the same few leaders are doing everything. It is better to have monthly meetings with a high level of quality and consistent attendance than weekly meetings thrown together by overworked leaders resulting in irregular attendance and burn out of leaders. For larger, established chapters, weekly Large Group meetings often work best.

The goal of weekly meetings is desirable for two reasons:

1. The needs of a growing chapter will require it.
2. The continuity principle (e.g., every Thursday night at 7:30 PM is InterVarsity night).

LENGTH OF TIME

Most groups have found 75-90 minutes to be optimum for the length of chapter meetings. Generally, after 90 minutes the meeting will begin to drag and students will get restless. With less than 75 minutes, the meeting may seem crammed. Many commuter schools find that one hour (or even 50 minutes) between classes is the best time frame for their meetings.

Sample Large Group Plans

	50 Min Plan	75 Min Plan	90 Min Plan	120 Min Plan
Icebreaker	X	10 Mins	15 Mins	25 Mins
Worship	10 Mins	20 Mins	20 Mins	25 Mins
Main Teaching Block	30 Mins	30 Mins	30 Mins	30 Mins
Small Group Time	X	X	15 Mins	30 Mins
Response and Close	5 Mins	10 Mins	10 Mins	10 Mins

The commuter school with limited time may want to supplement these meetings with monthly evening fellowship meetings.

PUBLICITY

Publicity has four target groups:

1. Regular members who need reminders and encouragement to attend the Large Group meeting.
2. Christian students who are looking for Christian fellowship.
3. Non-Christian students who are interested in finding out more about Christian faith.
4. People you meet during NSO who have not shown up yet

In addition, your chapter publicity serves as a reminder to the faculty, administration, and general student body that there is a Christian fellowship that meets on this campus. Ongoing publicity and special event or campaign publicity both help get the word out! As you think through different ways to communicate consider:

1. Information Tables or Proxes. Set up an attention-getting table display in a heavy traffic area to distribute flyers and collect contact cards for interested people.
2. Official College Bulletin. Is there a daily or weekly bulletin? Newspaper? Is there a listing of events posted somewhere (online, TV monitors or electronic boards)? Find out how to get your meetings included in the listings.
3. Display Cases and Club Bulletin Boards. Some of these may need to be rented.
4. Classroom Announcements. Request permission to make an announcement before or after class or use the chalkboard.
5. Local Churches. Send information about meetings to area churches to use in church bulletins or literature tables, especially churches with a high number of college students attending.
6. Signing up for a group texting service to send reminders about Large Groups. Send monthly reminders to students you met during NSO, even if they have not shown up yet.

Get creative with your printed publicity. Rules differ depending on the campus, but think about how you can use:

- Posters
- Flyers (to canvas the campus or combine them with chalking)
- Brochures, pamphlets
- Large Billboards
- Banners (tied between trees or posts)
- Sandwich boards
- Buttons
- Balloons
- Table tents (in the cafeteria)
- Postcards/ invitations (put in mailboxes)
- Business cards (with chapter information)

Remember to allow plenty of time for layout, graphics, printing, and distribution. Check to see if there are any printing services provided by your college and utilize the [InterVarsity logo generator](#) to create an InterVarsity logo with your school's name!

PUBLICITY GUIDELINES

These guidelines are the most essential component of getting people to come to Large Group.

1. Personal invitations are always the most effective form of publicity. All other forms simply supplement word of mouth publicity.
2. As you plan your publicity, answer these questions about your publicity needs:
 - How often?
 - Where?
 - What forms?
 - What is the target audience?

- What content?
 - What are the deadlines?
3. Remember to work with the administrative guidelines on your campus. Also, if your college has a campus minister/ministry department, consult with them about publicity options.
 4. Give attention to the quality of publicity, especially printing, artwork, and layout. Use your artistically gifted people on this.
 5. Three governing words for publicity are: brevity, clarity, and simplicity.
 6. Always identify the sponsoring organization.
 7. Consider personal invitations to special interest groups (such as the ecology club, hunger awareness committee, black student union), especially if your meeting topic would be of interest to them.
 8. Think of a catchy title for the meeting. For ideas, look at book titles, magazine articles, song titles, and popular sayings.
 9. All publicity packages (except for teasers) should include the information:
 - Who is sponsoring the event? Who is invited?
 - What is the program? What is the purpose (title, content)? Who are the key people? (speakers, performers, etc.) Why should people come?
 - When will it happen? date and time
 - Where will it take place? (building and room, potentially include a map)
 - Why should people come?
 10. Consider making use of both "teaser" publicity and "saturation advertising." For example, some banners may just say "What is your reason to live?" Later advertising will seek to inform the whole campus of the needed information to attend an evangelistic meeting with that title.
 11. Test your publicity effectiveness by random surveys asking people if they have heard of the event, how they heard of it, and what their impression of the publicity was.

GOOD BEGINNINGS AND ENDINGS

How an event begins or ends often flavors how it is remembered. As you make your detailed plan for each Large Group meeting, be mindful of starting and ending well. Coach the Emcee on what makes a strong beginning and clear conclusion to the meeting.

1. "In the Beginning..."
 - Start the meeting on time. The best way to start on time is to start on time! People are easily conditioned. If they realize the meeting won't start until most people arrive (20 minutes late), or if they realize nothing important happens until 8 pm, they won't arrive at 7:30 pm even though that is the designated starting time.
 - Music is not simply to be used as "filler time" until everyone arrives. If you want to have informal singing at the beginning, consider starting 10 minutes before the official starting time. This can create an expectant atmosphere as people arrive.
 - The emcee should come to the front, look at the audience, and wait until it is quiet. Never try to shout over the roar of voices. Speak loudly, deliberately, and slowly.
 - The emcee should have the opening sentences well prepared. Words of welcome and introduction are appropriate. Here is an Example: "Good evening! Welcome to InterVarsity. My name is Joe Smooth. If this is your first time checking us out, we're so glad you're here. Make sure you fill out the contact card that you can find with this QR code so we can have a way to stay in touch after this meeting. We're InterVarsity, and we're a spiritual community on campus that is open to all who are looking to grow in a relationship with Jesus through community, bible study, and of course fun. The theme of our meeting this evening is and later we will be hearing from our guest speaker Professor _____. But first Suzy Singer is going to come lead our time in worship." (Wait until she comes to the front before sitting down.)

2. "All's well that ends well."

- It may be all right for Woody Woodpecker to end cartoons with "That's all Folks" but it's not for Large Group meetings.
- End the meeting on time and make it a definite ending so that people can leave without embarrassment. It is the responsibility of the Large Group Coordinator or Emcee to make necessary adjustments (like asking the worship team to cut one song) to end the meeting on time. Similarly, the Large Group Coordinator or Emcee should communicate with the speaker to emphasize the time limit.
- End the meetings with a sense of closure and completion. This will usually mean allowing some time for response to the main teaching. A time of prayer, singing, silence, questions, or comments by the Emcee may be appropriate.

SPEAKERS

SELECTING SPEAKERS

Many campuses invite speakers to present at their Large Group meetings. This is a way to spend time together in the scriptures and to learn and grow as disciples. One of the primary tasks of a Large Group Coordinator is to select, invite and care for visiting speakers. As you select speakers, consider their qualifications and develop a Speakers List to draw from in the future.

1. Qualifications for Speakers

- Able to subscribe to [InterVarsity's Statement of Faith](#) and [Purpose Statement](#)
- Displays spiritual maturity
- Understands the student context (have a paragraph written about your chapter and campus to share with speakers so they understand your demographics and audience)
- Able to communicate to students in a Large Group setting (not all faculty or pastors will necessarily communicate effectively in the context of a chapter meeting)
- Has a thorough knowledge of the subject to be addressed (including a Biblical perspective on the subject)

2. Potential Speakers

Keep a Speakers List to benefit present and future student leaders. Include name, email address, area of expertise, and evaluative comments. Each time you use a speaker, add their name to the file. Speakers could include:

- Local InterVarsity staff member(s)
- Students whose experience and training may give them special qualifications to address a particular subject
- Christian faculty members and graduate students at your college
- Christian faculty from nearby Christian colleges and seminaries
- Local pastors and missionaries
- Christian non-profit leaders or para-church leaders
- InterVarsity alumni or other Christian business/professionals in the community

CONTACTING SPEAKERS

When contacting speakers, it's important to ask early. A lead time of several months is preferable. Should your first candidate decline, it will give you time to give a second candidate two weeks' notice. Plan for at least three communications with your speakers.

1. Initial Email Invitation. In your request, include:

- Who you are
- Topic and objective
- Helpful background information on topic
- How this meeting fits into the semester plan and what comes before and after
- Date, time, place
- Size of group
- Amount of time for speaking
- Question/answer time
- Honorarium and travel provided
- Phone number and address for your contact

- When you need a response regarding whether they can speak or not
 - Make sure to attach the [Statement of Agreement for Non-InterVarsity Staff speakers](#)
2. **Follow-Up Email.** If this person accepts, send a follow-up email thanking them and including what to expect and asking for any information you need.
What to expect:
 - When they need to arrive and who will meet them where (include a map of campus)
 - What equipment is always available (ask if they require any special equipment or other needs)
 - What the context for the talk is—what else will happen in the meeting
 What you need:
 - Request for biographical information
 - Let them know if they plan to use slides, when it is needed and who to send them to
 3. **Thank You Email or Card.** After the meeting, send a thank you within three days. The more specific you can be about what you appreciated about their talk or what students found most helpful, the better!

CARING FOR SPEAKERS

As the Large Group coordinator, you want to care well for your speakers. Whether this is something you do yourself or you assign to another chapter member, keep in mind the following guidelines. They will help you to demonstrate love, hospitality, and kindness to your speakers. It will help speakers be better prepared, and you'll find they are happy to return to speak again.

1. Be there to meet the speaker at the appropriate place and time.
2. Know the speaker's name (pronunciation, how she/he wishes to be introduced to others).
3. See if there are any special immediate needs. Consider having a bottle of water available.
4. Share a little about yourself and perhaps your chapter.
5. Make sure the speaker is briefed on the timetable before, during, and after the meeting.
6. Go over the details of the meeting. Find out how the speaker plans to conclude the talk.
7. If you have not already done so, be sure that you get a short biography to use for the introduction at the meeting.
8. Some speakers prefer to have some time alone to collect their thoughts and pray before the meeting.
9. Offer to have the speaker pray with student leaders before the meeting.
10. Some speakers enjoy coming early and eating a meal with students prior to the meeting. You could offer this in your letter of invitation.
11. Before departure, privately give the speaker whatever honorarium, parking validation and/or expenses have been agreed upon, along with a word of thanks.
12. For out-of-town speakers, be sure that housing and meals are provided according to the speaker's expectations.
13. Always send a note of thanks, giving specifics of how the speaker's ministry was appreciated by the chapter.

INTRODUCING SPEAKERS

Introducing a speaker prepares the audience for what is to come. Good introductions tell the audience why they should listen to this speaker and provide a transition from the previous activity, orienting the audience to the speaker's subject. Introductions also help the speaker feel welcome and at ease and build a bridge between the interest of the audience and the credentials of the speaker.

Avoid "introductions" that lack information. Some bad examples include: The song leader finishes leading a song, sits down, and nods over to the speaker to begin, without any prior introduction. Or "And now John will speak to us." Or "Our staff worker needs no introduction, so here he is." This doesn't help your audience or your speakers!

Speaker Introduction Guidelines:

1. Keep it short. The audience wants to hear the speaker, not about the speaker.
2. Make it personal. Speak from your heart. Share something from the life of the speaker, not just a list of degrees and books. But don't be overly familiar or disrespectful.
3. Don't overly exalt the speaker with glowing comments of praise. You are not introducing God, just one of his servants.
4. Do share enough information about the speaker's area of expertise or personal experience which makes him/her qualified to speak on this subject.
5. The use of humor can be helpful if it is respectful and not degrading.
6. Avoid disclaimers like: "We may not agree with everything Dr. Jones will say tonight...". Let the audience decide that.
7. Invite the audience to welcome the speaker with applause. Remain at the front to welcome the speaker to the podium and be sure everything is in place.

Speakers will form an opinion of InterVarsity by the care with which we give them directions and introduce them.

APPENDIX

HUB MODEL FRAMEWORK FOR LARGE GROUPS

What is a Hub Model?

A Hub Model functions as a connected network of campus ministries and ministry teams that gather students for a consistent area or city-wide Large Group gathering (monthly or at a rhythm that fits your context).

Rather than each campus operating independently, campuses collaborate to create a more catalytic environment for:

- Outreach
- Discipleship
- Worship & Prayer
- Leadership Development
- Community & Belonging
- Missional Vision

The Hub Model helps students grow deeply on their campus while participating in a larger missional community across a city, area, or college network. It allows ministries to give their best energy toward a shared gathering that students anticipate and invite others into, while still maintaining strong local campus discipleship communities. Large Group should not simply function as an event, but as a formative space where students encounter God, experience transformation, and are empowered to live as witnesses of Jesus on their campuses and in their communities.

Students are connected through:

- **Campuses:** local InterVarsity chapters and small groups
- **Ministry Teams:** shared leadership and service opportunities
- **Large Groups/Events:** consistent area-wide gatherings

Large Group is a space where the broader InterVarsity community gathers to experience God and authentic community together.

The Leadership/Core Team and volunteers create an environment where students can:

- Worship Jesus or learn about Jesus for the first time
- Build relationships
- Explore faith
- Encounter God's presence
- Grow as disciples
- Be sent out in mission

SUGGESTED MINISTRY TEAMS

Each team is designed to create student ownership. It's also an opportunity for leadership development where apprentices can learn and members deepen their commitment. Lastly, these teams create shared vision across campuses as students work together toward a common goal. Each team should ideally include: a coordinator(s) as a main point person, student leaders, apprentices and committed team members.

- **Host Team**—creates a welcoming environment that reflects the hospitality of Jesus
 - *Examples:* Greeters, hospitality, conversations, icebreakers, room setup/cleanup, first time guest connection
- **Creative Team**—captures and communicates the story of what God is doing through creative mediums
 - *Examples:* photography, videography, graphic design, social media, storytelling, fine arts, etc.
- **Prayer Team**—cultivates a culture of prayer, intercession, and spiritual expectancy
 - *Examples:* prayer ministers, intercessors, prayer walks, prayer room leadership
- **Worship Team**—leads the community in worship through music and creative expression
 - *Examples:* worship leaders, vocalists, instrumentalists, media/sound/visual techs

Typical Large Group Segments (2 hours)

Choose a consistent gathering rhythm for the academic year (*Example: last Monday of every month*).

- Welcome, Hospitality & Connection—30 minutes
 - Food/snacks
 - Announcements
 - Icebreakers
 - First time guest connection
 - Community building
- Teaching/Testimony/Vision—30 minutes
 - Scripture teaching
 - Student testimonies
 - Vision casting
 - Evangelism and discipleship focused (should not be a topic designed only for already committed Christians in the core team, leadership team, or small group settings)
- Worship & Prayer—20 minutes
 - Worship music
 - Prayer ministry
 - Reflection/responding to God
- Small Group Discussion—30 minutes
 - Campus-based groups
 - Processing questions
 - Prayer and application
- Transition bugger—10 minutes
 - Movement between elements
 - Announcements or flexibility in schedule
- After Hour: Community Hangout & Cleanup
 - Informal connection time
 - Relationship building
 - Shared ownership of cleanup and hospitality

Sample Plan (Opening Meeting)

Date: Sept. 12

Time: 7:30-8:45 pm

Place: Union, 201

1. What do you want the meeting to accomplish?
 - To help students face the pressures and temptations of college life.
 - To receive practical help and encouragement on how to grow during their college years.
 - To get introduced to InterVarsity as a means of helping accomplish (A) and (B).
2. What specific topics?
 - Topic: How to Survive as a Christian in College
 - Title: "First Four Years are the Hardest"
3. Format:
 - Interview skit with upperclassmen displaying how they coped with college life in their first year and how InterVarsity helped them.
 - Video
 - Room Arrangement: Semi-circle, table, podium, screen
 - Who will arrange the room: Tim Student & his small group
4. Building Blocks selected:

☒ Get acquainted activities	☐ Literature highlight	☐ Introductions
☒ Worshipping through music	☐ Speaker	☐ Personal Application
☒ Worshipping through prayer	☒ Refreshments	☐ Booktable
☐ Sharing (as Large Group)	☐ Discussion	☒ Name Tags/Sign-up Table
☐ Q & A with speaker	☒ Skits/Drama	☒ Scripture Reading
☒ Communications/announcements		

5. Order of Meeting and 6. Timing (Total time accounted for: 85 minutes)

Time	Title	Length	Person	Notes
Before	Welcoming & Name Tags	15 mins	Small Group Leaders	
7:30pm	Welcome and Purpose	3 mins	Emcee	
7:33pm	Opening Prayer	2 mins	President	
7:35pm	Worship through contemporary music	12 mins	Song leader/worship team	
7:47pm	Scripture	3 mins	Emcee	Eph. 6:10-18
7:50pm	Interview skit	12 mins	Suzie Slick with Bill, Ben, Betty, Brenda	How they survived their first year
8:02pm	Prayers	5 mins		Conversational, concerns for coming year
8:07pm	Worship through hymns	7 mins	Song leader/worship team	
8:14pm	Media Show	17 mins		"Proclaiming Jesus Christ"
8:31pm	Communications	2 mins	President	Chapter Vision
8:33pm	Intro to small groups/Sign-up	2 mins	Small Group Coordinator	
8:35pm	Chapter Calendars	2 mins	President	
8:37pm	Invite to Freshmen Picnic	1 min	Outreach Coordinator	

8:38pm	Next Meeting	1 min	Large Group Coordinator	
8:39pm	Ice Breaker	10 mins		
8:49pm	Worship Song	4 mins	Song leader/worship team	
8:53pm	Closing Prayer	2 mins	Faculty Advisor	
8:55pm	Refreshments		Shar Student's Small Group	

7. Responsibilities

- Publicity: Large Group team
- Greeters: Small Group leaders
- Emcee: Ted Talented
- Music: Sandy Swing & Bill Beat
- Follow-up Newcomers: Small Group leaders

8. Plan Review

- Need: Equipment and slides for media show and someone who knows how to run the media show
- Need: Select get-acquainted activity/leader
- Need: Creative ideas for publicity, specific plans

Sample Plan (Late Semester Meeting)

Date: Dec 5

Time: 7:30-9:00 pm

Place: Union, 201

1. What do you want the meeting to accomplish?
 - To help students face the stresses of going home for vacation.
 - To provide biblical view of family relationships and an understanding of the gospel's healing nature.
2. What specific topic?
 - Topic: Surviving Winter Vacation at Home
 - Title: "Families, nerve wracking or nurturing?"
3. Format:
 - Speaker (Staff worker John) and small group discussion
 - Room Arrangements: Semi-circle/small clusters later in meeting
 - Who will arrange the room? Sharon Student and her small group

4. Building Blocks selected:

- | | | |
|--|--|---|
| ☒ Get acquainted activities | ☐ Literature highlight | ☐ Introductions |
| ☒ Worshipping through music | ☒ Speaker | ☒ Personal Application |
| ☒ Worshipping through prayer | ☒ Refreshments | ☐ Booktable |
| ☐ Sharing (as Large Group) | ☒ Discussion | ☒ Name Tags/Sign-up Table |
| ☐ Q & A with speaker | ☐ Skits/Drama | ☐ Scripture Reading |
| ☒ Communications/announcements | | |

5. Order of Meeting & 6. Timing (Total time accounted for: 80 minutes)

Time	Title	Length	Person	Notes
Before	Welcoming & Name Tags	15 mins	Small Group Leaders	
7:30pm	Welcome and Purpose	4 mins	Emcee	
7:34pm	Ice Breaker	10 mins	Emcee	
7:44pm	Prepared Sharing	5 mins	Randy	Re: Answered Prayer
7:49pm	Musical Worship	10 mins	Song leader/worship team	
7:59pm	Prayer as a large group	5 mins		Conversational-praise
8:04pm	Speaker	25 mins	John Staffworker	
8:29pm	Small Group Discussion	15 mins		Share and pray
8:44pm	Communications	4 mins		Finals Prayer Partners
8:48pm	Closing Prayer	2 mins	President	
8:50pm	Snacks		Tim Students' Small Group	

7. Responsibilities
 - Publicity: Large Group team
 - Greeters: Small group leaders
 - Emcee: Ted Talented
 - Music: Sandy Swing & Bill Beat
 - Follow-up Newcomers: Small Group leaders

SPEAKER TOPICS AND MEETING IDEAS

Once you've identified your chapter goals and have gained some insight into the needs and issues on your campus, you're ready to select topics for Large Group meetings. Here's a list of speaker topics and some special meeting ideas to get you started

VISION OF INTERVARSITY

- Building a fellowship
- Engaging the campus
- Developing disciples
- Biblical values

COMMON TOPICS ON CAMPUS

- Cheating, honesty
- Choosing a career
- Roommates
- Personal morality
- Substance abuse
- Anxiety/Mental Health
- Being a Christian in the classroom
- Digital discipleship

MATTERS IN SOCIETY

- Prison reform
- Capital punishment
- Poverty, hunger, & justice
- Civil disobedience
- Apartheid
- Racism
- Abortion
- Immigration
- War

EXPOSITION OF A PORTION OF SCRIPTURE (EXAMPLES)

- Gospels
- Survey of Acts
- Series on Philippians
- Selected Psalms
- Old Testament Survey

BASIC CHRISTIAN LIFE

- The place of solitude
- Meaning and fellowship
- Prayer & meditation
- A call to obedience
- The life of stewardship
- Witness living
- How to worship

PERSONAL EVANGELISM

- Involvement in church
- Healthy relationships
- Righteousness
- Vocational stewardship
- World evangelization

STATEMENT OF FAITH

- Authority of Scripture
- Person of Christ
- Meaning of the cross and resurrection
- Regeneration of the Holy Spirit
- Personal return of Christ

RELATIONSHIPS

- Friendships
- Dating, sex, marriage
- Singleness
- Divorce
- Parents
- Resolving conflict
- How to listen to each other

CHURCH COMMUNITY

- Loving our neighbors who differ from us
- Unity across denominations

SEXUALITY

Hosting a Large Group or series on sexuality can be deeply formative when rooted in God's Big Story, not just rules or misdirected desires. This frames the conversation for all students—highlighting the beauty of relationships, wholeness, justice, stewardship, and Spirit-led discernment. Use the [Understanding Human Sexuality and God's Big Story](#) course as a guide and create space for reflection through small groups and 1:1 conversations, especially around sensitive topics. Above all, lead with a pastoral posture that helps students locate their story within God's and take their next faithful step with Jesus.

SPECIAL MEETINGS

As a chapter, you will likely have a few Large Group meetings that have a special focus or theme. Two examples include:

- **Chapter Prayer Meeting.** Devote a whole Large Group meeting for an extended time of prayer. Divide the time into periods of adoration, thanksgiving, confession, and intercession for chapter concerns and world missions. Intersperse these prayer times with selected Scripture and songs. This requires strong leadership and clear instructions about the flow of the prayer time, so the meeting doesn't run too long.
- **Community Meeting.** You may want to occasionally devote an entire chapter meeting to a social event, such as a Christmas party, picnic, volleyball, banquet, coffee house (with an open mic), costume party, ice cream social, etc. These events can build a sense of community in the life of the chapter while also being great opportunities to invite friends who otherwise would not want to hear a talk on the Bible.

STATEMENT OF AGREEMENT

Purpose

In response to God’s love, grace and truth: The purpose of InterVarsity Christian Fellowship/USA is to establish and advance at colleges and universities witnessing communities of students and faculty who follow Jesus as Savior and Lord: growing in love for God, God’s Word, God’s people of every ethnicity and culture and God’s purposes in the world.

Basis of Faith

We believe in:

The only true God, the almighty Creator of all things,
existing eternally in three persons—
Father, Son, and Holy Spirit—full of love and glory.

The unique divine inspiration,
entire trustworthiness
and authority of the Bible.

The value and dignity of all people:
created in God’s image to live in love and holiness,
but alienated from God and each other because of our sin and guilt,
and justly subject to God’s wrath.

Jesus Christ, fully human and fully divine,
who lived as a perfect example,
who assumed the judgment due sinners by dying in our place,
and who was bodily raised from the dead and ascended as Savior and Lord.

Justification by God’s grace to all who repent
and put their faith in Jesus Christ alone for salvation.

The indwelling presence and transforming power of the Holy Spirit,
who gives to all believers a new life and a new calling to obedient
service.

The unity of all believers in Jesus Christ,
manifest in worshipping and witnessing churches
making disciples throughout the world.

The victorious reign and future personal return of Jesus Christ,
who will judge all people with justice and mercy,
giving over the unrepentant to eternal condemnation
but receiving the redeemed into eternal life.

To God be glory forever.

Adopted by the Board of Trustees October 20, 2000

I hereby subscribe to the above Doctrinal Basis and Purpose of the InterVarsity Christian Fellowship of the United States of America.

(signature)

(date)

(address)

JOB DESCRIPTION FOR LARGE GROUP COORDINATOR (SAMPLE)

The Large Group Coordinator facilitates quality, Christ-centered meetings. This person oversees the planning, strategy, execution, and evaluation of Large Group meetings.

Personal Qualifications

- Is a maturing disciple of Jesus Christ – thoroughly committed and practicing basic disciplines which stimulate growth in Christ.
- Demonstrates organizational and administrative skills necessary to plan and delegate Large Group functions.
- Committed to the vision of InterVarsity and the goals of the chapter.

Service Responsibilities

- Serves as a member of the Leadership Team and is a liaison with any Large Group team.
- Prays for the Large Group meetings and encourages others to pray as well.
- Ensures that the Large Group meetings help the chapter reach its goals and the vision of InterVarsity.
- Forms and leads a team which helps plan and conduct Large Group meetings.

Specifics include:

- Developing plans for Large Group meetings, including not just topics but the involvement of people with the talents to emcee, lead in worship, assist with music, follow-up with newcomers, etc.
- Establishing a speaker resource file, including names, email addresses, and areas of expertise.
- Reserving appropriate facilities and equipment for meetings.
- Arranging for qualified musicians and music for meeting.
- Corresponding with speakers and other guests (invitations and thank you emails).
- Providing publicity and promotion directed to campus and chapter members.
- Arranging for back-up programs for emergency situations.
- Providing for welcoming and the follow-up of newcomers.
- Gathering regular feedback on Large Group meetings.

JOB DESCRIPTION FOR EMCEE (SAMPLE)

The emcee provides up-front leadership during Large Group meetings of the chapter.

Personal Qualifications

- Is a maturing disciple of Jesus Christ – thoroughly committed and practicing basic disciplines which stimulate growth in Christ.
- Demonstrates communication skills necessary to effectively lead a Large Group meeting.
- A willing servant, able to accept the goals and plans which are chosen for the meetings and faithfully carry out those plans.
- Projects enthusiasm, confidence, spiritual sensitivity, pleasant appearance, skill with words, ability to think on his/her feet.
- Committed to vision of InterVarsity and the purposes and goals of the chapter.

Service Responsibilities

- Serves as member of the Large Group team.
- Invests time to understand the goals, plans and theme for each meeting. Understands the order of the meeting and what role each person plays.
- Talks with each person ahead of time who will participate in a meeting; controls the flow and timing of the meetings, provides transitions.
- Begins the meeting with a clear statement of welcome and purpose for the meeting. Sets the tone.
- Keeps in touch with the group during the meeting (notes how they are responding and adjusts as necessary).
- Introduces the participants of the meeting, particularly the main speaker.
- Does not attract attention to himself/herself but instead directs attention to Jesus, to the content of the meeting and to others.

* If you're having difficulty finding an emcee, consider inviting a staff member, faculty or community person who can be a model for the first six weeks until a student can be trained as Emcee.

SAMPLE INVITATION EMAIL TO SPEAKERS

General Outline

- Greeting with clear invite
- Context of the series or community
- 2nd Clear invite and why you think they'd be a good speaker
- Details re: time available, location, etc.
- Closing

Sample

Dear Speaker Friend,

I hope you're doing well! With the Fall Semester starting up, the student leaders and I would love to invite you to speak at Encounter, our weekly Large Group gathering!

Our first Large Group series is called **"Planted"**. As we welcome both new and returning students to campus, we want to invite them to think intentionally about the life and community they are building during their time in college. As they are met with new opportunities, pressures, and decisions, our hope is that this series will allow them to consider: What does it look like to be deeply rooted in Jesus so that we can grow and flourish where God has planted us?

- **Sep 3. Pursuing His Path:** We want to begin the series by inviting students to learn who Jesus is and consider what it looks like to follow Him during their time at school. We would love for the speaker to share about what following Jesus in college looked like for them, and how follow Jesus has shaped who they've become. Also, potential vision cast for how InterVarsity and small groups can help students follow Jesus together! *Possible response: inviting students to commit to a small group for five weeks.*
- **Sep 10. Perfectly Placed:** What does a **community** rooted in Christ look like? Where can you find this? We want students to learn that following Jesus shouldn't happen alone! We would love for the speaker to share about the importance of Christian community, what a healthy Christ-centered community looks like, and the importance of committing to a community. It would be helpful if the speaker could share personal stories of how Christian community has been crucial to your own walk with Jesus! *Possible response: inviting to FallCon to deepen relationships & experience Christian community!*
- < Additional Details for Sep 17, 24, and Oct 1.>

As I was praying about potential speakers to invite, I'd love it if you could come and speak on the **Perfectly Placed night on Sept 10!** It'll be a night about community, and as I think about you, you are a master of webbing community together! Would you be available to speak on Sept 10th? I also think you could do a great prayer or reflective activity on Sept 17 for worship and prayer night! And if not, would you be available to speak on any of the above topics? We're still looking for speakers on Sept 3, 10, 17 & Oct 1.

Encounter would be on Thursdays at <School Name> from 7:30-9:30pm. The meetings typically include an icebreaker, worship, a message/talk, and time for response. There will be ~30 minutes set aside for your message.

We would be so grateful to have you join us and speak into the lives of our students! Would you be willing and available to speak on any of these days?

Blessings,
Large Group Coordinator