

# CelebrateRecovery® Leader's Guide Checklist

## for New Celebrate Recovery Start-ups

Each item on the checklist below is followed by the corresponding page in the Leader's Guide, where you can find detailed information for that item. This checklist is meant to guide you through one step at a time. A specific number of days is listed in the Leader's Guide for each phase. This is no longer the current teaching. Take as much time as needed to complete each phase.

### **PHASE 1: INVESTIGATE, COMMUNICATE, INVITE**

#### **Investigate celebraterecovery.com (Pg. 22)**

- Locate and visit local CRs that follow the CR DNA (*DNA handout – get from website*)
- Find closest State Representative
- Identify upcoming training events
- Join CR Social Media Sites (*info not in Leader's Guide*)
  - [instagram.com/celebraterecoveryofficial](https://www.instagram.com/celebraterecoveryofficial)
  - [facebook.com/celebraterecovery](https://www.facebook.com/celebraterecovery)
  - [facebook.com/groups/celebraterecoveryofficial](https://www.facebook.com/groups/celebraterecoveryofficial)

#### **Investigate celebraterecoverystore.com (Pg. 22-23; URL change from Leader's Guide)**

- Order CR Curriculum Kit or Leader's Guide (*Kit Includes handout – get from website*)
- Order and read Life's Healing Choices

#### **Communicate (Pg. 23)**

- Contact your State Rep and schedule a call/meeting
- Play Rick Warren DVD for Senior Pastor; share vision
  - Senior Pastor plays DVD for church staff
- Communicate plans with church about starting a CR

#### **Invite (Pg. 23)**

- Schedule info meeting & recruit support
- Invite anyone in church interested in becoming involved (*Invite State Rep*)
- Hold info meeting for any interested (*CR Info Meeting Outline handout*)

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## **PHASE 2: TRAIN, PLAN, & PREPARE**

### **Train (Pg. 24)**

- Purchase set of Step Study Participants Guide's for each participant
- Optional*: purchase each participant *Your First Step to Celebrate Recovery*
- Meet weekly to Train and Plan CR Launch (*Weekly Meeting Format handout*)
- Train those who will lead the Step Study Groups (*Step Study Format handout*)
  - Step Study Small Groups (*Pg. 57*) & Small Group Guidelines (*Pg. 54*)
- Note: Suggested completion of Participant's Guide 1 **at minimum** before launching General Meeting Night & continue Step Study after launch until completed

### **Plan (Pg. 25)**

- Read through things to consider on Pg. 25
- Begin to discuss and schedule volunteers and assignments

### **Prepare (Pg. 26)**

- Set launch date for General Meeting Night: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
- Contact State Rep to schedule a time for him/her to visit
- Confirm volunteer commitments
  - Facilities \_\_\_\_\_
  - Worship \_\_\_\_\_
  - Childcare \_\_\_\_\_
  - Food \_\_\_\_\_
- Finalize Assignments
  - Greeters \_\_\_\_\_
  - 8 Principles/12 Steps Reader(s) \_\_\_\_\_
  - Lesson or Testimony \_\_\_\_\_
  - Announcements \_\_\_\_\_
  - Closing/Dismissal \_\_\_\_\_
  - Opens Share Group Leaders \_\_\_\_\_
- Invite church; bulletins, info table, brochure, announcement, etc.
- Invite outside community

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### **PHASE 3: CONTINUING GROWTH (Pg. 26-28)**

- Pastor preaches “Road to Recovery” sermon series (not in Leader’s Guide)
  - Found on Curriculum Kit USB
  - Can also be done before launching General Meeting night if desired
- Launch Life’s Healing Choices churchwide small groups study
  - Can also be done before launching General Meeting night if desired
  - Can coincide with the 8-week sermon series
- Purchase Advanced Leader Training Guide (ALT)
  - Begin using by training from the ALT at Monthly Leader’s Meetings for those who complete the initial Leader’s/Volunteers Step Study
  - Use to train those who will lead 1<sup>st</sup> Step Studies for CR participants
- Offer Step Studies for CR Participants
  - At around 6 months after launching
  - Those who completed initial Step Study will become Leader’s for new Step Studies after being trained (from ALT)
- Add Celebration Place for children ages 5-11
- Add The Landing for teens
- Stay in touch with State Rep for ongoing support, encouragement, and guidance

# CelebrateRecovery® Info Meeting

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Time	Length	Element
_____	05min	Welcome and Prayer
_____	05min	Song
_____	10min	What is CR/How is it different? <ul style="list-style-type: none"> <li>○ Christ-based recovery program based on the Beatitudes</li> <li>○ 8 Recovery Principles and 12 Steps</li> <li>○ 7 Keys: Senior Pastor Support, Curriculum, Leadership Training, New Groups, Worship, Fellowship Events, Outreach</li> <li>○ 3 Doors: Large Group, Open Share Groups, Step Study Groups</li> <li>○ ALL Hurts, hang-ups, and habits (for everyone!)</li> </ul>
_____	10min	Testimony (State Rep or a local CR leader is a good option)
_____	10min	Components of Celebrate Recovery <ul style="list-style-type: none"> <li>○ CR General Meeting Night (GMN)               <ul style="list-style-type: none"> <li>▪ Dinner</li> <li>▪ Large Group Meeting</li> <li>▪ Open Share Groups</li> <li>▪ Solid Rock Café</li> </ul> </li> <li>○ Step Studies (held a different night of the week than GMN)</li> </ul>
_____	10min	Pre-launch: CR Start-up Strategy <ul style="list-style-type: none"> <li>○ Planning</li> <li>○ Training</li> <li>○ Step Study (complete <i>at least</i> Participant's Guide 1)</li> </ul> Options for Planning, Training, & initial Step Study <ul style="list-style-type: none"> <li>○ 1 day/night: 1-hour to Plan/Train, 2-hours for Step Study               <ul style="list-style-type: none"> <li>• Continue Step Study on different day/night of the week once launch GMN</li> </ul> </li> <li>○ 2 days/nights: 1<sup>st</sup> night, 2-hour Step Study, 2<sup>nd</sup> night, 1-hour to Plan/Train               <ul style="list-style-type: none"> <li>• Plan/Train night will eventually become the GMN</li> </ul> </li> </ul> Some will become leaders, some volunteers, some participants
_____	15min	Q&A
_____	05min	Song
_____	05min	Prayer
<hr/>		
Total:	75min	

**Leader's Guide Step Study Format & Guidelines**

**for New Celebrate Recovery Start-ups**

**Step Study Format** (Pg. 57 in Leader's Guide)

1. (Start the meeting on time, NO matter what!)
2. Please silence cell phones and put away (on vibrate if you have children)
3. Welcome and opening prayer
4. *Optional:* Worship song
5. Introductions
6. 8 Principles or 12 Steps
7. \*Small Group Guidelines
8. Acrostic from Lesson
9. Questions
10. Thank participants for their sharing
11. Closing prayer

**\*Small Group Guidelines** (Pg. 54 in Leader's Guide)

1. Keep your sharing focused on your own thoughts and feelings.
2. There is NO cross-talk. Cross-talk is when two people engage in conversation excluding all others. Each person is free to express his or her feelings without interruptions. (no conversation or dialog, only sharing or listening)
3. We are here to support one another, not "fix" one another. This keeps us focused on our own issues. (we don't give advice or referrals)
4. Anonymity and confidentiality are basic requirements. What is shared in the group stays in the group. The only exception is when someone threatens to injure themselves or others.
5. Offensive language has no place in a Christ-centered recovery group.

# CelebrateRecovery® Weekly Meeting Format

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“Meet on a weekly basis with your initial volunteer/leadership team to provide training and Celebrate Recovery experience. Even though some may have 12 Step experience, you want to ensure that all have experienced aspects of Celebrate Recovery so they may lead others with integrity. Below is a suggested format for your weekly meetings.”

(Pg. 24 in Leader’s Guide)

Below is the suggested weekly meeting format found in the Leader’s Guide, with an added checklist of all of the planning and training elements laid out on the pages that follow in the Leader’s Guide. Use this as a reference tool to plan your weekly planning and training.

### Part 1: Planning & Training, 1-hour

#### 1. Open With Prayer

#### 2. Plan

- Watch “What is Celebrate Recovery” video from CR website
- Pg. 25; Things to consider
- Pg. 29; Seven Keys to Start Your Recovery Ministry and Keep It Growing
- Pg. 29; Worship
- Pg. 30; Leadership Training
- Pg. 37; Senior Pastor Support
- Pg. 37; Fellowship Events
- Pg. 38; Curriculum
- Pg. 42; New Groups
  - Note: Updated suggested groups for 20 or above are Chemically Dependent and Mixed Issues groups
- Pg. 44; Outreach
- Pg. 48; One-Year Large Group Teaching Schedule and Curriculum Plan

#### 3. Train

- Pg. 50; Large Group Meeting Format: Worship and Teaching Time
- Pg. 54; Open Share Small Groups
- Pg. 57; Step Study Small Groups
- Pg. 58; Illustration of components of each type of CR group
- Pg. 59; Newcomers 101
- Pg. 64; The Information Table and Materials
- Pg. 64; How This Leader’s Guide Is Organized
- A great resource to read together at this point is “Your First Step to Celebrate Recovery” to get a broad overview of what to expect at/from CR

### Part 2: Step Study Group, 2-hours:

- Refer to CR *Leader’s Guide Step Study Format and Guidelines* [handout](#)