

CWBC

UNIT LEADER CHECKLIST

Thank you for *raising a hand* to volunteer to be a **Unit Leader**! We appreciate your time and efforts! We want to, first, Thank you for your kindness! God bless you and yours, always!

GETTING STARTED

Welcome to the CWBC Team! You are, officially, a **Moderator** for the group. Yay! This will allow you to add/edit/delete within your assigned Unit as the Leader. Outside of your Unit, you also have access to make changes, approve members and posts, etc. We kindly ask that you visit with one of our Administrators **before** choosing to help in these other areas beyond your Unit.

CHECKLIST ITEMS

DONE

1. **READ THE CODE OF ETHICS & CONDUCT – located at**
<https://christianwomensbookclub.com/leader-resources>
and be sure to confirm this by electronically signing the acknowledgement at the bottom of the page.
2. **PICK THE TOP 3 WEEKLY TIMES THAT FIT YOUR SCHEDULE *in order of preference*.**
 - a. We ask for 3, given the possibility of scheduling conflicts. We will try to get you in your preferred time slot if we can, though. *Please use ET timezone for uniformity.*
3. **PICK A LENGTH OF TIME THAT YOU WOULD LIKE THIS UNIT TO COVER.**
 - a. Will your Unit take 4 weeks, 6 weeks, 8 weeks, 10 weeks, 12 weeks, etc. to complete?
if other, please specify
4. **PICK A CONTENT SHARING PATHWAY FOR YOUR UNIT as seen on page 2 of this document and enter your choice below:**

	Pathway 1	Pathway 3
	Pathway 2	Pathway 4
5. **FAMILIARIZE YOURSELF WITH THE UNIT SECTION in the group, if you have not already.**
 - a. Please navigate to the Units Section of our Group to **Get Started**.
https://www.facebook.com/groups/christianwomensbookclubgroup/learning_content/
The Units are *numerically listed* – Scroll down to find your Unit, once provided by the Admin team, in this section of our Group.
6. **EMAIL US WITH THIS COMPLETED CHECKLIST FORM. Then, we will guide you through the creation of your new unit's intro videos. These will include a: MEET YOUR LEADER Video & UNIT STUDY GUIDE Video. Email Address: christianwomensbookclub@gmail.com**

CONTENT CREATION

NOW, FOR THE FUN PART! Once you have chosen the **Content Sharing Pathway** that works best for you and your schedule, you can begin planning how to lead your Unit! Let the content creation fun begin! Let us know if you have any questions. We are here for you. May God bless the work you do for His glory to be witnessed through this journey of leadership.

CONTENT SHARING PATHWAYS

Pathway 1 - Weekly Live Video Posting

Things You Will Need:

- A Reliable Internet Connection
- Technology to Go Live on Facebook – desktop camera, phone, tablet, etc.
 - Note: if using your phone, be sure to forward calls or set to DND (do not disturb)
- A Quiet Space with No Distractions
- A List of Talking Points for this section of your unit (*Q&A, sometimes to yourself, from your reading experience*)
- A 15-45 minute Window of Time (*we suggest no more than this*)
- The Book you are reading/studying/discussing (*if this is not a Bible Study*)
- Your Bible (*or the app/web version*) – for **application-to-the-Word** purposes

Pathway 2 - Weekly Pre-Recorded Video Posting with a Watch Party

Things You Will Need:

- A Reliable Internet Connection
- Technology to Record a Video & upload to Facebook – desktop camera, phone, tablet, video camera, etc.
- A Quiet Space with No Distractions
- A List of Talking Points for this section of your unit
- A 15-45 minute Window of Time (*we suggest no more than this*)
- The Book you are reading/studying/discussing (*if this is not a Bible Study*)
- Your Bible (*or the app/web version*) – for **application-to-the-Word** purposes

Pathway 3 - Weekly Zoom Video Conference Hosting

Things You Will Need:

- A Reliable Internet Connection
- A free Zoom account – desktop camera, phone, tablet, etc.
 - Note: if using your phone, be sure to forward calls or set to DND (do not disturb)
- A Quiet Space with No Distractions
- A List of Talking Points for this section of your unit - Here are a few ideas provided by **ilovelibraries.org**
<http://www.ilovelibraries.org/booklovers/bookclub/facilitate-discussion>
- A 15-60 minute Window of Time (*we suggest no more than this*)
- The Book you are reading/studying/discussing (*if this is not a Bible Study*)
- Your Bible (*or the app/web version*) – for **application-to-the-Word** purposes

Pathway 4 - Weekly Review Post & Image

Things You Will Need:

- A Reliable Internet Connection
- A Quiet Space with No Distractions
- Book Discussion Form Completed per post (*this is provided*)
- A free Canva account to create free graphics for the weekly posts
- Time to follow up with comments on the post throughout the week
- The Book you are reading/studying/discussing (*if this is not a Bible Study*)
- Your Bible (*or the app/web version*) – for **application-to-the-Word** purposes