To	
Cc	Cc any leaders, co-leaders, host, etc.
Bcc	Bcc rGroup members
Subject	REVO [insert your group reference name, for example Spry] rGroup - Week #

Happy Monday!

This Week:

We cannot wait to see y'all [insert day and time of your rGroup]! We will be looking at [insert the content the group is going over that week, such as the chapter, topic, etc.].

Address: [insert address of meeting place]

Homework:

- Read: [insert chapter(s) in Bible, book, etc for the week]
- Memorize a verse from the above passages [pick a task for them to achieve before the group meeting; this is an example]
- Think through the provided questions

[Insert content such as Bible chapter and verses, book chapters/pages, etc]

- What questions do you have from the readings?
- [insert discussion questions relevant to the content]

Recap from content already covered:

[if able, try to send out the documents/ outlines from the content that has already been covered this semester]

Always feel free to reach out if you have any questions or need anything!

In Christ,
[insert name(s) of leader(s) and co-leader(s)