

SMALL GROUP LEADER NOTEBOOK

MISSION  CHURCH



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SCHEDULES & CALENDARS

PREPAREDNESS & PLANNING

- Master Planning Sheet
- Small Group Planner
- Important Dates & Meetings
- Coaching Schedules
- Calendars



GROUP SHEPHERDING

CONNECTING & CARING FOR OTHERS

- Small Group Roster
- Needs Small Group List
- Shepherding Report



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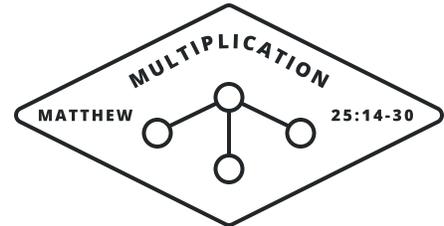
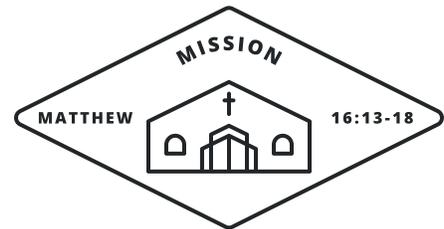
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MISSION CHURCH

*Making Disciples
Who Live Loved and Sent
to the Glory of God.*

SIX PURSUITS

FOUR COMMITMENTS



SMALL GROUP PURPOSE

The Small Group Ministry exists to provide an environment where people experience biblical community and grow in their walk with Christ.

Biblical Community

COMMUNITY – defined

1. A group of people who live in a certain locality, or the area in which they live.
2. A group of people with a **common background, belief, or shared interest** within society

Proximity + Camaraderie = Powerful Community

BIBLICAL COMMUNITY – described

ACTS 2:42-47

⁴² And they devoted themselves to the apostles' teaching and the fellowship, to the breaking of bread and the prayers. ⁴³ And awe came upon every soul, and many wonders and signs were being done through the apostles. ⁴⁴ And all who believed were together and had all things in common. ⁴⁵ And they were selling their possessions and belongings and distributing the proceeds to all, as any had need. ⁴⁶ And day by day, attending the temple together and breaking bread in their homes, they received their food with glad and generous hearts, ⁴⁷ praising God and having favor with all the people. And the Lord added to their number day by day those who were being saved.

Growing in Our Walk

COLOSSIANS 2:6-7

⁶ And Therefore, as you received Christ Jesus the Lord, so walk in him, ⁷ rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving.

CORE VALUES & GOALS

CULTIVATE RELATIONSHIPS

Small groups must invest time and attention in each other's lives and strive to develop love and trustworthiness towards one another. Though Sunday mornings provide the opportunity to make acquaintances and casual friendships, it is within the small group that community is experienced at a deeper level.

DISTRIBUTE MINISTRY & CARE

Small groups should provide appropriate care for the emotional, spiritual, and practical needs of one another. Our elders and staff could never minister to every individual need in the congregation, thus small groups provide an opportunity for the church community to minister to one another. This is best described in the "one another" passages of Scripture.

ENCOUNTER TRUTH

Small groups should strive to learn, live, and share the truth of God with one another. This should happen not only through proclamation but especially through application; because, as truth is put into action, it is encountered in an extraordinary way.

FOSTER MATURITY

Small groups should strive to see each member participate in and experience life-change. The goal is to provide one another with the motivation and accountability that each need to become a person of maturity.

PROMOTE MULTIPLICATION

Small groups must recognize that the health of the group will show itself in its ability to reproduce a new group within eighteen months of its start. The healthy reproduction of each leader and group allows for others to experience the joy of biblical community.

CORE VALUES & GOALS IN SMALL GROUP

The values and goals guide every element of small group.

CULTIVATE RELATIONSHIPS	Fellowship
DISTRIBUTE MINISTRY & CARE	Prayer
ENCOUNTER TRUTH	Study
FOSTER MATURITY	Accountability
PROMOTE MULTIPLICATION	Establishing

QUALIFICATIONS FOR LEADERSHIP

COMMITMENT

Each leader in the Small Group Ministry must be committed to Mission Church through associate membership and on their way to becoming a participating member. It is crucial that each leader be vitally connected to and approved by the church leadership.

CHARACTER

Each leader in the Small Group Ministry must be known to be above reproach, possessing the essential qualities of a deacon. The authority and respect needed to lead and care for others is granted on the basis of one's character.

CHARISMA

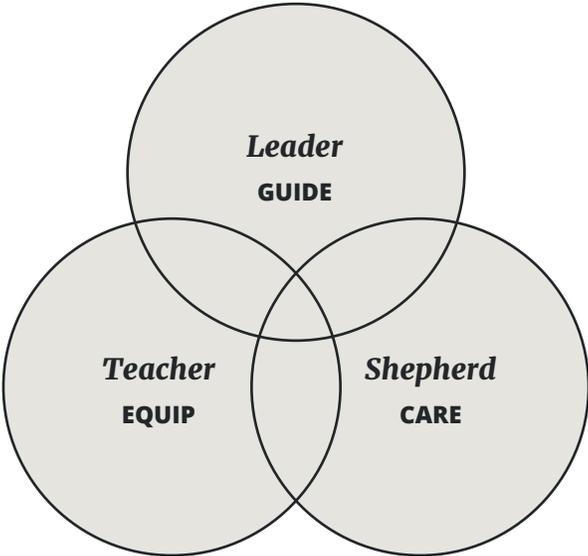
Shepherding requires a unique combination of both heart and skill. Each leader in the Small Group Ministry must possess a desire and personality that demonstrates a love for people.

COMPETENCE

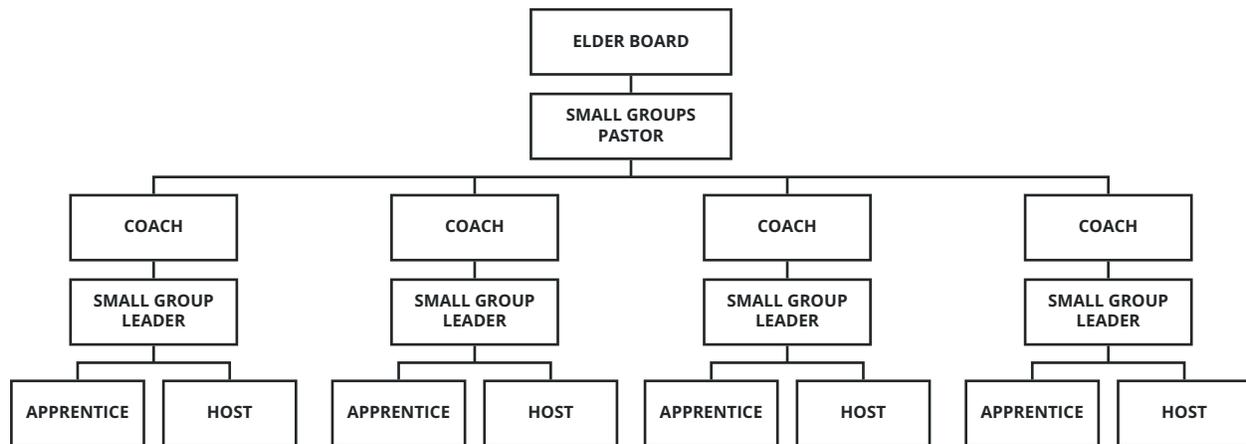
Each leader in the Small Group Ministry must have previously participated in a small group. This allows them to see what a small group is and does. It also gives a leader opportunity to practice leading before bearing the full weight of responsibilities.

LEADERSHIP ROLES

Small Group leaders are the most strategic leaders at Mission Church. They carry out and facilitate the work of ministry by filling three primary roles.



MINISTRY STRUCTURE



ROLES & RESPONSIBILITIES

Board of Elders

The elders are a group of biblically qualified men who have been entrusted with the ultimate responsibility of leading, shepherding, and caring for the church.

RESPONSIBILITIES:

1. To give oversight and direction to the church's ministry.
2. To commission those who will serve as under-shepherds in the church.
3. To provide care and discipline to those who are beyond the care of the under-shepherds.

Pastor of Community Life

The Pastor of Community Life serves as the direct overseer of the Small Group Ministry on behalf of the church leadership.

RESPONSIBILITIES:

1. To give care and support to the Small Group Ministry and its leaders.
2. To ensure that the Small Group Ministry is functioning in accordance with and fulfilling the mission and vision of the church as set forth by the church leadership.
3. To interface specifically with the small group coaches.
4. To participate in leadership meetings and training events.

Small Group Coach

A coach serves as a point-person over 5-8 small group leaders (called a huddle).

RESPONSIBILITIES:

1. To see that the purpose, goals and philosophy of the Small Group Ministry are instilled and experienced in the huddle.
2. To fulfill the duties of a coach (model, guide, envision).
3. To serve as a liaison between the Assistant Senior Pastor and the men in his huddle.
4. To communicate to and receive information from the men in his huddle.
5. To participate in leadership meetings and training events.

Small Group Leader

A small group leader serves as a shepherd over a select group of 8-16 people within the congregation.

RESPONSIBILITIES:

1. To see that the purpose, goals and philosophy of the Small Group Ministry are instilled and experienced in the group.
2. To practice the ministry keys.
3. To coordinate and communicate with group members.
4. To communicate matters of urgent care and concern to church leadership.
5. To participate in leadership meetings and training events.

Small Group Leader's Wife

A small group leader's wife is considered a leading lady and serves by assisting her husband without obligation according to her giftedness.

RESPONSIBILITIES:

1. To support and assist their husbands as needed within the small group.
2. To serve based on their giftedness as equipped.
3. To provide a godly example for other women.

Small Group Apprentice

A small group apprentice serves as an assistant to a small group leader with the goal of leading the group that will eventually birth.

RESPONSIBILITIES:

1. To assist the small group leader with all responsibilities as needed.
2. To become proficient in the purpose, goals, and philosophy of the Small Group Ministry.
3. To make all the preparations necessary at the appropriate time for the birth.

Small Group Host

A small group host serves as the host of the group and may work with the leader to coordinate refreshments for the group.

RESPONSIBILITIES:

1. To provide an appropriate place of meeting for the small group.
2. To arrange a meeting place with the small group leader when a break is needed or when the host is unavailable.
3. To work with the leader to see that refreshments are coordinated for the group.

LEADERSHIP MEETINGS

SMALL GROUP MEETINGS (90-120 MIN)

- Bi-weekly on Mondays, Tuesdays, Thursdays, or Fridays

SMALL GROUP LEADER TRAINING (90 MIN)

- Bi-monthly on Sunday evenings before Mission Night of Worship

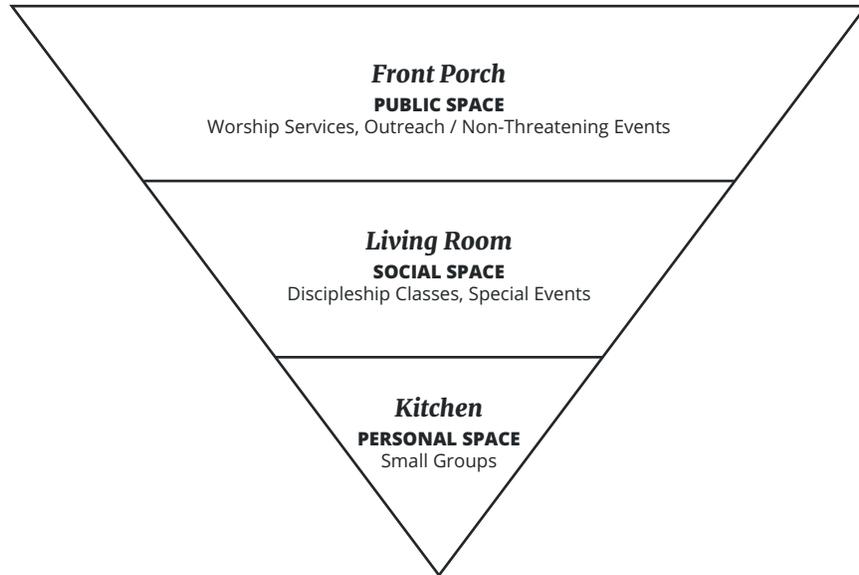
SMALL GROUP HUDDLES (90 MIN)

- Bi-monthly on Sundays after church or before Mission Night of Worship

HEADING TO THE KITCHEN

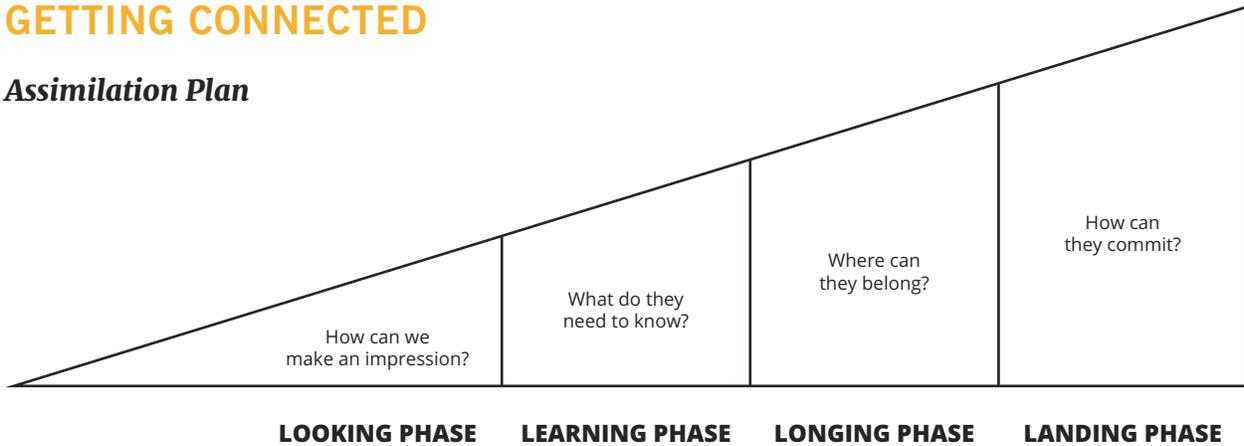
Home Model

Principle adapted from North Point Community Church

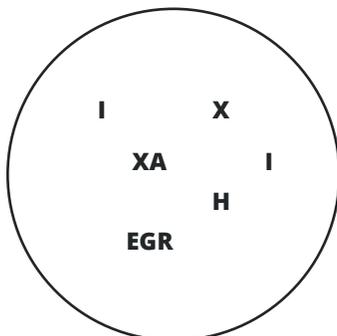


GETTING CONNECTED

Assimilation Plan



GROUP MAKE-UP



- X** Leader
- XA** Apprentice
- H** Host
- I** Individual Attender
- EGR** Extra Grace Required

COACHING KEYS

The Key Responsibilities of a Small Group Coach

MODEL

Present an example of maturity and spiritual leadership.

1 CORINTHIANS 11:1

¹ *Be imitators of me, as I am of Christ.*

GUIDE

Provide direction, assistance, and accountability.

2 TIMOTHY 4:2

² *preach the word; be ready in season and out of season; reprove, rebuke, and exhort, with complete patience and teaching.*

ENVISION

Proclaim potential in leaders and groups.

PROVERBS 29:18

¹⁸ *Be Where there is no prophetic vision the people cast off restraint, but blessed is he who keeps the law.*

EQUIP

Pass on practical and essential skills.

EPHESIANS 4:11-12

¹¹ *And he gave the apostles, the prophets, the evangelists, the shepherds and teachers,* ¹² *to equip the saints for the work of ministry, for building up the body of Christ,*

MINISTRY KEYS

The Key Responsibilities of a Small Group Leader

INVITE

Invite new people to small group and challenge others to do the same. Be both random and strategic.

PLAN

Create a schedule, keep it current, and inform the group of changes.

PREPARE

Pray for and prepare the lesson and agenda for each small group meeting far enough in advance.

FACILITATE

Lead the group time and lesson with timeliness, order, sensitivity, and proper tone.

CHALLENGE

Challenge the members of the group to grow and encourage them to hold one another accountable.

CARE

See that the small group is caring for individuals both inside and outside of the group.

MENTOR

Identify and invest in an apprentice. Spend time discussing the meeting. Allow the apprentice to participate in leading and provide feedback.

COMMUNICATE

Inform the coach of the health, strengths, and needs of the small group.

LONG-TERM STRATEGIC PLANNING

Review Your Purpose and Values.

- It is crucial to remind. Always keep the destination in mind.
- We need to continually remind ourselves what we are about and what we are seeking to become.

Determine the Points of Focus.

- In light of the purpose and values, prayerfully ask yourself, "In what areas is my group strong and in what areas do we need to grow?"
- Celebrate and continue in your strengths and then pinpoint areas you want to grow.
- Ask yourself, "What priorities have already been set for me?"

Set Goals and List Tangible Action Points.

- A goal can be general; but an action point should be specific.

EXAMPLE:

- Focus: *Fostering maturity.*
- Goal: *Raise the level of accountability.*
- Action Points:
 - *Set aside 3 nights for accountability and prayer.*
 - *Do a study on accountability.*

- Ask yourself, "What tangible goals am I being asked to fulfill?"

EXAMPLE:

- 2 BILD studies
- 1 service project

Place Your Action Points on the Calendar First.

- Actions points become your priority and must be scheduled first so they will not to be squeezed out.
- Think of it this way...
 - Your goals are your destination.
 - Your action points are the check points to fuel you on your way.
 - Your schedule is your road map to guide you on your way.

Place the Remaining Items on the Schedule.

- Be sure to include fun and miscellaneous items that your group will enjoy and benefit from.

GROUP NIGHT PLANNER

Fellowship Time – Get Connected (15-20 min)

- Seek to cultivate relationships through informal and planned times of fellowship
- Gather together
 - “Get to know you” activities
 - Praise reports
 - Worship
- Open with prayer

Prayer, Ministry, & Accountability Time – Get Caring (30– 40 min)

- Pray for one another
- Distribute ministry and care/tend to practical needs
- Time for accountability (break into groups of men and women)
- Set spiritual growth goals

Study Time – Get Challenged (30– 40 min)

- Applicational and practical Bible study
- Discussion-based learning

GROUP PLANNING CHART

DATE	FELLOWSHIP	PRAYER, MINISTRY, & ACCOUNTABILITY	STUDY
Time			



CULTIVATE RELATIONSHIPS

CORE VALUE DEFINED

CORE VALUE TOOLBOX

- 19 Relationship Killers
- 20 Relationship Builders

CORE VALUE DEFINED

Small groups must invest time and attention in each other's lives and strive to develop love and trustworthiness towards one another. Though Sunday mornings provide the opportunity to make acquaintances and casual friendships, it is within the small group that community is experienced at a deeper level.

1 CORINTHIANS 12:13-18

¹³ For in one Spirit we were all baptized into one body—Jews or Greeks, slaves or free—and all were made to drink of one Spirit.

¹⁴ For the body does not consist of one member but of many. ¹⁵ If the foot should say, "Because I am not a hand, I do not belong to the body," that would not make it any less a part of the body. ¹⁶ And if the ear should say, "Because I am not an eye, I do not belong to the body," that would not make it any less a part of the body. ¹⁷ If the whole body were an eye, where would be the sense of hearing? If the whole body were an ear, where would be the sense of smell? ¹⁸ But as it is, God arranged the members in the body, each one of them, as he chose.

1. Be at peace with each other (Mark 9:50)
2. Love one another (John 13:34)
3. Be joined to one another (Romans 12:5)
4. Be devoted to one another (Romans 12:10)
5. Honor one another (Romans 12:10)
6. Rejoice with one another (Romans 12:15)
7. Weep with one another (Romans 12:15)
8. Live in harmony with one another (Romans 12:16)
9. Accept one another (Romans 15:7)
10. Counsel one another (Romans 15:14)
11. Greet one another (Romans 16:16)
12. Agree with each other (1 Corinthians 1:10)
13. Wait for one another (1 Corinthians 11:33)
14. Care for one another (1 Corinthians 12:25)
15. Serve one another (Galatians 5:13)
16. Carry one another's burdens (Galatians 6:2)
17. Be kind to one another (Ephesians 4:32)
18. Forgive one another (Ephesians 4:32)
19. Submit to one another (Ephesians 5:21)
20. Bear with one another (Colossians 3:13)
21. Teach, admonish one another (Colossians 3:16)
22. Encourage one another (1 Thessalonians 5:11)
23. Build up one another (1 Thessalonians 5:11)
24. Spur on one another (Hebrews 10:24)
25. Offer hospitality to one another (1 Peter 4:9)
26. Minister gifts to one another (1 Peter 4:10)
27. Be humble toward one another (1 Peter 5:5)
28. Confess your sins to one another (James 5:16)
29. Pray for one another (James 5:16)
30. Fellowship with one another (1 John 1:7)

CORE VALUE TOOLBOX

RELATIONSHIP KILLERS

PROVERBS 10:19

¹⁹ *When words are many, transgression is not lacking, but whoever restrains his lips is prudent.*

PROVERBS 11:13

¹³ *Whoever goes about slandering reveals secrets, but he who is trustworthy in spirit keeps a thing covered.*

PROVERBS 26:21

²¹ *As charcoal to hot embers and wood to fire, so is a quarrelsome man for kindling strife.*

ECCLESIASTES 6:11

¹¹ *The more words, the more vanity, and what is the advantage to man?*

ECCLESIASTES 8:7

⁷ *For he does not know what is to be, for who can tell him how it will be?*

PROVERBS 18:2, 13

² *A fool takes no pleasure in understanding, but only in expressing his opinion.*

¹³ *If one gives an answer before he hears, it is his folly and shame.*

JAMES 1:26

²⁶ *If anyone thinks he is religious and does not bridle his tongue but deceives his heart, this person's religion is worthless.*

Conversation Don'ts

NON-VERBAL

1. Fidget while others are talking
2. Look at your watch
3. Avoid eye contact or stare at the person
4. Stand with arms folded
5. Roll your eyes
6. Remain seated while the speaker is standing or stand up while they are still sitting
7. Acknowledge or wave at another as they pass by
8. Express inappropriate emotion (smile while person is sad)

VERBAL

1. Interrupt others and / or finish their sentences
2. Belittle the speaker
3. Discount the issue ("It could be worse.")
4. Finish the person's sentences
5. Turn the conversation to yourself
6. Read their mind ("I know what you're thinking.")
7. Keep changing the subject
8. Use loaded words (whining, pity party, etc.)

Adapted from Sharpening Your Interpersonal Skills, Ken Williams

RELATIONSHIP BUILDERS

JAMES 1:19

¹⁹ Know this, my beloved brothers: let every person be quick to hear, slow to speak, slow to anger;

PROVERBS 20:5

⁵ The purpose in a man's heart is like deep water, but a man of understanding will draw it out.

Learning to Listen

1. Be willing to listen
2. Determine what level a person is on (head, heart)
3. Draw the person out
4. Be sensitive to the timing

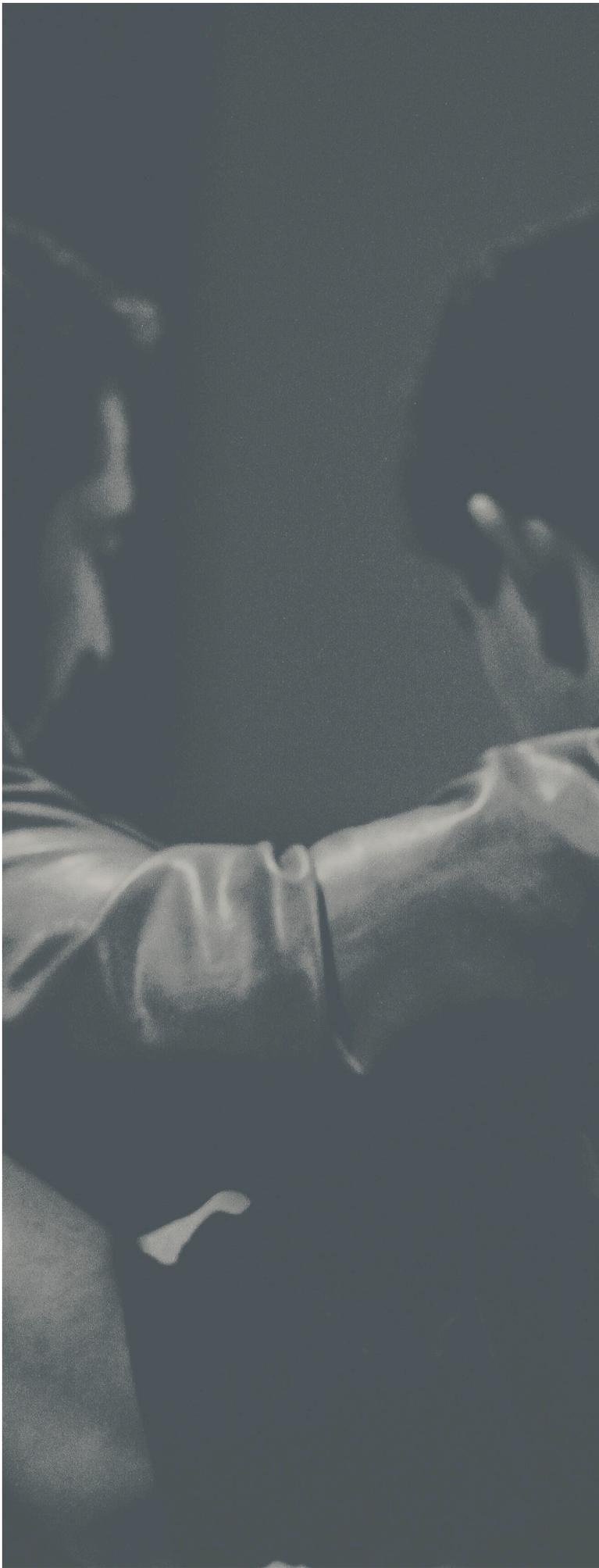
Conversation Do's

NON-VERBAL

1. Ignore distractions (TV, computer, others)
2. Give full attention, offer to move to a more fitting location
3. Maintain appropriate eye contact
4. Maintain open posture (turn body toward the person)
5. Maintain a friendly distance

VERBAL

1. Give an invitation to share
2. Stay on subject, focus on issues
3. Bite your tongue
4. Allow the speaker to finish their sentences and thoughts
5. Acknowledge their feelings
6. Encourage them
7. Restate what you hear them say
8. Pray with the person



DISTRIBUTE MINISTRY & CARE

CORE VALUE DEFINED

CORE VALUE TOOLBOX

- 23 Soul Care Essentials
- 28 Helping Others Solve Problems
- 29 Helping Others Grieve
- 30 A Grief Cycle

CORE VALUE DEFINED

Small groups should provide appropriate care for the emotional, spiritual, and practical needs of one another. Our elders and staff could never minister to every individual need in the congregation, thus small groups provide an opportunity for the church community to minister to one another. This is best described in the “one another” passages of Scripture.

Structure Enhances Ministry

EXODUS 18:17-27

¹⁷ Moses' father-in-law said to him, “What you are doing is not good. ¹⁸ You and the people with you will certainly wear yourselves out, for the thing is too heavy for you. You are not able to do it alone. ¹⁹ Now obey my voice; I will give you advice, and God be with you! You shall represent the people before God and bring their cases to God, ²⁰ and you shall warn them about the statutes and the laws, and make them know the way in which they must walk and what they must do. ²¹ Moreover, look for able men from all the people, men who fear God, who are trustworthy and hate a bribe, and place such men over the people as chiefs of thousands, of hundreds, of fifties, and of tens. ²² And let them judge the people at all times. Every great matter they shall bring to you, but any small matter they shall decide themselves. So it will be easier for you, and they will bear the burden with you. ²³ If you do this, God will direct you, you will be able to endure, and all this people also will go to their place in peace.”

²⁴ So Moses listened to the voice of his father-in-law and did all that he had said. ²⁵ Moses chose able men out of all Israel and made them heads over the people, chiefs of thousands, of hundreds, of fifties, and of tens. ²⁶ And they judged the people at all times. Any hard case they brought to Moses, but any small matter they decided themselves. ²⁷ Then Moses let his father-in-law depart, and he went away to his own country.

Service Enriches Community

EPHESIANS 4:11-12

¹¹ And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, ¹² to equip the saints for the work of ministry, for building up the body of Christ,

CORE VALUE TOOLBOX

SOUL CARE ESSENTIALS

Core Principles of Soul Care

When caring for the souls of people it is crucial to remain devoted to the following principles:

THE SCRIPTURES ARE THE SOURCE

2 PETER 1:3

³ His divine power has granted to us all things that pertain to life and godliness, through the knowledge of him who called us to his own glory and excellence,

THE CHURCH IS THE PLACE

EPHESIANS 4:11

¹¹ And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, ¹² to equip the saints for the work of ministry, for building up the body of Christ,

HEBREWS 10:24-25

²⁴ And let us consider how to stir up one another to love and good works, ²⁵ not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.

THE SPIRIT IS THE POWER

EPHESIANS 3:16

¹⁶ that according to the riches of his glory he may grant you to be strengthened with power through his Spirit in your inner being,

ACTS 1:8

⁸ But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth.”

GRACE AND TRUTH ARE THE POSTURE

EPHESIANS 4:15

¹⁵ Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ,

Godly Assessment

Soul Care involves discerning godly assessment by coming alongside and walking with people.

WATCH – Watch for signs.

- What is their tone, countenance, and body language telling you?

ASK – Ask heart-revealing questions.

- Learn to ask questions that lead to the heart of the issue.

LISTEN – Listen to understand.

- Determine whether they are on a head or heart level.
- Don't move to problem-solving too quickly.

KNOW – Know their S.O.S.

- Try to get to the root of the issue.

Knowing a Person's S.O.S.

Soul care involves godly assessment so that the severity of the situation and next steps can be discerned. The S.O.S. tool is designed to determine the severity, ownership, and support a person has in the situation. The following questions and the chart below can be used to help determine a person's S.O.S.

QUESTIONS

Severity

- How difficult is this situation for you right now?
- How long has this been going on?
- Is it getting better or worse?

Ownership

- How have you contributed to this situation?
- Have you sought counsel?
- Have you listened to and implemented godly counsel?

Support

- Do you have godly friends?
- Do they know about this situation?
- How have they helped you?

S.O.S. Score Chart

Write the number that best describes each category in the score column of the chart below. Then total the numbers to determine the S.O.S. score.

CATEGORY	1	5	10	SCORE
SEVERITY	Wisdom issues Mild stress Everyday problems	Moderate conflict Distressed but functioning More complex issues	Crisis Stronghold sin Significant suffering	
OWNERSHIP	Repentant Open Highly teachable	Sees sin Makes excuses Moderately teachable	Blame shifts Defensive Denial, not teachable	
SUPPORT	Close to family Intimate, accountable Vulnerable in SG	Some family support Few friends Somewhat open in SG	Estranged to family No friends Isolated, not in SG	
TOTAL SCORE				

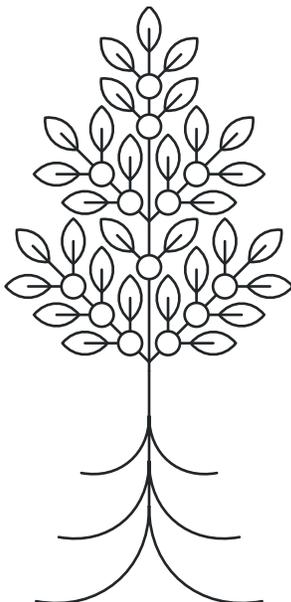
S.O.S. Next Steps

Use the total number (between 3 and 30) from the S.O.S. Score Chart to help determine a person's next steps by consulting the diagram below.

SCORE	NEXT STEP	COUNSEL
22-30	ENTRUST TO PASTORS / ELDERS SGL remains involved as needed with the support of their Coach.	INTENSIVE 5% Context: Formal, urgent, intensive Focus: Life dominating sin, tragedy Goal: Overcome, restore, heal
10-21	ENLIST LEADERSHIP SGL consults with their Coach and the Soul Care Pastor.	CORRECTIVE 20% Context: Intentional w/ pastoral oversight Focus: Specific problem or issue Goal: Correct issue of the heart
3-9	ENGAGE WITH SMALL GROUP SGL informs their Coach and distributes ministry care within the group.	DIRECTIVE 75% Context: Casual, life-on-life, natural Focus: Solutions, direction, growth Goal: Encourage wisdom, obedience
0	ENCOURAGE UNCOMMON COMMUNITY SGL encourages a culture of establishing, discipleship and one-another ministry.	DISCIPLE & ESTABLISH Context: Everyday life, small group Focus: Grounding people in first principals Goal: Intimate relationship w/ Christ and others

Drawing Out The Heart

In every counseling situation, the issue needing to be tended to is always found in the heart. It is crucial that we move from the fruit to the root by looking beyond the circumstances and drawing out the heart with heart-revealing questions (HRQ).



FRUIT - SYMPTOMS / BEHAVIOR

Observe tone, actions and countenance. Fruit issues are behavior we can see and hear.

HRQ: Can you describe the situation and your response?
(Proverbs 18:13)

TRUNK - PATTERNS

Ask questions to clarify patterns of thinking and general attitudes. This leads to recognizing lies they tell themselves or poor attitudes under pressure.

HRQ: What were you thinking/feeling? (Psalms 139:23-24, Ephesians 4:22-24)

ROOT - DESIRES / MOTIVES

Try to discern what motivates or drives thoughts and actions by asking heart revealing questions.

HRQ: What did you want? (Matthew 6:19-21)

Targeting the Heart

When targeting the condition of the heart it is important to distinguish between the world's labels and Biblical descriptions. Psychology may be able to describe the problem, but the Bible provides the solution.

WORLD'S LABELS

SYMPTOMS		GENERAL DISORDER	PSYCHIATRIC DISORDER	
Impatient Bitter Intimidating Combative Divisive	Lazy Interrupting Irresponsible Blame shifting Addictive behavior	BEHAVIORS	DISRUPTIVE Oppositional defiant	IMPULSIVE Addictions
Victim mentality Tearful Negative Withdrawn Despondent	Nervous Self-conscious Shameful Evasive Isolated	MOOD	DEPRESSIVE Major depression	ANXIETY Stress, general & social, phobias

BIBLICAL DESCRIPTION

FRUIT		WORSHIP DISORDER	HEART ATTITUDE	
Impatient Bitter Intimidating Combative Divisive	Lazy Interrupting Irresponsible Blame shifting Addictive behavior	PRIDE	ANGER Control Authority	FOOLISHNESS Pleasure Attention
Victim mentality Tearful Negative Withdrawn Despondent	Nervous Self-conscious Shameful Evasive Isolated	UNBELIEF	DESPAIR Affirmation Comfort	FEAR Affirmation Comfort

BIBLICAL RESPONSE

GENERAL RESPONSE	SPECIFIC RESPONSE	
CONFRONT	ANGER Confront control privately Encourage surrender with humility Set boundaries	FOOLISHNESS Confront lust with wisdom Encourage responsibility Set expectations
COMFORT	DESPAIR Comfort with compassion Confront doubt with care Encourage hope	FEAR Comfort with prayer Confront distrust with love Encourage faith

Planning to Care

Leaders are called to care for people. Our approach to Soul Care can be carried out in the following ways:

SOUL CARE TOOLBOX
Connect with compassion.
Assess motives and desires of the heart.
Respond with grace and truth.
Encourage relevant application and follow through.

HELPING OTHERS SOLVE PROBLEMS

PROVERBS 18:2, 13

² *A fool takes no pleasure in understanding,
but only in expressing his opinion.*

¹³ *If one gives an answer before he hears,
it is his folly and shame.*

Exploring Options

When someone comes to you with a problem that is not a matter of sin, try the following:

1. Ask what options they have already tried.

- Seek to learn what happened when they tried them.
- Ask what problems they experienced.
- Ask what positive effects resulted.
- How does this affect their willingness to try again?

2. Ask what options they have thought of but not tried.

- Try to understand the range of options they have considered.
- Ask why they haven't tried them.
- This helps you to know how much thought they have given to the situation.

3. Gently push them to think of new options.

- As they talk they may become aware of additional positive solutions.
- Encourage them to think creatively.
- Try not to dismiss their ideas yet!
- It may help to direct them to think about specific areas of the problem.

4. Suggest some options of your own.

- If steps 1-3 go well, this step may not be necessary.
- If they run out of options, none of their solutions are viable, or you know of a better option, invite them to consider a suggestion.

5. Help them explore the pros and cons of the options that seem viable.

- Ask them if there is an option that they would like to consider.
- Ask them what they think are positive and negative consequences.
- Give feedback of their perceptions and help to balance their pessimism or optimism.

6. Help them identify and put into action their best options.

- It is important that people own their decisions and future actions.
- Help work through apprehension and fear.
- Try to understand how and when they will put their decisions into practice.

Adapted from Sharpening Your Interpersonal Skills, Ken Williams

HELPING OTHERS GRIEVE

Mourning with Those who Mourn

God as Our Comforter

JOB 5:11

¹¹ he sets on high those who are lowly,
and those who mourn are lifted to safety.

PSALMS 10:14

¹⁴ But you do see, for you note mischief and vexation,
that you may take it into your hands;
to you the helpless commits himself;
you have been the helper of the fatherless.

PSALMS 34:18

¹⁸ The Lord is near to the brokenhearted
and saves the crushed in spirit.

PSALMS 46:1

¹ God is our refuge and strength,
a very present help in trouble.

PSALMS 55:22

²² Cast your burden on the Lord,
and he will sustain you;
he will never permit
the righteous to be moved.

PSALMS 147:3

¹³ He heals the brokenhearted
and binds up their wounds.

ISAIAH 49:13

¹³ Sing for joy, O heavens, and exult, O earth;
break forth, O mountains, into singing!
For the Lord has comforted his people
and will have compassion on his afflicted.

ISAIAH 63:9

⁹ In all their affliction he was afflicted,
and the angel of his presence saved them;
in his love and in his pity he redeemed them;
he lifted them up and carried them all the days
of old.

ISAIAH 66:13

¹³ As one whom his mother comforts,
so I will comfort you;
you shall be comforted in Jerusalem.

We as Comforters

ISAIAH 40:1

¹ Comfort, comfort my people, says your God.

ROMANS 12:15

¹⁵ Rejoice with those who rejoice, weep with those
who weep.

2 CORINTHIANS 1:10-11

¹⁰ He delivered us from such a deadly peril, and he
will deliver us. On him we have set our hope that
he will deliver us again. ¹¹ You also must help us by
prayer, so that many will give thanks on our behalf
for the blessing granted us through the prayers of
many.

GALATIANS 6:2

² Bear one another's burdens, and so fulfill the law
of Christ.

2 TIMOTHY 1:16

¹⁶ May the Lord grant mercy to the household of
Onesiphorus, for he often refreshed me and was not
ashamed of my chains,

PROVERBS 10:25

²⁵ When the tempest passes, the wicked is no more,
but the righteous is established forever.

PROVERBS 16:24

²⁵ Gracious words are like a honeycomb,
sweetness to the soul and health to the body.

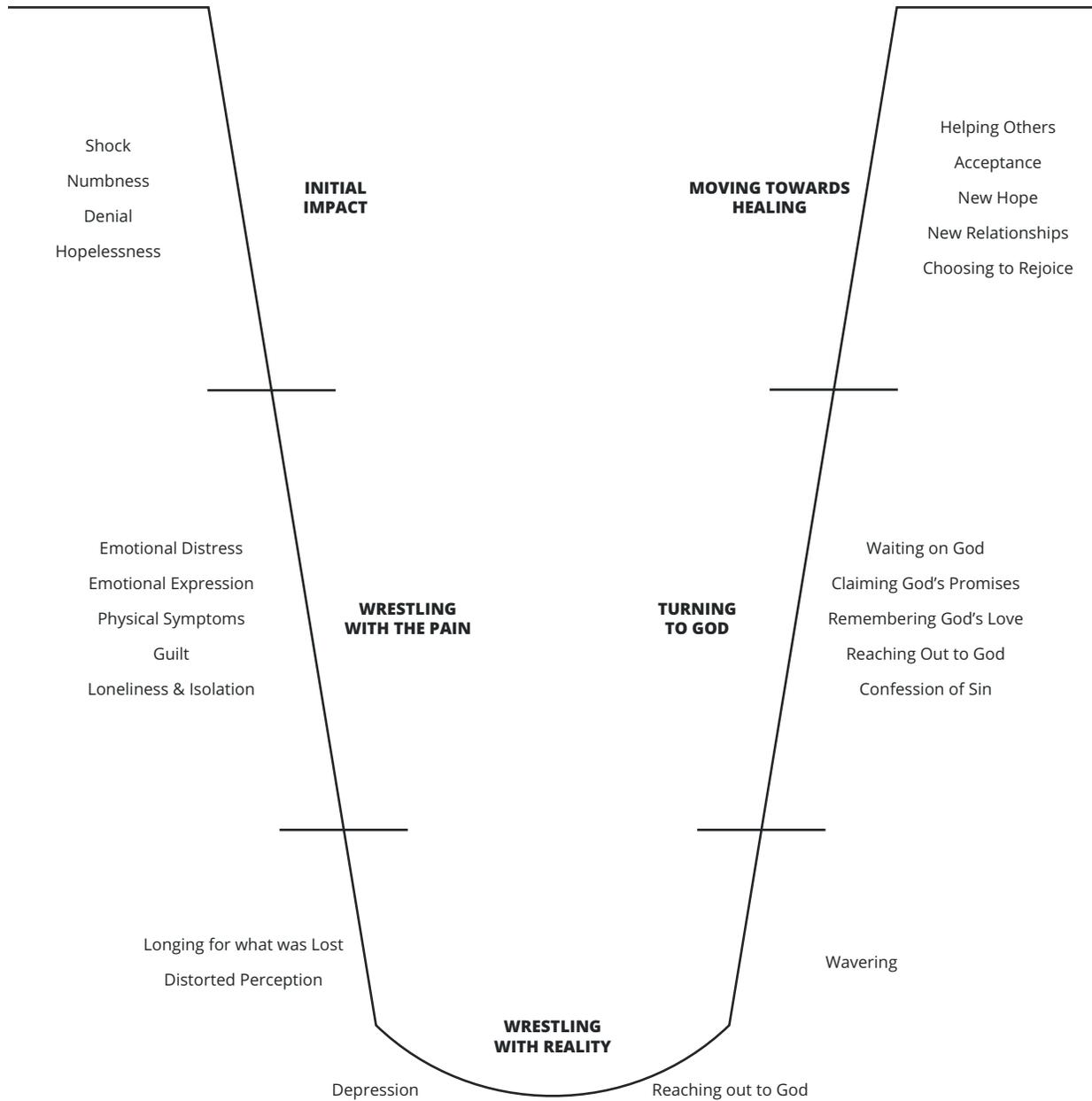
2 CORINTHIANS 1:3-4

³ Blessed be the God and Father of our Lord Jesus
Christ, the Father of mercies and God of all comfort,
⁴ who comforts us in all our affliction, so that we
may be able to comfort those who are in any
affliction, with the comfort with which we ourselves
are comforted by God.

Adapted from Sharpening Your Interpersonal Skills, Ken Williams

A GRIEF CYCLE

Understanding the Pattern



Adapted from *Sharpening Your Interpersonal Skills*, Ken Williams



ENCOUNTER TRUTH

CORE VALUE DEFINED

CORE VALUE TOOLBOX

- 33 Preparing Lessons
- 34 Leading a Good Group Discussion

CORE VALUE DEFINED

Small groups should strive to learn, live, and share the truth of God with one another. This should happen not only through proclamation but especially through application; because, as truth is put into action, it is encountered in an extraordinary way.

The Power of Truth

HEBREWS 4:12

¹² For the word of God is living and active, sharper than any two-edged sword, piercing to the division of soul and of spirit, of joints and of marrow, and discerning the thoughts and intentions of the heart.

The Passion of Truth

2 TIMOTHY 2:15

¹⁵ Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.

The Practice of Truth

JAMES 1:22-24

²² *But be doers of the word, and not hearers only, deceiving yourselves.*

²³ *For if anyone is a hearer of the word and not a doer, he is like a man who looks intently at his natural face in a mirror. ²⁴ For he looks at himself and goes away and at once forgets what he was like.*

CORE VALUE TOOLBOX

PREPARING LESSONS

Lesson preparation can be one of the most rewarding yet intimidating aspects of being a small group leader. It is important to see yourself as a knowledgeable facilitator. The key to a good small group lesson is to come prepared. With a general knowledge of the topic or passage at hand and a list of good questions, a leader can guide a group through a purposeful discussion. The ultimate goal is to help the group collectively gain understanding that results in direct application and action.

1. HOOK - Why should we listen?

- Begin by gaining the group's attention and raising interest in the topic at hand.
- Use thought-provoking, open-ended questions pertaining to the topic.
- A hook can be an icebreaker, story, video, illustration, exercise, or activity that pertains to the pending topic.

2. BOOK - What does the passage say and mean?

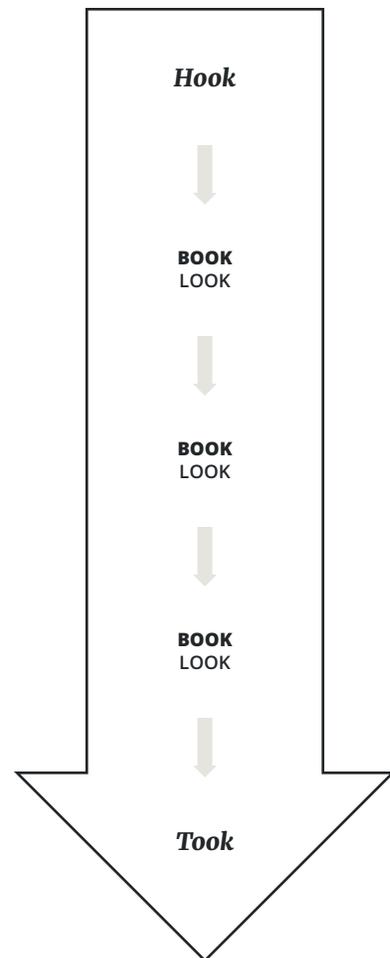
- Uncover observations about the passage or topic.
- Ask questions that are general and easily answered from the text.
- Uncover the meaning and original intent of the text (*i.e.* "What might Jesus have meant when He said...?").

3. LOOK - How does the passage affect us and our world?

- Ask questions that cause the group to consider how observations and principles affect them (*i.e.* "If Jesus truly meant this then what does that mean for us?").

4. TOOK - What must we now do?

- Based on the discussion and observations call the members to take specific action (*i.e.* "Set one goal from tonight's lesson and share...").



LEADING A GOOD GROUP DISCUSSION

Interventions for the Inevitable

INCLUDE THE INTIMIDATED

Keep a mental note of those who have not been participating. Ask an easy question while looking in the direction of the nonparticipant. Leave enough time for them to answer and commend them for any response that they give. If they choose not to answer, move on so not to embarrass them. As you see them loosen up, you may choose to ask them a question by name.

LIFT THE LETHARGIC

A leader has to model the attitude that he desires the rest of the group to have. Most groups will mirror the mood or tone of the facilitator; thus, the leader will need to exude enthusiasm. If this doesn't work, pray for joy.

TAME THE TALKATIVE

When the "excessive talker" takes a breath, direct a question to the rest of the group such as, "So what do the rest of you think?". Your eye contact should be directed towards individuals that you desire to speak. If the talker persists, thank him for his contributions in private and ask him to help you in including others.

RESIST THE RABBIT TRAIL

Say to the group, "This is a great discussion that I would love to pick up at another time but for now we have left our topic." If you happen to promise to come back to the topic, be sure to set a time do so. A general rule is to never sacrifice the progress of the entire group for the curiosity of one person.

INTERCEPT THE INCORRECT

It is important that truth prevails in the discussion. If someone answers a question with an unbiblical response, simply direct the group or ask the group for an appropriate passage of Scripture that will shed light on the subject. Allow the Bible to speak for itself.

SUPPORT THE SILENCE

Believe it or not, silence is an important part of a discussion. It provides people with the opportunity to formulate answers or contemplate all that is being said. Do your best to appear confident in moments of silence and consciously choose not to interject. If needed, you may count to ten and then interject with a comment or simply re-ask the question in a different way.

CONTROL THE CONTROVERSIAL

Always direct people to the Bible. Assure the group that though certain topics are hard to understand, the Bible must be the final authority. Try not to allow a group to become polarized on an issue. Try not to skirt the tough issues or give superficial answers. Most times you can move the group to a point of essential agreement. If not, tell them that you need to move on but will return with more information on that topic at another time.

10 WAYS TO TANK YOUR SMALL GROUP DISCUSSION

1. Lecture your group instead of facilitate a discussion with your group.
2. Follow your notes like a script, asking every question on your list.
3. Don't prepare, hoping that questions like, "What were your thoughts on chapter 6?", will suffice.
4. Ask only "yes" or "no" questions.
5. The run-on-sentence-question-that-is-really-more-of-a-statement-than-a-question-therefore-no-one-knows-how-to-respond-to-your-rambling-unfocused-pseudo-question.
6. Answer your own questions.
7. Expect everyone to answer every question.
8. Focus only on the meaning of a passage or statements by an author and never get to personal application throughout the discussion.
9. Allow someone to dominate the discussion or hijack the direction.
10. Lose track of time and go on and on and on.

From Harvest Bible Chapel's Small Group Leadership



FOSTER MATURITY

CORE VALUE DEFINED

CORE VALUE TOOLBOX

- 37 Accountability
- 38 Confronting Others Well
- 39 Defusing Resistance

CORE VALUE DEFINED

Small groups should strive to see each member participate in and experience life-change. The goal is to provide one another with the motivation and accountability that each need to become a person of maturity.

Maturity is Mandatory

EPHESIANS 4:14-16

¹⁴ so that we may no longer be children, tossed to and fro by the waves and carried about by every wind of doctrine, by human cunning, by craftiness in deceitful schemes. ¹⁵ *Rather, speaking the truth in love, we are to grow up* in every way into him who is the head, into Christ, ¹⁶ from whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love.

Motivation is Mutual

HEBREWS 10:23-25

²³ Let us hold fast the confession of our hope without wavering, for he who promised is faithful. ²⁴ And let us consider how to stir up one another to love and good works, ²⁵ not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.

Confession Can Cure

JAMES 5:16

¹⁶ Therefore, confess your sins to one another and pray for one another, that you may be healed. The prayer of a righteous person has great power as it is working.

Confrontation Can Cleanse

JAMES 5:19-20

¹⁹ My brothers, if anyone among you wanders from the truth and someone brings him back, ²⁰ let him know that whoever brings back a sinner from his wandering will save his soul from death and will cover a multitude of sins.

CORE VALUE TOOLBOX

ACCOUNTABILITY

Offering Encouragement, Strength, Healing, & Restoration

HEBREWS 10:23-25

²³ Let us hold fast the confession of our hope without wavering, for he who promised is faithful. ²⁴ And let us consider how to stir up one another to love and good works, ²⁵ not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.

1 THESSALONIANS 5:11, 14-15

¹¹ Therefore encourage one another and build one another up, just as you are doing.

¹⁴ And we urge you, brothers, admonish the idle, encourage the fainthearted, help the weak, be patient with them all.

¹⁵ See that no one repays anyone evil for evil, but always seek to do good to one another and to everyone.

1 JOHN 1:8-10

⁸ If we say we have no sin, we deceive ourselves, and the truth is not in us. ⁹ If we confess our sins, he is faithful and just to forgive us our sins and to cleanse us from all unrighteousness. ¹⁰ If we say we have not sinned, we make him a liar, and his word is not in us.

JAMES 5:16, 19-20

¹⁶ Therefore, confess your sins to one another and pray for one another, that you may be healed. The prayer of a righteous person has great power as it is working.

¹⁹ My brothers, if anyone among you wanders from the truth and someone brings him back, ²⁰ let him know that whoever brings back a sinner from his wandering will save his soul from death and will cover a multitude of sins.

GALATIANS 6:1-2

¹ Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted. ² Bear one another's burdens, and so fulfill the law of Christ.

Helpful Accountability Questions

1. Have I exposed myself to any explicit materials this week?
2. Have I fulfilled my personal ministry goals for prayer, scripture reading, and memorization this week?
3. Am I aware of any unconfessed sin in my life?
4. Have I been completely above reproach in all my financial dealings this week?
5. Have I been a good steward of all the resources God has given me (money, time, talent, etc.)?
6. Do I have anyone I need to forgive?
7. Have I been involved in the sins of gossip, demonstrating a critical spirit, or jealousy?
8. Have I been with a man/woman this week in such a way that was inappropriate or could have looked to others that I was using poor judgment?
9. Have I stood for Christ in the marketplace in which I work this week?
10. Have I taken every opportunity to share Christ with my unsaved family, friends, and coworkers?
11. In what ways have I demonstrated love and respect to my husband/wife this week?
12. In what ways have I sought to have spiritual input with my children this week?

CONFRONTING OTHERS WELL

Speaking the Truth in Love

GALATIANS 6:1-2

¹ Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted.

² Bear one another's burdens, and so fulfill the law of Christ.

EPHESIANS 4:15

¹⁵ Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ,

“Truth without love = harsh. Love without truth = sentimentality.”

— TIM KELLER

When confronting another person heed the following thoughts:

1. MEASURE THE DEGREE AND THE CIRCUMSTANCE OF THE ISSUE AT HAND.

- Take the time to evaluate your place in a given situation.
- Be sure to consider the entire situation from multiple perspectives.

2. REMEMBER THE PURPOSE OF CONFRONTATION.

(Galatians 6:1, Matthew 5:23-24)

- The purpose of confrontation is always restoration.

3. EXAMINE YOUR OWN HEART AND MOTIVES.

- Confess any destructive feelings, attitudes, or actions you have towards the other person.
- Ask yourself if you are already biased against the person.
- Work to forgive the person prior to the confrontation.
- Affirm that your motive is to lovingly help the person.

4. CHOOSE A PROPER TIME TO CONFRONT.

(Proverbs 29:20, Ecclesiastes 3:7)

- When you say something it is often just as important as what you say and how you say it.
- Try to choose a time when you and the person can be fully attentive.

5. AFFIRM YOUR RELATIONSHIP WITH THE PERSON.

- People typically receive confrontation better from those who clearly care and value them.
- Verbalize things that you value in them and affirm any behavior that you can.

6. CONFRONT CLEARLY AND CONCISELY.

(Galatians 2:11-14)

- Stay focused on the point.
- Do not be averted with rabbit trails.
- Stay focused on a specific action or behavior rather than on motives or character.

7. ALLOW FOR DIALOGUE.

- It is important to hear out the other person so that clarity and understanding can result.
- Be open to the fact that you have misunderstood or that you may be unaware of something.
- There may actually be a greater issue at hand that they need to share.
- Be willing to receive confrontation yourself.

8. BE AWARE OF YOUR NONVERBAL COMMUNICATION.

- Facial expressions and voice tones have the ability to negate the progress of the truth that you are trying to communicate.

DEFUSING RESISTANCE

Actions Can Speak Louder Than Words

NON-VERBAL

(Everything except the actual words you say)

- Appear calm
- Face the person
- Keep an open posture
- Keep a distance that is safe for him
- Give appropriate eye contact
- Speak quietly and gently
- Speak slowly
- Listen without interrupting
- Hang in there, don't give up
- Don't raise your voice
- Don't act agitated (even if you feel agitated)
- Don't act angry (even if you feel angry)

VERBAL

- Agree with what you can, honestly
- Restate in your own words what they say
- Ask for clarification if needed
- Affirm the relationship
- Appeal to the relationship
- Give the benefit of the doubt as to their motives
- Try to keep to the issue at hand
- If several issues, ask where they want to start
- Express gratitude for anything they do right
- Ignore attacks on your character
- Ask, "What would you like from me?"
- Ask, "Would you like to know how I am impacted by you right now?"
- Ask to get together later if they do not get control of their anger
- Suggest a neutral party to join you
- Try to resolve the problem
- Don't counterattack when accused
- Don't respond defensively



PROMOTE MULTIPLICATION

CORE VALUE DEFINED

CORE VALUE TOOLBOX

- 42 Steps to Multiplication
- 44 Multiplication Checklist
- 45 Small Group Leader Apprentice Form
- 46 Multiplication Questionnaire

CORE VALUE DEFINED

Small Groups must recognize that the health of the group will show itself in its ability to reproduce a new group within eighteen months of its start. The healthy reproduction of each leader and group allows for others to experience the joy of biblical community.

Multiplication is Divine

ACTS 2:47

⁴⁷ praising God and having favor with all the people. And *the Lord added to their number day by day those who were being saved.*

Multiplication is Deliberate

2 TIMOTHY 2:1-2

¹ You then, my child, be strengthened by the grace that is in Christ Jesus, ² and what you have heard from me in the presence of many witnesses entrust to faithful men, who will be able to teach others also.

CORE VALUE TOOLBOX

STEPS TO MULTIPLICATION

PREPARE (1-12 months)

1. Multiplication begins when a group is started.
2. Encourage growth and set the goal of birthing the group in the future.
3. Identify a possible person to serve as a Small Group Apprentice.
4. Have the potential apprentice fill out an apprentice form.
5. A pastor or coach will meet with the current Small Group Leader (SGL) and potential Apprentice to evaluate and set expectations.
6. Work to grow the group to a birth-able size.

PRACTICE (1-12 months)

1. The SGL should include the Apprentice in planning.
2. The Apprentice may attend Small Group Leader Meetings.
3. The Apprentice should be asked to participate in group leadership.
 - Begin with leading the prayer time or planning a group event .
 - Lead a study periodically.
 - Help with follow-up of people.
4. Work to grow the group to a birth-able size.

PLAN (3-6 months)

1. When the group reaches 10-14 people, the official planning should begin.
2. The Apprentice should attend Small Group Leader Meetings and may attend Huddles.
3. The birthing questionnaire should be completed and collected at a small group meeting.
4. The SGL and Apprentice should consult a coach on the breakdown of the birth.
5. Determine who will host the new group.
6. The SGL and Apprentice should personally call each person who is with their group.

PART (Birthday)

1. Set a date to birth.
2. Throw a party.
 - Share and celebrate the joys and memories of the group.
 - Provide a challenge for moving forward.
 - Pray for one another and the birth.

PROTECT (2-3 months after birth)

1. For the next 2-4 meetings, both groups must be deliberate in protecting the attitude and spirit of the group.
2. Start making new memories and try to keep the groups upbeat and enjoyable.
3. Select a study that will bring the group together.
4. Begin inviting people to the group right away.

PULL TOGETHER (4-6 months after birth)

1. Plan a reunion 6-12 months after birth to encourage each other.
2. The relationships will be different yet exciting as each will grow in its own way.

PRAY (Throughout the entire process)

1. Pray for the growth of your group.
2. Pray for the maturity of your group.
3. Pray for God to give you great discernment.
4. Pray for an apprentice.
5. Pray for God to do great things in and through you.

SMALL GROUP LEADER APPRENTICE FORM

Name _____ Small Group Leader _____

When affirming a person to the role of Small Group Leader a person's "Character, Commitment, Chemistry, and Competence" are very important. Please answer the following questions so that we may get to know you better.

At what level are you willing/desiring to be involved in the Small Group Ministry? Why?

What strengths will you bring to the role?

What's your spiritual gift? _____

What's your Membership Status? Associate Member Participating Member

In which ministry are you currently serving? _____

Have you notified your current ministry leader about your interest in becoming a SG Leader? Yes No

Have you attended discipleship classes or groups in the past year? Yes No

If yes, which one(s) _____

Have you been attending Mission Night of Worship? Yes No

How does your wife feel about the possibility of you becoming a Small Group Leader? At what level does she wish to be involved?

What question(s) do you have about small group leadership?

MULTIPLICATION QUESTIONNAIRE

Below is a sample of the survey card that is used when a small group is preparing to birth.

WE'RE MULTIPLYING!

As you know our small group has grown and the time has come to collect everyone's input on creating the new groups.

PLEASE HELP BY...

- Filling out the Multiplication Questionnaire below
- Praying

MULTIPLICATION QUESTIONNAIRE

Name _____

1. When I think about multiplying our group the following is true:
 I'm open to all suggestions I have some particular preferences

2. When I envision my new group I see the following person as my leader:
 _____ _____

3. I may consider taking this as an opportunity to attend another group. Yes No

4. I would consider hosting. Yes No

5. The night we meet would be a factor in determining which group I prefer. Yes No

6. A night other than _____ that works for me is _____

7. One other couple or person I would like to be with is _____

8. Additional thoughts that I have are:
