



# *"Building A Strong Community"*

SMALL GROUP CURRICULUM (Outline)

Training and experience for the Small Group Leader

Through HONORING GOD, UNIFYING MEN,  
GROWING IN CHRIST and EQUIPPING DISCIPLES

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# *Leader's Guide*

Small Groups are the foundation on which church life (Christ' Body) is built. It is said, and it has been found to be true that a critical part of building up the Church is building up Small Groups. As such, we must endeavor to equip our leaders as best we can, while allowing the utmost in organizational freedom, so that the Holy Spirit, our most valued "leader", can work through their giftedness and passions.

## **The curriculum is designed to accomplish several goals simultaneously:**

- Provide the participants with the EXPERIENCE of being part of a functioning Small Group.
- Model portions of what might be considered "typical" Small Group meetings.
- Provide broad principles and practical tools for building and facilitating Biblical community.
- Provide a forum for the participant to examine their vision and goals.

Be flexible in its implementation. The best learning experience for a prospective leader is to be a part of a functioning Team, and then have the opportunity to critique, "disassemble" and discuss that experience. To create a true caring environment will require being flexible with time, format and structure.

Leaders are encouraged to facilitate this material with freedom, in a style that is familiar and effective for THEIR team and for themselves.

The meeting time is broken down into (2) major segments, not including any social time that you may decide to include at the beginning. The first segment, called **GROUP INTERACTION** is intended to be an actual Small Group meeting, utilizing many of the aspects of typical meetings, and is roughly timed to be completed in 45 minutes to an hour. This segment is designed to give the participants first hand experience with being

part of a healthy and functioning Small Group. As the “facilitator” of this group, you should do your best to create an open, safe and inviting environment..... just like the one we want THEM to create!

The **GROUP INTERACTION** time is divided into sections as described below:

Each segment has a SUGGESTED time. All of the elements for each week are intended to highlight that week’s topic as well as provide a realistic group experience. Every segment is NOT necessary every week. The use of this segmented structure is also intended to provide a learning experience for the participants in which they can see how various elements of a balanced group can be integrated into meetings. This basic format is also used in other AC3 Care Team curriculums.

**The segments are:**

**A. ICE BREAKERS**

**B. SCRIPTURE**

**C. ACTIVITY**

**D. APPLICATION**

**E. PRAYER**

The second major segment is called **INSTRUCTION**. This segment simply consists of a standard outline style course, containing the more “academic” aspects of Care team leading. While this segment can be approached with a “lecture” style, it is recommended that the teacher encourage as much participation and discussion as time will allow.

We encourage you to cover the following areas to be sure your leaders are well equipped and ‘All-In’.

# ***VISION AND VALUES***

**THEME: COMMUNITY IS GOD'S PLAN**

**SCRIPTURE: John 17:20-23**

**MISSION STATEMENT: “Small Groups are the main vehicle for providing care and personal discipleship in the Church and they exist for the purpose of releasing equipped, spiritually mature disciples of Christ into the life of the church and the world.”**

- Small Groups are the point at which the member meets the real church.
- There are no other ministries designed to do this work: we are it.
- Growth is the goal and mission of every small group. Growth numerically and in terms of discipleship. A small group is successful when it is creating NEW disciples, and moving existing ones onward to full maturity.

## **RATIONALE FOR SMALL GROUPS:**

### **SCRIPTURAL RATIONALE**

1. Jesus was in a small group.

**(Luke 9:28)** *“About eight days after Jesus said this, he took Peter, John and James with him and went up onto a mountain to pray.”*

2. The early church was committed to groups meeting in homes.

**(Acts 2:46)** *“Every day they continued to meet together in the temple courts. They broke bread in their homes and ate*

together with glad and sincere hearts."

**(Acts 16:40)** "After Paul and Silas came out of the prison, they went to Lydia's house, where they met with the brothers and encouraged them. Then they left."

**(Acts 20:20)** "You know that I have not hesitated to preach anything that would be helpful to you but have taught you publicly and from house to house."

3. Groups can manage an organization of ANY size, and allow for unlimited growth.

**(Exodus 18:21)** "But select capable men from all the people—men who fear God, trustworthy men who hate dishonest gain—and appoint them as officials over thousands, hundreds, fifties, and tens."

4. Groups limit the work load on coaches and staff, increasing the quality of care and discipleship people receive.

**(Exodus 18:23)** "If you do this and God so commands, you will be able to stand the strain, and all these people will go home satisfied."

5. Ministry is best in teams.

**(Luke 10:1)** "After this the Lord appointed seventy-two others and sent them two by two ahead of him to every town and place where he was about to go."

**(Acts 13:1-3)** "In the church at Antioch there were prophets and teachers: Barnabas, Simeon called Niger, Lucius of

Cyrene, Manaen (who had been brought up with Herod the tetrarch) and Saul. While they were worshipping and fasting, the Holy Spirit said, "Set apart for me Barnabas and Saul for the work to which I have called them." So after they had fasted and prayed, they placed their hands on them and sent them off."

6. **Groups encourage the development of new leaders and coaches.**

**(Matt 5:1-2)** "Now when he saw the crowds, he went up on a mountainside and sat down. His disciples came to him and he began to teach them. "

**(Matt 10:1)** He called his twelve disciples to him and gave them authority to drive out evil spirits and to heal every disease and sickness."

**(II Tim 2:1-12)** "You then, my son, be strong in the grace that is in Christ Jesus. And the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others. Endure hardship with us like a good soldier of Christ Jesus. No one serving as a soldier gets involved in civilian affairs—he wants to please his commanding officer. Similarly, if anyone competes as an athlete, he does not receive the victor's crown unless he competes according to the rules. The hardworking farmer should be the first to receive a share of the crops. Reflect on what I am saying, for the Lord will give you insight into all this. Remember Jesus Christ, raised from the dead, descended from David. This is my gospel, for which I am suffering even to the point of

*being chained like a criminal. But God's word is not chained. Therefore I endure everything for the sake of the elect that they too may obtain the salvation that is in Christ Jesus, with eternal glory. Here is a trustworthy saying: If we died with him, we will also live with him; if we endure, we will also reign with him. If we disown him, he will also disown us;"*

## **RELATIONAL RATIONALE**

- Small groups are 'small enough' to provide genuine care for each member.
- Small groups are "large enough" to provide a social base for building meaningful relationships.
- Groups that are too large create spectators instead of participants.
- Groups that are too large lose the mutual care model and adopt the primary care model.
- Groups that are too large can become leader-focused instead of one-another focused.
- Small groups create a positive learning environment.

## **ORGANIZATIONAL RATIONALE**

Small groups provide the church effective ways to meet the following needs: pastoral care, evangelism, leadership development, new person assimilation.

## **EMOTIONAL RATIONALE**

Small groups provide the individual effective ways to meet the following needs: **support, acceptance, belonging, mentoring.**

## **BUILDING A GROUP:**

**Explain in detail the basic building blocks, which meet the requirements for a Small Group, but also for a healthy, God honoring participants.**

## **THE FOUR PILLARS**

1. Care
  2. Prayer
  3. God's word
  4. Service
- These four basic components will vary in priority from group to group, but each must be INCLUDED in every group.
  - Each component need not appear in every meeting or activity, but a consistent, overall balance must be struck.

## **STRUCTURAL COMPONENTS**

- At least (2) meetings / month
- A (1) year commitment
- Supervised (supported by church leadership)
- Led by the people of the church - God has equipped the people of the church to do the work of the church. Not just the professionals. Ephesians 4:12
- A written covenant - Every group must have clearly articulated set of ground rules and a purpose for meeting.
- An apprentice must be in place.

## **CHARACTERISTICS**

### **A. Authenticity:** transparency must mark relationships in the body of Christ.

Freedom to be who we are.

**(James 5:16)** *"Therefore confess your sins to each other and pray for each other so that you might be healed. The prayer of a righteous man is powerful and effective."*

### **B. Accountability:** believers must be willing to speak the truth in love, hold one another to commitments and help one another through difficult heart transformations.

**(Gal 6:2)** *"Carry each other's burdens, and in this way you will fulfill the law of Christ."*

**(Eph 4:15)** *"Instead, speaking the truth in love, we will in all things grow up into him who is the Head, that is, Christ."*

**(Eph 5:21)** *" Submit one to another out of reverence for Christ."*

### **C. Appropriate spans of care:** the group must be committed to maintaining an effective size.

**(Exodus 18:18-23)** *"But select capable men from all the people- men who fear God, trustworthy men who hate dishonest gain- and appoint them as officials over thousands, hundreds, fifties, and tens. Have them serve as judges for all the people at all times, but have them bring every difficult case to you; the simple cases they*

*can decide themselves. That will make your load lighter, because they will share it with you. If you do this and God so commands, you will be able to stand the strain, and all these people will go home satisfied."*

**D. Affinity:** the members of the group must share some commonality that creates strong relational bonds.

**(Luke 6:13-16)** *"When morning came, he called his disciples to him and chose twelve of them, whom he also designated as apostles: Simon (whom he named Peter), his brother Andrew, James, John, Philip, Bartholomew, Matthew, Thomas, James son of Alphaeus, Simon who was called Zealot, Judas son of James, and Judas Iscariot, who became a traitor."*

**(Acts 6:1-5)** *"In those days when the number of disciples was increasing, the Grecian Jews among them complained against the Hebraic Jews because their widows were being overlooked in the daily distribution of food. So the Twelve gathered all the disciples together and said, "It would not be right for us to neglect the ministry of the word of God in order to wait on tables. Brothers, chose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will give our attention to prayer and the ministry of the word. This proposal pleased the whole group. They chose Stephen, a man full of faith and of the Holy Spirit; also Philip, Procorus, Nicanor, Timon, Parmenas, and Nicolas from Antioch, a convert to Judaism."*

**E. Affection:** Jesus said it...love one another. A small group is where that can most

effectively happen.

**(Col. 3:11-17)** *"Here there is no Greek or Jew, circumcised or uncircumcised, barbarian, Scythian, slave or free, but Christ is all, and is in all. Therefore as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."*

**F. Acceptance:** race, creed, color, social class and gender have no significance. All are extended the same love despite difference of opinion or style.

**(Romans 15:7)** *"Accept one another, then, just as Christ accepted you, in order to bring praise to God."*

**(Gal 3:28)** *"There is neither Jew nor Greek, slave nor free, male nor female, for you or all one in Christ Jesus."*

**G. Assimilation:** the group must be committed to actively seeking and integrating new members.

(1 Cor 1:13) "Is Christ divided? Was Paul circumcised for you? Were you baptized into the name of Paul?"

(Rom 14:19) "Let us therefore make every effort to do what leads to peace and to mutual edification."

**H. Apprenticeship:** Every leader must be training an apprentice or actively seeking one out.

(Col 3:16) "Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God."

(II Tim 2:1-2) "You then, my son, be strong in the grace that is in Christ Jesus. And the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others."

## **GROUP TYPES**

- **Community based:** Groups that exist merely for the sake of togetherness. There is no specific affinity.
- **Affinity based:** Groups that exist because the members share a particular characteristic in common. This may be age, gender, activities, or special interest.
- **Service based:** Groups whose members serve together in ministry. I.E. childcare workers, drama or Elders. (Note: some service groups may be "closed" groups)
- **Recovery based:** Groups whose members are currently undergoing or are recovering from recent, severe personal catastrophes. I.E. substance abuse, physical abuse, divorce, loss of a loved one, etc.

## **DEFINING SUCCESS:**

**Knowing if a group is healthy and successful is not easy due to so many human and culture factors. However, here are some guidelines to help evaluate success.**

## **INDIVIDUAL GROWTH**

These characteristics mark a spiritually mature INDIVIDUAL. Where are your individual team members with regard to each of these? Are they progressing?

- **Grace:** A growing understanding and reverence for the unmerited grace extended them as a believer, and a willingness to express that grace to others. Neither arrogance or self-loathing
- **Growth:** A commitment to regular spiritual discipline, corporate worship and personal communion with the Father.
- **Giving:** A commitment to sharing one's time, treasure (money and or possessions) and talent for the glory of God and edification of the church.
- **Groups:** Vital connectedness to the body of Christ through involvement with others, in Biblical community. Commitment to community is the point. Membership in a small group is not the **ONLY** way to fulfill this characteristic.
- **Gifts:** An effort to discover and deploy one's God given spiritual gifts in the building of God's Kingdom.

## **GROUP GROWTH**

- A.** These characteristics mark a spiritually mature GROUP. Where is your team with regard to this scripture. **Colossians 3:11-17** describes a Biblically functioning community: “Here there is no Greek or Jew, circumcised or uncircumcised, barbarian, Scythian, slave or free, but Christ is all and is in all. Therefore as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues, put on love which binds them together in perfect unity. Let the peace of Christ rule in your hearts since as members of one body, you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”
- B.** Creating the kind of community described above is the definition of success and the realization of the Vision statement.

# ***THE MAKING OF A LEADER***

## **THEME: SERVANT LEADERSHIP**

**SCRIPTURE: John 13:3-17**

**OUTLINE: Three part description of a Small Group leader:**

### **Qualifications, Job Description and Skills.**

Discuss the greater importance of PASSION and APPRENTICESHIP with regard to these. When considering a new leader consider this acronym: G.A.P.P. This stands for Gifts, Alignment Passion Perseverance.

- **Gifts:** What are the gifts of the person? Are they a leader, a servant, detail oriented, a people person, have discernment, prayer warrior, etc. Their gifts should line up with the area of ministry.
- **Alignment:** These gifts need to align with God's plan and God's will not necessarily their own. No personal agendas.  
Passion: They should demonstrate a high level of passion for the ministry they are involved in. A passion so high it's almost obnoxious.
- **Perseverance:** Willing to stand and fight and endure all the trials that will come. Notice I did not write may come. Serious obstacles and troubles will come. Jesus said to be prepared for trouble being a follower of His.

### **QUALIFICATIONS:**

**1Tim 3:8-13. Provide an explanation of the need for a scriptural standard.**

- Our ultimate truth source is God, as revealed in the pages of the Bible.

- Small Group leaders are handed the “keys” to the church, and therefore must meet some minimum standard. (3:10)
- Both terms (overseer and deacon) translate to Greek words which have a strong “servant” component to them.
- Small Group leaders hold a position of specific authority and responsibility (similar to that of an Elder) and therefore should be held to a specific set of criteria.
- There is a clear distinction between QUALIFICATIONS and SKILLS. Qualifications must exist before hand, skills can be taught or gained ON THE JOB.

- A. **Christ Follower:** Small Group leaders must be believers in Jesus Christ. (3:9)
- B. **Character:** Commitment to perseverance in adversity, relational maturity, developing a character worthy of leadership. (3:8)
- C. **Calling:** A willingness to be “tested” and held accountable IN PART indicates a calling. (3:10) A Heart to give care, a conviction to mature others.
- D. **Competence:** Illustrates competence through managing his own life. Made competent by Christ (2 Corinth 3:4-6). Not easily swayed by false ideas and idle talk. (3:12)
- E. **Capacity:** A grasp of the responsibility of the believer for discipleship, commitment to the church, patience with others and teamwork. (3:8-9)
- F. Qualifications are reflected in the tendency to exhibit the ministry before the office is granted. (Acts chapter 6)

**Some things may be CONSIDERED qualifications but actually, are not:**

- Spiritual gift of leadership or teaching
- Extensive knowledge of scripture
- Formal education
- “Clean past” (divorce)
- Church Membership

These alone are not qualifications.

# **Small Group Leader Job** **Description & Agreement**

As the Leader of a Small Group, and understanding that Small Groups are the very foundation of Kingdom growth and development, I agree to the following principles, and commit to pursuing the mission of the \_\_\_Your Church Name\_\_\_ ministry:

*"Small Groups are the main vehicle for providing care and personal discipleship for the Church and they exist for the purpose of releasing equipped, spiritually mature disciples of Christ into the life of the church and the world."*

***My call as a group leader is to:***

- Monitor and facilitate the activities of Caring, Bible Study, Prayer and Service during the group meetings, and elsewhere.
- Pray for and make contact with group members outside of group meetings.
- Reach out and invite new people into the group. (both disconnected church-goers and the unchurched)
- Raise up and train an apprentice leader.
- Prepare the group for multiplication. (birthing)

***During group meetings I will model Acts 2:42-47 in the form of the Four Pillars:***

- Caring - sharing in common, support, accountability and friendship.
- Bible Study - Learning and being transformed by the Word.
- Service - having a focus outside ourselves.
- Prayer - worship, praying, singing, experiencing God's presence.

***I will recognize life change in group members and celebrate it when we see it occurring in the following ways:***

- Increasing evidence of the fruit of the Spirit.
- Hunger and thirst for God's Word.
- Willingness to serve sacrificially.
- Sincere love for people replacing a critical spirit.
- An eagerness to be together with God's people and to worship.

### ***Threshold Qualifications***

These are non-negotiable for Small Group Leadership.

1. I know Jesus Christ as my Forgiver and the Leader of my Life.
2. I regard the Bible as the final authority for me in whatever area it teaches about.
3. I've been baptized as a believer and am committed to my own spiritual progress and growth.
4. I agree with \_\_\_Your church's Name\_\_\_ statements of Faith, Mission and Vision.
5. I will lead my group in submission to the authority of \_\_\_Your Church's Name's spiritual leadership.
6. I am not involved in any ongoing pattern of willful disobedience to God. As a group leader I will seek to be routinely disciple by my Coach and other leaders, and I will submit to the Godly authority of the Leadership team.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**SKILLS:** The following list reflects some of the skills useful in leading an effective Small group:

**A. Leadership Development:**

- Vision casting
- Knowing how to develop and apprentice
- Mentoring
- Managing group logistics
- Modeling accountability

**C: Shepherding Members:**

- Care giving
- Building relationships
- Prayer support
- Resolving conflicts
- Meeting special needs
- Listening skills

**B. Conducting Meetings:**

- Planning
- Trouble shooting
- Asking good questions
- Leading discussion
- Using the bible in groups
- Choosing curriculum
- 20 and 90 minute periods
- Using Creativity
- Leading group prayer
- Knowing when NOT to lead

**D. Multiplying the Group:**

- Casting Vision
- Fishing pond activities
- Sub-grouping
- The open chair
- Being a greeter
- Managing the birth process

# ***CONDUCTING MEETINGS***

## **THEME: NUTS AND BOLTS**

**ELEMENTS OF A BALANCED MEETING: Explain the concept of having meetings balance out over the course of weeks and months using these five key components.**

- Use the illustration of maintaining a balanced diet. Not trying to eat the entire food pyramid at every meal, but trying to eat a diet balanced over several meals or days.
  - Remind the group that planning specific activities is the easy part. Fitting the plan into a healthy and balanced format is the trick.
- A. Ice Breaker:** An activity or question which includes everyone, helps establish the mood for the meeting, provides an opportunity for members to get to know one another and/or introduces the topic for the evening.
- B. Discussion / Activity:** This could vary from watching a movie on a “fun night” to sharing life stories, to an in-depth, revealing discussion on the concept of grace. This is where the primary theme of the meeting is experienced.
- C. Scripture:** Utilizing any kind of structure, this can vary in depth from an elaborate study, to a discussion, to simply linking a key scripture to the meeting theme.
- D. Application:** Homework is one way to sum up this element. An application is some practical means of bringing knowledge gained during the meeting into the members everyday lives. It can be a one time exercise, or a discipline that can be used all of one’s life.
- E. Prayer:** It easy to get SOME prayer in every meeting. However a concerted effort must be made to include extended, conversational or guided prayer into the life of the group. Utilize creativity and variety.

- Conversational Prayer
- Structured Prayer
- Blessings
- Choosing a “closer”
- Sub-grouping
- Intercessors
- Apprentices

# ***SHEPHERDING MEMBERS***

## **THEME: COURAGEOUS CARING**

**SCRIPTURE:** Col. 3:11-17

### **1. FOUR LEVELS OF RELATIONSHIP BUILDING:**

- Building relationships is the key to shepherding. One can not shepherd another with whom one has no relationship. The “power” of the shepherd comes in the fact that the sheep know him, and he knows the sheep. (John 10:1-6)
  - The shepherd analogy. Feeding, protection, environment building discipline; all intended for the safety and maturation of the flock.
  - The leader must model this process. He may not be the one to lead at each and every stage, but the group WILL NOT move to a level the leader is not willing to move to.
  - Continually be aware at which stage your group, and individual relationships exist, and work toward moving them onward.
  - Note that groups will move back and forth along the continuum depending on many factors including new members, group size, group purpose, etc.
1. **Trust building:** The exchange of information which moves into ever greater levels of intimacy; each further step based on the response to the last bit of information shared.
- Most people are compelled to pursue this process.
  - Everyone moves at a different pace depending on personality, experience, environment, etc.
  - Small Groups must be INTENTIONAL about the process.
  - Closing groups temporarily.
2. **Transparency:** The result of successful trust-building. The point at which one is

secure enough to begin taking relational risks, usually marked by a willingness to reveal sensitive personal information and opinions.

- This looks different for different people. Must adjust for personalities.
  - This stage cannot be forced!
3. Truth Telling: The converse of transparency: Responding to the transparency of another. Taking the further risk of speaking into the life another.
- The work potential in relationship begins to be realized here.
  - Must be wrapped in love and acceptance.
  - Permission should be sought and given to enter this level.
  - Lowest potential for damage when team members participate, not just the leader.
4. **Healing / Restoration / Growth:** The point at which the relationship begins to bear discipleship fruit.
- See the 5 g's and Col.3:11-17
  - Can occur on an individual and a group level.
  - Will occur throughout the journey, but will become substantial only after all the other steps have been attained.
  - This is the goal of shepherding.
  - Permission should be sought and given to enter this level.
  - Lowest potential for damage when team members participate, not just the leader.

**2. CONNECTIONS BETWEEN MEETINGS: Relationships will only deepen to the healing / restoration / growth level if the relationship exists in more than one plane.**

- Encourage meetings among other members.
- Regularly plan activities outside of standard meeting times and place.
- Phone calls
- E-mail
- Meals

**3. WHEEL TO WEB: Find ways to modify the relational model from a leader centered wheel to a web. Building relationships **AMONG** the team members is critical.**

- Let the apprentice lead.
- Ask lots of questions.
- Let members with certain gifts, handle certain issues.
- **Don't do anything for the group that the group can do it itself.**
- Be intentional about removing yourself from the center.

**4. CONFLICT MANAGEMENT: In a healthy group, conflict will occur, it needs to be managed, neither suppressed nor encouraged.**

- As quickly as possible, determine whether the group can handle the conflict.
- Do not take sides unless blatant sin or inappropriate behavior is at issue.
- Do not allow disrespectful or hurtful behavior. Period.
- Do not try to force reconciliation.
- Let the rest of the group participate.

**5. CONCENTRATE ON THE ENVIRONMENT: Don't try to do all the relational work. Try to create a relational environment.**

- The basics: temperature, light, food, music, etc.
- Leave up to 30 seconds of silence.
- Watch the group.
- Be encouraging and affirming of others' participation.
- Maintain "rules of civility".
- Model

**6. PRAY: Nothing brings people together more quickly than being in God's presence together.**

- Set time aside for extended prayer on a regular basis.
- Don't rush prayer time.
- Have members pray for each other.

**7. NEXT WEEK'S ASSIGNMENT: Assign 5 members of the group the task of planning one of the 5 basic elements for next week. The topic they should plan for is developing leaders.**

# ***APPRENTICE LEADERS***

## **THEME: THE JETHRO PRINCIPLE**

### **1. VISION FOR APPRENTICING: Key verses.**

- 2 Timothy 2:2 (It is the church's responsibility to identify and develop new leaders)
- Eph. 4:11-12 (Ministry is intended to be given away)
- Exodus 18:13-26 (ministry is meant to occur in smaller groups not just for the sake of the people but for the sake of the leaders)
- Convert 1000 people / day = reaching the world in 13,515 years. Train 2 / year to do the same = reaching the world in 33 years.

### **2. FINDING AN APPRENTICE:**

- Look for group members who take it seriously.
- Consider those who challenge your leadership.
- Pray regularly for an apprentice.
- Look for those who embrace the Small Group vision.
- Delegate ministry duties to members and observe their responses.
- Look for self-feeders.
- Have team members write on piece of paper who they would go to in an emergency if you were not available.

### **3. BASELINE QUALIFIERS:**

- Spiritual growth.
- Eager to learn.
- Embrace the vision of small groups.

- Capable of vulnerability and honesty.
- Emotional stability.
- Aware of their own strengths and weaknesses.
- Ability to listen in a caring way.
- Ability to facilitate discussion.
- Ability to participate without dominating.
- Not self-important nor withdrawn.

#### **4. STAGES OF DEVELOPMENT:**

##### **A. Dependence:**

- Exploring leadership
- Learning all you can
- Being an observer
- Strong reliance on leader
- A servant's heart
- Strong dependence on group

##### **B. Independence:**

- Feel they can lead better than the leader
- Feel they don't need the group
- Feel they don't need the leader
- Learning the leader's role
- This is a natural but dangerous stage

##### **C. Interdependence:**

- Earned the respect of the group
- Respect the group
- Need affirmation from the group

- Group needs you
- Work as a team with your leader
- Combined servant's heart with a leadership role

## **5. RESPONSIBILITIES:**

- **Love:** Take an active role in caring for the group.
- **Learn:** Watch what the leader does, debrief, ask questions.
- **Lead:** Ask for leadership opportunities, practice leadership skills.
- **Look:** Begin looking for potential apprentices and new group members.

## **6. DEVELOPING AN APPRENTICE:**

- Meet regularly to debrief, plan and discuss how things are going.
- Give the apprentice duties that utilize his/her strengths and shore-up your weaknesses.
- Give away leadership. Share the care.
- Affirm their gifts and praise them often.
- Pray together before meetings.
- **Relationship is the key to developing a leader.**

# ***MULTIPLYING***

## **THEME: LIFE CYCLE**

### **1. VISION FOR MULTIPLICATION:**

- Groups are organisms, and as such must grow and multiply or die
- The Jethro principle
- Keeping ministry in the hands of the people
- There are lost people who will only be found through YOUR group!

### **2. KEYS TO SUCCESSFUL BIRTHING:**

- Pray
- Cast the vision early and OFTEN
- Use the open chair as a means to draw attention to a future birth
- Affirm the presence and purpose of the apprentice.
- Recognize pre-birth signs: inconsistent attendance, apathy, restlessness, decrease in intimacy, lack of purpose, inability to complete meetings
- Reach the decision to birth TOGETHER
- Discuss the means of birthing and set a schedule
- Include your coach in the process
- Plan a celebration
- Have the two new groups meet together again

### **3. MULTIPLICATION WISDOM:**

- Don't force it
- Let the group bear the natural consequences of their decisions
- Sub-group
- Use your coach
- Use guilt

# *New Group Check-List*

- ⑥ Pray.
- ⑥ Articulate basic vision and goal for new Team.
- ⑥ Contact and meet with SG Coach and/or Coordinator.
- ⑥ Sign SG Leader Job Description & Agreement
- ⑥ Select an apprentice leader.
- ⑥ Begin contacting potential Team members.
- ⑥ Hold first meeting(s) to discuss and develop covenant.
- ⑥ Fill out and sign covenants!

# *Small Group Covenant*

\_\_\_\_\_

Mission: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As an actively participating member of this Team, I commit to the following:

To make attendance at regular Team meetings a MAJOR priority.

To honor and seek the truth.

To treat others on the Team with the same love and respect that I desire.

To be open and transparent.

To endeavor to achieve the goals, and abide by the agreements of the group.

To honor and respect the confidentiality of the Team. No information leaves the room without permission.

To submit to authentic and loving accountability.

To make inviting new group members, growing the group, and eventually birthing the group a priority.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Small Group Roster

Leader: \_\_\_\_\_

Last Name \_\_\_\_\_ First(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_

Last Name \_\_\_\_\_ First(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_

Last Name \_\_\_\_\_ First(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_

Last Name \_\_\_\_\_ First(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_  
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E-Mail \_\_\_\_\_