



# Hope Small Groups

*A place to belong, grow and serve.*

The lower half of the cover features a photograph of the lower legs and feet of a group of people standing together. The background is a solid orange color. The text 'New Leader Training' is overlaid in white, with 'M A N U A L' in smaller white letters below it. There are white circular graphic elements on the left and bottom edges of this section.

# New Leader Training

M A N U A L

**Hope Presbyterian Church  
Small Group Ministry  
Leader Training 2010 - Participant Guide**

**Welcome:**

- Opening
  
- Opening Prayer
  
- Housekeeping:
  - Training length/structure
  - Breaks/food supplied/bathroom locations  
Cell phones off, etc.
  
- Agenda
  - Hope's Vision for Small Group
  - You as the small group Leader
  - The Small Group
  
- Introductions

## **Session I – Hope’s vision for Small Group Ministry**

- Following the scripture’s lead:
  - Hebrews 10: 24-25 . . . Let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another . . . and all the more as you see the Day approaching.
  - Ecclesiastes 4: 9-12 . . . Two are better than one . . . if one falls down, his friend can help him up. But pity the man who falls and has no one to help him up. Also, if two lie down together, they will keep warm, but how will one keep warm alone? Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken.
  - Acts 2: 42-47: They devoted themselves to the apostles’ teaching and the fellowship, to the breaking of bread and to prayer . . . all the believers were together and had everything in common . . . they gave to anyone as he had need. They broke bread in their homes, ate together with glad and sincere hearts, praising God and enjoying the favor of all the people. And the Lord added to their number daily those who were being saved.

*“In everything we do it is designed so that: small groups live authentically, grow spiritually, and reach out intentionally.”*

**Exercise: Break up into groups of three and take about 5 minutes to come up with ideas about how to achieve these principles. Just one word or short phrases are sufficient.**

□ Key Principles for Small Groups (10 – 15 minutes)

▪ Authentic Relationships

- 1.
- 2.
- 3.
- 4.
- 5.

▪ Spiritual Growth

- 1.
- 2.
- 3.
- 4.
- 5.

▪ Healthy Support

- 1.
- 2.
- 3.
- 4.
- 5.

▪ Outreach and Service

- 1.
- 2.
- 3.
- 4.
- 5.

## □ Leadership for Small Groups

### ▪ Calling

- Eph. 2:10 - For we are God's workmanship, created in Christ Jesus to do good work, which God prepared in advance for us to do.
- I Thessalonians 5:24 - Faithful is He who calls you and He also will bring it to pass.

### ▪ Model

- I Peter 5: 2-4 – Shepherd the flock of God, care for it willingly, not grudgingly, not for what you will get out of it, but because you are eager to serve the Lord, proving to be examples to the flock. And when the Chief Shepherd appears, you will receive the unfading crown of glory.

#### I. Willing to care for others

- In this is love, not that we loved God, but that He loved us and sent His son to be the propitiation for our sins. Beloved, if God so loved us, we also ought to love one another. —  
1 John 4:10-11
- Jesus said to Simon Peter, “Simon, son of John, do you love me?” He said to Him, “Yes, Lord, you know that I love you.” He said to him, “Tend my lambs.” —John 21:15

**II. Unselfish** and focused on others ...not grudgingly, not for what you will get out of it.

- Whoever wishes to become great among you shall be your servant, and whoever wishes to be first among you shall be your slave; just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many. —Matthew 20:26-28
- Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself—do not merely look out for your own personal interests, but also for the interests of others. —Philippians 2:3-4

**III. Eager to serve the Lord**

- Therefore we have as our ambition... to be pleasing to Him. —2 Corinthians 5:9
- Whatever you do, do your work heartily, as for the Lord, rather than for men. —Colossians 3:23

**IV. An example to others**

- If then, the Lord and the teacher, washed your feet, you ought to wash one another's feet. For I gave you an example that you should do as I did to you.—John 13:14,

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- . . . be an example to the believers in speech, in conduct, in love, in spirit, in faith, in purity. – I Timothy 4: 11

**Exercise: Part I** - Read through “Five Styles of Small Group Leadership”.

Check the leadership style or styles you feel are closest to your own style.

Take 1 minute for this then the Trainer will move into the next portion of exercise.

**Part II** - After you have completed the above, move into groups of three and discuss the following:

- Which style best describes you? Explain briefly
- What other style would you like to develop that would enhance your leadership role?
- What steps might you take to gain a foothold in this style?

**Break for 15 minutes**

## Session II – What, Me the Leader?

### □ **The Shepherd's DNA**

#### ▪ Lover of God:

- Matthew 22:36-39: “Teacher, which is the great commandment in the law?” Jesus said to him, “You shall love the Lord your God with all your heart, with all your soul, and with all your mind”. “This is the first and great commandment. And the second is like it: ‘You shall love your neighbor as yourself.’”
- John 13:34-35: “A new commandment I give to you, that you love one another; as I have loved you, that you also love one another. By this all will know that you are My disciples, if you have love for one another.”
- John 14:21: “He who has My commandments and keeps them, it is he who loves Me. And he who loves Me will be loved by My Father, and I will love him and manifest Myself to him.”

- Lover of Others:
  - I John 2:10 – He who loves his brother abides in the light, and there is no cause for stumbling in him.
  - I John 4:7, 11, 21 – Beloved, let us love one another, for love is of God; and everyone who loves is born of God and knows God. Beloved, if God so loved us, we also ought to love one another. And this commandment we have from Him: that he who loves God must love his brother also.
  - I Peter 3:8-9: Finally, all of you be of one mind, having compassion for one another; love as brothers, be tenderhearted, be courteous, not returning evil for evil or reviling for reviling, but on the contrary blessing, know that you were called to this, that you may inherit a blessing.

***“Nobody will listen to you unless they sense that you care about them”.***

- “Leaner”
  - Proverbs 3:5-6: Trust in the Lord with all your heart, and lean not on your own understanding; in all your ways acknowledge Him, and He will direct your paths.
  - Psalm 37:3-5 – Trust in the Lord, and do good; dwell in the land, and feed on His faithfulness. Delight yourself in the Lord, and He shall give you the desires of your heart. Commit your way to the Lord, trust also in Him and He shall bring it to pass.
  - Isaiah 40:31 – But, those who wait on the Lord shall renew their strength; they shall mount up on wings like eagles, they shall run and not be weary, they shall walk and not faint.

- Learner
  - II Timothy 2: 15 – Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.
  - II Timothy 3:16 – All scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.
  - Proverbs 1:5 – A wise man will hear and increase in learning, and a man of understanding will acquire wise counsel.

**Exercise:**

**1. What are you doing to study the Bible?**

**2. What books are you reading to help you understand how to apply the scriptures to daily life?**

**3. How is your life being impacted by you being a Learner?**

*Philippians 1:6 – For I am confident of this very thing, that He who began a good work in you will perfect it until the day of Christ Jesus.*

□ **The Shepherd's Tools**

**I. Listening**

- James 1:19 – This you know, my beloved brethren, let every man be quick to hear, slow to speak, slow to anger
- Proverbs 10: 19 -When there are many words, transgression is unavoidable, but he who restrains his lips is wise.
- Proverbs 17:27 – He who restrains his words has knowledge, and he who has a cool spirit is a man of understanding.
  
- Be aware of more than words: look for body language that may speak volumes. Are the words in sync with what the body is projecting?  
Notice:
  - Facial expressions
  - Tone of Voice
  - Body movements

If there is a disconnect between the words and the above, ask the question: “You said you were fine, but you seem to be sad? Am I reading you correctly?”

## **6 Keys to increase your Listening skills**

1. Listening is NOT a passive activity!
2. Listen for unspoken fears, concerns, moods, and aspirations.
3. Good listening requires great wisdom.
4. Listen to others with respect and validation.
5. Listen without thinking about how you're going to respond.
6. Listen with positive regard for people's strengths & abilities.

## **II. Asking Good Questions**

- Open-ended questions – asking for more
  - What happened next?; How did you like the class?; What feelings did that bring up?
- Clarifying questions – asking for understanding
  - Can you explain again to me how that happened; Are you saying that hurt your feelings?
- Reflective questions/responses – summarizing what you heard
  - It sounds to me as if you're wondering whether to . . . ; From what you're saying, I get the idea you . . . . ; I think what you're telling me is . . . ?

***Exercise:***

There are 3 sharing situations:

1. Tell about what you did on your last vacation.
2. Tell about a time in the last few months when you felt very happy.
3. Tell about a time when you really felt close to God.

Observers debrief:

1. How did it feel for the listeners to concentrate on questioning the speaker?
2. How did the speakers feel in this experience?
3. What were some instances in which the listener participated well?  
Were there instances in which the listener could have participated more fully?

**Short Break**

## **Session III – The Group**

### ***The church began from a group:***

Matthew 4:18-22 – After Jesus’ 40 days in the desert, he starts his ministry and immediately begins to form a group of men into whom he will pour his life, wisdom, and power.

### ***The church expands from groups gathered together:***

Acts 2:46- 47 – After Jesus’ resurrection, Peter and the other apostles preached in Jerusalem and those who believed met together, prayed together, ate together, shared life together, and “the Lord added( to the church) daily those who were being saved”.

### ***The church continues through groups of people committed to growing in knowledge, love, forgiveness, and mutual support:***

I Peter 4:7-11 - . . . be serious and watchful in your prayers. And above all things have fervent love for one another, for “love will cover a multitude of sins.” Be hospitable to one another without grumbling. As each one has received a gift, minister it to one another, as good stewards of the manifold grace of God. If anyone speaks, let him speak as the oracles of God. If anyone ministers, let him do it as with the ability which God supplies, that in all things God may be glorified through Jesus Christ, to whom belong the glory and dominion forever and ever. Amen

## **Preparation**

### **I. Start Up Checklist**

- Prayer
- First Meeting Place
- First Meeting Time
- Invite Participants
  - Send an e mail confirmation and reminder after the initial invitation
- Prepare Agenda
  - Welcome
  - Open with prayer
  - Ice Breaker
  - Covenant Discussion
  - Curriculum Discussion
  - Devotional
    - Response sharing
  - Prayer Requests
  - Closing
    - Thanks for attendance & participation
    - Reiterate next meeting date and “homework”
  - Follow up with e mail to all who attended and any you want to invite to the next meeting: reflect on first meeting; particulars of next meeting.
  - Send reminder e mail 2 – 3 days prior to next meeting
- Order Curriculum and get it to participants
- Prepare for the next meeting

□ **Organization**

**I. Group Covenant**

- A group covenant is a description of mutually agreed guidelines, expectations, goals and values for how the group is conducted. This document is a healthy way to keep the group on track and can provide a mechanism for solving potential conflict.
- A covenant builds trust and community.
- A covenant provides a measuring stick to evaluate the group's progress and success.

**II. Group Format & Logistics**

- Maintains focus on essentials
- Keeps the group on track
- Ensures the groups goals are met
- Respects the Host's time

Note: Childcare Options:

- Share cost of childcare by those with kids for either on-site or off-site childcare
- Individual Responsibility
- If “kid-friendly” group: kids *may* be present during social and possibly prayer time but NOT during study or sharing time

**III. Distributing Roles**

- Creates ownership of the group
- Uses member's talents
- Frees the leader to lead

## IV. Choosing Curriculum

- Bible Studies
- Non Fiction Christian Books
- DVD Studies
- Sermon Notes
- Topical Studies: parenting, marriage, fear, boundaries, prayer, leadership, etc.
  - Process:
    - Visit [hopepres.com/smallgroupleaders](http://hopepres.com/smallgroupleaders)
    - Available Curriculum Tab
    - List is sort able by topic, author, etc.
    - Each title is a link to more information about the study
    - Email [brandi@hopepres.com](mailto:brandi@hopepres.com) your selection choice(s) for check out
    - Curriculum will be left in Pick Up Box (near elevator on main floor)
    - Curriculum can be returned in same location

## Management

**I. Addressing People Problems** – See Troubleshooting Difficult Personalities in the Appendix

**II. Choosing an Apprentice** – Remember that Jesus chose his disciples not to be just followers but to become leaders themselves. He developed them by teaching them, by being an example of that teaching, and by letting them practice what he had taught.

▪ Qualifications:

1. Committed to his or her own spiritual growth
2. Eager to serve the Lord by caring for others
3. Good people skills
4. Member of Hope Presbyterian Church
5. Willing to complete Small Group Leader's Training before leading his or her own small group.

When you have identified a potential apprentice, talk to your Small Group Mentor. If there is agreement on the candidate, you will want him or her to try one or more of the following tasks:

- Lead a study session
- Recruit new group members
- Take over communication with the members
- Attend Small Group Leader Forums

**III. Support Beyond the Group's Scope** – See What to Do When You Don't Know How to Help in the Appendix

#### IV. Ongoing Leader Support

- A. Small Group Mentors: SG Mentors will be *your first line of support*. You will be assigned a Mentor who will:
- lead the bi-monthly peer support meetings
  - be available for questions and concerns
  - communicate ministry updates, encouragement, and tips
  - pray for your leadership and the groups growth
- B. Small Group Leadership Coordinator: The SG Coordinator is your *second level of escalation* if you are not able to get in contact with your Mentor or need escalation for some reason. The Coordinator manages the SG Ministry's path to the vision.
- C. Small Group Assistant Director: The SG Asst. Director manages events, assimilation, curriculum and communications for the SG ministry
- D. Small Group Pastor: The SG Pastor oversees the ministry as part of the overall vision of Hope Presbyterian Church. This individual will evaluate, direct, and redirect the ministry to meet its objectives and report to Hope's leadership and staff.

## V. Reporting

A. Monthly Small Group Reports – Monthly reports are e mailed to SG leaders. These are designed to prompt leaders to:

- Reflect on their groups progress
- Suggest areas for improvement
- Escalate prayer requests for the group, suggestions, or general comments

***Regularly checking e mail and completing these reports are essential.***

B. Mentor Huddles: Bi-monthly meetings are designed to be times of shared discussion between peer leaders on topics of spiritual growth, group issues, and celebrating success.

## VI. Leader Covenant

*“In everything we do it is designed so that: small groups live authentically, grow spiritually, and reach out intentionally.”*