



Small Group Leader Training

“He cared for them with a true heart and led them with skillful hands.” Psalm 78:72 (NLT)

Celebration Church Small Groups

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For more information on Small Groups, please go to our website at:
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Section One

Orientation

- ❖ Introduction
- ❖ Why Small Groups?

Introduction

At Celebration, we are a church _____ Small Groups rather than a church _____ Small Groups. Small Groups are the vehicle through which ministry at Celebration takes place.

If that is true, then arguably, the most strategic person at Celebration is the Small Group Leader.

How can a church grow larger yet maintain close friendships?

Every member needs to be a part of a _____.

"(They met) day after day, in the Temple courts and from house to house." (Acts 2:46)

*"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."
(Acts 20:20)*

At Celebration Church, we believe that as we grow _____ we must also grow _____ at the same time.

Why Small Groups?

“Life change happens in the context of relationships.” - Pastor Joe Champion

What does the Bible say about relationships?

“They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer. Everyone was filled with awe, and many wonders and miraculous signs were done by the apostles. All the believers were together and had everything in common. Selling their possessions and goods, they gave to anyone as he had need. Everyday they continued to meet together in the temple courts. They broke bread in their homes and 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.” (Acts 2:42-47)

“But if we walk in the light, as He is in the light, we have fellowship with one another, and the blood of Jesus, his Son, purifies us from all sin.” (1 John 1:7)

“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.” (Hebrews 10:25)

“Submit to one another out of reverence for Christ.” (Ephesians 5:21)

Small Groups Keep Us Connected

Small Groups are the most effective way of closing the back door of our church. We never worry about losing people who are connected to a Small Group. We know that those people have been effectively assimilated.

The larger our church grows, the more important Small Groups become for handling the _____ needs of our people. They provide the personal touch that everyone needs, especially in a crisis.

Nuts and Bolts

- ❖ Small Group Structure
- ❖ Our Small Group Model
- ❖ Choosing Curriculum
- ❖ Leading a Small Group
- ❖ House Rules for God's Family
- ❖ Childcare

Small Group Structure

Traditional Small Group Model: The pastor ministers to members.

“It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.” (Ephesians 4:11-13)

Who does the ministry?

Our Small Group Model: The pastor(s) equip(s) leaders who minister to others in need. Small Group Leaders are _____ with God and the pastors at Celebration Church. A leader's capacity to develop _____ will enhance their ability to minister in _____.

Our Leadership Structure



This is not a corporate chart but a diagram of relationships that enable people in ministry. The entire structure of our Small Group Ministry is maintained through relationships.

Our Small Group Model: Features of our Small Group Ministry

Small Group Leaders use their _____ with their _____.

Groups are built on _____ needs & _____ interests.

They are _____ groups where influence, evangelism, discipleship, and ministry take place.

There is _____, common goals, and unconditional commitments between all of its members.

They meet _____ and on a semester basis.

Group Leaders quickly identify an _____.

Leaders are involved in ongoing leadership trainings & relationships.

Group leaders use an _____ syllabus or curriculum.

Each meeting includes _____ or more of the following: *WORSHIP, PRAYER, BIBLE STUDY, and/or TESTIMONIES.*

They have _____ or more people attending regularly, including the host.

Unless specified, they welcome new people into the group at any time during the semester.

They are supported and empowered by Small Group _____ and Pastors.

They encourage members to invite people who are outside the church.

They _____.

Three Don'ts of a Small Group:

1. Business
2. Offerings
3. Unapproved speakers

Choosing Curriculum

Small Groups are built on felt needs and common interests. Some of those needs and interests may require a group to use written material such as a Bible study guide, book or workbook. If using such material, you may choose to use a lesson from the Approved Curriculum List below. If you would like to use written material that is not on the list below, you must request approval when completing the Small Group Leader Application. If you would like to develop your group study material, a proposed syllabus must be submitted with your application no later than Sunday, June 6, 2010. All requests are subject to approval.

Approved Curriculum List

Any book of the Bible

Honor's Reward by John Bevere

Under Cover by John Bevere

Bait of Satan by John Bevere

Driven by Eternity by John Bevere

Battlefield of the Mind by Joyce Meyer

Approval Addiction by Joyce Meyer

Boundaries by Henry Cloud and John Townsend

Your Best Life Now by Joel Osteen

The Blessed Life by Robert Morris

The Purpose Driven Life by Rick Warren

Love Dare by Stephen Kendrick and Alex Kendrick

Love & Respect by Emerson Eggerichs

The Five Love Languages by Gary Chapman

Growing Kids God's Way by Gary Ezzo and Anne Marie Ezzo

Every Man's Battle by Stephen Arterburn, Fred Stoeker, and Mike Yorkey

Wild at Heart by John Eldredge

Captivating by John Eldredge and Stasi Eldredge

The 21 Irrefutable Laws of Leadership by John C. Maxwell

25 Ways to Win with People by John C. Maxwell

Today Matters by John C. Maxwell

Financial Peace University by Dave Ramsey

Breaking Free by Beth Moore

Experiencing God by Beth Moore

Kid CEO by Ed Young

The Prayer of Jabez by Bruce Wilkinson

Courageous Leadership by Bill Hybels

David: A Man of Passion and Destiny by Charles Swindoll

Esther: A Woman of Strength and Dignity by Charles Swindoll

Joseph: A Man of Integrity and Forgiveness by Charles Swindoll

Paul: A Man of Grace and Grit by Charles Swindoll

Servolution by Dino Rizzo

Fasting by Jentezen Franklin

Leading a Small Group Meeting

Components of a Small Group Meeting

1. Welcome

PEOPLE TO PEOPLE (an inward focus on the other members of the Small Group)

Fellowship and icebreaker

2. Worship

PEOPLE TO GOD

Worship is simply man's focus on God.

3. Word

GOD TO PEOPLE

Discussion and ministry

4. Works

PEOPLE TO PEOPLE (an outward focus on people)

Ministry, vision and outreach

Small Group Location

We encourage all Small Groups to meet outside of the church building. Many times someone you might want to invite to your small group may feel uncomfortable in a church setting.

If you cannot meet in your own home, look for a host home (possibly the home of a friend attending your group). Other possibilities for meeting locations include a library conference room, recreation center, subdivision clubhouse, outdoors at a park or restaurants.

Pray, and God will give you a creative idea!

Other Ideas

It is important to involve your group in other activities outside the settings of a Small Group meeting. One of the purposes of Small Groups is to develop relationships, providing a sense of community. Therefore, in order to get beyond certain perceived or actual barriers between relationships, you need to periodically do fun, social activities. Below is a list of ideas to use when planning an activity:

Group barbecue
Pool party
Picnics in the park
Games: Outburst, Encore, Pictionary, Charades, etc.
Camping
Canoeing
Horseback riding
Hay rides (include hot apple cider, and s'mores)
Bowling
Progressive dinners
Volleyball, horseshoes, badminton, roller skating, skiing
Miniature golf
Scavenger hunts
Birthday parties
Concerts, symphony, ballet, opera
Christmas party
Christmas caroling
New Year's Eve party
Valentine's Day banquet

Icebreakers

Remember, the best icebreaker is transparency.

Questions to open discussions:

Where were you born?
What type of family were you raised in?
What is the one thing about you that is unique? (That is, what is something that is true about you that probably isn't shared by anyone else in this group?)
Who is someone who has influenced your growth as a Christian disciple? What did they do?
How did you end up at this Small Group meeting?
What is your favorite childhood memory?
What was Christmas like when you were a child?
Where did you live when you were growing up?
What was your greatest struggle as a teenager?
What is your earliest recollection of God?
What did you want to be when you grew up?

What is the farthest place to which you have ever traveled?
Who was your favorite teacher and why?
How do you feel the church (in general) has helped you as a person?
What is a time during the week that you can relax?
What do you most like about your life's calling?
What do you least like about your life's calling?
What is one thing that gives you satisfaction?
Which household chore would you like never to have to do again?
How do you work on your relationship with Christ during the day?
What is your greatest joy in your faith?
What is your greatest struggle in your faith?
If you could change one thing about your life, what would it be, and why?
Where would you live if you could move anywhere in the world, and why?
How would you like to see your closest relationship develop in the next year(s)?
What area of your faith would you like to work on in the next few years?
If you could have three wishes come true, what would they be?
If you could write one news headline for the whole world to see, what would it be?
What is your greatest anticipation of the future?

House Rules for God's Family

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 one another (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 each other (Colossians 3:16).
22. Encourage one another (1 Thessalonians 5:11).
23. Build up one another (1 Thessalonians 5:11).
24. Spur one another on (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).

Childcare

Childcare for Small Groups is the responsibility of each individual group. Parents may decide to share the expense for a babysitter or may choose to delegate that responsibility to a different parent each time that the group meets.

Of course, this is not a time for children to be unsupervised, and it is definitely the responsibility of the child's parent should anything be broken or destroyed while in a host home.

Also, as a Small Group Leader, you may become aware of individuals in your group who would like to attend but do not have the resources to help pay for a babysitter. At Celebration Church, we believe that members should not miss the opportunity to participate in a Small Group due to a financial burden. For that reason, we offer a reimbursement option for childcare that occurs during a Small Group:

Group Reimbursements – a Small Group Leader may hire and be reimbursed for a babysitter to care for all of the children in a Small Group. There is a \$60 per month limit per Small Group Leader allowed for reimbursement (please see sample reimbursement form on next page).

All requests for childcare reimbursement must be submitted within 14 days of the Small Group meeting. A *Small Group Childcare Reimbursement Request* can be found online at www.celebrationchurchtx.com/small-group-leaders. All checks will be processed within 10 business days. Please use discretion when submitting a reimbursement form - it is intended for group members and leaders who would not otherwise be able to provide childcare for their Small Group. For more information on childcare reimbursement, please contact the church office at 512-763-3000.

Small Group Reimbursement Request

There is a \$60 limit per month for each Small Group Leader to request reimbursement for group childcare.

Account Number	Date Attended	Number of Children	Number of Hours	Reimbursement Amount Requested
5160.2 / 88				\$
Name of Childcare Provider You Paid:				Amount You Paid \$

Reimbursement Check Payable To:

Name: _____

Address: _____

City/Zip: _____

Daytime Phone: _____

Mobile Phone: _____

Please complete within 14 days of meeting and return to Glynnis Zarria

Email // gzarria@celebrationchurchtx.com

Fax // 512-763-3001



celebration church

1202 Rabbit Hill Rd
Georgetown, TX 78626
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Section Three

Leadership

- ❖ Seeing Yourself as a Leader
- ❖ Job Description, Commitment, and Honor Code
- ❖ Handling Conflict
- ❖ Learning to Delegate

Seeing Yourself as a Leader

A Small Group Leader is one who exercises spiritual _____ of a Small Group.

What about the “fear factor”?

1. When you are afraid, you must _____ on God.
2. If we only do what we feel comfortable doing, we don't need _____.

“For God has not given us a spirit of fear, but of power and of love and of a sound mind.” (II Timothy 1:7)

You are qualified to lead a Small Group if you can:

1. _____
2. _____
3. _____

*“If you wait for perfect conditions, you will never get anything done.”
(Ecclesiastes 11:4) (NLT)*

Job Description - Small Group Leader

RESPONSIBLE TO: Zone Pastor (Leader) / Coach

SUPPORTED BY: Senior Associate Pastor, Paul Mason

PREREQUISITES:

1. Complete Small Group Leader Training
2. Complete and meet the requirements of the Small Group Leader Application

RESPONSIBILITIES:

1. Attend regularly scheduled leadership trainings.
2. Pray for and coordinate your Small Group meeting to include one or more of the following: Worship, Prayer, Bible Study, and/or Testimonies.
3. Plan for your meetings to stay within a 2 hour timeframe.
4. Pray daily for everyone on your Small Group roster and for your Zone Pastor/Leader.
5. Be a “Life Coach” to your Small Group members, developing them into future hosts.
6. Identify and mentor assistant leaders in order to enable them in their ministries. The goal of every Small Group is to reproduce – the Lord wants us to “be fruitful and multiply”.
7. Provide a supportive atmosphere in which Small Group members are able to grow in God and be encouraged in their faith.
8. Maintain unity by representing the philosophy of ministry and theology of Celebration Church.
9. Be open to counsel from your Zone Pastor/Coach and provide highlights and concerns about your Small Group regularly.
10. Unless specified, welcome new people into the group anytime during the semester.
11. Encourage members to invite people who are outside the church.
12. Complete your topic during the semester.
13. Provide feedback on your group at least once per month using the Online Group Manager. All leaders will be required to attend a brief Online Group Manager training session. For Pastoral Care needs including prayer requests and/or praise reports, please email gzarria@celebrationchurchtx.com as needed – do not wait until the end of the month to submit important information.

Small Group Ministry Leader Commitment

“Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons.”

(1 Timothy 3:8-10)

QUALIFICATIONS:

1. You are a faithful member of Celebration Church and submitted to its leadership.
2. You have proven character – sincere, worthy of respect, and of a good reputation.
3. You have a love for people and a genuine desire to serve and minister to others.
4. You are able to lead, motivate, and teach other people.
5. You are able to create positive group dynamics, and deal with conflict resolution within the group.
6. You are consistent in spiritual disciplines.
7. You attend and tithe regularly to Celebration Church.

ALL THOSE IN SMALL GROUP LEADER POSITIONS ARE ASKED TO AGREE TO THE FOLLOWING:

1. Fulfill the responsibilities outlined in the Job Description.
2. Abide by the Celebration Church Small Group Leader Honor Code.

Small Group Leader Honor Code

As an essential part of the Celebration Church Leadership Family, you have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of your desire to work in a leadership position here at Celebration Church.

While serving the Body of Christ as a Small Group Leader at Celebration Church, you pledge to present a good appearance at all times. In both attire and behavior, you should strive to demonstrate Biblical standards in all situations.

As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ but should exemplify the best qualities of a mature believer and leadership.

Exemplifying the highest moral commitment, Celebration Church's leaders are to maintain a disciplined life of Bible reading, prayer and fasting. You must also refrain from that which the Bible warns us to abstain from including all behaviors which might cause Christ to grieve and others to stumble.

By providing an example in speech and action, we encourage others to grow in Christ and become leaders themselves. This is a way of life measured by the heart and commitment of each leader in the Celebration Church family. We should regard it as an essential part of our development, not as an imposition or restriction.

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. 9Whatever you have learned or received or heard from me, or seen in me—put it into practice. And the God of peace will be with you.” (Philippians 4:8-9) (NIV)

“Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity. Until I come, devote yourself to the public reading of Scripture, to preaching and to teaching. Do not neglect your gift, which was given you through a prophetic message when the body of elders laid their hands on you.” (1 Timothy 4:12-14) (NIV)

Handling Conflict

- Be ready
- The goals in dealing with these situations are:
 - To protect the other members of the group
 - To maintain control and integrity of the meeting
 - To minister to the underlying needs of the individual
- Tips for handling problem situations:
 - Meet with the person privately and as soon as possible to discuss how he/she is affecting the group.
 - Bring in your leaders to handle the situation if necessary.

Learn to Delegate

Jesus involved His disciples in the work rather than trying to do it all Himself. For example, Jesus fed the five thousand by delegating many of the responsibilities to His disciples, working with them to do something great.

Mark 6:38-43 – Jesus feeds a great multitude.

- Jesus told His disciples to find out how much food was available.
- He then had the disciples direct the people to sit in groups of fifty.

Delegation is not _____ – it is training and equipping others to do things in your place. The leader who tries to do everything will be very limited in his/her effectiveness and will very likely burn out in time.

Section Four

Three Purposes of a Small Group

- ❖ Connect
- ❖ Care
- ❖ Coach

Connect

_____ % of believers said a friend or relative was responsible for them coming to Christ.

The primary goal of a Small Group is to move each person in the group _____ step further in their walk with Christ. (Celebration Growth Track)

In our Small Group model, the two keys to people's hearts are:

1. _____
2. _____

The more _____ you use, the more _____ you'll catch.

A Small Group Environment

A Small Group should be _____ during the meeting.

Here are some practical ways a group can best prepare for the lost:

1. Steer the discussion in a direction where everyone can participate.
2. Remember that they will not grasp things that are _____ to us. (i.e. spiritual warfare, "washed in the blood", other Christian vocabulary, etc.)
3. Be prepared to change the direction of the meeting if lost people visit. The goal is to get them to come again.

Care - Our Small Group Ministry Model

As part of a Small Group leadership team, you may be called upon to minister in any of the following services:

- Coaching
- Hospital Visits & Follow-up Meals
- Prayer Team

Men should minister to men and women to women. Couples may minister to a _____.

You will be able to provide pastoral care because according to Philippians 4:13, "...you can do all things through Christ who strengthens you."

"Be sure you know the condition of your flocks; give careful attention to your herds;"
(Proverbs 27:23)

Your goal is to know each member's _____ and move them _____ further in their walk with Christ.

How to provide pastoral care:

1. Comfort
2. Advice Giving
3. Encourage
4. Help
5. Correct

Coaching

“He cared for them with a true heart and led them with skillful hands.” (Psalm 78:72)

“Then He appointed twelve, that they might be with Him and that He might send them out to preach.” (Mark 3:14)

Jesus welcomed people to come to Him for coaching. He was and is the ultimate coach. He developed imperfect humans to become effective leaders. Jesus did everything a coach can do to enable the disciples to flourish in their personal lives and ministry.

Coaching and Commitment

How do you encourage spiritual growth? When You Meet, Offer Them Resources. Even if you’ve never really mentored others before, you have the ability to offer some resources to them immediately. The following eight resources are ones that don’t require you to learn a new skill in order to provide them to someone.

1. _____ - Ask tough questions; help them keep commitments.
2. _____ - Offer words of encouragement and support; affirm their strengths.
3. _____ - Evaluate their condition objectively; help them gain perspective.
4. _____ - Provide unconditional love and grace to them even when they fail.
5. _____ - Speak words of wise counsel and give them options for their decisions.
6. _____ - Offer words of caution and warning so they can avoid pitfalls.
7. _____ - Give them tangible gifts and resources – a book, a CD, or a personal contact.
8. _____ - Direct them to discover how they can practice what they’ve learned.

Becoming a Coach

- Start with people in your Small Group that you already influence, including those who look to you for counsel and wisdom.
- Look for people in your Small Group who you can help draw out their potential.
- Look for people in your Small Group that want to develop some aspect of their life for the Kingdom of God.
- Find people around you that are new to the church, newly saved, or have shown interest in getting involved.

Life Coaching

What qualifications does a Small Group Leader need?

1. A close relationship with Jesus and the Word of God
2. A desire to be involved with people
3. The ability to accept people where they are
4. The ability to maintain a level of confidentiality
5. Effective listening skills:
 - a. Open posture
 - b. Attentive expressions
 - c. Good eye contact
 - d. The ability to empathize; place yourself in the position of the other person

Listening is a basic key to help anyone be an effective life coach.

Section Five

Prayer

- ❖ Small Groups...What's Prayer Got To Do With It?
- ❖ Prayer Ministry Procedures

What's Prayer Got To Do With It?

It is important that you, as a Small Group Leader, develop your prayer life and be able to teach others how to pray and to encourage others in their prayer life. One of your greatest responsibilities will be to pray for the people who are in your Small Group. Prayer will be the key to your effective ministry and the effectiveness of Celebration Church.

Prayer is the _____.

Your Small Group ministry starts with you.

1. To be effective, you have to have been affected.
2. To be poured out, you have to be filled up.
3. To share Him, you have to know Him.
4. To lead people to Christ, you have to know where He is.
5. To fulfill His purposes for your group, you have to know what those purposes are.

You need to find out what God's vision and plan is for your group.

1. Dedicate yourself to His purposes.
2. Dedicate your group to His purposes.
3. Ask Him where you fit in the plan.
4. Prepare your heart to receive His direction.

Prayer covers, _____ and enlightens.

You need to spiritually prepare the environment before they arrive.

1. Humble yourself.
2. Pray over the house or room.
3. Invite the presence of the Holy Spirit.
4. Ask God to work in the hearts of those He is calling to be there.
5. Ask God to prepare their hearts to receive what He wants to impart.
6. Pray that the Scriptures read will come alive in their hearts.

Be filled with Him. Seek His vision. Prepare the way. Fulfill the call.

Prayer Procedures during Services

We want Small Group Leaders to pray during services.

Prayer Process

- Pastor will call the Prayer Team and invite people requesting prayer to come to the front.
- Stand facing the congregation, back to the stage, with heels touching stage.
- Ushers will direct men requesting prayer to male Prayer Team members and women requesting prayer to female Prayer Team members.
- Keep your prayer concise. Make it your goal to have a turn-around time of about 3 minutes.
- Avoid the temptation to “counsel” or “instruct” during your prayer.
- If you are not praying for someone, take one step away from the platform. This will allow the Ushers and Leaders to more easily see you as being free to pray with the next respondent.
- When you conclude your prayer time, offer the person a Communication Card. Let them know if they would like follow-up they must please fill out the card and give it to someone on the Next Steps team. Assure them someone from the Pastoral Care team will contact them for follow-up.

Closing prayer time

During the time of transition from prayer time to the service, Prayer Team members will need to wrap up their prayer within the next 30 seconds. If a Prayer Team member is not aware of the transition, a Team Leader or an usher may stand near you or tap you on the arm. Please do not be offended by this. It is imperative to stay under submission to the leadership of the church who direct the service’s progress.

Follow up process

- All Communication Cards are gathered and screened by the Church Staff on Mondays and Thursdays and distributed as appropriate.
- Invite the people who you pray with to be a part of a Small Group. Invite them to be a part of your group or another group that will best fit them.
- Encourage people to contact the Pastoral Care office for further Pastoral Care needs (prayer, coaching, or counseling).

For further information on prayer training, please contact the Celebration Church Pastoral Care office.