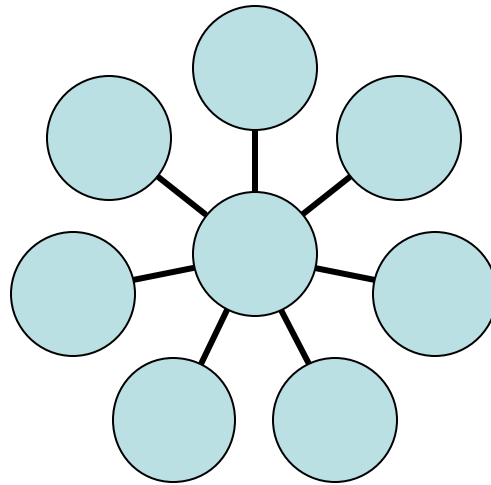


# *L.I.F.E. Group Training Manual*

For Leaders and Apprentices



*"And the things you have heard from me in the presence of many witnesses, these entrust to reliable men who shall be able to teach others also" (2 Timothy 2:2)*

*"...For the equipping of the saints for works of ministry... to the building up of the body of Christ... according to the proper working of each individual part causes the growth of the body for the building up of itself in love" (Ephesians 4:11-16)*

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## Preface

During the past ten to twenty years, vast research in the arena of church growth has uncovered methods and models for building growing churches in the twentieth century. Methods that were successful in the 30's, 40's and 50's are no longer successful in the 1990's and into the 2000's. The culture globally has changed, and so must the methodology used to reach people with the message of the Gospel.

Paul knew the importance of missionary methodology when he wrote, *"To the Jew, I became like a Jew to win the Jews. To those under the law I became like one under the law... so as to win those under the law... To the weak I became weak to win the weak. I have become all things to all men so that by all possible means I might save some"* (1 Corinthians 9:22-23).

The methodology of using small groups to build churches is not new; it was used in the first century. However, the approach to small group ministry and training Christians must be adapted to the culture if it is to be successful. What worked in the first century in Athens, may not be exactly the most successful approach in Kodiak, Alaska in 1998.

Paul Cho is recognized as the most successful individual in the small group arena in the 20th century. Cho's church in Seoul, Korea capitalizes on the Eastern mindset and culture, and he has successfully build the world's largest church with Sunday Morning attendance of 800,000. Cho's model consists of 75,000 small groups that meet weekly. Each group has approximately 10 people, and has a goal of converting 2 people per year per group. With that effectively implemented, the growth of his church is 150,000 annually and growing on an exponential curve.

Dale Galloway has successfully adapted Cho's Korean model to a North American mindset and has built the New Hope Community church in Portland which now has 8,000 in attendance and operates 800 small groups weekly. Regardless of the *message* inserted into the model, it has proven that it works without controlling or manipulating people in any way. Other pioneers in church growth have uncovered successful avenues of creating balanced churches. Rick Warren of the Saddleback Community church in Los Angeles created the *Purpose Driven Church* consisting of small groups, and a holistic approach to ministry that has built an attendance of 12,000 and growing. The Church Growth Institute in Pasadena, California has been highly instrumental in researching methods and models upon which churches can successfully grow and reach the unchurched.

If we are to be wise in our approach to ministry, we cannot ignore this research. With that in mind, this approach, which we are using, has been adapted to the doctrinal positions of the churches of Christ. We believe strongly in the inspired text of the Bible, and hold that the message cannot be altered, changed, or watered down in any way. However, we must separate message *from method*. The method can and must change with time and culture. The message however, can never change.

Credit goes to Dale Galloway, Carl F. George, Paul Cho, Rick Warren, George Barna, Milton Jones, and others for some of the ideas and content in this training manual.

## God Wants To Use Your Life

The Samaritan woman had a life that by observation of her friends and family seemed mediocre and useless. *"Five husbands, and the man you are with now is not your husband"* (John 4:18). However, Jesus saw in her something that he sees in you. A life full of potential that, if unleashed and encouraged, can impact human destinies for eternity! Upon her return to the city she said, *"Come, see a man who told me everything I ever did. Could this be the Christ?"* (John 4:29). Jesus saw multitudes of souls white for harvest, but no workers to reap!

I congratulate you on rising to the challenge of L.I.F.E. Group Ministry. It is my prayer that this time of training will become the foundation for your service as a Group Leader.

God wants to use each of our lives. Each of us is different however. We have different natural talents and different gifts for ministry. We've had different experiences in life that brought us to this point in time. But, we all share in a common love for Jesus as our Lord and our desire to be used by Him for His Glory and His Kingdom. *"Delight yourself in the Lord and He will give you the desires of your heart"* (Psalm 37:4). You're here because you are delighting in the Lord. You are seeking His guidance in your life to develop the spiritual gifts of leadership, service, teaching, and encouraging (Romans 12:4-8). Put your whole heart into this training time so that you will be a good steward for your Master in His vineyard.

As you are going to discover, the leaders of this congregation are committed to help you be successful in your ministry for the Lord. Our L.I.F.E. Groups are the foundation of our vision and plans, therefore we MUST help you be successful. We will provide you with unlimited helps and opportunities for growth and advancement in your service to God.

God Bless You With Big Dreams!

Greg King,  
Evangelist

*Give me one hundred men who:  
Hate nothing but sin and mediocrity;  
Fear nothing but God; and  
Know nothing but Jesus Christ and Him Crucified,  
.....and I will shake the world!*

## Biblical Basis For Home Groups

The New Testament church proved that the method of home group Bible studies was successful. Some have estimated that the Lord's church grew to 100,000 members by the end of the first century in Jerusalem. This would be very hard to argue with since the scriptures make the claim of seeing such large "additions" followed by the "multiplication" of disciples there (Acts 2:41; 47; 4:4; 5:14; 6:7; 12:24).

How could this early church have taken care of all those people, since there were only the twelve apostles? How could they adequately have cared for the newer Christians that responded to the gospel? We see from the very beginning that the New Testament Christians developed two types of meetings. Not only did the disciples gather regularly at the "temple", but the scriptures tell us that they also met daily in their "homes" (Acts 2:46-47; 5:42).

This pattern of Christians meeting in homes to study and worship God seems to be highly documented in scripture. Peter, upon being released from jail in Acts 12 goes to the house of Mary where *"many were gathered together and were praying"* (Acts 12:12). Other home groups are mentioned such as the house of Lydia (Acts 16:40), the house of Jason (Acts 17:5-6); the house of Titius Justus (Acts 18:7); Paul teaching from house to house (Acts 20:20); the church in the house of Priscilla and Aquila (Romans 16:5; 1 Corinthians 16:19); and the church that met in the house of Philemon (Philemon 2).

### **Possible reasons the church grew so strong following this guide:**

1. Greater intimacy in the fellowship of believers and non believers
2. Developed their social life in the homes of Christians centered around God's word
3. Greater awareness of any needs that might be present within the family of believers (Acts 2:44-45; 4:34-35)
4. Delegation of responsibility to meet people's needs better (i.e.. Exodus 18 principle)
5. People more likely to visit in your home rather than the "temple" or church.
6. Visitors feel less intimidated in asking questions
7. The members of your group provide an instant "support group" for any converts they reach.
8. More people within a church body have two important needs. First, the need to belong and be involved in something worth while, and second, the need to know that they are loved.

The small home study group helps everyone feel directly involved in the greatest activity of the church (saving the lost) and building up other Christians in the faith through fellowship and study.

In our approach, we have **Life Ministers** who are trained, equipped, and reliable people who create and lead small groups. Women **Life Ministers** lead only women's ministries.

## **Our Vision and Master Plan**

**TO REACH THE VAST, RIPE HARVEST FOR JESUS CHRIST**

**TO HEAL HURTS AND BUILD DREAMS**

**TO BUILD STRONG, LASTING CHRISTIAN FRIENDSHIPS**

**TO RAISE UP WORKERS SO THEY ARE NO LONGER "FEW"**

**TO BRING SALVATION TO EVERYONE**

There will be a Small Group Leader Training seminar twice a year. The training will be a leader\ apprentice-recruiting event in which dynamic leadership principles are shared with potential leaders. You should always be on the lookout for good potential leaders from your group to bring to the training seminar.

**Our Vision:** \_\_\_\_\_ members by the year \_\_\_\_\_

**Our Vision:** \_\_\_\_\_ new family per L.I.F.E. Group every \_\_\_\_\_ months

**Our Vision:** \_\_\_\_\_ L.I.F.E. Ministers by the year \_\_\_\_\_

**Our Vision:** \_\_\_\_\_ L.I.F.E. Groups by the year \_\_\_\_\_

*Jesus said, "I tell you the truth, anyone who has faith in me will do what I have been doing, He will do even greater things than these, because I am going to the Father" (John 14:12).*

*"Jesus said to them, "My food is to do the will of Him who sent Me and to accomplish His work ... behold, I say to you, lift up your eyes, and look at the fields, that they are white for harvest. Already he who reaps is receiving wages and is gathering fruit for life eternal; that he who sows and he who reaps may rejoice together" (John 4:34-36).*

### ***Helps For Establishing Your New L.I.F.E. Group***

There will be a Small Group Leader Training seminar twice a year. The training will be a leader & apprentice recruiting event in which dynamic leadership principles are shared with potential leaders. You should always be on the lookout for good potential leaders from your group to bring to the training seminar.

- L.I.F.E. Group Training Manual for uniformity, consistency, and to give everyone a given track upon which to run.
- Prepared lessons always available for you and your apprentice.
- Training classes always available weekly.
- Close supervision and assistance any time you need it from the leaders, coaches, teachers, and trainers.

## Principles Of The L.I.F.E. Groups

L.I.F.E. Groups will be the primary organizational tool for building the church. L.I.F.E. is an acrostic that stands for: Love, Involvement, Fellowship, Evangelism.

### LOVE

The small group atmosphere will promote love and a level of relationships in which all the "one another" passages of the New Testament can function in a practical way. Your ministry as a L.I.F.E. Group leader will be to promote love, unity, singleness of purpose, and care for the members and visitors of your L.I.F.E. Group.

### INVOLVEMENT

According to Ephesians 4:11-16, the church grows according to "the proper working of each individual part." In a large group personal involvement is kept at a minimum because of the dynamics of large or medium groups. In the L.I.F.E. Group, each individual is important and feels a need to participate, not only in the study and discussion of Biblical teaching, but also in the ministry of caring for the other members in the L.I.F.E. Group. Within each L.I.F.E. Group there will be the following ministries:

**Leader.** A delegated ministry to "care for and direct" the members of your group. The leader will also encourage non-Christian contact and organize evangelistic studies and assist L.I.F.E. Group members in conducting studies as needed. The leader's responsibility, similar to a quarterback, is to "run the plays" (Bible study lessons) on the field as they are sent in from the coaches. The leader sets the tone for the individual team. Each L.I.F.E. Group will keep attendance and meet the needs of its members (discouragement, sickness, etc.). The team will also coordinate meals and visitation for members of the group as needed. The Leader will ensure that each member under his care is contacted weekly, and accounted for. Each member should be contacted the day before the study and encouraged to be in attendance.

**Apprentice Leader.** Each Leader will have an apprentice that will be learning to be a Leader through "on the job training" (OJT).

**Host (ess).** Each L.I.F.E. Group must have a place to meet. The ministry of hospitality will be developed as each Host (ess) offers hospitality (1 Peter 4:9-10).

**Child-Care** Each L.I.F.E. Group will act on its own discretion as to what to do with the children present. Some will choose to include the children in the study unless they are unruly and disruptive. Too many unruly children can ruin the fellowship and interaction of the adult members and visitors.

**Benevolence.** Benevolence simply means meeting the physical needs of people. Within each group, this special ministry will facilitate the serving of any physical need that may occur among the members of each group.

**Tele-Care.** Effective communication is crucial to a thriving church. Each group leader will appoint a responsible individual in the group to call each person in the group weekly to encourage attendance to the group meeting and to pass along any information or announcements that need relaying.

**Prayer.** Each LIFE Group will ask a member to be the prayer servant in that group. The prayer servant will fulfill the following:

1. Keep a record of prayer requests in the group.
2. Commit to praying *daily* for every member of the group, its visitors, one on one studies and all prayer requests.
3. Share with the group when specific requests are answered.

## FELLOWSHIP

Fellowship is a vital ministry to keep members strong and encouraged. John said, "If we walk in the light as **He** Himself is in the light **we have fellowship with one another** (With God and with God's family), (1 John 1:7). L.I.F.E. Groups will facilitate a practical way of ongoing, relationship building fellowship so that each member feels needed, wanted, and loved. The L.I.F.E. Group will also encourage each member to "walk in the light" so that our fellowship with God remains strong.

## EVANGELISM

L.I.F.E. Groups will work as a team with a specific goal of bringing one person or family to Christ every 6 months. Working diligently and intentionally together as an evangelistic team of approximately 10 people, this will be a very realistic and attainable goal. This goal will help the whole congregation keep focused on our theme, "The Commission Is Our Mission".

The evangelistic goal of the L.I.F.E. Group will be enhanced with congregational activities and planning. For instance, every quarter a Bring Your Neighbor Day will be scheduled so that your team will always have a meaningful "event" to which visitors can be invited. Some of the L.I.F.E. Group lessons during each quarter will focus on non-Christians' needs. Visitors will be targeted specifically and Leaders will lead their team to effectively set up one-on-one studies.

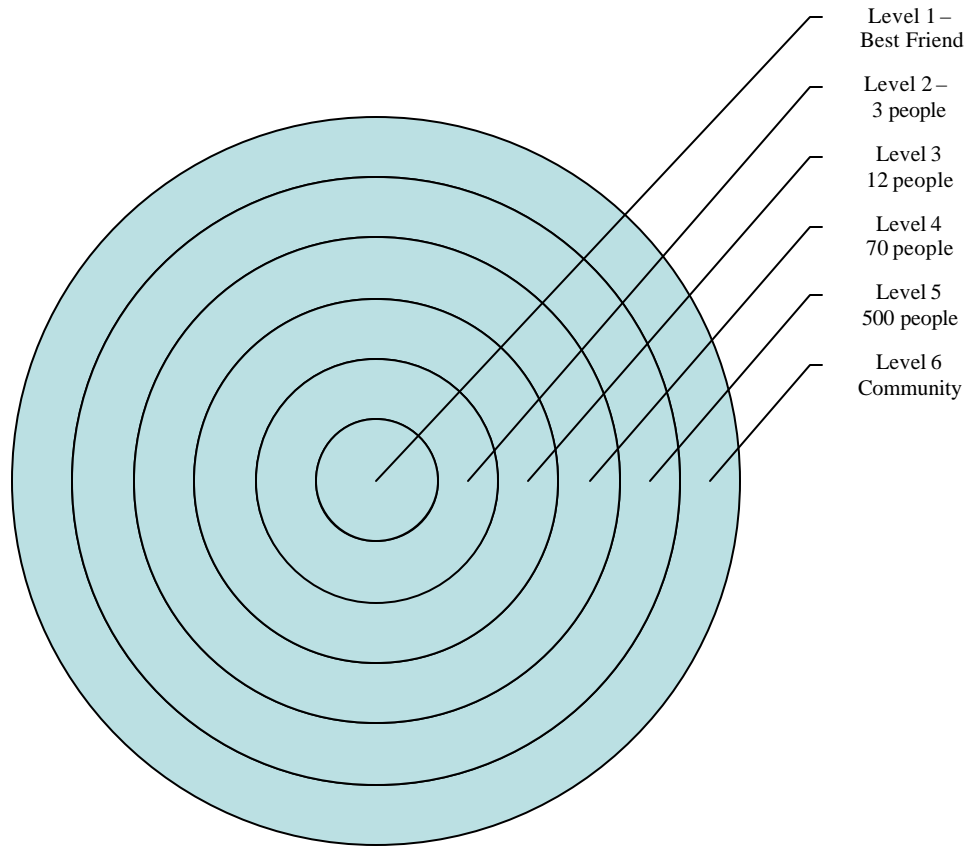
All four of these concepts will work simultaneously in the L.I.F.E. Groups. The L.I.F.E. Groups will be the primary shepherding, teaching, encouraging, and training focus in the church. For this reason, attention to training, coaching, and supporting the L.I.F.E. Group teams will be of primary importance to the local church leaders.

Our mission is to get the gospel and our love to the lost and to the members of the body in the most effective, timely fashion. As L.I. F.E Group leaders and apprentices, you are the vital link. You are the crucial connection. Keep your ministry focused and appreciate the importance of what you are commissioned to do. You are the "reliable men and women" being trained to teach others (2 Timothy 2:2). Keep your ministry balanced and commit to excellence in your service to the Lord.



# Our Organizational Plan

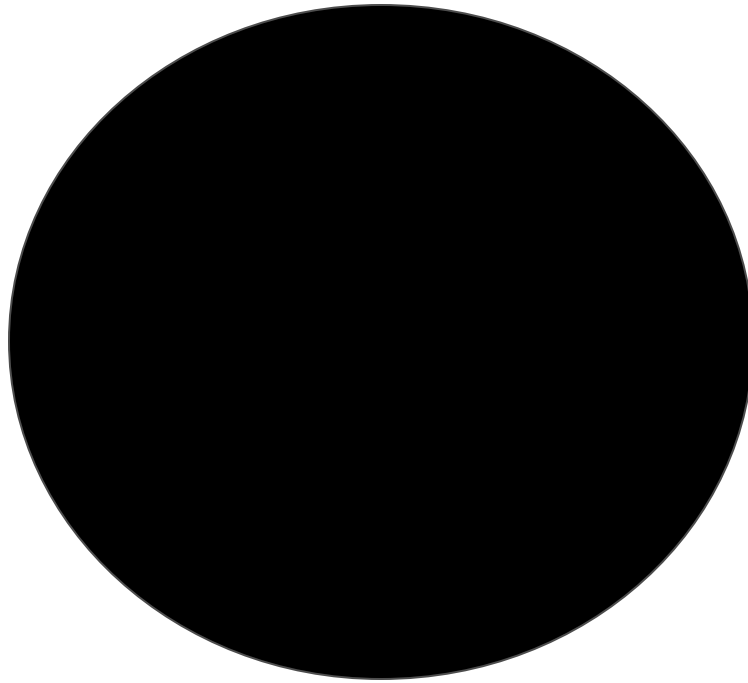
## UNDERSTANDING LEVELS OF RELATIONSHIPS:



Life changes occur when our lives interact with the lives of others in a personal way. Someone said, “You can impress people from a distance, but you can only impact people up close!” Everyone needs level 1, 2 and 3 relationships if they are to change and help others to change. Level’s 1 & 2 are mentoring type relationships. Level 3 is small group relationships. Level’s 4 & 5 could be an adult class or a worship service. The small group ministry focuses on the critical levels 1,2 and 3 relationships where life changes occur more readily. Level 6 (the community) is also better attracted and integrated into this type of relationship structure. All six levels of relationship should be a critical part of every disciple’s life.

## **The Workings of A Small Group**

In our small groups we have numerous ministries occurring simultaneously. In a group of 10 participants, ideally 60% will be actively involved in ministry. Compared with the typical church organization, you can immediately see why growth occurs with small groups. Below is a breakdown of the group organization and a description of the ministries you will be learning to lead as a L.I.F.E. Minister.



### **Ministry Job Descriptions**

#### **L.I.F.E. Group Leader:**

- Love, care for, guide, and serve all members of your Group.
- Make home visits and phone calls for all prospects, members, and visitor assignments
- Work with the host (ess) to make people feel welcome
- Talk and pray with apprentice leader and host (ess) before each weeks meeting
- Complete a written ministry report weekly and attend weekly Group Leader meetings
- Report monthly on the progress of the Apprentice leader
- Lead Bible lesson and discussion
- Inspire a "team spirit" within your group and lead your groups evangelistic goal

#### **Apprentice Leader:**

- Make home visits and phone calls for all prospects, members, and visitor assignments

- Assist in co-leading the group and learning all the ministry skills necessary
- Make announcements the group needs to know about
- Plan the refreshment schedule with the host (ess)
- Arrange for baby sitting or children's activities
- Lead lesson and discussion occasionally and attend meetings
- Have as a goal serving as a L.I.F.E. Group Leader

**Host (ess) Ministry:**

- Have a genuine interest in each guest with a warm and ready smile
- Provide a comfortable meeting place for 10-15 adults (home, restaurant, business)
- Set up the simple refreshments *before* the meeting time in order to be ready to greet
- Arrange chairs in cooperation with the leaders requests
- Meet people at the door and show them where to put coats etc.
- Set the atmosphere of love and acceptance for everyone, and help with introductions
- Work closely with the leader and apprentice in addressing any problem areas that might present themselves (children, parking, etc.)

**Benevolence Ministry:**

- Organize care for members of your group as needed (meals, service, and other needs)
- Coordinate additional assistance with your Group Leader and Benevolence Deacon as needed
- Coordinate and request assistance from other Groups as required (additional meals, visitation, etc.)

**Group Prayer List Ministry:**

- Keep a written diary of any prayer requests in the group, date the request and answer
- Pray daily through the list yourself and for the success of your group
- Pray daily for every member and visitor of the group by name.

**Tele-Care Ministry:**

- Provide a phone list for your groups' members
- Call each group member and visitor weekly to remind them of the meeting time and to encourage them
- Call each group member to pass on any communication needed
- Work closely with Group Leader and Apprentice

**Child Care Ministry:**

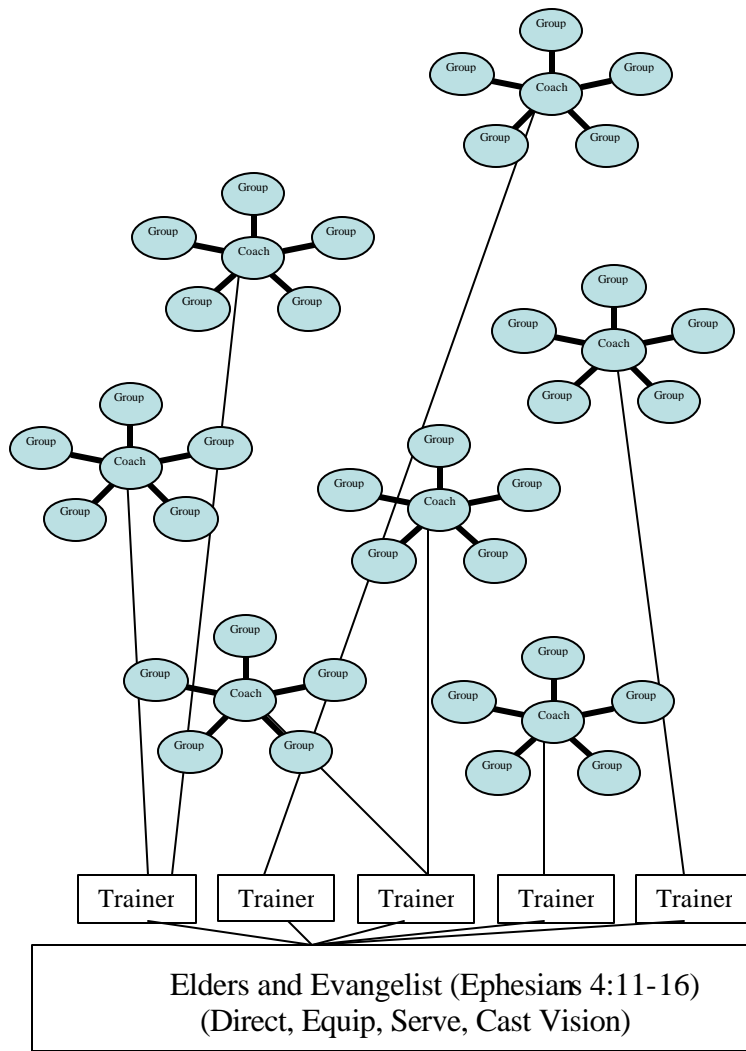
Organize teaching program for children who might be present in a small Group

Organize baby sitting if those in the Group decide not to provide a teaching program for the children present, or if there are no volunteers to share the teaching responsibilities.

# Church Organizational Structure

As you may observe in studying this organizational structure, the elders and evangelists are at the bottom rather than at the top. This is not an authority structure, but a serving organization. "The greatest shall be your servant," (Matthew 20:20-28). The function of the teachers (Trainers & coaches), elders, and evangelists is to equip the saints for works of ministry so that the body can build itself up in love (Ephesians 4:11-16). Those serving have as their goal to make everyone they equip and train successful in ministry and serving others in the body. Remember, you are not being appointed as a boss over a group of people. You are being appointed and trained how to serve. The way to advance in the kingdom is to increase your service to others.

**20-20 Vision! Publicly and From House To House (Acts 20:20)**



**Support Ministries**

**Small Groups**

1. Weekly Training Meetings
2. Skill building workshops
3. On-going support, training, recruiting

**Body Ministries**

1. Deacon ministries
2. Building
3. Publications, communication
4. Administration
5. Bible School

**NOTE:**  
The ministry of the Word and prayer and building lives through groups are primary. All other ministries support the primary ministry.

**FOUNDATION: Ephesians 2:19-22)**  
Teaching of the apostles & prophets with Christ as the Chief cornerstone.

## What Is Expected And Required Of A L.I.F.E. Minister

*"Be not many of you teachers, knowing that as such we shall incur a heavier judgment" (James 3:1).*

Because of the delegated leadership responsibility to which you are being called, we want to be specific and clear as to the expectations associated with being a L.I.F.E. Group leader.

1. To be consistent and committed in living the Christian lifestyle with a daily commitment to prayer and Bible study as a top priority.
2. To see the vision of the local church leaders and be committed to accomplishing the goals, visions, and plans in a unified effort.
3. To be led and controlled by God, recognizing the authority of His Word, and the example of Christ.
4. To be dependable and accountable to those in leadership and supervisory ministries.
5. To be a regular participant in a L.I.F.E. Group, either by leading a group, or by assisting in the leadership of that group.
6. To be committed to attending a weekly L.I.F.E. Ministers meeting for encouragement, administrative details, to hand in your weekly written ministry report, and receive ministry skill training.
7. To work faithfully and diligently each week in doing the work God has called you to do in nurturing, evangelizing, counseling, and strengthening those in your L.I.F.E. Group.
8. To be a visionary by seeing the untapped potential in others, training and encouraging new leaders, and seeing your L.I.F.E. Group multiply into more groups.
9. To set an example in your attendance and service as well as in activities such as special training or guest speakers that may be scheduled from time to time.
10. To be able to effectively lead a one-on-one Bible study utilizing the eight lesson evangelistic study series (Building Your Relationship With God).
11. To master the basics of small group dynamics and complete reading or training assignments given in the time allotted.
12. To complete the *Building Your Relationship With God* Course, *L.I.F.E. Group training* course, *Effective Evangelism* course and pass the written exams in addition to successfully serving a 90 day apprenticeship.
13. To be faithful in giving of your money and your time.
14. To maintain a solid family life.
15. Have the approval of the training L.I.F.E. Group Leader, Coach, and church leadership, and then receive your appointment to ministry.

## **L.I.F.E. Group Coaches**

In order to increase and multiply the number and quality of our L.I.F.E. Groups, the leaders may need to be coached in specific areas of ministry and service at times. The weekly meetings are designed to address some of those areas, but specific instances may have to be addressed on an "as needed" individual basis.

L.I.F.E. Group coaches will be individuals who have proven themselves successful in leading a Group, training apprentices, and multiplying their groups. The saying is true, "You can't teach what you don't know."

Coaches will be available to personally sit in on groups and observe first hand what is occurring. Coaches will fill out an evaluation on each part of the Groups activities so that "troubleshooting" and plan of action recommendations can be offered to the leader.

Coaches will have more responsibility because of their proven ability to accomplish what is required of them (Matthew 25:23; Luke 19:11-26). Their qualifications will be the same as those of the L.I.F.E. Ministers with the additional requirements:

Successfully create and multiply three (3) new Groups from his original Group.

Serve as a L.I.F.E. Minister for two (2) years prior to being a coach.

Assist in teaching and supervising of Leaders and Apprentices through weekly training meetings, the "Building Your Relationship With God" course, and serving as an instructor in the L.I.F.E. Ministers Training Course.

## **L.I.F.E. Group Trainers**

Trainers will be added as the number of our Groups reaches a certain point to facilitate a more personal training and monitoring of the L.I.F.E. Groups. Trainers will be involved in conducting the training courses mentioned before, and assisting and supporting the coaches to ensure the highest quality possible in our Groups.

The goal of the Groups is to meet the needs of each individual member of the body, involve each member in meaningful ministry to the body of Christ, train and raise up an ever increasing work force for the vast harvest (Luke 10:2), and accomplish an organized approach to evangelize, edify, and equip.

By the time an individual becomes a trainer, he will be thoroughly equipped in ministry skill, successful church growth, and personal ministry. The most effective way to train leaders is not in a classroom, but in the lives of people. That's how Jesus did it. That's how we're going to do it!

## **Discipline for More Effective Ministry**

Accountability and discipline are necessary parts of accepting responsibility. In order to ensure quality of ministry and soundness of doctrine, accountability is necessary. Therefore, the following suggestions for discipline are implemented, not to control anyone, but to ensure quality care for all members of the church. A person in our L.I.F.E. Group ministry may be disciplined for any of the following reasons:

1. Not carrying out the ministry assignments he has accepted.
2. Not consistently attending the weekly L.I.F.E. Ministers Meetings.
3. Any kind of immorality or blatant unrepentant sin.
4. Any spirit of bitterness, disloyalty, strife, contention, gossip, or factious intent.
5. Teaching false doctrines.
6. Attempting to draw members away after his own personal ambition (Acts 20:28-30).

### **Principles for Discipline:**

1. The discipline will vary from a loving and prayerful talk with any of the congregation's leadership, to the point of asking the person to step out of the L.I.F.E. Group ministry for a given period of time appropriate to the offense as determined at the discretion of the leadership of the local congregation.

2. All discipline will have as its goal the redemption and restoration of the individual as well as the good of the body.

## **Leadership Qualities**

**1. ENTHUSIASM.** Enthusiasm is contagious. We must work every day to have a positive attitude. Enthusiasm believes that nothing is impossible with God's help.

**2. DEDICATION.** L.I.F.E. Ministers are dedicated to living their lives by the Bible, and conforming their lives to the image of Christ. They are dedicated to the mission of Christ in seeking and saving the lost, and are committed to following the leadership of the local church

**3. DEPENDENCE.** L.I.F.E. Ministers have a daily time for prayer and study of God's Word. They are submissive and obedient in their lives to the Word of God and are cooperative in working together with "one mind and one purpose".

**4. TIME AND MEANS.** Group Leaders should be aware that a commitment to leadership means a **minimum** of 4 hours per week. One hour for the L.I.F.E. Group itself, one hour for the weekly Leaders' meeting, two hours for follow-up.



## **Leadership Insights From Paul**

### **1. RELIABLE MEN** (2 Timothy 2:2)

Teachable and trustworthy

Able to teach others

### **2. SOLDIER** (2 Timothy 2:3-4)

Able to endure hardship

Focus on his own task at hand, not "civilian affairs"

Desire to please the commanding officer

### **3. ATHLETE** (2 Timothy 2:5)

Competes according to the rules

### **4. FARMER** (2 Timothy 2:6)

Hard working

Receives his reward from his labor

### **5. WISE MASTER BUILDER** (1 Corinthians 3:6-15)

Careful and diligent as a builder

Recognizes the source of success: God

Has the desire to build something of quality that will last

### **6. DETERMINATION TO WIN** (1 Corinthians 9:24)

Runs with winning and success as an aim

### **7. SELF CONTROL** (1 Corinthians 9:25)

Leaders exercise self-control in "all things"

### **8. TASK AND GOAL ORIENTED** (1 Corinthians 9:26-27)

Has a definite goal in mind

Doesn't "shadow box", but determined to win

Ensures that he himself is not disqualified in the game

## Leadership Evaluation

This evaluation will help you examine yourself and highlight areas for improvement as a leader. Suggestion: evaluate yourself weekly and be honest with yourself and work on ways to improve your walk with God and your effectiveness with people. ("10" = excellent "1" needs improvement)

_____Enthusiasm	_____Friendliness
_____Joy	_____Positive Attitude
_____Sensitivity	_____Wisdom
_____Preparation/ Study	_____Ability To Listen
_____Remember Names	_____Adaptability
_____Love For Others	_____Empathy(understanding)
_____Appearance/ Dress	_____Organized
_____Prayer Life	_____Personal Bible Study
_____Obedience To Word	_____Following Instruction
_____Dedication	_____Problem Solver
_____Faith / Vision	_____Servant of Others
_____Dealing With Own Sin	_____Humility / Submission
_____Leader At Home	_____Relationship Skills
_____Self Discipline	_____Outreach/ Evangelism

Where were your three greatest strengths?

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What were your three greatest weakness?

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How can you improve your weaknesses to be a better servant of the Lord and others?

# **Principles To Follow In Leading A L.I.F.E. Group**

## **1. Keep the group in balance**

All L.I.F.E. Group meetings should center on the study of God's Word. The participants should come away with an understanding of three crucial concepts each week:

- A. What does the Bible say? (Observation)
- B. What does the Bible mean? (Interpretation)
- C. What does the Bible say to me? (Application)

We are interested in more than just acquiring Bible knowledge. We want everyone to know how the truth of the Bible is going to make a difference in his life.

## **2. Participation is the key to success**

The leader is not the authority or the teacher, but rather is to act as a facilitator and guide. The arrangement of people will make a difference in the way people participate. The best way is a circle.

Don't pressure anyone to pray, read, or speak. The leader should be able to help even the most timid person to see that he, too, has something to offer, but without pressure.

## **3. Make prayer an important part of every study**

A suggestion is to assign one person in the group to write down prayer requests and keep a diary of the prayers of the group. As the prayers are answered, date them and thank God for answering these prayers as He has. Just a word of instruction, in mixed groups the men should lead the prayers (1 Timothy 2:8).

## **4. Respond immediately to an expressed need**

There is something very unloving about letting a person hang when he has just shared a deep concern in his life or if the study has deeply convicted him.

## **5. Encourage everyone in the group**

Each person must be made to feel that his or her ideas and questions are important. Non-Christian visitors as well as Christians can make "bad" or inappropriate comments. It's OK for them to make these comments because you know where they are spiritually then. The key is to encourage everyone, even if a statement needs correcting.

## **6. Control the discussion**

Don't allow divisive doctrinal discussions to occur in the L.I.F.E. Group. Arguments will destroy people. Train your team of workers in the L.I.F.E. group to be aware of others beliefs, especially when you have non-Christian visitors. Don't cut down denominations or allow abusive comments to go unchecked. We are trying to attract and build people with positive teaching and encouragement. Caustic or uncontrolled "rabbit chasing" has little benefit and can even be detrimental.

## **7. Encourage a team spirit of encouragement**

A L.I.F.E. Group is a team helping each other be everything they can be for God. We want to help build healthy, positive spiritual lives in one another. The leader sets the tone for mutual encouragement.

## **8. Follow-up on members between meetings**

Those who are absent are to be called and encouraged. The L.I.F.E. Group leader is expected to know where his people are at all times.

New people are called in friendship and invited to participate. Regular attendees are called and given a word of appreciation. The leader or his designate should contact each person assigned to his L.I.F.E. Group each week.

## **9. New members brought into the group will keep it alive and growing**

If the group is not evangelistic, it is not accomplishing a balanced ministry. We always want our groups focused outward on the lost. Some suggestions for equipping your group in bringing visitors are:

1. Set the example as a leader.
2. Have cards printed for your group that list the location, and time and encourage each member with the "one a day challenge" (everyone invite one person every day!).
3. Pray every meeting for God to lead you to people with open hearts.
4. Have an "empty chair" always present as a reminder that there is supposed to be a precious soul in that chair next week and every week.

## **10. Handle problem people away from the group on a one-on-one basis**

A disturbed person cannot be allowed to become the center of attention in the group. The L.I.F.E. Group leader must lead, making it clear that they are loved, but "no dumping permitted". We are not talking about the "bear one another's burden" problems that we all have, but are addressing specific emotionally problem people that can destroy a group. EGR's (Extra Grace Required) people will be part of the church. If these are in your group, hand them to a group specifically designed to minister to their needs or to the church leadership.

## **11. Don't allow people to confess other people's faults**

Confessing sin and asking for prayers is healthy and commanded. However, we are not to confess someone else's sins. Don't permit this behavior in your group.

## **12. Don't allow one person to do all the talking**

If this situation persists, perhaps a statement such as, "thank you for your comments. Now let's hear what someone else has to say." Or, "Let's continue with our lesson." If one person dominates the conversation all the time, talk to them alone before the next study and gently correct the situation.

### **13. Keep learning: don't have all the answers**

We do not expect leaders to have all the answers, but they do need to be learners. The best leaders are the best learners.

### **14. Maintain a relaxed, but organized atmosphere in the group**

Set the tone for honesty and openness that is not afraid to discuss or consider other's point of view. You need to be organized and lead, but not lording it over and controlling the group. If you concentrate on your own personal development, people will follow. If you "force" your personality and your leadership, people will think you are incompetent and will not willingly follow.

### **15. Have a good sense of humor**

According to Proverbs 17:22, laughter relaxes tension, relaxes our bodies, rests our spirit, renews our hearts, and reorients our life's perspective. Flippancy is unacceptable, good humor at the right occasion is excellent. Caution: If you have to **try** to be funny, you aren't!

### **16. When you have a need in your own life, ask your L.I.F.E. Group for help**

The best leaders are those who keep admitting that they need the help of others. We are all part of the "one another plan". If you need prayers, if you've sinned and need to confess something for prayer, do it! Your actions will set the example for others to follow. If you "fake it" your group will do the same. If you are genuine, real, and honest, your group will become like you.

### **17. When you need help from the leadership of the church or from others... ask for it!**

We are team players and are helping and supporting one another. There will be times when all of us run into things we may not be equipped to handle, so ask for help.

## **What Is Expected And Required Of L.I.F.E. Group Host Families**

1. Provide a warm, hospitable atmosphere for the L.I.F.E Group. The house or apartment needs to be big enough to provide a place for Bible discussion for 10-15 adults. This should be an area with adequate seating on sofas and chairs. A separate room in the house is a necessity for children's instruction and supervision for L.I.F.E. Groups where children will be present.

2. The host family needs to understand that a certain amount of "wear and tear" will occur. This is especially true when children are involved in the L.I.F.E. Group.

3. The host family needs to commit their residence on a consistent basis. L.I.F.E. Groups should not be moved except in the case of an emergency.

4. The host family needs to be prepared for the fact that guests will often come early and stay late.

5. Adequate parking should be available at the host family's residence. Neighbors should be advised of the extra traffic in the neighborhood.

6. The host family should store an adequate supply of Bibles in case someone did not bring one. Bibles can be obtained by contacting the church office.

7. L.I.F.E. Groups **FUNCTION BEST** when there are snacks every time. Much of the "life" of the L.I.F.E. Group takes place at this time. Potlucks can also be regularly scheduled and call us to a greater degree of commitment and involvement; this is a necessary ingredient in the L.I.F.E. Group (see Acts 2:46-47). Bringing food and cleaning up should be everyone's responsibility, even the visitors. By helping they feel more welcome and involved. Sample menus for L.I.F.E. Groups can be shared as they are made up from time to time. Use creative solutions to any problems that arise due to potlucks. Get together and fellowships can and should be coordinated with another L.I.F.E. Group occasionally.

8. A lesson on hospitality will be discussed at the beginning of each new L.I.F.E. Group or when a L.I.F.E. Group multiplies and becomes two. This lesson will be facilitated by the leader and will include discussion on the ministry of hospitality, the responsibility of the group to be courteous of another's home and property, management and expectations for children, meals, and times that the members should be expected to leave after the discussion. Courtesy is a must. Some Host families have school children and early jobs. Also, people should go away feeling a bit "hungry" to come back next week.

## **Dynamics of The Small Group Meeting**

A small group is much more than simply a Bible lesson. To make your Group successful, you must learn the balanced approach to ministering to those in your care. The following will deal with:

- The order of conducting the group meeting
- The dynamics of leading a discussion and asking the right type of questions
- How to lead your group in worship, service to the body, and evangelism,
- How to start a new L.I.F.E. Group
- How to build a L.I.F.E Group
- How to multiply your group

## The Order of a L.I.F.E. Group Meeting

	Suggested Time
1. <b>Opening</b> Introduction of guests Icebreaker activity Ask about people's week	3
2. <b>Opening Prayer</b> Ask for requests	15
3. <b>Bible Discussion</b> Make application to lives Facilitate discussion, not telling	35
4. <b>Intercessory prayer</b> Ask God to help us make application to the lesson	5
5. <b>Song of praise</b> (Optional, if group can and wants to sing)	2
	<hr/>
	60 min
6. <b>Refreshments and fellowship</b>	15 - 20 min

# Dynamics of Leading a Discussion

## THE ART OF ASKING QUESTIONS: By Milton Jones

The heart of LIFE Groups is in the exploration of suggested Bible passages and the discovery of how they relate to life today. The technique may be defined as a face-to-face mutual interchange of ideas and thoughts between members of a relatively small group (usually five to twenty). The discussion is more than the random, unstructured conversation which occurs whenever small numbers of people congregate. An effective group discussion has method, structure, and direction. Although the discussion has guidance, it may still be informal because the group leader will encourage all members to **reason, reflect, participate, and contribute.**

The leader is the one who guides the other group members into a discovery of what the Bible says and means to their lives. **The leader's job is simply to raise questions, supply needed background information and context, and moderate the discussion.** The first task of the leader, raising questions, is often mishandled. Frequently, a leader will be guilty of lecturing. Unless a group definitely wishes to learn, it will respond poorly to being lectured. Other times, a leader will not ask skillful questions, and as a result, the group will not be encouraged to participate.

There seems to be an *art to asking questions*. Questions are an important tool among the teacher's resources. If questions are properly used, the student can often reveal more truth than if the teacher is speaking directly on a subject.

There are several good rules to follow in asking questions in a group:

**1. Have an aim.** After reviewing study notes made on a passage, a specific aim should be formulated. The aim is what the leader would like for the group to learn or understand from a passage. *"Aim at nothing, and you're sure to hit it."*

**2. Avoid questions which can be answered "yes" or "no".** "Did Jesus die on the cross for you?" "Are Christians supposed to love their neighbors?" These are valid questions, but they require very little thought. Instead of asking "yes" / "no"

questions, an effective leader will develop questions which make the student express himself in his own words. "Why did Jesus die on the cross?" "What does it mean for a Christian to love his neighbor?"

If it is necessary to ask a yes - no type question, a leader should be sure to follow the question with "Why?" This allows for self-expression in spite of the yes - no question.

**3. Avoid questions that box the group member in.** "Don't you think that's right, Jim?" After a question like that, it is very hard for a group member to react honestly, especially if he does not agree with what has been said.

**4. Ask the right TYPE of question.** If an opinion question is asked, all of the answers must be accepted, because they are opinions of the student. "What is your favorite Bible passage?" This is an opinion question. There is no right or wrong answer. "What did Jesus pray for in His model prayer in Matthew 6?" There is an answer to this question, and the group should discover the correct answer.



**5. Ask questions which move toward a goal.** This is most important. There are three stages of questions to use in relationship to Bible study: **Observation, Interpretation, and Application.**

The first stage, **Observation** is a question calling for knowledge. It calls for the stating and recalling of facts. This question asks, "What does the Bible say?"

After the students understand the *facts* the leader can move on to the second stage, **Interpretation** of the facts, "What does the Bible mean?" Interpretation includes these basic questions or explanation:

What do these terms, phrases, and sentences mean?

Why did the author use this phrase, word or idea?

How does this idea relate to other thoughts in this passage and in the Bible?

What is the full significance of these statements?

Often a leader will do a good job in leading the group into discovering what the Bible says, and what the Bible means, but fail in the questions of the third stage -**Application**, "What does the Bible mean to me?" These application questions are so important because they are the questions that make the Bible passages become relevant to a person's life. Application questions apply any meaningful point of the Bible to one's life.

**6. Give people time to think.** When a question is asked, the leader usually has an answer already in his head. However, the group members have just heard the question for the first time. It requires discipline for the leader not to answer his own question after a couple of moments of silence have existed. A good leader will give the members a little time to try to pull an answer together. Perhaps the members have misunderstood the question, and this is the reason for their hesitation. If they have misunderstood, repeat the question by rephrasing it.

**7. Capitalize on "spin off" questions.** A group member's answer to a question may introduce another area that the leader would like to explore or allow the group to go deeper into the present subject.

**8. Refer questions back to the group.** It is very easy for a group to become a question - answer session with the group asking all the questions and the leader providing all the answers. It is good for the group to have questions, but the leader should guide the group into discovering some of the answers for themselves.

**9. Use many clarifying questions.** A clarifying question invites a student to "Tell us more" about the subject under discussion. "What do you mean? Can you give us an example? What else is involved? Can you be more specific?" These are all clarifying questions. These questions not only bring out more information but causes the individual and the group to evaluate a deeper extent and to increase their comprehension of the subject.

**10. Test the effectiveness of questions.** After having organized questions for the study, it is a good idea to run a few of them through this test:

Is it clear? Is it too long?

Does it have a definite answer? If it is not a factual question, does the group have the background to answer it?

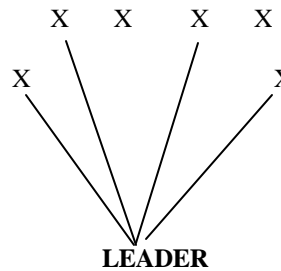
Does the question make the group members search into the text?

Does it stimulate thought? Is it interesting?  
 Is it essential? Does it contribute to a main point?  
 Does it cause participants to exercise judgment?  
 Is it suited for your particular group? Does it insult their intelligence or overestimate their capacity?  
 Are the questions in good sequence?

## Successful Group Dynamics

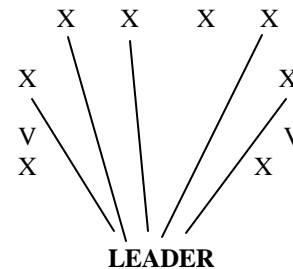
**NOT THIS!**

The leader is doing all the talking; people doing all the listening.  
 No discussion is occurring.



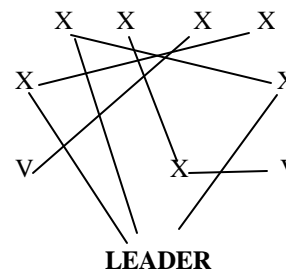
**NOT THIS!**

Each of the group members responds only to the leader in answering questions.



**YES! THIS!**

Group members interacting with each other and the leader facilitating the discussion.



## **How To Lead Your Group In Worship, Service, and Evangelism**

### **WORSHIP:**

The small group fellowship is a time of spiritual edification and praise to God. Create a genuine, real atmosphere of coming into the presence of the Almighty. The men are to lead in prayer in mixed meetings (1 Timothy 2:1-3; 8-12). A successful group will create an atmosphere where people feel comfortable sharing their struggles as well as expressing the joy of their new life in Christ and in the church. You might read a Psalm as you begin the prayer time together to set the mood for praise and worship. Songs of praise and encouragement are also appropriate.

### **SERVICE:**

Serving others in the body as well as those outside the body is a part of your ministry. As the leader, you should set the example in serving. If someone in your group is sick, or discouraged, or in need of help, YOU create the team spirit and spur your group on to love and good works (Hebrews 10:24-25). Work especially closely with your benevolent servant in the group if someone is in need of meals due to sickness.

### **EVANGELISM:**

Four times a year we will have a *Bring Your Neighbor Day*. This is a special event to encourage our members to invite their neighbors to meet Jesus and His family, the church. As the leader, you should ensure that each of your group members is inviting people (as they follow your example, of course). Make sure they are provided with a supply of invitations, times, and information relevant to the special event.

You should make it your goal to have a study with a non Christian ongoing every week. If you as a leader aren't doing it, then those in your group won't be doing it. That is why you are required to successfully complete the "Effective Evangelism Course" and the "Newcomers Course". The information and organization of it is there for you to utilize in fulfilling your ministry. As your group members set up studies, they may need your assistance to share the study with a non Christian. It is your job to offer them all the help you can.

We expect every LIFE Group to bring one family to Christ every six months. This is very realistic for 6 - 10 Christians working together as a team.

If visitors aren't coming to your group, Why!?! Check that your people are asking one every day to come. You may need to have a door knocking day or evening in the neighborhood around where your group meets. Hand out some invitations and share with the neighbors that there is a Bible Study group meeting in the neighborhood and they are cordially invited. You have to be focused outwardly all the time. No new people added to your group means sudden death within one year! Guaranteed!

## How To Start a New L.I.F.E. Group

In order to start a Group three things are required:

1. A Properly Trained Leader
2. A Host or Hostess with a place to meet.
3. A designated time to meet.

The process of starting is easy once these three are in place. Here is the process.

Complete the PLAN SHEET as much as possible

Schedule an appointment with the evangelist, or one of the trainers to get the group "on line" with the leaders confirmed and a starting date.

Begin BUILDING a prospect list with the names, addresses, and phone numbers of people already contacted through one of the existing groups, or through the Visitor Card data base. Talk with some members who are not yet in a Group and ask if they are interested in joining your group.

For a successful start, we suggest that the first meeting be a social event for people to get acquainted, to fellowship with a meal or dessert and hear a brief description by the leader about what the purpose of the weekly L.I.F.E. Group will be. This would be an excellent time for the leader (and others) to share what a group experience has meant to them.

The next three regular meetings will use the introductory lessons provided before using the current weekly lessons the other groups are studying. This will help accomplish the love bonding and trust relationships, which are so important in a group.

**BUILD** your prospect list

**PRAY** for God to raise up people from that list for your group

**WORK** your list with intense desire.

## **L.I.F.E. Group Plan Sheet**

STEPS TO FORMING AND BUILDING YOUR L.I.F.E. GROUP:

Group Leader\_\_\_\_\_

Assistant leader or apprentice\_\_\_\_\_

Host/Hostess\_\_\_\_\_

Place Your Group Will Meet?\_\_\_\_\_

Date On Which You Will Start\_\_\_\_\_

Your Selected Meeting Time\_\_\_\_\_

Build, Pray, and Work your prospect list.

Commit yourself to attending the training sessions every week where you will learn and develop your skills as a small group leader.

## Building The Prospect List

A FIVE MINUTE START

FOR A SUCCESSFUL L.I.F.E. GROUP

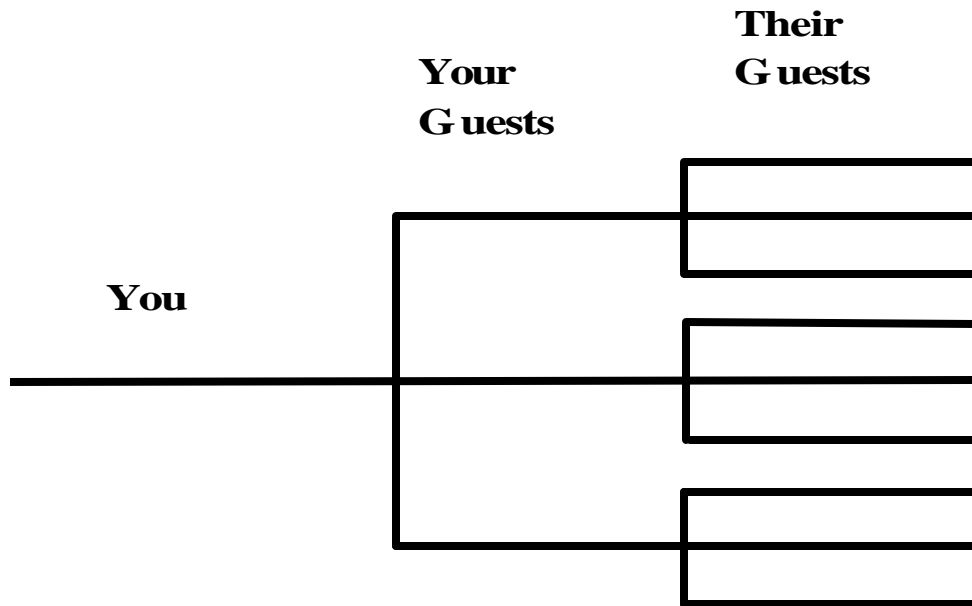
These are the questions you ask members or potential members of your group who are already Christians. (All questions should be answered with a "YES").

Are you interested in helping start a L.I.F.E Group? \_\_\_\_\_

Will you commit one hour each week to help make this group successful? \_\_\_\_\_

Do you know three other people who could join with you in the future? \_\_\_\_\_

NOTE: You and your three guests plus each of their three guests total a L.I.F.E. Group of 13 people already! It's that simple! Easy as one, two, three!



## PROSPECT LIST

NAME	Phone	Comments

## How To Multiply Your Group

As a L.I.F.E. Minister, your goal is to multiply your group. In order to build the church we must keep adding and eventually multiplying the number of precious souls in God's Kingdom. Remember, you are not leading if your group is not progressing toward its goal. Only a healthy group will grow, therefore you must minister to the people in your group and organize them for effective service to the group and to those who are lost.

The groups will grow in two ways 1) Transfer Growth, and 2) Evangelistic Growth. Transfer growth is assimilating existing members of the church or new members moving into the area. While transfer growth is good, it will not in the long term keep our growth rate steady. Evangelistic growth is the process of bringing a lost person into a saved relationship with Jesus Christ through the proclamation of the Gospel message and then equipping that new Christian to be a productive worker to assist in reaching the harvest. As a leader your goal is to guide, assist, and help motivate your group so that evangelistic growth occurs consistently. The goal of every L.I.F.E. Group is to bring at least **one** person or family to Christ and keep him faithful, every **six months**.

In order to be successful in this, you need to *Think Souls*. The following are some suggestions on effective friendship evangelism. In addition to these suggestions, you will have completed the *Effective Evangelism* course.

### Effective Friendship Evangelism

**1. Identify your extended family.** This includes people with whom you have regular contact through kinship, friendship, or association (coworkers, schoolmates).

Write down the names of your extended family who are unchurched or unsaved.

Make a star by the ones with whom you have the most contact. (use the Prospect list)

**2. Develop a personal profile of each person in your extended family.** The more you understand about the person the more redemptive your relationship can be. This profile gives you an understanding of each individual (personal data, background, and employment, as well as your perception of his spiritual attitudes and degree of receptivity to the Gospel at this time in his life. Everyone goes through different times of receptivity (death in the family, new job, new baby, recent marriage, new home, etc.).

**3. Focus your efforts.** Based on your personal profiles in your extended family, narrow the list to those with whom you have a natural, warm relationship, those you enjoy, and those with whom you share a variety of common interests.

**4. Develop a disciple-making plan.** When Jesus demonstrated his marketplace type ministry in the Gospels, he approached different people in different ways. He met people at their individual point of need, and began to minister to them from that basis. In developing this plan, consider the following guidelines:

**5. Care:** you are an expression of God's love and care. Moreover, your caring and friendship with others must be unconditional and not simply the *bait in a religious trap!* People will not care how much you know till they know how much you care.



- 6. Take time to strengthen relationships.** Sharing your relationship with the Lord takes time and energy. Your greatest resource is to develop a caring friendship where you can be yourself and have a natural and unguarded attitude.
- 7. Use other members of your L.I.F.E. Group and the body.** Introduce your extended family member to others in your L.I.F.E. Group and others at church. Invite others who share similar interests with your extended family member to spend time with you and your friend. Use special events at church or special Group events (like potlucks, game nights, or recreation). Provide your friend with as many different exposures to the gospel and the life of the church as possible.
- 8. Share your faith during receptive moments.** Be sensitive to the spiritual needs and openness of your friend. Verbalize your belief in Jesus Christ, and point to specific scriptures when appropriate. Share how God is making a difference in your life. Use words non-Christians can understand.
- 9. Be patient.** Exercising patience and consistency is very important in friendship evangelism. Remember, each person grows and responds at different rates. Treat your friend as an individual and let the seed produce the fruit in due season.
- 10. Put your disciple making plan into action.** Be sensitive to the events and emotions in your friend's life. Remember, there is a wrong time to share just as there is a right time.
- 11. Listen attentively.** Concentrate when your friend speaks. Put yourself in his place and try to understand from his perspective.
- 12. Relate to needs.** Point out needs that you have in your own life. Demonstrate that your friend is not the only person who has needs. This provides a natural point for demonstrating your Christian faith and discussing your testimony as God provides solutions to your needs.
- 13. Identify receptive periods.** There are periods in your friend's life where it is especially appropriate to share God's love and care. **These occur most often in times of change.** (marriage, child birth, new job, retirement, times of stress, and uncertainty). Respond to these times immediately. God will use these times to open the door to your friend's heart, but it's up to YOU to walk through the open door with the message!
- 14. Use understandable language.** Share Christ in every day language so that the Christian faith is presented with relevance.
- 15. Involve your friend with your Group and with the church.** Evangelism is not complete until a person is tied into the church as a functioning, productive member of the body.
- 16. Pray regularly and specifically for your friend.** Prayer is the heart of friendship evangelism. Our power source must be God and not our own cleverly designed strategy. Mention specific needs and situations when you pray.
- 17. Be accountable for your friend to others and to God.** Meet regularly with other Christians who are involved in friendship evangelism and share your struggles, victories, and needs. Praying together provides an important source of support, fellowship, and accountability.

Copies of the Extended family profile, and Prospect list are readily available.

## Extended Family Member Profile

Name \_\_\_\_\_

Spouse's name \_\_\_\_\_, Kids \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_

Occupation \_\_\_\_\_

Birthday \_\_\_\_\_ Anniversary \_\_\_\_\_

Personal Background

Exposure to Christian Faith in Life.

Hobbies and Interests

Family Life and Expressed Degree of Satisfaction

Job Satisfaction

Current Events in Life.

Reason(s) not currently a believer.

Spiritual background

Other significant information:

NOTE: keep your profiles in a notebook as you increase your file.

## How To Start A Spiritual Conversation

*"Keep your head in all situations, endure hardship, do the work of an evangelist, discharge all the duties of your ministry," (2 Timothy 4:5).*

In order to be effective at evangelism you first have to get the spiritual conversation started and discover the spiritual attitudes of the person with whom you are talking. You must learn the ministry skill of turning a casual conversation toward spiritual things and then lead a person gently into a study of the message of Christ.

There are some general rules of effective communication that must be mastered.

**Earn the right to be heard** (*Establish credibility*)

**Develop the relationship by "listening!"** (*Discover General Interest*)

**Move from general to specific** (*One on One Study*)

Here are some questions that you should memorize to develop your communication skills.

1. In your opinion, what is the greatest spiritual need in our world today?
2. Do you think much about spiritual things?
3. Would you consider yourself a "real" Christian, or would you say you're still on the way? (Answer...) How far would you say you have to go? (answer...).
4. Would you like to learn how to build a closer relationship with God? (if "yes". We have a series of studies that I could take you through. May-be you and I can look at the first one to see if it's something you might be interested in. When is a good time for you?
5. Have you ever heard of the Three Spiritual Laws of eternal life?

## **Three Spiritual Laws**

Just as there are physical laws that govern the universe, so are there spiritual laws which govern our relationship with God.

### **LAW NUMBER ONE:**

**Man has made a mess out of his life.**

Sinned and violated God's perfect expectations of us (Romans 3:23)

Condemned ourselves before a fair and just God (Romans 6:23)

- We now have a SIN problem (John 8:24)
- We now have a GRAVE problem (Hebrews 2:14-15)
- We now have a LIFE problem ("In this world you have tribulation" (John 16:33)

### **LAW NUMBER TWO:**

**But God has done something wonderful.**

He loves us and sent Jesus to solve our Problems (John 3:16)

- In His death, he solves our SIN problem (Romans 5:8-9)
- In His resurrection, he solves our GRAVE problem (Hebrews 2:14-15)
- In His Ascension he takes care of our LIFE problem (John 16:33; Romans 8:31-39)

### **LAW NUMBER THREE:**

**There is a way for you to get in on it.**

It's called the threefold faith complex.

- You must BELIEVE the Gospel (Jesus' death, burial and resurrection) (John 8:24)
- You must REPENT because of the Gospel (Acts 20:20-21)
- You must REENACT the Gospel and be born again (Romans 6:3-4; John 3:3-5)

### **CLOSING QUESTIONS**

Do you understand what Jesus said you must BELIEVE to be saved?

Do you understand what Jesus said you must DO to be saved?

Would you like to do that right now?

## Suggested Visitor Card Follow-Up

(FIRST TIME AND RETURNED VISITORS)

The telephone approach for effective communication.

Hello,

This is (your name). Is \_\_\_\_\_ in please? Thank you.

Hello, (person's name)? This is \_\_\_\_\_ from the (Name of your church). I wanted you to know how happy we were to have you come to church. Did I catch you at a bad time to talk?

What brought you to our congregation to visit with us?

Did you enjoy the services and were you made to feel welcome?

I usually ask people three questions: What was your first impression? What did you like most? And what did you like least?

Do you have any questions that I could answer for you?

One of the most exciting things that I have experienced is a small group fellowship and Bible study. The LIFE Groups are a friendly and informal way for people to discuss the Bible and ask questions. Ours meets every week at \_\_\_\_\_ on \_\_\_\_\_ evening.

Would you like to come with me to our next group next \_\_\_\_\_ at \_\_\_\_\_?

Oh, great!

I'll call you the night before to see if you need a ride, would that be OK?

Here is my phone number just in case you have any questions. Feel free to call.

Good bye.

NOTE: Assume nothing. Keep the conversation short and friendly.

## Suggested Visitor Card Follow-Up

(WOULD LIKE TO UNITE WITH CHURCH, KNOW MORE ABOUT THE CHURCH,  
OR WOULD LIKE SOMEONE TO CALL)

Hello,

This is \_\_\_\_\_ . Is \_\_\_\_\_ there please?

(their name) \_\_\_\_\_ ? Hi, this is \_\_\_\_\_ from the (your church). I'm a Small Group Minister at our church. You filled out a Visitor Card and mentioned that you would like someone to call. Did I catch you at a bad time ?

Great. (their name) \_\_\_\_\_, you mentioned on the card that \_\_\_\_\_.

(Depending on what was marked on the card)

Example: Would like to know more about church.

Do you have a church background \_\_\_\_\_? Well, there are a couple of things that would help answer some of your questions.

First, I could come over and we could have a Bible Study at your house, or mine, which ever you'd prefer. We have a great series of Personal Studies called *Building Your Relationship With God* that most people really like. The first one begins with *Who is Jesus?* and then looks at the *Evidence for his resurrection*.

I also lead a small group Bible discussion on \_\_\_\_\_ night at \_\_\_\_\_ (time). It's an informal and friendly Bible study and provides a way for people to discuss the Bible and ask questions. Plus, some of the people make the best donuts!

Do these sound like something you'd be interested in?

Great

When would be a good time for me to come over? (... or whatever the response is.)

Here is my phone number just in case you have any questions. Feel free to call.

I'll look forward to seeing you \_\_\_\_\_ (name) \_\_\_\_\_.

Bye...

Listen for background information and religious views that might be expressed. This will help you minister to the person in the most effective way and answer their needs more effectively.

## **L.I.F.E. Ministers Meeting**

The L.I.F.E. Ministers support meeting meets weekly for encouragement, ministry skill training, administrative detail, and tracking of the success of our Group ministry. The meeting is for your support, and every leader and apprentice leader is required to attend. The Support Group meeting will consist of a Coach / Trainer and 4 - 8 L.I.F.E. Ministers.

During the support group meeting, the Leader will hand in Ministry report and L.I.F.E. Group contact report. If a leader cannot meet with his regular support group, he should plan to meet with another Support Group Coach at his meeting.

Every six weeks all L.I.F.E. Ministers, Coaches, and Trainers will meet for a "Rally" meeting, which will be a special time encouragement.

The following forms will help monitor the amount of ministry and evangelism that is occurring and help the whole church stay focused on our goals. It is the duty of the Coaches and Trainers to ensure that systematic supervision of all Groups occurs. The church leaders will use the information gathered to troubleshoot our ministry and accurately oversee the ministry. This also helps us develop strong leaders with on the job training.

Occasional visits to and evaluations of the individual groups will be on going. By visiting the groups we can meet prospective members and apprentices. Help is given with goalsetting and how to work with any problems that may occur. When a Coach, Trainer, Evangelist, or Elder visits a group by appointment, they will have a checklist and look for the following:

1. See if the leadership team is in place (Leader, Apprentice, Host / hostess)
2. See if the Prospect List is up to date.
3. Check progress toward the L.I.F.E. Group Goal of one family added every six months
4. Names of target families
5. Names of potential apprentices
6. Look for the principles of successful Groups to be present

An evaluation of the group will be taken, and discussed personally with the Leader and Apprentice.

## Group's Evaluation

Date \_\_\_\_\_ Lesson Title \_\_\_\_\_

Leader \_\_\_\_\_

Evaluator \_\_\_\_\_

**"1" Needs Improvement, "5" Great!      Topic Being Evaluated**

1	2	3	4	5	
1	2	3	4	5	Natural and Relaxed
1	2	3	4	5	Enthusiastic
1	2	3	4	5	Questions stimulated discussion
1	2	3	4	5	Good preparation for study
1	2	3	4	5	Sensitive to shy members yet encouraged sharing
1	2	3	4	5	Referred questions to the group
1	2	3	4	5	Listened to what people are really saying
1	2	3	4	5	Keeps discussion moving and interesting
1	2	3	4	5	Allows people to express their minds
1	2	3	4	5	Keeps on subject
1	2	3	4	5	Uses Bible as authority
1	2	3	4	5	Atmosphere was "welcoming"
1	2	3	4	5	Organization of refreshments
1	2	3	4	5	Delegation and cooperation of group
1	2	3	4	5	Start and stop on time
1	2	3	4	5	Group members arrival on time
1	2	3	4	5	Children supervision
1	2	3	4	5	Other
1	2	3	4	5	Other

Checked progress toward evangelism goal

Checked prospect list

Evaluation was reviewed with Leader and Apprentice

Other comments:

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Did you spend quality time with your family this week? \_\_\_\_\_

<b>My Goals as a Gp Leader yr. _____</b>	<b>My progress toward goals this week</b>
Leading someone to Christ _____	
Discipling Others _____	
Bringing Visitors to LIFE Gp _____	
Finding New Prospects _____	
Making personal contacts / wk _____	
Helping others /wk _____	

**Coach and Trainer Report:**

**Name of those you Coach  
week**

**Brief Report of your contact with them this  
week**


## Weekly Group Attendance

### NAMES OF THOSE ATTENDING

"V"- Visitor, "RV"- Return Visitor, "R"- Regular Attendee, "H"- Host, "L"- Leader,  
 "A"- Apprentice, "M"- Local Member, "VC"- Visiting Christian

1	17
2	18
3	19
4	20
5	21
6	22
7	23
8	24
9	25
10	26
11	27
12	One on One Studies _____
13	Regular Members _____
14	First Time Visitors _____
15	Return Visitors _____
16	<b>TOTAL ATTENDANCE</b> _____

**Please use this for:** 1) Good reports, 2) Problem areas, 3) Information the , evangelist, leaders, or staff needs to know about yourself and people with whom you are working, 4) answered prayers.


**List your regular members who were not at the Group and why.**


**LIST PROSPECTS IN YOUR GROUP**

Status? (attending, studying, soon studying)


## **L.I.F.E. Group Apprentice Commitment Sheet**

Congratulations on your decision to serve Jesus and His church in a more responsible ministry. You will receive all the help and support that you need to get on line as a LIFE Minister or assistant. You need to be aware of one fact: not everyone can or should become a teacher or leader (James 3:1). The following are the requirements for becoming an apprentice:

Successfully complete the Group Leaders Training and exam upon entering your apprenticeship.

Attend all LIFE Minister Support and training meetings weekly.

Complete the *Effective Evangelism Course* before or during your apprenticeship.

Complete the *Building Your Relationship With God Course (8 lessons)* before or during your apprenticeship.

Faithfully serve as an apprentice in an existing LIFE Group for 90 days and carry out all ministry assignments by the existing leader.

Upon completion of your apprenticeship, it is expected that you will serve in the capacity as a LIFE Group leader or assistant.

Be appointed by the local church leaders to the ministry as a LIFE Minister.

### ***Your Commitment:***

*I \_\_\_\_\_ have completed the Group Leaders Training Course and fully understand my responsibility in accepting this apprenticeship for training as a LIFE Minister. I understand that women will lead only women's ministries. I agree to fulfill all the requirements, expectations, and assignments given me to the best of my ability to the glory of God and for the growth of His church.*

*Signed this \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_*

*Signature \_\_\_\_\_*

*Apprentice name: \_\_\_\_\_ is hereby accepted into the apprenticeship for training as a LIFE Minister.*

*Signed: \_\_\_\_\_ Date \_\_\_\_\_*

## L.I.F.E. Minister Commitment Sheet

### QUALIFICATION CHECK SHEET:

The following requirements must be met before being appointed as a L.I.F.E. Minister.

Successfully completed the <i>Relationship With God Course</i> .	Date _____
Successfully completed the <i>Effective Evangelism Course</i>	Date _____
Successfully completed <i>Group Leader's Training Course</i>	Date _____
Successfully completed 90 Apprenticeship	Start Date _____ Completed _____

*I \_\_\_\_\_, commit myself to serve Jesus Christ and His church in the ministry as a L.I.F.E. Minister. I fully understand the responsibility and commitment required of me.*

*I, therefore, commit myself to:*

*Daily Prayer and Bible Study*

*Live by the Bible's teaching in doctrine and lifestyle*

*Give of my money for the work of this church*

*Be faithful and loyal to this church and its leadership*

*Commit to excellence in my ministry*

*Work hard for the Lord and the growth of this church*

*Attend all LIFE Group training meetings*

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

*Having completed the required training and equipping courses, and having demonstrated a serving heart and attitude toward others, and having received the approval of the leaders of this church, you are hereby appointed as a L.I.F.E. Minister and commissioned to fulfill all the duties of your ministry as a faithful steward for Jesus Christ.*

*Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

*Evangelist \_\_\_\_\_*

*Training LIFE Group Leader \_\_\_\_\_*

## Exam

Name \_\_\_\_\_ Date \_\_\_\_\_

1. What is the vision and master plan of our congregation?
2. What is the Biblical Basis for having a small group ministry? (Give scripture references)
3. What does L.I.F.E. stand for?
4. Our goal is that every LIFE Group will win one family to Christ:  
\_\_\_\_\_ every six months  
\_\_\_\_\_ every year
5. Before being appointed as a LIFE Group leader, you must serve an apprenticeship of:  
A 30 days  
B 60 days  
C 90 days  
D 120 days
6. Before being appointed as a LIFE Group leader, you must complete which of the following  
A Effective Evangelism Course  
B Building Your Relationship With God Course  
C Life Group Leaders Training Course  
D All of the above  
E None of the above
7. There are seven possible ministries within each LIFE Group. List them.  
1.  
2.  
3.  
4.  
5.  
6.  
7.
8. Accepting an appointment to serve as a LIFE Minister or apprentice, you must commit to being involved as a LIFE Group leader or assistant leader  
A True  
B False

9. To be a LIFE Group leader or apprentice you must make a commitment to attend weekly training meetings.

- A True
- B False

10. What is the first transitional question to encourage a spiritual conversation with a person?

11. A LIFE Group leader may be disciplined for which of the following:

- A Any kind of spirit of bitterness, disloyalty, strife, or factious intent
- B Teaching false doctrines
- C Attempting to draw members away from the church
- D Sleeping in too late on Sunday morning
- E Either A, B, or C.

12. List the four qualities of leadership.

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

13 There are 8 leadership insights that we learned from Paul. List four.

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

14 A basic prerequisite for a LIFE Group leader is that they have all the answers to any question asked of them by anyone in the group.

- A True
- B False

15 List four of the 17 principles to follow in leading a LIFE Group.

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

16. Select which of the following is the best question for stimulating conversation.

- A "Did Jesus die on the cross for you?"
- B "Are Christians supposed to love their neighbors?"
- C "What do you think it means for a Christian to love his neighbor?"



17. This question, "Don't you think that's right, Jim?" is:

- A A good question for stimulating discussion.
- B A poor question because it boxes in a person
- C The type of question that should be avoided
- D Both B & C

18. What are the three stages of questions to use in relationship to Bible study?

- 1.
- 2.
- 3.

19. A member of your group makes this statement, "I think John the Baptist was a crazy man!" Write a clarifying question in response to this.

20. What three things are required in order to start a new LIFE Group?

- 1.
- 2.
- 3.

21. You are about to start a new LIFE Group, and are interviewing potential members for your new group. What three questions do you need to ask them.

- 1.
- 2.
- 3.

22. A LIFE Group Coach is going to attend your group for evaluation. What 6 things is he going to be looking for?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

23. As an LIFE Group leader and apprentice, you will be filling in two reports weekly. What are they.

- 1.
- 2.

24 The authority in our LIFE Groups is (check one)

- A LIFE Group Leader's training manual
- B The elders
- C The Bible

25. When is the best time to confess another's faults?

26. Practicing mutual edification would be: (circle one)

- A Encouraging someone through prayer
- B Expressing love to another in the group
- C All of the above
- D None of the above

27. List each of the Three Spiritual Laws. List scripture references that correspond with each one.

1. LAW # 1:

2. LAW # 2:

3. LAW # 3:

28. What is your goal as a leader in multiplying your group?

## ANSWER KEY:

Question:      Page : Answer:

- |     |       |  |
|-----|-------|--|
| 1.  | 4     |  |
| 2.  | 3.    | Acts 2:41,47, 4:4; 5:14; 6:7; 12:24; 16:40; 17:5-6; 18:7; 20:20; Rom 16:5  |
| 3.  | 5-6   | Love, Involvement, Fellowship, Evangelism  |
| 4.  | 6     | One person or family every six months, two every year  |
| 5.  | 12    | #13 (90 days )   |
| 6.  | 12    | E. All of the above  |
| 7.  | 8-10  | Leader, apprentice, host, prayer, benevolence, child care, Tele-care   |
| 8.  | 12    | A True Page 12, #5   |
| 9.  | 12    | A True, Page 12, #6  |
| 10. | 33    | "In your opinion, what is the greatest spiritual need in our world today?"   |
| 11. | 14    | E Any of the above   |
| 12. | 14    | Enthusiasm, Dedication, Dependence, Time and Means   |
| 13. | 15    | Reliable, Soldier, Athlete, Farmer, Wise Master Builder, Determination to win, Self Control, Task and Goal Oriented  |
| 14. | 19    | B False, Principle #13   |
| 15. | 17-19 | any of the 17 possible listed  |
| 16. | 22    | C See page 22, #2  |
| 17. | 22    | D. See page 22, #3   |
| 18. | 23    | Page 23, #5 Observation, Interpretation, Application   |
| 19. | 23    | Page 23 #9 Use clarifying questions  |
| 20. | 26    | Properly trained leader, Host with place to meet, Designated time  |
| 21. | 28    | 1. Are you interested in helping start a new LIFE Group? 2. Will you commit one hour each week to help make this group successful? 3. Do you know three other people who could join with you in the future?  |
| 22. | 37    | 1. Leadership team in place, 2. Prospect list 3. Progress toward evangelistic goal, 4. Names of target families, 5. Names of potential apprentices, 6. Principles of successful groups to be present   |
| 23. | 39-42 | Weekly Ministry Report, and Weekly LIFE Group Report   |
| 24. | 3     | 'Biblical authority for Home Groups'   |
| 25. | 18    | Never confess another's faults. Principle # 11   |
| 26. | 6     | C All of the above. See page 6 - "Fellowship"  |
| 27. | 34    | #1 Man has made a mess out of his life (Romans 3:23; 6:23)<br>#2 But God has done something wonderful (John 3:16; Romans 5:8-9, Hebrews 2:14-15; John 16:33; Romans 8:31-39)<br>#3 There is a way for you to get in on it (John 8:24; Acts 20:20-21; Romans 6:3-4; John 3:3-5) |
| 28. | 30    | "As a leader, your goal is to guide, assist, and help motivate your group so that evangelistic growth occurs consistently."  |