

# Care Group Leader Handbook



# Renewal Lutheran Church

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## **vision:**

We dream of a strong local church, mighty  
in the grace of God, reaching out with  
great compassion, disciplined and  
transformed by the love of Christ

## **mission:**

We are the Oasis of Care where the:

1. The hurting are healed
2. The fallen are restored
3. The lacking are made rich

(Isaiah 43:19)

# core values for care leaders

**We are great receivers and givers**

**(1 John 4:19)**

Driven by the grace of God to serve out of thanksgiving and being able to do more than what is required

**We are warm and passionately welcoming**

**(Romans 15:7)**

Being accepting of other's strengths and weaknesses

**We serve passionately with excellence**

**(Daniel 6:3)**

Serving unto the Lord with passion, diligence, humility, teachability, and flexibility knowing that it is often in the ordinary things we are serving in that we see miracles

**We are Spirit-inspired risk-takers**

**(Psalm 2:8)**

Being steadfast in seeking God in all that we do and constantly sharpening our skills and methodology

**We are passionate in reaching out creatively**

**(Luke 14:23)**

We do everything short of sin to reach out and strategize with creativity, learning to think outside and inside the box with adaptability and flexibility

# why care group?

## **EPHESIANS 2:19**

**Now you are no longer strangers to God but you are members of God's very own family and you belong in God's household with every other Christian. LB**

You are called not just to believe but also to belong! God's purpose for the local church is to be a big happy family. The local church is not merely an ordinary human society. Nor does it run like a business corporation with committees or boards, but with giftings God has given and the call on a person. Belonging in a care group also means having a special covering of blessing as you are not just in a place for people to gather but where the people of God fellowship, encourage, pray and lift one another up. The care group is the practical expression of care. And although it has its imperfections, as every family does, it is still God's channel of blessing.

## **Purpose:**

### **1. Care and Discipleship**

It is the practical sense of caring, keeping watch over the flock of whom we have been made overseas. It makes sure every sheep is taken care of, prayed over, encouraged and accounted for because every sheep matters as every life is precious to God.

### **2. Building Relationships and Fellowship**

This was a top priority in the book of Acts as there is a personal relationship formed wherein each of us are brothers and sisters, a member of the body of Christ.

### **3. Assimilating New People Into Church**

Here, new people can feel welcomed and a part of church, being established and where they feel loved, cared for, needed and supported.

### **4. Evangelism**

Reaching out as Jesus commissioned every believer, care group is a great vehicle to advance the gospel by keeping everyone's attention outward to the lost and not inward.

# why care group?

**We see care groups in action:-**

**Through Moses' solution in Exodus 18:17-26 and Deuteronomy 1:9-18:**

1. Moses can concentrate on leading and teaching the word.
2. Divide the congregation into segments.
3. Place over these segments, individuals who are equipped and caring.
4. Work to train and equip these individuals to feed on their level.

**Through Jesus' solution to feeding the 5,000 (Luke 9:14-15; John 6:10-11)**

1. Raise up disciples, spend time teaching and sharing your heart with them,
2. Divide the congregation into groups.
3. Have the trained disciples feed the groups.

# who is a care group leader?

*“Biblical Leadership is Servant Leadership.*

*Servant Leadership entails the content of God’s Word, communion with the Spirit, covenant with Christ and a calling to commitment.”*

*-Walter C. Wright-*

## **A Prayerful Leader**

1. In personal prayer (1 Tim. 2:8).
2. In the corporate prayer life of church (Acts 2:42).
3. In praying for those over him in the Lord (1 Tim. 2:2).
4. In praying for those for whom he is responsible (Phil. 1:4, 9; Col. 1:3,9).
5. In praying for specific needs that arise among your people (Jam, 5:13-16).

## **A Confident Leader**

1. In keeping a confidence (Prov. 11:13).
2. In fruitful words and not gossip (Deut. 5:20).
3. In seeking and seeing love cover all wrongs (Prov. 10:12)
4. In speaking words of edification (Eph. 4:29-30)

## **A Diligent Leader**

1. In being persistent, diligent and persevering (Prov. 10:4).
2. In being responsible (Prov. 13:4)
3. In being alert (Prof. 27:23).

## **A Gracious Leader**

1. In keeping a confidence (Prov. 11:13).
2. In fruitful words and not gossip (Deut. 5:20).
3. In seeking and seeing love cover all wrongs (Prov. 10:12)
4. In speaking words of edification (Eph. 4:29-30)

# Conducting a vibrant care group

## **A. Welcome (5 Min)**

Begin with one or two sentences exhortations, e.g:  
“God has something good for you.”

## **B. Worship (15 Min)**

It is good to have a few to take turns to lead worship but no necessary for everyone to lead worship. It doesn't have to be perfect, just sincere. Choose songs that are familiar, catchy and Christ-centred, not human effort centered. After that pray in tongues together. Sometimes after the worship and the presence of God is manifest, have a little quiet moment. See if there is any prophecy or word of knowledge (1 Cor. 14:26).

If the prophecy is judgemental or you feel a deep check and unrest in the spirit, you may have to gently correct it immediately if it is serious. Get advice from your Pastor.

Avoid these prophecies: Whom to marry, Sex of a baby, Whether one should quit a job or do or sell a business or possession or go full time ministry.

## **C. Testimonies (5 Min)**

Invite them to share and not everyone one by one as it may take up too much time. Focus on sharing what God has done despite your weaknesses.

# Conducting a vibrant care group

## **D. Teach & Discuss (15 Min)**

Share a key point and not the whole message then pause to have some thought-provoking questions. By asking questions, you can learn from people of a different gender, people with different experiences in life, even painful experiences. Gently encourage more participation and receive all answers warmly. Focus on listening as listening shows you care. There has to be genuine openness and care.

## **E. Prayer & Reaching out (15 Min)**

Pray in tongues together for country, church and pastor. Then perhaps you may want to plan on create ways to reach out.

Refreshments or activity may be before or after the Care Group.





# Additional notes regarding care group

## **1. Having good communication, update the attendance and seek help from Zone Leaders;**

Respect, serve and pray for your leaders. Know that they make decisions with the big picture of the church, ministry and people in mind.

## **2. Welcome new people**


Be warm but don't ask too many personal questions or reveal unnecessary details about them to respect their privacy. Quietly assign one or two people to specially take care of any visitors. Observe if they do that, otherwise get more involved. Be sure to avoid over-familiarity or crude jokes.

## **3. Start and end on time - be sensitive to everyone's time;**

## **4. Avoid business transactions. (John 2:16)**

## **5. Correct and Lift up (Proverbs 27:6)**

Build the relationship first before doing any correction. Upon correction, make sure it is done with gentleness, love, discernment and grace in a private area. Pray for them and then give the person time for God to transform them.





# Additional notes regarding care group

## 6. Looking Outward but Training Inward

While you invite new care group members and the focus is on reaching out, remember to be on the lookout for new leaders who you could raise up next. You may also want to have a few key people alongside you who can step in in the event of an urgent situation. Any additional activity does not need permission but do inform your Zone Pastor.

## 7. Protect Your Heart and Calling



***FLY*** from a self-focused, self-minded life

***FLY*** from a critical or resentful spirit that only poisons

***FLY*** from disharmony

(Watch and be alert to the undercurrents of disinformation)

***FLY*** from sexual immorality or inappropriate time with someone of opposite sex (Do not fetch a person home who is of the opposite sex, do not confide marital matters with a person of the opposite sex - refer them to the church)





# Additional notes regarding care group

## 8. Attend Sunday services, bible study and tithing

This is for the practical reason of pouring from a well-filled reservoir.


We can't pour out if we ourselves are empty. By attending Sunday Services, we are in a position to rest and receive God's Word and grace in our life. By attending bible study, we learn about God in a deeper way that helps us teach and communicate better because we truly have learnt it. By tithing, we constantly keep ourselves in a position of worship, seeking first the kingdom of God by giving to Him who gave it all. As a leader, we set the good example of the Christian journey with these.

## 9. Reconnect Pathway – **CONTACT, CARE & CONNECT** (irregular or withdrawn members)

**Contact** involves maintaining regular touchpoints, such as sending them personal messages on occasions like birthday or Christmas, to show that they are remembered and valued.

**Care** is shown through prayer, offering support in practical needs, and being present during difficult times--for example, through counselling or hospital visits.

**Connect** focuses on building relational bridges by creating opportunities for coffee or breakfast meetups whenever we are in their area, fostering genuine fellowship and belonging.



# Timeline

JAN-FEB-MAR-APR-MAY

Care Group

JUNE

Break for Rest and  
Training Meet

JULY-AUG-SEPT-OCT-NOV

Care Group

DEC

Break + Christmas  
Party

**\*Teach Lesson 5,6,7 of **Next Steps** where assigned**

**\*Teach and discuss on **EQUIP** notes at least 1x a year**

Notes for **Next Steps** and **EQUIP** in <https://oasisofcare.org/cgnotes>

# communication



Communication will be in the Group and Messaging function on our Church App, Renewal Lutheran Church.

## **Purpose**

- for care groups to grow and expand
- for existing care groups to communicate more effectively
- for new members to find and join a care group

## **Features**

- For CG members
  - CG members can communicate care group meets, timings, special events, etc
  - relay prayer requests
  - send Bible verse promises
  - send attachment to notes or song lyrics
- For New members
  - New members who are searching for care groups can easily find one on the App or Website, via geographic location/demographics

## **Onboarding New Members - How It Works**

- CG leaders will receive a 'join request' from new members who are interested to join their care group
- CG leaders have the option to 'accept' or 'reject' that request

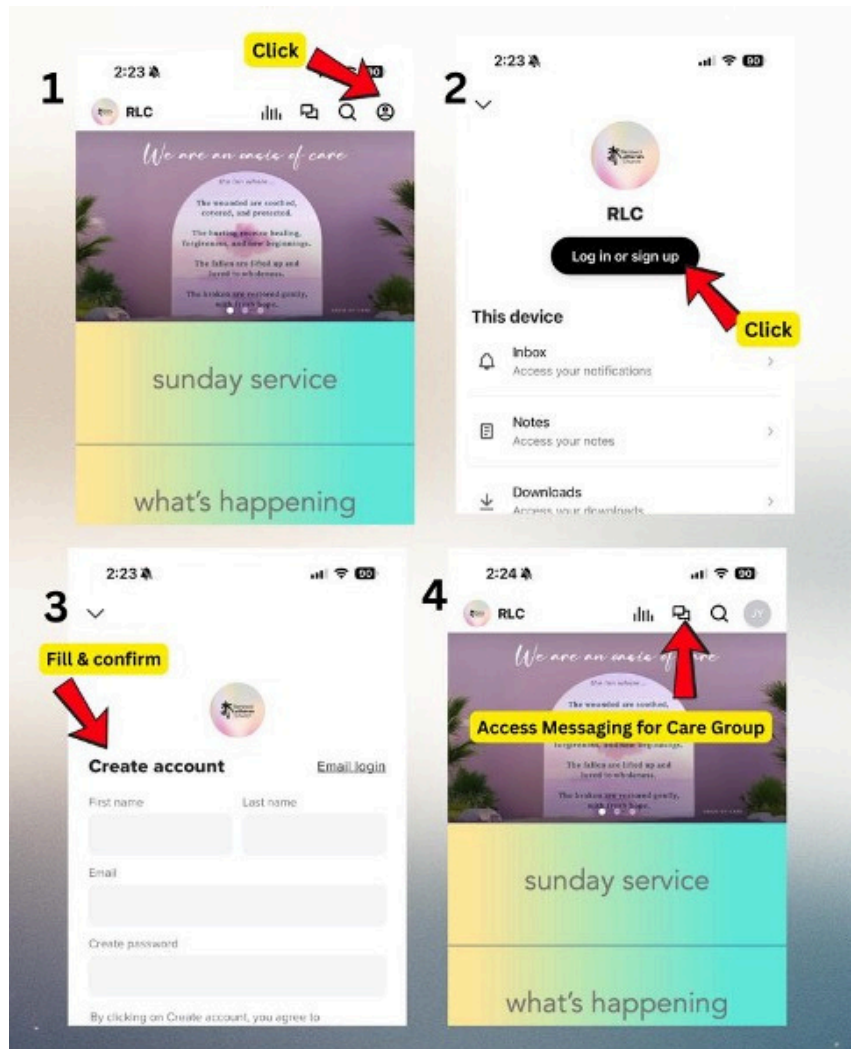
# communication



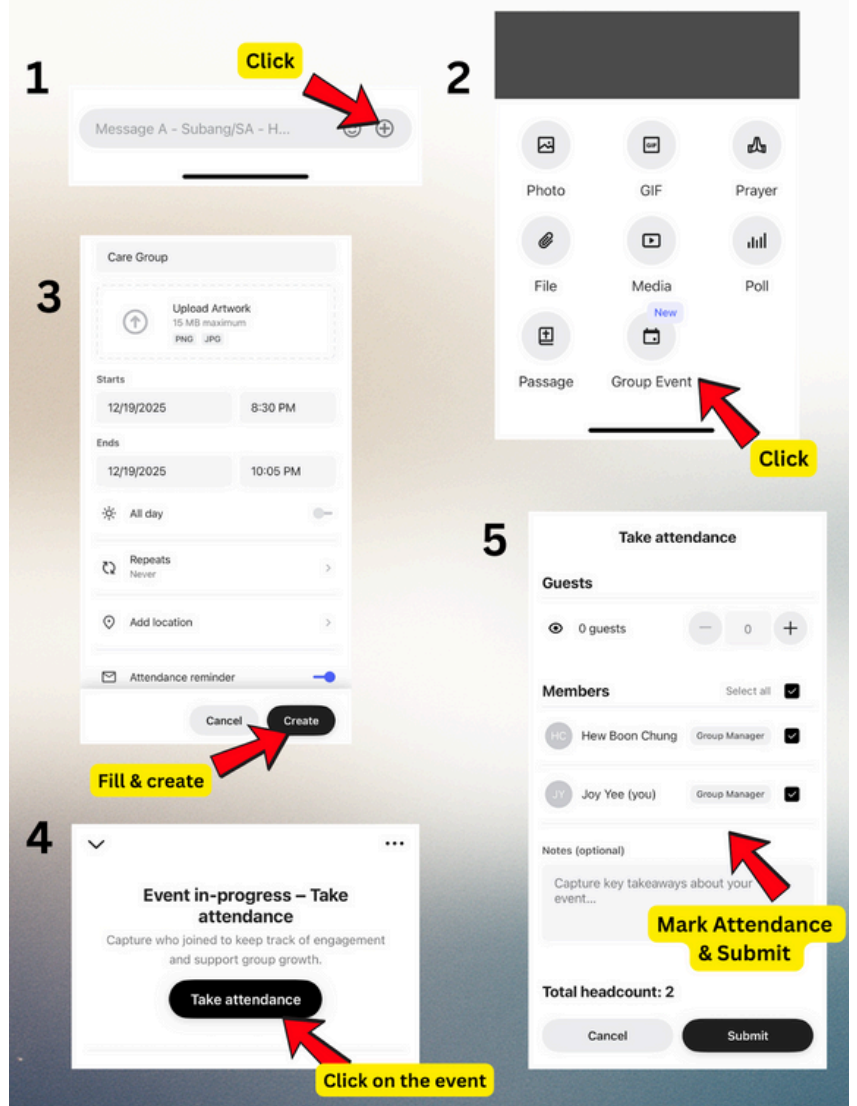
## **Guidelines**

- For safety reasons, we recommend you send an email to introduce yourself and suggest a casual meeting in person at church.
- Get to know them and pray on it. Alternatively, trial periods are recommended: you may use email/texts as a mode of communication first to invite the new member to meet for care groups, before approving the join request
- Discern their intentions and establish trust before approving their request. We may not know who or what their intentions are.
- If you still have any doubts, speak to your Zone Pastor.

## How to Sign Up for An Account In The RLC App



## How to Take Attendance In The RLC App



# Care Group Leader

## Understanding

The purpose of Care Groups is to have pastoral care and discipleship, building relationships and fellowships, assimilating new people into church and evangelism.

I have an understanding as to:

1. **ACCOUNTABILITY:** Being sure to be diligent, responsible and accountable to our Pastors, Zone Leaders and Care Group Members. We are careful in how we conduct ourselves with others - young, old and of the opposite sex.
2. **SAFE SPACE:** We help create a safe place where people can be heard and loved. We will seek to be open and honest with each other. Our care group is a place where we can take off our masks and be ourselves.
3. **CONFIDENTIALITY:** Whatever is shared stays in a place of grace here. This includes what is shared through Phone, Text, Social groups, e-mails, etc. This group is a safe place to grow.
4. **RESPECT:** To be gentle and gracious toward people with different spiritual maturity, personal opinions, temperaments, or “imperfections.” We are all a work in progress. We agree to communicate in ways that are respectful, and to give advice only when it is requested. We care, listen, encourage, support, and the tell the truth in loving ways.
5. **GROWTH:** To keep an empty chair for others and seek to reach out to people like us who need this oasis of care. We reach outwards and multiply our group as we continue to read His Word, pray, keep ourselves in the Spirit and our focus on Christ.

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Care Group Leader  
Name/Initial

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Date

\*Please sign on this page and forward to your Zone Leader