

SMALL GROUP LEADERSHIP MANUAL

HARVEST BAPTIST CHURCH

GETTING THE MOST OUT OF THIS TRAINING MANUAL.

- **Think general principles, not specific ideas:** Ask yourself *how can I apply these ideas to my particular group*. You can probably transfer the general principle into your Small Group easier than any specific idea that might be expressed.
- **Don't compare:** Comparing isn't productive. You'll either feel bad (we are worse than) or arrogant (we are better than). Both are negative responses. You can't see all the mistakes, failures, and successes others have made in order for them to learn and grow. Remember- *every Small Group is unique*. Like people, Groups have strengths and weaknesses.
- **A healthy group takes time:** It may take time to begin seeing the health you want. Take your time, build wisely, rely on God's wisdom and don't be afraid to get help.
- **Keep processing:** Developing a healthy Small Group will challenge you. Keep notes, discuss your Small Group with other leaders. Look back on this packet: The more you revisit the material and incorporate the principles, the easier it will be.

CHAPTER 1

4 ESSENTIAL QUALITIES OF SMALL GROUP LEADERS

Small Groups are a place where the life of the church can really take place. Small Groups are where real discipleship, growth and mission can happen. But it all starts with the leader.

Everything falls and rises on leadership. In line with Small Groups core values, here are some competencies that we believe every leader should possess:

Devoted to GOD'S WORD

1. Surrendered to Christ in every area of life.
2. Reads the Word regularly
3. Prayerfully dependent
4. Actively gives
5. Communicate the Gospel clearly
6. Teaches the Word accurately
7. Applies the Gospel to everyday life
8. Repents of sin
9. Believes in God's promises

Devoted to FELLOWSHIP

1. Identifies needs in others
2. Asks good inquiring questions

3. Listens to others' stories
4. Follows up
5. Models transparency with own life (sin, struggles, joys)
6. Encourages others in their journey
7. Lovingly confronts sin in others

Devoted to the MISSION

1. Shares the Gospel with others
2. Builds relationships with non-Christians where they live, work, & play
3. Tells stories of non-Christian relationships
4. Supports local and global missions through awareness, prayer, giving or going.

Devoted to FOLLOWING

1. Leads by example in their faith walk.
2. Agrees with the Statement of Faith of Harvest Baptist Church.
3. Supports the Pastors and Leadership of Harvest Baptist Church.
4. Must be either involved and in good standing with a small group at Harvest at least 1 year before leading a small group or recommended by a Pastoral Staff as a small group leader.

CHAPTER 2

WHAT IS EXPECTED OF YOU

Being a Small Group Leader is an important responsibility. Here is what is expected of you as a Small Group Leader.

Invest in Your Own Walk of Faith

- Make Sunday Worship Service attendance a personal priority.
- Be in personal study time apart from your small group lessons.

Pray Daily

- Pray for everyone in your Small Group and for your Small Group meeting
- Pray for your own leadership regularly
- Pray for the Church leadership

Prepare

- Prepare for Small Group meetings each week and adapt study materials to meet your group's needs

Mentor/Disciple

- Identify potential leaders from within your Small Group
- Give potential leaders opportunities for on-the-job training (see Group Roles)
- Point out potential leaders out to the Pastor of Adult Ministries

- Come along side your small group members to grow spiritually in the every day.

Invite

- Encourage your Small Group to invite family, friends, co- workers, and neighbors (as you also lead by example)
- Follow up with those guests and invite them back to your Small Group

Connect

- Plan a Fellowship Night (at a time other than group night) at least once a year
- Have fun with your Small Group as often as possible outside of the meeting

Minister

- Mobilize your Small Group to provide pastoral care for group members when in crisis or need
- Lead your Small Group to celebrate communion together at least once each year
- Plan at least one Service Project per year for your Small Group

Manage

- Respond to the *Group Report Emails* as soon as possible and fill out the *Group Attendance Reports*

Invite

- Encourage your Small Group to invite family, friends, co- workers, and neighbors (as you also lead by example)

- Follow up with those guests and invite them back to your Small Group

Give of your Time

Here are some things, by leading by example, that everyone in the group should learn to do:

- Contact others in your group for prayer and encouragement
- Preview the materials you are presenting, if leading the study or discussion, enough to be comfortable with what you are presenting.
- The average small group meeting takes about an hour and a half with an additional time for follow-up and communication (phone calls, emails, texts, etc.)
- Keep in mind that you may need to meet one-on-one with some of your group members who are struggling or are in need.

CHAPTER 3

THE ABC'S OF SMALL GROUPS

Our goal is that each member of every small group receives, experiences, and shares in:

A= ACCOUNTABILITY

Accountability is encouragement in: spiritual disciplines, continual spiritual growth, and pursuit of righteous living in the Lord.

1 JOHN 1:5-7

This is the message we have heard from Him and announce to you, that God is Light, and in Him there is no darkness at all. ⁶ If we say that we have fellowship with Him and *yet* walk in the darkness, we lie and do not practice the truth; ⁷ but if we walk in the Light as He Himself is in the Light, we have fellowship with one another, and the blood of Jesus His Son cleanses us from all sin.

PROVERBS 27:17

¹⁷ Iron sharpens iron, So one man sharpens another.

B= BELONGING

Belonging is something that develops from a sense of consistent openness and acceptance within the community of the body of Christ as we together pursue Him.

JOHN 15:12-13

“This is My commandment, that you love one another, just as I have loved you. ¹³ Greater love has no one than this, that one lay down his life for his friends.”

2 TIMOTHY 2:22

²² Now flee from youthful lusts and pursue righteousness, faith, love *and* peace, with those who call on the Lord from a pure heart.

C= CARING

Caring is sharing kindness and concern for others. It is meeting the needs of a fellow believers in any given moment the need is present or even preemptively.

ECCLESIASTES 4:9-10

⁹ “Two are better than one because they have a good return for their labor. ¹⁰ For if either of them falls, the one will lift up his companion. But woe to the one who falls when there is not another to lift him up.”

1 THESSALONIANS 5:11

¹¹ Therefore encourage one another and build up one another, just as you also are doing.

CHAPTER 4

WHY HARVEST SMALL GROUPS?

At Harvest Baptist Church, small groups exist to make develop community. Small groups are our main vehicle for community outside of the greater meetings on Sunday morning worship services so that we may become fully devoted to Christ.

This things which are encouraged on Sunday Mornings are reinforced and supplemented in each small group through fellowship, encouragement, and Bible Study. Small Groups are an essential means of developing friendship at our church, and they are designed for assistance in pastoral care, where people are encouraging one another towards full devotion to Christ.

You, as a Small Group Leader, can help your small group members mature in their faith, foster an environment for genuine godly friendships, and encourage missional thinking. In essence, Small Group Leaders are to guide their group members towards being fully devoted followers of Christ. This makes your role of the Small Group Leader very important in the life of Harvest Baptist Church.

CHAPTER 5

WHAT MAKES A SMALL GROUP?

Small Groups are a microcosm of the of the body of Christ at Harvest where life change occurs through building authentic relationships. Each small group should foster a predictable environment where a small group member can experience Spiritual Growth, Authentic Community with other believers, and Missional Activity outside of your meeting time.

Small groups are not meant to be Social Clubs, even though there is fellowship. It is important to invest socially, but we must not sacrifice our relationship with Christ that is our true bond.

Nor is a small group a Support Group, even though we encourage one another in the Lord. As the body of Christ we are all equipped to minister to one another, but there are times when greater time and focus might be needed to help someone through difficult circumstances in addition to your small group. Ministries like Celebrate Recovery are likely better equipped to minister to deeper issues than your small group is.

Small groups are not meant to be a Classroom Environments either. Even though there is teaching and learning, we are all just sheep before the Lord regardless of gifting or spiritual maturity. A classroom involves a Teacher and a Student where the students are subordinates to the teacher. We desire to foster an environment where we are all using our spiritual gifts, talents, and insight to help each other grow.

There are no “closed groups” (groups that are full). New people should always be welcome in your group. If your group size, however, starts to become unmanageable, being able to identify those in your group who have the potential to lead a small group themselves (to become a co-

leader) will be paramount with the goal of becoming two or more smaller groups.

Having a co-leader will also allow for your group to more easily sub-group during your meeting times. Having your small group birth other small groups is a good thing, it allows newer members of our congregation who are not yet in a small group to be able to more easily join one for discipleship.

CHAPTER 6

3 KEYS TO LAUNCHING A SMALL GROUP

If you are considering starting a small group without birthing off from a current small group. Here is how to begin:

1. **Pray, Pray, Pray:** This may seem like a churchy thing to say, but the most successful groups are those whose leaders spend a lot of time praying for the future of your small group and the people who God will be entrusting them with. Be sure that you seek the Lord's guidance concerning whom you should invite and that the Lord would open their hearts to be a part of your small group.

2. **Invite People to Your Group:** It should be no surprise that a key part to launching a Small Group is actually having people there. The Lord will provide, but you still need to actively seek members! So as you pray, consider inviting friends, family members, neighbors, co-workers, people from church that you know. This part can be challenging (and even nerve-wracking), but you will be surprised at how God starts opening the hearts of the people. Remember, most people will not consider coming to your Small Group unless they are invited.

3. **Set a Launch Date and Stick with It:** Once you have prayed and invited people to your Small Group, set a launch date and stay faithful to it. Don't wait until all your invitees are able to make it. If a start date is not solidified, the small group might never get started. Regardless of whether there are 10 people or just you and a couple of others, make sure you start when you say that you will and watch for the Lord to add people during the upcoming weeks!

CHAPTER 7

3 KEYS TO CONTINUED SUCCESS FOR A SMALL GROUP

Having a successful small group requires these 3 things:

1) A Welcoming and Transparent Environment: There is nothing worse than being in a Small Group where people are not warm and welcoming. Be sure that everyone in your Small Group makes new guests feel welcome and accepted. We also want our people to be open and transparent. If your group members never share what's really going on inside, they will never really grow spiritually. As a leader, it is important that you set the pace by being open and transparent. Remember, when there is openness and transparency, stronger relationships will develop.

2) Follow Up, Follow Up, and More Follow Up: A huge part of your responsibility as a leader is to be sure you follow up with your Small Group members. Here are 3 examples following up with your group members:

- **First Time Guest:** When a person visits your group for the first time, make sure you call or text them thanking them for visiting your Small Group.
- **Reminder Text:** The day of your Small Group or up tone few days before, your members should get a reminder text or call, reminding them about Small Group.
- **Missing Person:** If you have not seen someone in a couple of weeks, it is also important that you give them a call to check up on them and let them know they are missed.

3) Have Fun Gatherings Outside Your Small Group: As a Small Group Leader, one of your goals is to make sure the people in your Small Group are growing closer together. One of the things that really helps develop friendships between your group members is hanging out with each other outside of your normal Small Group. Going out to dinner together, having a BBQ at someone's home, or doing a fun activity together really goes a long way in developing friendships. The closer the friendships, the more open they will be when they come together for sharing during your Small Group time.

CHAPTER 8

6 THINGS SMALL GROUPS SHOULD FOCUS ON

In the books of Acts, we read the story of the first Christians living a new way of life among as a new community of believers who follow Jesus Christ:

ACTS 2:42-47

⁴² They devoted themselves to the Apostles' teaching and to fellowship, to the breaking of bread and to prayer. ⁴³ Everyone was filled with awe at the many wonders and signs performed by the apostles. ⁴⁴ All the believers were together and had everything in common. ⁴⁵ They sold property and possessions to give to anyone who had need. ⁴⁶ Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, ⁴⁷ praising God and enjoying the favor of all the people. And the Lord added to their number daily those who were being saved.

SIX WAYS THE EARLY CHURCH WAS DEVOTED IN LIVING OUT THIS NEW LIFE AND HOW THEY APPLY TO OUR SMALL GROUPS

1) Devoted to God's Word

We see that the early church was fully devoted to the Apostles' teaching concerning Christ and devoted to His Word. Therefore we ask our Small Groups to study God's Word, have Christ centered discussions, and encourage each other towards full devotion to Him, and to apply His word to their own lives.

2) Devoted to Fellowship

We see that the early church was not only being fully devoted to God's Word, but they were also in consistent and authentic fellowship with

each other. Therefore, we desire to see our Small Groups members form genuine friendships with each other so that they can do life together.

3) Devoted to Worship Together

We see that all the believers were together. Unlike today, it was more common for the believers in the early church to be gathered more often than most believers do today. Therefore, we desire to see the members of your small group not only be in consistent attendance to your small group meetings, but to Sunday morning worship services as well.

4) Devoted to Serve One Another

We see that the believers shared what they have in common and they were willing to give. Though we are not expecting everyone to necessarily give away their possessions in service, we do expect that all should be willing to share their talents, time, and spiritual gifting for the betterment of the body. This can happen within your small

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group to one another, at church during main meeting times, or together as a group within the church.

5) Devoted to the Evangelism

We see the early church being fully devoted to the Mission of Jesus Christ and adding to their numbers daily. They served in the community and shared the Gospel with the lost. Therefore, we ask our Small Groups to be missionally minded and “reach beyond” the walls of the buildings we meet in and serve our immediate community. Good questions to remind your small group would be:

- When is the last time you shared the gospel?
- How often are you praying for the lost?
- How are you serving and reaching out to your community?

- Who is a family, friend, co-worker, or neighbor that you have not shared the gospel with and when will you do so?
- Are there ways that we can share the Gospel together?

6) Devoted to Discipleship

The fact that numbers were being added daily doesn't just imply that they were sharing the gospel for the sake of salvation, but they were truly obeying the Lord's command that we make disciples. Therefore, we also ask our small group members to make disciples, impacting other people through the Gospel lived out in their lives. As small group leaders, as followers of Jesus Christ, we should disciple our small group members to follow Christ, so they can make disciples and do the same.

CHAPTER 9

LOGISTICAL PROBLEM SOLVING FOR SMALL GROUP MEETINGS

This chapter deals with particular questions that generally apply to most small groups

Where do we meet?

Your Group can meet in any home. This first option is to meet in the Leader's home. As a Leader, you might find it helpful to encourage someone else in your group to open their home as a "host" so you can focus on other responsibilities.

Another option is to rotate homes among your group members who are willing to open their homes. Questions to consider when opening your home are: *Is my house reasonably cleaned? Do I have space for people to sit?* If so, you've got the right place for a great group experience!

Childcare: What about the Kids?

Childcare is a BIG challenge for many groups. Here are some ideas & options that our groups have used:

- Hire a babysitter and split the cost among the group.
- Rotate the childcare among the group members.
- Some groups prefer to simply take turns watching the kids. This can be done at a separate house each week, or in a different room at the same home that group is being held in. Please note: everyone has to participate FULLY. If full participation is not required, the childcare responsibilities inevitably fall on the shoulders of one or two people.

- Trade childcare with another Small Group meeting on a different night: find another group and watch their kids in exchange for the same service. You can even pair up family to family which works out so that no one family from the other group has to watch all of the children.
- Grandparents!
- Everyone takes care of their own childcare needs.

Challenges

Anytime you bring together a group of people from different backgrounds and experiences, you will inevitably have some conflict. As you “do life together,” expect to have issues to deal with.

In fact, if you are never dealing with any problems then you probably have not created a safe place for people to talk about their problems. Different personalities will clash at some point.

Anticipating these issues will help to prepare you for how to handle these in a positive manner. Remember, you do have backup from the church staff, and should report such things to the Pastor of Adult Ministries.

CHAPTER 10

SETTING GROUND RULES FOR YOUR MEETING TIMES

Why Small Group Ground Rules?

Setting some basic ground rules for how we will honor one another in our group discussions is important.

- Ground rules give boundaries for people to operate within.
- Ground rules help with the flow and pace of the discussions.
- Ground rules help us value one another.
- Ground rules help people to be more comfortable sharing things at a deeper level.

Safety: This needs to be a safe place where people feel comfortable opening up and sharing with one another. The following is the explanation behind the ground rules that will help aid in creating a safe environment in the small group setting and will allow people to not only safely connect with each other, but at the same time deepen their relationship with God.

Confidentiality: What is shared in the group stays in the group. We will hold things shared in the group confidential unless given permission to share these things with people outside the group.

Transparency: It's difficult to love someone as God called us to do without really knowing the person in a deep and meaningful way. You are encouraged to share from your heart and to let down your walls so that others can really know you. Be willing to share both your challenges as well as your victories. Transparency comes easier to some than to

others. Be willing challenge your small group members while also respecting their boundaries.

No Cross-Talking: Be considerate of others as they are sharing by not engaging in side conversations or distractions.

No Fixing: We desire for all to hear what is being shared by others without anyone trying to fix them. If people think that as soon as they share a problem or issue everyone is going to immediately try to fix them (offer advice/solutions), often they simply won't share at all. If someone wants advice, they will ask for it.

Listening: It's important to value one another during discussions by really listening to what is being shared. We want to encourage first hearing what is being said. We ought not to be thinking about what we are going to say next or how you're going to respond. Really listen.

Pausing: After someone shares, give a pause to allow the group to feel the weight of what was just shared and to fully consider it before the next person shares. This also provides the person sharing with the opportunity to continue with their thought without feeling rushed. Often people will only share what's above the waterline, but if given the opportunity (and encouragement), they might share the deeper things, what's below the surface. (Just like an iceberg, the surface only shows tip of the iceberg. 10% of the whole iceberg is all that you see but there is 90% more iceberg in the ocean).

Silence: This is much like the pause but used in a broader and more deliberate way. Silence is used to wait for someone to share next without trying to fill the void with talk. It is also used to wait for the speakers to collect themselves in order to continue sharing. Silence can create tension in a group, but tension isn't a bad thing if used wisely.

Don't Release the Tension: Concerning pausing and silence... allow tension. It can take a lot of trust and emotional energy for someone to share deeply. It's like trying to push a rubber ball filled with air to be

completely submersed underneath in a pool. The deeper someone pushes the ball, the more energy it takes to keep it there.

When someone is sharing deeply, this can be highly emotional and can cause a sense of tension in the group. This can make people feel uncomfortable, resulting in the desire to relieve the tension.

People relieve the tension by making jokes, trying to comfort the person sharing, diverting the conversation, creating a disturbance, or hijacking the conversation completely. When this happens, the “ball” pops back up to the surface. That puts the person who was sharing into having to decide if they want to continue investing the emotional energy to push that ball “back beneath the surface.” Unfortunately more often than not, that person will simply stop sharing.

No Rescuing: When people are sharing something deeply personal and/or painful, there can be a tendency to try to make them feel better about themselves or the situation. Often this will cause people to stop sharing and results in their not going as deep as they might have gone. Resist the temptation to rescue people.

Use “I” Statements: It’s easy to talk about the issues of others, but for our purposes, we want you to put yourself on the table. Try to use “I” statements rather than “them,” “the church,” “us,” “we,” etc.

Be Self-aware: Be self-aware of how you are personally affecting the environment – words, actions, and non-verbal communication.

Personal Application: It’s important that we all use this time to consider where we stand on any given subject or issue.

- How am I walking this out in my personal life?
- How does this affect my ability to lead others?
- What is my part of the issue and/or solution?

- What positive change does God want me to make?

SETTING THE GROUND RULES WITH YOUR SMALL GROUP:

Please go over these Ground Rules each meeting for the sake of reminding and reviewing and to inform newcomers to the group. After they have become more commonplace for your group, feel free to have everyone express what they are and fill in the gaps of any that have been missed.

8 Small Group Ground Rules

1. **DON'T FIX:** Try to hear what people are sharing without trying to fix them. If anyone wants advice, they'll ask for it.
2. **LISTEN:** Let's value one another during the discussions by really listening to what is being shared. Don't think about what you're going to say next or how you're going to respond. Really listen.
3. **PAUSE:** After someone shares, give a pause to allow the group to feel the weight of what was just shared and to fully consider it before the next person shares. This also provides the person sharing with the opportunity to continue with their thought without feeling rushed.
4. **NO "CROSS TALK":** Be considerate of others as they are sharing. No side conversations. This includes cell- phones and cell phone activity (barring emergencies).
5. **DON'T RESCUE:** When people are sharing something deeply personal and/or painful, there can be a tendency to try to make them feel better about themselves or the situation. Resist the temptation to rescue people.

6. **USE “I” STATEMENTS:** It’s easy to talk about the issues of others, but for our purposes, we want you to put yourself on the table. Try to use “I” statements rather than “them,” “the church,” “us,” “we,” etc.
7. **BE SELF-AWARE:** Be aware of how you are personally effecting the environment – your words, how often you share versus listening, your actions, and non-verbal communication.
8. **PERSONAL APPLICATION:** It’s important that we all use this time to consider where we stand on any given subject or issue. How am I walking this out in my personal life? How does this affect my ability to lead others? What is my part of the issue and/or solution? What positive change does God want me to make?

CHAPTER 11

IMPORTANCE OF SUBGROUPING

Subgrouping sounds exactly like it is. Just as your small group is actually a subgroup of the whole of the congregation of the church, you should break into subgroups of your small group. This is especially true of groups that are in the 10+ member category (including leaders/co-leaders).

The benefits of subgrouping are many:

- It will help in development of co-leaders to becoming accustomed to leading a group time.
- Smaller groups can often make those who are less apt to open up and share feel more comfortable sharing (and less apt to allow others to carry the conversation).
- It can be used to bring variety to your weekly meetings.

There is no prescribed way to subgroup, though I strongly recommend keeping married couples together unless you are separating by sexes. And there is no standard “when to” subgroup either. You can break in to subgroups for your regular meeting discussion, or for a fellowship time, or even when you break for closing prayer. Within your subgrouping moments, mix that up too, and ironically if you already subgroup often, mix it up by choosing not to subgroup!

CHAPTER 12

ESTABLISHING GROUP ROLES

Why to establish Group Roles:

The top reasons that anyone remains a part of any group are:

1. They have friends that attend or someone they know who is a part of that group.
2. They have a sense of belonging in the group they are a part of.
3. They have a sense of ownership in the groups they are a part of.

Establishing group roles will help in developing that sense of belonging and ownership in your group.

How to Establish Group Roles:

Until you have established relationships with your small group members and have gotten to know them better, it will be challenging to establish group roles. It is important to take into account one's strengths and weaknesses, personality, and spiritual gifts when establishing a group role for someone.

Expect for everyone in your small group to serve in some capacity. The things you are asking someone to be a part of should not be or feel like obligations to them, but rather a joy to do. It's also ok to ask someone to take a particular role in the group and find they are not suited for what they tried. So it's important to express, even if someone is willingly volunteering for the role, that the role they are being asked to do is not "set in stone" and might change.

Here are some different group roles:

Small Group Leader (Your role)

The person(s) in the Leader role is responsible for providing an atmosphere and opportunities for your small group to fellowship, serve, learn, and grow in the Lord.

Since this Guide is instructive concerning on how to be a Small Group Leader, we won't expand more on the possible things to do here.

Essential Qualities: Discipler, has a heart for God's word and desires to see its impact on other's lives, an excitement for spiritual growth in others, one who is apt to be spiritually protective of small group members, and desires to continually grow themselves.

Fellowship Role

The person(s) in the Fellowship role is responsible for providing opportunities that encourages your small group to have an atmosphere and experiences that welcome newcomers, honor your group members, and allow for deeper personal communication.

Possible Ideas Ways to Serve in the Fellowship Role

- Coordinate a group social occasions and celebrations (birthdays, dinners out, and group activities.
- Sends out cards, emails, texts, etc., to those who missed a small group meeting.
- Offer up their home to host the small group meetings, or create a schedule where others can host as well.

Qualities: Social, light-hearted, encouraging, has a gift of hospitality, and possibly administrative.

Worship Role

The person(s) in the Worship role is responsible for providing opportunities for a wide variety of worshipful experiences within your small group that encourages surrender to the Lord.

Possible Ways to Serve in the Worship Role

- Coordinate a weekly praise and prayer list
 - Encourage members to personally spend time in worship each week (for example: through music listening, prayer, and devotions).
 - Plan a time of communion, praise in song time, prayer meeting, etc, for your normal small group meeting time.
- Lead in praise songs for all to follow.

Qualities: Encourager, heart for personal and corporate worship, one who is apt to pray on all occasions, has a gift of faith, and possibly enjoys music and singing.

Service Role

The person(s) in the Service role is responsible for seeking opportunities for a wide variety of ways to serve IN the church and OUT in the community.

Possible Ways to Serve in the Service Role

- Creating a goal that can be agreed upon with your small group to “fundraise” for a missionary that Harvest supports, local ministry in the community, or for helping a family or individual with their needs and how that might be accomplished.
- Present ideas for your small group to sign-up to serve together in a weekly Sunday morning ministry together (i.e., greeting, ushering, Nursing home Sunday morning services.)
- Coordinate your small group to volunteer with a local ministry together for a day.
- Encourage everyone to serve in a consistent basis throughout the year.

Qualities: Encourager, goal-oriented, one who is willing to serve, and having the gift of helps.

Evangelism Role

The person(s) in the Evangelism role is responsible for championing the cause of reaching the unchurched/unbelievers in your community.

Possible Ways to Serve in the Service Role

- Encouraging others to continually pray for the unchurched friends, family, and neighbors members of your small group.
- Creating opportunities with fellowship times to include those who are unchurched.
- Plan a mission trip specifically for your small group to embark on together.

Qualities: Mission minded, heart for the lost, one who is gifted to evangelize, and has a gift of faith.

Co-Leader Role

The person(s) in the Co-Leader role works along side you in the responsibility of discipling your small group. Encouraging spiritual growth, communicating, and praying for your small group members. This role is a little more involved and would need greater consideration and commitment on your part as well as the one taking this role.

Possible Ways to Serve in the Co-Leader Role

- Taking the responsibility of leading the group on occasion for experience and using one's giftings.
- Covering a small group meeting when the Leader is not present. ● Send out communication to the group for upcoming meetings or social times.

- Taking on the main responsibilities for the discipling over other small group members in conjunction with the small group leader.

Essential Qualities: Discippler, has a heart for God's word and desires to see its impact on other's lives, an excitement for spiritual growth in individuals, one who is apt to be spiritually protective of small group members, and desires to continually grow themselves.

Start the conversation now with your small group about the idea of serving each other in the ways that the Lord has gifted each of you, so that as a small group you all can have a greater small group experience. The Lord has gifted all of us, and if we can't use our gifts with a small group of believers then where can we?

We have a resource available for you to pass-along to your small group so that each member may better know what spiritual gifts the Lord has entrusted to them for the sake of ministering to His body. It is easy to fill out and will be fun for your small group.

CHAPTER 13

CHURCHTEAMS ATTENDANCE REPORTS

Throughout the handbook it has been expressed that it is essential to “fill out your Churchteams Attendance Report.”

Filling out these reports after each meeting helps the Pastors and Directors in the following ways:

To know how to pray for you and your small group members Gives us insight to who is committed to fellowship at Harvest by small group attendance in concert with Sunday Morning Worship attendance.

Informs of any celebrations and victories in your small group.

Informs of any concerns you might have for individuals within your small group.

Here is how to fill out the report!

Step #1: You will get an email that will look like this! Click the appropriate button.



Harvest Baptist Church

All relationships are built on good communication and we want to build great relationships. Thank you for your willingness to keep everyone informed by clicking an option below. It really does make a difference.

We met / served as planned

We did not meet / serve as planned

Update group / ministry info

"And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another-and all the more as you see the Day approaching."
Hebrews 10:24-25 (NIV)

Step #2 (Did not meet/served as planned): If you did not meet, there will be a simple form to fill out to explain why the meeting was skipped and you can submit when your next meeting time will be.

Step #2 (We met / served as planned): You will be directed to a webpage where you will be able to fill out the Attendance Report.

Step #3- Filling out the Report

1. Click who was present for your small group meeting OR click that you did not meet (if you accidentally clicked the wrong button in the email.)

2. Make any notes that are important to know for your Small Group Coach, Small Groups Pastor, and for yourself.
3. Any prayer requests for anyone in the group, whether by offering or observation.
4. Note any guests or new members or leaving members of your small group.
5. Express any discussions concerning small group service projects or reviews of projects you have done.
6. Submit the report. You will get an email and any appropriate staff will as well.

Meeting report - **Name of Your Group** Leader

Meeting Date: 01/01/2020 Next meeting date: 01/15/2020

1 Click who was present

Attendance

☒ All ☐ None * indicates "Leader"

<input checked="" type="checkbox"/>	*Your Name	Family	x
<input checked="" type="checkbox"/>	Member	Family	x
<input checked="" type="checkbox"/>	Member	Family	x
<input type="checkbox"/>	Member	Family	x
<input checked="" type="checkbox"/>	Member	Family	x
<input checked="" type="checkbox"/>	Member	Family	x
<input checked="" type="checkbox"/>	Member	Family	x

[+ Add new member](#)

Individual Attendance: 6
of Visitors/Guests: 1
Total Attendance: 7

What you are studying goes here

Topic: Location:

1 Click this if you "Did Not Meet"

Where you meet goes here

When is your next Service Project [+ Add New](#)

5 Scheduling a serving time as a group in or outside the church?

2 Notes

Notes for yourself and church leaders need to know and remember.

3 Prayer Requests

Place prayer requests here

4 Please list names of guests, new members and anyone leaving your group

Any changes to your group that are not reflected in your roster.

5 Please list any missions / service projects you're planning or have done. How did it go?

Future ideas or reports about past things.

Enter your email address

Your email address ☐ Copy email to entire group

[Attach File](#)

6 Click to send!

[Send / Save Report](#) [Cancel](#)

What the report looks like with each section denoted.

CHAPTER 14

DOCTRINE ESSENTIALS

Our Small Groups encourage free discussion of beliefs & ideas regarding the Bible and its teachings. While it is understandable that not everyone is at the same place in the development of their beliefs, these essentials represent the non-negotiable doctrines of Harvest Baptist Church.

We desire our leaders to have a good understanding of these doctrines to help guide the discussions to the truth of God's Word. Remember: if you don't know the answer to a question, it's always best to respond, "I don't know, but we'll find out together."

God

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

Genesis 1:1, 26, 27; 3:22; Psalm 90:2; Matthew 28:19; 1Peter 1:2; 2Corinthians 13:14

Man

Man is made in the spiritual image of God, to be like Him in character. He is the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience toward God called sin. Sin separates man from God.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2

Eternity

Man was created to exist forever. He will either exist eternally separated from God by sin, or in union with God, through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in

union with Him is eternal life. Heaven and Hell are places of eternal existence.

John 3:16; 1John 2:25 & 5:11-13; Romans 6:23; Revelation 20:15

Jesus Christ

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all men by dying on a cross. He rose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to earth to reign as King of Kings and Lord of Lords.

Matthew 1:22-23; Isaiah 9:6; John 1:1-5 & 14:10-30; Hebrews 4:14-15; 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13

Salvation

Salvation is a gift from God to man. Man can never make up for his sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can man be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith.

Romans 6:23; Ephesians 2:8-9; John 14:6 & 1:12; Titus 3:5; Galatians 3:26; Rom. 5:1

Eternal Security

Because God gives man eternal life through Jesus Christ, the believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives this security.

John 10:29; 2 Timothy 1:12; Hebrews 7:25 & 10:10-14; 1 Peter 1:3-5

The Holy Spirit

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily.

2Corinthians 3:17; John 16:7-13 & 14:16-17; Acts 1:8; 1Corinthians 2:12 & 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18

The Bible

The Bible is God's Word to all men. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error.

2Timothy 3:16; 2Peter 1:20-21; 2Timothy 1:13; Psalm 119:105, 160; Psalm 12:6; Proverbs 30:5

CHAPTER 15

ARE THERE ANY EXTRA MEETINGS REQUIRED OF SMALL GROUP LEADERS?

Yes. There will be 2 meetings. A meeting held at the end of August to get the year started. A meeting in January to check in and see how the year is going.

Throughout the year, please feel free to contact us with any question or concern.