

Group Facilitation and Leadership Training for Group Leaders

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Colonial Presbyterian Church

Information compiled by Jan Neisess,
Associate Director of Connection and Care
for LIFE Groups, Women's Ministries and Saints Alive
Colonial Presbyterian Church

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LIFE Groups!

Jesus said,

**“I have come that they may have LIFE,
and have it in its fullest!” John 10:10**

WHY Join a LIFE Group?!
We are designed for Community!

- ❖ Communion with God, and community with others
(Matthew 22:37-40)



- ❖ We fulfill the Great Commission by
 - Sharing life together
 - Studying God's Word together
 - Praying together
 - Serving together



What does that look like?! A LIFE group is growing. People are being *transformed*! “It is in authentic community that people find real hope in the midst of pain, loss, loneliness, depression, and sin in their lives. God gave us the gift of community to meet our needs. The real need of our culture is to *meaningfully connect* with a few other people. When we do, we are able to change, to grow, and to heal” (Michael Mack). As a result, the group does not just meet, it is actively involved in something outside itself – it has a heartbeat, a mission and a purpose! It reaches out to those beyond themselves to invite others on the sanctification journey, and reaches out to serve others in the name of Christ!

WHY DO WE HAVE LIFE GROUPS AT COLONIAL?!

In early 2007, the Pastors and Session of Colonial voted to become a church OF small groups, not a church that has small groups. Why and what's the difference?

The Church is God's chosen vehicle for the operation of His love and grace in the earth. The power and work of the Holy Spirit through a dynamic church is how God gets things done - it's how He builds His kingdom. Though the world does not see or know it yet, the Church has what the world is looking for.

How do we get that message out? Scripture and church history have taught us that the most effective model for a dynamic church body, which consistently administers the love of God, comes in the form of small groups that will pray, share, study and serve together – all four components. As a result, these groups are, in many ways, the “life” of the church, and that is why we have decided to call this four-component model LIFE Groups. Colonial is a big place, and on two campuses, so if we are serious about making an impact in our community as a truly dynamic force of Gods love, power and grace, we have to take seriously the model of Church that the scripture presents.

WE CELEBRATE OUR GROUP LEADERS AT COLONIAL?!

By choosing to become Group Leader, whether in LIFE Groups, Beth Moore studies, CPW circles, Men's Fraternity, Mornings for Moms, Alpha, and so many others, you are joining a tradition that includes such paragons of the faith as:

- Peter
- Timothy
- Aquila and Priscilla
- Paul
- Titus
- Modern day pastors Yongi Cho and César Castellanos ...and many, many others from around the world!

Being a part of a small group is the most efficient way to reach those who are outside of the faith. By being a group leader, you are about to embark on an adventure that can literally change the face of our community. As you live out the teachings of Jesus to make disciples of all nations reach with your friends, relatives, acquaintances, co-workers, and neighbors, you will experience real world transformations.

In the Beginning God ... And now you join the work God began at the creation of the world: to be a partner in redeeming the hearts, minds, and souls of those for whom Jesus died to redeem. It is people like you who have always made a difference. Never let anyone say that a small group can't change the world ... Jesus started with twelve... and groups have continued to impact the world like nothing else has. Are you ready to “give it away”? That is where Colonial is going, and I hope you'll go there with us!

- Jan Neisess, Associate Director of Connection and Care
and Coordinator of the LIFE Groups

What is Coming Up for You as Group Leader at Colonial!

1. **GroupLink: Saturday, September 27, 6-8 pm at Quivira**

What is GroupLink?

It is two-hour event where people come to connect with others in their same stage of life and area of town to form community groups. This allows us to connect large numbers of people in a short period of time.

YOU can volunteer to: (Use the Yellow Sheet in your packet to sign up)

1. Plan the event (food, decorations...)
2. Help set up for the event on Saturday afternoon, September 27
3. Greeting team to welcome people at the doors and provide help as needed that night
4. Serving team for food tables
5. Group leaders
 - a. If forming a new group – sign up to come!
 - b. If there is room in your group to add one, two or even more, sign up to come. Encourage your group members to come with you!
 - c. **If we get more people than we have leaders, you can be a facilitator for the evening to lead the discussion to help get the group started. From there, we will seek to get a group leader for them.**

2. **The development of coaches over the fall for GroupLink and beyond**

If you are interested in supporting and encouraging group leaders, please contact me to get started in the training process. For more information about what it means to be a coach, go to www.colonialkc.org/resources and it will link you information about coaches and group leaders.

3. **Growth and multiplication of leaders and groups**

1. Invite NEW people to Colonial into groups!
2. Reach out to neighbors, friends, co-workers... start new LIFE groups at work or home!
3. Development of LIFE Lines (support groups). LIFE Lines are
 - a. Griefshare, led by Joan George will start Sept. 24 on Wednesday evenings
 - b. There are groups currently meeting that are associated with Abounding Love and Care n' Club ministries.
 - c. We are looking at starting Divorce Recovery, Celebrate Recovery, and other support groups as well. In the meantime, we are working with other ministry groups in the metro area to provide support group care for our members who are asking for it.

4. **All-Church Study begins October 12!**

The Study: "If You Walk on Water, You've Got to Get Out of the Boat" by John Ortberg. Pastor Jim and Pastor Paul will be leading us through this study and laying out the "next step" vision plan for Colonial. How big is that vision? Re-read the title of the study! The study will culminate on November 9, which is "Vision Sunday." More details to come later on study materials for your group – watch your e-mail and Life@Colonial for information!

5. **Next Group Leadership Training: Willow Creek Group Life Conference Simulcast, October 17-18 (Fri. eve – Sat. aft.), at Wornall**

- a. Volunteer and get into the conference free! Use the Yellow Sheet to Sign Up!
- b. \$40 gets you into the conference (regularly \$59-\$99)
- c. Register on-line to volunteer or to pay at www.colonialkc.org/resources

6. **Group Facilitation and Leadership Training: January 2008**

Goal: for coaches to start working with group leaders

The Big Picture on Small Groups

Leader, get ready to take part in a savory slice of real life.

Psalm 34:3

By Angie Ward

Imagine something small, starting something big.

It happened once, when a simple carpenter shared his life with 12 close friends. For three years, they ate together, played together, learned together, traveled together, laughed together, cried together, and even fought together.

Their lives were changed, and then they went out and changed the world.

Do you believe it can happen today?

Imagine the direct descendant of that group of followers—the Church—doing the same thing today. Groups of a dozen people—sometimes a few more, sometimes a few less—sharing life together. Eating together. Playing together. Learning together. Traveling together. Laughing together. Crying together. And even fighting together.

**Whatever you call them, small groups have the potential to change lives.
And your church. And the world.
It can be done. It *has* been done.**

Small groups have been known to:

- Hold an entire church together when its leader confesses to moral failure.
- Transform neighborhoods, communities, and even entire cities by selflessly demonstrating the love of Jesus in practical ways.
- Laugh together 'til the wee hours of the morning.
- Hold a broken member with strong arms of support – physically, emotionally, spiritually, and even financially – during a time of crisis such as divorce, death, or illness.
- Spur individuals to greater personal spiritual growth.
- Instill a knowledge of scripture and a hunger for prayer.
- Share breakfast, lunch, dinner, dessert, high tea, midnight snacks, and pizza of all sizes, styles, and temperatures.
- Foster spirited discussion on matters both eternal and earthly.
- Introduce scores of friends, neighbors, and co-workers to a newfound relationship with Jesus Christ.
- Become (imagine this!) best friends.
- Transform the entire culture of a church by moving its attention outside its own walls.
- Serve as a laboratory for developing greater relational skills and health, sometimes even through conflict.
- Pool their financial resources to impact the life of a child, another family, or a missionary.
- Celebrate! Births, birthdays, weddings, anniversaries, graduations, accomplishments—anything from new babies to national championships.

Small groups can do all these things, yet are even more than the sum of their parts. Small groups are more than “just” a Bible study, although they provide the opportunity to study God’s word. They are more than a prayer group, although they can provide a “bridge line” to the throne room.

More than just a fellowship time or social hour, small groups can serve as the foundation for deep, truly life-changing relationships.

Healthy small groups have the potential to serve as a microcosm of the church, in its purest form: a safe place where people can encounter God, and find the resources and relationships to nurture their spiritual growth.

Starting or maintaining an effective small group ministry is not easy, of course. Relationships never are. "Successful" small group ministries—the kind that change lives—are clear about their purposes and intentional about their programs, yet remain focused on people. Having a small group *program* does not automatically equate to changed lives. Relationships cannot be institutionalized. Growth cannot be manufactured.

Yet while every church is uniquely called to minister in a particular setting, there are some commonalities to effective small groups:

1. They take *commitment*, and that commitment must spring from all of the church's key leaders, from the senior pastor on throughout the entire organization. If the Small Groups Pastor is the only person committed to small groups, they will at best become a niche program for a few others in the church.
2. They require a *clear purpose* based on an understanding of biblical principles and an understanding of the spiritual growth process. How do small groups fit into the mission of your church, how are they different from a Bible study, a support group, or a social club, and how will you determine whether or not they're effective?
3. They require *leadership development*. This is different from just recruiting people to fill roles; it involves reproducing the vision of fully functioning, "mini-churches" into a growing contingent of mature Christ-followers who are then equipped and released to help make it happen.
4. They take *time*: time to pray through the best approach for your setting, time to communicate the vision of small groups, time to implement a strategy, and—most important of all—time to allow relationships to grow.

No, small groups aren't always easy. But the benefits are worth the effort. Participants build deeper relationships than would ever be possible on Sundays alone. People stay connected to the church, even when they can't always attend church. Pastors are able to share the responsibilities of spiritual care. The church grows bigger, smaller, and deeper, all at the same time. Lives are changed, and then those people go out and change the world.

Imagine something small, starting something big...

Leadership Training Section

VIDEO TRAINING SESSIONS:

“ReGroup” led by Henry Cloud, Bill Donahue and John Townsend

HENRY CLOUD is a clinical psychologist, author, speaker, and cofounder of Cloud-Townsend Resources. He has written or cowritten nineteen books, including *Making Small Groups Work*. His most recent books are *How to Get a Date Worth Keeping* and *Integrity: The Courage to Meet the Demands of Reality*.

He is a graduate of Southern Methodist University, having earned a B.S. in psychology with honors. He completed his Ph.D. in clinical psychology at Biola University and his clinical internship at Los Angeles County Department of Mental Health. He lives with his wife and two daughters in southern California.

BILL DONAHUE is the executive director of Group Life for the Willow Creek Association. As one of the leading voices in the small groups movement worldwide, Bill consults, teaches, and writes extensively about groups and leadership. Bill also works with the Neighborhood Life Ministry at Willow Creek Community Church. An active practitioner of leading and living in community, he is the author of many books, including *Leading Life-Changing Small Groups* and *In the Company of Jesus*, and the co-author of *Building a Church of Small Groups*, *Walking the Small Group Tightrope*, and *Coaching Life-Changing Small Group Leaders*.

Bill has a Ph.D. in adult education from the University of North Texas, a master's degree in biblical studies from Dallas Seminary, and a bachelor's degree in psychology from Princeton University. Bill, his wife, and two children live in the northwest suburbs of Chicago.

JOHN TOWNSEND, clinical psychologist, speaker, and cofounder of Cloud-Townsend Resources, has authored or coauthored eighteen books, the most recent being *Rescue Your Love Life* and *Boundaries with Teens*. He has sold over four million copies of his books, including *Making Small Groups Work*.

Born and raised in North Carolina, Dr. Townsend earned his B.A. in psychology at North Carolina State University, graduating with honors. He went on to obtain his Master of Theology degree from Dallas Theological Seminary, again with honors, and then his master's degree and Ph.D. in clinical psychology from Biola University in California. He lives in Southern California with his wife and sons.

The following training materials come from their “ReGroup” materials.

God's Purposes for Small Groups

“A church that is changing lives is organized around small groups, where people can find friendship, be mentored in the faith, understand and discuss the Word, identify and use their spiritual gifts in service, and provide care for one another.” - Bill Donahue

Why?

1. **CARE:** A church's ability to provide care and a personal touch is often lost as it grows, therefore, the care needs to come from all members, not just the pastors or other staff of the church. With small groups, someone is in charge of caring for 6-12 people, and each person knows that not only is someone there for them, but an entire group!
2. **LEADERSHIP:** Small group ministry at a church thrives on the ability to identify and develop qualified leaders to shepherd little flocks of believers, who then reach out to the strays who need Christ. It works best when each group has an apprentice leader who is trained by the leader, who can then go out and develop another group.
3. **MULTIPLICATION:** The kingdom of God advances one life at a time, beginning with the command: “Go and make disciples”. Keeping open places to welcome new people, and sending others on to share the values and excitement of the group experience. One group, over time, developing leaders and multiplying groups has the potential to reach hundreds of people over a few years time.
4. **SHEPHERDING THE LITTLE FLOCK:** The best discipleship is group discipleship. Jesus practiced it, spending much of His time with no fewer than three of the twelve. Group learning has distinct advantages in that all learn from the wisdom and experience of many people. We act like the body of Christ as we grow together in the knowledge and application of God's Word, as well as in bearing one another's burdens.

Give everyone a role. Don't try to do everything yourself because you will spoil your people and burn yourself out. Among the tasks you can delegate are: making calls to potential new people, arranging for childcare, food coordination, in-home hosting, prayer requests, sending e-mails, and planning outside group events. The key is to get everyone involved in some way. If you do this, your people will begin to call the group, “my group” or “our group” instead of “the group.” When that happens it means they have taken ownership of the group

- The goal of small groups is spiritual growth: to grow in our love for God and one another.
- Small groups are God's delivery system of care – He uses all of us!
- The most strategic person in the life-change process of the church is the small group leader.
- Groups must expand and multiply so that eventually every believer can be connected to others.
- Effective ministry happens in an atmosphere of prayer and celebration – together!

The Five Habits of Life-Changing Groups

The five habits that create a group where spiritual growth and transformation occurs are:

CARE

- ✓ Being “for” each other
- ✓ Encouraging each other
- ✓ Coming alongside one another

SAFETY

- ✓ Having a “come as you are” culture
- ✓ Feeling safe enough to be yourself
- ✓ Accepting each other unconditionally, confidentially

AUTHENTICITY

- ✓ Being “real” with each other
- ✓ Taking relational risks with one another

GROWTH

- ✓ Hebrews 10:24 – spurring one another on
- ✓ Pushing each other to take growth steps
- ✓ Naming the areas where growth needs to happen

HELP

- ✓ Providing resources others may need
- ✓ Can be practical: helping move, filing tax returns, etc.
- ✓ It's also about asking for help when it's needed

Confidentiality

“What is said in the group stays in the group” is the most important rule of every group because you will not see life change without trust.

No one will talk about the tough issues of life unless they are sure what they said remains in the group.

Discuss this rule on day one and often after that. Every time a new person comes to the group it should be talked about again.

Setting the Ground Rules

Key: Ground rules are rules agreed upon by all members of the group, that ensures that the group process works.

Ground rules provide the “guard rails” for a group

- Clear expectations are essential for a good outcome
- Ground rules ensure that the five healthy habits flourish in the group

The role of the leader

- Responsible for making sure the ground rules work
- Stewards the process and purpose of the group

Examples of ground rules held by most groups:

- Begin and end on time
- Attend the meetings
- Call when you can't come
- Appoint a timekeeper
- The kind of food and beverage served (dietary needs, appetizer v. dinner food, etc.)
- Participation from everyone
- No interrupting or carrying on separate conversations
- Confidentiality/safety (even with e-mails!)
- Bring up issues or dissatisfaction right away
- Set up how one leaves the group

Life Groups: Community and Care – Pastor Mary Brown

Encouragement: The Key to Caring by Larry Crabb

“Let us hold unswervingly to the hope we profess, for he who promised is faithful. And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching.”

Hebrews 10: 23-25

Every Christian is called upon to encourage others!

The Church is people – God's people!

PRAY – the group / individuals / insight from God to lead

In all that is done in the Church keep two things in mind...

- 1.) People are hurting more deeply than we know (and more than they themselves sometimes know, like the person who is not yet aware that cancer has formed in his/her body);
 - 2.) Relationship with Jesus Christ provides resources unique and indispensable to substantially heal now and perfectly heal forever. (page 15)
- The Use of WORDS
 - Surface Community or “layer-to-layer” fellowship – their purpose is to protect themselves
 - Total Commitment – to be used as God's instrument in other people's lives – words prompted by a desire to minister

FYI – For Your Information

Hospitalization: website (send email); 816-942-3272

Deacon Crisis: members in financial need - confidential

Service Deacon: help with things around the home

When Groups Get Messy: Confrontation (Video Teaching)

Definition: Confrontation means taking feedback to the next level.

It is often seen as a negative thing, but avoidance only causes more problems.

The payoff is better relationships.

The word "confrontation" is not adversarial; it means to "turn your face toward" something.

Proverbs 17:10 – "A rebuke impresses a person of discernment more than a hundred lashes on a fool."

Proverbs 9:8-9 – A wise person loves a rebuke

Proverbs 29:6 – "Wounds from a friend can be trusted..."

Ephesians 4:25-29 – Speak truth to one another

- The goal is to solve issues
- People are afraid of confrontation, because they've had painful experiences with it.

Why confrontation is important:

- In some situations, if you master confrontation first, it tends to avert the need for conflict resolution
- It does two things: solves problems and creates closeness and attachment among group members
- Payoffs:
 - Promotes change in behavior
 - Promotes better relationships
 - Has a "containing" function
 - Solves problems caused by behavior that is hurting the person or hurting others
 - Promotes spiritual, relational, and emotional growth
 - Acts as mirror for the truth
 - Promotes "wholeness"

How to confront someone:

- Check your attitude and motivation
- Affirm and validate the person or relationship
- State the problem and its effects; be clear and direct with specific examples
- Listen and seek to understand the response; this is a conversation
- Together, formulate solutions to the problem

KEY Points:

- This needs to be dialogue
- Make an "affirmation sandwich" (or stroke – poke – stroke); don't start with the problem
- Use "I" language rather than "you" language: "I feel _____ when you _____."

Drama Video Notes....

Let's talk about this.... (5 minutes)

1. What is the issue that needs confronting?
2. How would you approach the confrontation? What would you say?

Drama Video....

Let's talk about this.... (10 minutes)

1. How are you in the confronting process with your group? Name one area you think you need to grow in so you are more effective at confrontation.
2. What do you need from others when you are being confronted? (i.e. compassionate tone, "straight talk," expressions of care and acceptance, time to prepare before the conversation, etc.)

When Groups Get Messy: Conflict Resolution (Part 2 of Video Teaching)

Conflict is normal! In every group, there will be people with different options, people who bug you, and times when you step on each other's toes. Conflict resolution is needed when two or more people contribute to a relational breakdown.

Two types of conflict

- Discord from disagreement, which requires resolution
- Relational breakdown, which requires reconciliation

Conflict shows itself in one of two ways

- There is individual conflict within the group (two or more individuals are in conflict)
- There is group conflict – the group is divided

Why is conflict resolution important?

- Conflict takes the group off track from its mission

Ephesians 4:25 – "put off falsehood and speak truthfully"

Proverbs 19:11 – "it's to a man's glory to overlook an offense"

Proverbs 18:19 – "an offended brother is more unyielding than a fortified city"

- If you don't deal with conflict, it won't get resolved, and then it will destroy relationships (unity/community) or even the group itself
- Dealing with conflict is part of the life-changing power of a group; it brings a new level of honesty and safety
- Processing conflict in a healthy way is a spiritual formation process and can help in other relationships outside of the group, too
- This practice is in line with the "five healthy habits of life-changing groups"

KEY Points:

- What happens in a group is dealt within the group; follow up
- This needs to be a dialogue
- Use "I" language rather than "you" language: "I feel _____ when you _____."
- Ask, "What do you feel like I am not hearing?"

Drama Video....

How to resolve conflict:

- Check your attitude and motivation
- Affirm and validate the person or relationship
- Name the reality: bring it to the person and group say "this is my experience" and its impact; be clear and direct with specific examples (i.e. "I feel like she ran over me just now...")
- Allow the other party to respond
- Listen and seek to understand their response – this is a conversation
- Together, formulate a solution to the problem – find the "third place"

Think About This.... (5 minutes)

First, on your own, write down your answers to the following questions:

1. It bugs me when _____ happens. (e.g., we don't stop on time, someone comes in late, interruptions, someone is not sensitive, one person talks too much, someone prays too long, someone always keeps their cell phone and takes calls during the meeting...)
2. It bothers me that _____ (e.g., two people aren't getting along, there's tension between ___ and ___; someone tends to judge...)

Let's talk about this.... (10 minutes)

In your group, work together to offer options on how to deal with these conflicts.

Ask yourself, "can any of these be addressed by presenting ground rules to the group?"

What is the value of "going there"?

Ephesians 4:16 – the body builds itself up as each part does its work.

Notes from Group Discussion:

Evaluation Form – Help us keep improving!
(Please turn off and return to tray at the resource table – thank you!)

1. Overall, the material presented today was helpful to me as a leader, either as a reminder or to use as tools for my group to grow. Circle Answer:

1 – No 2 – Somewhat 3 – Most of it was helpful 4 – All of it was helpful

Comments: _____

2. I most appreciated the following (circle all the apply):

1 – Handout 2 – DVD teaching 3 – DVD dramas 4 – group discussion time 5 – the food

Other: _____

3. Anything else you would like to comment on, as a suggestion to include next time, or to improve upon?

Thank you!