

## Small Group Leader's

# **Pocket Guide**

Ideas, tips and tools of the trade for small group leaders



#### **Multiplying Disciples // Transforming Lives**

To follow Jesus Christ, grow as His disciples, serving and telling others, so that all may know Him as Savior and Lord.



A special thank you to Eagle Brook Church for graciously sharing much of the content of this Small Group Leader's Guide with our congregation.

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### **INTRO**

### **Defying Murphy's Law**

Murphy's law states that anything that can go wrong will go wrong. This is often true in small groups. But preparing for the predictable can help you be equipped to handle the unpredictable.

We hope you find this pocket guide for small group leaders helpful and insightful in growing and maintaining a healthy small group. The goal is two-fold:

- To equip new small group leaders with the tools necessary to create a healthy environment where friendships are made, trust is developed, honest sharing is encouraged, and relationships are built.
- 2. To serve as a reference guide for existing leaders in building a community that will deepen people in their faith and lead to real life change.

Leadership requires relentless preparation. You cannot predict every possible challenge. But if you prepare for those challenges that you can predict, you will be better equipped to handle all problems, even the unexpected ones.

- Former New York City Mayor Rudy Guiliani

### PART 1

### **LEARNING THE ROPES:**

EVERYTHING A NEW LEADER NEEDS TO KNOW

### **HELP US, HELP YOU**

## THE MINISTRY SUPPORT STRUCTURE FOR SMALL GROUPS

Not even Jesus tried to do ministry on his own. He made time to recruit the right people, share his vision with them and help them live it out through leading by example.

At Woodbury Lutheran Church we want to come alongside of you as a small group leader. Our support and development structure is simple – all of our leaders will report to a Director of Small Groups (staff) or your campus counterpart. They are there to help you launch your group well and also be a long-term resource to help you sustain and maximize a healthy, growing small group. They will meet with you a few times a year to see how your group is doing and how they can support you. These may be one-on-one meetings or with a few leaders gathered together.

#### **DIRECTOR OF SMALL GROUPS**

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#### **CAMPUS COUNTERPART**

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**SMALL GROUP LEADERS** 

### **NEVER FEAR**

## OVERCOMING COMMON FEARS LEADERS FACE

Being a small group leader can be a very rewarding experience, but it does come with its share of added responsibilities and fears.

#### WHAT IF NO ONE SHOWS UP?

 It never hurts to call everyone a few nights before the first meeting as a reminder. This simple, personal touch may be enough to draw them in.

#### MY HOUSE IS (\_\_\_\_\_\_)! WHAT WILL PEOPLE THINK?

 You are agreeing to open your home and they are agreeing to show up. As long as your house is relatively clean and everyone has a comfortable place to sit and feels welcomed, you are in good shape.

#### I WILL NEVER REMEMBER EVERYONE'S NAME!

 Good news. . .they won't either! Invest in a package of nametags and have everyone agree that for the first couple of weeks there will be no pop quizzes on names!

#### WHAT IF THEY ASK A BIBLICAL QUESTION I CAN'T ANSWER?

 Be honest! It's normal not to have all the answers. Let them know that you will do your research and get back with them.
 Don't hesitate to call your campus counterpart for guidance if necessary.

### **LAUNCH YOUR GROUP WELL**

### YOUR FIRST MEETING AS A GROUP SHOULD BE FOCUSED ON BUILDING RELATIONSHIPS.

 In part, the success of your group will hinge on the relationships within the group. The first group meeting can be intimidating for everyone involved. Let the first night be a time for people to get familiar with one another.

#### THE MEETING FORMAT SHOULD (GENERALLY) INCLUDE:

- Hang Time ("doing life together")
- Study
- Prayer

### IF YOU ARE HOSTING THE GROUP AT YOUR HOUSE, CREATE A WELCOMING ENVIRONMENT.

- SEATING: A seat for everyone, preferably with a back.
- TEMPERATURE: Too hot and they will doze off; too cold and they will squirm.
- LIGHTING: Mood lighting is fun, but people need to see each other!
- PETS: Out of sight, out of mind—at least until the study is over.
- PHONES: Silence all ringers and implement a one-hour phone fast while your group is meeting.
- FOOD AND UTENSILS: Avoid formality. Paper plates + plastic cups = easy clean-up!
- KIDS: Abide by agreed upon guidelines regarding children at meetings.

#### SET SOME GROUND RULES.

- The Ground Rules will help each group live out values your group may want to implement.
- It allows the group to spell out the expectations and discuss what they mean for each member.

<sup>\*\*</sup>See Appendix A for sample group covenants.

### **LAUNCH YOUR GROUP WELL**

### PAY CLOSE ATTENTION TO THE DYNAMICS AND PERSONALITIES WITHIN YOUR GROUP.

 As the leader, you will soon learn that there are some people in your group who will tend to dominate the conversation, while others may never seem to open up. The sooner you identify these dynamics (and others, such as where people are in their faith journey, etc.), the sooner you can address them and help your group navigate through them.

#### BE TRANSPARENT.

- As the leader, you set the tone for the group.
- The more authentic you are, the more likely your group members will open up and be authentic. However, in doing this, be careful not to dominate times of discussion or sharing.

#### PRAY!

- As the leader, pray for the people who are in your group (or who will be in your group). Ask God to deepen relationships, build trust, open hearts and draw the group closer to God.
- Depend on God's strength in leading this group—not on your own strength.

#### UTILIZE YOUR SMALL GROUP CAMPUS COUNTERPART

They are here to help you in any way they can. Contact them with any questions you may have whether it's curriculum suggestions, how to handle a particular situation in your group or something else.

### IT'S IN THE DETAILS

## PREPARING FOR THE WEEK'S DISCUSSION

As a leader, it is really important that you show up to every meeting prepared and ready for the evening's discussion.

#### DON'T JUST TRY YOUR HARDEST...

PRAY FOR GOD'S GUIDANCE

Admit that you need His help, and let Him use you for His glory.

#### DON'T JUST LOOK OVER THE LESSON...

**KNOW IT** 

Honor everyone's time by being prepared.

#### DON'T JUST READ THE SCRIPTURES FOR THE WEEK. . .

STUDY THEM

Let God teach you so you can effectively lead others.

#### DON'T JUST LEARN THE LESSON...

APPLY IT

Find ways to challenge the group by applying what you have learned.

### **GREAT EXPECTATIONS**

## CREATING HEALTHY BOUNDARIES FOR YOUR GROUP

Use a group covenant to keep the group moving in the right direction. \*\*See Appendix A for sample group covenants.

#### ENFORCE THE GOLDEN RULE.

Your group should be a safe place for everyone, which means you have to accept each other as you are.

#### CONFIDENTIALITY IS CRUCIAL.

What is said in the group, stays in the group.

#### HAVE YOURSELF COMMITTED.

Ask everyone to commit to the group for the given period of time. When that time is up, give them the freedom to move on or stay plugged in.

#### ALWAYS BE PREPARED.

Everyone should agree to review the study and be ready for the group experience.

#### AGREE TO SERVE TOGETHER AS A GROUP.

Everyone won't be able to make it all the time, but as a rule, the group should find opportunities to serve together.

#### HANG TIME.

Simply hanging out together is of great value for the growth and health of the group. Make a point, up front, to schedule a few meeting nights just for fun.

#### IN OTHER WORDS...

Show up, join in and be real!

### **FOOD FOR THOUGHT**

## HOW FOOD CAN BRING PEOPLE TOGETHER

Let's face it: there is something magical about food that helps break down barriers and lighten the mood in a group setting. Having something simple on hand is never a bad idea.

#### FOOD IS COMFORTING.

Having a cookie or a few chips on a napkin while socializing keeps people's hands busy and helps lighten the mood for the evening.

#### FOOD IS MAGNETIC.

A small snack station creates a natural place for people to stand around and mingle.

#### FOOD CAN BE SIMPLE.

Offer something salty or sweet and something to drink. If you offer coffee after 6 pm, you might consider decaf.

### READY OR NOT, HERE THEY COME

#### PREPARING FOR THE FIRST MEETING

The first group meeting can be intimidating for everyone involved. Here are a few survival tips to make it through week one.

#### MELT THE ICE.

Consider getting everyone together for dinner that first week or just planning an evening of social time and snacks. Either way, let the first night be a time for people to get familiar with one another and their surroundings. \*\*See Appendix B for some examples of icebreakers.

#### SNEAK PEEK.

Give them a preview of the curriculum you will be studying. This will help them be focused when they come back next week.

#### **EASY DOES IT.**

Help them ease into the group experience by spending some time talking about what they can expect from the group and what the group can expect from them. This way they won't feel like there are any surprises awaiting them when they come back next week.

#### THE WIN.

Your group will show up, join in, & be real!

### THEY'RE BAAACK...

## BUILDING MOMENTUM WEEK AFTER WEEK

Always be looking for ways to build on the positive momentum from the previous week.

#### START AND END ON TIME.

Honor everyone's commitment by building consistency into the agenda early on.

#### ALLOW FOR SOCIAL TIME.

Build some social time into the beginning and end of every group meeting. This can include an icebreaker or just time for people to talk and catch up.

#### OPEN AND CLOSE IN PRAYER.

Open by praying for the lesson and close by asking God to help everyone apply what they have learned.

#### QUICKLY RECAP THE PREVIOUS WEEK.

Don't spend a lot of time here, just a quick review of the main theme from the previous week to refresh everyone's memory.

#### START THE CONVERSATION.

Open with a story or a question; just make sure it is on the topic of the night.

#### ALLOW THE HOLY SPIRIT TO DO HIS JOB.

Show up prepared and trust the Holy Spirit to guide you through the night.

## WHERE DO WE GO FROM HERE?

## SMALL GROUP RESOURCES TO HELP YOU KEEP MOVING ALONG

As your group reaches the end of a study, you will need to start thinking about what's next.

It is important to choose a study or a curriculum that will continue to strengthen the spiritual growth of everyone involved. The Director of Small Groups has suggested curriculum for your group. Or, if you find your own study, contact the Director of Small Groups for review.

#### SMALL GROUP ONLINE LIBRARY OF BIBLE STUDIES.

GO TO: marylehmam.libib.com

Search for Bible studies, read reviews and summaries.

Contact Mary Lehman to reserve a study for your group.

- Email: lehmanm@woodburylutheran.org
- Phone: 651-739-5144 x201

\*\*SEE APPENDIX C FOR SUGGESTED STUDIES FOR NEW GROUPS

### THE FACTS OF LIFE:

GROWING AND MAINTAINING
A HEALTHY SMALL GROUP

### **KEYS TO EFFECTIVE GROUP LEADING**

#### THINK LIFE CHANGE.

Life change happens best in the context of a small group. If you don't see lives being changed, it's time to reevaluate what you are doing or how you are doing it.

#### **CULTIVATE RELATIONSHIPS.**

The driving force behind the group is the building of relationships. Relationships don't just happen by themselves; they require intentionality.

#### PROMOTE PARTICIPATION.

Since shared participation creates ownership, all group members should be encouraged to participate in discussion, facilitation and leadership of the group.

## KEYS TO EFFECTIVE GROUP LEADING

#### PROVIDE CARE.

The primary way we provide basic care to attenders is through small groups. Be available to deal with tough situations. Meet, listen, pray, suggest resources, and refer to additional care ministry resources of the church.

#### Care Ministry Online Resources

- · woodburylutheran.org/resources-media/support
- woodburylutheran.org/resources-media/pastoral-care

#### **GROW AS A LEADER.**

Shepherd your small group. Be familiar with classes, resources and minstries that can promote spiritual formation on the WLC discipleship path: worship, grow, serve, reach.

#### Class Schedule

woodburylutheran.org/ministries/classes

### **SHARE THE LOVE**

## HELP PEOPLE FIND THEIR ROLE WITHIN THE GROUP

As the shepherd, you are responsible to prepare for the week's study, lead a productive discussion and empower others to use their gifts to serve within the group. Be on the lookout for how each member can use their gifts to serve the group.

#### **CO-LEADER**

It is important that this person is maturing in their walk with Jesus, willing to fill in if you can't be there and can help with some of the administrative tasks.

#### **PRAYER**

Watch for someone in your group who enjoys praying and has a genuine concern for others. They can keep track of the prayer requests and send them out to the group.

#### **SERVING**

Look for someone who enjoys finding service opportunities for your group and let them take care of coordinating. \*\*See Appendix D for samples of small group serving opportunities

#### **SNACKS**

Find a food enthusiast and let them coordinate who is bringing the snacks to upcoming meetings.

### HOW YOU LEAD A GROUP

Ask open-ended questions and avoid Yes/No questions.

### YOUR SELF-DISCLOSURE AS A LEADER CAN ENCOURAGE OTHERS TO OPEN UP.

 Be careful not to disclose too much, too soon. This can actually intimidate people and works against a healthy environment.

#### BE COMFORTABLE WITH SILENCE.

- Some people *talk to think*, while others think to talk.
- Let silence linger for at least ten seconds before rephrasing it and asking again.

#### TRY THE "FEARSOME FOURSOME" OR "PAIR SHARING."

During discussion or prayer time, try breaking into smaller clusters of people (2-4 of the same gender)—this can help people open up and participate.

#### **KEEP A "FLEXIBLY-TIGHT" SCHEDULE.**

 When people know what to expect they feel more at ease and are more prone to engage with the group discussion.

### LIVE OUTSIDE THE BOX

## FIND WAYS TO INTERACT OUTSIDE OF MEETING TIME

#### STAY IN TOUCH THROUGHOUT THE WEEK.

Encourage people to get together in smaller groups throughout the week to share a meal or hang out.

#### KEEP THE CONVERSATION GOING.

Create a Facebook page for your group to post thoughts, prayer requests, and comments on your study. It's a great way to stay connected throughout the week and quickly share things.

#### FIND CREATIVE WAYS TO SERVE TOGETHER.

Put God's Word into practice by serving others. Watch for serving opportunities in worship announcements and monthly newsletters as well as local nonprofits such as Feed My Starving Children, Ronald McDonald House, etc.

\*\*SEE APPENDIX D FOR SUGGESTED SMALL GROUP SERVING OPPORTUNITIES

### INVITE GOD TO JOIN YOUR GROUP

#### **CREATE A CULTURE OF PRAYER**

One of the most important things you can do as a shepherd is to make prayer a key part of your time together.

#### OPEN AND CLOSE EACH MEETING WITH PRAYER.

A simple prayer at the beginning and end of the night can help keep the group focused on God's power working among you.

### SET UP SOME SIMPLE RULES TO GOVERN YOUR GROUP'S PRAYER TIME.

- Prayer requests are confidential—what's said in prayer time stays there.
- Keep prayer requests specific to the people in your group. (We love your aunt's cousin's nephew in Arkansas, but we want to pray for you.)
- Watch out for lengthy prayer requests with juicy details. This is usually gossip.

#### ENCOURAGE PEOPLE TO PRAY FOR ONE ANOTHER.

Have people match up as prayer partners and encourage them to pray for one another throughout the week.

## DON'T LET YOUR GROUP FALL INTO A RUT

Consistency is good. Repetition is boring! If the energy level of your group is lacking, find a creative way to mix it up.

#### ALTERNATE FACILITATORS.

Find someone who is capable and empower them to lead the discussion. You never know, there may be a new leader waiting to be discovered.

#### **ALTERNATE LOCATIONS.**

Rotate homes for a while or meet in the park when the weather is nice. Wherever you go...enjoy it!

#### ALTERNATE FORMAT.

A change of pace once in a while never hurt anyone. Some weeks it might be better to start off with prayer requests, other weeks it might be a good idea to just hang out and get to know one another better.

### PART 3

### THE TOOLS OF THE TRADE:

BEST PRACTICES FOR LEADING SMALL GROUPS

### GIVE THEM SOMETHING TO TALK ABOUT

#### THE ART OF ICEBREAKERS

When people show up at your group, they are likely bringing with them the stresses and distractions from their day...which can make it hard to get a meaningful conversation started. That is where a good icebreaker can come in handy.

#### **OPEN-ENDED QUESTIONS.**

These can help you get people to talk about themselves and steer the conversation in a specific direction.

#### TRIVIA.

A great way to score a quick laugh and get people thinking.

#### GAMES.

Games can help lighten the mood and build friendships among group members. For instance, play a quick round of Balderdash where everyone makes up a definition for a word, then they vote for which one they think is the right answer.

#### RESOURCES TO CONSIDER:

The Complete Book of Questions: 1001 Conversation Starters for Any Occasion by Gary Poole.

<u>The Worst Case Scenario Book of Survival Questions</u> by Joshua Piven and David Borgenicht.

#### SEARCH ONLINE FOR THE FOLLOWING:

Ice Breakers, Trivia, Group Games.

#### \*\*SEE APPENDIX B FOR SAMPLE ICEBREAKERS

### **TIMELESS TRUTHS**

## THE DOS AND DON'TS OF BEING A LEADER

Whether you have been leading a group for 20 years or are getting ready to start for the first time, there are a few timeless truths that all group shepherds need to know.

#### THE DOS.

- Lead by example! People learn more from what you do than what you say.
- Make time to get to know the people in your group. The relationships you establish are just as important as the study you share together.
- Always be prepared. Nothing can kill your group faster than not planning a lesson.
- Encourage everyone to participate at their own pace.

#### THE DON'TS.

Don't assume...

Everyone in your group is a believer.

Everyone knows the Bible—or even owns a Bible for that matter.

Don't teach—facilitate. Apply the 70/30 principle:

They do 70 percent of the talking, you do 30 percent or less.

### **COMMUNITY LIFE**

## HOW TO HANDLE THE NORMAL ISSUES OF COMMUNITY LIFE

It's not uncommon for groups to attract people that need a little extra care and attention. As a leader, it is important that you treat these folks with grace and dignity.

#### THE TALKER.

Do your best to address the issue one-on-one outside of the group and lovingly silence them when they overstep the boundaries.

#### THE PHANTOM.

There will always be people that come and go as they please. Make a point to connect with them personally between meetings to encourage regular attendance.

#### THE CHRONICALLY TIME CHALLENGED.

Remind everyone that you will start at a certain time and that it is not polite to be *fashionably late*.

#### THE GROUPIE.

Some people might love you so much that they don't know when to leave. It's OK to politely prompt them to leave by moving them toward the door.

#### THE SOCIALLY IMPAIRED.

Some people may be aggressive toward others in the group. Do your best to address the situation as it unfolds and then follow up with your campus counterpart immediately to come up with a plan of action

## HOW TO HANDLE TOUGH SITUATIONS

# A FACE-TO-FACE MEETING OR PHONE CONVERSATION IS ALWAYS BETTER THAN EMAIL

#### A FACE-TO-FACE MEETING.

- A face-to-face meeting is the best option (even if it is uncomfortable).
- Email often leads to misunderstanding and doesn't communicate the heart and intention behind the communication.

#### AVOID KNEE-JERK REACTIONS.

 If possible, take some time to step back and fully assess the situation before acting. This will help avoid actions that you may later regret.

#### PRAY!

 We often forget that we have God's Spirit dwelling within us— He is the greatest source of strength, wisdom and guidance that we have.

### UTILIZE YOUR DIRECTOR OF SMALL GROUPS OR CAMPUS COUNTERPART.

- They are there to support you. If you feel like you are in over your head or don't know how to respond, seek their insight.
- Moving from *pseudo-community* to *real community* requires that we go through times of chaos.

#### REMEMBER THAT YOU ARE NOT A COUNSELOR.

- It is not your responsibility to "fix" people's problems.
- There are some resources you can point them to.

### **CALLING FOR BACKUP**

## WHEN IT'S TOO MUCH TO HANDLE BY YOURSELF

We all run into situations we can't handle. That's OK. Remember, you're not alone. Perhaps you just need additional insight on how to deal with a tough situation or simply need to be encouraged.

Don't hesitate to call in the cavalry for help:

#### OTHER SMALL GROUP LEADERS.

They may have experienced the same disaster you did.

### THE DIRECTOR OF SMALL GROUPS AND CAMPUS COUNTER-PART AT YOUR CAMPUS.

They'd love to talk to you or meet to encourage you. That's their passion.

### **GOD'S WORD**

## INSPIRING SCRIPTURES ABOUT COMMUNITY

A lot of great people have written a lot of great stuff about living in community, but none of them can compare to God. Here are some verses from the Bible that can help you and your group understand His purpose for community.

The story of how God made people in His image—which includes the need for community.

**GENESIS 1-2** 

The story of how too many people were relying on one man (Moses) and how he formed the first small group structure for community care.

**EXODUS 18** 

A couple of verses pointing out how important it is to travel life with other trusted companions and not go it alone.

**ECCLESIASTES 4:9-10** 

Jesus' inspiring prayer to the Father on our behalf in which He asks that we be united to reach others.

JOHN 17

### **GOD'S WORD**

## INSPIRING SCRIPTURES ABOUT COMMUNITY

This is a snapshot of the very early days of the church in which believers experienced family and friendship on a level many of us long for.

ACTS 2:41-47

Paul, the author of Romans, paints an extraordinary portrait of how believers are to relate to other believers as well as those outside of God's family.

**ROMANS 12** 

Paul describes how essential it is that we live in community in order to help others grow, as well as be encouraged in our own spiritual development through the spiritual gifts of others.

1 CORINTHIANS 12

### GROUP RESOURCES FOR LEADERS

If you want to read about small group ministry philosophy and more practical tips for leading successful small groups, check out these resources.

MAKING SMALL GROUPS WORK: What Every Small Group Leader Needs to Know. by Henry Cloud and John Townsend.

<u>SIMPLE SMALL GROUPS</u>: A User-Friendly Guide for Small Group <u>Leaders</u>. by Bill Search.

**CREATING COMMUNITY:** Five Keys to Building a Small Group Culture. by Andy Stanley and Bill Willits.

### **FAQ**

### **10 QUESTIONS ABOUT SMALL GROUPS**

Adpated with permission from Destination: Community by Rick Howerton.

1. How much of my time is this going to take?

The meetings are usually 11/2 to 2 hours long twice a month. Some groups meet every week. Some groups get creative and meet 3 weeks on, 2 weeks off or some other schedule. Groups are encouraged to serve together occassionally.

2. What are we going to do with our children during small group?

Each family makes arrangements for their own childcare needs. WLC offers childcare reimbursement for families who need it. Contact Mary Lehman for the Childcare Reimbursement form. Note: The reimbursement supplements the cost of childcare.

3. Will there be homework; if so, how much?

Most groups do not have a lot of homework. Some studies will have a workbook. If you are unable to afford a workbook, contact Mary Lehman. Some groups will read through a book of the Bible a few chapters at a time then meet to discuss it.

4. Am I going to have to talk or can I just sit and listen during meetings?

Small group is like family, you talk, and sometimes you listen. No one is forced to talk or lead the group. We all move at a different pace and you are allowed to do just that.

5. Will I have to pray out loud?

No. You are able to move and grow at your own pace. If the

time comes in your life that you feel you need to voice a prayer request that is well received. If the time comes you would like to lead in prayer that is also well received. Praying together as a small group is important.

6. Who else is going to be in the group?

Small groups are usually formed by the Director of Small Groups, Campus Counterpart, or the small group leader. It's great to be a group with either old or new friends.

7. How much do I have to know about the Bible?

None. Small groups are about learning the Bible, not debating it or being tested on it. There may be an occasion where all small groups are studying the same material. This can lead to deeper growth as an individual and the church itself.

8. How long is this group going to last?

Hopefully, your small group is like a second family. Some small groups last for years, other end after four months.

9. If I don't like it can I leave without people being mad at me?

Yes, but most people build such community that they do not want to stop being part of their group.

10. What are we going to be doing during the meetings?

There is time for Bible study where the group learns and discusses the material that was previously chosen. There is time for prayer and sharing life. Most groups have dessert or snacks at the beginning or end of their gathering.

# **APPENDIX A**

### SAMPLE GROUP COVENANTS

### Sample #1

**WLC Small Group Guidelines** (also known as a covenant or agreement)

Why do we need guidelines?

To help provide a predictable environment where your group pursues healthy relationships and spiritual growth.

What are our small groups' values and goals?

Make friends, build relationships, grow your faith on the WLC Path (worship, grow, serve, reach).

### Authenticity

The setting should encourage openness and transparency among members. This is an environment where people should feel free to be themselves.

### Confidentiality

For authenticity to occur, members must be able to trust that issues discussed within the group will not be shared outside the group.

### Respect

Group members should never say anything that will embarass their spouses or other members of the group.

### Sample #2

As a member of our small group, we make a commitment to abide by the following covenant:

**Relationship -** We are supportive of each other, but are also willing to challenge each other's thinking.

**Confidentiality -** What we talk about in our small group, stays in our small group.

**Accountability -** We do what we say we will do and are committed to each other's spiritual growth.

**Encouragement -** We are in this group to support and encourage each other in all areas of life.

**Open-Minded** - We are not judgmental, and we recognize that everyone is at a different point in their spiritual journey.

**Honest -** We are honest in dealing with each other -- especially in being personally honest and vulnerable.

**Empathy -** We try to put ourselves in our fellow group member's shoes -- we seek first to understand, then to be understood.

**Helping -** As a small group, we look for opportunities to serve others.

**Spiritual Growth -** The main purpose of our small group is to grow spiritually.

Signature						
Date						

## Sample #3

Sm	all Group Guidelines
1.	The group will meet from through
	The group will meet on
	The group sessions will begin at and end at
4.	The group time will typically consist of minutes of
	sharing and visiting, minutes of study/discussion,
	and minutes of prayer.
5.	This group will be a closed group unless all members agree
	to add members.
6.	Group members will attend and participate on a regular basis.
7.	Members agree to pray for other group members on a weekly basis.
	ommit, together with the other members of this group, to hon- his agreement.

## **APPENDIX B**

# SAMPLE ICEBREAKERS FOR YOUR SMALL GROUP

- Are you a morning or night person? What's the best thing about that?
- What is your favorite meal (breakfast, lunch, dinner) and what is your favorite food?
- Who are the people in your family and what are three words you'd use to describe each of them?
- What is your favorite holiday and how do you spend it?
- What is the best gift you ever received from another person?
- What do you remember about learning how to drive?
- Where did you live between the ages of 5 and 12 and what were the winters like? (Just pick one place if you lived in multiple.)
- What was your favorite TV show when you were a kid?
- If you could have any superpower, what would it be and why?
- Find five things you have in common as a group/table.
- Where would you go if you could travel anywhere?
- · What was your first paid job and what did you learn from it?
- If you could go back and tell your 18-year-old self anything, what would it be?

# **APPENDIX C**

# SUGGESTED STUDIES FOR NEW GROUPS

Your study isn't everything...

A study won't make or break your group. But it is a map — a direction for you group. Choosing a study can be a stress. That's why we have these suggestions, should you need it. Each fall we encourage all of our groups to participate in the custom study our church produces. After that we have some options below. There is also an online library with many more studies you can peruse.

#### SMALL GROUP ONLINE LIBRARY OF BIBLE STUDIES.

GO TO: marylehmam.libib.com

Search for Bible studies, read reviews and summaries.

Contact Mary Lehman to reserve a study for your group.

Email: lehmanm@woodburylutheran.org

Phone: 651-739-5144 x201

More suggestions continued on the next page.

## **APPENDIX C**

# SUGGESTED STUDIES FOR NEW GROUPS

New Groups

Relat(able) - Louie Giglio Happy - Andy Stanley

(meeting less than 1 vear)

Why In the World - Andy Stanley

Who Is This Man - John Ortberg

**Spiritual Growth** 

Twisting the Truth - Andy Stanley

Starting Over - Andy Stanley

**Sharing Your Faith** 

Just Walk Across the Room - Bill Hybels

Men's Studies

7 Seven Questions That Rattle the Minds

of Men - John Woodall

**Established Groups** 

How To Be Rich - Andy Stanley

Relat(able) - Louie Giglio Christian - Andy Stanley

**Couples' Studies** 

How To Be Rich - Andy Stanley

Relat(able) - Louie Giglio

**Women's Studies** 

How To Be Rich - Andy Stanley

Comparison-Trap - Sandra Stanley
All Things New (2nd Corinthians) - Kelly

Minter

What Love is (1, 2, 3 John) - Kelly Minter

## **APPENDIX D**

# SUGGESTED SMALL GROUP SERVING OPPORTUNITIES

#### SERVING OPPORTUNITIES WITHIN THE CHURCH.

Driving Ministry Contact: Pastor Tim Marshall

KidsCare (Nursery) Contact: Rachel Conant (VC);

Molly Schultz (OH); Laura Stennes (LR)

Lenten Soup Dinners Contact: Mary Lehman (VC);

Cheri Frost (OH)

Seder Supper Contact: Lindsey Schmidt

Hospitality Contact: Church Office

#### SERVING OPPORTUNITIES IN THE COMMUNITY.

#### **Food Shelves**

- Christian Cupboard Emergency Food Shelf (VC) Website: ccefs.org/volunteer-group-now/
- Valley Outreach (OH) Website: valleyoutreachmn.org/volunteermain.aspx

New Life Family Services/First Care Pregnancy Center
Opportunities include: prayer partner, special events,
clothing closet inventory assistants - Call or email the
Volunteer Coordinator for current needs at 612-746-5667
or volunteer@nlfs.org

#### Ronald McDonald House

After a long day at the hospital families look forward to coming back to a home-cooked meal. They provide the kitchen space (including dishes, utensils, & paper products) and you purchase, prepare, and serve the meal. -

Website: rmhtwincities.org/volunteer/index

#### Woodbury Care Center

Play games, read to a resident, help residents address and write holiday cards, serve coffee and cookies, or accompany a resident on a walk or to lunch in the dining room. - Website: woodburyseniorliving.com/about-us/volunteering/

#### SERVING OPPORTUNITIES IN THE WORLD.

Children's HopeChest Contact: Ben & Regina Kehl

Website: childrenofsendafa.org

Feed My Starving Children Website: fmsc.org/en

Mission Experiences Contact: Church Office

Last, but not least, **serve each other**. Someone in your group needs a helping hand. Bring a meal when a new baby arrives, help host the graduation open house...



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