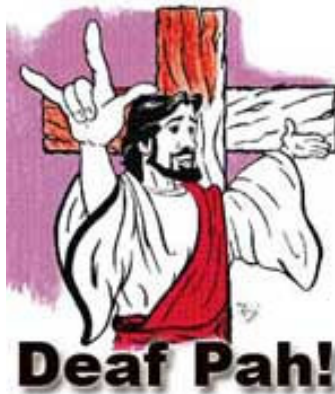


Bible Study Groups:
Small Group Leadership Skills
Study Guide

(Taught by Rev. Ron Friedrich)



Growing Together in Faith

Study Guide for
SMALL GROUP LEADERSHIP SKILLS

Questions

Unit #1: Formation Of The Group

1.1 Introduction *(Small Groups: Lesson 1)*

Section # {1}

Assignment: For this course you will need to be:

A leader of a small group or involved in a small group Bible Study. If you are already leading or involved write down the information below. If you are not yet involved with a small group Bible Study, work with your mentor to chose one appropriate for you, then fill in the information below.

1. Purchase a 3-ring binder to keep all of your written or typed answers together and to turn in at the end of the course.
 - A. Name of Group?
 - B. Where it meets?
 - C. What dates and time does it meet?
 - D. Who is the leader?
 - E. Who many people are in the group?
 - F. What is the Study Topic for the group?
 - G. How long has the group been meeting?
 - H. How old is the youngest person?
 - I. How old is the oldest person?

1.2 Type of Groups

Section # {2}

2. In your book write the names of all the different groups in your church?
3. Label the different church groups in your church from the four types listed in today's lesson.

Write or type your answer and put in your notebook or videotape. .

1.3 The Goals for the Group

Section # {3}

4. Ask 3 leaders of groups in your church what is their most important personal goal? *(One of these can be your mentor.)*

5. Ask 3 leaders of groups in your church what is the most important goal of their group? *(One of these can be your mentor.)*

Write or type your answer and put in your notebook or videotape. .

1.4 The Roles and Responsibilities of the Group *(Small Groups: Lesson 2)*

Section # {4}

6. In your group list the seven areas we discussed today.
 - A. Who has each of these responsibilities in your group?
 - B. What do you see them doing?

Write or type your answer and put in your notebook or videotape. .

1.5 The Qualifications of the Leader *(Small Groups: Lesson 3)*

Section # {5}

7. When did you become a Christian?

8. Which church do you attend? How long have you attended this church?

9. How is your relationship with God? Do you have time for personal Bible Study and prayer? When, how often, and how long?

10. Ask your mentor these questions about his personal Bible Study and prayer time.
 - A. When,
 - B. How often, and
 - C. How long?

Write or type your answer and put in your notebook or videotape. .

1.6 Qualifications

Section # {6}

11. From these 4 requirements, which is your strongest which? Why?
12. Which is your weakest? Why?
13. Write 3 ways you can work to improve your weakest area.

Write or type your answer and put in your notebook or videotape. .

UNIT #2: Preparing For The Meeting.

2.1 Deciding a Bible Study Topic (*Small Groups: Lesson 4*)

SKIP Section # {7}

Section # {8}

14. In your Bible Study Group - ask 3 people to name a topic, book of the Bible, or verse in the Bible they struggle with or would like to study.
15. Match which type of topic you would you chose to answer their questions.
16. Name 3 topics you would like to study and which type of topic are they?

Write or type your answer and put in your notebook or videotape. .

2.2 Preparing to Teach (*Small Groups: Lesson 5*)

Section # {9}

17. Write out a schedule of your week. When do you have free time?
18. Block out times when you can take time to pray and study. How much time did you choose?
19. Study Philippians 4:6 – write one paragraph on how does this apply to you?

Write or type your answer and put in your notebook or videotape.

2.3 Bible Study Tools–The Bible

Section # {10}

20. Jesus compares his death and resurrection to Jonah in Matthew 12:39-40. What cross-references can you find for this verse? List them.
21. Which maps do you need to show you where these stories happened? (Make copies of the maps)
22. Use a **Concordia Self Study Bible**, look up the verse and read the notes. Write notes on two new or important ideas you read in the notes. If you have questions, please talk with your pastor/mentor

Write or type your answer and put in your notebook or videotape.

2.4 Bible Study Tools–Other Books & Tools

Section # {11}

23. Choose three of these resources - Where can you get these books? (You have them? Pastor's library? School library? other?)
24. Pick 3 resources listed in this section. Using the verses from Matthew 12:39-40 and Jonah research & write a two page summary of the material that will help you teach your class.

Write or type your answer and put in your notebook or videotape. .

2.5 Final Preparations for Teaching *(Small Groups: Lesson 6)*

Section # {12}

25. Using the study you are doing for Matthew 12:38-41 add
 - A. Five discussion questions to help involve the group members.
 - B. Two application ideas to relate the story to life today.
 - C. Two visual examples or handouts that you might be able to use in teaching this lesson.

Write or type your answer and put in your notebook or videotape. .

2.6 Avoiding Pitfalls

Section # {13}

26. Now, pull together all of the material you have compiled on the verses from Matthew 12:38-41.
- A. Write a sample student page, choosing and outlining the material you would use to teach this class.

Write or type your answer and put in your notebook or videotape. .

UNIT #3: Leading the group

3.1 Clarity in Scheduling, Publicity, & Responsibilities (*Small Groups: Lesson 7*)

Section {14}

27. You want to start a Bible Study group:
- A. Develop a sample schedule of
- Place you will meet
 - Dates you will meet (use the calendar for the next three months.)
 - Time you will meet.
- B. Use this information to develop a flyer to publicize the Bible study.
- C. Now write the names of 2 or 3 people you can ask to join and help you in starting the group.

Write or type your answer and put in your notebook or videotape. .

3.2 The Meeting Schedule & Format

Section {15}

28. Use the points listed from this section to compare with the Bible Study you are now involved with. Give a detailed report on:
- A. How is your class the same as the points listed?
- B. How is your class different from the points listed?

Write or type your answer and put in your notebook or videotape. .

3.3 The Ground Rules for the Group (*Small Groups: Lesson 8*)

Section {16}

29. STORY: Mary gave her opinion about the Bible story. John said it was a stupid idea. Using the ground rules, the Bible, or other resources, what would you say or do? Give two examples.
30. STORY: In the group, Mary said that Bill is telling stories about her (gossip) outside of the group. Give 2 examples of what you might say or do in this situation.

Write or type your answer and put in your notebook or videotape. .

3.4 Teaching The Lesson

Section {17}

31. Decide how you will present the Matthew 12:38-41 to a Bible Study Group. Explain why you chose this way and why it is the best way.

Write or type your answer and put in your notebook or videotape.

3.5 Guidelines for Leading Discussion (*Small Groups: Lesson 9*)

Section {18}

32. Look over the last 4 lessons. Evaluate.
 - A. What is most important for you?
 - B. What is least important for you?

Write or type your answer and put in your notebook or videotape.

4.1 How to ask good questions.

Section {19}

33. Suppose you are leading a Bible study about the topic, "The Lord's Prayer". To help the group start discussion, you ask what good questions? [give sample question and test if they fit the criteria]
34. Use your notes from Matthew 12:38-41. Check the questions you have written for the student guide. Do they match the information in this section?

35. Write again your questions to make them better. Add to them so you have 10 to 15 questions.

Write or type your answer and put in your notebook or videotape.

4.2 Questions for Starting, Clarifying, Applying (*Small Groups: Lesson 10*)

Section {20}

36. Suppose you are leading a Bible study about the topic, "The Parable of the Sower" (Matthew 13:3-9, 18-23). Invent some questions to
- A. to help people see information in the story
 - B. analyze what the story means,
 - C. make the story mesh with our lives.
37. For your story from Matthew 12:38-41. Develop 6 more Assignments:
- A. Two to help people see information in the story.
 - B. Two to analyze what the story means.
 - C. Two to make the story mesh with our lives.

Write or type your answer and put in your notebook or videotape.

4.3 How to Ask a Bad Question

Section {21} *WHAT BOOK???*

38. Examples of lousy questions are printed in your book. Fix those questions, and make them better.
39. Check your questions. If any of them are examples of lousy questions, change them.

Write or type your answer and put in your notebook or videotape.

4.4 Hints (*Small Groups: Lesson 11*)

Section {22}

40. Create a complete folder on all of the material you have compiled on Matt 12:38-41. Choose the best questions. Develop a final student page. Make it in a finished format. (remember you only have 50 minutes)

Write or type your answer and put in your notebook or videotape.

5.1 Prayer: General Procedures

Section {23}

41. Which way of praying is most often used in your group?
42. Write examples of opening and closing prayers you can use for your group.

Write or type your answer and put in your notebook or videotape.

43. Laura B: Another skill to develop is public praying skills. I don't mean learning to be eloquent. I mean giving people the permission and confidence to just do it. It works wonders for bringing people closer, "equalizing" people of various IQs and language levels, and later, sometimes much later, developing confidence to participate in the group discussions (for those who don't already.) I am constantly amazed at the many changes that prayer (by group members) brings about in individuals in the small group.

5.2 What should your group pray for?

Section {24}

44. Write a prayer for each of these situations.
 - A. Mary's sister is in the hospital. She fell and broke her leg. Write a prayer for her.
 - B. Bill's mother-in-law died last week. She was a strong Christian. Write a prayer for the group about that.

Write or type your answer and put in your notebook or videotape.

5.3 Worship and Praise (Small Groups: Lesson 12)

Section {25}

One way to plan your group prayer is to include four parts, following the English word P.R.A.Y:

45. Write a prayer, or series of prayers, that includes all four parts of a PRAY prayer.

Write or type your answer and put in your notebook or videotape.

NOTE other acrostics: Fully Rely On God/Grace (FROG)
Pray Until Something Happens (PUSH)

5.4 Correcting wrong ideas about prayer

Section {26}

46. Take this prayer and re-write it to make it correct theologically.

"Dear Jesus, I know you don't listen to me, But I want help to win the lottery. I want to buy a new boat, please help me. Also, Jesus, I think you for making e better than Henry. I love you. In your name. Amen."

Write or type your answer and put in your notebook or videotape.

UNIT # 6: Dealing with problems

6.1 How do you resolve Problems? *(Small Groups: Lesson 13)*

Section {27}

47. Use Matthew 18:15-18 to explain what will you do if someone causes a problem in your group.
48. Give an example of a problem situation that can happen in a group. Then explain what you would do.

Write or type your answer and put in your notebook or videotape.

6.2 Problem – The Discussion Wanders Off The topic

Section {28}

49. In your small group, describe one example of a situation when your small group wandered off topic?
50. Using the information in this section, which method did your group leader use?

Write or type your answer and put in your notebook or videotape.

6.3 Problem – One Person Dominates *(Small Groups: Lesson 14)*

Section {29}

51. In your small group, describe one example of a situation when one person in your small controlled most of the talking?
52. Using the information in this section, which method did your group leader use?

Write or type your answer and put in your notebook or videotape.

6.4 Problem – Wrong answer

Section {30}

53. In your small group, describe one example of a situation when someone in your small group gave the wrong answer.
54. Using the information in this section, which method did your group leader use?

Write or type your answer and put in your notebook or videotape.

6.5 Problem – Side conversations *(Small Groups: Lesson 15)*

Section {31}

55. In your small group, describe one example of a situation when a side conversation developed in your small group.
56. Using the information in this section, which method did your group leader use?

Write or type your answer and put in your notebook or videotape.

6.6 Problem: Isolated – A few people never participate.

Section {32}

57. In your small group, describe one example of a situation when helping someone who is isolated in your small group.
58. Using the information in this section, which method did your group leader use?

59. The group discussion wanders off topic. You are the leader. What do you do?

Write or type your answer and put in your notebook or videotape.

6.7 Problem – Conflict (*Small Groups: Lesson 16*)

Section {33}

60. McBride: four steps to resolve conflict.
- A. Recognize the people contributing to the problem.
Recognize the problem.
 - B. Put everyone at ease by shifting focus from personalities or blame to the task of resolving the problem.
 - C. Clarify the nature of the problem. What are the root issues?
 - D. Brainstorm alternative solutions and select one.
 - E. Some problem folks may need addressing outside the group.

Key words: Clarity & Charity

61. In your small group, write one example of a situation when there was conflict in your small group.
62. Using the information in this section, which method did your group leader use?

Write or type your answer and put in your notebook or videotape.

6.8 Problem – Kill with Gossip/Complaint

Section {34}

63. In your small group, write one example of a situation when gossip or complaining happened in your small group.
64. Using the information in this section, which method did your group leader use?

Write or type your answer and put in your notebook or videotape.

UNIT 7: The Caring Group

7.1 Serving – Physical Needs (*Small Groups: Lesson 17*)

Section {35}

65. Jesus had a small group called disciples. Jesus and His disciples did Physical Care Ministry. Find and describe an example. Be sure to include the story and the verses where found in the Bible.

Write or type your answer and put in your notebook or videotape.

7.2 Serving – Emotional Needs

66. Jesus had a small group called disciples. Jesus and His disciples did Emotional Care Ministry. Find and describe an example. Be sure to include the story and the verses where found in the Bible.

Write or type your answer and put in your notebook or videotape.

Section {36}

7.3 Serving – Spiritual Needs (*Small Groups: Lesson 18*)

67. Jesus had a small group called disciples. Jesus and His disciples did Emotional Care Ministry. Find and describe an example. Be sure to include the story and the verses where found in the Bible.

Write or type your answer and put in your notebook or videotape.

Section {37}

7.4 Follow up (*Small Groups: Lesson 19*)

Section {38}

68. Develop a form you can use for gathering information in the group.
69. A new visitor came to your group. Develop an outline you will use in your visit, phone call, fax, email, or letter. List 5 or more important points you want to share with this person about the group, Jesus, yourself, etc.

Write or type your answer and put in your notebook or videotape.

7.5 Mission Focus

Section {39}

70. The opening questions for this lesson are: "We are here for for?" Using the information in this section answer this question in one sentence.
71. Write down a list of your friends, family, people you know - who is not go to church? Chose 10 names - pray for them and plan how you will invite them (times, place, words you will say) to join with your group.

Write or type your answer and put in your notebook or videotape.

7.6 Decisions in the Group *(Small Groups: Lesson 20)*

Section {40}

D = Discuss and share ideas
E = Everyone support that decision.
A = Allow time. don't hurry.
F = Flexible – stay flexible.

72. Use the D.E.A.F. method of decision making three times during the next week. (This can be done in any area of your life, not only in the small group.) Write a paragraph on each situation, explain the situation, and how this method worked or did not work for you.

Write or type your answer and put in your notebook or videotape.

Unit 8: FINAL THOUGHTS

8.1 Ice Breakers *(Small Groups: Lesson 21)*

Section {41}

73. Many books printed on ice breakers. You go find, write or copy 12 examples. Label these examples 1 to 12 (1 = most helpful for your group
12 = least helpful for your group).

8.2 Choose your apprentice *(Small Groups: Lesson 22)*

Section {42}

74. A list of people:

- Committed Christian: He must know he is a sinner and Jesus died on the cross to forgive him.
 - Has a growing relationship with Christ: Praying and studying God's Word
 - Understands spiritual/Biblical principles
 - Strong sensitive for people, both Christians and the lost.
 - Comfortable in working under the authority of the church/pastor
 - Willing, determined to give the time necessary to do the job properly.
 - Able to share his/her personal faith in Christ, and apply insights from God's Word to everyday problems of life.
- A. Who is the apprentice in your group?
- B. Use the above list. Give an example of each of these you would look for in the person you choose as an apprentice.

8.3 Training your apprentice *(Small Groups: Lesson 23)*

Section {43}

75. A comment by Mark Rupert

Once in a while, a person from a "faith" movement shows up, looking very pious, speaking a language of pure spirituality, and even often well versed in the Bible and their own doctrine, which is, though subtly, often very different from Biblical Lutheran doctrine.

His boldness and "piety" doesn't mean that he can bump the leader out of the way and become the next logical leader, as sometimes happens....

76. What responsibilities has your apprentice done before in a group?

8.4 Fun *(Small Groups: Lesson 24)*

Section {44}

77. There are many examples of fun pages you can do with your group.
- A. Find at least 4 resources you can use for copying or making fun pages for your group.
- B. The group you are in now, how do you have fun together?

8.5 Evaluation *(Small Groups: Lesson 25)*

78. Your group is always wonderful. Right? Your group always is fine. Right? No. Every group needs improving. What needs improving?

What can we change, for making our group better? Finding that information is called: Evaluation.

People don't like evaluation - why?

- We fear criticism.
- We think evaluation wastes time: "Our group is going good. Evaluation not necessary!"
- We don't know how to evaluate.

Use evaluation to help make you a better leader.

Use evaluation to help your group improve.

Always evaluate comparing to your group goals.

Always evaluate with prayer, asking God to lead you.

Evaluation is not only done one time. Evaluation is a process - continuing.

Evaluation involves the whole group and their ideas.

What things do you evaluate?

Your schedule:

- Are you meeting the best day? The best time? The best place?
- Does your meeting follow your time limits, or do you always go late? *Do you need to change the time sequence for your meeting?
- Do you keep your schedule consistent? or cancel or postpone? Why?

Evaluate service work in your group:

- Building and room setup
- food planning
- Can you improve publicity? Are you communicating to group members clearly? Do group members get information? Do other church members know about the Bible study group?

Evaluate leaders

- Yes, you. You greatly influence the group.
- Evaluate the Bible Study leader, prayer leader, service leader, etc. How are they doing?

- Evaluate Relationships - This is why you have a group. People want to have time together. It is important to ask how do people get along. How do they: communicate, show care for each other, share their problems, express their feelings, etc.

Remember this is a process. It is not to be done quickly. Evaluation can help us. We care about the people in the group. We want to do our best for them, that means looking to see how we can improve for them in arranging the class, doing the lesson, helping them grow together.

People not often ready to evaluate - go slow, explain what happens, help calm their fears

Remember - Jesus died to forgive your sins. You will make mistakes. Confess. Know God loves and forgives you. Learn from your mistake, and keep growing to become the leader God has plans for you.

Section {45}

79. Develop and write out a sample evaluation that you can use for your group.

Section {46}

8.6 The Group Contract (*Small Groups: Lesson 26*)

Assignments:

80. Does your small group have a contract? If yes, include in your workbook.
81. From the knowledge you have about your small group, write a sample contract that could be used for your group.

8.7 The Leader (*Small Groups: Lesson 27*)

Section 47

82. Write a prayer of Thanksgiving to God for helping you through this course and list the many other reasons you can thank God.

FINAL EXAM FOR SMALL GROUP LEADERSHIP SKILLS

Your final exam will incorporate many areas of this course.

Write and teach a Bible Study with Six lessons. For *each* of the six lessons, answer the following Assignments:

What Bible Study research tools (Bibles, Concordances, Commentaries, etc.) did you use to prepare that lesson?

- What did you learn from your research?
- What discussion questions did you prepare for that lesson?
- How much time did you use to prepare the lesson?
- What icebreaker question(s) did you use at the Bible Study meeting?
- How did the people respond to the lesson?
- Look at the list of problems in Chapter 6. Which of those problems occurred in the Bible Study meeting? How did you deal with those problems?
- How many people attend the Bible Study?
 - How many people were members of your church?
 - How many people were non-Christian?
 - How many people were members of another church?

How many other people helped serve the group for the Bible study meeting for the following tasks:

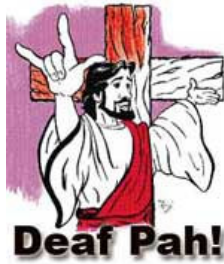
- Prayer leader
- Facilities coordinator
- Host/Hostess (food coordinator)
- Publicity/Outreach coordinator
- Time-keeper
- Turn in a copy of the group contract, describing
 - group goals
 - group rules
 - meeting schedule
 - who may attend the group

Was the Bible Study group a newly formed group for this project? Or did you lead an already existing group?

Do you think you are skilled enough to serve the church as a small group Bible Study leader?

How has this course helped you become more confident as a leader?

NOTE: You may write the answers to these questions and use them to type your final exam online.



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