



**FIRST** BAPTIST  
CHURCH  
**FORT MILL**

# Sunday Morning Group Handbook



Sunday Morning Groups provide a life-changing community where you can belong, believe, and become. Sunday Morning Groups are groups of similar ages meeting for high-impact Bible study, fellowship, prayer, encouragement, and ministry.

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# Sunday Morning Groups

Section 1: Teaching for Transformation .....	3
Section 2: Connecting Through Fellowship .....	9
Section 3: Organizing to Grow .....	14
Section 4: Miscellaneous Information .....	23

# Section 1



## **Teaching for Transformation**

# Transformational Teaching

## Personal Preparation

Before a lesson can be created, the teacher must engage and exegete the passage correctly. This study time is the most important part of the process. There are four basic steps in this process.

- Observation: What does the text say?
- Interpretation: What does the text mean in its original context?
- Application: What does the text mean today?
- Correlation: What does the text mean to me?

The four-step process is the springboard for developing an aim for the lesson.

## As a teacher, weekly evaluate your level of preparation.

- Have I spent an adequate amount of time in prayer? How much in an average week?
- Do I know what the passage says? How often do I try to shoot from the hip?
- Do I know what the passage means? How much time do I spend studying the background, context, similar passages, and commentaries?
- Do I know how the passage works? How much time do I spend preparing for relevant, authentic application of a passage?
- Have I applied the passage to my own life? Am I “teaching from the overflow” of what God is doing in my life?
- Do I have a creative teaching plan? Is my goal how can I get the message across or how can I get the student to discover truth on his own?
- Do I have a long-range plan for my Sunday Morning Group and the individuals in it? Are lives being changed and care/ministry being received and given?
- Am I filled with the Holy Spirit? Do I allow Him to take control of my life and work through me?

## Teaching for Application

Application answers two questions: So, what? What now?

If your Bible teaching doesn't answer these two questions, you haven't applied the Bible to the lives of your listeners. Many teachers struggle in this area. We're taught to find the central idea of a passage, but we aren't shown how to apply this truth to the lives of our students.

I've found the following three ways of applying scripture to be very helpful:

### 1) The Application Pyramid

These are nine questions you can ask of any biblical text that will help you see the application.

1. **People:** Who are the people in this passage and how are they like us today?
2. **Place:** What is the setting and what are the similarities to our world?
3. **Plot:** What is happening? Is there any conflict or tension? How would I have acted in that situation?
4. **Point:** What was the intended message for the first people to hear this passage? What did God want them to learn or feel or do?
5. **Principles:** What are the timeless truths?

6. **Present:** How is this relevant in our world today?
7. **Parallels:** Where does this truth apply to my life? At home, at work, at school, in church, in the neighborhood.
8. **Personal:** What attitude, action, value, or belief needs to change in me?
9. **Plan:** What would be my first step of action?

## 2) The Application Window

2 Timothy 3:16 describes the application window, showing you four kinds of application. In this passage, the apostle Paul says, “*All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness*” (KJV).

Simply put, the scripture is given to change our beliefs and our behavior. When you find answers to these four questions, you’ll have an application:

- **Doctrine:** What should I believe?
- **Reproof:** How should I not behave?
- **Correction:** What should I not believe?
- **Instruction in righteousness:** How should I behave?

## 3) The Application Acrostic

A third way of looking at application is what I call my application acrostic. I ask 12 questions related to the text:

- Is there an Attitude to adjust?
- Is there a Promise to claim?
- Is there a Priority to change?
- Is there a Lesson to learn?
- Is there an Issue to resolve?
- Is there a Command to obey?
- Is there an Activity to avoid or stop?
- Is there a Truth to believe?
- Is there an Idol to tear down?
- Is there an Offense to forgive?
- Is there a New direction to take?
- Is there a Sin to confess?

Remember, some people may never get one-on-one with the pastor, so what you teach them in a Sunday Morning Groups may be the very thing that helps them with a problem. That’s why it is so critical you deal with the personal application.

### **Your aim with application is to present the ideas as practical**

Application presents the implications of biblical truth for the contemporary audience. It is a call for action, for putting the principles of Scripture to work in our lives. It deals with attitudes, behavior, speech, lifestyle, and personal identity. It appeals to conscience, to values, to conviction, to commitment to Christ.

The most common failure of application is that it is too general, too religious, and too vague. The general applications of most teachers do not really connect with the hearer’s sense of what real life is

about. Avoid sweeping criticisms. Aim rather for your application to be practical. Deal with real life. Give concrete suggestions as to appropriate changes in response to the ideas of the text. Show how your hearer can express his faith and experience the grace of God.

Here are several additional questions to ask to state applicable principles from a passage:

1. What can you discover about the original context in which this passage was written and applied?
2. Given that original context, what does this text mean?
3. What fundamental, universal truths are presented in this passage?
4. Can you state that truth in a simple sentence or two, a statement that anyone could understand?
5. What issues in your own culture and your own situation does this truth address?
6. What are the implications of this principle when applied to your life and the world around you?  
What changes does it require? What values does it reinforce? What difference does it make?

### **Teaching is about application.**

Do you give specific application that can be applied to life each lesson? Do you teach for life-change? People are not interested in accumulating information that does not relate to their life. We are not out to make smarter sinners. We are seeking to change lives. Disciple making is about application.

The key thing is to ask for small, specific, incremental changes. Do not push for monumental changes every week, just try to get a little bit of change each week. Small steps of application begin to make a difference and pave the way for further application. Finally, all application does not have to do with doing. Sometimes the application is to feel or to believe. The application of Psalm 23 is to believe that God is my Shepherd and that I need not want. I am obedient to the truth of the passage when I rest in Him.

*☞ The goal of teaching is transformation, not just information. Application (learning) takes place when the student connects the passage to his or her lifestyle!*

### **Ineffective Teaching Styles & Methods**

- **Reading the lesson.** People can read on their own. They come to Sunday Morning Groups to be learn from God's Word. Reading the lesson does not communicate and the teacher appears to be unprepared.
- **Read verse: what do you think?** Interaction is an excellent method for teaching. However, totally neglecting preparation, biblical or historical context, sound interpretation, and clear explanation is not acceptable. A quick glance cannot always provide what is needed. Study thoroughly and be prepared to teach and interact.
- **Dry lecture.** Please note that the suggestion is not that lecture is an ineffective method. "Dry" lecture is ineffective. Howard Hendricks says, "If you're going to bore someone, bore them with chemistry, algebra, or history. But please do not bore people with God's Word." If you lecture, you must develop good communication skills/dynamics.
- **Being inflexible about curriculum.** There will be times when issues emerge through the questions of group members or the events in the culture. It is best to address these in a timely manner even if you do not get through the entire lesson or if you must move the lesson to another week. Teach to meet needs while remaining faithful to the overall curriculum plan.

- **Putting people “on the spot.”** There are people today who will not go to a Sunday Morning Group because they will be called on to pray or read out loud!
- **Uni-method Teaching.** This means using one method exclusively. Jesus used many methods. Parables, sermons, object lessons, asked questions, etc. Using several methods each quarter enables more people to hear what is being taught. Different people learn in different ways.
- **Neglecting prayer needs or spending inordinate amount of time on prayer needs.** Should you spend time in prayer? Absolutely! Should it take 30 minutes? Absolutely not. Generally, 10-15 minutes for prayer time is enough. Try various means of getting prayer requests submitted so that most of the time can be spent praying.

### **Analyzing the Teaching Plan**

1. Identify the central truth  
To pinpoint the one big truth of the lesson text → A one or two sentence statement of the basic principle or overall emphasis of the lesson.
2. Create a specific aim  
To relate the lesson to the needs of the members → A concise statement of the teacher’s purpose.
3. Use an interest stimulator  
To stimulate interest in and make transition to study the lesson text → Story, object, question, or personal experience calling for response by members and suitable to lead directly into Bible study.
4. Concentrate on Bible Study activities  
To involve the members personally in purposeful Bible study → Group study, assignments, work sheets, evaluation, and comparisons to locate the central truth, discovers new insights.
5. Make the lesson personal and practical  
To lead the members to make their own application of the Bible truth → Spotting attitudes and spirit, justifying opinions or feelings, deciding on something “we ought” to do.
6. Project the lesson into life  
To commit members to definite action → An activity of further study or service, something “I will do.”

### **10 Teaching Tips for Teachers**

1. Start on time! End on time!
2. Don’t tell them anything they can discover themselves through study during the Bible study session.
3. The Teaching Aim is a “target,” and the Learning Activities are “arrows.” Hit a bullseye with each one!
4. Tell them what they’re going to learn, lead them to learn it, and then make them prove they learned it.
5. Always create learning readiness first. Get them interested. Make them want to learn. Show them a need they have and direct them to God’s Word for the answer.
6. Use a variety of activities each week. Try to add a new activity to your teaching repertoire each week then use it when appropriate. The worst method you use is the one you use all the time.

7. Don't do anything that someone else in the group could do. Involve the learners! However, don't put members on the spot. For example, ask for volunteers when involving the learners.
8. Use the lecture method only to tell the information they can't find out for themselves. Consider advance assignments as an alternative to lecturing. When you lecture, make it brief.
9. We learn through the senses. Don't wear out their ears while ignoring their other senses.
10. What happens during the week is often more important than what happens on the day of the lesson! Who you are is more important than what you say. Love, minister, visit, call, write, and encourage your members and prospects.

**Remember: You are your group's teacher and shepherd.**



# Section 2



## **Connecting Through Fellowship**

# How's Your Welcome?

## Suggestions to Keep People Coming Back Again and Again!

How would you rate the welcome skills of your Sunday Morning Groups?

Your skill in making guests feel welcome is important and top priority for our church to minister to the people in the Community. Our purpose is to put a guest at ease. Making each guest feel a part of the group should be our goal . . . so much so that the guest will make this “sense of belonging” official and join our Sunday Morning Group. At our church, we are blessed with many new members and visitors. Our welcome is vital in connecting new members.

Let's get back to the basics and welcome guests/new members into our Sunday Morning Groups. Don't wait for others to be friendly . . . show them how!

## Guess Who is Coming through Your Doors?

- New members of our church who have been enrolled in your group.
- Guests who have been invited by our church members. Someone has prayed and made the effort to invite these guests with a warm invitation to “come and see!”
- Relatives, friends, newcomers to the Community or local resident old-timers looking for a new church home.
- Out-of-town guests.
- Chronic absentees, faithful members.

They are here. What will it be—a warm welcome or a cool stare?

## Who's Saying “Hello” When They Come?

1. Enlist Hosts and Hostesses. Put your best people, with a sincere smile and warm handshake, at the room entrance. You could use Care Group Leaders or others who qualify for this position.
2. Enlist “on-time” people. You can't greet people when you are late!
3. State expectations. Be in your room ten minutes before starting time. Prepare yourself and your room before the first person arrives. Make sure you have supplies needed for guest registration and/or enrollment.
4. Smile!
5. Welcome the guest/new member.
  - First welcome – Host/Hostess outside the room entrance.
  - Second welcome – Host/Hostess inside the room. It is good to have hosts help new members and/or guests register and get a name tag and to sit with them.
6. Register the guest/new member. Make sure registration form has been completed entirely. Make sure the white sheet is turned in with records and the yellow sheet is handed to the Teacher or Administrator. Ask the guest if he/she would like to join your group. This will make them feel even more wanted and welcome.
7. Tag the guest/new member. The sweetest sound to a person's ear is their own name (use name tags).

8. Introduce the guest/new member . . . Introduce the guest/new member to other members—especially the Teacher and Administrator. Introduce your guest/new member to the entire group in a friendly and comfortable way.
9. Never do anything to embarrass a guest/new member. Be sensitive to their needs.
10. The real test of a friendly group is how much they speak and care for each other after lesson is completed.
11. Take the guest/new member to the worship service. If they have children, help them locate their children's rooms and assist them to the worship center. Invite guest/new member to sit with you.
12. Make sure someone from your group calls or emails the guest/new member during the week and encourages them to come back next weekend.

### **How to Help Your Group get to Know One Another**

1. Interview a person/couple on Sunday morning. Take 5 minutes to ask questions like: How they met, what was their first impression of each other, how long they have been married, things most admired, how long they have been members, jobs, hobbies, family, etc.
2. Divide the group into small groups of 4-6 people per group. Have each person take 1 minute to talk about themselves. Give them a topic – most embarrassing moment, dumbest thing I've ever done . . . my favorite thing to do is . . . Don't spend more than 10 minutes on any activity of this nature.
3. Plan a progressive dinner so that different groups of people are together at different houses. This takes careful planning but is well worth the time.
4. Plan group socials and hang-out nights.
5. At socials, play at least one game that will help your group to know one another.
6. Have someone share a testimony to the group. Stress that this should be no more than 2-3 minutes in length.

### **Top 10 Ways to Provide a Quality Fellowship**

1. Involve as many people as possible in the planning and implementing phases. The greater the involvement the better the participation will be.
2. Realize that all fellowships will not appeal to all people. Plan a good variety of activities and you will involve more people.
3. If the fellowship will cost money, make sure that anyone can attend even if they do not have the funds.
4. Make sure that childcare needs are provided.
5. Practice the Scripture, Romans 14:21, when planning fellowships. What is right for some may not be right for others.
6. Plan an event at least once a quarter and a hang-out night or care group fellowship at least monthly.
7. Do not over schedule fellowships so that people become burned out. Make them special and keep them wanting more.
8. Make sure the entire Sunday Morning Group membership is invited to participate. Be sure to include your associate members, and especially work at getting new members to attend.
9. Keep Christ in the center of your fellowships. This may include a devotional, a testimony, or be as simple as a prayer before a meal.
10. Encourage members to invite unchurched friends to fellowships. They may come to a fellowship activity long before they will come on Sunday.

## **Fellowship Ideas**

1. Swim Parties
2. 50's Party - Hula hoop contest, twist contest, best-dressed contest, and tattoo contest.
3. Autumn Fest/Fall Fling - Outdoor barbecue with music.
4. Hawaiian Luau - Around a pool or lake house, decorate to give a Hawaiian setting. Have Hawaiian food and drinks. Have a Limbo contest or a coconut breaking contest. Provide boating and other appropriate recreation.
5. Barbecue Dinner
6. Dinner for Eight / Dessert for All - Groups of eight meets at a member's home or restaurant of their choice. The group consists of members and prospects. All the groups end up together for dessert to top off the evening.
7. Music Variety Night - Adults share musical talents and abilities. Maybe use a karaoke machine.
8. Monster Cookie Bash - Favorite cookies are made. Basic cookie dough is provided along with drinks. Adults bring favorite cookie components.
9. Baby Big Bash - Everyone brings baby pictures. Adults try to guess "who's who?" Prizes are awarded for most unusual baby picture, cutest, hardest to figure out, etc.
10. Family Picnic - Bring the kids and the food, and head to a local park.
11. The Bonfire - Roast marshmallows and hot dogs and savor some s'mores. Provide entertainment such as a hayride.
12. Progressive Dinner - Mystery trip where you must follow clues to find the location of the next course to eat.
13. Mexican Fiesta - Wear Mexican clothing and decorate with sombreros and piñatas. Have Mexican music playing or have someone play guitar. Serve chips and salsa, fajitas, enchiladas, or any other favorite Mexican dish.
14. Ice Cream Fellowship - Adults bring freezers, mix, and make ice cream. Several can go together for one freezer; then enjoy eating it. Award prizes for the most unusual mix, or tastiest.
15. Birthday Party - Everyone comes dressed emphasizing the month they were born. A giant cake is provided and refreshments. Traditional birthday games can be played. This is an easy way to celebrate everyone's birthday once a year.
16. Top Five Movie Scene Night - This is simple, but so fun. Get everyone in your group to bring the top five scenes from any movie they have watched. (most memorable, funniest, stupidest, etc...) This might be one of the most fun fellowships you'll ever do!
  - Get someone to screen the movies suggested for inappropriate content
  - Ask someone to be the movie changer as this happens fast
  - Keep the scene limited to five minutes
  - Have everyone bring popcorn and a two-liter
17. The Great Bake-off (desserts usually) - Establish the categories you want to consider:
  1. Beginners (those who have been cooking for a year or less).
  2. Most exotic dish
  3. Fanciest dish

## **Holiday Fellowship Ideas**

Holiday Progressive Dinner - Plan three different stops. The first stop would be for appetizers and be decorated in a Thanksgiving theme. The second stop would be for soup/salad and decorated in a Christmas theme, and the third stop would be the main course and dessert and be decorated in a New Year's theme. For a real adventure, rent a school bus.

Hayride & Cookout - Organize this event for couples or families. If you have an indoor room, you could show short video clips of favorite holiday events or a favorite holiday movie to conclude the evening.

Road Rally - Create clues for carloads to solve to find location. Send them to different locations around Fort Mill ending up at a restaurant for dinner. Make a contest to see who can arrive first. Have a phone number that groups can call for more clues if they are stuck.

Video Scavenger Hunt - Each group will need a video camera. Have groups follow instructions to video assigned tasks. You could make them all apply to Christmas.

Christmas Caroling - Go to a nursing home or shut-in and sing carols. Afterwards conclude at a home or restaurant for a meal and dessert. Share favorite holiday stories.

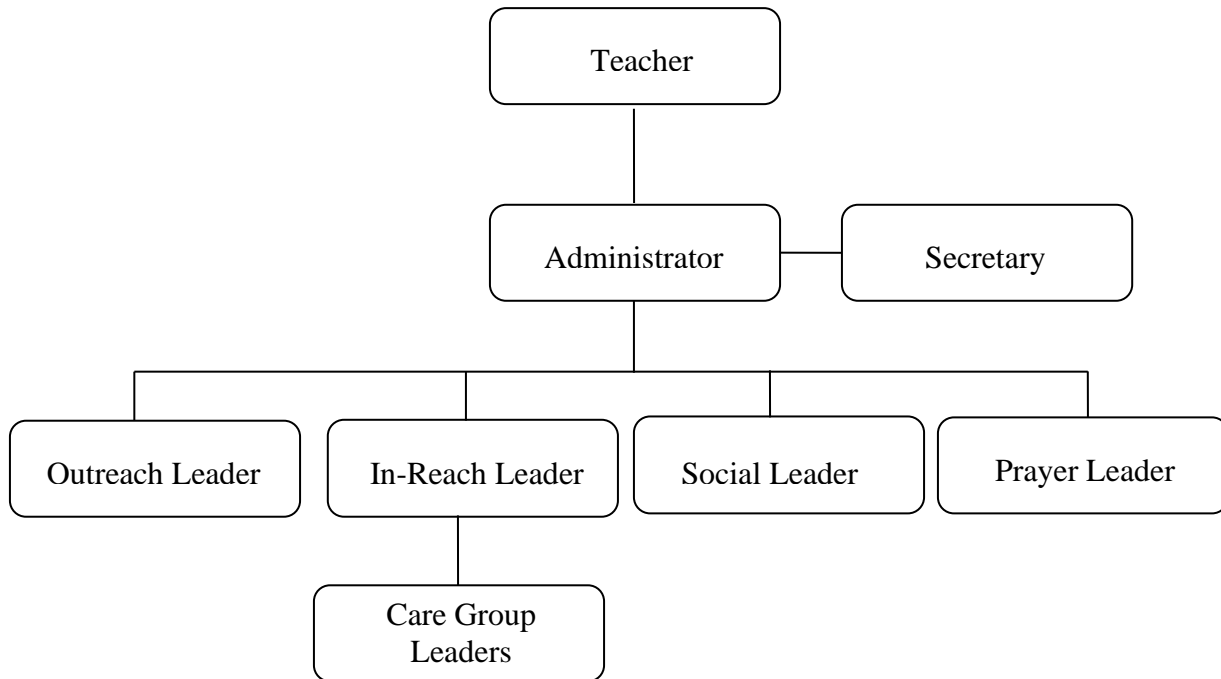
Party for the Needy - Adopt a needy family and host a party for them to give them gifts. Have your families attend and let all the children open a gift.

# Section 3



## Organizing to Grow

## *Sunday Morning Group Organization*



**Teacher:** The Teacher is responsible for preparing and presenting high-impact Bible study sessions through applying biblical truths to everyday life. The Teacher and Administrator work as a team in making sure the Sunday Morning Group is functioning completely.

**Administrator:** The Administrator directs the overall work of the group, thus relieving the teacher(s) of administrative responsibilities. The Administrator works closely with Teacher(s) and team leaders to ensure all areas are covered.

**Outreach Leader:** The Outreach Leader is responsible for coordinating the group efforts to contact visitors for the Sunday Morning Group.

**In-Reach Leader:** The In-Reach Leader is responsible to the Administrator and Teacher(s) for coordinating the “Shepherding” aspect of the group. The In-Reach Leader serves as a primary link between Care Group Leaders and Teacher(s) and Administrator.

**Social Leader:** The Social Leader is responsible too for structuring the relationship-building efforts through planned activities and social events for the Sunday Morning Group.

**Prayer Leader:** The Prayer Leader is responsible for directing and coordinating the prayer efforts of the group. The Prayer Leader usually leads the prayer time on Sunday mornings.

**Care Group Leader:** The Care Group Leaders are responsible for contacting, encouraging, and praying for assigned group members. They serve as a primary link between group members and In-Reach Leader.

**Secretary:** Responsible for recording attendance and assisting visitors with completing visitor’s slips.

## **Sunday Morning Groups Teacher (Responsibilities)**

A teacher is one who studies, models, and communicates God's Word to inspire and enable others to understand God's Word, successfully walk with their Lord and Savior, and move onto ministry and discipleship themselves.

A teacher at First Baptist Fort Mill leads, teaches the gospel, heads the ministry, and presents a picture of the Christian life. Teaching is not a position to hold for fun or popularity or because we like being up front. It is to be held in a holy fear and understanding that we have been called of God, by grace, to this position. It is these truths that are to guide our actions and motivations throughout the year.

Below is a list of what we should expect of one who is a teacher and more importantly, the personal commitments necessary for that person to effectively teach/lead.

### *1. A teacher is a shepherd to the group.*

The three responsibilities of a pastor, implied in Acts 20:28-30 relate to a Sunday Morning Group teacher.

- Lead the flock
- Feed the flock
- Care for the flock

### *2. God will hold teachers accountable to a higher standard.*

“Let not many of you become teachers, my brethren, knowing that as such we will incur a stricter judgment.” (James 3:1)

### *3. Personal Example*

- Establish and maintain a daily consistent time of prayer and Bible study with the Lord.
- Be conscious of personal desires and habits, as how they affect the ministry (i.e. entertainment, vocational practices).
- Seek to be involved in a D-Group.

### *4. Group Involvement: Ministry Through Presence*

- Maintain 90% attendance. Presence is vital to leading. Without it, we have to consider if one can accomplish their role.
- Be a regular part of group activities.

### *5. Teaching*

- Become a student of the Scripture and regularly seek to expand understanding and ability (i.e. read one book every six months concerning the Bible.)
- Adequately prepare to teach the lesson (minimum of 5-7 hours). Make personal application a high priority.
- Encourage, help, and pray for the lesson and co-teacher.
- Purpose to be a better teacher every time you teach.

### *6. Prayer*

- Pray for the group and its growth, numerically and spiritually, at least once a week.
- Pray for the individual needs of which you are aware.
- Know and pray for co-teacher's needs.



## 7. *Role Model*

- Seek to show the group what the Christian life looks like.
- Seek to be a witness.
- Reach out to the members and visitors in the group.
- Be available to serve and minister the members and visitors in my group.
- Publicly promote and support the ministry of the church. Do not speak negatively of the church or group.

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## **Administrator (Responsibilities)**

- Direct the overall work of the group, relieving the Teacher of administrative responsibilities.
- Oversee the group time on Sunday mornings.
- Work with the Teachers to coordinate all activities within the group.
- Work closely with the Teacher and other leaders to ensure that all key areas of work are addressed appropriately and that the group is properly organized and mobilized for its mission of leading people to faith in the Lord Jesus Christ and building fully devoted followers of Christ motivated by a love for God and others.
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your group members.
- Attend training seminars which will strengthen my work as an administrator.

### ☛ **Administrator (Tips)**

When leading the Sunday Mornings Group...

- Either you do the following or make sure someone does the following:
  - Communicate announcements.
  - Announce and promote group activities.
  - Introduce visitors and new members.

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## **Secretary (Responsibilities)**

The secretary provides vital support related to record keeping, reports and other communications; and coordinating the distribution of resources. The primary responsibilities are to:

- Oversee group rolls.
- Record weekly attendance.
- Assist visitors with signing in and completing Visitor Form.
- Coordinate distributing Bible study curriculum materials, supplies, and other resources.
- Ensure that rolls and other materials are placed in plastic folder outside room door.
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your group members.

### ☛ **Secretary (Tips)**

When marking attendance...

- Verify that members are present and mark them present. If member is helping in preschool or children, mark he or she present on the roll.
- As visitors arrive, have them fill out the Visitor Form. (It is good to go ahead and put your group name on several Visitor Forms.)

- Anyone not on the roll should complete a Visitor Form.
- Give the Outreach Leader and Administrator bottom copies of Visitor Form. Top copy is attached to group roll.

When counting people...

- Count all regular members and write that number on the last page of the roll.
- Count all new members and visitors and write those numbers on the appropriate line on the last page.

When enough time has passed for people to arrive...

- Anything to be turned in should be clipped to the outside of the folder.
- Place completed roll and visitor rolls in plastic file folders outside room door.

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### **Outreach Leader (Responsibilities)**

- Coordinate all evangelism and outreach activities of the group.
- Coordinate the efforts to contact prospects in your Sunday Morning Group.
- Pray regularly for those people on the prospects list.
- Coordinate the efforts to contact and enroll prospects.
- Update leaders about the contacts made to prospects and the contacts that need to be made.
- Prioritize your prospects so that the ones who most need a visit get one.
- Recruit visitation teams to contact prospects.
- Commit to learning how to share your faith.
- Oversee planning for Outreach events in my group.
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your group members.
- Attend training seminars and appropriate courses which are designed to strengthen your work as Outreach Leader.

### **☛ Outreach Leader (Tips)**

Maintain a record of every visitor.

- Keep a notebook, file, or spreadsheet with your prospects listed in it.
- Keep up with the prospect's attendance record at Worship or Sunday Morning Groups.
- Keep a record of the contacts made with each prospect.
- Be sure to obtain and include family information on your prospects.
- Make sure 1<sup>st</sup> time visitors are contacted the week of visit.
- Keep your records up to date.

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### **In-reach Leader (Responsibilities)**

- Coordinate efforts to minister to members in the event of death in the family, hospitalization or illness, new baby or a job situation through visits, meals, and prayer.
- Keep the church office informed as to how the group ministered in each situation.
- Pray regularly about the needs of the people in your group.
- Provide a day telephone number where the church office can contact you.
- Work to invite and develop qualified people to serve as Care Group Leaders.
- Visit members who are sick or bereaved.

- Serve as primary link between Teachers and Care Group Leaders.
- Work to hold Care Group Leaders accountable for their responsibilities.
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your group members.

#### ☛ **In-reach Leader** (Tips)

As the In-reach Leader, you have the responsibility of ministering to the needs of your members. This is achieved, primarily, through the Care Group Leader ministry. We suggest that the In-reach Leader's time and energy be spent helping these people with their ministry. The key thing to remember is "attention to detail."

#### In the event of a death:

- If the death is in the immediate family of a group member, organize a meal from the group and send flowers. Coordinate this with Group Leader.
- If the death is not in the immediate family but the family is receiving family and friends at the members home, a meal should be prepared.
- If a death in the family, but not immediate, use discretion. Send a card, visit, etc. but minister in some way to the group member.
- Please inform the church office how your group ministered to this family.

#### In the event of a new baby:

- Organize a meal after the baby comes home. Coordinate this with Care Group Leader.
- Schedule a visit to the family in the hospital if possible.

#### In the event of hospitalization:

- Send a card or flowers or prepare a meal if appropriate.

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### **Care Group Leader** (Responsibilities)

The first and foremost action you can take is to care **weekly** for your people. **C**–Call them: A text or 10-minute phone call will go a long way; **A**–Associate with them: Spend time with your group outside of the church; **R**–Recognize them: Speak to them at church and other places; **E**–Encourage them in their walk with the Lord and service to the church.

\*\*\* The recommended size of a Care Group is 6-8 including the Care Group Leaders.

#### Tasks of an Effective Group Leader:

- Call them and pray with and for them.
- Encourage them. (Cards, letters, etc.)
- Involve them with ministry and activities.
- Thank them for what they are doing.
- Know their family and important dates (birthdays and anniversaries).
- Have group socials.
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your group.

#### ☛ **Care Group Leader** (Tips)

As a Group Leader you can make investments in the lives of men and women of our church. It is important that we treat each member of our Care Group with importance.

## **7 Cs of a Good Care Group Leader**

1. **Courtesy**  
People desire friendly greetings and pleasant people. Three positive encounters will change a relationship.
2. **Concern**  
Take interest in others. Ask questions and be attentive.
3. **Consideration**  
Treat people's feelings with importance. Encouragement energizes; Discouragement paralyzes.
4. **Compassion**  
People need sympathy and emotional support. Let them know you are on their side.
5. **Consistency**  
Treat everyone equally. Call your people frequently.
6. **Control**  
Watch what you say to others (no flirting). Watch what you say about others (no gossiping).
7. **Caring**  
Caring about people is a 24/7 responsibility. Everyone wants attention.

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## **Social Leader (Responsibilities)**

- Plan all hangouts fellowships, and social events for your group.
- Communicate social events to the group.
- Plan for one group event every quarter (minimum).
- Submit calendar requests at least 2 weeks in advance. (This includes all events that take place away from the church.)
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your group members.

### **• Social Leader (Tips)**

#### Why Plan Fellowship Activities

Christian fellowship is important. Fellowship helps people feel needed, wanted, loved and part of a family. Getting together with your group helps assimilate new members and provides opportunities for prospects to get to know members outside the Sunday morning room. Fellowship provides teachers with opportunities to get to know members better, enabling them to make application of the Bible study in a more relevant way to their needs.

#### When to Schedule Fellowship Activities

Scheduling is important. Ask members to help choose the dates and times. Whenever you can get the most people together, that is the best time. If the traditional Friday or Saturday night works for your group, wonderful! If not, don't let that stop you.

#### How to Coordinate Fellowship Activities

The Social Leader needs to be aware of preferences and plan accordingly. The Social Leader also will enlist members as needed for publicity, decorations, games or entertainment, food preparation, cleanup and enlisting child or elder care. Hangouts and socials must be submitted on a church calendar request for approval. This requires planning. Planning the event requires organization because so many people

have busy work and family schedules. Good planning and responsible organization are tools the Holy Spirit can use to create excitement, involvement, and fun for adults.

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### **Prayer Leader (Responsibilities)**

- Coordinate and lead special prayer time each Sunday morning.
- Organize requests and praises and distribute to members each week.
- Be a prayer warrior and encourager for the group.
- Attend training seminars and appropriate discipleship courses that will strengthen your work as Prayer Leader.
- Maintain a regular personal walk with the Lord and be an example of faithfulness for your group members.

### **☛ Prayer Leader (Tips)**

Be sure to monitor the time spent accepting prayer requests. Also, recognize that the key to people accepting Christ is prayer. Encourage members to identify friends and others that they would like for the group to pray for their salvation.

To encourage personal prayer among your group, consider the following:

- Pass out slips of paper and let people write their names and prayer requests. Collect the slips and pass out to let people pray for that request for the week.
- Create a weekly prayer. Keep sheet up-to-date and email each week to group members.

### **Reproducing Leadership**

*Why do I need to mentor someone?*

For a church to be effective, growing, and visionary, new leadership must constantly be enlisted and trained. The best training is on-the-job training. Each leadership position needs a twin. This enables more people to develop their leadership qualities, helps full-time workers when they are absent, and prepares new leadership for stepping into their own full-time ministry roles.

*How do I spot a person to mentor? — Look for group members who take responsibilities seriously.*

- Look for people with gifts that fit specific ministries.
- Pray regularly for new apprentices. Ask God to direct you to potential workers.
- Look for people who embrace the purpose of our church “to reach the unchurched people of our community.” They will be more open to growth by multiplication.
- Take notice of those people who may question your leadership because sometimes these may be potential leaders who are frustrated.
- Look for people who are maturing spiritually, socially, and emotionally.

*How do I confirm that I have the right person?*

- Make sure they meet other group leadership.
- Make sure you check with others who ministered with this person or who know this person.
- Confirm that they have a teachable spirit.
- Help them understand the expectations of an apprentice and determine if they are willing to meet these expectations.

*What information do they need?*

- Give them a job description for the position in which they are an apprentice. (Let them know that they do not have to fulfill the job requirements to the same degree as the full-time worker.)
- Let them know how long they may be an apprentice. Most apprentices will commit to nine months to a year before assuming a full-time position. (This may vary depending on the needs of a given ministry and the maturity of the apprentice.)
- Explain to them that there are training opportunities. Share with them dates of major training opportunities.
- Make sure they understand the vision and values of our church and Sunday Morning Groups.

**A Simple Training Process:**

1. I do it, while the person observes.
2. I do it, and the person assists.
3. They do it, and I assist.
4. They do it, and we both look for someone else to train.

# Section 4



## **Miscellaneous Information**

## Questions & Answers

**Q: What if I must be absent and I'm the Teacher?**

**A:** *If you have an Apprentice Teacher, that person should be the first one you ask to teach. If you cannot enlist him/her, call the Minister of Adults for help.*

**Q: When should a guest be enrolled in our Sunday Morning Group?**

**A:** *Each guest should be encouraged to join the first day they attend. It makes folks feel wanted to be invited to join. If they are ready to join, they should complete the Visitors Form. If they are not ready to join, they should still be encouraged complete the Visitors Form and be asked to join each week they attend.*

**Q: When should a member who never attends be dropped from the roll?**

**A:** *There are only four reasons to remove someone from the roll:*

- 1. They join another church*
- 2. They join another group*
- 3. They decide to serve in another ministry*
- 4. They pass away*

**Q: What if a member decides to join another Sunday Morning Group?**

**A:** *Write that information on the bottom of the roll with a detailed explanation.*

**Q: What if I need to reserve a room, change room setup, put a date on the calendar, etc.?**

**A:** *You should complete a Calendar Request on the church website and submit for approval.*

**Q: Will our Sunday Morning Group leadership team ever meet for planning?**

**A:** *Each Sunday Morning Group leadership team is encouraged to meet quarterly. All leadership team members should meet for these quarterly meetings. A Calendar Request Form listing date, location and childcare needs should be submitted two weeks prior to the request date for staff approval. Individual groups can schedule more planning meetings as needed and meet off-site.*

**Q: What is the appropriate time to arrive at my Sunday Morning Groups room?**

**A:** *Leaders should arrive at least 10 minutes before scheduled starting time. Sessions should begin on time regardless of how many are present. This will help members be punctual. The Sunday Morning Groups are on a 75-minute schedule; at least 45 minutes should be utilized for Bible study and discussion.*

**Q: What about members who have left to work in another age group?**

**A:** *These folks are to be seen as HEROES! They are providing training for our children and students which enable us to attend our Sunday Morning Groups. They should be assigned to a Care Group and invited to all group activities.*

**Q: How do we determine if a person is in the right age group?**

**A:** *With newcomers, we begin by enrolling them in their age group—according to the age of the younger spouse—but they may visit other groups if they prefer. The main goal is that they feel comfortable.*

**Q: When should a new member be placed in a Care Group?**

**A:** *A S A P—The sooner the better! We want them to be connected and have a sense of belonging. They should be contacted by their Care Group Leader the week after they join.*



## Enlistment Procedure

### To Enlist a Teacher

1. The Minister of Adults meets with a candidate and gives them a job description. They are also given a Sunday Morning Groups Handbook to learn the basics.
2. They are given the opportunity to substitute with the Minister of Adults observing.
3. The candidate is then contacted to schedule an interview with the Minister of Adults.
4. After all pre-requisites have been completed, they are placed with a group to teach, co-teach or substitute.

### To Enlist a Administrator

1. Teacher identifies possible candidates for the open position.
2. When a suitable candidate is found, they are contacted, given a Sunday Morning Groups handbook and asked to pray about the position.
3. Once they understand their responsibilities and feel led to serve, they begin serving.

### To Enlist Other Leadership Positions

1. The Administrator consults with Teacher(s) to identify potential candidates.
2. The candidate is contacted by the Administrator, given a job description, and asked to pray about the ministry position. The Administrator follows up with the candidate in five days to determine their enthusiasm for the ministry. If everything is a “go,” then they are given a Sunday Morning Groups handbook and introduced to the proper people.
3. The Administrator should contact (email) the Minister of Adults to inform them of any new leaders.

## Sunday Morning Group Registration Form

### **Instructions**

It is imperative that every guest completes this form. Guests should be encouraged to join your Sunday Morning Group the first week they attend. This will make them feel welcome and wanted! This form must be filled in completely. The WHITE copy is returned in the attendance folder, the YELLOW copy is for the Teacher and/or the Administrator. This form will enable you to follow up with guests or new members immediately. This form is also for transferring, changing addresses and dropping members from Sunday Morning Groups.

Here are the steps to follow in registering visitors:

#### **Step 1 – Give Visitors Form to Guest(s)**

- Hand each guest a form one asking them to complete all information.
- Ask guest to return to secretary upon completion.

#### **Step 2 - Review the Visitor Form**


- Once the guest has completed the form and hands it back to the secretary or other designee, review the form and ensure it is dated properly.

- Ask them if they desire to be enrolled in the group. Let them know it does not mean that they are joining the church, but only that they wish to join your Sunday Morning Group. If so, check yes on the “Please enroll me in this group” line.

**Step 3 - The Copies**

- The form is a duplicate. Turn the white copy in with your Sunday Morning Groups attendance roll.
- Give the yellow copy to the Administrator (or Teacher) for follow-up assignments for that week. You immediately have a copy for immediate follow-up (best to follow up with guests within 48 hours of their visit).

*Welcome to Sunday Morning Groups*



**FIRST BAPTIST CHURCH  
FORT MILL**

Date: \_\_\_\_\_ Class: \_\_\_\_\_

First Time Guest to this class: Yes \_\_\_ No \_\_\_

First Time Guest to the church: Yes \_\_\_ No \_\_\_

First Baptist Fort Mill Member: Yes \_\_\_ No \_\_\_ Enroll me in this group: Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Preferred E-Mail: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Age: \_\_\_ Date of Birth: \_\_\_\_\_

Are you actively involved in a church? Yes \_\_\_ No \_\_\_

Church Name: \_\_\_\_\_

Are you interested in joining First Baptist Fort Mill? Yes \_\_\_ No \_\_\_ Maybe \_\_\_

Prayer Requests: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Person assigned to follow up: \_\_\_\_\_