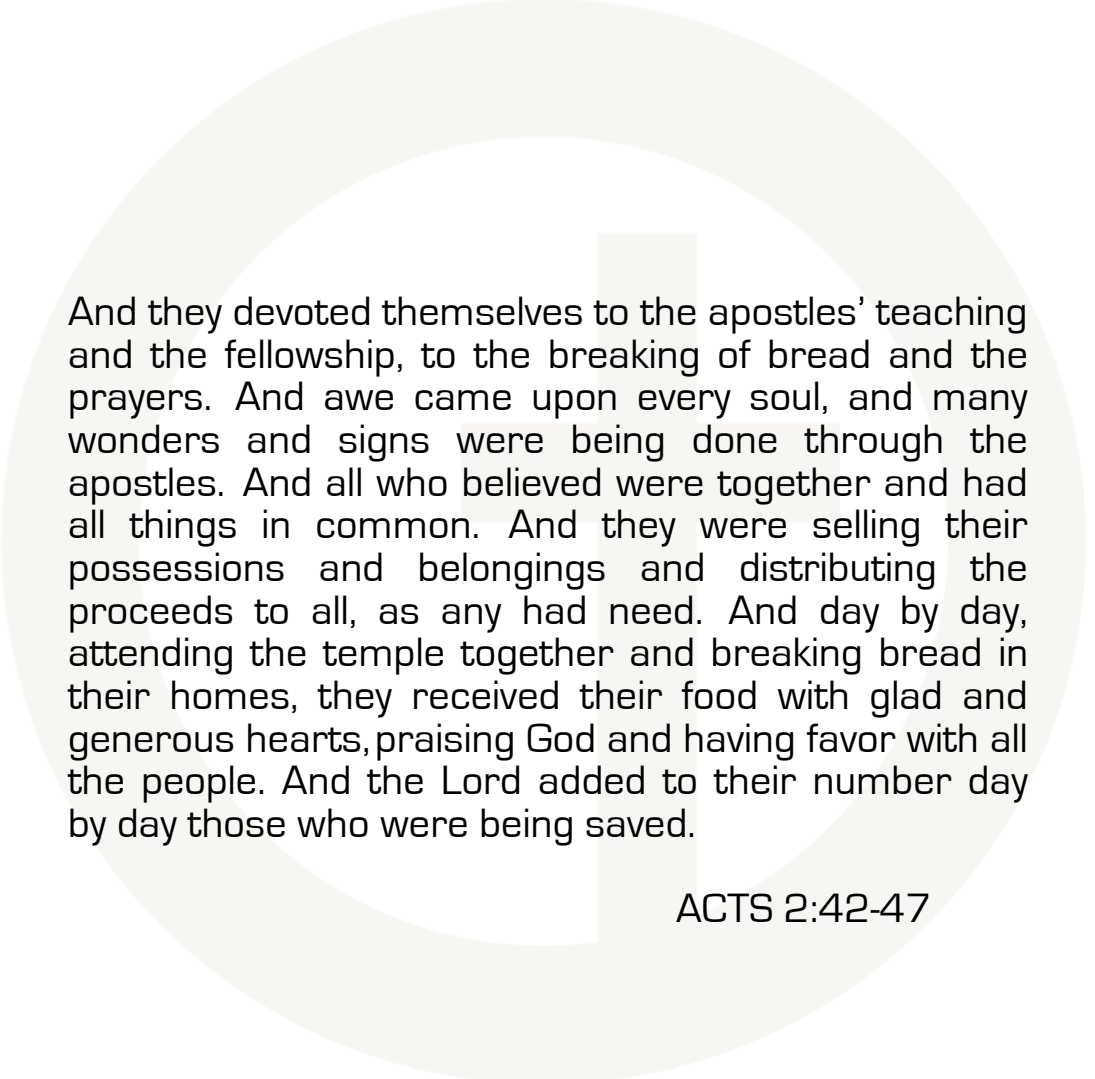




Leader Manual



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And they devoted themselves to the apostles' teaching and the fellowship, to the breaking of bread and the prayers. And awe came upon every soul, and many wonders and signs were being done through the apostles. And all who believed were together and had all things in common. And they were selling their possessions and belongings and distributing the proceeds to all, as any had need. And day by day, attending the temple together and breaking bread in their homes, they received their food with glad and generous hearts, praising God and having favor with all the people. And the Lord added to their number day by day those who were being saved.

ACTS 2:42-47

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Resources borrowed from the following sources during the development of this manual:

"Small Group Leaders Handbook" by Frank Damazio and Marc Estes
"Christ Church Small Group Manual" by Stephen Blandino
"Small Group Life Leadership Manual" by Phil Wilson
Ryan Motsinger- LifeChurch.tv OKC
Pastor Landon Ledlow - Prince of Peace Lutheran - Carrollton, TX



A Note from Pastor Landon...

At Prince of Peace we believe spiritual growth happens best in the context of community. God designed us to be in community with Him and with each other. Because we have so many people in the Prince of Peace family, it is not possible for us to experience the kind of in-depth relationships we are called to unless we gather in a small group setting. That is why groups are such an integral part of life at Prince of Peace.

Our groups focus on three core aspects of Biblical community: Connect, Grow, and Go. It is here we most effectively study God's Word together and discuss the issues and challenges of life. It's also where we pray, care for one another, and live out the Gospel of Jesus Christ in the larger North Dallas community.

We want to thank you for stepping into the role of Group Leader at Prince of Peace. Without question, this is one of the key leadership roles on our campus. You are becoming shepherds to those in your group as you lead and encourage people to grow spiritually and relationally. We want to be sure you are encouraged, empowered, and equipped to "win" in your role.

If you need anything, don't hesitate to contact your coach or myself. Our desire is to be as accessible as possible for you as a leader. I look forward to serving alongside you as, together, we join in God's mission to seek and save the lost!

Believing in You,

PASTOR LANDON

Associate Pastor



Foundations

Our Beliefs
Our Group Philosophy
Leader Portfolio
5 Wins of Group Leaders

Our Beliefs

Prince of Peace is a confessional Lutheran Church,
affiliated with the Lutheran Church - Missouri Synod (LCMS).

The Bible...is written that we might believe in Jesus Christ as our personal Savior and Lord. It speaks powerfully to the forgiveness of sins which is found in Him alone. It teaches what it means to live a life of love toward God and others, as well as a life of integrity and purpose concerning God's design for each of us. It was written by men as they were directed by God's Holy Spirit, and so it is timeless truth without error or contradiction. *John 20:31; Psalm 139:17-18; II Timothy 3:14-17*

God...revealed Himself as three persons: Father, Son, and Holy Spirit. All three Persons participated in the creation of the world. It is the Father, the First Person of the Triune God, Who continues to care and provide for people. Lutheran Christians say, "All this He does only out of fatherly, divine goodness and mercy." It is also the Father's passion that all people would be saved from sin through Jesus Christ, His Son. *Genesis 1:1-2, 26-27; Psalm 19:1; John 1:1-3, 14; 3:16; II Peter 3:9*

Jesus Christ...is God the Son, the Second Person of the Triune God. He is eternally true God. In His birth and death He was also true man, but without sin. By His death on the cross, He took upon Himself the punishment for sin that was due all people. By His Easter Resurrection He gained the victory over sin and death that is shared with all who believe in Him. At His Second Coming, all history will have its completion in Him. *Matthew 1:20-23; John 1:1-2, 14; Acts 4:12; Romans 6:23; Philippians 2:5-11*

The Holy Spirit...is the Third Person of the Triune God. He is the One Who builds faith, hope, and love into the lives of people as they hear God's Word and come to know Jesus Christ in a profound, personal way. The Holy Spirit convicts people of their sin. He assures people that their sins are forgiven. He gathers people into the Church. He gives gifts to empower people for Christian witness and service. As people continue to hear, read, study, trust, and obey God's Word, He brings them to spiritual maturity. *John 14:16-17; Romans 10:9-17; John 16:8; Colossians 1:13-14; Acts 2:38-42; Acts 1:8; I Corinthians 12:1, 4-7; Hebrews 5:11-6:1*

The Church...is the community of all who have come to faith in Jesus Christ as their personal Savior and Lord. It is more than one local congregation or individual denomination. It is the object of God's eternal, unconditional love. God has given the Church two great grace gifts to continue its growth: baptism and Holy Communion. In both, God's Spirit is present, along with visible elements, to bring forgiveness of sins and strengthening of faith. *Matthew 16:15-18; Ephesians 2:19-22; 5:25-27; Matthew 28:16-20; I Corinthians 11:23-26*

Christians...are called to live for Jesus Christ, seeking to love, serve, and honor Him with their lives. Their devotion is expressed in basic commitments of faithfulness to Him, His Word, His Church, and His work. These commitments are both a privilege and expression of the purpose which God has for all Christians. Christians understand that they are "saved to serve." *Matthew 22:37-39; 25:14-30; Eph 2:8-10; 4:11-16*

Sin...is the condition of all people that separates them from God. Sin entered into the world through the disobedience of the first man and woman. It continues today as disobedience toward God, discord and dysfunction among people, and personal pain, distress, and death. No matter how hard a person tries or how good that person lives, there is no escape from sin apart from the redemption of Jesus Christ. Sin always results in eternal death and separation from God. Therefore, every person has an essential need for the Savior. *Genesis 3:1-15; Psalm 51:1-5; Acts 2:36-38; Romans 3:23*

Forgiveness of Sins...is the gift and promise of God through Christ that the separation of God and people has been bridged by the Savior. To be sure, Christians are not perfect, but they are forgiven. There is comfort and joy in knowing this gift is extended for all to receive by true faith. This gift distinguishes the Christian faith from those religions or philosophies that emphasize the works and obligations of people to somehow please God. *Psalm 103:8-13; II Corinthians 5:17-21; Romans 8:31-39; Luke 18:9-14*

Eternal Life...means death is no longer something to be feared. Rather, all those who trust in Jesus will live in joy with Him in heaven for eternity. Death is simply a doorway to that place which He has prepared and purchased for all believers through His own death and Resurrection victory! *John 11:25-26; 14:1-6; I Corinthians 15:54-56; Revelation 21:4-5*

Our Group Philosophy

Why Groups?

God is a God of community. This is first exemplified in the Triune expression of the Father, Son, and Holy Spirit. Through eternity, God has never been alone. He is a God of relationships. Understanding this part of His divine nature, we also see that God's creation is designed with this same imprint. The family design is all about relationship between husband, wife, and children. Church design is about relationship between the Trinity and the body of Christ. Yes, even government design is about relationship between God, elected officials, and the people. There is no direction in which we can turn where we do not see God's design for community. Therefore, developing Groups where believers can grow (spiritually, relationally, and missionally) is necessary for a healthy community to be transformed through God's design. This is crucial to us moving toward the vision God has given us as a church. In addition, Groups are the place we desire to see every person in our church Connecting, Growing, and Going. Our desire is for our Group ministry as a whole to play a major part in seeing people taking these next steps in their relationship with Jesus Christ.

- Imagine a Group where someone experiences Christ's forgiveness for the first time.
- Imagine a Group where Scripture is illuminated and a Christ-follower experiences deep truth that transforms their thinking or behavior.
- Imagine a Group where people become best friends and see their children grow up together.
- Imagine a Group where people discover and grow in their passions, gifts, and skills...then begin their own Group.

Leader Portfolio

Responsibilities

Being a Group leader is one of the key leadership roles at Prince of Peace. The role is a direct representation of the health of our church. As a group leader, you will have a major influence on your brothers and sisters in Christ...and beyond. In many ways, you will be a shepherd in their lives. Group leaders have the opportunity to enter into a journey of doing life together as you grow in your relationship with Christ. Group leaders will ultimately be responsible for the following key roles:

As a Group leader, you commit to:

- Have an obvious commitment to Jesus Christ as your Savior and Lord
- Model a lifestyle of personal and spiritual growth
- Be faithful in attendance to the church
- Be a faithful tither
- Have a desire to replicate your growth in others
- Agreement and support of the church's leadership, vision, and group philosophy
- Make at least a 2-year commitment
- Encourage and challenge people to experience real transformation in their lives on a consistent, habit-forming basis
- Show care to the people in your group
- Provide opportunity for people to serve in and outside of the church (missional)
- Build into the lives of your group members outside of group time
- Stay in contact with a group leader of your group area for resourcing, updates, etc.
- Recruit for your Group
- Identify and organize childcare needs
- Develop the skills necessary to facilitate group times
- Attend Group Leader Meetings and complete Leader Growth Modules.

As leadership, we commit to:

- Praying for you on a regular basis
- Providing encouragement, accountability, and resources for your personal and spiritual health
- Being good listeners
- Maintaining confidentiality
- Be honest and truthful
- Following up as necessary
- Doing all we can to keep you inspired and see you grow

5 Wins for Group Leaders

How do you know when you're winning as a group leader? How can you tell if you're making an impact? Often for leaders of groups, answers to these questions can be based on emotion and perception. We, however, desire to help you measure the spiritual climate of your group, your leadership, and, ultimately, your own life. We've identified five growth steps people continually take if they're in a healthy place. You know you're winning as a group leader if your group members consistently:

1. Prayerfully choose their own next steps for personal growth

- Members choose their own growth goals.
- Members have access to the resources they need to meet those goals.

2. Generously serve others

- Members use their time to serve others in their community.
- Members give to local and global compassion needs.

3. Build healthy relationships

- Members say the following relationships are healthy:
 - Family relationships
 - Relationships with others (including non-followers of Christ)
 - Relationships that foster personal and spiritual growth

4. Read and reflect on the Bible

- Members regularly read, reflect on, and apply Scripture to their lives.

5. Are Christ-centered

- Members feel their relationship with Christ guides what they do.



The Heart of a Leader

God and Leader
Family and Leader
Church and Leader

God and Leader

Awareness of God's Presence

A Group leader must have an awareness of God's daily presence in his/her own life before attempting to lead others to do the same. A sensitivity to the Holy Spirit is vital for a healthy walk in Christ. On a personal level, a leader must be in tune to the Spirit's direction for growth and ministry.

1 Thessalonians 5:19: "Do not quench the Spirit..."

Romans 8:13-14: "...but if by the Spirit you are putting to death the deeds of the body, you will live. For all who are being led by the Spirit of God, these are the sons of God."

Consistent Growth

A Godly leader is a growing leader. If you are to lead people in spiritual growth, you must first be experiencing this in your own life. A healthy leader is intentional about developing right habits and accountability in life that will promote consistent growth. This includes, but is not limited to, study of Scripture, mentoring relationships, consistent Biblical community, and a quality prayer life.

Ephesians 4:13: "...till we all come to the unity of the faith and of the knowledge of the Son of God, to a perfect man, to the measure of the stature of the fullness of Christ..."

Colossians 1:28: "Him we preach, warning every man and teaching every man in all wisdom, that we may present every man perfect in Christ Jesus."

Family and Leader

One of the greatest callings upon our lives is the spiritual and relational health of our families. Your ability to bring balance to the priorities in your life plays a key role in this. It is imperative that you learn to balance and release to God the pressures of work, leading in the church, and life-giving time with your family. There are responsibilities that always require an extra night out, a phone session with a group member, etc. Make sure to always balance these times with extra time for your family. This always requires setting up healthy boundaries in your life and managing your time wisely. For example, please, don't complain about stress and lack of time if you watch 2 hours of TV a night! Learning to say 'no' is a must for a healthy leader. And even beyond that, saying 'no' to the right things (and wrong things), sometimes even good things, is necessary.

Church and Leader

Your relationship with the church as a whole (and your pastors) is vital to maintaining a healthy posture for leadership. In our culture, I would submit this is where a lot of Christ-followers miss the mark. We have easily separated our relationship with Christ and our relationship with HIS church. Church has become a good and even important option for believers. For many it's a location, not a family of Christ-followers. Simply and Biblically, every Christ-follower ought to attend and serve one local church family. Acts 2 is a very clear model of what our relationship with the church should be. As Group leaders, you have a wonderful task of helping other people understand and experience this in a very real way. Let me encourage you with a couple of thoughts:

- Understand the Biblical relationship you are to have with your pastors.
- Be bold with others about their relationship with the church and their pastors.
- Pray for the church and your pastors regularly.
- Be faithful to serving in Christ's church with your time, talent, and treasure.
- Challenge people in your group to discover their passion and gifts, then serve in the church.



Our Group Structure

How New Groups Form

Types of Groups

Optimal Structure for Groups

How to Effectively Plant a New Group

Three "Nevers" of Planting

How New Groups Form

At the moment, we see new groups forming in a variety of ways. Mainly, current groups multiply and start a group from within or leaders step up and begin new groups. See below under “How to Effectively Multiply Your Group” for details. If you ever sense that a person or couple would make good Group leaders, be sure to engage them in conversation and begin to move them in that direction.

Types of Groups

We recognize the need to be open to groups utilizing diverse formats. A variety of groups will help us meet peoples’ and groups’ specific needs. In addition, we will see an increase in group attendance and overall health of individuals.

1. Planting Groups

There are some groups who have a passion to “plant” new groups. They will start their group with this intent in mind, adding people to their group throughout the year, and then raising up a leader to multiply their group.

Planting Your Group

Planting is desired and necessary for many important reasons: The staff cannot care for the growing number of people in our church family; people on the fringe need to be given opportunities to connect with healthy, active people; groups become stagnant, unfocused, and lose a value for reaching outward when they don’t multiply. Imagine the impact you can have by building up your group and empowering others to take the lead.

“Fifteen years ago I started one group. I could only be in that one group. Yet I mentored the people in that group to become multiplying small group leaders. Many of those in that group have spent time the last few years raising up group leaders. Today there are nearly 100 groups from that initial group. So now, in a sense, I can be at 100 places at a time.” *Dave Early, Author of 8 Habits of Effective Small Group Leaders*

2. Long-term Groups

Some groups come to a point where they desire to be together as long as possible and build lifelong relationships with one specific group of people. Such a decision should be based on a couple of different factors:

- Age of the people in the group
- How the group is challenging one another to grow
- Varying group dynamics and connections
- The leading of the Spirit

3. Short-term Groups

Some groups would be better served if they met for an agreed upon period of time and then separated. Such groups could be tied to teaching series. They may be “on-campus” groups that meet over a particular topic (Financial Peace, Marriage, etc.). Some people may determine to have an accountability group that meets for 12 months. Don’t underestimate the power of meeting with others in short bursts of time for a specific purpose.

4. Open and Closed Groups

Each group leader should also decide if they are “open” or “closed.” An **open group** would be willing to invite in new group members any time. They feel that this would not disrupt the relational aspect of the group. Typically, an open group would be beneficial for a multiplication group. On the other hand, a **closed group** would not be willing to allow new people to come into the group. For some, this would seem disruptive in a group’s movement towards deeper, meaningful conversation.

**Whatever you decide on the type of your group,
be thoughtful and clear to your group.**

Optimal Structure for Groups

Some semblance of structure in a group is important for effectiveness. If you can put this structure, or a variation, in place, you will be able to focus better on your role and empower people to lead at the same time.

Group Leader

Of course, this is you! As group leader, you are responsible for the health of the group. In a sense, you are a shepherd to the people in your group. See “Leader Portfolio” for more details.

Host Home(s)

Ideally, the group leader(s) won’t have to host the group as well. An optimal structure for the group, then, is to have a person open their home for group times. Some groups choose to rotate homes on a weekly, monthly, or study duration basis. This should be determined before the group even begins to meet. Finding a host home(s) will take pressure off of you, the group leader, and allow you to focus on leading.

Assistant

The goal of an assistant is to work toward leading his/her own group, hopefully when a group plants another group. Use wisdom in encouraging someone and give them opportunity to work into a leader position. Make sure they understand that going through the New Leader Training process would still be a requirement for beginning their own group.

Delegated Responsibilities

See your group as an opportunity to allow people to work in their areas of passion and gifts. The following responsibilities could easily be delegated. Spreading out these duties will allow you to focus on leading the group as a whole.

a. Refreshments/Food

Let someone take hold of organizing food for each group time. Give them the freedom to do it however they want, from special “food nights” to scheduling different people to bring food/drinks.

b. Missions

A key piece to our spiritual growth is focusing outward and impacting other people as a team. I guarantee at least one person in your group would be great at this. Point them in the right direction to identify serving opportunities, report back, and plan mission events and long-term relationships.

c. Activities

At least once a quarter, your group should have some type of fun activity planned to build relationship outside of group time. This will increase the depth of relationship and discussion in your group times as people become closer friends in life. Have 1-2 people plan these times or even have different people plan each event.

How to Effectively Plant a New Group

1. Share your heart with your group regarding planting. Establish an urgency with them to impact other people beyond your specific group.
2. Identify an assistant who could be a group leader. Even as you are recruiting for your group, think about those who would make great group leaders. They may not possess all of the necessary qualifications now, but focusing on potential along with current characteristics is important. Here are some keys to consider:
 - They are not involved in too many other ministries
 - They have an obvious love for Jesus Christ as Savior and Lord
 - They model spiritual maturity
 - They have influence with others
 - They can communicate fairly well in a small group setting
 - They have a genuine love for God's people/church
 - They are teachable
 - They demonstrate commitment
3. Privately ask the potential assistant if they would be interested in becoming a Group leader.
4. Share pertinent information about leading a group that would help the potential assistant make an educated decision.
5. Give the potential assistant 7-10 days to pray about becoming an assistant.
6. If the person expresses interest, share with them how to facilitate discussion in a small group. Let them know there will be times when you will ask them to facilitate in order to better prepare. This will also give you a chance to evaluate and develop the person by giving feedback after such times.
7. Share other responsibilities with your assistant.
8. Prepare your group to plant. Allow enough time for everything to be worked out, especially in recruiting for the group and determining how the group will divide. Suggest that if two or three couples would like, it would be exciting for them to build the foundation of the new group.

Five “Nevers” of Planting

1. Never rush the process of planting. Be wise in your timing and allow other leaders and/or staff to speak into the situation. Give enough time for a smooth separation and recruiting for the new group.
2. Never publicly ask an individual/couple to lead a group discussion or eventually host a new group. This should be done privately in a one-on-one conversation.
3. Never push someone from your group into leading a Group without first being part of the training process. Connected with Pastor Landon when they are ready to take the next step to become a leader. Give them opportunity to lead.
4. Never expect planting to happen by itself. As with our spiritual growth, you must be proactive. Be intentional about when you multiply and how you lead through it.
5. Never allow planting to happen out of frustration, bitterness, or a lack of clarity. Even through the transition process, make sure there is clear direction and sharing of emotions.



A Healthy Group

Leading a Good Discussion

Being a Missional Group

Sample Pledges/Covenants for Groups

Basic Do's & Don'ts

How to Show Care and Appreciation

Leading a Good Discussion

1. Prepare well

- Pray
- Know Your Material

2. Facilitate, don't teach

- Facilitation cultivates discussion, whereas teaching disperses information.
- Your discussion times aren't just about getting the answers right.
- Your groups must be a safe place for people to work out their faith.

3. Don't be afraid of silence

- Don't give in to the temptation to always say something first.
- If there is silence, it may mean the question wasn't heard or was unclear.

4. Use conversation starters

- "Who else would like to comment?"
- "Would someone like to share a personal example of how ____ happened in your life?"
- "Would someone who hasn't shared yet like to comment on this question?"
- "Let me see if I understand what you are saying..."
- "What do others of you feel about what was just said?"
- "So far it seems we have been saying..."

5. Learn to piggyback ideas, thoughts, and comments

- "That's a great thought! Would someone else like to comment on what Bill said?"
- "You bring up a good point. It reminds me of..."
- "That's some great insight Pam. Does anyone have anything they would like to add to that?"

6. Affirm the comments of group members

- Thank them for sharing, especially if it's something a little more personal.

7. Use varied discussion methods depending on the topic

- Large group
- Sub groups
- Guys group/ladies group

8. Be sensitive to a person's comfort level

- Be wise in calling on individuals to answer a question
- Be wise in calling on individuals to pray.
- Never publicly ask an individual if they would like to lead an upcoming group.

Being a Missional Group

As Christ-followers and as a church, everything we do points back to one central purpose: “to make disciples of all nations.” While this is a challenge to us as individuals and within our groups, it cannot stop there. As we are growing and challenging one another to grow, we have a Biblical mandate to turn our focus to the world around us and lead people in the same direction. If you can lead your group to serve together, you’ll see a different type of spiritual and relational growth take place that can only happen when we follow God on His Mission to seek and save the lost. When it comes to making missions a part of your group, don’t see it as an event, but rather a lifestyle that Christ calls all of us to as His people. Here are a couple of thoughts:

Join your group’s like-minded passions and skills with a need

You will be most effective in seeing your group make an impact when you connect people to *mission partners* they might have a passion for. Search for opportunities that involve a ministry in which people can use their gifts and skills. This makes it much easier to rally interest and involvement.

Consider long-term relationships

One-day events are good. We believe the basic premise of a one-time event is to spark interest, not be the end all for mission involvement. Think about it. What if your group decided to partner with one mission organization for one year and committed to routinely investing in that ministry? Can you imagine the impact you would make? And when this is done, your people can even rotate involvement so no one gets worn out. To be on mission then becomes a lifestyle, not just an event.

Do something!

How do you get started? Just do something! Don’t wait for the “perfect opportunity” to pop up. Anything you do to fan the flames of outreach can add value to people’s lives and your group. Remember, though, that the greatest impact will come when you and your group invest in long-term relationships and work that will last beyond your actual event/project.

**To get all the information on our *missions partners* we regularly support,
contact our Missions staff!**

Sample Group Member Pledge

AND ALL THE TIME ...

Since the Group concept is encouraged by Prince of Peace, and since [your group's name] is an official Prince of Peace Group, as [your group's name] members, we pledge to maintain active membership in Prince of Peace and fulfill the membership calling as set forth by the Church. This includes regular attendance, serving within the church as a volunteer, and faithfully contributing financially through tithing.

I DO . . .

Since one of [your group's name]'s top core values is marriage-enrichment, as members of the group, we pledge to actively pursue excellence and honor in our marriage, which will in turn enhance our families as they grow. As a part of this pledge, we commit to attending at least one marriage-enrichment course per year, and when possible, other extra-curricular efforts such as reading marriage improvement books and studies.

AS IRON SHARPENS IRON . . .

Another core value of [your group's name] is accountability. As an [your group's name] member, we pledge to actively participate in the [your group's name] accountability interviews both by contributing challenging questions for other couples, and being open and candid in answering questions posed by other member couples. In addition, we each pledge individually to pursue and put into place at least one accountability relationship with scheduled regularity.

QUID PRO QUO...

We agree that as [your group's name] members, what we contribute to the group is every bit as important as what we gain from it. We pledge to make an active effort to bring our own unique abilities, experiences, and perspectives to the group in an effort to be as much an asset to the group as possible. We also pledge to support and participate as best we can with the activities and format of the group.

. . . IS IN THE DETAILS

As our families grow, our schedules tend to shrink. In the interest of helping to ensure that we maximize our time and resources together in hopes to uphold our core values, achieve our mission, and maintain the focus of the group, we pledge to observe, to the best of our abilities, the guidelines covered in the "For The Record" page of the [your group's name] Member Pack.

We agree, as members of [your group's name], to honor and uphold this pledge.

Signature

Signature

Sample Covenant for Groups

You may want to consider establishing some mutual commitments within your groups. *Some* group leaders ask their groups to sign a covenant/commitment. This does a couple of things:

1. Clarifies expectations
2. Establishes proper boundaries for group behavior
3. Challenges people to great relationship and investment in one another's lives

Here are a couple sample covenants:

Our Group Contract

Our mission: To serve Christ while building friendships that encourage a deeper faith, accountability, and a lifestyle of missions, bearing fruit in all we do.

Our focus: Christ-centered studies, lifting one another up in fellowship, and missions. This will better our marriages, our parenting skills, our relationships with friends and coworkers, and, most importantly, our life with Christ.

Our verses: *Psalm 1:1-3, Acts 2:42-47, Ephesians 5:22-6:4, Deuteronomy 6:4-9*

Our goals:

A. Missions: We will do one mission every other month on a Sunday night at a local mission. We will do one larger mission per quarter with our Group. We will live a lifestyle of missions by doing God's work daily. If we need help doing this, we will call upon people in our Group to help.

B. Studies: We will do a Bible Study with our Group. There will be homework during some of the studies. We pray that the Spirit will stir in you to do it so that you will grow in Him.

C. Socials: We will do socials so that we can develop the friendships and trust that is needed to open up during group. Plus, they are fun!!! :) We will do one Girls/ Guys night per month. We will have one couples/family night per month. We will have social time with food at the beginning of each Sunday night Group from 5:30-5:55.

D. Accountability: We will have one (or more) accountability partner in the group. We will meet or talk with that person at least once a month. We will also provide accountability during group time.

E. Prayer requests: Prayer is a top priority. We will have the prayer request book out during our social time at the beginning of each group. Please put down a request, and we will read at 7:00 and pray for those requests. Then each person will go home with one prayer to focus on for the week.

F. Consistency Matters: Make every effort to come to every Group meeting. Tell all family members and friends that you are having Group on Sunday nights from 5:30-7:45, and that is your top priority. Tell them when they are planning birthday parties, etc, that Sunday night is your Group night. The reason for this is that consistency makes relationships, openness, and growth happen for all involved. There are going to be times when you just CAN'T come: you're sick, you have to work, your grandma's 90th birthday party, vacation. If this does come up, please let the person hosting Group know ASAP. Also, if one of you can't come, the other spouse should still come.

I commit to this group!!!

Signature_____

Signature_____

Basic Do's & Don'ts

Don't be afraid of silence

Let the people sit for a moment and think.

Do value input

Do whatever it takes to affirm people's comments, but do not be artificial with your praise. Be delicate with answers that are clearly wrong (you probably don't want to point and laugh). Do not feel like you have to finish, complete, or correct a person's answer, unless the comments could be destructive to the faith.

Don't feel like you have to know all the answers

We are human, and it's good for your group to see that you are limited.

Don't read questions off any guide you're using

Understand the questions and be prepared to ask them in your own terms. Feel free to generate your own questions during your preparation AND even "on the spot."

Don't talk more than the rest of the group

Ask questions to generate discussion; ask people to explain their answers and go into more depth. Allow multiple people to respond, even if the first person gets the "right" answer.

Do ask people if they have questions

Encourage them to deal with the material on their own terms. Create a climate where people feel the freedom to ask any question.

Do clarify some responses to your questions

If a person's answer or comment is long-winded or unclear, repeat it (summarize it) for clarity. This proves you are listening and it keeps the attention of the rest of the group.

Don't move to a new question too quickly

After a person answers a question, ask, "Would anyone like to add to that?" or "Does everyone agree/disagree with that?"

Do keep the group focused and on purpose

Don't go down a rabbit trail and leave the topics and/or Scripture passages unless something "big" comes up (e.g., a family crisis). Be sensitive to the Spirit (but that's not an excuse to be lazy and let the group wander). Wandering is easy, being a leader isn't!

Do require and maintain confidentiality

This allows people to open up because they feel their environment is safe. However, don't keep potentially dangerous information to yourself. (e.g. abuse, suicide, destructive intentions, etc.)

Don't be discouraged

Even if you don't have enough people for your own Group; we will give you opportunities to proactively build your group.

Don't be discouraged

When (not IF) you have a "bad night," don't let it get you down. There is not a group leader alive in the world who hasn't experienced bad nights.

Don't go to another Group if your group doesn't show up or is really short on numbers

This probably won't happen very often. Don't join another group except for special events (and not all the time...this will break up any momentum, trust, etc.). Use that time to build deeper relationships with the few who do show up. This could bring excellent long-term rewards.

How to Show Care and Appreciation

Everyone wants to feel loved. Here are some simple ways you can show care and appreciation to people in your group:

1. Give a homemade gift

"For the Lord your God will bless you in the work of your hands, and your joy will be complete." Deuteronomy 16:15

2. Give a personal gift

"No one claimed that any of his possessions was his own, but they shared everything they had." Acts 4:32

3. Give a time gift

"Make the most of every opportunity..." Ephesians 5:15

4. Give a prayer gift

"I urge then, first of all, that requests, prayers, intercessions and thanksgiving be made for everyone." 1 Timothy 2:1

5. Give an encouragement gift

"An anxious heart weighs a man down, but a kind word cheers him up." Proverbs 12:25

6. Give a blind gift

"If you give a cup of cold water to a little child, you will be rewarded." Matthew 10:42

7. Give a care gift

"Bind up the broken hearted." Isaiah 61:1

"Bear one another's burdens." Galatians 6:2

8. Give a secret gift

"When you give, do not let your left hand know what your right hand is doing, so that your giving may be in secret." Matthew 6:3

9. Give a forgiveness gift

"Bear with one another and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you." Colossians 3:13

10. Give the gift of yourself

"Greater love has no one than this, to lay one's life down for his friends." John 15:13



Group Meetings

Your First Group Meeting
Example Meeting Schedule
Childcare Options, Guidelines, & Ground Rules
Choosing Material for Your Group
Icebreaker Ideas
Having Deeper 1-on-1 Discussions
When You're Out of Town

Your First Group Meeting

You want to start your first group time off right. Following are some key elements to making sure your group has a great first experience:

1. Food, fellowship, and contact information (15-20 minutes)

Spend some time enjoying small talk and a few light snacks.

2. Introductions and Icebreakers (15-20 minutes)

Have everyone introduce him or herself and use an icebreaker to get to know each other more. Some groups in the past have even spent a few group times sharing life stories within one another. This can make a huge impact on the spiritual and relational aspect of your group.

3. Discuss Childcare (2-4 minutes)

If your group has children, make mention of the childcare situation. Is it at the church? Is it at your home? Another group member's home? Who is babysitting? Does he/she get paid? How does he/she get paid?

4. Discuss Expectations for the Group (20 minutes)

Spend time sharing why each person is in the group and how they would like to grow as a result of being in the Group.

5. Discuss Activities and Missions (5 minutes)

A healthy group spends time together outside of regularly scheduled group time. Establish a precedent for this from the beginning by leading your group to determine how often you will hold activity nights and serve together as missionaries to your community. Share ideas/examples of different activities.

6. Assign Responsibilities

Spread the wealth of leadership in the group by allowing them to serve in areas they are passionate about. Give someone the responsibility of choosing activities; another the responsibility of Missions; and so on.

7. Pray (10 minutes)

Take a few minutes and pray in two specific areas: (1) for your group as you begin and (2) for specific prayer needs. Give an opportunity for people to pray, but don't call on specific individuals to pray, as this can be uncomfortable for some people.

Example Meeting Schedule

Come into your group time with a plan. What elements are going to be part of your group time? In what order will they happen? This is just an example of what your group time could look like. You decide. Again, whatever happens, come in with a plan.

1. Fellowship Time (30 minutes)- Take the first third of your group time to build relationship with your group. Set up a rotation for people to provide light snacks, or occasionally eat a full meal together. Providing this time, along with food, will help foster relationships, one of our seven leader essentials.

2. Discussion Time (30-40 minutes)- This portion of group time should be dedicated to working through the study/discussion of the night. The goal is NOT to answer all the questions, but to create a quality discussion and search into God's Word that brings about life change. Take time to open God's Word EVERY time you have a discussion. Ultimately, it's the Holy Spirit working through other believers and scripture that bring transformation.

3. Prayer Time (10-30 minutes)- The final part of your time together will typically involve a time of prayer. This can be an incredible time of faith building, relationship building, and allowing the Holy Spirit to work in great ways. The focus and length of this time is dependent on a couple of things: (a) needs within the group, (b) the topic of discussion for the night, and (c) where the group is sensing the Holy Spirit to direct their prayers. Always include the topic of the night in your prayer time.

Be careful not to run too long on your group nights. The mind can only handle what the seat can endure. Remember that group members, including you, may have to work in the morning. When in doubt, always leave group members wanting more and looking forward to your next time together. We would suggest no more than 1 ½-2 hours for your group time. This includes time for fellowship and prayer as well.

Childcare Options, Guidelines and Ground Rules

Childcare Options

1. Children in the Group time

The group setting is an excellent place to disciple your children if it is handled well. We are currently in the process of developing Family Groups that are dedicated to whole-family discipleship in the group setting.

2. Childcare at the Leader's Home

Another option is for each group host to secure adequate childcare at their home. See the guidelines below if choosing this option.

3. Childcare at a Member's Home

A third option is for a group member to host the childcare at their home. If choosing this option, the group might select a home that is relatively close to the group host's home. See the guidelines below if choosing this option.

Guidelines and Ideas for Childcare

1. If your group chooses to make childcare available, each leader will be responsible for securing adequate childcare for their group meetings.

2. The Group should consider paying the babysitter for his/her services. An easy way to do this is to ask that each family with children put in money each week.

3. Ensure there is a healthy ratio of babysitters to children.

4. Use a trusted friend in the neighborhood or a babysitter used by one of the group members.

5. Prince of Peace does not take any responsibility for childcare outside of our facilities.

Ground Rules for Childcare

1. Children will be expected to behave appropriately while at a home and to respect the property and belongings of the home.

2. Children will be expected to show respect to the children and adults at a home.

3. Should children become disrespectful to children, adults, or a home, the child's parents will be asked by the group leader to find their own childcare outside of the group. This option should be approached with patience, caution, wisdom, and grace!

Choosing Material For Your Group

More than likely, your group members want to grow. As a leader, you'll want to take a holistic approach to people's growth. A well-rounded dose of curriculum will help your group grow in every key area of life. Here are some ideas to help you choose the right material for your group:

1. **Study God's Word together.** Biblical communities of believers study and apply God's Word together. While topical curriculum is great and important, walking through a book of the Bible together will develop a greater depth of knowledge in your people and hunger for God's Word.
2. **Be aware of the needs of your group.** This can be a tough one. Sometimes people don't know what they need. As a leader, get input from your group on what they'd like to study. At the same time, pray for insight and assess the true needs of your group members. Strong leaders will be able to differentiate between a group's felt needs and real needs.
3. **Keep your study type fresh.** Don't allow yourself to overuse one type of material. For example, DVD studies can be very engaging to people. However, too much of one thing will always become mundane, no matter how effective it is at first. Create a flexible rotation of material type to keep your people engaged at a high level. Here are some basic types to incorporate:
 - a. Talk It Over notes
 - b. DVD studies
 - c. Workbook studies
 - d. Book studies
 - e. Bible studies

For great study material, check out what's available in the campus library!

Icebreaker Ideas

1. People Bingo

On a piece of paper, create a five-by-five table – like a bingo card. In each square, list potential experiences that will be true of different individuals (such as “born in another state”; “married high school sweetheart”; “never used a cell phone”; “has a cat and a dog”). Copy and distribute the cards (we can copy for you at the church office). Group members will then search for others who are a match for the various experiences. When someone finds a match, have that person initial the appropriate box. The catch is that group members need to have a different person for each box, and a person can only sign off one time for a given item. For example, if Joe had Mary sign off on his card as the person who has a dog and cat, Mary cannot sign off for that same item on anyone else’s card. You can play this a couple of different ways: Play until someone gets five in a row; or play with the goal of seeing how many total squares people can find matches for in a set amount of time (such as three minutes).

From Small Group Ministry for the 21st Century: The Encyclopedia of Practical Ideas! (Loveland, CO: Group Publishing, 2005) pp. 30-31

2. What’s My Name Game

On small pieces of paper, write down the names of various famous people from history, pop culture, etc. (CAUTION: Make sure the names you write down are appropriate!) When each person enters the room, place a name on each person’s back without them seeing it. Each person must try to guess the name they are wearing by asking other participants questions. Only one question can be asked at a time to someone, then one must move on to another person. Before a question is asked, group members must introduce each other and tell the other participant one thing about his/her life.

3. Believe It or Not

Have each group member write an amazing, unique, or unusual (but unknown) fact about him/her on an index card. Collect the cards, and then pass out paper with each group member’s name listed next to a blank space. As you read each of the cards aloud, have group members use their lists to record their guesses about whom each fact belongs to. See who can correctly match the most facts with the names. The value of this exercise is in the conversations that will arise as people ask for explanations for the things they discover about each other.

From Small Group Ministry for the 21st Century: The Encyclopedia of Practical Ideas! (Loveland, CO: Group Publishing, 2005) pp. 30-31

4. Where Were You?

Pick a date or a year before the meeting and then give each person a chance to tell what they were doing on that date (example: Summer 1988 or December 2003).

5. List of Faves

Come up with a list of favorites that each person can write down and then go around the room one "favorite" at a time and have them share (e.g. favorite ice cream flavor, restaurant, movie quote, television actor, childhood memory, etc.).

Having Deeper 1-on-1 Discussions

Entering into good discussions with group members is definitely an art. Some people are great at moving from surface-level discussion to talking about the real issues of life and spirituality. Others really have to work at this. We can all recall walking away from many conversations wishing we would have “gone deeper.” Whatever camp you are in, as group leaders, we have numerous opportunities in and outside of group times to engage in meaningful conversation with group members. This is not to say that every conversation needs to be deep and serious. However, if you neglect to have deep 1-on-1 discussions with people in your group, you’re stifling their growth and the opportunity for God to use you and develop your leadership skills. Let me give you some great discussion starters as you improve in this area:

- What’s something you’re really excited about right now?
- What are three of your greatest strengths?
- What would be your ideal career?
- What are some words that would define who you are?
- How can I be praying for you?
- Are you facing any obstacles right now?
- What do you want to accomplish this year?
- Do you feel closer to Christ now than you did one year ago?
- What dreams do you have for you and your family?
- If you could serve God in any way possible, what would it be?
- What would you do for God if you knew you couldn’t fail?
- Is there anything you’re struggling with that could be affecting your relationship with Christ?
- What do you need help with right now?
- How is God changing you right now?

When you ask such questions, you are saying:

- Your walk with God is the most important relationship you should be working on.
- I care about you.
- I recognize you are in a process.
- I am here for you.
- I believe God is working in you.
- I have time for you.
- I pray and will make time to pray for you.

When You're Out of Town

- **Don't Cancel Your Group-** Your group continuing while you are out of town is a great community-building opportunity. In addition, it is a perfect time to give your assistant or another solid group member an opportunity to lead.
- **Prepare Key People-** If you know you'll be out of town for an upcoming meeting, make sure key people in your group know – particularly the host home and your assistant.
- **Identify Alternative Location-** If your group meets at your home, work with another group member to secure an alternative location. Give your group enough advance notice of the location along with directions to get there.
- **Follow-up When You Return-** Once you're back in town, consider contacting your group members. Let them know you missed your time with the group and are looking forward to your upcoming group time. The wrong thing to say would be, "It was nice to have a break from the Group for a week!" Bad idea.



Caring for Your People

Handling Difficult People

Conflict Management

Care in Tough Times

Pastoral Care (and when to refer)

Additional Guidance

Handling Difficult People

Three Types of People

1. Agenda person

- This person has an agenda. Usually, these are people who are very passionate about a specific issue, purpose of the church, or ministry. And everything comes back to that point.
- This can cause people to be uncomfortable and frustrated.
- This is a sign of immaturity.

2. Chatterbox

- This person simply talks too much.
- They really want to give to the group.
- This person could cause one of two things:
 - frustrate everyone
 - make everyone too comfortable

3. Critical/negative person

- These people have a little more of a pessimistic attitude in life.
- We're not talking about sweeping things under the rug or putting a mask on.
- We're talking about the fact that there is a right time for everything.
- Some people don't even know they're being negative or critical.

Ways to Guard and Handle Situations

Galatians 6:1 "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."

Luke 17:3-4 "So watch yourselves. If your brother sins, rebuke him, and if he repents, forgive him. If he sins against you seven times in a day, and seven times comes back to you and says, 'I repent,' forgive him."

Preventative

- A. Start occasional group times by having people share why they're thankful for the church/church family. And then take a second to pray for the church.
- B. Help people expand their thinking. Take time in your group to link topics to the overall vision of the Kingdom/church and to other topics.
- C. Build a close group where you can be honest with each other.
- D. Lay ground rules. Come back to them occasionally just as a friendly reminder.

E. Use a discussion you know could lead to a lot of talking. And make it a point to let people know they should be careful to give others a chance. This should/could carry over into other sessions.

Responding

A. Gently steer the conversation back in the right direction.

B. Respond with patience when dealing publicly.

1 Timothy 5:1-2 "Do not rebuke an older man harshly, but exhort him as if he were your father. Treat younger men as brothers, older women as mothers, and younger women as sisters, with absolute purity."

C. Respond with wisdom when dealing publicly.

James 3:17 "But the wisdom that comes from heaven is first of all pure; then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere."

Conflict Management

Examples of Situations that Should be Handled Privately

1. Issues with difficult people that couldn't be handled publicly (see "Handling Difficult People")
 - The Chatterbox
 - The Answer/Agenda Person
 - The Critical/Negative Person
2. One who has offended/hurt another
3. One whose kids are becoming a disruption
4. One who is struggling with attitude issues

How to Confront Privately

1. Let restoration reign.

Galatians 6:1 "Brethren, even if anyone is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness; each one looking to yourself, so that you too will not be tempted."

2. Let love and mercy lead.

Proverbs 3:3-6 "Do not let kindness and truth leave you; bind them around your neck, write them on the tablet of your heart. So you will find favor and good repute in the sight of God and man. Trust in the LORD with all your heart and do not lean on your own understanding. In all your ways acknowledge Him, and He will make your paths straight."

Revelation 3:19 "...those whom I love I discipline..."

Proverbs 27:5 "Better is open rebuke than hidden love."

3. Let truth direct.

John 16:13 "But when he, the Spirit of truth, comes, he will guide you into all truth. He will not speak on his own; he will speak only what he hears, and he will tell you what is yet to come."

4. Let reflection precede reaction.

- As you reflect:
 - consider the source
 - consider the consequence
 - consider the validity
 - consider the deeper issues
 - consider someone else's opinion

5. Let wisdom determine your weapon.

Unbiblical weapons of confrontation:

- Intimidation
- Ridicule
- Threats
- Unholy alliances within the group
- Blame
- Manipulation

Practical Tips

1. Always encourage.

2. Ask questions.

- “Am I correct in thinking?”
- “What can we do to restore things in a God-honoring way?”

3. Reaffirm their value to the group.

4. Use proactive phrases.

- “I’m sorry.”
- “That’s interesting.”
- “Help me to understand why...”

5. Pray together.

6. Prepare yourself for difficulty.

7. Know when to come to a pastor.

- You come to a pastor when you’ve tried the steps above to resolve the conflict!
- You come to a pastor when Matthew 18:15-16 doesn’t resolve the issue. At this point, a pastor should be consulted immediately.

Care in Tough Times

One of the roles of a Group is to be a caring community that bears one another's burdens. This can only happen when the leader is able to address such situations with a caring heart. As a leader, encourage your group to serve each other in this way.

Caring through Time and Energy

- Visiting group members in the hospital
- Helping group members with meals/groceries
- Work parties
- E-mail prayer chain
- Death in the immediate family

Financial Assistance

In order to address a variety of situations with regard to financial assistance, the pastoral leadership has established the following guidelines:

- Never make any promises, on behalf of yourself or the church for financial assistance.
- Consider how your group can assist before turning to the church's benevolence funds.
- When designated funds are available, the church assists with rent and utilities.
- The church does not help with bus tickets, car maintenance, or childcare.
- To request financial assistance, contact the church office.

The Power of Prayer

Any crisis that arises should be confronted with prayer. James 5:15-16 tells us that "The prayer offered in faith will restore the one who is sick, and the Lord will raise him up, and if he has committed sins, they will be forgiven him. Therefore, confess your sins to one another, and pray for one another so that you may be healed. The effective prayer of a righteous man can accomplish much." Challenge your group to not only pray together during such situations, but to also pray throughout the week. Also, if the circumstance warrants, keep your group updated so they know how to pray.

Ask God for discernment and leadership for wisdom when it comes to helping someone financially over and over. Be generous, but don't let someone take advantage of you or anyone in your group.

Pastoral Care

(and when to refer)

“Almost ninety percent of all counseling situations can be defined as ‘common care counseling,’ which can be handled at the group leader level. Most of these cases can be handled by using common sense, biblical direction, prayer, and a generous portion of care.”
Steve Meistrell, Family Care Church

General Care Policies and Procedures

1. Never make claims of providing “secular counseling.”
2. Never make claims that you are a psychotherapist, professional, medical, or psychiatric counselor.
3. Do not use state-regulated professional titles such as “Licensed Professional Counselor,” “Clinical Social Worker,” or “Pastoral Counselor” unless you are licensed to do so.
4. Avoid strictly psychiatric diagnosis and interventions.

Care Session Policies and Procedures

1. Begin by explaining that you are not a professional counselor, but are offering spiritual advice, which is biblically based.
2. Always have a Bible present and prominently displayed during every care session.
3. Always include biblical principles, scriptures, and spiritual considerations.
4. Begin and/or end with prayer, asking God to meet their needs, and to direct you with Godly wisdom.
5. Never give any advice that is contrary to the Bible, regardless of the circumstances involved.
6. Keep general notes of each session. For purposes of confidentiality, these records should be kept separate and secure.
7. All discussions are to remain confidential. Any discussion about the person’s situation must first have his/her approval before sharing the situation with any leader. In some cases, mandatory reporting of a severe situation may apply.
8. Care should never be done with members of the opposite sex unless there is a third party present in the session.
9. Two adults must be present when speaking with anyone under the age of 18.
10. Never enter a room, private place, or home with a child when the parents are absent.
11. Do not meet with a person for more than three consecutive sessions. If the issue cannot be handled in that amount of time, ask permission to refer the issue to a pastor. Your emotional strength will be quickly diminished otherwise.

Additional Guidance for the Small Group Leader in Care

1. Be sure that your personal walk with the Lord is consistent and that you are blameless in the area you are counseling.
2. Be personally submitted to the pastoral leadership.
3. Be personally accountable, having a “transparent” relationship with another person.
4. Be a person of prayer and faith. Pray before, during, and after the session.
5. Always share from a base of inner peace. Don’t counsel when you are physically or emotionally exhausted.

Practical Guidelines

1. Pray for wisdom and discernment.
2. Always use the Bible as your source.
3. Never meet alone with someone of the opposite sex.
4. Let the person know you are not a licensed professional counselor.
5. Ask questions and attentively listen to what is shared.
6. Don’t judge or evaluate too quickly.
7. Be aware of your body language and demonstrate love.
8. Speak the truth in love.
9. Guard what the person says confidentially, but do not commit yourself unwisely to a secretive-type confidence.
10. Never act shocked at what the person shares with you.
11. Pray.
12. Give room for the Holy Spirit to assist you.
13. Keep good records, including date, place, and time.

This information has been adapted from “Small Group Leaders Handbook” and the “Basic Counseling 101” course, written by Ken and Glenda Malmin, Executive Pastors at City Bible Church and Deans of Portland Bible College.



Resources

Group Websites
Group Journey Guide
Leader Reporting
Recommended Reading

Group Websites:

Sites you need to be on to be a leader:



Prince of Peace Website (www.princeofpeace.org): You will find links to everything in our Group Leader Development section. Use this site for looking up events, news, and useful information about life in the Prince of Peace community.



inFellowship (poplctx.infellowship.com): This is our Group management tool that will be the hub for your communication for the Prince of Peace leadership structure and also with members of your group, including prospects. Login and Password required.



RightNow Training (training.rightnow.org): This is the training (*initial & ongoing*) hub for our leaders. We will have periodic training sessions for you to complete from the comfort of your home. Login and Password required.

Sites helpful to be on as a leader:



Facebook: www.facebook.com/poplctx
Connect with other people in the Prince of Peace Community.



Twitter: www.twitter.com/poplc
Stay up-to-date on all things Prince of Peace.

Group Journey Guide



This Group Assessment is designed to help your group grow stronger as a Biblical Community and mature together as followers of Jesus Christ. In Acts 2 we see that maturing disciples are those who continually **Connect** with the faith community, **Grow** in their relationship with Jesus Christ, and **Go** into their communities to live out this faith and share the Gospel with people who do not know Him. Please take some time to discuss the following core aspects of Biblical Community and then mark on the graphic above: 1) where your group is right now, and 2) where you would like to be in one year.

Connect

Connecting with each other is much more than just getting together. To connect is to share & care for each other in the ups and downs of life, to pray for each other continually, and to meet each other's needs. The key to connecting is fellowship and servanthood – loving one another with the grace and mercy we have received from the Father in Jesus Christ.

To start our discussion, share a time when someone cared for you and it had an impact on your life.

How is this group connecting, caring, praying, and sharing life together?

Are there any hurdles in your group that impact how you connect with each other?

How is prayer a part of your group (inside & outside of meetings)?

How will you communicate prayer requests as a group?

In the next year, how would you like to become stronger in your connection with each other? What is your plan for growing in this area?

Group Connect Leader: _____

Grow

Our journey as followers of Jesus begins and ends with knowing and experiencing God's Word personally. Trust in Him grows stronger as we read, wrestle with, and understand this Word. Our lives begin to look more like His in our thoughts, words, and actions. When this core aspect of spiritual maturity is lived out, we continually experience God in our daily lives through the outpouring of the Holy Spirit.

How is your group currently growing together in God's Word? Are you experiencing any hurdles?

As a group, where would you like to grow as followers of Jesus Christ this year?

(Bible knowledge, doctrine, marriage/family roles, etc)

What books of the Bible would you like to explore this year as a group?

What is one topic you would really like to cover in your group time?

Personally, what Spiritual discipline/pattern would you like to mature in this year?

(Personal time in God's Word, Worship, Prayer, Personal Witness, Community, Stewardship, Service, etc)

Would you like to have a 1-on-1 spiritual growth partner (same sex) to meet with regularly?

Group Grow Leader: _____

Go

The mission of God is that the world would be reconciled to Him through the blood of Jesus Christ. And He has called every believer to become a part of His mission and Go into the world – some to next-door neighbors and some to foreign countries, both equally important. You are called to share your story about God's work in your life and to use the gifts God has given you to love one another as He has loved you.

As an individual, name a skill/talent God has blessed you with.

What gifts or passions do you see in the people within your group?

As a group, how are you utilizing God's gifts to reach those who do not know Jesus Christ?

As a group, how will you pray for and act on each of the following mission opportunities:

Pray For

Act On

- ✓Our Neighbors
- ✓Our Church
- ✓Our Community
- ✓Our World

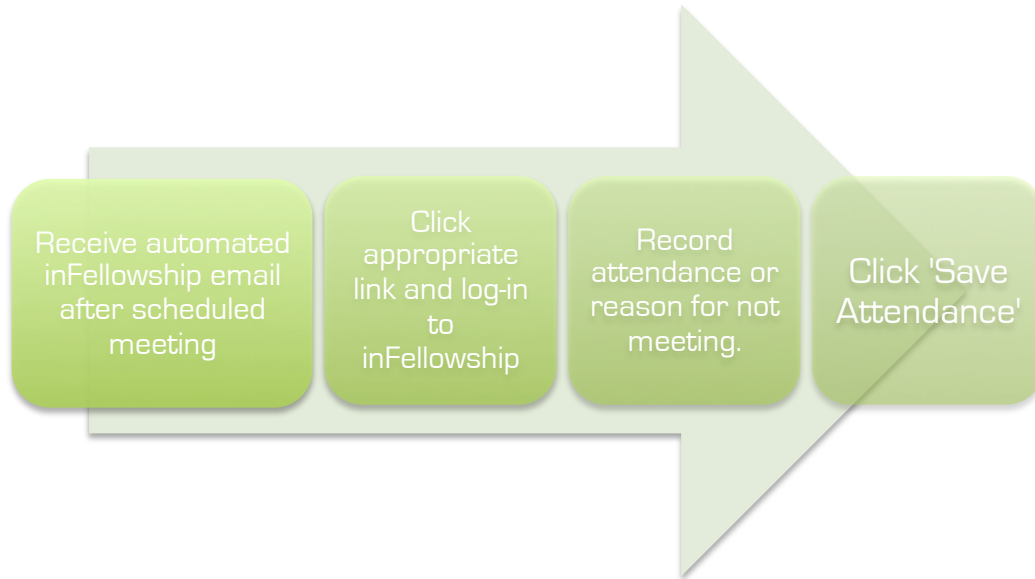
The most effective size of a small group is 8-12 adult members.

- Will this group be open to inviting new members this year?
- What are this group's plans for planting a new group?

Group Go Leader: _____

Leader Reporting

As a leader, one of your responsibilities will be to provide information about your group so that we can better partner in this ministry together. Our inFellowship group tool provides a great reporting interface that is automated and easy for you to use. Here is how the process will work.

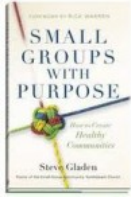


Our administrative assistant, Sue Bontrager (sue.bontrager@princeofpeace.org), is available to help you in the reporting process. Once a month, you will be contacted with an email from your coach asking you to give a brief update on your group and your leadership joys/struggles/needs. In the future, inFellowship will include this feature in the attendance process as well.

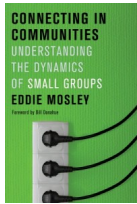
This information is helpful for the ministry in the following ways:

- *Prayer:* You will be able to share how we should pray for you and your group.
- *Big Picture:* Your weekly replies will help us understand Prince of Peace's overall health.
- *Collaboration:* You will have the opportunity to communicate how we can better partner in the ministry.
- *Stronger Leaders:* You will have the opportunity to communicate where we can help you through the big hurdles in your group's life.

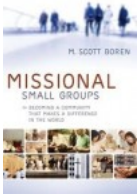
Recommended Reading



[Small Groups with Purpose](#) by Steve Gladden. It's packed with the philosophy that has built the largest small group ministry in the United States. As the Pastor of the Small Group Community at Saddleback Church, Gladden is one of the smartest grouplife guys I know. He's not a theorist. He's a practitioner. This book releases on June 1st.



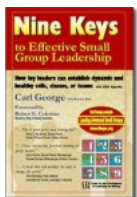
[Connecting in Communities](#) by Eddie Mosley. This is a very easy read and very practical. Make sure you've got a pen nearby because your copy is going to be marked up like mine. There's a lot here you're going to think about adding to your system.



[Missional Small Groups](#) by Scott Boren. Says Howell, "I included the missional group movement in my list of current grouplife trends because there is an increasingly important conversation going on right now about how to build groups that can impact and influence communities. I particularly loved Boren's "four different stories within grouplife."



[The Next Christians](#) by Gabe Lyons. If you want to be involved in the grouplife opportunity to reach the widening 60% that will not be reached by the attractional model, this is a book you need to be reading.



[Nine Keys to Effective Small Group Leadership: How Lay Leaders Can Establish Dynamic and Healthy Cells, Classes, or Teams](#) by Carl George. One of the best books on small group ministry...that you've never read. First published in 1991, it's been revised and updated. This is a very important book if you want to build an effective small group ministry.



inFellowship Guide

Expectations for inFellowship Groups Listing
inFellowship Groups User Manual

Expectations for inFellowship Groups Listing

Your Group Name

Your group name should be intuitive, inviting, and down the earth. It should match the purpose of the group and should appeal to people who are not familiar with Prince of Peace or the group. It should make people feel included, so when choosing a name be sure to avoid using:

- Words or acronyms that people may not understand
- “Churchy” words or clichés
- Wording that really belongs in the group description (such as “35+ Singles)

Many ongoing Groups choose to use the leader’s name as the group name, which is fine. A name along the lines of “The Hardy’s Group” is acceptable, but “The Hardys” would not because it’s less intuitive to someone new to the idea of Groups.

Your Group Description

The description you write for your group will either draw a person to connect with the group or become a turn-off, depending how it is written. Put thought into your description so that it is warm and informative. Add a personal touch and avoid wording that people don’t understand (so readers don’t feel like outsiders).

The description should:

- Clarify for the reader what type of person your group might appeal to
- Be inviting to people who don’t have a church background
- Include a sentence or two about the purpose of the group or what you’d like to accomplish
- If applicable, explain the content the group uses (such as curriculum or discussion of Craig’s message)
- Clarify how the group handles childcare (if the group is open to adults who may have children)



A guide to the inFellowship Groups Application
www.princeofpeace.org/groups

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Welcome

Welcome to the Prince of Peace Groups Guide! We are excited to introduce you to this new groups application. As a Group Leader, you now have the ability manage your group online. You will be able to do the following:

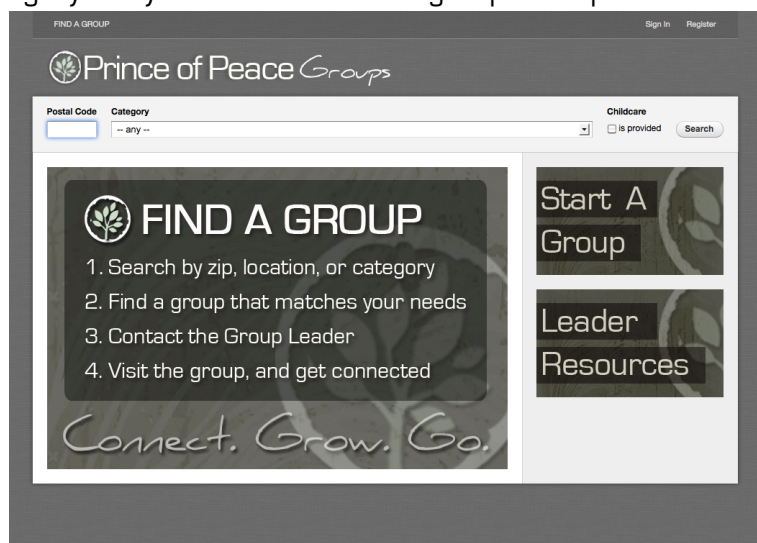
- Create and edit group details, location and schedule
- Add and remove people to and from the group
- Email group members
- Edit member details
- Make your group searchable in the new online Group Finder (only if your group is open to new members)

Group Search Overview

Our new Group Search application is an easy way for people to search online for a Group to join. You can find our new group search application at <https://poplctx.infellowship.com>.

How it works

1. To search for a Group, you click on the “Find a group here” link.
2. People searching for a group can search by Zip Code or by Category. They also can search for groups that provide childcare.



- The page below will appear with the results of the groups found that match the searcher's criteria. They also have the option on this page to refine their search by category and with two new filters – weekday and start time.

Prince of Peace Groups

Postal Code: Category: Weekday: Start time: Childcare: ☐ is provided ☐ meets online

12 Groups found

Group	Location	Meets	Childcare	Start	End
Emley Group Young Couples who meet each week at Prince of Peace and a...	Carrollton, TX 75007	Su every week		9:30 AM	--
neXtaen Young adults at POP	Carrollton, TX 75007	W every week		7:00 PM	10:00 PM
Small Group - Biggs	Carrollton, TX 75007	F every 2 weeks		4:30 AM	--
Small Group - Brauer	--	--		--	--
Small Group - Daugherty We meet in the Colony/Frisco area, rotating homes. Curren...	The Colony, TX 75056	Sa every 2 weeks		5:00 PM	7:30 PM

- Also note:** Because people can't search by life stage, it's very important to indicate your group's life stage in the first 50 characters of your group description. This will make it easier for someone to scroll down the list and immediately see what groups are in their own life stage.
- Once a person finds a group they are interested in, they can click on the name of the group to view more details: the full group description, gender, marital status, age range, day of the week it meets, and location (see image on next page).

Prince of Peace Lutheran Church - In Fellowship

Find a group

Prince of Peace Groups

Small Group - Majeske
Next meeting: Tue, March 01, 2011 • 7:00 PM

Description: A group of young marrieds who gather weekly to grow as a Biblical community.

Gender: Coed

Marital status: Married

Meets on: every Tuesday effective 12/7/2010 7:00 PM

Time zone: (GMT-06:00) Central Time (US & Canada)

Location: 1323 Royal Palm Lane
Carrollton, TX 75007
[View larger map](#)

Leader: [Profile](#)

Kelly Majeske

Kevin Majeske

Interested in the group?

Have an account? [Login](#) or [Create one](#)

Your name (required):

First: Last:

Email (required):

Phone number:

Message:

6. If the person is interested in joining the group, they can fill out the section on the right hand side. Once they submit this, an email will be sent to the leader(s) of the group indicating that someone is interested in joining. This is where leaders will log in to view/manage their prospects.

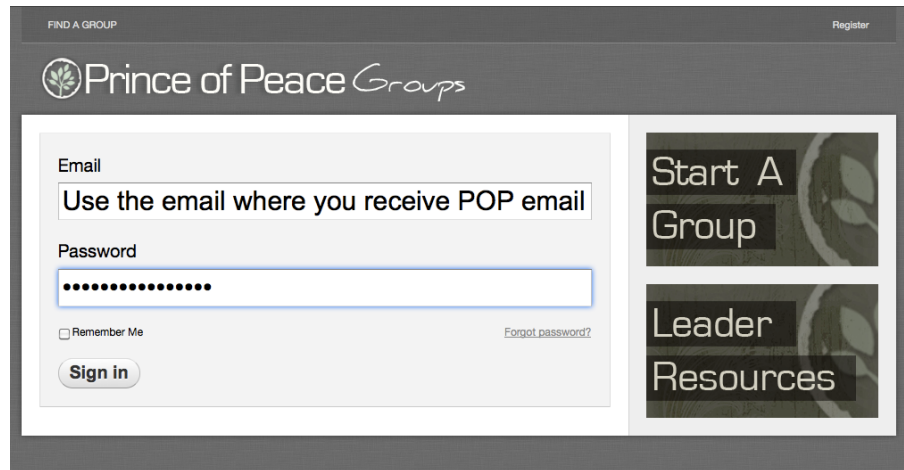
It's a very simple process and is also user friendly! In order for this system to work well, we are counting on you, as the leader, be sure your group's information is always up to date. You also need to signify that your group is 'Searchable' if your group is open to adding more people or if it is full, signify it is no longer 'Searchable'. This is your responsibility as the leader.

Creating an account

From the inFellowship application, group leaders must create an account.

To create an account:

1. Go to <https://poplctx.infellowship.com>
2. Click **Create an Account**.

The screenshot shows the registration page for Prince of Peace Groups. At the top, there is a navigation bar with "FIND A GROUP" on the left and "Register" on the right. Below this is the "Prince of Peace Groups" logo. The main content area is divided into two sections. The left section contains a registration form with fields for "Email" and "Password". The "Email" field has a placeholder text "Use the email where you receive POP email". Below the "Password" field is a "Remember Me" checkbox and a "Forgot password?" link. A "Sign in" button is at the bottom of the form. The right section contains two buttons: "Start A Group" and "Leader Resources".

3. Complete all required fields. (**Note:** Please be sure to use the email address you already have on file with Prince of Peace. This will help eliminate any duplicate accounts being created.)

The account must now be activated. An email was sent to the address used during the account setup for activation. Open this email and click the secure link to activate your **inFellowship** account.

Once activated, the leader will be redirected to **inFellowship** where he or she can begin to manage their group!

Getting Started

After logging in, a group leader can manage his or her group. The group settings can be changed at any time.

Logging in & Welcome Screen

1. Once logged in, leaders will be directed to the Home page to view a list of groups they are associated with. Clicking the group name will navigate you to the Group Roster and Dashboard where leaders can manage group *Settings*. The group the person leads will appear with an L icon beside the group name as shown below. Any group the person is a member of will appear with an M icon beside it.
 - a. If you do not see the group you lead on this page, please notify your coach or Pastor Landon. You may have created a duplicate account in our database if you used a different email address than we have on file. We will need to manually merge the two accounts.

The screenshot shows the 'Prince of Peace Groups' website. At the top, there's a navigation bar with 'FIND A GROUP' and 'Register'. Below the header, a welcome message says 'Welcome, Kayla Siegman' and 'Below is a list of groups you belong to or have expressed interest in.' The main content is divided into two sections: 'You belong to...' and 'You have expressed interest in...'. The 'You belong to...' section contains a table with columns 'Group', 'Next Meeting', and '# Prospects'. It lists two groups: 'Training LifeGroup' (marked with an 'L' icon) and 'Fully Devoted LifeGroup' (marked with an 'M' icon). The 'You have expressed interest in...' section contains a table with columns 'Group' and 'Meets', listing 'Morris Life Group'.

Group	Next Meeting	# Prospects
Training LifeGroup	Sun. August 22, 2010 • 7:00 PM – 8:30 PM	1
Fully Devoted LifeGroup	Sun. August 22, 2010 • 5:30 PM – 7:30 PM	–

Group	Meets
Morris Life Group	Su every week

Married with children ranging from newborn to 11 years old. Focusing on growing in Christ as a g...

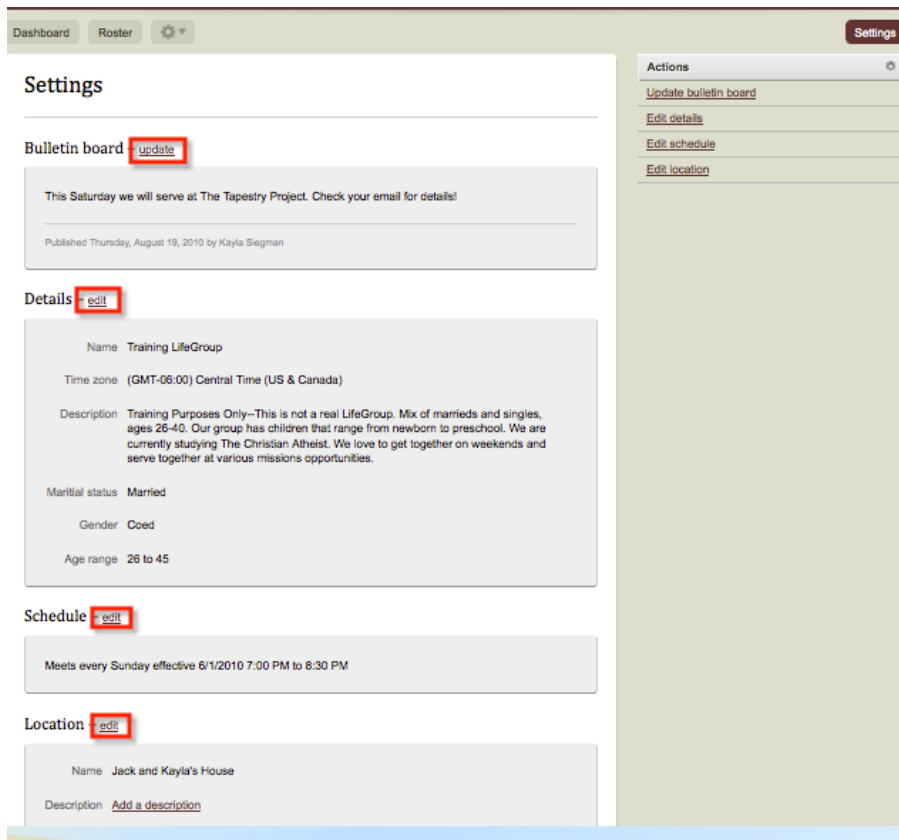
2. Click on the group you lead to bring up your Group Roster page. If you currently have any group prospects (people who have expressed interest online in joining your group), these will show at the top of the page. We will cover how to manage group prospects later. If you don't have any group prospects, only your roster will appear.

Editing Group Details

Click on the *Settings* menu to display the group details.



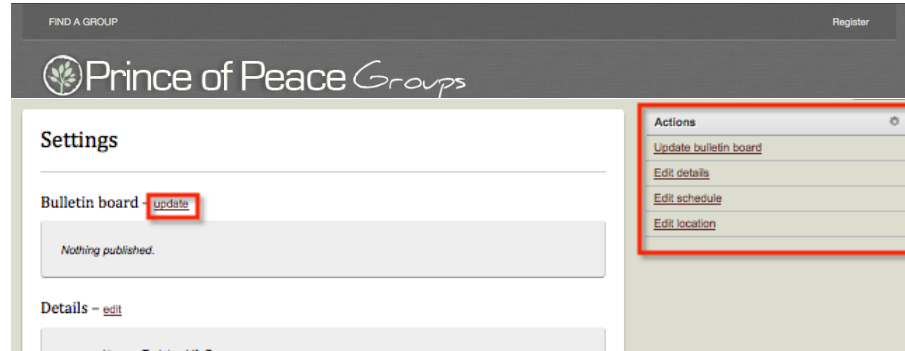
The Settings page will appear. Here, you have the ability to edit the *Bulletin Board*, *Details*, *Schedule* and *Location*. Click on either edit or update next to the field you wish to edit.



Bulletin Board

The *Bulletin Board* is an open text field where leaders can communicate additional information to group members.

1. Click the **update** link to type into the *Bulletin Board* section to share information pertaining to the group.



2. Leaders have the option to show the *Bulletin Board* on the *Dashboard* by selecting the **Publish** check box.
3. Click **Save changes** to publish.

Group Details

Group leaders have the ability to manage their group details including *Description, Time Zone, Marital Status, Gender* and *Age Range*.

1. Click on EDIT by *Details*.
2. Group Name: Your group name should be intuitive, inviting, and down to earth. It should match the purpose of the group and should appeal to people who are not familiar with Prince of Peace or the group. It should make people feel included, so when choosing a name be sure to avoid using:
 - Words or acronyms that people may not understand
 - “Churchy” words or clichés
 - Wording that really belongs in the group description (such as “35+ Singles”)
 - *Many ongoing Groups choose to use the leader's name as the group name, which is fine. A name along the lines of “The Hardy's Group” is acceptable, but “The Hardys” would not be because it's less intuitive to someone new to the idea of Groups.*

3. Time Zone: Make sure this is set to your specific time zone.
4. Group Description: The description you write for your group will either draw a person to connect with the group or become a turn-off, depending how it is written. Put thought into your description so that it is warm and informative. Add a personal touch and avoid wording that people don't understand (so readers don't feel like outsiders).

The description should:

- Clarify for the reader what type of person your group might appeal to
 - Be inviting to people who don't have a church background
 - Include a sentence or two about the purpose of the group or what you'd like to accomplish
 - If applicable, explain the content the group uses. Clarify how the group handles childcare. (If the group is open to adults who have children and if childcare is provided, please check the box indicated below)
5. Other Group Details: The following information is required for your group listing:
 - Gender: (of those who could be a part of the group)
 - Marital Status: (of those who could be a part of the group)
 - ***Schedule:*** Meets on *day of the week* and *time*
 - ***Location:*** In regard to location, if you choose not to post your location in the listing, the description should mention that prospective participants should use the form to contact you for location details.
 - Searchable: This piece is very IMPORTANT! If your group is open to adding new members, please check this box to make your group 'searchable' in Group Finder. Uncheck the box if you do not wish to add more people.

Currently, when a new group is added, it by default will be an open, searchable group. If your group is NOT open or ready to add new members, uncheck this designated box.
 - Age Range: Input an age range for your group (can be exact or broad... i.e. 30's could be entered as 30-39).
 - Childcare: If your group provides childcare, please check this box.

Edit this group

Name (required)

Time zone (required)
(GMT-06:00) Central Time (US & Canada)

Description
Training Purposes Only--This is not a real LifeGroup.
Mix of marrieds and singles, ages 26-40. Our group has children that range from newborn to preschool. We are currently studying The Christian Atheist. We love to get together on weekends and serve together at various missions opportunities.

Marital Status
Married

Gender
Coed

Age Range
26 to 45

☐ Childcare is provided

☐ This group is searchable

Select this check box only if your group is open to accepting new members. This makes your group searchable on the Groups Search Page.

6. **Custom Fields:** Please select the FOCUS of your Group. You may select more than one Focus. This ties directly to the Search Categories and helps a Group Seeker find a good fit.

Note: This feature will be developed at a later time.

7. Click **SAVE CHANGES** when you're all done!

Schedule

To create or edit a group *Schedule*:

1. Click EDIT next to the *Schedule* section on the *SETTINGS* page to update *date range*, *meeting time* and *event occurrence* as shown below.

The screenshot shows the 'Group schedule' form for Prince of Peace Groups. The form is divided into several sections. At the top, there's a header with 'FIND A GROUP' and 'Register' links. Below that is the 'Prince of Peace Groups' logo. The main section is titled 'Group schedule'. It contains two columns: 'Date range' and 'Meeting time'. The 'Date range' section has a 'Start' date field set to '6/1/2010' and a 'Start date is required' label. The 'Meeting time' section has 'Start' and 'End' time fields, both set to '7:00 PM' and '8:30 PM' respectively, with 'Start time is required' and 'End time is optional' labels. Below these are radio buttons for event frequency: 'This is a one-time event', 'This repeats weekly...' (selected), and 'This repeats monthly...'. There are also checkboxes for days of the week (Su, M, Tu, W, Th, F, Sa) and a dropdown for frequency (week, every, etc.). A 'Stops repeating...' checkbox is also present. At the bottom, there's a 'Delete this group's schedule?' section with a 'Delete this schedule' link, and a 'Notify the group?' section with a checked checkbox for 'Yes, notify all members if the schedule has changed.' Finally, there are 'Save schedule' and 'Cancel' buttons.

2. Date Range: Enter approximate date your Group started meeting.
3. Meeting Time: Enter start and end times for your group meetings.
4. Event Occurrence: Select 'This repeats weekly'
 - a. Select the day of the week your group meets,
 - b. In the drop down, select either weekly or every two weeks.
5. Notify Group: Select this option if you wish to send email to your group when you change the schedule. Unselect the box if you do not wish to notify the group of these changes.
6. Click SAVE SCHEDULE when finished.

Location

1. Click EDIT next to *Location* on the *SETTINGS* page.

 **Edit - location**

Location name (required)

Jack and Kayla's House

Example: Bob's house / Main campus / Starbucks

Description

Where does this group meet?

☒ Meets in person ☐ Meets online

Address (required)

Country

United States

Street 1

33rd and SantaFe in Bristol Park

Street 2

City

Edmond

State

Oklahoma

Postal code

73013

County

[Save changes](#) [Cancel](#)

2. Click SAVE CHANGES when done.

Congratulations! You have now finished editing all your group details!

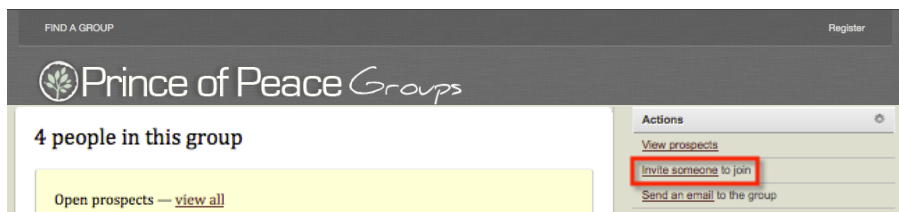
Adding/Removing People

Adding people to a group

To add people to the group, it's a three-step process. Leaders first must have the email address of the person they wish to invite. They then send an invitation via email to the new person to join. Lastly, the new person must accept the invitation to be added to the group roster.

To invite someone to join the group:

1. Group leaders will sign into the inFellowship application. The list of groups the person belongs to will appear. Any group the person leads will appear with an L icon beside the group name as shown on page 4.
2. Click the name of the group to manage. The group roster appears.
3. Under *Actions*, in the upper right corner, click **Invite someone** to join.
 - a. **Please note that at this time, this is the ONLY way to add someone into your group.** For example, if someone has been coming to your group for the last two months but isn't on your group roster, you need to send them an invite to the group. They will need to accept that invite to be added to the roster. We hope in the future you will be able to simply add them.



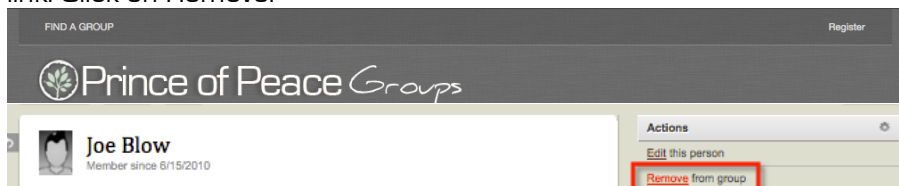
4. Enter the name and email address of the person you wish to invite.

The screenshot shows a web interface with a top navigation bar containing 'Dashboard', 'Roster', and a settings icon. The main content area is titled 'Invite someone' with the subtitle 'Send an invitation to a prospective member'. The form includes the following fields: 'Name (required)' with sub-fields for 'First' and 'Last'; 'Email (required)'; 'Phone'; and a large text area for 'Message -- personalize the invitation'. Below the message field, it says 'Plain text, no HTML'. At the bottom of the form are two buttons: 'Next >>' and 'Cancel'.

5. Click **Next>>**. Fellowship One tries to match the individual to an existing record. All possible matches display.
6. Click **Select** beside the individual you want to invite.
7. Confirm the invitation by clicking **Send invitation**.

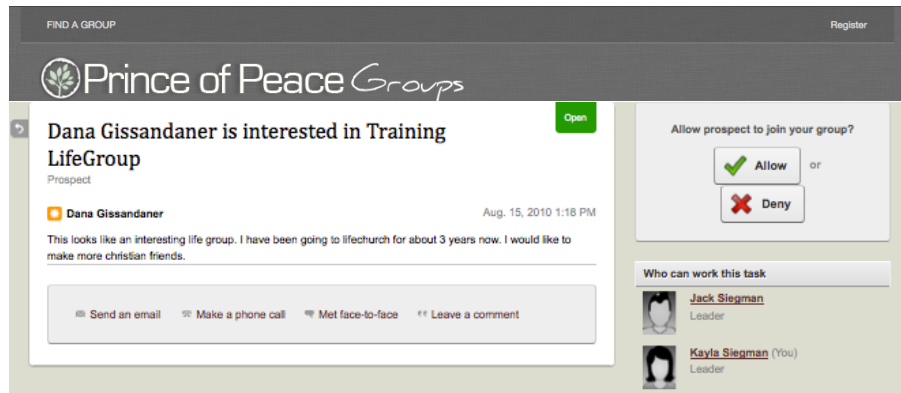
Remove people from the group

Click on a person's name in the roster to display the "**Remove** from group" link. Click on Remove.



Managing prospects

When invitations have been sent, a new section specifically for prospects appears at the top of the roster. To see all open prospects, click **view all**. You will see two types of prospects: people you are inviting and people looking for groups.

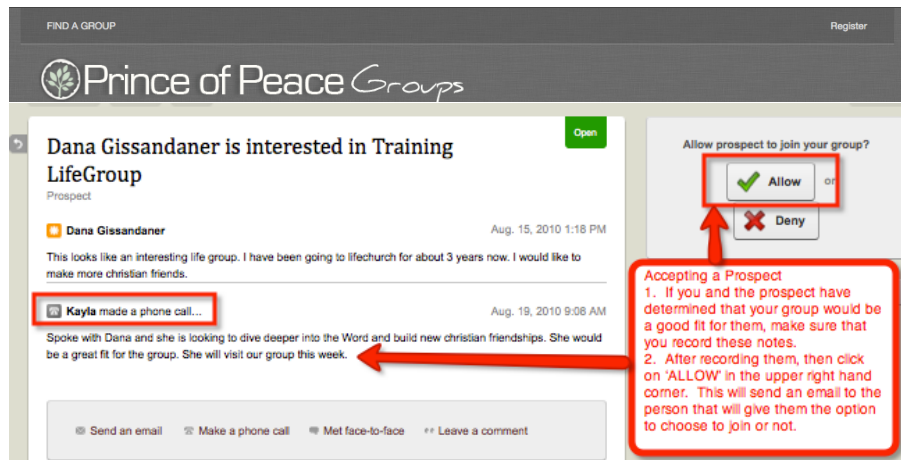


Leaders can keep notes on prospect interactions by clicking the prospect's name. Group leaders can record prospect interactions in any of the following ways:

- **Sending an email** – provides an email interface where you can type an email and send it to the prospect. The email is retained in the application.
- **Recording phone call notes** – provides a drop-down list to indicate the outcome of the call (left message, no answer or spoke with individual). A note field is also available to record phone call notes.
- **Recording face-to-face meeting** – provides a note field to record meeting notes.
- **Recording personal notes (comments)** – provides a note field for leaders to record any additional notes about the prospect. Additionally, staff members who oversee the groups can leave comments for each prospect in the group.

Accepting a Prospect

1. If you and the prospect have determined that your group would be a good fit for them, be sure that you record these notes.
2. After recording a note, click on 'ALLOW' in the upper right hand corner. This will send an email to the person allowing them the option to choose to join or not.



Denying a Prospect

1. If you've determined that a person is not a good fit for your group or is unable to join at this time, **please send them an email or talk to them explaining why**. This is very important. *If you skip this step and simply hit 'Deny', they will never receive notification from you and will be left hanging, wondering if they can join your group or not.*
2. **After you have communicated to the person** why they can't join your group at this time, simply click on 'Deny' in the upper right hand corner of the screen. It will give you the opportunity to type in a comment for your records – this will NOT be sent to the prospect.

Email the group

Please note at this time, there is limited functionality for email within this system. We recommend using your personal email instead to email your group; but please feel free to use inFellowship's email if you desire. You may only use plain text and there currently is no spell checker, so please proofread your emails carefully. It also does not save copies of emails you send, so make sure you send it to yourself as well. We will notify you as upgrades are made to the email function in the future.

To send an email:

1. Group leaders will sign into the inFellowship application. The list of groups the person belongs to will appear. Any group the person leads will appear with an L icon beside the group name as shown below.
2. Click the name of the group to manage. The group roster appears.
3. Click **Send an email** to the group.



4. Select one of the following:
 - a. Send an email to everyone in the group
 - b. Let me choose which people to email—this option displays the roster and allows you to select the check box beside individuals to email.

 **Compose and send email**

Select recipients

☒ Send an email to everyone in the group
(11 of 11 people have an email address)

☐ Let me choose which people to email

Subject (required)

Message plain text, no HTML

[Attach a file...](#)

Note: Please be sure to proof-read your message before sending.

Send email now

Cancel

5. Type a **Subject**.
6. Type a **Message**.
7. Optionally, click **Attach a file** to upload an attachment.
8. Click **Send email now**.

Note: Recipients can unsubscribe from emails from the Groups application. If a group member has unsubscribed, his or her email address will become unlisted. You cannot send email to unlisted email addresses.

Your Leader Profile

Your leader profile will help the listing become personal to the reader. Always include a picture of yourself (just like on Facebook) and a bit of information about yourself. Also include a sentence or two about your vision for the group and why you got involved in leading a group. To edit your information, **click on your name** and under Actions, click on **Edit this person**.

Edit and view member details

Group Leaders can edit member details if the group type has been configured to allow leaders to do so. For example, if a group member moves or changes email providers, the group leader can update the individual's record. Additionally, group leaders can see other groups the individual is a member of. To edit member details:

1. From the group roster, click on the individual's name. The individual's information appears.



2. Click **Edit** this person.

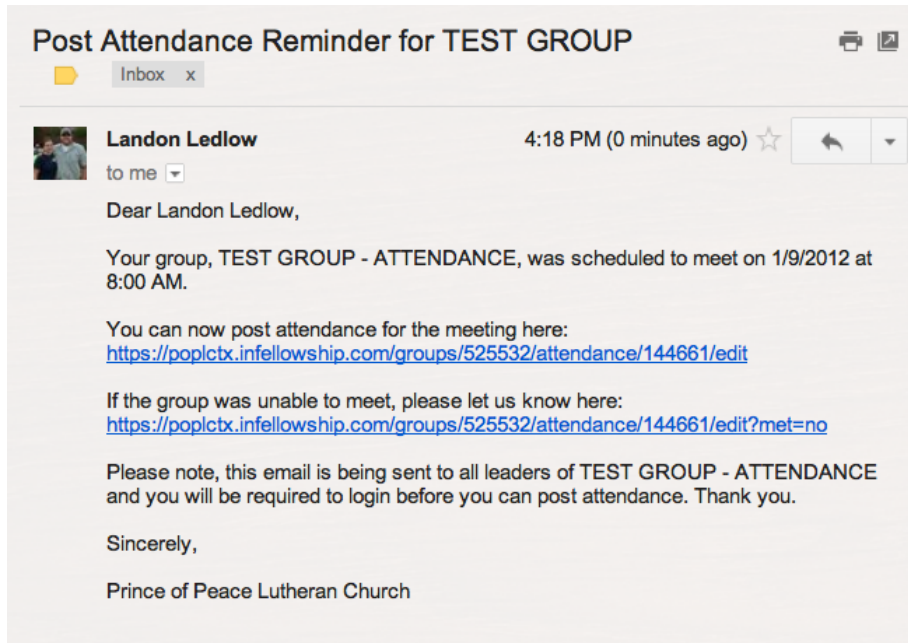
3. Add or change any details in the record and click **Save changes**. The changes will also be updated in Fellowship One (main church database).

Note: Any other groups the person belongs to appear just under the Address details.

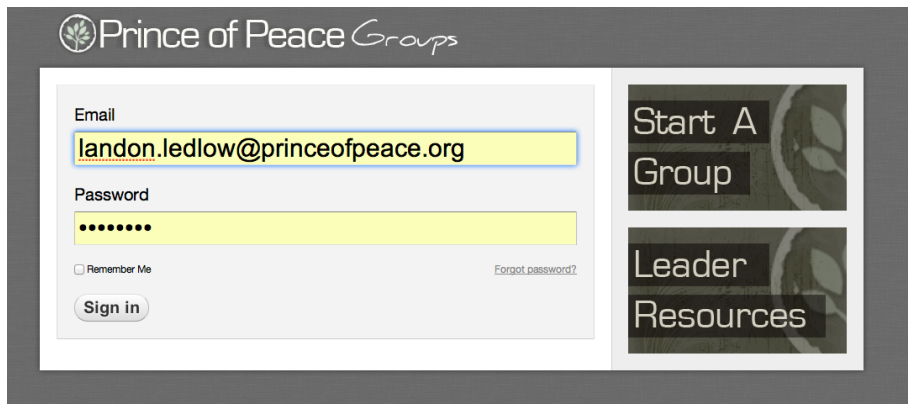
Group Meeting Reports

After every scheduled meeting for your group, you will receive an automated email from the inFellowship system. In this email you will see two links: one leading you to an attendance report (if you met) and one for indicating you did not meet.

Step 1. Click the appropriate link.



Step 2. Login to inFellowship.



Step 3. Fill out the form.

TEST GROUP - ATTENDANCE

Did this group meet? ☒ yes ☐ no [Back](#)

Attendance for: Monday, January 09, 2012 at 8:00 AM

☐	Members	Leader	Member
☐	 Brian Koslan brian@koslan.com	☐	☒
☐	 Jenn Eickman jennedot@hotmail.com	☐	☒
☐	 Jerry Steger jerryandjoycesteger@gmail.com	☐	☒
☐	 Landon Ledlow landon.ledlow@princeofpeace...	☒	☐
☐	 Sue Bontrager sue.bontrager@princeofpeace...	☐	☒

-or-

TEST GROUP - ATTENDANCE

Did this group meet? ☒ yes ☐ no [Back](#)

Attendance for: Monday, January 09, 2012 at 8:00 AM

Why didn't your group meet? *

Step 4. Click the Save Attendance button.

Frequently Asked Questions

Will everyone in my Group need to create an account?

Yes, everyone will need to set up a groups account. As a leader, you can help facilitate this process by inviting all of your current Group members through inFellowship. This will prompt them to create their account so that they can Opt Into or Opt Out of a group.

Will my group members already be listed in my group?

No, when you log into your group you will only see the leaders. You will use the Invite Someone feature to add your current group members to your Group. This will provide them an opportunity to "Create their account" and get familiar with the new tool. Inviting your group members will add them to your Prospects list.

How long will a prospect remain a prospect in the system?

A prospect will remain listed as a prospect for 7 days. After that time, the prospect will expire and become inactive. In a future update, the time will be increased to 14 days. Eventually, this will be something that the church will be able to customize. *Please keep this in mind when inviting your current group members. Invite a few at a time, make sure they receive the email and once they have been added as a member, send a few more invites.*

How do I delete a prospect? I have a duplicate.

At this point, group leaders cannot delete prospects. Your campus Groups pastor or administrator can delete any duplicate prospect for you.

What if I have a Group member who is not in our FellowshipOne database? Will they still be able to create a groups account?

Absolutely. If a Group member is not in the current FellowshipOne system, when they create their account through inFellowship, it will also add them to the main church database.

Does the Bulletin Board email a notification to the group members when it's been updated?

No, at this time inFellowship does not send updated Bulletin Board notifications. Members must login to see any group updates.

Can an attendee express interest in more than one group?

Absolutely. This is the beauty of inFellowship. An attendee can find several groups that seem like a good fit, try them out, talk with the leaders, and then decide whether they want to "Opt in" or "Opt out" of the group. It's a great way to really find the group that will help them take their next steps in becoming a fully-devoted follower of Christ.

Can someone be a member of more than one Group?

Yes. An attendee can be a member of more than one group. Each group they are in will show up when they log in.

As a leader, am I able to delete the Group if we no longer meet?

No, you are not able to delete your group, but you can update the Bulletin Board and group description to say that this group is no longer meeting and select that your group is NOT Searchable. Then you will need to email your coach and Pastor Landon and let them know so they can remove your group from the system.

What is the process for creating a new group within this system?

To create a new group within the system, simply click the "Start A Group" button on the opening page. This will take you to the Prince of Peace website to fill out a quick form. We will contact you directly to discuss this in more detail and set your group up on the inFellowship system. Once that is complete, you will be connected to a Groups coach and have access to your group on the system.

Who do I contact if I have questions regarding inFellowship?

- Sue Bontrager // sue.bontrager@princeofpeace.org
- Pastor Shaun Daugherty // shaun.daugherty@princeofpeace.org
- Pastor Landon Ledlow // landon.ledlow@princeofpeace.org

THE END
of the beginning...