Journey Leaders

Field Guide

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  Lifechurch.tv - OPEN
  Ryan Motsinger - Lifechurch.tv - OKC
  “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
A Note from Pastor Ron Kairdolf

At Christian Life Church, we believe life together really happens in the context of smaller group settings and one-on-one relationships. As a growing community, we must provide opportunity for every person to connect with others for the purpose of spiritual and relational growth. Community is essential for optimal growth in Christ. We can never realize our dreams and potential outside of community and one-on-one discipleship relationships.

I want to thank you for stepping into the role of Journey Group Leader at CLC. 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 ever you need anything, don't hesitate to contact me. My desire is to be as accessible as possible for you as a leader. I look forward to serving alongside you because we serve better together!

I believe in you!

Pastor Ron
Section 1: All Journey Group Leaders

The 7 Core Values of the Journey

1 - VISION – Somewhere on Purpose

Everyone is going somewhere; few people are going somewhere on purpose. The Journey intentionally leads people into God’s vision, dream, and revelation for their lives.

“Where there is no vision, the people perish…” (Proverbs 29:18 KJV).

2 - DISCIPLESHIP – The Big 5

A disciple learns to live like Jesus and, through his life, teaches others to do the same. The Journey Discipleship Program leads people into five key areas of high level discipleship:

- Saved
- Set Free
- Spirit Filled
- Spiritually Disciplined
- Stewarding God’s Provisions

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age” (Matthew 28:19-20 NIV).

3 - BALANCE – The Balanced Blessed Life

God has a plan for every area of our lives including our marriage & family, health & wellness, finances & work life. The life of Jesus exemplified balance in His personal development and
relationships. Biblical balance is the hallmark of all Journey groups as together we strive to experience the abundant life that Jesus promised.

“The thief cometh not, but that he may steal, and kill, and destroy: I came that they may have life, and may have it abundantly” (John 10:10 ERV)

“And Jesus grew in wisdom and stature, and in favor with God and men” (Luke 2:52 NIV).

➊ - PARTNERSHIP – We Serve Better Together

All of us are smarter than any one of us! Serving together builds momentum, relationship, and synergy – all necessary to live the transformational life that Jesus lived.

“Two are better than one, because they have a good return for their work: If one falls down, his friend can help him up. But pity the man who falls and has no one to help him up!” (Ecclesiastes 4:9-10 NIV)

➋ - COMMUNITY- People Matter Most

Everyone matters. What would a ministry look like where people were the priority over programs and projects? We are most like Christ when our relationships and service transcends ethnicity, gender, and age. The Journey is a welcoming place to persons from all walks of life who desire to build relationships that can last a lifetime.

“And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching” (Hebrews 10:24-25 NIV).

➌ - SERVICE – Every Member a Minister

Just as there are no spare parts in our human bodies, so it is within the Church of Jesus Christ. Every person has special gifts, talents, and abilities that God desires to see expressed within His kingdom. The Journey helps persons identify their core values, spiritual gifts, and passion to find the place of ministry where they feel God’s pleasure as they serve.

“The human body has many parts, but the many parts make up one whole body. So it is with the body of Christ” (1 Corinthians 12:12 NLT).

➍ - SACRIFICE – Take and Give (TAG)

The Dead Sea is dead because it takes in but has no outlet. People can become stagnant too if they are not in the divine flow of taking what they have received and giving it away.
“But whatever gain I had, I counted as loss for the sake of Christ” (Philippians 3:7 ESV).

Our Beliefs

The Bible
We believe the Bible is God-inspired and is our ultimate authority. (2 Timothy 3:16-17).

The Eternal Godhead
We believe God is Triune: Father, Son, and Holy Spirit. (2 Corinthians 13:14).

Jesus Christ
We believe that Jesus Christ is God the Son, the Second Person of the Trinity. (John 1:1,14; 20:28).

The Plan of Salvation
We believe that while we were yet sinners, Christ died for us, signing the pardon of all who believe in Him (John 3:16; Romans 5:8). We have no righteousness and must come to God by receiving the righteousness of Christ through God's grace. (Ephesians 2:8).

Repentance and Acceptance
We believe that upon sincere repentance and a wholehearted acceptance of Christ, we are justified before God. (1 John 1:9).

Water Baptism and Communion
We believe that baptism by immersion in water is an outward sign of the inward work of regeneration (Matthew 28:19). We believe in the commemoration of Christ's death through the sharing of bread and juice of the vine, representing His body and blood offered for our salvation.

The Baptism of the Holy Spirit and Tongues
Initiated at Pentecost, Holy Spirit baptism is the promise of the Father, given by Jesus after His ascension, to empower the church to preach the gospel throughout the earth. The primary purpose of speaking in tongues is to bring edification to the believer by enhancing his prayer life. (Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5-8; 2:1-4, 17,38-39; 10:38,44-47; 19:1-6).

The Gifts and Fruit of the Spirit
We believe that the Holy Spirit has gifts to bestow upon Christians and that we should show spiritual fruit as evidence of a Spirit-filled life. (1 Corinthians 12:1-11; Galatians 5:22).
Balanced Living
We believe that the experience and daily walk of the believer should never lead to extremes or fanaticism. (Philippians 4:5).

Divine Healing
We believe that divine healing is the power of Christ to heal the sick in answer to the prayer of faith. (James 5:14-16).

Church Relationship
We believe that it is the responsibility of believers to identify themselves with a local expression of Christ's church. (Acts 16:5; Hebrews 10:25).

Worship
The style of worship at CLC is modern and Spirit-led. Our goal is to lead people in collective and individual expressions of sincere worship by standing (2 Chron. 20:19) clapping of hands (Ps. 134:2) dancing (Ps. 149:3) playing skillfully on instruments (Ps. 150:3-6) and singing to the Lord. (Col. 3:16).

Evangelism
We believe that leading people to saving faith in Jesus Christ is the most important responsibility of the church. (James 5:20).

Tithes and Offerings
We believe that God ordained us to support the ministry by the giving of tithes and freewill offerings (Malachi 3:10). We believe that there is a blessing that comes from honoring His word (Lk. 6:38). Our giving is to come from our heart and not out of obligation. (2 Cor. 9:7).

Heaven
We believe that heaven is the glorious eternal home of born-again believers. (John 14:1-3; Revelation 7:15-17).

Hell
We believe that hell is the place of eternal torment and separation from God for all who reject Christ the Savior. (Revelation 20:10-15).

The Second Coming
We believe that Jesus Christ will physically and visibly return to earth for a second time to establish his kingdom. (Matthew 24:30; 1 Thessalonians 4:15,17).
Five Predominant Philosophies in the Church

What is Church?

1. An Extended Family?

Some people see church as a bigger family. Here they emphasize and develop life-long relationships. These churches are usually run by a few families who are related to one another in some way.

Dangers:
They become exclusive and unfriendly to newcomers and new converts. Certain people take positions of ownership which suppresses the development of new leaders. Evangelism and outreach are virtually non-existent.

2. The Hospital Philosophy?

Some people see church as a spiritual hospital where spiritually sick people infected with spiritual diseases can come to be healed. The pastor is the chief surgeon and everyone on the leadership team serves as the hospital staff.

Dangers:
People rely too heavily on the church to meet all their needs. They usually won’t develop a commitment to the church body because they are always looking for the best care possible. They often check out other spiritual hospitals.

3. A Clean Entertainment Center?

This is where people go to take in the show. The pastor is usually incredibly gifted in the arts and entertainment field. You might have three worship songs and one Top 40 from the current billboard selection. Church is fun, short, and you never know what you are going to get.

Dangers
In their desire to reach the un-churched, they usually produce a weak and borderline worldly congregation. Most of the people are spectators and not participators. The congregants like church but they don’t understand the Kingdom.

4. A Spiritual Militia?
These are the churches that focus heavily on the militant aspects of the Kingdom. “They are not a hospital they are an army…” They march against everybody, they preach against everybody, and they are critical of not only our Atheistic Society, but they are also critical of other churches that are not like them.

**Dangers**
A spiritual elitism and a “holier than thou” attitude is very unpleasant. Soldiers in this army take an unreasonable and legalistic approach to the Bible. These attitudes can be very offensive to the “not yet saved”.

5. **A Preaching & Praise Center?**

These are the churches that love to focus on the power of solid biblical teaching and the power of authentic praise, prayer, and worship. Their philosophy is first: The Word is alive and powerful to change lives. Secondly, the encounter a person has in the presence of God that manifests through sincere worship and prayer is enough to touch a heart and change a life.

**Dangers**
People often want to sit and soak with no strategy to activate what they have learned. Some people catch the fire for themselves and grow in their Christian walk through self-motivation and personal devotion to Christ. But, the majority can’t do it alone. They need a structure, a map, or coach to help them process the Christian life.

**There are elements of truth in each of these 5 philosophies**

- The church IS a FAMILY we you can find people who love you and accept you unconditionally.

- The church IS a HOSPITAL where the cancers of sin can be removed and wounded warriors find rest and healing.

- The church IS a CLEAN ENTERTAINMENT CENTER with a message that is relevant and current to this generation.

- The church IS a MILITANT ARMY OF GOD where foxhole friends take their stand against the powers of darkness.

- The church IS a PREACHING PRAISE CENTER, where people should be able to encounter the anointing of God’s Word and the glory of His Presence.
The church is all these things and more! Because… all these things are the collective aspects of the Kingdom and, they should all be operating with a healthy tension that is balanced by the working of the Spirit of God.

How do we define Church at CLC?

At Christian Life we see church as a (gathering) or a collection of Kingdom-minded believers who understand and are committed to the Great Commission:

Matthew 28:19-20 NLT: [Jesus speaking] “Therefore, go and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit. 20 Teach these new disciples to obey all the commands I have given you. And be sure of this: I am with you always, even to the end of the age.”

A Disciple-Making Church understands the synergy of the 5 predominate traits I have described above.

Your Pastor’s Personal Journey… a note from Pastor Ron,

I got saved in a little Preaching Center Church that leaned heavily toward militancy. I was never discipled by anyone. But I was passionate about God. I told that pastor that I felt called to ministry and asked him to help me. He told me: “If the preach is in you it’ll come out.” He gave me a chance to preach… I failed miserably! Obviously the preach wasn’t in me! I said, “Lord, I’ll be missionary and build churches overseas.”

In the process of time I went to Bible College alone at 17 years of age. I had a glimpse of a mentor my first year. Hal Santos (my wife Kerri’s Pastor), who was a senior during my freshman year, took me in a little bit and helped me overcome my fear of speaking in public. Then he graduated and nobody replaced him. But Hal had taught me some things and believed in me.

In my third year of Bible College, I went to one of my professors who had pastored a church and I asked him if he could mentor me some…teach me from his experiences how to pastor a church. So he scheduled me to preach to the class to see how I could do. I preached my heart out, the anointing came, God graciously helped me. He wrote me a note as he critiqued my sermon that said, “Ronnie you have everything you need, you are a gifted speaker and your ability to preach will guarantee you a successful ministry”.

To this day, I don’t know if he was really impressed or simply flattering me because he did not want to spend any extra time mentoring me. But, he was so wrong in what he said, either that or he and I would not agree on the definition of successful ministry. I graduated from college with this bogus guarantee.
I married a girl and we had a baby. I couldn’t find a ministry job after college so I went home and started framing houses while attending Bethany World Prayer Center church.

A church in southern Mississippi who had lost their pastor heard about me and invited me to preach. I did, for three months… They asked me to become their pastor. I was not ready to be a senior pastor at 21 years of age. So I went to my Pastor Roy Stockstill and asked him what he thought. His words… “go do it!” I was floored. I asked him if he would mentor me… Would you teach me how to be a pastor? He said, you don’t need me… all you need to do is love those people… If you love them like a pastor should you will be successful.

Here is the sum total of my discipleship in ministry from successful men of God:

- “If the preach is in you it’ll come out.”
- “Your ability to preach will guarantee you a successful ministry”
- “All you need to do is love the people and you will be a success”

My first ministry job was pastoring in Southern Mississippi. I loved the people like Bro. Roy told me too. When I brought a black family to church they told me that would not be allowed to happen there. I either had to resign, get fired, or compromise. I resigned (just loving them didn’t work).

My second ministry job was in a college town in North Louisiana. I was hired to help build a church building and serve as the teaching pastor. After one year I discovered that the associate pastor was having an affair, and the senior pastor was misusing designated money. When I confronted the situation, I lost all my teaching privileges which led me to resign. My ability to preach/teach got me that job, but it did not guarantee success.

At this point, I am alone with a wife and two children. Two botched attempts at ministry! What to do? So God moved me and my family 200 miles away into a mobile home with a desire to plant my own church.

Still no one is speaking into my life. No mentors, no spiritual fathers. I had no job, no congregation and two shaky guarantees:

"Good preaching will do it"
and "loving people is all it takes"

I started a church with no converts or congregation. I preached to my wife and two kids for weeks in a little country church I rented. One Sunday, God sent us one lady! After preaching hard and loving people, we saw folks beginning to get saved. God miraculously provided until one day out of nowhere my wife was tragically killed in an auto accident.
So here I was... two children, a small congregation of new converts, no wife, no spiritual mentor and two shaky promises about guaranteed success. So in my third official ministry job, I buried my wife.

At this point, the Senior Pastor of Bethany, Larry Stockstill, took me in and offered me a job on his church staff and I served there for several years. I paid close attention and learned everything I could. It is ironic that ten years later I am preaching at Hal’s church, the only man who attempted to mentor me when I was young, and it was there that I met Kerri. Perhaps in the Spirit that relationship between Hal and me in college was more significant than either of us realized.

I thank God for Pastor Larry Stockstill. He took me and my children in and provided a safe place for me to get healed. And, his ministry style was an incredible model from which I could learn. Pastor Larry Stockstill promised me that he would help me plant a church one day if the Lord led us to recapture our vision of being a church planter. It was from this setting that we launched out to Murfreesboro with a few more tools in our belt.

My philosophy when I moved to the Boro: I still had my two promises...

**Good Preaching + Loving People = Successful Ministry**

Bethany was a Preaching/Praising Mega-Church! Here I watched the power of God’s presence and the power of God’s Word change lives. So this was my philosophy:

- Preach the Word with Passion, Authority, and Purity
- Love the People with the sacrificial Love of a Shepherd
- Create a Spirit-filled environment through Prayer and Praise

After several years I came face to face with a harsh reality. People were getting saved... some were getting healed and often Spirit-filled, but most were...

- not walking in freedom
- not able to overcome severe challenges of faith through circumstances
- most were not spiritually disciplined
- most were not in the Word or committed to prayer
- most were not able to tithe and honor God with their finances.

I cried out, "God, what am I missing here?" The answer came: “You are missing what you missed!”
• “I did not call you only to preach good”
• “I did not call you only to love people”
• “I did not call you to create a presence”
• “I called you to make disciples!”

What does it mean to “make a disciple?”

A disciple learns to live like Jesus and, through his life, teaches others to do the same.

Paul said “follow me as I follow Christ” (1Cor. 11:1)

“I urge you be imitate me”, watch me - follow me (1Cor. 4:16)

Hebrews 13:7 says to remember your leaders who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith.

Jesus said, in what has come to be known as the Great Commission, “to teach new disciples to obey all things I have commanded you” (Matthew 28:19-20).

In other words, the Lord is saying: I have taught you… you have received something from Me… you are obeying Me now… teach these new disciples what I have given you.

Learn to live it and reproduce it! This is High Level Kingdom Living! Now I have a clearer vision of what God was trying to teach me all those years of early ministry. Preaching the Word is important; loving people is vital, but it doesn’t stop there. Success in ministry is doing what Jesus did and HE MADE DISCIPLES. The remainder of my ministry will be dedicated to training and equipping disciples to train and equip disciples and to do so until the Lord Jesus returns.

- Pastor Ron
The goal of the discipleship is to help a believer experience each of “The Big Five:”
Responsibilities

Being a Journey Group leader is one of the key leadership roles at Christian Life Church. 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. Journey Group leaders have the opportunity to enter into a journey of doing life together as you move towards Christ. Group leaders will ultimately be responsible for the following key roles:

As a Journey 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 faithful tither
• Have a desire to replicate your growth in others
• Be in agreement and support of the church’s leadership, vision, and group philosophy
• Be able to make a time commitment on the following schedule:
  o New Life Coach – 1 trimester
  o Discipleship Coach – 9-months
  o Focus Group Leader – 2 trimesters
  o Fellowship Group Leader – 1 trimester
• Encourage and challenge people to experience real transformation in their lives on a consistent, habit-forming basis
• Show pastoral-type care to the people in your group
• Provide opportunity for people to serve in and outside of the church (think "Outside the Walls")
• Build into the lives of your group members outside of group time
• Stay in contact with the coaching captain of your group area for resourcing, updates, etc.
• Recruit for your Journey Group, the next wave of attendees (where applicable)
• Identify and organize childcare needs (where applicable)
• Have the skills necessary to facilitate group times
• Attend training events such as:
As coaching captains, 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
- Being honest and truthful
- Following up as necessary
- Doing all we can to keep you inspired and see you grow
- Being intentionally available

Typical Attributes of CLC Carl / Carla

- One who rules their personal and home life well, which includes:
  - A body that reflects balance, children who are under biblical control, are being trained and growing spiritually, husband and wife fulfilling their roles as servant leader and husband-helper, healthy and growing in marriage relationship, both husband and wife are evidently flourishing, free of addictive behaviors, balanced and healthy finances.

- A person of developed character, which includes:
  - Humble dependence on God’s work through them as opposed to depending on their own strength or gift, generous, teachable, friendly, passionate and compassionate, etc.

- A person who exhibits spiritual disciplines, including:
  - A Bible student, a worshipper, hears the voice of God, a tither, faithful to church attendance, etc.

- A person who has submitted to and mastered spiritual leadership, which includes:
- the ability to lead others into salvation, into the Baptism in the Holy Spirit, to know and enjoy their freedom (basics of deliverance from demonic bondage), and with the ability to encourage and esteem others to go higher, etc.

- A person who has submitted to and mastered the development of ministry tools, which includes:

  - effective communication skills by phone and in person, improved writing skills via text and email

**Types of Journey Groups**

**The Journey currently offers 4 types of groups:**

1. The New Life Coaching Experience
2. Discipleship Coaching Groups
3. Focus Groups
4. Fellowship Groups

Following is a brief definition of each group type:

1. **The New Life Coaching Experience**

   “Therefore, if anyone is in Christ, he is a new creation; old things have passed away; behold, all things have become new” (1 Corinthians 5:17 NKJV)

   Have you ever watched Animal Planet and seen one of those wildlife documentaries that show hundreds of thousands of baby sea turtles that are hatched on the beaches crawling and clawing their way to the sea?

   Question: Do all of them make it? Answer: No. Why not? In a word - predators. Some examples are birds, crabs, raccoons, other turtles, coyotes, lizards, and if they do make it to the sea they encounter a whole new host of predators.
The raw fact is that predators kill nearly all of the turtle hatchlings before they reach the sea or adulthood.

I got on the Internet and found that the highest number of sea turtle hatchlings ever recorded was 500,000 at a single hatching in 1996. Take a guess at what percentage of half a million sea turtles survived to adulthood? Here’s the deal: Only 1% or 5,000 made it!

Wouldn’t it be great if each and every baby sea turtle had a guardian to walk/swim along with them to help them survive and thrive until they can mature and reproduce?

This imagery describes the role of a **New Life Coach**. A **New Life Coach** is a friend, a mentor to walk along side of you to help identify and avoid predators who want to steal, kill, and destroy your new or renewed faith in Jesus Christ.

The New Life Coaching Experience offers…

- A 6-week entry-level discipleship course for new believers based on the Big 5
- Accountability relationship with a New Life Coach who is “intentionally available”
- Help to get assimilated into a Journey group

2. **Discipleship Coaching Groups** – A synonym for a **Discipleship Coach** is a “spiritual mentor.”

   Male coaches work with men while female coaches work with women.

   Each individual gets a personal coach to walk with them through the Journey Discipleship Program.

   The Journey consists of **Basic Training 1 & 2** assignments followed by the **Balanced Blessed Life Series**.

   These are online videos that students (mentorees) watch on their own via the church web site and then come together in a small group with their coach and fellow group members to unpack the lesson.

   Mentorees enjoy a weekly coaching call with their discipleship coach who is “intentionally available” to them at all times.

   Everybody can benefit from having a personal coach in their life for one year.

3. **Focus Groups** – Group members focus for one trimester (3 months) on a particular life issue.
We launched **Focus Groups** in January, 2011 with what we call “core” focus groups (balanced blessed life essential topics that will be offered each trimester) and “spiritual café” focus groups (electives that will change each trimester). Focus group members have a structured curriculum, mostly web-based, that provides learning experiences each week that can be accomplished in 30-45 minutes each. Focus groups gather each Wednesday evening at 6:30pm at the church for worship then a breakout session with their focus group leader and co-members.

4. **Fellowship Groups** – Information doesn’t build the kingdom, relationships do.

Often people are in a season in life where they just want to make some great friends, have some fun, and be around encouraging people. Fellowship groups meet off campus and on any night of the week except Wednesday. Fellowship groups stay open all trimester and do not close unless they are full.

**The 3-Fold Mission of Journey Groups**

“A person standing alone can be attacked and defeated, but two can stand back-to-back and conquer. Three are even better, for a triple-braided cord is not easily broken” (Ecclesiastes 4:12 NLT)

As Christ-followers and as a church, everything we do points back to one central purpose: To lead people to become authentic disciples of Jesus. A disciple learns to live like Jesus and, through his life, teaches others to do the same. Jesus taught that if we would be great in God’s kingdom we must learn to be a servant of all.

In addition to the spiritual growth and relationship-building aspects of the Journey, every group leader is challenged to use their leadership influence to involve his or her group in a 3-fold mission. Once each trimester, group leaders will lead their groups on a micro-mission service project, ministering to our children in the Student Ministries department, and finally enjoying biblical fellowship through organizing a class social event.

**JOURNEY MICRO-MISSIONS** - Journey Micro-Missions are projects that are primarily (although not exclusively) focused on serving CLC family members. In our congregation we have single moms, widows, college students and the elderly who often don’t have the resources that others do to get practical things done. Here’s where a Journey group can step in and “see a need and meet it.”
The CLC Leadership Wiki keeps a continuously updated and current Micro-Missions Menu from which group leaders can marshal their troops to go out on a “search and bless” rescue mission! How fun is that?

MINISTERING TO OUR CHILDREN – Once each trimester, groups take turns in serving our children by teaching them Bible lessons in an age-appropriate manner. Students Ministries leaders prepare all the resources, crafts, and Bible lessons in advance so Journey groups can simply show up at their appointed time and exemplify Christ to children through kindness and service.

JOURNEY GROUP SOCIALS – Fellowship is deeply spiritual activities so don’t let anybody talk you out of this liberating truth! Journey leaders are challenged to organize at least one social event with their group (outside a Wednesday evening) each trimester. It can be free and inexpensive but the sky is the limit on what your group wants to do! Be creative, have fun, make memories, and take pictures!

God and Leader

A Journey 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. In a real sense, a leader cannot lead where he/she has not been nor teach what he/she does not know. It is important, then, for Journey leaders to be a growing leader who is a man or woman of faith, a student of the Bible, a worshipper, and a person of prayer. A successful Journey leader will have to make a daily time with God a priority. Further, 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. We encourage every Journey leader to pursue and practice a daily relationship with the Holy Spirit that includes exercising their prayer language (Acts 2). You instructor or coaching captain can help answer any questions you may have about this topic.

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 surrender 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
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. It's a location, not a family of Christ-followers. Let me be blunt - it is an absolute necessity for every Christ-follower to attend and serve one local church family. God's Word gives us a very clear model of what our relationship with the church should be. As Journey Group leaders, I applaud you for "getting it." 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. I would encourage you to even take one day a week during your time with God to focus just on this.
- Be faithful to 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.

**Leading a Good Discussion**

1. **Prepare well**
   - Actually 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
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
   - Men's 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 or put them “on the spot”
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 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 back (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" that 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**

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 that hasn't had bad nights.

**Don't go to another Journey 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.). See that time to build deeper relationships with the few that do show up. This could bring excellent long-term rewards.

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**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 gift even if it is small**

"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

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**People Skills for Journey Groups**

1. **The principle of “matched energy”**

To the degree that your group members make an effort to participate, get into relationship with you, etc.; you match their energy and efforts – plus 1. In other words, if a group member is just showing up but never calls, doesn’t show much diligence in applying the lessons and so on; you do not spend too much more energy than that on encouraging them, calling them, etc.
This principle should be used under normal circumstances – meaning that unless the Lord speaks to you to give more grace to a certain member or members of your group, for reasons He wants to use in their life, you use the principle of matched energy on each group member.

2. Group members talk too much?

- **First understand their behavioral style and their needs:**
  
  - They are either a dominant or Influential behavioral style.
  - They need to identify with a group.
  - They need to verbalize the reasons for their conclusions.
  - They like to control time.
  - They like participatory management; being a part of controlling the flow of things.

- **Here are a few ways to handle those behavioral types in conversation.**
  
  - When you call them, open the conversation with, “Hi _____, how are you today? Hey, I only have _____ minutes to talk and I just wanted to check on you to see how you’re doing? If you have something you need to discuss in more detail, we can make an appointment to grab some coffee sometime soon.
  - Avoid discouraging the excess talker. Instead, encourage the others to participate more. Accentuate the positive.
  - Divide your group into pairs for preliminary sharing of ideas. Then ask each pair to give a summary of their discussion.
  - If you have a group full of talkers, impose “air-time” limits on participants. Give the participants equal number of something like poker chips, each worth 30 seconds of talking time.
  - Acknowledge the comment and involve others: “Al, that was an interesting insight. Barbara, what are your views on this issue?”
  - Before the meeting begins, enlist the help of the excessive talker in encouraging the silent participants to open up.
  - At the start of the meeting, establish equal participation by all members as a team goal. Encourage the participants to help monitor and manage personal participation.

3. Group members too shy?

- **Understand their behavioral style and needs:**
- Are good listeners
- Hesitate before sharing personal information
- Need time to think before they respond
- Prefer communicating one on one
- May occasionally think they told you something they didn’t as they are always going over things in their head
- Need to be invited or drawn out. They tend to prefer written over verbal communication
- Need you to respect their worth as much as their accomplishments to develop a tolerance for impending conflict
- Need guidelines for accomplishing a task

- **Here are a few ways to handle these behavioral types in conversation.**

- Set a time to discuss big issues. In phone conversation, prepare them by encouraging them to think about what they would like to share on Wednesday nights, giving them time to prepare their thoughts.
- Never interrupt them. It takes energy for introverts to start talking again.
- Emails are great, are usually preferred and less stimulating.
- Give them a chance to talk. Offer silence, which may prompt people with introverted personality traits to share their thoughts.
- Repeat what you heard them say. Ask introverts if your summary was accurate.
- Use nonverbal communication. Shoulder pats or touching hands are effective ways to “talk” to introverted personalities.
- Show your appreciation for those who use a lot of energy to talk in a group.
- Get comfortable with their differences and learn to value them. They are very different from extroverted personalities.

4. **Trouble-maker in your group?**

   “Pursue peace with all people, and holiness, without which no one will see the Lord”...(Hebrews 12:14).

   “If it is possible, as much as depends on you, live peaceably with all men” (Romans 12:18).

   Regardless of how others treat us, we are to try to have peaceful relationships with them.
“Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself” (Philippians 2:3).

**Remember, we are the leaders; so we need to always take the high road and respond instead of react. The way to defeat a spirit is with the opposite spirit.**

“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother” (Matthew 18:15).

Instead of letting a problem continue to escalate, we are to try to make peace. We need to do this privately, one on one, and approach this difficult person with humility.

“He who has knowledge spares his words, and a man of understanding is of a calm spirit. Even a fool is counted wise when he holds his peace; when he shuts his lips, he is considered perceptive” (Proverbs 17:27-28).

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen” (Ephesians 4:29).

**Whenever possible, we should try to avoid confrontations, especially in the group; but if we do need to confront, we do so in love and use the “Oreo Cookie” method - say one positive thing, then state the reason for confrontation, then end with another positive statement.**

In summary, love them, pray for them, expect to give rather than to receive, maintain a humble spirit, and relate to them in patience and kindness. But more important is the need to pray for the Spirit’s power to change our own hearts and minds toward the difficult person and enable us to see them as needing the same love, grace and mercy that God extended toward us.

5. **Big Issues that surface in someone in your group?**

If the Holy Spirit gives you counsel for the person who may confide in you about a specific issue or a complicated situation in their life, go ahead and give it. If you are unsure of how to help them; let them know that there is a counseling team available for them to speak with. Our goal in the groups is to help people feel comfortable enough in relationships and through biblical teaching to identify, confess, and receive resolution for anything that hinders their relationship with the Lord or with others.
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 1 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.

Handling Difficult People

Three Types of People

1. Agenda person
• This person has an agenda. Usually, these are people that 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:
  o frustrate everyone
  o 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, 7 repent, 'forgive him.'"

Preventative

A. Start occasional group times off 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. At the start, say that. 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. Now 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 Journey 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.
- Never loan money to a group member without a discussion with the senior pastor.

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.
25 Accountability Questions

**Target:** As a coach, determine to ask your mentoree each of these questions in the first trimester.

1. How is your relationship with God right now?
2. What have you read in the Bible in the past week?
3. What has God said to you in this reading?
4. Do you feel like you are hearing God’s voice?
5. What do you need and how can I serve you best?
6. Has the Holy Spirit been convicting you of anything these days?
7. What specific things are you praying for in regard to yourself?
8. What are the specific tasks facing you right now that you consider incomplete?
9. What habits intimidate you?
10. What general reading are you doing?
11. What are you doing to rest and play?
12. How are you doing with your spouse? Kids?
13. If I were to ask your spouse about your state of your mind, your spirit, and your energy level, what would the response be?
14. Are you sensing spiritual attacks from the enemy right now? Where specifically?
15. What is the state of your sexual purity? Tempted? Dealing with lust or fantasies?
16. Where are you financially right now? (Are things under control? Are you barely making it? Are you stressing about your finances? Are you drowning in debt?)
17. Are there any unresolved conflicts in your circle of relationships right now?
18) When was the last time you spent time with a good friend of your own gender?

19) What kind of time have you spent with anyone who is a non-Christian this month?

20) What challenges do you think you’re going to face in the coming week? Month?

21) What would you say are your fears at this present time?

22) Are you sleeping well?

23) What three things are you most thankful for?

24) Do you like yourself at this point in your journey?

25) What are your greatest confusions or victories in your relationship with God?

**The 12 Coaching Beatitudes (1 Tim. 3:1-7)**

1) **Be blameless.** “No man or woman living is sinless; but we must strive to be above reproach. This word literally means “nothing to take hold upon”; that is, there must be nothing in his life that Satan or the unsaved can take hold of to criticize or attack the church. He must have a good reputation with outsiders… (v.7).”

   Pay your bills; don’t participate in any shady business deals.

2) **Be faithful to your spouse.** The way a man treats his wife or a woman treats her husband is a more accurate indicator of that person’s character than the way he treats a friend outside of his home.

3) **Be temperate.** Keep your head in all situations.

4) **Be self-controlled.** As a discipleship coach you cannot be controlled by your flesh. Your life must be under the control of the Spirit of God.

5) **Be respectable.** This is the same Greek word that is translated “modest” in 1 Timothy 2:9, referring to women’s clothing. Do not carry yourself in a way that disrespects the purity of the Body of Christ. No coarse jokes, avoid filthy language, etc…

6) **Be hospitable.** The word literally means, “loving the stranger” (Rom. 12:13). Share with God’s people who are in need. Practice hospitality.
7) **Be a teacher.** This is what coaches do! They teach. This means you must first be a student.

8) **Be free from addictions,** not given to drunkenness.

9) **Be gentle, not quarrelsome.** Some people love to argue and debate the Scriptures. This is not what a discipleship coach is called to do.

10) **Be free from the love of money.** It is hard to be a good leader when every decision you make is filtered through whether it is prosperous for you financially.

11) **Be a devoted and disciplined parent.** Manage your home… don’t look the other way or neglect your family for any reason.

12) **Be mature,** not a novice or a beginner and don’t revert back to your immature ways under pressure.

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**10 Marks of a Discipleship Coach**

*The ideal discipleship coach is a person who…*

1. Seems to have what a disciple personally needs
2. Cultivates relationships
3. Is willing to take a chance on the mentoree
4. Is respected by other Christians
5. Has a network of resources
6. Both talks and listens
7. Is consulted by others
8. Is consistent in his or her lifestyle
9. Is able to diagnose a mentoree’s needs
10. Is concerned with a mentoree’s interests (Hendricks, 1995, p. 63).

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**Point to Ponder**
In light of these 10 things, how would you rate yourself? What can you do in the next 7 days to take it up a notch? If you are serious about creating positive change, email your plan to your coaching captain and ask him or her to hold you accountable.

Reference

Expectations of a Discipleship Coach

What is expected of me as a discipleship coach?

1) **Be a disciple yourself.** (read, pray, obey)

2) **Keep your family life in order.**

3) **Walk in submission** to the leadership team at CLC.

4) **Stay positive** and enthusiastic in your dealings with your group.

5) **Report** any life changing or personally challenging circumstances to your coach.

6) **Collect attendance each week report for Pastor Ron to see.** Intensely personal and private communication should be done via telephone or personal email to the pastor.

7) **Seek the guidance** of your coach when faced with any theological or moral issues bigger than you can handle on your own.

8) **Be accountable** to your coach and pastor.

9) **Complete** all assignments in a timely manner.

10) **Develop** thick skin and a tender heart.

11) **Make at least 3 contacts per week with your mentorees.** (Wednesdays, Sundays, Coaching calls, etc…)

12) **Model a disciple’s lifestyle** before your group.

**Note:** Success and failure will not be measured by the visible growth with each member of your team. Not everyone travels on their journey at the same speed.
Your success can only be measured by your faithful living and mentoring week by week. Do the right thing and let God deal with the results.

**What Can I Expect to Get as a Discipleship Coach?**

1. A **coaching captain** to help you
2. **Help** when I am **absent** due to sickness, vacations, or work issues
3. Continual **training**
4. Helpful **resources**
5. **Technical** support
6. Personal and professional **growth**
7. **Meaningful Friendship**
8. A sense of **fulfillment**
9. **Treasure** in heaven

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What would you do with $525,948.77?

Hint: That’s the number of minutes in a year! Don’t spend time, invest time in others!

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**5 Basic Steps to Freedom**

**Repent** – Find out where the enemy has snared you and ask the Lord for forgiveness for giving in to this suggestion or the temptation to gratify your flesh, for unbelief, etc.

**Renounce** – Turn from that pattern of sin. Help them to understand how important it is to be accountable for turning from this to help them choose obedience. *(Galatians 6:2, Ephesians 5:21, Hebrews 10:24)*

**Break** – Command the enemy to let go of your mind and your actions.
**Bless** – Find Scripture that renews your mind and beliefs about how you’ve been stumbling.

**Obey** – Obey what you read. Ask the Lord to speak to you about what you read and how it applies to you specifically.

IF one of your disciples comes to you with wounds or bondage that is really beyond your experience or comfort level to handle, get in touch with your coach. Together you will decide if you need to contact the counseling staff for further assistance. When needed, they will…

a) **Instruct you** on how to handle it.

b) **Work with you** to handle it (if you want to learn).

c) **Handle it for you** by meeting with your disciple and afterwards giving you follow-up instructions on how to best proceed with their “after-care.”

**Why Do We Have People Sign a Discipleship Agreement?**

There is power in not only the spoken word but the written word. Putting things in writing, particularly your signature, accentuates the importance of the document. Your name is now on the line. Your reputation is now been affixed to the document much like the signing of a check or a contract. Further, a discipleship agreement clarifies expectations and establishes boundaries up front.
The Journey Discipleship Agreement

“Do two walk together unless they have agreed to do so?” – Amos 3:3 NIV

In The Journey, you will be walking together with a Discipleship Coach who is committed to helping you know God in a more intimate and powerful way. Your Coach won’t be perfect, but they’re offering you a relationship based on:

- Loving accountability
- A faithful prayer partnership
- A listening ear & a confidential mouth
- A lifestyle to follow

Each Coach has committed to do this because they want to be an encouragement in your life and are willing to sacrifice their time and energy to invest in you. In return, they ask for the following commitment from you:

- Participate in your Discipleship Group meetings, typically on Wednesday nights
- Help develop your discipling relationship thru weekly phone calls to your Coach
- Keep your Journey notebook up-to-date
- Embrace a life of accountability

A discipling relationship is based on a two-way flow of openness, honesty, and purpose. Your Discipleship Coach is not a lord over you, a counselor or a therapist. A Coach will pray with you and may offer advice when you have a major decision to make, but it is your responsibility to make the most Godly and biblical decision possible. We are asking all participants to refrain from borrowing money from a Coach or anyone in a Discipleship Group. Be assured, your Coach will hold all conversations with you in the strictest confidence except where prohibited by law or where the safety and well-being of another individual is in jeopardy.

Sometimes people just don’t get along. Often, this is due to unfamiliarity. We are asking you to commit to at least a 90-day period of time to walk together with your Discipleship Coach. After 90 days both you and your Coach can decide if there are compatibility issues which may best be resolved by a new Coach relationship. The pastoral team is committed to working with you to resolve any conflict and develop a winning strategy to continue on The Journey.

If you are in agreement with commitments expressed on this page regarding The Discipleship Journey, please sign below.

__________________________ / __________
Signature / Date
Focus Group Essentials

Journey Focus Groups

A Journey Focus Group is a topic-specific group that taps into the principle of focused energy to overcome challenging issues in your life or to help you to go to the next level.

JOURNEY CURRICULUM

Most Journey curriculum is provided for you. For example, Pastor Ron spent one (1) full year developing, videotaping, making audio resources, and writing a curriculum for the Journey Discipleship Program. The curriculum is set and not up for vote. To a large extent, this is the same situation with our “Core Focus Group” curriculum. A “Core Focus Group” is a group that is birthed from the Journey’s “Balanced Blessed Life” series and will become a permanent part of the Journey from now on.

Curriculum is developed and sanctioned at the Implementation Team level. The reason for this is to allow the senior leadership team of the Journey to preserve doctrinal integrity, big picture focus, and continuity with long-range planning. There is a delicate balance between being too controlling or negligent. Every trimester the Journey Discipleship Ministries Director sits down with each focus group leader and together they audit the focus group. Typically this is a joyous idea exchange and an opportunity to explore creative and innovative tweaks and modifications and to take an honest look at the student outcomes to decide if the curriculum is working.

We have created a special category of focus group called the “Spiritual Café.” The Spiritual Café provides the Journey the opportunity to try new things and launch new group concepts. It is a wonderful opportunity for a new leader’s passion and unique ministry experience to be expressed by leaders who bring new creativity to the Journey team. While the boundaries and parameters remain exactly the same as with core focus groups, there is more latitude and liberty provided for the curriculum in a Spiritual Café focus group. Every focus group is required to have a course overview, expectations, and syllabus. Once the syllabus has been approved by the Implementation Team, it is static and will not be changed or altered until the next trimester rolls around. This stability will keep students from getting confused with too many tweaks too often. Groups are required to meet on a weekly basis. Core focus groups usually meet on campus at
CLC where the childcare infrastructure is in place. Spiritual Café focus groups can meet off site but usually also meet on campus. Fellowship groups will nearly always meet off site on any day except Wednesday evening.

Journey leaders can be enrolled in the School of Leaders and lead any Journey group at the same time. Also, Journey Fellowship Group Leaders may participate in the Wednesday night discipleship experience either as a focus group participant and in some cases as a leader with approval from the Implementation Team.

**Launching New Focus Groups**

If you are interested in being a focus group leader, you have aspired to a noble task. Helping people gain victory and balance in a specific core area of their lives is the heart of God. The Implementation Team has a “dream list” of Core and Spiritual Café groups that they hope to launch at some point in the future. All that is needed is to match the group with a qualified, trained leader who has a passion for it.

Please indicate on your CLC Leadership Application your interest in being groomed to become a focus group leader or share your area of passion that the Lord has laid on your heart. Let’s work together to build people for the glory of Jesus Christ!

Prospective focus group leaders will spend time with a coaching captain or a Journey curriculum specialist to develop a curriculum that meets all the requirements and standards.
Fellowship Group Essentials

Your First Fellowship Group Meeting Time

You want to start your first fellowship 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 applicable
   
   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 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.

5. **Assign Responsibilities**
   
   Spread the wealth of leadership in the group by allowing members to serve in areas they are passionate about. Give someone the responsibility of choosing activities; another the responsibility of bringing refreshments next week; and so on.
6. **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.

### Sample Fellowship Group Trimester Activity Schedule

<table>
<thead>
<tr>
<th>January</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Sat</td>
<td>6-8</td>
<td>Family #1 home</td>
</tr>
<tr>
<td></td>
<td><strong>Meet &amp; greet – Juice Party</strong> Bring Appetizers/Finger foods</td>
<td></td>
</tr>
<tr>
<td>15 Sat</td>
<td>6-8</td>
<td>Family #1 home</td>
</tr>
<tr>
<td></td>
<td><strong>Game Night – Bring favorite pizza or salad &amp; 2 liter drink</strong></td>
<td></td>
</tr>
<tr>
<td>23 Sun</td>
<td>12:30</td>
<td>Mimi’s Café @ the Avenue</td>
</tr>
<tr>
<td></td>
<td><strong>Mimi’s café breakfast after church I will make reservations – need to know by sat @ 10 if plan to come</strong></td>
<td></td>
</tr>
<tr>
<td>30 Sun</td>
<td>3-5</td>
<td>Smyrna Skating Rink 1505 Plaza Drive Smyrna</td>
</tr>
<tr>
<td></td>
<td><strong>CLC Family Fun Night – Skating $6 admission, includes skates adults free</strong></td>
<td></td>
</tr>
<tr>
<td><strong>February</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Sun</td>
<td>5-7</td>
<td>Family #2 home</td>
</tr>
<tr>
<td></td>
<td><strong>Super Bowl Party – Bring Chili, Party Food, Appetizers</strong></td>
<td></td>
</tr>
<tr>
<td>13 Sun</td>
<td>6-8</td>
<td>Family #3 home</td>
</tr>
<tr>
<td></td>
<td><strong>Valentines get together Italian night – No children</strong></td>
<td></td>
</tr>
<tr>
<td>20 Sun</td>
<td>6:00</td>
<td>CLC</td>
</tr>
<tr>
<td></td>
<td><strong>VBS Meeting @ CLC – most of the girls in our group have to be there</strong></td>
<td></td>
</tr>
<tr>
<td>26 Sat</td>
<td>6:00</td>
<td>Franklin</td>
</tr>
<tr>
<td></td>
<td><strong>Laser tag – bring your Groupon</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Coupons

<table>
<thead>
<tr>
<th>March</th>
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<tbody>
<tr>
<td>6</td>
<td>Sun</td>
</tr>
<tr>
<td>13</td>
<td>Sun</td>
</tr>
<tr>
<td>20</td>
<td>Sun</td>
</tr>
<tr>
<td>26</td>
<td>Sat</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>215 Gothic Ct Franklin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Sommet Center, Downtown</td>
</tr>
<tr>
<td>$10 each admission</td>
</tr>
</tbody>
</table>

### Fellowship Group Idea Menu

#### No cost Options

- Wii Game Night
- Favorite Recipe swap night - more for the ladies
- Make arrangements with an elderly person who needs help with yard work - the group can show up together and get the job done
- Super Bowl Party - or any other major sporting event you might want to watch together
- Music night - Listen to old Hymns, Praise & Worship, whatever you like to listen to - maybe watch an old Gaither video if you're in to that kind of thing
- Comedy night - watch Christian comedian videos
- Greenway walks
- Barfield Crescent Park
- Kid's Castle
- Public tennis courts
- Shawn Kaplan's monthly outreach event
- Meet at a Greenway trailhead and take a walk and have a picnic at one of the pavilions
- Host a potluck dinner at your home
- Take a vote on a “My Favorite Movie Night’ and pull out the popcorn & a classic movie
• Have a game night
  · Play Bible Trivia (the church owns it and you can check it out)
• Pizza cook-off - each family brings toppings to make their own pizza & we make categories to judge them & pick the favorite
• Roast marshmallows & make s'mores by the fire pit

**Low Cost Options**

• Banana Split Potluck - we provided the ice cream & bananas and each family brought a topping to add
• Family Bowling night
• Project night - one of the families had a project they needed help with building some storage shelves in their garage, they provided the materials and we took a night and helped them get the project done.
• Dessert Night - we brought ingredients for our favorite desserts and prepared them together and then enjoyed them
• Appetizer night - bring your favorite appetizer
• S'mores night - works just fine in your fireplace if that's all you've got
• Patterson Center Activity Center & Game room
• Cannon County Arts
• Lamplighter Theatre at Smyrna Assembly
• Skating
• Rent "Butterfly Circus". Amazing 20 minute film that promotes an evening of inspiring discussion. Check out this link: [http://thebutterflycircus.com/](http://thebutterflycircus.com/)
• Rent a popular movie from Redbox ($1) or the video store
• Have a scrapbook night
• Lunch at a McDonalds with a PlayPlace for the small children to enjoy
• Progressive dinner (different courses at different houses)
• An evening of bowling or roller skating
• Patterson Center Recreation Room ($3 per person – pool tables, ping pong, air hockey + tons of other games)
• SportsCom + Patterson Community Center have basketball, racquetball courts, walking track, etc.
• Coffee at Star Bucks, Barnes & Nobles, or Books a Million
• Miniature golf at Go USA fun park
• Laser tag at phaser craze
• Make your own frozen yogurt at Sweet Cece's
• Attend a MTSU sporting event
• Reserve at private meeting room at the public library and do a library scavenger hunt

**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 relationships 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.

2. **Discussion Time (30-45 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 brings transformation.

3. **Prayer Time (10-20 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 1-2 hours for your group time. This includes time for fellowship and prayer as well.
Childcare Options, Guidelines and Ground Rules

Childcare Options

1. **Childcare at Christian Life Church**
   On Sunday mornings and Wednesday nights, childcare is available for birth-5 years of age at the church. For 6 years to 4th grade, enter your kid(s) into KONNECT, one of the best discipleship opportunities in the nation.

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 hosts home. See the guidelines below if choosing this option.

Guidelines 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 Journey 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. Call the church office at 615-848-5222 for a list of recommended babysitters from the church.

5. Christian Life Church 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!

**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).


2. **What's My Name Game**

   Oh 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.

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.).
The F.R.I.E.N.D. Conversation Starter

“Friends come and friends go, but a true friend sticks by you like family.”

(Proverbs 18:24 – The Message)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>F-amily</td>
<td>Tell us about your immediate family.</td>
</tr>
<tr>
<td>R</td>
<td>R-ecreation</td>
<td>What do you like to do for fun?</td>
</tr>
<tr>
<td>I</td>
<td>I-ncome</td>
<td>What do you do for a living?</td>
</tr>
<tr>
<td>E</td>
<td>E-pectations</td>
<td>What would a church be like to win your heart?</td>
</tr>
<tr>
<td>N</td>
<td>N-eat</td>
<td>What are 1 or 2 NEAT things you liked about Christian Life Church when you attended the worship experience?</td>
</tr>
<tr>
<td>D</td>
<td>D-enomination</td>
<td>What’s your church background (if any)?</td>
</tr>
</tbody>
</table>

Getting to Know a Little Bit More about You!

Pick any question from the list below and share your thoughts

- What do you need in your life right now?
- If money were no object, what would you do with your life?
- If you were to wake up tomorrow and God did a miracle and life was exactly as you would want it to be – what would it look like?
- What’s your dream?
- If you could be like any Bible character (other than Jesus), who would you pick and why?

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, intern, 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 advanced 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 Journey Group for a week!" Bad idea.

Addendum

**Sample Journey Structure Overview**

Trimester schedule

<table>
<thead>
<tr>
<th>Trimester 1</th>
<th>T</th>
<th>Trimester 2</th>
<th>T</th>
<th>Trimester 3</th>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>FEB</td>
<td>MAR</td>
<td>APR</td>
<td>MAY</td>
<td>JUN</td>
</tr>
</tbody>
</table>

**Major Journey Events**

- **Journey Discipleship Program**
- **Freedom Weekend 1 – Men/Women (+21-Day Challenge) – April**
- **Freedom Weekend 2 – Men/Women (+21-Day Challenge) – August**
- **School of Leaders – Launched May, 2011 – 6 trimesters**
# Sample Journey Organizational Chart

## Overview

Ron Kairdolf

<table>
<thead>
<tr>
<th>IMPLEMENTATION TEAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Murray</td>
</tr>
<tr>
<td>Monica Robertson</td>
</tr>
<tr>
<td>David Robertson</td>
</tr>
<tr>
<td>Maggie Warren</td>
</tr>
<tr>
<td>Discipleship Coach(s)</td>
</tr>
<tr>
<td>Focus Group Leader(s)</td>
</tr>
<tr>
<td>Fellowship Group Leader(s)</td>
</tr>
</tbody>
</table>

## Detail

Ron Kairdolf

<table>
<thead>
<tr>
<th>COACHING CAPTAIN TEAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Murray</td>
</tr>
<tr>
<td>Monica Robertson</td>
</tr>
<tr>
<td>David Robertson</td>
</tr>
<tr>
<td>Maggie Warren</td>
</tr>
<tr>
<td>Discipleship Coaches</td>
</tr>
<tr>
<td>Focus Group Leaders</td>
</tr>
<tr>
<td>Fellowship Group Leaders</td>
</tr>
</tbody>
</table>
Fellowship One User's Guide

Direct link:  http://clcmurftn.infellowship.com

(Hint:  Bookmark this in your browser)

Creating an account

From the Fellowship One Groups application, group leaders must create an account. (Note: You can access this web page from the CLC main web site from a number of pages, specifically Get Connected and CLC Central.)

To create an account:

1. Go to http://clcmurftn.infellowship.com
2. Click on Login (At the top right of the grey bar)
3. Click Create an Account.
4. Complete all required fields.

The account must now be activated. The leader will have to visit the email account they used to create the account to activate it.  Once activated, the leader will be redirected to Fellowship One Groups 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 coaching captain. You may have created a duplicate account in our database if you used a different email address than we have on file and we will need to manually go in and merge the two accounts together.

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 up at the top of the page. We will cover how to manage group prospects later on. 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.

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. **Name**: Please do not edit the Name of your group once it has been set.
3. **Time Zone**: Make sure this is set to your specific time zone.
4. **Description**: When you write a description for your group, please include the following pieces of information:

   a. Age range of group
b. If group members have children or not

c. What you’re studying

d. Any other descriptive things about your group

**We ask that in the first 50 characters of what you type, please state the type of group you are as well as the age range or life stage. For example: ‘Singles     co-ed group, ages 25-35.’ Or, ‘Marriage Focus Group.’ **  
(This will become extremely important if your group is open to adding new members and will be viewable in the Group Search Results Page of Fellowship One Groups. People searching for an open group in Group Finder will only be able to see the first 50 characters of your description as they scroll through the open groups listed).

5. **Marital Status:**  Select the appropriate marital status for your group.

6. **Gender:** Select the gender for your group.

7. **Age Range:** Input an age range for your group (can be exact or broad… i.e. 30’s would be put in 30-39).

8. **Childcare:** If your group provides childcare, please make sure this box is checked.

9. **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.

10. **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.

II. 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.

2. **Date Range:** Please enter approximate date of when your small group started meeting.

3. **Meeting Time:** Please enter in the 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. Then in the drop down, select either weekly or every two weeks.
5. **Notify Group:** Select this option if you wish an email to be sent out 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.

---

**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 Fellowship One Groups 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 described earlier.

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 2 months but isn’t on your group roster, you will still have 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.

5. Click Next>>. Fellowship One tries to match the individual to an existing record. All possible matches display.

6. Click Select beside the individual to use.

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. As shown below, the prospect list displays. To see all open prospects, click view all. Prospects also appear from individuals who are searching for a group to join.

Leaders can keep notes on prospect interactions by clicking the prospect’s name. Any group leader can record prospect interactions in any of the following ways:

1. 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.
2. 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.
3. Recording face-to-face meeting – provides a note field to record meeting notes.
4. 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 also 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, make sure that you record these notes.
2. After recording them, then click on ‘ALLOW’ in the upper right hand corner. This will send an email to the person that will give them the option to choose to join or not.

Denying a Prospect

1. If you’ve made the determination 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 on the phone 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. Also, Journey policy requires you to contact your coaching captain when you intend to “deny” a prospect, to discuss if your group is full and other options for the individual being denied.
2. After you have communicated to the person why they can’t join your group at this time, then simply click on ‘Deny’ in the upper right hand corner of the screen. It will give you the
opportunity to type in a comment there 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 Fellowship’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 Fellowship One Groups 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.
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.
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 the 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.

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

Frequently Asked Questions

Will everyone in my Journey 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 Journey group members through Groups 2.0. 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 Journey 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 14 days. After that time, the prospect will expire and become inactive. 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.
What if I have a Journey Group member that is not in our Fellowship One database? Will they still be able to create a groups account?

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

Does the bulletin board email out a notification to the group members when it’s been updated?

No, at this time it does not send out a notification to members of the new information. The members must login to see any group updates.

Can an attendee express interest in more than one group?

Absolutely. This is the beauty of Groups 2.0. 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 Journey 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 what you can do is 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 coaching captain and let them know so that they can remove this group from the system.

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

At this time, to create a new group, you will simply contact your coaching captain. They will meet with you to learn more about your vision for a new group and will then be able to create a new group for you and walk you through some ways to add new members.
Who do I contact if I have questions?

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