



next steps...

mca care
groups



Leadership Info Guide

www.mcssembly.com/nextsteps

Welcome to Malvern Christian Assembly

Next Steps...Care Groups Ministry

Thank you for your interest in MCA Care Groups.

*If you are ready for something **BIG**, start by getting into small CARE GROUPS where **BIG** changes often happen as God uses intimate connections with others to facilitate changes in us, in our families, our community and the world. Let's do life together, growing in relationship with God and in friendship with one another. We trust and hope that you will get involved in care groups to CARE and CONNECT as we reach out to our church and community.*

Vision of Care Groups:

Care Groups exist to CARE, CONNECT & EQUIP believers to GROW, GO & BUILD relationships within Church and Community.

In the New Testament we find that the early Church met regularly and cared for one another.

Day after day, in the temple courts and from house to house, they never stopped teaching and proclaiming the good news that Jesus is the Christ. Acts 5:42 NIV

MCA Care Groups are modeled after God's purpose for the body of Christ. Paul writes in Ephesians 4:16, *"The whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work" NIV.*

Through Care Groups we are "Releasing people to lead other people closer to Jesus." Whether you are looking to join a Care Group, or lead a Care Group, or to open your home as host of a Care Group, there is a place within this ministry just right for you.

Pastor

Next Steps/Care Groups.

Core Philosophy of CARE Group:

Contact and Relate Everyone (CARE & CONNECT)

What is CARE Groups

- It's an extension of the Church for the purpose of Edifying, Releasing and Transforming our community.

Purpose of Care Groups:

- To serve God by Evangelizing, Nurturing and Discipling (END) our oikos and community

Goals

1. Train New Leaders.
2. Build New Care Groups through Connections
3. Evangelism in the neighborhood

Role of leaders

- We are called to be servants and lead His people (Spiritual Parents): Philippians 2:5-8
1. Mat. 20:25 (L)→Drives People,
 2. John 10:3-4 People→ follow (L)
 3. Mat. 20:25 (L) Leads with Authority
 4. Mat. 20:26-27 Leaders Serve the Least

Heart of a Care Group Leader:

- Passion for God
- Passion for People
- Dependence upon God for Growth.

Care Groups Leader...

Care Groups are an integral part of what we do as a church. We believe that sustained life-change occurs as we are growing in relationship with Christ, and that this happens best when we are prioritizing intentional relationships with others who are seeking this same goal.

Care Groups provide people with the opportunity to connect with others, grow in their relationship with Christ, and experience community. Leaders play a pivotal role in helping achieve the mission *to lead people into a growing relationship with Jesus Christ!*

Role of Care Groups Leaders

- Care Group leaders are responsible for providing their groups with vision, direction, and support.
- Leaders are successful when they are personally growing in their intimacy with God, in community with insiders, and influence with outsiders (3 Vital Relationships). They lead their groups to encourage members to grow in these three relationships as well.
- Care Group leaders are supported by the MCA Care Groups Pastor

Qualifications

1. Sincere, worthy of respect, and of a good reputation. Have a personal, growing relationship with Jesus Christ (for at least two years)
2. Member of Malvern Christian Assembly
3. Have a genuine desire to serve and minister to others & have the time, emotional capacity and moral discernment to lead a group.
4. Able to lead, motivate and teach others. Have community group experience (preferably)

5. Able to create positive group dynamics and resolve conflicts within the group.
6. Identify and develop a qualified apprentice and embrace apprentice leader development as a measure of success.

ALL THOSE IN CARE GROUPS LEADERSHIP ARE ASKED TO AGREE TO THE FOLLOWING:

1. To fulfill the responsibilities outlined on the Job Description
2. To help fulfill the Mission and Vision of MCA
3. To embrace and teach Christian principles as stated in the Statement of Fundamental and Essential Truths.

Care Groups Leadership Structure

POSITION: Care Group Leader

RESPONSIBLE TO: Care Groups Pastor & Leadership Team

PURPOSE STATEMENT: To become a compassionate Care Group Leader leading people closer to Jesus.

PREREQUISITES: Member of MCA. Attend a New Leaders Orientation meeting. Complete and meet the requirements of the Care Groups application process. (Ask for an application form)

Leadership Commitment

“Deacons likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience . . . They must first be tested; and then if there is nothing against them, let them serve as deacons.” (1 Timothy 3:8-10)

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Leadership Structure of MCA CARE GROUPS

A. Care Groups Pastor

(Under the direction and leadership of Lead Pastor)

B. The Core Team

- Serves the leader.
- Casts vision.
- Provides guidance.

B. The Group Leader

- Models servant-leadership
- Navigates the group
- Monitors group health

C. Leader Development Plan

- One-on-ones
- Training Events
- Regular communication through Email and in Person

Care Groups Leader Essentials

7 Leader Essentials Overview

Each leader is equipped, developed and monitored around 6 key essentials that are defined as components to a healthy group experience. While the list is not exhaustive, we feel the group experience will be valuable for both leader and participant if the leader implements these priorities. All equipping times, both corporate and one-on-one, are centered on these essentials. The six leader essentials are detailed below.

1. Think Change - Why we do groups

Bill Hybels has said that vision leaks. And that is definitely true when it comes to the vision and purpose for groups. It is easy for groups to drift away from their main purpose. So this value reminds us why we have groups: to create predictable environments where participants experience authentic community and spiritual growth; an environment where God is active in the lives of its members; a care group where people change. Keeping the life-change goal front and center challenges us to keep our groups purposeful.

- A. The objective of a Care Group is to create an environment where God is able to work in the lives of group members.
- B. Over time, your group can easily drift away from doing the things that best help it accomplish this objective.
- C. Keeping the life-change goal in front of the group challenges us to make the group meetings purposeful.
- D. This essential reminds us of why we do groups.

2. Cultivate Relationships - How you build community

This essential focuses on how we build a sense of community in our groups. Relationships are like bank accounts; they don't just happen. They require regular intentional deposits. Starting early to build the relational capital of the group is one of the most important steps we can take. Planning an activity like an 'overnight' in the first six months of a group's run is a terrific way to set the stage. Then we must make ongoing deposits to continually cultivate relationship among the group members. Planned deposits bring greater relational satisfaction to a group's balance sheet.

- A. Healthy group relationships require regular and intentional investments.
- B. Taking steps early to build the relational capital of the group is one of the most important things you can do for a new group.
- C. This essential focuses on how you build community in a group.

3. Promote Participation - How you lead and involve others

This essential focuses on how we lead the group meeting. It reminds us that since shared participation creates broader ownership of the group, all group members should be encouraged to participate often in the facilitation and leadership of the group meeting. This essential also reminds us to promote participation by being navigators of discussion, not teachers of curriculum. The difference is critical. Each time we ask open-ended questions, we are inviting participation. More than sharing the right answers, we want people to share their lives.

- A. Community group leaders are facilitators of discussion, not teachers of curriculum.
- B. Shared participation creates broader ownership of the curriculum and of the group.

C. Group members should be encouraged to participate in the facilitation and leadership of the group meeting.

D. This essential focuses us on how one leads a group meeting.

4. Serve Together- How we love others

Serving the church, serving the greater community

Biblical Principle: Heb 10:24; Gal 6:10; Luke 10:25-37; Matt 5:13-16

5. Replace Yourself - How you intentionally apprentice

This essential encourages us to intentionally apprentice someone in our group for future leadership. The apprentice is someone who has the potential to replace a leader, not simply assist him. Since adults often learn on a need-to-know basis, apprenticing is the most effective way to identify and train group leaders. When we put someone into the game, he or she learns quickly. Ideally, we should identify an apprentice within the first six months of the group. This assures that the group is fully prepared to multiply at the end of the group agreement period.

A. Apprenticing is the most effective way to train new group leaders.

B. An apprentice is someone who has the potential to replace you, not simply assist you.

C. Identifying an apprentice in the first six months off your group helps insure that your group is ready to multiply at the end of your covenant period.

D. Our multiplication strategy necessitates the need for apprentices at every level.

E. This essential focuses on how you intentionally apprentice.

6. Provide Care - How you handle tough situations

This essential reminds us that the primary way we need to provide is through Care Groups. We need to be equipped for how to deal with challenging situations in our groups.

- A. The most effective support during times of crisis or special need comes from people you know well.
- B. Effective community groups are biblically functioning communities of encouragement and care.
- C. The primary way we provide care to our attendees is through our community groups.

7. Multiply Influence - How you maximize impact

This final essential reminds us that multiplying our life groups opens the door for others to participate in group life. It also provides the opportunity to multiply our influence. While we recognize this to be the most difficult aspect of group leadership, it can also be the most rewarding.

- A. The success of the group can be the demise of the system (i.e., not multiplying)
- B. Multiplying new groups allows you to multiply your influence.
- C. New members bring new vitality to your group.
- D. Multiplying your current group provides an opportunity for others to participate in a group.

- E. Ways to reduce the trauma of multiplication:
 - Use the covenant to establish a birth date
 - Enlist an apprentice early
 - Talk about multiplying early and often
 - Multiply around the best times (January & September) to form a new group.

5 Things God Uses to Grow our Faith

Care Groups and the 5 Catalysts

1. Practical Bible teaching

- Choose curriculum that necessitates personal Bible Study.
- Choose curriculum that supports the 3 vital relationships (Intimacy with God, Community with Insiders and Influence with Outsiders).
- Supplement curriculum reading assignments from the Scriptures along with two or three simple questions.
- Orient your discussion time toward application not simply information.

2. Private Disciplines

- Develop a consistent devotional life.
- Assign one or two memory verses for each curriculum you study.
- Suggest devotional guides.
- Spend time teaching your group how to have a quiet time.
- Open group time by asking one member to share a quiet time insight from the previous week.

C. Providential Relationships

- Create space in your life for relationships.
- Begin the early sessions with personal testimonies.
- Allow for social times regularly
- Multiply your group and apprentice another leader.

D. Pivotal Circumstances

- Encourage group members to describe their hands-on ministry experiences.
- Participate as a group in a ministry project.
- Choose a curriculum that focuses on evangelism or spiritual gifts.
- Involve every member in ministry to the group. (Example: Share the teaching assignment, the hosting assignment, the prayer time, select an apprentice.)

E. Personal Ministry

- Encourage group members to join a strategic service team.
- Provide Biblical guard rails for their interpretation of current events.
- Bear one another's burdens.
- Be sensitive to people's need to process.

Care Groups Ground Rules

Let's all agree to commit to the following:

Accountability

I'll show up every week unless I'm out of town or I've let the host know the (good) reason I must be absent.

Preparation

Before each meeting, I will have done any "homework" the group had assigned, whether that's reading something, praying for someone or just bringing the tortilla chips.

Affirmation

I acknowledge that every person in this group is at a different point in considering, seeking or following Christ, and I will value and affirm people for who they are.

Confidentiality

I'll maintain complete confidentiality. What I hear and say stays here.

Listening

I understand that others will need to be encouraged to share, to be open and to show emotion. I will let them do so, without being judgmental, trying to "fix" them or offering unsolicited advice.

Self-Awareness

I understand that some of us are talkers and some of us are quieter, so I'll be aware of not dominating the discussion or always leaving the weight of it to others.

Vulnerability

I'll stretch myself to be as open and honest as I can with my perspectives and experience to create a safe environment that might encourage others to take risks, too.

Conflict

Community can be very messy, and conflicts may arise. I'll offer grace to others and won't leave the group over disagreements, realizing that God might use conflict in my spiritual formation some way I don't currently understand.

What you should DO

Integrate any combination of the following:

1. Bible Study
 2. Prayer
 3. Worship
 4. Testimonies
- i. These are referred to as your Purpose Choices.
 - ii. This is how we fulfill the part of the vision that states: "in order to lead people closer to Jesus"

What you should not DO

1. Business.
2. Offerings.
3. Unapproved Speakers
4. Make contracts on behalf of Malvern Christian Assembly

Care Groups Tips

Know that no two groups are the same

There's no rule that says all small groups should look like a Bible study. Care groups should feel like communities, not classes. While Jesus spent time teaching, he also spent a lot of time hanging out with friends over a good meal.

Have something in common

While groups can include all types of people, it's a good idea to consider joining groups in which there are at least some common interests.

Meet regularly

Consider meeting at **least twice a month**, if not every week. It's important to commit to some type of **rhythm and frequency** that will facilitate a growing relationship. The bottom line is that if your group is meeting only once a month, chances are you're not having community. Emphasize the need to meet often.

Get a sitter

Consider getting babysitters to watch the kids during small group meetings. While everyone loves everyone's kids, it's difficult to get really deep into adult conversation.

Pray together

Maybe you've never prayed out loud or with others before. Maybe you don't pray at all. That's OK. Don't freak out. Just talk to God as you would a friend. Tell Him how you really feel, not what you think he wants to hear. Begin quietly, close your eyes and pick someone to start. Once he/she has finished, others in the group can continue to pray.

Some awkward silence is to be expected. While everyone is encouraged to pray out loud, it's OK if you don't. Prayer is not about effort or performance and there's no "correct" way to do it. The person who started can discern when it seems right, and simply end the prayer.

Resolve conflict in a healthy way

Seriously, there's a healthy principle that says, "What happens in the group needs to be resolved in the group." The group needs to be a place that allows healthy disagreement, but not at the expense of respect for one another. This is a great opportunity to look at what the Bible has to say about disagreements. Have the group turn their Bibles to Ephesians 4:15 to read about speaking the truth in love, and to Ephesians 4:32 to read about forgiving each other.

If someone is having ongoing trouble with someone else in the group, the first step should be to talk one-on-one with the person away from the rest of the group. The two should strive to be active listeners, loving and honest. Focus the discussion on the event that happened or the behavior, not the person.

If that doesn't work, sit down with the person and someone else from the group. If no meaningful changes occur after taking these steps, it would be appropriate to ask the person to step out of the group. This plan follows the guidance given in the Bible in Matthew 18:15-17.

Revitalize your group

If your group seems a little stuck, or you just want to change things up a bit, try doing something different, which is liked by all in the group.

How to start your own Care Groups

The fact that you are even reading this page says a lot about you. It says that you are either one of those people who has to read everything, or you are at least open to being used by God to lead a small group.

Leading a small group can sound intimidating, but it really doesn't have to be. Think of it more as gathering a few friends to get to know each other better and to have discussions about spiritual matters.

Here are a few practical tips to help you get started.

1. Pray. One of the most important principles of spiritual leadership is to realize you can't do this on your own. No matter how long we've been leading, we need the power of the Holy Spirit. Lean on Him...He will help you.

2. Invite some friends. Don't be afraid to ask coaches to come to your group. You will be surprised how many people are open to such a study, especially when you let them know that the study is only for six weeks. Whether you have four or fourteen in your group, it can be a powerful experience. You should probably plan on a maximum of one hour for your group meeting.

3. Get your materials. Resources are available at the Church. Ask the Care Groups Pastor or leaders.

4. Be prepared to facilitate. Just a few minutes a week in preparation can make a huge difference in the group experience. Each week, preview the video teaching and review the discussion questions. If you don't think your group can get through all the questions, select the ones that are most relevant to your group.

5. Love your group. Maybe the most important thing you bring to the group is your personal care for them. If you will pray for them, encourage them, call them, e-mail them, involve them, and love them, God will be pleased and you will have a lot of fun along the way.

How to get the most out of this experience

You and your group are about to begin what should be a life-changing journey. This powerful study of true spirituality in the life of Jesus provides some breakthrough teaching about what it means to be an authentic follower of Jesus Christ.

TAKE IT IN: Listed below are the segments you will experience each week, as well as some hints for getting the most out of this experience. A teaching outline with fill-ins is provided for each session. As you follow along, write down questions or insights that you can share during discussion time. **Also, bring your Bible each week.**

TALK IT OVER: Several discussion questions are provided for your group to further engage the teaching content. Keep the following guidelines in mind for having a healthy group discussion.

- **Be involved.** Jump in and share your thoughts. Your ideas are important, and you have a perspective that is unique and can benefit the other group members.
- **Be a good listener.** Value what others are sharing. Seek to really understand the perspective of others in your group and don't be afraid to ask follow-up questions.
- **Be courteous.** Always treat others with utmost respect. When there is disagreement, focus on the issue and never turn the discussion into a personal attack.
- **Be focused.** Stay on topic. Help the group explore the subject at hand, and try to save unrelated questions or stories for afterwards.
- **Be careful not to dominate.** Be aware of the amount of talking you are doing in proportion to the rest of the group, and make space for others to speak.
- **Be a learner.** Stay sensitive to what God might be wanting to teach you through the lesson, as well as through what others have to say

LIVE IT OUT: These simple suggestions help the lesson come to life. Don't ignore them; give them a try! Check in with another group member during the week and ask how it's going.

Care Group FAQs

What is a Care Group?

A Care Group is simply a group of people gathered together with the common desire for community and growth. They meet regularly, usually with weekly or bi-weekly meetings, and do life together in between. There isn't any right or wrong way to have a group. Care groups can be completely tailored to fit the needs of the individuals attending. We simply recommend that three things happen in the midst of your experience:

1. **Spiritual growth:** We define spiritual growth as moving closer to Jesus and his way of living in every area of our lives. This doesn't happen through any magic formula. It could happen through studies or just conversations with other believers that sharpen your faith.
2. **Doing life together:** Groups are not an add-on community or another thing on your calendar to squeeze in. They work best if you're actually friends outside the group. Hang out on weekends, include one another in special events, e-mail prayer requests through the week, grab lunch together after church—stay connected.
3. **Serving lifestyle:** Maybe for your group this means volunteering on a team together at Crossroads, serving at City Gospel Mission on Friday nights, or even serving one another through free babysitting, mowing each other's lawns or providing meals during difficult times.

Where do we meet?

Homes typically serve as the best environment to really open up and go deeper into relationship. If that's not an option for your group, you can meet anywhere: a local park, etc —the point is not where you are, but who you're with.

How big should a group be?

Most people prefer groups of 6-10, but any group larger than 12 begins to suffer. We recommend starting with about 6-8 people and being open to adding new people to the group as you feel led. Once the group hits 10-12 (or whenever it starts feeling big), split or reproduce as needed.

Who should be in my group?

That is completely up to you. Depending on personal preferences, groups can have a variety of demographics. Some prefer to be with people of their gender, age group or life stage, while others specifically prefer to be in a diverse group environment that challenges them to grow from interacting with people who are different from them.

How do I find a group?

Try praying and asking God if there are people in your life that you're already in relationship with (friends, neighbors, co-workers) who you should invite, or if you should branch out, expand your horizons and make some new friends. If you decide you want to meet a whole new group of people or if you and a few people you know want to add some additional members, try talking to members of the church who are not part of any group.

What should we study?

Groups can benefit from a variety of different study options. Some prefer book studies, some like guided materials, some enjoy going through a portion of the Bible, and some just want Christian friends to discuss life together with.

For more information: Contact the Next Steps/Care Groups Pastor.

www.mcassembly.com 416.284.4853

RESOURCES FOR 2014

NEW DVD'S AND STUDY GUIDES AVAILABLE.

1. Spiritual Maturity
2. True Spirituality according to Jesus
3. God as he longs for you to see Him
4. Why I Believe
5. Effective in a defective world
6. Love Sex & Lasting Relationships
7. Balancing Life's Demands
8. Basics – Follow Jesus, Holy Spirit, Fear God
9. Deepening Life Together
10. Biblical Portrait of Marriage
11. Left Behind Series
12. Six Steps to Reading your Bible
13. Six Steps to Talking about Jesus
14. Six Steps to Encouragement
15. Jesus Fact or Fiction
16. Marriage – Andy Stanly
17. Rebuilding your broken Walls
18. Divine Design
19. The Me I want to be – John Ortberg
20. The Marriage Course
21. Good to Great
22. God as he longs for you to see Him
23. Spiritual Simplicity
24. Culture Shock

Books

1. Son of Hamas
2. Countdown to the Apocalypse
3. Encountering the OT
4. Jesus the one and Only
5. The Spirit Transformed Life
6. Breakthrough Prayers
7. The Church Awakening
8. The Bait of Satan
9. Chronicles of the Cross
10. New Temple and Second Coming
11. Missions Addictions

DVD Movies / Documentary

1. Fireproof
2. China Cry
3. I am a Dad – comedy
4. Passion of Christ
5. Fly Wheel
6. Facing the Giants
7. No Greater Love

Songs/ DVD

PDF format sheets with DVD for small groups.

-  10,000 Reasons (Bless the Lord).pdf
-  A Mighty Fortress.pdf
-  Amazing Grace (My Chains Are Gone).pdf
-  Blessed Be Your Name.pdf
-  Cornerstone.pdf
-  Everlasting God.pdf
-  Forever Reign.pdf
-  Forever.pdf
-  God of This City.pdf
-  Happy Day.pdf
-  He Knows My Name.pdf
-  Here I Am to Worship.pdf
-  Holy Is the Lord.pdf
-  How Great Is Our God.pdf
-  How Great Thou Art.pdf
-  How He Loves.pdf
-  In Christ Alone.pdf
-  Indescribable.pdf
-  Jesus Paid It All (O Praise the One).pdf
-  Jesus, Messiah.pdf
-  Jesus, Son of God.pdf
-  Just as I Am (I Come Broken).pdf
-  Lord, I Lift Your Name on High.pdf
-  Mighty to Save.pdf
-  Our God.pdf
-  Revelation Song.pdf
-  The Stand.pdf
-  The Wonderful Cross.pdf
-  You Alone Can Rescue.pdf
-  You Are My King.pdf
-  Your Grace Is Enough.pdf

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