



LifeGroups Handbook

A resource for current and prospective leaders and coaches

What Will I Find in this Handbook?

| | |
|---|-------------------------------------|
| WHAT WILL I FIND IN THIS HANDBOOK? | 2 |
| WHY ARE WE SO PASSIONATE ABOUT LIFEGROUPS? | 3 |
| LIFEGROUP FOUNDATIONS: UP, IN, OUT | 4 |
| LIFEGROUP OUTCOMES: L.I.V.E. | 5 |
| LIFEGROUP ESSENTIALS | 10 |
| THE LIFEGROUP STRUCTURE | ERROR! BOOKMARK NOT DEFINED. |
| LIFE GROUP LEADER JOB DESCRIPTION | 12 |
| UNDERSTANDING THE LIFEGROUP JOB DESCRIPTION: | 13 |
| LET'S GET STARTED! | 14 |
| APPENDIX: ADDITIONAL DOCUMENTS | 15 |

Why are we so passionate about LifeGroups?

Here's the deal. We believe to our core that we all go further in our faith, if we go together. The church is more than a crowd, it's more than a congregation of people, the church is a bunch of little communities. Let's face it, God has designed us to be in community both with Him and with other people. We are unlikely to grow in our faith and cultivate meaningful relationships if all we do is attend weekend services. There's more to being the church than sitting in rows on a Sunday. In rows we see the backs of heads, but in circles we see faces, we see hearts, we see souls. In circles we can help one another to face the mountaintops and valleys of life. We can work through the challenges and concerns and doubts. We believe God's desire is for every person at Grace to find a circle of their own, we call those circles "LifeGroups."

We are so excited that you have decided to use this resource. We've spent a great deal of time and energy trying to make this a tool that will help you succeed in your role as a LifeGroup leader. We've spent many years serving as LifeGroup leaders and draw on that experience throughout this handbook. Here's what you can expect from this resource:

First, we will walk through our philosophy of LifeGroups here at the Grace. After all, what we believe determines what we do. In the "Foundations" section we cover core principles every LifeGroup needs to be built on.

Next, we will cover what happens in the course of a year of LifeGroup ministry. In this "Practice" section we will discuss L.I.V.E., and the LifeGroup Calendar. This will probably be the section that you come back to the most throughout the year.

The third section gives an overview of our LifeGroup structure. We know clarity in your expectations as a group leader gives you confidence in carrying them out. In this section we will walk through the job descriptions of a group leader, a coach, and of our pastors.

The last section is designed to help you get started. Maybe you are reading this as you are thinking about starting a group. This section will help you know the next steps to take. If you are already leading a group, this section will show you the next step to take to continue to develop new groups.

Finally, in the appendix you will find the things we really want you to know but didn't fit cleanly into one of these four sections. We hope this resource serves you on your mission to make disciples of Jesus Christ.

--The Grace LifeGroups Team

LifeGroup Foundations: UP, IN, OUT

In time, every LifeGroup will develop its own unique rhythm and vibe. This section will give you the foundations that your group culture should grow around. Regardless of your group's makeup, these principles should guide your time together. Up, In, and Out are three simple words to help you remember the core principles guiding our groups.

UP- PRIORITIZE OUR WORSHIP OF GOD

A LifeGroup's first focus must be on God himself. Worship simply means ascribing ultimate worth to God in our lives. A healthy LifeGroup is one that always points one another to a greater view of who God is and who we are in light of who he is. This can be accomplished through prayer, singing, reading and applying scripture, serving, living holy lives. But a critical component of every group gathering should be turning the attention of the group "up" and ascribing ultimate worth to God. If you find your group meetings centered on social activities, barbecues, and casual conversation while never turning your attention to God – it's time to look UP!

IN- CARE FOR ONE ANOTHER AS A FAMILY

Since we are made in the image of a Trinitarian God, we can only image God fully while in community (Genesis 1:26-27). The New Testament describes the Christian life as a series of 'one anothers.' We need each other to grow in our faith. Family life is messy, it takes effort and energy, which means it gives us a perfect laboratory to work out the fruits of the Spirit! Treating one another as family will include things like offering tangible support during difficult times, providing love and accountability for group members, and fully engaging during key life-events.

OUT- REACH OUT TO LOST PEOPLE WITH THE GOSPEL

A LifeGroup does not exist for itself but to live on mission together to advance the kingdom of God in our own relational circles as well as our city and world. All groups should exist with an 'open chair' mentality – always leaving a spot available for a friend or associate who is far from God and who needs gospel community. LifeGroups should also always be looking for opportunities to reach the city and world together. This may involve participating in a ServErie project together, providing meals for a non-Christian neighbor of a group member, adopting a missionary by sending care packages and letters of encouragement, or going on a short-term mission trip together as a group.

LifeGroup Outcomes: L.I.V.E.



This section is designed to clearly define the expected outcomes of a Grace LifeGroup. When your group is not following along with a Grace Sermon series – you can choose from the following topics to build your Bible studies around. You may want to have a pen or keyboard ready as this section will hopefully inspire you to build your own group action plan. Remember, a leader’s job is to lead people toward a common objective – our common objective at Grace is to make disciples – or as we call them ‘fully devoted followers’ of Jesus.

Over the years and after much research and conversation – we have concluded that a fully devoted follower of Jesus has a life that is marked by four practices. We have summarized these four spiritual practices with the acrostic L.I.V.E. Our hope is that by participating in a LifeGroup, every member of Grace will be moving toward spiritual maturity by incorporating these four practices increasingly in their life.

Spiritual growth is a pretty abstract concept. So, L.I.V.E. is meant to be a simple guide to help the LifeGroup leader come up with an action plan for the spiritual growth of his/her group. As you go through this section, keep a couple things in mind:

- Spiritual Growth takes time. This is not a microwave exercise... more of a crock pot. Don’t hurry through the relationship building process that is necessary to live out all areas of group life. The material covered here will take the full ministry year for a group to fully dig into (see Rhythm, page 8). So, don’t be overwhelmed, take a deep breath, this is a long process. And it is worth it!
- You are not alone. As you will soon see, every LifeGroup leader has a coach who looks out for the leader. Utilize your coach, he/she is there for you!



LIVE IN COMMUNITY



The first practice that leads to full-devotion is a commitment to Live in Christian community. Obviously, the fact that you are part of a LifeGroup is a great start. But just because a group of people meets together doesn't guarantee that they'll experience biblical community. True community involves building authentic relationships through encouragement, support, accountability, and even correction. Below are some suggested examples of intentional community.

- **Personal Transparency** – Community is fostered when we share the truth about our lives with others. A great first-step is to provide time over the course of a couple of group meetings for each group member to share his/her story of faith.
- **Member Care** – Celebrating seasons of joy together, walking through seasons of pain together, carrying one another's burdens by providing visits, meals, childcare, etc.
- **Doing life together** – Look at your normal routines and figure out how to include others – you already attend church, why not sit with your LifeGroup and hang out after? You already eat dinner, why not invite a couple from your group to dinner once per week? Sometimes having fun together with other members of your group by going bowling or having a picnic can build authentic relationships. If yours is a couple's group, consider having a guy's night/ girl's night.
- **LifeGroup Retreat** – There's nothing like a day or an overnight retreat to help bond a group of people. Stories and meals and shared experience become like a glue for your group.

Recommended Resources:

From Right Now Media:

- **Community: Starting Well** – Andy Stanley | 6-week study
- **Not Alone: A Study on Friendship** – Jennie Allen | 6-week study
- **Building Successful Relationships** – Michael and Laura Fletcher | 7-week study

Other:

- **Life Group Action Plan** | just working through this will bind your group together

INVEST IN OTHERS



Fully devoted followers of Jesus will also be regularly seeking out ways to be witnesses of the gospel outside the walls of the church and the walls of the LifeGroup. Each person in your group has a role to play in God's mission to reach the world with the hope of Jesus. The gravitational pull of any group will be inward, so as a leader part of your job is to continually draw your groups attention to investing in the lives of people who don't know Jesus yet. Some ideas include:

- **Keep your group open to non-Christians** - Continually encourage your group members to be inviting their friends, neighbors, co-workers, associates to your group. Our standard protocol is that there are no closed Grace LifeGroups.
- **Work on your gospel story** – Give group members the regular opportunity to practice telling their story of faith – then share it with those who are far from Christ.
- **3x3x3**– Encourage group members to pray for 3 unsaved friends for 3 minutes at 3:00 every day.
- **ServErie Projects** - We expect every LifeGroup member to be engaged in serving the poor and oppressed in our city. A LifeGroup leader may delegate this area to a group member who can focus on mobilizing the group. Visit serverie.com for opportunities.
- **Global Outreach**– Grace has three church partners around the world in addition to dozens of missionaries. We hope that each life group member is either a *go-er* (attends a short-term mission trip) a *sender* (gives financially to send someone else oversees) or a *sponsor* (sponsors a child at our partner schools in Haiti or the DR or through Compassion Intl).

Recommended Resources:

from Right Now Media:

- Workplace Grace – Bill Peel & Walt Larimore | 6-week study
- No Plan B – Todd Phillips | 4-week study
- Foundations of Apologetics – Ravi Zacharias | 12-week study
- Work as Worship – JD Greear | 6-week study
- When Helping Hurts – Brian Fikkert | 6-week study

Other:

- Operation World App – daily provides a different country to pray for with details

V VOLUNTEER YOUR TIME



Another spiritual practice of fully devoted followers of Jesus is volunteerism or serving in ministry within the church. The most common metaphor used in the Bible to describe the church is 'body.' And every Christian has a part to play in the body through serving. At Grace we encourage people to use whatever gift God has given them to build Christ's kingdom. Being used by God in ministry is a source of incredible fulfillment, so part of your job as a LifeGroup leader is to encourage each of your members find their place in serving the church. Here are some ideas:

- **Use your LifeGroup as a ministry incubator** - Share duties within your LifeGroup so that people can explore their spiritual gifts. Let those with gifts of hospitality plan snacks and meals, let the administrators plan things, let the teachers lead a portion of the study, let those with gifts of faith lead times of prayer, let the evangelists plan outreach events, etc.
- **Serve together** - Seize opportunities to serve together as a Life Group. Serve on the guest experience team on a Sunday, or plan to work Christmas at the Warner or other global church events.
- **Encourage CORE participation** - One of the best ways to make sure your group is aware of their spiritual gifts is to encourage each person to take the CORE Class where they will take a spiritual gifts assessment. Talk with them afterwards about where they might serve.

Recommended Resources:

From Right Now Media:

- Your Divine Design – Chip Ingram | 8-week study
- Discover Why God Made You – Os Hillman | 2-week study
- Minister As Jesus Ministered – Bill Hull – 6-week study

Other:

- Find Your Calling | Grace Church curriculum

E EQUIP YOURSELF



The last (but certainly not least!) spiritual practice of fully devoted Jesus-followers is the practice of equipping. Disciples must equip themselves for the Christian life through regular times in God’s word and through prayer in the Spirit. At Grace we often talk about the importance of ‘finding your chair’ – that place where you will meet with God every day in his Word. The more we learn to read, apply and walk in the spiritual truths found in the Bible, the more we will become the disciples that Christ has called us to be.

- **Bible study and discussion** - There is nothing better for LifeGroups to engage in together than the word of God. And while groups may decide to study another book together for a period of time, it should only be in addition to the primary focus of the Bible.
- **Aligning with weekend sermons** – Each week, a Grace team creates material for both LifeGroups and personal daily study that align with the weekend sermon. These are excellent resources to assist the individuals in your group to study along with the series.
- **Prayer note cards** - As people arrive for group, hand them a notecard. During the course of the group time, have them write down 2-3 things they want group members to pray for this week. During your time of prayer have group members exchange cards with one another.
- **Structured Prayer** - People often do not know where to begin when it comes to praying, especially out loud. Utilize guided prayer tools like the A.C.T.S. model (adoration, confession, thanksgiving, supplication) to help people pray.

Recommended Resources:

From Right Now Media:

- The Divine Mentor – Wayne Cordiero | 7-week study
- Survey of the Bible – Bruce Wilkinson | 8-week study
- Clarifying the Bible – Mitch Maher | 8-week study
- Whisper – Mark Batterson – 4-week study
- Praying with Jesus – James Banks | 6-week study

From Grace Church:

- Access the sermon series resources on the Grace app or on the LifeGroups page of whoisgrace.com

LifeGroup Essentials

The LifeGroup Rhythm

Just as we must live our lives with healthy rhythms, we must lead our groups with healthy rhythm through the year.



- **ALIGN** = 16-20 weeks
Two to three times each ministry year the entire church will align itself around a particular sermon series, generally based on a book of the Bible or a vision theme. These series provide an opportunity for unconnected attenders to step into a LifeGroup. In addition to these, LifeGroups choose 2 additional sermon series with which to align their study. *Note: The LifeGroups writing team will continue to provide written resources (READ plans and discussion guides) for ALL series.
- **L.I.V.E.** = 20-24 weeks
L.I.V.E. provides a guide for the group leader to determine where the group needs to grow. During L.I.V.E. seasons, a group is encouraged to pray and determine in which area they need and would like to grow, and to choose a book of the Bible or a related study. (See “suggested resources” in the LifeGroup Outcomes pages.)
- **REST** = 12 weeks
One of the healthy rhythms we must establish in life is a rhythm of rest. This may look different for each group. Some groups will take a month or two off in the summer. Some may choose to take a week off each month. Another way to rest is to spend time with one another in a relaxing environment- share a meal, participate in an activity, go on a retreat together, etc.

LifeGroup Structure

We have 4 levels of involvement in Grace LifeGroups.

Every group has a Leader//Every Leader has access to a Coach// Every Coach is led by the Head Coach at their site. *For more on these roles see Job Descriptions and LifeGroups Team documents in the Appendix*



The LifeGroup Team

The LifeGroup team is composed of a central leadership team and site teams. These teams work together to provide vision, strategy, leadership, structure, and support to the LifeGroup ministry of Grace Church. These teams pray for the spiritual health of all coaches and leaders and for both members and yet-to-be-members of LifeGroups.

Expectations for a LifeGroup coach and LifeGroup leader relationship

The LifeGroup coaches and leaders will be in regular contact through the monthly LifeGroup leader lunches. The leader should know that they have the support of a committed coach who will pray with them and for them, encourage them in all seasons, and help the leader navigate issues that may arise in the LifeGroup. The coach should know the general health of the LifeGroup community and the dynamics of groups whose leaders they meet with at the monthly lunches.

Key roles of a LifeGroup leader

Shepherd - The LifeGroup leader is a pastoral care provider for the members of the group. This means creating an environment of discipleship through study of the Word, prayer, mutual encouragement, and care.

Equipper - Leaders must care about equipping members of their group to live their lives as fully devoted followers of Jesus. This includes developing future LifeGroup leaders from within the group.

Disciple - As you grow into leadership here at the Grace, we want to continue to call you to a life of obedience to Christ and faith in Christ. Your role as a leader should never be a mere duty. It should be a time of intense, joyful growth for you.

Life Group Leader Job Description

JOB DESCRIPTION

LIFE GROUP LEADER
GRACE CHURCH

ROLE IN ONE SENTENCE: Shepherd and equip group members to grow individually as a fully devoted follower of Christ.

OWNERSHIP OF:

- Model growth as a fully devoted follower of Christ
- Model and champion the Transform 1:8 Vision
- Create environments for members to grow as FDFs
- Develop leaders within the group

UNIQUE CONTRIBUTIONS:

RESPONSIBILITY STRUCTURE:

REPORTS TO: LifeGroup Head Trainer site lead; Life Group Coach

CIRCLE OF INFLUENCE: Life Groups Site Team
Other LifeGroup Leaders

MEETINGS: Life Group Leader Lunches (monthly)
Coaching Conversations (as needed)
Team Night (twice a year)

TIME EXPECTATION: 3-4 hours/week

Understanding the LifeGroup Job Description:

Shepherd and Equip Group Members

- Build authentic relationships among members of your group.
- Encourage and facilitate connections and care outside of regular group meetings in order to “fan into flame” group members’ faith journeys.
 - Ask questions: Who is mentoring you? What is God teaching you?
- Pray for each member of the group.
- Demonstrate care and love in intentional ways.

Model Growth as a fully devoted follower of Christ

- Find your chair daily, through Bible-reading and prayer; in order to stay spiritually nourished and encourage others in your group to do the same.
 - In John 15, Jesus uses the metaphor of a vine and branches to instruct his followers to “abide.” When we stay connected to Jesus in this way, we welcome God’s work in us and through us.

Model and Champion the Transform 1:8 Vision

- First you, and then your LifeGroup are committed to the mission and vision of Grace.
- Commit to leveraging your resources (your story, your calling, your finances) as a fully devoted follower of Christ and modeling this for your group.
- For alignment sermon series throughout the year, commit to daily reading and use of the Life Group Leader discussion guides.

Create Environments for Members to Grow as FDFs

- Set the tone for care, trust, vulnerability, commitment, encouragement, accountability.
- Prepare and lead discussion, focused on understanding and applying God’s word.
- Prayer is an essential part of any healthy LifeGroup, yet it can become an afterthought. Be intentional about growing and teaching your group in this area.
- Shared participation (facilitating the study, hosting the meeting, preparing the snack, leading prayer time, planning socials, guiding the curriculum-choice discussion, etc.) creates broader ownership of the group.
- Engage all members in discussion, prayer, Bible-reading, etc.

Learn to Lead

- Prepare others for leadership by giving away tasks/roles within the group.
- By passing on knowledge, skills, and opportunities. You are preparing others for future leadership while sharpening your own abilities.

Group Covenant & Action Plan

- Group members should understand and agree to how your Life Group practically functions. Consider building a group covenant together with your group.
 - What are your expectations? What are the expectations of your members?
- Intentionally creating an action plan brings focus and direction to the group.

Let's Get Started!

Launching New LifeGroups:

- **Recruitment**
 - Existing LifeGroup Leaders, LifeGroup Team members at each site, and Site Pastors work together throughout the ministry year to identify and invite potential new leaders to prayerfully consider leading an existing or a new group.
- **Interview**
 - The LifeGroup Head Trainer at each site will interview potential new leaders to gauge readiness.
- **Bootcamp**
 - All prospective new leaders must attend the four-week LifeGroup Leader Bootcamp training.
 - Bootcamps are usually launched out of monthly leader lunches at each site
- **Commitment**
 - If the leader is ready to lead, they will review the LifeGroup Leader Commitment with the LifeGroups Head Trainer and sign it.
- **OneChurch**
 - The LifeGroups Central Data Lead will set up the new LifeGroup in OneChurch and provide the new leader with training on how to manage their group.
- **Support**
 - New LifeGroup Leaders will be invited to attend monthly lunches with all the coaches and leaders at their site.
 - All LifeGroup leaders receive coaching support and have access to the LifeGroup Head Trainer at their site for additional support, resourcing and training.

Appendix: Additional Documents

- LEADERSHIP COMMITMENT 16**
- LIFEGROUP MINISTRY CALENDAR 17**
- LIFEGROUP ACTION PLAN 18**
- USING ONECHURCH..... 21**
- LIFEGROUP TEAMS 23**
- LIFEGROUP COACH JOB DESCRIPTION..... 24**
- LEADER TOOLBOX..... 25**

Leadership Commitment

As a leader of a Grace Life Group, through the help of the Holy Spirit I commit to...

Love God

- Spend regular time in my chair meeting with God in His word and prayer
- Prioritize Scripture as the final authority for all material discussed during group
- Yield my heart and character to the transformative work of Christ.

Love Each Other

- Foster healthy relationships among group members
- Pray for each individual in my group at least weekly
- Serve my group by showing up to group well-prepared, reaching out to individual group members to encourage their growth and discipleship, and empowering group members and apprentice leader(s) to lead different aspects of group life.
- Make Grace group leader training sessions a high priority in my calendar

Love the World

- Mobilize my group to carry out local outreach/service projects throughout the year.
- Help my group engage as global missions as go-ers, senders, and/or sponsors.
- Encourage group members to pray for non-Christian friends and invite them to follow Jesus and invite them to church/our LifeGroup.

Love My Church

- Serve as an active and committed member in the life of the Grace Church
- Follow expectations and guidelines of being a Life Group leader at Grace including engaging regularly with my coach, staying current with communications, studying topics in keeping with the Grace's vision, and staying within the theological boundaries of Grace's statement of faith and by-laws.
- Give generously and regularly of my finances to Grace Church

After praying about this and discussing it with my family, I commit to fulfilling the role of a Grace Life Group leader for the following year: _

Name (Sign)

Name (Print)

Date

LifeGroup Ministry Calendar

August 2019

Sermon Series: Making Change; Revelation
13- TEAM NIGHT = Central Kick-off for all LifeGroup leaders & coaches
BOOTCAMP launches for new leaders (completed by Oct 5)

September

Sermon Series: Revelation
8- Tyler Reagin Leadership Event
29- First LifeGroup LUNCH! (Site Kickoff)

October

ALIGN Sermon Series: Foundations
6- Connection Point: Group

November

Sermon Series: Relationship Status
3- LifeGroup LUNCH

December

Sermon Series: Lit
24 Christmas at the Warner

January 2020

Sermon Series: Upside Down Influence
5- LifeGroup LUNCH
BOOTCAMP launches for new leaders

February

Sermon Series: I Love My Church
2- LifeGroup LUNCH
22- Men's and Women's Events (hosted by MCK and HC)

March

ALIGN Sermon Series: Hebrews
1- LifeGroup LUNCH
Connection Point: Group

April

Sermon Series: Hot Topics
5- LifeGroup LUNCH
12- EASTER

May

Sermon Series: Choose Love
3- LifeGroup LUNCH

June

Sermon Series: Isaiah
7- LifeGroup LUNCH
9- Team Night = Celebrate all volunteers!
28- Sunday in the Park

July

Sermon Series: I Believe in God but...
5- LifeGroup LUNCH

August 2020

ALIGN Sermon Series: Set For Life- Momentum

WHAT IS THIS?

LifeGroup LUNCH = monthly training and coaching huddles for all LG leaders and coaches
ALIGN Sermon Series = All LifeGroups are asked to use the provided sermon-related resources and align their group discussions to the sermon series.

Team Night = All Grace Church are invited to an evening together to eat, to worship, to be encouraged, challenged and equipped
Connection Point: Group = Launching new groups during an ALIGN sermon series.

LifeGroup Action Plan

One of the biggest obstacles to great group life is intentionality. The “LifeGroup Action Plan” is designed to help you intentionally plan the rhythm for your group for the ministry year (September-August). Please use the LifeGroup Ministry Calendar on the previous page to help you determine when you will ALIGN, REST, and focus on L.I.V.E. growth in your group. Our hope is that this plan will create opportunities for the spiritual growth of your group both individually and collectively.

ALIGN

What are the alignment series for this ministry year?

When do these series fall on the calendar?

Resources:

-Grace READ plan and LifeGroup Leader discussion guides

REST

When will our group take a break to rest?

Will we meet together to eat, worship, serve, etc?

Live in Community

In what ways do we need to continue building authentic relationships?

When will we take time to study/discuss this?

Possible action steps:

Resources:

Invest in Others-

In what ways do we need to learn how to be outward focused?

When will we take time to study/discuss this?

Possible action steps:

Resources:

Volunteer your time-

How are we serving our church?

When will we take time to study/discuss our spiritual gifts?

Possible action steps:

Resources:

Equip Yourself-

In what ways do we need to learn how to read the Bible, pray, and apply God's truth to our lives?

When will we take time to study/discuss spiritual disciplines?

Possible action steps:

Resources:



We are excited to offer our church members access to the library of video-based materials available through RightNow Media! You can use these for yourself, your LifeGroup, and/or your family. Because of our subscription to this service, we can offer it to you for **FREE!**

Start checking out the multitude of videos that are available for online streaming. RightNow Media provides helpful tips on how to get your system configured based on whatever hardware (television, computer, smart phone, or tablet) that you want to use to view the video(s).

You will also see a growing library of content specifically for LifeGroup Leaders. Find content related to the sermon series as well as the content suggested on previous pages related to L.I.V.E.

If you already have an account, bookmark the webpage (rightnowmedia.org) or use the RightNow Media app.

To register for a *free* account, visit whoisgrace.com/rightnowmedia. Please contact sarah@whoisgrace.com with any questions.

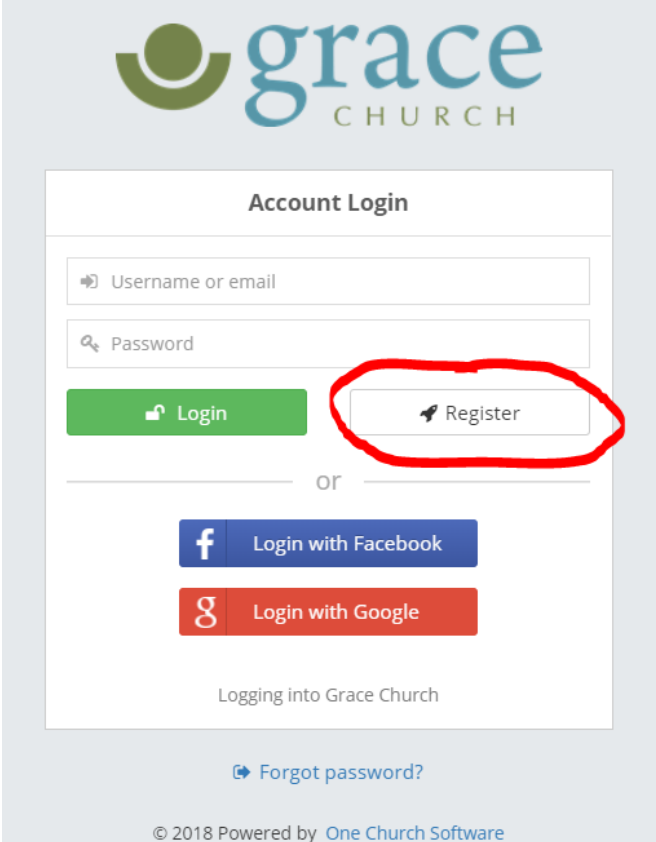
Using OneChurch

OneChurch is the database used by Grace Church and every individual has access to their own profile which includes contact information, giving information, and group membership. As a LifeGroup leader you have the ability to manage your group's profile page- update your group description, your scheduled meetings, your membership roster, and more.

Getting Started:

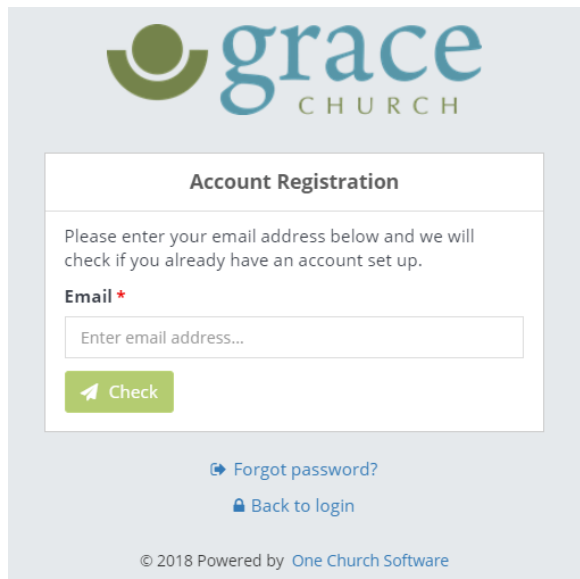
Sign in/sign up at whoisgrace.onechurchsoftware.com.

If you haven't signed in yet; click on Register.



The screenshot shows the 'Account Login' page for Grace Church. The page has a light blue header with the 'grace CHURCH' logo. The main content area is white and contains a login form. The form has two input fields: 'Username or email' and 'Password'. Below these fields are two buttons: a green 'Login' button and a white 'Register' button with a red outline. Below the buttons is a horizontal line with 'OR' in the center. Underneath are two social login buttons: 'Login with Facebook' (blue) and 'Login with Google' (red). At the bottom of the form is a link for 'Forgot password?'. The footer of the page says '© 2018 Powered by One Church Software'.

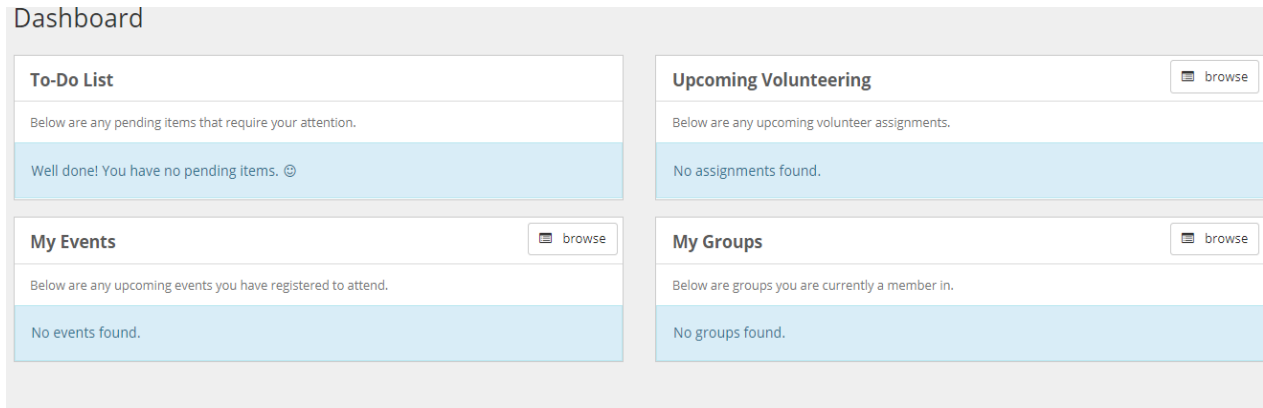
**Add the e-mail that is connected to your OneChurch account. (If you filled out a Connections Card or registered for an event, this is the email your profile will be linked to.)



Follow the instructions by going to your e-mail and adding a password.

Once you sign in, the system should know you and have your information in your profile along with your life group and any other group you may be a part of. If nothing is there, please contact cheylan@whoisgrace.com.

When you are on the home tab, you should see something like this:



You can update your profile, check your giving, register for events and update your life group in the system.

LifeGroup Teams

These teams are passionate about God’s people growing together, and they work hard to champion a culture of LifeGroups at Grace Church. Head Coaches and Head Trainers are providing support and training for current and new leaders. The Connectors at each site are working to connect the unconnected. Events Coordinators help create the environment for LifeGroup events at each site.

Central

Lead: Sarah Burt sarah@whoisgrace.com
Strategy: Jess Burkell
Data: Dawn Rickenbrode data@whoisgrace.com

Girard

Head Coach: Kevin Stenson
Head Trainer: Gene Smith
Connector: Amy Dunn lifegroupsGIR@whoisgrace.com
Events Coordinator: Nikki Moyer

Harborcreek

Head Coach: Chris Cowan
Head Trainer: Kerrie Grande
Connectors: Randy Weismiller lifegroupsHC@whoisgrace.com
Megan Bush
Events Coordinators: Kelly Chew
Megan Bush

McKean

Head Coach: Doris Conley
Head Trainer: Joe Sanford
Connectors: Josh Layhue lifegroupsMCK@whoisgrace.com
Events Coordinator: Michele Krugh

LifeGroup Coach Job Description

JOB DESCRIPTION

LIFE GROUP COACH

Grace Church

ROLE IN ONE SENTENCE: Support and encourage Life Group Leaders to be fully devoted followers of Christ and equip them to lead their groups to do the same.

OWNERSHIP OF:

- Model growth as a fully devoted follower of Christ
- Model commitment to the Grace Church mission, vision and values
- Fan into flame the personal growth of each leader as a fully devoted follower of Christ
- Fan into flame the leadership development of each leader

UNIQUE CONTRIBUTIONS:

RESPONSIBILITY STRUCTURE:

REPORTS TO: Life Group Head Coach Site Lead

CIRCLE OF INFLUENCE: Life Group Site Team, Other Coaches, Life Group Leaders

MEETINGS: Life Group Leader Lunches (monthly)
Discipleship Check-Ins with Life Group Leaders (as needed)
Coaching check-ins with Coaching Site Lead (as scheduled)
Team Night (twice a year)

TIME EXPECTATION: 6-8 hours/month

Leader Toolbox

What should a LifeGroup meeting look like?

There is no single right way to organize a LifeGroup meeting, but the following is a suggestion and includes elements that every leader needs to think through. Pray and plan- what will be best for your group?

- Snacks & Mingle (10-15 min)
- Ice Breaker (10-20 min)
- Study Time (30-45 min)
- Prayer Time (20 min)
- Next Steps/Application (10 min)

How do I lead a good discussion?

1. Be sure there is sufficient lighting and the room is comfortable.
2. Remove physical and visual distractions (i.e. pets, turn TV off, etc.).
3. Arrange the seating so that everyone can see each other. A circular arrangement works well. Begin and end ON TIME.
4. Be dependable. Demonstrate integrity. For example, if you say you will discuss something later, make sure you do. Little things build trust.
5. Don't be afraid of silence. Give people time to answer. If they have a puzzled expression, restate your question (don't answer it yourself).
6. Don't be afraid to laugh! Laughter disarms people and builds bridges. Meaningful discussion often follows laughter.
7. Don't be afraid of emotion! Life and truth are not solely walked out in our minds, but they penetrate our hearts and souls. God calls us to love Him with all of these.
8. Take note of personal issues that are revealed in discussion and ask the Spirit to help you discern when to ask for follow-up then and there and when to reach out to a group member outside of group time.
9. The key to good discussions is good questions.

What does a good discussion question sound like?

Tests for Good Questions:

- Is it clear?
- Does it stimulate thought?
- Does it draw focus to the issue?
- Does it call more for an exercise of judgment rather than the ability to recall facts?

Common Pitfalls to Avoid When Creating Questions:

- Questions with a "right" answer. Instead, choose open-ended questions where there are several possible answers.
- Questions with a "yes" or "no" answer. They leave no room for discussion.

- Questions that imply or assume an answer.
- Questions that are too long to be remembered.
- Compound Questions – ask only one question at a time.
- Either/Or Questions. These limit the choice to only 2 options that they might not have chosen in the first place.

Use Follow-Up Questions:

- What did you mean by that?
- Could you give us an example?
- Where would we find that in the Bible?
- How does what you are saying relate to what we said previously?
- If that is true, what are the implications for___?
- Could you define that term?

Are there additional resources I can access to help me grow as a leader?

Your LifeGroup Coach, LifeGroup Leader lunches, and your LifeGroup Handbook offer excellent support and are resources you can regularly access. In addition to these, the trainings and video clips below will help you. And don't forget to ask the Holy Spirit to give you the right next step for you as a leader and for your group!

From RightNow Media:

- 4 Essential Characteristics of a Healthy Small Group - A course by Rick Howerton
- Community: Starting Well in Your Small Group - A course from Andy Stanley
- Praying in Faith vs Praying the 'List' - by Rick Howerton
- Seeking God's Truth vs Accepting Opinion - by Rick Howerton
- Mining for Wisdom vs Advice-Giving - by Rick Howerton
- Get the Full Story vs Partial Perspective - by Rick Howerton
- Asking Great Questions - by Bill Search
- Plan for Small Group Childcare – by Adam Griffin
- Tips for Group Prayer Time- by Larry Osborne
- Please Stop Talking! – by Dave Treat