



CARE MINISTRY

Group Leader Guide

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FOREWORD FROM PASTOR DAN FETTERS

Grace Care Group Leader,

We want to express our gratitude to God for your faithfulness to Him. It is so meaningful to your elders and the pastors of Grace to serve Christ with you. Thank you for living your life for Christ and His glory.

We believe the most effective Care Group leaders are those who are the most rooted and grounded in the Word of God and the love of Christ. It is through the ongoing process of surrendering to His love we receive the faith, strength, and power to love others.

As we bring to Christ our renovated hearts we become purified conduits of His compassion. We are more aware of how our afflictions have been useful to Christ to form His character deep within us. Our journey with Christ through our hurts, heartaches, regrets, and sinful struggles gives us a deeper and deeper desire for others to know the love of Christ.

Every ministry benefits from structure. Yet structure does not replace the most important part of ministry: Loving God with all of our heart, soul, strength, mind, and our neighbor as our self. With that in mind, we want to provide clearer structure in order to increase your range of effectiveness. We are also ready to ask for a new level of commitment on your part.

You are holding in your hands the new Care Ministry Group Leader Guide. It is for anyone serving as a Grace Care Group Leader. It is also for anyone stepping into a new role as Co-Leader. You will find out soon enough how motivated we are about leading our leaders to disciple others in the role of Care Group leaders.

In fact, we are increasingly motivated to bring a clearer sense of direction, structure, and sharper focus to our Care Groups. We want to equip each Care Group Leader to be as effective as possible. So we are working hard to provide closer spiritual support, administrative help, excellent training, and opportunities to attend or participate in workshops and seminars.

We find a sense of purpose together as a Care Team by our commitment to love and serve Christ. We get to live out the message of the gospel, together, by loving one another well, and by serving Christ with the grace and maturity He supplies us.

If anyone asks us what spiritual transformation looks like, we can simply describe our most recent Care Group gathering. It is in those prayerful gatherings where we witness, encourage and nurture spiritual growth. We see Christ enlarging our hearts and restoring broken lives. We see the Spirit of God bringing compassion to His people through the Word, and to our surprise, through us. When someone in a Care Group receives Christ as Savior and Lord, we are well positioned to see lives transformed!

Are we trusting God with the unknowns of the future? Are we ready to see reflections of His glory? Then let's move forward together with a new level of commitment and enthusiasm.

In Luke 4:18 – 19, Jesus carefully quoted Isaiah 61:1. “The Spirit of the LORD is upon Me because He anointed Me to preach the gospel to the poor, He has sent Me to preach the gospel, proclaim release to the captives, and recovery of sight to the blind, to set free those who are downtrodden, to proclaim the favorable year of the LORD.”

I invite you to join Him in His work. May His will be done here on earth, through you and me.

With increasing love, respect, and trust,

Pastor Dan Fetters
Care Ministries
Grace Baptist Church

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INTRODUCTION

Then the King will say to those on his right, 'Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me. "Then the righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?' "The King will reply, 'I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.' Matthew 25: 34-40

God has used the trials in my own life to bring me closer to Him and called me to serve alongside Pastor Dan Fetters and the staff here at Grace Baptist Church as the Care Assistant. I feel truly blessed that I have been able to serve the body of Christ here at GBC. I am excited at the opportunity to work with you to develop new ways of reaching out to, and supporting, those who are in need.

This is my story:

When my husband was 44 years old, he died from ALS (commonly known as Lou Gehrig's disease). 18 months later, my oldest son died in a motorcycle accident at the age of 20. My world was turned upside down and I was torn apart with grief. I often questioned God WHY these things happened to the ones I loved so deeply.

I eventually remarried, and my husband and I moved to Santa Clarita (from Northern California). We joined Grace Baptist Church in 2000. As God continued to heal me, He made it clear that He was asking me to use my tragedies to help others. It became my desire to become involved with caring for people who were going through similar circumstances or who had experienced the pain of losing a loved one. I wasn't a professional counselor but I knew the pain of loss firsthand.

When I first approached GBC about starting such a ministry, the timing wasn't right. When Pastor Dan Fetters came on board, I was given the opportunity to begin meeting with a group of parents that had lost a child and the group "Healing Hearts" was formed. I went on to start a Widows Care Group and have also worked with the Children's Grief Care Group. As other people came into the ministry to lead groups, I then had the opportunity to mentor other leaders.

God has given you the desire to minister to those who are hurting, using experiences in your own life to comfort those who are suffering now. Thank you for accepting God's invitation to join Him in His work. We want your main focus to be godly care and comfort for those who come to our Care Groups so these guidelines have been prepared to assist you in leading your group. Please feel free to contact me at the church at any time for support as you serve God through your individual ministry.

Fiona Hutton
Care Assistant
February 2010

Using The Guide

Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us. If a man's gift is prophesying, let him use it in proportion to his faith. If it is serving, let him serve; if it is teaching, let him teach; if it is encouraging, let him encourage; if it is contributing to the needs of others, let him give generously; if it is leadership, let him govern diligently; if it is showing mercy, let him do it cheerfully. Romans 12: 4-8

Have you ever worked at a company that allows each department to do its own thing? It's not very efficient or effective! How much more important is it to have an effective ministry where the goal isn't to make money but to be Christ-like in our service to the Lord? The Group Leader Guide is designed to provide needed structure to help make your Care Group, and the Care Group Ministry as a whole, more effective.

You may already be bristling at the idea of having guidelines; you signed up to minister to hurting people, not follow a bunch of rules! Take a few minutes to pray. Ask God for an open mind and for the right perspective. He's called you to serve; He will equip you with what you need to serve Him. Thank Him for the opportunity to join Him in His work!

Here are some keys to using the guide:

- **Read the Foreword, Introduction, and Your Role as a Group Leader.** These sections set the stage for what it means to be a Care Group Leader.
- **Read the Guidelines.** This section provides practical information that will help you meet the requirements of your role.
- **Read Ministry Partnership: Spiritual Care & Care Groups.** Maintaining a strong partnership provides the best care to those who are hurting.
- **Read GBC's Purposes and Positions.** You should know what Grace believes: our purposes, guiding principles, and more.
- **Meet with the Care Assistant.** You may have questions or feedback. You can then discuss recommended resources from the list that are pertinent to your experience or to your group.
- **Keep the Guide with you.** Consider this a "mobile" training resource.
- **Provide ongoing feedback.** The Group Leader Guide is meant to be a living document; it needs to evolve in order for it to be useful. If there's an area that isn't adequately addressed, ask for more information! If there's a section that's not useful or even detrimental, suggest an improvement!

YOUR ROLE AS A GROUP LEADER

Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 4:23-24

Being A Servant-Leader

First and foremost, you are a servant-leader, serving God in your capacity as a Care Leader. You are allowing God to work through you to minister to people who are vulnerable and in crisis. Pastor Tom Givens used to talk about the BBV version of the bible: the Believer's Behavior Version. Not everyone who attends a Care Group worships at Grace and others may not know the Lord at all.

Have a personal, growing, and fruitful relationship with the Lord

- Study God's Word; let Him lead you through His word as you lead your group
- Pray for the Holy Spirit to work in your life
- Pray for those who attend your group

Let your life reflect your relationship with the Lord

- Let your attitude and actions be godly
- Be an active participant in your church
- Use the gifts God has given you

Build and nurture healthy relationships

- Listen to, comfort, and encourage each member of your group
- Bear one another's burdens and build each other up in Christ
- Confront wisely and hold each other to an effective level of accountability

Give your best

- Take the time to review the material before each meeting
- Seek counsel or training to develop your leadership skills
- Model good attendance

Shepherd your group

- Focus on "comforting" instead of "fixing"
- Protect your group from ungodliness
- Create an atmosphere of caring and trust in your group

Be a good role model

- Treat others kindly
- Follow boundaries you've set up
- Share from your heart

Care Leader Job Description

We're thankful that you've answered God's call to serve in this role and want to help you to do your best. Training and assistance is available as needed; don't hesitate to ask the Care Assistant.

Your "job" has no set hours and no monetary salary, but it's still important to clearly define the responsibilities of Care Leaders so you know what's expected of you. And it's important that you make a commitment to your role as you would with any other job.

Your responsibilities:

Group Meetings

1. Hold regularly scheduled meetings
2. Model good attendance
3. Prepare for each meeting
4. Conduct structured, organized meetings
5. Start and end meetings on time
6. Lovingly confront destructive attitudes and relationships

Communication

1. Communicate regularly with members in your group outside of group meetings
2. Encourage participation but never force anyone to share before they are ready
3. Keep in touch with Pastor Dan Fetters and Care Assistant Fiona Hutton
4. Keep in touch with other Care Leaders
5. Maintain confidentiality
6. Guide conversation and allow others to speak
7. Pray for God's guidance
8. Pray for each member of your group

Group Member Growth

1. Refer individuals to Spiritual Care, other Care Groups, or other ministries

Leadership Development

1. Attend semi-annual half-day training sessions
2. Train and maintain a Co-Leader for your group
3. Seek assistance from the Care Assistant if you feel you need additional training

Administration

1. Prepare a group schedule (dates/topics) in advance of each "semester"
2. Develop and maintain a group binder with curriculum and/or specific materials for each session to coincide with the semester schedule
3. Provide the Care Assistant with a copy of your binder/materials as a back-up
4. Take attendance at each meeting
5. Respond in a timely manner to Care Ministry communications/requests

Guidelines

Now that you know what's expected of you, these guidelines are provided to assist you in specific areas. *If an area addresses a specific area of the job description, it is noted in italics.*

Group Schedule

Responsibility: Prepare a group schedule (dates/topics) in advance of each "semester" Prior to the start of each semester, you will be asked to prepare and submit a schedule that includes the topic for each date. The Care Assistant will send an email with a form and request it be completed and returned by a set date. (See "Group Schedule" in Forms section for an example.)

The schedule serves two main multiple purposes:

- It structures your meetings – if you have an outline of topics, you will know how to prepare for each week's session
- It facilitates referrals into your group from Spiritual Care, pastors, etc. – knowing what you are going to be discussing aids placement of new members into your group at the right time

If this describes your group,		This is what you submit
Has a start and finish date but repeats throughout the year, and uses structured material (example: Grief Share)	New members join at the beginning; once underway, members are added in particular weeks or may be asked to wait for next start date	For each week in the year, note the topic your group will be discussing.
Has a start and finish date, and uses structured material (example: Boundaries)	New members join at the beginning; once underway, members are added in particular weeks	For each week in the semester, note the topic your group will be discussing.
Is ongoing, meeting throughout the year (example: Men's Purity)	New members can join at any time	You are exempt from needing a schedule but need to let the Care Assistant know

Some groups use a book or other structured materials and the topics coincide with chapters in a book or segments of DVDs/videos. If your group doesn't use structured materials and you are unsure of how to create the schedule, please consult with the Care Assistant.

Co-Leaders

Responsibility: Train and maintain a Co-Leader for your group

Every Care Group is required to have a leader and a Co-Leader. It is not realistic to expect you will be available to attend every meeting; life happens. Having a Co-Leader ensures group members will be cared for properly every week. Imagine being in crisis,

showing up to a meeting, and finding no one there because the leader had an emergency!

Having a Co-Leader also distributes the workload. Remember, leading a group is more than holding a weekly meeting; it's preparing for each session, communicating with your members during the week, and more.

If you need assistance recruiting or training a Co-Leader, contact the Care Assistant.

Scheduled Meetings

Responsibility (see Job Description): Hold Regularly Scheduled Meetings

The Care Group schedule is set before each semester's meetings start. You and the Care Assistant will determine the day of the week, time of day, and frequency of meetings.

Attendance

Responsibilities: Model Good Attendance, Take attendance at each meeting

Remember your commitment to the group is really a commitment to God. If you will be absent from a meeting, let your Co-Leader and the Care Assistant know as soon as possible so that steps can be taken to ensure the group can meet in your absence and that the meeting is productive. Your Co-Leader will be expected to lead the group in your absence.

Take attendance at each meeting. Use the "Sign-In Sheet" provided (See "Sign-In Sheet" in Forms section for an example.). From time to time you may be asked for your group's average attendance but you do not need to submit attendance sheets to the Care office. Use the attendance sheet to follow-up with your group members; if someone has been absent, reach out to them.

Member Registration

Each person who joins your group should fill out a registration form. Use the "Registration Form" provided. Use the information provided to maintain contact with your group members. Acknowledge birthdays in your group meetings or send a card.

Members can elect to share their information with the group and you should disseminate a group contact list so members can keep in touch with each other.

When new members join, they should receive Group Guidelines and sign a Confidentiality Agreement (both in the Forms section). Occasionally remind the group that confidentiality must be maintained.

Meeting Preparation

Responsibilities: Prepare for each meeting, Pray for God's guidance

As leader of a Care Group, devote adequate time in preparation. You wouldn't expect to show up for a sermon and find the pastor unprepared, would you? Make time ahead of each week's meeting to review the materials you are scheduled to use at the next

meeting. Pray for God's guidance and wisdom as you seek to minister to wounded souls. Your group looks to you to guide them and you can only effectively do that by preparing yourself.

Meeting Outline

Responsibilities: Conduct structured, organized meetings, Start and end meetings on time

Consistency in format should be practiced. When people know what to expect, it helps to put them at ease. You want to do whatever you can to remove unnecessary obstacles to fruitful communication and growth. There are a few groups that don't follow a set curriculum but this is the exception, not the rule.

Manage meeting time wisely so you can start and end on time and have adequate time to present your topic and have healthy discussion. You are guiding the meeting, not lecturing.

A general outline for meetings includes:

- Setting the tone
- Opening in prayer
- Opening words
- Introducing the topic
- Presenting the topic
- Closing in prayer
- Ending the meeting

Setting the Tone

What people experience when they walk through the door can influence their attitude and the likelihood of participation. Remember that they are in crisis.

- Prepare your heart for service, putting distractions aside.
- Be the first person in the room and create an atmosphere of hospitality.
- Greet people by name as they come in.
- Start on time to establish boundaries and to show you respect each member's time; don't wait for stragglers.

Opening in Prayer

God is an active participant in your group!

- Praise God for the time together and the opportunity for growth.
- Praise God for encouraging each person to be present.
- Ask for open hearts and for wisdom and understanding during the study.
- Pray for members who are absent.

Opening Words

You may wish to start each meeting with a short devotional or perhaps share something from your week.

- Use this time to occasionally address "rules" including explaining that you're going to be starting on time each week and ask that people come on time.

- Make announcements as appropriate including upcoming important dates (birthdays, known absences, church-wide events, guest facilitators, etc.).

Introducing the Topic

If your group follows a set agenda, tell the group what the topic is. If your group doesn't follow a set agenda, proceed with your discussion.

- Tell your group what you want them to walk away with from the meeting.
- Emphasize the importance of scripture and the practical application of it to our lives.

Presenting the Topic

Different groups will have different methods of presenting the topic.

- If your group uses videos/dvds, limit the presentation time to ensure there's time for interaction and discussion afterwards.
- Work on your memory verse if applicable.

Discussing the Topic

Participation in the discussion should be encouraged but never forced. Silence is sometimes appropriate! Facilitating the discussion involves guiding it and monitoring behavior that creates barriers to effective communication (e.g. people who monopolize the conversation, etc.).

- Keep members focused on the current presentation (instead of talking about prior topics).
- If your group watched a presentation, discuss what you just watched.
- If your group uses a workbook, refer to it keep on point (keep an extra copy or two on hand for new members or for members who did not bring theirs).
- Ask open-ended questions to guide discussion and include biblical principles and/or scripture.

Closing in Prayer

Prayer is the appropriate way to end your time together. Keep an eye on the clock to ensure your meeting ends on time and adjust your prayer time accordingly.

- If time for prayer is short, pray for the group and encourage members to contact you directly afterwards for one-on-one prayer time.
- You may wish to ask for prayer requests during your meeting and then pray for the group or you can ask the group to participate in prayer time and then you wrap it up.
- You may ask individuals to write down prayer requests and bring them to the group.

Ending the Meeting

Quickly summarize what was learned and discuss what you'd like people to follow-up on, if applicable.

- You can give members a list of scripture to read at home that are relevant to the topic.

- You can offer to meet with people (or to phone them) outside the group, either after the meeting or during the week.
- End the meeting on time to demonstrate that you are respecting boundaries.

Leader/Co-Leader Debriefing

After each meeting, it's a good idea for you and your Co-Leader to discuss how the meeting went, and discuss preparation and action items for the next meeting. You may decide that each of you will pray for half your group members, or that one of you will send birthday cards. It's your responsibility to ensure that your Co-Leader knows what is expected of him/her.

Effective Communication During Meetings

Responsibilities: Encourage participation but never force anyone to share before they are ready, Guide conversation and allow others to speak, Lovingly confront destructive attitudes and relationships

What you say and how you behave sets the tone for your group. It's important for you to create an atmosphere of caring and trust. Greet each person by name and welcome them. Speak from your heart and be sincere. When it comes time for discussion, tailor your tone to the individuals in your group. For example, if you have shy people, gently encourage people to speak up. Guide the conversation to ensure there's a balance so the people who want to share have the opportunity to do so. Never force anyone to speak and embrace that sometimes silence is appropriate. You can always follow-up later with folks who are having a hard time opening up. Reinforce the need for confidentiality and the fostering of trust within the group.

Be on the watch for destructive attitudes and for unhealthy relationships. Hurting people react in different ways to their hurt but it's important to protect your group from ungodliness. Identify ulterior motives for someone joining a group. A grief group, for example, is not a group of potential dates for your members. An anger group is not a place to lash out and verbally abuse each other. (An added benefit of having a Co-Leader is having another person to help you discern what behavior is appropriate and what isn't. When in doubt, bring the issue to the attention of the Care Assistant.)

Where appropriate, address disruptive behavior in the meeting. For example, if someone curses, ask them to refrain from using foul language. In other situations, speak to the person individually after the meeting. For example, if someone consistently monopolizes the conversation, gently suggest they allow others to speak or enlist their help in getting other people to open up.

Confidentiality

Responsibility: Maintain confidentiality

The topic of confidentiality warrants special attention. It is critical that you reinforce the need for confidentiality within your group (some groups more than others; use your sound judgment). Leaders and members alike are asked to sign a pledge to maintain confidentiality; it's vital to creating and maintaining the atmosphere of trust. Chatting with spouses, neighbors, and friends about what's said in the group cannot be permitted.

Each group member is asked to sign a Confidentiality Agreement (see Forms section). Violations of confidentiality (by leaders and members) will be subject to discipline and eviction from the group. Imagine your deepest hurts or secrets made public. Would you ever want to talk about them again? No! Imagine the harm caused by breaching confidentiality.

If you become aware that a group member has breached confidentiality, immediately report it to the Care Assistant or the Care Pastor.

Keeping Connected Between Meetings

Responsibilities: Communicate regularly with members in your group outside of group meetings, Pray for each member of your group

Care Groups call for building relationships with people. Relationships require maintenance and ongoing communication. Pray regularly for each member of your group. If you sense someone is struggling, reach out to them between meetings. Keep in mind one of the goals of Care Groups is to help people grow in their faith (“Moving faith forward”, as Pastor David Hegg has said). Set boundaries to ensure your conversations are fruitful and not an opportunity for someone to use you on a regular basis as a verbal punching bag.

Fostering Godly Relationships Within Your Group

Encourage group members to meet with each other off-site, perhaps meeting for coffee or talking on the phone. Getting to know each other helps develop trust and caring. You can distribute a contact list for your group members but make sure that people are comfortable sharing their information.

The Community of Care Leaders

Responsibility: Keep in touch with other Care Leaders

God has given each person spiritual gifts; we all have different backgrounds and experiences. God has called you into the Care Group ministry but that does not mean you have the gift of teaching or a counseling degree. Tap into the knowledge and experience of other Care Leaders and share your strengths.

Before weekly meetings, there’s an opportunity for Leaders to get together; take advantage of that time and get to know and pray for each other. If you are a new Leader or you’re struggling in a particular area, ask for help!

Communication With Care Ministry Staff

Responsibilities: Keep in touch with Pastor Dan Fetters and Care Assistant Fiona Hutton, Respond in a timely manner to Care Ministry communications/requests

The Care Ministry Staff is responsible for setting and maintaining standards for Care Groups. Let them know what’s going on in your group and identify areas you can use help in. Your feedback is important in the ongoing development and growth of this ministry. As Leaders, you have invaluable insight; share it!

Mailboxes have been set up in the Care Assistant's office for more effective dissemination of materials (both from and to the Care Assistant); check yours weekly!

Please be courteous and respond to inquiries and assignments by the date given. If you are struggling with time commitments, arrange to meet with the Care Assistant so together you can determine the best way to solve the conflict.

When Members Need One-on-One Care

Responsibility: Refer individuals to Spiritual Care

Some group members might benefit from one-on-one care. The Spiritual Care ministry has trained folks to minister to people one-on-one and you should not hesitate to refer individuals (use the "Spiritual Care Referral Form" provided). Use discernment in determining how much information you include on the form so as to not violate the pledge of confidentiality (use summary information, not details).

When Members Outgrow Your Group

Responsibility: Refer individuals to Spiritual Care, other Care Groups, or other ministries

Care Groups are designed to guide people through difficult times in their lives. "Guide through" is key; it includes growth and forward movement.

Did you know that group members may only repeat a group once (so they're in the group a maximum of two times)? We don't want people to use Care Groups as a crutch or as a "landing spot".

Depending on the individual and their circumstances, we have the opportunity to make new connections and to refer them to another Care Group, a bible study, Spiritual Care, etc.. You may even assess that a group member is ready to be trained to be a Co-Leader or Leader!

As a leader, it's your responsibility to assess who is ready to move on (and/or who is repeating a group). As the time approaches, complete a "Member Assessment and Recommendation" form and submit it to the Care Assistant.

Care Group Curriculum

Responsibilities: Develop and maintain a group binder with specific materials for each session which coincide with the semester schedule, Provide the Care Ministry office with a copy of your binder/materials as a back-up

One of the administrative requirements of your job is to prepare and maintain a binder with materials you'll be using in your group meetings. You and your Co-Leader should each have a complete binder. This is a great way to prepare for emergencies where you may need to be absent with short notice.

Feel free to add articles, verses, devotionals, or any other related materials specific to your group.

The Care Office must also be provided with a copy of this binder. This allows the Care Staff to audit materials and ensures materials can be taught in the rare case where both the Leader and Co-Leader are absent.

Leadership Training

Responsibility: Attend semi-annual half-day training sessions, Seek assistance from the Care Assistant if you feel you need additional training

Twice a year, the Care Staff schedules a mandatory half-day leadership development session on a weekend for Care Group Care Leaders and Co-Leaders. Topics for this training vary but attendance and participation are important.

In the corporate environment, it's rare to have every piece of information and training come from the top down so that employees are simply the "receivers" of the information. This is true with the Care Ministry. The Care Staff is responsible for setting the standards and for maintaining them. They are responsible for communicating changes in church position and goals, but input from Leaders and Co-Leaders is vital in the continued growth of the ministry. Come prepared to provide your insight and suggestions.

Aside from the scheduled training, if you feel you need help in any aspect of leading a Care Group, contact the Care Assistant. You have a willing heart and a spiritual gift for caring for hurting people; let us help you in other areas where you may not have experience.

Problem-Solving

Shepherding a Care Group requires you to do your best to protect your group from ungodliness and to create an atmosphere of caring and trust in your group. People in pain react differently to similar situations and one person's communication style or behavior could adversely affect your group.

Harmful behavior and language can be very subtle; be on the watch for it. If something leaves you feeling uneasy, it may help to speak to someone else (Leader/Co-Leader) about the situation to verify whether or not the situation is harmful and what can be done to resolve it. Don't hesitate to speak with the Care Assistant or another Care Ministry staff member. Exercise good judgment and remember that the group must be protected.

Keep in mind a group setting isn't the right option for everyone and that one-on-one Spiritual Care might be a better solution for both an individual and the rest of your group.

Assessing Potential New Members

Before inviting a new member to join your group, speak to them first one-to-one (on the phone or in person). How do they speak about their situation? How do you envision that person interacting with the established group? If there's any doubt in your mind, hold off inviting them to the group meeting until you do further follow-up. It is possible

the individual isn't ready for a group (or the group isn't ready for the individual) but that one-on-one Spiritual Care is a better option.

Ulterior Motives

Some people join or remain in groups for ungodly reasons. Do you suspect an individual comes to the group to gather information so they can gossip? Does someone come to a grief group to find someone to date? Is there someone who comes to perpetually fuel self-pity with no desire for healing? Do you have someone who has become a "group addict" with no effort to move through the healing process?

Uncomfortable Situations

Sometimes a conversation can leave you feeling uneasy. There might not be anything blatantly wrong but you get the feeling something isn't quite right. Maybe it's not something spoken; maybe it's inappropriate body language or gestures.

Breach of Confidentiality

Each member is asked to sign a confidentiality agreement; that's one way Grace can communicate how important trust is in our Care Groups. If you know that someone has violated the confidentiality agreement, you must immediately let a member of the Care Ministry staff know. The violator should not be allowed to return to the group.

Other

When in doubt, speak to the Care Assistant! Err on the side of caution.

Copy/Print Resources

Speak to the Care Assistant about the availability of a copier or printer. In most cases you will be responsible for making copies needed for your group.

Purchasing Supplies/Materials

Before purchasing supplies or materials for your group, speak to the Care Assistant to determine if supplies are already available or to verify approval of the expenditure.

Sample Forms

One copy of each form is included in your packet; use it as an original and make copies as needed.


Group Schedule

There is no Group Schedule form included in your packet because the dates change; however, an example is provided below.

Care Groups Winter / Spring 2010 Schedule		
Group: Boundaries for Women		
Leader: Sally Smith		
Date	Subject	
March 3	Introduction	
10	Chapter 1: What Does a Boundary Look Like?	
17	Chapter 2: Understanding Boundaries	
24	Chapter 3: Ten Laws of Boundaries	
31	Chapter 4: Common Boundary Myths	

Sign-In Sheet

Have each person initial each time they attend a meeting.

2010 Care Group Sign-In Sheet				GROUP: <u>Job Care</u>						
Please initial each week you attend										
NAME	1/6	1/13	1/20	1/27	2/3	2/10	2/17	2/24	3/3	
<i>Carol Smith</i>	<i>CS</i>		<i>CS</i>							
<i>Joe Hart</i>	<i>JH</i>	<i>JH</i>	<i>JH</i>							
<i>Carey Hunter</i>	<i>CH</i>	<i>CH</i>								
<i>Sara Carpenter</i>	<i>SC</i>	<i>SC</i>	<i>SC</i>							
										

Registration Form

Ask each member to complete a registration form. Ask your members if you have permission to share their contact information with others in the group.

CARE GROUP REGISTRATION FORM

Group: Boundaries for Women Date: January 6, 2010

Name: Sue Germain

Address: 16230 Himalaya Court

City: Canyon Country Zip Code: 91351

Home Phone: (661) 555-1212 Cell: (818) 555-2121

Work: N/A

Email Address: sue123@yahoo.com



Birthday (Month/Day) Jan 1

Care Ministries Group Member Guidelines / Confidentiality Agreement

Each person who joins your group should receive a copy of the group member guidelines. A confidentiality agreement is part of this form. There are some groups for which the confidentiality agreement might not be necessary. If this is the case (discuss with the Care Assistant) you can just copy the left side of the form.

CARE MINISTRIES CONFIDENTIALITY AGREEMENT

I have read the Group Members Guidelines and understand the importance of maintaining confidentiality.

I will not share what's discussed in the group with anyone outside of the group.

Name: Robert Mangini

Date: 2/1/10

Group: Substance Abuse

Spiritual Care Referral

If you think a group member would benefit from one-on-one Spiritual Care, fill out a Referral and submit it to Spiritual Care. You should discuss the recommendation with the group member before submitting the referral.

Referral From Care Group to Spiritual Care

Referred by:

Care Group Leader Hank Moore Group Men's Anger Date 2/5/10

Phone Number (661) 555-1212 work/home/cell

Alternate Number (661) 555-5555 work/home/cell

Individual/Couple you are referring:

Name(s) Gerald Ogilvie

Home Phone Number (661) 222-2222 Cell (818) 999-1212

Email ggogilvie@disney.com

Check (x) those that are current/past problems.

- | | | |
|---|---|---|
| <input type="checkbox"/> Suicidal Thoughts | <input type="checkbox"/> Poor Self-Discipline | <input type="checkbox"/> Family Conflicts |
| <input type="checkbox"/> Homicidal Thoughts | <input checked="" type="checkbox"/> Feelings of Inferiority | <input type="checkbox"/> Marital Issues |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Pornography | <input type="checkbox"/> Loneliness |
| <input checked="" type="checkbox"/> Stress | <input type="checkbox"/> Alcohol Use | <input type="checkbox"/> Irritability |
| <input type="checkbox"/> Fears | <input type="checkbox"/> Drug Use | <input type="checkbox"/> Strange Thoughts |
| <input checked="" type="checkbox"/> Anger | <input type="checkbox"/> Physical Abuse | <input type="checkbox"/> Sleeping Issues |
| <input type="checkbox"/> Grief | <input type="checkbox"/> Sexual Abuse | <input type="checkbox"/> Financial Issues |
| <input type="checkbox"/> Guilty Feelings | <input type="checkbox"/> Self-Injury Behavior | <input type="checkbox"/> Sexual Issues |
| <input type="checkbox"/> Spiritual Concerns | <input type="checkbox"/> Dating Problems | <input checked="" type="checkbox"/> Forgiveness |
| <input type="checkbox"/> Spiritual Questions | <input type="checkbox"/> Authority Conflict | <input type="checkbox"/> Divorce Issues |
| <input type="checkbox"/> Physical Health Issues | <input checked="" type="checkbox"/> Poor Social Relationships | <input type="checkbox"/> Parenting Issues |
| <input type="checkbox"/> Legal Issues | <input type="checkbox"/> Gambling | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Honesty | <input type="checkbox"/> Abortion | <input type="checkbox"/> Prejudice |
| <input type="checkbox"/> Worry | <input type="checkbox"/> Other: _____ | |

Summary of concerns: Gerald is having a hard time in the Men's Anger Group; he is often so emotional he is unable to speak. I think he would benefit greatly from having one-on-one care. He is seeing a professional therapist.

Does the person(s) know that they are being referred to Spiritual Care? Yes / No

Member Assessment And Recommendation

At the end of each semester, complete this form to track progress of each group member. Remember that groups can be repeated once (for a total of 2 times maximum). If your group is ongoing, speak with the Care Assistant to determine the appropriate timeframe for assessing member growth.

Member Assessment And Recommendation

Group Name: Women's Anger

Member Name: Bonnie Hunt

How many times has the member taken the group?

Once Twice

Other Groups this person has attended, if known:

What is your recommendation?

Repeat Class (can only repeat once)

Train for Leadership

Referral to another Care Group (specify): _____

Referral to Spiritual Care (submit Spiritual Care Referral)

Referral to a bible study or other group (specify): _____

Other (specify): _____

Bonnie has grown tremendously and she told me recently she's been thinking of getting trained as a Care Leader for the group. The current Co-Leader of the group is moving out of the area and I think training Bonnie for the role is a great opportunity for Bonnie to serve the Lord and members would benefit from her experience.

Submitted By: Belinda Frieze

Date: March 26, 2010

MINISTRY PARTNERSHIP: SPIRITUAL CARE & CARE GROUPS

The mission of the Care Ministry is to:

- Love God
- Love One Another
- Love Our Community

This can only be accomplished if we are armed with God's grace and truth. In the Care Ministry, we must strive to do our best to care for hurting people and that includes partnering with other ministries.

The Spiritual Care Ministry provides "one-to-one" care to hurting people under the leadership of Dan Broyles. People who serve in this ministry are trained on a variety of topics before they can meet with people.

Training includes topics such as bad habits, worry, fear, grief, loss, depression, and anger. Spiritual Care provides biblically-based guidance for the purpose of healing, restoration and living lives honoring to God, in a safe and caring environment. Like Care Groups, Spiritual Care does not offer professional counseling/therapy.

Referring Individuals To Spiritual Care

As a Care Group Leader, you may have individuals in your group, or those who wish to join your group, who require more personal attention than the group alone can provide. If you find yourself spending a lot of time with one individual (in meetings or in between) or if you are concerned that an individual who needs care isn't suited for a group, prayerfully consider referring them. You should discuss this with the individual and then complete and submit a "Referral From Care Group to Spiritual Care" Form.

Submit the form to Marilou Reichel, Spiritual Care Secretary (x150) or Dan Broyles, Director of Spiritual Care and they will follow-up with the individual.

Receiving Referrals From Spiritual Care

When an individual seeks guidance from Spiritual Care, it's possible that the individual would benefit from joining a Care Group. Folks in the Spiritual Care ministry are provided with Care Group schedules which list dates and topics for each group. These schedules help determine the best time for the individual to join a group.

(Also note that referrals can come from other areas of the church; the pastoral staff is provided with Care Group schedules as well.)

Spiritual Care Training

If you are interested in receiving Spiritual Care training, contact Marilou Reichel or Dan Broyles. Classes are held during the week, with daytime and evening options.

GBC'S PURPOSES AND POSITIONS

As a Care Group Leader, you should be familiar with Grace Baptist Church's purposes and positions. You may have to address these issues in your group at some point. If you have an individual who has questions in any of these areas, please ask the Care Assistant or Care Pastor for assistance in determining the appropriate course of action.

GBC's Ministry Mindset

Why We Exist:

We exist to make and multiply Christ-followers who magnify the glory of God.

Our Central Ministry Focus:

To accomplish our mission we must teach and model God's Word in the power of the Spirit, engaging our world as agents of transformation.

Our Guiding Principles:

To accomplish our mission as Servants of Christ, we choose to be:

Loving: God's love for us is our primary motivation in all we do, while our love for Christ and our neighbors shapes the way we do all things.

Gracious: We are building a worshipping community where all are welcome, as we pursue real relationships with God and one another, through Jesus Christ.

Eternity minded: We approach every day mindful that this life is just the prelude to the next, and that our charge is to rescue the perishing, and prepare them for heaven.

Faithful: We will persevere in faithfulness to God and His Word, to one another, to the family, and to our shared mission.

Generous: We are committed to being big-hearted in our relationships, stewardship, and involvement in the mission of Christ.

Innovative: We believe that bringing the unchanging truth of God's Word to those in a diverse and rapidly changing culture will demand creative thinking and doing.

Authentic: We are truthful in our communication, transparent in our relationships, and conduct ourselves in a manner that is worthy of Christ.

Team-Oriented: We work together as loyal, participative partners, respecting the authority of those who lead us, and value team wins above individual accomplishments.

Maturing: We embrace the call to consistent spiritual growth, and believe our progress in becoming more like Christ should be evident to the watching world.

Our Goals for Christ-followers at Grace:

Through the power of the Spirit and the Word, we are making and multiplying Christ-followers who live out love from pure hearts and good consciences and authentic faith (1 Timothy 1:5).

Purpose - Mission Statement

Training followers of Jesus to love God, to love people, and to share Christ's message with the world.

In pursuit of this goal, we join together in a local fellowship committed to:

Glorify God Through Worship

Reach The World With God's Truth

Affirm The Bible's Authority

Care For Each Other In Love

Equip Believers For Ministry

Statement of Faith

<http://gracebaptist.org/believe>

Section 1: The Bible

We believe the Bible (containing the 66 books of the Old and New Testament) is the word of God, fully inspired by Him through the Holy Spirit in the original manuscripts (2 Timothy 3:15-17).

Since God's word is both true and everlasting, it is our supreme authority for faith and conduct. His word is absolutely trustworthy, inerrant and infallible--it cannot be proven false, erroneous or mistaken (Isaiah 40:8; Matthew 24:35; John 14:23-24, 17:17; 2 Timothy 3:16; 1 John 2:4-5; 1 Peter 1:24-25)

Section 2: God

We believe that there is but one living, true, personal and sovereign (supreme, independent ruler) God (Deuteronomy 6:4; Psalm 24:1; 1 Thessalonians 1:9). His being is Spirit (John 4:24), and His attributes are those essential qualities which identify and describe His nature. Because God is perfect, He cannot and will not act contrary to His nature (Matthew 5:48; Leviticus 19:2).

God is self-existent (John 5:26), truth (Numbers 23:19; Hebrews 6:18), infinite (Psalm 90:2), unchanging (Malachi 3:6; James 1:17), all-knowing (1 John 3:20), present everywhere at once (Psalm 139:7-10), all-powerful (Jeremiah 32:17; Matthew 19:26), righteous (Psalm 145:17), gracious, merciful and abounding in loving-kindness (Exodus 34:6), holy (1 Peter 1:15-16, just (1 John 1:9), faithful (2 Timothy 2:13), wise (Romans 16:27), and sovereign (Psalm 115:3; Acts 2:23; 17:24-27; Ephesians 1:11). God is, at least, all of these attributes at all times and does not lay aside any one of them in completing His plans and purposes.

We believe in the triune God (Isaiah 48:16; Matthew 3:16-17), one in essence (Deuteronomy 6:4), yet manifest in three persons--Father, Son, and Holy Spirit. The Father is God (1 Corinthians 8:6), the Son is God (Hebrews 1:5-8; Matthew 1:23; 1 John 5:20) and the Holy Spirit is God (Acts 5:3-4)

Section 3: Jesus Christ

We believe in the Lord Jesus Christ, God's only begotten Son, who was conceived by the Holy Spirit and born of the virgin Mary. In the flesh, Jesus was one person, with two natures--true God and true man, yet without sin.

We believe, according to the Scriptures, in the historical, literal death, burial and bodily resurrection of Jesus Christ. This act is the satisfaction for the sins of the whole world. We believe the resurrected Christ was taken into heaven where He is now and always lives to make intercession for the believers. He will appear two more times: at a time yet future, Christ will return and the believers will be caught up with Him in the air, to be with

Him forever. In a separate event, Christ will also return from heaven and reign on earth for 1,000 years before the final judgment of evil (Matthew 1:18, 23; Acts 1:11; 1 Corinthians 15:3-4; Ephesians 1:17; Philippians 2:5-8; 1 Thessalonians 4:14-17; Hebrews 2:17-18, 4:14-15, 7:25; 1 John 2:2, 4:9; Revelation 1:7, 19:11-20:15).

Section 4: The Holy Spirit

We believe the person of the Holy Spirit is God, and given by God to convict the world of sin, righteousness and judgment, guide into all truth, comfort, regenerate, sanctify and daily lead those who are in Christ. He also indwells forever, from the moment of regeneration, and desires to empower, fill and minister through the believer (John 3:3-5, 14:16-17, 16:8, 13; Acts 1:8, 5:3-4; Romans 8:9, 14; 1 Corinthians 12:11-13; Titus 3:5-6; Ephesians 1:13-14, 5:1-8; 1 Peter 1:2).

Section 5: Salvation

We believe that man, in the person of Adam, was created in innocence, but by voluntary transgression entered into sin, thus plunging the whole human race into condemnation and death; so that now all mankind is, from conception, sinful and shaped in iniquity, and all become willful sinners with the first expression of personal choice and so are without excuse before God (Genesis 3; Psalm 51:5; Romans 5:10-19).

We believe that the only escape from the condemnation of sin, and eternal punishment in hell is through the redemption effected by Jesus Christ. He voluntarily took upon Himself a human body and nature, yet without sin; and by His suffering, death, burial and bodily resurrection, made full justification before God for the sin of man. God has graciously chosen and called the believer. The free gift of salvation is given solely by grace to all who personally repent and believe/trust in Him. We believe that faith in the finished work of Jesus Christ is the only condition of salvation from sin, and that this salvation is wholly by grace; and that no works, however good, make this salvation more secure (Matthew 25:46; Mark 9:43; John 1:12-13; Acts 16:30-33; Romans 2:5-6, 10:9-13; 2 Corinthians 7:10; Ephesians 2:1-10; Philippians 2:5-8; Titus 3:5-7; Hebrews 4:15, 10:4-14; 1 Peter 1:18-19).

We believe that every Christian, as a new creation, will give some evidence of personal conversion (2 Corinthians 5:17; Romans 6:4; John 15:8; Colossians 1:10).

We believe that all the redeemed, once saved, are kept eternally secure by God's power and manifest the work of that power in their lives daily by refraining from sin and conforming to Jesus Christ (John 6:37-40, 10:27-30; Romans 8:1, 8:38, 39; 1 Corinthians 1:4-8; 1 Peter 1:4-5).

The believer's security is a matter for rejoicing and motivation to maturity in Christ through daily obedience to God's Word, clearly forbidding the abuse of Christian liberty as an occasion to sin (Titus 2:11-15; John 20:31; 1 John 5:13; Galatians 5:13; 1 Corinthians 8:13; 2 Peter 1:3-11).

Section 6: The Church

We believe that the Church was initially identified in the New Testament, having been a mystery to the Old Testament prophets, but established by Jesus Christ who is its sole Head. It is empowered and perpetuated by the Holy Spirit. It is Christ's "body" for service and His "bride" for glory, being completed at His return to earth (Matthew 16:18; 1 Corinthians 12:12-28; Ephesians 1:22-23, 5:23-33; Revelation 19:11-16).

We believe the "Church" is primarily manifest through local churches that are comprised of born-again believers who observe baptism and the Lord's Supper, are governed only by the word of God, and answer ultimately to Jesus Christ (Matthew 18:15-17; 1 Corinthians 1:2, 7:17; 1 Timothy 3:1-15; Acts 2:41-47, 14:23; Ephesians 5:23,27).

Position Paper: Restoring Erring Christians

The Elders of Grace Baptist Church

Purpose: This paper presents the teaching position of the Elders of Grace Baptist Church regarding the loving discipline and restoration of fellow-believers. Included also are the strategy and specific steps that make up the restorative process.

Overview: We believe that the church – the Body of Christ – is ultimately made up of all those who are indwelt by the Spirit of God. We also believe that, as much as possible, each local church should be representative of Christ’s true church. While we recognize that no local church will be absolutely pure, we do strive to maintain a believing membership. Accordingly, we admit to membership only those whose lives evidence their profession of faith in Christ.

Sadly, we recognize that within the family of Grace, there will be times when each of us will sin (1 John 1:5-10). When sinful activity is not repented of, it becomes a serious threat to the spiritual health of the individual and eventually the church. God’s Word demands that those in the Body come along side the one in sin out of love for them and the church.

Following Scriptural guidelines, they must act to:

- Impress upon him or her the danger their sin represents for themselves, and the lives around them.
- Show him or her the damage their sin brings to their relationship with Christ and His church.
- Lovingly encourage him or her to seek genuine repentance, and the forgiveness, reconciliation, and restoration that will follow.
- Persistently walk along side him or her through dangerous times with a consistent message that repentance will bring restoration, healing, and the blessing of God.

Within the local church setting, we recognize the Scriptural instructions of a loving discipline process that leads to restoration is intended for church members; however, it is our desire to care well for everyone who

calls Grace Baptist their local church. Therefore, we will be proactive in loving care and discipline in the lives of all whom actively participate in Grace Baptist Church.

Definitions:

Church Member: Those who have successfully completed the classes leading to membership, have given credible, verbal testimony to their faith, and have been affirmed by the membership of Grace Baptist Church are considered members of the Grace Baptist family.

Repentance: Speaks to the various elements in this return. A wonderful, practical example of this process is seen in the life of the Prodigal Son, whose story was related by Jesus in Luke 15. In vs. 17-19 we see that he "came to his senses", realized the reality of his sinful attitudes and behaviors, determined that the responsibility was fully his own, and set about not only to stop sinning, but to rectify the situation in great humility. His concern was not to regain position or prestige, but simply to re-establish authentic relationship through humble admission of his sin before his father. This simple story provides a good paradigm for assessing true repentance.

It is also important to understand that true repentance is granted by God through the work of the Holy Spirit in an individual's life (2 Timothy 2:24-26). Therefore, it is our intention to exhort those who are pursuing the path of sin to pray for true repentance, asking God to open their eyes and soften their hearts. This will be our constant prayer as well.

Restoration: The goal of church discipline is the restoration of the erring brother or sister to loving fellowship with the Savior and the church family. It means to return the heart and mind of one, who has been deceived by sin, so they are no longer deceived, but accept their action as sinful, turn from it, and actively pursue righteousness. Even though restoration involves the complete forgiveness of sin, the consequence of their sin may require a change in future service or leadership. It is also recognized that, where appropriate, a heart of restitution on the part of the repentant offender will be a required element in the process of restoration.

Un-repentant Sin: It is important to recognize that the process of official church discipline is not set in motion by every sin committed by those in the family of Grace. While all sin needs to be recognized and

repented of, it is only in those cases of *un-repentent sin* that the process below will be initiated. *Un-repentent Sin* is obvious, ongoing, and increasingly destructive to the person, and those around them. Those caught in un-repentent sin are in desperate need of a “remedy” even though they may have not yet come to the place that they admit they have a problem. Examples include substance abuse, sexual sin including pornography, violent habits, direct opposition to biblical commands, habits of dishonesty, habitual anger, and a host of others.

Specifics of the Restorative Process: Several New Testament texts speak to the process of restoration. In several texts the readers are exhorted to engage in the lives of those who are caught in un-repentent sin (e.g. Galatians 6:1, 2; 1 Thessalonians 5:14; 1 Timothy 4:1-6). In others, we are given descriptions of correction (Galatians 2:11; 1 Corinthians 5:5, 9-13), and in still others we find descriptive models (Matthew 18:15-17; 2 Timothy 3:16).

In 2 Timothy 3:16 Paul gives a broad model for the way God’s Word impacts our lives. In so doing, we also find a helpful restorative paradigm. Under the summary, word “teaching,” Paul describes three activities through which the Holy Spirit uses Scripture to change lives:

Reproof: Confronting error with the truth of God’s Word for the purpose of turning the mind and heart away from sin to righteousness (repentance).

Correction: Using the Word to expose wrong thinking and/or unrighteous actions/habits, and bring them into alignment with the ways of righteousness.

Instruction in Righteousness: Teaching and applying the Word to the soul and mind for the purpose of nourishing and strengthening the believer to run the race of faith with endurance.

While each of these activities of the Word and Spirit are to be present in the life of every believer, it is especially true that those who are in the clutches of un-repentent sin need to be reproofed, corrected, and instructed in right living.

A more specific model is found in Matthew 18:15-17, Grace Baptist Church usually follows this model:

Step One: The sinning brother or sister is confronted privately. The text does not rule out several ongoing attempts to bring about righteous change in the offending brother or sister. Given that the purpose is repentance and restoration, persistence in prayer and a winsome loving confrontation is called for. As God grants repentance, the matter is completed, and there is great rejoicing. If there is no repentance, the process proceeds to step two.

Step Two: The sinning brother or sister is now confronted by a group of two or three. Presumably, these people have been witnesses to the sin. It should also be those in relationship with him or her. There is no time limit on this step, nor are there a set number of times that the offender is to be confronted by this group of concerned brothers or sisters. A heart of love and a desire for restoration will mean that this step will include many attempts to turn the sinner's heart, much prayer, and a strategy of great care and concern for the offending brother or sister. As repentance is gained, the matter is completed, again with great joy. If there is no repentance, the process proceeds to step three.

Step Three: At this point, the matter is to be taken "to the church." Prior to proceeding to step three, the Elder Team, as those held responsible by Christ to shepherd the souls of the congregation, needs to be informed.

At Grace, we understand "the church" as used by Jesus prior to Pentecost as that group of Christ-followers forming the community to which the offending person fellowships. This group, "the church," would know the offender, and therefore be in a position to understand the offense, observe the process of attempted restoration, encourage the offender to repentance and righteousness, and, if necessary, be party to the reduction in relationship with the offender brought about by a failure to repent.

It is also our view that the position of the offender in the Grace family, along with the public nature and effects of their sin, will help determine the scope of those who need to be informed in step three. It is necessary to inform all those who may be impacted by un-repentant sin, as well as those who will be responsible to carry out the dictates of step four, if necessary.

The clear hope is that the participation now of "the church" will be used of the Holy Spirit to bring true repentance and restoration to the offending sinner. The text says that the offender needs to "listen to the church." This demonstrates that now "the church" is called upon to entreat the offender, offering a loving yet courageous opposition to their sinful behavior, calling them to repentance, and offering full reconciliation and restoration of relationship. It is crucial that the Elder Team lead well in the facilitation of the process at this point and beyond.

It is not clear how long the process may remain at step three. Again, a heart that is passionate for restoration will not rush to the next step.

Step Four: The text declares that the sinning person who has shunned biblical correction and instruction, and has by so doing given evidence that it is not their desire to order their lives according to the law of God, should now be classed and treated as an unbeliever.

This will include official notification that he or she is no longer a welcomed participant in the life of the church. They will not be admitted to the Lord's Supper, or offered any of the assurances and benefits extended to those in the family of God (see: 1 Corinthians 5:11; 2 Thessalonians 3:6ff). At this point, the relationship between Grace, its family, and the offender has been drastically reduced. In most cases, the offender will be seen as an unregenerate person in need of saving grace, and allowed to attend the preaching services in hopes that the Spirit will use the Word to effect repentance and faith. If their offense is such that their very presence presents physical or theological harm to the Grace family, they may even be prevented from attending services and other meetings.

In some cases, the offender will be classed as a heretic, and prevented from attending or having influence among the congregation. In a few cases, the offender may be seen as an apostate, and an intentional enemy to the church, prevented from attending, and the church family will be warned to stay away from them in all instances.

Further Guidelines for the Biblical Model:

Identifying Sin: The identification of those needing to be pursued through the above model will fall into two categories:

A) Corporate Sin: This is sin in the life of an individual that reflects on the corporate body. As would be the case if a leader is involved in sin, or if the sin is of such an egregious nature that large numbers of the congregation and/or community are aware of it, and thus the testimony of Christ and the church is open to disdain.

B) Personal Sin: This sin, while destructive to the individual involved, and his or her family, does not threaten either the testimony of the church or Christ in the community. Examples: A man's personal struggle with pornography; alcoholism; substance abuse, marital unfaithfulness, divorce outside of biblical grounds, etc. Clearly, if a personal sin grows significantly in its negative consequences to the place where more and more people are involved, it may become a Corporate Sin.

Addressing Sin: It is clear that the beginning phases of the restoration process can and should take place apart from the direct involvement of the Elder Team. It is clear that, should a brother repent prior to step 3, the Elder Team may not need to get involved.

When the sin involves someone in spiritual leadership or a corporate sin, the Elder Team needs to be informed as soon as possible, even if they are not an active participant in step one. Two elders should be assigned to investigate the charges, and inform the Elder Team as necessary.

Restoration Matrix

Step	Personal Offense	Corporate or Leadership Sin
One	Individual confrontation - personal and confidential.	Individual confrontation - at least two members of leadership team need to be aware, investigate, and advise the Elder Team as necessary.
Two	Multi-person confrontation - may involve a member of the Elder or Pastoral team.	Multi-person confrontation - Elder Team informed, and now involved in process.

Three	Elder Team should be informed; they will guide the process in informing the "church."	Elder Team action is taken in bringing the matter to the entire church.
Four	Personal offense does not usually get to this level. If persistent discord or disunity is being created, Elders may determine it to be Corporate Sin and take appropriate action.	The Elder Team informs the entire church of the erring member's standing and appropriate church response.

(Note: Restoration Position Paper is pending approval by the Elders as of 2/17/10.)

RESOURCES

There are a variety of resources available to assist you with leading a Care Group. Speak to the Care Assistant for recommendations suited to your experience and the subject matter of your group.

Attributes of Successful Small Groups

Taken from the “Learn New Skills” section of [Making Small Groups Work](#) by Cloud & Townsend.

- Share feelings openly
- Share struggles
- Confess weakness, failure, or sin
- Share pain and grief
- Receive love and comfort
- Express fear
- Confront others
- Be honest about what they think
- Deal with anger
- Be assertive
- Express wishes, needs and desires
- Experience intimacy
- Pray and share their spiritual sides
- Be held accountable
- Express kindness and tenderness or affection
- Discover, try, or display talents
- Openly dream about what could be
- Resolve conflict with others
- Express and receive forgiveness
- Be nurtured
- Nurture others
- Listen
- Depend on others
- Depend on God
- Give up control
- Take control
- Make goals and expectations and be held to them
- Receive correction and feedback without defensiveness
- Submit
- Give up duplicity and be authentic
- Be present and congruent with who they truly are

Helpful Books

The Bible

Making Small Groups Work, by Cloud & Townsend

A practical guide to leading support groups of all kinds, including the role of the leader and group members.

Boundaries: When to Say Yes, How to Say No to Take Control of Your Life, by Cloud & Townsend

How to set boundaries in all aspects of your life.

Between the Words: The Art of Perceptive Listening, by Dr. Norm Wakefield

Active listening is a key aspect of building strong relationships.

Quick Scripture Reference for Counseling, by John G. Kruis

Provides scripture references for nearly a hundred topics such as anger, anxiety, death, and more.

Changes that Heal: How to Understand the Past to Ensure a Healthier Future, by Cloud & Townsend

Practical steps for healing and growth.

The New Guide to Crisis & Trauma Counseling, by Norm Wright

What to say and do in times of crisis.

Competent Christian Counseling, Volume One: Foundations and Practice of Compassionate Soul Care, by Clinton and Ohlschlager

Biblically-sound guide for professional and lay counselors.

Connecting, by Larry Crab

Building relationships that facilitate healing.

Shattered Dreams: God's Unexpected Pathway to Joy, by Larry Crab

The pain of our shattered dreams leads us to a deeper relationship with God.

Helpful Websites

www.gracebaptist.org

Click on the resources link for sermons/notes, library resources, online bibles, study tools, and more. Remember that the library also has audio books.

www.dc4k.com

A national site for people involved with divorce care for kids: leaders and parents. There are resources available on the site and you can sign up for a daily devotional email.

www.divorcecare.com

A national site for people involved with divorce care: leaders and parents. There are resources available on the site and you can sign up for a daily devotional email.

www.griefshare.org

A national site for people involved with grief groups. There are resources available on the site.

www.christianbook.com

A great website to buy Christian books.

www.desiringgod.org

Author John Piper offers a host of online resources and there's an online store.

www.crosswalk.com

Online bible study tools including bible search (many versions) are available.

www.biblegateway.com

Simple online bible reference tool. Search based on keywords, topics, and passages.