

SMALL GROUPS ARE THE HEART OF OUR CHURCH.



SMALL GROUP

LEADERS

TRAINING MANUAL

The logo features the words "SMALL GROUP" in red, uppercase letters on a light brown, textured rectangular background. Below this, the word "LEADERS" is written in large, bold, blue, uppercase letters. Underneath "LEADERS", the words "TRAINING MANUAL" are written in a smaller, blue, uppercase font.

SMALL GROUP LEADERS TRAINING MANUAL

Thank you for stepping up and choosing to be a Small Group Leader. Our dream is to build a life-giving church where people can know God, find freedom, discover purpose and make a difference. By serving in this capacity, you will assist us to:

- Connect new people to our church.
- Help people discover and take their next step.
- Create a small community where people can find freedom.
- Care for people in your Small Group.
- Develop new leaders.

We have carefully & deliberately created a system where you, as a leader, are cared for. You will be paired with a Coach, or a Coaching couple. This structure provides a necessary spiritual covering, a very strong support for you and friendly accountability. Enjoy being a Small Group leader, dream your dreams and let's see what God will do!

We appreciate you!

Paul & Marinette



OUR VISION:

Our VISION is to build a dynamic church of tens of thousands of people. A church that starts other life-giving churches & brings HOPE to a lost & broken world.

OUR MISSION:

Our MISSION is to reach people that are far from God and help them become fully devoted followers of Jesus, Know God, Found Freedom, Discovered Purpose & are Making a Difference.

OUR CHURCH MOTTO:

"So Others May Live"

OUR SMALL GROUPS VISION:

*"To have Small Groups in every part of the Garden Route.
Our dream is for every person that calls Hope Family Church home to belong to a Small Group."*





OUR VALUES

1. EVERY PERSON IS VALUABLE

Every person is valuable to God and therefore valuable to us. “A Person is still a person no matter how small.” Dr Seuss
(Matt. 18:14; Matt. 25:45; 2 Peter 3:9)

2. TEAM

“Team” is God’s design for effective ministry. We do not compete, we complete. God didn’t give all the gifts to only one person. It is vital that we work together in unity, complementing each other for God’s plan to be accomplished. Every member is a minister that has gifts that need to be discovered, developed and deployed.
(Ecclesiastes 4:9-12; Psalm 133:1; Eph. 4:7-16; 1 Peter 2:4-9)

3. SERVANT LEADERSHIP

We believe that the core of servant-leadership is to help others achieve their destiny in God. Because of this we will endeavour to identify and train emerging leaders who are fully committed to Christ and who will reach their generation with the Gospel.
(2 Timothy 2:2; 1 Timothy 3:1; Titus 1:5-9; Psalm 78:6, 7)

4. GENEROSITY

God’s desire for us is that we are generous on any and every occasion. We are blessed to bless. This includes our time, talent, and treasure.
(2 Corinthians 9:10-11)

5. AUTHENTICITY

Reflecting Christ in everyday life. We need to be who we say we are. For this to happen we need to walk in the light with one another and commit to a lifestyle of consistent spiritual growth with honest accountability. Therefore, discipleship through Small Groups, accountability, and open honesty is critical to maturing in our faith.
(1 John 1:5-10; Mark 12:29-31; Acts 2:44-47; 1 Peter 2:2; 1 Timothy 4:7, 8; Proverbs 27:17)

6. FAMILY

We believe that the best gift any member of the church can bring is a strong marriage and a loving God-honouring family! We believe in the Godly priority that family comes before our ministry. We do not sacrifice our family on the altar of our ministry, but we also do not sacrifice our ministry on the altar of our family. The church is also a family, and we are committed to coming together as a family of believers.
(Colossians 3:18-21; Ephesians 5:21-33)

7. HONOUR

We believe in the next generation and value the wisdom and guidance of those who have gone before us.
(1 Tim 5:17; Heb 13:7; Romans 12:10; Psalm 145:4; 2 Tim 2:2)

8. EXCELLENCE

We believe that God is worthy of our very best. This is not perfection but doing our best with what we've got and consistently looking for ways to improve.
(Psalm 78:72; Daniel 5:12; Colossians 3:17; Ecclesiastes 10:10)

9. RELEVANCE

Being culturally relevant while remaining doctrinally pure. Everything about us says something about us and God. We believe that a simple presentation of Jesus Christ communicated in a relevant way will transform lives.
(1 Corinthians 9:22, 23; Acts 17:22-34)

10. FUN

We laugh often. Fun opens the heart and refreshes the soul.
"A cheerful heart is good medicine."
(Proverbs 17:22)

THE HEART OF SMALL GROUPS

Our Sunday services are awesome with large group worship but, people need smaller groups for fellowship. Small Groups create the space for directing people from rows (church) to circles (Small Groups) where people can do life and grow together. To feel that we belong, we don't have to know everybody, but we must know somebody, and somebody needs to be looking out for us. That is why Small Groups are so important - people really get to know other people. When Jesus started His ministry, the first thing he did was to form a small group. He surrounded Himself with 12 men. He didn't try to do it all on His own. He had deep meaningful relationships with the group, and they were there for Him in very difficult times.

TO BE A BIBLICAL CHURCH WE NEED SUNDAY SERVICES & SMALL GROUPS:

It is incredible to see in the book of Acts the extraordinary growth of the church! We learn so much by seeing how the church in Jerusalem grew and where they put all the people and how they cared for them.

Acts 1:15	Prior to Pentecost there were about 120 believers
Acts 2:41	3000+ people (on the day of Pentecost.
Acts 2:47	New believers joined them daily!
Acts 4:4	5,000 men + women & children (approx. 15,000 people!)
Acts 5:14	Many more believed & were added to their number.
Acts 5:28	The critics said: "You have filled Jerusalem with your teaching!" There were about 200,000 to 250,000 people in Jerusalem and when the church was 20 years old, there were about 100,000 believers!
Acts 6:7	The number of disciples increased rapidly!
Acts 21:20	Tens of Thousands have become believers. The original Greek word used when Luke wrote the book of Acts is "murias" (mooree-as). This is where we get the word "myriad" from which means tens of thousands, a number so large, we can't count.
Acts 5:42	we see that the people met in the Temple Courts as well as house to house. Large Groups worshipped together, and small groups met to have fellowship. (The courts would hold about 50,000 people standing. They didn't have chairs those days. They also had multiple services.) Here at Hope Church, we follow this Biblical strategy to care for, develop and grow people and to provide space for more believers to join us.

**To be Biblical we need both:
Sunday Services and Small Groups during the week.**

SMALL GROUPS PROVIDE

1. A place to connect with others.

I kept my bearings in Christ—but I entered their world and tried to experience things from their point of view. I've become just about every sort of servant there is in my attempts to lead those I meet into a God-saved life. I did all this because of the Message. I didn't just want to talk about it; I wanted to be in on it!

(1 Corinthians 9:22-23 MSG)

- We are not meant to do life alone, we are created for community where we connect, share and grow together.
- When we connect new people to our church, we help them not only form meaningful relationships but also to grow in their relationship with God.

2. A place where people feel they belong and have purpose.

This is how we've come to understand and experience love: Christ sacrificed his life for us. This is why we ought to live sacrificially for our fellow believers, and not just be out for ourselves. If you see some brother or sister in need and have the means to do something about it but turn a cold shoulder and do nothing, what happens to God's love? It disappears. And you made it disappear.

(1 John 3:16 MSG)

- Everyone wants to be noticed, to feel that they are needed, and they contribute to something that is greater than themselves. Small Groups create a place where people feel that they know someone, and someone knows them.
- Small Groups create an environment where people can find freedom by knowing that they have a place where they belong.

3. A place where people feel cared for.

Two are better than one, because they have a good return for their labour: If either of them falls down, one can help the other up. But pity anyone who falls and has no one to help them up.

(Ecclesiastes 4:9-10)

- Think of a time when someone really believed in you, it made you feel as though you could conquer the world. Some of our most fruitful God moments is when we stop to notice people and encourage them to be all that God is calling them to be.
- As a Small Group Leader one of your roles will be to call greatness out of people and help them find purpose.

4. A place where people can grow.

As iron sharpens iron, so one person sharpens another.

(Proverbs 27:17)

- Everyone wants to know that their contribution makes a difference in the greater scheme of things. Christianity is a journey of many steps; our role is to help people discover what their next step is. Some of those steps could be Salvation, Water Baptism, Discovery Course, Tithing, Small Group Leading or becoming a Kingdom Builder etc.

WHAT A SMALL GROUP
LEADER
LOOKS LIKE.

Here is a trustworthy saying: Whoever aspires to be an overseer desires a noble task. Now the overseer is to be above reproach, faithful to his wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him, and he must do so in a manner worthy of full respect. (If anyone does not know how to manage his own family, how can he take care of God's church?). He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.

(1 Timothy 3:1-7 NIV)

1. Obedience.

The hallmark of a leader is their obedience to Christ. Let's take the 12 disciples. When Christ came and chose the 12 disciples, he didn't pick the most popular people, the most influential people, the people in the know—he didn't even pick the most biblically literate people. He looked for ordinary people willing to do extraordinary things if they'd follow him. When they followed in **obedience**, he took them to doing extraordinary things.

2. Passionate about God and people.

You are a self-feeder meaning you are committed to growing spiritually, regularly spending time with God in His word and prayer. Have you learnt some things about God you can share with others? Can you befriend and love people and connect them together in a circle of friendship? Can you encourage someone when they are down? Are you able to believe in someone's potential? Then you can lead a Small Group at Hope Family Church! One of our values at Hope Family Church is relationship before ministry. People are important to God; therefore, they must be important to us.

3. Person of Character & Integrity.

You are the same person in public as in private. You don't have double standards; your yes is your yes.

4. Supportive.

Be supportive of the leadership, values and vision of the church by prioritising involvement in relevant church activities wherever possible.

This includes:

- Regularly attending in-person Sunday services.
- Serve on a Sunday as a volunteer at least twice a month.
- Attend one Serve one – when you volunteer on a Sunday, we would also like you to attend one service as well.
- Attending quarterly 'Small Group for Small Group Leaders' with your Coaches, Small Group Leaders meeting as well as Team Nights.

OUR 3 MODELS OF SMALL GROUPS

Sermon-Based Small Groups:

Majority of our Small Groups meet in homes during the week, but some also meet in coffee shops, gyms and parks. The main goal of a Small Group meeting is to get people to discuss the impact the sermon that was preached on Sunday had on them. Our team uploads each Sunday's Sermon Notes on our website under 'Leaders Resources'.

Guidelines:

1. Start on time. The average group meets for 90 minutes.
2. Allow 20-30 minutes to socialise, eat, connect and catch up.
3. Use approximately 45 minutes to go through the sermon notes, sharing scripture and what everyone's next step is. That could be forgiving someone, beginning to tithe, supporting the Zambia project or whatever God is saying.
4. Use the remainder of the time to pray for each other, the church etc. We encourage the use of Spiritual gifts and worship during this time.
5. **Don't do all the talking.** A healthy ratio could be that you talk 20% of the time and everyone else 80% of the time.
6. Facilitate transformation don't just dispense information. Think of yourself as a tour guide taking people on a journey, knowing when to stop and when to keep moving.
7. Be comfortable with short periods of silence and don't be too hasty to answer your own questions. Often during these moments people are reflecting and God is busy speaking to them.
8. Be a good listener. People aren't concerned with what you know they want to know that you are interested in them.
9. Ask open ended questions to encourage conversation.
10. Try and involve everyone in group discussions. They need to feel like they are contributing to the group.
11. Finish on time. Respect people's time by closing the group on time but leaving the option open for those that want to continue to stay on.

It is important that groups where kids attend:

- Start and finish at a time that is attractive to families: E.g., 5.30pm – 7.00pm.
- Ensure the host's home is left clean and tidy and children honour the home. Requirements for a Small Group Host: Complete the Discovery Course, volunteering and be water baptized. Hosts must be rooted in Hope Family Church.
- An idea is to have a “bring & share” dinner together where everybody brings a plate of food. This gives families the option of coming straight from work and allows for a reasonable bedtime.
- Prepare a program for the children, so they look forward to Small Group. Allocate a leader to organize a roster and design activities: game, craft, children's study questions, DVD etc.
- Include the children in your Small Group by getting to know their names, what they like, which school they attend, etc.
- Plan social events with the children in mind to build relationships with the families e.g., brunch at the beach, meet at the Farmers Market, a braai at someone's house, etc.

Interest Small Groups:

Our Interest Small Groups are Small Groups that come together around a common interest like running, hiking, kickboxing, or baking. Although Interest Small Groups form communities out of people's interest in a common activity, they still make use of our Sermon Notes from Sundays.

ROLE OF A SMALL GROUP LEADER

*"to this end we labour - not alone - but with the life and energy of the Holy Spirit
who powerfully works in us"
(Colossians 1:29-30)*

Leading a Small Group requires our time and effort. The rewards of leading a Small Group are fulfilling and eternal. There is nothing to compare with seeing others grow closer to God.

*"What is our hope, our joy, or the crown in which we glory in when Jesus comes?
Is it not you?"
(1 Thessalonians 2:19-20)*

Above all else, people are our glory and joy! People matter to God therefore they should matter to us.

- Pray regularly for everyone in your Small Group. Ask God for wisdom to encourage and help each member take their next step.
- Grow your Small Group by encouraging everyone to invite new people to join your Small Group.
- Duplicate yourself by raising up new leaders. We discuss developing an Apprentice leader on pages 20-21.
- Organise social events to encourage community and to ensure no one is doing life alone.
- Where and when possible, gather your Small Group around church activities like Team Nights, First Saturday Prayer, Men's Nights & Sisterhood.

A MEETING

TO LOOK FORWARD TO.

*“Let us not give up meeting together as some are in the habit of doing but let us encourage one another – and all the more as you see the Day approaching.”
(Hebrews 10:25)*

Try to never cancel Small Group. *If for any reason you cannot make Small Group, get someone else to run it for you. It can be someone in your group that is ready to lead, or your Coach. Please always let your Coach know if you are not going to be able to lead your Small Group.*

Read the attached article; “Splash Mountain Small Groups Hosted by Walt Disney.” Think of a Small Group-type meeting that you really enjoyed. What made it encouraging or helpful - so that you were looking forward to the next time you’d gather?

Church needs to be enjoyed and not endured.

1. Set the atmosphere.

*For where two or three come together in my name, there am I with them.
(Matthew 18:20)*

It is unseen, yet you know when it’s there and when it’s not. It’s invisible yet it is perhaps the most powerful element of a meeting. It is **atmosphere**. A positive **atmosphere** full of faith, hope and love that inspires people to grow, facilitates healthy relationship-building and importantly, allows the Holy Spirit to work. **The goal is to reproduce the atmosphere and spirit of our Sunday services in your own Small Group.** There should be a culture of encouragement, blessing and unity. Your meeting reflects the heart of Hope Church! As a leader, it is your role to set the tone and culture of your group. **Atmosphere** does not just happen; you must be intentional about creating it! How can you create an effective **atmosphere** that builds others up?

2. Have Vision.

*Be shepherds of God's flock that is under your care, serving as overseers – not because you must but because you are willing, as God wants you to be.
(1 Peter 5:2 NIV)*

One of the challenges for a Small Group leader is staying focused on why the group has gathered together— to care for, grow and develop people. It's all about people, helping them discover and take their next step. It's not about our agenda; the great lesson you prepared; or the social things that the group likes to do. It's about life-on-life learning. So, the facilitator must help the group avoid getting side-tracked by knowing that there are a lot of good things and bad things that can hijack group discussions, but the group has to stay focused on helping people with their next steps.

3. Lead the discussion.

*“Do not just read what the Word says; do it!”
(James 1:23-25)*

- The discussion time provides opportunity to discuss what we have learnt in Sunday services or, ask questions and reflect on how we can apply Biblical Truth to our lives.
- If people are sharing from their hearts and the discussion is fruitful, do not feel locked into completing every question. Encourage people to read from their Bibles. Model good use of your Bible. Conclude the discussion with a challenge or an emphasis on how we can apply what we have learnt to our lives.



DYNAMICS

Your Small Group will be made up of people of all backgrounds, nationalities, life experiences and spiritual maturity. You will be sure to meet 'Shy Sally', 'Talkative Tom', 'Judging Joe' or 'Moaning Mike'. Keep the discussion positive and discourage a critical spirit amongst your group. Carefully lead the conversation back to the topic when distractions occur. Where sensitive issues or complex questions arise in your group, follow up one-on-one after the meeting. Remember to ask for advice from your Coach if you encounter difficulty leading your group.

PEOPLE



*The shepherd knew when one sheep was missing from his fold of 100.
(Luke 15:4)*

As someone once said, "We count people because people count!" It is important that we are faithful with those who have been entrusted to us. Every person matters to God. We are managing our Small Groups through an app called "Church Center" (Groups). It is a Planning Center App that will help us plan & manage our Small Groups well.

The CHURCH CENTER APP is available on both Android & Apple, which will make it easier for you to manage your Small Group admin in this way.

ANDROID:

<https://play.google.com/store/apps/details?id=com.ministrycentered.churchcenter>

APPLE:

<https://apps.apple.com/za/app/church-center-app/id1357742931>

Here's a link that will help you to familiarise you with the APP and how it works:

<https://youtu.be/AH5ojf5UHNA?si=lpCuhftyHuYolQjF>

Small Group Leaders Responsibilities on App:

- Check that your group information is correct & update when needed.
- Share the QR code or your group link to new members so that they can join on "Church Center, Groups."
- Connect with new potential members over coffee at church on a Sunday. Their contact details will be provided through a notification titled "Request to Join."

Please note: You do not need to accept or decline their request immediately. It is wise for the leader to first meet them at church and determine whether your group would be a good fit for them. Once it's clear that your group is the best fit, you can then accept their request.

- Take weekly attendance – the app will send weekly reminders.

To help us have accurate figures, please always get new people, or first-time visitors' details and capture weekly attendance on the app. We need this info to help us measure the health & growth of our Small Groups ministry.

If you have any questions, you can contact our Assistant Small Groups coordinator or your Small Group Coach.



The local church is God's plan for community transformation. Part of our church's strategy to bring hope and light into our community is for our Small Groups to serve our city!

*"You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again? It is no longer good for anything, except to be thrown out and trampled underfoot. "You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.
(Matthew 5:13-16)*

We are a city on the hill and we shine our light before others by doing good deeds.

We encourage all Small Groups to participate in our annual SERVE DAY in June each year. On SERVE DAY we provide all our Small Groups with opportunities to serve our communities and share the love of God through practical acts of kindness. Our hope is that serving others becomes our focus throughout the year. Simple acts of selfless love can open hearts to Jesus, and together we can make a difference.

Many of our Small Groups serve our community through outreaches during the year. It is important to note that outreaches are not so much about the practical work done like painting or building, but rather about the relationships formed with people outside our church. Everything takes place through relationships and so the task should never be the end goal at the expense of relationships.

Some practical ideas for outreaches include:

- *Visit our Hope Centre in Protea Park.*
- *Visit our fire, or police departments and bless them with a small gift to show appreciation.*
- *Paint and fix up a classroom of a rundown school, or creche.*
- *Serve a meal at the homeless shelter.*
- *Spend a day having fun and play games with the kids at Môreson.*
- *Visit an old age home and spend time with the residents. (They love board games.)*
- *Do a community rubbish clean up in a specific area.*

We constantly ask ourselves: "If we were no longer here tomorrow, would our community miss us?" We believe they will, because we are not just making a noise, we are making a difference.



Social Media Guidelines:

It is important to note that social media is constantly bombarding people with information. To be effective, the principle of "less is more" applies to social media. Only important information should be sent out on group communications. Some Small Group Leaders prefer using Broadcast WhatsApp Groups, where only the leaders of the Small Group can communicate information to the rest of the Small Group.

Personal Social Media Accounts:

As a Small Group Leader, we are entrusting you with people that you need to guide, care for, and protect. We view you as their pastor, or shepherd, so you're expected to model a lifestyle that reflects that of a Christian leader. Please use extreme wisdom regards to what you post on Facebook, Instagram, WhatsApp, Twitter, Ticktock, etc. People in your Small Group are constantly watching how you conduct your life and are using you as an example of what it means to be a Christian. We say, "when in doubt, rather don't post." We would encourage you to have privacy settings on your social media accounts, so you always are aware of what you're being tagged in, etc. Please do not make political statements, or racist remarks on social media. Always present yourself with modesty and be wise about what you like on social media.

We're ambassadors of Jesus and of Hope Family Church.



Starting a Small Group is one of the most practical & effective ways to actively build the church. Now that you have come this far, are you ready to start a new group?

Are you Ready?

1. Have you accepted Jesus as your Lord & Saviour?
2. Are you growing in your walk with God, displaying the fruits of the Spirit?
3. Are you living a life of obedience to Jesus?
4. Are you struggling with any habitual sin like smoking or pornography?
5. Do you care about people?
6. Have you been water baptised (full immersion)?
7. Do you carry the heart and spirit of Hope Family Church?
8. Have you completed the Discovery Course?
9. Are you regularly attending in-person Sunday services?
10. Are you serving at Sunday services as a volunteer?
11. Have you read and understood the Small Group Training Manual?
12. Are you able to commit to attending our meetings:
 - Team Night events.
 - Small Group Leaders gathering held at Hope Family Church.
 - One-on-one meetings with your Small Group Coach. Should the Small Group Leader not be able to attend any of these meetings it is their responsibility to inform their Coach of their absence.

If you are confident with your readiness checklist, then you are ready to lead a Small Group.

We want to help new people find a Small Group as quickly and easily as possible! Let's make people feel welcome by responding promptly to an expression of interest!

If you have not yet met them face to face, it is a good idea to arrange to meet them after a Sunday service at church for coffee and get to know them briefly. They are more likely to come to your group if they have met you first. Be warm and encouraging, but also allow them the freedom to check out other Small Groups if they do not feel comfortable in yours.

Be Kingdom minded and help them find their place. Make a list of people in your world, pray for them and invite them to your Small Group.

LEADERS

APPRENTICE

Developing an Apprentice Leader:

Disciple-making is most effective when it is a team effort. Never lead alone. Jesus didn't lead alone. He had an inner circle made up of Peter, James and John who led the 12 disciples with Him. When Jesus sent the 12 out (and later the 70) He didn't send them out alone either, rather, He sent them out in twos. One of the first things a Small Group leader should do is find an Apprentice Leader. **But before you appoint an apprentice leader, inform your Coach/es of the person you are considering. Your Coach/es will then inform the Small Groups Pastor who together with the Small Groups Team will prayerfully consider if the potential apprentice is ready for their next step.** If you can appoint more than one Apprentice Leader, that's even better! Developing a core leadership team for your Small Group will instantly increase its potential and capacity for ministry.

When looking for an Apprentice Leader, look for the following:

- Look for group members who take the group seriously and embrace our vision for Small Groups.
- Look for gifted people that you can recognise and affirm.
- Pray regularly for new apprentices. Luke 6:12-16.
- Observe people in your group as they perform tasks or work with people. Give them additional opportunities and responsibilities to see if perhaps they have some leadership potential.
- Try to look for people who exhibit the following spiritual, emotional and social qualifications:

Spiritual qualifications

Do you see God working in their lives? Are they self-feeders, consistently spending time nurturing their own spiritual growth through time in God's Word and prayer? Are they eager to learn? Do they actively participate in spiritual discussions? Do they share the vision of Small Groups?

Emotional qualifications

Are they secure enough to be vulnerable and honest with the group? Are they emotionally stable? Are they aware of their own strengths and weaknesses and not subject to mood swings that affect the group dynamic? How do they respond to confrontation and character development? Defensively? Responsively?

Social qualifications

Do they openly participate without dominating? Are they able to listen to others in a caring way? Are they able to facilitate discussion?

- Start by giving little responsibilities and watch how they respond. Then begin to enlarge responsibilities by letting him/her lead a portion of the discussion, lead the prayer time, etc. If that goes well, have them lead a whole meeting and begin to do it on a rotating basis. Talk about how it went.
- Ask your Apprentice to give you feedback after you facilitated a Small Group meeting, and you can give him/her feedback after they lead the meeting. Remember; **Feedback is the breakfast of champions!**
- Get together & discuss group issues: vision, how he/she thinks things are going, ideas to improve, feelings about responsibilities, etc.
- Work through this manual with your Apprentice.
- Regularly pray for and encourage your Apprentice Leader.
- It is the Small Group Leaders responsibility to bring Apprentices to events such as Team Nights.

MULTIPLICATION

It is important and comforting to know there are no rules, only guidelines to multiplying your Small Group.

1. New leader plant

A new leader plants a new Small Group with new people. This works with a person that is a natural gatherer and connects quickly with new people.

2. Original leader plant

A new leader takes over an original Small Group and the former leader starts a new group with new people.

3. Organic multiplication

A new leader and the original leader each lead groups by multiplying the original group evenly.

4. Leadership multiplication

Two (or more) new leaders multiply the original group into two (or more) Small Groups. The original leader's main focus is giving attention to the new leaders. This process sometimes may promote the former leader into the role of a Coach.

Tips to ensure your Small Group multiplies:

1. Launch healthy

There are different ways to start a new Small Group, but it's critical to launch with a strong core group of people. Make sure you set the new leaders up to succeed. Encouraging two leaders to co-lead their Small Group together, is a great way for a new Small Group to start strong.

2. Cast vision

Groups that talk about multiplication openly, early, and often are the ones that end up doing it. Vision leaks so talk about it often which will create a culture of growth and multiplication.

4. Get the invitation out

Encourage everyone in your Small Group to invite new people to your Small Group. Help them to think of the people in their lives and how they might get them to your Small Group. Also encourage your Small Group members to ask people at Church on Sundays whose Small Group they're in. If they're not in one, they can invite them to yours! If they are in one, they can talk about Small Group life. (It isn't always practical to invite new people to a Small Group that's already started a course for instance. It's better to join a course right at the start of the it and not halfway through the course.).

5. Have Apprentices

Jesus sent out his disciples in pairs. This reflects a practically sound leadership practice. We all bring strengths and weaknesses to leadership. Having one, or more people share responsibilities helps fill in gaps and makes for stronger and complementary leadership. It also eases the burden.

6. Celebrate multiplication

You can throw a launch party and make a post on social media about your Small Group multiplication. It excites people to see healthy things grow and inspires them to be part of it.

7. Pray-Pray-Pray

No movement happens without God. Pray not only for your group, but also for George, or your town. Get your entire group praying in expectation of multiplication and watch God move!



EASY ON, EASY OFF

We want to make it easy for people to join or leave a Small Group. Many people have very busy lifestyles and may not consider joining a Small Group because they are afraid of 'another' commitment. They are nervous that they'll be expected to attend every week and be in trouble when they don't attend each week. We want to make sure that in all our communication, we make it clear that if you are part of a Small Group at Hope Family Church, you can attend when you are able to. Although we encourage regular attendance for individuals' spiritual growth, there is no pressure to attend each week. Our hope is that our Small Groups will be so awesome that people make it a weekly priority to attend as they don't want to miss out!

It must be easy for people to leave a Small Group and try alternative Small Groups. No matter how good some Small Groups are run, some people may feel they don't belong. This could be because of a variety of reasons & seasons of life. It may take trying 3 or 4 different Small Groups before a new person finds a Small Group that feels like home. We don't want to do anything that makes those who don't enjoy their first or second attempt at a Small Group, feel guilty or uncommitted. They need to know it is okay to go to another Small Group. Sometimes the reason for people changing from one Small Group to another Small Group is so they can do a specific course that we offer through our Small Group Courses.

Our Small Groups run during our 4 South African school terms. We launch Small Groups at the start of each term and close Small Groups again at the end of each term. The easiest time for people to join a Small Group is at the start of a new term and the easiest time for them to leave a Small Group, if they wanted to, is at the end of the term. Have conversations privately with people who don't seem to fit well into your Small Group at the end of a term and help them find a new Small Group where they're more likely to thrive.

RESOURCES

Attached to this manual are documents we'd like you to read:

- A fun article about how Walt Disney would have led a Small Group - *'Splash Mountain Small Groups Hosted by Walt Disney'*.
- Questions about tithing. It is important for Small Group leaders to be able to explain the concept of tithing as well as encourage others to be obedient in their giving.

You can watch Marinette's sermon on **the Baptism of the Holy Spirit**, on our website under 'Leaders Resources'. We want to encourage you to have the confidence to pray for those in your Small Group to be baptised in the Holy Spirit and speak in tongues. If you have any questions or want to be prayed for to be filled with the Holy Spirit, please speak to your Coach.

We suggest the following **leadership book: 'Lead like it Matters'** - revised and updated from the book **"IT"** How churches & leaders can get it and keep it - by Craig Groeschel

Splash Mountain Small Groups Hosted by Walt Disney by Derek Olson

Tens of millions of people flock annually to the Disney theme parks that were born out of the dream of Walt Disney. So, if Walt Disney was a small group host, what might his group look like? Based on what we know about his theme parks, I think his small group might include the following components and aspects...

• ***Imagination***

Walt Disney had a dream and began to imagine what could be. Successful small group ministry starts with leaders having a dream and catching a vision of what dynamic small group ministry looks like!

• ***Strategic Planning***

Since its founding in 1955, Disneyland is always building and expanding. A dream without action will never happen! Small group leaders need to be strategic about planning for their ministries and groups to grow and be all that they can be!

- **Excellence**

Disneyland theme parks are known for their world class excellence and attention to detail. To create an amazing group atmosphere that makes people feel welcome by using lighting, music, mood and cleanliness.

- **Fun**

Disneyland is known as the “Happiest place on earth” where people come to have fun & laugh! Our small groups should be joy filled settings where people can laugh during an ice breaker game, eat good food and enjoy fellowship with the family of God! After all, we have the greatest treasure to celebrate and share – Jesus!

- **Value for People**

Disneyland values people highly by offering incredible customer service and by anticipating and meeting people’s needs. Healthy small groups should roll out the red carpet and value people well by going above and beyond to serve them!

- **Diversity**

Disneyland draws an international audience of people from all over the world – every race and creed. Our small groups should reflect heaven as we welcome anyone and everyone who desires to explore the Christian faith and grow deeper in Christ and in community!

- **Empowered Leaders**

With operations in more than 40 countries, Disney employs over 166, 000 employees to make the Disney Dream happen! Healthy small groups identify leadership potential and empower leaders to use their gifts and serve in ministry!

Whatever you do, do it well. Do it so well that when people see you do it they will want to come back & see you do it again & they will want to bring others & show them how well you do what you do.

Walt Disney

QUESTIONS ABOUT TITHING

What is tithing?

It means a tenth part.

What is the difference between a tithe and an offering?

A tithe is giving the first tenth of my income to the church I call home. An offering is anything I give in addition to my tithe either to the church or other organisation.

Why should I tithe?

Because God commands it. *"A tenth of all your produce is the Lords'"* Leviticus 27:30
Because Jesus commands it. *"Yes, you should tithe, and you shouldn't leave the more important things undone either."* Matthew 23:23

Tithing demonstrates that God has first place in your life.

"The purpose of tithing is to teach you to always put God first place in your lives."
Deuteronomy 14:23

Tithing reminds me that everything I have was given to me by God.

"Always remember that it is the Lord your God who gives you the ability to produce wealth"
Deuteronomy 8:18

Tithing expresses my love to the Lord.

"Each of you should bring a gift in proportion to the way the Lord your God has blessed you." Deuteronomy 16:17

God says that refusing to tithe is stealing from Him.

"God says 'Will a man rob God? Yet you are robbing me! 'But you ask, 'How do we rob you?' 'God says, 'In tithes and offerings...Bring your whole tithe to My house.'" Malachi 3:8-10

Tithing gives God a chance to prove He exists and wants to bless you.

"Bring your whole tithe to My storehouse. Test me in this, says the Lord, and see if I will not throw open the floodgates of heaven and pour out so much blessing that you won't have room enough for it!" Malachi 3:10

What should I tithe?

The tithe should come from the first part of what I earn. "Honour the Lord by giving him the first part of all your income" Proverbs 3:9-10

Where should I give my tithe?

The tithe should be given to my local church where I worship. At Hope Family Church you can give via EFT, SnapScan, our website (www.hopefamily.org), or cash in an envelope and put in the "Anything Box" found at the Welcome Desk.

When should I tithe?

The tithe should be given weekly or monthly depending on how regularly you receive your income. *"On the first day of every week, set aside some of what you have earned and give it as an offering. The amount depends on how much the Lord has helped you earn."* 1 Corinthians 16:2

Old & New Testament:

There are many practices in the Old Testament that don't make sense to us today, yet many of these ancient ways carry over to the New Testament law of grace as part of Christ's promise to not abolish the law, but to fulfil it (Matthew 5:17). For instance we no longer sacrifice animals but as believers we are called to offer ourselves up as a living sacrifice (Rom 12:1). Men no longer are required to be circumcised, but we all have a circumcision of the heart through the Holy Spirit (Rom 2:29). Most of us don't have grain and produce to bring to the storehouse, but we do have incomes that we can bring the first tenth of into the church. In other words, just because something is written in the Old Testament doesn't mean it lacks application to us today in some way or another.

While it is true that we are no longer under the old law, that we are under grace, we must not forget the purpose of grace: to help us live for God and do the things He wants us to do. Romans 8:4 tells us that Jesus came that the righteous requirement of the law might be fully met in us, not so that we could altogether dismiss it. And Romans 3:21-31 talks about how we have righteousness through faith and not through following the law, but verse 31 adds "Do we, then, nullify the law by this faith? Not at all! Rather, we uphold the law." God's grace gives us the power and ability to tithe.

COMMUNION

1. Communion is commanded by Jesus

- Jesus instructed His followers to continue breaking bread and remembering Him.
- Luke 22:19–20 and 1 Corinthians 11:23–26 are especially emphasising this.

2. Communion is about community

- The word communion carries the idea of fellowship, participation and togetherness.
- Small Groups are therefore a natural environment for the church family to share Communion.

3. Communion remembers the cross

- The emblems (bread and juice) point us back to Jesus' body and blood and the sacrifice He made for us.
- It should never become something we simply rush through; it is an opportunity to stop, remember, worship and reflect.

4. Communion was part of the early church

- Acts 2:42, 46 describes believers breaking bread together in their homes.
- This gives a strong biblical foundation for practising Communion in Small Groups.

5. Communion points us toward Jesus' return

- 1 Corinthians 11:26 connects Communion with proclaiming the Lord's death "until he comes."
- Matthew 24:42–44 then gives the response on how to live: be ready.

Every time we come around the Lord's table, we look in three directions: back to the cross and what Jesus has done, around at the family of believers we are doing life with, and forward to the day when Jesus comes again. Communion reminds us that we belong to Jesus, that we belong to one another, and that we are called to live ready for His return.

We ask our Small Groups to do Communion as often as possible, minimum once a term (we usually do this at the start of each new term). Jesus does instruct us to do Communion as often as possible; it's an ordinance from Him. As a church we also do Communion together, at our First Saturday, Prayer services, Small Group Leaders Gatherings, Dream Team Nights.



Standards for Leaders – Alcohol

This document clarifies our beliefs, expectations and standards regarding alcohol consumption for all Hope Family leaders.

OUR CALL AS LEADERS

At Hope Family, our heart is to raise up leaders who honour Christ in private and public life, live with wisdom and protect both their own walk and the faith of others.

Our understanding is that Scripture does not explicitly forbid the consumption of alcohol in all circumstances. Our approach is not legalistic, or about control, but intentional, pastoral and wisdom-based. Leaders are held to a higher standard than the congregation. As leaders, our lives should point people clearly to Jesus and never distract from Him. Leaders must model integrity, self-control and wisdom. We always want to be able to say to others:

“Imitate our Hope Family leaders as they imitate Christ.”

“Follow my example, as I follow the example of Christ.”
(1 Corinthians 11:1)

OUR STANDARDS

We ask all Hope Family leaders to commit to embracing these standards with humility, maturity and a shared desire to build God’s Church wisely and faithfully.

- Getting drunk is completely unacceptable for a spiritual leader.

“Do not get drunk on wine, which leads to debauchery. Instead, be filled with the Spirit.”
(Ephesians 5:18)

- If alcohol is consumed, moderation and wisdom are imperative and there must be no excess.

Updated January 2026

- Leaders are expected to exercise extreme wisdom in all social contexts where alcohol may be present. There is no alcohol allowed at church related events and Small Group leaders should never offer alcohol to members of their Small Groups.
- When hosting Small Groups at home, please put alcohol away and not on display, to avoid unnecessary questions or stumbling blocks. People may make assumptions that can hinder their growth in Christ. Our aim is to maintain safe, welcoming, and spiritually healthy environments that reflect the atmosphere and culture people experience at church on Sundays.
- We ask our leaders not to post images or content with alcohol on social media. Even permissible consumption can create misunderstanding or offence, especially for new believers or those recovering from addiction.

WHAT DO WE MEAN BY MODERATION & EXCESS?

To help clarify practically, for leaders who choose to consume alcohol, excess begins at:

- More than one standard drink per occasion.
(small glass of wine, single beer, single measure of spirits)
- Consuming alcohol daily, routinely or habitually. Our reliance should be on Christ and never on alcohol. This is unwise for anyone, and especially for leaders.
- Alcohol should never be used as a way to cope, de-stress, or relax (drinking daily or drinking for stress relief). We look to Jesus alone as our source of peace, never alcohol.
- Excess begins before physical drunkenness and is broader than visible drunkenness. It includes loss of wisdom, loss of clear judgment, being “under the influence,” and allowing anything other than the Holy Spirit to master you.
- Excess is also about the example we set for others.

“Wine is a mocker and beer a brawler; whoever is led astray by them is not wise.”
(Proverbs 20:1)

Please note: Alcohol by volume (ABV) differs from drink to drink, if the serving size looks similar.

On average:

- Beer: 5%
- Cider: 6%
- Glass of Wine: 12% (why we ask that it is a small glass of wine) • Brandy & Coke (8 to 10%)
- Etc.

SIGNS OF CONCERN

The following would be considered signs of concern for leaders:

- Alcohol becoming part of a leader's routine (regular, daily, habitual or for stress relief)
- Even slight changes in behaviour, tone, or judgment
- Any impairment, however mild
- Dulled spiritual sensitivity
- Being noticeable to others
- A leader feeling defensive when asked about alcohol
- Requiring justification ("I can handle it")
- Alcohol appearing around church-related events, Small Group socials, or ministry contexts. We do understand that for Small Groups meeting in restaurants, alcohol may be on display or served to others who are not part of the Small Group.

LEGAL COMPLIANCE

- Full compliance with all alcohol laws.
- No alcohol under the age of 18.
- Please do not drink and drive. In South Africa, if a breathalyser or blood test shows 0.05% or higher, it is considered drunk driving.

OUR IDEAL FOR OUR LEADERS

Our ideal for Hope Family leaders is complete abstinence from alcohol. As leaders, we want to remove obstacles, live above reproach and set a Christ-centred example.

We have many people coming to church who are actively overcoming alcohol addiction or are in the early stages of healing and restoration. Because of this, we are careful not to create unnecessary stumbling blocks.

“Be careful, however, that the exercise of your rights does not become a stumbling block to the weak.” (1 Corinthians 8:9)

Although some things may be permissible, it may not be beneficial, helpful and constructive. (See 1 Corinthians 10:23)

We ask that you carefully consider and pray about this, as many on our leadership team have already chosen to abstain from alcohol consumption, often for the sake of others.

A WISE QUESTION TO ASK

Instead of asking, “How much is allowed?”, ask:

“Would anyone’s faith, trust or respect be strengthened by this?” If the answer is no, or unclear, choose restraint.



***Be sure you know the condition of your flocks,
give careful attention to your herds.***

- Proverbs 27:23 -

