

Table of Contents

Purpose of <i>Care, Prayer and Relationship</i> Groups	pg. 1
Leader Requirements	pg. 2
How to Start a CPR Group	pg. 3-4
Do's and Don'ts	pg. 5
Zone Leaders	pg. 6
EGR's---Everybody has 'em	pg. 7
Ministry/Mission Projects	pg. 8-9
Sermon-based studies	pg. 10
Appendix A---CPR Weekly Report Form	pg. 11
Appendix B---Group Covenant Form	pg. 12-15
Appendix C---Group Contact List	pg. 16
Appendix D---CPR Host Responsibilities	pg. 17-18
Appendix E---The <i>One Anothers</i>	pg. 19-24
Appendix F---Zone Leaders	pg. 25-26
Appendix G---Sermon-based studies	pg. 27-28



Purpose of Care, Prayer and Relationship Groups

Simply put-“*encountering God and doing life together*”

In the meeting we must balance between fellowship and study while making sure we are encountering God. It is *critical* that we are developing friendships seven days a week. It is the *friendship* that *binds* us together [sticky or Velcro]. Initiate and encourage hanging out some the other six days of the week.



Caution: **Don't miss God at the meeting.** Sometimes the meeting can become out of balance, leaning toward fellowship or study too much. The God “encounter” can be squeezed out. Be sure we have met with God. The learning will be caught.

Leader Requirements

Our objective for cpr is equip people with two things they will need to *stick*: the Scriptures; and authentic relationships. The main responsibility of the cpr leader is that he *pastors* his people.

P_____ and lead the meeting. You will need to listen to the sermon, complete the weekly homework, and listen to any leader tips provided on-line.

A_____ all training meetings. *For new leaders*, a “rookie-training” will be offered prior to each new term. *For ALL leaders*, an annual leadership training will be provided. *Ongoing* training will soon be available on-line.

S_____ your members through prayer and presence. When a crisis occurs for your people, your group is the front-line of pastoral support. Visiting and praying for sick members in the hospital or taking a late-night phone call communicates care.

T_____ cpr from a class to a community. Cpr is more than a *class* where people ‘just show up’ for content; it must become a *community of friends* where people take initiative to share life in all its joys and sorrows during the week with friendships *begun* at cpr. You have to help initiate and facilitate this.

O_____ an apprentice. We expect you to enlist an apprentice, your back-up, in case you are unable to attend; the apprentice will lead at least one scheduled meeting during the term. At the end of the term, you will communicate his progress and potential as a cpr leader to the staff.

R_____ special needs to your Zone-Leader and/or Pastors. Your Zone-Leader is your direct line for care and support when issues develop in your group that go beyond your comfort level or previous experiences. Use him or a Pastor for guidance for difficult situations that affect you or your members!

S_____ a weekly report form. To help us better track members’ growth, we need vital information about your group. Each cpr leader is expected to submit a brief weekly report form online of your previous meeting ([see Appendix A](#)).

How to Start a Group

1. Decide on key issues for group: location, day of week, time, food, childcare, and directions.
2. Decide on Bible study: sermon based/ other.
3. Have materials ready within 2 weeks of CPR registration for catalog.
4. Fill out group covenant and keep on file for duration of term.
5. Form a group calendar on first meeting night.
 - a. Fellowship events
 - b. Service Projects
 - c. Birthdays/Anniversaries
 - d. Nights when you may need alternate home or leader.
6. Make a group contact list:
 - a. Name
 - b. Phone #
 - c. E-mail

Structure:

1. Leader is in charge of time management of their group:

- Suggested:
- a. Fellowship 30 min
 - b. Bible Study 45 min
 - c. Prayer 15 min
 - d. Worship (Optional)

*See Appendix B and C for Group Covenant and Group Contact forms

Organizing meals: food relaxes people and keeps them around longer.

About meals

At the first meeting grab a calendar and start a sign-up list for meals including main course, side items, dessert, drinks, etc. so that everyone has ownership. Let them know we don't have to make it complex and try to outdo ourselves each week. Cold-cuts are okay.

***Remember to let everyone get involved though. Bringing rolls or drinks allows a group member to be a part of things. *It gives people a sense of commitment that keeps them coming.* Lastly, once you get to know your group you will have an idea of a person that has trouble financially doing the big meal....look out for them. The sign up sheet allows people to sign up at their *financial* ability or *skill* level.

A note about our ministry of providing food to families or individuals who need it:

1. If you have a group member who has just had a crisis or major life transition (birth, death), lead the group to decide on a schedule and then bring meals over for a few nights. If you need help getting something organized, or there aren't enough people in your group who step up to volunteer, please call Ruth Phillips, (with as much advance notice as possible) for help.

About Childcare:

One of the reasons we offer groups different nights of the week is so that people can work around their schedule including childcare arrangements. Some groups may work out a plan such as pitching in to pay a qualified sitter (if this is done be sure one person isn't getting stuck with the bill). The most economic alternative is to take turns among the group to watch (or teach) the kids depending on their age. We have utilized all of these at various times. Childcare should not be an excuse to not get connected, because we all know that "we do what we want to do." BE SURE THE HOUSE IS CHILD-FRIENDLY.

[*See Appendix D for CPR Host Responsibilities.](#)

Do's and Don'ts

- Design groups to help develop friendships.
- Everybody contacts
- Canceling a meeting---extremely rare. Not more than one per quarter. Options would be switch houses, let someone else lead (from your group or from another group).
- Open chair- inviting mentality
- How to minister to the needs of the group (sick, death in the family, etc.) The CPR Group is to first minister to the need, and then contact church if more help is needed.
- Recruiting and developing New Leaders
- Time management- do the *have to's* first. Use small priority. *If you never finish, it will cause some people to not want to come back. Also, stay on time. Sure, we all have people that would stay all night and we might even like that; but everyone doesn't have the same schedule. Respect that. Have a closing time, and invite those that need to go to go without feeling guilty.
- Limit the distractions: noise from family members, or animals.
- Small group dynamics- (teach people to pray in an even smaller group. Also teach a potential leader how to lead in an even smaller group.)



*See Appendix E for *"The One Anothers"*

Zone Leaders

CPR Zone Leader Requirements -

Zone leaders provide support and pastoral care for CPR leaders as well as helping CPR leaders develop and multiply. Just as CPR leaders monitor the spiritual growth of their members, so the zone leader nurtures and supports the spiritual growth of several CPR leaders, which make up his *zone*. A good zone leader, then, *leads* his CPR leaders to be healthy and multiply.

[*See Appendix F](#)



EGR's---Everybody has 'em!

Understand everyone is different, including you. But there are some personality issues that we have to deal with.

The talker- First of all, never call anyone out in front of everybody. Here are a few things you can try after pulling them to the side. 1.) Praise them for their answers/and or interaction. 2.) Politely ask them to not answer every question or pause and give some of the “quieter” participants a chance to jump in. *You may have to call on people or go in a certain direction giving people a chance to respond (take turns).

Obnoxious-talk to them to the side. Give them some home training.

Quiet-invite and encourage their participation, but don't be pushy.

Newbie-make them feel welcome. Bring them in. Get them connected via friendship! Give them something to do (if applicable).

Rabbit Chaser-(see talker)

Money Extractor- Be discreet, but don't get beat. There have been instances where people have taken advantage of the group or church by secretly hitting people up for money (even switching groups to do so). Tell your zone leader, Jared, or a staff member.

Stay later- prevent that in week one is the best way. Tell them your bed time or nightly schedule.

Ministry/Mission Projects

CPR Group Community Involvement

As we look toward the future at Living Truth Church one of our goals is to raise the bar on our community involvement. That being said we are becoming more intentional in our community service. Attached you will find an outline with more information about this new venture and also the organizations we have partnered with as well as the upcoming opportunities to serve in our community. For further updates go to our website www.livingtruthchurch.com, and click on *ministry index* and then click on *community service*.

Our goal here is to have each CPR group participate in at least one service opportunity per quarter. As the CPR Leader you will lead and encourage your group to take on the ministry opportunity that you collectively agree on. Once your group has decided which of these options suits you the most, fill in the information below and turn it in to the church office so your volunteer opportunity can be arranged.

Romans 12: 11-13

11 Never be lazy, but work hard and serve the Lord enthusiastically. 12 Rejoice in our confident hope. Be patient in trouble, and keep on praying. 13 When God's people are in need, be ready to help them. Always be eager to practice hospitality.

What is your CPR Group name?

What Partner Organization would your CPR Group like to serve? _____

How many participants are in your CPR Group? _____

What days are preferred by your group for volunteer work? (Circle all that apply)

M-F SAT SUN PM

Questions? _____

Once this information is received we will contact you with further details from the Partner Organization of your choice.

Sermon-based Studies

Sermon-based Small Groups

What's their purpose? Sermon-based small groups - *because they go deeper into the message of the sermon* - provide people what they need most in the seasons of trial (death, divorce, bankruptcy) or great need (new girlfriend, job opportunity, best friend tells me he's gay): the Scriptures and the community of the saints. *They're easier to get new people into, and they help people stick around longer (John 15:16).*

How do they practically work? Each Sunday a homework assignment sheet will be placed in the bulletin based on that week's message. The homework, written by a staff member, will expand the concepts of the message as well as provide greater application. Each group member should complete the homework *prior* to the group's meeting so as to maximize the learning opportunity and discussion. If someone misses the morning message, they can easily "catch up" by listening to it online or downloading it.

*See Appendix G for the benefits of sermon-based studies.

APPENDIX A

CPR Weekly Report Form

1. Attendance & Roll: (Please check names of members who attended)

Name:

2. Names of Guests:

3. Quality of Relationships (Please rate on 1-10 scale, 1 terrible, 10 wonderful)

Care for another 1-10 _____ Prayer together 1-10 _____

Relationships- contact/enjoying each other outside of mtg 1-10 _____

4. Apprentice identified? Y or N Who? _____

When will he/she lead the group? _____ After, tell how it went:

5. Who else in your group would you, the leader, recommend and affirm to step out and lead or apprentice a new group?

6. Service project:

What is it?

Date performed:

Tell how it went:

7. Issues, prayer needs, or concerns to be communicated to staff:

APPENDIX B

CPR Group Covenant

This covenant is reviewed and signed at the beginning of each quarter by all groups. Groups that are continuing still review the covenant during the first meeting of each term.

Session Dates _____ to _____

Leader(s) _____ phone # _____

Host(s) _____ phone # _____

This covenant will help us discuss and clarify our goals, expectations, and commitments as a group. Since healthy groups thrive on trust and participation, a clear covenant is an important starting point toward a successful group experience.

CPR GROUPS: Our Basic Purpose

CPR groups exist to promote the development of significant Christian relationships centered around the study of God’s Word (see Hebrews 10:24-25; Romans 8:29).

Sharing

Each week, we will take time to share what is happening in our lives. At first this sharing will include some planned “sharing questions”. After the first few weeks, it will become more informal and personal as our group feels safer and more comfortable.

Study

Each week we’ll study a portion of God’s Word that relates to the previous weekend’s sermon. Our goal is to learn how to apply and live out our Christianity in our day-to-day experiences and relationships.

Support

Each week, we'll learn how to take care of one another as Christ commanded (see John 15:9-13). This care will take many forms, such as praying, listening, meeting needs, and encouraging and even challenging one another as needed.

Five Marks of a Healthy Group

For our group to be healthy, we need to

1. focus on spiritual growth as the top priority (Romans 8:29);
2. accept one another in love just as Christ has accepted us (Romans 15:7);
3. take care of one another in love without crossing over the line into parenting or taking inappropriate responsibility for solving the problems of others (John 13:34);
4. treat one another with respect in both speech and action (Ephesians 4:25-5:2);
5. keep our commitments to the group- including attending regularly, doing the homework, and keeping confidences whenever requested (Psalm 15:1-2, 4b).

Guidelines and Covenant

1. Dates We'll meet on _____ nights for ___ weeks. Our final meeting of the term will be on _____.

2. Time We'll arrive between _____ and _____ and begin the meeting at _____. We'll spend approximately _____ minutes in singing (optional), _____ minutes in study/discussion, and _____ minutes in prayer/sharing.

3. Children Group members are responsible to arrange childcare for their children. Nursing newborns are welcome, provided they are not a distraction to the group.

4. Study Each week, we'll study the same topic(s) covered in the previous weekend's sermon.

5. Prayer Our group will be praying each week for one another and specific missions requests.

6. Homework and Attendance Joining a CPR group requires a commitment *to attend each week and to do the homework ahead of time.* Obviously, allowances are made for sickness, vacation, work conflicts, and other special events- but not much more! *This commitment is the key to a healthy group.*

Most weeks, the homework will require from 20 to 30 minutes to adequately prepare for the group study and discussion.

If we cannot come to the meeting, we will _____
_____.

7. Refreshments

8. Social(s)

9. Service Project(s)

We agree together in Christ to honor this covenant.

(To be decided on and signed by each group member on or before the third week.) (Each member sign below)

APPENDIX D

CPR Host Responsibilities -

We want to encourage CPR leaders to consider partnering with another key person or couple who would serve as hosts for the group. The host becomes a *vital ministry partner* with the leader. Hosts are expected to *offer* the following:

Organize refreshments, socials, and ministry projects Hosts *organize* weekly refreshments and/or desserts but are *not* expected to provide them. Hosts, together with their group, make sure at least one social event is calendared. With the help of the leader, the host coordinates one ministry project during the term.

Furnish a clean, comfortable home environment Several factors are key:

Cleanliness - A clean living room, kitchen, and bathroom help people relax.

Comfort - Do you have comfy chairs? Hard seating makes for a long meeting.

Lighting & Temperature – Brighter is better; cooler keeps them awake!

Pets – Check with the group at the first meeting for pet allergies or comfort level; out of courtesy, if it is a problem, you may need to keep the pets away from the meeting.

Children - Keep children from interrupting the flow of the meeting, either by coming into the room or having you get up to attend to them. If they are within earshot, children may prevent group members from sharing transparently.

Facilitate a warm and friendly atmosphere This involves things like introducing people to each other during your first meeting, reaching out to the more shy members of your group before or after meetings, and keeping in touch with group members during the week.

Enlist members to bring meals for special needs One of the host's important jobs is to help the group respond to a group member in a time of crisis with practical

help, such as meals during a birth or death in the family or other special assistance that's needed.

Render feedback for the leader The host should discuss with the leader how the group is growing and progressing periodically. This can often be done informally after people leave. Good things to discuss would be: What's going well in the group? What's not? Who's hurting? How can you as a host help? Is the meeting moving at a good pace? Is it dragging?

Support the leader A good host can jump in and assist the leader when the group begins to lag. If a question seems to elicit little or no response, the host can speak up and spark the conversation. In this way, the host becomes a valuable ally to the leader in keeping the discussion on the right track.

APPENDIX E

A List of New Testament “One Anothers” from *Sticky Church* by Larry Osborne

This is a list of the things Christians are commanded to do with and for one another. It’s a list of commands that are hard to fulfill in a large group setting. They are best fulfilled within the framework of close and accountable relationships similar to those found in a healthy small group.

Love one another

John 13:34-35: “A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.”

John 15:12-13: “My command is this: Love each other.”

Romans 13:8: “Let no debt remain outstanding, except the continuing debt to love one another, for he who loves his fellowman has fulfilled the law.”

1 Thessalonians 4:9: “Now about brotherly love we do not need to write to you, for you yourselves have been taught by God to love each other.”

Hebrews 13:1: “Keep on loving each other as brothers.”

1 Peter 1:22: “Now that you have purified yourselves by obeying the truth so that you have sincere love for your brothers, love one another deeply, from the heart.”

1 Peter 4:8: “Above all, love each other deeply, because love covers over a multitude of sins.”

1 John 3:11: “This is the message you heard from the beginning: We should love one another.”

1 John 3:23: “This is his command: to believe in the name of his Son, Jesus Christ, and to love one another as he commanded us.”

1 John 4:7: “Dear friends, let us love one another, for love comes from God. Everyone who loves has been born of God and knows God.”

1 John 4:11-12: “Dear friends, since God so loved us, we also ought to love one another. No one has ever seen God, but if we love one another, God lives in us.”

Be devoted to one another.

Romans 12:10: “Be devoted to one another in brotherly love.”

Honor one another.

Romans 12:10: “Honor one another above yourselves.”

Live in harmony with one another.

Romans 12:16: “Live in harmony with one another. Do not be proud, but be willing to associate with people of low position. Do not be conceited.”

1 Thessalonians 5:13: “Live in peace with each other.”

1 Peter 3:8: “All of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble.”

Stop passing judgment on one another.

Romans 14:13: “Let us stop passing judgment on one another. Instead, make up your mind not to put any stumbling block or obstacle in your brother’s way.”

Accept one another.

Romans 15:7: “Accept one another, then, just as Christ accepted you, in order to bring praise to God.”

Instruct one another.

Romans 15:14: “You yourselves are full of goodness, complete in knowledge and competent to instruct one another.”

Colossians 3:16: “Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God.”

Greet one another with a holy kiss.

Romans 16:16: “Greet one another with a holy kiss. All the churches of Christ send greetings.” (See also 1 Corinthians 16:20; 2 Corinthians 13:12; 1 Peter 5:14.)

Agree with one another.

1 Corinthians 1:10: “I appeal to you, brothers, in the name of our Lord Jesus Christ, that all of you agree with one another so that there may be no divisions among you and that you may be perfectly united in mind and thought.”

Wait for each other.

1 Corinthians 11:33: “When you come together to eat, wait for each other.”

Have equal concerns for each other.

1 Corinthians 12:25: “...so that there should be no division in the body, but that its parts should have equal concern for each other.”

Serve one another.

Galatians 5:13: “You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love.”

Do not provoke or envy one another.

Galatians 5:26: “Let us not become conceited, provoking and envying each other.”

Carry each other's burdens.

Galatians 6:2: “Carry each other's burdens, and in this way you will fulfill the law of Christ.”

Bear with one another.

Ephesians 4:2: “Be completely humble and gentle; be patient, bearing with one another in love.”

Colossians 3:13: “Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.”

Be compassionate to one another.

Ephesians 4:32: ...forgiving each other, just as in Christ God forgave you.”

Colossians 3:13: “Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.”

Speak to one another with psalms, hymns, and spiritual songs.

Ephesians 5:19: “Speak to one another with psalms, hymns and spiritual songs. Sing and make music in your heart to the Lord.”

Submit to one another.

Ephesians 5:21: “Submit to one another out of reverence for Christ.”

Do not lie to each other.

Colossians 3:9 “Do not lie to each other, since you have taken off your old self with its practices.”

Encourage one another.

1 Thessalonians 4:18: “Encourage each other with these words.”

1 Thessalonians 5:11: “Encourage one another.”

Hebrews 3:13: “Encourage one another daily, as long as it is called Today, so that none of you may be hardened by sin’s deceitfulness.”

Hebrews 10:25: “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.”

Build up each other.

1 Thessalonians 5:11: "Build each other up, just as in fact you are doing."

Spur one another on toward love and good deeds.

Hebrews 10:24: "Let us consider how we may spur one another on toward love and good deeds."

Do not give up meeting together.

Hebrews 10:25: "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."

Do not slander one another.

James 4:11: "Do not slander one another. Anyone who speaks against his brother or judges him speaks against the law and judges it."

Offer hospitality to one another.

1 Peter 4:9: "Offer hospitality to one another without grumbling."

Cloth yourself with humility toward one another.

1 Peter 5:5: "Young men, in the same way be submissive to those who are older. All of you, clothe yourselves with humility toward one another, because, 'God opposes the proud but gives grace to the humble.'"

Be kind to one another.

1 Thessalonians 5:15: "Make sure that nobody pays back wrong for wrong, but always try to be kind to each other and to everyone else."

Don't grumble against one another

James 5:9: "Don't grumble against each other, brothers, or you will be judged.

The Judge is standing at the door!"

Confess your sins to each other

James 5:16: "Confess your sins to each other."

Pray for each other.

James 5:16: "Pray for each other so that you may be healed. The prayer of a righteous man is powerful and effective."



APPENDIX F:

CPR Zone Leader Requirements -

Zone leaders provide support and pastoral care for cpr leaders as well as helping cpr leaders develop and multiply. Just as cpr leaders monitor the spiritual growth of their members, so the zone leader nurtures and supports the spiritual growth of several cpr leaders, which make up his *zone*. A good zone leader, then, **leads** his cpr leaders to be healthy and multiply.

A Zone Leader must meet several key qualifications:

be a member in good standing at LTC;

have approximately two years of small group leadership experience;

agree with and support LTC's vision, core values, and strategy

be a Christian for at least 5 years and a faithful attender at LTC for 2 years;

be interviewed by one of the pastoral staff or the cpr servant leader;

A zone leader is expected to do the following:

Listen and support cpr leaders with help, encouragement, and resources

This means maintaining regular contact with cpr leaders through phone calls, e-mails, or texting to learn what their needs and struggles are.

Through regular contact, zone leaders can then better help resource their cpr leaders. An important part of support is providing pastoral care and encouragement to the cpr leaders in their own walk.

Encourage potential leader selection, training, and group multiplication

The zone leader will be equipped to help the cpr leader in how to find and develop new leaders. Zone leaders will also be working with the cpr leader to help assess what conditions would favor a healthy multiplication of a new group from an existing one.

Attends and assists with leadership training events Zone leaders continue to develop and improve their skill-set as they attend and assist with leadership training events at LTC.

Develops better leaders By meeting with his zone of as cpr leaders learn from each other. The zone leader is also available to meet individually with cpr leaders when necessary.

Supplies important progress updates to the staff Through the monthly meetings and regular contact with his zone, the zone leader can communicate to the staff the progress each group is making and address any issues of concern. Zone leaders can also communicate key information or comments from the staff to their zone as well.



APPENDIX G

What are the benefits of Sermon-based groups? We believe sermon-based small groups can provide LTC with multiple benefits:

1. They give the message more **impact**. More people pay attention; note-taking increases; better discussion takes place; and the marginally interested are reeled in.
2. They give opportunity for people to delve **deeper** into the key issues of the sermon. Sermon-based small groups utilize the sermon as the *seed* for discussion and application. These groups have the benefit of going deeper to understand the core issues or doctrines of the text or topic and then “fleshing out” what that will look like in their daily lives - two things not afforded during Sunday morning’s message.
3. They bring **simplicity** to a complex and busy life. Sermon-based small groups don’t compete with the message preached on Sunday morning; they expand and complement it. They allow people to focus in on one message instead of being divided across two or three different studies during the week.
4. They foster a greater **unity** across the Body of Christ. As more and more groups decide to give the sermon-based format a try, the church will experience a greater sense of unity as we are all learning and living out the same truths.
5. They **encourage new Christians** in their growth. New Christians - and even seekers and regular attenders - don’t feel as ‘*stupid*’ in a sermon-based small group because the starting point of the discussion is the same for everyone - the sermon. They are more likely to participate in the discussion because they don’t have to know big theological words or doctrines to feel like they’re contributing.
6. They make it easier to find **new leaders**. Sermon-based small groups require a whole lot less to facilitate a group than leading an inductive bible study or some other kind of study. We are in the process of developing some short (5-10 min) leadership insights into the lesson that would be available online. Beyond that,

there's not a whole lot more in terms of preparation - other than doing the same homework sheet everyone else has.

Will there be any place to do deeper studies of doctrine and theology? Yes, but in our DMD strategy and model we see people *connecting* first in small group communities, which then become the environment, the incubator, the womb in which they can *grow*. Our priority is eliminating lone-ranger Christianity *before* leading studies on the doctrine of the Trinity or Last Things. In future terms, we are preparing to offer shorter 4-6 week courses *only after* small group terms have been meeting for about a month. In effect, we are asking people to first be committed to a small group community before they take on a discipleship class or course.