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COMMUNITY GROUP CERTIFICATION TRAINING



Caption

A Philosophical, Practical, & Passionate Approach to Community Groups

COMMUNITY GROUP DIRECTOR

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DIRECTOR (A LEADER FOR THE TEAM)



The sound of a single violin is nice. But it takes an entire orchestra to appreciate a symphony. A single violin and an entire orchestra both make music, one is good but the other is glorious! The reality of a glorious symphony captures the essence of building a team. In every area of life, the power of teamwork is evident. Whether it's in music, in sports, in business, in accomplishing a big project, or even in the context of spiritual leadership, building strong teams is essential for accomplishing the purposes of the organization. As Community Group Directors, we are called not only to lead but also to equip and build teams that work together harmoniously to achieve God's mission.

In this article, we will explore the following three key issues that direct the Community Group Director:

- Biblical principles that demonstrate the value of building strong teams and Leadership development.
- Building a team to fulfilling the five purposes of a Community Group
- Seven Competencies of an Effective Community Group Director

At the end of this article is a Community Group Bible Director Job Description.

BIBLICAL PRINCIPLES THAT DEMONSTRATE THE VALUE OF BUILDING STRONG TEAMS

The Wisdom of Delegation: In Exodus 18:13-23, we find a profound example of how delegation and teamwork can alleviate the burden of individual leaders. When Moses' father-in-law, Jethro, noticed how he was single-handedly handling the responsibility of settling disputes among the Jewish people, he advised him to select capable leaders and divide the task. By doing so, Moses could focus on his core calling, hearing from God, and leading the people to the Promised Land. This story emphasizes the importance of building teams and the wisdom of delegating tasks to capable individuals.

THE WISDOM OF DELEGATION

EXODUS 18:17-18 MOSES' FATHER-IN-LAW SAID TO HIM, "WHAT YOU ARE DOING IS NOT GOOD. YOU AND THE PEOPLE WITH YOU WILL CERTAINLY WEAR YOURSELVES OUT, FOR THE THING IS TOO HEAVY FOR YOU. YOU ARE NOT ABLE TO DO IT ALONE

Community Group teachers should not bear the weight of the entire Community Group ministry alone. Neither should they presume upon their wives to provide solutions when needed arise. Rather, they should count on a capable Director to identify the strengths and skills of others in the group and empower them to co-lead in specific areas. By delegating responsibilities, Directors allow their team members to shine in their God-given talents and create a more efficient and cohesive unit.

The Strength of Working Together: Ecclesiastes 4:9-12 speaks about the strength of companionship and the power of teamwork. The verse states, "Two are better than one, because they have a good reward for their toil. 10 For if they fall, one will lift up his

THE STRENGTH OF WORKING TOGETHER

ECCLESIASTES 4:9-12 TWO ARE BETTER THAN ONE, BECAUSE THEY HAVE A GOOD REWARD FOR THEIR TOIL. FOR IF THEY FALL, ONE WILL LIFT UP HIS FELLOW. BUT WOE TO HIM WHO IS ALONE WHEN HE FALLS AND HAS NOT ANOTHER TO LIFT HIM UP! AGAIN, IF TWO LIE TOGETHER, THEY KEEP WARM, BUT HOW CAN ONE KEEP WARM ALONE? AND THOUGH A MAN MIGHT PREVAIL AGAINST ONE WHO IS ALONE, TWO WILL WITHSTAND HIM—A THREEFOLD CORD IS NOT QUICKLY BROKEN.

fellow. But woe to him who is alone when he falls and has not another to lift him up! Again, if two lie together, they keep warm, but how can one keep warm alone? And though a man might prevail

against one who is alone, two will withstand him—a threefold cord is not quickly broken." Building teams fosters an environment of support, encouragement, and accountability.

As Community Group Directors, we should prioritize the unity and camaraderie of our leadership team. Creating a culture of genuine care and concern for one another builds trust and resilience among team members. When challenges arise, teams can face them together, knowing they have a strong support system.

The Power of Many Advisers:

Proverbs 11:14 reminds us of the importance of seeking wise counsel and guidance. It states, "Where there is no guidance, a people falls, but in

THE POWER OF MANY ADVISORS

PROVERBS 11:14 WHERE THERE IS NO GUIDANCE, A PEOPLE FALLS, BUT IN AN ABUNDANCE OF COUNSELORS THERE IS SAFETY.

an abundance of counselors there is safety." This principle applies not only to nations but also to teams and organizations. Community Group Directors should surround themselves with a team of advisers who bring diverse perspectives and godly wisdom.

A well-rounded team can offer valuable insights and different approaches to problem-solving, leading to better decisions and outcomes. When Community Group Directors are open to receiving input from their team members, they demonstrate humility and an

understanding that they do not have all the answers. This fosters a culture of trust and inclusivity.

God's Design of Spiritual Gifts:

In Ephesians 4:11-14, Paul highlights the various spiritual gifts assigned to believers by Christ. These gifts are meant to equip the saints for the work of ministry, building

up the body of Christ until we attain unity in faith and knowledge. Each member of the team has unique spiritual gifts and talents that, when combined, create a powerful force for accomplishing the five purposes of a Community Group.

GOD'S DESIGN OF SPIRITUAL GIFTS

EPHESIANS 4:11-12 AND HE GAVE THE APOSTLES, THE PROPHETS, THE EVANGELISTS, THE SHEPHERDS AND TEACHERS, TO EQUIP THE SAINTS FOR THE WORK OF MINISTRY

When Community Group Directors recognize and cultivate the spiritual gifts of their team members, they unleash the full potential of the team. Different gifts complement each other, ensuring that all aspects of the mission are covered and that the team operates fruitfully and harmoniously.

Moreover, Ephesians 4:16 emphasizes the significance of every part of the body working together. It states, "From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work." This analogy underscores the interdependency of team members. Just as different parts of the body work in harmony to function properly, so do the members of a team.

The Beauty of Spiritual Fitness: 1 Corinthians 12:20-25 compares the body of Christ to a physical body, highlighting the beauty of spiritual fitness within the church. The passage points out that if the whole body were an eye or an ear, there would be no sense of hearing or smelling. Each member has a specific function, and no gift is insignificant.

THE BEAUTY OF SPIRITUAL FITNESS

1 CORINTHIANS 12:20-21 AS IT IS, THERE ARE MANY PARTS, YET ONE BODY. THE EYE CANNOT SAY TO THE HAND, "I HAVE NO NEED OF YOU," NOR AGAIN THE HEAD TO THE FEET, "I HAVE NO NEED OF YOU."

In the context of building teams, this principle emphasizes the importance of embracing a variety of leaders. Team members may come from different backgrounds, cultures, and

experiences. Their uniqueness adds depth and creativity to the team. As Directors, we should celebrate these differences and create an environment where every team member's voice is heard and valued.

The Call to Serve:

1 Peter 4:10 reminds us of the purpose of our spiritual gifts. It states, "As each has received a gift, use it to serve one another, as good

stewards of God's varied grace." Building strong teams is not just about achieving a goal; it is about serving others and fulfilling God's plan for His Kingdom.

Directors should lead by example, showing humility and a servant's heart. When team members see their leaders serving selflessly, they are inspired to do the same. Serving together strengthens the bond between team members and unites them in a common purpose.

THE CALL TO SERVE

1 PETER 4:10 AS EACH HAS RECEIVED A GIFT, USE IT TO SERVE ONE ANOTHER, AS GOOD STEWARDS OF GOD'S VARIED GRACE:



Henderson Hills Baptist Church could triple its effectiveness if it could double its number of leaders. Every healthy and growing organization understands the urgency of developing future leaders. Community Groups are our best option for developing future leaders.

There is a Leadership Development training tool already in place in our church - Community Groups! Week after week, our church is actually training future leaders through Community Groups ministries. Community Groups must become intentional about building scores of potential leaders being developed to serve God as apprentices.

By developing leaders, Community Groups Directors have the opportunity to directly influence the future of our church, the future of culture leaders lives, and the future of the Kingdom of God. As a future leader is recruited, trained, and assigned, a bond develops. The Director's passion becomes the future leader's passion. The Director's attitude will be reflected in the future leader's attitude. As the Director leads, so will the future leader. The Director is primarily responsible for the developing of leaders for future generations.

And what better place to launch that leader development strategy than in our Community Groups ministry? Remember, future leaders

learn to lead by leading. Future leaders learn what not to do from their mistakes; they learn what do from their successes. So, train leaders.

- Curriculum has already been written.
- Classroom sites have already been built.
- Mentors are standing by.
- And future leaders are ready to follow who will lead.

The Kingdom of God still needs good men (and women)! And the Community Groups are still one of the best boot camps.

COMMUNITY GROUPS ARE STILL ONE OF THE BEST LEADERSHIP BOOT CAMPS.

Team-building is a biblical principle that aligns with God's design for His people. It enables Community Group Directors to fulfill the five purposes more effectively and empowers team members to use their gifts for the advancement of God's Kingdom.

By delegating tasks, fostering companionship and support, seeking many advisors, embracing spiritual fitness, and serving with humility, leaders can unlock the true power of teamwork. Let us obey the timeless direction of the Scriptures and build teams that shine brightly for Christ's glory, achieving great things for His Kingdom.

BUILDING A TEAM TO FULFILLING THE 5 PURPOSES OF A COMMUNITY GROUP

Five Purposes	Community Group Leader
Reaching People for Christ	Outreach/Social Leader
Teaching People the Bible	Bible Teacher
Ministering to One Another	Prayer and Care Leader
Serving the Lord as a Community Group	Mission Leader
Integrating the Mission and Vision of the Church	Director - A leader to direct the team.
	Administrative Lead (Records)

7 COMPETENCIES OF AN EFFECTIVE COMMUNITY GROUP DIRECTOR

The Community Group Director is the leader who understands the need for someone to take the lead in directing the work of the Community Group team as they work to further the mission and vision of the church through the Community Group ministry.

As this person leads others through the role of Community Group Director, here are some key competencies they will be able to utilize:

1. **The Community Group Director must know and understand the five purposes of the Community Group.** A clear understanding of the five purposes of the Community Group combined with a strong conviction of their value and

7 COMPETENCIES OF AN EFFECTIVE DIRECTOR

1. KNOWS AND UNDERSTANDS THE FIVE PURPOSES OF THE COMMUNITY GROUP.

importance is foundational to everything a Community Group Director does. Beyond understanding, the Director must learn how to effectively convey these five purposes to the leadership team and Community Group members.

Below are the five purposes of a Community Group:

1. Reaching People for Christ led by an Outreach/Social Leader.
2. Teaching People the Bible led by Bible teacher(s)
3. Ministering to One Another led by a Prayer and Care Leader.
4. Serving the Lord as a Community Group led by a Mission Leader.
5. Integrating the Vision and Mission of Henderson Hills led by the Director

7 COMPETENCIES OF AN EFFECTIVE DIRECTOR

1. KNOWS AND UNDERSTANDS THE FIVE PURPOSES OF THE COMMUNITY GROUP.

2. ORGANIZES (OR REORGANIZE) THE COMMUNITY GROUP EFFECTIVELY.

2. **The Community Group Director must organize (or reorganize) the Community Group effectively.**

Effective organization of Community Group Leadership Team will result in promoting healthy and effective spiritual and numerical growth and enhance Bible teaching.

Below are four major organizational issues to analyze and monitor. The Director must continually assess and respond to the following four issues.

- **Leader-Member Ratios** – The Community Group Director is responsible to staff the Community Group leadership team with proper ratio of leaders to Community Group members. Smaller Community Groups may need to combine leadership positions until the ratio of leaders to members increases. Larger Community Groups have the opportunity to add more leaders to the leadership team.
- **Community Group Size** – Community Group Directors should work with the Discipleship and Community staff to provide Community Groups that are the optimal size for effective growth, teaching, and ministry. The optimal size is influenced by several factors: room size, average age of Community Group member, rate of growth, and number of members who are chronically absent.
- **Target Demography** – Community Groups should have a clearly defined target demography for teaching, outreach, ministry, and assimilation. The Community Group Director needs to continually help each group in the Community Group understand who is their primary target and how to reach them.
 - Who does God want us to reach?
 - What is our primary ministry focus?
 - Does our Community Group have plans to reach the people?
 - Where/how is our Community Group currently growing?
 - Are we prepared organizationally to continue reaching people?
 - Is there potential to reach people that we are not currently reaching?
 - Is our Community Group effectively assimilating new members?

- **Multiplying Focus** – One of the central points to growing a Community Group and maintaining the proper organization is continually multiply leaders and groups. A Community Group Director needs to understand how to effectively start new Community Groups and the steps to take in planning for and implementing new Community Groups.

Not only does the Community Group Director need to understand how to organize the Community Group, he also needs to be able to build an understanding and camaraderie among Community Group leaders of the key principles of an effective Community Group organization.

3. **The Community Group Director leads the work of the Community Group.**

7 COMPETENCIES OF AN EFFECTIVE DIRECTOR

1. **KNOWS AND UNDERSTANDS THE FIVE PURPOSES OF THE COMMUNITY GROUP.**
2. **ORGANIZES (OR REORGANIZES) THE COMMUNITY GROUP EFFECTIVELY.**
3. **LEADS THE WORK OF THE COMMUNITY GROUP.**

Key areas of Community Group Director leadership include:

Vision – The beginning point of a strong Community Group strategy planning is determining the vision God has for the Community Group. The Director leads the leadership team to pray for a strong, healthy, clearly understood vision for growing a fruitful Community Group (Proverbs 29:18, Hebrews 11:1-2)

Planning – A Community Group Director guides his or her Community Group Leadership Team through strong, effective planning. The Leadership Team discussion will include:

- Community Group Vision
- Community Group Evaluation
- Community Group Priorities
- Community Group Action plans

Community Group Leadership meetings are led by the Community Group Director. The team discusses and evaluates where the Community Group is in the process of improvement. They can evaluate past actions, check up on and implement present plans, look forward to upcoming future plans, and problem solve. The Community Group Director is responsible for equipping leaders and apprentices to present brief reports to the Community Group leadership team. Skills in planning will also include skills in effective budgeting.

4. **The Community Group Director enlists and equips leaders for the Community Group.**

7 COMPETENCIES OF AN EFFECTIVE DIRECTOR

4. ENLISTS AND EQUIPS LEADERS FOR THE COMMUNITY GROUP.

- **Enlisting Leaders** – The Community Group Director understands the leadership needs of the Community Group and takes steps in discovering and enlisting the needed leaders. The enlistment process includes:
 - **Discussing:**
 - Leadership needs with the Community Group Leadership Team
 - Potential leader discovery (who will be asked to serve),
 - Determining the proper enlistment process

- New leaders being enlisted by the person to whom they are responsible, training the enlists, and following through with the persons enlisted.
- **Equipping** – The Community Group Director and the Community Group Leadership Team need to address training needs and assist new leaders in being equipped. Equipping plan should include identified training courses/ conferences, apprenticeship, observation, mentoring, online resources, viewing, listening, reading, and more.

7 COMPETENCIES OF AN EFFECTIVE DIRECTOR

4. ENLISTS AND EQUIPS LEADERS FOR THE COMMUNITY GROUP.

5. WORKS WELL WITH OTHER COMMUNITY GROUP MINISTRY LEADERS.

5. **The Community Group Director works well with other Community Group ministry leaders** – especially elders, pastors, staff, and the Pastor of Discipleship and Community. Key working relationships are very important in engaging the vision and mission of Henderson Hills Baptist Church and articulating a clear vision for the work of the Community Group .

7 COMPETENCIES OF AN EFFECTIVE DIRECTOR

4. ENLISTS AND EQUIPS LEADERS FOR THE COMMUNITY GROUP.

5. WORKS WELL WITH OTHER COMMUNITY GROUP MINISTRY LEADERS.

6. SUPPORTS AN EFFECTIVE ADMINISTRATIVE PROCESSES.

6. The Community Group Director supports an effective administrative processes.

The Community Group Director leads well by establishing, implementing, and supporting effective administrative processes. The Community Group Director defines clear processes and policies on:

- Keeping accurate attendance records
- Completing an up-to-date enrollment and dropping process
- Community Group Leader enlistment and training.
- Making informative reports to the church, leadership, and Community Group membership.

7 COMPETENCIES OF AN EFFECTIVE DIRECTOR

4. ENLISTS AND EQUIPS LEADERS FOR THE COMMUNITY GROUP.

5. WORKS WELL WITH OTHER COMMUNITY GROUP MINISTRY LEADERS.

6. SUPPORTS AN EFFECTIVE ADMINISTRATIVE PROCESSES.

7. UNDERSTANDS HOW TO WORK WITH AND ENCOURAGE LEADERS.

7. **The Community Group Director understands how to work with and encourage leaders.** Almost everything a Community Group Director does is based on developing relationships. Weak relationships hamper communication and trust. Strong relationships build communication and trust. A leader that is encouraged serves with greater joy and courage. A Community Group Director should hone his/her skills in encouraging leaders and do so frequently.

Some of the ways to encourage leaders include:

- Write short notes/texts/email of appreciation.
- Make public expressions of appreciation.
- Celebrate the wins and accomplishments of leaders.
- Focuses on the needs of leaders.
- Write down requests and respond to them specifically and quickly.
- Observe leaders, determine needs of leaders, and encourages leaders.

Community Group **Director** Job Description

WHAT IS THE PURPOSE OF THE DIRECTOR?

To be an active participating member of the Community Group and relieve the Teacher of administrative responsibilities. A Director identifies spiritual gifts and recruits people for various leadership positions in the group. As the primary administrator of the group, the Director oversees the week-by-week mechanics of the group and leads the leadership team to carry out their individual responsibilities.

The Director works closely with both the Teacher and team leaders to ensure that all five Purposes of the Community Group are addressed appropriately and the group is properly organized and mobilized for its mission of equipping one another to love Jesus and live sent.

WHAT DOES THE DIRECTOR DO?

- Plans and administers the total work of the Community Group by recruiting leaders, and encourages and leads them as they fulfill their responsibilities
- Directs the Community Group session (welcome, announcements, prayer, etc.), starting and finishing on time to allow for an adequate Bible teaching period (organize the announcements prior to group meetings)
- Arrives at least 10 minutes prior to Community Group start to set up the room and greet guests and members
- Leads group leadership meetings to plan, develop, evaluate, and implement ideas or strategies to reach group goals and objectives regarding the Five Purposes of the Community Group
- Identifies and develops new leaders (including an Apprentice Director) to help the group fulfill the Church's mission to make disciples.
- Works closely with the Outreach/Social Leader to ensure all prospects and Community Group guests are contacted regularly.
- Enlists and trains an Apprentice Director for the purpose of becoming a new Director when the Community Group multiplies.
- Encourages and equips leaders to multiply a new Community Group