

DR. PHIL SALLEE • SEPTEMBER 13, 2023

# COMMUNITY GROUP CERTIFICATION TRAINING



**A Philosophical, Practical, & Passionate Approach to Community Groups**

# COMMUNITY GROUP PRAYER & CARE COORDINATOR

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# COMMUNITY GROUP PRAYER AND CARE COORDINATOR

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The third purpose of the Community Group is **Ministering to One Another**. Ministering to one another can be one of the most fulfilling purposes of a Community Group. Community Groups grow in relational intimacy through mutual sharing and exchanging life experiences with one another. A loving and caring Community Group is a uniquely Christian experience and way of life, and is only possible due to God’s grace and His work through Jesus Christ. It is a spiritual experience and only achievable in the Holy Spirit. Christianity is built on the foundation of love, compassion, and service, with Christ as the ultimate example of selflessness. As believers, we are called to minister and care for one another, fostering a community that reflects the teachings of Jesus Christ.

In this article, we will explore the following three key issues that direct the Community Group Prayer and Care Coordinator:

- Biblical principles that demonstrate the value of prayer and caring.
- Practical ways for a Community Group to pray for one another.
- Practical ways for a Community Group to care for one another.
- Enlisting the help of others in shepherding victims of domestic abuse.

At the end of this article is a Community Group Prayer and Care Coordinator Job Description.

# BIBLICAL PRINCIPLES THAT DEMONSTRATE THE VALUE OF PRAYER & CARING

**Love is the Foundation of Caring (John 13:34-35):** In the gospel of John, Jesus imparts a profound command to His followers, saying, *"A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another. By this all people will know that you are my disciples, if you have love for one another."* (John 13:34-35, ESV)

**BIBLICAL PRINCIPLES THAT DEMONSTRATE  
THE VALUE OF PRAYER AND CARING**

**LOVE IS THE FOUNDATION  
OF CARING (JOHN 13:34-35)**

Love lies at the heart of Christian ministry, and caring for one another flows from this deep wellspring of God's love for us. When we minister to others, we embody the love of Christ, creating a community where compassion, understanding, and support thrive. Prayer becomes a natural outpouring of this love as we intercede for each other, seeking God's guidance, healing, and blessings.

## Equipping Through Prayer (Ephesians 4:11-14):

The Apostle Paul, in his letter to the Ephesians, emphasizes the various God-given roles within the

Christian community, stating, "*And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ.*" (Ephesians 4:11-13, ESV)

Prayer plays a pivotal role in equipping and nurturing believers for ministry. Through prayer, leaders seek divine guidance, wisdom, and discernment to serve the body of Christ effectively. Moreover, intercessory prayer empowers individuals to find their unique calling in the service of God, fostering unity and maturity within the Christian community.

Furthermore, a believer in Jesus that is equipped for works of service, is a believer who cares for the body of Christ. When the Body of Christ is properly cared for, the result is unity, maturity, and knowledge of the Son of God.

## BIBLICAL PRINCIPLES THAT DEMONSTRATE THE VALUE OF PRAYER AND CARING

### EQUIPPING THROUGH PRAYER (EPHESIANS 4:11-14)

## BIBLICAL PRINCIPLES THAT DEMONSTRATE THE VALUE OF PRAYER AND CARING

### PRAYERFUL ACTS OF GENUINE LOVE (ROMANS 12:9-13)

#### Prayerful Acts of Genuine Love

**(Romans 12:9-13):** In his letter to the Romans, Paul outlines the practical aspects of Christian care, stating, "*Let love be genuine. Abhor what is evil; hold fast to*

*what is good. Love one another with brotherly affection. Outdo one another in showing honor. Do not be slothful in zeal, be fervent in spirit,[a] serve the Lord. Rejoice in hope, be patient in tribulation,*

*be constant in prayer. Contribute to the needs of the saints and seek to show hospitality.” (Romans 12:9-13, ESV).*

Prayer is inseparable from the genuine love that characterizes Christian care. When we pray for one another, we lift each other's burdens before God, we share in one another's joys and sorrows. Prayer cultivates empathy, fostering a deep sense of connection. Through prayerful acts of service, we demonstrate Christ's love in tangible ways.

**BIBLICAL PRINCIPLES THAT DEMONSTRATE  
THE VALUE OF PRAYER AND CARING**

**SHEPHERDING THROUGH  
PRAYER (1 PETER 5:1-4)**

**Shepherding through Prayer (1 Peter 5:1-4):** In his letter to the early Christian churches, Peter addresses the role of leaders within the community, encouraging them to be humble

shepherds and examples to the flock: *"Shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock. And when the chief Shepherd appears, you will receive the unfading crown of glory."* (1 Peter 5:2-4, NIV)

Prayer becomes a vital tool for Christian leaders to watch over and care for their Community Group. Through prayer, leaders seek divine guidance to shepherd their flock with humility, wisdom, and compassion. They intercede for the needs of their congregation, fostering a culture of spiritual growth, healing, and unity.

Christian ministry is a divine call to love, serve, and care for one another as Christ did for us. Inspired by the teachings of Jesus Christ and the guidance of the Bible passages in John, Ephesians, Romans, and 1 Peter, we understand the indispensable role of prayer in our ministry of care.

Prayer is the lifeline that connects us to God's grace and power, enabling us to intercede, seek guidance, and serve one another with genuine love and compassion. Through prayerful acts of service, the Christian community becomes a beacon of hope and a demonstration of the transformative power of Christ's love in the world.

# PRACTICAL WAYS FOR A COMMUNITY GROUP TO PRAY FOR ONE ANOTHER

- Community Group members understand the necessity to refuse to gossip, cast blame, shame others, or be judgmental and criticize persons being transparent and vulnerable by making prayer requests. Discretion and permission to share prayer requests are essential.
- Get permission for sending prayer requests to the entire Community Group.
- Be discreet about sensitive prayer request information sent out publicly. If you have questions if information is too sensitive to send, rephrase the prayer request or choose not to send it.
- Collect prayer requests from the Community Group at a time agreeable to the Director.
- Here are a few ideas for collecting and distributing prayer requests:
  - Pass around a clipboard or 3x5 cards at the beginning of the Community Group and encourage members and guests to share their requests and praises.

## PRACTICAL WAYS FOR A COMMUNITY GROUP TO PRAY FOR ONE ANOTHER.

- **USE DISCRETION**
- **GET PERMISSION**
- **BE DISCREET**
- **WORK WITH DIRECTOR**

- Provide a space for group members to write their prayer requests down on the board as they enter; then during prayer time, break into small groups to pray for the requests listed.
  - Use technology to gather prayer requests (e.g., Group Me app, QR Code, Google Forms, group e-mail address, private Facebook page, or prayer blog) and distribute these requests in group. Please note: For security and privacy reasons, it is best to use the Blind Carbon Copy (BCC) feature when sending an email message to a large number of people. When you place email addresses in the BCC field of a message, those addresses are not visible to the recipients of the email.
  - Hand everyone a blank note card as they enter the room and have them write down a prayer request. Then, redistribute the cards at the close of your group time so that everyone has one person to pray for that week.
- Use “family rules” to provide time boundaries. For example, ask the group to share requests only for people they have lived with, people who have lived with them, or people currently living with them.

**PRACTICAL WAYS FOR A COMMUNITY GROUP TO PRAY FOR ONE ANOTHER.**

- **BE CREATIVE**
- **USE BCC (SECURITY)**
- **“FAMILY RULES”**

# PRACTICAL WAYS FOR A COMMUNITY GROUP TO CARE FOR ONE ANOTHER

Every Community Group member must know with certainty that the Community Group cares. Creating a culture of celebration and love is shared. It must be articulated by the Community Group leadership and simultaneously shared among the CG membership. Community Group members know that they are cared for if the Community Group will celebrate and love them and will stand with them in times of trouble and crisis.

## PRACTICAL WAYS FOR A COMMUNITY GROUP TO CARE FOR ONE ANOTHER

### ■ CELEBRATION AND LOVE

#### **Celebration and Love**

Healthy Christian community is characterized by a sense of belonging. Community Group members share a measure of empathy during times of trouble and crisis and in the celebration and love of

notable life events. Belonging to a group is achieved when the community both rejoices and cries together.

Romans 12:15-18 *“Rejoice with those who rejoice, weep with those who weep. Live in harmony with one another. Do not be haughty, but associate with the lowly. Never be wise in your own sight. Repay no one evil for evil, but give thought to do what is honorable in the sight of all. If possible, so far as it depends on you, live peaceably with all.”*

#### **Celebrating and Loving Community Group Members**

1. Know your Community Group members.
  - Know their names.
  - Know their spouses and family members' names.
  - Know their careers, hobbies, likes, and dislikes.



- Know when they are absent from the group.  
Agree as a CG to “chase the strays.”
  - Know when they are feeling troubled or distant.
2. Provide for the spiritual needs (praying with, listening to, being with, etc.). Model active group interaction and affirm one another, mutual rejoicing, sincere empathic responses, and reciprocated honor.
  3. Seek practical ways to serve one another.
    - Matthew 20:26-28 [Jesus said] *“It shall not be so among you. But whoever would be great among you must be your servant, and whoever would be first among you must be your slave, even as the Son of Man came not to be served but to serve, and to give his life as a ransom for many.”*
  4. Build relationships in your group apart from the group meeting.
    - Share lunch with one another after church.
    - Send cards, text, or email to one another.
    - Pay close attention to group members that miss meetings.
  5. Share resources to meet needs (Acts 2:45).
    - Providing meals (Uber Eats, Grub Hub, restaurant gift cards, etc.)
    - Picking up and delivering groceries or a treat (desserts, flowers, etc.)
    - Offering to provide transportation.
    - Mowing the yard or shoveling snow.
    - Watching the kids, offering to visit elderly parent, etc.
    - Acts 2:45-47 *“And they were selling their possessions and belongings and distributing the proceeds to all, as any had need. And day by day, attending the temple together and breaking bread in their homes, they received their food with glad and generous hearts, praising God and having favor with all the people. And the Lord added to their number day by day those who were being saved.”*
  6. Community Group members have a need to share in the celebration of notable stages of life. Recognize significant milestones of group members (significant

events and milestones like birthdays, anniversaries, birth of child, baptism, marriage, empty nesting, and retirement. etc). Shepherding and caring for members is needed when significant life events occur.

## **Trouble and Crisis**

Community Groups minister to one another during emergencies and crisis by shepherding and/or caring for one another. Shepherding and caring are words often used synonymously.

Shepherding, by definition, means to tend, to guard, and to lead, much like a shepherd takes care of his sheep. Shepherding a church member is providing loving care to members in need of nurturing, spiritual guidance, emotional support, financial assistance, and physical aid.

The most effective way of providing Biblical shepherding and caring of church members is through intentional decentralization. Decentralization is the deliberate decision to disperse or distribute the role of shepherding and caring among the church. Community Groups will share the burden and responsibility of Shepherding and Caring with the elders, deacons, and paid ministerial staff. Henderson Hills Baptist Church will be effective in shepherding and caring for its members by mobilizing, equipping, empowering, and supporting Community Groups to provide effective care in times of need.

## **The decentralization of the shepherding/caring ministry is a biblical concept.**

- In John 10:11, Jesus referred to Himself, as the "Good Shepherd" (John 10:11).

**PRACTICAL WAYS FOR A COMMUNITY GROUP TO CARE FOR ONE ANOTHER.**

## ■ **TROUBLE AND CRISIS**

**PRACTICAL WAYS FOR A COMMUNITY GROUP TO CARE FOR ONE ANOTHER.**

## ■ **DECENTRALIZATION**

- The writer of Hebrews called Him the “Great Shepherd” (Hebrews 13:20).
- In Luke 10, Jesus quickly enlisted 12, then 72 disciples to assist Him in telling the good news of the Kingdom of God and to minister to the needs of the people.
- In Acts 6:1-7, the young church had grown to more than 5,000 converts. Some of the Hellenistic Jews felt that the church was overlooking the needs of their widows. The apostles acknowledged the problem and appointed seven men to administer the daily distribution so they could concentrate on the things God had called them to do (prayer and ministry of the Word of God). Thus the shepherds of God’s flock saw to it that the needs of the people were met without providing all the hands-on care themselves.

According to Hebrews 13:17, it is the elders’ spiritual responsibility to shepherd and care for the people of Henderson Hills Baptist Church. To shepherd the flock effectively, the elder council will be intentional with the deacons of our church. The biblical role of a deacon is to assist the elders with the work of ministry.

Each elder will have the responsibility to care for the deacons of our church and to hear from them how they can come alongside of both deacons and Community Group leaders to minister to one another. Deacons will often be in contact with an elder and have an open line of communication. Because of this communication, at elders’ meetings, elders will share with each other and pray for the needs of the church.

Community Group leaders can use the deacons in their group to help with caring, shepherding, and ministering to people in need. Community Groups who do not have an active deacon in the CG will have staff member assigned to them to help fill the void of a deacon. Our hope in this process is to provide easy avenues of extensive care to our members.

In a large and growing church like Henderson Hills, the elders, deacons, ministerial staff and Community Group leaders must partner together in the shepherding of God’s flock - the church. The larger a church grows, the more necessary, useful, and

effective the leadership of the Community Groups become in shepherding the flock.

### **Ministering to Community Group Members Facing Trouble and Crisis**

Community Group members have a need for others to share in the suffering of significant trouble and crises. Shepherding/caring is most appreciated during unexpected or spur-of-the-moment times.

1. Community Group members must understand that they will care for one another in times of trouble:
  - Physical and illness
  - Career crisis or job loss
  - Marital or familial strife
  - Death of a loved one
  - Etc.
2. Community Group members share in the suffering during unexpected and crisis events:
  - Emergency Room visits
  - Hospitalizations
  - Surgeries and serious medical procedures
3. Community Group members and leaders understand that significant times of trouble and crises must be assigned degrees of urgency and attention. Trouble and crisis must be “triaged.” Triage means to assign degrees of urgency and attention to times of trouble and crisis. Informed triage will determine what level of shepherding and care. The following Henderson Hills Baptist Church groups are able to assist:
  - Community Groups
  - Ministry groups (Media, Worship, Men’s, Women’s)
  - Discipleship groups (Radical Mentoring, Micro-Groups)
  - Elders
  - Deacons
  - Ministerial staff
  - Support groups (Celebrate Recovery step studies)
  - Ministries of Jesus counseling services

This list can be enlisted when triage determines that the level of shepherding and care is evaluated to be beyond the capability of the Community Group.

1. Submit prayer requests to Sandy Rodriguez (Congregational Care Assistant srodriguez@hhbc.com, 405-341-4639)
  - A daily Prayer Report will be emailed to all elders, deacons, and church staff (Mon.-Thurs.).
  - The daily Prayer Report will also inform all elders, deacons, and church staff about prayer, shepherding, and caring needs.
2. Determine if an active deacon is a member of your Community Group. 33 of Henderson Hills 68 Community Groups have deacons/elders attending or leading the Community Groups. These groups will be able to enlist elder and deacon care with ease.
  - The Prayer and Care Coordinator should contact the active deacon in the Community Group. The deacon has been charged with assisting Community Group leadership with the Shepherding/Care needs in the Community Group.
3. Community Groups without an active deacon member will have ministerial staff assigned to them so that they can enlist elder council and deacon body to provide shepherding and care. If there is no active deacon in your Community Group, then the Prayer/Care Coordinator should contact one of the staff below:
  - Wally Weaver (wweaver@hhbc.com, 405-341-4639) - will attend to the needs of our Senior Adult Community Groups without an active deacon.
  - Beth McClain (bmclain@hhbc.com, 405-341-4639) - will attend to the needs of our Women's Community Groups without an active deacon.
  - Phil Sallee (psallee@hhbc.com, 405-341-4639) - will attend to all other Community Groups without an active deacon.

## **Enlisting the Help of Others In Shepherding Victims of Domestic Abuse**

The Church's responsibility to care for the body of Christ is centered on the gospel. When Jesus began His ministry, He

went to Nazareth, entered the synagogue, and read from Isaiah 61: *"The Spirit of the Lord is on me, because he has anointed me to preach the good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to set free the oppressed, to proclaim the year of the Lord's favor."*

Jesus had come to change the lives of the captive *and* the oppressed.

The Caring Well Ministry (CWM) efforts include referring the sinner and the sufferer to the experts that he/she needs as part of our ministry. This will include, but is not limited to law enforcement, abuse advocacy organizations, shelters, counselors, doctors, and pastors.

As a leader at HHBC, you have access to the Caring Well Ministry which is designed to equip and empower you to shepherd and lead your people while referring hurting people to this ministry.

### **Addressing Abuse of Community Group Members**

Listen, believe, support and care for those affected by domestic abuse.

- We are not to question, deny, or turn away from those that claim abuse.
- We are not to share their story with others that could harm or hurt persons or any investigations.
- We are not to give our opinion or give counsel. We leave this to the experts.

#### **ENLISTING THE HELP OF OTHERS IN SHEPHERDING VICTIMS OF DOMESTIC ABUSE**

- \* **LISTEN, BELIEVE, SUPPORT**
- \* **CARING WELL**
- \* **REFER WITH DISCRETION**

- We are to walk along side of those that are hurting and encourage them in the Scriptures.
- We do not seek to investigate charges of abuse but instead refer both the abused person and the perpetrator of the abuse to the Caring Well Ministry.
- We will report any suspicion of abuse for anyone under the age of 18 to the proper authorities (see diagram below).
- We will stand with victims and point them to Jesus Christ.

As a Community Prayer and Care Coordinator, your role is crucial for the life of your Community Group and for the hurting. As you shepherd and care for the people, you are encouraged to minister these people towards the love of Christ and the gospel.

Below is a list of ministries available to help those that are hurting and have needs. Please refer group members to the appropriate ministries for professional help.

- Caring Well Ministry- Provides care for those who have or are currently experiencing abuse. 405-456-9920 or [caringwell@hhbc.com](mailto:caringwell@hhbc.com)
- Ministries of Jesus – Provides health, licensed clinical counseling, and recovery care. 405-340-7400
- Deacon Benevolence – Provides financial assistance to members of HHBC. 405-341-4639
- Project 66 – Provides free food and clothing once per month. 405-341-1353 [office@projects.org](mailto:office@projects.org)

# COMMUNITY GROUP PRAYER AND CARE COORDINATOR JOB DESCRIPTION

## Community Group Prayer and Care Coordinator Job Description

### WHAT IS THE PURPOSE OF THE PRAYER AND CARE COORDINATOR?

To lead the group in effective intercessory prayer and express thankfulness to God for answered prayers and praises.

### WHAT ARE THE RESPONSIBILITIES OF THE PRAYER AND CARE COORDINATOR?

- Prays daily for the needs of members, guests, and the church family
- Provides prayer updates to the Director
- Develops an efficient method of collecting and distributing group prayer requests each week
- Is sensitive to the Holy Spirit
- Ensures that prayer is a key element of each group meeting, and in general, aims to limit the group prayer time to five to 10 minutes
- Contacts and encourages those who have requested prayer
- Informs the HHBC church staff with urgent prayer needs that involve hospitalization of group members and submit the prayer requests to Sandy Rodriguez
- Mobilizes Community Group members to care for persons facing trouble and crisis
- Rallies Community Group members to care for persons needing love and celebration.