



# FOUR FACES

OF AN EXCELLENT GROUP LEADER



# Your Adventure Awaits!

Hello future group leader! I just want to thank you for being willing to invest in yourself as a small group leader. You will be such a key component to us having a healthy church, and we could not begin to accomplish what God has called us to, as a church, without each of you! Your willingness to walk out in front of others and even pull others along with you is such a blessing to all of your HighRidge Elders, Pastors, and staff. Never forget that you are in this position because God has put you here and that you are a leader in our church!

As you take the time to watch all five of our training modules, please remember that I, along with our HRC coaches, are always here to help you. We want to make sure that you are supported, cared for, and always covered in prayer. We know that you being an excellent group leader starts with us being excellent coaches.

Upon completion of your training, please hand in this completed handout to your HRC groups coach or to anyone on staff here at HighRidge. Then, get ready for this amazing adventure we call small group leadership!

Together,  
Pastor Paul Holloway

## Module One - Introduction

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1. Small groups play a pivotal role in the \_\_\_\_\_ of the church.
2. Small groups are the \_\_\_\_\_ of the church!
3. Our training is built around what we call the Four Faces Of An Excellent Group Leader.
  - A. The Face of \_\_\_\_\_
  - B. The Face of \_\_\_\_\_
  - C. The Face of \_\_\_\_\_
  - D. The Face of \_\_\_\_\_

### Point To Ponder

A body is only as healthy as the cells that make up the body!



## Module Two

### The Face of Vision

#### Purpose

Knowing where you are going and why you are going there is such an important part of leadership. In this module, we hope you see the vision behind why we do groups, why they are an important part of our lives, and how you fit into that vision!

#### Notes from module two:

1. There are two primary goals for HRC Groups:
  - Grow in our relationship with \_\_\_\_\_.
  - Grow in our relationship with \_\_\_\_\_.
2. There are six reasons we need community:
  - Groups keep us \_\_\_\_\_.
  - Groups keep us \_\_\_\_\_.
  - Groups keep us \_\_\_\_\_ - \_\_\_\_\_.
  - Groups help us \_\_\_\_\_.
  - Groups help us \_\_\_\_\_.
  - Groups help us \_\_\_\_\_.
3. The role of a small group leader is to help deliver health to the body. The two ways a small group leader helps deliver health is by delivering:
  - \_\_\_\_\_
  - \_\_\_\_\_

#### Point To Ponder

Remember that growth in someone else is not your responsibility, but it should be your focus!



## Module Three

### The Face of Leadership

#### Purpose

Knowing how to actually lead small groups, and do it with excellence, takes some practice - and a little training never hurts! In this module, we hope you are able to grab a few nuggets that will help you as a leader of people and meetings. We also want you to see how we have built a structure to make sure you are cared for and supported!

#### Notes from module three:

1. My responsibilities as a small group leader:
  - Have a \_\_\_\_\_ (Create an atmosphere for people to grow!)
  - Be a \_\_\_\_\_ leader
  - Love \_\_\_\_\_
  - Always be a \_\_\_\_\_
  - Be a \_\_\_\_\_
2. Four things every group meeting should have:
  - **E** \_\_\_\_\_ (celebrate wins)
  - **S** \_\_\_\_\_
  - **P** \_\_\_\_\_
  - **N** \_\_\_\_\_

#### Additional Information

Currently, our small groups are built around five communities. This means that we are intentional throughout the year about having groups that support each of these communities.

- Men's Community
- Women's Community
- Marriage and Family Community
- Freedom Community
- Outreach Community

## Note:

The following part of Module Three is for your benefit only. It is not required that you complete this part with Dr. Deena Shelton!

# Getting Practical with Group Leadership

(By Dr. Deena Shelton)

What makes hosting a group difficult?

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## Skills at Several Levels

1. Starting group: \_\_\_\_\_
2. During group: \_\_\_\_\_
3. Ending group: \_\_\_\_\_

Starting Group:

1. Set the \_\_\_\_\_
2. Make the \_\_\_\_\_
3. Share how you “\_\_\_\_\_”

During Group:

1. Getting people to \_\_\_\_\_
2. Getting people to \_\_\_\_\_
3. Getting people to \_\_\_\_\_

Ending Group:

1. \_\_\_\_\_ before leaving
2. \_\_\_\_\_ as a way of \_\_\_\_\_
3. Important for \_\_\_\_\_  
and for \_\_\_\_\_.

### Who You Are Matters.

1. \_\_\_\_\_
2. Personal \_\_\_\_\_
3. Sense of \_\_\_\_\_
4. Warmth and \_\_\_\_\_

### Skills for Engaging:

1. \_\_\_\_\_ - \_\_\_\_\_ - the skill of not  
\_\_\_\_\_
2. \_\_\_\_\_: full  
engagement without \_\_\_\_\_
3. Verbal responses:
  - i. \_\_\_\_\_: hearing underlying issues
  - ii. \_\_\_\_\_: suggesting reasons or  
extensions from what is said
  - iii. \_\_\_\_\_: open ended

### Skills for Managing:

1. \_\_\_\_\_: stopping counterproductive  
communication (\_\_\_\_\_ and \_\_\_\_\_)
2. \_\_\_\_\_: in lay groups, as simple as  
using \_\_\_\_\_
3. \_\_\_\_\_: connecting information  
between people
4. \_\_\_\_\_: living out what you are learning  
(being \_\_\_\_\_, \_\_\_\_\_, and  
\_\_\_\_\_)
5. \_\_\_\_\_ and  
holding each other accountable



## Module Four The Face of Faith

### Purpose

Knowing how to answer the tough questions before they are asked is always a confidence booster. In this module, we hope to introduce you to some thoughts that will help you when you are trying to help others. This is one face of an excellent leader where you should always be growing. So don't stop learning, and remember, we have more helpful tools available for you at [www.HighRidgeLV.com/lead](http://www.HighRidgeLV.com/lead).

### Notes from module four:

1. When you are helping someone who is stuck, you will have more success if you \_\_\_\_\_ them along and not \_\_\_\_\_ them.
2. The destruction of our \_\_\_\_\_ with \_\_\_\_\_ and \_\_\_\_\_ is important to our enemy.
3. Remember that it is important that we always maintain an \_\_\_\_\_ perspective!

### Point To Ponder

Embrace spiritual leadership! Don't be afraid to let God use you to help find answers to people's questions. You can do this!



# Module Five

## The Face of Compassion

### Purpose

Knowing how to deal with people is one of the hardest things we will ever do. You can be certain that our enemy is always at work to make sure it's as messy as possible. However, learning to walk with people in compassion and empathy will help defeat the works of our enemy. In this module, we hope you will see some practical steps for dealing with difficult people and difficult situations, but most importantly, we hope you will learn to see God's people as He does!

### Notes from module five:

1. Excellent small group leaders know how to \_\_\_\_\_ with people!
2. We must always resist the desire to try and “\_\_\_\_\_” people.
3. The three “B”s that will help you develop an authentic relationship with someone are:
  - Know their \_\_\_\_\_
  - Know their \_\_\_\_\_
  - Know their \_\_\_\_\_

### Point To Ponder

How we see people will determine how we relate to them! Start today trying to see people the way God does, and you will most certainly be an excellent small group leader!



## Note:

The following part of Module Five is for your benefit only. It is not required that you complete this part with Dr. Deena Shelton!

# Small Group Serial Killers

(By Dr. Deena Shelton)

## Common Challenges

- a. People have \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_ that can get in the way
- b. Addressing situations that challenge group  
\_\_\_\_\_ and \_\_\_\_\_ is  
HARD
- c. It is \_\_\_\_\_ - \_\_\_\_\_ and  
gets \_\_\_\_\_ once you have practiced

## Common Group Serial Killers

I. The \_\_\_\_\_

What they do:

1. \_\_\_\_\_ a lot...about a lot...
2. Fail to \_\_\_\_\_
3. \_\_\_\_\_ on everything

What you can try:

1. Sharpen your \_\_\_\_\_ skills
2. Talk to them \_\_\_\_\_ the  
\_\_\_\_\_
3. Include them in \_\_\_\_\_  
\_\_\_\_\_

II. The \_\_\_\_\_

What they do:

1. Have \_\_\_\_\_ for everything
2. \_\_\_\_\_ sharing to offer \_\_\_\_\_
3. Rarely share \_\_\_\_\_ about themselves

What you can try:

1. Predefine the need for \_\_\_\_\_ without \_\_\_\_\_
2. Change their \_\_\_\_\_. Ask about their \_\_\_\_\_ with the topic
3. If it continues, \_\_\_\_\_ what you see privately

### III. The \_\_\_\_\_ and The \_\_\_\_\_

What they do:

1. Genuinely see themselves as \_\_\_\_\_ to the conversation
2. \_\_\_\_\_ main discussion
3. Unlike the expert, the point isn't always to \_\_\_\_\_

What you can try:

1. Don't let it \_\_\_\_\_ you \_\_\_\_\_
2. Sharpen your \_\_\_\_\_ and \_\_\_\_\_
3. If it's excessive, \_\_\_\_\_ a \_\_\_\_\_ outside the group

### IV. The \_\_\_\_\_ Leader

What they do:

1. Feel the need to \_\_\_\_\_ the group
2. Work hard by adding \_\_\_\_\_ of \_\_\_\_\_
3. Prevent the group from \_\_\_\_\_

What you can try:

1. Get comfortable with \_\_\_\_\_
2. Sharpen your \_\_\_\_\_ - \_\_\_\_\_ skills
3. Designate someone you trust to \_\_\_\_\_ if you \_\_\_\_\_ too much

V. \_\_\_\_\_ of the Group

What they do:

1. \_\_\_\_\_ or \_\_\_\_\_ their eyes
2. \_\_\_\_\_ or get extra \_\_\_\_\_
3. Keep their \_\_\_\_\_ closed

What you can try:

1. Practice \_\_\_\_\_ and \_\_\_\_\_
2. \_\_\_\_\_ answer the same question
3. \_\_\_\_\_ to the group what you experience and have them comment

VI. \_\_\_\_\_

What they do:

1. Stay in \_\_\_\_\_
2. Use talk time to \_\_\_\_\_
3. Have already tried \_\_\_\_\_ and it \_\_\_\_\_

What you can try:

1. Provide more \_\_\_\_\_ to the group
2. Use \_\_\_\_\_ to slow it down (identify one thing and have others speak to it)
3. Get comfortable \_\_\_\_\_ the discussion and ask them to save it for individual discussion

VII. The \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

What they do:

1. Always have a \_\_\_\_\_ or \_\_\_\_\_ story or example
2. Stay at \_\_\_\_\_ (reporting, not sharing)

What you can try:

1. Try \_\_\_\_\_ if appropriate
2. Use \_\_\_\_\_ to connect the stories and ask them to offer something deeper
3. Talk \_\_\_\_\_ of group if it is persistent

## VIII. The \_\_\_\_\_ Group

What they do:

1. \_\_\_\_\_ out and attend  
\_\_\_\_\_
2. Stay \_\_\_\_\_ in topics
3. Avoid \_\_\_\_\_ to activities

What you can try:

1. Share your \_\_\_\_\_ and discuss it
2. Ask for \_\_\_\_\_ to help with engagement
3. Don't try to \_\_\_\_\_ the group and solve the problem

# Just FYI...

## Your guide to being ready to lead an HRC Group!

1. Complete our HRC Growth Track if you are not yet a member of HighRidge Church.
2. Get connected with one of our HRC Group Coaches. If you have not yet been assigned a coach, please contact us at [Groups@highridgelv.com](mailto:Groups@highridgelv.com).
3. Complete our Freedom curriculum through one of our Freedom small groups.
4. Complete our online small groups training.
5. Wait for the start of the next small group semester and submit a groups signup form. Located on [www.highridgelv.com/lead](http://www.highridgelv.com/lead)
6. Think about things such as - will you offer childcare? (We have a childcare reimbursement program.) Will you do snacks or meals?
7. We approve the group.
8. Admin gets your group set up and ready for registration.
9. You receive an email indicating you are the leader of a new group.
10. You start recruiting people to be in your group.
11. Groups go online and are now ready for registration (At [highridgelv.com/groups](http://highridgelv.com/groups) or Church center app.)
12. Leaders welcome new registrants with an email/text.

## Your guide to an excellent small group meeting

1. Before your first meeting, notify members with location and meeting details.
2. First meeting - Leaders ask how members want to be communicated with and provide details of what their meeting will look like. (Food, wins, prayer, etc...)
3. If doing meals or snacks, define what that will look like. (Rotation etc.)
4. Communicate with your assigned coach or community leader throughout the semester. They are here to support you!
5. Remember that every meeting should have ESPN.
6. Create and maintain an atmosphere of excellence!
7. Enjoy watching people grow and take new faith steps!
8. What HRC Groups are not:
  - Your group meeting is not a place for you to practice teaching! So don't feel that pressure or take on that role.
  - Your group is not your next network marketing opportunity!
  - Your group is not a gossip session!
  - Your group is not a political forum!