

# THE 2:7 SERIES



## LEADER'S GUIDE COURSE 3

The Navigators is an international Christian organization. Jesus Christ gave His followers the Great Commission to go and make disciples (Matthew 28:19). The aim of The Navigators is to help fulfill that commission by multiplying laborers for Christ in every nation.

NavPress is the publishing ministry of The Navigators. NavPress publications are tools to help Christians grow. Although publications alone cannot make disciples or change lives, they can help believers learn biblical discipleship, and apply what they learn to their lives and ministries.

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## LEADER'S GUIDE -- COURSES 3-5

### The Ministering Disciple

#### Preface

#### **Overall Perspective**

*Growing Strong in God's Family* (Unit I), and *The Growing Disciple, Courses 1 and 2* (Unit II), have proven to be effective in introducing discipleship and helping participants become established in basic Christian disciplines. After completing these two units, many will be eager to move on to personal ministry. However, if people are not yet ready to disciple others, it would be helpful to direct them at this point to another study or fellowship group. You need to be sensitive to provide them with a healthy alternative.

*The Ministering Disciple, Unit 3* (Courses 3-5), places an emphasis on learning ministry skills that will equip students to disciple others and lead evangelistic Bible studies, as well as learning another level of personal Bible study. Question-and-answer studies will be replaced by a chapter analysis method in Courses 4 and 5. Because of the additional commitment involved in this unit, it should be noted that usually only 10-15% of a congregation participate and benefit from being involved in Unit 3.

In Units 1 and 2, there was a uniform set of standards and everyone in the group moved together toward the same requirements. Unit 3 allows for individual goals in Scripture Memory and Quiet Time. The desire is that when people complete all 3 units they will be able to practice the basics without the formalized structure of the 2:7 Series. Our purpose is to help the individual become a healthy, interdependent part of the body of Christ.

#### **Leadership Role**

The leader's responsibility is to communicate a heart for God and a heart for people. Your objective as a leader is not to get people through the course. It is to equip them in their confidence and ability to minister to others. If those in your group feel you are trying to get them through a program rather than meeting their needs, you do them a disservice in training them to disciple others. Discipleship is a process and just because we have completed a number of courses doesn't necessarily equip us for ministering effectively to others.

Think in terms of more than eleven weeks to complete each of the courses if necessary. When students are learning something new, they may need an extra session to grasp the concept or finish the work that has been presented to them. Think in terms of accomplishing the **mission of making disciples** rather than having them complete exercises within a certain time period. Completing the course is not the goal. Becoming a disciple of Jesus Christ is.

It's critical that you as a leader have a clear vision of where you are taking those in your group. Your goal is to equip ministering disciples. There is a continual need to emphasize Christian character, that a disciple is growing deeper in his/her relationship to Christ. The danger is in making assumptions about the maturity, knowledge, marital harmony, and ministry skills of the students.

In Units I and II, the leader functions primarily as a facilitator. In the *Ministering Disciple*, Unit III, the leader needs to be a pace-setter as well. He/she needs to be doing what is being taught. Where you have failed in an attempt to serve God, share that, so you will not be hypocritical. In the last three courses you must *lead*. If you expect to see your people become involved in evangelism and reaching out to minister to others, you must be the example.

The emphasis in ministering to others in Unit III is as follows:

- Course 3 - Learning to lead question-and-answer Bible studies
- Course 4 - Learning follow-up doing chapter analysis Bible studies
- Course 5 - Role-playing evangelistic Bible Studies and learning to lead a Chapter Analysis Bible study

## Important Suggestions

### 1. Leader's Guide

The leader's guide is filled with proven principles, methods and suggestions. Using it weekly will greatly benefit the leader's preparation as well as his/her ability to facilitate each lesson.

### 2. Leader Training Seminars

Leader Seminar Part II qualified you to lead Courses 3-5. If someone in your group wants to lead a 2:7 in the future, they should attend a Part I training seminar.

Information concerning the seminars can be obtained from your local Navigator representative or by contacting the Church Discipleship Ministries, The Navigators, P.O. Box 6000, Colorado Springs, CO 80934. Telephone: (719) 598-1212

## The Challenge Continues...

### Your Goals as a Group Leader

As the leader of your group, you have 3 primary goals:

1. To help each person become a more mature follower of Jesus Christ.
2. To equip each person with the vision, tools, and know-how for winning people to Christ and training others in discipleship.
3. To pray each person will become a laborer in God's harvest field, Matthew 9:38.

To reach these goals, you and your group will want to be consciously growing in your relationship with God and others.

### Evaluating Your Progress

Continue to evaluate your leadership on the basis of the following questions. You'll want to do this at least one time, preferably at the midpoint in each of the courses.

Who?	Who am I serving?
What?	What am I learning about the members of my group? What needs and expectations do my group members have?
Where?	Where am I in my own Christian life and ministry? Where am I leading this group?
Why?	Why am I leading this group? Why is each person in my group?
When?	When will I spend time socially with members of my group?
How?	How much am I praying for those in my group? How can I (we) best discern and meet their needs?

PRAYER for and with your group is essential for growth and effective ministry to take place. Dependence on the HOLY SPIRIT will help you be sensitive and alert to where your people are in their walk with Christ. Listen carefully - beyond their words. Look for clues that reveal unexpressed needs, roadblocks, or issues with which they may be struggling.

# **Leader's Guide**

## **Course 3**

# Chart for 2:7 Course 3

	<b>Scripture Memory</b>	<b>Quiet Time</b>	<b>Bible Study</b>	<b>Evangelism</b>	<b>Bible Study Leading</b>	<b>Other</b>
<b>Session 1</b>	Scripture Memory Review Techniques				How to Lead a B. Study - Part 1	Review Course 2 Goals
<b>Session 2</b>	Matthew 6:33 Luke 9:23	Share from "Bible Reading Highlights Record"	"The Ministering Disciple"	Making Friends w/ non-Christians; Activities Record	How to Lead a B.Study - Part 2	
<b>Session 3</b>	I John 2:15-16 Romans 12:2 Self- Check Quiz		"The Ministering Disciple"	Activities Record	How to Lead a B. Study - Part 3; Leader Evaluation	
<b>Session 4</b>	I Cor. 15:58 Heb:12:3		"Managing Your Resources"		Evaluation	"Born to Reproduce"
<b>Session 5</b>	Mark 10:45 II Cor. 4:5		5 pt. Application; Co-laboring with God and others	Activities Record	Evaluation	
<b>Session 6</b>	Prov. 3:9-10			Role-play Bridge; Influencing your Relatives		
<b>Session 7</b>	II Cor. 9:6-7		"Authority / Sufficiency of Christ"		Evaluation	
<b>Session 8</b>	Acts 1:8			Questions non-Christians ask		"Christlikeness"
<b>Session 9</b>	Matt. 28:19-20		"World Vision"		Evaluation	
<b>Session 10</b>	Review Quiz	↓		Role-play Bridge		
<b>Session 11</b>						Half Day of Prayer

## Guidelines for Course 3

Course 3 is the first of three courses that focuses on concepts and applications related to *The Ministering Disciple*. There is a strong emphasis on learning ministry principles and sharpening ministry skills. Leading question-and-answer Bible studies is practiced and emphasized in this course. Each person in the group will have an opportunity to lead at least one study. Sessions 1-3 include valuable material on leading Bible studies. Session 2 introduces helpful material on understanding evangelism as a process. This course will continue to develop students in their walk with God and in strengthening their grasp on the Scriptures.

The emphases in this course should be on working together as a team, maintaining clear vision, developing leadership, and experiencing the grace of God.

### Goals for Course 3

1. To continue to experience consistent and meaningful quiet times.
2. To learn principles for effective ministry with both Christians and non-Christians.
3. To maintain the ability to quote the verses memorized in Courses 1 and 2.
4. To learn principles and guidelines for leading Bible study discussion groups.
5. To memorize the twelve Scripture passages on “Be Christ's Disciple.”
6. To complete and discuss five Bible studies on ministry topics.
7. To learn how to use a five-point application.
8. To be involved in several exercises and assignments to strengthen one’s ability for relating to non-Christians and for sharing Christ.
9. To spend a half day in prayer.

### Preparing to Lead Course 3

During Course 3 your group members will be taking steps toward ministry that at first glance look like simple assignments. But something like participating in a non-spiritual activity with a non-Christian can be a monumental challenge to some individuals. Also, each person will be leading a Bible study and this can be a frightening experience for them. You’ll need to be supportive and encouraging, affirming that they can lead as you provide adequate instruction for them. Consistently pray for each person in your 2:7 group. As they complete assignments and projects during Course 3 they will perceive them as milestones that were well worth the time and effort.

Here are some things to keep in mind as you lead Course 3 in the 2:7 Series.

1. The focus in Courses 3-5 is on ministering to others. However, it’s essential to continue to stress the importance of the spiritual disciplines as you minister to others.
2. It is important that you participate in doing the same assignments that your group members are doing. For example, when they are required to start using an “Activities Record,” you need to do the same.
3. Members of your group will lead the Bible study discussion each week. Take notes as he or she leads and be ready to present suggestions for improvement.

Most 2:7 groups plan to meet for two hours each week. They spend 1 1/2 hours in covering the lessons and allow 30 minutes for conversation and informal fellowship. Some groups have 30 minutes of fellowship and light refreshments after the lesson. Other groups have roughly 15 minutes both before and after the class session. It's important to end on a pre-determined time. Couples with baby-sitters need to leave at a certain time. Others may have obligations afterwards. You will want to respect their time.

## Session 1

### Goals for Session 1

1. To explain clearly the contents and requirements of Course 3.
2. To introduce the group to principles and guidelines for leading effective Bible study discussion groups.

### The Process

#### 1. Review the goals of Course 2 (page 7).

If new members have been added to your group in Course 3, take a few minutes to let everyone get acquainted. Or, if they have not been together for awhile, allow time for renewing relationships. Encourage them that Scripture memory will come with consistent review. They may have been away from the group for awhile and need group stimulation.

Quickly review the six goals of Course 2. Make this a time of affirmation and praise. The students have worked hard during Course 2. They deserve to be recognized for their diligence.

Remind them of all they've learned in the first three courses, and how their own lives have changed in a way that will help them to minister to others.

#### 2. Preview Course 3 (pages 5-6).

Convey your sense of positive anticipation about what will happen in all of your lives as you work together through Course 3.

If you have been together through the previous courses, a growing camaraderie has been taking place. Your fellowship together will continue to be even richer.

The twelve excellent new Scripture memory verses have to do with "Be Christ's Disciple." They will be using some modified memory review patterns that will make verse review much easier to manage.

The Bible study topics are timely and relate to the emphasis of ministering to others.

There are several valuable evangelism inputs and exercises during this course.

All of the Bible study leading will be done by people in the group.

They will study two valuable articles, "Born to Reproduce," and "Christlikeness." The first challenges us to ministry, the other to godly character, providing a balance between life and service.

Session 11 will be a half day in prayer similar to the prayer time they had in Course 1.

#### 3. Survey the "Scripture Memory Instructions - Week One" and "The Topical Memory System in This Course" (page 8).

You may read these short paragraphs aloud or have each of them summarized by someone in the group. You may want to comment on the great value and practicality of the verses in “Be Christ's Disciple.” Usually, what you are excited about will also motivate them.

They will find Course 3 to be encouraging and challenging, and they will come away feeling sharpened and strengthened. They are being equipped to lead Bible studies and growing in heart, vision, and skill in ministering to others.

**4. Discuss “Scripture Memory Review Techniques” (pages 8-10).**

Ask group members if they have any comments or questions about the new Scripture memory review pattern they will be using in Course 3. Make sure you strongly stress that faithful review is the key ingredient in retention and use of memory verses. This is where your example and pacesetting will “preach louder than words.” Carry your verses with you so that you can review in your spare moments. Work on having your verses sharp. Convey the blessing of reviewing and using memorized verses.

You may want to show what type of verse box you have. Clarify that the verse box is a place where they will keep verses they have not yet memorized and verses they have memorized but are not assigned to review that particular week.

Share some verse or verses that have helped you to trust the Lord. Ask others to share how the verses they have memorized have helped them trust in the Lord.

There is a built-in memory aid for the sub-topics for both “Live the New Life” and “Proclaim Christ.” The “Live the New Life” verses fit into *The Wheel Illustration* and the “Proclaim Christ” verses fit into *The Bridge Illustration*.

If you or someone in your group has a technique for remembering the sub-topics for the “Be Christ's Disciple” or “Growing in Christlikeness” verses, be sure to share this with others. It could be visual, auditory, alliteration, or anything that helps recall the topics in order.

**5. Discuss “The Ministering Disciple” (page 10).**

Those who have been recruited to continue on into Course 3 are aware that the focus of Courses 3-5 is to become better equipped to minister to others. Remind them that these courses are more directed towards ministry and that the training they are receiving will lead them into greater fruitfulness and enjoyment in ministry.

Ask your group when they have had the opportunity to minister to other Christians or non-Christians and have been able to enjoy seeing the results. Spend five or ten minutes on this. Feel free to share your own experience. Don't expect everyone to share, but give opportunity for anyone who has something to contribute.

**6. Discuss “How to Lead an Effective Bible Study Discussion Group - Part 1” (pages 10-15).**

(As a leader, select and emphasize what you feel is most important in this section on “Leading an Effective Bible Study.” There is a lot of material, so be selective to suit the needs of your group).

Convey the excitement and fulfillment of leading people in effective Bible study discussions. Though techniques are taught, you want to repeatedly emphasize that caring relationships in a Bible study group are as important as the Bible study content.

Each of the group members will be leading at least one group Bible study during Course 3. At the end of each Bible study, that week's Bible study leader is evaluated by you and the

others in your group. Students learn from being evaluated, by watching others lead, and from the evaluation of others who lead.

### **Three training sessions**

Point out that this is the first of three instructional segments on how to lead an effective Bible study discussion group. The second segment is in Session 2 and the third segment is in Session 3.

### **Your role during Course 3**

Mention that everyone will be learning together - trying to help each other become increasingly skilled as group leaders. This is why it is so important to have an evaluation of each leader's performance. Everyone learns from the evaluation. People come with apprehension, so you want to encourage them. To make it less threatening, it may be beneficial in a mixed group to break into two groups with men leading men and women leading women. Use your own judgment and trust God for His wisdom.

### **The unique value of small group discussions**

Plan to highlight two or three items you feel are important. See if the group has any questions or comments about this section.

### **Two effective methods for leading a Bible study discussion**

#### 1. The Question-by-Question Method

This is an excellent method for leading a group of new Christians or people who have little or no experience in being in a small Bible study discussion group.

#### 2. The Section-by-Section Method

This will be the method used in Course 3. Due to insecurity, people will want to revert to the question-by-question method. Make it your goal here to use the section-by-section approach as each person takes turns leading. Handle any questions that may be asked about this method.

### **Three types of Bible study questions**

Have this section read aloud in the group. Have the group turn to an example of each of the three types of questions:

#### 1. Discovery

“The Ministering Disciple,” question 1a, page 28

#### 2. Understanding

“The Ministering Disciple,” question 1b, page 28

#### 3. Application

“The Ministering Disciple,” question 2b, page 28

### **Group leader responsibilities and techniques**

The group leader has the responsibility of facilitating the discussion. This is accomplished by launching the discussion, guiding the discussion, and transitioning into the next section. Read aloud and discuss the material on pages 13 and 14.

Practice using the launch question formula on the bottom of page 13, using the Bible study on pages 28 and 29 to see if they understand how to launch each section.

### **Several practical discussion guidelines**

Have the seven guidelines in italics on pages 14-15 read aloud, then let them read the thoughts under each of them silently. Ask for any questions or comments group members might have. Feel free to underscore those you feel are important.

### **The “Think About” questions**

You can read the two brief paragraphs or have someone in the group read them. Remind them that this is an ice-breaker for getting into the subject of each Bible study. It “primes the pump” for discussion.

7. **Read the “Assignment for Session 2” (pages 15,16).**  
Have someone read the assignment for Session 2 aloud.

### **8. Selection of Bible study leaders**

Although you can mention here that everyone will have an opportunity to lead a study during Course 3, don’t actually select the leaders until the end of Session 2. (see page 18 in this guide)

### **9. Prayer**

For these prayer times each week, the leader’s guide will make suggestions for topics about which you might pray. You know the people in your group and have a sense of where they are. Use the suggestions if they are helpful. Even though prayer is listed at the end of each session, be sensitive to the leading of the Spirit. You can pray at different times, making it a vital part of your 2:7 meetings.

## **Session 2**

### **Goals for Session 2**

1. To understand the process of evangelism.
2. To learn how to prepare effective understanding questions.

### **The Process**

#### **1. Break into verse review groups.**

Review Matthew 6:33 and Luke 9:23.

Encourage your people to stay current on Scripture memory. This is particularly important for Sessions 2-5 when they must memorize two passages each week. It is important not to get behind. Give extra attention to any who may be struggling in this area. You may want to team them up with another person in the group to review during the week.

#### **2. Share quiet time thoughts from your *Highlights Record*.**

This is the first time to share quiet time thoughts in this course. Come prepared to share something from one of your own quiet times that is fresh and encouraging. You don’t need to share first; just be ready to share something at the appropriate time.

#### **3. Report on any evangelistic opportunities this past week.**

In Courses 3-5, there will be time each week for sharing evangelistic opportunities. This is time to share those experiences. Doing this will help keep everyone thinking about reaching out to non-Christians. The evangelistic focus of Course 3 is the building of friendships with non-Christians more than sharing the gospel, but there will still be opportunities to share the gospel. It is a requirement in this course to either present *The Bridge* or give their personal testimony.

**4. Discuss evangelism material in this session** (pages 18-21).

Here are presented three very helpful tools in understanding the process of evangelism. Study for yourself the charts on pages 18-19 so they are very clear in your mind. Have the group interact with you to grasp the concept of process evangelism. Help them to see they are successful in evangelism by “taking the initiative to help a person move one step closer in the process.” If you or the group have any illustrations to share, this could be helpful in understanding these charts.

The *relationship evangelism activities record* is meant to be a useful tool in helping people intentionally witness to others. Some might react negatively to using such a record. Do not force the issue here, if you find that kind of resistance. The purpose is not to be legalistic, but simply to be more intentional in thinking of specific ways to get involved with others. Some will naturally share without writing anything down. Others will find this helpful in being more specific and developing some kind of plan. In any case, have people share what God is doing through their life and/or conversations they are having with people. Do they have a heart for the lost? What contact are they seeking to make? You might suggest they pray for God to give them a “burden” for people.

**5. Briefly discuss the 5-10 people on your *Evangelism Prayer List*.**

Go around the circle and have each person briefly share what is happening (or not happening) in the lives of the 5-10 people on his or her recently updated *Evangelism Prayer List*.

Take time to have several pray briefly for the people mentioned from the lists. This is the prayer focus for this session.

**6. Discuss “How to Lead an Effective Bible Study Discussion Group - Part 2” (pp. 22-30).**

a. The sequence of leader preparation.

This is an actual checklist of things that a group leader needs to do before coming to class to lead the Bible study. This is a section that every group discussion leader will want to refer back to when it is his turn to prepare to lead a Bible study.

You might ask if there is anything else people in your group think should be included in the list. You can ask if they think anything in the list should particularly be emphasized.

b. Understanding questions.

The Bible study discussion leader will often find that in order to stimulate more discussion and to get deeper into the lives of the people, it will be important to add some understanding questions of his own. It is, therefore, important for a person to learn how to write understanding questions.

c. The purpose of understanding questions.

Have this information read aloud and briefly discuss and clarify some of the details.

d. Guidelines for using understanding questions.

Ask for any questions or comments. Underscore the last paragraph about “the key thing to remember.”

e. Preparing effective understanding questions.

1. Types of understanding questions.

Don't talk about each type of understanding question. See if they have a question about any of the question types. In choosing a question type, the goal is to choose a type of question that will both stimulate discussion and deepen understanding.

2. The actual preparation process.

Ask the group what questions or comments they have about this section.

f. How to evaluate understanding questions.

Quickly review the **C-O-S-T-S** pattern aloud. As you do the exercise in practice, the “T-imey” evaluation will not be applicable because it is not an actual study. Handle any questions or comments that the group might have about using this acrostic for evaluating understanding questions.

g. Practice writing understanding questions.

It is important that each person has the opportunity to read at least two of their understanding questions. You can either go around the circle with each contributing in turn, or open it up for volunteers. If the second method is used, make sure everyone shares before you are finished with this section.

Have the person sharing identify what type of understanding question he is using. It will work better if a person shares only one answer at a time until everyone has shared at least once.

Another approach is to have a person share an understanding question and then see if anyone else developed an understanding question for that same answer in the Bible study. Ask the group how well each shared understanding question meets the **C-O-S-T-S** criteria. Remember that “timely” cannot be measured here. It can only be measured in an actual Bible study discussion. The other criteria can be measured here.

If you find that someone has really missed the mark by improperly writing understanding questions, meet individually with that person at another time to provide additional help. Be sure the person knows how to prepare understanding questions for the week he leads the Bible study discussion.

h. How to use application questions.

Be sure the group members understand the value of application questions. You might like to share the importance of applying the Word from verses like Psalm 119:59,60; II Tim. 3:16,17; Ezra 7:10. This is often the weakest part of Bible Study.

The great need in the church today is to “walk the talk” to incarnate Jesus Christ in our daily lives, to be salt and light in a world desperately in need of Christ.

- i. Leader evaluation checklist.

These ten items for evaluation can be used effectively following a Bible study discussion. After you lead this lesson on “The Ministering Disciple” questions 1-6, have them evaluate you. This will give them a greater sense of ease that you are willing to be evaluated along with them. The study leader can be evaluated by you or the people in the group on the basis of these leader guidelines.

**7. Discuss the Bible study, “The Ministering Disciple,” questions 1-6, and discuss the assignment on writing understanding questions (pages 26-30).**

You will lead this first study, which is half the lesson on “The Ministering Disciple.”

**8. Read the “Assignment for Session 3” and select Bible Study leaders (page 33).**

Have someone read the assignment. In addition to the items listed, you may recommend reviewing *The Bridge Illustration* to practice in the next session.

**Make sure someone has been appointed to lead the study each week, beginning next week.** The following suggestions will help you ensure a good experience for the discussion leader and a profitable discussion for the rest of the group. These guidelines will apply to subsequent sessions when members of your group are leading the Bible study discussion.

Make up a schedule of Bible study leaders at the end of this session. Have them write it in their book or you could photocopy the schedule and give it to everyone the next week. If you have more than five people in your group, you need to adjust the schedule so everyone gets experience in leading. One of the best ways to do this is to assign two Bible study leaders for each study. They will each prepare and lead half the study. A larger group can be divided into two groups, each with a leader.

Be available to give additional help to each week’s discussion leader(s), if needed. This can be a big hurdle for them, but your confidence in them will help them take this step of faith.

**9. Close in prayer.**

Your prayer focus was included earlier in item 5 - praying for those on their revised *Evangelism Prayer Lists*.

## Session 3

### Goals for Session 3

1. To learn additional skills for leading Bible study discussions.
2. To discuss progress in Lifestyle Evangelism.

### The Process

**1. Break into verse review groups.**

Encourage people to pair off and begin reviewing their two new verses for this week. Also encourage them to sign off completed items on the completion record. You might discuss the application of these two new verses to your daily life. What are the implications of the truths of I John 2:15,16 and Romans 12:2 as we live in a secular culture?

**2. Share quiet time thoughts from your *Highlights Record*.**

The tendency of some people is to ramble when sharing from the *Highlights Record*. If this is happening in your group, you may want to have several read directly from their highlights record with minimal explanation. That way everyone has an opportunity to share. Sharing from Scripture is often one of the most meaningful parts of the session and you will want to have as many share as possible.

**3. Report on any evangelistic opportunities this past week.**

Did anyone share *The Bridge Illustration* or their testimony?

**4. Share what you have written for one person on your *Activities Record*.**

Have everyone in the group read what they have written on their *Activities Record* for one person. What are they praying for these people? What type of activities have they planned? What have they learned from the process of planning for one person they hope to reach with the gospel?

This is the first of three times during the course when you and the group will share specific details of what you are writing on your *Activities Records*.

Be sensitive if someone prefers not to use this sheet, but still is involved in relating to the lost. This may not fit everyone's style and has nothing to do with their spirituality. Particularly as we emphasize ministering to others, we don't want to confuse methods with principles.

**5. Possibly role-play *The Bridge Illustration* in pairs.**

Everyone learned this illustration in the last course. But practice greatly enhances its value. You might have everyone pair up and take 15 minutes each to make the presentation. After 15 minutes have the two reverse roles. You will need to be the time keeper. Encourage the group to keep practicing this tool. (Another time for role-playing is suggested in sessions 6 and 10).

**6. Briefly discuss the self-checking quiz.**

Ask if they have any questions or comments about the items that are on the self-checking quiz. Keep this time brief.

**7. Discuss the Bible Study, "The Ministering Disciple," questions 7-12. (pages 30-33).**

This lesson will be lead by one of the students. At the appropriate time, turn the meeting over to the discussion leader. Allow approximately 30 minutes.

During the discussion, you should participate less than the others. The main responsibility you have during the Bible study discussion is to observe the leader and be ready to critique at the end of the study.

Conduct a non-threatening but straightforward evaluation of the discussion leader.

Use the "Leader Evaluation Checklist" (page 27) as the primary basis for your evaluation.

1. Affirm the discussion leader.
2. Point out several things that were done well.
3. Offer one or two positive suggestions for improvement.

The evaluation does not need to take long. You can usually do it in less than five minutes.

**8. Discuss “How to Lead an Effective Bible Study Discussion Group - Part 3” (Pages 36-39).**

a. Characteristics of a successful Bible study group.

Ask for their comments and questions on these suggestions for making a discussion group successful. You might want to emphasize something you feel your group needs.

b. Leader objectives.

Ask the group why it is important to have a clear objective. Give several reasons from the article or from their own experience.

c. Turning problems into opportunities.

One effective way to handle this section is to turn some of the subheadings into questions like: “How do you handle a person who talks too much?” or “How do you get back on track when the group gets off on a tangent?” It is not necessary to talk about all of them.

d. Maximizing the impact.

Discuss their comments/questions about this section.

e. Common errors in leading Bible study discussions.

Share a personal example of a time when you committed one or two of these errors. This will help them not to be threatened as they take turns leading. See if they have any questions on this section.

**9. Read the assignment for Session 4 (page 39).**

**10. Pray.**

You might focus the time of prayer in this session on praise and thanksgiving. You may not have much time, but with a number of sentence prayers, this time can be very meaningful. Praise and thanksgiving is always in order!

## **Session 4**

### **Goals for Session 4**

1. To understand the importance and potential of spiritual reproduction.
2. To deepen a commitment to being good stewards of God-given resources.

### **The Process**

**1. Break into verse review groups.**

Review I Corinthians 15:58 and Hebrews 12:3.

Continue to encourage them to stay on top of their Scripture memory verses these first few weeks when they are required to memorize two passages. Starting with Session 6, they will drop down to memorizing one passage per week.

This could be a place to introduce an article, a brief pep talk, a testimonial on the topic of perseverance or endurance. “Few Christians end well,” a prominent Christian statesman

noted. When you sense people in your group are getting bogged down, or lacking enthusiasm, you might provide them with some challenge or encouragement that has been helpful to you personally.

**2. Share quiet time thoughts from your *Highlights Record*.**

Encourage them to continue to respond back to God in prayer during their quiet time. Be sure you are doing this if you are asking them to do it.

**3. Report on any evangelistic opportunities this past week.**

Briefly share together any experiences of helping someone move one step closer in the process of evangelism. You might spend a few minutes in prayer for some of the people mentioned. This can demonstrate a concern on your part. Be alert to any questions they may have on the activities record.

**4. Discuss “Born to Reproduce” and the “Born to Reproduce” exercise (pages 41-48).**

This session can be a powerful one on vision. Be praying for wisdom in how you lead this particular session. Those who are especially conscientious in your group may put themselves on a guilt trip after reading the article. Others will read it and be stimulated. The purpose is to broaden their perspective and deepen their convictions about spiritual multiplication. Have several of them share what impressed them from the article and written exercise. Ask them how they see this applying to their life and ministry. How has this exercise increased their perspective? This article is in booklet form and additional copies can be purchased from NavPress. Feel free to share how the thoughts in “Born to Reproduce” have impacted your life.

**5. Discuss the Bible study, “Managing Your Resources” (pages 48-52).**

Once again, someone other than yourself is leading the discussion. The discussion should take about 45 minutes. Keep your eye on the clock. You may need to give a ten-minute warning when discussion has been underway 35 minutes. Be sure that the discussion leader knows that the discussion needs to stop on time. You need time to evaluate the discussion leader(s).

**6. Read the “Assignment for Session 5” (page 60).**

Point out that they will be using a new approach to “application” on page 55. Be sure your Bible study leader (s) will be ready for next week’s study.

**7. Pray**

Perhaps focus the prayer time on wise use of the various resources God has given you.

## Session 5

### Goals for Session 5

1. To learn how to write a five-point Bible study application.
2. To learn about the necessity and value of teamwork in ministry.

### The Process

#### 1. Break into verse review groups.

Review Mark 10:45 and II Corinthians 4:5

These verses on “serving” relate to the theme of “Co-laboring with God and Others.”

Perhaps you can briefly discuss these verses, looking at them in context and share from the lives of Jesus and Paul the importance of service.

#### 2. Share quiet time thoughts from your *Highlights Record*.

Listen to see if there are any patterns in what group members share from Scripture. God builds character in our lives as we reflect and act on the Word. There may be a recurring application from the Word regarding such areas as patience, use of tongue, diligence, faithfulness, etc. God is faithful to remind us of certain needs we have and may tell us over and over again. We can be thankful that God has a concern for us to make us more like Himself. This is the value of applying Scripture week by week.

#### 3. Report on any evangelistic opportunities this past week and/or progress you have made with people on your activities record.

This is the second of three opportunities for the group to share more specifically what you and the group have been writing on the *Activities Record* and the activities you have done with the people on that list. This could be a wonderful time of sharing what God is doing in people’s lives. Again, it’s good to remind the group of the value of prayer as we seek to reach out to the lost (Psalm 126:5,6).

#### 4. Discuss “How to Use a Five-Point Application” (pages 55-56).

Applications usually fall into one of three categories. They are something you plan to:  
**DO** - something you will specifically do. It can be measured and has a completion date.

**USE** - some idea or principle you can use in your own life or in helping others.

**REMEMBER** - something you now know and want to be sure to remember.

Ask the group what comments and questions they have on this material (The above is not in the student Course 3. They might like to write down some of these thoughts somewhere in Lesson 5). The five-point application applies most directly to the “Do” type of application. The “Use” and “Remember” are also very important. An example of a “USE” application: when you evangelize, seek to do it with others, and not alone. A “REMEMBER” application might be focusing on an attribute of God, reminding yourself through the day (or week) of this characteristic of God. Brainstorm with the group for a few minutes on possible applications.

The purpose of this format is that those in your group learn to make *SPECIFIC* application of the Word to their lives. It's easy to put down general ideas. If they wait on the

Spirit to bring things (needs, principles, truths) to mind and then make the necessary changes and adjustments in daily patterns of living, there will be true growth and movement toward Christlikeness. All applications may not fit neatly into this five-point format. That's not so important as long as they are learning to apply the Word specifically to their lives. Many church-going Christians do not know how to apply the Word to daily life. This is a departure from the "built-in" applications in the question-and-answer studies and should be a help as we go into chapter analysis study in the next course.

**5. Discuss the Bible study, "Co-laboring with God and Others" (pages 56-59).**

This is an excellent study on our serving with God and others, bringing out the value of teamwork. Here, those in your group will see that ministry is most effective when we function as part of the body of Christ. This concept is often missing in American culture.

As you evaluate the Bible study leader, you can point out the value of teamwork, even as we help each other learn skills of Bible study leading.

**6. Pray.**

Pray over principles from the Bible study. You can be specific regarding needs within your group or congregation.

**7. Read the "Assignment for Session 6" (page 59).**

Part of the assignment is to read the article, "Influencing your Relatives for Christ." This is one of the most natural means for outreach and yet often the most difficult. This article has a number of important suggestions for relating to your relatives.

## Session 6

### Goals for Session 6

1. To understand the importance and potential of ministering to relatives.
2. To increase your skill in presenting the gospel by role-playing *The Bridge Illustration*.

It's important as we train people in the basics that we don't miss caring relationships with them as well as dealing with issues that are on their hearts and minds. When you find that a session like this has less content, please take advantage to allow time for discussing how people are doing relationally and what issues they are struggling with. People may be coming to the group with financial worries, burdens in marriage and family, physical needs, damaged relationships. Provide opportunity for those in your group to share. This support will enable the group in becoming effective ministering disciples. We're not trying to get people through a program or to complete a course, but to practice a lifestyle of discipleship. It's helpful to allow extra time for interceding for each other as needs are brought up. And take time during the week to show genuine concern and help.

There's a delicate balance in relating to one another. Giving advice may be more harmful than helpful. It is important to listen and empathize. Don't try to fix everything. Many times people need help outside the group to meet more serious needs.

## The Process

### 1. **Break into verse review groups.**

Review Proverbs 3:9-10. This can be a good time to review the previous verses in this course. They are at the half-way point in terms of total number of sessions, but have already learned 9 of the 12 verses. You can encourage them that they will learn only one verse the next three times. Often Scripture memory can be the most difficult part of the Colossians 2:7 Series. Be an encourager to everyone in this endeavor. Ask the group how the verses they've learned thus far are becoming a part of their lives.

This is a good time to check one another off on the Completion Record.

### 2. **Share Quiet Time thoughts from your *Highlights Record*.**

Most weeks you should continue to share something from your quiet time. Before coming to class, give some thought to what you might share. Look for a quiet time thought that is simple and uplifting. Your enthusiasm in sharing from the Word is contagious. Ask the Lord to cause the Word to become alive to you.

### 3. **Discuss five-point applications.**

Have the group share their five-point applications and progress in applying them. This could be a good time to answer any questions they may have regarding the format. It's best if you can share first.

### 4. **Report any evangelistic opportunities this past week.**

Do not feel burdened to address this every week. Usually people are eager to share if they have taken opportunities during the week.

### 5. **Discuss “Influencing Your Relatives for Christ” (pages 60-64).**

Ask how many of them have relatives listed on their *Evangelism Prayer List*. Ask how many of their relatives have come to Christ through them or some other means.

During this discussion people often share deep personal concerns and hurts regarding their non-Christian relatives. People often want to be heard and understood more than they want advice about what to do.

Ask what impressed them most about “Influencing Your Relatives for Christ” when they read it. Discuss their comments and questions about this material.

End this discussion on a positive note. You might make a comment about how God understands all human relationships and that He loves our relatives more than we do.

### 6. **Role-Play *The Bridge Illustration* with another member of the class.**

Divide the group into pairs (probably not husband & wife together). Mention they should plan on 15 minutes each when making their presentation. At the 13-minute mark, remind those making the presentation that they have two minutes to finish. At the 15-minute mark, have the pairs reverse roles. Again, at the 13-minute mark remind the one presenting that he/she has two minutes to finish. Stop at 15 minutes. After completing the exercise, ask if the group members feel comfortable about using it. Encourage them to try using it outside class. They could even mention to a friend or relative that this is an assignment and would they be willing to listen.

Remind the group that they are to daily review the Proclaim Christ verses along with the new ones they are learning. As they use *The Bridge Illustration*, it's helpful to have the verses memorized. This will give greater confidence in using this tool.

**7. Pray.**

The focus of the prayer time can be on reaching relatives for Christ.

**8. Read the “Assignment for Session 7” (page 64).**

Point out that they will be writing out six understanding questions on “The Authority and Sufficiency of Christ.”

## Session 7

### Goals for Session 7

1. To gain a better understanding of the authority and sufficiency of Christ in ministering to others.
2. To further develop the skill of writing understanding questions.

### The Process

**1. Break into verse review groups.**

Review II Corinthians 9:6-7.

This would be an excellent time to spend more time in review - either the verses in “Be Christ's Disciple” up to the present, or A and B Series, “Live the New Life” and “Proclaim Christ.” You should have sufficient time in this session for review. In the next Course there are quizzes on the A, B, and C Series. Some people get bogged down in Scripture Memory at this point. They may need extra review and encouragement at this time.

You might ask in the group if there is any visual that could be used in tying this series together. Also, you might be thinking of creative ways to challenge each other in review. For instance, you can start with “Put Christ First, Matthew 6:33” and ask another person to do the next verse in “Put Christ First.” After that person quotes Luke 9:23, they can call on someone else in the group to give the next verse in the series and so on.

As a leader you will want to be involved and be a pacesetter. You might want to share current verses you are learning.

**2. Share quiet time thoughts from your *Bible Reading Highlights Record*.**

If you find people are doing more ad-libbing in their sharing, you might direct the group to read directly from their *Bible Reading Highlights Record*.

**3. Report on any evangelistic opportunities this past week.**

**4. Discuss the Bible Study, “The Authority and Sufficiency of Christ” (pages 65-69).**

This study has been included to be an encouragement as the group prepares to minister to others. An awareness of the power that comes from Christ and the authority He gives to their ministry is often needed when people feel insufficient. As we train people in *The Ministering Disciple Series*, we want to remind them of their source of strength as well as the authority they

have to make disciples in Jesus' name. If they can grasp the truths in this study, it could change the way they look at ministry and result in providing freedom where they have been trying to serve through their own efforts or power. Point out that the Christian life should be "overflow" not "overwork."

Before we discuss the understanding questions that people wrote on this study, take a few minutes to evaluate the leader using the "Evaluation Checklist" on page 27. Praise the group for their willingness to lead the Bible study sessions. Encourage them that they are becoming more skilled in this area. Mention that in a moment you will be looking at their understanding questions and helping them in the art of asking good questions.

**5. Discuss the six understanding questions on "The Authority and Sufficiency of Christ."**

Review briefly what an understanding question is and refer them back to pages 22 through 26. Have the students read questions going from section to section. And then as a group evaluate the questions using the **C-O-S-T-S** principles. Be sure to get everyone involved, seeking to have them share as many as possible. Remind them that the art of leading a successful Bible study is being able to ask good questions. One error that people make in writing understanding questions is not keeping them simple. They may ask two questions in one or make the question too complicated. Try to avoid questions that have no answer or are controversial. In most cases, their questions will be good.

It's important in doing Bible studies to keep a clear focus. Sometimes people do get off on "rabbit trails" that may or may not be helpful. Some questions can be trivial or insignificant to the theme of the lesson. You would want a minimum of these. There are no hard and fast rules. You don't want to try to control the discussion or box people in. At the same time, you want the study to be meaningful and relate to where they are living.

**6. Read the "Assignment for Session 8" (page 69).**

Have group members look ahead to pages 79-81 and point out that they will select three of the nine questions to complete. Ask them to decide which ones they want to answer to ensure that all will be researched and answered. In most cases (depending on the size of the group), there will be more than one person doing each question. All will be doing two additional questions for numbers 10 and 11. An explanation is at the bottom of page 80.

**7. Pray.**

What are the particular needs or concerns of your group at this point? You might use these for your focus during the prayer time. Again, feel free to incorporate the prayer time earlier in the class session. Often prayer is neglected if always left to the end.

## Session 8

### Goals for Session 8

1. To gain a practical understanding of what it means to be Christlike.
2. To think through some questions non-Christians ask and to be better prepared to answer them.

## The Process

### 1. Break into verse review groups.

Review Acts 1:8

When they finish reviewing, ask how many have signed off all of the memory work up through this week. If they have any catching up to do, it should be completed in the next two weeks.

### 2. Share quiet time thoughts from your *Highlights Record*.

If the quiet time is becoming routine for people, or has lost its vitality, it may be helpful to discuss some of the reasons. It could be timing, in that people feel rushed from trying to include too much in the time allotment they have. Or, they may need a change in their routine to keep it fresh and meaningful. You may have some ideas from your own experience or others in the group may have suggestions that would be helpful. Since this will be their lifeline in the long run for Christian growth, it is important they keep working at it. Remind people of the article, “My Heart, Christ’s Home,” in Course 2. Christ is waiting to meet with us.

### 3. Report on any evangelistic opportunities this past week.

Briefly share together any experiences of helping someone move one step closer in the process of evangelism. Did they share *The Bridge Illustration* or their testimony?

### 4. Share progress you have made with people listed on your *Activities Record*.

This is the last of three times during Course 3 when you and the group will share this in detail. Hopefully by now the *Activities Record* will be a helpful tool for most of the people in your group.

### 5. Discuss the article “Christlikeness” (pages 70-77).

There is a major emphasis on ministry in Courses 3-5. The purpose of this assignment is to help bring balance. What we are is more important to God than what we do. A godly character is a solid foundation from which ministry can be sustained.

Most of the time will be spent sharing what each one wrote on page 77. Allow everyone to share at least once. Feel free to share from your own life the need for balance between “being” and “doing.”

### 6. Discuss “Handling Questions Non-Christians Ask” (pages 77-81).

#### a. Guidelines for Dealing with Questions.

Discuss each of the six guidelines with your group. Each guideline may be read aloud by someone and then briefly discussed by the group.

#### b. What Kind of Questions do they Ask?

Have the group quickly read over this section on pages 78-79. What questions do you hear most frequently asked? Be sensitive to our culture. Address the issues that people are facing.

#### c. Question Research Exercise.

Discuss each of the questions in order. Start with Question 1 and ask everyone to be ready to write down additional ideas that come out of discussion. Those who have not researched question 1 have an opportunity to fill it in at this time. By the time you are

through all nine questions, each person in the group will have them filled in. Keep the discussion moving right along. You still have questions 10 and 11 to deal with.

In handling questions 10 and 11, first ask what other questions they thought non-Christians might ask. Choose two of them you think would be the most useful to be able to answer when evangelizing. Work together as a group to come up with two or three more Scripture passages for each. Then work together on improving the possible answer that might be given to each of these two questions.

One of the greatest needs is to be a good listener. We need to be tuned in and sensitive, not only to the questions people raise, but to the needs of the person asking the questions. If we truly understand what people are asking, we can begin to dialogue effectively. We often answer questions people aren't asking and turn them off. Relationship is most critical.

Once a relationship is established, you can use resource material from people like Josh McDowell to help you. Check with your church library and/or your pastor for other materials that might help with difficult questions.

**7. Pray.**

The focus in this session can either be on being "Christlike" or interceding for non-Christians who are struggling with questions or issues.

**8. Read the "Assignment for Session 9" (page 81).**

## Session 9

### Goals for Session 9

1. To lift their sights beyond their own immediate sphere of influence and see what's on God's heart for the world.

### The Process

**1. Break into verse review groups.**

Review Matthew 28:19-20. Some may still need to work on getting items checked off on their completion record.

**2. Share quiet time thoughts from your *Highlights Record*.**

Encourage the group concerning the value of writing things down. It's easy to neglect this and miss the blessing of this discipline. If you struggle with it yourself, share with the group so they realize they are not alone.

**3. Report on any evangelistic opportunities this past week.**

**4. Discuss the Bible study, "World Vision" (pages 82-88), including the five-point application.**

Vision is what drives us. This study can be quite significant in lifting our eyes to see a

world that desperately needs Christ. You can have a good discussion on practical ways to stay involved with “the harvest.” The five-point application will probably bring this out.

After evaluating the Bible study leader, you may want to make some comments regarding the training they have received earlier in this course and how well the group has learned to lead Bible studies. You might discuss lessons they have learned in this training.

You will lead the chapter analysis chapter study in Course 4. Then in Course 5 the students again will take turns leading. These two courses should help prepare them for the time when they will have their own small group.

**5. Pray.**

Take advantage of opportunity to focus on missionaries, applications from the study, and anything else you might like to consider concerning World Vision. If you know of helps in praying for world-wide needs, this would be a good time to share them with the group.

**6. Read the “Assignment for Session 10” (page 88).**

Session 10 will be catch-up and review. Encourage them to bring their Course 1 book with them the next week, as you will be reviewing instructions again on spending a half-day in prayer.

## Session 10

### Goals for Session 10

1. To review Course 3 and finish up anything that has not been completed.

### The Process

**1. Break into verse review groups.**

Review all the verses memorized in Course 3 and get anything signed that they can on their

*Completion Record.* If they have not gone over Series A and B in a class session during this course, pair up to review these verses. In the next course they will be challenged with three quizzes on all the verses learned up to this point, so it is important that they keep their verses sharp.

**2. Share quiet time thoughts from your *Highlights Record*.**

In Course 4 there are optional items on the new *highlights record*. This should prove to be a stimulus for them in their reading and marking. Also, they will determine the number of days during the week that they will want to maintain their quiet time. The purpose is to develop a lifestyle of spending time with God. You might let them know what to expect as they look forward to Course 4.

**3. Report on any evangelistic opportunities this past week.**

**4. Role-play the bridge illustration with another member of the class.**

More than likely your group still needs practice using this tool. Ask if anyone has shared *The Bridge Illustration* with another person recently. Use the same pattern you followed in Session 6.

**5. Review the material from Course 3.**

Quickly look over the course material to see if all has been completed and to see if there are any questions. You may want to emphasize some things that came up during the course. The need may be to encourage, to challenge, to instruct. Pray God will give you wisdom to know what to cover.

**6. Go over plans for the half day in prayer.**

The people in your group have brought their Course 1 books with them. You can review the materials, Session 10, pages 77-86. Finalize the plans for the half day in prayer.

**7. Pray.**

Spend some time in thanksgiving to God for lessons learned during this course. Intercede for one another concerning various needs.

**8. Read assignment for session 11.**

## Session 11

### Goals for Session 11

1. To participate in a half-day alone with the Lord.

### Preparation

It is important for you to review the **Courses 1 and 2 Leader's Guide**, pages 40-42, and the student material for Course 1, Session 10. These guidelines and principles apply to this half-day in prayer as well.

Keep in mind the perspective of where the half-days in prayer fit into *The 2:7 Series*. The extended prayer times in Courses 1 and 3 are similar: your group gets together, individuals scatter to have their time with the Lord, and then you all come back together to share. In Course 5 you and your group will experience an extended prayer time all together. The Course 5 format is different but is every bit as exciting and profitable.

### The Process

**1. Meet together for a brief orientation.**

Everyone has been involved in a half-day in prayer before. They need very few instructions. Take care of any logistical matters at this time. Where are the rest rooms? Are there any rooms that cannot be used? At what time do you want them to come back?

Remind them that they do not need to follow the exact pattern they did during the extended prayer time in Course 1. There is a great deal of flexibility in the numbers of things they can do during the prayer time.

Lead in prayer or have someone else lead in prayer before you each go your own way for

the next three hours or so.

**2. Scatter and spend individual time with God.**

Spend your own time alone with the Lord. You have no responsibilities about which to be concerned. It can be a wonderful time of refreshment for you.

**3. Come back together again to discuss what you have done during your time alone and your observations on this experience.**

In the half day in prayer in Course 1 it was suggested that you share what you did in your three hours before others would share. During this sharing time anyone may go first. You will find that the sharing is enthusiastic and spontaneous. You may share whenever you wish, perhaps at a point when the sharing has slowed a bit.

**Reminders**

1. You have now completed Course 3, the first of three courses in Unit III, “*The Ministering Disciple*.” Your people are moving into greater ministry involvement. They have learned how to lead a question-and-answer type Bible study. They should be equipped to use *The Bridge Illustration*.

If some of your people have not completed all of the requirements for Course 3, you may need to wait a week or two for them to catch up before starting Course 4. The intensity of Course 4 will be greater as people learn how to do a chapter analysis type Bible Study. This should be a new, stimulating and life-changing experience for the group. They will also be involved in some basic follow-up or discipling where they will begin to pass on some of the things they have learned.

2. Continue to look to the Lord to enable you to be an example of “The Wheel” and “The Hand” in your own life. Pray for your own outreach and schedule time to be doing those things you are asking your group to do. We see in Philippians 3:17 that Paul and other believers at that time “set the pace”:

“Join with others in following my example, brothers, and take note of those who live according to the pattern we gave you.”

Congratulations on the good job you have done with your group! Some wonderful experiences lie ahead in Course 4!