

**MINISTERING
TO ONE
ANOTHER**



**COMMUNITY GROUP
*LEADERSHIP TRAINING***

THE FIVE PURPOSES OF A COMMUNITY GROUP

1. Reaching people for Christ
2. Teaching people the Bible
3. Ministering to one another in the Community Group
4. Serving the Lord as a Community Group
5. Integrating the mission and vision of Henderson Hills Baptist Church to the Community Group

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

The third purpose of the Community Group, **Ministering to One Another**, can be one of the most fulfilling. 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, made possible only through God’s grace and His work through Jesus Christ. A loving Community Group is united with Christ by obeying Jesus’ command to love one another and to care for and shepherd one another. (John 13:34-35, Ephesians 4:11-14, Romans 12:9-13, 1 Peter 5:1-4)

TWO ESSENTIAL ASPECTS OF COMMUNITY GROUPS MINISTERING TO ONE ANOTHER THAT WILL BE ADDRESSED IN THIS BOOKLET:

- How can a Community Group organize to minister more effectively?
- What are some practical ways a Community Group can minister to one another?

HOW CAN A COMMUNITY GROUP ORGANIZE TO MINISTER EFFECTIVELY?

Community Groups will be able to minister to one another more effectively through the leadership of a designated Community Group **Prayer and Care Coordinator**. A diligent Prayer and Care Coordinator will be uniquely gifted to lead the Community Group in the “best practices” of praying for one another and shepherding/caring for one another.

Leadership is key! The most effective means of a Community Group organizing to minister is leadership. Each Community Group would do well to identify and appoint a member to specifically attend to the purpose of ministering to one another.

No Community Group should expect a high-capacity leader to serve multiple roles. Even a high-capacity leader will wear down and risk burn-out if charged with multiple tasks. Typically, leaders charged with multiple tasks, inadvertently allow one of the tasks to suffer at the expense of another. A Prayer and Care Coordinator should be gifted with one or more of the corre-

sponding spiritual gifts (service, mercy, hospitality, helps, wisdom) suitable for this position.

WHAT IS THE PURPOSE OF THE PRAYER AND CARE COORDINATOR?



To lead the Community Group in effective intercessory prayer and express prayers of praise and thankfulness for answered prayers and to coordinate shepherding and care for Community Group members in need.

WHAT ARE THE RESPONSIBILITIES OF THE PRAYER AND CARE COORDINATOR?

- Prays daily for the needs of members, guests, and the church
- Is sensitive to the Holy Spirit
- Provides prayer updates to the Community Group
- Develops an efficient method of collecting and distributing group prayer requests each week
- Ensures that prayer is a key element of each Community Group experience
- Uses wisdom to provide appropriate time boundaries for group prayer
- Contacts and encourages those who have requested prayer
- Informs Community Group leadership and the Congregational Care Team of urgent prayer needs that involve significant hospitalization/surgeries/condolences of Community Group members

- Submits grave prayer requests to Congregational Care Assistant Sandy Rodriguez - srodriguez@hhbc.com, 405-341-4639

BEST PRACTICES FOR COMMUNITY GROUP PRAYER

- Community Group members understand the necessity to refuse to gossip, cast blame, shame others, or be judgmental and critical of persons being transparent and vulnerable by making prayer requests. Discretion and permission to share prayer requests are essential.
- Get permission to send prayer requests to the entire group.
- Be discreet about sensitive prayer request information sent out publicly. If you question that information is too sensitive to send, rephrase the prayer request or choose not to send it.
- 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 who currently live with them.
- Collect prayer requests at the beginning of the Community Group. 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.
 - Provide a space for group members to write their prayer requests down on the board as they enter. During prayer time, break into small groups to pray for the requests listed.

- 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 everyone has one person to pray for that week.
- Use technology to gather prayer requests (e.g., Group Me app, Google Forms, group e-mail address, private Facebook page, or prayer blog) and distribute these requests in Community Group.
- 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.

WHAT ARE PRACTICAL WAYS A COMMUNITY GROUP CAN MINISTER TO ONE ANOTHER?

Every Community Group member must know with certainty that the Community Group cares. Creating a culture of celebration and love is a shared responsibility. It must be articulated by the Community

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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.
- Romans 12:15-18

Group leadership and simultaneously shared among the CG membership. Community Group members know they are cared for if the Community Group will **celebrate and love** them and will **stand with them in times of trouble and crisis**.

CELEBRATION AND LOVE

Healthy Christian community is characterized by a sense of belonging. Community Group members should desire to share in the celebration of notable life events. Belonging to a group can be achieved when the community rejoices together. (Romans 12:15-18)

BEST PRACTICES FOR CELEBRATING AND LOVING COMMUNITY GROUP MEMBERS

- Know your Community Group members. Know their names and their family members. Know their careers, hobbies, likes, and dislikes. Know when they are absent and why. Know if they are feeling troubled or distant.
- Provide for spiritual needs (praying with, listening to, being with, etc.). Model active group interaction and affirm one another with mutual rejoicing, sincere empathic responses, and reciprocated honor.
- Seek practical ways to serve one another. (Matthew 20:26-28) Build relationships in your group apart from the CG meeting. Share lunch with one another after church. Send cards, texts, or emails to one another. Pay close attention to the group members that miss Community Group.
- Share resources to meet needs. (Acts 2:45) This could be watching kids, offering to visit elderly parents, mowing the yard, shoveling snow, providing transportation, providing meals, or picking up and delivering groceries.

- Community Groups members have a need to share in the celebration of notable stages of life. Recognize significant milestones of group members (birthdays, anniversaries, birth of child, baptism, marriage, empty nesting, retirement, etc). Shepherding and caring for members is appreciated when significant life events occur.

STANDING WITH THEM IN TIMES OF TROUBLE AND CRISIS

Community Groups minister to one another during emergencies and crisis by shepherding 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 those 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 **decentralization**. Decentralization

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*Obey your leaders
and submit to them,
for they are keeping
watch over your souls,
as those who will have
to give an account. Let
them do this with joy
and not with groaning,
for that would be of no
advantage to you.*
- Hebrews 13:17

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. This is decentralization.

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

- 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 the church was overlooking the needs of their widows. The apostles acknowledged the problem and appointed seven men to administer the daily distribution of food so they could concentrate on the things God had called them to do (prayer and ministering 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 to care for the people of Henderson Hills. 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 as to how they can come alongside both Deacons and Community Group leaders to minister to one another. Deacons will often be in contact with an Elder and will keep 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 rely on 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 Community Group will have assigned to them a staff member 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 becomes in shepherding the flock.

BEST PRACTICES FOR 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.

- Community Group members must understand that they will minister to one another in times of trouble (illness, career crisis or loss, marital strife, family strife, death of a loved one, etc.).
- Community Group members share in the suffering during unexpected and crisis events (ER visits, hospitalizations, or serious medical procedures, or surgeries).
- 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 is necessary.

The following Henderson Hills groups can 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.

BEST PRACTICES FOR ENLISTING THE ELDERS, DEACONS, AND MINISTERIAL STAFF TEAM OF CARING SHEPHERDS

- Submit prayer requests to Congregational Care Assistant Sandy Rodriguez - srodriguez@hhbc.com, 405-341-4639
- A daily prayer report is emailed to all Elders, Deacons, and Church Staff (Mon.-Thurs.). The daily prayer report also informs all Elders, Deacons, and Church Staff about prayer, shepherding, and caring needs.
- Determine if an active Deacon is a member of your Community Group. More than half of Henderson Hills' 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.
- Community Groups without an active Deacon will have Ministerial Staff assigned to them so that they can enlist the Elder Council or 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, 405-341-39) - will attend to all other Community Groups without an active Deacon.

ENLISTING THE HELP OF OTHERS IN SHEPHERDING VICTIMS OF DOMESTIC ABUSE

Caring Well Ministry (CWM)

- Cares for the sufferer by helping them find refuge in Christ.
- Ministers to the abuser by helping them discover forgiveness in Christ.

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 came to change the lives of the captive *and* the oppressed.

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 includes, 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.

BEST PRACTICES FOR 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 who could harm or hurt persons or any investigations.
- We are not to give our opinion or give counsel. We leave this to the experts.

- We are to walk along side 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 on the following page).
- We will stand with victims and point them to Jesus Christ.

As a Community Group Leader, your role is crucial for the life of our church and for the hurting. As you shepherd and care for the people, we encourage you to minister to these people with 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 THEM TO THE APPROPRIATE MINISTRIES FOR PROFESSIONAL HELP.

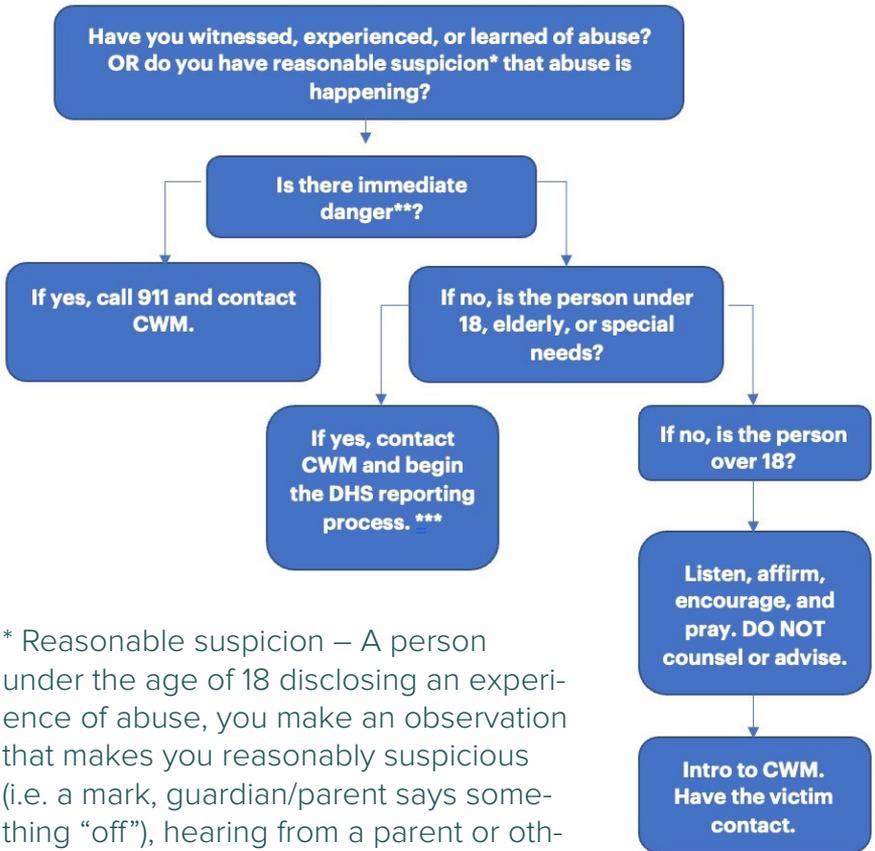
Caring Well Ministry – Provides care for those who have or are currently experiencing abuse. 405-456-9920 or carin-gwell@hhbc.com

Ministries of Jesus – Provides health, clinical, 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@project66.org

DOMESTIC ABUSE DISCLOSURE FLOW CHART



* Reasonable suspicion – A person under the age of 18 disclosing an experience of abuse, you make an observation that makes you reasonably suspicious (i.e. a mark, guardian/parent says something “off”), hearing from a parent or other adult who knows about it or is suspicious about it. (Definition from Becoming a Church that Cares Well for the Abused)

** Immediate danger - You must believe that death or serious physical harm could occur within a short period of time (Definition from the U.S. Dept of Labor)

*** If possible, have basic information (i.e. name, address, phone number, etc.) ready when DHS asks for it. If not reported to DHS, you could be held liable.

CWM = Caring Well Ministry



HENDERSON HILLS
BAPTIST CHURCH