

changed lives by
**REACHING
UP IN OUT**

Small Group Handbook 2011



Impact Small Group Facilitator Handbook

v1.51



Impact Small Group Facilitator Handbook, Version 1.51

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Contact Info:

Mike Vander Dussen, Development Pastor – (916) 424-7478 mvanderdussen@impactcommunity.com

Alan Hardwick, Small Groups Coach – (916) 761-9256 ahardwick@hvacsuccescoach.com

James Tysinger, Small Groups Coach - (916) 501-6273 james.tysinger.iii@gmail.com



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 James Tysinger, Small Groups Coach - (916) 501-6273 james.tysinger.iii@gmail.com



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Contact Info:

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Welcome And Introduction

Thank you for your willingness to serve in the Small Groups ministry!

As a Small Group Facilitator, *you* are the catalyst God will use to make the Small Groups ministry happen. Impact can't do it without you!

Impact's weekend services are very important, but Small Groups are vitally important, too. Small Groups are where everything goes "deeper" – Bible Study, relationships, prayer, support, accountability – you name it!

Small Groups are where we can all grow as Christians, whether we were just baptized last week, or whether we accepted Christ in grade school. No matter where we are in our walk with Christ, we all continue to grow and to become more like Him, and Small Groups are where much of that growth happens.

As you begin serving as a Small Group Facilitator at Impact, it's important to know *why* we have Small Groups at Impact and *how* we "do" Small Groups at Impact.

Every Impact Small Group meeting should feature the "Big Three:"

PRAYER

BIBLE STUDY

FELLOWSHIP

But how much time each of the Big Three take in your Small Group meeting is largely up to you. Some groups focus more on prayer, some focus more on study, and some devote as much time to fellowship as to the other two combined.

Apart from the Big Three, though: Why do we have Small Groups at Impact, and what else do you need to know?

Hopefully, after today's training, you'll know the "why" and the "how" and will be fired up to begin facilitating your group!

Some Key Terms

As you read through the Handbook, we'd like you to be aware of some key terms, which you'll find below.

Small Group – A group of 4 to 12 believers who meet each week to fellowship, pray, and study God's word

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Facilitator – the person who is responsible for a Small Group, who facilitates the Small Group meetings, chooses curriculum, delegates tasks

Host – if a Small Group is meeting in a home, the host is the person whose home you meet in. Not surprisingly, their home is called a “**Host Home.**”

Curriculum – what the Small Group studies each quarter

Small Groups Coach – Small Group ministry leaders who are instrumental in training and motivating Small Group Facilitators

Development Pastor – the Impact pastor who is responsible for the development and growth of the ministries, staff and other ministry leaders; oversees the Small Group ministry

Huddles – quarterly meetings of the Small Group Facilitators, Coaches, and Development Pastor to communicate news, fellowship, and get additional training

Small Group Training Video – a video available online that introduces new leaders to the Small Group ministry at Impact

Small Group Facilitator Handbook – this document, which includes in-depth information for Small Group Facilitators

Pre-Approved Curriculum List – a list of books, videos, and other media that has been reviewed and is already approved for use in Impact Small Groups. If you’d like to use a book, video, or other media that is not already on the list, please submit it to Development Pastor Mike Vander Dussen or Small Groups Coach James Tysinger for review.

Branch / Multiply – the process where half the members of a Small Group form a new group, which will then likely branch or multiply again after a short time. Small Groups should start planning to branch out into new groups when the group reaches eight to twelve members.

Why Does Impact Have Small Groups?

Impact Has Small Groups For “Go Deeper” Fellowship

Let’s face it, there just isn’t time on Sunday morning to really get to know people. As Christians, we’re supposed to fellowship with each other so that we can encourage one another, teach one another, and hold each other accountable. But even more importantly than that, God designed us for relationships with each other, and our lives are much richer as a result. Small Groups are where fellowship can go deeper.

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Where Small Groups Fit Into Impact’s Vision And Mission

Impact’s mission and vision is “Changed Lives by Reaching Up, In, and Out.” We Reach Up, In, and Out both corporately (as a church) and personally (individually).

Reach Up – We Reach Up corporately through *worship* at our services. We Reach Up personally through the *H.A.B.I.T.S.* (which will be discussed a little later in greater detail).

Reach In – We Reach In corporately by *servicing* one another (whether as part of a ministry, or just as we see a need to be served). We Reach In personally through *participation* in Small Groups.

Reach Out – We Reach Out corporately and personally through *inviting* people to Impact and to Small Groups.

For those of you who like diagrams, “Changed Lives By Reaching Up, In, and Out” would look something like this:

Changed Lives		
	Corporately	Personally
Reach Up	Worship	H.A.B.I.T.S., Which Are Reinforced In Small Groups
Reach In	Serving One Another	Participation In Small Groups
Reach Out	Inviting To Weekend Service	Inviting Others To Small Groups, Small Group Service Projects In The Local Community

As you can see, Small Groups really cover the *personal* side of Reaching Up, In, and Out!

Impact Has Small Groups For “Go Deeper” Bible Study

We all get some of the Word each Sunday, but not nearly enough. And on Sunday morning, we don’t really have a chance to ask questions or to discuss or really study the Scriptures. Small Groups are the place where Bible Study can go deeper.

Impact Has Small Groups To Put “Changed Lives By Reaching Up, In, And Out” Into Practice

As mentioned previously, Impact’s mission and vision is “Changed Lives by Reaching Up, In, and Out.” Small Groups are a great place to change lives by doing all three! For example....

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Putting “Reach Up” Into Practice In Small Groups Through Bible Study And Prayer

We Reach Up to God through Bible Study and Prayer. Small Groups are an ideal place for Bible study and prayer.

Putting “Reach In” Into Practice In Small Groups Through Fellowship And Accountability

Reaching In is all about reaching into the congregation and sharing life together as Christians. Small Groups give us the chance to spend time together in a meaningful way, to encourage each other, and to hold each other accountable in the areas where we struggle.

Putting “Reach Out” Into Practice In Small Groups By Inviting New People And By Doing Service Projects In Our Community

Inviting New People

Inviting someone to a Sunday morning service can often be intimidating – both for the person we’re inviting as well as for those of us who are doing the inviting. A Small Group, particularly one that meets in a home, can be a much less intimidating place to invite someone to.

Inviting people who have been attending Impact for a while but are not yet “plugged in” to any ministries or activities is also vitally important. Studies show that if people don’t make connections at a church within a short amount of time, they are not likely to stay. Small Groups are the perfect place to connect with the people of Impact!

Doing Service Projects In The Community

Another way to Reach Out is to do service projects in our community. Each quarter, your Small Group should do a service project that helps others in our area. This is a great way for the people in Sacramento and Elk Grove to see that we care about them, and to meet people in the community that we might not meet otherwise.

Small Group Service Project Resources

Impact is working hard to make resources available to help you find Small Group Service Projects for your group. Please contact Development Pastor Mike Vander Dussen for more details (see contact info at the bottom of page).

Impact Has Small Groups In Order To Help Teach Small Group Participants How To Put The H.A.B.I.T.S. Into Practice

Impact’s way of making the essentials easy to remember is called H.A.B.I.T.S. (The words that make up this acronym are shown below.) If we use the H.A.B.I.T.S. to help us “keep the most important things the most important things,” then we will have a great relationship with our Heavenly Father. Below are some of the ways that Small Groups can teach and reinforce the H.A.B.I.T.S. in all of our lives:

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The H.A.B.I.T.S. Are:

Hang Time With God

Preparation for each week's Small Group study encourages us to study the Word and to pray each day.

Accountability With Other Christians

A Small Group can be a great place to find one or more trusted Christians with whom we can share the areas where we struggle, and ask them to hold us accountable and check in with us.

Bible Memorization

Memory verses from the weekly sermon and other memory verses can be recited as a group at Small Group meetings.

Involvement In The Church

If you're in a Small Group, then you're already involved with the Church, but you can also find out about other opportunities for involvement from the Small Group Facilitator and other group members.

Tithing Commitment

The *ABC's of Financial Freedom* and other Small Group curriculum can help to instruct Small Group participants in the Biblical foundation and attitude towards tithing. As a Small Group Facilitator, you should have a good understanding of tithing and be able to answer questions about tithing from newer Christians in your group.

Study Of Scripture

As mentioned earlier, Small Groups are an ideal place to "go deeper" with Bible Study. There is probably no better setting for Biblical discussion and questions than a Small Group.

How Impact "Does" Small Groups

Now that you've learned the reasons *why* Impact has a Small Groups Ministry, it's time to find out about *how* Impact does Small Groups.

Small Group Leadership – Who To Contact

The first thing that you'll probably need to know is who to contact if you have any questions. The following people can always be contacted with any questions:

Mike Vander Dussen, Development Pastor – All aspects of the Small Groups Ministry
mvanderdussen@impactcommunity.com (916) 424-7478

Alan Hardwick, Small Groups Coach – Small Group Huddles and most other questions
ahardwick@hvacsuccescoach.com (916) 761-9256

Contact Info:

Mike Vander Dussen, Development Pastor – (916) 424-7478 mvanderdussen@impactcommunity.com
Alan Hardwick, Small Groups Coach – (916) 761-9256 ahardwick@hvacsuccescoach.com
James Tysinger, Small Groups Coach - (916) 501-6273 james.tysinger.iii@gmail.com



James Tysinger, Small Groups Coach – Small Group curriculum approval and most other questions
james.tysinger.iii@gmail.com (916) 501-6273

This contact information can also be found at the bottom of each page of this Handbook.

Requirements For Becoming A Small Group Facilitator

Impact calls the leaders of its Small Groups “Facilitators.” As you might expect, since Impact Small Groups are a part of the overall ministry at Impact, there are requirements for Small Group Facilitators, as well as for the Small Groups themselves. This section lays out those requirements.

How To Start A Small Group

In order to start a Small Group at Impact, you need to coordinate with Development Pastor Mike Vander Dussen. You’ll need to meet the requirements for a Small Group Facilitator that are listed below, and you need to be willing to follow the guidelines Impact has for all Small Groups. Finally, you’ll need to either teach from the extensive list of Pre-Approved Curriculum, or get your proposed curriculum reviewed and approved. James Tysinger can be contacted for the most recent Pre-Approved list, or to submit a proposed curriculum for review. (See contact info at the bottom of the page).

What Impact Requires Of You As A Small Group Facilitator

In order to make sure that the Small Groups Ministry maintains the same vision and quality of the overall Impact ministry, the following are the current requirements for becoming a Small Group Facilitator:

You Must Be A Member In Good Standing

In order to become a Member at Impact, you need to be a Christian and have gone through the iTree membership class to find out what Impact believes and what it expects of its Members, and sign the Membership Covenant stating that you agree with what Impact teaches and what is expected of Members at Impact.

Also, to be a member in “good standing,” you should be attending regularly and tithing (or at least giving regularly, working toward tithing) and must not be living a lifestyle of habitual repeated sin of a specific nature. (In other words, if you are struggling with the same sin over and over, you should probably wait until that sin is no longer a habitual part of your life before becoming a Small Group Facilitator).

You Must Be Willing To Be A Facilitator

You need to be willing to commit yourself to preparing for and facilitating your Small Group at least twice a month - but hopefully every week. You can and should share the responsibility for leading various aspects of the group (part of being a Facilitator is training new Facilitators). But you will ultimately be responsible for the group.

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You need to be willing to begin training others in your Group to become Facilitators, and to do your best to grow your Group to the point where your group multiplies and spins off new Small Groups.

You need to be willing to make sure your Small Group does a Service Project each quarter, and report on the participation from your group in the Project. Although you need not plan and lead every Project, you need to be willing to be responsible to make sure it happens.

You need to be willing to attend a Small Group Huddle each quarter, where you'll fellowship with other Facilitators, and get the valuable training, shared experiences, and information that will enable the Small Groups ministry to get better and better each quarter.

Conduct Held To A Higher Standard

Because of their position, all Impact staff and leaders, including Small Groups Facilitators, are held to a higher standard. Facilitators set the example and must be willing to live a life that reflects a mature and committed spiritual walk.

If you live a life that "reaches up, in and out," and that puts the H.A.B.I.T.S. into practice, you'll be a long way towards living that mature and committed spiritual walk. But what's most important is having a heart for God and for others. As Christ said, everything you're supposed to do is summed up by loving the Lord your God with all of your heart, soul, and mind, and loving your neighbor as yourself.

You are NOT expected to be perfect and to "have it all figured out," but you should be working to improve your relationship with God every day as well as trying your best to live a life consistent with His will for you.

As a Small Group Facilitator, you will probably share your personal walk, both successes and struggles, with the other members of your group.

Materials That Have Been Approved By Small Groups Leadership

In order to make sure the teaching in Small Groups is consistent with the overall ministry at Impact, all Small Group curriculum needs to be approved by the designated people in Small Group Leadership. Impact has pre-screened an extensive list of books, videos, study Handbooks and other media that can be used for Small Group studies, and maintains a list of Pre-Approved Curriculum (the Pre-Approved Curriculum List is shown at the end of the Handbook as Appendix A). If you'd like to teach using materials that have not yet been reviewed, please submit them to James Tysinger, or if James is not available, to Development Pastor Mike Vander Dussen for review (see contact info at the bottom of this page).

Good Communications With Small Groups Leadership And The Members Of Your Group

As a Small Group Facilitator, you'll need to report your Small Group's weekly attendance, participation in quarterly service projects, and other info to the Impact Small Groups Leadership, as requested. The

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Small Groups Manager at <http://www.impactcommunity.com/smallgroups.asp> is an online program that makes it very quick and easy to do this. Contact Lisa Eaton at the church office at (916) 424-7478 or leaton@impactcommunity.com for training materials and/or one-on-one training on how to use the online Small Groups Manager. Keep in mind, though, that the Small Groups Manager is *very* easy to use!

There will also be extensive communication to your group members and to Small Groups staff through email and occasional phone calls. You should consider emailing your group at least once a week to invite them to each week's meeting and to help them feel connected. You might also want to contact at least one member of your group each week by phone just to chat for a few minutes.

Make A Conscious Effort To Lead Your Group In "Reach Up, In, And Out," And H.A.B.I.T.S.

If you feature each part of the Big Three – Prayer, Bible Study, and Fellowship – at each Small Group Meeting, then you will have Reach Up and Reach In covered. When you and the people in your group invite others to your group, and when you do quarterly service projects, you'll be Reaching Out.

Making a conscious effort to lead your group in the H.A.B.I.T.S. may not come as naturally, though. Instead of trying to talk about all of the H.A.B.I.T.S. each time you meet, it will probably be more manageable to try to point out how what you are studying that week relates to *one* of the H.A.B.I.T.S. However, if the topic or content of that meeting's study connect with more than one of the H.A.B.I.T.S., feel free to talk to your group about them as the Spirit leads you.

Prepare Your Group For The Possibility Of Multiplying or Branching When It Averages Eight To Twelve Participants Over The Course Of A Quarter

It's important for your group to know right from the first meeting, and on an ongoing basis, that when your group gets to a certain size, it will multiply or branch off to two groups. When you branch off a new group, you will be asking for roughly half of your group's participants to join a new Facilitator in establishing the new group. This will give new Facilitators a chance to serve God to their full potential, and will keep the size of the group small enough to maintain an atmosphere that will encourage people to share prayer requests, challenges, and spiritual "wins" at the Group sessions.

You should begin to think about branching your group when it averages eight participants week to week, and you should definitely multiply when the group averages eight to twelve each week.

Bear in mind though, that the number of people on your "roster" probably shouldn't be the determining factor. For various reasons, you will probably only see half to three-quarters of the people on your roster at each meeting. It will be better to base your threshold on the average number of people who are there each week. The Small Groups Manager application on the Impact Small Groups website makes it very easy to see how many people have been attending your group on a week-to-week basis.

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James Tysinger, Small Groups Coach - (916) 501-6273 james.tysinger.iii@gmail.com



Try To Develop New Small Group Facilitators From Your Group By Recruiting And Mentoring At Least One Apprentice Each Quarter

As was said earlier, part of being a Facilitator is training new Facilitators.

Each quarter, you should have one or more “apprentices” you share Facilitator responsibilities with. You can start them out small – leading the prayer time, for example. Or planning the quarterly service project. As time goes on, and they’re more comfortable, invite them to lead an entire meeting. By the time they’ve lead an entire meeting by themselves a few times, they will be ready to become Small Group Facilitators themselves. Encourage them to go through the Small Group Facilitator Training if they haven’t already. The video portion of the Facilitator Training is available on the Impact website, along with an electronic version of this Handbook that can be downloaded and printed out.

But please keep in mind, all new Small Group Facilitators must be approved in advance by Impact to help ensure there are no confidential reasons someone should refrain from serving as a Small Group Facilitator for a period of time. Therefore, you should consult with Development Pastor Mike Vander Dussen (contact info is at the bottom of this page) before talking with a prospective Facilitator about stepping up to lead their own group.

Once your group has multiplied, or branched a new small group, be sure to maintain a mentoring relationship with the facilitator of the new group, who is probably your former apprentice. You’ll both benefit from this relationship! And if you started out as an apprentice to another facilitator, be sure to do your part to maintain that relationship as well. By making these ongoing relationships a priority, we will strengthen Impact’s Small Group ministry by strengthening the network between the facilitators, and helping them to share ideas and experiences. Christ established the discipling/mentoring model for the training of Christian leaders because it works. Let’s continue that tradition!

Help Staff The Small Groups Signup Table Each Quarter

Each quarter, you will get email letting you know when the next round of Small Group signups will be happening before, after, and during services. (This will also be discussed at the Huddle each quarter.)

We need YOUR help to sign people up for Small Groups, so please try to come a bit early to the service you normally attend, and be willing to stay for a while afterwards so that everyone who is interested in joining a Small Group can get the information that they need to pick the right group.

(And by the way, odds are that the people who meet you at Small Group signups will be inclined to consider joining *your* group.)

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James Tysinger, Small Groups Coach - (916) 501-6273 james.tysinger.iii@gmail.com



Resources From Impact Available To You As A Small Group Facilitator

Curriculum Materials

Impact has many of the materials on its Pre-Approved Curriculum List available for review. The copyright for some materials will allow you to make copies for your group, while the copyright for other materials may require you and each member of your group purchase copies of the materials. Please honor the copyrights as published by the authors and publishers of the materials.

“Pre-Approved” Curriculum List With Book-Based, Video- Based, Workbook-Based Curriculum

See Appendix A for the most recent Curriculum List as of this printing. Updated Lists are available from James Tysinger or Mike Vander Dussen (contact info is at the bottom of this page).

Help From Small Group Leadership In Choosing Curriculum

If you are having trouble deciding on curriculum for your group, please feel free to speak to Development Pastor Mike Vander Dussen, or Small Groups Coaches James Tysinger or Alan Hardwick. They will likely have some good suggestions for you (contact info is at the bottom of this page).

Additional Training Materials On How To Lead A Small Group

Impact’s Pre-Approved Curriculum List includes additional training materials on leading a Small Group.

Small Group Coaches

Alan Hardwick and James Tysinger serve as Small Group Coaches at Impact, and are available to answer any questions that you might have regarding Small Groups. Development Pastor Mike Vander Dussen manages the Small Group Coaches and Small Groups Ministry and is also available to answer your questions regarding Small Groups.

Help From Small Group Leadership In Handling “Difficult” Or Crisis Situations

There will be more information below about handling specific difficult or crisis situations, but for difficult situations in general, such as disruptive participants, personality conflicts, theological questions, etc., you can always contact Development Pastor Mike Vander Dussen or Small Groups Coaches James Tysinger or Alan Hardwick (contact info is at the bottom of this page).

How To Lead A Small Group

Practical Aspects

Choosing A Meeting Place And Time

As the group Facilitator, you will want to choose a place that you know will be available to your group each week and will provide enough space to accommodate everyone comfortably. You’ll also want to

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make sure that the location is somewhere *you* can get to on time each week. For example – if your group meets on a day you work, you will want to make sure your meeting place is somewhere you can get to after your workday ends without getting a speeding ticket! (Typically, Groups will meet at a “host home” or at the Impact building).

You should choose a meeting day and time that will allow you to adequately prepare to lead the group each week and that you can be reasonably sure to arrive to on time each week.

Choosing Curriculum

(This Section adapted from: *101 Best Small Group Ideas*, © 1996, NavPress, Colorado Springs, CO, p42.)

With hundreds of Bible study resources on the market, selecting a study can be a daunting task. Answer these questions to determine if a study Handbook is right for your group:

- Is this study biblically based? Is it consistent with the teachings of my church? Will the study lead us into better understanding of what Scripture says, or are we likely to be “sharing our ignorance”?
- Will this study build good Bible study habits that will make us better students of God’s word?
- Is the depth appropriate for our group?
- Am I willing and able to commit the preparation time required to lead this study? How much advance preparation is required from group members, and is it realistic?
- Is the subject engaging? Is it relevant to our lives?
- Can the chapters be completed in a reasonable amount of time so we can still pray and mingle?
- How many lessons are there? What is the group’s attention span — will we grow tired of the study before we complete it?
- Will I be encouraged to apply what I learn to personal growth and ministry?

Final Questions (From The Impact Small Groups Staff):

- How can this material be tied to the H.A.B.I.T.S?
- Is this material that would make *you* excited to come back to Small Group every week?
- Can it be completed in the calendar quarter? (Impact encourages Groups not to use curriculum that spans multiple quarters so that new people will be able to jump into a new curriculum at the beginning of each quarter).

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Meeting At A “Host Home” Or Public Place

Some Impact Small Groups meet at the church building, but many meet in a home or public place. Of the groups that meet in homes, some groups meet in the home of the Facilitator, but others meet at a “host home” provided by someone other than the Facilitator.

Meeting at a “host home” is perfectly acceptable, and perhaps even better than meeting in the Facilitator’s home, as the Facilitator is relieved of the responsibility of getting a home ready for Small Group each week in addition to doing the preparation needed to lead the group in study.

You can also consider meeting in a public place such as a coffee shop, golf course, restaurant, community center, bookstore, etc. Just make sure that the environment will work for prayer and study time. Also, make sure that the manager of the location, if there is one, is OK with your group meeting there.

The important thing to remember is to try to make sure your meeting place stays in one location for the quarter. This way, any new people who are referred by the church office or by the quarterly Small Groups Handout will find you at the right location.

Childcare Considerations

Unfortunately, for liability reasons, childcare can be one of the most problematic aspects of running your Small Group.

As it currently stands, if you list childcare as being available for your group in the Small Groups pamphlet or in any other Impact media, then the childcare for your group needs to conform to Impact’s current minimum standards for childcare.

Should You Offer Childcare At All?

Some groups choose not to arrange childcare for their group and leave the responsibility of childcare to the individual parents. This is a perfectly acceptable choice – Impact does not require you to provide childcare for your group. Although you may find that some people will not consider attending your group if childcare is not provided, not providing childcare will relieve you and your group of the responsibility and extra effort that comes with providing childcare.

Childcare In A Non-Impact Location

If you arrange for childcare at a non-Impact location, then you and the parents are completely responsible for the childcare provided. However, Impact still encourages use of individuals who have been fingerprinted in the church’s volunteer screening process and who have completed the church’s Children’s Ministry Volunteer Orientation Class.

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Childcare At The Impact Building

If your group meets at the Impact Building, then you need to coordinate childcare through Leah Juarez, a volunteer who coordinates any on-site childcare. This will help ensure all minimum standards for childcare at the Impact building are met. The church office can give you Leah’s contact info. Under this scenario, though, the parents in need of childcare are still responsible for the childcare arrangements, even though Impact imposes certain additional minimum standards as a condition of using the church facility for childcare.

Should You Do Snacks Or Meals At Your Small Group Meeting?

For some groups, food is a major part of the group fellowship time. Historically speaking, the Impact small groups that have been best attended and have spun off the most new groups have been the groups that do a full, old-style “potluck” each week. However, this does not mean that your group needs to do a potluck each week! You should do what works best for you and for your meeting place.

Some groups do light snacks (cookies, fruit or vegetable trays, etc.) and drinks each week. Still other groups do not coordinate food or drinks at all.

Again – whether you decide to include food and drinks at your group is entirely up to you. You should do whatever is most comfortable for you (and your host, if you meet in a host home), as well as the Group members. Consider if people will be coming straight from work to your Group and other similar scheduling issues that could influence your decision on whether or not to have food at your Group meetings.

Relating To People

How To Get People To Open Up And Share

Nearly everyone is somewhat afraid of sharing too much of themselves with others, especially with a group of people that they do not know well.

Levels Of Trust

As we get to know another person, we usually go through several “levels of trust” before we are ready share with them fully. These levels of trust can be summarized as shown below:

Level 1 – “Small Talk”: We are comfortable talking about facts not related to us. Example topics would be discussion of the weather, sports scores, TV shows, etc.
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Level 2 – Personal Facts: We are comfortable talking about facts that are personal to ourselves. Example topics would be where we were born, where we went to school, what we do for a living, etc.

Level 3 – Feelings and Beliefs: We are comfortable talking about how we actually feel about something, which reflects our core beliefs. Examples would be discussion of our political or religious beliefs or other

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topics that we feel strongly about.

Level 4 – Fears and Struggles: We are comfortable talking about things we are afraid of and struggles we face. Because it is natural to assume talking about topics related to fear and struggles may cause others to judge us or think less of us, it generally takes a lot of trust for someone to be comfortable sharing at this level.

In the same way it often takes people time to trust another individual, it also takes the members of a group time to trust each other (and unfortunately, any time a new person is added to the group, the trust level may be temporarily set back to Level 1 for the whole group).

As a Small Group Facilitator, it is important you understand that building trust takes time, and it may be a while before your group is comfortable sharing at Level 4. There will be valuable growth and discussion at every level, but the deepest growth and potential for “changed lives” will probably come when your group is comfortable talking to each other at Level 4. Therefore, as new members join your Group, it will be important to facilitate discussion and build relationships in a way that enhances trust.

Icebreakers To Help Your Group Begin To Trust Each Other

You can help your group along the path by doing “icebreakers” at the beginning of your group meetings. You can start with Level 1 type topics and gradually move to deeper levels as the members of the group begin to trust each other.

Here are some example icebreaker questions that you could start your group with on a week-to-week basis, classified by level:

Level 1 Icebreaker Questions

- 1. What is your favorite dessert?
- 2. What is your favorite TV show?
- 3. What kind of music do you listen to?

Level 2 Icebreaker Questions

- 1. Where did you grow up?
- 2. Where did you go to high school?
- 3. Tell the group something that you like about your job....

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Level 3 Icebreaker Questions

1. If you could change one thing about this country, what would it be?
2. Share your testimony about how you gave your life to Christ....
3. What are your thoughts on the current state of ethics and morality in the U.S.?

Level 4 Icebreaker Questions

1. What do you struggle with in your walk with Christ?
2. What fears are you having the hardest time giving over to God and why?
3. What past sins in your life are you finding the hardest to forgive yourself for, even knowing that God has already forgiven you?

Keeping Small Group Discussions Confidential Is Critically Important For Maintaining Trust

It is hard to adequately stress just how important this is! Small groups are supposed to be a trusted place of support, where we can share our burdens and struggles with fellow believers. You should emphasize to your group (and re-emphasize any time someone new joins you), that anything discussed in the group needs to be kept confidential. Nothing will destroy trust more quickly than a group member learning something they said to the small group was repeated outside the group. As Proverbs 11:12-13 says, "A man who lacks judgment derides his neighbor, but a man of understanding holds his tongue. A gossip betrays a confidence, but a trustworthy man keeps a secret."

You may even want to prepare a written Small Group Covenant for each member to sign stating the group needs to be a place of trust and complete confidentiality. (There is a sample Small Group Covenant in Appendix D of this Handbook). This common understanding will go a long way towards helping the members of your group trust each other.

Some Tips - How To Lead A Discussion

1. Serve as a Facilitator, not a lecturer.
2. Your goal is to encourage personal interaction amongst group members.
3. Try not to be overly directive or too passive.
4. Focus on what Scripture or study has to say and not on you as the Facilitator.
5. Maintain an atmosphere of love and acceptance.
6. Never put down a person's comments or contribution.

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7. Ask open-ended questions. (Open-ended questions have many possible answers and cannot be answered by a simple "yes" or "no").
8. Encourage involvement.
9. Call on non-participants by name to respond.
10. Stimulate discussion using active feedback to responses. For example:
 - a. Acknowledging responses whenever you can.
 - b. Ask follow-up questions to clarify responses that are too general or "vague".
11. Encourage application. For example, ask: "What can/should we do differently as a result of this discussion?"
12. Keep the discussion on track. Beware of "tangents" that take the discussion too far afield. Some tangents can end up being great learning opportunities, but others can take things in a direction that may not be beneficial. Try to recognize when a tangent is going to be one that the group can grow or learn from, and when it might be a tangent that you need to rein back in.
13. Suggest new issues be "tabled" until you finish your present discussion.
14. Summarize the main ideas that are presented to help keep the group focused.

Anticipating And Being Ready For Difficult Situations

Crisis Caregiving

From time to time in a small group, an emergency or crisis may occur. As a small group Facilitator, others will look to you in times of crisis.

Handling A Crisis

In cases of impending physical danger, contact the police immediately. Such crises would include:

- Life-threatening situations
- Severe accidents or emergencies
- An attempted suicide or threatened suicide
- Present threats of violence by a person to him- or herself or to others

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Though it is very unlikely you would ever experience any of these in the context of a group meeting (or even with members of your group), please be aware of the possibility and know that you should contact the police immediately.

Other Serious Situations

If you have a serious situation that may require further help and guidance to address (for example, child abuse or neglect, spousal abuse, etc.), contact Development Pastor Mike Vander Dussen immediately (see the bottom of this page for contact information) for help in discerning the severity of the crisis and for assistance in reporting the incident to the proper authorities (if needed). Remember, in most situations, your first point of contact should be Development Pastor Mike Vander Dussen. If Mike Vander Dussen is unavailable, contact one of the other pastors or elders. But if there is any threat of violence or danger, call the police immediately.

Anticipating And Being Ready For Difficult People

(This section adapted from: *How To Build Community Through Small Groups*, by Thom Corrigan, ©1998 The Pilgrimage Training Group, Littleton, CO. pages 85-86)

When a person acts out or displays controlling behavior, it's advisable to deal with it immediately by redirecting the group back to the matter at hand. Develop wisdom and learn to discern when the individual's issues are the focus, and when the agenda should be temporarily laid aside. You need to protect the individual's integrity while not giving up the leadership of the group. It's a good idea to approach the person immediately after the group while the issue is still fresh, and share your perception of the behavior with him/her. Remind the person that he/she is a valuable part of the group—but everyone needs to have a chance to participate, to share his/her views, or not to be counseled (depending on the situation).

Below are some examples of personality types that may show up in your group:

- **Tongue-Tied Terri:** Terri never draws a lot of attention in the group, because you often have to look twice to see if she is still there. Terri never says a word, and can sometimes control the atmosphere of the group by her non-participation. Give her lots of opportunities to jump in, and approach her from time to time, reminding her that her views and input are an important and necessary part of the group. Lack of self-confidence is a key issue.
- **Gushing Gary:** Gary has something to say about every subject. Often, Gary is guilty of engaging his mouth before checking with his brain. A stream of consciousness can be Gary's modus operandi, and it can be difficult to stop him once he starts. You may want to sit next to him so you can break his concentration without offending him. Recognize that often, under the barrage of verbiage, there is a lot of fear.

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- **Skeptical Skip:** Skip has one view on life in the group—"it won't work," or "it will never last." He has decided that life is at best "to get through." Skip can undermine your best plans, and needs to be reminded that though life is tough, God has a wonderful plan for each of us and desires to cover us with grace, blessing, and strength to endure and to overcome.
- **"Advice for Free" Ann:** Ann is the resident counselor with great insight and advice for all that ails you. Ann's language is often liberally sprinkled with "shoulds," "oughts" and "have-to's." Ann needs to be reminded that the group is not looking for counsel, but rather love, acceptance, and forgiveness. Availability, encouragement, and prayer exhibit this.
- **Professor Pam:** Pam shows up with concordance, Bible encyclopedia, and commentaries in hand. She always wants to go deeper, and forgets that application and transformation is our goal. Remind her that Bible study is part of the group's agenda, and that the other group members' needs and input are equally important to the group.
- **Dogmatic Don:** Don combines intolerance with imperviousness, pronouncing the last word on each and every subject (whether he has been invited to or not). He needs to be approached with sensitivity, prayer, compassion, and the reminder that the group needs his input—but not his all-knowing attitude. Restating some of the ground rules at the beginning of each meeting may be a reminder Don will heed.

Each of these personalities can make a positive contribution if they are brought under the lordship of Christ. Your job, as Facilitator of the group, is to be the advocate of each individual in the group, and help each one "grow up in Christ" (Eph. 4:15). It is helpful to recognize that many people hide their insecurities and deepest fears and hurts behind their behavior. Be gentle when you approach them and be willing to follow through.

Spiritual Aspects

Anticipate And Prepare For Spiritual Attack When You Become A Small Group Facilitator

When you dedicate yourself to being a Facilitator in the Small Groups ministry, expect the enemy to notice and to attack you where you are most vulnerable.

Follow Christ's example in dealing with attacks from the enemy by strengthening your spiritual armor through prayer and scripture memorization. (In light of all the biblical examples, you might also consider fasting, as well).

You can also enlist the prayers of family, friends, members of your small group, and the Impact Prayer Team. Please contact Paul Black, the leader of the Impact Prayer Team, to be included in their prayers. Paul Black can be reached at pmdt@surewest.net or (916) 686-9000.

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Prayer In A Small Group

(The next two sections adapted from: *101 Best Small Group Ideas*, © 1996, NavPress, Colorado Springs, CO, page 50-51.)

Prayer - 4 Basic Guidelines For Facilitators

1. **Know your group's prayer priority.** In other words, how important is prayer to you and your group relative to the Bible study and fellowship aspects of your group? Keep this in mind when planning the prayer time for your group.
2. **Gauge your group's prayer capacity.** Some groups will have no problem praying for 30 or 40 minutes at a stretch. Others will prefer shorter prayer times. The spiritual maturity may come into play here. Groups made up of new Christians may not be comfortable with long prayers at first.
3. **Guide your group's prayer activity.** Be sure to keep your group's prayer time on track using the suggestions in this Handbook. Otherwise some group members may go off on tangents or otherwise monopolize the prayer time.
4. **Celebrate your group's prayer victory.** Be sure to ask each week which prayers from previous weeks were answered and celebrate the answered prayers to strengthen the faith of the whole group.

The ABC's Of Sharing Prayer Needs (Be Sure Your Group Knows These):

- A. **About yourself.** Meaning, as much as possible, prayer requests should be for the person making the request. This will prevent prayer requests made for people outside the group becoming gossip, and will prevent the "My brother's girlfriend's Grandmother's sister"-type of prayer requests, where no one knows the person being prayed for.
- B. **Be brief.** You may have members to tend to ramble or go off on tangents when making prayer requests. This can be frustrating for other members of the group, and may also take up more time than is necessary.
- C. **Counseling prohibited.** Remind your Group members that they should not be offering advice or counseling to others during prayer request time.

Suggestions For Prayer As A Group

Some Group members may not be comfortable praying out loud in front of others. Don't make the mistake of asking everyone to "go around the circle" and pray. If you force someone to pray publicly who is not comfortable doing so, they may not return to the Group.

Following are some suggestions to avoid putting Group members on the spot at prayer time:

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1. Have the Facilitator pray.
2. Read a prayer together as a group.
3. Use sentence prayers. In other words, tell everyone up front that their prayer should only be a single sentence. This will relieve people who are uncomfortable praying from feeling like they have to come up with a wordy prayer.
4. Have a time of silent prayer.
5. Assign prayer partners of two or three people. People who are uncomfortable praying in a group may be fine with praying one-on-one with just two other people.
6. After the group shares the Facilitator assigns people to pray.
7. Write a prayer individually or as a group.
8. Teach about prayer.
9. Have members write prayer requests on 3x5 cards and then exchange cards. Some people may be more comfortable writing a prayer request than saying it verbally.
10. Pray spontaneously as needs or praises arise.

Bible Study In A Small Group

Are you facilitating your group through a Bible study guide? Here are a few users' tips to help you make the most of your materials.

First, prepare thoroughly before facilitating your group through the next lesson.

- As you work through the material, anticipate areas of uncertainty or questions that may come up among group members.
- Prepare for these questions by doing some extra homework before your meeting: either find answers to the questions you anticipate, or locate potential resources you can recommend so group members can look up the answers on their own.

Second, base your approach for leading the meeting on the nature of the study guide.

Following are three possible approaches to covering study material during your group session. Select or adapt the one most appropriate to the study material your group is using.

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- Approach one: Follow the guide closely by simply having group members share their individual answers to each question.
- Approach two: Follow the guide loosely by sharing the highlights of your individual study preparations.
- Approach three: Depart from following the study guide by using selected discussion questions.

You may change your approach based on:

- The material you are studying
- Your understanding of what will work best for your group

You can even change between styles from week to week, just to keep things fresh.

Counseling, And Why You Probably Shouldn't Do It

As a small group Facilitator, you are expected to provide support and encouragement to members of your group. However, you are not trained to be a professional counselor so you should not assume such a role. Instead, your responsibility is to provide opportunities for your members to receive the appropriate care they require. Situations that may require professional help:

- Serious marriage problems
- History of past abuse
- Addictions
- Severe personality disorders
- Mental disorders or dysfunctions

If you should encounter anything that resembles the examples above, contact Development Pastor Mike Vander Dussen to see what steps should be taken (contact info can be found at the bottom of this page). Together you can determine a plan for encouraging a group member to participate in counseling or another type of help. However, do not give the member's name to Scott or other Impact staff member unless you have permission to do so. In such cases, it is imperative that you do not violate a person's right to confidentiality.

Just because you think someone is in need of counseling does not mean they will be willing to participate in counseling. Work with Development Pastor Mike Vander Dussen and with ministry leaders at the church to determine how to approach an individual with the suggestion of counseling or other help.

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Detailed Steps For Starting A Small Group

Steps For Starting A New Small Group At Impact

1. **Pray** - Seek God's will as to whether you should be a Small Group Facilitator and if so, what kind of Small Group you should lead.
2. **Check Out The Requirements For A Small Group Facilitator At Impact** - If you don't meet the requirements yet, work with Development Pastor Mike Vander Dussen in getting them fulfilled (see the bottom of this page for contact information).
 - a. Go through the iTree Membership Class, and agree to the membership covenant.
 - b. Read the Small Group Facilitator Covenant (see Appendix B) and make sure you would be comfortable signing it.
 - c. You must be approved as a Small Group Facilitator by Development Pastor Mike Vander Dussen. The following factors may be considered when making the decision to approve a new Small Group Facilitator.
 - i. In order to effectively facilitate a Small Group, you should not be a new Christian, but should have sufficient maturity in your faith to address the questions that Group members might have. Experience dealing with struggles in your walk is also very important for Group Facilitators.
 - ii. As mentioned previously, you should not be struggling with any ongoing sin that would impair your ability to facilitate a Group.
3. **Get Trained**
 - a. At a minimum, read this Handbook and view the Small Group Facilitator Training, either in person at a live training session, or online, and be able to demonstrate understanding of the material in an informal discussion with Development Pastor Mike Vander Dussen.
 - b. The following suggestions for additional training are recommended, but not required:
 - i. Attend one or more quarterly Small Group Huddles. (However, you should attend all of the Huddles after becoming a Facilitator.)
 - ii. Work with an existing Facilitator as an apprentice for at least a quarter.
 - iii. Read "How to Lead Small Groups" (McBride) or other training materials on the Approved Curriculum List in Appendix A of this Handbook.

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4. **Write A Brief Small Group Proposal** (see Appendix C of this Handbook) - This simple proposal will help you clarify your plans and let us know what you want to do.
5. **Meet With Development Pastor Mike Vander Dussen** - Discuss your Proposal for the group that you'd like to start, as well as your Small Group description that will be included in the promotional materials for the upcoming quarter. For example, whether your group is open to everyone, or focuses on serving a particular group of people, when and where you will meet, etc.
6. **Finalize All Details** - including a description of your curriculum so your group can be promoted during Small Group signups.
 - a. Recruit Your Team – If possible, see if you can line up apprentice(s), host(s), and childcare worker(s) before beginning.
 - b. Develop Your Prospect List For Recruiting Members For Your Group
 - i. Impact Staff will help, but are not responsible for recruiting people for your group.
 - ii. Members, attenders, or visitors from Impact who have expressed an interest in being involved in a small group.
 - iii. Neighbors.
 - iv. Unchurched friends.
 - v. Co-workers – remember to be careful with this one, especially if you are a supervisor.
 - c. Schedule Your First Meeting - If you are meeting at the church, you must complete an Event Scheduling Form and comply with certain additional requirements..
7. **Invite Prospective Members** - Consider these ways you can invite people to your group:
 - a. Personal invitations – face to face (one suggestion: talk to people between services).
 - b. Phone contacts or emails.
 - c. Follow-up chats, phone calls or emails.
 - d. If possible, begin at least 2-4 weeks in advance.

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8. Hold Your First Meeting And Develop Your Small Group Covenant (See Appendix D for a sample Small Group Covenant)

- a. This should be completed with your small group within the first 2 weeks of meeting.
- b. Make sure everyone helps develop, understands, and agrees to the “ground rules” – this will prevent a lot of “unmet expectations” in the future.

9. Final Administrative Suggestions

- a. Plan and publish your schedule in advance so that you can hand it out to your group members at your first meeting.
- b. Get contact info for the members in the group, get permission from group members to share contact info with other group members, and distribute the contact info to the group.
- c. Don't try to do it all yourself – it's better for you and the group to share responsibilities. Give as many as possible a chance to serve.

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Appendix A: Pre-Approved Curriculum List As Of This Printing (2/2011)

AUDIO				
Topic	Title	Author	Type	Comments
Health	Body For God	Ed Young	Audio	
Training for Facilitators – Advanced	Building Contagious Churches		Audio	
Training for Facilitators – Advanced	Developing Contagious Students		Audio	
Training for Facilitators – Advanced	Extending Hands of Compassion		Audio	
Training for Facilitators – Advanced	Launching a Small Group Ministry		Audio	
Training for Facilitators – Advanced	Lessons From a Capital Campaign		Audio	
Training for Facilitators – Advanced	Pursuing Production Excellence		Audio	
Training for Facilitators – Advanced	Responding to a National Crisis		Audio	
Training for Facilitators – Advanced	The Art of Self Leadership		Audio	
Training for Facilitators – Advanced	The Seminary of the Future		Audio	
BOOKS				
All	Holy Bible/Commentaries	God	Book	
Apologetics (Defending Christianity)	Mere Christianity	C. S. Lewis	Book	
Apologetics- (Defending Christianity)	The Case for Christ	Lee Strobel	Book	
Bible	Serendipity Bible for Groups		Book	
Christian Living	Living Pure Inside Out	Bill Hughes	Book	
Christian Living	Character: Who You Are When No One's Looking	Bill Hybels	Book	
Christian Living	Wisdom: Making Life Work	Bill Hybels	Book	
Christian Living	Experiencing God: Knowing & Doing the Will of God	Blackaby & King	Book	
Christian Living	The Screwtape Letters	C. S. Lewis	Book	Also See "The Screwtape Letters Study Handbook by Michael Poteet

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				below
Christian Living	John: The Way to True Life	Douglas Connelly	Book	
Christian Living	Crazy Love: Overwhelmed By A Relentless God	Francis Chan	Book	
Christian Living	Authentic Faith	Gary Thomas	Book	Really good insight into suffering and mourning in the life of a Christian.
Christian Living	The Discipline of Grace: God's Role and Our Role in the Pursuit of Holiness	Jerry Bridges	Book	Very challenging book with some deep concepts, please review before choosing for your group.
Christian Living	Hope: Never Beyond Hope	J.I. Packer and Carolyn Nystrom	Book	
Christian Living	If You Want to Walk On Water You've Got To Get Out of the Boat	John Ortberg	Book	
Christian Living	Sermon On The Mount	John Stott	Booklet	Excellent Facilitator Handbook in the back of the booklet
Christian Living	He That is Spiritual	Lewis Sperry Chafer	Book	
Christian Living	Forgiven and Set Free	Linda Cochrane	Book	
Christian Living	3:16: The Numbers of Hope	Max Lucado	Book	
Christian Living	Life Lessons: The Book of James	Max Lucado	Book	
Christian Living	Turn: Remembering Our Foundations	Max Lucado	Book	
Christian Living	Traveling Light—Releasing the Burdens You Were Never Intended to Bear	Max Lucado	Book	
Christian Living	The Screwtape Letters Study Handbook	Michael Poteet	Book	Good study Handbook, takes an academic approach
Christian Living	Growing In Christ	Nav Press	Book	
Christian Living	Treasuring God In Our Traditions	Noel Piper with John Piper	Book	Learn about how to establish meaningful traditions in your family.
Christian Living	The Purpose-Driven Life	Rick Warren	Book	
Christian Living	The Search for Significance	Robert S. McGee	Book	

Contact Info:

Mike Vander Dussen, Development Pastor – (916) 424-7478 mvanderdussen@impactcommunity.com

Alan Hardwick, Small Groups Coach – (916) 761-9256 ahardwick@hvacsuccescoach.com

James Tysinger, Small Groups Coach - (916) 501-6273 james.tysinger.iii@gmail.com



Christian Living	The Seven Check Points	Stanley & Hall	Book	
Christian Living	What Matters Most	Tony Evans	Book	
Christian Living	Living Above Worry and Stress	Women of Faith Ministries	Book	
Christian Living	21 Day Connection		Book	
Christian Living	Experiencing God		Book	
Christian Living	Living Pure- Inside and Out		Book	
Creation	The Case for a Creator	Lee Strobel	Book	
Creation	Darwin's Black Box	Michael Behe	Book	Points out some real-life flaws in Darwin's theory of evolution
Discipleship	Discipleship Essentials	Ogden	Book	
Evangelism	Developing Your Life Mission Everyday		Book	
Evangelism	Sharing Your Life Mission Everyday		Book	
Fellowship	Connecting with God's Family		Book	
Fellowship	The Life Giving Power of Community		Book	
Finance	Crown Ministries	Crown Financial Ministries	Book	Great look at finances from a biblical perspective with a how-to approach
Finances	Your Money Counts	Howard Dayton	Book	
Grace	In the Grip of Grace	Max Lucado	Book	
Grace	Grace: An invitation to a way of life		Book	
Home Builders	Home Builders Facilitator Handbook	Coons	Book	
Home Builders	Home Builders Facilitator Handbook - Couples	Coons	Book	
Ice breakers	Ice-Breakers and Heart Warmers	Steve Sheely	Book	
Jesus	Snapshots of the Savior: Jesus Up Close and Personal	Ed Young	Booklet	
Joy	Pure Joy- God's Formula for Passionate		Book	
Life's Questions	Questions of Life	Nicky Gumbel	Book	
Life's Questions	Searching Issues	Nicky Gumbel	Book	
Marriage	Men Are Like	Bill and Pam Farrel	Book	

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	Waffles, Women Are Like Spaghetti			
Marriage	The Five Love Languages	Gary Chapman	Book	
Marriage	Sacred Marriage	Gary Thomas	Book	
Marriage	Love & War: Finding the Marriage You've Dreamed Of	John and Stasi Eldrige	Book	Has an accompanying DVD and workbook available
Marriage	His Needs, Her Needs: Building An Affair-Proof Marriage	Willard F. Harley	Book	Should be required reading for any couple prior to marriage, can help spouses in existing marriages better understand each other
Marriage/Sex	Good Sex - Facilitator's Handbook	Hancock & Powell	Book	
Marriage/Sex	Sex God	Rob Bell	Book	
Men's Issues	"Every Man" Series	Stephen Arterburn	Book	Deals with the issues that face Christian men in today's world
Men's Issues	Wild At Heart	John Eldredge	Book	How to be a Christian man without being a wimp
Overcoming Difficulties	Facing Your Giants: The God Who Made A Miracle Out of David Stands Ready To Make One Out Of You	Max Lucado	Book	
Parenting	Growing Kids God's Way	Ezzo	Book	
Parenting	Growing Kids God's Way - Facilitator's Handbook	Ezzo	Book	
Prayer	The Power of a Praying Wife	Stormie Omartian	Book	
Prayer	Too Busy Not To Pray	Bill Hybels	Book	
Prayer	Becoming a Prayer Warrior: A Handbook to Effective and Powerful Prayer	Elizabeth Alves	Book	
Prayer	Does it Make Any Difference?	Philip Yancey	Book	
Prayer	The Beginners Handbook to Intercession	Sheets	Book	

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Pre-Marriage Counseling	Before You Say "I Do"	Wright & Roberts	Book	
Purpose-Driven Life	The Purpose-Driven Life	Rick Warren	Book	All Christians will get something out of this book. Especially great for new Christians.
Purpose-Driven Life	Doing Life Together: Beginning Life Together	Brett Eastman, Dee Eastman, Todd Wendorff, and Denise Wendorff	Booklet	
Purpose-Driven Life	Doing Life Together: Connecting With God's Family	Brett Eastman, Dee Eastman, Todd Wendorff, and Denise Wendorff	Booklet	
Purpose-Driven Life	Doing Life Together: Developing Your Shape to Serve Others	Brett Eastman, Dee Eastman, Todd Wendorff, and Denise Wendorff	Booklet	
Purpose-Driven Life	Doing Life Together: Growing To Be Like Christ	Brett Eastman, Dee Eastman, Todd Wendorff, and Denise Wendorff	Booklet	
Purpose-Driven Life	Doing Life Together: Surrendering Your Life For God's Pleasure	Brett Eastman, Dee Eastman, Todd Wendorff, and Denise Wendorff	Booklet	
Purpose-Driven Life	Pursuing Spiritual Transformation - Fully Devoted	Zondervan	Book	
Purpose-Driven Life	Pursuing Spiritual Transformation - Gifts	Zondervan	Book	
Purpose-Driven Life	Pursuing Spiritual Transformation - Giving	Zondervan	Book	
Purpose-Driven Life	Pursuing Spiritual Transformation - Grace	Zondervan	Book	
Purpose-Driven Life	Pursuing Spiritual Transformation - Groups	Zondervan	Book	
Purpose-Driven Life	Pursuing Spiritual Transformation - Growth	Zondervan	Book	
Purpose-Driven Life	Sharing Your Life Mission Every Day	Zondervan	Book	
Purpose-Driven Life	Surrendering Your Life for God's Pleasure	Zondervan	Book	
Purpose-Driven Life	The Generosity	Zondervan	Book	

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	Factor			
Singles	Single Men Are Like Waffles, Single Women Are Like Spaghetti	Bill and Pam Farrel	Book	
Small Group Training	Small Group Facilitators' Handbook	A Small Group	Book	
Small Group Training	Leading Life Changing Small Groups	Bill Donahue	Book	
Small Group Training	How to Lead Small Groups	Neal F. McBride	Book	
Spiritual Gifts	Gifts: Unlocking the Heart of Good		Book	
Spiritual Growth	Growth: Training vs Trying		Book	
Spiritual Maturity	Fully Devoted: Living each day in Jesus' Name		Book	
Spiritual Maturity	Growing to Be Like Christ		Book	
Spiritual Warfare	Overcoming the Adversary	Mark I. Bubeck	Book	
Spiritual Warfare	The Bondage Breaker: Overcoming Negative Thoughts, Irrational Feelings and Habitual Sins	Neil T. Anderson	Book	
Teens	Boundaries With Teens	Dr. John Townsend	Book	
The Church	The Purpose Driven Church	Rick Warren	Book	
The Church	A Church That Flies	Tim Woodruff	Book	
Women	Women Who Believed God		Book	
Women Christian Living	Life Management for Busy Women	Elizabeth George	Book	
Women's Issues	Captivating: Unveiling the Mystery of a Woman's Soul	John and Stasi Eldredge	Book	
Women's Issues	Real Women Real Faith, Life Changing stories from the Bible for Women Today – Volume One	Sherry Harney	Book	
Women's Issues	Breathe: Creating Space For God In A Hectic Life	Keri Wyatt Kent	Book	

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Women's Issues	The Power of a Praying Woman	Stormie Omartian	Book	
Women's Issues	The Excellent Wife	Martha Peace	Book	
Women's Issues	Girls Study - The Lily Series, The Walk-the-Walk Book	Nancy Rue	Book	
Women's Issues	What Happens When Women Say Yes to God: Experiencing Life in Extraordinary Ways	Lisa TerKeurst	Book	
Women's Issues	Why We Need Girlfriends	Frankie Sherman	Book	
Women's Issues	Do You Think I'm Beautiful?	Angela Thomas	Book	
Women's Issues	Contagious Joy: Joyful Devotions to Lift Your Spirits	Women of Faith Ministries	Book	
Women's Issues	Discovering God's Will For Your Life	Women of Faith Ministries	Book	
Women's Issues	Encouraging One Another	Women of Faith Ministries	Book	
Women's Issues	Living a Life of Balance	Women of Faith Ministries	Book	
Work	Taking Care of Business	Andy Stanley	Video	
Work	Your Work Matters to God	Doug Sherman	Book	
WORKBOOKS				
Books of the Bible	Encounters With God Series: Revelation	Henry Blackaby	Work Book	Focuses on what we can apply from Revelation to our own lives and doesn't delve into speculation about the meaning of the prophetic verses.
Books of the Bible	John: A Blackaby Bible Study Series	Henry Blackaby	Work Book	
Christian Living	Pure Joy	Tullos, Turner, Wyatt	Work Book	
Christian Living	Acts: Life Handbook Bible Studies, Revised Edition	Phyllis LePeau	Work Book	
Church Growth	Building Your Church	Cousins/Poling	Work Book	
Early Childhood Education	Connection - 21 Day	Brooke E. Gall	Work Book	
Early Childhood Education	Connection - Christmas	Brooke E. Gall	Work Book	
Early Childhood Education	Connection - 21 Day	Elzinga & Reyenga	Work Book	

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Early Education	Childhood	Connection - 21 Day	Elzinga & Reyenga	Work Book	
Early Education	Childhood	Connection Christmas	- Elzinga & Reyenga	Work Book	
Early Education	Childhood	Connection Christmas	- Elzinga & Reyenga	Work Book	
Marriage		Mastering Money in Your Marriage	Blue	Work Book	
Marriage		Love & War: Finding the Marriage You've Dreamed Of	John and Stasi Eldrige	Book	Has an accompanying DVD and full-length book available
Marriage		Resolving Conflict in Your Marriage	Horner	Work Book	
Marriage		Building Your Mate's Self-Esteem	Rainey	Work Book	
Marriage		Growing Together in Christ	Sunde	Work Book	
Parenting		Improving Your Parenting	Rainey	Work Book	
Pre-Marriage Counseling Series	Video	So You're Getting Married	H. Norman Wright	Work Book	
Pre-Marriage Counseling Series	Video	So You're Getting Married	H. Norman Wright	Work Book	
Training for Facilitators		Developing The Facilitator Within You	John C. Maxwell	Work Book	
Women Christian Living		Life Management for Busy Women Study Handbook	Elizabeth George	Study Handbook	
Women Christian Living		Mom - Entering God's Presence	Natalie J. Block	Work Book	
Women Christian Living		Women Who Believed in God	Winnie Christensen	Work Book	
Women Christian Living		Celebrating Friendship [Women of Faith Series]	Judith Couchman	Work Book	
Women's Issues		Do You Think I'm Beautiful?	Angela Thomas	Work Book	

VIDEO

Alpha Program	Confidence to Share the Gospel		Video	
Alpha Program	How to Run the Alpha Course		Video	
Alpha Program	The Alpha Course		Video	
Alpha Program	The Alpha Course Video Set		Video	
Alpha Program	The Alpha Facilitators		Video	

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Alpha Program	The Alpha Facilitators' Training Video		Video	
Apologetics	The Truth Project	Del Tackett	Video	
Basics of the Faith	Christianity 101		Video	
Book of Genesis	The Creation		Video	
Book of Genesis	The Roots of Israel		Video	
Christian Living	Liquid (Various Sets and Topics)	Various	Video	
Christian Living	NOOMA Videos at www.nooma.org	Rob Bell	Video	
Creation	Unlocking the Mystery of Life		Video	
Evangelism	Becoming A Contagious Christian		Video	
Evangelism	Content of The Gospel		Video	
Evangelism	Conversational Skills to Share the Gospel		Video	
Faith	Faith Lessons on the Promised Land		Book/Video	
God	Heart of Passion	Louis Giglio	Video	A collection of 4 talks; each talk tells a meaningful story of God's goodness, grace & love. -Indescribable -How Great Is Our God -Hope: When Life Hurts Most -Fruitcake and Ice Cream
Gospel of Luke	The Birth		Video	
Gospel of Luke	The Parables		Video	
Gospel of Luke	The Passion		Video	
Health	Body For God	Ed Young	Video	
Integrity	Flywheel	Alex & Stephen Kendrick	Video/DVD/Blu-ray	
Marriage	Boundaries In A Marriage		Video	
Marriage	Love & War: Finding the Marriage You've Dreamed Of	John and Stasi Eldrige	DVD	Has an accompanying book and workbook available
Pre-Marital Counseling	So You're Getting Married		Video	
Pre-Marital Counseling	Before You Say "I Do"	Wright & Roberts	Video	

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Pre-Marital Counseling	So You're Getting Married	H. Norman Wright	Video	
Pre-Marital Counseling	So You're Getting Married	H. Norman Wright	Video	
Relationships Marriage	Fireproof	Alex & Stephen Kendrick	Video/DVD/Blu-ray	Small Groups Coach James Tysinger has written curriculum to go along with this movie-contact him if interested
Relationships Marriage	Fireproof Your Marriage	Outreach	Video w/ Workbook	
Relationships Marriage	The Five Love Languages		Video	
Relationships Marriage	Laugh Your Way to a Better Marriage	Mark Gungor	Book/Video	
Rich Mullins	Homeless Man		Video	
Search for Peace, Understanding & Happiness	On the Way Home		Video	
Small Group Training	Starting Small Groups in Your Church	Dr. Dan Reiland	Book/Video	
Small Group Training	Sustaining Small Groups in Your Church	Dr. Dan Reiland	Book/Video	
Small Groups	Starting Small Groups In Your Church		Video	
Small Groups	Sustaining Small Groups In Your Church		Video	
Training for Facilitators	Catalyst 2002 - #1	John C. Maxwell	Video	
Training for Facilitators	Catalyst 2002 - #2	Andy Stanley	Video	
Training for Facilitators	Catalyst 2002 - #3	Erwin McManus	Video	
Training for Facilitators	Catalyst 2002 - #4	Behind the Speakers	Video	
Training for Facilitators	Catalyst 2002 - #5	Laurie Beth Jones	Video	
Training for Facilitators	Catalyst 2002 - #6	Louie Giglio	Video	
Training for Facilitators	Catalyst 2002 - #7	Andy Stanley	Video	
Training for Facilitators	Catalyst 2002 - #8	John C. Maxwell	Video	
Training for Facilitators	Developing The Facilitator Within You	John C. Maxwell	Set	
Trusting God	Facing the Giants	Alex & Stephen Kendrick	Video/DVD/Blu-ray	Small Groups Coach James Tysinger has written curriculum to go along with this movie-contact him if interested

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Women's Issues	Do You Think I'm Beautiful?	Angela Thomas	Video	
Women's Issues	Keeping A Princess Heart (In A Not So Fairy Tale World) – Nicole Johnson Live	Nicole Johnson	Video	
Work	Taking Care of Business	Andy Stanley	Video	
Youth Ministry	Christ in Youth		Video	
Youth Ministry	Insiders Handbook to High School	Interlinc	Video	

WEBSITES and SOFTWARE

Bible Study	Illumina	Tyndale House	Bible Software	
Christian Living	Nooma material at www.nooma.org	Rob Bell	Website	
Creation	answersingenesis.org		Website	

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Appendix B: Small Group Facilitator Covenant

Small Groups are vital to Impact's health and growth! Because Small Groups and Small Group Facilitators are so important, we ask you to prayerfully consider the following that we ask of Small Group Facilitators at Impact, and sign if you are willing to serve.

Because we must maintain a consistent vision and direction for the Small Groups Ministry, I understand that a Small Group Facilitator at Impact must have attended the iTree Class, must be a member at Impact, and is asked to submit to Impact's oversight of the Small Groups Ministry and Facilitators.

Because every participant in a Small Group at Impact deserves the best Facilitator possible, to continually make myself a better Facilitator, and so that I will be aware of any changes to the Small Group Ministry at Impact, I understand that a Small Group Facilitator at Impact is asked to attend a Facilitator Training Session (or view the video of the event) before becoming a Facilitator, and to attend Info Meetings / Huddles as often as possible.

Because Impact needs to be aware of the needs of the Small Groups Ministry, in order to best support Small Groups, I understand that I need to submit attendance records and other paperwork as requested in a timely manner.

Because Small Groups needs to reach out to as many people as possible, I understand that while Impact will promote the Small Groups Ministry as a whole, I should do my best to "recruit" new members by taking the initiative to meet and invite new people to my Group.

Because a Small Group Facilitator "represents" Impact in their role as a spiritual Facilitator, I understand that I am held to a "higher standard," and will do my best to set the best example possible in my words and actions.

Signed _____

Date _____

Contact Info:

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Appendix C: Small Group Proposal Form

Thanks for your interest in becoming a part of the incredible, life changing, ministry of small groups at Impact. Please take a few moments to complete this form. Doing so will help you think through the various issues involved in starting a new small group. It will also allow our small group team to help you make real the vision and passion God has given you for this ministry. When complete please return to Development Pastor Mike Vander Dussen at the church office.

Name: _____

Home Phone: _____

Work Phone: _____

Email: _____

Best time to reach me: _____

Who is this group for?

(It is important to think about what the people you will invite to your group have in common. For instance: a common stage in life, a common interest, or a common purpose. If those you want to include in your group are likely to have children, do you plan to offer childcare?)

When will your group meet?

(Be sure to clarify how often: weekly, bi-weekly, monthly...)

Where will your group meet?

(If you will offer childcare, where will the children meet?)

What will be the primary and secondary purpose of your group?

(Fellowship, Support, Bible Study, Prayer, Service)

Why do you want to start this group?

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Appendix D: Sample Small Group Covenant

1. Commitment of the Facilitators – The Facilitators of the group promise take the time and make the effort to be prepared to lead group each week and to do their best to make the group a place for fellowship and growth for all. They also commit to respecting the time of the group by starting and ending group functions on time.
2. Regular Attendance – Because the fellowship and growth is diminished by the absence of even one group member, I will make it a priority to attend group sessions on time, and will contact the group Facilitator (insert group Facilitator contact info here) if I can't make it, or am running late.
3. Confidentiality – I will make the group a safe place by keeping whatever is said in the group confidential. ("What happens in the group, stays in the group.")
4. Respect and Acceptance – I will not judge others or try to fix their problems, but will let Scripture be the teacher, and the Spirit work in the lives of others. I will try to give everyone an equal opportunity to contribute to the conversation.
5. Support for Impact and Its Leadership – I will not let the Group become a place of gossip or criticism of Impact or any of its staff or leadership or of any group member or family member. I will do my best to handle any problems with a fellow believer by speaking to them one-on-one, as the Bible instructs.
6. Inviting Others - I will pray that God will open my eyes to those who I could invite to join the group, and will do my best to welcome newcomers and get to know those in the group that I don't know very well. I recognize that our group will "spin off" a new group from existing members from time to time as it grows.

Signed:

Date:

Contact Info:

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