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# **DISCIPLE GROUP LEADER & COACH RESOURCE GUIDE**

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**2017-2018**

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THE CHURCH OF  
**Eleven22**

## VISION & MISSION

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**VISION:** The Church of Eleven22 is a movement for all people to discover and deepen a relationship with Jesus Christ.

**MISSION:** We are a community that seeks to glorify God by surrendering to Jesus, making disciple-making-disciples and transforming communities.

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.” - *Matthew 28:19-20*

## DEFINITION OF DISCIPLE GROUP

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### WHAT IS A DISCIPLE GROUP?

Disciple Groups are community-based, gospel-centered gatherings where people discover and deepen a relationship with Jesus Christ.



### *Greetings Disciple Group Leaders & Coaches!*

Thank you for providing opportunities for all people to discover and deepen a relationship with Jesus Christ. You help others take a next step of faith by leading the charge to make disciples who make disciples.

I read this quote recently and thought of you:

#### **BLESSED ARE THE AVAILABLE.**

Blessed are the conduits, the tunnels, the tools.  
Deliriously joyful are the ones who believe that if God has used sticks and rocks to do His will, then He can use us.

– Max Lucado, *The Applause of Heaven*

Thank you for modeling the Great Commission found in Matthew 28:18-20 to make disciples and teach them all that Jesus has commanded so that they too can glorify God and lead others to Him. Empowered by the Holy Spirit, your efforts are not only significant but are having an eternal impact.

“We give thanks to God always for all of you, constantly mentioning you in our prayers, remembering before our God and Father your work of faith and labor of love and steadfastness of hope in our Lord Jesus Christ.”  
- *1 Thessalonians 1:2*

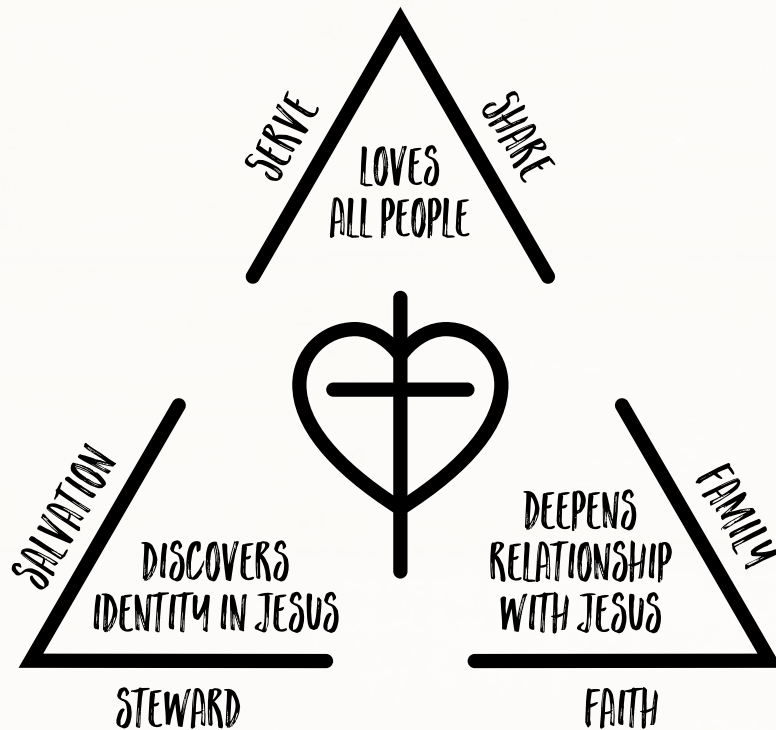
Honored to serve alongside you,  
**Spiritual Formation Team**



# DISCIPLESHIP JOURNEY

At The Church of Eleven22, we are called to be disciple-making-disciples, and have created this **Discipleship Journey** tool to help us in this process.

## EXPLAIN... A DISCIPLE



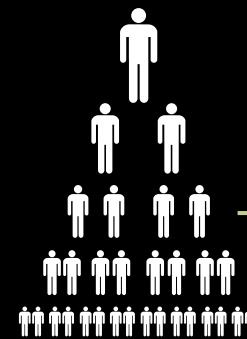
As Disciple Group Leaders and Coaches, we are excited to cultivate ministry as part of the Before All Things Initiative.

## BEFORE ALL THINGS

We're excited to share with you all that God has done in us and through us through Before All Things.

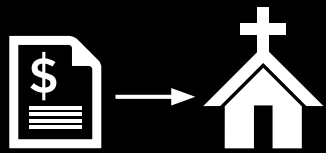
Through these four initiatives we have seen God accomplish:

- 130 Churches planted to date
- 1,517 people surrendered their lives to Jesus
- 915 people publicly declared Jesus as their lord and Savior through Baptism
- 177 short-term missionaries sent to the nations
- 13 participants in the Hope's Closet Job Initiatives Program
- Sending out Ed Lehmann to plant Anthem Church
- Countless stories of life transformation



### INITIATIVE ONE CULTIVATE MINISTRY

DISCIPLE-MAKING DISCIPLES  
Worship, Serve Staff, Disciple Groups,  
NewGen



INITIATIVE TWO  
**PUT DOWN  
ROOTS**

PURCHASE SAN PABLO BUILDING



INITIATIVE THREE  
**PLANT THE  
GOSPEL**

IN NEW COMMUNITIES BY  
GOING MULTISITE



INITIATIVE FOUR  
**SOW GOSPEL  
SEED**

PLANT 100 CHURCHES IN JACKSONVILLE  
AND AROUND THE WORLD

## IMPORTANT DATES FOR 2017-2018

### AUGUST

**Fall Semester Group Sign-Ups Start:** August 3

**Disciple Groups Start Meeting:** Week of August 28

**Disciple Group Experience:** August 21 @ All Campuses

### SEPTEMBER

**Saturated:** September 13-17

**Covenant Member Class:** September 30 @  
All Campuses

### OCTOBER

**Disciple Group Experience:** October 2 @ All Campuses

**Church-Wide Serve Day:** October 21

### NOVEMBER

**Covenant Member Class:** November 4 @ All Campuses

**New Leader Training:** November 12 @  
San Pablo Campus

**New Leader Training:** November 16 @ All Campuses

**Fall Semester Ends:** Week of November 20

## DECEMBER

**New Leader Training:** December 3 @  
San Pablo Campus

**New Leader Training:** December 7 @ All Campuses

**Christmas Eve Service:** December 24 @ All Campuses

**Campus #4 Opens:** December 24

## JANUARY 2018

**Spring Semester Group Sign-ups Start:** January 4

**New Leader Trainings:** TBA

## FEBRUARY

**Groups Start Meeting:** Week of February 5

## APRIL

**Easter:** April 1

## JUNE

**Spring Semester Ends:** Week of June 25

## AUGUST

**Disciple Group Leader/Coach Annual Celebration:**  
August 11

*Dear Disciple Group Leaders,*

THANK YOU for serving in such a vital role as you walk out the Great Commission by making disciples that make disciples. Jesus has asked us to go and make disciples and then teach them to observe all of His commandments. What a privilege and an amazing opportunity!

Admittedly, many of us find ourselves questioning and perhaps even doubting our ability to fulfill this role. Interestingly enough, the disciples also experienced doubt as we see in Matthew 28 verse 17 right before Jesus commissions them to take the gospel to all nations.

<sup>16</sup> Now the eleven disciples went to Galilee, to the mountain to which Jesus had directed them. <sup>17</sup> And when they saw him they worshiped him, but some doubted. <sup>18</sup> And Jesus came and said to them, "All authority in heaven and on earth has been given to me. <sup>19</sup> Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, <sup>20</sup> teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age." -*Matthew 28: 16-20*

Jesus knew how they felt, wasn't offended and still authorized them to make disciples because He understood that His power would guide them and change the hearts of the hearers. Let the "Lead One, Launch One!" adventure begin!

Blessings,  
**Spiritual Formation Team**



# DISCIPLE GROUP LEADERS

## QUALIFICATIONS OF A DISCIPLE GROUP LEADER:

- Knows Jesus Christ as their personal Lord and Savior and lives a surrendered, Gospel-centered life.
- Loves people and desires to make disciples.
- Is a Covenant Member of The Church of Eleven22.
- Prior CoE22 Disciple Group participation and attendance at a New Leader Training.
- Clearly articulates The Church of Eleven22's vision, mission, and values as well as the disciple-making-disciple process.
- A Disciple who makes disciples.

## ROLES OF A DISCIPLE GROUP LEADER:

- Proactively communicates information to new and current group participants.
- Facilitates group discussion by using the provided sermon-based curriculum.
- Cares and prays for group participants.
- Intentionally identifies and encourages potential Disciple Group Leaders in the group to launch a new group.
- Assists with communication and issue resolution between Disciple Group participants and the church.
- Uses CCB to record attendance, edit roster, and communicate with the group (see CCB tab).
- Participates in a serve project offered via the church each semester.
- Communicates with the Coach that has been assigned to them (See Disciple Group Leadership Structure in coaches tab.)

## A DISCIPLE GROUP LEADER IS

- A person who delegates responsibility.
- A person who listens.
- A person who encourages others to take steps of faith.

## A DISCIPLE GROUP LEADER IS NOT

- A therapist.
- A preacher.
- A teacher.
- The answer to everyone's problems.

## DISCIPLE GROUP CURRICULUM:

The sermon-based curriculum is vital to the health of Disciple Groups at The Church of Eleven22. We deepen our relationship with Jesus by diving deeper into His Word every week with fellow believers.

## CURRICULUM FORMATS:

We provide two different formats of the curriculum:

**CURRICULUM GUIDE** - This format has Scriptures, commentary, and questions that help facilitate discussion about the sermon.

**VIDEO WITH VIDEO CURRICULUM GUIDE** - The video contains clips from the sermon and is accompanied by a curriculum guide that provides questions for discussion.

## FINDING THE CURRICULUM:

Each Friday, all three forms of curriculum are posted on the website. Go to [coe22.com/disciplegroups](http://coe22.com/disciplegroups) and the curriculum is on the right-hand side. Click on the week and then choose the format you would like to download.

It is also posted on the Church app. Go to the Sermons tab and click on the sermon series. Choose the week and click on the Disciple Group Curriculum button.

# TIPS FOR COMMON CHALLENGES WITHIN DISCIPLE GROUPS

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## THE CONVERSATION HOG:

### CHARACTERISTICS OF A CONVERSATION HOG:

- Monopolizes conversations easily.
- Always has a long answer to every question.
- Gives advice to anyone who shares in the group.
- Will always relate someone else's answer to what is going on in their lives.

### WAYS TO PARTNER WITH A CONVERSATION HOG:

- Talk to them before or after group and explain that you are very happy with their willingness to share and ask if they will help get others involved. Ask them to wait a couple of minutes before answering a question. Also, ask them to help you ask other members questions during group time explaining that this will help to make the quieter members feel more involved in the group.
- If they are telling a story and keep going, wait for them to pause and immediately re-direct the conversation. Most people who are socially aware will eventually pick up on these queues if you continue to re-direct them.
- During the first few weeks of your group, share with the entire group that we are here to love and support each other but not to "fix" one another. If a group member is going through a difficult time, let the group know that we have care team

members that are trained to help with sensitive and stressful situations. Direct members needing care to [coe22.com/care](http://coe22.com/care). Reinforce this information when needed throughout the semester.

## THE "OPINION BASED THEOLOGIAN":

### CHARACTERISTICS OF AN "OPINION BASED THEOLOGIAN"

- Uses "I feel..." when discussing Scripture.
- Gives advice based on their opinions and not Scripture.
- Contradicts Scripture.

### WAYS TO PARTNER WITH AN "OPINION BASED THEOLOGIAN"

- Talk to them before or after group and recast the vision of the group being Gospel centered. Explain that we use sermon based curriculum so God's Word is center stage. Our discussion in group should be centered around what Scripture says because Scripture is alive and is God's gift to us. We all have our own opinions and experiences, but as we are being sanctified we seek to know God's truth and have it deeper in our hearts and minds.
- During group, whenever contradictions arise ask the question "where do you see that in Scripture?"

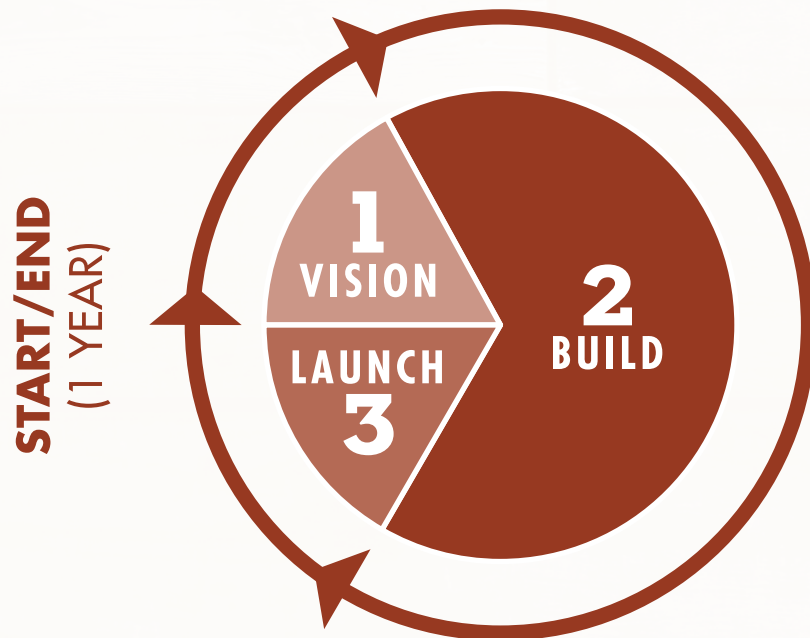
**Remember, your Coach is happy to provide assistance with any challenges or issues you experience! If you are not partnered with a Coach and you need one, please reach out to a Spiritual Formations Team member.**



# LEAD ONE, LAUNCH ONE

## THE LIFECYCLE OF A DISCIPLE GROUP

The following is a visual articulation of how the growth of a Disciple Group looks, the “lifecycle of an Eleven22 Disciple Group.” It’s a tool for measurement, reference, and accountability on the journey of disciples-making-disciples and group multiplication.



### 1. VISION

- Two weeks of vision-specific curriculum.
- Discuss biblical discipleship. Set the stage and cast the vision for what Disciple Groups are. Articulate the difference between what we do and “small” or “life” groups.
- Explain biblically that healthy discipleship grows and multiplies and the expectation of launching new groups.

### 2. BUILD

- During this period use normal sermon-specific curriculum.
- Build and measure the spiritual health of group members.
- Build and grow the size/roster of the group through discipleship and recruitment.
- Identify a new leader and begin to discuss them launching their own group (including you discipling them and giving them a chance to lead the group).
- Choose a launch date.

### 3. LAUNCH

- Announce launch date.
- New Leader Training with new leader.
- Work through who will leave with new group/leader.
- Use launch-specific curriculum on the last week before splitting.
- Once launched both groups start the cycle over again at 1. Vision with new curriculum.

### STAFF CONTACTS

#### DISCIPLE GROUPS MINISTER

Caitlin Armstrong - [Caitlin.armstrong@coe22.com](mailto:Caitlin.armstrong@coe22.com)



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*Dear Disciple Group Coaches,*

Thank you for your willingness to walk alongside our Disciple Group Leaders!

We are excited that so many are taking their next step of faith to lead a Disciple Group for the first time. Most of you remember the first time someone asked you to lead and how unprepared and ill-equipped you felt. Likewise, our first-timers are also experiencing excitement as well as some fear and doubt.

Thank you for your willingness to support them by being available to listen, encourage and pray for them. It will be amazing to watch God work through them to advance His kingdom. Many of you have already experienced the joy of helping leaders identify the next leader that God is calling to launch from their group.

Please don't hesitate to reach out to myself or our team for support whether that be a specific prayer request, help with group logistics or even just a safe place to come for counsel and encouragement. Thank you for continuing to make disciples that make disciples by coaching leaders to Lead One, Launch One!

Blessings!

**Spiritual Formation Team**

# DISCIPLE GROUP COACHES

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## QUALIFICATIONS OF A COACH:

- Knows Jesus Christ as their personal Lord and Savior and lives a surrendered, Gospel-centered life.
- Loves people and desires to make disciples.
- Is a Covenant Member of The Church of Eleven22.
- Prior Disciple Group leadership experience at The Church of Eleven22.
- Clearly articulates The Church of Eleven22's vision, mission, and values as well as the disciple-making-disciple process.
- Models the disciple-making-disciple process by being an active participant of a Disciple Group at The Church of Eleven22.

## ROLES OF A COACH:

- Trains, equips, encourages, and cares for Disciple Group Leaders.
- Monitor the health of the Disciple Group and its leader(s).
- Helps leaders to identify future leaders from within their groups.
- Assist with communication and issue resolution upward and downward between Disciple Group Leaders and the church.

## EXPECTATIONS OF A COACH:

We want to engage Disciple Group Leaders with personal, spiritual, and missional conversations.

### 1) PHONE CALLS:

- Once before semester starts or early in the semester.
- Once during the semester.

### Questions to ask:

- How are you doing personally?
- How is your family?
- How are you connecting with God?
- How can I pray for you?

### 2) GET TOGETHER:

- Meet up for coffee or lunch once during the semester.

### Questions to ask:

- What are you celebrating in your group?
- What challenges are you facing?
- What are you doing about those challenges?
- How can I help?

### 3) VISIT GROUP:

- Meet with the group once during the semester and follow-up either by phone or stay after group visit to discuss.

### Questions to ask:

- What do you think went well?
- What do you think did not go well?
- When are you expected to launch a group from this one?
- How can I help?



# DISCIPLE GROUP LEADERSHIP STRUCTURE

## DISCIPLE GROUP LEADERS

- Leaders of Disciple Groups
- Each assigned a coach

## COACHES

- Network of Serve Staffers who coach Disciple Group Leaders
- Current/Former Disciple Group Leaders

## CAMPUS COACHES

- Serve Staff Leadership
- Campus-specific (1-2 per campus)

## STAFF (CENTRAL)

- Discipleship & Spiritual Formation Church Staff
- Not campus-specific, central

The diagram above graphically displays the leadership structure for Disciple Group ministry at The Church of Eleven22. Descriptions of each level are as follows:

## DISCIPLE GROUP LEADERS

Trained leaders who lead a Disciple Group. Individuals who model the mission and vision of Eleven22, a disciple who makes disciples.

- Uses The Church of Eleven22 sermon-based curriculum.
- Cares and prays for group participants.
- Identifies potential new leaders to launch a new group.

- Uses CCB to record attendance, edit roster, and communicate with the group (see CCB tab).

## COACHES

Veteran/current group leaders who train, equip, encourage and care for other Disciple Group Leaders. Is concerned with their individual spiritual health along with the health of their group. Offers help wherever it is needed and is the main point of contact for Disciple Group Leaders.

- Assist with communication and issue resolution.
- One phone call to Disciple Group Leaders at the start of the semester and one during the semester. One personal hang-out with leaders during semester. Have a presence at group events.

## CAMPUS COACHES

Developed leaders with a strong desire and ability to serve with Groups/Spiritual Formation (1-2 per campus). Train, equip, encourage and care for the coaches at a campus and is their main point of contact. Supports their coaching and individual spiritual health.

- Trained in our process, vision, and mission (this includes CCB, church language, code of conduct, etc.)
- One phone call to coaches at the start of the semester and one during the semester. One personal hang-out with coaches during semester. Have a presence on the campus/serve at group events.

## CENTRAL (STAFF)

Spiritual Formation church staff. Trains, equips, encourages and cares for leaders. The main point of contact for all Campus Coaches.

- Provides support as well as directional leadership and oversight. Involved in vision casting and decision making for Disciple Groups and Spiritual Formation.
- Equip the saints for the work of ministry, for building up the body of Christ. (Eph. 4:12)

## DEVELOPING NEW COACHES:

### 1. IDENTIFYING FUTURE COACHES:

- Stands out as a Disciple Group Leader.
- Embraces The Church of Eleven22 vision, mission, and values.
- Has available capacity to pour into Disciple Group Leaders.

### 2. INDUCTING NEW COACHES

- Recommendation from a Coach, Deacon, Elder or Staff Member from The Church of Eleven22.
- Attend Coaches training.
- Place Coach according to gender, zip code, and Disciple Group affiliation.

## FAQ's:

### • What is the length of commitment?

We ask that you commit to one semester.

### • Can you lead a Disciple Group and be a Coach?

Yes, you can lead a Disciple Group and be a Coach. We ask that you allow adequate time in your schedule to meet the responsibilities to be a Coach and raise up new leaders within the group you lead.

## STAFF CONTACTS:

### DISCIPLE GROUPS MINISTER:

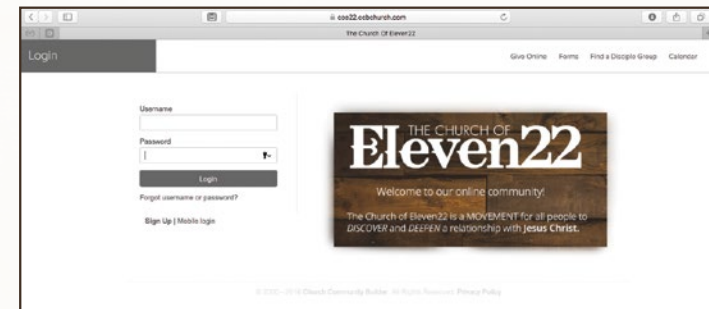
Caitlin Armstrong - caitlin.armstrong@coe22.com

# HOW TO USE CCB

## WHAT IS CCB?

Church Community Builder or CCB (formerly known as Connect22) is the online community for The Church of Eleven22, where people can easily connect and communicate with one another.

CCB is the primary way Eleven22 leadership communicates with the church as a whole. It is also how you as a Disciple Group Leader can communicate with your group members and manage multiple aspects of your group.



## HOW DO I ACCESS CCB?

Each individual has a unique username and password to access CCB. If you don't currently have access, visit the CCB login page to signup: <http://www.coe22.com/ccb/>

## HOW DO DISCIPLE GROUPS USE CCB?

Each disciple group has its own CCB page. As the group leader, you can use this page to access your group members' contact information, send emails to your group, record attendance, and share prayer requests.

## GROUP LEADER APP BY CCB

Download the Group Leader app on your phone to easily take attendance and see your group roster.



## HOW DO I RECORD ATTENDANCE?

Each week you will receive an automated email, sent to the address in your CCB profile, reminding you to record attendance for the group meeting that week. Please do this! By each group keeping accurate attendance, the church has a better understanding of how full groups are and whether there is a need for new groups in any specific zip codes.

If you don't receive the automated email or don't have it available, you can log in to CCB directly to record attendance. Follow these steps:

- Once logged in, click on your group name on the right side of the screen.
- Click on the "Group Actions" drop down menu on the upper right side. Then click "Record Attendance" from the list of actions.
- Select the date for which you want to record attendance and click "Record Attendance".
- Check the box next to each person who attended group. You can also add the number of visitors at the top of the page.
- If you would like, you may also record the discussion topic, any notes, praises and prayer requests, and any news related to group members.
- Check the appropriate box if you wish to share the attendance summary with other leaders, the entire group, or no one. Then click "Save"!
- You can also use the CCB Group Leader App.

## HOW DO I MAINTAIN MY GROUP ROSTER?

For both your benefit as the leader and the church's need for accurate group membership numbers, it is important to keep your group roster up to date. This means removing any members that never attended or haven't attended in more than one month (and you haven't heard from them). Often people will sign up for a group but then find a different group to attend and not know they need to remove themselves in CCB.

Also, any group that has 15 or more members on the participant list will show as full in CCB and new members will not be able to join. So keeping your roster free of any non-attending members is helpful.

Follow these steps to make changes to your group roster:

- Once logged in to CCB, click on your group name on the right side of the screen.
- Click on the "Group Actions" drop down menu on the upper right side. Then click "Edit Participant List" from the list of actions.
- Check the box next to the name of any individual you need to remove from the list.
- In the "If checked, set group status to..." drop-down menu above the list of names, select "Remove from group" and click OK.

From the Edit Participant List page you can also add people to your group. To do so:

- Click "Add or invite new people" under "Actions" on the upper right side of the page.
- You can either add individuals directly or send them an invite. You can also enter their name or complete a search.

# Q & A:

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## 1. WHAT IS THE CAPACITY FOR DISCIPLE GROUPS?

Our ideal cap for Disciple Groups is 15 on the roster for men’s and women’s groups and 20 on the roster for mixed groups. Once the roster hits these numbers we want to have a conversation about whether to take the group off the website or prepare a leader to launch. Sometimes the momentum of packing out a room or house can spring forth new leaders who can multiply the group.

## 2. HOW DO PEOPLE SIGN UP FOR THE GROUP?

People will signup directly through the website by filling out a form for your group. Once they submit the form you will receive an email that says there is a new form response. DO NOT CLICK ON THAT FORM. INSTEAD, GO TO YOUR CCB GROUP PAGE AND LOOK UNDER THE PARTICIPANTS TAB. Please allow 24 hours for the person to show up on your roster. It is your responsibility to gather their information and give that person a call or text to answer any questions and welcome them to the group. Please reach out within 48 hours.

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THE CHURCH OF  
**Eleven22**

coe22.com     DOWNLOAD THE APP