



ADULT BIBLE FELLOWSHIP LEADER GUIDE

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PRESTONWOOD BAPTIST CHURCH



ADULT BIBLE FELLOWSHIP LEADER GUIDE

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OUR MISSION STATEMENT

Our mission at Prestonwood Baptist Church is to glorify God by introducing Jesus Christ as Lord to as many people as possible and to develop them in Christian living using the most effective means to impact the world, making an eternal difference in this generation.

Our Bible Fellowship Values Reach. Learn. Love.



REACH – Reaching people for Christ



LEARN – Learning to live like Christ



LOVE – Loving people with Christ

“A place where no one stands alone ...”

That’s a pretty good image for our Bible Fellowship Ministry. All of us are wired with certain needs that can be met only through relationships with other people. And that is why connecting people—both Christ-followers and the unconvinced—in your group is one of the ultimate purposes of our Bible Fellowship Ministry.

In addition, our groups provide great settings for spiritual growth and development. Spiritual transformation has been described as “a long obedience in the same direction.” The Bible study, accountability and encouragement that our groups provide become tools to help our people stay in step with Christ for the long haul, or allow them to cross over the line of faith for the first time.

At the end of the day, this guide is both an administrative guide and an “idea starter” for ways to involve people in ministry ... to reach, learn and love. And while these descriptions and tasks are important, they are not primary. As a volunteer in this ministry, what is most needed from you is your personal holiness. As you walk closely with Jesus, your creativity, your witness, your investment of time and impact on people will make all the difference.

What if Prestonwood really were *a place where no one stands alone?*

That’s my prayer. Thanks for your willingness to serve Christ through this powerful ministry.

His and yours,

Jeff Young

Minister of Spiritual Development

Prestonwood Baptist Church



WHO WE ARE

Defining Success

The most important question any organization needs to answer is how it defines success. If that is unclear, chances are the organization will never be successful. With that in mind, we have attempted to define success for our Bible Fellowship members and leaders.

1. For the Member

For the member, the Bible Fellowship is successful if he or she is personally experiencing authentic community and spiritual growth. Specifically, the member should ask:

- Am I growing in my intimacy with God?
- Am I growing in authentic community with members/other believers?
- Am I growing in my influence and eternal impact with unbelievers?
- Am I growing in my understanding and utilization of my spiritual gift(s)?

2. For the Leader

The leader is successful if he or she is facilitating individual and Bible Fellowship growth. Specifically, the leader should ask:

- Am I becoming more and more like Jesus? In other words, am I applying what I am encouraging others to apply?
- Are our members prioritizing our Bible Fellowship in their schedules?
- Are our members experiencing accountability, a sense of belonging and love?
- Are our members' priorities becoming more aligned with Scripture?
- Are our members sharing Christ and pointing others to Christ more and more?

Qualifications for Leadership

- Is a born-again believer
- Has a lifestyle that reflects love for God and others
- Shows evidence of a servant's heart
- Sets aside a daily time of prayer and Bible reading, desiring to become more and more like Jesus
- Attends Prestonwood Worship Services faithfully
- Reflects our Bible Fellowship values of "Reach. Learn. Love."
- Is a fully functioning member (faithful financial support, prayer warrior and servant of Christ and this church)

Bible Fellowship Wins

What does a win look like? We win when our values are fulfilled:

- Bible Fellowships that reach people for Christ (Reach)
- Bible Fellowships that disciple people to live like Christ (Learn)
- Bible Fellowships that love people with Christ (Love)
- Leaders who duplicate themselves (Learn) so that they can start new groups (Reach)

Key Things to Expect from Your Spiritual Development Team

- To be supported by the prayers of the Spiritual Development Team and the intercessory prayer ministry
- To maintain open lines of communication, support and ministry with the staff
- To be provided staff-led, meaningful and interesting training on a regular basis
- To be provided a list of contact information for all guests to your Bible Fellowship
- To be supplied with doctrinally sound material via curriculum, small-group resources, men's and women's Bible studies, and Shepherd Groups
- To be provided ample space that is clean, orderly and properly maintained
- To be provided supplies as needed to lead and teach
- To be supported during times of pastoral care to the members and guests of the class, including hospital visitation and counseling

Bible Fellowship's Role in Mission Fulfillment

WORSHIP

Worship Service Times

Plano Campus

Saturdays, 5:00 p.m.
Sundays, 9:15 and 11:00 a.m.
En Español: 2:00 p.m.

North Campus

Sundays, 9:15 and 11:00 a.m.

Dallas Campus

Sundays, 11:00 a.m.

CONNECT

Bible Fellowship Times

Plano Campus

Saturdays, 6:30 p.m.
Sundays, 8:00, 9:15 and 11:00 a.m.
En Español: 11:00 a.m. and 12:45 p.m.
Wednesdays, 6:30 p.m.

North Campus

Sundays, 8:00, 9:15 and 11:00 a.m.
Wednesdays, 6:30 p.m.

Dallas Campus

Sundays, 9:15 a.m.

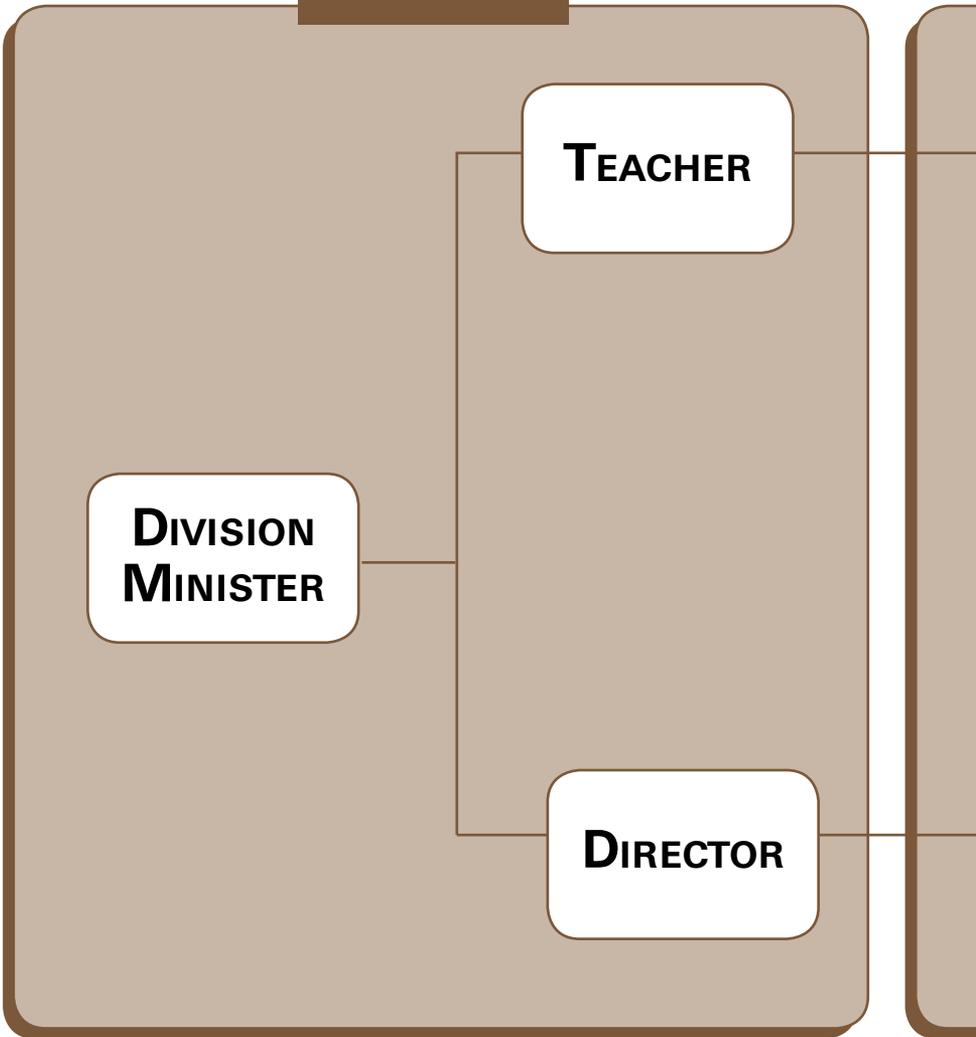
SERVE

- Bible Fellowship Ministry
- Missions/Evangelism
- Spiritual Development Studies
 - Life and Leadership Classes
 - Men's Studies
 - Women's Studies
- Service Opportunities



WHAT WE DO

STAGE 1



The chart above serves as a guide to help structure your Bible Fellowship along with a stage development process that helps you know where to begin. Please use this tool to organize and recruit other men and women into class leadership; the Director will not be able to perform every area of ministry.

STAGE 2

APPRENTICE
TEACHER

MEMBER
COORDINATOR

APPRENTICE
DIRECTOR

PROSPECT
COORDINATOR

PRAYER
COORDINATOR

SECRETARY

STAGE 3

SHEPHERD
GROUP
COORDINATOR

SHEPHERD
GROUP
COORDINATOR

GREETER

SOCIAL
COORDINATOR

MEN'S,
WOMEN'S &
MISSIONS
LIAISONS*

*Men's Ministry, Women's Ministry and Missions Ministry Liaison positions help facilitate communication between their respective ministries in the church and Bible Fellowships.

STAGE

1



REACH.

Incorporate social events into your calendar that encourage Bible Fellowship members to engage, invite, and converse with the unchurched. Share a testimony of how God used you in the process of evangelism.



LEARN.

Work with your teacher to coordinate activities (inside and outside of the classroom) that allow members to experience what is being taught during Bible Fellowship sessions.



LOVE.

Establish a crisis communication system so members will know whom to contact in case of a crisis. This could be in the form of a phone or text tree organized by a Shepherd Group.

DIRECTOR

What is the purpose of the Director?

- To oversee the overall work of the class, relieving the Teacher of administrative responsibilities. A Director works closely with both the teacher and team leaders to ensure that all key areas of work (Reach. Learn. Love.) are addressed appropriately and that the class is properly organized and mobilized for its mission of leading people to faith in the Lord Jesus Christ and establishing them in Christian living.

What does the Director do?

- Plans and administers the total work of the Bible Fellowship by enlisting leaders and encouraging them as they fulfill their responsibilities.
- Directs the Bible Fellowship session (welcome, announcements, prayer, etc.), starting and finishing on time to allow for an adequate Bible teaching period
- **Arrives at least 15 minutes prior** to Bible Fellowship start to set up the classroom and to greet guests and members
- Leads class leadership meetings to plan, develop, evaluate, and implement plans to reach class goals and objectives regarding Bible Fellowship's Reach. Learn. Love. values

- **Works closely with the Prospect Coordinator to ensure all worship prospects and Bible Fellowship guests are contacted each week**
- **Oversees and promotes Shepherd Groups, realizing they are effective tools to develop Christ-centered community that includes every member, member-in-service, and class prospect**
- **Enlists and trains an Apprentice Director for the purpose of becoming a new Director**
- **Ensures a REACH lifestyle is promoted and implemented among class members**
- **Encourages and equips leaders to launch a new Bible Fellowship**

STAGE

1

TEACHER

What is the purpose of the Teacher?

- To develop his or her Bible Fellowship members and guests in Christ through biblical teaching. The Teacher works closely with the Director and class team to promote and accomplish a Reach. Learn. Love. community.

What does the Teacher do?

- Leads Bible Fellowship participants in meaningful Bible study by:
 - Using approved churchwide curriculum (with the Bible as the chief guide)
 - To view curriculum, go to prestonwood.org/bflead
 - Preparing the lesson with the needs of the class in mind
- Participates in on going Teacher training throughout the year (e.g., Teacher Huddles, reading a book on teaching, and any Division Minister suggestions)
- Expands his or her leadership through enlisting and training an Apprentice Teacher who ideally would assist with teaching responsibilities every four weeks to help prepare him or her to teach a new Bible Fellowship
- Arrives at least 15 minutes early to greet guests and members
- Consistently utilizes the Apprentice Teacher as a substitute in preparation for a new Bible Fellowship launch



REACH.

Help your Bible Fellowship grow by using illustrations of members meeting people, serving these new friends, inviting them to church, and sharing the Gospel with them.



LEARN.

Read "Tools in Every Teacher's Toolbox" on page 36.



LOVE.

Assist leadership team in meeting pastoral care needs of class members and recent guests.

SECRETARY

What is the purpose of the Secretary?

- To maintain accurate membership and attendance records so that effective ministry and outreach can occur

What does the Secretary do?

- Retrieves and returns the class folder each week from the Bible Fellowship cart
- Ensures that the Director receives the announcement sheet from the folder before the beginning of class time
- Processes attendance and guest/new member records accurately
 - Attendance is recorded; both individual and class count.
 - Only individuals physically in your class (not those serving in other ministry areas) should be counted.
 - Ask guests to complete Registration Record.
 - Invite guests to join the Bible Fellowship. If they decline, register them as a guest.
 - **IMPORTANT:** Class division, class name, class time, and room number are to be added by Secretary.
 - Original is returned to folder; copies are given to Director and Prospect Coordinator.
- Processes member information changes (such as new address, phone, etc.) in a similar manner, noting “information change only” on form

STAGE

2



REACH.

Keep your own prospect list (such as an Excel sheet or index card file) that includes information and date of last attendance. Share this information with the Prospect Coordinator for follow-up.



LOVE.

When contacting through a “call blitz” or “text tree” for social events or special meetings, divide a list of prospects and class members among committed class members. Ask those who make contacts to return their notes for review by the Director, class leaders and Division Minister.

STAGE 2

APPRENTICE DIRECTOR

What is the purpose of an Apprentice Director?

- To help fulfill the responsibilities of Director as an apprentice
- To become a Director of a new Bible Fellowship (a mentor-apprentice relationship should exist)



REACH.

Begin to think about starting a new Bible Fellowship, and discuss with the Director who could be in the Core Group when launched. New Bible Fellowships reach new people.



LEARN.

Set up a meeting with the Director to discuss ways you can lead and what may be delegated to you to prepare you to launch a new Bible Fellowship.



LOVE.

Write a note at least once a month to encourage future leaders in your Bible Fellowship.

What does an Apprentice Director do?

- Serves as a substitute Director in the Director's absence
- Assists Director in planning and coordinating the work of the class
- Prepares to become a new class Director

Note: A new Bible Fellowship may be formed from existing members, even from one of the Shepherd Groups in the Bible Fellowship. Please contact your Division Minister for assistance in creating a new Bible Fellowship. Also see "Recommended Steps for Launching a New Bible Fellowship" on page 30.

APPRENTICE TEACHER

What is the purpose of the Apprentice Teacher?

- To help fulfill the responsibilities of the Teacher as an apprentice
- To become a Teacher of a new Bible Fellowship

What does the Apprentice Teacher do?

- Serves as a substitute Teacher, using same curriculum as Teacher
- Assists Teacher in preparation and co-teaching on a consistent basis
- Prepares to become the Teacher of a new class

STAGE

2



REACH.

Connect with guests and develop trust with members. New classes often grow this way.



LEARN.

Foster a mentor-apprentice relationship between yourself and the Teacher. This might include a weekly meeting of lesson critiquing and comparing ideas.



LOVE.

Monthly, compare your schedule with the Teacher. See what dates each of you will be out and plan your lessons accordingly.

STAGE 2



REACH.

Challenge class members to consistently pray for the salvation of those on the class's REACH cards.



LEARN.

Experiment with different methods of gathering prayer requests as listed on page 15.



LOVE.

Send notes of encouragement for life events (i.e., death of family member, wedding, birth of a child, etc.).

PRAYER COORDINATOR

What is the purpose of the Prayer Coordinator?

- To lead the class in effective intercessory prayer and express thankfulness to God for answered prayers and praises

What are the responsibilities of the Prayer Coordinator?

- Prays daily for the needs of members, guests and the church family
- Provides prayer updates to the Director
- Develops an efficient method of collecting and distributing class prayer requests each week
- Ensures that prayer is a key element of each class period
- Contacts and encourages those who have requested prayer
- Enlists members for prayer during the Worship Service when the Bible Fellowship is assigned by the Prayer Ministry

Ideas to make prayer an efficient and meaningful time during your class period:

- Pass around a clipboard at the beginning of the class and encourage your members and guests to share their requests and praises.
- Use technology to gather prayer requests (i.e., class e-mail address, Facebook page or prayer blog) and distribute these requests in class.
- Use “Family Rules” to respect the time of your class. For example, ask the class to share requests only for people they have lived with, people who have lived with them, or people currently living with them.
- Hand everyone a blank note card as they enter the room and have them write down a prayer request. Redistribute the cards at the close of your class time so that everyone has one person they can pray for that week.
- Allow the guests to write their requests down on the board as they enter; then during prayer time, break the class up into small groups to pray for the requests listed.

STAGE 2



REACH.

When you hear a great story about REACH from your follow-up phone call, share the story with the class the following week to model friends inviting friends.



LOVE.

Invite guests to dinner to hear their story.

PROSPECT COORDINATOR

What is the purpose of the Prospect Coordinator?

- To follow up with visiting prospects and prospects from Ministers
- To give leadership and vision to the class of having a REACH mindset

What does the Prospect Coordinator do?

- Champions the REACH mentality in the class both at Prestonwood and in the community
- Coordinates the follow-up of class guests
 - Follow-up of prospects who visit the class
 - Follow-up of prospects from Minister assigned to class
 - Sharing of testimonies in class
- Ensures that all contacts made are communicated to the age-group Minister
- Sets an example by being personally involved in sharing Christ with others and enlisting prospects for class and church membership

BIBLE FELLOWSHIP PROSPECT CONTACT PROCESS

First Visit to Class

- Give each visitor a Bible Fellowship record to fill out.
- Return the white and yellow copy to the Director. Keep the pink copy and call, text or e-mail each visitor during the week.
- Record notes, name, phone number and e-mail on an Excel file or other organization system.

Recurring Visit to Class

- Invite prospect to join class.
- Fill out Bible Fellowship registration record again.
- Make a note of recurring visit on fellowship contact sheet/index card.

Bible Fellowship Social

- Call all class prospects to attend class social.

Six-Week Report

- Call everyone on class roster who is not a class member.
- Make notes concerning contact (prayer requests, comments, concerns, etc.).
- If unable to speak to individual, try to contact that person three times. If unable to contact, and individual has not been attending, make detailed notes for Ministers.

STAGE 2



REACH.

Consider having a new member reception where you introduce new members to the class leadership and explain what a typical Shepherd Group meeting will entail. For an example, see page 40.



LOVE.

Contact any class member who has been absent for three consecutive weeks.

MEMBER COORDINATOR

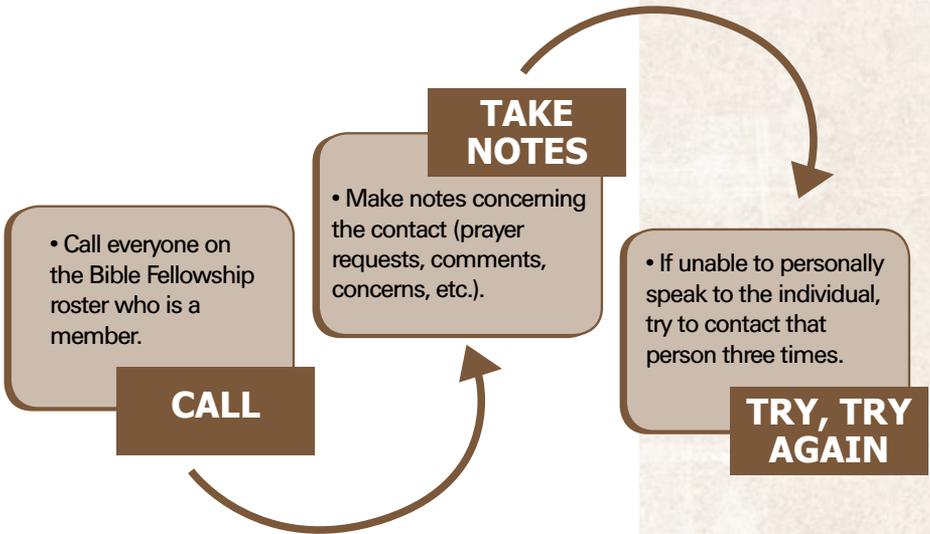
What is the purpose of the Member Coordinator?

- To recruit and equip Shepherd Group Leaders
- To ensure that members and Shepherd Groups have a REACH mindset

What does the Member Coordinator do?

- Determines how many Shepherd Groups are needed for the class
- Recruits Shepherd Group Leaders
 - Shepherd Group Leaders should be active members of the class who have no other responsibilities in the class
- Equips Shepherd Group Leaders by providing a job description and an up-to-date roster of active and inactive members
- Please see pages 22–23 for more information on structuring and organizing a Shepherd Group in order to maximize the utilization of these groups.
- Holds Shepherd Group Leaders accountable by:
 - Having ongoing communication with each leader
 - Ensuring they are following up with class members
- Assigns new members to a Shepherd Group and makes sure they are assimilated into the group
- Prays weekly for Shepherd Group Leaders by name

BIBLE FELLOWSHIP MEMBER CONTACT PROCESS



STAGE 3



REACH.

Consider starting a new Bible Fellowship from a Shepherd Group. Multiplying new classes is the most effective way to reach more people.



LOVE.

Make up reasons to contact your group so that the connection stays fresh.

SHEPHERD GROUP COORDINATOR

What is the purpose of the Shepherd Group Coordinator?

- The Shepherd Group Coordinator is responsible for ministering to 10 to 16 people (5 to 8 couples).

What is the strategy of a Shepherd Group?

- Divide the class roster into three groups using these attendance pattern breakdowns:

Touch: those who attend 6 times a year or less

Ministry: those who attend 7–25 times a year

Core: those who attend 26+ times a year

- Determine how many Shepherd Groups are needed by assigning each group at least one “touch” member/couple; two “ministry” members/couples and two “core” members/couples. In other words, every group should be organized so that people in each of these categories (core, ministry and touch) are represented (see chart on pages 22-23).

What does the Shepherd Group Coordinator do?

- Contacts (call, e-mail, visit, write) every member at least once a month, checking to see how each is doing, if there are any prayer requests, or if there is a ministry need the class needs to meet, or if information needs to be shared. It's best to assume that members would want to know how to be involved. Be careful not to imply guilt or a "you are a number to us" attitude. Share prayer requests and class events/parties with them.
- Communicates any ministry needs (spiritual, emotional or physical) to the Director, Teacher and Prayer Coordinator
- Serves as an encourager for new Christians
- Partners with the other class leaders to ensure class effectiveness

***Note:** People in the "touch" group are the hardest to reach. Typically, we will get them involved when they either have a crisis in their life and we are there, or when they have a spiritual need/experience. Your greatest potential and, therefore, time allotment, should be with the "ministry" group. These are the next generation of Bible Fellowship leaders, bringers and includers, etc.*

Divide the class into manageable groups. A group should contain 7–10 active members, 4–6 inactive members, one or more members-in-service (i.e., Children’s Ministry or Student Ministry volunteers) and any active prospects. (Active is defined as attending at least two times in the last six months.)

TOUCH

Attends 0-6 times/yr

Chris

Mike

Alan

Carol

Jeff

Scooter

GROUP # 1

Chris

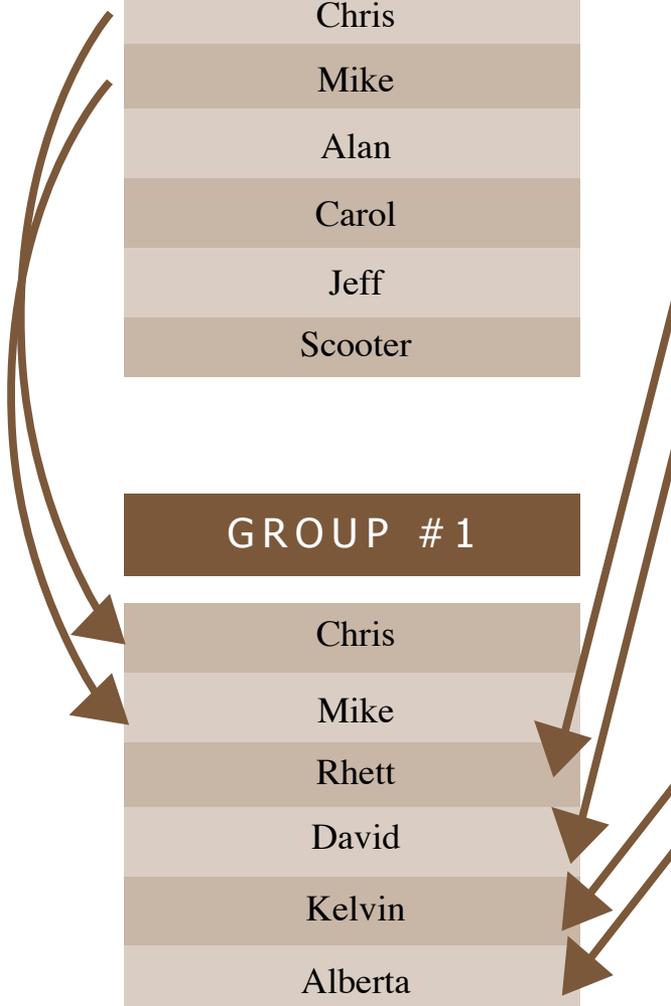
Mike

Rhett

David

Kelvin

Alberta



SHEPHERD GROUPS

MINISTRY

Attends 7-25 times/yr

Rhett

David

Wanda

Sue

Mark

Allison

CORE

Attends 26+ times/yr

Kelvin

Alberta

Helena

Jack

Todd

Jason

GROUP # 2

Alan

Carol

Wanda

Sue

Helena

Jack

GROUP # 3

Jeff

Scooter

Mark

Allison

Todd

Jason

STAGE

3



REACH.

Plan a regular home social for class prospects hosted by two or three class member couples (or individuals). Focus on really getting to know the prospects and answering questions about the class and church.



LOVE.

Play an icebreaker game that allows members to learn about each other and fosters interaction.

SOCIAL COORDINATOR

What is the purpose of the Social Coordinator?

- To provide opportunities for members to build relationships with each other, but more importantly to help assimilate new members and prospects into the class
- To keep the purpose of social events in the forefront: 1) to create an entry point to reach prospects and unsaved or unchurched friends, 2) to reclaim inactive members, 3) to build fellowship with believers who are serving, and 4) to build fellowship with members of the Bible Fellowship

What does the Social Coordinator do?

- Plans meaningful activities and fellowships for class members and prospects
 - Enlist a team for each function
 - Set the date, time, place and activities involved
 - Invite all members and prospects
 - Show sensitivity to costs involved
 - Arrange for childcare, if appropriate
- Encourages members to bring unsaved/unchurched friends on their REACH cards
- Incorporates a REACH strategy when planning social events

How often should class fellowships be planned?

- Smaller classes may need monthly socials.
- Larger classes, with Shepherd Groups that meet regularly, may only have quarterly or twice-a-year classwide fellowships.

***Note:** Class fellowships should normally be in homes or public places rather than at the church building.*

STAGE

3



REACH.

Try these ideas for enlisting members to pair up with guests: 1) sit next to them in class 2) go to Worship Service together 3) invite them to class lunches or dinner.



LOVE.

Get a list of members and make personalized nametags.

GREETER

What is the purpose of the Greeter?

- To create an environment where class guests have a positive first impression and returning members are welcomed

What does the Greeter do?

- Recruits people who will greet people as they walk in the doors, and serves as a host
- Welcomes everyone in the classroom
- Coordinates coffee or snacks for the first-time guests
- Hands out nametags at beginning and collects them at the end of the class
- Introduces guests to class members
- Enlists class members to pair up with guests
- Arrives 15 minutes early to greet guests.

MISSIONS LIAISON

What is the purpose of the Missions Liaison?

- To challenge the class to participate in at least four approved mission opportunities each year (local, national, or international)

What are the responsibilities of the Missions Liaison?

- To be **INFORMED**: Communicates to the Bible Fellowship the mission opportunities available
 - Local: Community ministries; prison outreach and restoration
 - National: Church planting/establishing; disaster and victim relief
 - International: By age division; Prestonwood-sponsored
- To be **INTENTIONAL**: Leads the class to become directly involved in mission opportunities
 - Class participates in at least four mission opportunities designated by the Missions and Evangelism Office.
 - Class is prayerful of ongoing missional needs.
 - Class is aware of upcoming mission trip meetings (for your division) and has representation at each.
- To be **INVOLVED**: Leads the class in missions by personal involvement
 - Bring people to what you are already doing.
 - Pray about participating in something outside of your comfort zone.

STAGE

3



REACH.

Challenge class members to participate in approved mission opportunities to REACH our neighbors, community, nation and world for Christ.



LEARN.

Attend *Perspectives* Class.

STAGE 3



REACH.

Encourage men to invite their coworkers and friends to Bible studies and conferences.



LEARN.

Read about more opportunities at prestonwood.org/men.



LOVE.

Be intentional about inviting all the men of your class to upcoming men's events.

MEN'S MINISTRY LIAISON

What is the purpose of the Men's Ministry Liaison?

- To involve male class members in Prestonwood Men's Ministry

What does the Men's Ministry Liaison do?

- Involves himself in Men's Ministry
- Serves as a liaison between Prestonwood Baptist Church Men's Ministry and men in the class
- Involves men in approved Men's Discipleship Classes, Friday Morning Men's Bible Study, and the Prestonwood Men's Conference
- Creates awareness of opportunities for men to minister to special groups
- Encourages volunteerism within the church

WOMEN'S MINISTRY LIAISON

What is the purpose of the Women's Ministry Liaison?

- To inform and involve female class members in Prestonwood Women's Ministry

What does the Women's Ministry Liaison do?

- Involves herself in Women's Ministry
- Serves as a liaison between Prestonwood Baptist Church Women's Ministry and the women in the class
- Connects women to approved Women's Bible Studies, the Prestonwood Women's Conference, and other women's events hosted by Prestonwood
- Creates awareness of opportunities for women to minister to special groups
- Encourages volunteerism within the church

How are details/information obtained?

- Through regular e-mails detailing all activities
- Through postings on the Women's Announcement Board in your classroom filing cabinet

STAGE 3



REACH.

Encourage women to invite their coworkers and friends to Bible studies and enrichment opportunities.



LEARN.

Read about more service and enrichment opportunities at prestonwood.org/women.



LOVE.

Help women connect to ministry activities that promote personal spiritual development.



HOW WE DO IT

Recommended Steps for Launching a New Bible Fellowship

Step 1 – Find a Leader (Six Weeks before Class Launch)

- Start with a Stage 1 Leader (could be an Apprentice Teacher or Apprentice Director).
- Provide Leader with a Teacher/Director Covenant and Adult Bible Fellowship Leader Guide.
- Review the covenant and guide over a face-to-face meeting to clarify expectations.
- Give the Leader time to pray over this decision and return the completed covenant.

Step 2 – Gather Core Group (Five Weeks before Class Launch)

- Ask the Leader for a list of names to be contacted (could be an existing Shepherd Group).
- Contact recent worship guests and new members to your division (past three months).
- Seek to have four to six individuals commit to the Core Group meeting and new class.

Step 3 – Start Meeting with Core Group (One to Four Weeks before Class Launch)

- Have the Leader host a Core Group meeting on or off campus.
- Have the Core Group meetings serve as a time for prayer, vision casting, outreach and community building
- Begin identifying leaders for Stage 2 positions. (Do not rush to fill positions, though.)
- Choose a name for the class, start date and room.

Step 4 – Launch Class (Week of Class Launch)

- Make sure the Leader over-communicates the start date, time and room to Core Group.
- Encourage the Leader and be present in the room.

Step 5 – Support the Class Launch (One to Four Weeks after Class Launch)

- Meet with the Leader to follow up on the class launch needs and progress.

***Note:** At times, starting a “paper class” is appropriate. A paper class is derived from regular guests/prospects that have not yet joined a Bible Fellowship and those who have stopped attending and may be open to joining a new group.*

REACH Strategy

“Who’s in Your Five?” REACH Cards

Each class will be given REACH cards, and the members will be asked to write down the names of at least five people they know who are not yet believers, and then work toward sharing the story of Christ with them.

What is success in the strategy?

Success is defined as actively working to move people through the process of evangelism.

What is the process of evangelism?

We have defined the process of evangelism as five steps to help move someone toward hearing the story of Christ and having his or her life changed by the Gospel. This

process serves as a guide to help you understand how you can move someone from being a name on a card to allowing God to use you to share the story of Christ with that person. Remember, it is always God’s desire that we actively share our faith (2 Timothy 4:5), and this helps us work toward fulfilling that mission.

1–Meet

2–Serve

3–Invest

4–Invite

5–Share







 @Add Bible Fellowship
 REACH LEARN LOVE.

DATE: ___/___/___

	MEET	SERVE	INVEST	INVITE	SHARE
1 _____	1	→2	→3	→4	→5
2 _____	1	→2	→3	→4	→5
3 _____	1	→2	→3	→4	→5
4 _____	1	→2	→3	→4	→5
5 _____	1	→2	→3	→4	→5

Practical Ways to Make This “More Than a Program”

In light of that, we want to give you some practical suggestions on how to make this the lifeblood of your class and not just a fad or new idea or new theme. In many ways, this has always been the goal of our church, but it helps all people to be involved and engaged in a strategic way by personally sharing their story.

Personal Level

- Keep your REACH card in your Bible and pray every day for the names on it.
- Show your card to your Minister or accountability partner and discuss ways you plan to help someone move through the process.
- Do a personal study of the Gospel story (read the Gospels) so that you can have a greater appreciation for the story of Jesus and how this has transformed your life.
- Pray daily for opportunities to share the story of Christ with anyone you meet (Colossians 4:4).

Class Level

- Incorporate time in class to share general prayer requests, and devote another time specifically to the REACH cards each week (Prayer Coordinator).
- Use the REACH cards as a point of application at least once a month in your teaching time (Teachers).
- Have couples share the story of their life journey in class as a testimony at least every other week, and specifically how they were introduced to the story of Christ (Member Coordinator).
- Plan specific class socials at least every other month, providing a venue for people to invite everyone on their card (Social Coordinator).
- Plan service projects or coordinate ways the class can serve neighborhoods, communities, or those on their REACH cards (Missions Liaison).
- Identify ways and highlight examples of class members who are actively moving people through the process, and share testimonies of success at least once each month (Director).



REACH.



LEARN.



LOVE.

MEET

INDIVIDUAL LEVEL

Neighbors
Coworkers
Family
Friends

CLASS LEVEL

Socials
Outreach events
• Neighborhood block parties
• Playgroups
Sports activities

This implies active involvement and engagement with those who are not yet believers. It is important that we openly look for opportunities to come across those who don't know Christ (Colossians 4:2–6).

SERVE

INDIVIDUAL LEVEL

Meeting tangible needs
• Serving meals to new families
• Meeting financial needs
Acts of service

CLASS LEVEL

Servant evangelism
New move-in packets
Holiday service events
Sports activities

This involves doing acts of service to show Christ before sharing Christ. Our goal is that people would see our good deeds and want to know about the God we serve (Matthew 5:13–16).

INVEST

INDIVIDUAL LEVEL

Meals

- Breakfast
- Lunch
- Dinner at your house

Ask questions
about their story

CLASS LEVEL

Socials in homes where
significant conversations
take place
Sports activities

It is more than just getting your message across but investing personally in the lives of those with whom we desire to share. The key is being intentional. We must be willing to be where they are and know the questions they are asking before giving them the answers we have rehearsed (1 Corinthians 9:19–23).

INVITE

INDIVIDUAL/CLASS LEVEL

Prestonwood
Worship Service
Bible Fellowship
PowerLunch
Division events
Friday Morning
Men's Bible Study
Women's Bible Study
Class socials
Class service projects

We have the opportunity to invite people to hear the message of Christ and hear the story of the Gospel. This involves taking advantage of the multitude of opportunities (many which take place weekly at Prestonwood) to invite people to hear the story (John 1:40–42).

SHARE

INDIVIDUAL LEVEL

Personal testimony
Sharing the story
of Christ

All of the previous steps must lead to this step. This involves sharing the story of Jesus Christ, that He died on the Cross for our sins and rose from the dead (1 Corinthians 15:1–5).

Tools in Every Teacher's Toolbox

"Whatever you do, work heartily, as for the Lord and not for men."

–Colossians 3:23

Every teacher has God-given tools that can make his or her Bible Fellowship the place to be! While your personality may cause you to naturally gravitate toward some of these tools more than others, each of them can help you connect with your people more significantly. As teachers, we get to share the most important message ever given: Because of God's love and Christ's sacrifice for us, we can have new life, complete forgiveness and real hope for every day ahead! Teachers, we get to share this life-impacting message and we need to do it to the best of our ability. These tools help make that a reality.

TOOL #1: Passion

Your passion should be directed toward a clear outcome or "big idea." In other words, as you begin to prepare your lesson, get clarity about several things:

- a. What is the big idea (what do you want them to learn)?
- b. What difference is it going to make (why do I want them to learn it)?
- c. What is the value added to their life (what do I want them to do with it)?
- d. How can I point them to Jesus with this lesson (every week I want to point them to their Savior)?

TOOL #2: Authenticity

This tool is a must! One of the chief reasons teachers are encouraged to begin preparing early in the week is so that the lesson can impact them; the Scripture can impact them; so that God can bring the truths of His Word alive to them. Why? Because at the end of the day, the teacher is the lesson.

TOOL #3: Flexibility

I believe there is a direct correlation between one's predictability and one's impact. In other words, the higher the predictability, the lower the impact.

Frequently a teacher will ask, "Are there any bad teaching methods? I just like to lecture. Is that wrong?" I typically respond that lecture is an effective teaching method ... as long as it is not the only method you utilize. In other words, from one standpoint, the only "bad" teaching method is the one you use every single week.

In any class, you will find people with a variety of learning styles. If you only use one method of teaching, you are choosing not to make an impact on those in your class who prefer other learning styles.

TOOL #4: Laughter

Several years ago, as my daughter and her date were preparing to leave, I told my daughter's date that I had been to prison and I didn't mind returning! Humor frequently is the perfect tool when we find ourselves in a tense or stressful situation. Proverbs 17:22 says that "a joyful heart is good medicine..." Most people love to laugh and I've found the funny things that occur around our home and with our family typically get the best response.

TOOL #5: Inspiration

The people we teach are fire-hosed with pessimism and bad news on every turn. People need to believe things can get better; that with God's strength and guidance, they can make a positive difference. The tool of inspiration is vital to keep hope, belief and dreams alive. Your people are begging to be inspired!

TOOL #6: Conviction

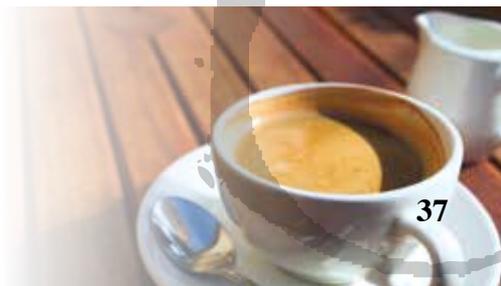
The conviction tool speaks solely to your understanding and application of God's Word. For instance, if your subject is mercy and compassion, share this lesson using a personal story when someone displayed compassion to you so that the class can feel your conviction about this subject.

People remember stories and authentic emotion. It moves them. It sets the table for change to occur. Someone once said that the most fatal comment about preaching is "he taught as though nothing were at stake." The minute you feel your convictions slipping or indifference about the lesson, it's time to get alone with God in prayer. As I said before, the teacher is the lesson. How you have applied God's Word to your life and allowed it to change your actions and attitudes will, in many respects, be replicated by your class.

TOOL #7: Creativity

I shared earlier that our teachers are encouraged to prepare their lessons with the specific needs of their members in mind. Every quality class is built on two foundational stones; the Bible and people's needs. Our goal as teachers is to let the Bible speak to people's needs. This is where creativity enters the picture. It's much easier to talk about the Bible, sharing facts, events, parallels, etc. rather than applying it to people's real issues and specific needs. And yet that is where change occurs! Don't stop with just knowledge and comprehension levels of learning. As LeRoy Ford said, "We must take our students from the state of 'so what?' to the state of 'aha!'"

*Remember ... lives are at stake,
so how you teach what you
teach really does matter!*



Scripture Passages for Ministry Occasions

Everyone needs care all the time from God and others (1 Corinthians 12:25–26).

In a special time for care, you can:

- A. Offer your “presence” and empathize with their feeling (Romans 12:15). Much of the time, when we don’t know what to say, we don’t need to say anything.
- B. Become a very good listener (James 1:19).
- C. Pray with your friend (Philippians 4:6–7).

Being in community with other believers diminishes the chance of “unnecessary” special care issues (Proverbs 17:22). Why? First, we are healthier emotionally and physically when we are loved and give love to others; and, we are healthier spiritually when we are in real community.

The following Scriptures may provide additional guidance and comfort:

Sick	Psalm 6; 41; 67;
Grieved	Psalm 23; Isaiah 40:28–31; John 14:1–3, 18; 1 Thessalonians 4:13; Matthew 5:4; Romans 5:1–6
Caring for Aging Parents	Proverbs 23:22; Psalm 71:9; 1 Timothy 5:4
Needy/Homeless	Psalm 121
Coping with Death	Psalm 23; 1 Corinthians 15:55, 57; John 14:19
Guilty	1 Corinthians 13:4–7
Aging	Psalm 92:14–15; Proverbs 16:31
Joyful	Psalm 33:18–22; James 1:17
Bereaved	1 Corinthians 15; Revelation 21:1–7; Romans 8:35–39
In Crisis	Job 28:12–28; Proverbs 8; Isaiah 55:6
Terminally Ill	Philippians 4:6–7; Psalm 90:12; Psalm 23; 27; 121; Revelation 21:4; Romans 5:1–5

Items to Discuss at Your Bible Fellowship Leadership Meeting

We recommend that each Bible Fellowship Leadership Team meet at least every other month for prayer, sharing updates on prospects, various ministry situations, evaluation and planning.

Sample Agenda

Prayer

Evaluation Discussion

- What was most successful in our Bible Fellowship in the last month?
- What needs immediate improvement?
- Are we reaching our goals for: spiritual growth, involving more people in service, salvations & growth?

Teaching Update

Prospect/Guest Follow-Up

- Briefly share information about each prospect since the last meeting.
- Who joined since our last meeting?
- Lead a time of prayer specifically for your prospects: for salvation, clarity in their decision regarding a church, etc.
- Share any outreach or evangelism plans.

Membership/Shepherd Groups Update

- How are we following up with each new member since our last meeting to ensure they stay connected?
- Do we have enough Shepherd Groups? Enough leaders/homes?
- Discuss prayer needs, care needs and ministry follow-up plans.

Socials & Party Plans

- Share upcoming plans (including communication plans).
- Discuss how these events can be leveraged to reach and connect with new people.

Closing Prayer

- Be sure to pray for each other as leaders; for the intentionality of our entire Bible Fellowship Ministry; and for our church, Pastor and staff.



How to Host a New Member Reception

A great way to introduce members to the structure of the class is to host a New Member Reception. The reception provides an opportunity for new class members to introduce themselves and share their story with the class leadership, including their Shepherd Group. Below is a sample agenda for a New Member Reception; take note of the Scriptures provided as they highlight the scriptural foundation for the administrative structure in Bible Fellowship.

Fellowship

Prayer

Introductions

Class Leadership Positions – Review Bible Fellowship Leadership Development Chart (pages 6-7)

Class Calendar

Shepherd Groups

A. The Importance of Shepherd Groups

1. What Shepherd Groups Do – Acts 2:42–47

- a) Doctrine
- b) Fellowship
- c) Breaking of Bread
- d) Prayer

2. Promote togetherness (verse 44)

3. Meet needs (verse 45)

4. Promote unity and gladness (verse 46)

5. Meet in homes (verse 46)

6. Find favor with all people (verse 47)

7. See results – The Lord added to the church those being saved (verse 47)

B. The Importance of Assembling Together – Hebrews 10:24, 25

1. No Lone Ranger Christians

2. Humility – 1 Peter 5:5,6

3. Minister to One Another – 1 Peter 4:7–10

C. The Importance of Being in a Shepherd Group

1. Acts 20:28

2. 1 Peter 5:2–4

3. Ecclesiastes 4:9–12



How to Enter and Use The Prestonwood Baptist Church Contact Center

For Teachers, Directors, Secretaries, Prospect and Member Coordinators only

To Access the Contact Center:

1. Go to prestonwood.org/bfleader.
2. Click on the **Visit the Contact Center** Box. This opens the Contact Center Page.
3. Make selections for **Campus, Ministry and Class Time**.
4. After your selections, the **Contact Center Login** page will open.
5. Log in as a current user (just as if you were going to register for a church event) or you can create an account by following the instructions on the page. (It may take a few days for registration to be filtered through Membership Services.)

In the Contact Center, you will find:

Your Class Roster: This list will open with the name, birthday, home phone, e-mail, class status and last attendance date of your class members and prospects.

You will notice that you can edit the *e-mail address* of an individual from that page. If you have other updates, click on the name, and on the upper right-hand corner of the person's info is a box that says "*Update Information.*" Click on that and it will open an e-mail from your e-mail provider to AIM Membership Services, which will allow you to send new contact information for the individual.

Photo Directory: This will show you all the contact information on class members including photos, if we have photos on file.

Roster (PDF): This will allow you to access all the contact information on a PDF along with an attendance record for the last six weeks.

Roster (Excel): This will allow you to access all the contact information in a spreadsheet format along with the attendance record for the last six weeks.

KEY DOCTRINES OF THE FAITH

- We believe the Bible is God's Holy Word, without error, and is the sole authority for faith and life.
- We believe there is one God: the Father, the Son and the Holy Spirit. They subsist in unity, and also as three separate, distinct Persons all equally God. God has always existed, and He is the creator of the universe.
- We believe Jesus Christ is God's Son, He was born of a virgin as both fully God and fully man, lived a sinless life, died to atone for the sins of human beings, was buried, arose from the grave, ascended into heaven and will literally return to earth. He is the only way to God the Father.
- We believe the Holy Spirit is the divine helper, counselor, comforter and instructor. His work is to reveal Christ, convict of sin, lead to repentance, guide believers, comfort, strengthen, and sanctify the soul. He is a "seal" and "deposit" given to all believers at the point of conversion guaranteeing their inheritance.
- We believe human beings are special creations of God, made in His image. All human beings are born sinners and are in need of salvation having fallen through the sin of the first man, Adam. We believe that life begins at conception and is sacred to God.
- We believe sin is disobedience to God. Sin entered into the world through Adam, and all human beings are born into sin and choose to sin. Sin separates all human beings from God until they receive forgiveness through the redemptive work of Jesus Christ. God desires for all Christians to forsake sin and become like Him – holy.
- We believe salvation is a gift through repentance toward God and faith in Jesus Christ, and every person who truly is saved is eternally secure in the Lord Jesus Christ and will spend eternity in heaven, while those who die in their sins will spend eternity in hell, separated from God.
- We believe the church is a local body of baptized (by immersion) believers with the Lord Jesus Christ as the head. The mission of the church is to carry out God's command to preach the Gospel and make disciples of all nations. The universal church is made up of all believers everywhere.
- We believe God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness.



Worship with Us!

PLANO CAMPUS

6801 W. Park Blvd., Plano, TX 75093

Worship Services can be live streamed at prestonwood.org.

SATURDAYS

Worship Service: 5:00 p.m.

Bible Fellowship: 6:30 p.m.

SUNDAYS

Worship Services: 9:15 and 11:00 a.m.

Bible Fellowship: 8:00, 9:15 and 11:00 a.m.

Prestonwood en Español: 2:00 p.m.

Prestonwood en Español Bible Fellowship: 11:00 a.m. and 12:45 p.m.

WEDNESDAYS

Bible Fellowship: 6:30 p.m.

Midweek @ Prestonwood Classes

NORTH CAMPUS

1001 W. Prosper Trail, Prosper, TX 75078

SUNDAYS

Worship Service: 9:15 and 11:00 a.m.

Bible Fellowship: 8:00, 9:15 and 11:00 a.m.

WEDNESDAYS

Bible Fellowship: 6:30 p.m.

DALLAS CAMPUS

12123 Hillcrest Road, Dallas, TX 75230

SUNDAYS

Worship Service: 11:00 a.m.

Bible Fellowship: 9:15 a.m.