

cmt Global Project

D-Group Leaders Handbook

CampusMinistry Today is a ministry of the Center for Mission Mobilization, mobilization.org

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If you have questions...

- ❑ Start off by checking the Global Project [Leaders Page](#), which has all of our resources!

- ❑ Then ask the staff who recruited you to the Global Project. Campus Ministry Today is providing the structure and key components of the project, but your college ministry or church are the ones leading the project for you and your ministry.

- ❑ Contact info@campusministry.org if you have trouble accessing any resources online.

- ❑ Contact chelsea.strong@mobilization.org if you would like to receive further coaching on how to prepare and lead your D-Groups.

More Resources @
www.campusministry.org/global-project

Global Project Core Components

Your Responsibilities

This is Your Ministry's Project

Your college ministry or church has chosen to use the core curriculum of the Global Project, provided by Campus Ministry Today (CMT), for a discipleship training program. Global Project is providing a structure with an outline of 8 sessions, 8 teaching videos for large groups, and resources for small groups (Discipleship Groups or D-Groups).

While Global Project provides the general framework and resources, check with your project leader, staff person, or pastor to see what their schedule, customizations, or expectations are.

Core Components of Global Project:

- Large Group Gathering (we have 8 teaching videos for these)
- Discipleship Groups
 - The Fuel and the Flame book study
 - Inductive Bible Study training, using 2 Timothy, unless you choose another book
 - Scripture Memory, which coincides with the sections of *The Fuel and the Flame*
- Outreach Initiative (your project leader will likely give guidance on which initiative you do)
 - Evangelism - utilizing Discovery Bible Study as an evangelistic tool
 - Mission mobilization - utilizing the Xplore Study to learn more about God's heart for the nations and engaging international students
 - Purity - utilizing The Freedom Fight's 30 Day Challenge, and inviting others, hopefully outside of the project, to go through this with you.

Below you will find a breakdown of these core components of the Global Project. There is a general paragraph under each component, and then a bulleted list which has all of **your individual responsibilities** as a D-Group leader. Read these thoroughly, and use them as a reference throughout the Project if you are feeling a little lost!

Large Group Gathering

Large group meetings are a great way to build momentum, fellowship, and maintain the trajectory of your Global Project. Your ministry will be scheduling its rhythm and for the large group gatherings, and Global Project is providing 8 teaching videos that coincide with that week's reading of *The Fuel and the Flame*. Your ministry may be meeting virtually or in person, and possibly including worship, meals, student testimonies, or supplemental talks.

- **Remind** your D-Group participants to come each week.
- **Set the pace** by ensuring you are making the large group meetings a priority and coming on time.
- **Assist** your ministry leader in hosting the large group gathering if needed.

Discipleship Groups

We truly believe that D-Groups are **the most important component** of the Global project. We are relying on YOU, supported by your leaders, the resources, and the Lord, to make this a fruitful time of connection and study. You will be facilitating your peers in a discussion on *The Fuel and The Flame*, the 2 Timothy Inductive Bible Study, Scripture memory, prayer, accountability, and encouraging them in their Outreach activity. We are also encouraging you to meet with each member of your group for a 1-on-1 coaching time, so that you can build relationship and help them move towards their goals.

- **Schedule** your D-Group meeting times with the students in your group that either you recruited or were assigned by your campus director. Communicate with them consistently, setting up Zoom calls or other video-conferencing methods for your D-Group meeting.
- **Review** the resources in this handbook, the Outreach Initiatives, and the optional Add-On options.
- **Prepare** for leading The Fuel and the Flame book discussion in your D-Group meeting by selecting a few questions at the end of each chapter.
- **Prepare** for facilitating the bible study by completely preparing yourself, and then preparing a series of questions. Read the *How to Prepare and Lead a Small Group Bible Discussion* article by Steve Shadrach below.
- **Train** your D-Group participants in whatever Outreach Initiative you decide to do as a group, encourage them, and hold them accountable to doing it. You might consider pairing them up to do the Outreach Initiative together.

- **Schedule** a time to have a 1-on-1 meeting with each of your participants weekly or every other week. Read the *How to Lead a 1-on-1* article below.
- **Pray** for wisdom in how to lead, and pray for your participants that God will use this project to transform them into a devoted disciple of Jesus Christ.

Outreach Initiative

We are encouraging and expecting all participants to do an Outreach Initiative. We believe that this is what will truly breathe life into this project! This can either be an [evangelistic Bible study](#), a [mission mobilization](#) small group, or a [purity group](#). Start planting the seeds for this now, so that your group members can begin to dream about who they will invite and how they will facilitate this themselves.

- **Prepare** by familiarizing yourself with the three Outreach Initiative options, so you can help people understand what they are so they can choose the best one for them.
- **Ensure** that each participant (individuals, pairs, or teams) recruits, prepares, and leads one of these.
- **Lead by example**, and recruit your own Outreach group, and if you pair up with someone, ensure that they are sharing leadership responsibilities with you.

Weekly Assignments

Below are the assignments for the book study, bible study, and scripture memory for Discipleship Groups. Be sure to check with your project leader if there are any changes or adjustments. While the Global Project provides a lot of the resources and structure, your ministry might be customizing or adjusting some things to best suit your local ministry.

For your first week we have assigned a few extra things to help you orient yourself to the Bible study method that we are using. Please read all of 2 Timothy, watch the training video (part 1, part 2), and read the Inductive Bible Study overview later in this document. This will help you prepare to practice the Inductive Bible Study Method with your group during week 1 using 2 Timothy 1:1-7. The first week you will introduce the accountability questions but not ask them. Each week after that you will have a discussion around those questions. When discussing *The Fuel and The Flame* each week pick a few of the discussion questions from each chapter to use for your discussion.

Session 1 - Vision for Your Life

Read *F&F* Chapters 1-3 and discuss
Study 2 Timothy 1:1-7 and discuss
Memorize Matthew 9:36-38

Session 2 - Build Your Life Foundation 1

Read *F&F* Chapters 4-6 and discuss
Study 2 Timothy 1:8-18 and discuss
Memorize Galatians 2:20

Session 3 - Build Your Life Foundation 2

Read *F&F* Chapters 7-9 and discuss
Study 2 Timothy 2:1-13 and discuss
Memorize Hebrews 4:12

Session 4 - Build Your Life Foundation 3

Read *F&F* Chapters 10-11 and discuss
Study 2 Timothy 2:14-26 and discuss
Memorize 2 Timothy 2:22

Session 5 - Evangelism

Read *F&F* Chapters 12-16 and discuss
Study 2 Timothy 3:1-9 and discuss
Memorize Romans 1:16

Session 6 - Disciple-making Pt. 1

Read *F&F* Chapters 17-19 and discuss
Study 2 Timothy 3:10-17 and discuss
Memorize Luke 16:10

Session 7 - Disciple-making Pt. 2

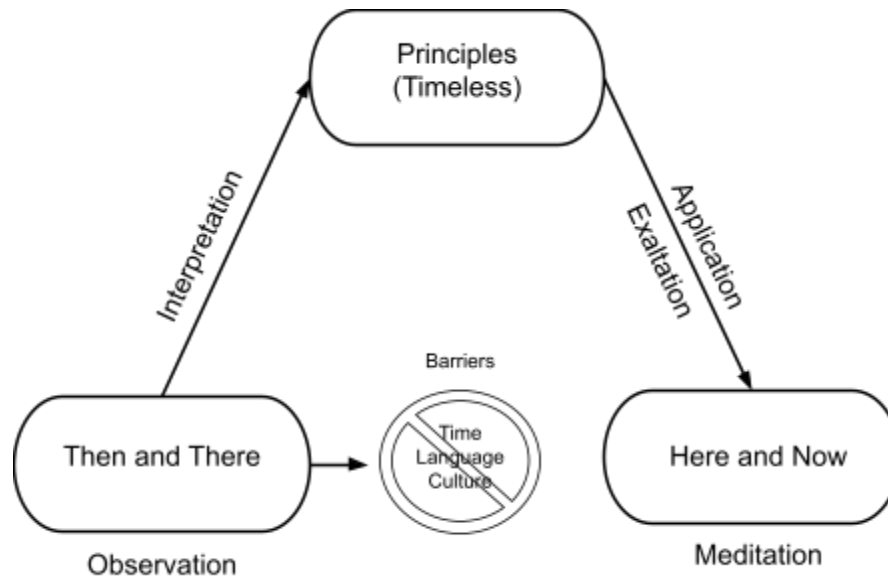
Read *F&F* Chapters 20-22 and discuss
Study 2 Timothy 4:1-8 and discuss
Memorize 2 Timothy 2:2

Session 8 - Mission Mobilization

Read *F&F* Chapters 23-26 and discuss
Study 2 Timothy 4:9-22 and discuss
Memorize Revelation 7:9

How to Study the Bible

Using the Inductive Method



A Simple Method: Observation, Interpretation, Application (OIA)

Perhaps the most common error most people make when studying the Bible is to read meaning into the verses as opposed to discovering meaning from proper context. Here is a basic method to use when studying a verse or passage that will help you avoid this. Try to begin each time of Bible study with a prayer asking for God's help to understand His Word. For instance, *Heavenly Father, please 'open my eyes that I may behold wondrous things out of your law' (Psalm 119:18).*

Observation

What does the text say? The goal here is not to determine the meaning of the passage but to simply make observations. Ask descriptive questions: **Who** is involved - author speaker audience?, **What** is happening -

events and sequences?, **Where** and **When** is this taking place? **Why** did the holy spirit inspire this passage?, **How** does it happen/unfold? Also pay special attention to nouns and proper nouns, verbs, adjectives, adverbs, repeated words, tenses, conjugations (i.e. and, but, for, since, therefore, yet, because)

Interpretation

Next, comes interpretation. We are trying to understand what the passages mean. Here are some helpful things to consider:

- What did the author mean to communicate to the **original audience**? Remember the bible can never mean what it never means. Context is key.
- What **type of literature** is it (biography, narrative, oratory, parable, poetry, prophecy, proverb, etc.)?
- Review the **content** (i.e. what you gathered in interpretation)
- What is the (literary, historical, cultural, geographical, theological) **context**?
- How does it **compare** to other scripture? Make use of **cross-references**.
- Lastly, **consult** other resources (i.e. commentaries, Bible dictionaries, concordances, sermons, etc.)

Application

“Understanding is simply a means to a larger end - practicing biblical truth in day-to-day life. Observation plus interpretation without application equals abortion.” - Howard Hendricks, *Living by the Book*

Application is the practical implementation of what God has taught us through the passage. As Hames says, we are to be “doers of the Word, and not hearers only (James 1:22-25).” Try to keep your applications **SPAM. Specific, Personal, Attainable, & Measurable**. Here is another helpful acronym when thinking through how to apply a passage:

- Sin to avoid
- Promise to claim
- Example to follow
- Commands to obey
- Knowledge of God, myself and the world

VIDEO RESOURCES - PT 1 <https://youtu.be/0W5XKGSjLLU>, PT 2 <https://youtu.be/zQIIMChehR4>

How to Prepare and Lead a Small Group Bible Discussion

By: Steve Shadrach

The Preparation

Whether you are using published materials or creating your own Bible studies, you will want to be fully prepared to lead your study. Be diligent to “handle accurately the Word of truth” (2 Timothy 2:115) as you do your original investigation of each of the passages you’ll be discussing with your group. As you make your observations, interpretations, and applications of each passage, you’ll want to try to discover what I call the three T’s:

Then meaning --> Timeless Principle --> Today’s Application

The Objective

As you look at the two or three main points you’ve discovered in your personal study of the passages, pick out one major point that matches up with a critical need your group has. This becomes your main objective of the discussion (i.e. the one major thing that dominates their minds as they leave the study). Most small group discussions (along with most sermons) send their members away with a whole host of points. No wonder most of us cannot even remember what last Sunday’s sermon was about!

The Questions

In this type of study, the format is discussion, not teaching! Jesus was a master at asking questions, and the key to good discussion will be the questions you design in advance. All the questions you create should inch your group closer and closer to discovering the objective of your study. Good questions should create self-discovery, so never tell anyone anything that they could discover themselves as a result of your well-worded questions. As great a question as you might craft, if it doesn’t push them towards the prayed-through objective you’ve set for the study, throw it out! The three kinds of questions you’ll want to create are:

1. The **Discovery** Question (Ask what?)

An open-ended, well-worded question introducing a new topic seeking to gather facts.

Example: From this passage, what does Jesus teach us about love?

2. The **Understanding** Question (Ask why?)

A more narrow, well-worded follow-up question, seeing to find the relevance and relationship of those facts. Example: Why would Jesus say there is more reward in loving our enemies, than our friends?

3. The **Application** Question (Ask how?)

A direct, well-worded final question challenging the participants to make those relevant facts a reality in their lives. Example: Think of one hard to live person in your life right now. How can you specifically show love to him or her this week?

Instead of allowing participants to just say, “My application is that I want to be a better Christian,” help them to SPAM it instead. Gently guide them to make it Specific, Personal, Achievable, and Measurable.

The common denominator in these three questions is the little phrase “well-worded.” This will require a lot of prayer, thought, and creativity. You’ll know whether it’s a good question the very moment it leaves your mouth! As you design each question, you’ll want to anticipate what their answers might be. Always be evaluating each question as to whether it helps them discover the particular truths from the Scriptures that you have discerned they need. The Navigators have developed “The Packaged Principle” where you, as the leader, bring more questions into the study than you have time to ask. View each question as a beautifully prepared present that you lay out in front of your group to proudly and carefully unwrap for them to feast on. Be sure to end the study on time, always carting out a few unopened presents (i.e. questions) with you, piquing their curiosity, and making them want to come back next week!

The Phases

There are three phases to each of the well-worded questions you have in your group. If you follow these three steps each time you throw out a question, you will truly be leading them into an exercise of self-discovery.

1. The **Launching** Phase

In a conversational tone, use one of your well-worded, open-ended questions to launch the discussion. Like a boat that's on the shore, you have to shove it off in order to get it out into the water. Ask the question with enthusiasm and anticipation, but after you ask it - zip the lip! As hard as it might the first few times, be quiet and wait for the answer. Don't be afraid of silence! Don't try to repeat or reword the question - give them time to think and reply. If they understand that this study is truly a discussion, and the ball is now in their court, their minds will get in gear to think through responses.

2. The **Guiding** Phase

Get excited about any responses that you get. Affirm their answers, but make sure to keep them on track. Ask questions like, "What does someone else think?" or "Julie, how would you respond to Katie's answer?" Remember, you are not the authority as much as you are the facilitator. Imagine the discussion like a beach ball and your job is to keep it up in the air, trying to involve as many people as you can, especially the quiet ones. Keep good eye contact with everyone. Ask follow-up questions, seeking to get the group into the Scriptures and headed towards the objective you've set up for that session.

3. The **Summarizing** Phase

Once you have gathered the quality and quantity of information you were looking for, it is time to wrap up and draw some conclusions. This is not a teaching time for the leader but rather a restating of what group members shared. You might even keep a pen and pad handy during Bible study so that during the summarizing phase you can refer back to comments that were shared, including the person who shared it. Everyone wants to feel included, and this will make your group members feel like they contributed. You want them to not only leave the study excited but come back next week too!

How to Lead a 1-on-1

“5 R Coaching”

What is coaching?

- 1) Coaches come alongside to help - like Barnabas. By encouraging and challenging others, Barnabas empowered them for ministry. He may not have been in the starring role, but without him, many others would not have been able to accomplish the great things for God that they did.
- 2) The goal of coaching to help someone succeed.
- 3) What is success? It's finding out what God wants you to do and doing it. Given that definition, success will look different on different people.
- 4) Each person needs to discover for themselves what it is that God wants them to do. Coaches aid that process, but they don't direct it. Coaching is not about telling others what to do; it's about helping them discover it themselves.

“Coaching is the process of coming alongside a person or team to help them discover God's agenda for their life and ministry, and then cooperating with the Holy Spirit to see that agenda become reality.”

What is the process of coaching?

- 1) Every journey requires a good map. Coaching is no different. Coaches need an easy framework that helps them understand what needs to be accomplished in the coaching process. Many coaching models are not comprehensive; those that are comprehensive are not simple.
- 2) The coaching process consists of five basic phrases. Coaching relationships need to move through each phase and accomplish the necessary outcomes in order to be optimally effective.

Coaching Process

Relate - Establish coaching relationships and agenda

Reflect - Discover and explore key issues

Refocus - Determine priorities and action steps

Resource - Provide support and encouragement

Review - Evaluate, celebrate, and revise the plan

Relate - Establish coaching relationships and agenda

Coaching at its core is about qualities like trust, connection, support, and understanding. Sometimes coaches are tempted to skip over the relate stage in hopes of getting to the heart of things faster and accomplishing more. Don't - that strategy will backfire. Coaching that leaves out the relational element may move through agenda items faster, but will ultimately be ineffective. 99% of the time the people who have the deepest impact on our lives are those we know on a personal level, those who have taken the time to invest in developing a relationship with us. Forming a trusting, growing relationship will exponentially increase the significance and effectiveness of your coaching.

Reflect - Discover and explore key issues

The reflection process helps us figure out where we are. When people get lost in a shopping mall, most will go to a directory and look for the "you are here" sign. You cannot take any steps toward a goal unless you first know where you are starting from. Some point of reference is needed. In a coaching relationship, the reflect stage helps people figure out where they are in their lives and ministries and identify the most significant issues to address.

Refocus - Determine Priorities and Action Steps

After we've figured out where we are, the next step in the process is to ask, "where do we want to go from here?" This is the task of the refocus stage - gaining a sense of direction and forward movement. In order to

do this, we need a long-range vision to see where God wants us to go in the future and short-range vision to see the individual steps it will take to get there. Effective action planning addresses the questions of who, what, where, when, and how.

Resource - Provide support and encouragement

Once we have discovered where we are and where we want to go, the next question is, “What do we need?” Answering this question is the primary task of the resource stage. Christian leaders often spend enormous amounts of time reinventing the wheel when many quality resources already exist that can save time, money, and energy. A good coach guides people in the direction of those resources that will be most useful to them given where they are and where they want to go.

Review - Evaluate, celebrate, and revise plans

The review stage allows us to look back over our progress and ask, “What has been accomplished?” Never underestimate the power of taking the time to look back over past accomplishments and celebrate them. That process can provide both a sense of satisfaction over a job well done and much-needed encouragement for the road ahead. The evaluation process also maximizes learning and provides opportunities to make mid-course corrections.

Power Coaching Questions

Relate

1. How are you doing?
2. Where are you now?
3. How can I be praying for you?
4. What do you want to address?
5. How can we work together?

Reflect

1. What can we celebrate?
2. What's really important?
3. What obstacles are you facing?
4. Where do you want to go?
5. How committed are you?

Refocus

1. What do you want to accomplish?
2. What are the possible ways to get there?
3. Which path will you choose?
4. What will you do? (what, where, when, how)
5. How will you measure your progress?

Resource

1. What resources do you already have?
2. What resources will you need?
3. What resources are missing?
4. Where will you find those resources?
5. What can I do to support you?

Review

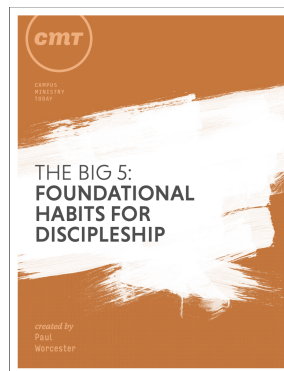
1. What's working?
2. What's not working?
3. What are you learning?
4. What needs to change?
5. What further training would be helpful?
6. What's next in our coaching relationship?

Accountability Questions

To Ask During Your D-Group

1. What is one thing that God has been teaching you this week? What has been the most helpful thing you learned this week?
2. How were your quiet times this week? How many quiet times were you able to have this week? Share something that stood out to you with the group.
3. Have you been praying every day for the people you are reaching out to? What steps have you been taking to get to know them better or share the Gospel with them? Pray together for these people if time allows.
4. Test each other on the memory verse from this week, and review one from the previous week.
5. How was your prayer life this week? How many days did you pray over your prayer list? Did you see any prayers answered?
6. What is one thing you are struggling with? How can we pray for you this week?

For a more thorough resource to help you in 1-on-1 discipleship, see [The Big 5 Foundational Habits for Discipleship](#).



Zoom Tips and Tricks

1. Zoom app is up to date

- a. Zoom is constantly updating their security features so it is relatively important to make sure the app is always up to date

2. Everyone has the right link at the right time

- a. I know that this sounds so easy that it isn't worth mentioning, but is the mistake that is made most frequently in regards to Zoom meetings. There is nothing worse than trying to start your meeting with half of your group in a different room or unable to login.

3. Setup

- a. Check your lighting and your sound before the meeting begins. You always want more light on your face than on the back of your head. If you have an abundance of light behind you it will darken your face and you will be hard to see.
- b. If possible, use a headset with a microphone for listening and speaking. This will make you easier to hear and will cut down on feedback others hear from you.

4. Turn on gallery view

- a. Gallery view allows you to see up to 49 participants at one time on your screen.
- b. Take a moment to view everyone and make sure they are on videos and that they are unmuted (or at least know how to unmute themselves). This is easily done by having everyone briefly introduce themselves.

5. Take advantage of built-in features

- a. Mute and unmute all
 - i. This is a fantastic feature to use periodically throughout your meeting. Just click the participants icon at the bottom and you will see the option to mute/unmute.
- b. Screen sharing, annotations, and whiteboard
 - i. Take about 5 minutes before your meeting to login and play around with these screen sharing features. Utilizing them effectively can really improve your meeting.

6. Build in moments for feedback

- a. Whether it is through questions and responses or through chat, make sure that others feel invited to participate.

7. Pop-out the chat and participants window

- a. If you are the host, keeping up with chat and participants by popping them out of Zoom's interface and moving them to another screen makes managing the group much easier.

8. Optimize screen sharing

- a. When sharing a video always make sure to check the "optimize" box that comes up on the screen. This will improve your video quality.