



BOOK

# 5

STARTING POINT  
FOR SMALL GROUPS

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# GLC ESSENTIALS

## **BOOK 5: STARTING POINT FOR SMALL GROUPS** **4th EDITION**

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# INTRODUCTION

Jesus devoted His time to His disciples whom He trained, empowered and commissioned to make disciples until He comes again. Today, it's our turn to take up this challenge! Following Jesus' pattern, you have this opportunity to equip yourself with the necessary biblical mindset and leadership skills to mentor and multiply disciples through Small Group discipleship. This training module also aims to address common questions, fears, and hesitations you may have as you disciple others in a small group.

# HOW TO USE THIS WORKBOOK

This workbook is for the GLC Essentials Book 5: Starting Point for Small Groups study for small groups. It can be used as a stand-alone Bible study guide for small groups. There is also a video teaching resource that you can access for free. Visit [glc.ccf.org.ph](http://glc.ccf.org.ph), then click “RESOURCES” to access the videos. Please note that this workbook is the most updated version of Book 5: Starting Point for Small Groups lessons.

Remember that the learning process is much more than just knowing the right answers to the blank spaces in this workbook. Obedience to God’s truth through life application is more important. As we apply the lessons from Book 5: Starting Point for Small Groups, we will experience greater intimacy with Jesus and more fruitfulness for His glory.

If you are a small group/facilitator, all you have to do is make sure that you do a personal Bible study using this workbook and the video ahead of your small group meeting. Encourage your group members to have their own workbooks and to watch the video either before your meeting, or at your meeting. Do not divert the teaching topic – stick to what is in the workbook. The workbook includes the Bible lesson, and individual and small group learning activities to help you get the most out of your meetings. There are four parts in each session: Explore, Examine, Express and Experience.

- **Explore** — contains individual and small group activities that help prepare you for the Bible study.
- **Examine** — this is where you go through the Bible lesson with your group.

- 
- **Express** — This is where the members of the group get a chance to express more of their insights, questions and thoughts about the Bible lesson. They can do it in writing, doodling or drawing, and sharing to the rest of the group.
  - **Experience** — This section is accomplished outside the group meeting time. There are suggested individual or group Life Apps that will hopefully help you experience life transformation as you apply God’s truth in practical ways.

This workbook is just a tool. We need to depend on the Holy Spirit to teach us God’s truth and transform our hearts as we go through the Bible studies.



SESSION 1

**BIBLICAL  
FOUNDATIONS  
OF SMALL  
GROUP  
MINISTRY**

# EXPLORE

## **Group Discussion** *(10 minutes)*

In a group of 3-5 members, share your thoughts on the benefits/blessings of belonging to a small group as well as the challenges and responsibilities that come along with it.

## **LEARNING NUGGET**

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The Christian life is not meant to be lived alone. God wants us to be with other Christians so we can grow in Christ-likeness resulting in greater fruitfulness in His service. Today, we will learn why small groups are important, the purpose of small groups and the four functions of small group discipleship.

## I. Introduction

The foundation of a small group is love and to motivate one another to do good works. Knowing that Jesus is coming back soon should have an impact on our decisions, compulsions and motivations. Making disciples, then, is not possible without contact.

Hebrews 10:24–25

## II. Why are Small Groups Important?

It is important for the disciples of Christ to regularly meet together in Dgroups for the following reasons:

### A. A \_\_\_\_\_ of God's Nature

God, Himself, is a triune community of love with the Father, the Son, and the Holy Spirit in eternal fellowship with one another.

John 17:24

John 13:1

Love

*An unconditional commitment towards imperfect people, desiring their highest good, which often entails sacrifice.*

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## **B. An \_\_\_\_\_ Way to Raise Leaders**

In the Old Testament, a wise advice was given by Jethro to Moses to better lead and take care of people.

Exodus 18:19-21

## **C. The \_\_\_\_\_ of the Master**

It was what Jesus did. Although Jesus often spoke in public and was followed by multitudes of people wherever He went, He devoted His time mentoring a small group of disciples.

Mark 3:14

## **D. The \_\_\_\_\_ of the Early Church**

It was what the first churches did. During the New Testament times, various groups of followers of Christ regularly meet in homes (see Romans 16:5, 1 Corinthians 16:19, Colossians 4:15, Philippians 1–2). It was also the Apostle Paul’s strategy to raise leaders in the church.

2 Timothy 2:2

Acts 2:42, 46

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## **E. The \_\_\_\_\_ of Christ in Action**

It provides an environment for a close and caring community where people can be honest about their struggles and be accountable for their actions. In small groups, there is space for meaningful relationships to express itself in mutual attention and care where individual gifts are exercised to address the needs of the group. Those who serve as leaders in the group set an example in being willing to share and be vulnerable with the group members.

1 Thessalonians 2:7–8

## **F. A Means to Reach People \_\_\_\_\_**

A Dgroup breaks religious barriers and is less threatening to non-believers. One way to reach people is to bring the church to where they are instead of inviting them to go to a church. God put people within your sphere of influence to impact them with the gospel and your own testimony to eventually lead them to a personal journey with Jesus.

Acts 2:42–47

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### III. Fourfold Purpose of Small Groups

#### A. Purpose # 1:

##### **Foster a Healthy Relationship with \_\_\_\_\_**

John 15:5

Ultimately, the goal is Christlikeness—to become more and more like Jesus and do what Jesus has done.

It is important for followers of Christ to take whatever steps necessary to ensure a constant and growing relationship with God. It ought to be the number one priority. Otherwise, living for God would be a tiresome work.

#### B. Purpose # 2:

##### **Foster Healthy Relationships with Other \_\_\_\_\_**

Acts 2:46

Unlike current society’s orientation towards a ‘DIY’ (do-it-yourself) notion of spiritual growth, the early believers nurtured it not on their own individual capacity. Instead, they grew in their faith by spending time together. Acts 2:42-47 tell us that meeting each other for worship, praying with one another, and studying the Scriptures together, even with one’s personal problems, are some of the ways in which they deepen their relationship with God.

Discipleship in the context of a community is not just about studying the Bible together in a religious setting every once in a while. It is more of opening up one’s life and sharing meals to build relationships that truly care and look out for each other’s welfare day in and day out (see also 1 Peter 4:9).

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Acts 2:44 tells us that for the early church, commitment to be part of a community involves the call to share what one has with those who are in need. Involvement in a small group means having genuine relationships with fellow brothers and sisters in Christ whom you can count on when you need it most.

### **C. Purpose #3:**

#### **Fulfill God's \_\_\_\_\_ of Evangelism and Discipleship**

Jesus left the apostles not only a mandate (see Matthew 28:19-20) but also a model of nurturing and making disciples. The early church carried both in their lives.

Jesus said, “People will know that you are My disciples if you love one another” (John 13:35). This marked the community of the small groups that bore witness to Jesus. They are not just a social club enjoying the presence of one another. Instead, they are people living together with a clear mission: that their fellowship would point onlookers to a relationship with Christ.

If all your friends are believers and you have lost connection to the outside world, with whom will you engage? So many people need Jesus and we need to engage them by praying, caring and sharing. Eventually, we build them up as leaders and equip them to multiply.

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## D. Purpose # 4:

### **Fulfill God's \_\_\_\_\_ to Service and Ministry**

Ephesians 4:11–13 (NIV)

Before He left the earth physically and returned to heaven, Jesus said a prayer for His disciples recorded in John 17:15-19.

Servanthood is the core of Jesus' ministry and He did this primarily by stepping out of His heavenly abode and giving Himself to a group of disciples on earth (see Philippians 2:7, Mark 10:45).

Likewise, the early church knew that they were saved to be of service. Acts 2:47 reported that the remarkable way their small pockets of communities live earned the “favor of all the people.” The sacrificial love of the early church was not confined within the walls of their community. The records of history will show that for them being a ‘neighbor’ means being Good Samaritans to everyone within their reach (see Galatians 6:10 and Hebrews 13:2). In fact, a historical report by the Roman Emperor Julian (AD 361-363) says that he was forced to admit to a fellow pagan that the “Christians feed not only their poor but ours also.” With chagrin, he acknowledged that his fellow pagans did not even help each other: “Those who belong to us look in vain for the help that we should render them.” This is but a proof that small groups provide remarkable opportunities to be of concrete service to other people.

**“The best way to find yourself  
is to lose yourself in the service of others.”**

MOHANDAS GANDHI

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## IV. Functions of a Small Group

The life of the early church shows us the fourfold purpose of a small group and provides us a picture of how it should function today. Small groups serve as a channel in which the grace of God could flow to us, through us, and to others. It follows four ministry directions and corresponds to four basic functions:

### A. **Worship** (Upward Ministry to God)

Example:

“Making a joyful noise unto the Lord” (Psalm 98:4) will cause Him to receive it with gladness. Praising God for who He is and thanking Him for what He has done is also worship.

### B. **Fellowship** (Inward Ministry for God’s people)

Example:

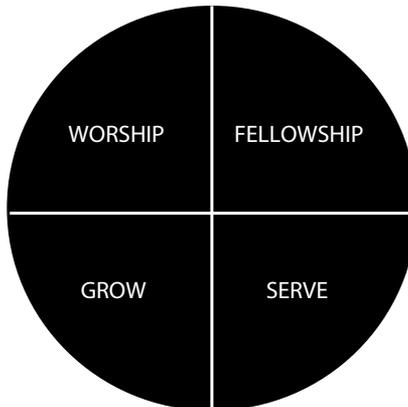
Get to know each other and minister to one another.

### C. **Grow** (Outward Ministry with the Good News)

Organize evangelistic birthday parties for Dgroup members where they can invite un-churched friends and family members.

### D. **Serve** (Downward Ministry of Good Works)

Serve in the different Ministries of CCF (Parking Ministry, Ushering Ministry, NXTGen, etc.)



Every group has the tendency to gravitate towards one of the four functions – largely due to the leader’s inclination. The key is making sure that the small group is functioning well.

It must be noted, however, that over-emphasizing one of the functions to the neglect of the others will have sure and serious dangers. Consider the following:

- A. Worship:** If the group’s relationship with God is not properly nurtured...
- B. Fellowship:** If the relationships within the group are not nurtured...
- C. Grow:** If God’s mission of evangelism and discipleship is neglected...
- D. Serve:** If God’s mission of service and ministry is neglected...

**Table 1.1: Two Types of Small Groups in CCF**

	<b>DGROUP</b>	<b>D12</b>
<b>Membership</b>	Believers and visitors / guests	Believers with some leading their own Dgroups
<b>Composition</b>	Homogeneous by life stage	Homogenous by life stage
<b>Number of Members</b>	Varies	Varies
<b>Degree of Commitment</b>	Nurturing members to grow and to one day lead	Mentoring members who already are leading and nurturing their members
<b>Objective</b>	Evangelism and spiritual growth	Maturity and multiplication

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## CCF DISCIPLESHIP COVENANT

<b>Confidentiality</b>	I will not gossip about fellow members, and will ensure that what is shared in the group stays in the group.
<b>Honesty</b>	I will be open and honest with my Dgroup leader and fellow members.
<b>Respect</b>	I will respect those in my Dgroup by attending meetings regularly and punctually and by honoring the authority of my leader.
<b>Intercession</b>	I will pray regularly for my Dgroup leader and fellow members.
<b>Spiritual Growth</b>	Because I am joining this group to grow spiritually and to help others do the same, I will refrain from conducting business, borrowing money or using this group for purposes other than spiritual growth.
<b>Timothies</b>	I will have it as my goal to eventually build my own Dgroup.

## Only One Life

by C.T. Studd\*

Two little lines I heard one day,  
Traveling along life's busy way;  
Bringing conviction to my heart,  
And from my mind would not depart;  
Only one life, 'twill soon be past,  
Only what's done for Christ will last.

Only one life, yes only one,  
Soon will its fleeting hours be done;  
Then, in 'that day' my Lord to meet,  
And stand before His Judgement seat;  
Only one life, 'twill soon be past,  
Only what's done for Christ will last.

Give me, Father, a purpose deep,  
In joy or sorrow Thy word to keep;  
Faithful and true what e'er the strife,  
Pleasing Thee in my daily life;  
Only one life, 'twill soon be past,  
Only what's done for Christ will last.

Only one life, yes, only one,  
Now let me say, "Thy will be done";  
And when at last I'll hear the call,  
I know I'll say "Twas worth it all";  
Only one life, 'twill soon be past,  
Only what's done for Christ will last.

\*Read about C.T. Studd in Appendix A

Based on the fourfold purpose of small groups, describe how your small group has fulfilled each function within the past 12 months. Briefly explain some details in relation to this. See guide questions below:

1. What specific Dgroup practices did you have that helped you build a healthy relationship with God?
2. What specific Dgroup practices helped you build a healthy relationship with other believers, especially those from your small group?
3. In what ways have you fulfilled God's mission of evangelism and discipleship as a Dgroup?
4. In what ways have you fulfilled God's call to service and ministry as a Dgroup?

**Purpose # 1: Foster a Healthy Relationship with God**

**Purpose # 2: Foster Healthy Relationships with Other Believers**

**Purpose # 3: Fulfill God's Mission of Evangelism and Discipleship**

**Purpose # 4: Fulfill God's Call to Service and Ministry**

# EXPERIENCE

*Timeline: To be accomplished within 7 days*

## **For Dgroup Members**

Based on your discussion in the previous section, take time and effort to appreciate your Dgroup leader in the areas where your Dgroup has consistently fulfilled its purpose.

Share some specific examples of how you have benefited as a result of these four purposes being accomplished in your Dgroup. Write a note, text a personal message, or do some other act of appreciation for your spiritual leader to encourage him/her in the fulfillment of the fourfold purpose of a small group ministry.

## **For Dgroup Leaders**

If you are leading a Dgroup, evaluate how well your group is doing in terms of fulfilling the fourfold purpose of small groups. Use the chart in the EXPRESS section for this exercise. Have your Dgroup members help you evaluate the health of your Dgroup. Have them do Dgroup evaluation found in Appendix B.

- a. In what areas are you consistently fulfilling a small group ministry's purpose? How can you continue doing this in new and fresh ways?
- b. In what areas do you need to improve on in terms of the fourfold purpose of a small group? Outline a specific plan you will do to improve in those areas.
- c. Share these action steps to your group members in your next meeting. Involve your group members in making sure your Dgroup becomes more consistent in fulfilling all the purposes of a small group.

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Have your discipler evaluate your discipleship plan based on the Fourfold Purpose of a Dgroup. Improve your plan using his or her feedback.

**Purpose # 1: Foster a Healthy Relationship with God**

**Purpose # 2: Foster Healthy Relationships with Other Believers**

**Purpose # 3: Fulfill God's Mission of Evangelism and Discipleship**

**Purpose # 4: Fulfill God's Call to Service and Ministry**



SESSION 2

# LIFE-ON-LIFE DISCIPLESHIP

## Roles of a Dgroup Leader

# EXPLORE

## Group Discussion (5 minutes)

### Who wears this hat?

In a group of 3-5 people, answer in the blanks provided who wears the hat or head covering. Discuss what he or she does.



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_

### LEARNING NUGGET

During a time when everyone wore hats, many of those hats were specific to a given trade, position, or function. So someone who had several roles would have several hats and would wear the appropriate one for an occasion.

If you are leading a Dgroup, expect that you will be wearing multiple hats, meaning handling different roles at one time when doing Life-on-life Discipleship.

If you desire to lead a Dgroup, your hat might just determine the sphere of influence where you could possibly start a Dgroup.

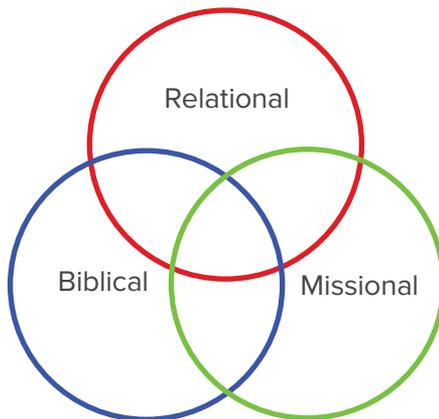
See Appendix C for the answer key.

Being a Dgroup leader is not just leading a weekly meeting of people. Drawing from the example of Jesus to His disciples, it is a life-on-life endeavor leading to Christlikeness.

In doing such kind of discipleship, you will find yourself accomplishing different roles as they look up to you for guidance and direction. As we model Christ-like character and behavior to them, they too will learn what it means to live a life fully surrendered to the will of the Father.

This is why it is important that as you try to fulfill such roles, you must keep subjecting your personal paradigms and principles of leadership to the model of Jesus Christ in the Scriptures. It may sound almost impossible but it is possible with the help of the Holy Spirit.

### **Framework of Life-on-Life Discipleship**



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## I. \_\_\_\_\_ Discipleship – based on Christ’s love

**Principle:** Jesus taught His disciples to \_\_\_\_\_ one another. John 13:34-35

Jesus said I am giving you a new commandment. Why is it a new commandment? He is raising the standard for them when it comes to relationships. He commands them to love one another just as He loved them.

### **Characteristics of Christ’s love:**

Unconditional (Romans 5:6-8)

Selfless (Philippians 2:1-4)

Sacrificial (1 John 3:16)

### **Key Roles:**

\_\_\_\_\_ 1 Thessalonians 2:7, 11

Paul describes himself and the other apostles as a mother and a father to the believers. Likewise as a Dgroup leader, you too serve as a spiritual parent to your members.

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\_\_\_\_\_John 10:7-18

We find our greatest example of a good shepherd or Dgroup leader in Jesus Christ. He knows each member of His flock and cares for them.

Jesus built deep relationships with His disciples. He knew them very well (v.14).

### **Tips and Tools:**

1. Set expectations.  
Orient them of CCF's Discipleship Covenant.
2. Nurture close relationships.
  - a. Call or meet them one-on-one.
  - b. Engage in activities together.
  - c. Invite them to your home.
  - d. Consider them as your accountability to God.

**“People don’t care how much you know,  
until they know how much you care.”**

JOHN MAXWELL

3. Seek to bring out the best in each one.
4. Provide direction.
5. Be prepared to defend against the Enemy. Pray.
6. Reach out.
7. Invest time.

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## II. \_\_\_\_\_ Discipleship – built upon God’s Word

**Principle:** Jesus taught his disciples to live in \_\_\_\_\_ to God’s Word. Matthew 7:24

The why and how you are leading a Dgroup must be founded and built on God’s Word. It is not enough just to hear God’s Word but one must also obey it. Obedience to God’s Word distinguishes a wise man from the foolish one.

### **Key Role:**

\_\_\_\_\_ 1 Corinthians 3:10

A Dgroup leader should build up his/her members in God’s Word and unto good works.

### **Tips and Tools:**

1. Facilitate learning by encouraging them to undergo GLC Trainings.
  
2. Help them develop spiritual disciplines.
  - a. Read through the Bible.  
(Use a Bible Reading Plan)
  
  - b. Memorize Bible verses.  
(Use 53-Week Scripture Memory Verse Challenge)
  
  - c. Be intentional in practicing the spiritual disciplines.

- 
3. Aim for a transformed heart, not just modified behaviors.
    - a. Maximize one-on-one times for accountability.
    - b. Check if their theology (what they believe in) matches their practice.
    - c. Monitor progress or steps of obedience in their problem areas.
    - d. Always point them back to God's Word.

### III. \_\_\_\_\_ Discipleship – borne out of Spiritual empowerment

**Principle:** Jesus taught his disciples to fulfill the \_\_\_\_\_. Matthew 28:18-20; Acts 1:8

Just before Jesus ascended, His last words to the disciples were that the Holy Spirit will come and empower them to carry out the mission of being a witness and making disciples of all nations.

#### **Key Roles:**

\_\_\_\_\_ 2 Timothy 2:3-4

The Christian life is like a battlefield, so is being a Dgroup leader. You have a mission to fulfill. It is not always easy but remember the One who called and enlisted you will enable you also.

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\_\_\_\_\_Mark 10:42-45

The Dgroup leader's mindset should be to serve and not to be served.

**Tips and Tools:**

1. Cast vision to them.
  - a. Practice Pray, Care, Share.
  - b. Equip and empower them to disciple others leading to generations of disciples.
2. Identify and help them exercise their spiritual gifts, talents, and skills.
3. Usher them to ministries.
4. Follow through their commitments.
5. Do an extra mile act for them.

**“Humility is not thinking less of yourself,  
it’s thinking of yourself less.”**

C. S. LEWIS

6. Walk alongside them in their struggles and difficulties.
7. Celebrate victories.
8. Motivate them to serve.

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**“He who is not a good servant  
will not be a good leader.”**

PLATO

We’ve seen how the three aspects—relational, biblical, and missional; needed to be present to bring about the desired outcome. **Christ-committed followers.**

## EXPRESS

1. How will you improve on the three spheres of discipleship?
  - a. Relational – How can you foster loving relationships?
  
  - b. Biblical – How can you develop Biblical perspective and practice?
  
  - c. Missional – How can you continue the mission given to the body of Christ?
  
2. Among the key roles discussed, which role do you think you will have the most difficulty with in practicing as a Dgroup leader?

What can help you overcome such difficulty?

- A. Read and study “How did Jesus build relationships?” and search for Bible verses or passages that pertain to them.

You can check Appendix D for the Bible References.

- B. For Dgroup leaders: What are the two ways that you have been practicing already? Choose two ways that you still need to apply to your own Dgroup.

## HOW DID JESUS BUILD RELATIONSHIPS?\*

### 1. TIME

- Call or send a message: “How are you? How can I pray for you?”
- Schedule rotating one-on-one meetings (30-60 minutes before your Dgroup time)
- Be there for important events (birthday, wedding, child dedication, sickness, death in family)
- Go out on a Prayer Day as a group  
Do “stuff” together (hiking, biking, travel)

\*taken from IDC 2020 Discipleship Non-negotiables Workshop

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## 2. VISITS

- Invite them to your home
- Visit them at their home (bring food)
- Get to know their spouse, children, parents, siblings
- Discover their gifts, talents, aspirations, as well as their fears, areas for improvement
- Visit the Dgroup of 2<sup>nd</sup> and 3<sup>rd</sup> generations

## 3. ACCOUNTABILITY

- Be vulnerable and share your struggles and failures with them.
- Ask them “How can I improve?”
- Do not be afraid to lovingly tell people how they can improve (personal quiet time, sexual purity, addiction, spending habits, submission to authorities, temper etc.). Remember: “Speak the truth in love.”

## 4. KNOW THEM WELL

- Challenge them to disciple just one person within their sphere of influence
- Always ask yourself, “Who should I bring along as I minister?” (dedication, visitation, wake)
- Serve with them in ministry (NXTGen, Welcome Ministry, Host Team, etc.)

- 
- Let them lead prayer, lead worship, or facilitate in your small group, even organizing bridging event

## 5. MODELING

- Love for spouse, family; honoring parents
- Prayer and fasting
- Intimacy with God
- Authenticity, consistent lifestyle
- Evangelism
- Work excellence
- Response to problems

## 6. LOVE

- See them as God sees them - their potential in Christ, not their current state
- Reconcile strained relationships
- Exercise patience
- “LOVE” = An unconditional commitment towards imperfect people, desiring their highest good, which often requires sacrifice



SESSION 3

# THE PROCESS OF DISCIPLESHIP

# EXPLORE

## **Group Discussion** (*5 minutes*)

Do you remember a time when you were working on a certain project? What project was it?

What did you go through to successfully complete or deliver it?

## **LEARNING NUGGET**

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We are all works in progress in God's gracious hands. Discipleship in small groups is one of the means God uses in molding us into Christlikeness. In this lesson, we will learn about starting and sustaining a small group and integrating the Three-thirds Process in Dgroups.

## How to Start a Dgroup

### A. Make Prayer Your Starting Point

Opening a person's heart is always the work of the Spirit as much as salvation is solely the work of God (Acts 16:14). It is very important, then, to seek the Lord's guidance in prayer and His power to be at work.

#### **Action Point:**

### B. Make a Difference in People's Lives

Only love can soften the hardest of hearts. In 1 Thessalonians 2:8, Paul wanted to share not only the gospel but their "own lives" as well. Through genuine care and compassion that we share to our neighbors, we also make the love of God felt in very concrete ways. This is a non-verbal way of witnessing to the reality of the love of Christ.

Acts 1:8

#### **Action Point:**

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### **C. Make Sharing the Good News a Lifestyle**

Romans 10:14

Always be ready for opportunities where you could briefly present the Gospel.

**Action Point:**

### **D. Make the Small Group Your Primary Strategy**

The passion to share the Gospel to individuals should come with an equal desire to integrate them with the fellowship of God's people. Once you start doing personal evangelism with several people, the next step is to disciple them in the context of a small group. As more people are brought to you by the Lord to disciple, the small group would be the ideal structure for spiritual growth and maturity.

Hebrews 10:24-25 and Acts 2:46-47

Pastor Edmund Chan of Covenant Evangelical Free Church (CEFC) in Singapore teaches and practices a "no competition" principle when it comes to their church's small group ministry. This means that there should be no ministry or activity of the church that competes with the small group discipleship ministry. In fact for them, you have to be a part of a small group for you to be considered a member of CEFC.

**Action Point:**

## Sustaining Your Dgroup

### A. Things to Avoid as a Leader<sup>1</sup>

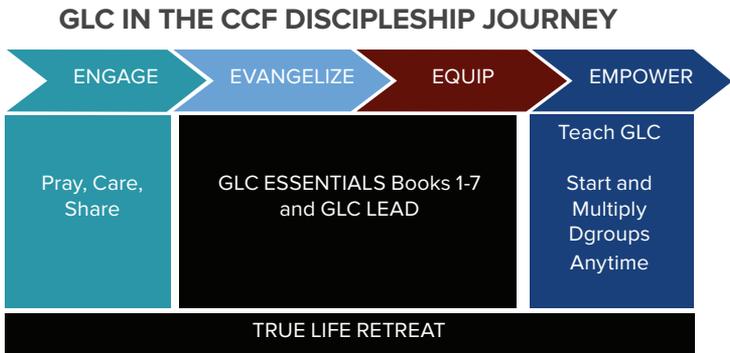
#### 1. Avoid valuing transfer of information much more than life transformation.

Spiritual maturity is not about how much the members know about God and the Bible. The end-goal should always be Christ-likeness.

**“Truth doesn’t change lives;  
it is truth applied that changes lives.”**

EDMUND CHAN

#### Action Point:



<sup>1</sup>Adapted from Thom Rainer’s “Five Obstacles Facing Small Groups” in [http://thomrainer.com/2012/06/19/the\\_five\\_obstacles\\_facing\\_small\\_groups/](http://thomrainer.com/2012/06/19/the_five_obstacles_facing_small_groups/) (Accessed July 10, 2014)

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How do you equip your Dgroup members? Here's a simple yet effective way to do it. Equip them through GLC in your small group.

STEP	WHAT TO DO
1	Register: Go to <a href="https://bit.ly/RegistertoGLCinSmallGroups">bit.ly/RegistertoGLCinSmallGroups</a> or visit the GLC booth on Sundays
2	Get materials: GLC workbooks and videos are available at <a href="https://glc.ccf.org.ph">glc.ccf.org.ph</a> or at the GLC booth
3	Monitor members' progress: Ask them to accomplish the <b>GLC Life App Forms</b> once they completed the modules
4	Get Accreditation or join the Graduation: Submit the <b>GLC Life App Forms</b> and <b>GLC in Small Group Accreditation Form</b> to GLC

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## **2. Avoid valuing teaching more than learning.**

Keep in mind that at the end of the day, the question will not be how well the leader has delivered a point or two, but how well the members have processed the insights and related it to their lives, and applied their action points.

### **Action Point:**

## **3. Avoid lack of or shallow intimacy.**

Dgroups ought to be a safe space and an open environment for deeper sharing, where delicate questions and honest struggles in life can be discussed freely and prayed for in confidentiality and accountability, as well as be addressed compassionately.

The leader must first demonstrate humble openness and vulnerability by sharing his or her struggles, failures, and weaknesses. Allow your Dgroup members to minister to you through prayer and accountability. Your modeling will foster a healthy intimacy in the group.

Avoid gossiping, or subtly sharing to other people things that were discussed in confidence under the pretense of praying for the person.

### **Action Point:**

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## **B. Things to Focus on as a Leader**

Why do some Dgroups grow and multiply while some do not? The real key to sustaining life in a Dgroup lies in keeping the habits of its leader healthy as well.

### **1. Have a clear vision for multiplication.**

2 Timothy 2:2

**“A vision comes from God in answer to prayer, according to the measure of one’s faith. Thus, the vision grows as the leader grows.”**

EDMUND CHAN

#### **Action Point:**

### **2. Mentor potential leaders by modeling and training on-the-go.**

One of the best ways to develop future Dgroup leaders is to allow them to get involved in the ministry of multiplying small group as early as possible.

#### **Action Point:**

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### 3. Pray for your Dgroup members daily.

The integrity of our message to the world depends upon the quality of lives that we live. We need to live consistent lives of integrity and faithfulness. This is impossible to do on our own, thus the need for total dependence on God through prayer.

Emphasize among your Dgroup members the need to live by the power of the Holy Spirit through constant prayer and communion with God.

1 Corinthians 3:5–9

**Action Point:**

### The Three-Thirds Process <sup>1</sup>

#### What is the Three-thirds process?

The Three-thirds process is a simple method using the context of a group meeting in order to train new Dgroup members who will in turn train additional new Dgroup members (of their own).

<sup>1</sup>Adapted from: The 3 Thirds Process. <https://catalytic.eeru.eu/wp-content/uploads/sites/24/2017/09/Introduction-to-the-Three-Thirds-Process.pdf>. Accessed June 8, 2018 4:36 PM GMT+8

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## Why use the Three-thirds process in Dgroups?

The Three-thirds process brings the group around a common vision, helps the members grow in their walk with God and in community, and develops the members through training.

When a Dgroup leader is developing their Dgroup members, it is vital that they get equipped as they follow the discipleship process of ENGAGE-EVANGELIZE-EQUIP-EMPOWER. This enables them to be contributing to the growth of the movement. This process will help not only the Dgroup leaders to become spiritual multipliers; but the same Three-thirds Process must be modeled and passed down to each generation in the chain of spiritual multiplication.

The Three-thirds Process is divided into three sections. These sections will help the new Dgroup members look beyond their own lives and initiate a process to invest in other people.

### I. LOOK \_\_\_\_\_

<b>Pastoral Care</b> You make a closer relational connection that helps build community for the group and demonstrate pastoral care to each person.	
<b>Worship</b> You give thanks and express worship to God.	

<p><b>Accountability</b> You ask appropriate questions to hold them responsible for their actions or decisions.</p>	
<p><b>Vision-Casting</b> You cast vision to them of what they can become in Christ and what the Holy Spirit can do through them.</p>	

## II. LOOK \_\_\_\_\_

<p><b>Lesson</b> Use a set of short-term reproducible discipleship lessons which would include basic follow up lessons.</p>	
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## III. LOOK \_\_\_\_\_

<p><b>Train/Practice</b> Think about what the group needs to learn and practice in order to take the next step in multiplying, making sure they are equipped to train others in those skills.</p>	
<p><b>Set Goals and Pray</b> Set goals on how to obey the truths learned in the lesson and to take the next steps in witnessing and training others.</p>	



# EXPERIENCE

A. Read excerpts from the article “Connecting with the Vine” (See Appendix E).

## B. Three-Thirds Process Action Plan

Think of specific ways to incorporate the Three-Thirds Process in your Dgroup.

If you are a member, you may want to suggest them to your leader. If you are a leader, initiate the discussion for suggestions and their implementation.

<b>LOOK BACK</b>	
<b>LOOK UP</b>	
<b>LOOK FORWARD</b>	



SESSION 4

# HANDLING ISSUES IN DGROUPS

# EXPLORE

## **Group Discussion** (*10 minutes*)

In your small group, take turns in sharing about one conflict that you experienced this week. It could be a disagreement with someone, an adverse circumstance you encountered, a clash of personalities, etc.

Describe the situation and share how you responded to or resolved the conflict.

What did you learn about God, yourself, other people and life in general through the conflict?

What is one thing that you are grateful for in the difficulty you experienced?

## **LEARNING NUGGET**

Conflict is inevitable in our lives because of sin, personality differences, and living in a world system that is in opposition to God's rule. However, as followers of Christ, we can respond to conflict in such a way that we end up reconciling with one another, promoting unity, and bringing out the good in the situation. Our session today will help us resolve conflict and other issues that we will encounter in our small group ministry.

## I. Diagnosis and Solutions to Common Problems

**“Careful troubleshooting and honest evaluation set the stage for wise leadership decisions.”**

BILL DONAHUE and RUSS ROBINSON

The Seven Deadly Sins of Small Group Ministry

Here is a basic troubleshooting guide to help you diagnose common small group problems and some simple yet practical corresponding solutions.

### A. More and more members are coming late.

**Root Cause:**

It is becoming a group pattern to wait for other members and start late.

**Possible Solutions:**

### B. There are \_\_\_\_\_ members who don't participate in the discussion.

**Root Cause:**

- Questions asked are either too hard or too easy.
- Members are not really prepared for the discussion.
- There is lack of trust within the group.

**Possible Solutions:**

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**C. There is an overly \_\_\_\_\_ member.**

<b>Root Cause:</b>	The person is naturally outgoing, does not like silence, and sees things quickly.
<b>Possible Solutions:</b>	

**D. Sharing in the group discussion is \_\_\_\_\_.**

<b>Root Cause:</b>	<ul style="list-style-type: none"><li>• The leader is not setting an example of authenticity and openness.</li><li>• There are integrity problems among the members.</li><li>• The applications made are not specific enough to elicit concrete responses.</li></ul>
<b>Possible Solutions:</b>	

**E. The pace of discussion in the group is either too slow or too fast.**

<b>Root Cause:</b>	Too much time is spent on some activities of the group meeting.
<b>Possible Solutions:</b>	

**F. A member monopolizes the group with personal crises.**

<b>Root Cause:</b>	There are members with an ongoing and persisting problem.
<b>Possible Solutions:</b>	

**G. There is no growth or \_\_\_\_\_ taking place.**

<b>Root Cause:</b>	There is unclear vision and lack of passion for reaching out to the lost.
<b>Possible Solutions:</b>	

**H. There are \_\_\_\_\_ within the group.**

<b>Root Cause:</b>	Often caused by misunderstanding and clash of personalities.
<b>Possible Solutions:</b>	

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## 1. Addressing Conflicts

**“An ounce of prevention  
is worth a pound of cure.”**

BENJAMIN FRANKLIN

Christians are not immune to conflict. Even the leaders of the early church were not able to avoid it. Acts 15:36–41, Matthew 5:9, Romans 14:19

### a. Biblical guidelines on resolving conflicts

Ephesians 4:26–27, 29–32

- Address conflicts and anger immediately (verse 26).
- Be aware that conflict is a tool that the Enemy can use (verse 27).
- Converse with grace and good will (verse 29).
- Don't grieve the Holy Spirit by acting in a manner not worthy of His name (verse 30–31).
- Don't allow your anger to take root in you and lead you to become bitter, mad or even resort to doing evil things (verse 31).
- Always settle to act in love expressed in an attitude of forgiveness (verse 32).

### b. A Biblical perspective on conflicts

The Bible tells us that nothing can happen in our lives, whether good or bad, apart from the sovereign hand of God.

Romans 8:28

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### c. Some benefits that can come out of conflict

The challenge for small group leaders is to convert a seemingly negative experience into a positive opportunity for spiritual maturity. Conflicts can be a source of growth for small group members.

- Opportunity for \_\_\_\_\_
- Opportunity for \_\_\_\_\_
- Opportunity for \_\_\_\_\_

**“The world sees resolution of conflicts as something that needs to be done to move forward and get on with business. Disciples of Christ, on the other hand, ought to see it as a means of building stronger relationships within God’s kingdom which is ruled by peace and love.”**

ANONYMOUS

## 2. Preventing Conflicts

Always be guided by the Bible’s preventive and pro-active approach to preventing unnecessary conflicts and misunderstanding in God’s family found in Ephesians 4:26-27, 29-32:



## **Option 1: For Dgroup/D12 leaders. Choose one.**

1. Based on your discussion earlier, outline your plan in a simple and practical way. Put your plan into action, if possible, before your next small group meeting.
2. In what ways can you prevent conflict from taking place in your small group? Outline specific action points that you will implement as soon as possible

## **Option 2: For Dgroup members**

Based on your discussion earlier, outline a specific and simple action plan to immediately resolve the conflict that you have. What are your opportunities for clarity, unity and transparency in this situation?



# WHAT'S NEXT?

## BOOK 6: BASIC DOCTRINES

As you prepare to disciple others in a small group, you will need to form deeply-rooted biblical convictions on matters of the Christian faith. This will not only benefit your future (or current) disciples, but just as important, you will benefit greatly from a study of the basic biblical doctrines of your faith in Christ.

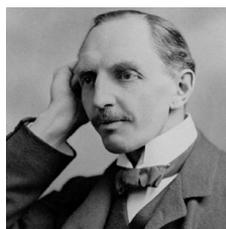
Book 6: Basic Doctrines will take you through an examination of the CCF Statement of Faith--its biblical basis and practical application in your walk with God. As Christ-committed followers, we do not only need to have biblical convictions, we also need to know WHY we believe what we believe, or teach what we teach.

See you on the next part of your journey as you continue on to Book 6: Basic Doctrines.



APPENDIX A

# WHO WAS C.T. STUDD?



## C.T. Studd Gave Huge Inheritance Away

Dan Graves, MSL

*“Some wish to live within the sound of Church or Chapel bell; I want to run a Rescue Shop within a yard of hell.”*

That saying was characteristic of C. T. Studd. When Studd knelt and thanked God for salvation, peace and joy flooded his soul. Unfortunately, he did not share his faith with others. As a consequence, he became spiritually cold. For six years he lived a life which he described as “backslidden.” The love of the world crept in.

In 1883, Studd went to hear Dwight L. Moody speak. His soul was stirred afresh. Immediately, he began to tell others about Christ. **Studd would later say that he had tasted all the pleasures of the world, but none gave him so much pleasure as bringing his first soul to trust in Jesus.**

Two years later, C. T. Studd sailed for China to join Hudson Taylor as a missionary. He dressed like a Chinese, ate Chinese food, and learned the Chinese language. While in China, he turned twenty-five. Under his father’s will, he was to inherit a large sum of money. Reading the Bible and praying, he felt convinced he should give his fortune away to show the world that he relied not on money but on a living Lord. The Lord, he was sure, would bless him a hundred-fold in non-monetary ways and provide him sufficient money to live on. **“If Jesus Christ be God and died for me, then no sacrifice can be too great for me to make for Him,”** he argued.

On January 13, 1887, before he even knew the amount he was to inherit, he wrote several large checks for George Muller’s orphan work and for missions. It turned out there was still some money left. Studd gave it away. He gave the final £3,400 to the woman he was about to marry as a

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wedding gift. But Priscilla Livingstone Stewart was as sure of God as her husband. She determined to “start clear” at her wedding and gave that sum away, too.

Naturally, they ran short of money often after that. Yet they found God faithfully supplied them. “Funds are low again, hallelujah! That means God trusts us and is willing to leave His reputation in our hands,” said C. T. Studd on one such occasion.

The Studds served in China and India and toured in behalf of the Student Volunteer Movement. Leaving his invalid wife in England, C. T. sailed to Africa to open mission work in Sudan, the largest unreached area in the world. In spite of heart attacks, he worked there to the end of his life. Priscilla was able to rejoin him for only one year before she died. Studd became an autocrat who would brook no opposition.

C. T. Studd’s answer to critics who said he went overboard in his zeal was simple: **“How could I spend the best years of my life in living for the honors of this world, when thousands of souls are perishing every day?”**

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APPENDIX B

# DGROUP EVALUATION SHEET

Period of Observation:

Date of Evaluation:

Please rate which best describes your assessment of the group being evaluated in the following areas with 5 being the highest and 0 being the lowest. Feel free to write your thoughts, comments, or examples in the space provided to give a better picture of your assessment. However, for every item that you rated 3 and below, please give a specific example, as well as how we can improve as a Dgroup.

**5 – Excellent**

**3 – Well Enough**

**1 – Poor**

**4 – Very Well**

**2 – Not Well**

**0 – Very Poor/Non-existent**

<b>DGROUPS FOSTER A HEALTHY RELATIONSHIP WITH GOD</b> <ul style="list-style-type: none"><li>• How well do we encourage and help each other foster a healthy relationship with God?</li><li>• Some areas you may consider include studying Scripture, Scripture memorization, prayer.</li></ul>	5	4	3	2	1	0
<i>Comment</i>						
<b>DGROUPS FOSTER A HEALTHY RELATIONSHIP WITH OTHER BELIEVERS</b> <ul style="list-style-type: none"><li>• How well do we foster healthy relationships with one another?</li><li>• Some areas you may consider include encouragement, bonding, and accountability.</li></ul>	5	4	3	2	1	0
<i>Comment</i>						

<p><b>D12S FULFILL GOD’S MISSION OF EVANGELISM AND DISCIPLESHIP</b></p> <ul style="list-style-type: none"> <li>• How well do we practice fulfilling God’s mission of evangelism and discipleship?</li> <li>• Some areas you may consider include gospel sharing, skills training and leadership development.</li> </ul>	5	4	3	2	1	0
<p><i>Comment</i></p>						
<p><b>D12S FULFILL GOD’S MISSION OF SERVICE AND MINISTRY</b></p> <ul style="list-style-type: none"> <li>• How well do we practice fulfilling God’s mission of service and ministry?</li> <li>• Some areas you may consider include identifying and developing spiritual gifts, addressing needs within and outside the group.</li> </ul>	5	4	3	2	1	0
<p><i>Comment</i></p>						

\* Based on Book 5: Starting Point for Small Groups: The Fourfold Purposes of Small Groups

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1. What do you **appreciate/value** the most about the Dgroup? What are your **meaningful and memorable experiences** with me as your discipler and the Dgroup?
  
  2. What are the **things that you like** and you want me to **keep on doing** as a discipler?
  
  3. What can I **improve on** as a discipler? What would you like to see/have in the Dgroup that you find **lacking** for now? Be as specific as possible.

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4. Have I **hindered your growth** in any way? Please give specific examples, if any.

5. What are the most **life-transforming things you've learned** from me as a D12 leader? From the D12?

6. Other comments/concerns:



APPENDIX C

# ANSWER KEY TO SESSION 2

EXPLORE Activity

	<b>HAT (Head Covering)</b>	<b>WHO WEARS IT</b>	<b>WHAT HE/SHE DOES</b>
1		Nurse	cares for the sick or injured people
2		Chef	prepares food for people to eat
3		Swimmer	competes in pool swimming competitions
4		Astronaut	travels in a spacecraft into outer space
5		Judge	makes decisions on cases brought before a court of law
6		Call Center Agent	handles incoming or outgoing customer calls for a business

APPENDIX D

# HOW DID JESUS BUILD RELATIONSHIPS?

Bible References

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**Bible References for  
HOW DID JESUS BUILD RELATIONSHIPS?**

**1. TIME**

MARK 6:30-32

**2. VISITS**

JOHN 1:37-39,  
MATTHEW 8:14-15

**3. ACCOUNTABILITY**

MATTHEW 14:30-31,  
MATTHEW 16:22-23,  
MATTHEW 26:36-38

**4. RESPONSIBILITIES**

MARK 6:37-43

**5. MODELING**

JOHN 13:12-15,  
MARK 1:35-37

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## **6. LOVE**

JOHN 21:15,  
JOHN 13:34-35



APPENDIX E

# EXCERPT FROM CONNECT WITH THE VINE

Why your prayer life matters  
more than your notes  
by Jim Egli

Resource from [www.SmallGroups.com](http://www.SmallGroups.com)

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Several years ago I started a huge research project with my friend Dwight Marable to figure out what makes small groups grow. To date, we have surveyed over 3,000 small-group leaders in more than 200 churches. The most surprising thing we've discovered is that most small-group leaders prepare for their group meetings in the wrong way. To put it succinctly: To lead a great small-group meeting, you need to spend more time praying than preparing your notes.

### Three Profound Discoveries

We uncovered three significant truths about how leaders prepare for meetings and how their preparation impacts their small group's numerical growth:

1. **There is zero correlation between how much time leaders spend preparing their lesson and whether the group is growing.** This is amazing, but true. I don't know if this surprises you; it surprised us. When we compared hundreds of leaders—some who spend minutes preparing, some who spend hours preparing—there was absolutely no correlation between the growth rates of their groups.
2. **There is a big correlation between whether the leader is praying for their members and their meeting and whether their group is growing.** What fascinates me most about this discovery is that the thing that makes the most difference in whether your group is growing is something that no one in your group actually sees—your personal time with God and your prayer for your group members and your group meeting.
3. **The majority of leaders spend more time preparing their lesson than they do praying for their meeting.** Apparently very few leaders realize that it's more important to prepare their heart than to prepare their notes—that having a great small group depends more on God than it does on the leader's skills and abilities.

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## Why Does Prayer Make Such a Difference?

You might be wondering why prayer makes such a difference in the health and growth of a small group. The research tells us it makes a huge difference, but it actually doesn't tell us why.

I don't think the "why" is hard to figure out, however. Jesus says in John 15:5: "I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing." The leaders who take time with Christ and bring their group members and meeting to God are going to be a channel of Jesus' life, compassion, and power. These leaders will also hear the Holy Spirit's direction for their meetings as they listen to him. In Luke 11:9–10, Jesus promises: "Ask and it will be given to you; seek and you will find; knock and the door will be opened to you. For everyone who asks receives; the one who seeks finds; and to the one who knocks, the door will be opened." As you invite God to do miracles in and through your group members, you will see him work in new and deeper ways.

## What's a Small Group Leader to Do?

Perhaps you are like the typical small-group leader surveyed and you have been spending more time preparing your lesson than you have been praying for your members and your meeting. What should you do? Here are some simple steps that I have found helpful in my own life as a small-group leader.

### **Rethink your prep time.**

The simplest thing for you to do is to take the amount of time you currently spend preparing for your group meetings and reallocate it. In effect, this costs you no more time. For example, if you have been taking 30 minutes to prepare for your small-group meeting and 25 of those minutes have typically been spent studying and preparing a lesson and 5 minutes have been spent praying, try reversing that so that you spend a few minutes preparing the lesson and the rest of the time praying for your members and your meeting. You will immediately see a surprising difference

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in how your small-group meetings go. My own preparation for small group has changed radically. People have been telling me that I lead and speak better than I used to. Interestingly, I don't spend more time preparing; I just spend more time in prayer.

### **Use the Lord's Prayer to guide you.**

There are lots of different ways to pray for your members and your meetings, but I like to pray through the five demarcations of the Lord's Prayer (Matthew 6:9–13), asking God:

1. To give people a realization of his character and his closeness as a loving Father (v. 9).
2. To bring his kingdom into their lives so that they experience his goodness, power, and love as wonderfully as it is experienced in heaven (v. 10)
3. To meet their daily needs (v. 11).
4. To help them bring their sin and unforgiveness to him (v. 12).
5. To keep them from temptation and protect them from the attacks of the Evil One (v. 13).

### **Ask God for big things.**

I often feel overwhelmed as a small-group leader. I tend to get people in my group with big problems, problems that I have no idea how to solve, issues that require real miracles. But I have learned that God specializes in miracles and the best thing I can do is bring these problems to him. Jesus said, "I will do whatever you ask in my name, so that the Father may be glorified in the Son. You may ask me for anything in my name, and I will do it" (John 14:13–14). Invite him to do big, God-sized things, amazing things that bring him glory.

While many other things can help make your group a safe, transformative gathering, you can't replace prayer. We need God to show up and work in mighty ways. As leaders, let's commit to tap into the power God offers us by praying for our group members and meetings.

APPENDIX F

# ANSWER KEY TO EXAMINE

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## SESSION 1:

### BIBLICAL FOUNDATIONS OF SMALL GROUP MINISTRY

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#### II. Why are Small Groups Important?

- A. A **Reflection** of God's Nature
- B. An **Ancient** Way to Raise Leaders
- C. The **Model** of the Master
- D. The **Pattern** of the Early Church
- E. The **Body** of Christ in Action
- F. A Means to Reach People **Where They Are**

#### III. Fourfold Purpose of Small Groups

- A. Purpose # 1: Foster a Healthy Relationship with **God**
- B. Purpose # 2: Foster Healthy Relationships with Other **Believers**
- C. Purpose #3: Fulfill God's **Mission** of Evangelism and Discipleship
- D. Purpose # 4: Fulfill God's **Call** to Service and Ministry

## SESSION 2:

### LIFE-ON-LIFE DISCIPLESHIP: Roles of a Dgroup Leader

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#### I. **Relational** Discipleship – based on Christ's love

Principle: Jesus taught His disciples to **love** one another.

Key Roles:

**Parent**  
**Shepherd**

#### II. **Biblical** Discipleship – built upon God's Word

Principle: Jesus taught his disciples to live in **obedience** to God's Word.

Key Role:

**Builder**

#### III. **Missional** Discipleship – borne out of Spiritual empowerment

Jesus taught his disciples to fulfill the **Great Commission**.

Key Roles:

**Soldier**  
**Servant**

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**SESSION 3:**  
THE PROCESS OF DISCIPLESHIP

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**THE THREE-THIRDS PROCESS**

- I. LOOK **BACK**
- II. LOOK **UP**
- III. LOOK **FORWARD**

**SESSION 4:**  
HANDLING ISSUES IN DGROUPS

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**Diagnosis and Solutions to Common Problems**

- B. There are **quiet** members who don't participate in the discussion.
- C. There is an overly **talkative** member.
- D. Sharing in the group discussion is **superficial**.
- G. There is no growth or **multiplication** taking place.
- H. There are **conflicts** within the group.

**Addressing Conflicts:**

- c. Some benefits that can come out of conflict
  - Opportunity for **Clarity**
  - Opportunity for **Unity**
  - Opportunity for **Transparency**

