FMZBC

SMALL GROUPS TOOL BOX REVISED 2011

Resources for FMZBC Small Groups Leaders

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2. Small Groups Follow-Up Report
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First Mount Zion Baptist Church

Small Group Ministry Covenant

A covenant is an agreement between Small Group members to maintain the spiritual integrity and operation of the group. Its purpose is to indicate the agreed upon set of group expectations of the individual members.

Instructions: Move forward in the spirit of prayer and work your way through the following sentences. Try to reach an agreement on each statement. Write out your covenant like a contract, stating your purpose, goals, and the ground rules for your group. This will ensure members understand their purpose and responsibility toward the group.

1. Group purpose:

2. Group goal:

3. We have committed to meet (times) *from* _____ *and* _____

On _____ *and* _____ *;* _____ for the duration of _____ weeks.

(I.e. 9am and 11am on 1st and 3rd Saturdays for the duration of 12 weeks)

4. We agree to the following ground rules for our group (check all that apply):

___ PRIORITY: We will give group meetings priority.

___ PARTICIPATION: Everyone is encouraged to participate.

___ RESPECT: Everyone has a right to his or her own opinion.

___ CONFIDENTIALITY: Anything of a personal nature that is said in the meeting is never repeated outside of the meeting.

___ LIFE CHANGES: We will regularly assess our own life changes and encourage one another in our Christian walk.

___ EMPTY CHAIR: The group stays open to inviting and receiving new people at every meeting.

___ CARE & SUPPORT: Group relationships may extend beyond the group meeting time. Members agree to be available for one another especially, during times of crisis. The group will provide care and support as necessary for every group member.

___ ACCOUNTABILITY: We agree to let the members of the group hold us accountable to the commitments we have made with one another.

___ MINISTRY: The group will encourage one another to volunteer and serve in the ministry of FMZBC and to share the gospel through community outreach.

Other:

Child Care:

Refreshments/Mealtimes:

_____

Small Groups for Youth:

_____

I agree, by the aid of the Holy Spirit, to commit to the above expectations.

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Small Group Leader: _____ Date: _____

Coach: _____ Date: _____

Coach: _____ Date: _____

Associate Minister: _____ Date: _____

Revised April 2010

Small Groups Follow-Up Report

The follow up report is a comprehensive tool for communicating the status, needs and progress of the group. When completed and submitted to the Small Groups Director this tool effectively notifies the director of the time, date and location of small groups meetings, fellowships and community outreach. The tools provide contact numbers and addresses of participants which significantly aid the director in conveying information to members and to display during the morning announcements. Additionally, this information enables director and/or support team to perform site visits. Furthermore, the report shows progression through study material so that the director can anticipate and make recommendations for new study material. The report also enables the director to provide monthly and quarterly updates to leadership including the Assistant Pastor and the Pastor.

Requirements:

Basic understanding and use of Excel

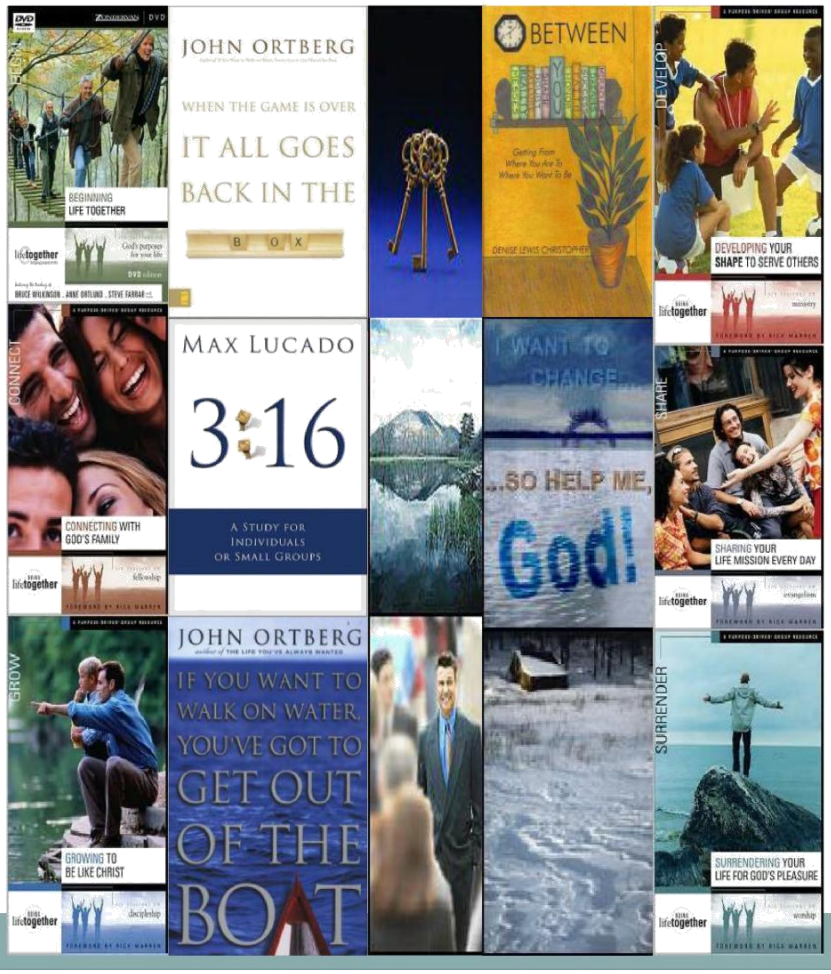
Ability to save and send the completed spread sheet as an email attachment

The report is due no later than the Wednesday following the meeting by noon

Training and support is provided for completing and sending the report

The following are examples of how to complete the Small Groups Follow-Up Report and the type of information you will report.

Fellowship Through Study



See Small Groups Study Materials on the FMZBC Website

NEW ADDITIONS FOR2011

Introduce Connect and Explore

I. C. E. Breaker

ONE MINUTE PLEASE!

The aim of the game is to talk for one minute on a given subject. You announce the topic and a member of the group is randomly selected to speak for one minute. Use a pack of cards to randomly select i.e. person who draws the lowest number. Choose subjects to stimulate the imagination and which may be amusing. Put a stopwatch on each person to see how long they last before drying up! Subjects might include, My earliest memories, my favorite computer game, why beans are good for you, 10 things you can do with potatoes)

NAME THAT PERSON

Divide into two teams. Give each person a blank piece of card. Ask them to write five little known facts about themselves on their card. Include all leaders in this game too. For example, I have a pet iguana, I was born in Iceland, my favorite food is spinach, my grandmother is called Doris and my favorite color is vermillion.

Collect the cards into two team piles. Draw one card from the opposing team pile. Each team tries to name the person in as few clues as possible. Five points if they get it on the first clue, then 4, 3, 2, 1, 0. The team with the most points wins. (Note: if you select the most obscure facts first, it will increase the level of competition and general head scratching!)

SONG SCRAMBLE

Before the meeting write out the first lines from several well known songs (hymns, Christmas carols, patriotic songs, TV show theme songs) but write down only one line on each piece of card. Make sure that only enough songs are used to cover the number of people present. The cards are then scattered on the floor. Once the game begins each person grabs a card and tries to find the holders of the other cards which will complete the verse or section of the song. The winning group is the first one to correctly assemble and sing their song. Tape the songs to playback later.

GET ACQUAINTED

INSTRUCTIONS: Find someone in the group who fits the description below and have them sign their name on the blank line. Get acquainted with them as you talk, but move on with this exercise. The person with the most signatures wins.

Sign Here

1. _____ Find someone who owns a personal computer.
2. _____ Find someone who shares your occupation.
3. _____ Find someone who has a Sears credit card.
4. _____ Find someone who has been to the Holy Land.
5. _____ Find someone who plays the guitar.
6. _____ Find someone who has been to Hawaii.
7. _____ Find someone who has a 12-year-old child.
8. _____ Find someone who shares your birth month.
9. _____ Find someone who doesn't know your last name.
10. _____ Find someone who has been water skiing.
11. _____ Find someone who is wearing red.
12. _____ Find someone who is wearing contact lenses.
13. _____ Find someone who likes anchovies.
14. _____ Find someone whose last name is longer than yours.
15. _____ Find someone who comes from your home state.
16. _____ Find someone who has been south of the equator.
17. _____ Find someone who can speak a foreign language.

18. _____ Find someone who shares a hobby in common with you.

20 QUESTIONS

Get to know one another by finding 20 different people who can answer yes to one of the following questions:

_____Have you read the whole Bible in one year?
Did you grow up as a "Preacher's Kid"?
_____Are you single?
_____Do you have blue eyes?
_____Have you been a Christian since you were a
_____child? Do you own a motorcycle?
_____Do you have children?
_____Have you ever taken part in Small
_____Groups? Are you a teacher?
_____Have you ever been on a spiritual retreat?
_____Do you have more than 5 brothers and
_____sisters? Have you ever sung in a choir?
_____Do you play an instrument?
_____Do you like to go hiking?
_____You never learned how to swim?
_____Were you born in another
_____country? Are you an only child?
_____Do you own your own business?
_____You have never been out of the U.S.A.?
_____Are you currently going to college or taking classes?

My Museum

Congratulations! A wealthy committee of good-hearted citizens has decided to build a museum in your honor! The museum has been built and now it is up to you to help create the displays.

The museum has several different exhibits:

Family Heritage

Childhood

High School

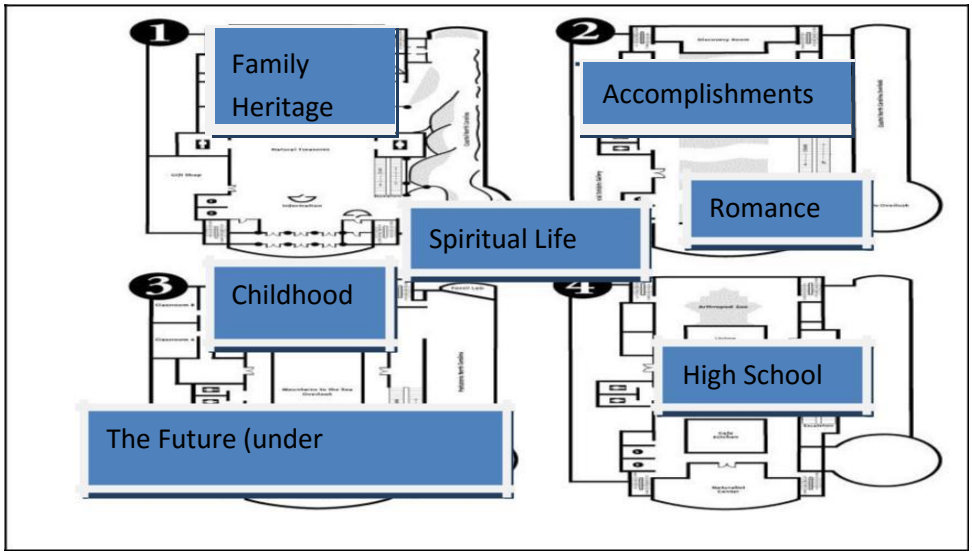
Romance

Accomplishments

Spiritual Life

The Future (under construction)

Think of one memento from your life that will be in each exhibit of your museum. For the exhibit called "The Future," what do you hope to show someday? Take turns going around the group and telling everyone what is on display in your personal museum and why.



There are 30 books of the Bible in this paragraph. Can you find them?

This is a most remarkable puzzle. lt was found by a gentleman in an airplane seat pocket, on a flight from Los Angeles to Honolulu, keeping him occupied for hours. He enjoyed it so much he passed it on to some friends One friend from Illinois worked on this while fishing from his john boat. Another friend studied it while playing his banjo. Elaine Taylor, a columnist friend was so intrigued by it she mentioned it in her weekly newspaper column. Another friend Judges the job of solving this puzzle so involving she brews a cup of tea to help her nerves. There will be some names that are really easy to spot" That's a fact" Some people, however, will soon find themselves in a jam especially since the book names are not necessarily capitalized. Truthfully, from answers we get, we are forced to admit it usually takes a minister or a scholar to see some of them at the worst. Research has shown that something in our genes is responsible for the difficulty we have in seeing the books in this paragraph. During a recent fund raising event which featured this puzzle, the Alpha Delta Phi lemonade booth set a new record The local paper, The Chronicle, surveyed oven 200 patrons who reported that this puzzle was one of the most difficult they had ever seen. As Daniel Humana humbly put it, "The books are all right here in plain view, hidden from sight." Those able to find all of them will hear great lamentations from those who have to be shown. One revelation that may help is that books like Timothy and Samuel may occur without their numbers. Also keep in mind that punctuation and spaces in the middle are normal. A chipper attitude will help you compete really well against those who claim to know the answers. Remember, there is no need for a mad exodus: there really are

30 books of the Bible lurking somewhere in this paragraph waiting to be found. God Bless!

Community Outreach

"…that I may be encouraged together with you *while* among you, each of us by the other's faith, both yours and mine. "

Romans 1:1

Habitat for Humanity®

The House That Love Built

Thurman Brisben Center

Hilda M Barg Homeless and Prevention Center

Volunteers of America

CHESAPEAKE

The Fuller Center for Housing

GOSPEL RESCUE MINISTRIES

Bill Mehr Drop-In Center

Contact Small Groups Director when making arrangements and or scheduling outreach opportunities. scraddock@firstmountzionbc.org (703) 670-0184.

Posting Outreach Events to the Outreach Calendar

Please email the information below to the person with ministry oversight for your service project (Deacon Chair, Deaconess Chair, Trustee Chair, Minister of Christian Education, Minister of Music, Small Groups Director or their designee) who will then submit to the church receptionist (Ms. Pat Paige) for inclusion on the church ***Outreach Events calendar****:*

Content Calendar View:

FMZ Ministry and Name of Partnering Ministry

Date, Time and Location of Ministry Opportunity (physical place i.e. Lamont Court)

Content Page Two: Viewable by clicking on event on calendar

Describe nature of work (painting, excavating, meal preparation, stocking shelves) requirements, restrictions such as age and/or prerequisites such as TB shots.

FMZBC Contact's information: name, phone number and email address for additional information and to sign up. May provide link to partnering organization to provide additional information.

Address of outreach opportunity for mapping (directions will be provided).

Example

Calendar View:

Small Groups Committee and Habitat for Humanity

January 25, 2011 7:00 pm – 9:00 pm The Restore, Manassas

Page two:

The Habitat for Humanity **ReStore** receives donated building supplies for building projects. Items that cannot be used on projects are sold to the general public at a 40-90% discount. Proceeds go into Habitat building projects, to provide adequate housing and building repairs for families in our communities.

Volunteers are needed for pricing, maintenance of the store, organization of merchandise, receiving (unloading and loading donated materials and merchandise), pickup and delivery of donations, promotions (distribution, mailings, etc.) for additional information on the ReStore please go to http://www.habitatpwc.org/restore/index.php

If you would like to check out the available dates to volunteer at the Restore go to http://www.habitatpwc.org/sys-php/hfh/sched/view.php

To Sign up for this event please contact Stephanie Craddock at (703) 670-0184 or email at scraddock@firstmountzionbc.org. **Please Provide Address of outreach location.**

To View the FMZBC Outreach Calendar

Step 1. WWW.FirstMountZionBC.Net

Step 2. Select Church Calendars

Step 3. Select Calendar of Events

Step 4. Go to All Interest Groups **and select the drop down box**

Step 5. Select Outreach Calendar

Step 6. View Calendar

FMZBC Website

Small Groups Home Page

Small Groups Finder

Identifiable on map by Zone based on “zone mapping”

coordinates Name of Group Leader or Designee **AND**

FMZBC Email address, BSG@FirstMountZionBC.Org for

example Name of Study

Options:

-Meeting Schedule, 1st and 3rd Tuesdays of every month at 7:00 PM

Video Training

Tools

PDF of Small Group Tool Box and

Resources Editable Word Document

Small Groups Covenant

Editable Excel Document Completed and sent to scraddock@firstmountzionbc.org

Small Groups Follow-Up Report

Navigating the FMZBC Small Groups Home Page

Visit the First Mount Zion Baptist Church Home Page by logging on to www.firstmountziobc.org

Two Ways to Find the Small Groups Home Page

How to Connect across the top navigation bar

Small Groups icon found on the bottom left hand side under **Stay Connected**

Small Groups Home Page Features

Features of the Small Groups Home Page can be found in a vertical listing along the right side or icons at the bottom of the page.

Small Groups Finder

News

Photo Gallery

Small Groups Tool Box

Training

Ways to Serve

Small Groups Finder

By clicking on general location, members can find their small group and available information about their small group. Such as Group Leader Email address for additional information about upcoming meetings, the name of the study, and etc….

Updates and/or additional information may be added per your request by emailing scraddock@firstmountzionbc.orgwith the additional information. Such as meeting schedule, name of community center, etc…. Please email updates for the week by noon on Wednesdays.

Small Groups News

Share what's going on in your small group in newsletter format. Submit newsletter in PDF format to scraddock@firstmountzionbc.org for posting to website, subject to approval by noon on Wednesdays.

Photo Gallery

Submitted photos will be featured so keep you photos coming. Submit photos to scraddock@firstmountzionbc.org for posting to the website, subject to approval.

Small Group Tool Box

- **Resources**
- **Study Material**
- **Covenant**
- **Follow-up Report**

Training Videos

- I am a Small Groups Leader

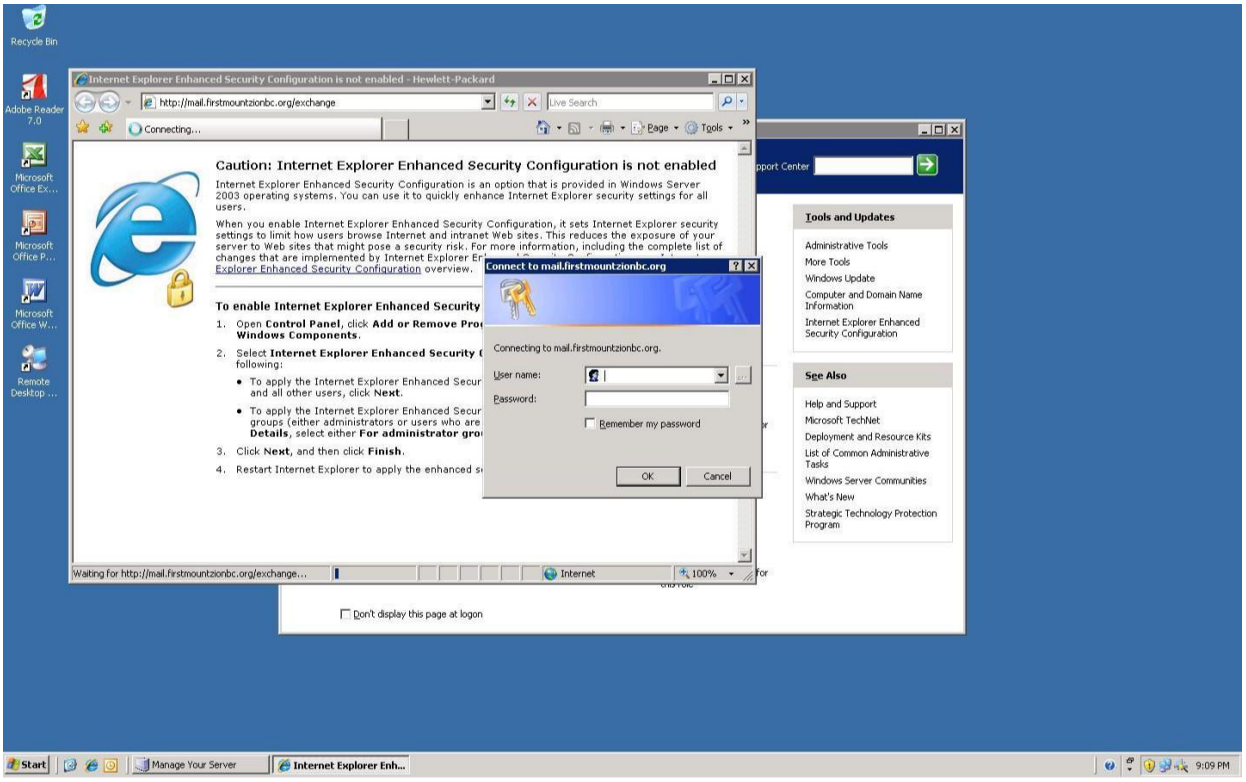
Ways to Serve

- Committee
- Group Leader
- Facilitator
- Host

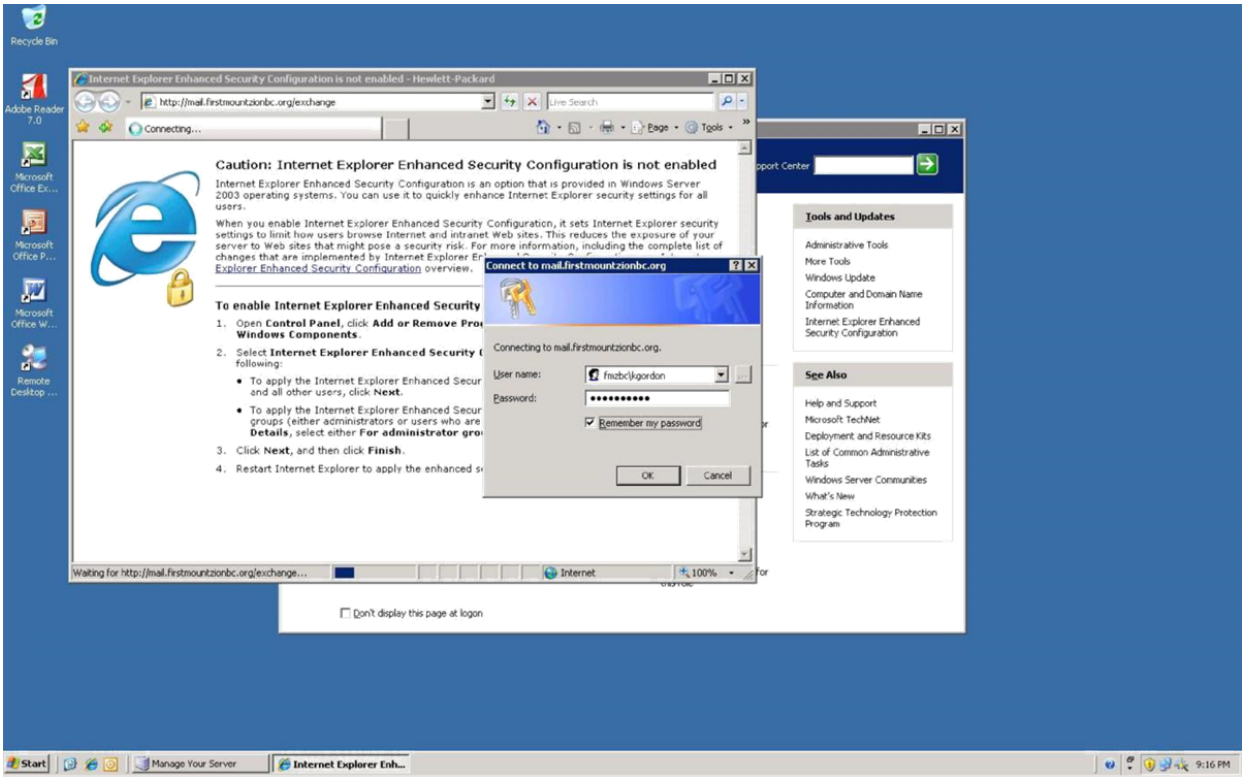
Small Groups Email Account and Accessing Email

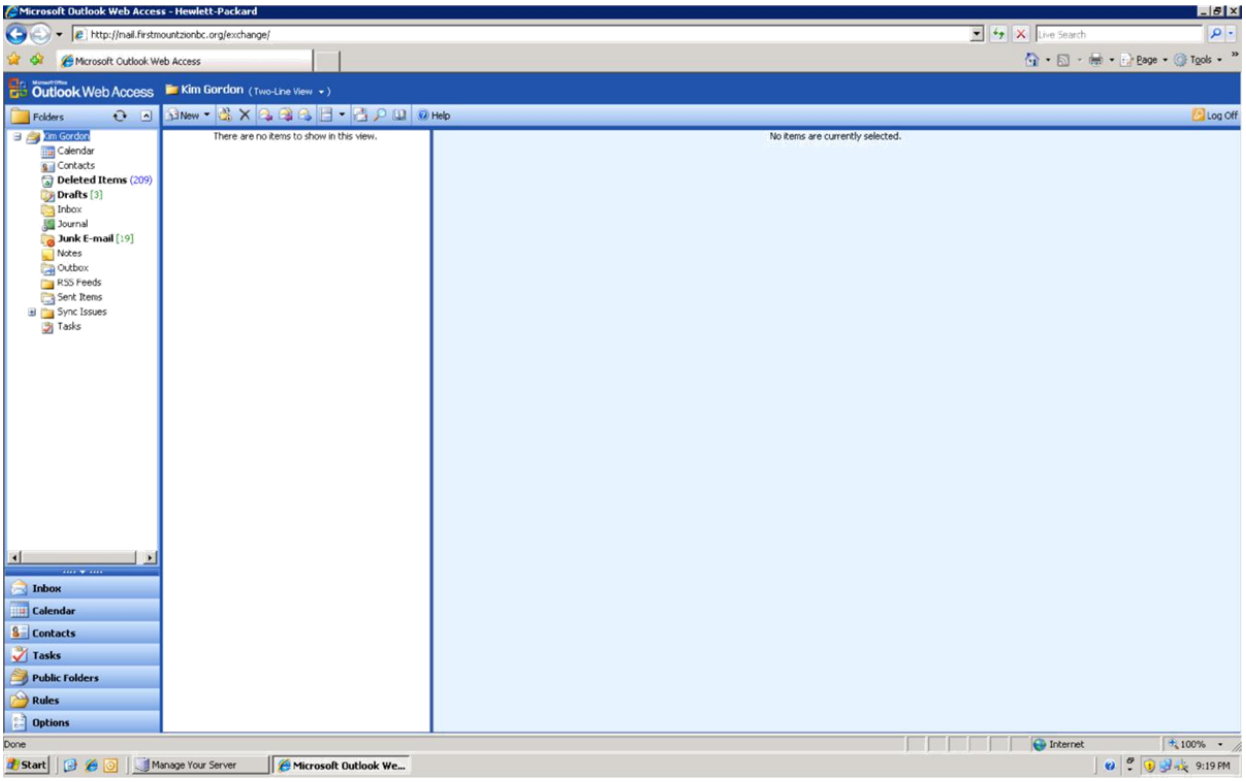
The primary function of the FMZBC Small Groups email account posted on the Small Groups Finder is to provide unfamiliar members with an initial point of contact for Small Groups, who are not otherwise aware of the primary means of making contact. Though the email address is accessible to everyone on your Small Groups leadership team, a designee to answer requests for information should be determined. The Small Groups Email Account will serve as your primary means of communicating with Small Groups Coaches, Small Groups Leaders, and Small Groups members.

To obtain your small groups email username and password please contact Stephanie Craddock, Small Groups Director at scraddock@firstmountzionbc.org. Once you have received your username and password send a test email to Kim Gordon, IT Manager at kgordon@firstmountzionbc.org. Once your account has been verified you may begin using your account by emailing members on your Small Groups Roster. If additional training or support in using Outlook is needed please feel free to contact, Kim Gordon at kgordon@firstmountzionbc.org or by calling (703) 670-0184



1. Type: //http:mail.firstmountzionbc.org\exchange on internet browser bar.
2. A pop up box will appear and ask you for your login information
3. Username : _____
4. Password: _____


Recycle Bin
Adobe Reader 7.0
Microsoft Office Ex...
Microsoft Office P...
Microsoft Office W...
Remote Desktop ...
Internet Explorer Enhanced Security Configuration is not enabled - Hewlett-Packard
http://mail.firstmountzionbc.org/exchange
Connecting...
Caution: Internet Explorer Enhanced Security Configuration is not enabled
Internet Explorer Enhanced Security Configuration is an option that is provided in Windows Server 2003 operating systems. You can use it to quickly enhance Internet Explorer security settings for all users.
When you enable Internet Explorer Enhanced Security Configuration, it sets Internet Explorer security settings to limit how users browse Internet and intranet Web sites. This reduces the exposure of your server to Web sites that might pose a security risk. For more information, including the complete list of changes that are implemented by Internet Explorer Enhanced Security Configuration overview.
To enable Internet Explorer Enhanced Security
1. Open Control Panel, click Add or Remove Programs, click Windows Components.
2. Select Internet Explorer Enhanced Security Configuration, and then do the following:
• To apply the Internet Explorer Enhanced Security Configuration to administrators and all other users, click Next.
• To apply the Internet Explorer Enhanced Security Configuration to only specific users or groups (either administrators or users who are not administrators), click Details, select either For administrator groups or For user groups, and then click Next.
3. Click Next, and then click Finish.
4. Restart Internet Explorer to apply the enhanced settings.
Waiting for http://mail.firstmountzionbc.org/exchange...
Internet
100%
Connect to mail.firstmountzionbc.org
Connecting to mail.firstmountzionbc.org.
User name:
fmzbc\kgordon
Password:
Remember my password
OK
Cancel
Tools and Updates
Administrative Tools
More Tools
Windows Update
Computer and Domain Name Information
Internet Explorer Enhanced Security Configuration
See Also
Help and Support
Microsoft TechNet
Deployment and Resource Kits
List of Common Administrative Tasks
Windows Server Communities
What's New
Strategic Technology Protection Program
Don't display this page at logon
Start
Manage Your Server
Internet Explorer Enh...
9:16 PM


Microsoft Outlook Web Access - Hewlett-Packard
http://mail.firstmountzionbc.org/exchange/
Microsoft Outlook Web Access
Outlook Web Access
Kim Gordon (Two-Line View)
Folders
New
Help
Log Off
Kim Gordon
Calendar
Contacts
Deleted Items (209)
Drafts [3]
Inbox
Journal
Junk E-mail [19]
Notes
Outbox
RSS Feeds
Sent Items
Sync Issues
Tasks
There are no items to show in this view.
No items are currently selected.
Inbox
Calendar
Contacts
Tasks
Public Folders
Rules
Options
Done
Internet
100%
Start
Manage Your Server
Microsoft Outlook We...
9:19 PM

First Mount Zion Baptist Church

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www.fmzbc.net

Dr. Luke E. Torian, Pastor

First Mount Zion Baptist Church has numerous opportunities for members to grow and serve in the Lord. The Small Groups Ministry is just one of these opportunities for you to choose from. Small Groups is unique in that it brings members living within the same community together.

The bible tells us that "when disaster strikes it is better to have a neighbor nearby than a brother far away." Proverbs 27:10. At First Mount Zion our mission is to connect those who have a desire to become fully devoted followers of Christ. We realize that it is not always easy to make a connection especially when traveling great distances to attend services and to participate in ministry opportunities. This is why we are striving to grow the Small Group's Ministry within your neighborhood. We have identified several members living within your immediate area and would like to assist you in making the connection. If Small Groups sounds like a welcomed opportunity for you to meet with and fellowship with others in Christ, share in the study of God's word with members and non members within your neighborhood and to engage in outreach that benefits your community, then please let us know and we will come to you!

We are in need of members who are willing to open their homes for Christian fellowship and small Group's study. If you are looking for an opportunity to serve then you may consider facilitating Small Group discussions around lessons pertinent to everyday living. Ready to be groomed for a Small Groups leadership role? You may consider training to one day lead a Small Group. If you have a heart for community outreach then Small Groups may be the place for you to lead a Group in giving back to your community.

Contact your Zone Leaders or Stephanie Craddock, Small Groups Director for more information. We look forward to your service in growing small groups in your area. Contact the church for the name and number of your Zone Leader or Stephanie Craddock at (703) 670-0184. Stephanie Craddock can also be reached at scraddock@firstmountzionbc.org.