



Manual

Leading Group Bible Study In the Congregation

EDITION SEPTEMBER 2015

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Introduction

Will be added later.

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How to Use this Manual

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MODULE 1

Starting a Bible Study Group



1.1 Objectives of this Module

By the end of this module

you should be able to:

Start a Bible Study Group in your vestry:

- promote the Bible Study group in your vestry
- Lead the first Bible study after the training

So you will learn:

- What you should say when promoting the Bible Study group
- The principles of participatory Bible study
- The order of a Bible study meeting
- The steps in the Bible study itself



1.2 Timetable

Time	Activity	Facilitator
8.00	Opening devotion	Parish minister
8.20	Welcome & Introductions	Session Clerk
8.30	Background & importance of Bible study	Congregational Trainers
9.00	Bible Study on the "What does the Bible say about Bible Study" based on 2 Tim 3:10 – 4:8. <i>This Bible Study is following the steps in paragraph 1.6 but without explanations. The participants are just following instructions of the trainers.</i>	Congregational Trainers
10.00	Read and discuss paragraph 1.6 and 1.7 (steps for Bible Study) Read and discuss paragraph 1.8 (order of Bible Study)	Congregational Trainers
10.30	Another round of Bible Study following the order of paragraph 1.8 and 1.6. <i>Explaining that this is exactly what they can follow when doing their first Bible study group in the coming week on Wednesday</i>	1 or 2 of the Bible Study leaders being trained
11.30	Reflection by participants: What did they like in the new methodology? What did they find difficult?	Congregational Trainers
12.00	Assignment: in pairs of leaders per vestry work out an announcement for the coming Sunday that they can do in their vestry.	Congregational Trainers

Time	Activity	Facilitator
12.45	Action Planning. In the plenary the group makes a joint action planning for all vestries <ul style="list-style-type: none"> • Announcement in the vestries (next Sunday) • Date of first Bible study in vestries (next Wednesday) • Including in the Session programme (next Sunday) 	Session Clerk
13.00	Closing	Parish Minister



1.3 Spiritual Growth is Strategic Priority 1 for the Synod

The Strategic Plan of the CCAP Synod of Livingstonia observed that the Synod has grown very much over the past 30 years: from about 50 congregations in 1980 to more than 200 congregations in 2015. In the light of these developments the strategic plan lists 6 strategic priorities:

1. Make sure all members grow spiritually
2. Train ministers and lay leaders well
3. Raise more resources from members and from partners
4. Account openly, clearly and timely for all resource received
5. Make sure each congregation knows its priorities and plans well
6. Make sure the governance of the Synod is ready for more growth

A taskforce for Spiritual Health was established to develop and implement plans for the first priority. The taskforce has identified the following objectives:

1. Make sure all members **own and read the Bible and apply the lessons** in their daily lives.

In order to achieve this goal, the taskforce has initiated a number of projects:

- a. Introduce Bible Study groups in all vestries and sections of all congregations
 - b. Establish literature committees and Bible revolving funds in all congregations, so that Bibles are sold to members locally
 - c. Make sure Bible Society produces Bibles which are affordable for all
2. Make sure people are nurtured spiritually in the **worship services**.

In order to achieve this goal, the taskforce has initiated a number of projects:

- a. Revise the order of service of the normal service and the special services
- b. Introduce contemporary service
- c. Revise and expand the hymn books in Tumbuka, Kyangonde and Tonga

At the same time, another taskforce, Ministers & Lay Leadership training, has developed an in-depth elder school for preaching, which will make sure that all preachers in all congregations are trained in sermon preparation and preaching skills.

3. Make sure **members receive adequate pastoral care**.

The taskforce Ministers & Lay Leadership training has developed a in-depth elder school for pastoral care. This will make sure all congregations establish pastoral care teams and all involved in pastoral care will receive adequate training.

Complementing this training, the taskforce Spiritual Health is working on a specific training programme to improve **marriage counselling** for youth, married couples, widows and widowers.



1.4 Bible Study is key to spiritual growth

We strongly believe that key to spiritual growth is found in frequent, daily, Bible reading, prayer and teaching.

We strongly believe that this Bible reading, prayer and teaching is best done in meetings of small groups of members of the congregations. Why do we believe this?

- Meeting in small groups stimulates studying and understanding the Bible. We often fail to study the Bible on our own. Going to a group for Bible study may motivate us to study the Bible even outside the meetings.
- Bible study groups give the opportunity for more systematic and careful reading of the Bible than can often be done in the church service.
- Bible study meetings bring a spirit of fellowship in the congregation and will give members a sense of belonging.
- Praying together gives opportunity to learn how to pray.
- From testimonies shared during small group meetings you can find solutions and hope for your own difficulties.
- Small group members can equip each other to challenge temptations.
- Bible reading and discussions during small group Bible studies may provide material for sermons.

In the CCAP Synod of Livingstonia there is strong tradition of prayer, Bible study and service to those in need, in the guilds for men, women and youth, who meet weekly. In addition we have a strong tradition of prayers in sections on Wednesdays and Sunday afternoons.

Many parts of this Bible Study manual will be useful for guiding the Bible studies at these existing meetings.



1.5 Small Groups for Bible Study as an additional church activity

In addition to existing groups, as a church we feel that our congregations can also benefit from having dedicated small Bible Study Groups. These small groups will differ from the existing activities in the following ways:

- They will bring together men, women and youth in one group
- They will adopt a participatory approach
- They will be small in size
- They will meet at book level

Meetings like that did already take place in the early church. In Acts 17:11 we read how the people in Berea received Paul's preaching *"with great eagerness and examined the Scriptures every day to see if what Paul said was true"*.

These small Bible Study groups are not intended to replace the guilds, nor will they replace the section prayers. They will serve spiritual growth of the members by offering them another venue to read the Bible together and pray together.



1.6 Use of this Manual at other church gatherings

It is very well possible – and actually recommended – to integrate the use the Bible Study method of this manual at existings church gatherings. For example:

- **Guilds**
Guilds could use the method in this manual to do their weekly Bible studies.
- **Section or vestry prayers**
When sections meet for prayers – on Sundays or any other day – they could use this manual to do Bible study.
- **Choirs**
Choirs could start their practice once a week using this Bible study method.
- **Session**
From time to time, the opening devotion at the meeting of Session could be done in the form a Bible study using this method.
- **Committee meetings**
Opening devotions at committee meeting could be done in the form of a Bible study.



1.7 Assignment: Bible Study on Bible Study

Do Bible study using the following steps.

- 1. Explain** We will now do our first Bible study
The theme of the Bible study is: *“What does the Bible say about Bible Study”*.
The passage we will read is **2 Tim 3:10 – 4:8**.

- 2. Groups of 4** Divide the group into groups of 4 people (not 4 groups!).

Let the groups sit together at some distance from each other.

- 3. Read** Open your Bible at **2 Tim 3:10 – 4:8**.

Each participant reads the passage individually.

Write down your answers the central question: ***“Which two lessons do you learn from this passage about Bible Study?”***

1.

2.

- 4. Discuss** In groups of 4, each participant shares his or her answers to the central question, one after the other.
- Write down what the other 3 people in your group said:
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
- 5. Learn** Discuss the lessons with each other and choose 2 to share with the other groups:
- 1.1 _____
- 1.2 _____
- 5. Groups of 12** Let 3 groups of 4 sit together as a group of 12.
- 6. Discuss**
1. Let the 3 groups share which lessons they have learned.
2. Write down what the lessons were of the other 2 groups:
- 2.1 _____
- 2.2 _____
- 3.1 _____
- 3.2 _____
- 7. Apply**
1. Discuss which of the lesson 1.1 till 3.2 are **most relevant**.
- Write down the lessons which were chosen:
- L.1 _____
- L.2 _____
2. Discuss how you can **practically apply** these 2 lessons.
- Write down the applications which were discussed:
- A.1 _____
- A.2 _____
- 8. Plenary**
1. If there were two or more groups of 12 people all groups come together.
2. Each group shares the lesson L.1, L.2 and the applications A.1 and A.2.



1.8 Principles for Bible Study in small groups

There are many possible ways of organizing the actual Bible study in small groups. In assignment 1.7 you experienced one of the methods. In this training manual you will learn to lead a group using this participatory approach and a number of variants.

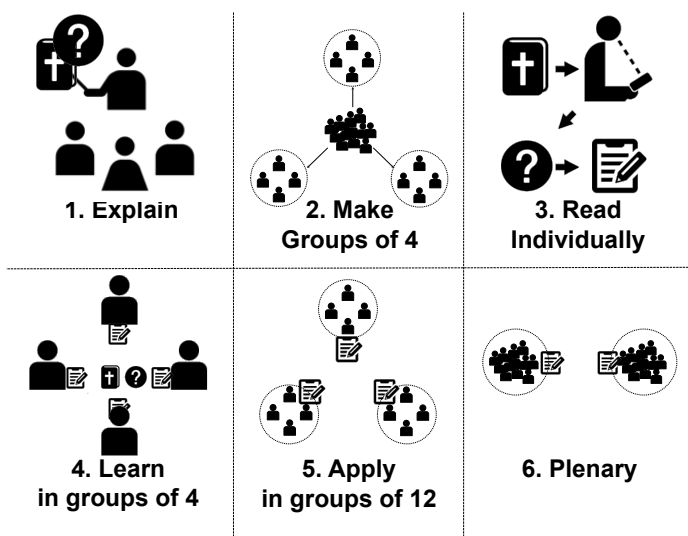
The method presented is based on the following principles:

- Christians meet in small groups as **equals**. The educated and uneducated sit down together. We all learn from the Bible under the guidance of the Holy Spirit. Everyone has wisdom, so as a result everyone should be able to contribute equally.
- The **Bible Study leaders are not experts** who know or should know the answer to each question. Bible study leaders moderate the group discussion and make sure everyone contributes.
- It is good practice in more experience groups that **members rotate leading** the Bible study. At the beginning, the trained Bible study leader may lead most of the studies, but after some time he may ask another member to lead. So, when in this manual we talk of the leader of the Bible study it means “the member who is leading that particular Bible study meeting”.
- Experience shows that many people need time to think about an answer to a question on a passage. The Bible study method should deliberately create this “**thinking time**” before the conversation actually starts. Otherwise the group conversation will only be between people who can think fast or who think out loud.
- Experience shows that participation improves in **smaller groups of 3-4 people**. If groups become larger than that, some members will remain quiet. Therefore if the Bible study group is around 6-8 people, it is already worthwhile to split the group into 2 subgroups. These may look at the same passage and same questions, but
 - Give participants time to prepare (and write down) individual answers to the questions asked
 - Break the group into small groups where individual answers are discussed and then summarized for plenary discussion



1.9 Basic Method for Bible Study: Passage given

During a group Bible study the core element of the “order” is to do the actual Bible study. The Basic Method consists of the following 6 steps:



1. INTRODUCE THEME – PASSAGE – QUESTION (5 minutes)

The group Bible study leader (or the member assigned to lead for that day):

- a. introduces the **theme**
- b. announces the **passage** that needs to be read
- c. and explains the **central question** for the Bible study

In Module 2 you will learn to how to make a programme, in which themes, passages and focus questions have been defined. This will be mainly the responsibility of the Bible Study Committee with the Parish Minister. Each Bible study group will be expected to follow this programme.

2. MAKE GROUPS OF 4 PEOPLE (5 minutes)

- a. The group is divided into groups of **4 people**.

Please note:

- *Making groups of 4 is not the same as making 4 groups!*
- *Depending on the number of people present, some groups may not have exactly 4 people. Some groups may have 3 or 5 people.*

- b. The small groups move to sit together separately as a group, before the actual reading and discussing starts.

3. READ: INDIVIDUAL (10 minutes)

- a. ***Read the passage individually***

The members read the passage individually.

If not all have Bibles or not all can read, then members sit together (in pairs) to assist each other.

- b. ***Answer the central question***

After reading the passage, members spend some time individually to answer the central question given by the leader. If possible, they write down their answers for themselves.

If members are assisting each other with Bibles and/or reading, it is still important that they think about their answers individually before they start discussing in groups.

4. LEARN: GROUPS OF 4 (20 minutes)

- a. ***List all the lessons***

In the small groups, each member is given opportunity to share his or her answers to the central question.

- b. ***Choose 1 or 2 main lessons to share with other groups***

After sharing all the answers, the group chooses 1 or 2 lessons to share with the larger group.

One way to choose could be to look at: Which of the answers is most relevant for theme today in your congregation or your group? Why?

5. APPLY: GROUPS OF 12 (15 minutes)

- a. ***3 groups of 4 are joined into a group of 12 people***

3 small groups who sit close together join into 1 bigger group of 12 people.

b. Share the 2 lessons

Each small group shares the 2 lessons found. So with 3 small groups joined together, there will be in total a maximum of 6 lessons.

c. Choose 1 or 2 lessons that are most relevant for the theme of today

After sharing all the answers, the group chooses the 1 or 2 lessons which are most relevant to the group or to the congregation today in relation to the theme.

The group also discusses **why** these lessons are most relevant and **for who**.

It is important that the discussion should be done in a spirit of humility and with an attitude to appreciate findings of other groups.

d. How do we practically apply these 1 or 2 lessons?

The group then discusses the question "How can the chosen 1 or 2 lessons could be applied practically in the life and work of the members or the group?"

6. PLENARY: ONLY WITH 2 OR MORE GROUPS OF 12 (10 minutes)

If there are 2 or more groups of 12 people who have done step 5, then each group shares in a plenary:

- the 1 or 2 most relevant lessons and why they are most relevant
- the practical applications of the lessons




1.10 Order of conducting a group Bible study

The Bible Study methods described in the previous paragraph should be used as the (core) part of a Bible Study Group meeting. In this paragraph we describe a proposed order of a complete Bible Study group meeting.

We recommend that a group Bible Study should take about 60-90 minutes in total.

The order is proposed to be as follows:

 1. Singing	 2. Opening Prayer	 3. Group Bible Study	 4. Intercessory Prayers
 5. Singing	 6. Closing Prayer	 7. Planning	 8. Pastoral Visits

1. **Singing**
At the agreed starting time, the members present start by singing 1 to 3 hymns. These could be either sumu or well-known choruses. It is recommended that the leader of the meeting chooses at least one hymn that is somehow related to the passage or theme of that meeting.
2. **Opening Prayer**
The leader of the meeting or the Bible study group leader starts with a prayer to ask God's Holy Spirit to be present and guide the discussions.
3. **Bible Study in groups**
The group conducts the Bible study using any one of the Bible study methods described in this manual.
4. **Intercessory Prayers**
Prayer items are gather and shared briefly. Then the group offers intercessory prayers. There are different approaches to this. These are described in more detail in the module about Prayer.
5. **Singing**
The group sings one closing hymn or chorus.
6. **Closing prayer**
The Bible study leader or one of the members offers a closing prayer
7. **Planning Next Meeting**
After closing, the Bible study leader will inform the group about the theme for next week based on the programme written by the congregation Bible study committee (refer to Module 2 for more details on this).
He/she will also announce the leader and the venue based on the programme developed by the Bible study group itself.
8. **Pastoral Visits**
If members of the Bible study group are sick, bereaved or have any other pastoral concerns, then the group may decide to visit them.
Please note that the primary responsibility for pastoral care remains always with the elders and the parish minister. Should there be any major issue, then these should be informed.

The steps above are the basic steps. Individual Bible study group may choose to add different steps, such as more singing, testimonies or prayers.

It is also possible to devote an entire Bible study meeting to intercessory prayers. For example if specific events in the life of the Bible study group members, or congregation, or Synod or country require God's special intervention.



1.11 Assignment: Bible Study to practice the whole order

One of the participants should lead the group in Bible study using the following steps.

Please note that these steps you can follow exactly during the first Bible study you will conduct in your vestry

1. **Singing** Sing 1 to 3 hymns or choruses.
2. **Opening Prayer** Offer a prayer to ask the Holy Spirit to be present and guide the discussions.

- 3. Explain** We will now do our first Bible study
The theme of the Bible study is: *"The importance of Bible Study"*
The passage we will read is **Romans 10:5-21**.
- 4. Groups of 4** Divide the group into groups of 4 people (not 4 groups!).

Let the groups sit together at some distance from each other.
- 5. Read** Open your Bible at **Romans 10:5-21**.

Each participant reads the passage individually

Write down your answers the central question: ***"Which two lessons do you learn from this passage about the importance of Bible Study?"***
1. _____
2. _____
- 6. Discuss** In groups of 4, each participant shares his or her answers to the central question, one after the other.

Write down what the other 3 people in your group said:
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
- 7. Learn** Discuss the lessons with each other and choose 2 to share with the other groups:
1.1 _____
1.2 _____
- 8. Groups of 12** Let 3 groups of 4 sit together as a group of 12.
- 9. Discuss** 1. Let the 3 groups share which lessons they have learned.

2. Write down what the lessons of the other 2 groups:
2.1 _____
2.2 _____
3.1 _____
3.2 _____

10. Apply

1. Discuss which of the lesson 1.1 till 3.2 are **most relevant**.

Write down the lessons which were chosen:

L.1

L.2

2. Discuss how you can **practically apply** these 2 lessons.

Write down the applications which were discussed:

A.1

A.2

11. Plenary

1. If there were two or more groups of 12 people, all groups come together.

2. Each group shares the lesson L.1, L.2 and the applications A.1 and A.2.

12. Intercessory Prayers

Prayer items are gathered and shared briefly.

Assign 1-3 members to pray for the prayer items.

13. Singing

Sing one closing hymn or chorus

14. Closing Prayer

Ask one of the members to offer a closing prayer.



1.12 Assignment: Evaluation of Participatory Bible Study Method

You have now done two rounds of the participatory Bible Study method. We would like to evaluate what you have learned so far. In this evaluation we do not look back at the content of the Bible study, **but we look at the steps followed**.

A. Individual Evaluation

Individually write down the answers to the following questions:

1. What did you like in the Bible Study method?

2. What did you find difficult?

3. What would you do differently next time when you would lead the group Bible Study yourself?

B. Sharing in the group

Share the answers in to the above questions in the plenary as follows:

1. First of all ask the Bible Study leaders who led the Bible study in assignment 1.11 to give their answers
Write down key words of their answers on the blackboard or on a paper.
2. Then ask 1 man, 1 woman and 1 youth to give their answers as well.
3. Then give opportunity to others to **add things that have not yet been said**.

Please note that as Bible study leader you may do a similar evaluation assignment with the participants after the first Bible study in your vestry or section.



1.13 Assignment: Announcing Start of Bible Study Group in the Church

Next Sunday after this first training module, you are expected to make an announcement in church that a group Bible study will start in the vestry. The objective of this message is **to convince as many people as possible to join the Bible study**.

In this assignment we will prepare a message which you can use to make the announcement.

A. Preparation

Let people work in pairs with the two people that were appointed Bible study leaders for their vestry or section sitting together.

Let the pairs write down a short message that they can use on Sunday to announce that the Bible Study will start and that people are invited.

B. Presentation Round 1

Let each group present its message one by one.

Let the other groups comments on two things:

- What was good?
- What was missing?
- What would they do differently to make the message more compelling?

Below you can write down the comments others gave **on your presentation**:

What was good?	What was missing?	What to do differently to make it more compelling?

C. Improving the presentation

In addition to the feedback received from the other groups, you can ask yourself the following questions:

1. List down points that could stimulate the hearts of your listeners to join Bible Study:

2. List down points that could be making it difficult for the listeners to join Bible Study:

3. Which testimonies have you heard about Bible study that you found very encouraging?

4. When and where is your first Bible study group meeting?

5. Who are invited to join?

6. Based on the above inputs: (a) the feedback on your presentation in round 1 as written down in part B above and (b) the answers on the assignments in part C, rewrite your message to the congregation:

D. Presentation Round 2

Let each group present its revised message one by one.

Let the other groups comments on two things:

- What was good?
- What was missing?
- What would they do differently to make the message more compelling?

Below you can write down the comments others gave on your presentation

What was good?	What was missing?	What to differently to make it more compelling?
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<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>



1.14 Action Planning

As the last step in the first module, the pairs of Bible study trainers from the vestries and sections have to develop, present, improve and implement an action plan. The following steps can be followed:

A. Prepare in pairs

Let people work in pairs with the two people that were appointed Bible study leaders for their vestry or section sitting together.

Let the pairs complete the action list below.

What?	By who?	By when?
1. Prepare final announcement based on feedback Round 2 of assignment 1.13		(Sunday)
2. Include Bible study in Session programme for coming Sunday		(Sunday)
3. Arrange announcement can be made during service		(Sunday)
4. Make announcement in the church		(Sunday)
5. Lead first Bible study using model of assignment 1.11		(Wednesday)
6. Evaluate first Bible with participants study using model of assignment 1.12		(Wednesday)
7. Prepare short report on first Bible study as input for Training Module 2		(Wednesday)
8.		

B. Present in plenary

1. All groups present their planning.
2. In the plenary, provide feedback to the planning of each group.
3. Based on this each group can prepare the final planning.



1.15 Evaluation of the Module

Individually fill the following questions:

1. The objective of this training module was to make sure **you can start a Bible Study group in your vestry**. Do you feel comfortable to start and lead a Bible Study Group this coming week?

☐ Yes ☐ No ☐ A little bit

2. Which subject(s) would you like to receive more training on?

3. What was good about this Training Module?

4. How can this Training Module be improved?

(Intentionally left blank)

MODULE 2

Developing a Programme



2.1 Objectives of this Module

By the end of this module

you should be able to:

- Develop a monthly programme for the Bible Study groups in the congregation.

So you will learn:

- How to do thematic Bible Study
- How to apply thematic Bible study to develop a programme of Bible studies
- Other approaches to developing a monthly programme of Bible studies



2.2 Timetable

Time	Activity	Facilitator
8.00	Opening devotion	Parish minister
8.20	Welcome & Introductions	Session Clerk
8.30	Assignment 2.3: Evaluation of 1 st round of Bible Studies	Congregational Trainers
9.30	Assignment 2.4: Thematic Bible Study on the theme “Love” <i>This Bible Study is following the steps in paragraph 2.5 but without explanations. The participants are just following instructions of the trainers.</i>	Congregational Trainers
10.30	Read and discuss paragraph 2.5 (Thematic Bible Study)	Congregational Trainers
11.00	Read and discuss paragraph 2.6 (Making a Programme)	Congregational Trainers
11.30	Assignment 2.7: make a programme for a month using the outcomes of the Bible Study on “Love”	Congregational Trainers
12.15	Action Planning. In the plenary the group makes a joint action planning for all vestries <ul style="list-style-type: none"> • Continuing announcement in the vestries on Sundays • Dates of next Bible study meetings in vestries • Including in the Session programme 	Session Clerk
13.00	Closing	Parish Minister



2.3 Assignment: Evaluation First Round of Group Bible Study

A. Pairs per Vestry/Section

1. Let the pairs of Bible Study leaders per vestry/section sit together
2. Let them fill the questions below.

1. Details of the first meeting:

Date: _____

Bible Passage: _____

Leader(s): _____

Venue: _____

Attendance: Male: Female: Youth Male: Youth Female:

2. What went well during the first meeting of the Bible Study group in your vestry/section?

3. Which challenge(s) did you face?

4. Which recommendation(s) do you have to improve the Bible Study manual?

5. Which recommendation(s) do you have for the group Bible Study to improve?

B. Plenary

1. Let each pair present their report as written above in assignment 2.3.A.
2. Summarize the findings from the groups in a report as follows:

1. How many groups actually started? What percentage is this of the total?

Groups Started: _____

Vestries/Sections with trained leaders: _____

Percentage started: _____

2. What were the top 3 achievements in forming the groups?

1.

2.

3.

3. What were the top 3 challenges faced in the first meeting?

1.

2.

3.

4. Which recommendations were put forward to improve?

5. How have the meetings impacted the individual or the congregation as a whole?

6. Which role did the Session play in setting up the Bible Study groups?



2.4 Assignment: Thematic Bible Study on “Love”

One of the congregational Bible Study trainers should lead the group in a thematic Bible study using the following steps.

- | | |
|--------------------------|---|
| 1. Singing | Sing 1 to 3 hymns or choruses. |
| 2. Opening Prayer | Offer a prayer to ask the Holy Spirit to be present and guide the discussions. |
| 3. Explain | We will now do our Bible study.
The theme of the Bible study is: “Love”
Instead of giving you a passage, you will be asked to find a relevant passage for the theme yourself. |
| 4. Groups of 4 | Divide the group into groups of 4 people (not 4 groups!).

Let the groups sit together at some distance from each other. |

5. Read

Each person individually should find a relevant passage for the theme "Love"

Passage found: _____

Read this passage by yourself.

Write down your answers the central question: ***"Which two lessons do you learn from this passage about the theme "Love"?"***

1. _____

2. _____

6. Discuss

In groups of 4, each participant shares his or her answers to the central question, one after the other.

Write down what the other 3 people in your group said:

Passages	Lessons
	3.
	4.
	5.
	6.
	7.
	8.

7. Learn

Discuss the lessons with each other and choose 2 to share with the other groups. Indicate which passage is the source of the lesson:

Lesson	From passage:
1.1	
1.2	

8. Groups of 12

Let 3 groups of 4 sit together as a group of 12.

9. Discuss

1. Let the 3 groups share which lessons they have learned.

2. Write down what were the lessons of the other 2 groups:

Lesson	From passage:
2.1	
2.2	
3.1	
3.2	

10. Apply

1. Discuss which of the lesson 1.1 till 3.2 are **most relevant**.
Write down the lessons which were chosen:

L.1

L.2

2. Discuss how you can **practically apply** these 2 lessons.
Write down the applications which were discussed:

A.1

A.2

11. Plenary

1. If there were two or more groups of 12 people all groups come together.

2. Each group shares the lesson L.1, L.2 and the applications A.1 and A.2.

12. Intercessory Prayers

Prayer items are gathered and shared briefly.

Assign 1-3 members to pray for the prayer items.

13. Singing

Sing one closing hymn or chorus.

14. Closing Prayer

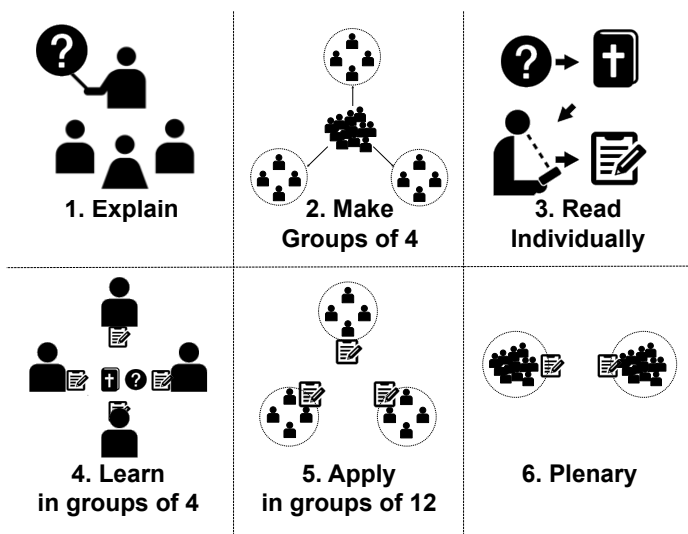
Ask one of the members to offer a closing prayer.



2.5 Extended Bible Study Method: Finding Passages for a Theme

The Basic Bible Study Method assumes a passage and possibly a theme or topic are already given. However, it is also possible to do Bible study without giving a Bible passage at the start. The participants then get the additional assignment to find a passage themselves that they feel is relevant for the theme.

This method is particularly useful when a group wants to get an overview of a theme. It can also be used when making a programme of topics for the Bible study group. The group would then first do a Bible study on the theme using the method below. This method will provide a number of relevant passages for the theme with a key lesson from each passage. These could then be used to create a programme for a number of weeks, taking one passage (and one lesson) per week.



1. INTRODUCE THEME

The group Bible study leader (or the member assigned to lead for that day):

- introduces the **theme**
- explains that the members have to find a **passage** relevant for the theme
- and then explains that they have to answer the general questions:
 - Which lesson do you learn for the theme from the passage you found?
 - Which practical steps can you take to apply this lesson in your life?

2. MAKE GROUPS OF 4 PEOPLE (5 minutes)

- The group is divided into groups of **4 people**.
- The small groups move to sit together separately as a group, before the actual reading and discussing starts.

3. FIND & READ: INDIVIDUAL READING (10 minutes)

- Find a passage relevant for the theme***
The members find a passage from the Bible which they feel is most relevant for that theme.
- Read the passage individually***
- Find one lesson from the passage***
The members reflect on and write down one lesson which they learn about the theme from this particular passage.

4. LEARN: SMALL GROUPS OF 4 (20 minutes)

- List all the passages & lessons***
In the small groups, each member is given opportunity to share the passage he or she has chosen and the lesson he or she learnt from this passage about the theme.

b. Choose 1 or 2 main lessons to share with other groups

After sharing all the answers, the group chooses 1 or 2 lessons to share with the larger group.

Please note the assignment is to choose 1 or 2 out of the answers. The assignment is NOT to summarize. Making a summary of all different passages and lessons will usually result in very general statements. This will hinder finding applications (in step 5.c).

5. APPLY: GROUPS OF 12 (15 minutes)

a. 3 groups of 4 are joined into a group of 12 people

This could be done by having 3 small groups who sit close together join into 1 bigger group.

b. Share the 2 passages and 2 lessons

Each small group shares the 2 passages and the 2 lessons found.

c. Choose 1 or 2 lessons that are most relevant today

After sharing all the answers, the group chooses the 1 or 2 lessons which are most relevant to the group or to the congregation today.

The group also discusses why these lessons are most relevant and for who.

d. How do we practically apply these 1 or 2 lessons?

The group then discusses the question “How can the chosen 1 or 2 lessons could be applied practically in the life and work of the members or the group?”

6. PLENARY: ONLY WITH 2 OR MORE GROUPS OF 12 (10 minutes)

If there are 2 or more groups of 12 people who have done step 5, then each group shares in a plenary:

- the 1 or 2 most relevant lessons and why they are most relevant
- the practical applications of the lessons



2.6 Making a Programme

Instead of choosing on a week by week basis which passage or which topic to study, the group will follow a programme for a longer period, e.g. a quarter. The advantage of this is that we will go through the Bible more systematically.

If the group has chosen to rotate who will be leading the Bible study, the programme can also include a list of leaders.

If the group has chosen to rotate venues, the programme can also include a list of venues.

Then the programme may look like this:

Date	Theme, Topic and Passage	Leader	Venue

This chapter presents possible approaches that can be followed when developing a programme.

2.6.1 Who should develop the programme?

It is the responsibility of the congregation's Bible Study Committee to develop the programme in conjunction with the parish minister.

In order to do this, the Bible Study Committee may meet with the parish minister on a monthly basis. During this meeting they can discuss relevant themes using one of the options below and set a programme.

After this the Bible Study Programme will be communicated to all Bible Study Leaders. The Bible Study leaders will then add the list of members who will lead and the venues where the Bible study will be held at a particular date.

2.6.2 Option 1: Studying a Bible book

The easiest way of developing the programme will be to choose a book from the Bible and study one chapter each meeting.

The committee may want alternate its choice of books between the Old Testament and New Testament.

For larger books (e.g. Isaiah or Psalms), the committee may choose to study a part of the book, instead of the whole book.

2.6.3 Option 2: Studying relevant passages for the festive seasons

In the periods around Christmas, Easter and Pentecost, the committee may decide to study relevant passages for the festive season, e.g. Matthew 1, Luke 1 and Luke 2 around Christmas; Mat 26-28 around Easter; Acts 1 and 2 around Pentecost.

For planning purposes, the table below presents the Christian calendar from 2015 till 2020:

	2015	2016	2017	2018	2019	2020
Start Lent	18-Feb	10-Feb	1-Mar	14-Feb	6-Mar	26-Feb
Palm Sunday	29-Mar	20-Mar	9-Apr	25-Mar	12-Apr	5-Apr
Good Friday	3-Apr	25-Mar	14-Apr	30-Mar	19-Apr	10-Apr
Easter	5-Apr	27-Mar	16-Apr	1-Apr	21-Apr	12-Apr
Ascension Day	14-May	5-May	25-May	10-May	30-May	21-May
Pentecost	24-May	15-May	4-Jun	20-May	9-Jun	31-May
Start Advent	29-Nov	27-Nov	3-Dec	2-Dec	1-Dec	29-Nov
Christmas	25-Dec	25-Dec	25-Dec	25-Dec	25-Dec	25-Dec

2.6.4 Option 3: Studying a theme

The committee can also choose to study a specific theme, e.g. prayer, the Holy Spirit, or the parables of Jesus. Depending on the size of the theme, it may be covered in one meeting or may require several meetings, with each meeting dealing with a sub-theme.

In order to develop the sub-themes, the committee may do a Bible study according to the thematic Bible Study method described in §2.5. This method will provide a number of passages relevant for the theme and key lessons from each passage. This could then be used to create a programme for a number of weeks, taking one passage (and/or one lesson) per week.

Some examples

Theme	Prayers in the Bible	Holy Spirit	The life of Moses
Sub-themes	The Lord's Prayer (Mat 6) The Prayer of Nehemiah 1 The Prayer of Daniel 9 Jesus praying for his Disciples (John 17) The Prayer of Paul for the Ephesians (Eph 3:14-21)	The coming of the Holy Spirit (Acts 2) The work of the Holy Spirit (John 16) The fruits of the Holy Spirit (Gal 5) The gifts of the Holy Spirit (1 Cor 12-14)	Birth and youth (Ex 2) His Calling (Ex 3) The Exodus (Ex 12) Leadership lessons (Ex 18) The Golden Calf (Ex 32) Moses sees God (Ex 33) Moses' farewell (Deut 31)

2.6.5 Option 4: Themes of the preaching programme

Same as option 3 only that themes are taken from the preaching programme.

Alternatively, the preaching programme may be developed using the approach detailed in option 3.

2.6.6 Option 5: Using Bible study guide

Lastly, the group may choose to follow a theme from a Bible study guide, e.g. those produced by the Umanyano, Madodana and CYF.



2.7 Assignment: Develop a Programme using outcomes of Bible Study on Love

A. Listing Results of Thematic Bible Study

1. Let participants sit in the groups of 4 that were used during the thematic Bible Study (assignment 2.4).

2. Look up what each of you found in Assignment 2.4 step 7 and step 9 and write the lessons and passages below:

Lesson	From passage:
1.1	
1.2	
2.1	
2.2	
3.1	
3.2	

We will now use each of the passages and lessons found to make a programme by choosing one lesson and passage as a subtheme for each week.

B. Instruction & Example

Assume a group of 12 had found the following lessons:

Lesson	From passage:
1.1 We don't love each other out of jealousy & gossip	James 3
1.2 We don't love each other out of pride & tribalism	Luke 10:25-37
2.1 We don't love each other out of selfishness	Philippians 2:3-4
2.2 God saved us out of love	John 3:16
3.1 Love means being prepared to sacrifice yourself	John 15:13
3.2 Husbands should love their wives like Christ loved the Church	Ephesians 5:25

This can be converted into a monthly programme of Bible Study very simply by **choosing 4 topics and passages** from the list of lessons and adding a leader and venue.

Date	Theme	Passage	Leader	Venue
10/9/15	God loves us	John 3:1-21	Mr. Banda	Church
17/9/15	Love and sacrificing	John 15:1-17	Mr. Chirwa	Church
24/9/15	Love, pride & tribalism	Luke 10:25-37	Mr. Banda	Church
1/10/15	Love and not being selfish	Phil 2:1-11	Mr. Chirwa	Church



Passages should have context of more than one verse

Please make sure that if the passage is only one verse, you include a number of verses around it to make sure the Bible Study group will read the verse in its context. In the example we have done this with John 3:16 and John 15:13.



Limited use of Thematic Bible study

Please also note that at this stage we use the thematic Bible study approach mainly in groups of Bible study leaders, not in the Bible study groups themselves. For the Bible study groups we recommend for the first few weeks to use the method which was taught in Module 1, to study given passages only. After some time, when the Bible study

group members have become used to the methodology, the extended approach using themes may also be used.



Who should lead?

Please note that the above schedule assumes that the two trained Bible Study leaders in that particular vestry are Mr. Banda and Mr. Chirwa. In the first weeks it is good and proper that the trained Bible study leaders lead the group Bible study in turns. However, after some time, when the group has got used to the Bible study methodology, then members may also take turns to lead.



Where to meet?

Please note that the above example assumes that the group will meet every week at the church. However, if the group wants, they can also decide to meet at one of the houses of the group members, similar to what is done at section prayers.

C. Do your own programme for the theme of “Love”

Look back at your summary of lessons compiled in assignment 2.7.A, on the previous page.

From these lessons choose 4 lessons and passages as topics.

Then fill the proposed programme in the table below:

Date	Theme	Passage

D. Plenary: consolidating proposals into a common programme

1. Each group will present its proposed programme.

2. From the proposals let the plenary choose 4 themes and passages which will be the common programme for all Bible Study groups in the congregation in the coming month.

MONTHLY PROGRAMME FOR ALL BIBLE STUDY GROUPS:

Date	Theme	Passage

3. Please note that the plenary will only decide on date, theme and passage. **Each pair then sits down to choose the leader and venue for their vestry or section. This is part of the action planning (§2.8, action 1).**



2.8 Action Planning

As the last step in the first module, the pairs of Bible study trainers from the vestries and sections have to develop, present, improve and implement an action plan. The following steps can be followed:

A. Prepare in pairs per vestry/section

Let people work in pairs with the two people that were appointed Bible study leaders for their vestry or section sitting together.

Let the pairs complete the action list below.

What?	By who?	By when?
1. Based on the agreed programme in assignment 2.7.D assign leaders and venues for your vestry		
2. Include Bible study in Session programme for the coming month according to the subthemes developed in 2.7.D		
2. Update the content of the announcement for the vestry based on lessons learned in Module 2		
3. Arrange announcement can be made during service		
4. Make announcement in the church		
5. Lead Bible study using model of assignment 1.11 and the agreed programme of assignment 2.7.D		
8. Evaluate Bible with participants study using model of assignment 1.12		
9. Prepare short report on past Bible studies as input for Training Module 3		

B. Present in plenary

1. All groups present their planning.
2. In the plenary, provide feedback to the planning of each group.
3. Based on this each group can prepare the final planning.



2.9 Evaluation of the Module

Individually fill the following questions:

1. The objective of this training module was to **make sure you can develop a monthly programme**. Do you feel comfortable to start and lead a thematic group Bible Study and then develop a programme from the outcomes of that Bible Study?

☐ Yes ☐ No ☐ A little bit

2. Which subject(s) would you like to receive more training on?

3. What was good about this Training Module?

4. How can this Training Module be improved?

(Intentionally left blank)

MODULE 3

Starting a Bible Study Committee



3.1 Objectives of this Module

By the end of this module

you should be able to:

- Start the Bible Study Committee in the congregation

So you will learn:

- The roles and responsibilities of the Bible Study Committee, the parish minister, the Session, the vestries and the sections
- The composition of the Bible Study Committee
- The agenda for the Bible Study Committee meeting



3.2 Timetable

Time	Activity	Facilitator
8.00	Opening devotion	Parish minister
8.20	Welcome & Introductions	Session Clerk
8.30	Assignment 3.3: Evaluation of 2 nd round of Bible Studies	Congregational Trainers
9.30	Assignment 3.4: Thematic Bible Study on the theme “Leadership” <i>This Bible Study is following the steps in paragraph 2.5 but without explanations. The participants are just following instructions of the trainers.</i>	Congregational Trainers
10.30	Assignment 3.5: make a programme for a month using the outcomes of the Bible Study on “Leadership”	Congregational Trainers
11.00	Read and discuss paragraph 3.6 (Roles & Responsibilities)	Congregational Trainers
11.30	Assignment 3.7: Setting up the Bible Study Committee	Congregational Trainers
12.30	Action Planning. In the plenary the group makes a joint action planning for all vestries <ul style="list-style-type: none"> • Continuing announcement in the vestries on Sundays • Dates of next Bible study meetings in vestries • First Bible Study Meeting • Including in the Session programme 	Session Clerk
13.00	Closing	Parish Minister



3.3 Assignment: Evaluation Second Round of Group Bible Study

A. Pairs per Vestry/Section

1. Let the pairs of Bible Study leaders per vestry/section sit together
2. Let them fill the questions below

1. Details of the previous meetings of your Bible study group

Date	Theme	Passage	Leader	Male	Female	Youth – M	Youth – F

2. What went well during the meeting of the Bible Study group in your vestry/section?

3. Which challenge(s) did you face?

4. Which recommendation(s) do you have to improve the Bible Study manual?

5. Which recommendation(s) do you have for the group Bible Study to improve?

B. Plenary

1. Let each pair present their report as written above in assignment 3.3.A.

2. Summarize the findings from the groups in a report as follows:

1. How many groups actually started? What percentage is this of the total?

Groups Active:

Vestries/Sections with trained leaders:

Percentage started:

2. What were the top 3 achievements in forming the groups?

1.

2.

3.

3. What were the top 3 challenges faced in the first meeting?

1.

2.

3.

4. Which recommendations were put forward to improve?

5. How have the meetings impacted the individual or the congregation as a whole?



3.4 Assignment: Thematic Bible Study on “Leadership”

One of the congregational Bible Study trainers should lead the group in a thematic Bible study using the following steps.

- | | |
|--------------------------|--|
| 1. Singing | Sing 1 to 3 hymns or choruses. |
| 2. Opening Prayer | Offer a prayer to ask the Holy Spirit to be present and guide the discussions. |
| 3. Explain | We will now do our Bible study.
The theme of the Bible study is: <i>“Leadership”</i>
Instead of giving you a passage, you will be asked to find a relevant passage for the theme yourself. |
| 4. Groups of 4 | Divide the group into groups of 4 people (not 4 groups!).

Let the groups sit together at some distance from each other. |

5. Read

Each person individually should find a relevant passage for the theme "Leadership"

Passage found: _____

Read this passage by yourself.

Write down your answers the central question: ***"Which two lessons do you learn from this passage about the theme "Leadership"?"***

1. _____

2. _____

6. Discuss

In groups of 4, each participant shares his or her answers to the central question, one after the other.

Write down what the other 3 people in your group said:

Passages	Lessons
	3.
	4.
	5.
	6.
	7.
	8.

7. Learn

Discuss the lessons with each other and choose 2 to share with the other groups. Indicate which passage is the source of the lesson:

Lesson	From passage:
1.1	
1.2	

8. Groups of 12

Let 3 groups of 4 sit together as a group of 12.

9. Discuss

1. Let the 3 groups share which lessons they have learned.

2. Write down what were the lessons of the other 2 groups:

Lesson	From passage:
2.1	
2.2	
3.1	
3.2	

10. Apply

1. Discuss which of the lesson 1.1 till 3.2 are **most relevant**.

Write down the lessons which were chosen

L.1

L.2

2. Discuss how you can **practically apply** these 2 lessons.

Write down the applications which were discussed:

A.1

A.2

11. Plenary

1. If there were two or more groups of 12 people all groups come together.

2. Each group shares the lesson L.1, L.2 and the applications A.1 and A.2.

12. Intercessory Prayers

Prayer items are gathered and shared briefly.

Assign 1-3 members to pray for the prayer items.

13. Singing

Sing one closing hymn or chorus.

14. Closing Prayer

Ask one of the members to offer a closing prayer.



3.5 Assignment: Develop a Programme using outcomes of Bible Study on Leadership

A. In groups of 4: propose monthly programme

1. Let participants sit in the groups of 4 that were used during the thematic Bible Study, i.e. assignment 3.4.

2. Look back at your summary of lessons compiled in assignment 3.4 step 7 and step 9, on the previous page.

From these lessons choose 4 lessons and passages as topics.

Then fill the proposed programme in the table below:

Date	Theme	Passage

B. Plenary: consolidating proposals into a common programme

1. Each group will present its proposed programme.

2. From the proposals let the plenary choose 4 themes and passages which will be the common programme for all Bible Study groups in the congregation in the coming month.

MONTHLY PROGRAMME FOR ALL BIBLE STUDY GROUPS:

Date	Theme	Passage

3. Please note that the plenary will only decide on date, theme and passage. **Each pair then sits down to choose the leader and venue for their vestry or section. This is part of the action planning (§3.8)**



3.6 Roles & Responsibilities for Bible Study Groups in the Congregation

3.6.1 Bible study groups at book level

The objective of the CCAP Synod of Livingstonia is for each congregation to have at least one Bible Study group active at every book/elder district.

If no Bible study group exists in a book, a member of the congregation may volunteer to start one. He/she should apply to become a Bible study leader through the committee for Bible Study. Alternatively, the Bible Study committee may request someone to become a Bible study leader for a book if it finds no Bible study group is active in that particular book.

The first task of a Bible study leader is to promote membership of the Bible Study group among the members in his/her book. He/she will be responsible to make sure that many members from his/her book come to attend group Bible Study.

These Bible study groups meet at regular times under the leadership of a Bible study leader.

During the group Bible study meetings, members will take turns in leading the process of Bible study, using the methods described in this manual.

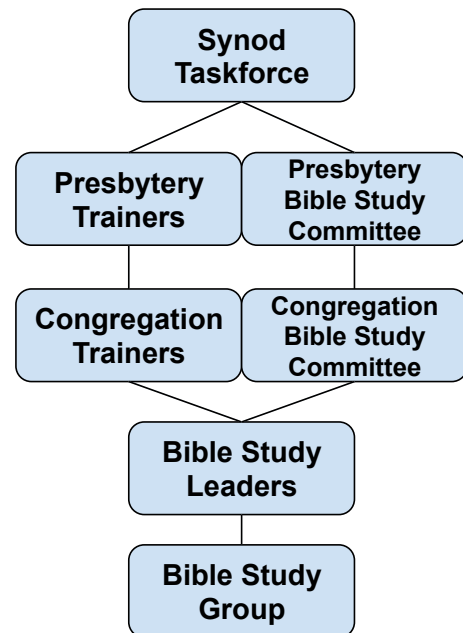
If a Bible study group in a book grows larger than a convenient number of members (typically bigger than 15), the group may decide to split. If possible, the group will then elect a leader for the new group and recommend this person to the congregation Bible Study Committee for Bible Study to be officially appointed as a Bible study leader.

3.6.2 Overview of Organisation of Bible Study at different levels

Bible study groups in the Synod will be organised as follows.

First of all Bible study leaders, Bible study committees and Bible study trainers will be appointed and trained:

1. In every vestry at least one Bible study group will be started. If a congregation has a small number of vestries (as is often the case in urban congregations), the Session may decide to start one Bible study group in each section.
2. Every vestry or section will have at least 2 Bible Study leaders, appointed by the Session.
3. These Bible Study leaders will be trained.
4. The training will be organized at congregation level by the congregation Bible study committee, appointed by the Session.
5. The training at congregation level will be facilitated by 2 congregational Bible Study trainers, appointed by the Session.
6. These congregational trainers will be trained at presbytery level.
7. The training at presbytery level will be organised by the presbytery Bible study committee in liaison with presbytery office.
8. The training at presbytery level is facilitated by 2 presbytery Bible Study trainers.
9. The presbytery Bible Study trainers are recruited through an application process organised by the presbytery (with assistance from the Synod taskforce Spiritual Health).
10. These presbytery trainers are trained at cluster level by the Synod taskforce Spiritual Health.



After the trainings have finished, Bible study groups will be started and supervised:

11. Bible study leaders will start a Bible study group in their vestry.
12. On a monthly basis the Bible study leaders will submit a report to the congregation Bible study committee.
13. The congregation Bible study committee will meet prior to Session to consolidate the reports from the Bible study leaders into a report for the Session.
14. The congregation Bible study committee will prepare a quarterly report for the presbytery Bible Study committee.
15. The presbytery Bible study Committee meets on a quarterly basis to review reports submitted by the congregations and to take appropriate action based on their findings.
16. The presbytery Bible study Committee will also review the reports from the trainings conducted by the presbytery trainers for Bible study.
17. After its quarterly meeting, the presbytery Bible study committee will submit a consolidated report of the status of Bible study in the congregations to the Synod taskforce for Spiritual Health.

3.6.3 Responsibilities of the Session

Bible Study groups are established to contribute to the spiritual growth of all members. Bible study takes place under the responsibility of the Session. The roles and responsibilities of the Session are therefore as follows:

1. Take ownership of Bible study as a key programme in the congregation to encourage spiritual growth of all members
2. Provide the necessary resources for Bible study (in particular for training seminars at congregation level)
3. Select and appoint congregational Bible study trainers. Make sure these trainers are adequately trained at presbytery level
4. Select and appoint at least 2 Bible study leaders per vestry or section
5. Establish congregational Bible Study Committee and make sure it is active
6. Put Bible Study and Bible Study Training on Session programme/agenda
7. Receive and discuss monthly reports from Bible Study Committee
8. Make active follow-ups to ensure successful implementation of Bible study groups in the congregation
9. Make sure a literature committee is active so that Bibles and Bible Study manuals are available for sale.

3.6.4 Responsibilities of the Parish Minister

The parish minister is in particular charged with the responsibility for the spiritual growth of the members. Therefore, it is very important that he/she is involved with the Bible study in the congregation. The roles and responsibilities of the parish minister for Bible Study are as follows:

1. Promote the importance of Bible study in the congregation.
2. Meet monthly with the congregation Bible study committee to develop the programme for the Bible study groups (refer to §2.6 and §2.7 for more details).
3. Meet regularly with the congregation Bible study committee to be updated about the progress and impact of Bible study groups in the congregation.
4. Attend trainings of Bible study leaders organised by the Bible Study Committee and facilitated by the congregation Bible Study Trainer.
5. In general, act as advisor for the congregation Bible study committee.
6. Promote the use of group Bible study in other church meetings, i.e. at the guilds, the Session, the section prayers, etc.

3.6.5 Congregation Bible Study Committee

The session delegates the responsibility to train and supervise Bible study groups, congregational Bible study trainers and Bible study leaders to the congregational Bible Study Committee.

This congregational Bible Study Committee will have at least 6 members. These members will be elected from the active Bible study leaders.

The congregation Bible Study Committee members elect a chair and a secretary from among its members.

Bible study leaders will report regularly to the Bible Study Committee about the activities of their Bible study group. The Congregation Bible Study Committee will also actively inquire about the status of each Bible study group.

The Congregation Bible Study Committee will report to Session about the number of active Bible Study groups in the congregation as well as any issues regarding Bible Study groups that need attention at that level.

The detailed roles and responsibilities for the congregation Bible Study Committee are as follows:

1. Organise Congregational Bible Study seminars (9 rounds of 1 day per year) in liaison with the Session (office)
2. Make sure Bible study manuals are available for sale in the congregation, in liaison with congregation literature committee and the Session office
3. Make sure that each Bible Study leader owns a manual
4. Supervise congregational Bible study trainers
5. Supervise Bible study leaders
6. Make sure Bible study groups provide monthly reports
7. Meet monthly to discuss reports and plan actions to improve Bible study in the congregation in terms of participation and quality
8. Meet monthly to develop a Bible study programme for the Bible study groups to follow in the next month in liaison with the parish minister.
9. Give monthly report to Session
10. Compile and send quarterly report to presbytery Bible study committee

3.6.6 Congregational Bible Study Trainers

The roles and responsibilities of the congregational Bible study trainers are as follows:

1. Attend presbytery training seminars for congregational trainers
2. Facilitate training of Bible study leaders in their congregation (during seminars organised by the Bible Study Committee)
3. Provide reports about trainings to the congregational Bible Study committee
4. Regularly visit Bible study groups in vestries to monitor, coach and guide Bible study leaders

The qualifications for congregational Bible study trainers are as follows:

1. Full member of CCAP Synod of Livingstonia
2. Spiritually mature
3. Able to read and write
4. Owns a Bible or is willing to purchase one
5. Able to train others
6. Able to coach and guide Bible study leaders



3.7 Assignment: Setting up the Bible Study Committee

A. In groups of 4

a. Make groups of 4 people, e.g. by letting two pairs of Bible study leaders sit together.

b. Each of the groups should answer the following questions:

1. How many members should be in the Bible Study Committee?

2. What should be criteria for people to be in the Bible Study Committee?

3. Who do you propose should be members of the Bible Study Committee in your congregation?

4. Looking at the job description of the Bible Study Committee in paragraph 3.6.5, what should be the agenda of the Bible Study Committee meeting?

5. Looking at the proposed agenda, what should be covered in the reports which the Bible Study leaders and the congregational Bible study trainers will present to the Bible Study Committee?

Bible Study Leaders – Report Topics	Bible Study Trainers – Report content
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

B. In Plenary

a. Let each group present their assignments as written above.

b. Based on the inputs from the groups, make a consolidated overview of agreement on the Bible Study Committee:

Number of members:

Proposed members:
(subject to approval
by Session)

**Agenda of committee
meeting:**

**Content of report of
Bible study leaders:**

**Content of report of
Bible study trainers:**



3.8 Action Planning

As the last step in the first module, the pairs of Bible study trainers from the vestries and sections have to develop, present, improve and implement an action plan. The following steps can be followed:

A. Prepare in pairs per vestry/section

Let people work in pairs with the two people that were appointed Bible study leaders for their vestry or section sitting together.

Let the pairs complete the action list below.

What?	By who?	By when?
1. Based on the agreed programme in assignment 2.7.D assign leaders and venues for your vestry		
2. Include Bible study in Session programme for the coming month using the programme developed in assignment 3.5		
3. Appoint Bible Study Committee, confirming names proposed in assignment 3.7		
4. Bible Study leaders file their first reports ahead of Bible Study Committee meeting		
5. First meeting of Bible Study Committee using agenda proposed in assignment 3.7		
6. Continue making announcements in the church at vestries and sections		
7. Lead Bible study using model of assignment 1.11 and programme of assignment 3.5		
8. Evaluate Bible with participants study using model of assignment 1.12		
9. Prepare short report on past Bible studies as input for Training Module 4		

B. Present in plenary

1. All groups present their planning.
2. In the plenary, provide feedback to the planning of each group.
3. Based on this each group can prepare the final planning.



3.9 Evaluation of the Module

Individually fill the following questions:

1. The objective of this training module was to make sure **you can start meeting as Bible Study Committee**. Do you feel comfortable to start and lead the first Bible Study Committee meeting?

☐ Yes ☐ No ☐ A little bit

2. Which subject(s) would you like to receive more training on?

3. What was good about this Training Module?

4. How can this Training Module be improved?

(Intentionally left blank)