**b7 LEADER’S GUIDE**

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**This outline is an overview of how your Bible study can look in practice.**

Part 1

**INTRODUCTION** (15-20 minutes)

1. Pray to open.
2. Read through the chapter with your group.
3. Get your group looking! Find a key verse. Discuss why. Look for key themes.
*(This is part of GRAND and GRAB.\*)*

Part 2

**EXPLORING THE TEXT** (40 minutes)

1. Summarize with or for your group. What’s this chapter about? How would you explain the overview of this text to someone in two sentences?
2. Come up with questions together, using your prepared questions if necessary to fuel discussion. You can use the tools “12 Types of Understanding Questions” (p.5) and “Passage Analysis: Report, Reflect, Respond” (p. 6) to prepare questions ahead.
*(This is a part of GRAPPLE and GRASP.\*)*
3. Grapple with your questions together! Define unclear words or terms. Take some time to share and discuss what stood out as interesting, exciting or helpful.

Part 3

**CONCLUSION / APPLICATION** (30 minutes)

1. Use your “Passage Analysis: Report, Reflect, Respond” (p. 6) sheet to channel discussion to a productive and applicable conclusion.
2. Have someone summarize what you have learned.
3. Creative Takeaway: Go around the circle and ask each person in your group to say one thing that stood out to them or that they want to apply to their lives. Ask: What was most significant to you?
4. Ask your group for feedback! (*This is part of GRATEFUL.\*)*
5. Pray, or ask a couple of others in your group to pray to close.

*\* GRAND, GRAB, GRAPPLE, GRASP, and GRATEFUL are explained on p. 2-4.*

**PREPARING FOR A SMALL GROUP BIBLE STUDY**

**What will I be doing?**

1. Pray. For those who will come to your study by name, and for yourself as you prepare and lead.
2. PREPARE. You won’t have to know “all of the answers” – none of us ever do! You do need to come prepared, however, knowing what you’re studying, and never asking your group to do what you haven’t been willing to do yourself. If you aren’t invested, don’t expect anyone else to be. Get excited about digging in!
3. LEAD. Practically, this will be modeled in some ways by the leader of your b7 leaders’ meeting. However, you should feel free to think creatively in order to make this study your own. This booklet will help to equip you for the task of leading, both in preparation and practice. Here we have provided you with tools to prepare, tips for leaders, and a couple of different frameworks for creating and asking effective questions.
4. Pray. Yes, again! When you’re finished and all have gone their separate ways, pray that God’s word would take root and that it would have an effect on your life, as well as the lives of those in your group.

**What does “PREPARE” look like?**

* Start with prayer! Ask God to lead you and to give you wisdom.
* Read through your chapter a few times, maybe in different versions. Reading the chapters before and after the one you’re studying will also help you to get a better idea of context.
* Research. Get into the context of the chapter by looking at its author, its audience, and its place in history. Learn how to communicate this information to your group!
* Fill out the “Chapter Analysis” (p. 9) sheet we gave you.
* Using this booklet as a guide, go through the study on your own. Ask yourself questions and write down your answers. Participate in your preparation as you would ask your group to participate in your study!

**What does “LEAD” look like?**

* Leading first involves prayer and preparation, but it will also be about learning how to manage a group and get some experience sharing what you have learned. The 5 G’s can be used as a structure for leading a small group through a Bible study.

**The 5 G’s**

**GRAND** // Grand Purpose

What was the author’s grand purpose in writing this chapter? What is the context of this chapter?

**GRAB** // Capture & Interest

How can you as the leader capture the interest/attention of your group?

What is in this passage that you found interesting?

**GRAPPLE** // Wrestle

What might your group wrestle with in this? What’s difficult about this chapter?

What questions come out of it?

**GRASP** // Understand

How can we understand and then apply this message to our lives?

**GRATEFUL** // Thankful

Ask your group for feedback!

**STEP-BY-STEP**

Part 1

**INTRODUCTION** (15-20 minutes)

**1 – GRAND**

* First, pray and read through the chapter!
* Find out the context. Who wrote this book, and what is significant about the author? To whom is it addressed? What is being discussed? What do you think the author intended as the grand purpose of this passage?

**In practice:** Pray to open your Bible study, and then tell your group what you discovered for “GRAND”. This is a great way to go into reading the chapter together.

(Note: If your group has been going through the same book for a few weeks, lead your group in a quick summary review of what’s already been looked at. In our context this is not completely necessary, but in most other contexts it will be helpful as you may always have a new face in the group!)

**2 – GRAB**

Handout “Chapter Analysis” sheet (p. 9)

TIP: Try printing the chapter out and marking it up with your thoughts or observations.

* What do you think the author intended to communicate through this chapter?
* Ask: What’s interesting about this chapter? Looking at this chapter, do you see any key themes, or repeated words or phrases? What would you say is a key verse or what are key verses for this chapter?
* Are there any words in this chapter that would be helpful to define?
* Pull it apart a little bit. If you had to divide this chapter into categories with headings, how would you do it? What are the key themes of the passage?
TIP: Those key themes may end up making good titles for each small section.
* What is the main theme of this chapter?

**In practice:** Read through the chapter with your group. Ask your group about key verses, key concepts, or anything that caught their interest or attention. Prepare questions, definitions, or personal notes ahead of time to “GRAB” the interest of your group.

TIP: What caught your attention while you studied? Try leading your group through what you found interesting. If you are invested, it’s easier to provide your group with an engaging Bible study.

Part 2

**EXPLORING THE TEXT** (40 minutes)

**3 – GRAPPLE**

Handout “Twelve Types of Understanding Questions” (p. 5)

* Does anyone have questions that came out of reading this chapter? Present your questions/observations to the group.
* Difficult/controversial terms, concepts, ideas? Use Scripture to interpret Scripture: What does the Bible have to say about this? Can you see this anywhere else in Scripture?
* What was interesting, helpful or exciting to you in this passage?

**In practice:** This will be much like your d7 group. Remember: You don’t have to know the answers! Discuss the questions of those in your group, or offer your prepared questions for discussion. Use “Group Problems” (p. 8) as a guide for facilitating an effective, helpful, and inclusive Bible study.

Part 3

**CONCLUSION / APPLICATION** (30 minutes)

**4 – GRASP** (bridge between Parts 2+3)

Handout “Passage Analysis: Report, Reflect, Respond” (p. 6)

* Ask application questions as you discuss the questions that come out of Part 2. This is where you will want to spend the majority of your time. “GRASP” is about application.
* Remember here, don’t teach: Use questions and follow up to create a discussion where the whole group contributes to understanding and learning together.
Note: A trap we often fall into with Bible Study (personal and communal) is focusing on ME instead of God. Yes, we have a lot to learn for personal growth, but make sure the focus is always the complete Gospel, the complete truth. Helpful here is to draw attention to principles we can draw from Scripture, in order that we don’t take one passage and claim an interpretation or application that isn’t actually intended.
* As a group, try to answer some questions together, and look for the ways this text can be applied to our lives! Use the “Passage Analysis: Report, Reflect, Respond” handout (p. 6) as a resource to help you ask questions for practical takeaway.

**In practice:** Prepare discussion questions ahead of time, from your own observations and with the handouts. How can we apply the message of this passage to our lives? Aim to channel discussion to a productive, applicable end.

**5 – GRATEFUL**

* Ask: What was good about the way you led? What can be improved? Is there a way this can be made more applicable for you? Do you have any tips for the leader next week?

**In practice:** Ask your group for feedback! ☺

**HANDOUTS**



**The handouts are for your study and preparation. They are meant to help you develop as a leader, think through the passage ahead of time, and come up with effective questions for your group.**

**TWELVE TYPES OF UNDERSTANDING QUESTIONS**

*Taken from “Living Proof”, Jim Petersen, NavPress, 1989, p. 251*

1. **Synonyms:** “What are some words or phrases that mean the same thing as \_\_\_\_\_\_?”
2. **Definitions: “**How would you define \_\_\_\_\_\_?”
3. **Differences: “**What do you think is the difference between \_\_\_\_\_\_ and \_\_\_\_\_\_?”
4. **Similarities:** “In what ways would you say that \_\_\_\_\_\_ and \_\_\_\_\_\_ are alike?”
5. **Opposites:** “What do you think is the opposite of \_\_\_\_\_\_?”
6. **Relationships:** “What do you think is the relationship between \_\_\_\_\_\_ and \_\_\_\_\_\_?”
7. **Examples:** “What are some examples of \_\_\_\_\_\_?”
8. **Why:** “Why does this verse say \_\_\_\_\_\_ when several other passages emphasize \_\_\_\_\_\_?”
9. **Explain:** “How would you explain verse \_\_\_\_\_\_? How would you explain \_\_\_\_\_\_’s change of attitude?”
10. **Extremes:** “Which one of these do you feel is the most (or the least) \_\_\_\_\_\_?”
11. **Quantity / Quality:** “How significant do you think \_\_\_\_\_\_ really is?”
12. **How:** “How is \_\_\_\_\_\_ of any value today?”

**PASSAGE ANALYSIS: Report – Reflect – Respond**

*Some material adopted from “Living By The Book”, Howard G. Hendricks and William D. Hendricks, Chicago: Moody Press, 1991*

The prompts below each section are just meant to get you thinking - you don’t need to answer every one for each passage. Pick whichever seem most relevant.

**Report what you see.**

* Look for information like a reporter. Who? What? When? Where? Why? How?
* Search for things that are emphasized, repeated, related, alike, unlike.
* Record your insights and questions.

**Reflect on what it means.**

* What does this passage tell you about God? About yourself? What do you think this passage meant to the original audience that received it? In light of this, what does it mean to you? What is the primary meaning of the passage?

**Respond to the implications (at least one) for your life.**

* Is there an example for me to follow?
* Is there a sin to avoid?
* Is there a promise to claim?
* Is there a prayer to repeat?
* Is there a command to obey?
* Is there a condition to meet?
* Is there a verse to memorize?
* Is there an error to mark?
* Is there a challenge to face?

**TIPS FOR LEADERS**

Modified from “30 Discipleship Exercises”

1. The purpose of each lesson is to discover what God’s Word says, to understand what it means, and to apply it to life.
2. A leader talks less than 20% of the time. Guide by skillfully using questions. Remember, this is not a lecture.
3. Maintain good eye contact by looking around the group and not focusing too much on one person.
4. Be aware of the time you have available for your discussion and the time it will take you to get through each part of your study. Pace yourself appropriately and leave time for prayer as a group.
5. A good leader will launch the discussion with a good question or provocative story/illustration. The following questions may be used to guide the conversation along the way after it has started:
* “What do others think about that?”
* “Okay, what else?”
* If the group seems confused, ask:
 “Does everyone understand the question?”
 “Could someone reread the Scripture we are talking about.”
* Definition: “To clarify the meaning of a term or concept for the group…”

 “What do we mean by \_\_\_\_\_\_?”

 “Could someone offer a synonym for \_\_\_\_\_\_?”

* Illustration: “To relate concrete life situations…”
 “How does this work out in life?”

 “Has anyone observed this? Tell us about it.”

 “For example?”

* Personalization: “To apply truth to your own life…”

 “How have you experienced this?”

 “How might we put this into practice in our everyday life?”

* Concentration: “To focus attention on the Word of God as the authority for our
 discussion and decisions…”

 “What other Scriptures help us here?”

 “What Scripture supports this idea?”

 “Turn to \_\_\_\_\_\_. How does this Scripture help with our discussion?”

1. Good questions …
* are rarely answered with a simple “Yes” or “No”
* have several potential answers
* are simple and easily understood
* are short and to the point
1. Before moving on to a different section of your study, consider asking someone to summarize what you have discussed so far: “How would you summarize, in one sentence, what we have learned so far about \_\_\_\_\_\_?”
2. Don’t be afraid of silence when you ask a question. Most people need several seconds to consider their answer before speaking.

**Remember:**

* Plan your time. Be aware – time goes quickly! You will have 1.5 hours to lead this study.
* Pray for each person in your group by name. Don’t forget this important step!
* Involve others by asking questions (see “Group Problems and Potential Solutions,” p. 8).
* Be excited! Excitement is contagious. Lead by example!
* Try to create an environment in which your participants can engage, think, and feel free to discover and share thought.
* Don’t let these resources go to waste! Utilize them for your benefit, as well as the benefit of your group.
* Be creative! You are a unique individual with a unique leadership style. Don’t use these resources as a stiff formula – rather, use them as an aid in thinking, planning, and creating your own small-group study in your own way.
* Always surround everything in prayer!

**GROUP PROBLEMS AND POTENTIAL SOLUTIONS**

**Too Talkative**

* Ask: “What does someone else think?”
* Talk to the person privately and make them aware that quieter people often need a longer silent pause before they will join in the conversation to offer their input.
* Encourage them to listen and ask follow-up questions to draw out the thoughts of others in the group.
* Assign them the task of listening to the group and summarizing the discussion before moving on to the next point.

**Wrong Answers Given**

* Ask for the group’s input on a questionable assertion.
* Ask: “What Scripture did you derive that belief from?”
* Ask: “What other Scriptures help us here?”
* Say: “Let’s turn to \_\_\_\_\_\_ (reference) and see how the Scripture speaks to our discussion viewpoint.”

**Non-involved**

* Ask: “Anyone want to add something here?”
* Say: “Just those who haven’t spoken before on this question.”
* Take time to personally encourage the involvement of a reluctant participant.

**Sidetracks**

* Say: “That topic would make an interesting study sometime, but right now the question is \_\_\_\_\_\_.”
* Face the fact that you’re off track and say, “I think we’ve wandered away from our original topic.” Restate the topic or question and relaunch the discussion.

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| **CHAPTER DETAILS** | **Book Title:** | **Chapter Title:** | **CHAPTER ANALYSIS** |
| **Key Verse** (write out)**:** |
| **Outline:** | **Key Themes:** |
| **QUESTIONS****& NOTES**(for future study) |  |
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|  |
| **FINAL APPLICATIONS** | **1. Principle:** What truth from God’s Word has impacted me? | **2. Problem:** In what way(s) do I need to align my beliefs or actions to God’s word? |
| **3. Plan:** What definite plan of action will I take to live according to the principle(s)? | **4. Proof:** What evidence will there be that I have applied this truth? Who will hold me to it? |