



# GATEWAY CARE GROUP ROLE DESCRIPTION

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## A. PURPOSE OF DOCUMENT

### **Purpose**

As the CARE group ministry continue to grow and new leaders are involved, we often get the question 'What is the role description of the leader and/or the carer?' or 'What roles are there in CARE group, and how can I contribute?'. The purpose of this document is not to be prescriptive on what the 'job description' is for a leader and/or carer. It is meant to be a tool for you to use, pray and seek God's leading on how you should make your CARE group and effective soul-winning agency for Christ.

### **Audience**

The intended audience for this document is the leadership and members of the church interested and involved in CARE group ministry. It is important reading for church board members, care group leadership team, ministry leadership team and Seventh-Day Adventist (SDA) members at GAC.

## B. GUIDELINES FOR CARE GROUP MINISTRY

CARE stands for 'Christ Attitude Reflected in Everybody'. A Care Group is not merely a place for sharing the word of God but a place to share by our own lives for Jesus Christ. Each Care Group must be a wholistic care group and must have all five components below:

- 1) Community – creates a sense of belonging to a 'family or community'
- 2) 'Go make disciples' – soul-winning oriented; it cannot merely be fore nurturing
- 3) Leadership – strong Spiritual leadership and clear direction
- 4) Accountability – everyone is accountable to another for spiritual growth and character development
- 5) Equipping and Training – shared roles to develop the next line of leaders and carers

### Overview of Wholistic CARE groups:

A healthy CG will have several components in place. These can be illustrated by our left hand. Below are brief descriptions of each component. They will be covered in more detail in the following sections.

#### Community

- The thumb is the community
- Everything else that CG does works in relationship to community
- This community is found when each CG member is in Christ because He brings to the group the unity that He has with the Father
- As CG member grow closer to God, they will also grow closer to each other
- The CG becomes family who are committed to each other's well being and spiritual progress
- They flow in and out of each other's lives during the week

#### Equipping

- The smallest finger represents the weaker CG members who are in process of growing
- They need to be equipped for their personal devotional life with God, for reaching out beyond the CG to others who need God.

#### Accountability

- The 'ring finger; suggest responsibility and accountability
- The CG has a system of support for its members
- They take responsibility for each other, lifting each other up in prayer, and giving encouragements to each other in their daily walk with God.

#### Leadership

- Leadership is represented by the tallest finger
- The leader are the more mature people in the CG
- Leaders have a relationship with God, know the importance of daily walk with Him and have a heart ofr people.
- They are trained to oversee the CG, and look for new leaders who can lead a new CG under God's guidance.

#### Evangelism

- The pointer finger, says "Go"!
- This represents evangelism
- Evangelism is what give the CG its purpose, otherwise it turns into a club or a cozy small group, but doesn't progress anywhere.
- Evangelism is constantly held in front of CG members
- They are always on the look out for people to invite, particularly those who are lost

Most churches today will have two or at most three of the components functioning. Yet those churches who have all five components functioning well are the fastest growing churches today.

### Components in Synergy

- The 5 components are integrated and interdependent
- The 5 components must be in place and healthy for CG to be healthy
- The sum total is greater than the parts (Divine Synergy). One horse can normally pull 2 tons. Two horses hitched together can sometimes pull 23 tons.
- Goal: carefully form enough healthy CG to reach critical mass – base congregation.

### Factors For CG growth

900 CG leaders in 8 countries were surveyed. The factors that DO and DO NOT grow a CG were the same in each culture. What are they?

Things that DO NOT make a CG grow:

- Age and marital status
- Gender
- Education and Social Status
- Spiritual Gifting
- Personality (extrovert or introvert)

Things that DO make a CG grow:

- A CG leader who spends time in prayer both for his/her own connection with God and in intercession for CG members
- A CG who spends time together outside of the meeting
- CG members who have clear goals
- A visitor follow-up
- Meeting preparation

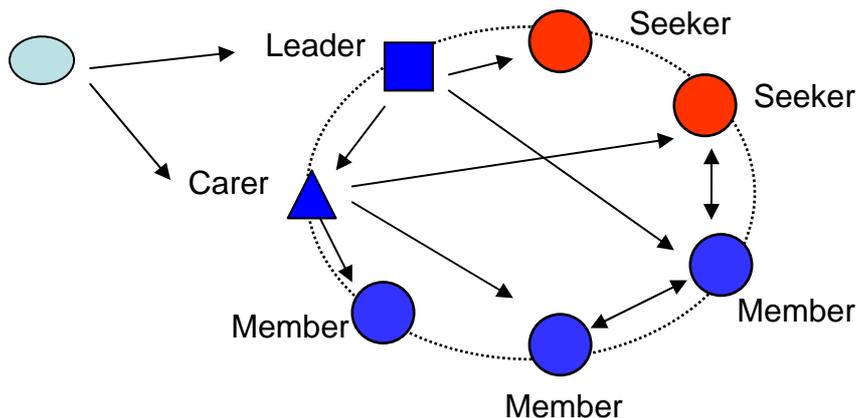
### Some 'back to basic' approach in managing care groups:

- 1) Leadership: Each care group would have a leader and carer. Jesus taught us to work two-by-two. Roles are shared with other core members e.g. birthday-social, food roster, prayer request email, reminder email/sms.
- 2) Need for Seekers: If there are no seekers in the group; then the group is given 3-6 months to pray and prepare their own hearts to receive seeker(s) that God will send. If there are no seekers in 3-6 months, the group is to shut down and members redeployed to help other groups. It is not purposeful to have a Care Group without seeker(s).
- 3) Spiritual leadership is essential. Care Group can grow with strong spiritual leadership (spoken and living in the life of the leader). Care Group can stagnate and fail due to the lack of spiritual leadership.
- 4) Purpose is to build relationship: Care Groups are not "Bible Training" time slot in the church. It is a 'gateway' for new people to come to know the church family. Teaching is done in Sabbath School, Worship in Divine Service, Witnessing in evangelism and Caring is done in Care Groups. Care Groups are 'relational' groups to building friendship with the community.
- 5) Accountability: Care Group leaders/carers are accountable to the Care Group Coordinator. There is a monthly or bi-monthly Care Group leader's care group where leaders/carers can be supported via prayer and sharing. There needs to be accountability and training to develop next line of leadership. Leadership prayer time is vital, for example attending the Sabbath morning prayer time.
- 6) Teaching: Leaders/carers are to share with the Care Group Coordinator what is your group's teaching curriculum. Please check with the Care Group Coordinator for advise and support for resources. Only members should be teaching in Care Groups.
- 7) Growth: Splitting care group to grow and multiply groups is important. The care group number is most effective when it is around 10-12 regular people. Care should be taken in handling a growth and subsequent care group split. Each member should have a choice as to which care group they should go with.

- 8) Inviting People to Care Group: If you do not personally know a visiting SDA visitor to Gateway, no invitation should be made without firstly consulting with the Care Group Coordinator. If a seeker had already been invited to a specific group or had attended a specific care group, we should not invite that seeker to another Care Group without discussing it with his/her Care Group leader.
- 9) Communication is the Key: Please let the church leadership know if the Care Group is involved in programs in other churches or out for a weekend retreat. As a principle we believe the importance of Sabbath School and Worship for our seekers at Gateway, thus we do not encourage weekend retreat that does not have a Sabbath School and Worship program. It is preferred that retreats starts after Worship (Sabbath afternoon).

C. ROLE DESCRIPTION FOR CARE GROUP LEADERSHIP

**CG Coordinator**



**ROLES** in CARE Group ministry:

- Leader - Responsible for overall leadership of the CARE Group
- Carer - Supports the Leader and provide Spiritual Care
- CG Coordinator - The CG Leader's Leader (one who runs the leader's CARE Group)
- Members - Core members who support the soul-winning work
- Seekers - Non SDA that visit and comes to CARE Group

**KEY POINT:**

Ideally the leader can focus on the overall direction and the carer can focus on the 'people element' of the CARE group.

At Gateway, we work two-by-two because that is the model that Jesus taught – “After these things the Lord appointed other seventy also, and sent them two and two before his face into every city and place, whither he himself would come.” - Luke 10:1

We also learn that in Proverbs 27:17 – “Iron sharpeneth iron; so a man sharpeneth the countenance of his friend.”

## CARE Group Leader's Role

- The leader's role is an important role because it is a front-line **soul-winning** role
- Responsible for the **operation of weekly** CARE Group. **Conduct the meeting** with a warm, caring atmosphere, encourage participation and closes the meeting with prayer and sharing time
- **Set direction and plans** for the group in areas such as – follow-up plans for people, teaching roster, coordinating food, housekeeping and social functions
- Develop a sense of **community** or 'family' in the CARE Group
  - Remember birthdays and special days and organise events outside of CARE Group meetings
  - Hold regular prayer meeting with core members to pray for each other and the seekers
  - Have an open communication with your members especially concerning changes to the group
  - Provide practical help when we see members/seekers in need
- Be a soul-winner for Christ and make the CARE Group **evangelistic** by nature
  - Assess visitors / seekers spiritual need and encourage them to learn more
  - Organise regular visitor's days so to invite friends and encourage everyone to invite friends to CARE group
  - Make prayer for seekers a priority in the member's prayer life
  - Support church-wide evangelistic events by getting everyone in CARE group involved
- Be a **spiritual leader** and example to others
  - Be strong in your own devotional life / prayer life
  - Ideally have been through FAST Discipleship Training especially – Team Tactics
  - Do not merely be functional but be a relational leader
  - Encourage members to work together via email, SMS, encouragement cards
  - Willing to be involved in giving 1-to-1 Bible studies
- Develop a close bond of **accountability** so that people are cared and see God's love
  - As a leader be committed to attend weekly CARE Group
  - Ensure confidentiality for the group's sharing and prayer request
  - Help members to 'buddy up' with a seeker to help them grow in Christ
  - Be accountable to CG Coordinator for the teaching curriculum and reporting. See the CG Coordinator as your own carer to help you in your ministry
  - Be accountable and a good steward for the finances provided by the church – reporting back to the Church as required
  - Apply for Home of Hope funding for CG and report back to HOH as requested
- **Train potential members** who can be developed into leadership in CARE Group. Having leaders is the first step for a group multiplication

- **Delegate roles and involve** members and seekers to create a sense of ownership that this is 'our family'. However the leader is still ultimately responsible that all runs smoothly. Roles that can be delegated are:
  - Meal preparation and cooking roster (either member or regular seeker)
  - Leading weekly song service (either member or regular seeker)
  - Remembering people's birthday (either member or regular seeker)
  - Organising social events (either member or regular seekers)
  - Keeping track of prayer journals and communicating it out (Carer's role)
  - Set teaching curriculum and roster (Leader's role or delegate to a member, not seeker)
  - Teaching a particular topic (member only)

### **CARE Group Carer's Role**

- The carer's role is an important role because it is also a front-line **soul-winning** role and working with the leader – they form a 2-by-2 team where 'iron sharpens iron'
- Responsible for the **spiritual care** within CARE Group and is very much the people-element of the group
- Provide **support for the leader** and pray regularly with the leader
- **Responsible for the prayer** journal and the sharing time of CARE group. Ensure that prayer journal is kept and go through the journal in the week to pray for the members / seekers
- **Encourage** different members to provide practical help to seekers
- **Plan the visitation** on Sabbath afternoon to different people with needs
- Create a sense of family and a **caring environment** in the CARE Group

### **CARE Group Coordinator's Role**

- This is a spiritual leadership role and the first and foremost role is to **be an example** to the CARE Group leaders
- Responsible for the **spiritual care** for CARE Group leaders and carers – ensuring that they are enjoying their walk with Jesus and serving Him
- Conduct **regular meeting for leaders** and carers to provide a forum of care (first purpose) and learning (secondary purpose)
- **Collate reports** on CARE Group to be shared with the church leadership
- Conduct **Sabbath morning prayer** meetings to encourage accountability and sharing. Make prayer the power for the ministry
- **Attend church leadership** meeting and represent the ministry to achieve the vision of the church
- **Be willing** to go to various groups as needed to help when there are issues / challenges for that group
- Call or **visit the leaders** and carers regularly and provide them coaching and support. Be a sounding board for their ideas and CARE group direction
- **Organise training** events to train existing and potential leaders