

ELEVATE

equip • empower • encourage

The E-Zine of Leadership Development
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Community Bible Study

thoughts.on.elevate.

Samsung Galaxy, MotoX, Droid, HTC One, Optimus G Pro, Blackberry Z10, iPhone 5S, Nokia Lumia. Does one of those names appear on the screen of your smartphone? How heavily we depend on these devices to maintain contact, keep our appointments, and find needed information. Resting in the palm of the hand, they seem like the solution to so many requirements of daily living – the answer to getting out a quick message or follow-up and the means



to be in touch, if only for a brief moment. They are convenient, sleek, handy and practical.

But they lack one thing – the ability to slow us down, to remind us of the importance of one-on-one, face-to-face, voice to voice interaction. ELEVATE for fall, 2013 focuses on the tools we have to stay in touch quickly and conveniently, as well as slowly and meaningfully.

Shepherding well is a vital part of the role of every CBS leader. Explore in this issue how to redeem technology for God's glory and make time for relationships. ■

*"Kind words can be short and easy to speak, but their echoes are truly endless."
—Mother Teresa*

teaching.directors.

coordinators.

What do you do if someone in your class has been MIA (missing in action) for three consecutive weeks? Responsibilities for recording attendance and follow up belong to core leaders, core group secretaries and coordinators.

First, every core group should have a secretary willing to take the weekly class attendance. Core Leaders should have 2 copies of their attendance reports; one is for the coordinator and the other stays with the core leader. The core group secretary always records the week's attendance on both copies. The core leader should email the class coordinator immediately when a drop occurs within the group. This insures that openings are visible, allowing the coordinator to place a new member.

Second, the coordinator plays a vital role in monitoring attendance records and notifying senior leaders and core leaders when a member has missed several times. A key component of shepherding class members is communication between the leaders when someone has been absent. Remember this is a team effort. If this is not a regular occurrence in your class, then remind your leaders at the next leaders council to communicate well and stay in touch with you and with those who haven't attended recently. ■

"Encouragement is your key to helping other people succeed. The ability to encourage is and always will be much more of an art than a science; your success depends both on your sensitivity and your skill."
-John Maxwell

Multi-faceted – that is the word that describes the job of the Teaching Director. The responsibility to encourage and affirm the leaders working alongside you is one of the most important facets of your role.

Every Teaching Director's temptation is to continue doing things exactly as before. But that approach most often leads to your team standing still rather than moving forward. Consider your opportunities to affirm hard-working Servants Team members, caring and committed Core Leaders, energetic Children's Leaders, and so many others.

Affirming TDs are friendly, approachable, and positive. They eagerly acknowledge others' contributions. They convince their fellow leaders that they value them as individuals and care deeply about their personal welfare. They look for new and meaningful ways to communicate appreciation and to notice a job well done.

One of the advantages of cell phones is the immediate feedback and words of

encouragement and praise that can be offered in a text message. "You were doing a fantastic job with those 2-year-olds." "I can tell your core group is really bonding. You are a great leader." "Your composure and clear communication was so helpful when so many new people arrived tonight."

For those leaders who have truly gone the extra mile, a written note or email from you that details their efforts will go miles in building their confidence and commitment to the Lord and their role. At that moment your words are like the hand of Jesus on a shoulder building hope and energy. And those who may need a gentle, guiding touch will welcome a loving face-to-face conversation over coffee or lunch.

Think about each of the leaders that sit in Leaders Council each week – their personalities, lifestyles, schedules. In what form would your affirmation speak most loudly to them?

After observing a core group, walking through the children's halls, watching the administrative team, seeing hungry teens served, don't miss your opportunity as the leader of the class to affirm their approach and commitment. They will be prompted to serve well because you noticed. ■

Too many leaders act
as if the sheep...
their people... are
there for the benefit
of the shepherd, not
that the shepherd
has responsibility for
the sheep.
—Ken Blanchard

senior.leaders.

Six weeks into a new class year. Another way to look at it....you are halfway through the first semester! Take some time to assess the group you are responsible for. Are you seizing the moments you have with your leaders during leaders council time? Encourage them in their personal spiritual growth and help them sharpen their shepherding skills. You have the perfect opportunity each week to hone these skills as you gather in your leadership development groups. Remember, "As iron sharpens iron, so one person sharpens another" Proverbs 27:17.

New resources on the Leadership Development website cover topics like: active listening, the power of words, encouragement, asking questions, prayer, confession, scripture meditation, and others. They are listed under the resource menu on the right hand side of the page ([Click here for the link](#)).■

core.leaders.

What to do with fellowships? Hmmmm..... have any new, interesting questions that will prompt discussion and build relationships? How are fellowships supposed to progress throughout the year? If a group is having good conversation and getting to know each other, they can just skip the question....right?

What will encourage group members to participate? So glad you asked. Questions are important during fellowships and should never be overlooked. While casual conversation

does help to form relationships, it typically stays on a more surface level. The primary objective of asking the question is to encourage the group members to share with one another on a deeper level, revealing their hearts and speaking truth to each other. The first fellowship(s) of the year can begin with simpler, ice breaker questions and then should proceed to questions of depth and greater

sharing as the year goes on.

Overall participation in fellowships is much higher when you as leader describe, plan and execute it with enthusiasm. To insure that all group members participate in answering the question, write it on 3 x 5 cards and put one at each person's place. The question on the card can vary to create more interest. Then each member reads the question and answers. Thought provoking questions make a difference. Here are some possibilities:

- Who has had the most influence on you spiritually and why?
- What has God taught you in the past year?
- How is God working in your life right now?
- Describe a recent answer to prayer.
- Where have you travelled and been impressed by God's creation?
- What scripture has been meaningful to you and why? ■



associate. teaching. directors.

Chances are you have spent the month of September welcoming new people to Community Bible Study. Isn't there an undeniable

transforming power of God's Word? Continue to encourage class members to invite friends. Make sure your class website is easily accessible so

what time, the course you are studying, the dates of monthly orientation.....and most importantly convey to all that they are encouraged to come!



excitement when someone walks into your study that has never opened the Bible before? Don't you want everyone to experience the

that those interested can find information with the click of a finger on an iPad. Be sure to include the following important information: where you meet,

In addition to a friendly, helpful website, monthly orientation will afford you the opportunity to greet, welcome and interact with folks interested in CBS midyear. Always be mindful that those walking through the door may be new to Bible study. Be sure that the language you use and the description of Community Bible Study makes every new member feel comfortable and well cared for. Welcoming new members to your study should be an ongoing effort throughout the year! ■

children's. leaders.

Are you looking for some different ideas to use in your classrooms? Check out the following resources:

Children's Ministry Resource Bible - Included in this tremendous resource are maps, charts, foot notes, study aids and lesson outlines that will enhance your CBS curriculum. One Children's Director says "I have benefited as much from this Bible as the children I teach."

[Click here for the link](#)

Teacher Training Smart Pages: An Easy-to-Use Reference for Building Up Teaching Skills at All Experience Levels – A very comprehensive book, filled with practical information.

[Click here for the link](#)

Read Aloud Bible Stories—Bright illustrations of biblical characters fill Volumes 1-4 showing the young ones in your classes that God cares about them and will help them no matter what challenges they face. Appropriate for Baby CBS, toddlers and preschool.

[Click here for the link](#) ■

Check out our website devoted to CBS Leaders:

www.cbsleadershipdevelopment.org

And like Community Bible Study on Facebook:

area.directors.

None of us like conflict. We stuff it, hide it, ignore it, and occasionally blow up about it. Area Directors often find themselves in a place of helping leaders to resolve conflict. When stepping into the circumstance with prayer, forgiveness and a desire for reconciliation, the outcome is more likely to honor God and redeem the situation. This is part one of a two-part series on conflict resolution. You will find wisdom in the following words, but always pray unceasingly in the midst of conflict.

Save these truths and steps to help you in times of conflict among class leaders:

- Biblical truth & the Holy Spirit are the keys to reconciliation & resolution of conflict.

- The Gospel is reconciliation in its purest form.

- Go directly to those involved, pray with them, explain the process and begin these steps:

- o Address everyone involved.
- o Avoid using “if”, “but” & “maybe”.
- o Admit specifically – attitude & actions.
- o Apologize – express sorrow & regret for the hurt.
- o Accept consequences – may involve restitution.
- o Alter your behavior – do things differently.
- o Ask for forgiveness – both an ask & acceptance.
- o Allow for a response – pause, accept, thank.

- Remind the individuals that forgiveness is crucial in resolving conflict. The common problem in unresolved conflicts is that the parties harbor hurt & anger and withhold forgiveness. Withholding forgiveness gives the devil a foothold. Healing requires God’s grace.

- Forgiveness is a choice and an act of obedience. (Matthew 18:35)

- Ask those involved to observe these practices: (I John 1:9 and Isaiah 43:25)

- o I will not dwell on this incident.
- o I will not bring this incident up and use it against you.
- o I will not talk to others about this incident.
- o I will not allow this incident to stand between us or hinder our relationship.

- Ask all involved to agree on these goals:

- o Glorify God – please & honor God by trusting, acknowledging & obeying Him.
- o Serve Others – love your neighbor as self by showing mercy & kindness.
- o Spiritual Growth – develop Christ-like character by changing sinful attitudes & practices.■



Past issues of ELEVATE are now available on the Leadership Development website. Refer back to ideas and thoughts at www.cbsleadershipdevelopment.org. On the home page you will see the ELEVATE logo - just click on Read Online.

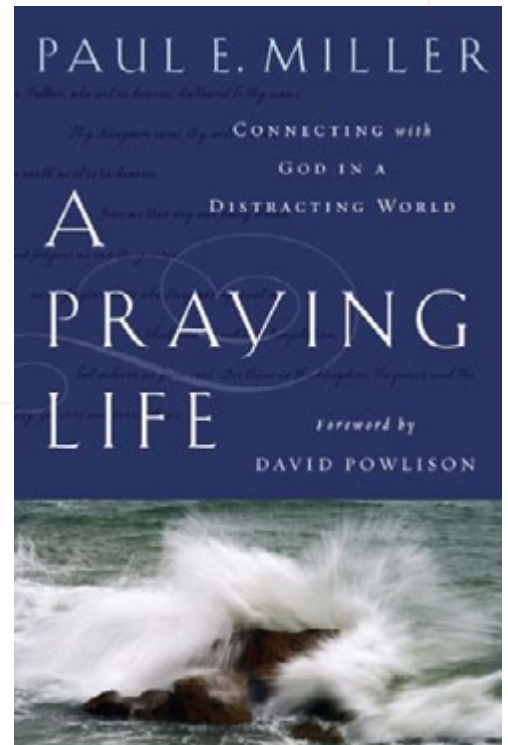
resources.

1

“A praying life isn’t something you accomplish in a year. It is a journey of a lifetime. The same is true of learning to love your spouse or a good friend. You never stop learning this side of heaven. There is far too much depth in people to be able to capture love easily. Likewise, there is far too much depth in God to capture prayer easily.”

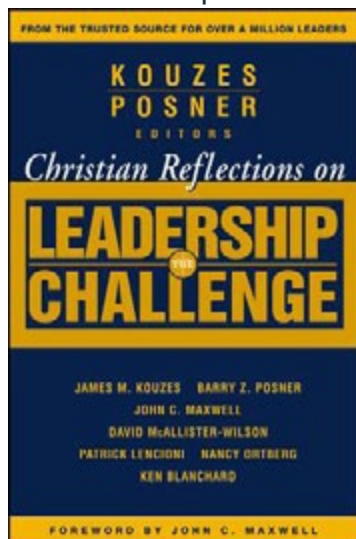
This excerpt is from “A Praying Life – Connecting with God in a Distracting World” by Paul E. Miller. This highly recommended book shows the difference that constant communication with Christ makes in the everyday experiences of life. Some copies include a bonus chapter from “Prayer Begins with Relationship”

by Cynthia Hyle Bezek, Editorial Director for Community Bible Study.



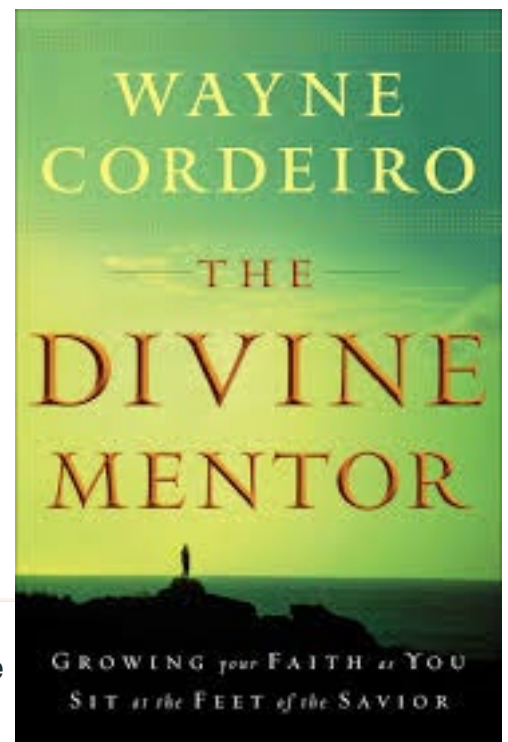
2

“Christian Reflections on The Leadership Challenge” edited by James M. Kouzes and Barry Z. Posner is a faith-based companion to the best-selling leadership book of all time--The Leadership Challenge. It describes Five Practices of Exemplary Leadership® --Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart—and offers



practical guidance and inspiring examples about how Christian leaders can have a powerful impact. The book brings together five leaders who reflect on the Five Practices from a Christian perspective. John C. Maxwell, David McAllister-Wilson, Patrick

Lencioni, Nancy Ortberg, and Ken Blanchard share insights and stories that will inspire all leaders.



3

Have you been looking for a mentor? Wayne Cordeiro has the answer for you in “The Divine Mentor”. In this thoughtful volume Cordeiro shows readers how to move from routine to relationship--from mundane actions to fresh encounters--by learning to hear God speak to them through the Bible. Through stories, lessons, and anecdotes, he equips

readers to listen to the promptings of the Holy Spirit as they read God’s Word, enabling them to transform their daily quiet time with the Lord. ■

prayer.chairman.

One of the responsibilities of the prayer chairman is to encourage prayer in a leader's personal life as well as in their CBS setting.

Everything under the sun is clamoring for our time, and very often prayer is what is squeezed out. All through the Gospels we see Jesus modeling for us retreating to be alone with the Father.

Jesus' example teaches us that prayer is about relationship.

When he prays, he is not performing a duty; he is getting close to his Father.

Any relationship, if it is going to grow, needs private space

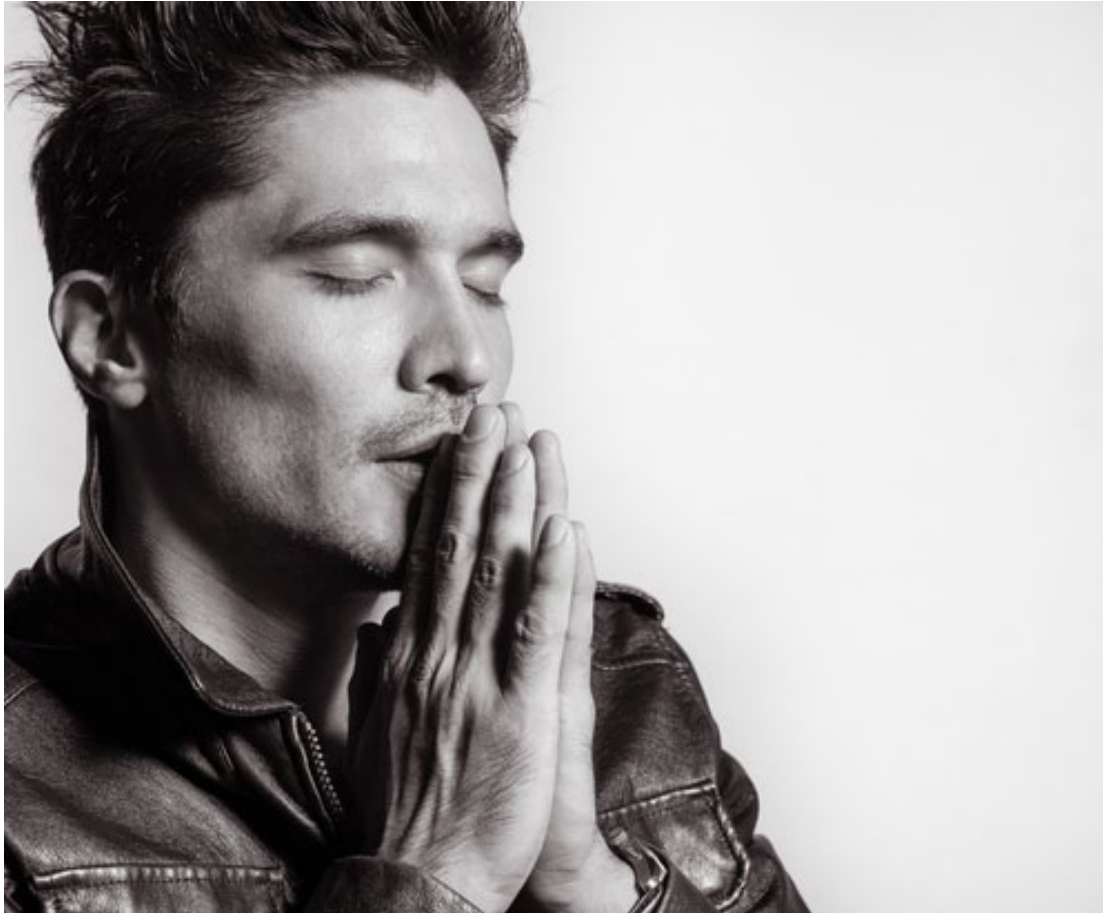
and time together without an agenda, where you can get to know each other. This creates an environment where closeness can happen, where we can begin to understand each other's hearts.

Paul E. Miller writes in his book "A Praying Life", "You don't create intimacy; you make room for it.

This is true whether you are talking about your spouse, your friend, or God. You need space to be together. Efficiency, multitasking, and busyness all kill intimacy. In short, you can't get to know God on the fly." If Jesus had to pull away from people and noise in order to pray, then it makes sense that we need to as well.

Miller goes on to say, "If you are not praying, then you are quietly confident that time, money, and talent are all you need in life. You'll always be a little too tired, a little too busy. But if, like Jesus, you realize you can't do life on your own, then no matter how busy, no matter how tired you are, you will find the time to pray."

Keep this in the forefront as prayer chairman.... we all know that in order to give out we must be filled up.



Miller states seven very practical suggestions.

- Get to bed – what you do in the

evening will shape your morning.

- Get Up – You'll never develop a morning prayer time in bed.

- Get awake – Do you need coffee or a shower first?

- Get a quiet place – a room, a chair, a place with a view. Make sure no one can interrupt you.

- Get comfortable – you don't have to pray on your knees.

- Get going – start with 5 minutes. Start with a small goal that you can attain.

- Keep going – consistency is more important than length.

Regardless of how or when you pray, if you give God the space, He will touch your soul. God knows you are exhausted, but at the same time He longs to be part of your life. A feast awaits! ■

“Leadership must be established from the top down.” – Sam Rayburn

Working men and women, busy parents, young professionals, single adults, couples who want to study the Bible together. These are some of the people who attend our evening CBS classes. They are there because they want to know the Word of God. They arrive after full days of responsibility. They are hungry for spiritual nourishment and for relationship.

Bottom line: even in the midst of their hectic lives, they need a shepherd. So take a hard, honest look. Are you as a group of leaders caring well for each other and your class members?

Everyone in CBS has a shepherd. If you are a leader at any level in Evening Ministry, you are shepherding someone. You are missing tremendous opportunities when you don't connect well with those you have been called to shepherd. Core leaders shepherd class members, Servants Team members shepherd the core leaders, children's leaders and administrative team, Teaching Directors shepherd the Servants Team, Area Directors shepherd Teaching Directors, and Regional Directors shepherd Area Directors.

If you feel that you don't have time, reflect back to the life of Jesus. He took the time - more time with some than with others. Moments with some who just needed a touch or word of encouragement and hours with others who needed love and compassion. He watched carefully for those he needed to focus on. He never gave up on anyone. If you feel you are covering your shepherding responsibility with text messages, emails and voicemail, you've forgotten the significance and necessity of face-to-face and voice-to-voice time. Caught up in the instant messaging of our culture, we have lost the beauty and bond that exists in real relationship. Ask God to stretch your time, to give you the desire to be better linked with people. Walk with and sit with others intentionally on the way to the teaching – seize those moments for some real



conversation. Set aside time to make phone calls and ask meaningful questions. Meet for coffee or lunch with someone who God has pointed out to you. Realize the opportunity to help another believer uncover what God has placed inside them (Ephesians 2:10). If you feel that you need to refine your skills and be energized by some fresh ideas on how to connect and lead, visit the CBS Leadership Development website and review the resources there. Go to www.cbsleadershipdevelopment.org.

A Senior Leader in a Co-ed Evening Class recently commented, “We lead a called army that constantly gives its time and energy. I am intentional about shepherding because I never want my guys to feel they are walking point alone. They should always know they are part of a team. I have to make the time and do it, but it's always worth it. It is a privilege to pray with a leader over the phone when they have a need.”

Does this reflect your heart as you think about shepherding those who are following you?

Do you make the time? Are you intentional about following up, knowing what's going on in their lives? Do you make the needed effort to connect well so that no leader or class member feels alone?

Make a commitment today to step up your game. Communicate with people in different age groups in their language. Take time to go beyond the basics. Pursue face time with people and have deeper conversations. The final bottom line: their lives and yours will be blessed as you have a front row seat to watch God work. ■

children's. directors.

Children's Directors have the awesome responsibility of equipping and encouraging children's leaders to be all they are called to be. Please take a look at the many resources that are offered on the Membership System under Children's Ministry. Be sure to share this wealth of information with your leaders during the year!

Teachers Guide Resource File

– Are you looking for different ways to help your children learn scripture? Do you want to engage your children in prayer? These are just a few of the many ideas in the TGRF. Take a look, and pass it along!

Log on to the membership system and follow this path Children's Ministry – Primary/Junior – CBS/TGRF.

Children's Ministry Resource File (CMRF)-Games and

Activities for Leaders Council Time – Are you looking for fun activities to do with your class? Check out this new resource for games and activities.

Log on to the membership system and follow this path Children's Ministry – CM Resources – CMRF.

Building Blocks – Check out The Year of the Child photo contest winners in this edition. Log on to the membership system and follow this path Children's Ministry – CM Resources – Building Blocks. ■

"My faith rests not on what I am, or shall be, or feel, or know, but in what Christ is, in what He has done, and in what He is now doing for me."
—Charles Spurgeon

one.more.word.

Back to technology and gadgets. No doubt they offer definite advantages: 1) we communicate instantly and 2) masses of information are at our fingertips. But, think about the last time you sat around a table in a board room, dining room, conference room or family room. Were others looking at you or bent over as if in prayer? If you were not in church, chances are those folks were composing or reading a text, responding to an email, viewing Facebook, hunting on the web, or tweeting. Texting routinely occurs between people in the same room. What

have we done with face-to-face communication?

The first few months in the CBS year are critical in establishing and growing relationships with those you shepherd. This is the time to build rapport and trust with those God has placed in your care. Reading a status update or viewing a quick photo on Instagram cannot substitute for eye-to-eye contact.

There is a dynamic tension in the shepherding process between what is quick and immediate vs. what is meaningful and life-giving. Balance is required. Use the quick and immediate to distribute factual

information – opening topics, schedule changes, fellowship reminders. Use face-to-face communication, meaningful phone calls, intentional time to know someone's heart and challenges.

Be candid. Do your interactions have more substance with your instantaneous Smart Phone or in a deliberate conversation? Do you like who you are when you can't be more than inches from your phone checking messages? Remember Pavlov's dogs? Commit to be intentional. Redeem the technology in appropriate ways. Be thoughtful in relationships. ■

ELEVATE is a publication of the Leadership Development Team of Community Bible Study. ELEVATE is designed and published exclusively for use by Community Bible Study Leaders. The views expressed by authors cited in this publication do not necessarily represent those of Community Bible Study.

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