

LEADING GREAT DISCUSSIONS

DO...

1. Pray before you go to the group...

- Pray on the way
- Write down and remember prayer requests
- Follow-up with people during the week
- PUSH: Pray Until Something Happens

2. Be well prepared...

- Give yourself plenty of time to study, think and reflect
- Write down your questions in advance

3. Be yourself and be confident...

4. Be respectful of people's time...

- Begin and end on time
- Watch the clock
- Be bold in moving things along

5. Listen carefully...

- Keep a humble, open frame of mind
- Don't assume or anticipate what people are going to say
- Don't formulate your response before hearing a person completely
- Don't cut people off
- Don't daydream

6. Accentuate the positive...

- Praise energizes people
- Never manipulate by flattery or untruths

7. Work for honesty in the group...

- Model authenticity and transparency
- Don't gossip or slander
- Don't use the group as your own personal therapy session

8. Establish openness and trust...

- Don't be judgmental when people share their faults (Matthew 7:3-5)
- Maintain confidentiality

9. Be flexible and let the Spirit lead...

- Be sensitive to people's needs
- Don't be overly controlling

10. Strive for clarity...

- Reword the question if necessary
- Summarize answers when necessary

11. Capitalize on controversy, but always get back to the Bible...**12. Press the point home to application.****13. Deal with conflict constructively...**

- Attack issues, not the person

14. Make the group work...

- Have clear assignments
- Provide resources for completing assignments
- Ask people what they've written down

15. Encourage all to participate...

- Respect the importance and contribution of each member
- Cultivate the spiritual gifts of those in the group
- Give everyone a job; share the workload
- Invite feedback
- Each member is an owner!

16. Be a friend...

- Be on the lookout for new people
- Make visitors feel welcome and comfortable
- Introduce visitors to other people in the group
- Spend time with people outside the group
- Call to see how people are doing

17. Establish boundaries for interacting with the opposite sex...

- Do not give a member of the opposite sex a ride home without another person present.
- Try to prevent being in your home alone with a member of the opposite sex.

DON'T...**1. Be afraid of silence...****2. Suggest an answer...****3. Answer your own question...**

4. **Push people to answer...**
5. **Get into a foolish or distracting argument/debate...**
6. **Be critical, negative or harsh...**
7. **Give the impression you are simply waiting for the group to arrive at your conclusions...**
8. **Preach, teach, or serve as the answer man...**
9. **Dominate the group...**
10. **Get off on tangents....**
 - Stick to the passage
 - Make sure you understand the main point
11. **Leave anyone out of the discussion...**
12. **Be predictable...**
13. **Settle for one answer...**
14. **Show favoritism...**