Proverbs 31 Ministries
ONLINE BIBLE STUDIES

IG Small Group Leader Manual

Beginnings Manual Phase 1 and Phase 2

Job Description & Expectations

P31 OBS Small Group Leader Expectations

SMALL GROUP LEADER WIN: *OBSers are actively engaged and involved in Online Bible Study and community. OBSers know how to study the Bible independently so we are eradicating biblical poverty.*

An effective Small Group Leader is:

ACCOUNTABLE

- Lead by example by modeling the values set forth by the Bible and this ministry. Leading by example by not asking others to do things that they are not willing to do themselves.
- PRAY continually.
- Own your successes and your mistakes. All your own personal mistakes to be the vehicle for future training and counsel toward other leaders.
- Seek wise counsel when making decisions.
- Use the Proverbs 31 *Family Values* for serving with integrity.
- Value and respect the Team Leader's voice when planning by seeking their input. Value the anointing and role of the coaches, SG Coordinator & P31 leadership direction and counsel.
- Enter your volunteer hours monthly.
- Accountable to God, the Small Group Coordinator, Team Leaders and the OBSers.

COMMITTED

- Read the study materials and stay current with the blog posts.
- During a study, check in on Real Hope, Team Leader Instagram page, and Ministry-All Facebook Group pages **daily** announcements and meetings, and 3-4 times a week when not in a study.
- Know what resources are available and be able to implement them in your group pages.
    - Review Group Closing, Loading, & Inviting Documents during each study.
    - Keep a copy of Group Lists for your records for each study.
- Attend and/or listen to all Ministry-All meetings and Zoom and/or Facebook Live meetings on the Real Hope and Ministry-All Facebook Page.

A GOOD COMMUNICATOR

- Be present and available to your OBSers on your Small Group Page.
    - Let your OBSers know how best to reach you and set clear boundaries for your time with them at the beginning of each study.
- Check in with your Team Leaders each week or more frequently as needed.
- Minimum post requirements during the study.
    - Post 1-3 days a week on your Instagram Group Page, once each day in stories and 2 times per week through DM's.
    - Please remember to direct your women to the blog and to Bible Study LIVE at the Table.
- Address conflict head-on – don't shy away from it.

Preparation For Each Study

1. Your personal relationship with the Lord is priority. You have to be filled up by the Lord before you can then serve out of the overflow of your relationship with Jesus.
2. Prayer for yourself as you lead. Ask for the Holy Spirit to lead you in all posts you create and every interaction you have.
3. We serve an audience of One, in order to reach that one woman.
4. Resources and Tips
5. Complete Small Group Page Prep according to date on the info posted to the team Linktree.
6. Follow @p31obs, @Proverbs31Ministries, @p31obs_smallgroupteam and author Instagram page for each study. You may share from these sources only.
7. Please do not follow any other ig small groups. This is for the privacy of the group members. We know you love to see how other leaders lead, but God has uniquely gifted you to lead your group. Rest in the leading of the Holy Spirit as He uses you. Be confident in His calling and gifting on you.

Gmail Account

1. You will be provided with a username and password.
2. This account will be for you to email the ladies in your group to provide them with the link to join your Small Group Page.
3. Please write a welcome email to your group including your personal email and add each lady to the blind copy. Please make sure it is a blind copy so that no one gets anyone else's email address.
4. You may use this account to create any documents you want for your group.
5. Do NOT change the recovery phone number (unless asked) or the recovery email, which should always be IGSmallGroupTeams@gmail.com

Opening Group

1. Welcome post. (deadlines will be sent before each study begins)
2. Linktree complete with start up links.
3. Group loading - Compare lists and only accept ladies from your list. (email from Pipeline)
   - Wait until quite a few have requested so you can let as many as you can all in at once. Imagine opening the doors and everyone coming in together.
   - The easiest way to do this is from your computer. In the first couple of days look for your ladies on IG to see if they have requested to follow.
   - Use DM's to find the ladies who haven't joined in the first couple of days.

- Go to their Profiles to see there if they have requested to join your group. Sometimes that is hidden from our pages because of the other person's privacy settings.

4. Group Direct Messages begin a few days into the study to add as many at once as possible.

Posts to your Group Page

1. Post on the main page once a week at minimum.
    - Monday's are great to get the week started and lay out the week ahead.
2. Each Monday, Wednesday and Friday(can be different for each study) a new blog post is posted. Be sure to point your ladies to Study Central, either in a post, story or both.
3. Pointing OBSers to Study Central.
    - You can use quotes or questions from the blog and direct your ladies to go to the link on Linktr.ee.
    - Write about what stood out to you.
    - Be clear and concise, 3-6 sentences to draw them in.
4. Book Discussion with question.

    -This can include anything that stood out to you.

    -What would you point out to a friend in face to face conversations?

    -Question directly out of the book.

    - Try not to make them too deep, if they are too deep the ladies may not feel comfortable to share much or may be overwhelmed with how to say what they are thinking.

    -Simple questions are always responded to most often.

    -Look for any way you can bring the book question back to Scripture.

    Icebreaker for lighthearted engagement

    -Fun and light hearted questions will build community.
5. Encouragement to keep going.

    -These posts don't always need a response, they are there to remind them of God and that they are doing a great job.
6. Bible Study Companion (if applicable for each study)

    -These resources are perfect if you aren't able to think of questions yourself.

    -Use as much or little as you want to.

    IG TV Introduction of yourself or weekly encouragement.

    -When the ladies can hear your voice and see your face it will bring a great connection.

Stories

1. Polls with simple questions

-These usually get a lot of responses.

2. Question Box gives space for a little more response.
   -Share a screenshot of these with the group to create a sense of community.
3. Bible Study Companion
   -Question box
   -Polls
4. Fun graphics
   -Lighthearted fun
5. Reminders of blog and BSLATT (Bible Study LIVE at the Table)
   @P31OBS and @Proverbs31Ministries posts can be shared into stories so easily and you can create a question box right there.
6. Graphics.
   *We must now only share author posts of P31 posts into our stories. We support other ministries, but are not able to share any other ministry's post into our stories.
   Sharing pictures with the group.
   -This can be personal pictures that the ladies can share with you in the dm's
   -Tag the members whose pictures you share.
7. Short video encouragement or discussion question.
   - As in posts (IG TV), seeing a connection weekly with you also sharing what God is teaching you will help them to connect with you and they can know they are safe in their journey.
8. Add Story Highlights to your page. This gives anyone behind in the study the ability to find information from the week they are currently on easily and allows them to still participate. This is how we have been labeling them.
   - Pre-Study
   - Weekly (Week 1, Week 2, ect.)
   - Group Closing

Direct Messages

1. A couple days into the group, begin a group dm prayer and book discussion. -Please include @Lovemy7boys in all threads. Some leaders prefer to take a poll to ask if their group wants two separate threads or to combine both into one.
2. Please label your threads in this way - "Group A (insert your group letter) - Discussion Thread" and "Group A (insert your group letter) - Prayer Thread" This will make it easily identifiable for the Team Coaches and Team Leader as well as group members.
3. Prayer Request thread.

- Please have this as a set time each week so the ladies can know when to expect it. It will be used continually. An example is to ask them what you can pray for them at the beginning of each week in case they forget it is there.

4. Book Discussion questions through DM.
   - You can use questions directly out of the book, the Bible Study Companion or the Teaching Videos.

Mid-Study

1. If/when your group slows down, consider sending a DM the ladies individually to ask if they need prayer. Sometimes they drop off when things happen in their lives. They usually open up a bit more.
2. Icebreakers for lighthearted conversation to get ladies sharing again.

Closing Group

1. When it is time to close your group, remove all members from your group. Instructions are found here.
2. Please don't delete any of your messages or content until given the ok. This information will be used to look for new potential leaders.
3. Make sure your group list is saved or printed. This is the same link for each study that is reset each time.

Tools

1. Current study will provide a study plan and graphics. They will be found in our team Linktree.
2. Small Group Guide to Success
3. Community Building 101
4. Small Group Icebreakers
5. P31 OBS Graphics