



CONNECT GROUPS PLAYBOOK

HOW TO USE THIS PLAYBOOK

WHO SHOULD USE THIS

Every Connect Group (CG) Leader, Area and Regional Network Leader.

WHEN SHOULD THIS BE USED

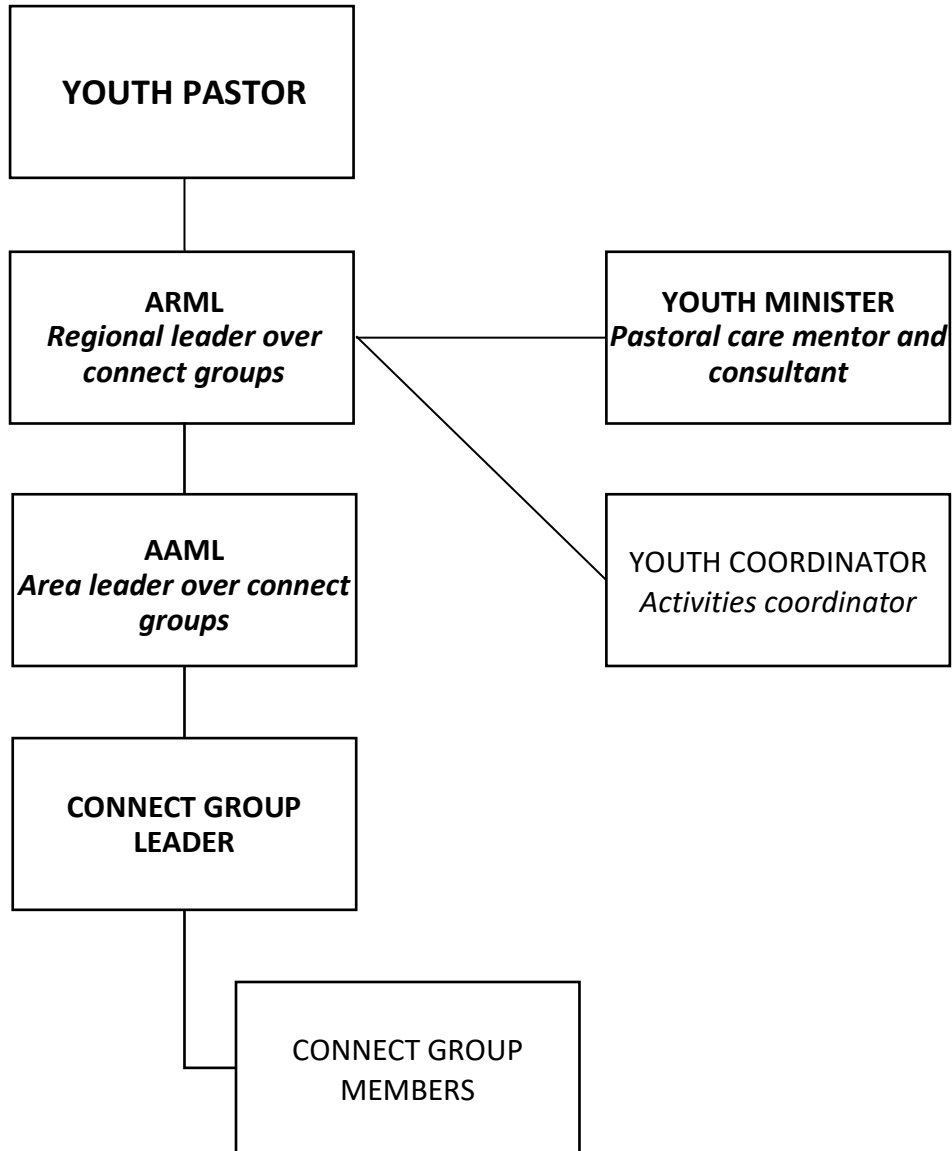
In any juncture of decision-making, the principles will be laid out here with practical steps.

HOW SHOULD THIS BE USED

As a quick reference to guide every part of being a Connect Group Leader (CGL).

LEADERSHIP STRUCTURE

In the diagram below you will see our leadership structure when it pertains to connect groups.



LEADER'S AGREEMENT

One of the key goals of TheEDGE is to create an environment in which student leaders can learn and grow. As leaders and representatives of TheEDGE (and Victory Family Centre), student leaders are expected to behave in a manner that is consistent with the standards expected of Christian leaders.

LEADERSHIP EXPECTATIONS

- Be present at all CG meetings, leaders' meetings, Sunday morning and evening services, TheEDGE services and activities.
- Be punctual for all services and activities.
- Be willing to serve in any measure or capacity.
- Pay full attention during services, training and teaching sessions.
- Complete all tasks and projects in a timely manner.
- Show initiative and take charge of your own spiritual growth.

CONDUCT AND ATTITUDES

- Be neat, clean and modestly dressed.
- Be open to correction and change.
- Show respect and consideration for others and their property.
- Avoid negative and destructive attitudes.
- Abstain from slanderous language, alcohol consumption, sexual sin and occult practices.
- Guard against unhealthy relationships with members of the opposite gender.
- Establish a daily time of prayer and Bible reading for spiritual growth.

I have read and understood the student leader's expectations and code of conduct, and committed to adhering to them.

Name:

Signature:

AREA LEADERS

PRINCIPLES

- We always try to do what is best for the members.
I.e. not change the day of the group just because the leader or one member can't make it.
- We want to preserve the integrity of the group if at all possible.
Group identity is formed through meeting every week, and ideally at the same time/location each week. Members should be able feel that they can count on their group meeting.
- We are interested in *disciplining* leaders, not just solving situational problems. Before giving direction to a particular case, look at the history of that group and/or that particular leader in order to discern what the guiding principle is for this situation.
I.e. what would be most important for the group/ leader in order to help them grow).

POLICIES AND PROCEDURES

- **If A Leader Cannot Make It**
 - a. First choice would be to send another leader down, either from within the group or outside. This way the group remains intact and the members aren't inconvenienced.
 - b. If that is not possible, then the second best thing is to look at changing the day of the group meeting (Thurs or Sat) so that the group gets to meet each other and identity is preserved.
 - c. If either of the above are not possible, the last option is to combine the group with another group. This is the last resort as it is problematic for the group, and for members.
 - d. If one member is left alone (no leader or other members), then they can join another group that Friday, under the direction of the ARML.
- **If Members Cannot Make It**
 - a. If there are still some members available, go ahead with the group.
 - b. If it is just the leader left alone then they can join another group that Friday. If this happens, then it would be good if the leader can try to informally meet up with the group over the weekend to connect relationally, even though they did

not officially meet as a CG on Friday night.

- **What Needs Clearance**

- a. Any proposal to combine CGs needs to be cleared before plans are made
- b. Changing the day of a connect group from Friday to another day needs to be cleared before plans are made

- **What Does *Not* Need Clearance**

- a. Sending a leader to cover a different group*
- b. A group not meeting due to no one showing up*
- c. An outreach/launch not happening due to no one showing up*

**these should all still be reflected on your weekly connect group attendance*

RHYTHM OF ARML/AAML'S WEEK

Monday

- a. Check consolidation sheet
- b. Plan when you want to meet leaders outside of your Leaders' Meeting (LM) timing
- c. Prepare for LM (agenda)

Tuesday

- a. LM (except the 5th Tues)
- b. Go into LM with dates and agenda planned on Monday

Wednesdays

- a. Check in on CGs

Friday

- a. Attend a CG or LM

Saturday

- a. Leaders are expected to be at Pre-Service Prayer unless on duty or other reasons
- b. Attend TheEdge

LEADERS' MEETING (LM) GUIDELINES

LM FORMAT AND TIMINGS

- a. Testimony (10min)

- Recognise that God was the one that blessed you/helped you
- b. Worship (15min)
 - One of the ways to invite God's presence
 - Builds a culture of worship that will flow into services
- c. Prayer (15min)
- d. Lesson (20min)
- e. Rhema (10min)
 - Come prepared with a word from God based on the Bible
 - Usually the purpose is to correct or encourage the leaders in your group
- f. Admin Matters (20min)
 - Agenda usually given by ARML

CHECK-IN PROCESS

- a. Attendance
 - Edit on the excel sheet (Leaders Meeting Attendance) when meeting is finished
- b. Problems/Issues/Challenges
 - Tell the leader above you (and Youth Minister) straight away
 - To maintain a level of trust with the people that shared with you, don't talk about the issue with other leaders or members

FOLLOW UP

- a. Check in with your leaders, especially if they brought up issues at your meeting.
- b. Don't wait for a meeting to catch up with those in your care.

CONNECT GROUP LEADERS

PRINCIPLES

- We always try to do what is best for our members, *i.e. not change the day of the group just because the leader or one member can't make it*
- We want to preserve the integrity of the group if at all possible. Group identity is formed through meeting every week, and ideally at the same time/location each week. Members should be able feel that they can count on their group meeting

POLICIES AND PROCEDURES

- **If You (the Leader) Cannot Make It**
 - a. Inform your ARML/AAML as soon as you know.
- **If Members Cannot Make It**
 - a. If there are still some members available, go ahead with the CG.
 - b. If it is just you left alone then you can join another group that Friday, on the approval of your ARML/AAML. If this happens, then it would be good if you can try to informally meet up with your CG over the weekend to connect relationally, even though you did not officially meet as a CG on Friday night.
- **What Needs Clearance**
 - a. Any proposal to combine CGs needs to be cleared before plans are made
 - b. Changing the day of a connect group from Friday to another day needs to be cleared before plans are made

RHYTHM OF THE WEEK

Monday

- a. Check consolidation sheet
- b. Plan when you want to meet members out of CG timing
- c. Plan street evangelism dates

Tuesday

- a. LMs on odd weeks (except the 5th Tues)

Thursday

- a. Prepare for CG lessons

Friday

- a. Lead CG
- b. Plan for the next week's CG (time, place, snacks/drinks)

Saturday

- a. Leaders are expected to be at Pre-Service Prayer unless on duty or other reasons
- b. Attend TheEDGE

Sunday

- a. Morning and Evening Service

CONNECT GROUP MEETING GUIDELINES

CG FORMAT AND TIMINGS

- a. Testimony (10min)
 - Recognise that God was the one that blessed you/helped you
- b. Worship (15min)
 - One of the ways to invite God's presence
 - Builds a culture of worship that will flow into services
- c. Lesson (20min)
- d. Prayer (10min)
- e. Agenda/Announcements (5min)
- f. Chill (30min)
 - Have fun with your members

CHECK-IN PROCESS

- a. Attendance
 - To the leaders above you by 10pm
- b. Problems/Issues/Challenges
 - Tell the leader above you straight away
 - To maintain a level of trust with the people that shared with you, don't talk about the issue with other leaders or members

FOLLOW UP

- a. Check in with your members, especially if they brought up issues at your CG meeting.
- b. Don't wait for a meeting to catch up with those in your care.

HEALTHY CONNECT GROUPS

MAKING IT FUN

- a. Always have a game before or after CG meetings, as much as possible.
- b. Think of ways to incorporate relevant activities to illustrate points in the CG lesson.
- c. Organise CG outings during school holidays! Do activities your members enjoy.

BUILDING IDENTITY

- a. Consistency of space
 - Use the same location every week so that members are familiar with their surroundings
- b. Consistency of timing
 - Try to make CGs start and end at the same time every week so that members and parents can expect their children to be home by a certain time
 - To reduce confusion in members
- c. Shared experiences
 - Plan for meals to meetup with different members
 - meetups should be of the same gender unless there are more than 2 people

CONSOLIDATION PROCESS

BEFORE MEETUP

1. AFTER SALVATION

“Hey so glad you made this decision to receive Jesus. This is more than a one-time choice, but there’s so much more amazing parts to knowing Jesus! Could we set a date to just hang and talk more about this? Perhaps you might have questions we can talk about then too.”

2. 24H PHONE CALL

- Connect back with the contact.
- Ask how he/she found the outreach/service/event he/she had attended.
- Set up or remind him/her of your meetup date.

ACTUAL MEETUP

1. GETTING TO KNOW THE CONTACT

- a. BE PUNCTUAL.
- b. Bring someone with you if possible (especially if the contact is someone of the opposite gender!)
- c. Find common topics! E.g. hobbies, music taste, how you feel about school/work, etc.
 - i. What do you do when you’re free?
 - ii. What do you do on the weekends?
 - iii. Do you like to read/watch shows/play football?
 - iv. What subject do you like in school?
 - v. Where do you hang out with friends?
- d. Be intentional get to know him/her. Go beyond the surface level stuff!
 - i. What gets you excited about life?
 - ii. Does life stress you out? Anything you are worried about?
 - iii. Are you close to your family?
- e. Focus on being a friend. Share about yourself as well!

2. LINKING TO NEXT STEP

“I’m so glad you made this decision to accept God into your heart because it’s the best decision that I’ve ever made in my life and I can’t wait for you to enjoy it. And what I love about our youth ministry is that we have resources that help guide us, especially at this point where we have so many questions and might be feeling a bit confused. And the best thing is, IT’S FREE. One of the resources they provide is this blue book called “Next Step” for you to read through, and I’d be more than happy to go through this with you!”

- a. Memorise Next Step Lesson 1.
- b. Just go through it while talking to him/her about the decision that he/she just made.
- c. From there, we can show him/her that the lessons are super simple and just something to guide his/her walk.

AFTER MEETUP

1. ADMINISTRATION

- a. Update the consolidation sheet.
- b. Add any details to follow up on in the next meeting.
- c. Confirm the next meeting, and record the date as well.

2. LOOKING OUT FOR THE CONTACT

- a. Start praying intentionally for the contact to have a genuine encounter with God, and a personal hunger for His Word and presence!
- b. Check in regularly on the contact, not only about his/her spiritual walk, but about his/her personal life!

NEXT STEP PROCESS

Lesson One should be done to help clarify the decision that has been made, and be done casually and concisely so the listener sees it is accessible.

1. LINK TO INTRO

- a. “Knowing God is not a moment of hype or emotion, but the start of a relationship with God.”
- b. “As you get to know God more, you find out the true meaning of life and the hope we have in Jesus too!”
- c. “The reason it’s important to know God is because we aren’t just flesh and blood.”
- d. “We have a spirit too, the part of us that lives forever!”

2. TEACH INTRO

3. ILLUSTRATE EACH SPIRITUAL LAW

Make sure to refer to the Bible verses as well. You don’t need to reference them from the exact book and chapter, but just mention this is what the Bible says.

4. CLARIFY AND REASSURE

- a. “What do you think after hearing this? Does it make sense?”
- b. “Do you think you have believed it for yourself?”
- c. “You don’t have to understand everything right now, but feel free to ask questions! I’m also still learning, but can help you find out more if I don’t know how to answer your questions.”

LEADERS' COACHING TIPS

HOW TO DISCIPLE MEMBERS

1. WITH THE WORD OF GOD

The Bible is always the foundation of our discipleship.

2. TEACH THEM PRINCIPLES

Principles will last forever

- a. Don't stop after a situation is solved, make sure they have learnt the principle behind it.
- b. This would enable them to apply not just in one situation.

3. CONSTANTLY PRAY OVER YOUR MEMBERS

4. BUILD RELATIONSHIPS WITH YOUR MEMBERS

Meet them up for meals to catch up or even treat them to a meal. This will help them to see that you care for them, which makes teaching or correcting easier.

5. WORK WITH THE DISCIPLER OF YOUR MEMBERS TO LAUNCH THEM AS LEADERS

REQUIREMENTS FOR CONNECT GROUP LEADERS' TRAINING (CGLT)

1. CGLT 1

- a. Completed ALL Level 1 classes & two Level 2 classes
- b. Including Foundations

1-4

2. CGLT 2

- a. Completed or about to complete all Level 2 classes
- b. Completed CGLT 1

DELEGATING AND TRAINING MEMBERS

1. IDENTIFY GIFTS

- a. Notice what your members are good at.
- b. If there isn't a specific gift that you have identified, delegate simple tasks. e.g. Buying snacks for CG, providing games before CG starts

2. ALWAYS DELEGATE

- a. Give authority with responsibility.
- b. Work with them through the process.
 - i. Start with briefing them on their task.
 - ii. Demonstrate for them.
 - iii. Give feedback on how to improve!

RELATING WITH PARENTS

1. PARENTS ARE **NOT** OUT TO GET YOUTHS

- a. Parents are God's designed authority over their children (Ephesians 6:1-3).
- b. Parents should correct and instruct their children (Proverbs 1:8, 17:21).
- c. Not all parents practise this role or have a Biblical perspective of raising their child.
 - i. Pre-believing parents
 - ii. Parents who don't prioritise God's kingdom
- d. Parents should be provided for by their children (1 Timothy 5:8).

2. CGLs HAVE A RESPONSIBILITY TO GOD

- a. We protect the youth's salvation before God (Hebrews 13:17).
- b. We guard the youth's spiritual maturity.
 - i. We're responsible for helping our youths be who God has called them to be.
 - ii. If we don't give a spiritual perspective for our members – who will? (Galatians 4:19).

3. CGLs NEED TO **PARTNER** WITH PARENTS

- a. Be respectful.
- b. Empathise with the parents' heart for their child.
 - i. Listen to what they are saying.
 - ii. Show that you understand and want to understand.
 - iii. Parents ultimately have the best interests for their child.
- c. Show that you are working with them, not against them.
- d. Reach out to them ahead of time.
 - i. Make an effort to introduce yourself – at P6s parents' workshop, visit their homes.
 - ii. Talk about what their children do in the youth ministry.

CORPORATE AND REGIONAL YOUTH ACTIVITY (C/R YA) GUIDELINES

1. YOUTH NEED TO BE ENGAGED SOCIALLY

- a. Peers are the most important influence on young people in their life stage.
- b. Youth activities give the youth a chance to connect with youth in other regions, and their own regions.
- c. A sense of belonging will cause youth to feel rooted, valued and committed to returning.

2. YOUTH NEED TO BE ENGAGED PHYSICALLY

- a. Youth expend enormous amounts of energy at this age, and failure to do so leads to restlessness.
- b. Youth activities allow the youth to expend their energy and engage in safe but challenging activities.
- c. Without such opportunities, they tend to seek a “high” elsewhere.

3. TRUST IS BUILT FROM RELATIONSHIPS

- a. Activities are a great way to spend time with the youth and show care beyond services and CG time.
- b. Prioritising youth activities as a CGL shows the youth they matter!

4. IF IN NEED OF HELP

- a. **Financial help - seek help from the regional YM**
- b. **Parental objection - seek help from the regional YM**

OUTREACH AND LAUNCH TIMELINE

DEFINITION

What is a good outreach?

1. There should be visitors.
Outreaches are geared to reach the lost so it won't be an outreach if we are just meeting our members.
2. The outreach is so fun that people want to come back.
We are interested in discipling people and not one-time visitors!

TIMELINE

- **Week 1**
 - a. Plan and fix a date for outreach on week 4
 - i. Set outreach plan (e.g. pizza party + monopoly deal).
 - ii. Set the goal (e.g. 10 visitors at the outreach).
 - iii. Identify evangelism strategy & prayer strategy.
- **Week 2**
 - a. Evangelism + Inviting people to outreach
- **Week 3**
 - a. Evaluate no. of invitees/salvations.
 - i. Call them and confirm with them about outreach on week 4.
 - ii. If there aren't enough confirmed visitors, do more street evangelism.
- **Week 4: Outreach Week**
- **Week 5: Consolidation Party**
- **Week 6: Launch**

WEEKLY EVALUATION

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
What is their outreach plan?						
Where are they going for street e?						
When are they praying?						
No. of contacts that are actively being followed up on						
No. of confirmed invitees for outreach on week 4						
Have they organized any mini consolidation activities during the lead up to the outreach to actively consolidate and gather their contacts?						

THEEDGE ACADEMY

DEFINITION

TheEDGE Academy is an intensive twelve-week program that will involve youths in key aspects of our youth ministry. With the special focus tracks, you can expect to learn from other experienced leaders and go further in your ministry expression. With a mix of practical hands-on ministry experience, Biblical teaching, and spiritual impartation, you will be equipped and empowered to make an impact in this generation.

AIM

We aim to help you serve at a greater level, learn through discipleship, be released to lead, and grow in your walk with God.

WHAT YOUTHS GET TO DO

1. Discipleship
 - a. One-to-one staff discipleship sessions with our youth ministry staff for evaluation and spiritual growth.
2. Prayer and Bible Study
 - a. Dedicated prayer times, instruction on in-depth Bible study, and sermon preparation.
3. Evangelism and Outreach
 - a. Evangelism and consolidation times, with the opportunity to run outreach and consolidation events.
4. Youth Ministry Training
 - a. Teaching and training on youth ministry principles, philosophy, systems, and structures, as well as event planning, preparation, and execution.
5. Special Focus Tracks (Worship/Creative/Leadership)

- a. Learn from experienced leaders in one of these areas! Receive practical instruction on how to hone your skills, and take on opportunities to put your lessons into practice.

CAMPUS CONNECT GROUP GUIDELINES

DEFINITION

A group of Christian youths from the same school who meet together to reach out to others in their school.

STRATEGY

1. PRAY

- a. Vision
 - i. Have a clear vision of what God wants to do in your campus
 1. Vision is what you see in your mind's eye, e.g. Visualising multiple campus connect groups, a large auditorium of students
 - ii. Write down that vision
 - iii. Share your dream and vision with a leader and those launching the Campus CG
 - iv. Commit to pray for that dream and vision
- b. Prayer Strategy
 - i. Pray together with your Campus CG for your school, contacts and targeted members
 - ii. Collate a list of people, prayer needs from your friends as well
 - iii. Synchronise prayer throughout the 5 weeks leading up to the outreach
 - iv. CGLT II Lesson 4 Practics: Prayer Against Pharaoh
 - v. Prayer pointers you can use:
 1. Pray for God to give a word specific for friends you are reaching out
 2. Pray for favour and soften hearts to be receptive
 3. Pray for blessing on your friends or for any areas of need
- c. TIMELINE FOR PRAYER
 - i. Set a fixed time to pray together physically
 - ii. Set specific prayer pointers and emphasis across the 4 weeks so everyone knows what to pray for

2. PLAN

- a. What is the outreach idea?
- b. When are you inviting? Date? Time?
- c. Where are you holding the outreach idea?
- d. How are you inviting and doing the outreach?
- e. WHO are you inviting?
- f. Make sure everyone knows the plan

3. PLANT

Over the next 5 weeks follow this steps in PLANT to prime an invitation

- a. Week 1 – Pray
 - i. Gather to pray together and kick start your prayer strategy
- b. Week 2 – Connect
 - i. Be genuine and get to know your friend better
 - ii. Hangout with them, go for a meal
- c. Week 3 – Serve
 - i. Do something nice for them (be genuine)
 - ii. Pray for them
- d. Week 4 – Share
 - i. Share a testimony
 - ii. Find an opportunity to share Jesus
- e. Week 5 – Invite
 - i. Invite them to the outreach
 - ii. Share the gospel

4. PARTY

- a. An outreach by definition requires you to share the gospel
- b. Outreaches are fun, have an activity that engages everyone and does not compromise the gospel
- c. Make sure to include and talk to everyone so they feel comfortable before sharing the gospel
- d. Don't overthink the activity, keep it simple
- e. Ideas for activities:
 - i. Pizza Party, Nuggets Night, Free Food usually works
 - ii. Board Games

FAQS

1. What if no one in my CG plays any instrument?
 - *You can always play a song and sing along with it, or do an acapella version! it may be awkward for a while but it encourages your members to step out of their comfort zone to worship.*
2. What if my members don't reply to my messages?
 - *Call them!*
 - *Build a relationship with them*
3. When can I send my members to CGLT?
 - *Refer to CGLT requirements*
4. What if my members have a curfew?
 - *If your members have a curfew, you can start your connect group lessons earlier and set a specific time for each segment! Appoint a member as a timekeeper to ensure that your group sticks to the timing!*
5. How can I make the atmosphere conducive for my CG members if I'm having it outside of a house?
 - *Find a place that isn't crowded and doesn't have a lot of distractions!*
6. What if I have plans on that Friday night? Am I allowed to shift my connect group timing?
 - *Refer to the CGL segment!*