



CROWN FINANCIAL MINISTRIES

CHURCH MANUAL “SMALL GROUP STUDIES”

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TABLE OF CONTENTS

	PAGE
TABLE OF CONTENTS	2
INTRODUCTION	3
STARTING THE FIRST CROWN LIFE GROUPS IN YOUR CHURCH	4
CHURCH TEAM PLANNING SCHEDULE	9
PROMOTING LIFE GROUPS TO THE CONGREGATION	12
RECRUITING THE LEADERS	13
<i>LEADER "INFORMATION MEETING"</i>	14
<i>LEADER "INFORMATION MEETING" AGENDA</i>	15
LEADER ORIENTATION	16
<i>LEADER ORIENTATION AGENDA</i>	17
<i>LEADING A CROWN BIBLICAL FINANCIAL STUDY</i>	18
<i>IMPORTANT CONSIDERATIONS</i>	19
COMMUNICATING WITH THE LEADERS	20
STUDENT ORIENTATION	23
<i>STUDENT ORIENTATION AGENDA</i>	24
HOW TO DO A QUALITY SUPPORT VISIT	25
<i>QUALITY SUPPORT VISITATION FORM</i>	26
STUDENT GRADUATION	27



INTRODUCTION (PLEASE READ FIRST)

Thank you for your interest in equipping people in your church to “*learn, apply, and teach God’s financial principles so they may know Christ more intimately, be free to serve Him, and help fund the Great Commission*” (Crown’s Mission).

Crown’s promise to each individual: “Crown is a ministry God uses to transform lives, reduce stress, improve marriages, and draw people closer to Christ through the application of Biblical financial principles.” As people in your church apply what they learn in their Crown small groups, this “promise” will be fulfilled in their lives as it has been in millions of people around the world.

Presently, Crown has four types of life groups for adults:

1. **Collegiate Study:** 10 weeks long; intended for college students.
2. **Biblical Financial Study:** 10 weeks long; intended for most people.
3. **Business by the Book Study:** 8 weeks long; intended for business owners and managers.
4. **Special Edition Study:** 6 weeks long with an optional 3 more weeks; intended for those who have been entrusted with high incomes and/or a high net worth.

This part of the Church Manual is intended to assist Church Coordinators and their Church Teams to implement these small groups in their congregations.

Be sure to check out <http://www.crown.org/> to...

- ...find documents to download that are mentioned in this manual,
- ...find a Crown Field Staff person in your area,
- ...order your materials for your life groups,
- ...listen to Crown’s award-winning radio broadcast,
- ...and much, much more.

... to know Christ more intimately, be free to serve Him and help fund the Great Commission

Crown has four types of life group studies for adults

Find additional resources online at www.crown.org



STARTING THE FIRST CROWN LIFE GROUPS IN YOUR CHURCH

The purpose of this section of the Church Manual is to help Church Coordinators and Church Teams begin the first Crown life groups in their church.

As Crown grows in your church, you will need to build a Church Team and delegate tasks to others. The size of your team will depend on the size of the Crown program in your church and the number of people you envision teaching in the coming years. Below is a list of suggested team member roles.

1. Church Coordinator
2. Prayer Coordinator
3. Money Map Coach Coordinator
4. Seminar Coordinator
5. “Workshop in a Box” Coordinator
6. Life Group Coordinator
7. Youth Coordinator

Pray that God will lead you to people who have benefited from the study and would be willing and effective Church Team members.

Contact your Local Team Leader or Area Director for more information about forming your church team.

If your church has conducted one of the Crown life group studies in the past, you should skip this section and go to the “Church Team Planning Schedule.”

Since each Crown life group has two leaders (who are not husband and wife), at least two life group leaders will need to be trained to lead an initial Crown life group. Each Crown life group may have, at the most, 8 students. Therefore, if a Church Team wishes to begin with 10 Crown small groups, they will need to send 20 family units to the Small Group Leader Training.

Step 1: Prepare your first Crown life group leaders.

There are two ways to become certified to lead the Crown Life Group Studies.

Register for a Life
Group Leader Training
online at
www.crown.org



CROWN FINANCIAL MINISTRIES

- 1) Attend a live *Life Group Leader Training*. (Recommended).
This is a six-hour training with approximately 8 hours of homework to complete prior to the training.
 - Offered several times each year in various locations, this training is well worth your drive and investment of time, even if it requires an overnight stay.
 - To find a training, go to <https://secure.crown.org/content/CrownEvents/Default.asp> for a local training near you. If you do not have internet access, you can call the Crown Home Office (800-722-1976) to register for the *Life Group Leader Training* nearest you.
 - Be sure to register three to four weeks in advance to allow time to receive your materials and complete the required homework.
- 2) Utilize the online Leader Training kit as a self-study option. (Recommended only where no trainings are offered within a reasonable driving distance.)

Strategically choose students for your first Crown life groups

Step 2: Order materials for your first groups.

Call the Crown Home Office at 1-800-722-1976 or go to www.crown.org. You should order the following materials no later than three weeks before your “Information Meeting” (see Step 4) to allow adequate time for required preparation:

1. Student sets for couples and individuals.
2. You can download and print “Life Group Study” brochures and other helpful promotional materials at www.crown.org. These materials will come in handy when you are recruiting students for your groups.

Have the materials available when you hold your “Information Meeting” described in Step 5.

Step 3: Recruit students for the first groups.

You can recruit students individually in one-on-one settings or in a group setting similar to an “Information Meeting”. Strategically choose students for the first Crown life groups. Some should be pastoral staff and church leaders to acquaint them with the study. Focus on recruiting students with potential to become life group leaders in the future so that you can quickly expand the number of people qualified to lead the studies.

If you decide to use an “Information Meeting”, the following process will be helpful.



Step 4: Invite potential students to the “Information Meeting”.

1. Make a list of the people in your church who might be interested in hearing about the Crown life group study:
 - Leaders and co-leaders should make this list together.
 - Ask your pastor for names.
 - Go through your church directory to get names of people to invite.

2. Decide the details of the “Information Meeting”:
 - Date, time, and location.
 - The type of setting for the meeting (e.g., potluck dessert, dinner after church, etc.).

3. Print invitations:
 - Design your own or use preprinted stationery types.
 - Be sure to include date, time, and location for the meeting.

4. Hand deliver the invitations:
 - Hand delivery results in a higher response rate.
 - Give them to friends before and after a church service, or take an evening to drive to each home to deliver the invitations.

5. Consider advertising in the church to get other interested people to the “Information Meeting”:
 - Set up a Crown materials display table.
 - Place an announcement in the Sunday bulletin for a few weeks.
 - Ask the pastor to encourage people to attend the “Information Meeting”.
 - Share a Crown testimony (yours or another church member’s) during a Sunday morning service and/or in adult classes.
 - Have a supply of “Information Meeting” invitations to hand out to interested people at church.

Step 5: Hold the Student “Information Meeting” (see suggested agenda below).



STUDENT “INFORMATION MEETING” SAMPLE AGENDA

Time	Agenda
6:00 p.m.	Meet with your co-leader(s) to pray. Set up a display of the Crown materials. Have nametags ready. Make coffee, tea, and snack arrangements.
7:00 p.m.	People begin to arrive. Use nametags if there are people who might not know each other.
7:05 p.m.	Thank them for coming. Remind them that you will be introducing them to the Crown life group study so they can see whether it would benefit them. Have an opening prayer.
7:15 p.m.	<ul style="list-style-type: none"> <input type="checkbox"/> Ask all guests to introduce themselves: name, family information, how long they have been at the church, etc. <input type="checkbox"/> Share your Crown testimony or why you feel this study is important. Have your co-leader(s) share as well. <input type="checkbox"/> Pass around the Crown materials for everyone to look at. <input type="checkbox"/> Explain your vision for Crown at the church. <input type="checkbox"/> Show the <i>Student Orientation</i> video/DVD. (This video/DVD segment is on the <i>Practical Application Video/DVD</i> and the <i>Leader’s Training Video/DVD</i>.) <input type="checkbox"/> Explain the cost for the materials. <input type="checkbox"/> Explain the need to have future Crown leaders take the study first. <input type="checkbox"/> Answer questions. <input type="checkbox"/> Have everyone fill in the sign-up list indicating his or her interest.
8:00 p.m.	Thank everyone for coming. Close in prayer.

After your guests leave, the leaders must decide whom to place in their first life groups. Give priority to those who indicated an interest in leading a Crown group in the future since you want to multiply Crown leaders in the early groups.

Step 6: Follow up the “Information Meeting” with phone calls and visits.

Call all who attended and thank them for coming. Verify that the potential students for your initial life group will be able to meet at the time you and your co-leaders choose. Make arrangements to deliver their materials and pick up a check for their materials.

Find a Crown Field Staff in your area online at www.crown.org

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Those who cannot fit into this Crown group should be assured that they will have priority for subsequent groups. Start a waiting list with these names.

When you deliver the life group materials to your students, (*Student Manual, Practical Application Workbook and Your Money Counts*):

- Collect payment for the materials.
- Have them fill out the “Personal Information Sheet”.
- Make sure they know what homework is due at the first meeting.
- Make sure they have directions to the meeting location.

Step 7: Begin your Crown groups.

Step 8: Make copies of the “Personal Information Sheets” for your Crown groups.

These sheets are the property of Crown Financial Ministries. Your church may make copies of these sheets but the originals must be sent to your Local Crown Leader.

To find the Crown Leader closest to you go to: <https://secure.crown.org/content/ourlocations/default.asp>. Please call or email this person to get their mailing address.

This Crown Leader is a very important contact for you. He/she will be a source of encouragement, training and vision to help you grow the stewardship ministry in your church.



CHURCH TEAM PLANNING SCHEDULE

This document will help you plan for each Crown study you offer. As Crown grows in your church, you will need to build a Church Team and delegate tasks to others. The size of your team will depend on the size of the Crown program in your church and the number of people you envision teaching in the coming year. Pray that God will lead you to people who have benefited from the study and would be willing and effective Church Team members.

To use this schedule, begin by determining the start date for your life groups. Put this date in the “Week of” column next to “The life group studies begin this week” (about two-thirds of the way down the table). Experience suggests that late January, mid-May and late September are ideal starting times, but you may begin any time that suits your church.

Assume that you choose to begin your life groups the week of January 25th. Since the Student Orientation is held two weeks before the life group begins, you will schedule your Student Orientation for the week of January 11th. Your Leader Orientation would be scheduled for the week of January 4th, etc. When you schedule an actual date for the Student Orientation, put this date in the “Date” column, e.g., January 13th, 7:00–9:00 p.m.. Follow this pattern for all of the activities listed below.

<u>Week</u>	<u>Date</u>	<u>Activities</u>
		12 weeks prior to the Studies beginning: <ol style="list-style-type: none"> Determine the start date for your life groups. Set the date and location for your <i>Leader Orientation</i>. Set and date and location for your <i>Student Orientation</i>. Set and date and location for your <i>Student Graduation</i>. Begin to recruit your Crown Life Group Leaders.
		8 weeks prior to the Studies beginning: <ol style="list-style-type: none"> Begin your Crown promotion strategy. Ask your pastor for pulpit announcements and/or time for a Crown testimony 5 weeks and 4 weeks prior to the life groups beginning. Arrange for Crown graduates to give their Crown testimonies. Schedule bulletin announcements or inserts to run from 7 weeks to 2 weeks prior to the Life Group start date. Prepare your <i>Student Orientation</i> bulletin inserts for the display table.



CROWN FINANCIAL MINISTRIES

Week	Date	Activities
		<p>7 weeks prior to the Studies beginning:</p> <ul style="list-style-type: none"> a. Continue Crown promotion: speaking in classes, bulletin inserts, bulletin announcements, display table, handing out <i>Student Orientation</i> bulletin inserts, etc.
		<p>6 weeks prior to the Studies beginning:</p> <ul style="list-style-type: none"> a. Continue Crown promotion: speaking in classes, bulletin inserts, bulletin announcements, display table, handing out <i>Student Orientation</i> bulletin inserts, etc. b. Finish recruiting your Crown Life Group leaders. c. Order the Crown student materials to distribute at your <i>Student Orientation</i>. At the same time, order the leader materials.
		<p>5 weeks prior to the Studies beginning:</p> <ul style="list-style-type: none"> a. Continue Crown promotion: speaking in classes, bulletin inserts, bulletin announcements, display table, handing out <i>Student Orientation</i> bulletin inserts, etc. b. Ask the pastor to recommend the study from the pulpit 3 weeks prior to your <i>Student Orientation</i>. c. Have a Crown graduate share their Crown testimony from the pulpit.
		<p>4 weeks prior to the Studies beginning:</p> <ul style="list-style-type: none"> a. Continue Crown promotion: speaking in classes, bulletin inserts, bulletin announcements, display table, handing out <i>Student Orientation</i> bulletin inserts, etc. b. Prepare the handouts for your <i>Leader Orientation</i> and <i>Student Orientation</i>. c. Have another Crown graduate share their Crown testimony from the pulpit.
		<p>3 weeks prior to the Studies beginning:</p> <ul style="list-style-type: none"> a. Continue Crown promotion: speaking in classes, bulletin inserts, bulletin announcements, display table, handing out <i>Student Orientation</i> bulletin inserts, etc. b. Ask the pastor to recommend the study from the pulpit 1 week prior to your <i>Student Orientation</i>. c. Hold your <i>Leader Orientation</i> (or have leaders attend a citywide <i>Leader Orientation</i>). All life group leaders should attend a <i>Leader Orientation</i> each time they lead a Crown life group.



CROWN FINANCIAL MINISTRIES

<u>Week</u>	<u>Date</u>	<u>Activities</u>
		<p>2 weeks prior to the Studies beginning:</p> <ul style="list-style-type: none"> a. Hold your <i>Student Orientation</i>. b. Distribute the materials to the new students and collect payment for their materials. c. Collect the <i>Personal Information Sheets</i> from each of the new students.
		THE LIFE GROUP STUDIES BEGIN THIS WEEK
		<p>1 week after the Studies begin:</p> <ul style="list-style-type: none"> a. Contact the Life Group Leaders to see how Week 1 of the study went and to offer encouragement. b. Schedule Quality Support Visit to each life group. Each group should be visited during either Week 2 or 3 of the study. c. Continue to pray for and encourage your life group leaders each week.
		<p>2 weeks after the Studies begin:</p> <ul style="list-style-type: none"> a. Begin the Quality Support Visits. b. Collect any remaining <i>Personal Information Sheets</i>. c. Continue to pray for and encourage your life group leaders each week.
		<p>3 weeks after the Studies begin:</p> <ul style="list-style-type: none"> a. Finish the Quality Support Visits b. Collect any remaining <i>Personal Information Sheets</i> c. Make copies of the <i>Personal Information Sheets</i> for your records. Mail the originals to your Local Crown Leader. Continue to pray for and encourage your small group leaders each week.

A personal invitation is the best way to recruit potential students



PROMOTING CROWN LIFE GROUPS TO THE CONGREGATION

The most effective way to recruit students is to have your Crown life group leaders recruit their friends. General appeals from the pulpit and through bulletins and newsletters are very helpful, but nothing is as effective as a personal invitation.

- 1) Call the students on your “Waiting List” to see if they want to get into a Crown group this time. Invite them to the *Student Orientation*.
- 2) With the help of your Crown leaders and Church Team, call through the church directory (or Sunday school class directories). Begin with the people you know. Invite them to your *Student Orientation*.
- 3) Ask the pastor to allow Crown graduates to give their testimonies on two consecutive Sundays. You will need to work with the graduates to make sure their testimonies are clear and concise. Most people should write out their testimony ahead of time and practice giving it before standing in the pulpit.
- 4) General Promotion ideas:
 - a) Put up posters throughout the church that invite people to the *Student Orientation*.
 - b) Ask the pastor to recommend the study from the pulpit 1 and 3 weeks prior to your *Student Orientation*.
 - c) Speak in Sunday school classes and invite them to the *Student Orientation*.
 - d) Put an announcement in the bulletin inviting people to the *Student Orientation*.
 - e) Put an insert in the bulletin. This is especially effective during the weeks that Crown graduates give a testimony or when the *Student Orientation* is announced from the pulpit.
 - f) Put an article in the church newsletter and on your church Web site inviting people to the *Student Orientation*.
- 5) Set up a display table on Sunday mornings to answer questions, show the Crown Study materials, and hand out fliers for the *Student Orientation*. Have your Crown life group leaders help at this table.



RECRUITING THE LEADERS

Two leaders from different households are required for each Crown life group. To assure sufficient leaders for the number of students anticipated, you'll want to begin the recruiting process early in the cycle. Below are some ideas that will make this task easier:

- 1) Recruit past Crown leaders to lead again:
 - a) Call or visit past leaders and ask them to lead again. Ask when would fit their schedules best. If they are unable to lead now, ask them to lead in the future.
 - b) Ask your leaders to make a commitment to lead one Crown group per year.

- 2) Recruit new leaders from current students. Ask your current leaders to recommend their promising students. A person must have been a faithful student before being considered for leadership.

- 3) Recruit new leaders from Crown life group graduates. The Leader "Information Meeting" (see description and agenda below) is one way to introduce them to the leadership opportunity.

- 4) Preparing Crown Leaders:
 - a) Before you ask someone to become a Crown life group leader, make sure your church leadership is okay with the people you have in mind to lead the study.
 - b) Order *Leader's Guides* for new Crown leaders.
 - c) Prior to the *Leader Orientation*, give your new leaders a *Leader's Guide*. Ask them to read the first sections of the *Leader's Guide* prior to attending the *Leader Orientation*.
 - d) All leaders should attend a *Leader Orientation* prior to leading a new small group.
 - e) You may conduct your own *Leader Orientation*, or send your leaders to a citywide *Leader Orientation*, or contact another Crown church to attend their *Leader Orientation*.

If you conduct your own, please use the agenda and handouts provided in this *Church Manual* along with the *Leader Orientation* segment of the *Crown Leader's Training Video*.

Pair up the leaders with their co-leaders according to their experience, proximity of their homes, and nights they are available to lead.



CROWN FINANCIAL MINISTRIES

LEADER “INFORMATION MEETING”

Before your meeting:

- Send a letter to all Crown graduates from your church inviting them to your leader “Information Meeting”.
- Follow up the invitation letter with phone calls.
- Place a bulletin insert or announcement in the church bulletin for two or three weeks prior to your leader “Information Meeting”.
- Ask your pastor to mention your leader “Information Meeting” from the pulpit the Sunday before your meeting.
- Make sure you have the *Practical Application Video* cued to the *Leader Orientation* segment.



LEADER “INFORMATION MEETING” AGENDA SAMPLE AGENDA

Any church may
conduct a Leader
Orientation

Time	Agenda
6:30 p.m.	<input type="checkbox"/> Set up a display of Crown materials. Have nametags ready. Cue up the <i>Student Orientation</i> segment of the <i>Practical Application Video</i> .
6:45 p.m.	<input type="checkbox"/> People begin to arrive. Ask them to sign the attendance list as soon as they arrive. <input type="checkbox"/> Use nametags if there are people who might not know each other.
7:00 p.m.	<input type="checkbox"/> Thank them for coming. Remind them that you will be explaining what is involved in being a Crown life group leader. <input type="checkbox"/> Open the meeting in prayer. <input type="checkbox"/> Ask all guests to introduce themselves briefly: name, family information, how long they have been at the church, when they took the Crown life group study, etc. <input type="checkbox"/> Share your Crown testimony (3-5 minutes). <input type="checkbox"/> Explain your vision for Crown at the church (why you feel this ministry is important for your church). <input type="checkbox"/> Show the <i>Student Orientation</i> segment of the <i>Practical Application Video/DVD</i> (11 minutes). <input type="checkbox"/> Ask if there are any questions after viewing the video. <input type="checkbox"/> Explain your plan and timetable for starting the next Crown life groups. <input type="checkbox"/> Discuss the available dates and times to attend a <i>Leader Orientation</i> in your church or area. Remind them that all leaders must attend a <i>Leader Orientation</i> each time they lead a Crown life group. <input type="checkbox"/> Answer any remaining questions. <input type="checkbox"/> Ask them to decide by a certain date if they would like to lead a Crown life group.
8:30 p.m.	<input type="checkbox"/> Thank everyone for coming. <input type="checkbox"/> Close in prayer.



LEADER ORIENTATION

All Crown leaders are asked to attend the *Leader Orientation* each time they lead a Crown group.

Any church may conduct a *Leader Orientation*. A suggested agenda follows. Churches not wishing to conduct their own may send their leaders to a citywide *Leader Orientation* or one held at another church. Contact your local Crown Field Staff for availability in your area.

HOW TO PREPARE FOR THE LEADER ORIENTATION

1. Pray for your *Leader Orientation*.
2. Review the *Leader Orientation* segment of the *Leader Training* video/DVD. You can order a *Leader Training* video/DVD by calling (800) 722-1976 or go online at www.crown.org.
3. Review the Agenda.
4. Make copies of the handouts.
5. Contact Crown Field Staff with any questions.

WHAT TO BRING TO THE LEADER ORIENTATION

1. The *Leader Orientation* Agenda
2. The *Leader Training Video/DVD*
3. *A Life Group Leader's Guide*
4. A set of the student materials
5. *Leader Orientation* handouts:
 - a. "Leading a Crown Small Group Study"
 - b. "Important Considerations"
6. Attendance sign-in sheets
7. Refreshments (if you choose to have them)



LEADER ORIENTATION AGENDA

6:30 pm	<ul style="list-style-type: none"><input type="checkbox"/> Set up room<input type="checkbox"/> Place sign-in sheets at each table<input type="checkbox"/> Place <i>Leader Orientation</i> handouts at each table<input type="checkbox"/> Make sure the TV/VCR is ready; cue up the <i>Leader Orientation</i> segment of the <i>Leader Training</i> video/DVD.<input type="checkbox"/> Get refreshments ready if you plan to have them
6:45 pm	People begin to arrive; welcome them and ask them to sign in.
7:00 pm	<ul style="list-style-type: none"><input type="checkbox"/> Ask an experienced leader to open in prayer.<input type="checkbox"/> Explain the agenda: Video/DVD Discussion Questions
7:10 pm	Ask the guests to introduce themselves; name, how long at church, how they spend their day (occupation), etc.
7:20 pm	Show <i>Leader Orientation</i> video/DVD.
7:40 pm	<ul style="list-style-type: none"><input type="checkbox"/> Discuss the “Leading a Crown Life Group Study” handout (found in this manual)<input type="checkbox"/> Discuss “Important Considerations” handout (found in this manual).<input type="checkbox"/> Invite them to ask questions at any time.<input type="checkbox"/> Ask experienced leaders to help by sharing their experiences as you go through the slides.
8:15 pm	<ul style="list-style-type: none"><input type="checkbox"/> Invite final questions.<input type="checkbox"/> Close in prayer.



LEADING A CROWN LIFE GROUP STUDY

- 1) Start on time.
- 2) Have any student who was absent or did not complete their homework for the previous week show their homework to a leader and recite the memory verse for the group.
- 3) Open in prayer (on your knees, if possible).
- 4) Have each person recite the memory verse. When everyone has finished reciting, ask for any insights that they had pertaining to the verse.
- 5) Visually inspect the *Student Manual* and the *Practical Application Workbook* homework to see that everyone has completed it.
- 6) Lead a short discussion about the *Practical Application Workbook* (5-10 min.). Some opening questions may be: What insights did you gain in doing the practical homework? What problems, challenges, or difficulties were there in completing the practical homework? What did you learn from the lesson? (Your leader or co-leader may have additional thoughts to add at this point.)
- 7) Begin Day 1 Homework

How to conduct the study: (in a group with more than 7 people)

Homework	Sequence	Approx. Time (15 minutes/day)
Day 1	Everyone <u>reads</u> his or her answers to all of the Day 1 questions. All: Have an <i>open discussion</i> about the topic. Read the Crown thoughts from the Leader's Guide.	7 minutes 7 minutes 1 minute
Days 2, 4 & 6	Men: Have them read all of the verses for the day. Women: Have them <u>read all</u> their answers for that day. All: Ask the men for their additional thoughts and have an <i>open discussion</i> about the topic. Read the Crown thoughts from the Leader's Guide.	1 minutes 5 minutes 8 minutes 1 minute
Days 3 & 5	Women: Have them read all of the verses for the day. Men: Have them <u>read all</u> their answers for that day. All: Ask the women for their additional thoughts and have an <i>open discussion</i> about the topic. Read the Crown thoughts from the Leader's Guide.	1 minutes 5 minutes 8 minutes 1 minute



Encourage open discussion for each day's homework. There should be time to do this IF the students read their answers from their books instead of commenting on each of their answers. Leave the "commentaries" to the answers for the "open discussion" time.

These guidelines exist to ensure consistency among Crown small groups and to assure delivery of the Crown promise.

IMPORTANT CONSIDERATIONS

Opening and closing in prayer on knees:

- Sets the tone for honoring God and humbly submitting to His Word.

Having the leader and co-leader from different family units:

- Creates accountability to lead the study as trained.
- Demonstrates the biblical example of sending leaders out two-by-two.
- Avoids disruption of group dynamics or meeting time if a leader couple must miss a week. Over a 10-week period an unavoidable absence is likely.

Limiting group size to eight students:

- Creates an environment for open sharing and growing long-term friendships.
- Makes it possible to get through all of the material in two hours each week.
- Utilizes the study in the setting for which it was designed.

Requiring homework completion for participation in group discussion:

- Creates accountability that leads to long-term results in people's lives.
- Keeps students from commenting on issues they have not studied.
- Avoids negative feelings that arise when some do the work and others do not.

Checking and tracking homework

- Results in students putting more into the study and getting more out of it.
- Creates a high level of expectation among everyone in the group.
- Gives real value to graduating and receiving completion certificate.
- Assures that graduates are prepared to lead the study.
- Emphasizes the accountability that leads to long-term results.

Writing out answers and reading them prior to discussion:

- Emphasizes what God's Word says rather than personal ideas and Crown commentary.

Men and women alternating answers for Days 2-6 (option in couples class):

- Draws the quieter people into the discussion, assuring participation from everyone.
- Prevents the talkers from answering every question.
- Limits discussion to a few minutes after answers are read.

Church Teams should encourage their life group leaders as they lead their groups



- Creates a comfortable rhythm in the group so that everyone knows what comes next.
- Reduces repetition, allowing more content to be covered in 10 weeks.

Reciting memory verses in front of the group:

- Promotes group bonding as members cheer each other on.
- Creates accountability that leads to long-term results.

Enforcing graduation requirements:

- Maintains accountability and contributes to long-term results.
- Assures that only faithful students qualify to lead future studies.

Carefully preserving the structure and process:

- Benefits students by giving them a well-designed, tested, revised, and proven program that produces long-term life change consistently through generations of leaders.

COMMUNICATING WITH LEADERS

One of the responsibilities of the Church Team is to encourage the life group leaders as they lead their groups. One way to do this is to stay in touch with them during the weeks the group meets. The following are some suggestions of topics you could discuss with your leaders when you call them.

After Week One

- 1) Hope all went well with your first meeting.
- 2) Did you review the requirements with your students so everyone understands what will be required?
- 3) Please be sure to conform to the Crown procedures for leading your group. Your students will gain more from the study.
- 4) Someone from the Crown Church Team will be visiting your group during weeks two or three to participate as a student and offer encouragement. Schedule a Quality Support Visit.

After Week Two

- 1) Thanks for leading a Crown group.
- 2) Is your group having any problems?
- 3) Remember to have a good five- to ten-minute discussion each week about the *Practical Application Workbook* homework.
- 4) Please turn in any remaining *Personal Information Forms* from your group.



After Week Three

- 1) What about that Week 2 memory verse?
- 2) Have you planned your first social yet?
- 3) Please make sure that you are visually inspecting the *Student Manual* and *Practical Application Workbook* each week and keeping track of each student's faithfulness in your *Small Group Leader's Guide*.

After Week Four

- 1) Are you having any problems starting and stopping on time?
- 2) Remember to print a copy of Week 5 from the *Small Group Leader's Guide CD* and ask one of your students to lead next week.
- 3) Encourage your students to call Crown or (name) to meet with a Money Map Coach if they need help putting their budget together.

After Week Five

- 1) How did it go with one of your students leading the group?
- 2) Please make sure your students follow the Crown procedures for leading the group.
- 3) Please contact (name) if you are having any problems with your group.
- 4) Remember to print a copy of Week 6 from the *Life Group Leader's Guide CD* and ask one of your students to lead next week.

After Week Six

- 1) How was your first social?
- 2) Remember to print a copy of Week 7 from the *Life Group Leader's Guide CD* and ask one of your students to lead next week.
- 3) Please make sure that (name) has all of your group's *Personal Information Forms*.

After Week Seven

- 1) Don't forget to visually inspect your students' homework and record their faithfulness in your *Life Group Leader's Guide* each week.
- 2) Remember to print a copy of Week 8 from the *Life Group Leader's Guide CD* and ask one of your students to lead next week.
- 3) Do you have your last social scheduled?
- 4) Please remind your students about the Crown Student Graduation on date (date).



After Week Eight

- 1) Hope all is going well with your group.
- 2) Remember to print a copy of Week 9 from the *Life Group Leader's Guide CD* and ask one of your students to lead next week.
- 3) Do any of your students look like they would make good Crown leaders in the future?

After Week Nine

- 1) Please let (name) know who in your group might be interested in being a Crown leader.
- 2) Thanks for your time and effort leading a Crown group.
- 3) Remember to print a copy of Week 10 from the *Life Group Leader's Guide CD* and ask one of your students to lead next week.
- 4) Remember to print a *Certificate of Achievement*² for each student that was faithful. These will be given to your students during the Crown Student Graduation.
- 5) Please remind your students about the Crown Student Graduation on (date).

After Week Ten

- 1) We made it! I hope you have some new life-long friends.
- 2) Please remind your students about the Crown Student Graduation on (date).
- 3) Please contact (name) by next week with the names from your group that have met the graduation requirements.
- 4) Thanks so much for leading a Crown group!

2 "Certificates of Achievement" can be ordered from <http://www.crown.org/cart-products/product.asp?sku=CA9001&aid=>



STUDENT ORIENTATION

All potential Crown students should attend the *Student Orientation*. This is necessary so that the students understand the amount of homework and the accountability issue before they sign up for a life group.

Each Crown church may conduct its own *Student Orientation*. A suggested agenda follows.

Churches not wishing to conduct their own may send their students to a city-wide *Student Orientation* or one held at another church. Contact your local Crown Field Staff for availability in your area.

HOW TO PREPARE FOR THE STUDENT ORIENTATION

- 1) Pray for the *Student Orientation*.
- 2) Review the *Student Orientation* Agenda. Make the necessary arrangements (TV, VCR, testimonies, etc.) that are mentioned in the Agenda.
- 3) Review the *Student Orientation* segment of the *Practical Application Video/DVD* or the *Leader's Training Video/DVD*.
- 4) Contact your local Crown Field Staff with any questions.

WHAT TO BRING TO THE STUDENT ORIENTATION

- 1) The *Student Orientation* Agenda
- 2) The *Leader Training Video/DVD* or *Practical Application Video/DVD*
- 3) The student materials
- 4) Copies of the “*Student Orientation*” page of the *Leader's Guide*. If you are expecting more people to attend your *Student Orientation* than you have spaces to fill in your groups, you might want to make these handouts in different colors.
- 5) Nametags
- 6) Extra *Personal Information Sheets*
- 7) Sign-up sheet for each group
- 8) Refreshments (if you choose to have them)



STUDENT ORIENTATION AGENDA

SUGGESTED AGENDA

4:30 p.m.	<ul style="list-style-type: none"><input type="checkbox"/> Set up materials table to sell and distribute materials.<input type="checkbox"/> Set up sign-up table with a sign-up sheet for each group.<input type="checkbox"/> Set up beverages. Set nametags and <i>Personal Information Forms</i> at each table.<input type="checkbox"/> Cue up the <i>Student Orientation</i> segment of the <i>Practical Application Video</i>.
5:00 p.m.	<ul style="list-style-type: none"><input type="checkbox"/> People begin to arrive.<input type="checkbox"/> Ask each person to make a nametag.<input type="checkbox"/> Give each person or couple a handout as they arrive. If you are expecting more than 20 people, rotate the handout colors. This will be useful in dismissing groups for sign-up at the end.
5:15 p.m.	<ul style="list-style-type: none"><input type="checkbox"/> Welcome everyone and open in prayer.
5:20 p.m.	<ul style="list-style-type: none"><input type="checkbox"/> Show the <i>Student Orientation</i> video segment of the <i>Practical Application Video/DVD</i>.
5:30 p.m.	<ul style="list-style-type: none"><input type="checkbox"/> Discuss any information from the video/DVD you wish to emphasize. Refer to the handout given to each person or couple. Be sure to emphasize the homework and accountability.<input type="checkbox"/> Have two Crown graduates share their Crown testimony (three to five minutes each). Make arrangements for this in advance.<input type="checkbox"/> Explain the cost of materials.<input type="checkbox"/> Ask those who are ready to sign up for a group to complete the <i>Personal Information Form</i> now.<input type="checkbox"/> Direct them to purchase and pick up their materials at the materials table after they sign up for a group.<input type="checkbox"/> Let them know that if they are unable to get into a group this time, they will be first in line on the waiting list for the next cycle.



HOW TO DO A QUALITY SUPPORT VISIT

Purpose: To ensure that each Crown Life Group is being conducted according to Crown Financial Ministries' procedures so that long-term, life change and positive results continue to be achieved. Since this ministry grows by students becoming leaders, it is important to make sure that all students have the same experience in their Crown Life Group prior to becoming a leader.

- 1) Before the visit:
 - a) Call the Crown leader and arrange a time to visit his or her group in Week 2 or 3.
 - b) Mention the purpose of the visit (i.e., to be an encouragement to the Crown life group members and to the Crown leaders; to give feedback for improvement afterwards; to meet the new students; etc.)
 - c) Ask one of the leaders or co-leaders to lead the week you visit the group.
- 2) During the visit:
 - a) Arrive early to meet the students.
 - b) Before the class begins, thank the group for letting you visit. Tell them the purpose for the visit.
 - c) During the meeting, participate as a student of the group (reciting the memory verse, reading your answers in your Student Manual, etc.).
 - d) Complete the "Quality Support Visitation Form."
 - e) Review the "Quality Support Visitation Form" with the leaders after class and make any helpful suggestions that will enhance their group and help it conform to Crown's method for conducting the class. Be sure to explain why it is important for them to follow the Crown procedures for leading the study.
 - f) Leave the "Quality Support Visitation Form" with the leaders.
- 3) After the visit:
 - a) Call or e-mail your Crown Church Coordinator to let him or her know how your visit went and whether any additional contact or training is needed for these leaders.
 - b) Send a "thank you" note to the Crown Group you visited.



QUALITY SUPPORT VISITATION FORM

PLEASE RETURN THIS FORM TO YOUR
CHURCH COORDINATOR.

Church _____ Date _____

Church Coordinator _____

Group Leaders _____

Crown Visitor _____

- Yes No: Did class start on time?
- Yes No: Did class begin in prayer?
- Yes No: Did leaders recite memory verse correctly?
- _____ : Number of students without memory verse.
- Yes No: Did leaders complete their own Practical Application homework?
- Yes No: Did leaders visually inspect students' Practical Application homework?
- _____ : Number of students without Practical Application homework.
- Yes No: Did leaders complete their own Student Manual lesson?
- _____ : Number of students without Student Manual lesson completed.
- Yes No: Was group discussion conducted according to Crown procedure?
- Yes No: Are there indications that the group and leaders are praying for each other daily?
(If not, discuss with leaders how reminders about daily prayer can be helpful.)
- Yes No: Is the videotape being shown?
- Yes No: Were prayer requests taken?
- Yes No: Did class end in prayer?
- Yes No: Did a leader complete the Student Evaluations log?
- Yes No: Was class free to share in confidence?
- Yes No: Did you sense a spirit of love?
- Yes No: Is the care log working?
- Yes No: Are the two socials scheduled?
- Yes No: Do you feel this class needs any follow up?

If yes, please describe why on the back of this sheet along with any other comments you may have. Thank you!



STUDENT GRADUATION

For some of your students, faithfully completing their Crown life group may be the most significant, life-changing event of their Christian life. Therefore, the Church Coordinator and Church Team should try to make the Student Graduation as special as possible. Here are some suggestions:

1. Conduct the graduation during a Sunday morning service:
 - o Honor and thank the life group leaders.
 - o Honor the students who faithfully completed³ the life group and award them their “Certificate of Achievement”⁴.
 - o Honor the students who accept the Centurion Challenge (see the “Introduction” of this Church Manual for more information.)
 - o Have a couple of the graduates share their testimony of how their study impacted their lives.
 - o Use this opportunity to recruit life group leaders and Crown students for the next cycle of life groups.

2. Conduct the graduation during your group’s final social:
 - o Honor the students who faithfully completed the life group and award them their “Certificate of Achievement”.
 - o Have a couple of the graduates share their testimony of how their study impacted their lives.
 - o Ask the graduates to become life group leaders and to begin to recruit Crown students for the next cycle of life groups.

(Footnotes)

¹ Each type of life group has its own criteria to determine when a student has “faithfully completed” the study.

² “Certificates of Achievement” can be ordered from [http://www.crown.org/cartproducts/product.asp?sku=CA9001&aid=.](http://www.crown.org/cartproducts/product.asp?sku=CA9001&aid=)