



Administrative Guide

For You Are Gifted: Your Spiritual Gifts and the Kingdom of God

Tradebook and Workbook

by Ken Hemphill

You Are Gifted Administrative Guide

This administrative guide was written by Judi Hayes and is intended to be used with the tradebook *You Are Gifted: Your Spiritual Gifts and the Kingdom of God* by Ken Hemphill and the companion *You Are Gifted Workbook*.

These resources are available online at AuxanoPress.com and LifeWayStores.com.

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You Are Gifted Administrative Guide

This administrative guide is for a churchwide study of Ken Hemphill's B&H book *You Are Gifted: Your Spiritual Gifts and the Kingdom of God*. An inductive member book guide is also available with five daily devotionals for the 13-week study. The study is supported by the *You Are Gifted* DVD which contains 13 video presentations to supplement small-group sessions. In addition to this administrative guide, online you will also find a leader guide for small groups and other resources.

You can order the B&H book from LifeWay Christian Resources Customer Service, One LifeWay Plaza, Nashville, TN 37234-0113; fax order to (615) 251-5933; e-mail orderentry@lifeway.com; phone toll free (800) 458-2772; order online at www.lifeway.com; or visit the LifeWay Christian Store serving you. You can order the DVD from LifeWay or go to www.auxanopress.com.

You Are Gifted: Your Spiritual Gifts and the Kingdom of God is a pastor-led 13-session, local-church strategy that enables a congregation to—

- call out and affirm members' spiritual gifts;
- affirm the church body's kingdom purpose and focus on specific ministries by challenging members to understand their giftedness and how they can use their gifts in kingdom service;
- develop a theology and greater understanding of the New Testament church and to grow in their love for and participation in God's kingdom work through the church;
- reach people for Christ through open groups in church or home settings that help people understand what the New Testament says about the early church and the varieties of gifts;
- start or enhance Sunday School classes or small groups as members begin to use their gifts;
- reach people for worship.

You Are Gifted: Your Spiritual Gifts and the Kingdom of God profoundly speaks to a church or community because it—

- provides a framework for what it means to be God's servants, using gifts given by God, in God's kingdom, through ministry in a local church;
- focuses churches on a vital aspect of spiritual growth for a specific period of time;
- can help bring revival to a church;
- creates evangelistic opportunities as believers, aided by the topics and approach, join God at work by inviting friends and neighbors.

Characteristics of This Study

Small-group sessions in this resource are designed with the following characteristics--

- **Open to anyone who wants to participate.** Questions and content assume that both Christians and seekers, church members and potential members, will participate together in these sessions.
- **Insight driven.** Many Bible study groups are content driven: participants learn from reading and hearing a teacher-leader. By contrast, in this resource the sessions are inductive and insight driven: insights about Scriptures, applications, and questions are valued and encouraged from all participants. Guided interaction can help members know one another, apply biblical truths to life, and understand Scriptures and their background. Participants in the group learn from one another in the small-group sessions, often bringing additional insights from the daily devotionals.
- **Leader as guide and facilitator.** The leader guides and facilitates the learning experience instead of teaching the content. Members' contributions are an essential part of the study. A leader guide is provided online.
- **Video-driven sessions.** The video segment for each session features author Ken Hemphill.

The Leader's Responsibilities

- Get to know members of the small group. Trust tends to build in the small group throughout the 13 weeks/sessions of the study. The leader's knowing and being sensitive to group members will ensure that everyone in the session can be comfortable. If your group members don't know one another well and a particular question might cause awkwardness, encourage members to write their responses. Then call for volunteers to respond aloud.
- Encourage everyone to participate. The quietest member may have the deepest insights but share them only with encouragement or after everyone else has spoken. On the other hand, if some members tend to dominate the sessions, the leader may need to interrupt politely and say, "Thanks for adding to the discussion. I want to be sure we get to hear from some of the others who might be ready to contribute."
- Be comfortable with silence. Allow participants time to think. Encourage others to speak.

The leader's responsibility is not to step in and share insights or content as much as it is to create a comfortable environment for all to participate.

- Affirm all learners. Because the content is inductive, all members should be affirmed when they respond. When members do not see a passage of Scripture the same way or have not had the same experience, they can learn from one another.
- Prepare by reading the session and devotionals and watching the DVD (when available). Study the materials before the session. Be sensitive to what God might do in the group. Don't lecture. Pray for the Holy Spirit's leadership.
- Plan the flow of the session so that all parts are covered. Each session has multiple parts, beginning with material that introduces the topic and helps participants begin to interact. Follow a time frame for moving the group through the session. This book is designed to be used for a full quarter, 13 weeks. By combining sessions and showing more than one DVD segment per week, you can complete the study in less time if desired.
- Record ideas for church and individual ministries.

Planning

Planning is crucial to the success of any event. *You Are Gifted: Your Spiritual Gifts and the Kingdom of God* is intended to be led by the pastor, while church staff and other leaders complete the planning team. Suggested roles for planning this study are described below. The planning team is also responsible for additional events, such as a concluding celebration.

- **Pastor.** The pastor is the primary person to motivate and encourage the church to get involved in this study. The pastor also develops sermons each week that can be based on the sermons found online. The pastor is responsible for initiating the event planning and for seeing that session facilitators are enlisted to serve and share the vision. After the study, plan a time for group leaders to share with the leadership team their ideas from groups about their dreams for church ministries and areas where individuals want to serve.
- **Prayer coordinator.** The prayer coordinator is responsible for calling people to pray

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for God to work through the study. Form a prayer team of people committed to pray together weekly for God to work through *You Are Gifted: Your Spiritual Gifts and the Kingdom of God*. Here are some suggestions for the prayer team--

- ~ Explain the vision for *You Are Gifted: Your Spiritual Gifts and the Kingdom of God*.
- ~ Make prayers specific for your congregation and community.
- ~ Have members write down, between group prayer times, ways they see God answering prayers.
- ~ Break into smaller prayer groups or prayer chains of four to five persons.
- ~ Assign prayer responsibilities for each small group involved in the study.
- ~ Connect each week through the end of the event.

• **Small-group coordinator.** Serving a vital function, this person may be a minister on the church staff, the Sunday School director, or simply a volunteer with good organizational skills. The small-group coordinator—

- ~ enlists and orients facilitators/leaders for all of the small-groups;
- ~ orders materials and distributes them to leaders;
- ~ serves as a resource to the leaders.

• **Media coordinator.** The media coordinator assists the pastor, participants, and promotion coordinator by making *You Are Gifted: Your Spiritual Gifts and the Kingdom of God* media friendly. These are some suggested roles for the media coordinator--

- ~ Use short clips from the DVD or create short videos for use in worship.
- ~ Update the church website to include *Eternal Impact* information, testimonies, updates, and promotion.
- ~ Create PowerPoint ® presentations to accompany the pastor's sermon.

• **Promotion coordinator.** The promotion coordinator is responsible for letting the church and community know about *You Are Gifted: Your Spiritual Gifts and the Kingdom of God*. The promotion coordinator should be creative in painting a picture of the exciting adventure of this study and in stimulating curiosity about what the event will include.

Suggested Planning Calendar

This calendar is provided for churches that plan well in advance and want to make *You Are Gifted: Your Spiritual Gifts and the Kingdom of God* a major churchwide focus. Many churches can plan this study in a shorter period of time.

3 months before

- Initiate planning through a pastor-led team.
- Conduct the planning meeting.
- Select dates for *You Are Gifted: Your Spiritual Gifts and the Kingdom of God*. With 13 weeks provided in the member book and 13 DVD segments provided, this study is best done during one quarter on the church's calendar. You can do this in any quarter.
- Prepare a budget, including items such as planning, promotion, media, member books, copies of the B&H book, copies of the DVD, and any other resources needed.
- Create a planning calendar like this one.

2 months before

- The prayer coordinator establishes a prayer team and begins praying.
- The small-group coordinator enlists the necessary small-group leaders/facilitators and hosts.
- Begin working on promotion/media.
- Determine *You Are Gifted: Your Spiritual Gifts and the Kingdom of God* schedule, including kickoff Sunday, any related ministry projects, and possible closing celebration, all taking place during a quarter.
- The planning team schedules training or orientation for small-group leaders/facilitators.
- Order materials.

6–8 weeks before

- The music minister begins looking for appropriate praise choruses/hymns.
- The drama ministry begins creating or finding appropriate skits.
- Hang a countdown calendar in the sanctuary.

4 weeks before

- Begin promotion.
- Begin planning the launch event or service.
- Distribute materials to leaders.

2 weeks before

- Distribute member books or make them available for purchase.
- Small-group leaders begin enlisting help from members to match their opportunities.
- Consider or decide on refreshments, greeters, attendance keepers, name tags, and so on.

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1 week before

- Make final preparations for launch Sunday.
- Place commitment cards in every Sunday School class or in seats in the sanctuary.
- Continue to distribute member books.
- The pastor continues to announce and promote the study in services.
- The pastor preaches a preliminary or preparatory sermon.