

ZION BISHAN BP CHURCH

AG MINISTRY

[Appendixes One to Eight]

[2011]

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ZION BISHAN BIBLE-PRESBYTERIAN CHURCH
AG MINISTRY
APPENDIX ONE
SURVEY ON NEEDS OF THE GROUP

Section I – Personal Information

Age: _____ Years as a Christian: _____

Have been in another AG before: Y/N (Which one(s) _____)

Have read through the entire Bible before: Y/N

Have attended formal Bible Study before: Y/N (Which one(s) – BSF/Precepts/ Others
_____ ; for how long _____ years)

1. How long have you been attending Zion Bishan Bible-Presbyterian Church?

- 0-6 months
- 6-12 months
- 1-2 years
- 2-5 years
- >5 years

2. How long have you been in this present Action Group (AG)?

- 0-6 months
- 6-12 months
- 1-2 years
- 2-5 years
- >5 years

Section II – Personal Expectation

1. I would like to see my AG organize activities and events to meet the following needs (tick all that apply)

Outings to Parks for walks, etc.		Watching (comedy) movies together	
Organize bowling, table tennis, etc.		Common goals to challenge the AG	
Invite Missionaries to share		Day of Prayer together	
Organize attendance at BGST lectures followed by AG discussion		Participate on a Missions Trip together	
Food expeditions		Support a special need (World Vision, etc.)	
Road Trips together		Visit a Home together	
Holidays (overseas) together		Do Church Ministries together (plan Church Camp)	
Deep emotional sharing		Others (specify)	

2. Please indicate on a scale of 1-5 what is most important to you that your AG should be doing. (1 – being most important and 5 being least) Then evaluate how well y our AG is currently doing.

Scale		1 –Weak in this area	2 –Trying to Improve	3 - Doing Alright	4 –Growing in this area	5-Doing Well
	Bible Study					
	Spiritual Growth					
	Love for one another					
	Praying for one another					
	Caring for one another					
	Serving others					
	Reaching out to the lost					

3. How is your involvement in your AG right now?

- I would like to step away from the AG for a while.
- I am tired of attending and would like to visit another AG.
- I am personally strong, but the AG is not helping me to grow spiritually.
- I am motivated and can see myself contributing more to this AG.

Please tell us how you would like to contribute:

4. **If you were going to invite a friend to your Small Group, how would you describe your group to this person? (Please elaborate)**

5. **As an AG member, what kind of support would you like to see from the AG leader? (Please elaborate)**

6. **If you have any other comments or questions about the Small Group ministry, please let us know below.**

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APPENDIX TWO
GROUP DISCUSSION ON THE NEEDS OF THE GROUP

1. If there are a number of elements that make up an AG, which one is (or, should be) most important to us, as an AG? Rate the following 7 items in order of importance to you, 1 being most important, and 7 being least important.

- **Bible Study**
- **Spiritual Growth**
- **Love for one another**
- **Praying for one another**
- **Caring for one another**
- **Serving others**
- **Reaching out to the lost**

2. Consider the following ministries/activities of the Church – (1) Worship Service, (2) Adult Bible Class, (3) Men's Ministry/Women of Zion; (4) Other Ministries.

Which of the above elements can be better met through the above-mentioned ministries/activities? Which elements are best met through the AG?

	Worship Service	ADC	MM/WOZ	Other Ministries	AG
Bible Study					
Spiritual Growth					
Love for one another					
Praying for one another					
Caring for one another					
Serving others					
Reaching out to the lost					

3. What characteristics or qualities go into making a good AG?
4. What characteristics or qualities go into making a good AG Leader?
5. What needs are our AG good at meeting? Who is the group is particularly leading or contributing in this area?
6. What is one area of improvement that you see our AG should address immediately?

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APPENDIX THREE
HELP IN FINDING YOUR SPIRITUAL GIFT

There are several things you can do to find your spiritual gift:

1. Explore your passions and interests. Very likely the things that touch your heart resonant with what is already in your heart. God has given you a special ability in the area(s) that you are concerned for.
2. Talk to people who know you well. When others observe closely, and over a prolonged period, they will notice certain things that you do well. Our spiritual gifts enable us to function well, and comfortably doing the tasks expected of us.
3. To get started, if doing 1 and 2 above is not possible, or in addition to them, you do take a test, using one of the on-line resources. It would be instructive to use all three resources and see if the result is the same!

<http://www.kodachrome.org/spiritgift/>

http://www.umc.org/site/c.lwL4KnN1LtH/b.1355371/k.9501/Spiritual_Gifts.htm

<http://www.churchgrowth.org/cgi-cg/gifts.cgi>

4. A printed test is available, upon request, from the Zion Bishan Office. Kindly contact Pastor Steven Tan for this, at steven@zionbishan.org.sg

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APPENDIX FOUR
SUGGESTION ON PROGRAMME FOR YOUR GROUP

Regular Programme : Teacher-Led

- Time of Singing, 15 minutes (8:00-8:15)
- Introduction of Speaker, and Topic
- Presentation on Topic by Speaker, 20-30 minutes (8:15-8:45)
- Discussion of Topic in small groups, 20 minutes (8:45-9:05)
- Sharing and Prayer in small groups, 25 minutes (8:45-9:30)
- Closing Prayer, followed by Refreshment.

Regular Programme : Facilitator-Led

- Sharing and Prayer in small groups, 25 minutes (8:00-8:25) (8:45-9:30)
- Time of Singing, 15 minutes (8:25-8:40)
- Introduction of Bible Study material, Discussion in small groups, 40 minutes (8:40-9:30)
- Closing Prayer, followed by Refreshment.

[The advantage of this format is that AG members tend to have a problem with punctuality, but this format allows the programme to start and end on time. Those who come on time get to share with one another, and pray for each other.]

Special Programmes

For a suggestion of what your AG can do, besides your Regular Meetings, consider one of the following:

Invite a **Missionary**, or a **Theological Educator** to share with your AG

Choose a Topic for Discussion

- “Should Wives work or be Homemakers?”
- “The insidious influence of materialism, pleasure and status”;
- “Practicing Personal Spirituality in a busy world”; “Pointers to enrich Prayer Life”;
- “Spiritual growth – How to accomplish this?”;
- “Practical Piety”

Choose a Theological Topic for Discussion

- “Theology of work”; “Theodicy”;
- “Mission of the Church”;
- “Second Coming of Christ”;
- “The Christian Atheist - acting like a Christian but not trusting in God”;

Choose a Church-related Topic

- “Christian fellowship of the BP with Methodists, Catholics”;
- “ACM - how can we mobilize as many to attend as possible?”;
- “A meaningful and Fruitful Session”;
- “A Survey of Christian music - principles and practices”;
- “BP form of Government”;
- “Women as Church Elders”

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APPENDIX FIVE
LIST OF POSSIBLE ACTIVITIES FOR YOUR GROUP

Some of the things your AG could do together:

Exercise – visit one of the Nature/Recreation Parks; or start an exercise programme together; or do line-dancing for exercise.

Missions – participate in a Missions Trip as an AG; support a particular missionary for one year; send a special gift, or correspond with, or invite a Missionary to speak to your AG.

Prayer Meeting – attend the Friday Prayer Meeting as an AG; form pairs of covenant-prayer partners with others in your AG and pray faithfully for one another.

Giving – set a faith-goal of how much your AG would like to give to the Development Fund, or to a special need that the AG supports; give in kind through fund-raising – your AG can set up a website to sell something or some services together.

Bible reading – covenant as an AG to read the Bible together; or memorize verses together.

Serving – take on an area of ministry together as an AG; serve together in a home, or to some needy persons.

Others – take a cooking course together, or a pottery-making course together, etc.

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APPENDIX SIX
HOW TO LOOK FOR PEOPLE TO START A GROUP

To start a group, we can look around for people in the following arenas:

1. **Those Already in a Group** – if you are a part of a growing group, and there is a sense that the group is ready to multiply, talk to other like-minded people, and see who is ready to form a new group.
2. **Look at Your Circle of Friends** – your friends are likely to be like you, and would possibly like the idea of meeting with you (and others like them) for regular prayer, and Bible study.
3. **Look around in Church** – the people who worship in the church with you at least share the same faith with you. Start talking to some people and you will begin to get an idea of who is open to the idea of joining with you to start a group. It would probably be a good idea, from the start, to establish that this is for a trial period of say six months.
4. **Organize a Trip or a Holiday** – one way to get to know people (beyond the superficial) is to spend time with them over a period of a few days. If the dynamics work out well, and you feel peace in following through, then invite the people who participate whether they would to continue meeting regularly. Of course, before the Trip or Holiday, you must make it very clear that there will be times of sharing, praying and even devotions together.

5. **Have a “Open Meeting”** – decide upon a date – it is important that the date be the one your group will meet regularly – so if you decide to meet regularly on Friday nights, make this Open Meeting on a Friday night also. Declare your intentions – you wish to start a group to meet regularly for the purpose of praying, sharing and studying the Bible – and let God lead to your group whomever He wills. It would probably be a good idea, from the start, to establish that this is for a trial period of say six months.
6. **Ask for Recommendations** – ask for leaders to recommend those whom they consider to be suitable candidates as members of the group you want to start.
7. **Wait for the next AG Sunday** – one of the purposes of an AG Sunday is to encourage those who are not currently in an AG. Invite these to come and explore what the Lord may have in store for all of you.

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APPENDIX SEVEN
LIST OF LEADERSHIP ROLES/TASKS WITHIN YOUR GROUP

Find persons within your AG to be co-leaders responsible for the following functions. If you do not have enough persons, combine the functions:

1. **Liaison** – to contact, and to remind (of meetings, etc) :

2. **Prayer Co-ordinator** – to record the items for prayer, and disseminate : _____
3. **Shepherd** – to follow up on absentees : _____
4. **Host** – to provide the place of meeting : _____
5. **Food i/c** – to take charge of the refreshments:

6. **Assistant Leader** – to conduct in lieu of the leader :

7. **Treasurer** – to ensure sufficient funds to achieve AG goals:

8. **Secretary** – to keep attendance records, to report to AGCC:

9. **Worship Co-ordinator** – selects the songs to be sung:

10. **Organizer** – to plan events, and to assign duties :

11. **Service/Work Planner** – takes care of all the serious events:

12. **Missions Organizer** – to plan the Miission trips of the AG:

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APPENDIX EIGHT
SIGNS OF BURNOUT AND OF BROWN-OUT

Brown-out is before Burn-out

How can you tell if you are beginning to experience “brown-out” – losing your enthusiasm for tasks for which you were once persuaded were God’s will for your life? Answer the following questions:

How would you describe your motivation to lead a Small Group right now?

- I would like to step away from the AG for a while.
- I am tired of attending and I am running through the motions.
- I am going strong, but not all that motivated.
- I am motivated and cannot see myself going on much longer.

Evaluate your own leadership ability in each category. (Tick where applicable)

	I am not very good at this	I am somewhat sufficient at this	I am pretty good at this, but not very confident	I am confident in this area of leadership and consider this a strength
Ability to facilitate a group meeting				
Leading others in Spiritual				

Growth				
Shepherding others				
Managing conflict in the group				
Planning a group calendar (events)				
Sharing ministry roles with group members				
Leading a person to Christ				

Identify in order of importance the type of training you sense would help you (1 being most important, to as many as apply). These topics deal with AG leadership. If there is some other topic not listed, please let us know in the text box below.

- ☐ Facilitating a group meeting
- ☐ Resolving conflict
- ☐ Developing an apprentice
- ☐ Planning a group calendar
- ☐ Sharing group responsibilities
- ☐ Casting vision
- ☐ Defining Biblical community

- Moving your group towards mission
- Learning to ask the right questions
- Basic leadership training
- Creating an environment for Spiritual Growth
- Picking the right curriculum for your group
- Dealing with Childcare
- Others (Please specify)

Could you be experiencing Ministry burnout?

Ask yourself the following questions:

- Have you become cynical or critical in serving?
- Do you drag yourself to work and have trouble getting started once you serve?
- Have you become irritable or impatient with co-workers, leaders or members of your group?
- Do you lack the energy to be consistently productive?
- Do you lack satisfaction from your achievements?
- Do you feel disillusioned about your ministry/serving?
- Are you using food, drugs or alcohol to feel better or to simply not feel?
- Have your sleep habits or appetite changed?
- Are you troubled by unexplained headaches, backaches or other physical complaints?

Here are **"The Four Stages of Burnout" (for your reading):**

Read the full article: http://www.stressdoc.com/four_stages_burnout.htm

1. Physical, Mental and Emotional Exhaustion. Maybe you are still holding it together at work (or school). Still, can you relate to this sequence? As soon as you get home, you head for the fridge, get out the Haagen-Dazs or Ben and Jerry's, turn on the tube, collapse on the sofa and you're comatose for the rest of the evening? Doing more with less, having plenty of responsibility but not enough authority, or juggling an unmanageable schedule is taking a toll. (For those grappling with all three stressors...automatically proceed to stage two, if not three.)

Normally, you pride yourself on doing a thorough job, a high quality performance. Now you are looking for shortcuts, if not cutting corners. And this gnaws at your self-esteem. There may even be pangs of guilt. A case of the "brain strain" is developing, accompanied by an energy shortage and feelings of exhaustion. If stress levels continue unabated, you may be ripe for the second stage.

2. Shame and Doubt. Perhaps this scenario is familiar. A supervisor (or professor) asks you to take on a new assignment. You want to...but this voice inside silently screams, "Who are you kidding!" So what's happening? You're not feeling confident about the future; and you're feeling pretty lousy in the present. Not surprisingly, you may even start discounting your past accomplishments. Beware...This is not a logical process; it's a psychological one. Now you wonder if colleagues, friends or family members will detect that something is wrong. While projecting a competent image has been the norm, now this voice inside is relentlessly shouting, "Impostor!" "Impostor." And then you catch yourself emitting heavy, laboured sighs.

3. Cynicism and Callousness. In response to that prolonged feeling of insecurity or vulnerability, some folks feel there's only one thing left to do: put on the heavy armor. They develop an ATTITUDE: "Look out for # 1." "Cover your derriere." "No one's getting to me." And, in the short run, the strategy often works. You become sufficiently abrasive or obnoxious, people start avoiding you. But this hard exterior can eventually become a burdensome, self-defeating strategy.

4. Failure, Helplessness and Crisis. Being caught in a familiar "Catch-22" often signals the final phase: "Damned if you do, damned if you don't." "Damned if you stay, damned if you leave." Your coping structure seems to be coming unglued. Next stop...the psychiatric ward! Probably not, however, the crisis smoke signals are billowing big time. Why is that? Burnout is like trying to race a marathon - full speed, nonstop. Can anyone race 26 miles full speed, nonstop? Of course not. Even Olympic marathon runners must pace themselves. If not, the body parts will break down. And with burnout, over time, the mental apparatus also wears out.

Take a test for burn-out.

http://www.headington-institute.org/Portals/32/Resources/Test_Are_you_burnout.pdf