

## LEADING YOUR KOINONIA



Accepting the role of a servant leader you undertook the responsibility to facilitate your koinonia successful growth and development. Inherent in this enabling role is various formats, tasks, and functions. In order for us to be a good servant/leader we should first know each of the format and function accordingly.

### **Koinonia Format**

The term *format* refers to what the group does when it meets and the various details necessary to facilitate the meeting? Each of these factors is best answered based on your particular context. Some koinonia start with all the aspect of the format already decided other must make these decisions for themselves. **Here is some common format questions you must resolve.**



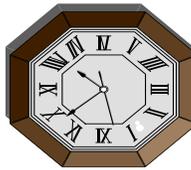
#### **When Do You Meet?**

If the day and time of your meetings are open, you have a wide set of alternatives from which to select. The best day and time are those that assure maximum participation.



#### **Where Do You Meet?**

The ideal location for your koinonia is in a home; it can be the servant leader's home or that of one of the other members. You could rotate among all the members' home if that is possible.



#### **How Long Do You Meet?**

Determine the amount of time to be budgeted for each meeting. Usually the meeting can start in the evening at 8:00-10:00. Remember to be considerate with other members to have to get home at the said schedule.



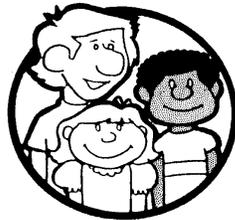
#### **What do you do when you meet?**

Each koinonia needs to be part of the over-all philosophy of the church that includes different activities or programs designed to contribute to the various dimensions of ministry.

There is four-fold element that is important in every meeting of a koinonia: nurture, worship, fellowship and mission or evangelism. As you decide what to do when you meet, keep in mind that the general goals that was discussed in the first few parts of this manual. One or more of the following activities may be appropriate for your koinonia meetings:

- Bible study (by book or topic)
- Discussion (topic, sermon, issues)
- Workshops
- Prayer
- Sharing of personal joys, prayers requests, needs etc...
- Worship (Singing hymns or choruses)
- Meditation
- Evangelistic Bible study
- Casual fun
- Outdoor activities
- Couples Ministry
- Defined task (visitation, joint fellowship, leadership meeting)
- Kids night out

More alternatives and many combinations are possible, only your imagination limits you.



#### **What are you going to do with the children?**

If you have meetings in the home that has a large separate room, one member of the koinonia should care for the children on a rotating basis. If it is workable, assign a childcare from other koinonia who is not having a meeting to help you with the children. The ministry to children will be discussed thoroughly later on.

### **Koinonia Task and Practical Guidelines**

There are five most common tasks that a servant leader must know how to lead. We will briefly examine each one of them.

#### ➤ **Worship**



Worship is a vital part of every koinonia. It helps set the tone for the meeting by assisting members to clear their mind of the daily grind and instead focus on God. Worship may serve as the focal activity for the entire meeting, though most groups worship during the opening five to ten minutes. Worship is capable of taking on different forms within the koinonia. It may include reading Scripture, meditation, singing, verbal praise, silence or even, written statements.

**The following are a few practical guidelines to assist you in leading worship.**

**Plan-** Be sure to carefully plan the worship activities.

**Model-** Your genuine worshipful attitude and practices must be contagious.

**Enlist-** There may be one or two members of your koinonia who would like to plan and lead worship. Give them the opportunity to serve.

**Creative-** Worship may take more than one form. Avoid doing one thing, such as singing, every time you approach worship.

**Content-** Members may want to study the biblical idea and practice of worship. Make sure you practice what you study.

➤ **Discussion**



Discussion is the procedural glue that holds most groups together. It is the primary method by which we exchange ideas, opinions, and feelings. It serves as a path for making group discussions and facilitating interpersonal sharing. Consequently, leading a discussion is one of the most important skills a koinonia servant/leader must cultivate.

Given are some critical roles for you to know and some roles to avoid:

Roles to cultivate:

- **As a catalyst-** you cause people to think individually and then interact with each other.
- **As a guide-** you keep the discussion on track while facilitating participation.
- **As a clarifier-** your task is to clarify questions and comments so that each person has the maximum opportunity to understand and apply what is being said.
- **As an affirmer-** you encourage others by recognizing the value in every person and each contribution.

Roles to avoid:

- **Abstain from becoming the answer person** with the tendency to answer every question or comment.
- **Refuse serving the last word**, the final authority or opinion on a point of discussion
- **Refrain from becoming the monopolizer**, the person who does all the taking.

Here some useful suggestions for leading discussions.

- **Plan ahead.** Write out your question before the discussion. Avoid asking question off the top of your head. Too often impromptu question lack focus and clarity.
- **Focus on your task.** When leading a discussion you must concentrate on your task: leading the discussion. It is easy to get caught up in the conversation and forget your leadership responsibilities.
- **Start slowly.** Begin with impersonal, non-threatening questions and work towards asking personal questions. A common error new discussion leaders make is to jump right and ask questions that the group koinonia members find highly threatening.
- **Silence is acceptable.** Don't get nervous if no one answers your question immediately. Give the members time to think. However, if everyone has a puzzled look on his or her face, you may need to restate the question or clarify your meaning.
- **Be sensitive.** There will be differences among your members. Not everyone is comfortable speaking up in a group situation. Do not force the issue; let him or her try next time.

- **Don't put people on the spot.** Avoid calling on people by name in the early stages of your koinonia. Balanced participation doesn't require compelling people to speak.

➤ **Sharing**



Sharing is a form of discussion that permits us to open our lives to another. It is an important part of in the life of a koinonia. It will help us out to reach out and touch lives through their participation. Sharing may take place at many different points within the koinonia. It can proceed prayer, be a part of discussion focusing on application issues, be prompted by life-related Bible study, or it can be a part of casual conversation before or after the meetings. It can in almost anywhere when you realize there are different levels of sharing.

As the servant leader, you will need to set the pace in assisting your koinonia members to feel comfortable with sharing.

Here are some tips to help you.

- **Set an example.** If you want your members to feel comfortable sharing, you must be willing to share first.
- **Be patient.** Don't expect everyone from the very start to share all details of his or her life. Allow his or her to start slowly.
- **Stress honesty.** Don't avoid true feelings, emotions and opinions.
- **Practice acceptance.** Avoid acting shocked when someone shares startling information. Instead, communicate acceptance.
- **Accept differences.** Different people have different levels when it comes to speaking in a group setting. Not everyone is a verbal, as you'd like.
- **Avoid pushing.** Some members are quite by nature. Forcing them to share isn't a good idea. Allow them to wait until they're ready.

➤ **Bible Study**



Bible study is the most common format in small groups, especially within evangelical churches. In fact, many people equate Bible study and small groups. While this is not necessarily true, Bible study in one of the best format options your koinonia can choose, although it is not the only one. You can find the specifics of various Bible study methods in other resources. Here are few basic suggestions you'll want to keep in mind in order to lead successful Bible study in your koinonia.

There are four basic steps:

- **Approach the Word.** The idea is to arouse the members' interest and curiosity to study the passage under consideration.
- **Explore the Word.** This involves discerning what the passage says – its context and content.
- **Discovering the Word.** Identify the meaning of the passage and its principals, fact, command, and promise is achieved in discovering the Word.
- **Applying the Word.** This is aimed at helping the koinonia members apply the biblical truth to their individual and corporate lives.

The ultimate goal of Bible study is application God wants us to act on the Word, not just to know its facts. While interpretation is important, it must not be viewed as the sole reason for studying God's Word. James 1:22 tell us to be "doers of the Word."

**Given is some TIPS on your Bible Study:**

- The best group Bible study is discussion, not lectures. Each member should have the opportunity to discuss and interact with other members.
- The good Bible study leader knows how to ask questions. Questions stimulate the members' desire to study the Word, facilitate the interpretation of the passage, and incite active application of biblical truths.
- Each member should have his or her own copies of the Bible. Sharing copies can work, but it puts limit to active participation.
- Provide Bible resources.
- Use Variety. Avoid the risk of boredom by using a variety of Bible study methods.
- Avoid "reading in circles" having each person in turn read one or more Scripture verses. Why? First people have the tendency not to listen of what's being read. Second, some adults may be embarrassed because of difficulty in reading. Instead, ask for volunteer to read the passage.
- Be realistic about how much you can discuss in one session. Be realistic about the time. You can have the option of not finishing the topic.
- Consider using a study guide provided to you by the church.
- Avoid giving them homework, unless everyone has agreed beforehand.
- Rotate leadership. Choose leaders to lead the Bible study. Avoid the "bunutun" system some members may not feel comfortable with their topics or they may not be prepared or matured enough to discuss the issue.
- Plan ahead and be prepared.

➤ **Prayer**



Just as it is in your own spiritual life, prayer is an essential activity for a healthy koinonia. Yet praying aloud in a group makes many people nervous. They fear sounding stupid, not knowing what to say, or making mistakes. This shouldn't be the case. As a leader, your task is to help your koinonia members have positive experiences in prayer.

They need to see that prayer within the koinonia is a unique privilege and responsibility, a joy rather than a trial. Be patient, some people take longer to be convinced. Prayer may take different routes in order to communicate the variety of thoughts you and your koinonia want to express.

**Scripture teaches us that there are at least five general focuses on prayer:**

- **Praise** for who and what God is (Hebrews 13:15).
- **Thanksgiving** for what God has done and is doing (Ephesians 5:20).
- **Confession** of our sins (Proverbs 28:13).
- Prayer for **others** (James 5:16).
- Prayer for **personal** needs (James 1:5).

Each listed above can serve as then focal point of the entire prayer session. At times you may wish to include them all. Some leaders feel that praise and thanksgiving must be included in every prayer. Regardless of the specifics, we are instructed to pray (1 Thessalonians 5:17).

**Here are some ideas for using prayer in your koinonia.**

- **Keep a prayer journal.** Record prayer items and keep track of God's answers.
- **Divide into smaller groups to pray for one another.** For example, if your members are twelve, subdivide into groups of three or four.
- **Have a prayer partner.** Pair off two-koinonia members can pledge to pray for each other on a daily basis.
- **Dedicate a whole meeting to prayer.** Study it, talk about it, and do it.
- **Encourage spontaneous prayer, rather than sequence.** Praying around the circle may sound like a good idea, and it may be if the people in your koinonia know each other well. But praying in turn can put undue pressure on people. No one should be forced to pray.
- **Use both silent and audible prayer.** At times you may want to ask people to pray silently to themselves, or use silent prayer as preliminary preparation to set the tone for audible group prayer.
- **Ask one or two members to volunteer to prepare ahead of time for leading the group in prayer.** Plan a five minutes presentation of each separate activity, writing prayers and then reading them out loud is a of the focuses of prayer mentioned previously.
- **Write prayers.** Whether in response to a passage being studied or as a meaningful experience for many koinonias.
- **Restrict the amount of time spent sharing prayer request before actually praying.** It is easy to spend so much time mentioning requests that there isn't enough time left to pray. Try praying for each item after it's shared. Another idea is to ask certain people to pray for certain specific request.
- **Try topical prayer.** As you begin to pray, name a specific issue, need, or person, allowing members to pray for each item before naming the next one. The prayer may be silent or aloud.
- **Pray spontaneously when a need arises.** Consider these two examples. During a time of sharing, an expressed concern may trigger prayer to lift that need up to God immediately. The glory of God that is revealed in a passage being studied might move you to stop and offer prayers of praise.

➤ **Outreach**



The koinonia is a place to reach out to people who do not know the saving grace of Christ. In other words, the koinonia as a witness point with unsaved people all around it. In the past, outreach or evangelism is done in the streets, with Christians giving tract in a busy and crowded shopping district, or even approach a stranger in the park.

There is nothing wrong with that. The result of this kind of evangelism is that effect will rarely be seen. However, evangelism in a koinonia setting is relational.

**The following are some tips in reaching out.**

- We must first develop relationship with unbelievers.
- We must be completely genuine in knowing them as *people*, irrespective of whether they want to talk about God or not.
- We must be extremely natural in talking about God's goodness in their lives.
- Continue to share with them answered prayers and miracles in your life and then share the goodness of God in your life, they will surely want to find out what you have that they don't.
- Encourage every member in your koinonia to pray for specific unbelievers daily
- Provide service when they need one.

**How do we pray of an unbeliever?**

- Present the person by name to Jesus Christ as His purchased possession.
- Pray against the power of darkness that claim a hold on this person's life so that this person will have the freedom to choose to accept or reject Christ apart from Satan's interference or bondage.
- Pray that the Holy Spirit will draw this person towards Christ, convict him/her of sin, and reveal the truth of God's plan for salvation.
- Pray that God will bring circumstances, people, and events into this person's life in order to reveal his/her need for Christ.
- Pray that God will use you as an instrument to bring this person to Christ. Pray for the Holy Spirit to guide you in every word that you say and do.

➤ **Prayer walk**

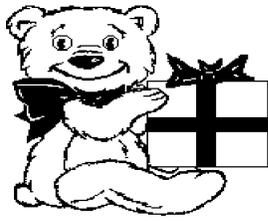


Prayer walk can be done anywhere, but it is recommended that you start off with your immediate neighborhood. It can be anytime of the day or night, whichever is suitable for the members. The goal of prayer walking is awareness. This will help the church to be part and be aware of the society that surrounds them. It will also make the koinonia be aware of the needs of the people in their neighborhood.

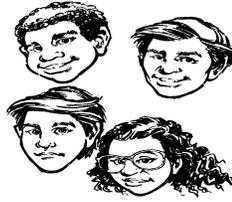
**How do we plan for a prayer walk?**

- Have a prayer plan/focus. Significant prayer points should be written out and given to each participants.
- Have a time frame for the walk
- Prayer walk should be consistent. Include as one of your koinonia activities.
- Then leader must be familiar with the route.
- Be aware of the environment or the kind of society around you.
- Identify the significant landmarks, places you want the participants to focus prayers on.
- Prepare a map of the route to be given to the participants.
- Have a briefing before the setting out.
- Divide the members into 2's or 3's. Do not move in a big group. It might look like protest or a rally.
- Keep record of what you have accomplished.

➤ **Others Activities in a Koinonia**



**Kahonania**



**Singles**



**Couples Ministry**



**Follow-up**



**Homemaker**



**Mission Pledge**



**Couple's Night**



**Akyat Tulong**



**Caroling**



**Inter-Zone Bowling**



**Man's Ministry**



**Retreat**

## Important Note:

The Purpose of the Koinonia is not the meeting but maturity. Our Koinonia no matter the size or grand its activities, it all should lead to growth. The presence of the Holy Spirit, the gathering of believers in the name of Jesus Christ and living, active Word of God combine to produce an amazing climate of growth. If occasion in your Koinonia is viewed as an opportunity for Christian formation, your group takes on new importance and structuring of the time together becomes a purposeful interaction. Koinonia meetings then become more than just finishing a project, spending time together, or even getting to know each other.

