

## MINISTRY OF ENCOURAGEMENT

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***Let us hold fast the confession of our hope without wavering, for he who promised is faithful. And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near. Hebrews 10:23-25***

- The Class Care Groups Director is responsible for keeping a good level of encouragement and ministry to all class members including the Class Lead Teacher and other class leaders.
  - They are responsible to the class:
    - To assign class members to Care Groups and make sure at all times this organization is current.
    - To organize ministry to class members in time of crisis: Meals, Hospital and home visits, and ministry to them and their family.
    - To contact Care Group Leaders each month to receive a written or verbal report on all class members assigned to their group.
    - They give a written report to the Class Lead Teacher each month on all class members and a report of who might need encouragement.
    - The Director receives the quarterly report form from Care Group Leaders. After noting needs, they should send one copy to the class teacher and one copy to the Associate Pastor/Minister of Education within two weeks of the end of the quarter. The quarters are defined as: September thru November, December thru February, March thru May, and June thru August. These quarters are the same as the Sunday School literature.
- The Care Leader contacts all assigned members at least seven (7) times each quarter. One contact needs to be a one-on-one conversation, either face to face or by phone, each quarter.
- The Care Group Leader report form is available in Word format on the Adult Sunday School website. It can be completed and then to be emailed to Class Lead Teacher, Class Care Groups Director, and Associate Pastor/Minister of Education at the end of each quarter..
- The class should break into care groups once a month to prayer for members of the care group. Reserve no more than ten minutes to do this. In large class you will not be able to circle chairs. You will have to cluster and stand in small groups. One or two groups may step into the hallway.
- Two to four times a year the class fellowship (up to four times a year) should be broken into care group fellowships. This will enhance their ministry to each other and provide class members with a “small group” experience. These will be easier to schedule than fellowships for large classes, because they will not need as large of a space. Out to eat at a restaurant and back to someone’s home for dessert works great.
- The Class Teacher immediately passes on to the Associate Pastor/Minister of Education and/or church office all emergency needs that come up with members and prospects.

**Quarterly Care Leader Report - Care Leader \_\_\_\_\_**

Name	Info About Family	LDA	Cont	Cont	Cont	Cont	Cont	Cont	Cont

**Type of Contacts (P) phone (C) Card (E) email (V) visit (W) Worship (O) other**

- 1. Request prayer request
- 2. Share prayer request
- 3. I/We miss you
- 4. Fellowship News
- 5. Pray for teacher or assistant teacher
- 6. New Bible study starts
- 7. Request prayer for care leader (yourself)
- 8. Written prayer note
- 9. Written I/We miss you
- 10. Written note about class fellowship
- 11. Pastors message or sermon series
- 12. Special church event
- 13. Special children's event
- 14. \_\_\_\_
- 15. \_\_\_\_