



Sharing Jesus at work

Leader's Guide



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FORUM

Leader's Guide: Sharing Jesus at Work

This guide is designed for use with a group license of Sharing Jesus at Work. It provides you with a suggested structure to run a group training event at your church or small group. This guide provides preparation guidelines, a running sheet for your event and suggested ways to maintain engagement with your participants.

Event Runsheet

This run sheet is for a morning training event with a 2.5 hour total runtime and 1.5 hours of training activities. You can modify the structure for a different time period and to include more or fewer sessions to suit your congregation. You could include more prayer time and have fewer sessions from the course for example.

TIME (am)	ACTIVITY	LEADER TIPS
8:45-9:00	Welcome and registration.	Provide a starter question: <i>"What do you wish our church knew about your colleagues?"</i>
9:00-9:10	Introduction and prayer	Share the "Big Idea" for sessions 1-3
9:10-9:25	Session 1 - Lesson & Video: How to own Jesus at Work	Hand out Lesson Plan 1
9:30-9:45	Session 2 - Lesson & Video: How to show rare love in the workplace	Hand out Lesson Plan 2
9:50-10:20	Workshop Activity 1: (circles)	See Workshop activity 1 details
10:00-10:20	Morning tea	
10:20-10:35	Session 3 - Lesson & Video: Exploring a worldview	Hand out Lesson Plan 3
10:40- 11:00	Q and A Panel (see tips below)	See workshop activity 2 details
11:00: 11:15	Encourage participants to complete the course and finish with prayer for your church's community.	Pray through the concerns which came up during the workshops.

Preparation

1) Select your date and time and location

If you wish to run the first three sessions of Sharing Jesus at Workyou will need 1.5 hours. Budget 2 hours total to leave time for morning tea and informal chatting before and after. Pick a time you know will appeal to people in your congregation, whether it's on a Friday night, Sunday afternoon or Saturday morning.

2) Set-up your space

You will need a wifi connection, a projector or tv screen that connects to your laptop/device. Pre-print the PDF lesson plans for your participants. Arrange your seating so that the videos can be seen by the whole large group, but can also break into small groups or pairs for application and prayer. Provide snack food and beverages for the morning/afternoon tea or supper break. Arrange your set-up and pack-up team to turn on the urn, buy the milk, provide the snacks and arrange it in a covid safe way.

3) Arrange a panel or Q and A speaker

If you want to have a Q and A at your event, you will need to pre-arrange this with your speaker or panel. Experienced speakers may not need much preparation, however others may need more notice and pre-prepared questions.

4) Assign Roles and Tasks

You will need to assign tasks to make sure your event runs smoothly, you may need teams of people if your group is very large or if you are catering meals.

1) Set-up and pack up

The person or team responsible for set-up will need to print the booklets and running sheet, arrange chairs, food and drink, provide QR sign-in codes, hand sanitizer for high touch areas and liaise with the technical helpers to make sure they have the correct equipment.

2) Technical help

Make sure someone at your event is able to work the projector or screen so that you can ensure that all participants can see and hear the content on the day. Ask them to test out the material ahead of time to get in front of any potential problems.

3) MC

An MC communicates how the day will run and keeps participants on track to make sure your event finishes on time.

Preparation Checklist

Event and Venue

Location:

Date:

Time:

Details prep

wifi connection
projector/ tv screen
connected to device
urn, cups, teaspoons,
milk(s)
Covid safe plan

Set-up/Pack-up team List

PDF lesson plans
snack food
beverages (tea, coffee &
milk)

Volunteers (for bigger events)

MC
Panel
Welcomers
Hospitality
Set up / pack up & covid
clean
Audio visual

Workshop Activity 1: Circles (30 mins)

This activity helps attendees to think strategically about the people in their lives, whether their family, work colleagues, neighbours or interest groups. The tight time frame means less time to think and more time to pray.

Time limit	Activity
5 mins	Group organising
7 mins	<i>Brainstorm</i> <ul style="list-style-type: none">• Write out names on post-it notes• Group names by context: work, uni, social• Asterix names if you have frequent contact
7 mins	<i>Discuss</i> <ul style="list-style-type: none">• What are the groups? Where?• Where are the asterisks? How can you show love to these people?• Any common themes to the people and where they are?
10 mins	Share Groups share their observations with the whole group

Workshop Activity 2: Q&A - 30 mins

- If you pre-arrange with City Bible Forum, you can request for the course presenter to attend your church by zoom to take part in your Q and A session at the end of your training event. Prepare for 30 mins questions
- Alternatively you can make a panel of your own from people at your church or neighbouring churches. Choose people with different perspectives to talk about sharing their faith at work to engage people in your congregation.
- Prepare some basic questions in advance in case people in the group are shy to begin asking questions.

Frequently Asked Questions

- *What if someone can't make the time I run my event?*

We know that things come up and some people might not be able to attend your event. A group license includes registration for each attendee so they will be able to catch-up in their own time. If you run multiple sessions, attendees can catch-up before the next session at home.

- *Can we switch between an all-in gathering and small groups to deliver the course?*

Yes, given there are 9 sessions in the Share Jesus at Work course, you can divide them up as you like. A group license gives you the flexibility of running an all-in session or smaller group sessions to suit your congregation.

- *I'd like to organise a Q&A with the course presenter. How can I request this?*

To request a Q &A with Sam Chan, please email mark.leong@citybibleforum.org and jane.kim@citybibleforum.org and they will be able to see if Sam Chan is available.

- *I have an IT issue with registering. Who do I contact?*

Please email course-support@citybibleforum.org for any issues with registering or signing into the course and we will resolve your issue ASAP.



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