

如何帶領 小組/團契討論

劉振鎰 - 程子信

宣道會 錫安堂
事工訓練工作坊
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www.zioncma.ca

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事工訓練工作坊

鍛煉你事奉的技巧，運用你的恩賜，
為了更有效地服事你的群體。

「事工訓練工作坊」
讓參加者學習基本以及
深入事奉的態度、技巧、和方法，
建立你事奉的基礎。

2

如何帶領小組/團契討論

本課程會幫助你學習一些
帶領任何小組討論的基本技巧和方法，
如如何發問，促進討論，環境安排等。

適合查經組長，關顧組長，團契職員和
任何小組的參與者而設。

3

「小組研經」的原則

- 小組 – 不是組長唱獨腳戲
而是引導小組一同發掘
- 研經 – 不是自由發揮
而是「經文是怎樣說？」

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所以... 組長 要常常問

- 小組 – **What do you think?**
大家如何看?
- 研經 – **Which verse?**
那一節聖經說?

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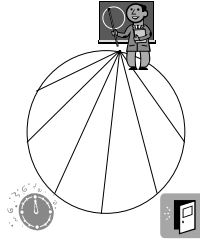
小組動力 Group Dynamics

- Each group has its unique dynamics
- Group leader:
Stimulate maximum participation
- Most important:
Confidence + Attitude

6

環境安排 Physical Set Up

- Keep the group small
- Proper seating
- Eliminate distraction
- Group properly supplied (Bible, hand-outs...)



7

好開始 Getting Started

- Know each other
- Opening prayer
- State ground rule
- If you're insufficiently prepared: don't say it

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問得好

Good Questions

- 合適的程度
At right level
- 精簡、易明白
Clear, short, easy to grasp
- 引發經文查考
Stimulates text search
- 引發思索、取決
Stimulates thinking and decision
- 有合理答案 Has valid answer
- 好線路 Good flow

問得不好

Bad Questions

- 虐待組員智慧
Intellectually abusive
- 沒有背景
No background
- 複雜模糊
Complicated or vague
- 不相關 Irrelevant
- 總結提問 Closed-ended

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『應用』題 Application Questions

- 著意內心反思
Focus on personal soul-searching rather than criticism of others
- 不要太虛擬 Avoid too hypothetical questions
- 不要無關痛癢 Avoid interest-not-at-stake
- 不要太突然 Avoid suddenly directing a question at an individual

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特殊問題

Special Nature Questions

- Trap questions 「捕捉」題
Points which may seem true if passage not carefully read, but are actually not true, or vice versa.
- Dilemma questions 「兩難」題
Points which may seem contradictory in the passage.
- Deliberate questions 「引發」題
No answer expected. Just to lead to an anticipation of what is to follow, or to sum up the direction of a discussion.

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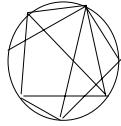
發問語氣 Asking Tones

Character	Examples	Answer	Value in Discussion
Rhetorical	Of course you all agree, don't you? I think we all agree, don't we?	N/A	Use with care As lead-on, to start a new topic
Closed	Do you agree? Do you think so?	Yes or No	further thinking Why? How?
Limiting	Jesus has how many disciples? Is there one thing Paul has in mind in this chapter?	Straight Answer	Initial discovery For focusing Need follow-on q.
Open	What are some great truths in this chapter? Where? In what sense? How?	Brain-storming	Stimulate discovery, May need guiding q. next.
Wide-open	What do others think? What do others find in the passage?	Any relevant thought	Inviting, Best after an 'open' q.

小組「問答」的動力 The Dynamics of Q&A

- **發問技巧**
Asking questions
- **處理回應**
Handling answers
- **各類處境**
Different situations

Be flexible!
Be sensitive to group dynamics!
Be responsive to the Spirit!



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Any Group Discussions

- **按部就班**
 - Bible Study: 查經八步
 - Application: Them, us, me, you
 - Brainstorming: situation, problem, target, alternatives, pros/cons, decision
- **Structure approach, guide the flow, control discussion, provide transition**
- **合宜總結**

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合宜總結 **Appropriate Summary**

- As appropriate throughout:
After each sections, minor & major
- Different formats:
 - By points: 1, 2, 3, ...
 - By time sequence
 - By logical sequence
 - By major opinions
 - By pros & cons
 - By agreement & conclusion

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**不斷努力、倚靠聖靈
不斷操練、提升技巧**

無限祝福！

..IACaseOfLeadingDiscussion

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非常重要：

● **未來三月、多領查經
找一知心、給你一點意見和批評！**

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Let's Embark ..我們啟程吧！

Please complete feedback form

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Group Dynamics¹

“You don’t have a team until everyone’s been heard.”
Attributed to Arturo Toscanani

1.0 GENERAL

- 1.1 Every group has dynamics. They are the forces of group interaction that hold the group together and determine the quality of its growth. How enjoyable and effective a Bible discussion is depend heavily on the proper handling of these dynamics. This section on group dynamics is derived mainly from common sense. It takes sensitivity to apply them. So, ask God for the needed sensitivity and use your common sense.
- 1.2 The aim of the group leader is to stimulate maximum participation, To achieve this, it is crucial to make everyone feel free to be his true self—free to disagree, to admit confusion or lack of understanding, and to ask related questions and not made to feel stupid. A mutual trust has to be developed.
- 1.3 The confidence and attitudes of the group leader are important.
 1. Confidence comes from preparation, a good grasp of the study passage. It frees your attention to focus on the condition, difficulties and needs of the group members. It will increase with experience and a proper understanding of your role (you are not to answer all questions.)
 2. Attitudes that promotes the dynamics of the group are:
 - a. Expect God to teach you more than you have ever learned before.
 - b. Be positive to your group members. Treat them as intelligent grownups. This is a type of “self-fulfilling prophecy” that stimulates people to be the best they can be, because they are treated as the best.
 - c. Be open and appreciative to all their contributions.
 - d. You do not need to have final answers to all the questions. Rather, your job is to raise questions, supply needed background information, and moderate the discussion.
 - e. Be relax. A tense leader makes everyone feel uptight. Keep your sense of humour: be ready to laugh at yourself too.
 - f. Be sensitive to the condition, feelings and concerns of each member.
 - g. Be flexible. As you sense the needs of the members, adjust the discussion toward those needs. Do not blindly stick to the prepared questions.
 - h. Be excited! Look forward La enjoy this God—given privilege of meeting others over His Word! Let the Word of God warm up your heart! Let your interest in the passage become “contagious enthusiasm.”

2.0 PHYSICAL ARRANGEMENT

1. Keep the group small. The ideal size is 6 to 8 persons.
2. Make sure the time and place are convenient to all the members if possible.
3. Arrange the seating, so that each person can see all the others in the group.
4. Try to minimize distractions, such as from lighting, noise, ventilation. intrusion by others, etc.
5. See that everyone has a Bible. To avoid confusion it is desirable to use one common version.
The group leader should try to have several parallel versions in hand.

¹ Based on Bible Study Training Materials by Prosper Kan, Joe Kok and Terence Lau.

6. Use visual aids such as maps and charts generously.

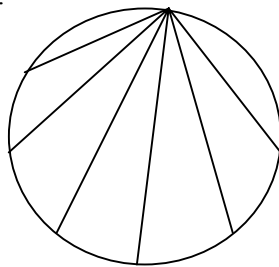
3.0 GETTING STARTED

1. Make sure everyone knows one another. Ask them to say something about themselves. Write down their names if necessary to help you remember them and address each by name.
2. If you ask someone to pray, make sure that he has enough experience to pray aloud.
3. State the ground rules and purpose in brief, especially for newcomers.
4. A good brief background information would provide a foundation for discussion. The direction of a discussion is guided largely by the background information provided.
5. To have the passage read, ask one who can read well to do it, or divide it among 2 or 3 persons if the passage is long. Never ask each person to read a verse in turn.
6. You may ask a question about the passage before the reading so that the members will be motivated to look closely at the text as they read. This promotes purposeful reading.
7. As they are reading the passage, pray for them in your heart.
8. A group leader should never leave the group once it has started. If materials have to be secured or extra chairs needed, he should request someone else to get them.
9. Never apologize for insufficient preparation (at least, never at the beginning of the study). Confess rather to God.

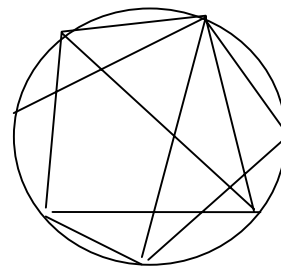
4.0 ASKING QUESTIONS

1. When asking questions, address the whole group. Ask one particular member only after they show great hesitation or for special reasons.
2. Call on the one who seems willing to say something. Then let others add on to it.
3. Encourage less talkative members by eye—contact and pausing, or by asking a question for opinion in an inoffensive way.
4. Gently restrain the too—talkative member by addressing questions to others by name. Direct your eye—contact away to others. Stress at the beginning of the study that everyone should have a fair opportunity to participate.
5. Ask those with little background about facts from the text until sufficient confidence is established for them to express their opinions and impressions freely.
6. Listen attentively and be observant of what each person says. If not clear, re-phrase and verify with them, “Is this what you mean?”
Try to use their statements for making smooth transitions in the discussion.
7. Be careful not to talk too much. You are not there to preach. Let the Holy Spirit be the teacher.
8. The traffic pattern of group contribution should not be only from, the leader to group members and then back to the leader.

Not good



Ideal



A group usually takes time to warm up. Initially, the pattern is often a question from the leader followed by an answer from a member. But as the discussion gets underway, group member~ should be speaking to the entire group or to each other without any input from the leader from time to time.

9. Resist the temptation of answering your own questions.

5.0 HANDLING DIFFERENT SITUATIONS

1. Do not panic when people are silent. Periods of silence do not always have to be filled immediately. Allow members time to think about the questions and the text, and digest what they are discovering.
2. If the group is in doubt, or remains silent, say, "I may not be clear enough." (Don't say, "You don't understand.") Restate the questions in different words, from another point of view. Use sub-questions.
3. Sometimes, break into subgroups of 2 to 3 people for a short time to discuss the issue or an aspect of it if the subject matter is too complex, and then reconvene.
4. Occasionally, use the "go around the group" approach and ask each person to state his or her position on the issue. Start with those who have not been speaking out too much. This is useful especially when there are dominant members in the group. It is also useful to achieve brainstorming, and for wrapping up the discussion.
5. If the group continues to show lack of response, it could be because the passage chosen is too difficult or is irrelevant to them, probably including the leader himself.
6. Always try to accept any contribution made. Be positive towards all contributions. Refer the points offered to the whole group by asking, "Does anyone have different views? Or is there anything to add to it?"
7. Even if the answer is satisfactory, still refer it to the whole group, by saying, "What do the others think?" It is sufficient if they express approval by their faces. You may then say something like, "So everyone agrees? Then let us move on to another question?" By so doing, the group becomes the final judge on the issue.
8. If the answer is inadequate, ask, "What other observations can you make?"
9. If the answer is clearly off-track, ask, "What verse are you referring to?" "Where do you find that in the passage?" "How is this related to our discussion at this point?" "You have a point that deserves a separate discussion."
10. If an answer is not clear, try to rephrase it and ask, "Is that what you mean?"
11. If a comment is incorrect, say, "Well, let's look at the question again." or ask, "In what cases would there be exceptions to this concept?" Be polite and do not contradict outright.
12. Tactfully challenge answers which come too easily and seem superficial. Insist on the use of modern day terms, by asking, "How would you explain that term or idea to someone who has little Christian background?" Look for fresh ways to see and describe old truths. Avoid cliches.
13. If you are asked a question, turn it into a question for the group.
14. Encourage discussion. When necessary, give a comment or ask questions for clarification. Do not interrupt a good discussion which proceeds without help.
13. in case of disagreement, ask for the exact causes of the differences, or ask, "How can we get around this objection?"

16. Correct people gently. Knowledge without love is not Christ—like. No one should be allowed to feel that he has failed. The key is: **Ask, Listen and Compliment.**

6.0 OTHER CONSIDERATIONS

1. Always stick to the passage.
2. Capitalize on controversy. Difference of opinion can stimulate interest and thinking of the members. But avoid vigorous debate that generates more heat than light. End controversies by summing up the differences.
3. Be flexible in using your material. Skip questions that do not fit into the progress of the discussion. Do not be subjective in trying to bring everyone to feel exactly as what you feel or expect.
4. Always over—prepare, without having to go through the entire material.
5. Watch the time. Make sure there is enough time for applications.
6. Make short summaries at the end of each stage of the discussion. For the final summary, either give it yourself or say at the beginning of the study, “We will be asking one of us to summarize the main points of our discussion at the end of the study.”
7. Allow time for prayer. Ask for prayers based on the passage and the applications.
8. As the group stays together for a number of times and the members get to know each other better, they become more relaxed and will be more at ease to take part in the discussion.
9. However, as a group grows to be more cohesive, there may be dangers of:
 - a. Less critical thinking. Each member would try to comply with the outlook of the group, to achieve a sense of unity. As a result, no one would use his full capacity to rock the boat by raising cutting questions or making radical moves.
 - b. A narrow perspective. They limit themselves only to the concerns of the group.
 - c. Excessive in—group mentality. They hold the attitude that others outside their group are inferior, and they as a group are free to deviate from the majority.
 - d. Subtle manipulation by group boss (es). The group members yield to the dominant member(s) who are seemingly more knowledgeable, to avoid being singled out as non-conformists, and to maintain peace within the group. “Unanimous” decisions made under pressure may not indicate true concurrence on the issues. This could be due to suppressed fear of rejection by the group, or the hidden feeling that objections would not change the inclination of the group. This could become a breeding ground for erroneous indoctrination.

To combat these dangers, the group should review regularly the purpose of the study, and sometimes introduce new varieties. The leader should encourage members to feel free to disagree or give critiques. It is healthy to regroup the members occasionally, and bring in new blood.