

workmatters[®]
STUDIES

FACILITATOR GUIDE

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“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”

- Colossians 3:23-24

Vision for Each Study

Our mission is to **help people discover God's purpose for their work**. Workmatters Studies are designed to be a very accessible and easy way to explore what that means to you through discussion with others. This document serves to address the common questions we hear from facilitators so that you can move forward with confidence, open to the leading of the Holy Spirit.

Our prayer is that each group that uses these studies is a safe place to share, explore, learn and grow as Christian leaders in the workplace so more people can be a light for Christ in more places.

Given that vision, each group has its own needs based on the people who participate. Please use this guide as a resource to support you in creating the most successful study you can for both you and those who participate with you.

Your work matters!

How to Launch

Workmatters wants to help you influence lives through our Workmatters Studies featuring leaders from the Bible! The basics below are designed to take you through the steps to create a successful study. We recommend that you begin with prayer followed by a simple, structured approach to ensure everyone has a good experience.

We are excited for you and your participants to be a part of our vision to equip leaders across the U.S. and around the globe to discover God's purpose for their work through Workmatters Studies!

For more information, go to workmatters.org or email us at info@workmatters.org.

Facilitators

- To prepare well, please read through this material carefully.
- We recommend that you **schedule a conference call** with a member of the Workmatters team. This can be a very brief “get to know each other” call or a longer Q&A call, depending on what you need. You can contact us to set up a time at info@workmatters.org.
- Our Workmatters Study model recommends **two facilitators** – one young professional (between 21 and 35 years of age) and one experienced professional (35+). This is ideal when possible, but not required.
- The benefits of this model include: the opportunity for **basic mentoring** between the two leaders; participants get **two different perspectives**; and the work of the facilitators is divided to **make it easier** for everyone.

Participants

- The ideal number of **participants is 10 to 15** (including the facilitators). Fewer can work, but consider that working people will miss sessions due to travel, other meetings and unforeseen demands. Either way, we never want to discourage facilitators from doing a study with fewer participants (Matthew 18:20).
- If you have more than 15 people interested, we recommend you consider splitting the group into two smaller groups, if possible. Of course, there are times when the group wants to stay together. Go for it! Just be intentional about making sure everyone has a chance to participate.
- **Men's and Women's groups:** We find that groups made up of all men or all women yield the best results. However, co-ed groups work as well.
- To manage your participant list, we recommend you use a **simple spreadsheet** to capture the names, email addresses and companies of your participants.

Who Do I Invite?

Company Studies

For those doing a study at your company, you'll want to determine if you need approval to do a study on company property during lunch or outside of regular working hours.

Once approved, here are some questions to ask up-front:

1. May I use my company email to invite people? If so, do I need to restrict the list to individuals I know, or can I send an email to a larger group?
2. May I place flyers around the office?
If so, what places are acceptable for posting?
3. May we invite people from other companies into our building, or does this need to be for employees only?
4. May I use the company name and my work title when referring to our group in emails and social media?

Whether you need approval or not, here are some important considerations:

- Respect company policies regarding mass emails and posted announcements.
- Invite people you know and work with. Don't limit yourself to people who you think will say yes. You may be surprised at who is interested in participating.
- Use your network. Ask those you know to extend the invitation to the people they work with.
- When people sign up to participate, ask them to invite their coworkers.

Open Studies - Business Community or Church

If you are doing an open study in your business community, here are some additional ideas for reaching new people.

- **Use social media.** Post an invitation to the study on Facebook, LinkedIn and Twitter.
- Ask people you know to **share the invitation** with their friends and coworkers.
- **Ask churches** in the area if they would be open to helping you spread the word.
- **Post an announcement on bulletin boards** in local coffee shops, grocery stores and other places that provide community bulletin boards.

Format

- Studies vary in length from **8 to 12 weeks**. They are designed for weekly meetings that last **60 minutes** each. If it is better for your participants' schedules, you can meet every other week. In this case, you'll want to consider ways to keep participants engaged between meetings so they keep coming back.
- The meetings are meant to be held at **lunchtime** or in the **morning** prior to the start of the workday so they do not interfere with working hours.
- We suggest that you consider asking participants if they would be interested in bringing in a sandwich tray and contributing to cover the costs. This would ensure an efficient and timely lunchtime meeting.
- If your group wants to stay together, we invite you to **check out our other Workmatters Studies**. You can visit our website or email us at info@workmatters.org for other recommendations.

Location/Time

- We highly recommend these studies be **held in the workplace**, if possible, since that is where the battle is fought.
- When using **company meeting space**, remember to reserve the conference room to ensure availability and make arrangements for outside participants to gain entry.
- If circumstances require that you meet elsewhere, go for it! There are typically many options for no-cost or low-cost meeting space including churches, restaurants, coffee shops, libraries, banks and book shops, depending on your area.

Cost

- Guides can be purchased through the Workmatters website. As a nonprofit organization, we work hard to establish a price that is fair and will offset our costs.
- **Workmatters is a 501(c)(3) nonprofit organization**. Donations beyond the purchase price help us reach more people across the country and the world so they can discover God's purpose for their work. All donations are deeply appreciated.

Managing Registrations

Our goal is to make it as easy for you as possible. If you want an easy way for people to register for your study that also allows you to manage your registrations, we recommend [EventBrite.com](https://www.eventbrite.com/). (https://www.eventbrite.com/) It's a free tool that allows you to create an event and keep track of your registrations.

You can create free and paid tickets. For these purposes, you'll create free tickets. Here are the steps for setting up an event on EventBrite. If you have additional questions, please contact us. We are happy to help!

Steps for Creating an Event

1. Name your event. We recommend Workmatters Study and the name of the study you're doing, e.g., Jesus: Love at Work.
2. Create a description for your event. See the section in this document under **Inviting People to Your Study** for a brief description of each study that you can use.
3. Create a **FREE TICKET**. Here are the suggested entries:
 - o **Ticket name:** Participant.
 - o **Quantity available:** Set a maximum you want in the study. We recommend no more than 15, but we'll leave that up to you.
 - o **Settings (gear image): This is important!** Enter a ticket sales start date and ticket sales end date.
 - o **Total Capacity:** Look for this in the bottom right corner of the ticket section and be sure it is set to the number you want as the maximum participants for your study, e.g., 15.
4. When you hit SAVE it will save a DRAFT. After you create your event, the option to MANAGE your event will appear on the menu bar.
5. To **make your event live**, click **MAKE YOUR EVENT LIVE**. If you make it public, people outside your circle can find your study as well.
6. Click on the **MANAGE** page to **copy the link** that you need to include in your email invitation, on a website or in social media.

The two other sections you will want to update are the **Order Form** and the **Order Confirmation**. You'll find these on the **MANAGE** page listed down the left side of the page.

1. The **Order Form** lets you specify what information you want to capture from each person registering. Click **Each Attendee** to specify the information each person should provide when registering. For example, you may want to require email address and phone number so you have a way to contact each person.
2. The **Order Confirmation** area allows you to customize what your participants see after they register.
3. **Customize Webpage** allows you to customize the message that appears after the person successfully registers. You'll want to keep this short.

As you do more studies, you can copy previous events to make it easy. However, **MAKE SURE YOU UPDATE THE TICKET SALES AND END DATES**. You'll do this by clicking on the small gear icon to the right of the ticket type.

Sample Order Confirmation

The text in this section will show up in a small confirmation window on the screen after the person registers successfully. You will want this text to be brief so it fits in the window. You can provide as much detail as you like in the confirmation email.

Thank you for registering for *Jesus: Love at Work*. This study starts on Wednesday, January 11, 2017 at 11:30 AM and goes for 10 weeks. Please be sure to purchase your guide at least two weeks before the study starts, if possible.

Sample Confirmation Email

Customize Email allows you to customize the email that is sent to each person after they register. You can provide as much detail here as you feel will be helpful. Please note the inclusion of the link that allows people to purchase the guide. You will want to include this to make it easy for people.

You are registered for the Workmatters Study, *Jesus: Love at Work*.

Please be sure to purchase your study guide here.

The cost of the study guide \$18. Shipping is additional.

This study starts Wednesday, January 11th from 11:30 AM to 12:30 PM. If you have questions, please contact youremail@gmail.com.

Thank you for choosing to participate in this Workmatters Study!

Your work matters!

**Be sure to copy the section from
 to
 AS IS.** The html code is necessary to make the link live.

Viewing Registrations

To see who has registered, click on **MANAGE**. You will see a list of people who have registered as you scroll down. You can also generate a report and download it in Excel.

1. Click **MANAGE**.
2. Look at the list of links on the left just below the middle of the page to find **Event Reports**. Click on this link.
3. You can specify a date range, determine which columns you want to view and even search for a specific name if you need to.
4. To download an Excel spreadsheet, click on **EXCEL**. You can then view the spreadsheet in your downloads to see who is registered.

Keep in mind that no one will be able to register after the date you set for **Ticket Sales End** or when the number of registrations exceeds the maximum you specified. These can be changed as long as the event is still live.

Inviting People to Your Study

To make it easy for you, we've created simple draft invitation copy you can use and personalize. Here are the key elements of an invitation:

- A description of the study. Be sure to emphasize that this is a leadership study that will help them improve in their work.
- The study start date and duration, location, day and time.
- The cost and the link to purchase the guide.
- How they can sign up - either by emailing you or through a registration tool like EventBrite. Include the link.
- Make sure people know how to reach you if they have questions.

If you are using EventBrite or some other online tool to collect registrations, **make sure people know that they have to click on TWO links.**

You will want to personalize your invitations. The following are sample email invitations tailored for each study.

Invitation | Jesus: Love at Work

Relationships are an important part of your success at work. But the challenges, demands and stress that are common to our work experience today can make it difficult to invest time in relationships. There seems to be little time or energy left to spend time with God.

We are starting a Workmatters Study, *Jesus: Love at Work*. This study is designed to equip you with practical biblical leadership principles that will help you discover God's purpose for your work while you identify ways to make deeper connections with others through the work you do. You'll also learn how you can honor and glorify God through your work each day.

You can use this link to purchase your guide:
<http://www.workmatters.org/studies-jesus/>

Cost: \$18 for the guide

Date: [DAY], [START DATE] for 10 weeks

Time: [START TIME] – [END TIME]

Location: [ADDRESS/ROOM], [CITY, STATE]

Questions? Send me an email and I'll get back to you as quickly as possible.

Invitation | Daniel: Integrity at Work

You spend half of your life at work. All of us want that time to matter, to make a difference. But work is hard. And how you approach workplace challenges determines your success as a leader. So where do you go for guidance?

We are starting a Workmatters Study, *Daniel: Integrity at Work*. This study is designed to equip you with practical biblical leadership principles that will help you discover God's purpose for your work. You will also learn ways to raise the bar on integrity in your work.

You can use this link to purchase your guide:
<http://www.workmatters.org/studies-daniel/>

Cost: \$18 for the guide

Date: [DAY], [START DATE] for 10 weeks

Time: [START TIME] – [END TIME]

Location: [ADDRESS/ROOM], [CITY, STATE]

Questions? Send me an email and I'll get back to you as quickly as possible.

Invitation | Nehemiah: Calling at Work

Work is more demanding than it's ever been. It's difficult to know how to manage the stress and where to go for guidance. Yet, your approach to today's marketplace challenges determines your success as a leader.

We are starting a Workmatters Study, *Nehemiah: Calling at Work*. This study is designed to equip you with practical biblical leadership principles that will help you discover God's purpose for your work. You'll learn how to recognize and answer God's calling in your work and overcome obstacles.

You can use this link to purchase your guide:
<http://www.workmatters.org/studies-nehemiah/>

Cost: \$18 for the guide

Date: [DAY], [START DATE] for 12 weeks

Time: [START TIME] – [END TIME]

Location: [ADDRESS/ROOM], [CITY, STATE]

Questions? Send me an email and I'll get back to you as quickly as possible.

Invitation | Esther: Influence at Work

Most of us want to know our work makes a difference, but navigating the day-to-day demands and challenges of work can leave us wondering if our work really matters at the end of the day. Where can you go for guidance?

We are starting a Workmatters Study, *Esther: Influence at Work*. This study is designed to equip you with practical biblical leadership principles that will help you discover God's purpose for your work. You'll learn how you can expand and increase your positive influence at work.

You can use this link to purchase your guide:
<http://www.workmatters.org/studies-esther/>

Cost: \$18 for the guide

Date: [DAY], [START DATE] for 8 weeks

Time: [START TIME] – [END TIME]

Location: [ADDRESS/ROOM], [CITY, STATE]

Questions? Send me an email and I'll get back to you as quickly as possible.

Welcome email | Sample

We recommend that you send a “Welcome” email when someone registers for your study to confirm their participation and make it easy for them to get their guide and join you. Here is an example for *Jesus: Love at Work*. You’ll want to adjust the copy based on the study you’re doing.

I am very excited that you will be joining us for the Workmatters Study, *Jesus: Love at Work*! I look forward to watching how God uses this study to help us all strengthen our Love Balance at work. I want to make sure you have everything you need.

Here are the details for our meetings:

Cost: \$18 for the guide

Date: [DAY], [START DATE] for 10 weeks

Time: [START TIME] – [END TIME]

Location: [ADDRESS/ROOM], [CITY, STATE]

Be sure to purchase your guide before we start using this link:
<http://www.workmatters.org/studies/>

You’ll want to read the first week’s content and complete the “Your Love Balance Sheet” exercise before we meet.

There’s still room so feel free to invite a friend or co-worker. Please reach out to me if you have any questions. I look forward to seeing you!

Find God’s Purpose and Meaning!

Once you’ve completed this simple process, **let God work through you**, this study and His Word to help each of you be a brighter light for Christ in the workplace!

Keep in mind, **support for a successful study does not stop there**. If you have questions or concerns, please contact us at info@workmatters.org.

We want to support your efforts in helping others discover God’s purpose for their work.

How to Lead

These studies are **written specifically for a workplace audience**. The overall goal is for participants to develop an understanding of the biblical leadership principles from the leader's life and apply those principles to their daily lives at work.

Each study guide is designed to be a discussion aid that's easy to follow. With that in mind, we've included little touches here and there to help either a seasoned or a less-than-seasoned small group facilitator move through the content smoothly.

While there are a few "strict" guidelines (confidentiality, respect for each person, a safe place to share and discuss, the Bible as the source of truth), we encourage you to adapt the study to your needs. These studies are not meant to be formal training, but rather informal and rich discussions that allow everyone in the group to grow as leaders of faith.

"Strict" Guidelines

Create a Safe Space

Participants in these studies should experience Christ's love through the group interaction. To accomplish this please:

- Ask that people maintain the **confidentiality** of the group. People should also respect the confidentiality of those they mention in their sharing who are outside of the group.
- Encourage everyone to **respect the different perspectives** of people of various denominations and different places in their faith journey.
- **Refrain from judgment** of any kind.

Respect God's Word as Truth

- We believe that **the Bible is the true and indisputable Word of God**. We have made our best effort to ensure these studies are biblically sound.
- If you or others struggle with any of the stories or verses, or you simply want to go deeper, here are a couple of tools we recommend:
 - Take the **context** into account. Read the whole story and consider who is involved as well as the intended audience for the writing.
 - Look at **different translations** (tools like YouVersion for mobile devices and BibleGateway.com make it easy to switch between different translations).
 - Use **study Bibles and commentaries** (the NIV Life Application Study Bible and The MacArthur Bible Commentary are both tools we would recommend).

Flexible Guidelines

Tips for Making Adjustments for Time

Not everyone gets a full hour-long break each day. If you can't do an hour a week, here are some ideas to make it work when you have less time.

- Meet for a shorter time period (30-45 minutes a week) and choose two or three questions you will discuss.
- If the number of weeks you meet is not an issue, take two weeks to go through each section of material.
- Meet every other week, and find a way to stay connected in the off weeks through email, phone calls or grabbing a quick cup of coffee with a couple of your participants.
- Pick a time that works best for your group. If a mid-morning break works best, or immediately after the work day ends, do that.

Tips for Using the Material

- People will read the verses, stories and content in the guide on their own. Pick and choose specific content you want to call out, but **do not read all of the material out loud**.
- Don't feel like you have to discuss every question.
- Do **encourage discussion**. This is where most people get the greatest value.
- Do stop at least a few minutes before the end of the hour to **talk about leadership principles**. You'll want to apply at least one in the days following so that you see immediate growth.
- If someone joins you at the last minute, provide them with the **sample PDF** which includes content for the first couple of weeks. You can either share it with them digitally or print it.

Facilitating a Study – Some Basics

If you're a first-time facilitator of this study, here are some helpful tips:

- **Know the material.** The success of the group depends partly, perhaps even largely, on how well the facilitators are prepared. Spend some time reading the background provided on the leader's story and read through all of the course materials (i.e., the Guide, and all scripture references). As you read them again, you'll gain new insights that will help you add richness to the sessions.

- **Beyond a history lesson.** These stories took place thousands of years ago, so some might see these as studies about historical figures. They're more than that. The leadership principles we glean from their examples apply powerfully to our modern work challenges.
- **Establish your goal from the beginning** to learn principles from the leaders that you can apply to your lives. Set up the context for the participants and come back to it as needed. Look for opportunities to draw the discussion back to modern examples and how the principles apply to the here-and-now.
- **Practice what you teach.** The homework can generally be completed in one hour a week. Participants are asked to read a few scriptures a week and write down answers to the questions. They should spend time in prayer, and you should as well. Doing so will allow you to guide the discussion, and contribute to lulls with observations from your experiences.
- **Pay attention to participants.** Listen and watch for signals that help you understand and connect with the participants. Their verbal and/or body language will help you know if someone needs help, if someone is dominating conversations, or if someone needs to be more engaged.
- **Stick to your time-frame.** The scriptures can go deep. These studies are designed to provide participants with a rich, meaningful experience. **You will not be able to discuss everything covered in each session in one hour.** So you'll want to identify the questions and points that you feel are most pertinent and impactful to your group. You'll also want to take direction from the Holy Spirit in prayer.

It's important to keep the discussions focused and on point. Chasing rabbits is an easy activity to hop into; sometimes it's good to chase one or two, but it's your job to keep the study running on schedule for each session. Ensure the participants stay on task so you can cover the material you select effectively within the allotted time.

- **Tie it back to work.** Know how to directly connect the content to the participants' related job field(s). This will help you better guide their learning experiences.
- **Include personal touches.** Use the concepts in the study to draw upon your own ideas and experiences as a form of testimonial. This will help you more personally relate to the participants and connect your ideas to their experiences.

Themes

- **Illustrations and Discussions.** Each week's material includes an illustration to enhance the discussion. It might center on a current/recent event, an article, or a story. Then the study moves into a discussion of that week's scriptures with questions intended to connect the principles to the participants' work and life experiences. Make a special note of those instances where one of the **Seven Pillars of Faith and Work** is included. Be sure participants note how that pillar is being lived out.
- **Leadership Principles.** Each session includes time to make a list of leadership principles gleaned from your discussion. **This is a central and critical element of the study!** A list of possible leadership principles for each week is included in the back of the guide for your reference. Share them if the participants don't come up with those listed. As you prepare each week, make sure to look ahead at these principles. They are targets for your discussions.

At the end of the study, you'll have a long list of leadership principles. We recommend that you condense this into **a one-page list that highlights the top 20 to 25 key principles the group identified**, then put that list together as a take-away for your group. You can obtain a Leadership Principles template on the Workmatters website: [Workmatters.org/studies](https://www.workmatters.org/studies).

- **Application Activity.** This is also **a central and critical element** of each study. This activity encourages participants to choose one leadership principle that applies to their own work and lives. Participants should **write out at least one action step** they will take to practice that leadership principle and improve in the study's pillar at work.
- **Accountability Partner.** Each week we recommend that participants find and meet with an accountability partner. This can be someone in the study with whom they form a good connection. The purpose is to share with one other person goals, insights, challenges and commitments from the study, and support each other in their efforts to grow. As facilitators, you should hold each other accountable and model this for others.
- **Additional Scriptures.** There are relevant Scriptures included here and there to take the discussion deeper as time allows. Be familiar with and meditate on these scriptures before each meeting so you are prepared with additional insights to share. For formatting purposes, there are meaningful scriptures included in between weeks as well.

Session Overview

Each session begins with a suggested format for prayer and a question to allow participants to share how they applied the previous week’s learning. The outline for the discussion is generally the same each week. Each session should last no more than one hour. Here are guidelines for how much time each section takes. Note, you really only have about 40 minutes for actual discussion.

	Section	Duration
1	Welcome/prayer	5 minutes
2	Discussion	40 minutes
3	Application - Leadership Principles	10 minutes
4	Session Close	5 minutes

You’ll ask participants to read the assigned scriptures and answer the questions before each meeting. Then you’ll lead a discussion during the meeting to enrich everyone’s understanding of the material and how it applies to their lives. There’s not much homework, but occasionally you might throw something extra at them to read or consider.

We’ve also included additional content to support you in your facilitation.

Facilitator Notes

As the facilitator, you will want to pay special attention to the grey text placed in the sidebar area. These facilitator notes provide you with helpful tips for facilitation.

Responses to Questions

Some questions have specific responses that the material is intended to draw out. Be aware that you can find those answers in two places:

- Side bar content, e.g. “Did you consider ...”.
- The paragraph following the question.

Participant Preparation

Participants are asked to pray for God to open their hearts and minds to His will and His message.

- **Before attending the Week 1** session, participants should read through the material in Week 1, if possible.
- For those studies that have a short exercise to complete in Week 1, **participants should complete the exercise before the first meeting.**
- Strongly encourage participants to **complete the activities each week.** It is a small investment of time and they’ll get much more out of the study if

they come to the meetings prepared.

- Also **encourage them to attend each meeting**, even if they were unable to complete the reading and activities.

Facilitator Preparation

Here are things you can do to ensure everyone gets the most out of this study.

Before starting the study:

- Pray for wisdom, insight and understanding.

Before each week's meeting:

- Read the material with its corresponding scriptures and answer the questions. Make notes of anything that stands out to you along with insights you gain.
- Read the recommended additional scriptures.
- Review the examples and look for marketplace examples in the news or in your own personal experience as you can.

Before/after each meeting:

- Pray for God's guidance as you lead the study and pray for the participants.
- Reread the lesson and review your answers to the questions. Make a note of any new insights.
- Review the lesson with your co-facilitator and pray together for the meeting.
- Send out an email reminder to all participants on the study time and location at least two working days before your first meeting.
- Send a brief email after each session with:
 - Recap of the Leadership Principles.
 - The week's Preparation for Next Week's Study activities.
 - Brief highlights of scriptures or inspiration that may have been shared.
 - Any other important information.

To keep participant's engaged:

Building relationships outside of the study will motivate participants to stay committed to attending. We recommend each facilitator chooses a few people to connect with through a brief weekly email or phone call. When possible, schedule time to visit over coffee or lunch.

Materials

- Workmatters Study Guide for each facilitator and participant
- Bible
- Name tents
- Flip chart/whiteboard and markers (if possible)

Application Activities

Workmatters designed these studies with the goal to truly equip every participant to live their faith at work. To accomplish this, every study has a simple application activity designed to help you apply what you learn right away so you experience real-time growth related to the Pillar you are studying. Here is a brief explanation of the activities for each study.

Application Activity | Jesus: Love at Work

The **Love Balance Sheet** is designed to create awareness of areas in which participants have opportunities to grow in bringing love into their work. Make sure people understand that this is not a test. Nor do they have to share their results with anyone. The point is to help you to gain insight into where you can be more intentional about loving God and loving others through your work. Encourage participants to complete the **Love Balance Sheet** before they attend Week 1, if possible.

Each week, everyone should choose at least one of the leadership principles you gain from your discussion as a tool to support you in increasing your **Love Balance**. When you are intentional about your growth, you'll see some amazing results during the study that you don't want to miss.

Application Activity | Daniel: Integrity at Work

The **What's Your IQ?** assessment is designed to help people think more broadly about integrity than they might normally. Most people probably think they're doing pretty well on the integrity front. But the truth is that if you're human, you most likely have areas in which you could boost your integrity. Encourage participants to complete the **What's Your IQ?** assessment before they attend Week 1, if possible.

Each week, everyone should choose at least one of the leadership principles you gain from your discussion as a tool to support you in **Boosting Your IQ**. Participants should write out at least one action step they will take to practice that leadership principle and improve their integrity in their work and lives.

Application Activity | Nehemiah: Calling at Work

In this study, the exercise is **“What’s Your Calling?”** This is an opportunity for participants to draw closer to God through prayer. We’re asking them to pray about where God might use them. For some, this might result in a big assignment from God; it did for Nehemiah. For others, the big assignment might be a year or more in the future, and the current assignment might be serving in a supporting role in someone else’s project. It could also be a very personal project (repairing a relationship, for instance).

Each week there is a follow-up discussion. Be diligent in discussing it each week as it has proven to be an impactful and memorable exercise for participants. It will look different for each person, including you. So keep that in mind as you lead the discussions about it.

Application Activity | Esther: Influence at Work

The **Who Do You Influence?** exercise is designed to increase awareness of the people around us each day who are watching us - not spying, but who observe our behavior, hear what we say, or perhaps read what we write in emails. Most of us don’t typically think about who is “listening,” so this should help participants become more conscious of those around them. Encourage participants to complete the **Who Do You Influence?** exercise before they attend Week 1, if possible.

Each week, everyone should choose at least one of the leadership principles you gain from your discussion as a tool to support you in **Increasing Your influence**. This exercise encourages participants to write down their insights regarding their own work and lives. Participants should write out specific insights the Holy Spirit illuminates during the study along with action steps they will take to increase their influence in their work and lives.

How to Serve

Do you want to provide participants with a powerful way to put the leadership principles they learn throughout the study into practice? There is no better way than to **serve the needs of others** in your local community. For some, it may be serving through Workmatters and further pursuing the mission to help others discover God's purpose for their work. That could include:

- **Facilitating a new study.**
- Mentoring the next generation.
- Volunteering to serve.

Ideas for service projects are provided on the Workmatters website under Servant Leadership.

After praying, if you would like to pursue serving others through Workmatters, please email us at info@workmatters.org. Or, if you feel led to pursue the service activity, please see below for details.

Service Activity

Objective: To practice servant leadership, apply the biblical leadership principles discussed in the study and address a very real need in your local community.

Where to Serve: Each Workmatters Study group can discuss and decide who they would like to serve and how they want to serve. The group should then organize a plan of execution for serving.

Timing: Ideally, you'll want to start planning for this opportunity while you are meeting and select a date to serve together while the study is still meeting or shortly after the study ends so the idea is still fresh in people's minds.

Who Serves: Consider opportunities in which you can include participants' co-workers and family members.

Ideas: Visit the Workmatters Servant Leadership webpage for ideas and examples of ways to serve that provide the opportunity to put the leadership principles in this study to work.

Facilitator Power Tips

This section provides additional tips that will help you and your participants gain the maximum benefit from the study.

Simple Steps

Here are some simple steps you can take that can make a big difference as you prepare to launch your Workmatters Study:

- **Schedule time to talk with your co-facilitator each week.** Meet in person or over the phone a day or so before your study meets. This is a great time to talk about the lesson and how you want to approach that week's study. It's also a great time to support each other as accountability partners in achieving what you personally want to get out of the study.
- **Pray for protection over your schedules.** There's so much that can get in the way of your study time for you and your participants. Praying opens the door for God to protect your time together.
- **Review participants' expectations from time to time.** Refer back to what you wrote down when participants shared what they want to get out of the study in the first session. You may notice opportunities to support them in those areas from week to week.
- **Be sure to tie the points back to work.** The more relevant the leadership principles are, the more they will stick.
- **Make time for the Life Application section every week.** This is an important part of each meeting. Don't skip this section. The Leadership Principles and review of the study activity are designed to make sure people are not just learning new knowledge, but also that they see results by applying what they learn.

Prepare to Finish Strong

Your study is scheduled and you've got your participants list. Before you start, it's a good time to think about how you and your participants can stay focused on completing the study so you all finish strong. These words of inspiration are paraphrased from a devotional that references "Keep Your Focus" by Jim Daly (jimdailyblog.com).

The victory doesn't always go to the most talented person. The ability to maintain focus on reaching the goal can make the difference between success and failure.

Golfing legend Arnold Palmer learned this the hard way in the 1961 Masters tournament. He led by one stroke going into the final hole. He was very close to winning but he got distracted and stopped to say hello to a friend. When he went to make his last shot, it was more challenging than he expected and he misplayed it. His loss of focus cost him the tournament. His comment upon reflection about what happened was, "I kind of forgot you have to finish."

"Nobody runs a race to get to the middle. It's finishing strong that counts. To do that, you have to keep your focus on the goal that God has placed before you."

Applying the Biblical Leadership Principles

One important key to a successful study is putting the biblical leadership principles into practice and seeing the results. Here are some ideas you can use to encourage participants to apply what they are learning so they see results and get the greatest impact from those biblical leadership principles.

- **Lead by example.** Pick one leadership principle you will apply each week. Then share with your participants how that principle impacted your work week.
- **Apply the principles.** Ask participants which principle most resonates with them. Ask them to share how they will apply it over the next week.
- **Hold each other accountable.** Make sure you and your co-facilitator are holding each other accountable by sharing specific actions you will take and when you will take them. Ask each other how you did and support one another through obstacles. Encourage participants to do the same with their accountability partners.
- **Be an observer.** Suggest that participants observe how these leadership principles are being used effectively in their workplaces. Emphasize that this exercise is not about judging anyone – we are all learning. It's more about noticing the results that are produced when those leadership principles are employed versus when they're not.

Application Activity

Each participant will gain the maximum value from the study through his/her own experience of applying the leadership principles to their work. Be sure to share your struggles, insights and successes and encourage participants to do the same. Personal experience is a powerful key to growth because it allows you to see the difference the principles can make for yourself.

- Ask participants to share **one leadership principle they will apply** over the next week.
- Encourage participants to share at least **one action step they'll take** to see that insight make a difference in how they live out their faith at work.
- Then ask them to share **how it went for them** the following week.

No one is going to have success every week, but with this kind of intentionality, you'll all have more success and experience more of God's best for your work and your lives.

Service Activity

Finding creative ways to apply what you learn in the study is a great way to amp up the value of the time you invest. One powerful way to apply what you learn is to serve together in the community. There are a couple of reasons for this.

- Effective leaders serve others.
- When you serve, not only are you a blessing to others, but you are blessed.
- Serving gives you an opportunity to put others first.
- Serving is often a great way to stretch out of your comfort zone.
- Serving provides perspective on your own challenges.

There are many ways to serve – raising money, donating items or volunteering your time. You can choose something that works best for your group. Visit our **Servant Leadership** page for examples of organizations where you can serve.

Samaritan's Feet is one organization that provides opportunities all over the country and the world. You can get involved by hosting or volunteering for an event, or you can raise funds for shoes. You can learn more about **Samaritan's Feet** at samaritansfeet.org.

Talk to your group about it and see what they think. If your group does do something, please take pictures and share your experience with us!

Does My Work Really Matter to God?

We pray that as you go through your study, participants gain a deeper understanding of the ways God wants to be involved in every area of their lives, including work. However, our culture can quickly pull us back into old beliefs that God is in church and our prayer lives, but work is really up to us.

Each study is designed to help break down the walls many of us have built around our faith so that we turn to God and include Him in our work. Whether you have participants who are still on the fence or you want to share encouragement with those who get it, here are a couple of resources you can share with your participants to help them make that shift completely.

Your Work Matters to God Blog Posts

These posts can be found at workmatters.org/blog.

- [Does My Work Really Matter to God](#)
- [Does Your Work Matter to God: How to Find Calling in the Workplace](#)
- [Workplace Scripture](#)
- [10 Must Memorize Workplace Scriptures for Young Professionals](#)

When we turn to God first in our work, we inevitably see the abundant fruit that comes as we acknowledge God as the provider of favor, resources, solutions, victory, creativity and every blessing, and allow Him to direct our paths.

Godspeed!



Future Facilitators

Here is a brief sample of some of the impact we've heard from these studies:

- One participant noticed God working in her situation for the first time! And she realized He had been there working all along.
- One group experienced praying together as a group for the first time.
- This is the first Bible study some participants have ever done.
- Others realized that, while we often feel we need to move quickly, it is important to wait on God in some situations.
- Participants saw that there is a need for their diverse gifts and realized we are all here for a purpose. This gave greater meaning to their work.
- A young professional thought humility was thinking less of himself and realized that it's actually thinking of himself less. He found new freedom to share his talents boldly while being humble at the same time.

As a facilitator, **YOU help to make this impact possible!** We want that impact to be a continuous wave reaching more and more people, and that means we need more people like you.

Please be on the lookout for participants who could be strong facilitators for a future study. When you notice them, you can:

- Give them the **opportunity to facilitate** one of the meetings so they can get a feel for it.
- Let them know about **the potential you see in them** – it can make a huge difference.
- **Share Workmatters videos** where people who are interested can learn about the background of Workmatters, and hear straight from facilitators about their experiences so they can get a sense of what's involved.

Thank you for helping us reach more people to help them discover God's purpose for their work!

Staying Connected

You may need to take a break for a holiday or scheduling conflicts, or you may find that it's difficult to keep some of the people in your group connected to the study because of the demands of their work (or both). So what do you do when staying connected becomes challenging? Here are some lessons right from our biblical leaders ...

- 1. Pray.** The content of that prayer makes a big difference. Pray for people's schedules. Pray for direction from the Holy Spirit. And ask God what He wants to do in and through you and the group. He may surprise you.
- 2. Look at what you CAN do.** It's easy to get frustrated. But we don't have control over others. Consider what's important to your participants based on the expectations they shared and what you've learned and find a way to connect through that.
- 3. Communicate.** Email or call those who miss meetings to check in. Schedule time to meet participants for coffee and share some of the insights they may have missed from the study.
- 4. Encourage.** Share encouraging success stories or excerpts from a devotional that are relevant and reinforce the leadership principles in an additional email.
- 5. Let go and let God.** Sometimes we simply need to let go of having it look a certain way. If you started with 12 participants and only have seven or eight coming regularly, focus on who is there rather than who's missing. Be grateful for the ones who show up each week.

Accountability

Accountability is not something most of us embrace quickly. Even when we're open to it, we may not know exactly how to make the most of having an accountability partner. Yet, used well, it's a tool that can make a huge difference in our growth.

The Workmatters blog has some helpful ideas. I recommend you read and share this post, "[4 Ways Accountability Boosts Integrity](#)," with your group.

Then talk about ways you've made accountability work for you. Much like living our faith at work, sometimes all people need are a couple of tips on how to do it effectively.

One way to drive home the importance of accountability is to start each meeting by asking the group, "who has connected with your accountability partner this week?" An accountability partner can make all the difference between staying stuck in old patterns and experiencing huge growth from what you learn!

Celebration

As you approach the end of your study, you'll want to start planning the celebration for your last session. We recommend you start planning at least two weeks ahead. While it's best to keep it simple, think about how you can include a few personal touches to make the closing session memorable and put a ribbon on your time together.

Here are a few ideas for the discussion:

- Organize a list of the **top 20 to 25 Leadership principles** using the template for your study. To provide a high quality document worth framing, print it on heavy stock or glossy paper.
- Write down some of your **favorite moments, insights or stories** from your time together and share them.
- Review **the expectations participants shared** in the first week and be prepared to talk about how those expectations were met.

Here are some ideas for the celebration:

- Ask participants to bring a favorite food, or get a cake or special dessert for the occasion.
- Find simple ways to decorate the room.
- Add a little music to your time together.

Please take some pictures! We would love to post a few pictures of our studies, provided your participants are ok with it. Thank you!

Finishing Strong

As you approach the last session, keep in mind – this is not the end. We pray that it's a new beginning for all of you. As each of you integrate your faith into your work, not only will you experience greater peace in the midst of chaos, greater clarity as you seek solutions and victory out of the most difficult challenges, you each also share the light and love of Christ with others and inspire them to seek Him at work.

There are some key things you can offer so all of you can continue to grow from the time invested in this study:

- **Top 20-25 Leadership Principles.** Be sure to hand out a summary of the Leadership Principles for your study to your group. The templates for each study can be found on the Studies page of the Workmatters website.
- **Subscribe to the Workmatters blog.** Our team shares ideas and insights for your faith-and-work journey each week. Visit workmatters.org/blog.
- **Facilitate a future Workmatters Study.** Workmatters has multiple studies to choose from. We would love to support you and answer any questions you have about facilitating other studies.
- **Share your testimonial.** When people share what they got out of the study in writing or on video, it motivates others to participate in their own faith-and-work journey.
- **Take advantage of Workmatters Podcasts and Videos.** Workmatters has over 60 **podcasts** categorized by each of the **Seven Pillars of Faith and Work**. You can also check out videos of speakers from past events and more on the [Workmatters YouTube](#) channel.

Visit our website for more faith-and-work resources and updates.

