

WORKSHOPS ON BIBLICAL EXPOSITION

SMALL GROUP TEXT ASSIGNMENTS

A *Small Group* generally consists of eight participants assigned two texts each from a total of eight texts—in addition to a Small Group Leader who is not assigned texts. If there is an Apprentice Leader, that participant is one of the eight assigned to the group.

A Small Group *Session*, accordingly, is a 90-minute session.¹ During each session, the group will cover two texts—with two presenters for each text. There are a total of four sessions, each with two texts (and so, four presenters). How the texts are assigned is incredibly important. For the purposes of these guidelines, we will organize the texts and participants using a series of letters and numbers:

Text Set A: Text 1, Text 5
Text Set B: Text 2, Text 6
Text Set C: Text 3, Text 7
Text Set D: Text 4, Text 8

MAKING SMALL GROUP TEXT ASSIGNMENTS

You should begin by opening the *Text Assignments* tab of the shared *Workshop Registration Google Sheet* (created by the CST Representative—if you need help accessing it, please contact the CST Representative). It is important to use this online spreadsheet so that the CST Representative can monitor your progress in making the small group assignments. Then, you can begin by filling in names to specific Text Set assignments.

1. Begin by placing the names of the known Small Group Leaders in the appropriate places (at the top of each group—marked in gray as *Small Group Leader X*).
2. Then, place the Apprentice Leaders for each group (one per group—marked as *Apprentice* in the name field and in blue). The Apprentice Leaders should NOT all be given the same Text Set.
3. As participants register, you will begin to give them each a text set (by placing their name in place of *Participant X* in the name field). As you place the participants, you should:
 - As much as possible, group together participants who have similar roles at their churches (e.g., groups of senior pastors, lay leaders, or interns).
 - Put senior pastors and those with more preaching experience in the instructors' small groups.
 - If possible, assign the first text set to someone who has attended a previous Workshop.
 - Where possible, disperse participants from the same church or organization.

¹ Ideally, the first small group *session* is 105 minutes in order to give the leader extra time for introductions.

- Consider each person's years in ministry and years preaching to create peer groups as much as possible.
 - Diversify the text assignments as much as possible. For example, if you have six groups of seven people each (which leaves one empty space per group), make sure the empty space in each group is not from the same Text Set. This will be important if we get cancellations or new registrations.
4. **Once you are finished and BEFORE sending assignments to participants, please send a note to the CST Representative to check the Google Sheet. *All assignments for the Workshop participants must be approved by the CST Representative prior to sending out.***

ADDITIONAL INFORMATION FOR MAKING SMALL GROUP TEXT ASSIGNMENTS

Again, as you make these assignments, please keep in mind the following:

- There should never be more than one leader and never more than one apprentice leader in a group.
- If there are more Small Group Leaders or more Apprentice Leaders than needed for small groups, the extra Small Group Leaders and Apprentice Leaders should act as normal participants. They can be assigned at the end of the registration process to fill in the gaps. At this point, they will no longer be considered Small Group Leaders or Apprentice Leaders.
- If groups need to be added later, please consult the CST Representative.

ASSIGNING TEXTS FOR THE PRE-WORKSHOP

In most cases, the CST Representative will create the pre-Workshop schedule and Text Assignments for it. If you are giving input into that process, please note that we use the following guidelines:

- Instructors and pre-Workshop Leaders are NOT assigned texts to present in the pre-Workshop.
- If the host pastor is only giving an exposition during the Workshop (and not acting as an Instructor), he can be assigned a text.
- Assign the first of the eight texts to the most experienced Small Group Leader.
- Every leader must be assigned a text.
- If there are not enough Small Group Leaders to cover all eight texts, assign the remaining texts to the Apprentice Leaders.
- If there are not enough Small Group Leaders and Apprentice Leaders to cover all eight texts, assign some of the Small Group Leaders (NOT Apprentice Leaders) two texts.
- If assigning texts to Apprentice Leaders, try to assign them texts that they are already assigned for the Workshop so they are not preparing extra texts.