

**PATRICE VAN DYKE**



***LEADER GUIDE***

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## ABOUT THE AUTHOR

Patrice Van Dyke is a blogger, author, and speaker whose heartfelt desire is for ordinary women to seek extraordinary lives in Jesus.

Along with her many years of church service, which included leadership roles in administration and Christian education, she has also conducted marriage seminars with her husband and led women's Bible studies.

Additionally, she worked for over 20 years in the human resources field, primarily in the predominately female environment of social services.

As a director of human resources, she resolved problems, provided guidance, and offered support to women with a variety of concerns and problems. This not only gave her an appreciation for women, but also an understanding of their needs, desires, and dreams.

Patrice made the difficult decision to take an early retirement to care for her aging parents. After their passing she felt God leading her to write, which had been her heart's desire since her teen years. She started a website and blog: *womenseekingchrist.com*, which led her to write *Twenty Ways to Jumpstart Your Prayer Life* and this study, *Fake News about Women*.

She lives in a small town in Pennsylvania with her husband Todd. They have three grown children from previous marriages and four of the cutest grandchildren God ever created.

## OVERVIEW OF THE STUDY

First, I want to thank you for giving up that precious commodity called time to lead a women's Bible study. I don't know if you are a newbie to leadership or if this is something you do on a regular basis, but it takes time and preparation, and my prayer is that God blesses your commitment.

I am excited to share *Fake News about Women* with you and your students. It has been a work from my heart during the last few years and is different from traditional studies.

We contemplate common attributes associated negatively with women, which include jealousy, manipulation, loyalty, and trust. We look at these characteristics through the lens of Proverbs and by exploring the lives of eight biblical women who displayed both the good and bad of these four traits.

Each chapter includes an assignment for students to read at home between meetings and a Bible study section called Digging Deeper to complete.

After reading 'Preparing for Your Group,' there are chapter-by-chapter instructions to help you navigate and lead this study.

These instructions are easier to understand if you follow along with the participant book as you read this guide.

## PREPARING FOR YOUR GROUP

**SIGN UP:** Of course, you need to form a group of women who want to attend this six-session study. Make the decision if you want to meet weekly, every other week, or monthly. I like meeting every other week to give the women time to complete and reflect on the home study portion.

You also need to decide the meeting day and time(s) along with time frames for opening, prayer, discussion, and meeting wrap up. My suggestion is to have a 1 ½ to a 2- hour meeting. You will probably need closer to 2 hours for the first and last meetings. Subsequent meetings will probably take less time.

### **First Meeting:**

Opening/Refreshments: 20-25 minutes  
Small group discussion: 15 minutes  
Small group quiz and discussion: 20-30 minutes  
Format Overview: 10 minutes  
Small group prayer time: 10-15 minutes  
Get to know you question: 10-15 minutes  
Closing prayer: 3-5 minutes

### **Subsequent Meetings:**

Opening/Refreshments: 15 minutes  
Prayer time in small groups: 15 minutes  
Discussion time in small groups: 45 – 60 minutes  
Meeting Wrap up including Get to know you Question: 15 minutes  
20 -25 minutes for last meeting

**MEETING VENUE:** How many women committed to the Bible study? Ten is the most you should have in a discussion group. So, if your group is larger, divide the women into small groups of ten or less for discussion segments. Therefore, you will need enough space for separate tables for each small group. This allows for more intimate and easy flowing discussions.

Arrange the meeting space so there is enough room for everyone to sit, hear, and take notes comfortably. The participant book has room to take notes, but you might want to have pens available for participants.

**FACILITATOR FOR EACH GROUP OF TEN OR LESS:** You will need a leader at each small group table. Select these leaders before the first group meeting and conduct a brief overview to explain their responsibilities.

I know that some entire groups will be ten or less and there will only be one leader, which is the reader of this book! So, when I refer to the small groups, small group leaders, the larger or entire groups, and main leader throughout this guide, just know you are managing all these roles. Obviously, ignore the instructions to go into the small groups and reconvene into large or entire group.

1. Each leader of a discussion group should be familiar with each lesson. It is their job to ask the selected discussion questions and guide the conversation.

However, if no one speaks up the leader should be prepared to answer the question. This helps the group conversation get started. Leaders should be transparent and honest in their answers to encourage others to do the same.

2. Leaders must keep their small groups on track and prevent some of the more talkative and outgoing women from dominating the discussion.

For some tips check out this [website](https://lifewayresearch.com/2019/02/12/8-ways-to-handle-the-talker-in-your-small-group/):

<https://lifewayresearch.com/2019/02/12/8-ways-to-handle-the-talker-in-your-small-group/>.

One caution: if you use the tip to call on individuals to draw them out, make sure there is an easy and acceptable way to decline to respond without embarrassment. Perhaps at the onset of the meeting tell the ladies to simply say pass, decline, or don't have answer to that question, etc.

Suggestion: The small group leader may want to ask a question of one of the more outgoing participants and tell her say "pass." This makes it easier for others to decline if they are uncomfortable at some point.

3. To help these leaders feel prepared and comfortable conduct a mini training. Lead a discussion as an example for them. Together read 'My Personal Story' which begins on page 10 in the participant book and do the discussion questions on pages 14 – 16. This is the discussion the leaders will facilitate themselves at the first meeting.

**BOOK DISTRIBUTION:** I prefer to pass out the books at the first meeting and complete the Welcome and Format information as a group. However, you may prefer to distribute the books prior to the first meeting with the following as a pre-assignment.

Read the Table of Contents, Welcome, and Preparation on Pages 3-8.

Then read My Personal Story on pages 9-13.

Skip over to pages 20-23 and read the format information.

This ends the pre-assignment. At the first meeting participants will begin with the discussion questions on page 14. Then the group will complete the remainder of chapter one. You can skip over the format, although I would do a quick overview.

**REFRESHMENTS:** If possible, contact participants before the first meeting and introduce yourself. Take a survey to see if the ladies want to have refreshments at their meetings and if they are willing to take a turn bringing the snacks. It is probably helpful if the leader provides the food at the first gathering. Provide a signup sheet during session one for the women to volunteer to bring refreshments on a given week.

**PRAYING:** Open every meeting with prayer. Each session (except Session/Chapter One) begins the meeting with a Prayer Request page. Ask for prayer needs and then open with prayer.

It is my opinion that you never ask anyone to pray out loud. I had a friend who attended a Christian meeting and was enjoying the discussion and fellowship. However, at the end of the meeting he was asked to close in prayer. He was so embarrassed he never returned to the group. So, don't scare people off.

**CONFIDENTIALITY:** Make sure that all the participants understand that this is a safe place. Depending on the group, especially if it is a new group, you might want to have everyone sign a confidentiality agreement. Just type up something simple or have everyone sign the sample form at the back of this guide on page 14.

Also, pass around a paper for the ladies at each table to share their name, telephone #, email, and address. Tell the women to share only what they are comfortable providing. The leader of each discussion group is responsible for providing a copy to each participant. This allows

members to communicate, follow up on prayer requests, send cards of encouragement, etc. It also provides you, as leader, a means of contacting the group with any schedule changes or pertinent information.

**FORMAT:** Read the format section in the participant workbook: pages 20-23, for a complete understanding of the structure of this study.



## CHAPTER ONE: FIRST MEETING

(As you read this information, follow along with Chapter 1 in the participant book")

1. After an opening prayer take care of some housekeeping items e.g., where the restroom(s) are located, meeting schedule, etc.
2. If you didn't contact the women prior to this meeting about snacks, take a vote to see if the women would like to have refreshments at each meeting. If you made snacks for the first meeting, this is probably a good time to allow everyone to grab some food.
- 3a. If you distributed the books prior to the first meeting, go straight to #4 below.
- 3b. If you did not distribute books prior to the first meeting, pass out the books now. You may or may not want to go over the Table of Contents found on pages 3 and 4. Definitely, read the Welcome on pages 5 and 6.

Continue by starting with Chapter One and read 'My Personal Story' to the entire group beginning on page 10. You can also take turns reading; however, use volunteers only – same reason as volunteers only for prayer.

4. Break into small groups of ten or less. This is a good time to pass out the confidentially form and contact information form. Make sure each small group leader is familiar with the forms so they can answer any questions the participants may have about the forms. If the group voted to have snacks, pass out the snack signup sheet at this time too.

The small group leader should move into discussion time, using the questions on pages 14-16.

5. Staying in the small groups, turn to the "Quiz Instructions" found on the page 17 and read the instructions together and then allow time for the women to take the "quiz" on page 18.

There are only two questions, which are multiple choice and there are no right or wrong answers. Make sure each small group leader has looked over the quiz so they can answer questions or explain instructions.

6. When everyone completes the quiz turn to the “Quiz Discussion Questions” in the participant book on page 19. The leader should facilitate a discussion about the results of the quiz. Each leader should get the conversation started by sharing her results and why she chose her answers. The leader should also share how she feels about what her answers reveal.

7. Small group leaders move on to pages 20-23. Read the Format section or do an overview. If the books were distributed before the first meeting, and this was part of the pre-assignment, then this step can be skipped. However, leaders should ask if there are any questions about the content.

8. Now turn to page 24. The small group leader takes prayer requests. She then starts the prayer and allows time for anyone else who wants to pray. After the group has been given the chance to pray the leader can close prayer time. Yes, it is possible no one will pray except the leader and that is ok.

9. You may or may not want to reconvene into the larger group to ask the “Get to Know You Better” question. You can find the question on page 25 after “Prayer Requests.” It is a fun way to end the meeting. It also introduces the next study and helps members get to know each other better.

10. If you didn’t reconvene into the large group for the “Get to Know You Question,” do so now. Close the meeting in prayer. Send everyone off to complete the “Home Sweet Home Biblical Application” found at the beginning of Chapter 2. (pages 26-46)

## **Second Through Fifth Meetings**

### **Chapters 2 - 5**

(Follow along with Chapter 2 in the participant book to more easily understand the directions below)

1. Welcome everyone and, if you chose to have refreshments, have the ladies get their food. Then ask everyone to get into their groups of 10 or less.

2. Turn to “Prayer Request” page to begin each session on the pages listed below.

Chapter 2 Home Sweet Home – Prayer Request page 47

Chapter 3 Coming to the Rescue – Prayer Request page 78

Chapter 4 Actions Have Consequences – Prayer Request page 110

Chapter 5 Hard Choices – Prayer Request page 142

3. All leaders should have reviewed the meeting prayer requests from the last gathering. Start the prayer time by asking for updates on these requests.

Then move on to new requests, which can be logged on the “Prayer Requests” page. The leader begins the prayer and allows time for others to pray. After everyone who wants to pray is finished, the leader ends the prayer. If no one in the group prays that is ok. Encourage the participants to pray at home for one another.

4. After prayer each small group will begin the discussion section. You need to prepare for this part of the meeting by reading and completing the Biblical Application of each chapter before the meeting. Then review the discussion questions and select the ones you think best suits the dynamics of your group. Of course, if there is time use them all! Share which questions to use with the small group leaders.

The following pages in the participant book list the discussion questions for chapters 2 – 5.

Chapter 2 Home Sweet Home: Discussion Questions: 48-52

Chapter 3 Coming to the Rescue: Discussion Questions: 79-83

Chapter 4 Actions Have Consequences: Discussion Questions: 111-115

Chapter 5 Hard Choices: Discussion Questions: 143-148

5. Open the discussion with the first selected question. Allow time for participants to speak up. If no one volunteers the small group leader should be prepared with an answer or insight to share. That may help others speak up. Continue until all the chosen questions are discussed or time runs out.

It is important that all leaders have knowledgeable, biblical, and heartfelt answers to the questions she asks the group. It helps the group share their thoughts, become closer, and discover more about self and God.

7. Immediately following the discussion questions in each chapter you will find the “Get to Know You Question” in the participant's book.

You may or may not want to reconvene into the large group to ask this question. All the small group leaders should know how they want to answer this question to get the ball rolling.

This question is a fun way to end the meeting. It is a nonthreatening way of gaining insight into one another. There is only one question per meeting, and it relates to the subject of the upcoming study.

8. This ends the study session. If you have not already, reconvene into the large group and close in prayer. Remind everyone to do the next “Biblical Application” before the next gathering. It probably helps if you tell them the pages to read and complete. The page numbers are listed below.

The ladies' assignments are as follows.

To prepare for 3<sup>rd</sup> meeting (Chapter 3): Pages 54-77

To prepare for 4<sup>th</sup> meeting (Chapter 4): Pages 85-109

To prepare for 5<sup>th</sup> meeting (Chapter 5): Pages 117-141

To prepare for 6<sup>th</sup> and final meeting (Chapter 6): Pages 150-165

## **Chapter 6: ALMOST TO THE FINISH LINE**

(Follow along with Chapter 6 in the participant book to more easily understand the directions below)

### **THIS CHAPTER INCLUDES A WRAP UP**

1. There are no vignettes or reflections in this chapter. It begins with "Digging Deeper" section to complete between meetings #'s five and six.
2. Welcome everyone and, if applicable, have them get refreshments. Then everyone should convene into their small groups.
3. Turn to "Prayer Requests" page on page 166 in participant book.
4. As stated before all leaders should review prayer requests from the last gathering. Start the prayer time by asking for updates on these requests.

Then take new requests. The leader begins prayer and allows time for others to pray. After everyone who wants to pray is finished, the leader ends the prayer. If no one in the group prays that is ok. Encourage the participants to pray at home for one another.

5. After prayer, leaders facilitate this last discussion using the questions found on pages 167-169. No need to select questions. There are not that many, so you can use all of them.
6. Open the discussion with the first question for the study. Allow time for participants to speak up. If no one volunteers the leader should be prepared with an answer or insight to share. That may help others share their thoughts. Continue until all the questions have been asked.

It is important that the leader has knowledgeable, biblical, and heartfelt answers to all the questions she asks the group. It helps the group speak up, become closer, and discover more about self and God.

7. Get into your large groups again and read through "Wrap Up" and "Embracing Community" together on pages 170-172 in the participant workbook. Or, if you prefer, as large group (main) leader you can do an overview of the content in these sections.

It is important that you ask all the women to reflect on their relationship with Jesus. If they are unsure of what awaits them when they leave this earth, ask them to meet with you after this gathering to talk, or to set up a time to talk, in the next couple of days.

If you are unsure how to lead someone to receive Christ, use the guide found on pages 174-176 in the participant book.

8. After completing Embracing Community discuss if you want to plan another Bible study.

The ladies would have read about some *Reflective and Outreach Action Steps* when completing the assignment for this last meeting. Ask if any of the women are interested in participating in an outreach action step as a group. If so, tell them to stay after the meeting to discuss. The outreach suggestions can be found in the participant book on pages: 153,156,161,& 165.

9. Immediately following "Embracing Community" in the participant's book is the final "Get to know you" question. Stay in your large group for this final "Get to Know You Question." Then close in prayer.

10. Remind those who want to discuss salvation to see you after the meeting. Also, remind those who want to get together and do an "outreach" or plan another study to remain after the meeting to make arrangements.

Since you can't meet with women who have questions about salvation and the women who want to plan another study and/or participate in an outreach at the same time, you should draft a mature Christian prior to this last study to handle one of those tasks.

This is the end of the Leader Guide. I hope it was helpful. If you have questions or suggestions, please go to [womenseekingchrist.com](http://womenseekingchrist.com) and click on contact and send me an email. Also, if you want to use a confidentiality agreement, there is a sample on the next page. Feel free to copy.

PERHAPS WE WILL MEET SOME DAY, IF NOT IN THIS LIFE – SURELY IN THE NEXT!

## CONFIDENTIALITY AGREEMENT

This group is a safe place for everyone to share personal stories, struggles and victories. I promise to keep everything I see and hear strictly confidential.

This group is a place to be affirmed, and I promise to affirm the members no matter what some may have said or done in the past, knowing that God continues to transform everyone into the likeness of Jesus.

This group is a time to study the Bible and to grow spiritually. I will do my part to keep the discussion centered on the biblical truth of the text we are studying. I will try to participate and be transparent, but also allow time for others to speak and share their insights.

I will do my best to attend the meetings and complete the *Biblical Application* between meetings. However, it is understood that sometimes a busy schedule prevents the completion of the study. Therefore, I will not miss a meeting because I didn't have the time to do the assignment. We all understand that life happens and there is no judgment in this group.

This group is also a prayer group and I promise to pray for the others between our meetings, especially focusing on the prayer requests. I will not share prayer requests made by a group member unless I have their permission to do so.

Signed \_\_\_\_\_ Date \_\_\_\_\_