



Welcome!
START-UP GUIDE

For BBT Group Leaders

October 2015



Welcome to BBT!

Thank you for your interest in BBT — Biblical Business Training.®

I know that leading a Bible study can be a daunting task if you're trying to do it all on your own. That's why BBT is here! Everything, from the content of BBT lessons to the way our curriculum is delivered, is designed especially for busy, working professionals like you. We are focused on serving you, so that you can serve your small group.

Each BBT lesson helps your group learn to apply Biblical principles at work.

Biblically-based, theologically sound curriculum is designed to help your group understand with certainty how the Bible applies to what they do every day ... work.

Save time and focus on what really matters.

The unique BBT 1-2-3 format is easy to use and is delivered through the BBT Portal, an online app, which makes leading a Bible study even easier for you.

BBT will help you lead a thriving Bible study ... so that you can thrive, too!

BBT is here to help make leading a Bible study easier for you. We've helped hundreds of group leaders grow their small-group into a thriving Bible study for the Lord by focusing on the 3 C's — Curriculum, Coaching and building a Community ... and we're here to help you, too!

In this booklet you will find everything you need to know about BBT and how to get started using BBT material and resources.

Please contact me at BrianB@B-B-T.org if you have any questions. May our Lord and Savior Jesus Christ bless you and your group as you seek to grow in His Word!

In His service,

Brian Bredensteiner
BBT Coach

Welcome!
START-UP GUIDE
For Group Leaders

Table of Contents

Section 1: Understanding The Mission & Vision4
Section 2: Getting Your Group Up & Running7
Section 3: Curriculum17
Section 4: Coaching19
Section 5: Community20
Section 6: Resources22



Visit us at: www.B-B-T.org

1

Understanding The Mission & Vision

Faith For Work - Leadership For Life!



BBT is Biblical Business Training®

BBT supports small-group Bible study leaders by providing curriculum, coaching, and community. BBT helps leaders grow in their relationship with Christ and equips them to pour into the lives of others. BBT is a nonprofit 501(c)(3) organization which exists to help people develop their Christian “Faith for Work — Leadership for Life!”

Small groups who use BBT resources often refer to themselves as a “BBT.” BBT’s meet at work, near work (e.g., restaurants, coffee shops, etc.), or at local churches on a weekly, or biweekly basis.

The BBT Mission:

Helping People Apply Biblical Principles At Work

You spend 70% of your waking hours at work ... and sometimes more. Spending this much time at work can leave you feeling spiritually drained with little sense of purpose and joy. Many people report feeling a “disconnect” between their spiritual lives and their “life at work.”

BBT curriculum is designed to help you learn how to apply Biblical principles at work.

- » The Bible is the primary resource for each discussion.
- » Each lesson is focused on practical work topics.

BBT will help you begin to see your job in light of the Bible, as God meant it to be. BBT will not only influence your business ethics, it will help you find a sense of meaning and purpose in what you do. BBT will help you live a consistent, God-honoring life in today’s highly competitive and often stressful workplace.

God’s word is clear: “Whatever you do, work at it with all your heart, as working for the Lord.” (Colossians 3:23) Your work (no matter what you do) has eternal significance. It can be more than a sense of personal accomplishment or a source of income ... your work can be a place where you can make an eternal difference!

Simply, the BBT mission is “Faith for Work.”

The BBT Vision:

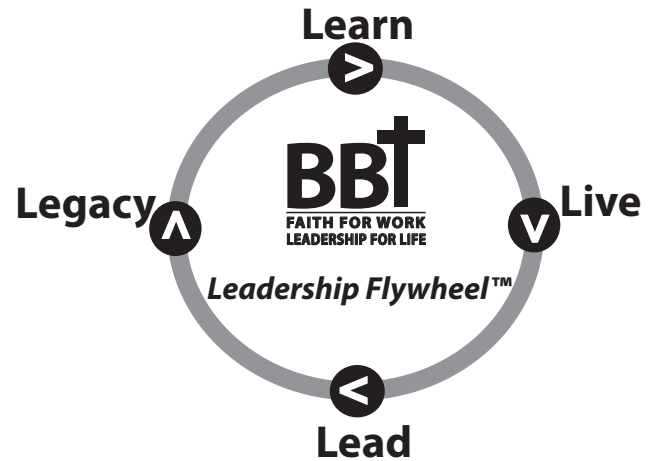
To see people grow in their relationship with Christ, and expand God's kingdom through their leadership.

The vision, summed up as “Leadership for Life,” is Biblical leadership development ... which is important to help Christian leaders grow and reach personal goals ... all with a Biblical perspective.

Christ-centered leadership development can help leaders lean on the power of the Holy Spirit and help them take the lead in every area of life – at home, at work, and everything in-between.

We believe that leaders who are growing in their relationship with Christ will lead thriving, Christ-centered small groups. We call this the Leadership Flywheel™.

As group leaders grow spiritually, they begin to live out their faith. They passionately serve their families, churches and communities, and they begin to invest in others' spiritual development through mentoring and discipleship ... leaving a legacy by developing and growing other leaders for Christ. (This is truly the Great Commission in action! – Matthew 28:18-20.)



You!

How do YOU fit into BBT's Mission & Vision?

No matter if you've been leading a small-group Bible study for a long time. ... if you're new to leading ... or if you've never led a Bible study before, and you are just feeling called to start one ... you know that it's a commitment that you can't take lightly. There's nothing quite like opening up God's Word and leading others through it. It is a rewarding process that can draw you closer to the Lord and bring others closer to Christ, as well.

Leading a small-group Bible study on your own, however, can be a daunting task. Let's face it, leading a Bible study isn't always easy. That's why BBT is here!

BBT is here to help YOU be the leader God is calling you to be.

Group Leaders (YOU!) are the primary vehicle for this ministry. You are on the front lines, leading others through the Word and helping them see that the Bible is applicable to every-day life. You are leaving a legacy for the Lord! We can help you every step of the way — so you never have to do it alone.

We want to help you lead a thriving small-group Bible study ... so that you can thrive, too!

BBT is Free.

Donations help keep it that way.

BBT is a 501(c)(3) nonprofit ministry ... in simple terms ... BBT is free, and donations keep it that way!

As an independent organization, classified as a public charity, BBT receives the majority of donations from the general public. Our hope is to serve people and bless them with resources to help them grow a thriving small-group Bible study. Therefore, we rely on the voluntary contributions of group leaders and participants (who feel blessed by this ministry) to support our efforts.



If you are looking for a guideline on typical giving, Group Leaders usually start at \$30 per month and participants start around \$15. [Click here to make a donation on our secure website.](#)

Have Other Questions?

We're here to help!

If you have more questions about how BBT is funded, or questions about BBT, in general, check out our [FAQ](#) page to see if we've already answered it. If you don't see the answer you are looking for, [email us!](#)

2

Getting Your Group Up & Running

Stepping Into The Mission

YOU are the primary vehicle for this ministry!

BBT is here to help make leading a small-group easier for you. Everything from the content of BBT lessons, to the way our curriculum is delivered, is designed especially for busy, working professionals.

BBT is right for you if you are ...

- A Jesus Christ Follower: I believe that Jesus Christ is the one and only Son of God who came to save us from sin (John 3:16-17), and that the Holy Bible is the Word of God revealing Jesus Christ and God's plan of redemption (2 Timothy 3:15-17).
- A Church Member: I belong to a local Christian church for worship, pastoral care and leadership, and a broad community of support (Hebrews 10:23-25).
- A Christ-centered Leader: I can affirmatively answer the following questions:
 1. Servant Leader: Do you aspire to serve others, the way Christ teaches in Mark 10:42-45?
 2. Enthusiastic Learner: Are you someone who takes the initiative to learn and grow, as Solomon describes in Proverbs 1:5?
 3. Relationship Focused: Do you enjoy being with people and showing them God's love, as Christ commands in John 13:34-35?
 4. Integrity Filled: Are you authentic and trustworthy in your words and actions, a true ambassador for Christ, as Paul describes in 2 Corinthians 5:16-21?



If you agree with everything you've read so far, and you're ready to get started, follow steps 1-5, which are detailed on the next few pages ... and you'll be up-and-running in no time!

NOTE - Your action items are highlighted in yellow!

Step 1:

Step 1 : Watch The Portal Overview Video & Submit Your BBT Application

First things first ... all of the BBT curriculum is delivered through the BBT Portal, which is an easy-to-use online app designed to make leading a Bible study even easier for you.

Before you login to the system, it's important that you understand the basic concept of the Portal and how you will be using it.

Step 1: Watch the [Overview Video](#) — a 5 1/2 minute video description of the Portal — and then fill out the [Application form](#). (If you don't want to watch the video, you may read through the guide below.)

The BBT Portal Overview (If you prefer, you may watch the video.)

The BBT portal brings together Curriculum, Coaching, Community and Contributions all into one place. This is designed to save you administrative time and energy, to allow you to focus on the things that really matter when leading a Bible study!

Your Portal is where you will find everything you need for your next meeting ... All of the details are on your home screen – along with a PDF of your next agenda and Group Leader Guide – or what we call the GLG. (Your participants will see this, too, they just won't have access to the GLG). You can click to download it to your computer or mobile device, print it off, or even sign into your portal during your BBT and open the PDF on your mobile device.

Know Your Home Screen

The screenshot shows the BBT Portal interface. At the top, there's a navigation bar with 'Back To Main BBT Web Site', 'GroupLeaderDemo (Group Leader)', and 'Logout'. Below this is a 'Link To Online Bible Passage Lookup' button. The main content area is titled 'Curriculum - My Next Meeting - Demo Group - Test 2'. It displays meeting details: Date: October 14, 2015, Time: 07:00 am to 08:00 am, and Location: 1010 Demonstration Group, Chesterfield, MO, 63017. There are buttons for 'Agenda', 'Group Leader Guide', and 'Invite A Friend to Check Out BBT'. Below this is a 'Community - Bulletin Board' section with two posts: 'Pray for my sister' and 'Pray for mom'. At the bottom, there's a 'Recaps From Previous Meetings' section with a post from the '1010 Demonstration Group, Chesterfield, MO, 63017' dated October 14, 2015. On the right side, there's a 'Contributions - Support BBT' section with 'Make An Impact With Monthly Giving' options: Participant Level (\$15/month), Group Leader Level (\$30/month), and Kingdom Level (\$45/month). A 'Donate Monthly' button is at the bottom right. On the left side, there's a sidebar with a user profile picture and a list of menu items: Portal, Profile Picture, Edit Profile, My Groups, My Meetings, Coaching - My Coach, Attendance & Schedule Meeting, Preview Lessons, Reports, Donation History, and Scheduled Donations.

Curriculum

You can find the agenda and meeting details for your next BBT meeting here.

Past Meeting Details

Your Coach

Click here to contact your BBT Coach

Attendance & Schedule Next Meeting

Preview Lessons
Look at any BBT agenda or GLG.

Recaps

Community
Click “Post New” to post a message to all of the participants in your group.

Contributions
Donate monthly or make a one time gift to BBT, and then keep track of your donations all in one place.

The home screen shows the recaps from your latest meetings ... with a link to view meeting details.

Your home screen also houses the community bulletin board – this is a great way to communicate to everyone in your group – you can use this for prayer requests or updates. Think of this as your virtual war room – private to your own BBT group.

It’s easy to post messages – simply click “Post New” and create a new topic. Click submit and your topic will be posted for everyone in your group to see and will show up on the home page of the Portal in the community section. You can always post a reply to a topic someone else created.

The Preview Curriculum tab is a feature which will allow you to look at all of the available BBT Curriculum and open up any specific lesson to view the Agenda or the Group Leader Guide.

The REPORTS tab is a feature which will allow you and your coach to monitor the health of your group. This is why it’s so important to take attendance ...By taking attendance in the system, the report feature will show you at a glance how participants are doing on the LEADERSHIP flywheel of learning, living, leading and leaving a legacy. You can access your group’s reports here.

Finally, the Portal also allows you to view all of your donations in one place. If you haven’t yet given to BBT, you can donate monthly or make a one-time gift ... and once you do make a donation, you can keep track of all of your Contributions and Scheduled Donations under these tabs. BBT is a nonprofit ministry. BBT is free and donations help keep it that way!

The Portal is Everything you need to be part of BBT – all in one convenient location.

Like what you see? Are you Ready to get started?

It’s up to you to take the next steps ...

- 1. Fill out the [Application Form](#) on our website.**
- 2. Once you hear from us, *respond to the email.***

Once we receive your email, we’ll initiate your log-in and password within 2 business days, and you’ll be ready for Step 2.

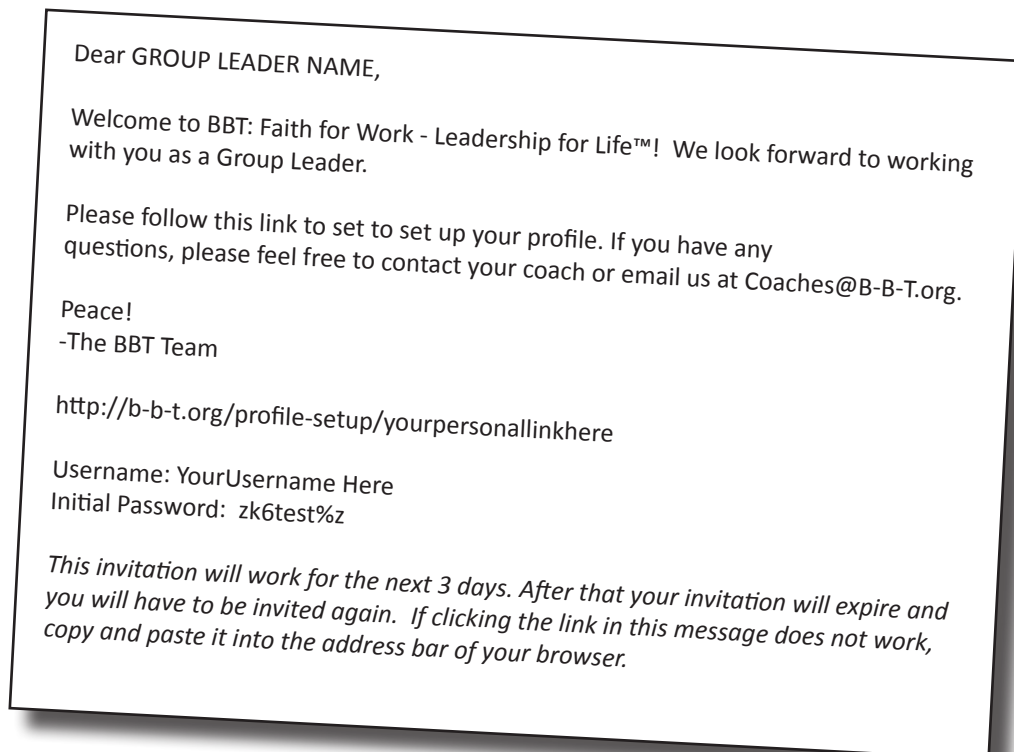
Step 2:

Step 2: Training & Registration

After we receive your application, we will send you a reply email asking you to confirm your information.

You must reply to this email in order to initiate your login and password.

Within two business days of receiving your confirmation email, your BBT coach will activate your group and will send you the training videos along with a registration email with your user name and login password (similar to the one below).



Step 2: Watch the short [Training Video](#) and then click on the link in the email to register your profile on the BBT Portal. (You may watch the video all at once, or you may watch the individual segments as you set up your Portal.)

If you don't want to watch the video, you may read through the instructions on the next few pages, which explain how to register and set up your Portal.

Watch the training video now or read the instructions on the following pages.

Instructions (If you prefer, you may watch the training video.)

1. You will receive an email with a link to the BBT registration page (see previous page for sample email.) Click on the link or copy and paste it into your browser. This is time-sensitive information, as your login will expire in 3 days.

2. Fill out all of your personal information on this registration page. (This information is never sold to third parties and is solely used for BBT communication. You may refer to our [privacy policy](#) for more information.)

3. Once you click submit on the registration page, you will be asked to agree to our terms and conditions (which you can read by clicking on the link.)

4. Add your profile picture. Click on “Profile Picture,” and follow the prompts to choose an image from your computer or mobile device ... and then click save.

5. Confirm your meeting details with your coach. First, check the day, time and location details at the top of your Portal. Are they correct, or is something wrong?

To send your coach a message, click on the “Coaching - My Coach” button. Click “Add New Topic.” Let your coach know if something is wrong and needs to be changed, or if everything is correct.

Either way, it's important to send your coach this message through the Portal, as it indicates that you passed your first milestone in setting up your Portal.

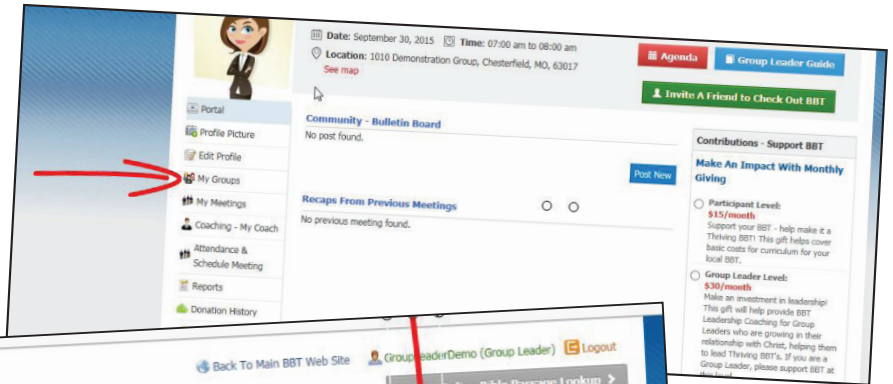
Once these details are correct, your Portal will be ready for Step 3: Inviting Your BBT Participants.

Step 3:

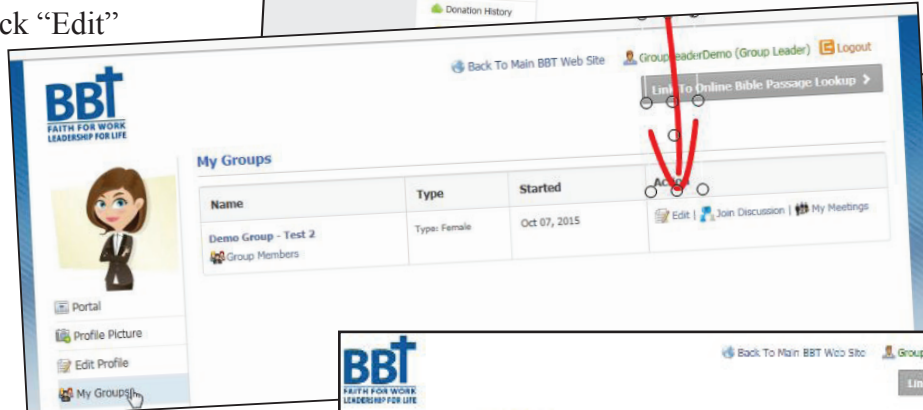
Step 3: Invite Your Participants

The next part of the training video explains how to invite participants to the Portal. Here are the step-by-step instructions that are also covered in the video.

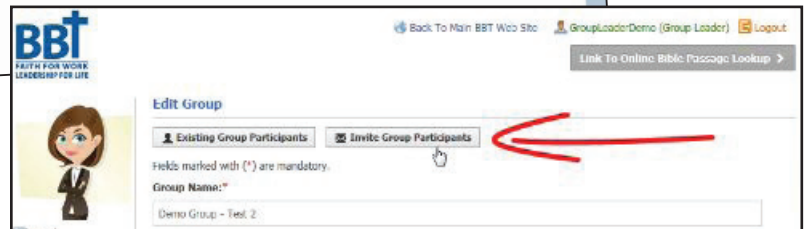
1. Click the “My Group” tab from your home page. (Here you will see the name of your group and other information about your group. If you lead more than one BBT – they will be listed here, as well.)



2. To add participants Click “Edit” (on the right side of the screen).



3. Click the Invite Group Participants button.



4. Enter each participant’s name and email address, one at a time. (See image below.)

- Leave “no reference” for “Invited By.”
- Check the box to “Create User.” (This is a must!)
- Once you click “Send Invitation,” this participant will receive an invitation to join the portal with a log-in and password. They will be able to download the agenda for the next meeting right from their own participant Portal. Note: participants will not have access to the Group Leader Guide (GLG). Continue until all participants are added to the system.

Once you have everyone in the system, you are all set for your first meeting!

Invite a User to join BBT

Name:

Email:

Invited By:

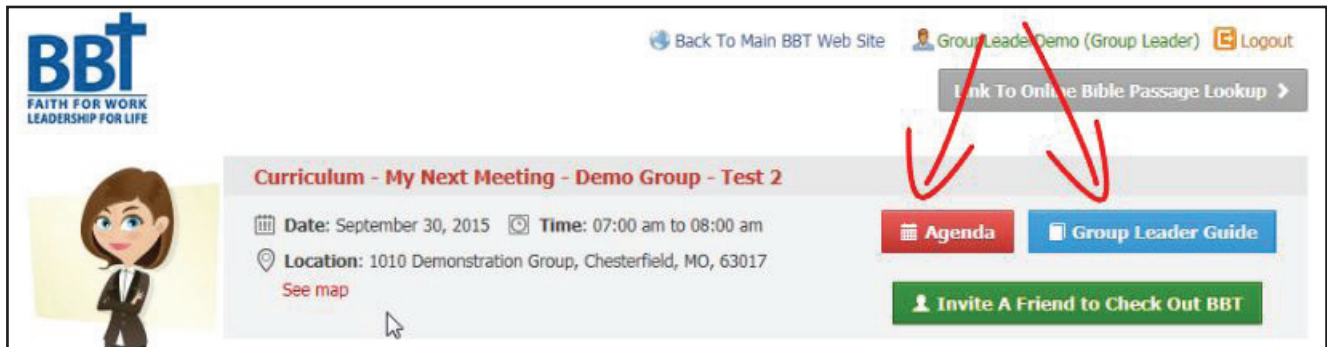
Create User:

Your message:

Step 4:

Step 4: Lead Your First Meeting

The Agenda and Group Leader Guide (GLG) will walk you through leading your first meeting. Prepare using the GLG, and feel free to contact your coach if you have any questions along the way. Remember, you can download the Agenda and GLG from the top of your Portal at any time before your scheduled meeting. It will always show up at the top of your Portal. (You can also open it directly from your mobile device during your BBT meeting.)



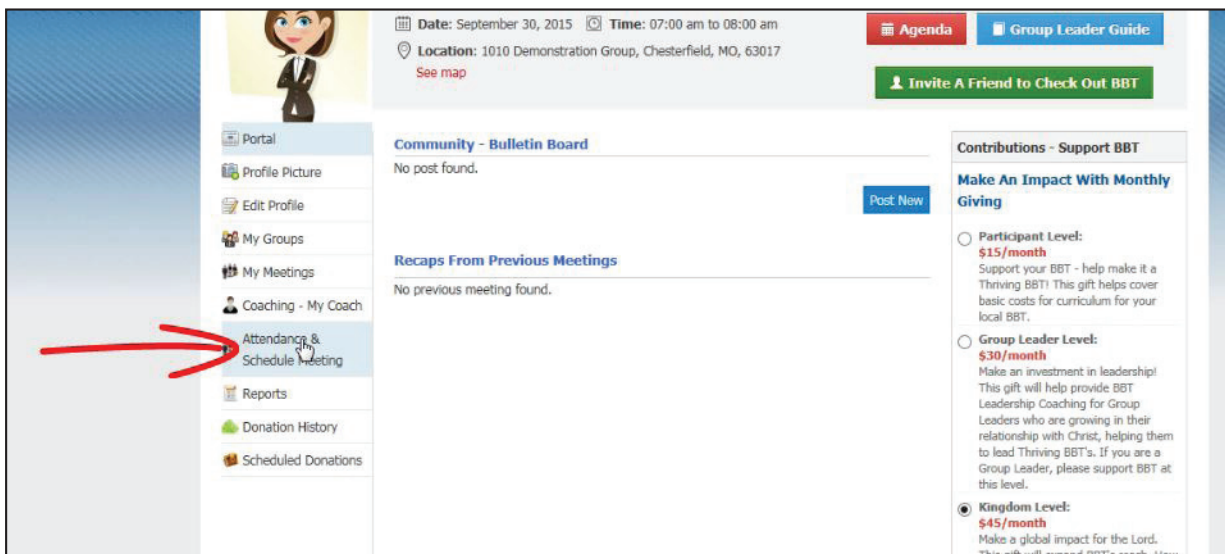
Step 5:

Step 5: Take Attendance & Schedule Your Next Meeting

The last part of the training video explains how to take attendance and schedule your next meeting. This will be completed AFTER your meeting is over.

Once your meeting is over, you will need to take attendance and schedule your next meeting. If you have a mobile device, you can complete this part while you are actually in your BBT, or you can do this part right after your BBT ... whenever you decide to do it, the portal should make your job as a group leader much easier!

1. Log in to your portal using your username and password.
2. Click on "Attendance & Schedule Meeting"



Step 5: Take Attendance & Schedule Your Next Meeting Continued

3. Take attendance. Be sure to mark everyone who attended – your co-leader and even yourself. (The “Leading Another Group” column will only be used when a participant moves on and begins leading a group of his own.)

The screenshot shows the BBT attendance and meeting scheduling interface. On the left is a navigation menu with options: Portal, Profile Picture, Edit Profile, My Groups, My Meetings, Coaching - My Coach, Attendance & Schedule Meeting (highlighted), Reports, Donation History, and Scheduled Donations. The main content area displays meeting details: "Study Volume: First Meeting - BBT Kickoff", "Study: In01 Kickoff Part 1", and "Meeting Date: 09/30/2015 : 07:00 am - 08:00 am". A red banner reads "Click here if your group was not able to meet during this time for some reason". Below this is a table with columns: Name, Attended, Co-Lead, Acting GL, Leading Another Group, and Prayer Requests. The table contains three rows: "Group Leader" (Attended: , Co-Lead: , Acting GL: , Leading Another Group: , Prayer Requests:)", "Demo2 Group Leader" (Attended: , Co-Lead: , Acting GL: , Leading Another Group: , Prayer Requests:)", and "Group Participant" (Attended: , Co-Lead: , Acting GL: , Leading Another Group: , Prayer Requests:). At the bottom are "Back" and "Next" buttons.

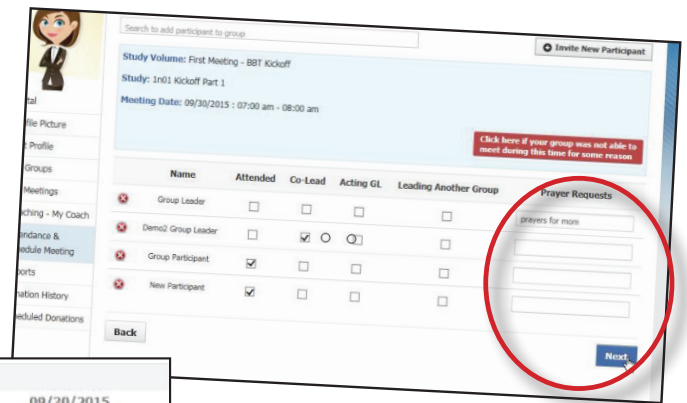
Taking attendance is an important step that will help you monitor the health of your group. If your attendance data is accurate, then your reports will be, too ... and when you look back at this data, you'll see attendance patterns and information that will help you grow a thriving Bible study. When you're ready, your coach can help you read these reports, make recommendations,

4. If someone new comes to your BBT, enter them into the system by clicking “Invite New Participant.” (See circled button below.) Enter their name, email, and who they were invited by in the pop-up window ... and be sure to click “create user” as shown in the example, so that you can add them to the attendance sheet for this meeting. Clicking send invitation will then send them a username and password so that they can log into the portal and receive the recap and the next agenda. Once they are added to the attendance form, mark that they attended.

The screenshot shows the "Invite a User to join BBT" pop-up window. It has a blue header with the BBT logo and "FAITH FOR WORK LEADERSHIP FOR LIFE". The form includes fields for "Name:" (New Participant), "Email:" (test@test.com), and "Invited By:" (No Reference). There is a "Create User:" checkbox which is checked. Below this is a "Your message:" field with a pre-filled message: "Welcome to BBT: Faith for Work - Leadership for Life™ Please follow this link to set up your profile so that you can receive the agendas for each BBT meeting, as well as participate in the group forum (this is where we will post prayer requests and other important group information). If you have any questions, please contact your group leader." At the bottom is a "Send Invitation" button. In the background, the main interface is visible, with the "Invite New Participant" button circled in red.

Step 5: Take Attendance & Schedule Your Next Meeting Continued

- Capture all of the prayer requests and then click “Next.”
- Confirm your next meeting. Be sure to select the correct date of your next meeting and confirm the other details. In general, the study will automatically move to the next one in the series. You can confirm that this is the study you want to use or choose from any of the available curriculum. When all of this information is correct, click “Next.”



Please confirm the following for your next meeting (or change if needed) :

Day*	09/30/2015	Summary	Day:	09/30/2015
Time*	7:00am - 8:00am	Time:	Time:	7:00am - 8:00am
Timezone*	(GMT-06:00) Central Time (US & C	Timezone:	Timezone:	(GMT-06:00) Central Time (US & Canada)
Address*	1010 Demonstration Group	Duration:	Duration:	01:00 hours
City*	Chesterfield	Address:	Address:	1010 Demonstration Group
State*	Missouri	City:	City:	Chesterfield
Zip*	63017	State:	State:	Missouri
Country*	United States	Zipcode:	Zipcode:	63017
GL for Meeting*	Group Leader	Country:	Country:	United States
Agenda		GL for Meeting	GL for Meeting	Group Leader
Volume of Curriculum*	First Meeting - BBT Kickoff			
Study*	2n02 Kickoff Part 2			

Choose Curriculum Here

- Schedule the meeting. If you would like to receive a copy of the email, be sure to select the box. You will see that the “Recap” is already written for you. However, if you would like to add to it, you may type your own message.
- Click send email to schedule your next meeting.

Email Draft:

From: Group Leader <GroupLeaderDemo@yahoo.com>
 Send me a copy of this email

Bcc: demo2GroupLeader@yahoo.com, GroupParticipantDemo@yahoo.com, test@test.com

Subject: 1n01 Kickoff Part 1 Recap & Next Agenda

Attached: BBT_2015-09-30.ics

Bold *Italic* Underline [List Icons]

Welcome Demo2 Group Leader, Group Participant and New Participant!

Please keep the following in your prayers:

Group Leader - prayers for mom

Welcome to BBT!

Add your own message to the email here.

Back **Send Email**

- After every meeting, REPEAT ... take attendance & schedule the next meeting! (It’s that easy!)

Have questions? Email us at Coaches@B-B-T.org – We’re here to help!

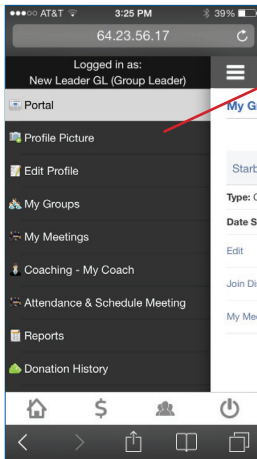
Going Mobile?

Looking At The Portal From A Mobile Device

We have designed the mobile version of the BBT Portal to do everything that the desktop version can do. On most tablets, the screen will look just like the web page. On most phones, or smaller screens, the mobile version is a condensed version of the desktop version. This guide will give you a quick overview so you can easily find the content of the Portal.

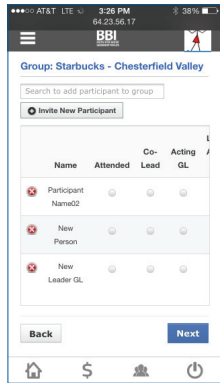
The Menu Button

Swipe the menu button to reveal the left navigation bar.



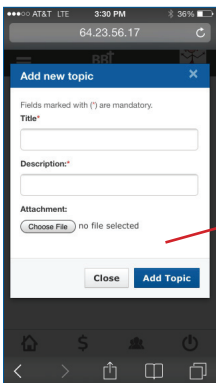
Take Attendance and Schedule Your Next Meeting On The Go!

Click "Attendance & Schedule Meeting" and then click on the name of your group to get to the mobile attendance page. Scroll across to enter prayer requests.



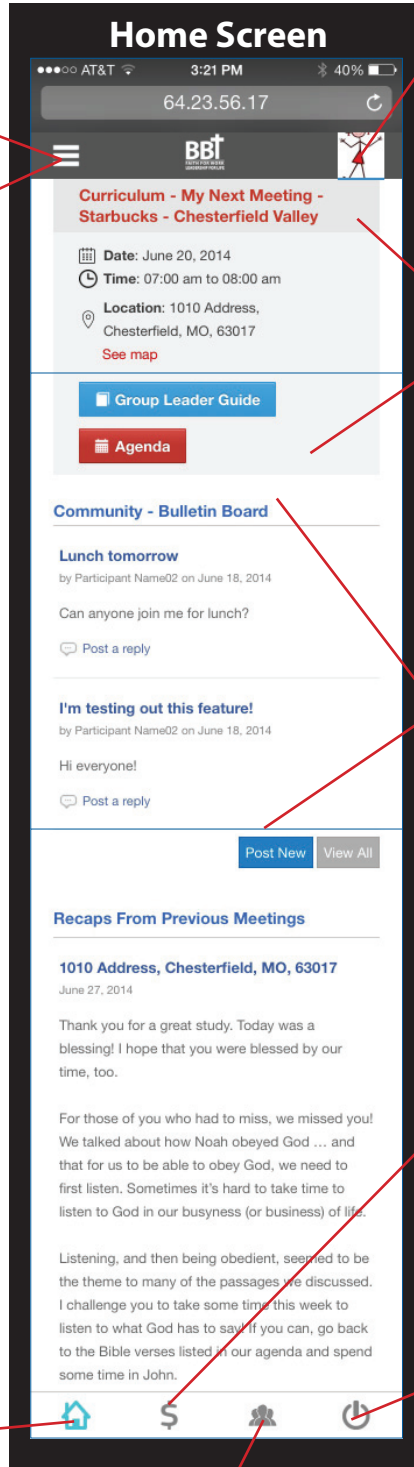
Talk To Your Coach

Click on "My Coach" and be able to send messages to your coach, right from your portal!



HOME

This icon will always take you to the home page of your portal



You

Your profile picture will show up here.

Curriculum

You can find the agenda and meeting details for your next BBT here.

Community

Click "Post New" to post a message to all of the participants in your group.

If you continue to scroll ...

You will see the donations page OR click the \$ icon and go directly into Donate.

Log Out

This "power" button will log you out of the portal

My Meetings Button

This button is conveniently placed on your front page for easy access to recaps, prayer requests and other details from past meetings.

3

Curriculum

What will your group study?



Helping You Apply Biblical Principles At Work

BBT curriculum is focused on practical work situations to help you directly apply Biblical principles to what you do every day ... work!

BBT curriculum (a.k.a., the “BBT 1-2-3™”) is unique! It is designed for busy, working professionals in a 1-2-3 format: Agenda, Group Leader Guide (GLG) and Recap. The Agenda draws people into conversations about applying Biblical principles at work. The GLG helps leaders facilitate each meeting (with about 1 hour of preparation time per week). The Recap is a summary, designed to encourage community within the group.

You can easily preview all of the curriculum right from your Portal by clicking on “Preview Lessons” in the left navigation column. Choose the “Volume” and the “Study” you would like to preview. A PDF of the lesson will then open in your browser.



For your convenience, you can also find a current list of curriculum on the next page.

The BBT Curriculum

List of Current BBT Curriculum & Descriptions

TITLE	DESCRIPTION
Doing Business By The Good Book	This curriculum is designed to follow along with each chapter of the book written by David Steward. (52 total lessons.) Provides a deeper dive into the Biblical principles outlined in the book. Questions are written for group study and discussion of each principle. Many BBT's start with this curriculum.
Faith That Works - A Study of James	This original BBT curriculum, is a 6-part study, designed to help Christians apply the wisdom from this short book of the Bible to their daily lives ... especially as they live it out, in the workplace. Topics include: Living Out Your Faith, Being Obedient, Taking Action, Managing Your Tongue, Humbling Yourself, and Persevering and Praying. No book is needed.
God In The Marketplace	This curriculum is designed to follow along with each chapter of the book, of the same title, written by Henry and Richard Blackaby. (45 total lessons.) Provides questions for deeper group study and discussion. Divided into 6 volumes to allow for topic flexibility & timely application: My Personal Life, My Business Life, My Devotional Life, My Family Life, My Church & Community Life, My Kingdom Life. (You can jump around to the chapters that are most relevant to you!)
Priority Profiles for Today's Workplace	This is a topical study, written by Charles Stanley, designed to help Christian men and women focus on living out their faith in the workplace. The study covers 51 topics/lessons. No book is needed.
Salt & Light In the Workplace	This curriculum was written to help give Christians some practical ways to be "salt and light" in the workplace. (11 total lessons.) While no book is needed for this study, you may purchase the book "Living Salty and Light-Filled Lives In the Workplace," By Luke Bobo, PhD., as a supplement.
SPECIAL VOLUMES	
First Meeting	This curriculum is designed specifically for first-time BBT groups to help kick-off the BBT and help participants to understand the BBT Mission & Vision.
How To Study The Bible	This original BBT curriculum, is a 3-part study, designed to help remove any fear Christians have about studying the Bible.
The Thriving BBT	"The Thriving BBT" study is designed to help participants understand the mission and vision of BBT, and the stewardship needed to keep it going. This study will help you realize that becoming a Thriving BBT means becoming "more than a Bible study!" No book is needed.
Holiday Series	This special series provides one-off studies for special events and holidays. No book is needed.

[To view samples online, click here.](#)

4

Coaching

How will you grow spiritually?



About Coaching

When we talk about group leader coaching, we're talking about someone who supports you as a group leader. BBT Coaches can be used for help with everything from setting up your Portal and kicking off your first meeting ... to encouraging you personally, as you grow spiritually.

According to the authors of *Small Groups, Big Impact*, coaching – the mentoring and supporting of a group leader – is the greatest driver of small group growth and health, even more than training and prayer. Why? Because one of the best things you can do to ensure that your group is thriving and growing spiritually is to make sure that YOU are thriving and growing spiritually.

How Does BBT Coaching Work?

All BBT Group Leaders have a BBT coach.

Your coach is the person who is your “help desk” as you get your BBT up and running — answering questions about the Portal and directing you in best practices.



Once you are up and running, your coach will follow-up with you **as you need it** to check in, and to answer any questions. During these follow-up conversations, you can always ask for guidance, prayers, and encouragement.

We realize that everyone is in a different place. Some of you already have Christian mentors or someone who holds you personally accountable ... so you don't need quite as much support from us. However, for those of you who want and need the extra support, we are here for you!

All you need to do is let your coach know if you want and need more support. A BBT Coach can help you determine where you are on the BBT Leadership Flywheel™, and then we can equip and encourage you along the way ... helping you live out the BBT vision: Leadership for Life!

5

Community

Focus on what really matters!



Creating A Loving Community For Learning

The right mix of community doesn't just happen. As a leader, you must guide your group to share with each other, pray for one another, and encourage each other, while balancing your time in the Word and studying Scripture.

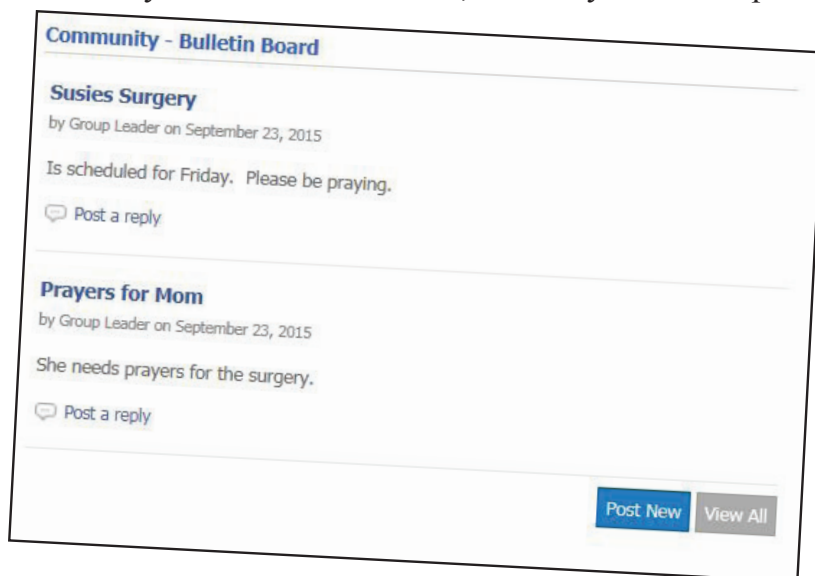
The BBT Portal Will Help You Build Community

The BBT Portal will help you:

- » Save time preparing for your meetings.
- » Serve your small group so that everyone grows in their faith.
- » Encourage connectivity and communication beyond meetings.
- » Provide easy access to curriculum.

Because the Portal simplifies your administrative duties, you will save time preparing for your meetings — this will allow you to focus on the things that really matter when leading others through the Bible. You can spend more time studying the Word, and more time focusing on relationships! You will be able to serve your small group so that everyone grows in their faith.

In addition to providing all of your group participants easy access to the curriculum, the Portal also encourages connectivity and communication beyond the meetings with the “Community Bulletin Board” feature. (Think of this as your online “war room,” where you can keep track of prayer requests and updates.)



Best Practices

As an organization, we have worked with hundreds of group leaders from across the country, and we've seen them struggle with the same things over and over. Some Bible studies have faded away, and we have seen others grow to become a thriving, dynamic group, led by the Holy Spirit. Below are six things you can do to set the tone for a loving community of learning and help grow your group.

Creating A Loving Community of Learning

Here are some things you can do to set the tone for a loving community of learning:

1. Remind your group that **it's okay to use the table of contents** in their Bible if they don't know where something is. (That's how we learn!)
2. **Take turns** reading questions from the study.
3. **Wait for everyone** to find the Bible verse before beginning to read the verse.
4. **Encourage your group to ask questions.** Nobody has all of the answers, and that's an important aspect of learning and growing your faith. If you don't know the answer, offer to figure it out together or find a pastor or other Christian mentor who can help.
5. Consider asking someone else in your group to help you lead. As an organization, we have seen the power of this concept in developing Biblical leaders and in creating thriving small groups.
6. **Send out a recap after your Bible study** – these are your “notes” from your time together. Consider including the group's prayer requests! At BBT, we've found that groups who send out recaps have a stronger sense of community. The recap provides notes to those who couldn't be there and serves as a reminder about what you studied for those who were. It keeps your study top-of-mind and reminds people to apply what they've learned.

Recaps build a strong sense of community within a small group.

6

Resources

BBT Makes Leading A Bible-Study Easier

We know that leading a Bible study can be a daunting task if you're trying to do it all on your own. That's why BBT is here — so you don't have to do it alone! We've included our contact information below, along with some other additional resources designed especially for you — to help make leading easier.

Contact Us:

Your coach is always available to you, so feel free to contact your coach at any time. Can't find your coach's contact information? Email us at Coaches@B-B-T.org.

Visit Us On The Web:

www.B-B-T.org

Connect With Us On Social Media:



Facebook: <https://www.facebook.com/BiblicalBusinessTraining.BBT>



Linked In: <https://www.linkedin.com/grp/home?gid=3753201>



Twitter: https://twitter.com/BBT_org

Download Our Free EBOOK:

We've worked with group leaders from across the country and we've seen them struggle with the same things. Download our free ebook to help you identify the common pitfalls of leading a small group and learn how to navigate them by implementing best practices.



Read Our Blog:

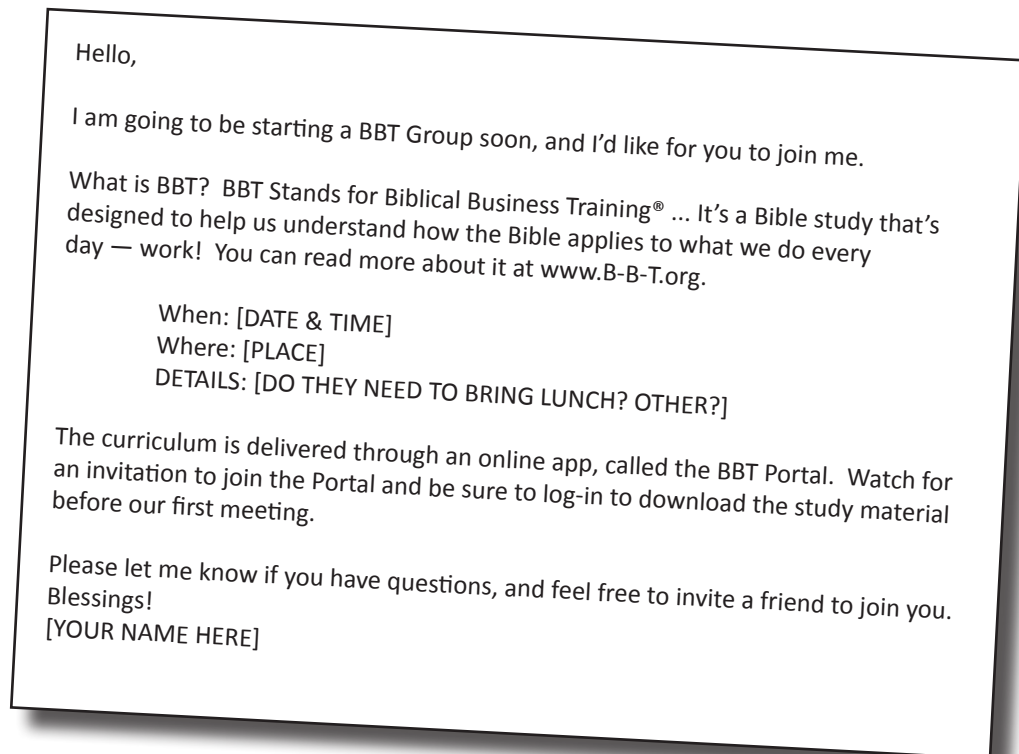
We're writing about what's relevant to you! Read our blog at:
<https://b-b-t.org/coaching/the-bbt-blog/>

FAQ - Have more questions?

Visit our website [FAQ page](#) to see if we've already answered your question. If not, send us your question to Coaches@B-B-T.org.

Sample Email Invitation

Looking for some wording, or a sample email that you could send to participants to invite them to your BBT group? Feel free to use the sample below ... or change it to make it your own.



BBT Fact Sheet

We've included two BBT Fact Sheets on the following pages — one for group leaders and one for participants (in that order). Feel free to copy them, and hand them out to anyone interested in BBT. You may also direct people to our website at www.B-B-T.org.

Biblical Business Training® (BBT)

BBT supports small-group Bible study leaders by providing curriculum, coaching, and community. BBT exists to help people develop their Christian “Faith for Work — Leadership for Life!”



What Is A BBT?

Small groups who use BBT resources often refer to themselves as a BBT group. “BBT’s” meet at work, near work (e.g., restaurants, coffee shops, etc.), or at local churches on a weekly, or biweekly, basis.

Check out BBT ... Because there’s more to Bible study than just curriculum!



Curriculum: The BBT 1-2-3™ format makes it easy to lead.

- Understand with certainty how the Bible applies to work
- Feel confident in Biblically-based & theologically sound material



Coaching: BBT coaches are available to support you at any point, so you never have to lead alone.

- Become a more effective and confident group leader
- Learn best practices to energize and sustain your small group



Community - The BBT Portal: A mobile-friendly, online tool that helps you save time.

- Encourages connectivity and communication beyond meetings
- Provides easy access to curriculum

How much does it cost? Nothing - it’s all free. However, BBT relies solely on voluntary, tax-deductible donations from group leaders and participants to keep the ministry going and growing.

For more information, contact us!

E-mail: BrianB@b-b-t.org

Find us on the web at: www.B-B-T.org

“Whatever you do, work at it with all your heart, as working for the Lord.” — Colossians 3:23 NIV

Biblical Business Training® (BBT) Learn to apply Biblical principles in practical ways at work.



You spend 70% of your waking hours at work ... and sometimes more. Spending this much time at work can leave you feeling spiritually drained with little sense of purpose and joy. Many people report feeling a “disconnect” between their spiritual lives and their “life at work.”

BBT curriculum is designed to help you learn how to apply Biblical principles at work.

Small groups who use BBT resources often refer to themselves as a BBT Group. “BBT’s” meet at work or near work (e.g., restaurants, coffee shops, etc.), on a weekly, or biweekly, basis. Consider joining a BBT group today!

BBT will help you:

- **Understand the link between God’s word and your work.**
- **Identify ways you can please God at work.**
- **Find out how God can use your work to fulfill His will in your life.**
- **Live a fully-integrated Christian life that is authentic and relevant to today’s world.**

How much does it cost? Nothing - it’s all free. However, BBT relies solely on voluntary, tax-deductible donations from group leaders and participants to keep the ministry going and growing.

For more information, contact us!

E-mail: BrianB@b-b-t.org

Find us on the web at: www.B-B-T.org

“Whatever you do, work at it with all your heart, as working for the Lord.” — *Colossians 3:23 NIV*

My BBT Group

When you are setting your group up, in the Portal, you will need the contact information from each of your participants. Feel free to use the sheet below to record the information.

Name	Email	Phone	Other