

Lead a Bible Study Checklist

Ask Jesus to help you with all of the following steps to choosing a Bible study for your group. Depend on Him to show you what to do. He is faithful!

CHOOSE A BIBLE STUDY TO LEAD

- Get a prepared Bible Study that covers portions of the Bible (whole books or sections of the Bible) in an organized fashion. Don't choose a popular book containing some Bible verses in it that may have a leader's guide in the back.
- Look for a study that follows the "inductive" process: observation, interpretation & application. Also, match the study to the spiritual maturity of the group. [Graceful Beginnings](#) studies are designed for anyone new to the Bible. [Joyful Walk Bible Studies](#) are for growing Christians.
- Choose something that interests you and will grow you in your faith. The joy of what you are learning will be infectious to those in your group.
- Be cautious about studies that require watching a video. Make sure the study leads everyone to study the Bible for herself and doesn't limit group interaction if your meeting time is short.

RECOGNIZE YOUR TWO BASIC ROLES AS A BIBLE STUDY LEADER

- Role #1: Content Guardian (guarding how the truth from God's Word is presented and received)
- Role #2: Community Builder (built around shared study and application of God's Word)

AS CONTENT GUARDIAN: WORK THROUGH THE LESSON THEN REVIEW IT FOR LEADING

- Diligently do the lesson, enhancing the study with what the Word teaches you.
- Go back over the lesson to develop a plan for leading the discussion. You are the content guardian for the group.
- Consider how long your group gets to meet. If you have only an hour or less, choose which questions you want to discuss as a group. Or, split the lesson into two separate meeting times.
- Mark the Bible passages you will read in the group. Always read the main Bible passages that are the focus of the lesson.
- Mark the questions that could be combined together into one general discussion.
- Mark the questions that could be skipped without affecting the discussion.
- Mark anything that might be confusing or lead to extra discussion not related to the lesson (rabbit trails). Write yourself a "Watch out for this" note in the margin of the study.
- Decide how you will cover the application questions: as a large group, in smaller groups of 2-4, or skipped because too personal.
- Include good follow-up questions you gained from your own study.

As CONTENT GUARDIAN: MAKE A SIMPLE PLAN FOR COVERING THE QUESTIONS

Your plan should include:

- The time you will start the organized discussion.
- A reminder to pray before the lesson begins.
- The question numbers and whether you will cover, combine or skip them.
- The Bible verses you will read during the discussion
- What you will do for the application questions—large group, small group, or skip
- Extra questions that you'd like to ask.
- Any follow-up question(s) from your own study
- Write the time you will finish the lesson and end with prayer.

As COMMUNITY BUILDER: PLAN TO LEAD GRACIOUSLY

- Encourage everyone to participate in the discussion.
- Manage talkative people so they don't dominate the discussion.
- Delegate group tasks to avoid feeling overwhelmed with the responsibility.
- Assume you will get asked questions for which you don't know the answers. Stay focused on the lesson.
- Practice speaking through your plan to avoid getting nervous speaking in front of people.
- Encourage them to do their lessons ahead of time so as to feed themselves from the Word.
- Don't let the group try to "fix" each other's problems. Point them to Jesus for help.
- Don't take it personally when group members drop out. Connect with group members as much as possible so they will feel connected to you and the group.

Want more help to lead a Bible Study group? Sign up for my e-course, *Bible Study Leadership Made Easy*, at melanienewton.com/courses. Get access to all the videos I offer to help you be the best Bible Study leader you can be. Plus, you will have a lesson plan worksheet to use over and over again.

