

# YOUR CLASS LEADER PLEDGE

I will worship each Sunday unless prevented.

I will receive the Sacrament of Holy Communion each week and/or month.

I will pray each day, privately, and with my family or with friends.

I will read and study the scriptures each day.

I will return to Christ the first tenth of all I receive.

I will spend four hours each month to further cause or perform my duties as Class Leader

When I am aware of injustice to others, I will not remain silent.

I will obey the promptings of the Holy Spirit to serve God and my neighbor.

I will heed the warnings of the Holy Spirit not to sin against God and my neighbor.

I will prayerfully care for my body and for the community in which I live.

I will faithfully serve my class members.

I hereby make my commitment, trusting in the grace of God to give me the will and the strength to keep this covenant.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

# A Note to Pastors

Dear Pastors,

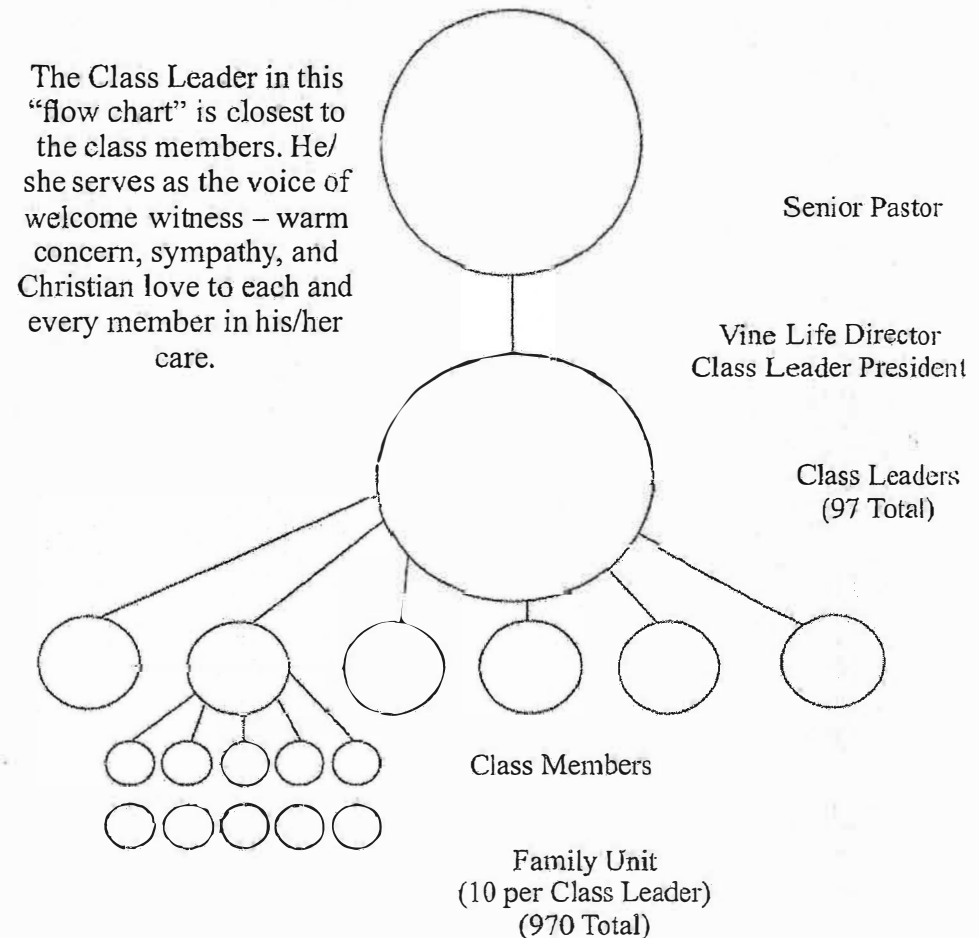
Some of us, I understand, have other name groups whose models are similar to class leaders – such as:

- Cell Groups
  - Vine Life Flow
  - Leader Contacts
  - Ambassadors for Group Connecting

Whatever your group is named – you can use this book for spiritual and leadership enhancement. (See the Vine Life Chart, below).

## THE CHART

### VINE LIFE MINISTRY for the CLASS LEADER SYSTEM



## SOME PROCEDURES FOR DELIVERY OF SERVICE

In order to be an effective servant, it is essential to adhere to some guidelines that will enhance the quality of your service.

### I. How to Use This Book

- Every class leader must possess the class leader book.
- Attend the monthly meetings of the class leader.
- Study the lesson session before coming to meetings.
- Have “ready” the members in your class who need special referrals – use the referral cards to make referrals.
- Make up referral cards and issue class leaders an adequate number to last for months, possibly a year. (See form in this book for referrals.)
- Repeat the pledge at every meeting.
- Assign someone to lead the lesson study for the session.
- Keep to time task – do not hold meetings too long.
- Always invite the minister/pastor. Let him/her know you want his/her presence.

### II. General Church Guides

- Be at worship services – on time – greet your members.
- If you miss your members from service, contact the missing ones.
- Be at board meetings of the church – official board and others that the pastor may request your presence there in.
- Be attentive to new members. (See the subject matter in this book on new members.)
- Lead a prayerful, worshipful life.
- Attend and participate in Bible study classes, prayer meetings, and Christian education courses.

### III. General – Personal Development

- Be cheerful, smile, and be friendly of a genuine nature.
- Be concerned for your health and well-being, then reach out to be concerned about others.
- Be ready to serve at all times by example—remember, you are a mentor and model for others.
- Never allow petty gossip to creep in your service roles. Turn negative experiences into positive situations for growth. Accept the lemons only to make lemonade with.
- Others, you may add.

## TIPS FOR VISITING THE ILL AND SHUT-INS

1. Do phone before you visit to arrange a day and time for your visit.
2. Go prepared to read a poem, scripture, meditation, or any other such as the persons favorite readings.
3. You may go prepared to leave a poem, prayer, or meditation.
4. Offer your services such as writing, making phone calls, updating the sick on recent activities at the church.
5. Inquire if the person you are visiting has any follow-up needs. This will be especially for those who live alone.

### HANDY TIPS FOR HOSPITAL VISITATION

1. Please call the patient before the visit to decide on a convenient time.
2. It is not necessary to take gifts, but a pretty card, a simple flower, or inspirational reading materials would be nice (*Guideposts, Secret Chamber, Daily Walk, or Daily Bread*). Tapes may be borrowed from the church and picked up on your next visit (Sunday’s sermon, Christian music).
3. Please don’t visit when you are feeling “down,” the patient usually needs an uplifting experience. Being a good listener is very important, as the person you are calling on may wish to talk.
4. Make note of any special needs of the person, such as requests for communion or a pastoral visit. Will there be a need for future visits from you when the patient goes home, or would an occasional phone call be sufficient?

You may wish to ask the following:

- a. “Is there anything I can do for you, such as write a note or run an errand?”
- b. “Is there any Bible passage that has a special meaning for you that I could not read or that we could not read together?” (Psalm 21; Philippians 4:6-7).
- c. “May we pray before I go?” A very short prayer is fine,

5. Please keep your visits short, perhaps just 3-5 minutes, with 15 minutes the maximum, unless the patient asks that you stay longer.
6. Please call the coordinator (phone) after each hospital visit, so that she can keep a record of who has been seen and can pass along any special needs that the patient has.
7. If you are visiting someone who has returned home from the hospital, you might remember the casseroles available in the freezer at the church.
8. We will try to have occasional meetings of our visitation committee, so that we may share helpful suggestions with each other. Please feel free to recommend books, pamphlets, or favorite scripture to enable all of us to be more effective witnesses for Christ.
9. Go prepared, take your Bible, pen, stationery, daily meditations book and of course your "Class Leaders Book."

**THE PRAYER OF FAITH**

*God is my help in every need.  
 God does my every hunger feed;  
 God walks beside me, guides my way  
 Through every moment of the day.  
 I now am wise, I now am true,  
 Patient, kind, and loving too.  
 All things I am, can do, and be,  
 through Christ, the Truth that is in me.  
 God is my health, I can't be sick;  
 God is my strength, unfailing, quick;  
 God is my all, I know no fear,  
 Since God and Love and Truth are here.*

*Hannah More Kohaus*

**THE CLASS LEADERS' REPORT**  
**The General Report Form for**  
**the Official Board and/or Quarterly Conference**

**These forms may be reproduced for use in making your reports.**

Name of Church \_\_\_\_\_ Date \_\_\_\_\_ Quarter \_\_\_\_\_ Month \_\_\_\_\_

Class Number \_\_\_\_\_ Name of Class Leader \_\_\_\_\_

Name of Pastor \_\_\_\_\_

Number of Class Members \_\_\_\_\_

Number of Visits to Members' Homes \_\_\_\_\_ Phone Calls \_\_\_\_\_

Status of Class Membership

Physical \_\_\_\_\_

Spiritual \_\_\_\_\_

Church Attendance \_\_\_\_\_

Social \_\_\_\_\_

Special Needs Expressed by Members \_\_\_\_\_

Class Dues Collected, Amount \$ \_\_\_\_\_

Were you able to communicate with all your members this month?

This Quarter? \_\_\_\_\_

Other Information You Need to Share \_\_\_\_\_

Class Leader's Signature \_\_\_\_\_

## THE REFERRAL FORM

This little form can be reproduced in the form of a little card. Each Class Leader is to be provided with a number of them so he/she can have them on hand for referrals at the meetings and other times as needed.

<b>Class Leader Referral Card</b>	
Class # _____	
Name: _____	Date: _____
(of referred)	
Address: _____	
Phone #: _____	
Nature of Referral: _____	
_____	
_____	
Class Leader's Name: _____	
Phone #: _____	

The name at the top is the person being referred, the nature of the referral could be one of the following:

- Illness
- Shut-Ins
- Live-alones
- Children in need of special service
- Bereaved
- Disenchanted
- Aged person needing special services
- Family disasters
- Others

African Methodist Episcopal Church

# The Church Class Leader System

THEME:

## Servanthood Leaders

A Guide for Monthly Sessions  
Equipping and Preparation  
For a Spirit-Filled Service

Study Program for 2019 - 2022

13th REVISED EDITION

Elizabeth "Bettye" Jenkins-Allen, Ed.D.