### ESSENTIALS TRAINING LEADER GUIDE

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# WELCOME TO LIFE GROUP ESSENTIALS TRAINING

Essential Tools for Leading a Life Group at Valley Church



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# CATCH THE VISION

CONNECT YOUR GROUP TO GOD AND ONE ANOTHER



# OF VALLEY CHURCH

Mobilizing everyone's God-given potential to deeply love Christ and their neighbors.

### IMPACT QUESTIONS

### Are we living out the mission? Seven questions that lead us to better outcomes:

- How is my relationship with Christ deepening daily?
- How are my key relationships healthy and honoring to God?
- How am I connecting on a deeper level with my Life Group?
- How am I having a spiritual influence on those who aren't yet followers of Christ?
- How am I caring for others in my neighborhood, workplace, and community?
- How am I involved and engaging others in our church's Community Bridges?
- How is God compelling me toward boundless generosity in attitude, serving, and giving?



Joining a Life Group keeps people from being **isolated**, and helps faith become less **complicated**.

### A LIFE GROUP LEADER'S KEY ROLE:

To create an environment for "Cultivating friendship by living out God's word together."

### "You are not responsible for an individual's growth."

<sup>6</sup> I planted, Apollos watered, but God gave the growth. <sup>7</sup> So, then, neither the one who plants nor the one who waters is anything, but only God who gives the growth. **1 Corinthians 3:6-7 (CSB)** 

Our job is to love Jesus and show up.

### WHAT DOES IT TAKE?

It is going to take **leadership** skills, **shepherding** skills or **facilitation** skills on your part. And the **Holy Spirit** on God's part.

- People need a <u>safe place</u>.
- People need consistency.
- People need to enjoy their time in the group.


# **DESIGN THE MEETING**

CREATING LIFE CHANGING CONVERSATIONS



### **GETTING THE BIG PICTURE**

### What a Life Group meeting is: <u>A Holy Moment</u>

### Hebrews 10:24-25

Our goal is to interact on the issues <u>God's Spirit</u> may be bringing about through time spent with him by discussing the <u>sermon-based questions</u>. Our goal is not to <u>answer all</u> the questions.

Holy Spirit

Sermon → Study Questions → Discussion

### WHAT MAKES A GREAT MEETING:

Hearing from everyone

- Keeping God's Word at the center
- <u>Transparency</u>
- <u>Vulnerability</u>
- <u>Food</u>
- Energy
- Laughter
- People present and engaged

### **HEARING GOD & PERSONAL PREPARATION**

### Where it starts...

Listening to the sermon and writing down thoughts and questions that arise.

### Where and how it continues...

Review the <u>discussion questions</u> from the weekend's message and prepare to lead the Life Group through those questions. Notes you take during the weekend message will be helpful for you as you lead. (*example on pg. 11*)

- Finding a place to study.
- Applying it to myself.
- Asking more questions.

### **EMPOWERING INTERACTION**

### #1 The Small to Large Group Principle:

Talking in groups of two, three or four before sharing with the whole group.

### What this principle accomplishes:

- 1. Gets them ready to talk to the whole group
- 2. Helps people think about what they want to say
- 3. Ensures everyone is getting a chance to participate

### #2 Different Ways to Ask Questions:

(Remember: The goal is to get others to share, not ourselves)

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Anyone answers	
Go <u>around the circle</u>	One key:
Directed at one person	<u>Time</u> Limits
Piggyback <u>questions</u>	

### #3 Understand the Risk Level of the Questions Asked:

- Low Risk casual get-to-know-you type questions, hobbies, interests, etc.
- **Medium Risk** informative, opinions, beliefs, points of view, interpretations of situations, what did you find and what do you think—usually dealing with a Scripture, issue or topic.
- **Higher Risk** growth areas, weaknesses, confession, areas to change, accountability, how does it apply to you.

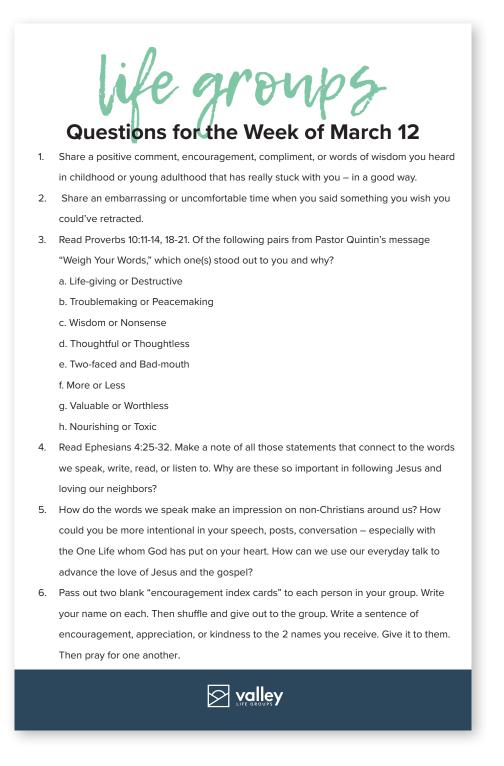
### **BUILDING A CONNECTION**

Life's most important principle



- Which questions am I going to focus on?
- How long are we going to spend on each question?
- Who do we need to hear from and how will I ask them?

### EXAMPLE: LEADER'S GUIDE



NOTES
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# RUN TOWARD THE CHALLENGES

LEADING WITH HEART AND BACKBONE



### THE FOUR Q's

And we urge you, brothers and sisters, warn those who are idle and disruptive, encourage the disheartened, help the weak, be patient with everyone. **1 Thessalonians 5:14 (NIV)** 

Effective leaders are **<u>question</u>** askers, not necessarily **<u>answer</u>** givers.

### FIGURING OUT WHAT'S GOING ON:

Four key questions to ask when someone comes to you with any issue they're experiencing.

- How long have you been dealing with this? (Duration of issue) When did this first occur?
- 2. Who else knows? (Involvement of others)

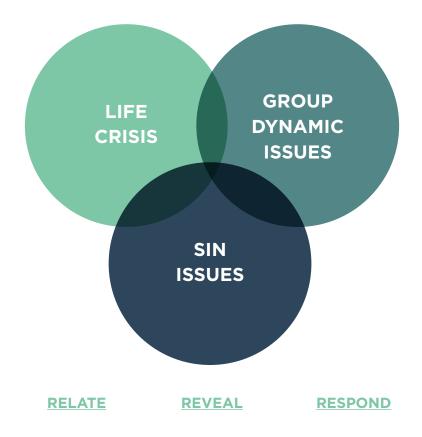
Have you talked to anyone else about this? If so, who? How often? Do any other people know? When was the last time you talked to someone about it? How did they respond?

3. Have you received any advice or counsel on how to deal with this? What have those you've talked to said about it? Have you sought any other help or resources regarding this issue?

### 4. Do you have any plans for your next steps?

What do you think might be your next step? Would you like me to check on some other resources? (Don't make the calls but give them referrals, etc.)

### MAJOR LIFE GROUP CHALLENGES



### **RESPONDING TO THE CHALLENGES**

- 1. Building **relationships** is the foundation.
- 2. Watch for <u>clues</u> that something deeper is going on.
- 3. Make use of the people and resources available to you.

You go We go I go

4. Keep your eyes on the **whole** group and when necessary, set appropriate boundaries.

See possible responses to frequent situations on the next few pages.

### **TROUBLE SHOOTING GUIDE**

### For common Life Group scenarios

## Someone has a hard time opening up OPTIONS:

- 1. Take some time as a leader to talk oneon-one with this person.
- 2. Invite them to share and state again the commitment that we will make Life Group a safe place.
- 3. Create smaller groups from time to time for this person to share in.
- 4. Take some time to call this person and let them know you are glad they come to your Life Group. This may help them feel a part of the group and help them feel safer.

### Someone is dominating group discussion OPTIONS:

- Take some time to get to know this person. It could be that this person is a natural leader who needs some coaching on how to balance their leadership and people skills.
- 2. Remind them that their style can come across as challenging to people in the group. Ask them to monitor themselves.
- 3. Take them aside and let them know you see leadership gifts and skills in them and would they like to work with you as a leader apprentice so that in the future they could have their own group.

### You have an EGR (Extra Grace Required) OPTIONS:

- 1. It is important to establish clear boundaries with the person early.
- 2. Address the situation. Pull them aside and gently bring the situation to their attention with a suggestion and an offer to help solve it. Let them know you are bringing the issue up because you love them.
- 3. Understand that some issues such as sexual abuse, alcoholism or drug abuse require professional help. Help that person get in touch with the appropriate resources that can truly help them.

### Someone leads the conversation off track every week

### **OPTIONS:**

- Immediately following the person's response redirect the group back to the original question by restating it.
- 2. Have a private chat and bring the matter to the person's attention. Ask them to stick to the subject at hand when they respond to a question.
- 3. When the person's response derails or gets off track, redirect them, even if you have to gently cut the person off.

### The group takes a long time with prayer requests

### **OPTIONS:**

- 1. Break down Life Group into smaller groups so that people can share and take time to pray.
- 2. Suggest that along with the study guide each person bring a prayer request written on a 3 x 5 card. Exchange cards and pray.
- 3. Have people share their request while praying.
- 4. Explain what "Topical Prayer" is and then walk the group through praying that way.

### Someone is talking too much

### **OPTIONS:**

- 1. Take this person aside and address the issue. Explain to them that when any one person dominates the discussion it doesn't allow those who are more introverted to share. Ask them to limit their input.
- 2. Share what the vision of Life Group is and help them contribute accordingly.
- 3. After you pose the question, ask someone else specifically to answer so the talker doesn't have time to interject.

### You have a critical person in your group OPTIONS:

- 1. Take the person aside and remind them of the consequences of a critical spirit.
- 2. Help this person to see that their critical spirit hurts people and doesn't help make Life Group a safe place to build healthy relationships.

# Someone rarely does their study guide OPTIONS:

- 1. Offer to meet before Life Group and do the study guide together over coffee or dinner.
- 2. Discuss the study guide questions with the group in such a way that they need to do the questions. Doing this consistently sends a message to the group that doing the study guide is important.
- 3. Explain that the study guide is one key element of why we meet as a Life Group.
- 4. Remind them they agreed to a commitment to do home work from the Weekend teaching.
- Don't let them share from any question unanswered from their study guide. Make it fun and not a disgraceful thing.

### Someone is consistently late to the group OPTIONS:

- 1. Address that person in private. Ask them what keeps them from getting to Life Group on time and how you or the Life Group can help them make it there on time. They might have a very legitimate reason. If so, ask their permission to share that reason with the rest of the group so that everyone is aware of what is happening.
- 2. Remind the group of the starting time.
- 3. Explain to this person how being on time shows respect to everyone in the group.


# **GREAT FIRST GATHERINGS**

THE UNIQUENESS OF YOUR FIRST MEETING



### **BEFORE THE MEETING**

### **Contact Your Group in Advance**

- Contact all members one week before the first meeting to welcome them to the group and inform them of the location and time of your group, as well as any dishes to bring for dinner.
- Check your rosters online.

### **Items Needed for the First Meeting**

- Dinner / dessert plans decided
- Life Group Commitment Form (example on pages 22-25)
- Name tags (host should make them out ahead of time)

### **Goals of the First Meeting**

- Rekindle relationships and meet new members
- Clarify your group's direction / expectations using the Commitment Form
- Briefly discuss the sermon topic (if there is time)
- Pray for the building of relationships and spiritual growth of the group

### THREE ESSENTIAL PARTS OF YOUR EVENING

### #1 Welcome, mingle and talk while you eat.

*Leadership Tip:* Studies show that the first 7 seconds a person spends in a room can make or break the remainder of their experience in that room.

- People greeted when they arrive
- Drinks available when people arrive
- Upbeat music playing
- House cleaned, phone on silent if possible

### **#2** Think through the <u>uniqueness</u> of your first group discussion.

Leadership Tip: Let people know your meeting is going to start in about 5 minutes.

### A. Sharing

- **Refer to the study guide** Take time to do a few of the "getting to know you" questions.
- Note to returning leaders feel free to adapt the sharing exercises based on the number of new members. All groups are encouraged to do some of the "getting to know you" questions.

### B. Worship (optional)

### C. Commitment Form - set the expectations and vision (see Commitment Form Leader's Guide)

- Everything rises and falls on how this is communicated
- Distribute and go over the Commitment
- Make plans for your social

### D. Prayer

### For new groups or groups with new people... introduce the idea of topical prayer

- Everyone participates
- Brief, one topic at a time
- Pray as many times as you want

### **TIPS ON TOPICAL PRAYER**

Prayer is an important part of being in a Life Group. Over the years we've found that group prayer goes better when we follow three simple guidelines.

### WE PRAY FOR ONE TOPIC AT A TIME

Anyone in the group is free to introduce a prayer request either before prayer begins or during the prayer time. Once a topic is introduced, the group focuses on that request alone. Once it's covered, the group moves on to the next topic.

### PRAY MORE THAN ONCE

Because the group is focusing on one topic at a time, each person is encouraged to pray several times during the prayer time for those topics they feel most led to pray about. No one is required to pray.

### WE KEEP OUR PRAYERS SHORT & SIMPLE

Group prayer goes better when members keep their prayers short and to the point. When someone prays for a long time, it's hard for the other members to stay focused and long prayers tend to intimidate those who are just learning to pray out loud in a group. No one is required to pray out loud.

### #3 Know that your <u>dessert</u> conversations are just as important as your meeting discussions.

*Leadership Tip:* Never underestimate the significance of the time after the meeting. It is key to connect with people and find out more about them.

### EXAMPLE: LIFE GROUP COMMITMENT



Life Groups thrive on participation! The purpose of this commitment is to help you to discuss and clarify your group's goals, expectations and commitments.

### LIFE GROUPS: THEIR PURPOSE

Life Groups exist to promote spiritual maturity and personal growth through meaningful Christian relationships and the study of God's Word (Romans 8:29 & Hebrews 10:24-25). We'll do this by focusing on four primary activities:

#### SHARE

Each week we'll take time to share what is happening in our lives. At first this sharing will include planned "sharing questions," but after the first few weeks, it will become more informal and personal as we feel more comfortable.

#### STUDY

Each week we'll study a section from God's Word that relates to the previous weekend's sermon or an appropriate personal growth topic. Our goal is to learn how to live out our Christianity in everyday life.

#### SUPPORT

Each week we'll learn how to take care of one another as Christ commanded (John 15:9-13). This care can take many forms, such as prayer, encouragement, listening, challenging one another and meeting real needs.

#### SERVE

Spiritual growth is fostered not only by what we gain through the support and input of others, but also through service to others. The role each of us fills is important to the health of the church and for us to be the hands and feet of Jesus to our community (Ephesians 4:11-16). Throughout the quarter, it is our hope you can find and/or be affirmed in the ways God has designed you to serve and make a difference in God's Kingdom.

#### FIVE MARKS OF A HEALTHY GROUP

For our group to be healthy, we need to...

- 1. Make spiritual growth our number one priority (Romans 8:29).
- 2. Accept one another (Romans 15:7).
- 3. Take care of one another (John 13:34).
- 4. Treat each other with respect (Ephesians 4:25-5:2).
- 5. Keep our commitments to the group (Psalm 15:1-2, 4b).

### EXAMPLE: LIFE GROUP COMMITMENT

### **GUIDELINES & COMMITMENT**

1.	<u>Dates</u>	We'll meet on quarter will be on	_ nights for	_weeks. Our fir	nal meeting of this		
2.	<u>Time</u>	We'll arrive between       8         We'll spend approximately          study/discussion and	minutes in sing	ging (optional),	g at minutes in		
3.	<u>Children</u>	Group members are responsible to arrange childcare for their children. Nursing newborns are welcome provided they are not a distraction to the group!					
4.	<u>Study</u>	Our studies will focus on the same topic covered in the previous weekend's sermon or an appropriate personal growth topic. Our goal is to hear from everyone every night and keep God's Word at the center.					
5.	<u>Prayer</u>	Praying for one another.					
6.	Homework & Attendance	Joining a Life Group requires a commitment to attend each week and do the homework ahead of time. Obviously, allowances are made for sickness, work conflicts and other special events—but not much more!					
		If we cannot come to a meeting	ı, we will call or te	ext			
7.	<u>Dessert</u>						
8.	Social &						
	Service Projects						
We agree to honor this commitment throughout the session.							

### EXAMPLE: LEADER'S GUIDE TO THE LIFE GROUP COMMITMENT



### **LEADER'S GUIDE COMMITMENT**

When discussing, use the proactive leadership style – clear direction, yet flexible

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Each week we'll take time to share what is happening in our lives. At first this sharing will include planned "sharing questions," but after the first few weeks, it will become more informal and personal as we feel more comfortable.

### **STUDY**

Each week we'll study a section from God's Word that relates to the previous weekend's sermon or an appropriate personal growth topic. Our goal is to learn how to live out our Christianity in everyday life.

Our goal is to interact interpersonally on the topic and how we can practically follow Christ, not to answer all the questions.

#### **SUPPORT**

Each week we'll learn how to take care of one another as Christ commanded (John 15:9-13). This care can take many forms, such as prayer, encouragement, listening, challenging one another and meeting real needs.

#### **SERVE**

Spiritual growth is fostered not only by what we gain through the support and input of others, but also through service to others. The role each of us fills is important to the health of the church and for us to be the hands and feet of Jesus to our community (Ephesians 4:11-16). Throughout the quarter, it is our hope you can find and/or be affirmed in the ways God has designed you to serve and make a difference in God's Kingdom.

### FIVE MARKS OF A HEALTHY GROUP

For our group to be healthy, we need to...

- Make spiritual growth our number one priority (Romans 8:29).
   ⇒ Tangents they are okay sometimes, but sometimes we need to be refocused. We'll need to keep spiritual growth our focus and stay on topic.
- 2. Accept one another (Romans 15:7). ⇒ We will have different preferences.
- 3. Take care of one another (John 13:34). ⇒ When crisis happens we're there to help with support, prayer, encouragement, listening, meals etc.

### EXAMPLE: LEADER'S GUIDE TO THE LIFE GROUP COMMITMENT

4. Treat each other with respect (Ephesians 4:25-5:2). ⇒ Listening to one another, if one's talking let's all listen, nothing worse than two conversations going on at once.  $\Rightarrow$  Our goal is to listen, not give advice. (Advice is given when asked for) We are not here to judge or fix – unless someone asks. An example of giving advice is by saying, "Well this is what I think you should do." On the other hand, that doesn't mean we can't question what is said or what someone is doing. ⇒ Some of us have the gift of gab, also known as a dominator – be careful, I as a leader might have to help you. ⇒ Be careful of gossip prayers. For example, "we need to pray for (person's name) because they are doing this …"  $\Rightarrow$  No put-downs.  $\Rightarrow$  What is said here, stays here – of course we never promise confidentiality if something shared would be harmful to yourself or someone else and/or if I, as the leader, need to seek counsel on how to respond to an issue in the group. 5. Keep our commitments to the group (Psalm 15:1-2, 4b).  $\Rightarrow$  Please give us a call if you can't make it to Life Group so we know what's going on and how to pray for you. **GUIDELINES & COMMITMENT** We'll meet on \_\_\_\_\_ nights for \_\_\_\_\_ weeks. Our final meeting of this 1. Dates quarter will be on . Fill in blanks 2. Time We'll arrive between \_ & \_ and begin the meeting at We'll spend approximately \_\_\_\_\_ minutes in singing (optional), \_\_\_\_\_ minutes in study/discussion and minutes in prayer/sharing. Fill in blanks Children Group members are responsible to arrange childcare for their children. Nursing 3. newborns are welcome provided they are not a distraction to the group! Our studies will focus on the same topic covered in the previous weekend's 4. Study sermon or an appropriate personal growth topic. Our goal is to hear from everyone every night and keep God's Word at the center. Not to answer every question 5. Prayer Praying for one another. You'll go over tips on topical prayer the second week of group. Remember - being forced to pray in group or just the idea of it can cause people to not want to come to your group. If you have new people in your group, you might want to say something like this: "It's exciting to see how God works in our lives through prayer. We also realize prayer in groups is something many have never done. Know that you will never be forced to pray." Let them know you'll talk more in the weeks to come on how we do group prayer and that we break a lot of the stereotypes of what it means to pray. 6. Homework & Joining a Life Group requires a commitment to attend each week and do the Attendance homework ahead of time. Obviously, allowances are made for sickness, work conflicts and other special events-but not much more! This commitment is the key to a healthy group. If we cannot come to a meeting, we will call or text \_\_\_\_\_ ⇒ Emphasize the importance of the commitment to attendance and preparation. (A good group starts with good preparation)  $\Rightarrow$  Make sure that everyone is with you. (Do we agree? Is this what we want? Make eve contact. etc.) ⇒ Most weeks require 20-30 minutes of homework to prepare for the group study and discussion. Have everyone sign up for a night to do dessert. 7. Dessert 8. <u>Soc</u>ial & Emphasize the importance of a quarterly social and service project. As a leader and host, have 2 or 3 suggestions ready and 2 or 3 potential dates. Choose a date or ask the group to bring their Service calendars next week. New groups are preferred to have their social by mid-quarter. **Projects** We agree to honor this commitment throughout the session.

# **CREATE THE ENVIRONMENT**

YOUR MEETING PLACE IS A MINISTRY



### THE VALUE OF SHARED LEADERSHIP

After this the Lord appointed seventy-two others and sent them two by two ahead of him to every town and place where he was about to go. **Luke 10:1 (NIV)** 

### Why leading/hosting is so important

- 1. ENCOURAGEMENT
- 2. <u>SUPPORT</u>
- 3. ACCOUNTABILITY

### The meeting place

- 1. Provide a <u>clean, comfortable home</u>
- 2. Create a warm and friendly environment
- 3. Help organize care

### Create a clean, comfortable setting for Life Group

### Key Questions:

- Is my house clean (including free of pet odor) and picked up by meeting time?
- Do I have enough comfortable chairs and lighting?
- If I have children at home, do I have a plan for them while my group is meeting?

### Foster a warm and friendly environment

- As part of the leadership team, hosts help members feel loved, accepted, and welcome.
- A key way to help create a warm and friendly environment is by organizing the weekly refreshments, quarterly potlucks, socials & community service projects.

### LIFE GROUP LEADER EXPECTATIONS

### Qualifications

- Committed to Christ for at least a year
- Committed to integrity, character and spiritual growth
- Must be a regular and involved attender of Valley Church
- Skills / Abilities
  - Leadership, Shepherding, and/or Facilitating strength in one of these three
  - Social Skills have a track record of relating and connecting with others

### **Expectations**

### Prepare for and lead the meeting

- Listen to the message
- Complete the homework
- Read the weekly Leader Notes
- Listen to or read the Leader Guide each week

### Care for group members and their families

- Stay connected with group members as they experience personal problems & needs
- Partner with your Life Group Pastor for any special needs
- Visit members in the hospital

### Keep watch over your group through taking attendance

- Attendance is one of the key ways to help you shepherd your group as well as help us know how your group is doing and how to care for you.
- Keep an updated groups roster.

NOTES
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# MAKE THE MOST OF LEADER RESOURCES

KNOW WHAT'S AVAILABLE TO YOU



### **RESOURCES DESIGNED TO HELP YOU...**

### Prepare for & lead the meeting:

Prepare by watching the message and reviewing the weekly message notes and discussion questions. All of these can be found in the leader essentials section of the Life Group page:

valley.church/life-groups/

### Take attendance, add or cancel gathering events, and keep an updated groups roster:

Attendance is one of the main ways to help you shepherd your group as well as help us know how your group is doing and how to care for you. It allows for easy communication between notes and prayer requests. That's why submitting attendance weekly and keeping an accurate history of when you do and do not gather is vital. Learn more about all of these things and more by visiting the Leader Essentials section of the Life Group page.

### Strengthen your leadership through trainings just for you:

We want you to be set up for success as best as possible throughout the Life Group year, which is why we send you regular leader emails and occasionally other helpful resources and training opportunities.

### Care for members & their families:

Find additional resources in the Life Group Leader Essentials section of the Life Group page to help you care for your group members, including Counseling & Support Ministries, and more!

### Partner with your Life Group Team for any special needs:

Your best resource as a leader is our Life Group Team. We are here to help you with any questions or needs that come up as you are caring for your group members.

For more standard info, you can let us know online through the notes on your attendance.

For Life Group assistance, email LifeGroups@valley.church or call 515.226.9973.



### VALLEY.CHURCH/LIFE-GROUPS

is your one-stop shop for our most up-to-date leader resources, where you'll find:

- Leader Discussion Guides (written) posted weekly
- Leader Packet (including Commitment Forms)
- Life Group Calendar
- How to Submit Attendance
- Where to View Your Roster
- A Way to Make Changes to Your Group
- Service Projects for Your Group
- How to add and cancel a gathering event
- And more!

### SERVE AS <u>A LIFE GROUP</u>

- Great Pumpkin Party
- Christmas Dinner for Internationals
- Night to Shine
- Love You Des Moines Days

### **INDIVIDUAL SERVING OPPORTUNITIES**



Serving in the church

valley.church/volunteer

*ove* the community

valleycommunity.center/getinvolved



# LET GOD GROW YOU

LEADING FOR THE LONG HAUL

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### LET GOD GROW YOU

Leading for the long haul

### Question — How might God want to grow you through your Life Group leading experience?

### **Three Areas**

1. Competency

### 2. Character

<sup>36</sup>"Which of these three do you think was a neighbor to the man who fell into the hands of robbers?"

<sup>37</sup>The expert in the law replied, "The one who had mercy on him."Jesus told him, "Go and do likewise."

Luke 10:36-37 (NIV)

### 3. Communion

<sup>38</sup>As Jesus and His disciples were on their way, He came to a village where a woman named Martha opened her home to Him. <sup>39</sup>She had a sister called Mary, who sat at the Lord's feet listening to what he said. <sup>40</sup>But Martha was distracted by all the preparations that had to be made. She came to him and asked, "Lord, don't you care that my sister has left me to do the work by myself? Tell her to help me!"

<sup>41</sup>"Martha, Martha," the Lord answered, "you are worried and upset about many things, <sup>42</sup>but only one thing is needed. Mary has chosen what is better, and it will not be taken away from her."

Luke 10:38-42 (NIV)



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