

THE ALPHA  
INVITATION 2006



# Leaders' Training Guidelines

# Alpha Leaders' Training

## Training Events for Leaders and Helpers

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Thank you for indicating that you are interested in holding a Leaders' Training event. We hope these guidelines will help in organising an event either for your church or with other churches in your area.

### What is Alpha Leaders' Training?

Leaders' Training is designed to prepare everyone who is leading or helping an Alpha small group. It takes place before every Alpha course and covers three important areas: 'Leading Small Groups', 'Pastoral Care' and 'Ministry on Alpha'. These talks are available on video or can be given by a local speaker.

### Why should we hold this training?

'We think training is really important. It's vital that Alpha teams are ready to welcome people into their churches. And to do that most effectively they need to be trained. And yet, so often it's too easy to overlook that training and miss out on the benefits.'  
Alpha Adviser, Manchester

Training leaders and helpers makes a big difference to the quality of Alpha courses and to the impact of Alpha on church growth. Doing the training *before* the course starts is how to get the most out of Alpha. When Alpha is running well, guests are more likely to complete the course and invite their friends to come along.

Why not work with other churches and run a joint Leaders' Training event? This can be a fun and effective way of preparing for Alpha, especially if Alpha teams are the average size of 5 or 6 people. We can advertise your event on the website, [uk.alpha.org](http://uk.alpha.org) – just fill in the Alpha Event Advertising Form, which can be filled in online at [uk.alpha.org](http://uk.alpha.org) or contact Alpha UK.

### When should we hold Leaders' Training?

Leaders' Training should be held before every Alpha course. You may wish to do the training on three separate occasions, or combine the first two/three sessions in one day. A few suggested timetables for joint Leaders' Training events are given below.

#### Option 1:

- For a full-day event, covering all three talks: 'Leading Small Groups' and 'Pastoral Care' and 'Ministry on Alpha', to be held in the two weeks leading up to the start of your Alpha course.

Time	'Leading Small Groups', 'Pastoral Care' and 'Ministry on Alpha'
9.00	Registration & coffee
9.30	Welcome & worship
10.00	'Leading Small Groups'
11.00	Coffee
11.15	Testimonies from Alpha graduates (this is an excellent way of inspiring leaders and helpers in preparation for the course)
11.30	'Pastoral Care'
12.30	Lunch
13.30	'Ministry on Alpha'
14.30	Prayer ministry (an opportunity to pray for each other & upcoming Alpha courses)
15.00	End

#### Option 2:

- For a half-day event, covering 'Leading Small Groups' and 'Pastoral Care', to be held in the two weeks leading up to the start of your Alpha course.

Time	'Leading Small Groups' and 'Pastoral Care'
9.00	Registration & coffee
9.30	Welcome & worship

10.00	'Leading Small Groups'
11.00	Coffee
11.15	Testimonies from Alpha graduates
11.30	'Pastoral Care'
12:30	Prayer ministry (an opportunity to pray for each other & upcoming Alpha courses)
13.00	End/Lunch (optional)

- For a morning or evening\* event, covering 'Ministry on Alpha' to be held one week before the Alpha Weekend/Day away.

Time	'Ministry on Alpha'
10.00	Registration & coffee
10.30	Welcome & worship
11.00	'Ministry on Alpha'
12:00	Prayer ministry
12:30	End/Lunch (optional)

\*See below for the evening schedule

### **Option 3:**

- You may wish to schedule the training over three separate evenings. In this case, the first two talks, 'Leading Small Groups' and 'Pastoral Care' should be held on two evenings **before** the course starts, and the third session, 'Ministry on Alpha' should be scheduled before the Alpha weekend/day away.

Time	Alpha Leaders' Training (evening timetable)
19:00	Registration & light supper
19:30	Welcome & worship
20.00	Leaders' Training video or talk ('Leading Small Groups', 'Pastoral Care', or 'Ministry on Alpha')
21.00	Prayer ministry – after 'Ministry on Alpha' session
21:30	End

### **Next steps?**

1. If you are opening your Leaders' Training event to other churches, fill in the **Alpha Event Advertising Form** (available on [uk.alpha.org](http://uk.alpha.org) or from Alpha UK). We will advertise your event on the UK Alpha website.
2. **Publicise** your event, and invite churches in your area. You can find a list of churches running Alpha in your area on [uk.alpha.org](http://uk.alpha.org), under the 'find a course' section.
3. **Link** with Alpha Advisers in your area for help organising your Leaders' Training event. A list of Alpha Advisers is available on [uk.alpha.org](http://uk.alpha.org).
4. **Order** materials for your event:
  - Alpha Leaders' Training Manual: for all leaders and helpers on your Alpha course, including suggested discussion prompts and key Bible verses for each week of the course (£1.50).
  - Alpha Leaders' Training Video: featuring all three talks by Nicky Gumbel, new illustrations and small group sketch (£14.99).
  - *Searching Issues* by Nicky Gumbel: tackles the seven most common objections to the Christian faith, including suffering, other religions and sex before marriage (£5.99). This is an ideal book to have available for leaders and helpers to purchase.

It is important to ensure manuals are available for every person. These materials are available from the Alpha Publications Hotline (0854 758 1278).

5. **Budget:** You may want to include a small charge / suggested donation for your Leaders' Training event to cover the cost of meals and any other expenses.
6. **Bookstall:** You may wish to set up a 'sale or return' deal with your local bookshops so you can make Alpha materials available at your Leaders' Training event.