

The image features a group of four young women laughing joyfully outdoors. One woman in the center is wearing a leopard print jacket and has her fist raised. Another woman in the foreground is wearing a white t-shirt and a grey checkered blazer, pointing towards the left. The background is a soft-focus green field. In the top left corner, the text 'CHRIST FELLOWSHIP' is displayed in white, with a circular logo of radiating lines to the right of the word 'CHRIST'. Two thick orange curved lines are overlaid on the image, one above the leopard print jacket and one above the woman in the foreground.

CHRIST
FELLOWSHIP

GROUPS and CLASSES PLAYBOOK

TABLE OF CONTENTS

MISSION, VALUES,

BELIEFS, STRATEGY & LEADERSHIP TEAMS

- Vision Statement
- Core Values Core
- Beliefs Strategy
- Leadership Teams

OVERVIEW - GROUPS and CLASSES

- Vision and Mission of Groups and Classes

- Groups and Classes

 - Maintaining a Unified Approach

 - ESPN in Groups and Classes

 - Groups and Classes

 - Organization

 - Group Types

 - Classes

 - Resources for Group and Class Leaders

 - Staff Roles for Groups and Classes

 - Dream Team Roles

 - Connecting People to Groups and Classes

 - The Group/Class Finder

BUILDING A DREAM TEAM

- The S.E.R.V.E. Model for Campus Groups Team

- Leader Resources

- Coach Development

 - Coaching Resources

SEMESTER PLANNING

- Semester Planning

 - Semester Groups and Classes Workflow

APPENDIX



CHRIST FELLOWSHIP
Groups

**MISSION, VALUES,
BELIEFS, STRATEGY &
LEADERSHIP TEAMS**

Vision Statement

To lead a radical transformation for Jesus Christ in our region and beyond.
Everyone, Every Day, Everywhere.



Core Values

ALL FOR ONE - UNITY CENTERED ON JESUS AND OUR CORE BELIEFS

As a member of this family, I will stand in unity with my brothers and sisters in agreement with Christ Fellowship's Core Beliefs and Core Values. I understand the Core Beliefs are the essentials of the Christian Faith which we adhere to as a spiritual family. I know that how I live out those beliefs affects those around me, so I pledge to live in a way that embodies our shared Core Values. As an extension of this commitment, I will support my church's leadership through my words and prayers.

INSIDE OUT - LIVING A LIFE MARKED BY PRAYER AND INTEGRITY

The dynamic community at Christ Fellowship is built on the solid foundation of the person and work of Jesus Christ. As a member of this community, I believe what the Scriptures say about who Jesus is and what His sacrifice means for me. I have made the personal decision to accept Jesus as my Savior. I know that salvation in Jesus comes with the privilege of being called a child of God and I take responsibility to live in obedience to God's Word. As part of that responsibility, I have been, or will soon be, baptized as a believer in Jesus Christ.

GROW TO GO - REMAINING TEACHABLE TO BECOME USABLE

One of the privileges that comes with family life at Christ Fellowship is the opportunity to continue to grow in faith. I believe that spiritual growth is a vital part of this spiritual community. I commit myself to grow through regular weekend service attendance, daily prayer, and reflection on God's Word. I also commit to regular participation in a Life Group.

LIVE TO GIVE - STEWARDING OUR LIVES FOR ETERNITY

As a member of this family, I recognize the importance of stewarding the time, treasure, testimony, and talents that God has given me. I commit to being a part of the Dream Team at Christ Fellowship. I commit to the biblical practice of giving as an act of obedience and an expression of my worship of God. I also commit to using the talents, gifts, and abilities that God has given me to help others grow in their faith. I will prayerfully and intentionally seek opportunities to share the story of life change that God has given to me so that others may be saved. I will invite friends and family to church.

PASSION FOR PEOPLE - IMPACTING HUMANITY WITH THE LOVE OF GOD

I understand that as a member of Christ Fellowship, I am committed to 'love on' people. I will do my best to see people the way that God sees them- this includes people at church and people outside of the church. I know people matter to God so they should matter to me.

Core Beliefs

In a world where it seems like things are changing every day, it's hard to know what to believe and where to place our faith. At Christ Fellowship, we hold to some Core Beliefs that shape our vision and our actions as a church. We believe...

THE BIBLE

The Bible is God's Word given to us. It is a true story of love and redemption. It is the final authority in determining all doctrinal truths. Written by human authors, inspired by God, the Bible is infallible and inerrant. Because it is inspired by God, it is the ultimate source of truth and is relevant to our everyday life. [2 Timothy 3:16-17](#) | [2 Peter 1:20-21](#) | [Proverbs 30:5](#) | [Romans 16:25-26](#) | [John 8:31-32](#) | [Hebrews 4:12](#)

THE TRINITY

God is and has always been. He exists as three persons - Father, Son, and Holy Spirit. Although the word Trinity is not in the Bible, from Genesis to Revelation we serve a trinitarian God as He has revealed himself as Father, Son, and Holy Spirit, all equal in power and authority, serving one divine purpose. [Genesis 1:26](#) | [Matthew 3:16-17, 28:19](#) | [Deuteronomy 6:4](#) | [Luke 1:35](#) | [John 10:30](#) | [1 Corinthians 12:4-6](#)

THE FATHER

God is all-powerful, all-knowing, ever-present, and never changes. He is Holy and He deserves all of our trust because He is faithful to His promises. He is a loving, compassionate Father and wants a relationship with his children. [Exodus 3:14-15](#) | [Numbers 23:19](#) | [Leviticus 11:44-45](#) | [1 Peter 1:3-5](#) | [Deuteronomy 32:3-4](#) | [Isaiah 64:8](#)

THE SON

God loved people so much that He sent Jesus, His son, to earth to give us a visible picture of God. Jesus Christ is completely human and completely God. Born of a virgin, He lived a perfect life and offered Himself as the perfect sacrifice for the sin of all people by dying on the cross. But He didn't stay dead! He resurrected—rose up— from death to demonstrate His power over sin and death. Because of this, we can have a relationship with God and we can live our lives with destiny and purpose. [Matthew 1:18-23](#) | [Romans 5:8](#) | [John 3:16](#) | [Hebrews 1:1-3](#) | [Colossians 1:15-17, 2:9-10](#)

THE HOLY SPIRIT

Soon after Jesus rose from the dead, as promised by God the Father, Jesus sent His Holy Spirit to empower the Church and give spiritual gifts. The Holy Spirit assures us of our relationship with God. He guides us into truth, comforts us, and convicts us of sin when we get off course. [1 Corinthians 2:12-13, 3:16](#) | [2 Corinthians 3:17](#) | [John 16:7-13](#) | [Acts 1:8](#) | [Ephesians 1:13](#) | [Galatians 5:25](#)

SALVATION

Salvation is God's gift to us. It comes when we accept Jesus and the sacrifice that He made as a payment for our sin. Salvation comes to us when we place our life in His hands. We can't earn it; it is a gift of God's grace. [John 14:6](#) | [Romans 10:9-10](#) | [Ephesians 2:8-9](#) | [Galatians 2:16, 3:8](#) | [Titus 3:4-6](#) | [Acts 2:21](#)

THE CHRISTIAN LIFE

The Christian life is the ongoing process of submitting to and obeying God's Word and His Spirit in order to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a godly life. [2 Corinthians 3:18, 6:14-18](#) | [Romans 8:28-30, 12:1-2](#) | [1 Thessalonians 4:3-4](#) | [1 Corinthians 6:18-20](#)

THE CHURCH

The Church is a community of diverse people—from different races, cultures, and backgrounds—unified through faith in Jesus Christ. The Church is committed to the teachings of Jesus, and it exists to shine the message of God's light and hope to the world so that everyone can know Him in a personal way. Jesus is the hope of the world, and the Church is His body bringing His hope to the world. The Church is not a building to walk into, but it's a family to belong to. [John 17:11, 20-23](#) | [Ephesians 1:22-23, 2:19-22, 4:15-16](#) | [Hebrews 10:24-25](#)

ETERNITY

We were created to live forever, not just a few short years on earth. Our forever can be spent in Heaven with God when we choose to have a relationship with Him through His Son, Jesus, or we can choose to reject Him and be separated from Him forever. Heaven and Hell are real places, and it is up to each person in this life to decide their eternal destination. [John 3:16, 14:2-3, 17:3](#) | [1 John 2:25, 5:11-13](#) | [Romans 6:23](#) | [Revelation 21:27](#)

HUMANITY

We were created in God's image, and we are the masterpiece of all His creation. Every person in humanity has dignity and value and is worthy of love and respect. God created us for a relationship with Him, but we became alienated from Him

through disobedience. Each of us is born with this tendency, which is referred to as a 'sinful nature.' No matter how good we try to be, we can't regain our relationship with God on our own. [Genesis 1:27](#) | [Psalm 8:3-6](#) | [Isaiah 53:6, 59:1-2](#) | [Romans 3:23-24](#) | [Colossians 1:27](#)

REPENTANCE

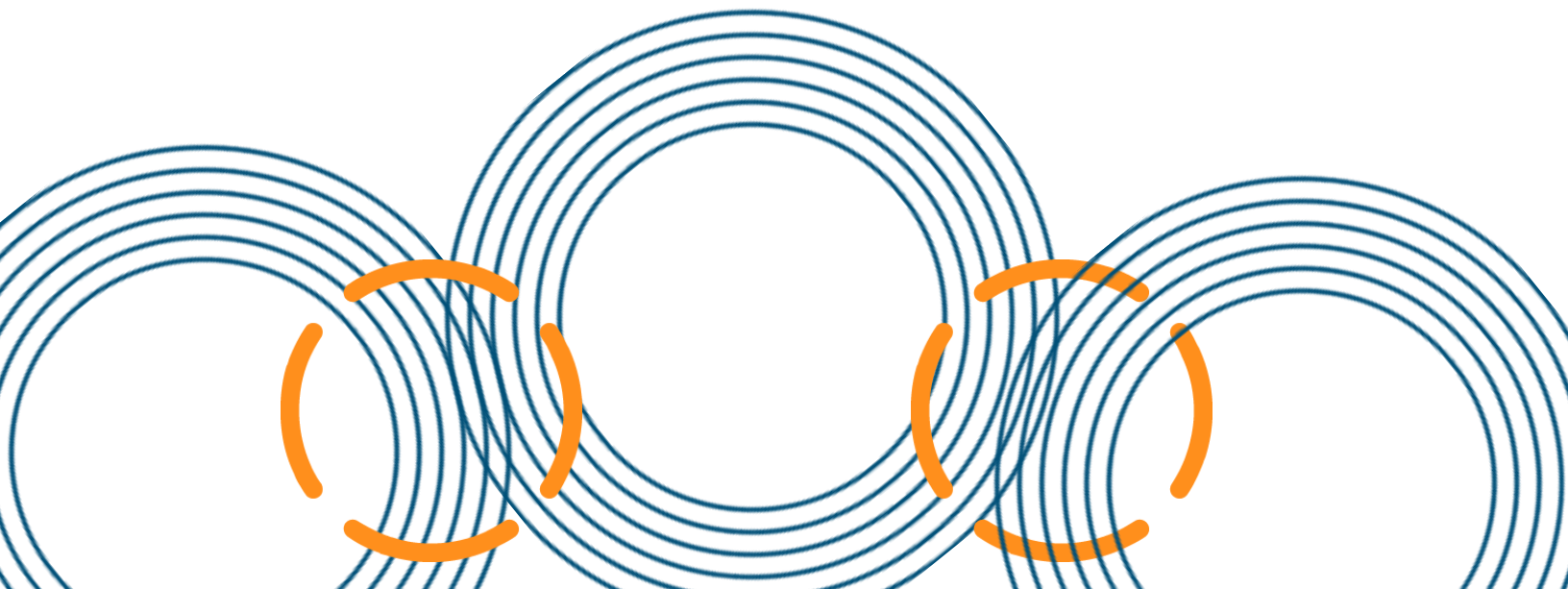
Repentance is the commitment to turn away from sin in every area of our lives and to follow Christ. Through repentance we receive forgiveness of sins and salvation. [Proverbs 28:13](#) | [Mark 1:15](#) | [Acts 3:19](#) | [1 John 1:9](#) | [2 Peter 3:9](#) | [Acts 2:38](#)

SPIRITUAL GIFTS

The Holy Spirit is demonstrated through a variety of spiritual gifts to build and sanctify the Church and confirm the power of the Gospel. These gifts always operate in harmony with the Scriptures and should never be used in violation of Biblical guidelines. [Hebrews 2:4](#) | [Romans 1:11-12, 12:4-8](#) | [Ephesians 4:11-13, 16](#) | [1 Corinthians 12:1-31, 14:1-40](#) | [1 Peter 4:10](#)

SALVATION

Given at Pentecost, it is the promise of the Father, sent by Jesus after His Ascension, to empower the Church to preach the Gospel throughout the whole earth. [Joel 2:28-29](#) | [Matthew 3:11](#) | [Acts 1:5, 2:1-4, 38-39, 8:14-17, 10:44-47, 11:15-17](#) | [1 Corinthians 12:13](#)



Strategy

At Christ Fellowship, we want to help you live life to the fullest. For nearly 40 years, we've helped thousands of people just like you find people to do life with, break free from the pain of their past, thrive in their marriage, become a better parent, experience financial freedom, and learn how to make a difference. What we've done for them, we want to do for you. And here's how:

KNOW GOD THROUGH A RELATIONSHIP WITH JESUS

You can know Jesus on a personal level. See how a relationship with Him changes your life for the better. We commit to providing you with opportunities to **KNOW GOD** on a personal level by connecting you with a spiritual community that will offer loving accountability and support as you live out your faith in Jesus Christ.

GROW IN RELATIONSHIPS WITH GOD AND OTHERS

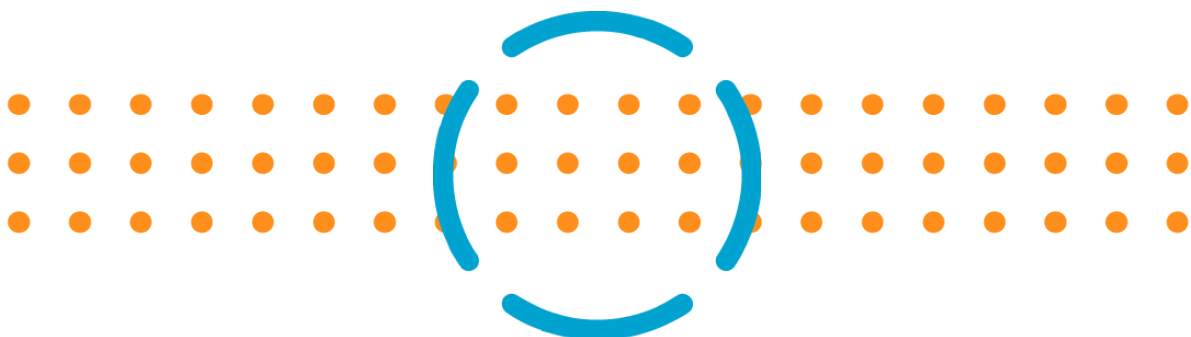
You weren't meant to do life alone. Find friends and build stronger relationships with God and others. We commit to teaching the Bible faithfully and providing learning experiences that will apply the truth of Scripture to everyday living. We will equip you through ministries for every age and stage of life so that you can **GROW** in relationship with God and His family.

DISCOVER YOUR PURPOSE

You're here for a reason. Find out who God created you to be and learn how to live life on purpose. We commit to providing you with opportunities to **DISCOVER** your gifts and God's purpose for your life. We will offer a variety of ways for you to serve within our church family by joining our Dream Team and providing opportunities to serve in our community and around the world.

IMPACT YOUR WORLD

You can make a difference. Learn how to impact people in your sphere of influence, your community, and on the other side of the world. We commit to honor God as we steward your tithes and offerings to **IMPACT** our community and our world with the love and message of Jesus Christ.



Leadership Teams

Senior Leadership Team (SLT)



Exists to spiritually lead the church and staff, communicate vision, and develop the overall strategy to move the church forward

Adult Ministries Team



Groups and Classes are part of the Discipleship Ministry which includes Connections, Married People, Sisterhood, Crew, Freedom and Care, and Groups and Classes.

Groups and Classes Team



The Central Groups and Classes Director provides vision and oversight for the Ministry providing the philosophy, strategy, and content to build a Groups and Classes culture and working closely with the Campus Pastors to provide support and direction to Group and Classes Directors and Coordinators at the campus locations.

Group and Classes Directors/Coordinators lead the Groups and Classes discipleship ministry at the campus level. Some locations have one Director/Coordinator looking after all Groups and Classes at the campus, while larger campus locations may have additional staff (Coordinators) who provide leadership and support to the ministry.

See the Appendix for the [Groups and Classes Organization Chart](#)





CHRIST FELLOWSHIP
Groups

OVERVIEW - GROUPS and CLASSES

Vision and Mission of Groups and Classes

We want everyone who calls Christ Fellowship home to embrace the following strategy:

- To KNOW GOD through a relationship with Jesus
- GROW in their relationship with God and others
- DISCOVER their gifts and God's purpose so they can
- IMPACT their world with the love and message of Jesus Christ.

Groups and Classes at Christ Fellowship are vital discipleship tools in this strategy as people experience encouragement and accountability in community with others. This strategy allows us to fulfill our vision together:

**To lead a radical transformation for Jesus Christ in our region and beyond.
Everyone, Every Day, Everywhere**

God made us for community and for relationships. We believe that the full life that God intended for us is experienced in biblical community.

“Let us think of ways to motivate one another to acts of love and good works. And let us not neglect our meeting together, as some people do, but encourage one another, especially now that the day of His return is drawing near.”

Hebrews 10:24-25 (NLT)

“We cannot live the right life with the wrong people.” - Pastor Todd Mullins

Groups and Classes make life-changing relationships accessible so that every group member can experience the abundant life that Jesus has for us.

“The thief comes only to steal and kill and destroy; I have come that they may have life and have it to the full.” John 10:10

Groups and Classes

Groups and Classes are designed to help people grow in their relationship with God and others, yet they have unique formats and schedules.

Classes are designed to help people participate in discussions around a specific topic and grow spiritually. They are typically held on-site at Christ Fellowship campuses and run for a specific number of weeks with a start and end date.

Groups are usually held off-site in the home of a leader, at a park, restaurant, or other public location. Group members are able to find people to do life with and help keep them accountable and encouraged as they grow in their relationship with God and others.

In general, Christ Fellowship campus locations are used for **Launching, Leaders, and Legacy**:

- **Launching** classes and groups
- Investing in **Leaders** by hosting events like orientation, training, and leader community events
- Providing community and growth opportunities for **Legacy** members (55+ in age)



Maintaining a Unified Approach

As a multi-site organization - one church with one heartbeat meeting in many locations - we want to provide a consistent experience in groups and classes across all of our Christ Fellowship locations. This includes:

- Building friendships and unity
- Studying God's word together
- Caring for one another
- Serving together
- Living with a missional mindset
- Using ESPN - Encouragement, Scripture, Prayer and a Next Step at every group meeting

ESPN in Groups and Classes

At Christ Fellowship, groups and classes are places where strong relationships can and should be formed. There is a broad variety of group and class types where people can be encouraged and grow in community with others. We use “ESPN” as a reminder of what we would like every group and class member to experience at Christ Fellowship.

ESPN

ENCOURAGEMENT

“Therefore encourage one another and build one another up” (1 Thessalonians 5:11a)

Groups and Classes offer an opportunity for encouragement and support. Leaders develop relationships with group/table members and help facilitate relationships between fellow members. They encourage transparency and provide accountability for areas that need growth. They build relationships to:

- Communicate value and let each person know they are an important member of the group.
- Demonstrate appreciation to each person for sharing their thoughts during meetings.
- Find opportunities to “speak life” and encourage others.

SCRIPTURE

“For the word of God is alive and active.” (Hebrews 4:12a)

Whether it’s an in-depth Bible Study, a social activity, or a serve project, scripture should be included in group/class meetings. This may occur directly by reading specific verses, or more indirectly by allowing scriptural principles to shape the conversation and responses. God’s Word is always the best place to turn to for answers, direction, and even correction and encouragement.

PRAYER

“Two are better than one because they have a good return for their labor: If either of them falls down, one can help the other up” (Ecclesiastes 4:9-10)

Groups and classes are a place of support for every group/table member. Leaders should be praying for their members outside of group/table time and can model and encourage prayer during group/table time. Group/Class members can also share encouragement and prayer with each other between meetings.

NEXT STEPS

"I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you." (Psalm 32:8)

Everyone has a next step. Group/Table Leaders are attentive to members to help determine their best next steps for spiritual growth. Whether it's signing up for the Journey, stepping into serving, getting baptized, or something else, group/table members can begin to live a fuller, richer life as a result of growing in their relationship with God and others.



Groups and Classes

Organization

We use categories (HUBs) to help organize and care for people in our groups/tables:

- Sisterhood (Women)
- Crew (Men)
- Everyone (Co-ed groups that include singles, married people, men, and women)
- Married People
- Freedom and Care (eg. Cancer Care)

Group Types

STUDY

We have content written by our Senior Pastors, recommended Bible and book studies as well as the “Keep Talking” resource for groups to use for their study.

SOCIAL/ ACTIVITY

Some groups draw people into community for a shared activity like walking, biking, surfing, golf, basketball, tennis, running, fishing, sewing, cooking, dancing, art, or music. These activities become the starting point for people to be encouraged to take their next step toward Jesus. Other groups are based on social events such as a dinner/supper club, or a book club. There are even groups based on a common profession, stage of life, or experience. They can all be the starting point for people to take a next step toward in their relationship with Christ and others.

SERVICE

Service groups focus on community outreach or serving as they build connection and community.

Classes

- Have a specific beginning and end date (typically 6-8 weeks) while groups meet on a regular basis for an entire semester. Classes may be in person or online.
- Offer a place for participants to see the DNA and culture of Christ Fellowship, hear the Word of God, grow spiritually, and experience what a group offers.
- Can be centered on a book, podcast, video teaching series, Bible study, or topical foundation. These are typically determined each semester by the Central Groups and Classes team in coordination with senior leadership.
- Include a teaching component followed by discussion groups/tables which are led by Table Leaders.
- Participants build community as they return to the same table for discussion each week. At the conclusion of a class, Table Groups can take a next step together by joining an existing group or starting a new one.
- Provide opportunities to identify and develop new leaders for future groups and classes.
- Provide the opportunity for a guided next-step selection process. This should be introduced at least by the halfway point and ramped up each week until the final class with tangible next-step options for class participants.

Class Resources

Every class has a folder in the Google Shared Drive (Campus: Groups and Classes, under Classes) that includes:

- Confirmations Emails
- Weekly content - teaching videos and discussion guides
- Examples/Templates for emails/messages to be sent to group leaders and class participants
- Facilitator scripts
- Table Leader Surveys
- Participant Surveys/ Next Steps Doc
- Classes also have resource pages that are available on the app/website for group leaders and group members (and for some class facilitators.)

Class Format

One goal of Classes is to connect people into Off-Site Groups upon the conclusion of the class. We encourage starting the first week of class with that goal in mind. The format below is helpful for all Classes:

Welcome - 1st Meeting

Introduction to the Class topic as well as an introduction to Groups

Class Meetings (2-3 times throughout the Class)

Highlight the community that has developed through discussion around the tables during the class and how that can continue in a group once the class concludes. Share how to use the Group Class Finder highlighting some Groups that are open for new members.

Introduce and explain the role of a Group Leader and encourage participants to speak to the Groups Team at their campus to consider leading a group for the next semester.

Last Meeting

Allow sufficient time to discuss Groups/Next Steps at the end of the meeting. Announce any Table Leaders from the current Class who will be taking their Group offsite for the next semester.

Announce any new Group Leaders who have been in the class but will launch a new group that is open to new group members.



Staff Roles for Groups and Classes

Welcoming New Staff Members

We have provided a comprehensive document to welcome and orient new staff members.

Descriptions of Staff and Dream Team roles are below:

Groups Director/Pastor



A Christ Fellowship staff member responsible for leading, equipping and shepherding Coordinators, Coaches, Group Leaders, Table Leaders, and all Dream Team members serving in the Groups and Classes ministry for their campus. (See Appendix for additional resources specific to the Groups Director role)

Coordinator



A Christ Fellowship staff member who provides leadership and equipping support for multiple areas within the Groups and Classes ministry. Many times, look after a specific category or categories of groups for their campus by leading and equipping Coaches and Group Leaders within that specific category of groups - Crew (men), Sisterhood (women), Everyone, and Married People.



Dream Team Roles

Coach



A high-capacity volunteer who is the connector between the Campus Staff and their Leaders or other Group and Class Volunteers. Responsible for caring for and leading a team of volunteers. The area of coaching will determine which of the following roles the coach will play.

Coaches:

- Invest relationally in their leaders and volunteers by offering prayer, encouragement, support, and accountability through phone calls, coffee meetings, online conversations, or in-person meetings.
- Set the tone for group and table health as they model care for leaders/volunteers in a way that they would want to provide the same type of care for their group/team members.
- Help build healthy groups. It's not just about the numbers of groups...the goal is to invest relationally and cultivate environments for healthy groups to flourish.
- Have a passion for people and for helping them find their next steps in their relationship with God and others.
- Organize and lead teams for on-site environments. This can be a team for set up/hospitality, table leaders, or other class needs.
- Help with administrative work and onboarding or training volunteers.
- Are willing to invest at least 2-4 hours per week.

Group Leader



A Christ Fellowship volunteer who builds relationships as they shepherd a group of people and help them grow in their relationship with God.

Group Leaders:

- Invest in the lives of group members to help them grow spiritually and relationally with others.
- Facilitate discussions and activities during their group time.
- Connects with group members outside of the time together to build community and encourage spiritual growth.
- Prays for the collective group and individual group members on a regular basis
- Encourage the group members to take a Next Step. This can include inviting members to attend the Journey, get baptized, serve on a team or for an event, or start the process of leading a group.
- Manages administrative tasks (a limited number) related to their group
 - Considers study content that best meets the needs of the group
 - Contacts every prospective group member who expresses interest in their group.
 - The Group Leader will attempt to contact the prospective group member three times using two different means of

communication making notes in the person's Rock profile regarding their follow up.

- When the Group Leader connects the new participant to their group, they will move the new group member from "Pending" to "Active" in their group.
- If the Group Leader did not get a response or the prospective group member did not attend the group, then the person's profile would be updated from "Pending" to "Inactive"

Class Facilitator



Facilitators welcome participants and lead the discussion in Christ Fellowship Classes from the front of the room.

The Facilitator does not teach the class but LEADS by:

- Knowing the content of the Class session in advance
- Utilizing the script that is provided to ensure that the class runs smoothly
- Conducting a "Huddle" with Table Leaders prior to class to prepare them to serve and provide necessary materials and communication for the Class.
Huddle time should include:
 - Encouragement from the week's huddle guide
 - Praying for spiritual and relational growth
 - Sharing best practices with prepare table leaders
- Setting the tone of the room with encouragement and enthusiasm.
- Being available as a resource to Table Leaders and participants before, during, and after each session of the Class.
- Managing the Class and keeping participants on track. Honoring the time of participants in the Class.
- Encouraging participants to take a next step at the conclusion of the Class.

Class Table Leader



Table Leaders foster growth and connection with/among participants by:

- Following-up with every participant that has joined the Class.
- Intentionally building relationships with and among their table participants.
 - Connecting/encouraging group members outside of class via the Chat feature on the App/Christ Fellowship website or emails.
- Facilitating discussion during table time in the Class

- Praying for the table group and individual class members during the class semester.
- Periodic administrative tasks (as needed) related to their table group.
 - Completing the Attendance Sheet at the table and ensuring that it remains at the table at the conclusion of the class for a staff member to gather. Connecting with/checking on participants that have missed a class
- Help participants take next steps and encourage connecting in a Group at the conclusion of class.

Hospitality Team for On-Site Classes



Prepares the environment for the Class to be a welcoming place that is set up with excellence (includes décor, room-set up/tear down, and food/drinks.)

Host for On-Site Classes



Hosts the room and establishes a welcoming environment by greeting and de-greeting Class participants as they enter and exit the room.

Hosts:

- Set a welcoming tone with a prepared environment.
- Take time to meet the participants and make sure everyone feels “Welcome.”
- Support the Facilitator as needed.
- Restores the classroom environment better than it was found for the next users.

Weekday or Weekend Support



Campus teams may choose to select a high-capacity volunteer who has the gift of administration to help with Rock input and upkeep. Some campus teams have Coaches who invest in group leaders and also provide administrative support to the campus team.

Connecting People to Groups and Classes

The Group/Class Finder

While a personal invitation to join a group or attend a class is a great way for someone to join a group community, the Group/Class Finder on the Christ Fellowship website and App is used extensively to promote and connect people to groups and classes.

- The Group Finder is integrated with Rock to pull the information used when setting up groups and classes into the Finder. Each group or class is displayed in the Finder using the name, description, schedule and other details set up in Rock (which makes the set up an important part of the process each semester.)
- Connect: People can select a group or class on the Finder and click on the blue Connect button to request information or to register for a class.
- Help Me Find a Group: Some people select the “Help Me Find a Group” button on the Finder which activates an email to the campus Groups team for follow up. The campus team should follow up within 48 hours to help the person connect in a group or class.
- The personal information provided in each person’s Rock profile will be displayed in the group or class roster.

Connect weekends are usually the “high traffic” season for the Finder, but it remains live on the Christ Fellowship website year-round with updates made to group and class options via Rock throughout the semester.

- Some groups remain open throughout the semester to welcome new members.
- Other groups are moved to Private status after 3-4 weeks since it can be a less than ideal experience for new members to join a group 4 weeks into a book/study.
- It is a good practice for campuses to have a couple of groups open to new members at all times (a Keep Talking group, a HUB specific group that remains open all semester, or one of the activity groups to help someone get connected)
- Midway through the semester (when the number of available groups may be limited), the Group Finder includes a notice stating that a new semester will be launching and people can receive an email reminder of the new semester launch by clicking on the Remind Me button. These names are then collected in Rock for the campus team to contact via email prior to the next semester launch.

During the season when there may not be as many groups available, campus teams are encouraged to recommend one of the following ways to connect until the next semester launch of groups and classes:

- The Journey
- 4th Saturday Serve events
- Seasonal Serving Opportunities

When someone uses the Group/Class Finder to express interest in a Group:

- Their contact information is forwarded in an automated email to a group leader for follow-up. Leaders can also see and manage prospective group member follow-up through the Christ Fellowship website and App.
- Prospective group members are then contacted by the Leader to share details and invite the person to the next group meeting.
- It is important to remind group leaders that the new contacts they receive from the Group Finder are expressing interest in their group but not necessarily ready to join. The leader should share more information with them and encourage them to participate but not expect 100% of those expressing interest to become active in the group.

When someone uses the Finder to register for a Class:

- Upon registration, participants receive an automated Confirmation Email to welcome them to the class with details regarding the start date, and the location of the class at the campus. All of the details are pulled from Rock based on the information provided by the campus when they set up each class.
 - Registration for Financial Peace University classes includes payment. The confirmation email includes the link to Ramsey+ resources for access to all content related to the class.
 - Prep for Marriage and Re|engage classes also include payment. Participants receive a confirmation email acknowledging the payment, but each campus team sends a separate Welcome letter to participants prior to the start of class to provide detailed information on what to expect and class resources.
- Campus teams should send a personalized text (or make a phone call) prior to the first class to welcome new members and put them at ease for the first session. This can be accomplished with the help of dream team members who are friendly and welcoming and may understand the apprehension of walking into a class for the first time.

The Journey

The Journey experience provides the history and heartbeat of Christ Fellowship. It is the first step in getting connected at the church and includes information and conversations that help people take a step to be in community with others. During one of the Journey sessions, participants are invited to sign up for a group or class.

Global or Multi-Site Event

Events provide opportunities for our entire church family to gather together. They may be held on different dates at multiple locations and may not be identical in execution, but there is an alignment of the vision for the event and the next steps after the event. Usually, one of the next step options is to connect in community through a group or class. The Campus teams are encouraged to plan in advance with Coaches and Group Leaders on how to help event participants connect in a group or class.

Campaign or Message Series

A Campaign is a church-wide season of study on a particular subject that might be geared toward adults or the entire church community (including Students and CFKids.) The weekend message series may lead to a curriculum designed to spur spiritual growth related to a specific topic and help connect people in community, and provide an “on ramp” to a group or class participation. This may be in the form of a class, material provided for off-site groups, or both.

Existing groups may opt to attend the on-site class as a group, or may be able to use the class content as they continue to meet off-site together. Upon completion of an on-site class, those groups would return to their traditional format and semester schedule.

Groups/classes that originate from a Campaign or Message Series:

- Can provide opportunities for leader development as volunteers serve during the Campaign and then continue as leaders of a group after the Campaign concludes.
- Can lead to group growth as group/class participants opt to participate in a group (individually or as a group) upon conclusion of the Campaign or Message-based study. People experience spiritual and relational growth during the Campaign study and want to continue taking next steps through a regularly scheduled group where they can experience encouragement and accountability in community with others.



CHRIST FELLOWSHIP
Groups

BUILDING A DREAM TEAM

The S.E.R.V.E. Model for Campus Groups Team

S.E.R.V.E. is a set of practices performed by anyone who works with volunteers (the Dream Team) to consistently care for and empower volunteer teams.

S.E.R.V.E. is a culture that will be reinforced through common language, visuals, and tools. See *SERVE Summary* in the Appendix and Shared Campus Drive.

The first **S** is **S.E.L.E.C.T.**:

SELECT

Be proactively looking for new people who might be great Group or Table Leaders. Be consistent in contacting new people who express an interest - meet one-on-one and learn more about their story and interest in serving. It's simple...but it takes work. During conversations, be discerning in determining the role where the person is gifted and will be able to make a difference.

Identify the source of most of your Group Leaders (Dream Team members) and cultivate those sources:

- The Journey
- Christ Fellowship Website/Group Finder - potential leaders can self identify and express interest
- Classes or existing Groups
- Invitation from current Group Leaders and Table Leaders
- Group Leader Interest Meetings

When a potential leader/volunteer is identified:

- Use the *Group Leader Onboarding Process* and the *Dream Team Onboarding Process*
- A Groups staff member initiates a brief conversation (10-15 minute) with the prospective leader regarding their interest in being a Group or Table Leader.

The onboarding process is explained including the:

- Application
- Background Check - **ALL** Dream Team members have a background check completed as part of the onboarding process no matter what role they have on the team. Ask if there is anything that may come up when a background check is run.
- *Volunteer Leadership Agreement* (If there are any concerns with the Agreement, the staff member can talk through them)

A campus Groups Staff member will send the application link and follow up with the prospective Dream Team member to make sure their application is filled out and processed in a timely manner. (Occasionally, potential group leaders self-identify by filling out the application on the website. The staff connector will receive notification and pick up the process with a brief conversation and follow up on the application.)

Application Review - Be sure to review all documents and make notes to notify the Dream Team staff to move forward with the Background check. They will notify the connector when the background check is completed.

One-on-One Interview (or 2 on 1 with a Coach or Group Leader included) is conducted by the Group Staff Member with potential Group Leaders. This conversations should include an opportunity for the leader to share about:

- Their journey with God
- Their journey with their family
- Their journey at Christ Fellowship

See the Appendix for suggested *Questions for a 1:1 Conversation* with a potential leader. The staff member can review the role and responsibilities of a leader and answer questions. If there are concerns regarding the results of the background check, this is a great shepherding opportunity to guide the person to a next step that might eventually prepare them to serve as a Group Leader if the background check precludes them from leading a group in this season.

Once the Onboarding process is complete,

- Invite the Group Leader to the next Group Leader Orientation
- A clear background check is required prior to a prospective leader attending Orientation.

The E in S.E.R.V.E.

EQUIP

Onboard new volunteers with excellence. Create a moment that is memorable as you provide resources for them to lead well.

Provide a great orientation including processes, expectations, and new technology that will set them up for success in connecting with group members and caring for them.

We equip leaders through the onboarding process:

- **Group Leader Orientation** includes an overview including the vision and values of Groups and Classes at Christ Fellowship.
- The role and responsibilities of being a group leader are discussed as well as practical tips on building, serving and managing a group.
- For CFEverywhere leaders (and leaders who are unable to attend an in-person orientation), a video orientation and the Orientation Presentation and Group Leader Guides can be shared (available in English and Spanish). The documents can be found in the shared Campus Google Drive.

After Orientation, the Groups and Classes Staff member will:

- Add the group to Rock. If it's an open group, it will show up on the Christ Fellowship Group/Class Finder
- Send the *Welcome Email* to the Group Leader
- Connect the Leader to a Coach who will mentor and help facilitate the leader development process through additional training, encouragement, and support.
- Provide the link to **Trained Up for Groups** for leaders to review the Groups modules on:
 - Managing Your Group - Computer
 - Managing Your Group - App
 - How to Sign People Up for a Group on the CF Website
 - Using the Group Finder on the Mobile App
- Invite the Leader to the next Leader Community meeting
- Create a monthly rhythm of equipping/training
 - Calls, texts, emails, newsletters, coffee
 - Leader Community Events, Ongoing Training, Resources from the Shared Campus drive

The **R** in **S.E.R.V.E.**

RELATE

Invest in relationships with Leaders. Texts, calls, and emails are great, but also make plans to meet in person - for coffee or a meal. Use the RELATE tool and Leader Community events to build relationships.

Let Leaders know you care and are praying regularly for them. Always be encouraging and intentional with your words and “speak life” to leaders.

We serve our Dream Team as we build relationships through consistent commitment, communication, and coaching.

RELATE is a Rock integrated tool to help staff invest in relationships with Dream Team members. Using this tool helps establish and maintain relational connections.

Building Relationships with Coaches, Leaders and other Dream Teamers

Determine the best rhythm for each method of connection for Groups Leaders as well as Coaches.

Consider how you are modeling building relationships with your coaches, so that they in turn do the same with their group leaders, who do the same with group members.

- Weekly, Monthly, by Semester, Yearly, Special Occasions
- Meet for Coffee/Lunch
- Conversation in the lobby after weekend services
- Virtual Coffee Meetings to stay connected
- Leader Community Events
- Phone, email, handwritten notes and virtual contact
- Remembering birthdays and anniversaries
- Sending thank you cards or investing in the lives of group members.

Consider how you can invest relationally when leaders are “on hiatus.” Continue to include and invite them to be in community with other leaders.

What can you do to support and encourage leaders on a personal level rather than focusing on what can be gained from their involvement as a leader?

The **V** in **S.E.R.V.E.**

VALIDATE

Seek input on a regular basis from leaders for ideas on improving processes and interaction with group members.

Always publicly recognize your team members and the value they are adding as co-laborers in growing God's kingdom and fulfilling the mission of our church in the world.

We validate Dream Team Members by intentionally connecting them to the vision and communicating their value in Ministry. This happens through:

- Celebrations - recognize and celebrate life change including birthdays, anniversaries and baptisms.
- Appreciation - reflect gratefulness for the investment that Group Leaders and Coaches make in the spiritual growth of others - this can be done through hand written notes or in person
- Infuse and the Dream Team Conference are Christ Fellowship's global/regional events that feature a "Vision Casting" message from our Senior Pastors and serve to honor, celebrate, and invest in all Dream Team volunteers.
- Campus special events (a movie night or themed event)
- Surveys to seek their input on what's going well and areas for improvement
- Leader Community Events - scheduled gatherings that provide encouragement and community for group leaders and include some fun, celebration, and appreciation. We want these events to be life-giving to our leaders as they hear the vision for groups and classes as well as insights from our pastors and Groups Team.

Leader Community Events are opportunities to:

- Communicate *Christ Fellowship Leadership Values* and cultural DNA.
- Facilitate relationship-building between Staff members, Group Coaches and Leaders
- Be full of Faith, Family, and Fun. These events are creative and fun to build community and create moments of laughter and fellowship.
- Share stories of celebration, milestones (baptisms, Journey completions, new leaders, and serving opportunities that helped the group grow.)
- Provide coaching and leadership development opportunities

The E in S.E.R.V.E.

EMPOWER

Be mindful of roles and opportunities for people to step into new roles on the team. Expand roles for leaders who are faithful and trustworthy so that their influence can impact more people.

Your coaching and encouragement will allow coaches and group leaders to grow and can be modeled by them as they invest in their group members.

Each Campus Groups staff will commit to provide leadership development and equipping each year through:

- Semester Connect Events with Celebration, Coaching and Vision Casting
 - These events are opportunities to raise up leaders and coaches into roles with increasing responsibility.
- Inviting Coaches and Leaders to serve during Connect Weekends to encourage others to find their next step and/or join a Group or Class.
- Transitioning Group Leaders into Group Coach roles

The resources below are available to equip and empower leaders (documents in the Appendix and the shared Campus drive to share with Coaches and Leaders)

Leader Resources

- *Group Leader Basics*
Setting goals, preparing for meetings, connecting with group members and planning group meetings and activities
- *Group Commitment*
This form is not a requirement for groups to use but can provide a framework for interaction and confidentiality among group members
- *Creating an Environment for Healthy Group Growth*
This list of questions helps group leaders consider if they are creating an environment where group members can:
 - Know
 - Grow
 - Discover
 - Impact
- *Group Leader - 30 Day Prayer Guide*
Provides a daily prayer for the spiritual health of your group and the growth of every group member.

Coach Development

Coaches build caring relationships and provide support to group leaders.

They:

1. Set the tone for group health as they model care for leaders in a way that leaders would want to provide the same type of care for their group members.
2. Help build healthy groups. It's not just about numbers of groups...the goal is to invest relationally and cultivate environments for healthy groups to flourish

Requirements to be a Coach

- Completion of The Journey and a Dream Team Application with Background Check
- Affirmation of Christ Fellowship's Volunteer Leadership Agreement and Non-Solicitation Agreement
- Have a passion for people and for helping them find their next steps in their relationship with God and others.
- Willing to invest 2-4 hours per week in the lives of their leaders.

Invest in Leaders

Coaches support leaders in developing healthy groups:

- Each Coach may support several group leaders and commits to regularly pray for their leaders and their groups.
- Coaches join in the leader onboarding process and orientation early to connect with group leaders.
- They invest relationally in their group leaders by offering prayer, encouragement, support, and accountability through phone calls, coffee meetings, online conversations or in person meetings.

Coaching Resources

- **Developing Coaches**
- **Coaching Conversation Tools**
- **Visiting a Group - An Overview for Coaches**
- **Develop a Culture of Leader and Group Multiplication**

As Coaches build relationships with their leaders, they can use the **Coach's Monthly Check-In Form** to share updates with Groups and Classes staff members.



CHRIST FELLOWSHIP
Groups

SEMESTER PLANNING



Semester Planning

Groups at Christ Fellowship occur throughout the year based on 3 Semesters:

- Winter/Spring – February through April with additional classes planned after Easter (Spring B classes)
- Summer – June through July
- Fall – September through November

Each semester, Connects Weekends are held on every campus to promote being in community. Environments are set up in the lobby of each campus to display and share opportunities to connect. Environments include display boards with branded signs and resources that share information in an organized way to help people take a next step.

Information is provided on available groups and classes (as well as Dream Team and Freedom and Care opportunities).

Group Leaders, Coaches, and Staff are available to answer questions and help people connect in a Group or Class.

To prepare for Connect Weekends, the semester classes are coordinated with senior leaders, the Discipleship team and Campus teams (campus pastors, coordinators, and Family Ministries)

The Groups and Classes team also coordinates with our CFKids ministry to review the annual *CFKids Calendar* to consider any blackout dates for CFKids programming to be communicated to Groups and Classes staff and leaders.



CHRIST FELLOWSHIP
Groups

APPENDIX

Guidelines for Dream Team Groups (Led by a Dream Team Volunteer)

Who: Dream Team Leaders at the campus (eg. Host teams, CFKids Care teams, Parking Hosts, Production)

- The entire team could be invited to the group or the group could be for teams serving together at a specific time (10am Production team, 11:45am Parking team, etc.)

What: A highlighted study, a study in the Christ Fellowship Toolbox or a study/activity that includes: **Encouragement, Scripture, Prayer, Next Steps**

- The group builds community and offers encouragement and accountability with each other throughout the week.

Where: At individual Christ Fellowship Campuses or at homes/restaurants/parks or virtually.

- The location is determined by each campus based on space or preference for the group to meet off-site at a home/park/restaurant.

When: Scheduling done by the campus - during services, before team huddles, etc.

- Weekly, bi-weekly or monthly - schedule and time determined by campus team.

How:

Campus Group - a designated Group Leader from the team should be listed in Rock

- The Campus Groups team ensures that the staff member receives Leader Orientation.

Virtual Group or Off Site Group (home/park/restaurant) - a Group Leader is in place for the group in Rock

- The Campus Groups team ensures that the Group Leader receives Leader Orientation.

Details:

In Rock

- Set up under Adult Groups as a closed group of existing dream teamers.
- It is not intended to be an open group to promote the team and recruit new dream team members.
 - This is a voluntary group for dream team members

- This group is not intended to house all of the dream team names for communication purposes - please use the Dream Team area of Rock for this purpose)
- The Group will have access to the chat and resources in the app/website.

Why:

- This type of group provides a way for dream team members to connect with each other for biblical community outside the normal realm of serving. It will be a time to provide encouragement and accountability among each other throughout the week.
- We use our campuses for **Launching**, Investing in **Leaders** (including these Dream Team Leaders) and providing community and growth opportunities for **Legacy** family ages 55+.

Guidelines for Dream Team Groups (Led by Christ Fellowship Staff)

Who: Dream Team Leaders at the campus (eg. Host teams, CFKids Care teams, Parking Hosts, Production)

- The entire team would be invited to the group (not limited to the 10am Production team or 11:45 Kids Care team)

What: A highlighted study or any study in the Christ Fellowship Toolbox.

Where: At individual CF Campuses or at homes/restaurants/parks or virtually

- The location is determined by each campus based on space or preference for the group to meet off-site at a home/park/restaurant.

When: Weekly, bi-weekly or monthly - schedule and time determined by campus team.

How:

Campus Group - A CF staff member would be the facilitator & Group Leader listed in Rock.

- The Campus Groups team ensures that the staff member receives Leader Orientation.
- Use a space that would not require production.

Virtual Group or Off Site Group (home/park/restaurant) - A CF staff member would be the facilitator & Group Leader.

- The Campus Groups team ensures that the staff member receives Leader Orientation.

Details:

In Rock

- Set up under Adult Groups with the CF staff member as the Group Leader.
- Set up as a closed group of existing dream teamers.
- It is not intended to be an open group to promote the team and recruit new dream team members.
 - This is a voluntary group for dream team members
 - This group is not intended to house all of the dream team names for communication purposes - please use the Dream Team area of Rock for this purpose..

- The Group will have access to the chat and resources in the app/website.

Why:

- This type of group provides a way for the CF staff members and dream team members to connect with each other for biblical community outside the normal realm of serving. It will be a time to provide encouragement and accountability among each other throughout the week.
- We use our campuses for **Launching**, Investing in **Leaders** (including these Dream Team Leaders) and providing community and growth opportunities for **Legacy** family ages 55+.

Guidelines for Legacy Classes Meeting at Campus Locations

Who: Our 55+ Legacy attendees/family

What: Video/Book/Bible Study based class that has table groups. (Similar to Foundations of Faith, Freedom, Acts, Flourish, or Crew Code)

Where: At individual Christ Fellowship Campuses

- This is up to the individual campuses based on staffing and space.

When: Monday - Thursday (am or pm) Not on a Sunday.

- It can be weekly, bi-weekly or monthly depending on the campus.

How:

- Run similar to classes - video based teaching content followed by discussion around tables.
 - Limited snacks & drinks
 - Plan for about 1 hour 30 minutes
 - 15 minutes to linger & connect
 - 30 minute video
 - 30 minute Group Discussion
 - 15 tear down.
 - No Program or Worship
- Each table has a trained table leader
- Participants will sit at the same table for a semester
- A staff member should be onsite at the campus at all times when the group meets
 - No Production team needs or set up for this class. All classrooms should be set up to run video content through a laptop.
- In Rock
 - Set up under Classes in Rock with start and end dates within a semester.
 - Set up table groups so that each table leader can communicate with their table group through the email or chat features in the website/App.
 - This class will remain open in Rock for the entire semester unlike other classes.
 - At the conclusion of each semester, this class should be copied within Rock and placed in the following semester so it rolls each semester throughout the year.

Why:

- Many of our older generation find it difficult to host people in their home and/or find parking in a 55+ neighborhood. They feel uncomfortable going to someone else's home and are on a fixed income with limited ability to go to restaurants. We want to provide a space for our legacy family to feel comfortable, but are able

to grow in their relationship with God and others through the encouragement and accountability of groups.

- We use our campuses for **Launching** Classes, Investing in **Leaders** and providing community and growth opportunities for our **Legacy** family ages 55+.

Philosophy on Larger Groups

Who: Activity Groups over 30 and/or Study Groups with 20+ members

What we DO want:

- Encouragement and Accountability
- Biblical Community
- Using Highlighted or Toolbox Studies
- Encouragement, Scripture, Prayer, Next Steps
- Engagement - through chat, attending at least 50% of the time
- Being well cared for by the leader
- Multiplication for more people to join biblical community

What we DO NOT want:

- The development of “silos” or small churches within the larger church
- Using the group as the means to develop a network of names
- A newly developed ministry (Singles, etc.)
- People that aren't being cared for
- No engagement from one semester to the next
- Large cliques where others will feel excluded

Suggestions:

- Meet with the Group Leader
 - Ask questions to understand:
 - How is the group doing in terms of encouraging people and walking with them as they do life? What have been the wins, what have been the challenges, etc.?
 - Do they enjoy leading the group?
 - Have relationships been built?
 - Are there any rising leaders who could be developed from their group?
 - Do they have the same passion for the group as when they started?
 - Recommendations
 - Shoulder tap the rising leader to determine if they would want to multiply the group or lead a new group.

- If the large group is divided into two or more smaller groups to meet weekly, the big group could still get together once a month or every other month.
- The smaller groups could combine to serve together for a 4th Saturday serve project as a large group.
- Ask the leader to review the list of group members and move people to Inactive status who are not engage in the group (not attending at least 50% of the time or connecting in the chat feature for the group to be in community with others.)



CHRIST FELLOWSHIP
Groups

Class Environment Checklist

PURPOSE

Signage and Décor

- Class Sign or Banner outside doors
- Class Slide on TV

Participant Tables

- Table covers/Charger/Potted greenery
- 2 Black markers at center of table
- 1 Name tag at each participant seat

- 1 Pen at each participant seat
- Attendance Sheet at center of table

Hospitality Table

- Snacks in trays/baskets
- Bottled Water arranged neatly on counter
- Ice Water, Iced Tea or Lemonade in pitcher
- Coffee
- Coffee cups, lids & sleeves
- Stirrers/creamer/sugar
- Cold cups
- Napkins

Media

- Screens on
- Slides and video tested in advance
- Music playing
- Mics tested & batteries replaced if necessary
- Volunteer in place to run media at least 10 minutes before starting class



Guest Experience

- _____ Greeters in hallway or at the door 10 minutes before event start time
- _____ At least 2-3 Volunteers welcoming guests and ushering in room

CONCLUSION OF CLASS

- _____ Play background music as people exit
- _____ Have at least 1 volunteer in place as participants leave to de-greet

TEAR DOWN AFTER CLASS

- _____ Gather remaining table supplies and return to storage
- _____ Gather décor and return to storage
- _____ Return remaining hospitality supplies to storage
- _____ Collect and discard all trash
- _____ Turn off lights
- _____ Turn off media including projectors
- _____ Attendance sheets collected and given to HUB Leaders or Staff



Name	Phone Number	Email	Week:
			1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8
			1 2 3 4 5 6 7 8

Table Leader _____

S.E.R.V.E.

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EQUIP

Onboard new volunteers with excellence. Create a moment that is memorable as you provide resources for them to lead well. Provide a great orientation including processes, expectations, and new technology that will set them up for success in connecting with group members and caring for them.

RELATE

Invest in relationships with Leaders. Texts, calls, and emails are great, but also make plans to meet in person - for coffee or a meal. Use the RELATE tool and Leader Community events to build relationships. Let Leaders know you care and are praying regularly for them. Always be encouraging and intentional with your words and "speak life" to leaders.

VALIDATE

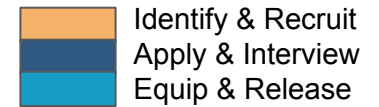
Seek input on a regular basis from leaders for ideas on improving processes and interaction with group members. Always publicly recognize your team members and the value they are adding as co-laborers in growing God's kingdom and fulfilling the mission of our church in the world.

EMPOWER

Be mindful of roles and opportunities for people to step into new roles on the team. Expand roles for leaders who are faithful and trustworthy so that their influence can impact more people. Your coaching and encouragement will allow coaches and group leaders to grow and can be modeled by them as they invest in their group members.



Group Leader Onboarding Process



STEP 1

Identify potential Group Leaders or the volunteers will self identify

STEP 2

First Connect: An initial 10—15 min conversation (phone, in person or Zoom) to discuss:

1. An overview of Groups and the role of a group leader to determine if there is a good fit.
2. Why the person wants to serve as a group leader
If they are a good fit, schedule a one-on-one meeting and let them know you will be sending a copy of the Volunteer Agreement for their review prior to the meeting.
3. If the group leader role is not a good fit, redirect the person to your Campus Connection staff member for follow up.
4. Be sure to thank them for their interest in serving.

STEP 3

Conduct a One-on-One meeting (30-45 min) to:

1. Hear their story
2. Ask Group Leader interview questions (see Playbook)
3. Answer any questions if they have not yet signed the Volunteer Agreement.
4. If the leader is a good fit, ask them to complete and submit the CF Dream Team Application. Let them know a background check will be a part of the process. Ask if there is anything that might pop up on a background check or if there is anything that would prevent them from signing the Volunteer Agreement.
5. Review and have the volunteer sign the Non-Solicitation Agreement and the Group Leader Role and Responsibility form.
6. Pray for prospective leaders.

STEP 4

Once the application and background check are completed, the Groups Staff member will receive a notification with the status. If there are concerns with the background check, additional conversations will be needed to determine if the the person is eligible to serve.

STEP 5

Once approved and the Volunteer Agreement, Leader Role and Responsibilities and Non Solicitation forms have been reviewed and signed, invite the new leader to Group Leader Orientation.

STEP 6

Proceed with Group Leader Orientation:
If leaders have not already signed the Non-Solicitation Agreement and Group Leader Roles and Responsibilities form, ask them to complete these forms as well as their Group Profile indicating the type of group, schedule, description and whether the group should be listed as public or private.

STEP 7

Add the group to Rock with the description, schedule, and also note whether it's a public or private group.

STEP 8

Send the “Welcome” email; invite the new leader to the Dream Team Experience; and provide the Group Leader Guide and other resources (Christ Fellowship App, Right Now Media, Trained Up)

STEP 9

Ensure that the Group Leader is keeping up with Pending members if the group is Public.

STEP 10

Shepherd your Group Leaders; use the Relate resource; and pray for them regularly.

DREAM TEAM ONBOARDING | 5-STEP PROCESS GUIDE

STEP 1

Application Completed by Candidate → Connection Request Launched

- If launched from the website, application will be submitted directly by the Candidate. *
- If launched from the candidate's profile in ROCK, Connector will need to send application link to the Candidate.

**Exception: Anyone unsure of where he/she wants to serve will be assigned to the "We can help you..." Title. These Candidates will need to be transferred to a specific opportunity before an application will be sent.*

Confirm in ROCK:

- Application has been uploaded to profile. Review the entire application to begin learning about the Candidate.
- Check Candidates ROCK profile for any notes or alerts that may exist in; if there is a "flag", contact the Core Dream Team Coordinator for your location before moving on to Step 2.
- Journey completion. (If not completed, see Step 2.)

GOT QUESTIONS?

Should you have questions related to your Candidate's onboarding process, add an **Activity Note** to his/her Dream Team Connection Request, and then click the **"Send to Dream Team for Review"** button located under "Available Workflow". This places a yellow dot next to the Volunteer's name and indicates to your Core Dream Team Coordinator that attention is needed for this Volunteer. This helps us keep the conversations about the Volunteer's onboarding experience in one location, verses multiple (i.e., email, text messages, phone calls, etc.) and provides a complete record for future reference.

STEP 2

Initial Phone Connect with Candidate by Team Leader

- Before calling, verify that candidate has completed The Journey. If not during the phone conversation let him/her know that we want all our church family to attend The Journey as their first step at Christ Fellowship and help him/her register for the next class.
- **Reminder:** Completion of The Journey is not a requirement for a candidate to complete the onboarding process, but it is an expectation before he/she starts serving in your ministry. *
- Reach out to the Candidate to introduce yourself and thank him/her for his/her interest.
- Give a brief overview of your ministry and share volunteer expectations (i.e., day, time, tell him/her a little bit about the role.)
- Allow the Candidate the opportunity to ask questions, assessing if this ministry is a good fit for both the Candidate and the ministry.
- If not a good fit, explore what other serving opportunity interests him/her and transfer him/her to that ministry through the Dream Team Connection Request.

If the Candidate is a fit ...

- Schedule the **"Ministry Conversation"**.
- If the role is an "in-person" it's best if this meeting is in person.
- If the role is "virtual or on-line" the meeting should be virtual.
- Inform the Candidate this meeting will take about 45 minutes.
- Email a meeting reminder with date and time to Candidate.
- **ADD Activity Note**

***Have all your Volunteer Candidate's completed THE JOURNEY? [CLICK HERE](#) to watch a video from Pastor Julie why this is essential!**

STEP 3

Ministry Conversation

- Thank candidate for meeting and share why volunteers are so important to Christ Fellowship.
- Use this ["Six Important Questions"](#) conversation guide making sure to talk about all six areas referenced.
- Following your conversation, if you believe the role is a good fit for both the candidate and your ministry area, you may move on to Step 4 – Request Background Ground Check.

ADD Activity Note

3. *Interview Complete* (add a brief summary note).

About "Leadership" Roles*

- A leader is defined as anyone serving in a position of influence over others.
- [CLICK HERE](#) for a list of roles requiring a signed ["Volunteer Leader Agreement" \(VLA\)](#)
- Prior to your ministry conversation, look at the candidate's ROCK profile to verify he/she has either signed (agreed with) or declined this agreement.
- If not found, go into the candidate's DT Connect Request and click the "Available Workflow" button labeled "New Volunteer App with Leader Agreement". Walk through the prompts.
- During Question 4 in your ministry conversation, briefly review the VLA to see if there are any questions and to make sure the expectations are understood.
- If he/she declined the agreement, you would want to lead with this conversation as it would disqualify her/him from serving in a leader role.

STEP 4

Request Background Check

Background checks are required for all volunteers 18+ years old. During your Ministry Conversation, let the candidate know that the background check authorization link will be sent to him/her via email with the subject title "Joining the Dream Team - Next Steps". Ask the Candidate to be on the lookout for this email and if he/she has questions to reach out to you.

ADD Activity Note

4. *Move Forward with Background*
 ⇒ **IMPORTANT:** Under "Available Workflow", click "Send to Dream Team for Review".

- Once the Candidate SUBMITS the completed background check authorization release, your Core Dream Team Coordinator will submit to our background check screening vendor.
- It usually takes 1-5 days for reports to come back.
- Please wait to begin equipping the Candidate until background check reports are complete.
- Connectors will receive a notification email from Rock letting him/her know the background report is complete.

NOTE 1: Background checks will not be ordered if any of the previous steps are skipped.

NOTE 2: If the Background Check comes back with red flags, work with Core Dream Team Coordinator and Campus Pastor for a resolution.

Dream Team Onboarding Tool | Bookmarked Attributes

Give yourself a quick glance at vital onboarding information in a Candidate's ROCK profile. [CLICK HERE](#) to watch an instructional video on how to set these

STEP 5

Connecting the New Volunteer

You are now ready to connect the Candidate to your team as a new Dream Team Volunteer. Follow these steps:

- In the Candidate's Dream Team Connection Request click **Edit**.
- Under **Placement Group**, select the specific team on which the Candidate will now serve.
- Click **Save**.
- Click the green **Connect** button (*this adds him/her to your team roster*).

Connect

Equipping Your New Volunteer

You are now ready to invite your New Volunteer to your ministry-specific orientation and equipping process.

- Call to welcome the Volunteer to your team.
- Schedule the Volunteer for your next department specific orientation or training.
- Watch the video ["Developing Others: A Framework to Intentionally Equip Your Team"](#) to remind yourself of our preferred method of equipping volunteers.
- Begin the RELATE process in caring for your Volunteer. Watch the [RELATE](#) course in TrainedUp to learn how this works.



CHRIST FELLOWSHIP
Groups

Christ Fellowship Volunteer Leadership Agreement

Thank you for choosing to serve at Christ Fellowship as a Volunteer Leader. By choosing to enter a leadership role in one of our Groups environments, you are entering a position of responsibility. Those you lead will watch you closely and take what you say seriously. Leaders *should be* role models and leaders are *called* to a higher standard.

As a leader in our Ministry, your lifestyle matters a lot. Who you are when you serve should be consistent with who you are the remainder of the week. That is why we ask everyone serving in a leader role to commit to live by this Volunteer Leadership Agreement.

We do not want to put you in a position where you feel pressure to teach, represent, or appear to agree with a view on the subjects shared below that you do not personally embrace. Those we serve must see a consistency in our faith and how we express it in our daily lives and in our service together. In other words, “how ” we live and serve together is as important as “what” we do in our individual ministries. In both your ministry life and personal life, we ask that you commit to living out our Core Values.

GROW TO GO

Remaining Teachable to Become Usable

Consistent Quiet Time and Bible Engagement

I realize the greatest way I can serve my church is to grow in my personal relationship with Jesus through daily prayer and Bible engagement and staying in active community with my church family. By actively reading the Word and praying, I will live out our Core Value, “Grow to Go.”

Accountability & Confidentiality

I commit to being teachable and transparent, open to review and evaluation, so that I may grow spiritually and in my ability to serve God. I understand there may be times when I learn a fellow team member or Christ Fellowship leader has or is currently acting

or living his or her life in a manner that is inconsistent with Christ Fellowship's Core Values and this Volunteer Leadership Agreement. If this involves sexual immorality or conduct which represents a danger to themselves or others, I will immediately bring this to the attention of the Pastor who oversees my ministry to determine appropriate next steps.

LIVE TO GIVE

Stewarding our Lives for Eternity

Tithes & Offerings

I commit to returning to the Lord the first ten percent of what He entrusts to me as my tithe and to give beyond that as directed by the Holy Spirit. I will give my tithe to Christ Fellowship, the local church at which I worship and serve.

ALL FOR ONE

Unity Centered on Jesus & our Core Beliefs

My Words

I will use my words to build up the church and the people I serve alongside. Proverbs 18:21 says, "Words kill, words give life; they're either poison or fruit – you choose." I choose to speak words of kindness and hope. I will give people the benefit of the doubt. I will not gossip or speak despairingly about other church family members or leadership.

INSIDE OUT

Living a Life Marked by Prayer & Integrity

Social Media

While Social media can be a great connection tool, it also serves as a window into your life beyond when you are serving. With this in mind, we ask that you practice wisdom in the following areas as you use social media:

- I commit to being wise in what I post to any form of social media. I will err on the side of caution and avoid posting anything that is inappropriate or could be considered inappropriate.
- I commit to avoid posting anything that can be seen as negative or demeaning toward others.
- I commit to speak highly of THE church (Christ Fellowship as well as the Global Church) and of church leaders. I will not openly criticize church leaders through social media.

Drugs & Alcohol

- If you have a history of alcohol or drug abuse, this can be something God uses in a positive way to steer the next generation in a different direction. While we believe that God wants to redeem and use every part of our story, we ask you to set some boundaries in place to help protect you as well those you are leading by committing to the following:
- I commit to avoiding the use of illegal drugs or any other substances that can damage my physical health and or my testimony.
- I commit to avoiding the use of alcohol in a way that could significantly and negatively impact the community I serve or damage my reputation in the eyes of those I'm leading. I understand that this is more of a leadership and appearance issue than it is a biblical issue.
- I will refrain from using tobacco or abusing over the counter or prescription medications.
- I commit to refrain from serving alcohol in my home during Group gatherings.

Entertainment & Recreation

People are watching you whether you realize it or not. That's why it's important that you use discernment in your entertainment and recreational choices. We ask that you show wisdom by adhering to the following:

- With the movies and TV programs I watch, as well as any video games I play, I will err on the side of caution and avoid anything that would be considered inappropriate for me as a leader at Christ Fellowship.

Sexual Behavior

We believe God's Word teaches that sex was created by God as an expression of intimacy between a man and a woman within the context of marriage. Volunteer Leaders who embrace lifestyles or behaviors that conflict with this teaching will eventually find themselves having to pretend to be something they are not or believe something they don't. In an effort to protect you from a potentially awkward situation, we ask that you commit to the following:

- I commit to live a lifestyle that models sexual purity in all areas of my life. Ephesians 5:3 says there should not even be a hint of sexual immorality in my life and I will strive to live that way.
- I commit to not be in a sexually active relationship outside of marriage, and I commit to set healthy boundaries in any relationship that I pursue.
- I commit to not pursue or engage in a romantic relationship with someone of the

same sex.

- As a single person, I commit to being a good example by choosing not to live with a member of the opposite sex.
- I commit to avoid intentionally putting unwholesome things before my eyes (Psalms 101:3) including pornography or television shows/movies with graphic sexual content.

Passion for People

Impacting humanity with the love of God

Because we care about your spiritual growth, we ask: if you find yourself struggling in one of these areas or in a place where you cannot make these commitments, that you speak to one of our pastors to help you work through your struggles. We also ask that you delay serving until you are able to commit to these core values.

If you cannot commit at this time, your ministry leader will discuss next steps with you.

Signature

Date





CHRIST FELLOWSHIP
Groups

GROUP LEADER CONNECT CONVERSATION (1:1)

- Introduce yourself and your role at Christ Fellowship.
- Explain that the purpose of the conversation is to get to know them better and how they might best fit as a Group Leader.
- Open your time in prayer.
- Be sensitive that they may find the conversation or process intimidating.
- SChoose your words wisely.

1. Ask them to briefly tell you about their spiritual journey.

Listen for a specific time they decided to commit their life to Christ, spiritual milestones, and if they are at a maturity level where they are ready to lead others.

2. Ask them to share how they are connected to Christ Fellowship.

They should have already completed The Journey and a Dream Team application. Are they serving in another role? Are they familiar with Christ Fellowship's mission and CORE values and beliefs?

3. If there are any concerns with information in the Background Check, review the information with the prospective leader. There are some disqualifying events that would be identified by the Dream Team staff for discussion. Based on the background check and information gathered in the meeting, discuss possible next steps for the prospective leader. The role may be as a Co-Leader under the mentoring of a seasoned group leader. In considering the person for a group leader role, ask the leader to share how the background check information has impacted their relationship with God.



4. Ask them about the most important people in their life.
Listen for relationships – are they potentially involved in any relationships that would limit them in serving as a Group Leader (cohabitating etc.)?
5. Ask them to share their story.
This is where they might share something in their testimony that might be particularly sensitive. Handle this moment with a high level of care – be encouraging and pray with them if necessary.
6. Ask them what drew them to consider serving as a Group Leader.
Listen for a passion for people and a desire to help others grow spiritually
7. Review **the Volunteer Agreement** with the prospective leader.
Answer any questions and have them sign a copy.

If, at this point, you are comfortable inviting them to commit to serving as a Group Leader, move forward with a review and completion of:

- Group Leader Role and Responsibilities
- Non Solicitation Agreement
- Group Profile

Upon completion of these pages, it's time to schedule their NEXT STEP - Group Leader Orientation. (A background check for each leader should always be completed and reviewed by a CF staff member prior to a prospective leader attending an Orientation Training).

Make sure you always close the time with encouragement and prayer.





CHRIST FELLOWSHIP
Groups

GROUP LEADER ROLE AND RESPONSIBILITIES

RESPONSIBILITIES

Build caring relationships with people who share similar interests and have a desire to grow in their relationship with God and others.

CARE FOR GROUP MEMBERS

- Invite people to join your Group
- Pray for each Group Member daily
- Facilitate regular meetings with your Group
- Be available to serve and lead Group members
- Remember to use ESPN (Encourage, Scripture, Pray, Next Steps) with your Group at each meeting
- Look for and raise up potential new Group Leaders

COMMIT TO ENGAGE IN REGULAR SPIRITUAL DISCIPLINES AND TRAINING OPPORTUNITIES

- Commit to spending time growing in your relationship with God through the study of His Word and prayer
- Use the Group Leader Resources (Trained Up Courses, Recommended Studies, Tool Box/App)
- Be available for Leader Communities with your HUB Leader, Coaches, and other Group Leaders

ADMINISTRATION

- Manage your Group membership details (promptly follow up with prospective group members)
- Promptly respond to the requests from the HUB leader and Group Leader Coach and be available for a check-in at least once a month with your Coach

PROMOTE GROUP SERVING OPPORTUNITIES

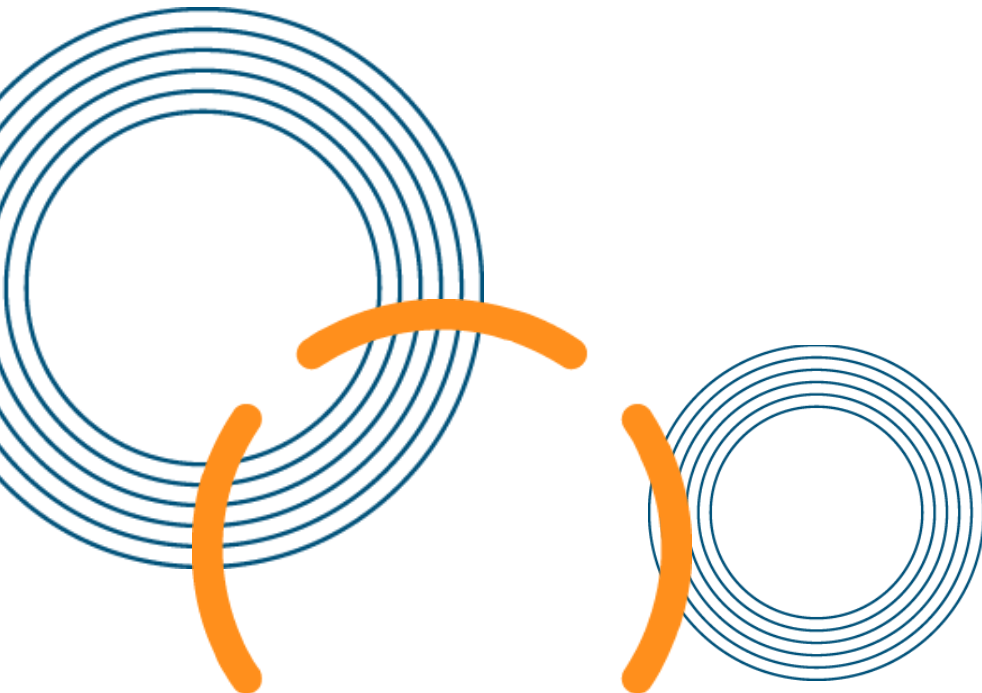
- Discuss and identify serving opportunities for your Group (e.g. 4th Saturday Serve)
- Attend and help Groups staff host Group Connect Events as available

REQUIREMENTS

- Completion of The Journey and Dream Team Application
- Affirmation of Christ Fellowship's Volunteer Leadership Agreement and Non-Solicitation Agreement
- Attend Group Leader Orientation
- Works well with teams and contributes to an "All for One" team spirit
- Has a passion for people and for helping them find their Next Steps

TIME COMMITMENT

This is typically a 2-4 hour per week time commitment, including time during the week and on weekends.





CHRIST FELLOWSHIP
Groups

NON-SOLICITATION AGREEMENT

AGREEMENT

Christ Fellowship groups are safe places for people to grow in their relationship with God and with each other.

To help make this possible, we ask that you commit to not soliciting group members for any business, including but not limited to, products or services related to insurance, finances, or multi-level marketing programs.

In addition, your support is appreciated in not promoting or soliciting support for political candidates, parties or causes.

We ask for your support in fostering this spirit among the members of your Group. It does not mean that you can't answer questions or make recommendations regarding products and services; however, we ask that you and group members not promote or sell products and services or seek support for political candidates, parties, or causes.

I have read and agree to the above:

(SIGNATURE)

(DATE)





CHRIST FELLOWSHIP
Groups

GROUP PROFILE

GROUP LEADER: _____

LEADER'S PHONE: _____ LEADER'S EMAIL: _____

HOME CAMPUS (circle): BG BB BOCA CFE DWPB GAR JUP OKE ONL PSL RIV
RP STU VERO

GROUP PREFERENCE: Everyone ____ Crew ____ Sisterhood ____ Married ____ Care ____

GROUP MEETING DAY (circle one): Mon Tue Wed Thur Fri Sat Sun

MEETING TYPE: VIRTUAL or IN PERSON GROUP

GROUP MEETING TIME: START (AM/PM) _____ CAPACITY LIMIT: _____

FREQUENCY OF MEETING (circle): Weekly Bi-Weekly Other _____

START DATE: _____

LOCATION WHERE GROUP WILL MEET/HOST HOME: (or park, restaurant, etc.)

STREET ADDRESS: _____

CITY _____ ZIP: _____

GROUP DETAILS: (Title of Book, Activity, Specific Age Range or Affinity Group)

Welcome



[Personal Greeting]

Congratulations and thank you for stepping into a leadership role to serve your church family as a Group Leader. We want to support, encourage, and equip you as a leader so that you feel comfortable and confident in your role.

We have some resources to share with you:

1) Christ Fellowship Website and App

When you login to the church website or use the Christ Fellowship App, your group information, members and resources are readily available.

Features:

- Manage your group member information and add new people to your group
- Communicate via email or the chat feature
- Easily find and share teaching resources (videos and discussion guides) with your group members

2) Video Tutorials for the Christ Fellowship Website and App

Click [HERE](#) to access Trained Up - Christ Fellowship's learning platform. You'll find brief videos for all of the features related to groups and classes on the church website and app.

When you access Trained Up, select the video tutorials based on where you will most likely manage your group...

- On your computer OR
- On the Christ Fellowship App (phone or mobile device)

If you have questions, let us know. We are here to help!

Again, thank you for investing your time, energy and gifts to lead a Christ Fellowship group. We love you and are praying for you as you help people grow in their relationship with God and others.

The Christ Fellowship Groups Team



CHRIST FELLOWSHIP
Groups

LEADER VALUES



WE ARE SERVANTS FIRST - Our Titles are for Organizational Clarity

“So you also, when you have done everything you were told to do, should say, ‘We are unworthy servants; we have only done our duty.’” Luke 17:10

ASK MYSELF: “Am I serving others or do I expect to be served?”



WE CREATE ENVIRONMENTS THAT ARE FULL OF IT - FAITH, FAMILY and FUN - Full Things Fill Things!

“The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full.” John 10:10

“Above all else, guard your heart, for everything you do flows from it.” Proverbs 4:23

ASK MYSELF: “Am I warm, positive, energetic and prayed up?”



WE EMBRACE CHANGE BY BEING PREPARED AND FLEXIBLE - The Lack of Flexibility Limits the Body. If We Are Not Changing, we are Not Growing.

“There is a time for everything, and a season for every activity under the heavens” Ecclesiastes 3:1

ASK MYSELF: “Do I have a checklist?”



WE CULTIVATE BLACK GOLD - We are Responsible for the Soil, where People plant the Seeds of Their Talents, Time, Treasure and Relationships.

Those who are planted in the house of the Lord will flourish in the courts of our God.” Psalm 92:13

ASK MYSELF: “Am I committed to do the work to help others grow?” be served?



WE ARE THERMOSTATS NOT THERMOMETERS - We are Tone Setters.

“...show other Christians how to live by your life. They should be able to follow you in the way you talk and in what you do. Show them how to live in faith and in love and in holy living.” 1 Timothy 4:12

ASK MYSELF: “Do I make the room better & brighter when I walk into it?”



WE ARE FAITHFUL IN SMALL THINGS - There are no Small Decisions; Small Decisions With Big Consequences are Really Big Decisions in Disguise.

“Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much.” Luke 16:10

ASK MYSELF: “Am I willing to serve in hiddenness?”



WE BELIEVE MINISTRY IS A GET TO, NOT A GOT TO - Gratitude is Key!

“Serve the Lord with gladness - NOT sadness.” Psalm 100:2

ASK MYSELF: “Have I thanked God for being a part of HIS work?”



WHAT I'M A PART OF IS BIGGER THAN THE PART I PLAY - Alignment Matters!

“In this way we are like the various parts of a human body. Each part gets its meaning from the body as a whole, not the other way around. The body we’re talking about is Christ’s body of chosen people. Each of us finds our meaning and function as a part of his body. But as a chopped-off finger or cut-off toe we wouldn’t amount to much, would we? So since we find ourselves fashioned into all these excellently formed and marvelously functioning parts in Christ’s body, let’s just go ahead and be what we were made to be, without enviously or pridefully comparing ourselves with each other, or trying to be something we aren’t.” Romans 12:4-6

ASK MYSELF: “What am I doing to celebrate & honor the roles of others in the Body of Christ?”



EXCELLENCE INCREASES INFLUENCE - I Give My Best Consistently to Honor God and Influence People and I’m Willing to Continue to Grow So That My Influence Will Grow.

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters,” Colossians 3:23

ASK MYSELF: “Am I consistently giving my best & inspiring others to do the same?”



WE SPEAK LIFE - If You Are Not Part of the Problem or the Solution & You are Talking About It, It is Gossip!

“Words kill, words give life; they’re either poison or fruit - you choose” Proverbs 18:21

ASK MYSELF: “Am I poisonous or fruity?”



CHRIST FELLOWSHIP
Groups

Group Leader Basics

BASICS TO LEAD YOUR GROUP



More than reading a book together or completing 6 lessons in a Bible study, each group leader has the opportunity to invest in the lives of others and build relationships to help group members take a next step in their relationship with Christ. Group leaders are facilitators - someone who fosters relationships and makes it easier for group members to grow.

SET GOALS

Have a vision for where you would like your Group to grow relationally and spiritually.

- What is the WHY for your group?

Your Groups Coach is available to help plan and pray with you about your Group's development – let us partner with you.

BE PREPARED FOR YOUR GROUP MEETINGS

Review the study or scripture that your Group will be focusing on each week.

- Preview the upcoming session and think through how you will use your meeting time to include components of ESPN – Encouragement, Scripture, Prayer and Next Steps.
- If you are using video based content, watch the video in advance and make notes on key areas to discuss.
- If your study includes a Discussion Guide, review the questions in advance and select questions that you believe will best generate conversation with your group.

PRAY

Pray over your meeting space and pray for each group member by name. Be specific and boldly expect God to impact each life.

CONNECT WITH YOUR GROUP MEMBERS DURING THE WEEK

Use the Chat feature for your group on the Christ Fellowship website or App. Let group members know you look forward to seeing them. See if they have any prayer requests or questions in accessing resources on the App or website. Be prepared to celebrate birthdays, anniversaries and special life events in your group.

PREPARE THE ENVIRONMENT

Whether your group meets in person or online, you are creating an atmosphere for people to grow. The environment should feel Warm, Safe, Fun, and Inspirational.

In Person Groups:

- Arrange for refreshments in advance - this is a great way to include group members.
- Make sure the meeting space is clean. Remove clutter that could be a distraction.
- Set your phone to silent or “do not disturb” and minimize other possible distractions.
- If you’re in a home with pets, secure them in a separate room.
- Consider if there’s anything that might trigger allergies or be otherwise unpleasant to participants:
 - Plan the right lighting and temperature.
 - If you have children meeting in a separate space, make sure their environment is warm and inviting.

Virtual Groups:

- Click on the “Join Meeting” for your group on the church website or on the App to ensure that the Zoom meeting link is functioning and you have proper lighting.
- Set your phone to silent or “do not disturb” and minimize other possible distractions.
- If you’re in a home with pets, secure them in a separate room.

Public Spaces: Arrive early and make sure the environment is set up and clean for your time together.

30 MINUTES BEFORE EACH SESSION

In Person Groups:

Be ready to welcome people as they arrive. Consider playing background music to create energy in the room. This is a great time to share snacks and spend time with group members.

Virtual groups:

Click the Join Group button in the App prior to the start time and spend time with group members as they arrive online. This is key to building relationships.

FOR EACH SESSION

- Start on time. Open with Prayer.
- Preface each meeting with sharing the session theme and what you prayerfully expect the impact to be.
- Acknowledge and affirm each person's input, calling them by name.
- Anticipate questions and think through how you can jump-start the conversation with personal examples.
- Ask open-ended questions that will draw people into the discussion.
- If you are using a discussion guide, don't feel as if you must ask every question; use your judgment as to what is best for the group.
- Look for affinity between Group members and help build deeper connections in the Group.
- Act on what you notice – be an active observer, note-taker, and first responder to what is happening in the lives of your group members.
- Connect people with responsibilities that match their gifting and interests (to lift your load, help the group, and develop co-leaders).
- Finish on time.

ALWAYS USE ESPN IN YOUR GROUP MEETINGS

These elements will keep the members of your Group growing along the way and should be included in every group meeting:

Encouragement
Scripture
Prayer
Next Steps

BUILD COMMUNITY

Create a way for your Group members to get to know each other better. Take advantage of the chat feature that is included in your group management via the Christ Fellowship website or App. Plan additional events like a fun, purely social outing to build friendships or consider a “serve experience” the group can take on. Incorporate fun activities that promote learning and serving.

AFTER EACH SESSION

If you're meeting at a location other than your home, be sure to clean-up afterward and reset the room to the condition in which you found it.

Follow-up with group members who didn't attend and let them know they were missed:

- Summarize the meeting with them.
- Ask them if you can pray for them about anything.





CHRIST FELLOWSHIP
Groups

Group Commitment

- I will be on time each week and come prepared to learn and grow.
- This group is 100% confidential. Everything shared in the group stays in the group.
- I will respect other group members by not taking up all of the discussion time.
- I will not try to fix people, preach a sermon or give unsolicited advice.
- When I share in the group, I will share primarily about myself and not about others.

Signature _____





CHRIST FELLOWSHIP
Groups

Creating an Environment for Healthy Group Growth

As a Group Leader, you'll want to create an encouraging environment that equips and inspires people to take a next step in their walk with Christ. Here's a list of questions to consider in creating an environment that helps Group Members **KNOW, GROW, DISCOVER, and IMPACT**:

KNOW

- Are my Group Members consistently reading their Bible and praying?
- Am I including God's Word and prayer in our group meeting and communications?
- Are most of my Group Members learning more about God and seeing God at work in their daily lives?

GROW

- Do my Group Members feel that I care for them and am I building relationships with each member? How are we celebrating group members?
- Are my Group Members building relationships with one another?
- As a group, are we growing closer to God as we grow closer to one another?
- How can I pray for this group?

DISCOVER

- Am I providing opportunities for my Group Members to serve within our group to help them discover their gifts and use them?
- What opportunities am I creating to help develop one or more co-leaders?
- Are the members of my group using their gifts and actively serving in a ministry at Christ Fellowship?

IMPACT

- Are my Group Members seeing a connection between their spiritual growth and how they can reach people in their sphere of influence?
- Are we serving in the community together or planning a mission trip together?



CHRIST FELLOWSHIP
Groups

Group Leader – 30 Day Prayer Guide

30 DAY PRAYER GUIDE



So we have not stopped praying for you since we first heard about you. We ask God to give you complete knowledge of his will and to give you spiritual wisdom and understanding. Colossians 1:9 (NLT)

1. Pray the Lord's Prayer. (Matthew 6:9-13)
2. Pray that every person in your group embraces the Bible for what it really is: the fully inspired Word of God! (2 Timothy 3:16-17)
3. Pray that every person would become spiritually healthier as a result of participating in your discipleship experience. (Ephesians 1:17)
4. Pray that every person would come to a deeper knowledge and stronger conviction about who they are in Christ. (2 Corinthians 5:17)
5. Pray that every person in your group finds a really good friend in our church family. (Ecclesiastes 4:9-12)
6. Pray that each person discovers their unique set of God-given gifts and is inspired to use them to strengthen our church family. (1 Corinthians 12:7)
7. Pray that God gives you vision and direction for your group. (Proverbs 29:18)
8. Pray that every person would be open to the move of the Holy Spirit in your midst. (1 Thessalonians 5:19)
9. Pray that your group members will "love on" each other. (John 13:34-35)
10. Pray for God to move powerfully in your ministry. (Acts 4:31-35)
11. Pray that the fruit of the Holy Spirit would increasingly manifest itself in the lives of every person in your group. (Galatians 5:22-23)
12. Pray that people would trust the Lord with their finances and tithe so they can receive the blessings God wants to bring to their lives. (Malachi 3:10)
13. Pray that each one in your group would be led by the Spirit of God in their everyday lives. (Romans 8:14)

14. Pray that each person grows in their confidence and ability to share their faith. (1 Peter 3:15)
15. Pray that every member of your group would have a meaningful time with God in prayer and Bible study every day. (Isaiah 26:9)
16. Pray that each person would be bold in inviting a friend to join you in your discipleship experience. (2 Timothy 4:5)
17. Pray that you and each of your group members would be suited up in the full armor of God. (Ephesians 6:10-17)
18. Pray that each of you would be spiritually alert and strengthened to stand firm against the devil. (1 Peter 5:8-9)
19. Pray that God would fill you and each person in your group with His Spirit. (Ephesians 5:18)
20. Pray that every person would be inspired to take one more step in their relationship with Jesus Christ. (Colossians 2:6-7)
21. Pray that each of your group members will grow in their delight and dependence on the Word of God in their daily life. (Psalm 1:2-3)
22. Pray that God will open the hearts of family and friends to hear the message of hope. (Romans 10:17)
23. Pray for our outreach efforts as well as our local ministry partnerships. (Matthew 5:6 and Luke 10:27)
24. Pray that each one feels like they talk and connect with others in your group. (Hebrews 10:25)
25. Pray that God would help you know how to cultivate more of a hunger for God's Word in the hearts of your group members. (John 21:16)
26. Pray that God would equip you to help everyone in your group to connect, learn, and serve together. (Ephesians 4:11-13)
27. Pray that each of your group members continually grows in their understanding of the Bible. (2 Peter 3:18)
28. Pray for strength for each of your group members to turn away from sin and pursue godliness. (1 Timothy 6:11-12)
29. Pray that each member is empowered to submit to God, resist the devil, and draw near to God. (James 4:7-8)
30. Pray for our church's leadership and for even greater Kingdom impact in the days ahead! (Acts 2:42-47)

Revised Jan 22





How to Develop Coaches

The Vision of Coaching

Coaching is different from mere oversight or supervision. It is personal, developmental, and supportive.

Coaches:

- Help group leaders clarify goals and identify distractions
- Challenge leaders' thinking
- Provide meaningful feedback and practical resources

Just as sports coaches help athletes do their best, stay grounded in the fundamentals, never get complacent, overcome the little mistakes that lead to big errors, and always give their all, groups coaches can provide support to their leaders. This is done through:

- Regularly checking in with group leaders regarding their spiritual growth and their role as a leader.
- Forming authentic relationships to intentionally shepherd leaders.
- Being an encourager - In tough times, a word of encouragement can mean the difference between a leader staying in the game and a leader quitting.

Identify Possible Coaches:

Potential coaches are current group leaders who know the ins and outs of being a leader and are consistent, follow through, and raise leaders up either from their group or through their involvement at the church.

- Maintain a list of potential coaches and pray for their development as leaders. Watch for leadership moments and how leaders step in or can be developed further in order to step into the coaching role.
- Consult with their current group coach for input and prayer.
- When the need arises and/or the leader is ready, meet with them to hear their heart on groups. Provide details on the role/responsibilities. Based on that conversation, ask about their interests in stepping into a coaching role.
- Share the role and responsibilities and ask them to pray to make sure that it is the right decision for their gifting and what they believe God is calling them to do. As appropriate, encourage them to involve their spouse in the decision.

Onboard a new Coach:

- Provide Groups Rock Training and request Rock access for the Coach
- Include Coaches in the Orientation and Onboarding process as early as possible to build relationships with group leaders.
- Add Coaches to specific group or groups in Rock as the Coach
- Create a Coach's leadership group in Rock and add the leaders assigned to that Coach so that they can connect and communicate using the chat feature
- Provide a template for a welcome email for the Coach to send to their leaders. The email should include: Coach contact information and details on how the Coach plans to communicate using the website/App/Chat feature
- The HUB leader connects with coaches every other month. Consider ways to invest in Coaches (eg: Sisterhood - invite them 1 time a year to participate in a Propel study together - meet 1 time a month for a 6 month study)

Invest in Coaches by:

- Meeting 2 times per year (with all of the Coaches together) to invest in them relationally and to provide encouragement and accountability for Coaches to then shepherd Group Leaders. These meetings also provide the opportunity for HUB leaders to express appreciation to Coaches for their investment in the lives of others.
- Calling 1 time per month to offer guidance, mentoring, and prayer support. HUB Leaders may use the monthly Group Health Check that Coaches complete with updates on their Group Leaders and Groups. This provides opportunities for HUB Leaders to equip and empower Coaches to mentor and encourage their Group Leaders.
- Sharing resources to encourage Coaches in their personal relationship with Christ. See below for an examples:

Resources for Coaches - Personal Reflection

The Coach's Life

The best way coaches can motivate their leaders to live a God-honoring, Christ-centered life is to model that life for them.

Monitor your gauges - You can't see or smell or sense a problem in your car as quickly as gauges can.

1. **Spiritual** - How is your personal time with God?
2. **Emotional** - Do your relationships with your spouse, fellow workers, or close friends create or drain energy?

3. **Physical** - Are you tired all the time? Are you getting any exercise and replenishing yourself?
4. **Are the needles on your gauges moving toward full or empty?**
 - Schedule boundaries. You do not always need to be available.
 - Study the Bible for yourself, but not just by yourself.
 - Read the Bible for transformation, not just information.
 - Effective coaches have vital prayer lives.

Self-Evaluation Tool

Carefully evaluate each of the coaching qualities below. Spend some time thinking and praying about the last six months. Indicate whether the growth trend in your life has been positive, negative, or has not changed.

1. **Personal integrity** - Am I living according to the values, beliefs, and principles I claim to hold?
2. **Passionate about developing leaders** - Am I consistently investing in existing and emerging leaders?
3. **Spiritually attuned** - Am I leaning into the wisdom of God's word and the power of the Holy Spirit as I coach?
4. **Others-focused** - Am I working to discern what God may be up to in each leader's life? Am I aware of when to challenge and when to encourage my leaders?
5. **Effective communicator** - Am I listening well and communicating clearly with my leaders? Am I conveying what needs to be said without being hurtful?



CHRIST FELLOWSHIP
Groups

Coaching Conversation Tools

These general practices can help you prepare for coaching conversations with your leaders.

Start with prayer

What can I be thankful for about this leader and his or her group?

How can I affirm and encourage this leader?

Prepare

Is there anything from previous conversations that needs follow-up?

Perspective after the meeting

In what ways did my leader feel heard, cared for and supported?

In what tangible ways did I serve this leader?

What issues need follow-up before our next meeting?

Initial Conversation

Discover

Are you married? Children? Other family members in the church or in the area?

How did you come into a relationship with Christ?

What have been the major turning points in your life?

How did you come to be a part of this church?

Where else have you served in the church?

Develop

What two things are going well in your group right now?

Where are you seeing life change happen in your group?

If you had a magic wand, what one issue or concern in your group would you resolve immediately?

What do you consider to be strengths in your leadership?

Which skills would you most like to grow in?

Dream

What are your hopes and dreams for your group?

Who are you investing in relationally as a co-leader?

Personal Growth Conversations

Personal Reflection

What do you do to abide in Christ daily?

What signs are you seeing that would indicate that group members are growing spiritually?

How are you encouraging the work that God is doing in your group members?

Dream

Which areas of shepherding come naturally to you? Which ones do you need to work to develop as a leader?

Extending Care and Compassion

Discover

How do members of your group care for one another as the body of Christ?

What needs exist in the group that may be beyond the members' ability to meet?

Dream

What are the next steps of growth for your group in this area?

Becoming a Welcoming Community

Discover

Discuss with your group members: How has being in a small group affected your life?

What struggles or opposition do you encounter within the group when you discuss adding a new person?

What changes need to be made to your current group so a new member would feel more welcome?

Reaching Out to Seekers

Discover

How might your group react to the idea of inviting a seeker to join it?

When was the last time your group discussed sharing Christ's love with the world?

Dream

What next steps can you take as a leader to meet the needs of seekers?

What next steps can you encourage group members to take?

Developing Future Leaders

Discover

In what ways are you helping develop the gifts and abilities of members in your group?

What tasks are you currently doing that you can give away to someone in your group?



Visiting a Group - An Overview for Coaches

Visiting a group is an opportunity for a Coach to serve the group leader - to be a source of encouragement as well as a mentor. Avoid taking notes during a visit and be relational and present - enjoy the time together making mental notes so you don't appear critical. Record your observations after the meeting so you can have an effective coaching conversation at a later date.

Prior to the visit, ask the group leader open-ended questions regarding the group dynamics.

- Are there specific dynamics that the group leader would like for you to be aware of during the visit?

Areas to consider for feedback

Leadership Skills

- Review the leader's gifts and strengths as a facilitator of the discussion, as a connector and relationship builder among the group, and as an encourager to group members outside of the time spent together.
- Did the needs of the group members appear to be served by the meeting? By the leader?
- Did the leader involve everyone?
- Are next steps being mentioned and encouraged?

Gift Development

- How is the leader developing the gifts of the group members?
- How is the leader developing one or more people as co-leaders?

Group Dynamics

- How did the group discussion flow?
- How well do relationships in the group appear to be growing?
- Did there seem to be any unresolved conflict?

Care

- How are needs being met in the group?

- Do members feel cared for? Celebrated?
- How can you pray for this group?

Follow-Up Items

- What issues surfaced that you would like to follow up with this leader and/or group?
- As a coach, how did you support and serve the leader during the visit?

When you meet with the group leader after the visit, approach the time together as a shepherd - caring for the leader's personal and spiritual growth.

- Always find ways to encourage the leader in one or more areas of their leadership. Celebrate "wins" that have occurred during the season that the group has been meeting.
- Inquire about the leader's personal life, family, work and spiritual life to understand if there might be concerns that are impacting the leader's time with their group.
- Ask the leader if there are any specific areas that they would like to discuss after the visit. They may already be aware of areas for growth or improvement.
- Consider using the general categories listed above for discussion purposes rather than using notes and a checklist. A conversation is more effective than a checklist which has the potential to make leaders feel like they are not measuring up as leaders.
- Conclude your time with prayer for the group as well as any personal prayer requests.



Develop a Culture of Leader and Group Multiplication

This strategy can be used by Coaches mentoring Group Leaders as well as Group Leaders investing in the development of Co-Leaders or new leaders.

1. I do. You watch.
You model how to something
2. I do. You help.
Give co-leader responsibilities like taking attendance, praying for the group or leading part of a lesson with some guidance.
3. You do. I help.
Provide increasing responsibilities as they lead with encouragement.
4. You do. I watch.
Step back and watch a developing leader accept more responsibilities or serve at a higher level with feedback and suggestions afterward
5. You do. Someone else watches.
The new leader is released to accept new responsibilities and serve in a new area and begin the multiplication process again.

Coaches model this strategy with Group Leaders, but more importantly, we want to see Group Leaders identify and develop leadership gifts in their group members.

The strategy to multiply leaders can occur within 2 different types of coaching scenarios:

1. **Your team is assigned to you:** A Campus Group Director assigns Group Leaders to a Coach's team. The Coach teaches Group Leaders how to multiply leaders by training Group Leaders.

2. **You build your own team:** You may already be leading a group or planning to start a group. As part of the group, there's an intentionality in identifying those with leadership gifts who can be mentored and encouraged to step into a leadership role by starting their own group. You would be the Coach to those new group leaders - they will be a part of your team as they are released as new Group Leaders.

COACH'S MONTHLY GROUP CHECK-IN - Example of Feedback

Coach Name: _____

	Group Leader	Contacted last 30 days? (Y or N)	In Person or Virtual	Type of Group (Study, Activity, Social,	# of active members	Open or Private Group	Correct Info in Rock (Description,	Has a Co-Leader or is Mentoring a	Comments (Celebrations, where they are seeing growth for their group members, any concerns?)
1	EDDIE HASKELL	Y	P	Study	14	Private	N		Meeting every other Tuesday now. Nee to close this group at Capacity.
2	LORI DEAN	N	P	Study	7	Private	Y		Was not able to connect due to vacations and her work schedule.
3	MARY ONEAL	Y	P	Study	15	Open	Y		Mary will be ready to split the group in May. Mentoring Lynn S. to lead the new group. Lynn needs to talk/interview with Groups staff.
4	JIM ALEXANDER	N	V	Activity	1	Private	?		Made 3 attempts to contact (email/calls). F/U by Staff needed.
5	SUSAN BRADFORD	Y	V	Study	8	Open	Y		By July, Susan should be equipped to lead her own group. Should begin onboarding process with her.
6	BETH HESS	Y	P	Activity/Social	2	Open	N		Group is struggling to keep members. GL getting very discouraged. Need to direct some prospects to her, maybe change info on Gro

Use Comments for any updates or action needed by HUB Leader

If no contact is made, explain in Comments with suggested next step to engage/followup

If the Group is at/over capacity, change to Private in Rock system. Provide notes on plan in Comments section.

Confirm that all "Public" groups in Rock have correct info on the Group Finder - if not, provide notes in Comments and email updates to HUB leader

2022 Groups & Classes Calendar Schedule

Winter/Spring A

- **January 5th - January 16th** - Each campus has their leader communities.
- **January 16th** - Group and Classes Weekend Connect
- **January 23rd** - Groups and Classes Weekend Connect
- **January 24th** - Groups will Launch
- **January 30th** - Groups & Classes Weekend Connect w/ emphasis on classes
- **February 6th** - Classes will Launch

April 17th - Easter

March 26th - John Maxwell - Evangelism (9am - 12pm)

Winter/Spring B

- **May 1st - June 24th** - Foundations of Faith will Launch at campuses that are interested.

May 5th & 6th - Sisterhood

Summer

- **May 18th - May 28th** - Each campus has their leader communities.
- **May 29th**- Groups Weekend Connect
- **June 5th** - Groups Weekend Connect
- **June 6th** - Groups will Launch
- **June 6th** - Crew Hang

Fall

- **August 17th - August 27th.** - Each campus has their leader communities.
- **August 28th** - Group and Classes Weekend Connect
- **September 4th** - Group and Classes Weekend Connect
- **September 5th** - Groups will Launch
- **September 9th & 10th** - Sisterhood Nights
- **September 11th** - Classes Connect
- **September 12th** - Weekday Classes will Launch (9/18 for the first sunday)
- **September 19th** - Crew Night
- **November 12th** - Freedom Encounter

Environments for Groups & Classes Connect

Campus Teams will order these items (Links to purchase are provided in the current document in the Shared Campus Google drive.)

GROUPS AND CLASSES CONNECT



Groups & Classes Connect - Environment

- No more than 3 balloons per high top table tied with orange curling ribbon
 - 1 blue, 1 orange and 1 white
 - [Orange Ribbon](#)
 - [Orange Balloons](#)
 - [White Balloons](#)
 - [Blue Balloons](#) - “sapphire” or “blue” (no “navy”)
- Group Boards
 - Group Board Signs
 - Group Board magnets
 - [Blue Magnets](#)
- Business Cards
 - [Business Card Holders](#)
 - [Magnets](#) (for business card holders) to attach to Group Boards.
- [Table Top signs](#) - file provided for campus teams to print for their location
- Groups/Signs
- T-shirts and Lanyards for Group Leaders who will be helping get people connected.

Please review:

- [Helping People Sign Up for Groups/Classes](#)



Semester Launch Group Info

Hey awesome group leaders.. it's that time of the year that we need to plan for our next semester. Please take a moment to fill out this form. This is very helpful in organizing all our leaders' information.

 **kathi.oakes@christfellowship.church** (not shared) 
[Switch account](#)

* Required

Email *

Your answer

First & Last Name *

Your answer

If you will be leading a study group, what is the name of the study you plan to use?
(please answer if you are leading a study group)

Your answer

What activity will your group do? (please answer if you are an Activity group... ie. crochet, tennis, walking, social/dinner, paddle boarding, etc.)

Your answer

What day of the week will you host your group? (please answer if you are leading a group.)

Your answer

What is the rhythm of your group? (please answer if you are leading a group.)

- Weekly
- Twice a month
- Monthly

Semester Launch Info - google form (continued)

What time will you host your group? (please answer if you are leading a group.)

Your answer

Where will you host your group? (please answer if you are leading a group... ie. your home, mall, members home, park, coffee shop, library, clubhouse, etc.)

Your answer

Any questions you have for us? (only need to answer if you have a question.)

Your answer

Submit

[Clear form](#)

GROUPS

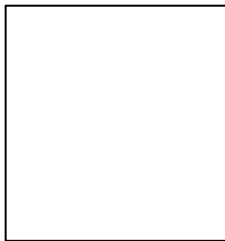
MICHELLE CATOE'S KEEP TALKING GROUP

Sisterhood - In Person Group

Sunday, 7:00PM, Ibis area of Palm Beach Gardens

The weekend doesn't have to end! Keep Talking about the weekend message with conversation starters and questions to dig deeper. Additional Scripture and Worship suggestions will keep the conversation going all week.

QR
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Michelle Catoe

Join a group today!
cf.church/groups

CLASSES

THE LEGACY CLASS (55+)

On-site Class - Stuart campus

Tuesday, 10AM Starting Jan 1

Join this class of adults 55 and up for a time of fellowship and Bible study as we grow together in our relationship with God and each other. This semester we will study

QR
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Sign Up today!
cf.church/classes

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THE JOURNEY

Tuesday, 10AM - March 5th and 12th

The Journey class is your first step to getting connected here. It's a fun group setting where you will get to know the history and heartbeat of the place you call home. During this experience, our prayer is that you will know God and grow in your relationships so that you can discover your purpose and impact the world. This two-part conversation takes place each month.

Sign Up today!
cf.church/events/journey



BAPTISM

Sunday, February 19th
or

Baptism is going public about your faith in Jesus and communicating to the world your heart-felt commitment to following Him. It's the next step after salvation. If you've given your heart to Jesus but have never been baptized, that is your next step. Or if you were baptized before you were saved or understood what you were doing—you did the right things but in the wrong order—and baptism is a way for you to proclaim the Gospel's power in your life today.

Sign Up today! cf.church/baptism

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CONNECTIONS

Host Teams

Want to be the first smiling face someone sees at Christ Fellowship? The Connections team helps people take their first step in getting connected!

- Auditorium Host
- Baptism Host
- Campus Host
- Connect Host
- Journey Host
- Online Host
- Parking Host
- Weekday Support Team

Sign Up Today! cf.church/dreamteam



CAMPUS SUPPORT TEAMS

Prefer to work behind the scenes? Campus Support Teams include hospitality, service prep, and more!

- Coffee Team
- Communion Preparation
- Facilities Team
- Hospitality
- Logistics
- Medical Team
- Pop-Up Shop
- Safety Team
- Service Coordinators
- Service Prep
- Transition Team
- Translation
- Weekday Support Team

Sign Up Today! cf.church/dreamteam