



GROUPS & CLASSES COACHES PLAYBOOK



Christ
Fellowship
CHURCH

TABLE OF CONTENTS

Dear leader,	2
VISION & MISSION	3
MINISTRY LEADERSHIP COVERING	4
WHY DO WE NEED COACHES?	5
THE ROLE OF A COACH	7
You Are Someone Who is:	7
Role Specifics:	7
Responsibilities:	7
TYPES OF COACHES	8
Group Coach	8
Table Group Leader Coach	8
Class Coach	8
Hospitality Coach	9
HOW TO COACH	9
General Fundamentals	9
Tips For Building New Relationships	12
Rhythms of Connecting	13
Coaching Through Conflict	17
Conflict Within a Group	17
Conflict With a Leader	18
THE S.E.R.V.E. MODEL	19
STEP 1: SELECT	19
STEP 2: EQUIP	21
STEP 3: RELATE	21
STEP 4: VALIDATE	22
STEP 5: EMPOWER	22
ADDITIONAL TOOLS	23
Studies and Resources Webpage	23
Study Gateway	23
Leader Portal	23
Leader Toolbox	24
QUICK LINKS	24

A LETTER TO COACHES



Dear leader,

Welcome to your next season of transformative leadership within Christ Fellowship Groups & Classes! Thank you for stepping into this vital role as a coach—your willingness to pour into our group and table group leaders is an incredible gift. As you guide, encourage, and empower them, you're helping to build healthy communities where people experience real connections and encounter Jesus in life-changing ways.



From the beginning, we want you to know we are grateful for your leadership and the unique perspective you bring to the team. To help you on your journey, this playbook has been designed to equip you with tools, wisdom, and encouragement as you navigate conversations, celebrate breakthroughs, and come alongside leaders in both the joys and challenges of discipleship. Whether you're praying over a new leader, troubleshooting a

tough situation, or cheering on someone's next step, your influence sets the tone for spiritual growth and unity at your campus. And to make it even easier, we've included hyperlinks to key resources at the end of the playbook for quick access whenever you need them.

Remember, as you invest in leaders, you're not only multiplying healthy groups—you're helping disciple a generation in their faith journey. Know that you have our full support, and we can't wait to see the stories of transformation that unfold through your coaching. So get ready, lean in, and come open-handed for all that God is going to do in and through you as a coach!

With gratitude and anticipation,

*The Groups &
Classes Team*



GROUPS & CLASSES



VISION & MISSION

At Christ Fellowship, Groups and Classes are more than gatherings—they're the heartbeat of our discipleship strategy. This strategy allows us to fulfill our vision together:

**“To lead a radical transformation for Jesus Christ in our region and beyond.
Everyone, Everyday, Everywhere.”**

In every season and setting, we invite everyone who calls Christ Fellowship home to:

- **KNOW GOD** through a personal relationship with Jesus
- **GROW** in their relationship with God and with one another
- **DISCOVER** their unique gifts and God's purpose for their lives
- **IMPACT** their world with the love and message of Jesus Christ

We believe this vision comes to life through relationships. As Pastor Todd often says, *“We cannot live the right life with the wrong people.”* Through Groups and Classes, life-changing relationships become accessible so every member can experience the abundant life Jesus promised in John 10:10.

As a coach, you carry this mission forward. This begins with being rooted in the life of the church—actively participating in weekend services and being connected to a biblical community of your own. We can only call others to community if we're living it ourselves.

Additionally, coaches represent the culture and heart of Christ Fellowship. This means creating environments where life change happens through **E**ncouragement, **S**cripture, **P**rayers, and **A**ccountability (Next Steps), while embodying our core values—All For One, Inside Out, Grow to Go, Live to Give, and Passion for People.

Your role as a coach is more than leadership—it's discipleship. By living out this mission and modeling authentic community, you invite others into the full life Jesus offers.

MINISTRY LEADERSHIP COVERING

We want your experience as a Coach to be amazing. As a coach, you have a support team that is here to guide, care for, and coach you as you grow as a leader, and to help if a group leader has questions or needs additional resources.

All who are a part of the Groups and Classes team serve under the cover and care of Christ Fellowship spiritual leaders, who provide guidance and protection as we serve.

Groups & Classes Ministry Leadership Covering

Senior Pastors Todd & Julie Mullins



Campus Pastors



Groups & Classes Staff



Group or Class Coaches



Group or Class Leaders



Group or Class Members

Your **Group Leaders and/or Members** may look to you to gain clarity from weekend messages or announcements, and they will see you as their closest connection to church leadership. As a result, we encourage you to stay informed through church emails and updates on the [Christ Fellowship website](#) as they become available.

As a **Coach**, you will foster intentional relationships with group leaders to help them cultivate a flourishing discipleship community. Coaches receive direction, support, and mentoring from the Campus Groups & Classes Staff team.

Campus Groups & Classes Staff are Christ Fellowship team members who pray for you, support you, and invest in your leadership. They will provide training and resources to equip and empower you as a coach.

Freedom & Care - If a group leader or member has a need that is beyond the span of care that a group or coach can provide, you have support from our Freedom and Care team ([DivorceCare](#), [GriefShare](#), [Celebrate Recovery](#), [Cancer Support](#)). Coaches will partner with

Campus Groups & Classes staff to coordinate resources for group members and leaders.

Campus Pastor - Your Campus Pastor works closely with the Groups & Classes Staff as well as our **Senior Pastors** to provide vision, oversight, and support for groups and classes at your campus.



WHY DO WE NEED COACHES?

At Christ Fellowship, we believe life change happens best in relationships. That's why we not only prioritize Groups & Classes, but we also **support the leaders** who make them possible. That's where **coaches** come in!

A coach allows for greater leader care and ensures no one falls through the cracks, especially as our campuses continue to grow. When a new coach steps into leadership, they help multiply the impact of discipleship and strengthen the foundation for sustainable ministry.



1. Coaches Provide Personalized Support

Group leaders often pour out into others but may not have someone intentionally pouring into them. Coaches are **intentional shepherds**, offering encouragement, prayer, and wisdom. They regularly check in—through text, calls, or meetups—to ensure no leader is leading alone.

2. Coaches Help Maintain Health & Longevity

Leading a group or class can be spiritually rewarding, but also spiritually draining. Coaches help **prevent burnout** by checking in regularly, shepherding intentionally, and encouraging healthy boundaries. Remember, healthy leaders build healthy groups.

3. Coaches Multiply Our Mission



Coaches reinforce the church's vision by developing leaders, helping them disciple their group members, and raising up future leaders from within. They partner closely with the Groups Team to not only identify potential leaders but also to multiply groups. **It's leadership development in action!**

Additionally, they play a key role in **identifying and equipping new leaders**. Whether it's a group member who shows spiritual maturity or a table group member who naturally shepherds others, coaches are trained to spot potential. As they see potential, they work in tandem with Groups & Classes Staff to invite these individuals to co-lead, shadow, or step into leadership roles, helping multiply more group and table group leaders across campuses.

4. Coaches Strengthen Communication

Christ Fellowship is one church in many locations. As a result, coaches act as a **bridge between staff and group leaders** by communicating vision, timely updates, and feedback that helps us all stay aligned and mission-focused.

Coaches also help maintain **healthy group rosters and meaningful follow-up**. They remind leaders to move group members from **pending to active or inactive**, ensuring our records reflect real-time engagement. Lastly, they encourage leaders to follow up with new sign-ups, absentees, or anyone who might be slipping through the cracks so no one gets left behind.

5. Coaches Equip and Empower

Through training, sharing best practices, and guiding leaders through tough group dynamics, coaches help ensure that each leader is confident and equipped to lead well—whether they're hosting a group in their home, facilitating a class, or leading a table.



THE ROLE OF A COACH

Coaches play a vital role in helping people grow in their relationship with God and with others. They come alongside group leaders, supporting them as they launch new groups, offering regular check-ins, and encouraging them to participate in key events such as Connect Weekends, Leader Community gatherings, and other opportunities to strengthen their groups.

You Are Someone Who is:

- A Christ Follower who models a growing relationship with Jesus.
- Actively involved at Christ Fellowship and aligned with our mission and values.
- Has successfully led a Christ Fellowship group or class for at least one semester.
- Demonstrates humility, teachability, and spiritual maturity.
- Natural encourager with strong people skills.
- Organized and able to support multiple leaders effectively.

Role Specifics:

- 3 - 5 hours per week (Could involve calling, texting, and/or visiting groups)
- Connect Weekend presence as well as for Leader Communities.
- Monthly connects with your Christ Fellowship Hub Leader (virtually or in-person)

Responsibilities:

- Champion and support the Groups & Classes vision by raising up and equipping leaders to build Christ-centered communities.
- Connect regularly with group leaders to offer intentional shepherding through spiritual encouragement, leadership coaching, and prayer that fosters consistency and helps navigate challenges.
- Coordinate with your leaders to gather and submit accurate group details each semester, ensuring smooth semester launches and clear communication with campus staff.

- Conduct mid-semester check-ins to assess group health, celebrate wins, and report key spiritual milestones like salvations, baptisms, and life changes.
- Encourage leader engagement through participation in Connect Weekends, Leader Communities, and hub-based gatherings.
- Attend coach gatherings to align with the Groups & Classes vision, receive training, and foster community with fellow Coaches.
- Equip new and existing leaders with resources, best practices, and next steps for growth and leadership development.
- Act as a communication bridge between campus staff and group leaders, ensuring updates, needs, and celebrations are shared effectively.
- Familiarize yourself with the church app and leader portal, and be able to instruct and support leaders using it.



TYPES OF COACHES

Group Coach

A Groups Coach specializes in supporting, helping to recruit, and encouraging group leaders by building relationships, offering guidance, and helping them grow in their leadership. They serve as a bridge between the campus staff and group leaders, ensuring each leader feels equipped and cared for.

Table Group Leader Coach

A Table Group Leader Coach comes alongside the leaders in a class environment. Their role is to support, help recruit, and encourage table group leaders by offering guidance, answering questions, and helping them feel confident and prepared to lead well in the class setting.

Class Coach

A Classes Coach looks after the overall facilitation of the class experience by supporting the class facilitator, helping recruit Table Group Leaders, and ensuring administrative details for the class are organized and up to date in the church database ([Rock RMS](#)). In general, they serve as a key connector between the class and Groups & Classes staff.

Hospitality Coach

A Hospitality Coach helps create warm, welcoming environments for classes, coach gatherings, hub events, and leader communities. They recruit and lead a dream team to manage the details that help leaders and coaches feel seen and valued—covering setup, atmosphere, food, and thoughtful touches. Their goal is to foster spaces where connection, appreciation, and encouragement naturally happen.



HOW TO COACH

Great coaches focus on the fundamentals. That’s why this section is designed to equip you with the practical "how-tos" of coaching—when to connect, how to support, and what it looks like in action.

General Fundamentals

1. Communicate Clearly and Often

Be proactive in checking in and quick to respond. Whether through a call, text, or quick face-to-face, consistency in communication shows care and builds reliability.

- Establish how your leaders prefer to be contacted (text, call, email) and stick to it.
- Don’t wait for a problem to reach out—check in consistently, even if it’s just to say “hello.”
- Follow up after big moments (like their first group/class or a hard conversation).



2. Provide Practical Support

As a coach, part of your role is equipping leaders with practical tools that make leading easier and more effective. Help troubleshoot group dynamics, clarify expectations, and offer tools or ideas that make leadership easier and more effective.

- Check in regularly on logistics like attendance, group dynamics, and the practical felt needs of the leader/group.

- Help them work through challenges like conflict, drop-off in attendance, or next steps for group members.
- Be a go-to for [troubleshooting the Christ Fellowship App](#), [study resources](#), or clarifying when things feel unclear.

3. Navigate Group Participation

Part of supporting your leaders is helping them create a healthy group environment where everyone feels seen, heard, and valued. Every group will have a mix of personalities—some quieter, some more vocal—and helping leaders navigate these dynamics with grace and intentionality makes a big impact.



- **For quieter members:**
 - Encourage leaders to create space for everyone by asking open-ended questions.
 - Suggest breaking into smaller groups or pairs to help quieter people feel more comfortable sharing.
 - Remind leaders to follow up outside of group time with quieter members to build relational trust.
 - Coach them to affirm small contributions and avoid putting anyone on the spot.
- **For talkative members:**
 - Coach leaders to gently guide the conversation using phrases like, “Let’s hear from someone who hasn’t shared yet.”
 - Encourage setting group norms early—like valuing every voice and keeping responses brief.

- Suggest meeting 1-on-1 with the vocal person if their sharing is consistently dominating the group, offering encouragement while kindly helping them understand the group dynamic.
- **For the overall group:**
 - Encourage leaders to establish group norms in the first meeting—things like not interrupting, keeping what’s shared confidential, and respecting time boundaries.
 - Reinforce the importance of preparation—leaders who are confident in the flow of discussion can more easily manage real-time dynamics.
 - Remind leaders to use consistent eye contact and open body language that communicates all are welcome.

4. Multiply Through Leadership

Encourage your leaders to look for future leaders within their group or class. Help them spot potential and guide those individuals toward their next step.

- Ask your leaders regularly if they see anyone in their group who might be ready to lead or co-lead.
- Share potential leader names with staff or help them take the next step toward leading or starting a group.
- Generally, when a group ***consistently reaches 12-15 people***, we encourage the launch of a new group. This allows for deeper connections and new leadership opportunities.

5. Mentor Leaders Toward Their Next Step

Great coaches don’t just support leaders—they develop them.

- Help leaders identify where God may be stretching or calling them to grow.
 - Establish a goal and work together towards it.
 - Ask intentional questions like: “What’s the next step in your leadership?” or “Who are you raising up in your group?”
- Offer opportunities to stretch their leadership, such as:
 - Lead a huddle for a class
 - Mentor a new leader



- Support/lead a moment in a leader community
- Lead their group on a [mission trip or serving opportunity](#)
- Become a coach
- Celebrate progress and gently challenge them to keep growing into all God has called them to.



Tips For Building New Relationships

In the beginning, the goal of a new coach is simple: build relationships! Start with the basics by getting to know your leaders—and let them get to know you—while remembering that each leader is unique and will need encouragement and support in different ways.

1. Be Relational First

Coaching starts with connection. Prioritize knowing your leaders—what excites them, challenges them, and how God is growing them. A strong relationship builds trust, which opens the door for growth.

- Take time to get to know your leaders personally by using the [“All About Me”](#) resource. Learn about their family, work, and spiritual journey.
- Show up when it matters—week one of group or class, during tough seasons, or for key moments.
- Build trust by listening well and following through on what you say.

2. Ask Heart-Level Questions

Go beyond surface-level check-ins and create space for meaningful conversations. Try questions like:

- How long have you attended Christ Fellowship? What groups have you been involved with?
- How’s your walk with God right now? How has God been stretching or growing you in this season?
- What excites you about leading? Is there anything that feels challenging or confusing?

3. Listen for Wins and Worries

Lean in as they share—make note of what energizes them and what feels heavy. These moments give you insight into how to pray, encourage, and lead them well. Ask questions like:

- What recent milestones or wins has your group been celebrating lately?
- Are there any challenges I can help with?

4. Understand Their Life Rhythms

Ask about their day-to-day work, family, schedule, and how leadership fits into their world. When you understand their pace, you can coach with grace and practical wisdom.

- What does a normal day or week look like for you?
- What can I be praying with you about?

5. Follow Up in a Personal Way

Remember the small stuff and *circle back*—ask about that job interview, the birthday party, or how a prayer request turned out. Intentional follow-up shows you care beyond their role.

6. Celebrate the Person, Not Just the Role

Highlight wins, answered prayers, and growth moments. Celebrate who they are, not just what they do. Whether it's a quick text, a prayer, or a word of affirmation, your encouragement can fuel their confidence and calling.



Rhythms of Connecting

A key part of coaching is regularly connecting 1-on-1 with your leaders and Groups & Classes Staff. While some moments happen naturally at church, most connections follow intentional rhythms each semester—spring, summer, fall. These touchpoints can be as simple as a text, call, email, or a coffee connect.

- **Group Coach**

- **Before Semester Launch:**

- Schedule a 1-on-1 with each leader to check in, confirm their [study](#), update their [group details](#)/roster, and answer any questions. Forecast any upcoming leader communities or hub events.
- Meet 1-on-1 with a Groups & Classes Staff member to review the [semester checklist](#) to share the study choices of the leaders, any major adjustments to group rosters, and any anticipated group dynamics or support needs.

- **Mid-Semester Check-in:**

- Attend one of your leader's group meetings to observe dynamics. Connect afterward with your group leader to gather stories, roster updates, and support as needed. Remind leaders to share [next-step opportunities](#) for their members.
- Follow up with Groups & Classes staff to review the mid-semester checklist and [share any roster updates, salvations, baptisms, serving steps](#), and life-change [stories](#).

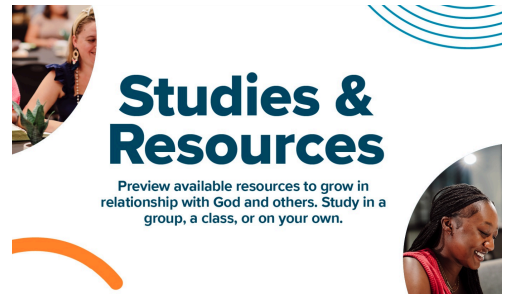
- **End of Semester Check-in:**

- Reconnect to review how the semester finished—celebrate growth and life-change stories, gather feedback on their experience, and discuss whether they plan to lead again. Use this time to affirm wins and celebrate the stories and next steps of group members.
- Connect with Groups & Classes staff to share a summary of group health—group milestones and stories—along with leader updates and whether they will continue leading.

- **Table Group Leader Coach**

- **Before Semester Launch:**

- Schedule a 1-on-1 with each Table Group Leader to preview the upcoming class, answer any questions, and offer encouragement and support. Forecast any upcoming leader communities or hub events. Plan to attend week one of classes to support their kickoff.



- Meet 1-on-1 with a Groups & Classes Staff member to review the [semester checklist](#). Discuss classes being offered, new leaders being onboarded, and what classes leaders are serving in.

- **Mid-Semester Check-in:**

- Attend a class session where your leaders are serving—sit at the table of any new leaders to support them, model engagement, and help facilitate any [next-step conversations](#).
- Support leaders with helpful reminders like taking attendance, engaging quieter participants, and knowing when and how to follow up with someone who misses class.



- Follow up with Groups & Classes staff and review the mid-semester checklist—affirm leader wins, troubleshoot challenges, and prayerfully coach through table-specific needs. Review participants who may have potential for future leadership.

- **End of Semester Check-in:**

- Connect with leaders to review their semester highlights and celebrate life-change stories.
- Debrief with Groups & Classes staff to review experience of table group leaders— [milestones](#) and [stories](#)—along with leader updates and whether they will continue leading.

- **Class Coach**

- **Before Semester Launch:**

- Meet with your Groups & Classes staff member to review the [semester checklist](#) for classes. Discuss facilitator roles, recruiting Table Group Leaders, classroom



media, huddle schedule, and [class specifics in Rock](#) to ensure a smooth start.

- **Mid-Semester Check-in:**

- Attend class sessions to support the facilitator—host the room, lead/schedule huddle speakers, and observe how participants are engaging.
- After each visit, update attendance and other class logistics in Rock RMS. Update Groups & Classes staff on the progress of the class and of any issues that arise.

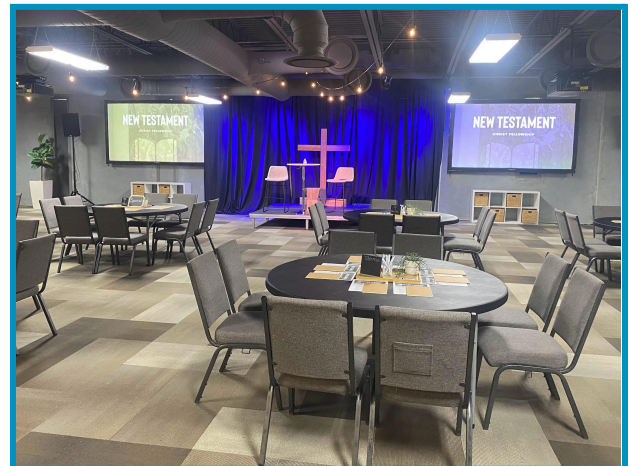
- **End of Semester Check-in:**

- Debrief end-of-semester checklist with Groups & Classes staff—[celebrate wins](#), share attendance and engagement trends, gather facilitator feedback, and capture [stories](#) of life change.
- Discuss plans for the next semester, update Rock RMS accordingly, and identify any leader or class adjustments needed to keep the momentum going.

- **Hospitality Coach**

- **Before Semester Launch:**

- Meet with your Groups & Classes staff to review the [semester checklist](#) and [hospitality look book](#) to map out upcoming classes, leader gatherings, hub-specific events, and coach meetings. Discuss setup, décor, food, budget, and environment details that help leaders and coaches feel seen and valued.



- Connect with your hospitality Dream Team to forecast responsibilities, share timelines, and equip them to create inviting

spaces from day one. Forecast any upcoming leader communities or hub events.

- **Mid-Semester Check-in:**

- Review the mid-semester checklist with Groups & Classes staff to talk about remaining classes, gatherings, and events—celebrate what’s working, brainstorm fresh ideas, and finalize plans.
- Check in with each team member—affirm their gifts, celebrate wins, and support in any way needed.

- **End of Semester Check-in**

- Debrief semester with Groups & Class staff to review how hospitality supported classes, gatherings, and events—gather feedback, celebrate [stories](#), and share any emerging hospitality leaders.
- Connect with Dream Team leaders—celebrate wins and gather feedback on their experience. Discuss whether they plan to lead again.



Coaching Through Conflict

Conflict is a natural part of leadership and community, but it’s also an opportunity for growth, grace, and stronger relationships. As a coach, your role is to walk alongside leaders with wisdom and care, helping them navigate conflict in a way that honors God and builds up the group.

Conflict Within a Group

Coach the leader, don’t step in for them.

- Resist the urge to fix it yourself—help the leader process and approach the issue in a healthy, biblical way.

Help them clarify the real issue.

- Discern whether this is a one-time tension, a misunderstanding, or a pattern that needs to be addressed.

- Guide the leader to define the conflict clearly. Ask:
 - “What happened?”
 - “How has this impacted the group?”
 - “What might God be teaching you or the group through this?”

Guide them to respond with grace and truth.

- Encourage the leader to meet *privately* with the person involved—face-to-face is best.
- Equip them to use Matthew 18 as a model: go directly to the person, speak the truth in love, and seek understanding.
- Remind them to approach the person with a heart to restore, not to accuse.
- Offer to help role-play or prepare for the conversation if needed.

Check in afterward.

- Follow up to ask how the conversation went and affirm their leadership.
- If needed, offer to step in as a support (especially if it escalates or involves sensitive issues).

Bring in a Staff Member.

- If any conflict arises within a group, notify a Groups & Classes staff member from the beginning. Debrief what happened, how it was handled, and/or how it was resolved. If the issue continues or involves sensitive matters (like theology, behavior, or safety), guide the leader to bring it directly to staff so it can be addressed with care and clarity.
- Staff can help mediate, offer direction, or take further steps as needed.

Conflict With a Leader

Start with Prayer.

- Before approaching the leader, pray for clarity, humility, and reconciliation.
- Ask God to show you any personal motives or attitudes that may need adjusting first.

Glorify God Through the Process.

- Enter the conversation not to win or correct, but to pursue unity and growth.

- Frame the goal clearly: “I want to walk through this with you in a way that strengthens our relationship and helps us both grow.”

Gently Restore with Grace and Truth.

- Affirm the leader’s value and calling, even while addressing the concern.
- Speak the truth in love—be specific, not vague, and use “I” language (Such as “I’ve noticed...” or “I’ve felt...” rather than “You always...”).
- Ask open-ended questions like:
“How do you feel things are going?”
“Is there anything I might be missing in this situation?”

Pursue Reconciliation, Not Simply Resolution.

- Listen fully before offering solutions.
- Invite collaboration in finding next steps, and be open to mutual ownership of growth areas.
- Reaffirm your support and desire to move forward together.

Bring in a Staff Member.

- Whenever there is a conflict with a leader, include a Groups & Classes staff member immediately. Debrief the situation together—what happened, how it was approached, and any steps taken toward resolution. Staff can help mediate, offer direction, or take further steps as needed.



THE S.E.R.V.E. MODEL

[The S.E.R.V.E. model](#) is a powerful framework for onboarding, intentionally caring for, developing, and empowering new leaders. By using its shared language, visuals, and tools, coaches can create a consistent culture of encouragement and growth that strengthens their leaders.

STEP 1: SELECT

Proactively look for new people who show strong leadership skills and have a passion for people. Bring any names of potential leaders to your Groups & Class staff.

- **Ways to Find New Leaders**
 - Existing Group Members
 - Participants Taking a Class
 - Campus Leaders and Team Members

 - **Beginning the Process**
 - Bring any new names to your Groups & Classes staff.
 - A Group's staff member will initiate a brief conversation with the prospective leader regarding their interest in leading.
 - After confirming if this would be a great next step, staff will invite them to go through the [Dream Team Onboarding Process](#).
 - The Dream Team onboarding process includes: an [application](#), a [background check](#) (all Dream Teamers must have a completed background check), and a [leader agreement](#).
-
- **Shadow the Ministry Conversation**
 - Staff will schedule and lead the ministry conversation with the potential new leader. Coaches are invited to shadow the conversation.
 - Review the [Before You Meet](#) guide for practical tips for the interview.
 - New Leader Conversation:
 - The staff member will ask the [Six Important Questions](#) during the ministry conversation.
 - Groups & Classes details
 - Staff will give a preview of the culture of groups, the rhythm of semesters, and the role of leadership communities.
 - In closing, potential leaders will be asked to prayerfully consider leading a group.
 - Staff will follow up to confirm their decision and finish the onboarding process (if applicable) by inviting them to the next leader orientation.
 - In closing, potential leaders will be asked to prayerfully consider leading a group.
-
- **Follow-up Steps**
 - Staff will follow up to confirm their decision and finish the onboarding process (if applicable).
 - Background process continues.
 - Once cleared, they are officially a new leader, and a [welcome email](#)

is automatically sent. This email will include details of the next Leader Orientation.

STEP 2: EQUIP

Onboard new leaders by guiding them through Leader Orientation. This is their moment to receive the resources, training, and clear expectations they need to lead with confidence.

Prior to Leader Orientation, Groups & Classes staff pair coaches with their new leaders. Coaches are encouraged to attend the orientation to celebrate, support, and connect with their new leader.

- **Leader Orientation**
 - Leader Orientation includes an overview of the vision and values of Groups and Classes at Christ Fellowship, as discussed in the [orientation guide](#).
 - The role and responsibilities of being a group leader are discussed, as well as practical tips and tools for managing their group.
 - Finally, new leaders are guided to take their group through the Journey sometime during their first semester as a group.
- **After Orientation**
 - Staff email new leaders thanking them for attending.
 - This email will include videos about how to use the [Leader Portal](#) & [Managing Your Group in the App](#).
 - Coaches will schedule 1-on-1 time to get to know their new leader.

STEP 3: RELATE

Build real relationships with your leaders through regular connection—texts, calls, emails, and face-to-face moments like coffee or meals. Take advantage of Leader Communities and HUB events to connect, encourage, and remind them you're praying for them.

- **Opportunities to Connect**
 - How we relate is unique to each leader. Spend time intentionally getting to know them. Use the resource "[All About Me](#)".
 - Connect at church.
 - Meet for coffee or lunch.
 - Reach out via phone, texts, emails, and handwritten notes.
 - Check in at leader communities or hub-specific gatherings.

**STEP 4:
VALIDATE**

We validate leaders by intentionally connecting them to the vision and communicating their value in ministry. Validation comes with celebration and appreciation as well as an ongoing investment in leader development.

Ways to Validate

- Appreciation and Celebration
 - Regularly thank your leaders for the eternal impact they're making. A simple text, a handwritten note, or celebrating them at Leader Community events can go a long way in letting them know they are valued.
- Input
 - Invite your leaders to share their thoughts through 1-on-1 conversations about what's working well and where they see growth opportunities.
- Investment
 - Encourage your leaders to attend Christ Fellowship events like Infuse and the Dream Team Conference, where they'll be celebrated, inspired, and invested in by our Senior Pastors and staff.
- Leader Communities and HUB-specific Gatherings
 - Show up with your leaders at these gatherings to build relationships, share wins, and celebrate milestones from their group. Use these moments to speak life, build faith, and strengthen your connection with them.

**STEP 5:
EMPOWER**

Look for opportunities to help leaders step into new roles—within their groups. Encourage leaders to discover their passion, multiply their groups, and raise up new leaders or co-leaders.

Leadership Development and Empowerment Opportunities

- Leader Community and HUB-specific Events
 - This includes celebration, equipping/coaching, and vision casting.
 - Coordinate with Staff to invite leaders into an opportunity to grow their leadership (maybe by leading a prayer, sharing a testimony, or overseeing a moment)
- Connect Weekends

- Invite Coaches and Leaders to serve on these important weekends that promote Groups and Classes. Coaches and leaders encourage others to find their next step to serve and/or join a Group or Class.
- Leading Huddles
 - Encourage leaders to develop their communication skills by leading a huddle for an upcoming class.
- Group Growth & Expansion
 - Encourage the development of a co-leader within their group.
 - Encourage greater discipleship by multiplying groups.

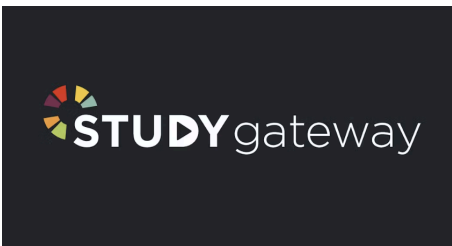


ADDITIONAL TOOLS

To support you and your leaders, we've included these additional resources. Each one is intended to strengthen leadership, encourage growth, and provide resources for every season.

Studies and Resources Webpage

This digital page is available on the Christ Fellowship website, app, and Group Finder. The [Studies and Resources page](#) serves as a catalog to help group leaders explore and choose their next study. While it doesn't provide full access to the materials, anyone in the church can browse the resources to join a group, lead a group, or pursue a self-study.



Study Gateway

Christ Fellowship is excited to offer our church family free access to [Study Gateway](#), a digital library of video Bible studies and Christian content on demand. It can be streamed on most major platforms. To get started, you'll need to create a free account using this link [HERE](#).

Leader Portal

We're not meant to do life—or leadership—alone. [The Leader Portal](#) is a central hub for Groups and Classes, designed to support both leaders and coaches as they create spaces where people grow, connect, and take next steps in their faith.

Leader Toolbox

Leaders have access to full study resources in the Toolbox, which is visible when they use the App or are logged into the Christ Fellowship website. Leaders can click on “Manage Group” or “Resource” to see a drop-down of resources that can be added to their group. Once added, the resources become available to all of their group members.



QUICK LINKS

Please open the digital playbook to access the links.

Semester Check-in Checklists

- [Groups Coach](#)
- [Table Group Leaders Coach](#)
- [Classes Coach](#)
- [Hospitality Coach](#)
- [*Group Milestones*](#)

Tutorial Videos

- [Managing Your Group in the App Guide \(Video\)](#)
- [App Overview](#)
- [How to Find & Upload Resources in the App](#)
- [How to Set Up a Zoom Meeting](#)
- [Using Rock RMS for Classes](#)

Leader Essentials

- [All About Me Form](#)
- [Group Profile \(SPN Version\)](#)
- [Groups and Classes Leader Role Description](#)
- [Leader Orientation Guide](#)
- [Share a Story or Photo of Your Group](#)

Miscellaneous

- [Next Step Opportunities](#)
- [Hospitality Look Book](#)
- [Lead a Group on a Mission Trip](#)
- [Rock RMS Login](#)

ALL ABOUT ME!

Share with us your personality, preferences, and what makes you feel celebrated. Please fill in the spaces below!

Basic Information

First & Last Name: _____

Nickname: _____

Email: _____

Phone Number: _____

Birthday: _____

Favorites

Favorite Snack: _____

Favorite Dessert: _____

Favorite Color: _____

Favorite Drink: _____

Favorite Sport: _____

Personal

Life Verse or Go-To Scripture(s):

Fun Facts / Hobbies / Activities You Enjoy:



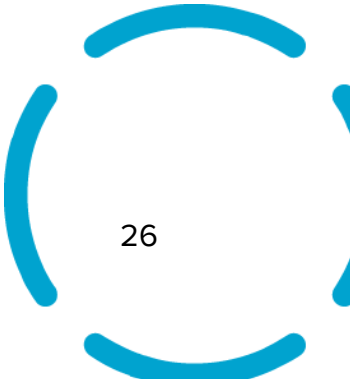
Something People Would Be Surprised to Learn About You:

Support & Care

How Do You Best Receive Appreciation (words, gifts, quality time, etc.)?

What is Your Ideal Way to Recharge?

Anything Else We Should Know to Best Support and Care for You?





Group Profile

LEADER(S) INFORMATION	SELECT YOUR CAMPUS		
Name: _____ Email: _____ Phone: _____ Co-Leader (if applicable): Name: _____	<input type="checkbox"/> BG <input type="checkbox"/> BOYN <input type="checkbox"/> BOCA <input type="checkbox"/> CFE - RP <input type="checkbox"/> CFE - GAR	<input type="checkbox"/> GAR <input type="checkbox"/> JUP <input type="checkbox"/> OKEE <input type="checkbox"/> ONL <input type="checkbox"/> PSL	<input type="checkbox"/> RP <input type="checkbox"/> STU <input type="checkbox"/> TRIN <input type="checkbox"/> VERO <input type="checkbox"/> WEST

GROUP DETAILS		
Group Preference: <input type="checkbox"/> Crew <input type="checkbox"/> Everyone <input type="checkbox"/> Sisterhood <input type="checkbox"/> Married <input type="checkbox"/> Care	Meeting Day: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	Frequency of Meeting: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Other _____ Meeting Time: _____ (AM / PM) Start Date: _____

ADDITIONAL GROUP DETAILS

WHERE GROUP WILL MEET:
(home, park, restaurant, coffee shop, etc.)

LOCATION: _____

ADDRESS: _____

CITY _____ ZIP: _____

OTHER GROUP DETAILS:

(study title, book, activity, specific age range, etc.)
