

# Leader Orientation

## Facilitator 1

### [SLIDE] WELCOME/INTRODUCTION (4 Minutes)

Welcome to Leader Orientation! My name is \_\_\_\_\_ [share your role at Christ Fellowship] and I'm here with my friend \_\_\_\_\_ [Facilitator 2 share name, role at Christ Fellowship] and we're glad you're here today!

From the start we want you to know we could never accomplish the mission that God has called us to here at Christ Fellowship or fulfill the unique strategy that we believe He has given us without you!

This is our **vision statement** as a church:

[SLIDE] *We are called to lead a radical transformation for Jesus Christ in this region and beyond...everyone, everyday, everywhere.*

One of the ways we accomplish this vision is through biblical community.

Everyone on our Groups and Classes Team is a part of our mission to create environments where people can GROW in their relationship with God and others through **E**ncouragement, **S**cripture, **P**ray, and **A**ccountability (Next Steps).

As we begin our time together let's pray!

[OPENING PRAYER]

## Facilitator 2

### [Leader Support] (2 Minutes)

We want your experience as a leader to be amazing. Before we start talking about how to lead or the tools we have for you, we want you to know there's a support team who is here to guide, care, and coach you on your leadership journey!

All who are a part of the Groups and Classes team serve under the covering and care of Christ Fellowship spiritual leaders:

**[SLIDE]** Oversight flow chart (Campus Pastors -> Leaders)

**[Coaches]** (2 minutes)

***[For campuses without coaches - share instead about the campus staff members there to support them]***

I specifically want to highlight the role of our **Groups & Classes Coaches** as this will be one of YOUR greatest supports in addition to your campus groups team!

Coaches help create a safe environment to process the challenges of leadership, celebrate victories, and determine what next steps to take with your members.

Generally, your coach will always be your first point of contact to troubleshoot any challenges, and if more support is needed, they will reach out to your campus team!

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**[Co-leader & Leader Community ]** (3 minutes)

In addition to your coach, a way that YOU can personally add to your support team is by raising up a **co-leader**! This may take time, but having a co-leader can be a game-changer! Identify who has leadership potential, and with a little encouragement and guidance, could step in to help disciple members alongside you.

To review, we help provide support through coaches, and co-leaders, and finally, we have our **Leader Community events**. Our Leader Communities are semesterly, and they create time for fellowship, encouragement, and equipping. Occasionally they are Hub-specific gatherings, but typically we meet with all of the discipleship team. You'll want to keep an eye out for those events and mark your calendars!

## **Facilitator 2**

Let's take a few minutes now to talk about how discipleship and biblical community work together!

**[SLIDE]** **[Discipleship & Biblical Community]** (4 Minutes)

Effective leadership begins with first understanding God's design for discipleship and biblical community.

In the Great Commission, Jesus gave his followers clear instructions on how to make disciples.

**[SLIDE]** Matthew 28:18-20 says, *“And Jesus came and said to them, ‘All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.’”*

Notice from this passage that the process of becoming a disciple revolves around abiding in Jesus' teaching. One of the primary ways we accomplish this is through biblical community.

We see the first mention of biblical community in the early church.

**[SLIDE]** In Acts 2:41-42 it says, *“So those who received his word were baptized, and there were added that day about three thousand souls. And they devoted themselves to the apostles' teaching and the fellowship, to the breaking of bread and the prayers.”*

The word “fellowship” in this verse is the Greek word for **“*koinonia*”**. The idea behind this meaning of fellowship is much deeper than what we would understand as getting together for a social gathering. It's **a fellowship that denotes “participation”** in what connects us - which is Jesus!

We want to give you a minute now to write down how you hope to make an impact in the area you'll be leading. What mission is God calling you to?

**[SLIDE] [Question - write it out]**

- How do you hope to make an impact in the group or class you'll be leading?

**(PAUSE - 1 minute)**

**[SLIDE] [Discussion Question] [4 minutes]**

Now that you've answered that question, turn to your neighbor and share where you will be leading as well as what you wrote down.

- Will you be a group leader? If a group leader, what type of group? If a table group leader, for which class?
- What led you to lead a group or table and how do you hope to make an impact?

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[Transition from discussion time]

### [SLIDE] THE FIVE FUNDAMENTALS [4 Minutes]

By a show of hands, do we have any sports fans in the room today? If you were to ask the coach of any great sports team what the secret to having a successful season is, they'd probably all tell you the same thing. They'd say that:

*Great teams are great at the fundamentals.*

Teams know how to play their position well because they understand that fundamentals play an important part in being successful. And what we've learned over the years here at Christ Fellowship is that there are also fundamentals for being a great leader.

And because we're committed to being a great team, we're committed to being great at these five fundamentals:

### [SLIDE] Fundamental #1: We Come PREPARED

Being prepared is essential. Whether your group or class meets in person or online, you are creating an atmosphere for people to grow.

I know what you may be thinking, "how much do I have to prepare? I'm not a bible scholar!" Let me put you at ease because we've got you covered! **Teaching done in your group or class should be left up to the video and study curriculum.** The pressure is off! While we're NOT asking you to teach or preach, we are however asking you to make sure that the conversation stays biblically grounded.

Let's talk now about practical ways we can come prepared for our group or class:

- **First, prepare spiritually.**
  - People want to hear from God, and as the leader you set the spiritual temperature.

## Facilitator 2 [5 Minutes]

- **Second, you can prepare by previewing the video teaching and discussion questions for the week's lesson.**
  - Familiarize yourself ahead of time with what your group is learning. You can't lead people places you haven't been.
  - If you have an activity group, come up with a plan of how to create intentional space for God around your activity. Is it through a time of prayer, a short devotional, or our keep-talking guide?
  
- **Lastly, prepare the environment.**
  - If your group is meeting in a public space or home:
    - Make sure the meeting space is clean and presentable.
    - If you are meeting in a public space, arrive early and ensure the environment is set up and clean for your time together. Keep in mind you may need to reserve a room or space in advance based on the location.
  - If your group will meet virtually:
    - Check that the Zoom meeting link is functioning and you have proper lighting and eliminate any distractions such as pets, fans, or sounds.
    - If you are watching a video together, make sure you are familiar beforehand with how to share the screen and sound.
  - Third, if you will be leading a table group in a class:
    - Attend the weekly leader "huddle" prior to class to receive any further instructions or updates for that week.
    - Greet your table members as they arrive and have them fill out the attendance sheet.

Overall, whether you are leading a table group or a group, these different methods will help you come prepared each week!

## Facilitator 1 [4 Minutes]

Great! Now that we are prepared "for" our group let's talk about **how we lead within our group**, which leads me to our second fundamental...

**[SLIDE] Fundamental #2: We Shepherd INTENTIONALLY**

Shepherding intentionally is a critical part of having a healthy group or table group. In **1 Peter 5:2-4** we are given a clear model of how to shepherd those under our charge well:

**[SLIDE]** *“Shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock. And when the chief Shepherd appears, you will receive the unfading crown of glory.”*

From this passage, we can see that one of the main jobs of a spiritual shepherd is **to tend God’s flock**.

To tend sheep means guiding, nurturing, protecting, and caring for the sheep. God asks us to give the kind of care that He himself would give to his flock.

**[Share a quick story of a leader who shepherds well] [1 min]**

## **Facilitator 2 [4 Minutes]**

I love that. Let’s spend some time now discussing how we can be intentional in our approach to shepherding. Practically, we can shepherd intentionally by:

- Connecting with members in and outside of your group time.
- Asking questions, and learning about their family, what interests them, and their walk with God.
  - Remember, your group may be a mixture of unbelievers, new believers, or even longtime believers in Christ. Our goal is to make everyone feel welcome.
- Pray for them, and speak life over them.

Additionally, from time to time an important need or crisis may arise within your group. Let them know you care by showing compassion, and then pray for them and their needs. Be sure to follow up, and see if your group can support them in some way.

**[Share a brief story of a group caring for their members well] [1min]**

## **Facilitator 1 [5 Minutes]**

I love that, how we shepherd others matters! We truly want everyone to experience meaningful discipleship. As leaders, we can expand our discipleship reach to people outside our groups by becoming *inclusive instead of exclusive*.

Consider how Jesus cared for those he disciples, and then time and time again he went after the one. To fulfill the great commission he has for us we need to embrace a **multiplication mindset**.

Having a multiplication mindset means:

- We welcome new members into our groups
- And we look for opportunities to launch new groups

Ultimately, our hearts become open to however God wants to grow his church and our impact on those we are called to shepherd expands.

Overall, as a leader, we're committed to supporting your shepherding journey! Feel free to reach out to your coach, class facilitator, or your campus team for any guidance you may need!

**[SLIDE] [Discussion Question] [4 minutes]**

Take a moment to discuss with your neighbor...

- When it comes to shepherding, which part feels most natural to you and which feels like it will require more intentionality? Why?

## **Facilitator 2 [4 Minutes]**

**[SLIDE] Fundamental #3: We Facilitate DISCUSSION**

As we mentioned earlier in the training, the largest portion of your time together, whether in a class or group, is designed for discussion time.

If you're leading an activity group, you'll want to be creative about where to have moments of discussion about God around your activity. You could incorporate a daily devotional or take a moment to talk about the weekend message with our keep-talking guide.

Here are some practical tips to facilitate discussion effectively:

- **First, affirm your members when they participate.**
  - Acknowledging your members can go a long way! It shows that they are seen and heard when they contribute.
- **Second, redirect the conversation as needed.**
  - We've all had conversations where there was an over-talker or under-talker.
    - For the over talker, look for ways to creatively redirect by either thanking them for sharing, or asking another member to share their thoughts. You can also establish a ground rule such as, "We want everyone to be able to speak before sharing a second time".
    - For the under-talker, you may need to encourage or ask them to share what they think on a topic. Help them know it's safe to share and their thoughts are valuable.
  - You may need to redirect if someone starts sharing something unrelated to the discussion—such as politics, gossip, or even a disagreement with their spouse!
  - Or, if you sense someone is off track in their interpretation of the topic, try redirecting by re-asking the question differently.

## Facilitator 1 [3 Minutes]

- **A third way to facilitate discussion effectively is by asking great questions.**
  - Ask open-ended questions that require more of a response.
  - Also, try to stay away from questions that generate yes or no answers.

In contrast, as you facilitate your time with your group remember that it's okay to not know all the answers.

### [SLIDE] Fundamental #4: We Are Great Listeners

**[PAUSE]: TAKE A 5-SECOND PAUSE**

Did anyone feel a bit awkward in that silence?

Oftentimes we want to quickly fill gaps of silence by inserting another question or comment, but remember to be patient in moments of silence. **This points us to our fourth fundamental, we are great listeners!**

Generally, it's best to keep in mind **the 80/20 rule** as you facilitate discussion. You want to listen 80% of the time and talk just 20% of the time.

You don't have to hold back from sharing personal experiences/testimonies, just remember to be very brief and do not take away from the group participants' time to share. Discussion time is their time.

This leads us to our fifth and final fundamental...

## Facilitator 2 [5 Minutes]

### [SLIDE] Fundamental #5: We Build RELATIONSHIPS

The Bible has a lot to say about relationships and why community is valuable to our spiritual growth.

[SLIDE] Ecclesiastes 4:9-12 illustrates this for us:

*“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. But pity anyone who falls and has no one to help them up. Also, if two lie down together, they will keep warm. But how can one keep warm alone? Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken.”*

When we think about building relationships, keep in mind that this is not only your relationship one-on-one with each member, it also includes the group's relationships with each other. Naturally, a significant part of your role as a Leader is to build relationships.

So, how do we do this well?

- **Connect members to each other.**
  - Look for things that you or others hold in common and make connections.
- **Build relationships through other social activities.**
  - This could look like having a potluck, going to a movie together, or celebrating a holiday.
  - For birthdays, anniversaries, and other life events **celebrate as a group.**

## Facilitator 1 [4 Minutes]

- **Keep a list of prayer requests.**
  - For those who may be struggling, **empathize with them, and show extra care** as a group by praying together or supporting a need.
- **Communicate regularly**
  - You can keep in touch with members through texting (or texting apps like GroupMe or WhatsApp), and if you notice someone didn't make it to the group or class that week, follow up with them to check on them.
  - Be mindful that we don't want to inundate members with communication.

If we do these few things, we'll start to see relationships grow within our groups!

**[Share a brief example of a group that does this well] [1 minute]**

Each of you now will be starting your group journey!

Know that as you take this step we are so proud of you and we are cheering you on. Again, if you have any questions or challenges that arise our coaches and campus teams are here to support you! You don't have to do this alone.

## **Facilitator 2 [4 Minutes]**

Those are our five fundamentals, but as we finish our time together now we also have some practical tools we want to share with you...

### **[Managing your Group - APP]**

#### **[SLIDE] Screenshot of the App view**

First is managing your group or table group through our **Christ Fellowship App**. Before coming to orientation you should have gotten a short overview video familiarizing you with its basic features. You'll want to watch this later if you haven't yet.

Once you have downloaded the app and logged in you will be able to: view your pending or current members, add study resources, as well as email your members straight from the app.

### **Group Leaders:**

- Each time someone signs up for your group you will receive an email with the new member's information that they are "pending".
  - Contact all your pendings and share about your group.
  - If they don't immediately respond, our rule of thumb is we ask that you **reach out at least three times** by either text, phone, or email. Text seems to work best.
  - After connecting with your pending members, move their status in the app to "active" or "inactive".
- Additionally, some ways you can **build your groups** are through:
  - Personal invites to people you know.
  - Recruiting new people looking to get connected.
  - Open your group at one of our semester launches.

## Facilitator 1 [4 Minutes]

### Table Group Leaders:

- For leaders in classes, you don't need to worry about pending members. After your first week of class, your campus team will add your members to your table group in the app!
- We do ask you to reach out mid-week to your table participants.

If you have questions or problems with the app, reach out for help!

Finally, we have our last tool, the **Leader Portal**.

### [SLIDE] [Leader Portal Graphic]

The Leader Portal has been designed specifically for Leaders with access to resources such as training videos, PDFs, and other helpful resources to help you lead confidently.

We are constantly updating the portal to provide you with all the resources you need to lead well and successfully disciple others.

***After our training today you'll be receiving an email with videos showing you how to both access the Leader Portal as well as how to manage your members in the Christ Fellowship app. Be sure to check those out!***

## Facilitator 2

Wonderful! We hope this time has been valuable to you! To finish our time together we will have one final discussion time:

**[SLIDE] [Discussion Question] [4 minutes]**

- What are you most looking forward to as a leader? Or, what makes you most nervous about being a leader?

**Facilitator 1 [1 minute]**

**[SLIDE]** Thanks again for being here today!

As you put these fundamentals and practices into place, we believe God will use you powerfully. We know this to be true because **Ephesians 3:20** tells us God can do,

*“Immeasurably more than we can ask or imagine!”*

**[SLIDE]** If you have any questions feel free to stick around and we'll do our best to answer them!

**[CLOSING PRAYER]**