**DreamTeam Meeting Rhythms Vision Doc**

**March 2019**

Vision: To provide a framework of meeting rhythms to guide opportunities and timing for on-going and consistent vision, equipping, teambuilding and leadership development across all DreamTeams

Goals:

* Considering the ministry calendar, provide a framework for meeting rhythms that equip the DreamTeam for the work of ministry
* To insure all DreamTeam members are invited into and receiving levels of equipping based on their role.
* Recognize that team members need different equipping than team leaders than coordinators, etc.
* Provide consistency, but with freedom amongst teams to move with seasons, ministry needs, etc..

Recommended rhythms and components include:

* All Church DreamTeam at one location (2x a year for Launch and Celebration)
* Campus DreamTeam Leader Meetings (3-4x a year)
* Groups Kick-offs (Each fall and winter when possible)
* Team Meetings by Department (opposite Campus DreamTeam Leader meetings)
* Email with vision and upcoming serve (weekly)
* One-on-One meetings: HUB leaders and Coordinators, Pastoring & care for leaders and members, etc.

Sample Year:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *What:* | All Church DreamTeam | Campus DreamTeam Leader Gathering | Groups Kick-Off | Team Meetings by Campus by Dept | Emails | One-on-One Meetings |
| *Who:* | *Central Support NextSteps* | *Campus Pastor* | *CP, Next Steps Dir and HUB leaders* | *CP, Staff directors, and coordinators* | *Staff directors and coordinators* | *Dependent on role* |
| Jan |  | X |  | Weekly and as needed | Consistently for role |
| Feb |  |  |  | X |
| Mar | X |  |  |  |
| Apr |  | X |  |  |
| May |  |  | X |
| June |  |  |  |
| July |  |  |  |
| Aug | X |  |  |  |
| Sept |  |  | X | X |
| Oct |  | X |  |  |
| Nov |  |  |  |
| Dec |  |  |  | X |

FAQ:

*What would happen during the 3-4X a year Campus DreamTeam leader meetings?* This is a time for all the DreamTeam leaders at the campus to come together in “staff meeting” style across departments. See vision doc for those meetings for more details.

*Why is Groups kick-off a separate thing in September, but together in January with DreamTeam Campus Leader Meeting?* Primarily due to timing of the second part of the ministry year and the start of the Winter semester. January is one of the highest attended months of the year and a key time for leaders to focus on what’s ahead and be equipped and ready. The winter Groups semester is also starting at the same time so combining them is largely due to timing. As all of us evaluate the rhythms and timing of next steps, this will continue to flex with it. For example, if the semester start is moved to a later time (towards the end of the month rather than middle), it may make sense to separate these two.

*What is the recommendation for one-on-ones?* Consistent and regular one-on-ones are foundational to equipping. They could include a regular monthly meeting with the key leaders (HUB leaders and coordinators). It may be more strategic or tactical depending on the leader and the role. It may be more personal development including reading a leadership book together for discussion, touch base on personal growth and/or pastoral. It may be dreaming about what’s next and what the team needs. We encourage each one-on-one to include vision for the journey, how they are making a difference and helping them identify the next step they need to take.

*Is this too much for the people who are sitting in leadership roles – team leads, coaches and coordinators?*

We will have a season of trying things and working through what will work. We may find that it is, or we may find that it’s what brings the team together and they are working together like never before. The monthly team meetings have flexibility – maybe summer is more of a get-together and fun than a meeting, even if it includes some vision. One-on-ones may be a phone call or JoinMe call rather than a meeting. This will be a time of learning, exploring and finding out what works.

*Why are the Team Meetings and Groups Kick-off led by Coordinators and HUB leaders?*

We encourage Coordinators to lead team meetings, and HUB leaders to lead Groups kick-offs because those roles are the highest DreamTeam leadership roles. When staff members are in both roles, then including the leader at the next level in some way can be key to developing them for more. For those campuses who have DreamTeam in those roles, a part of their role (with staff equipping) is to carry vision, lead the team, develop new leaders and equip team members.

*What is the recommendation for weekly email communication? Who should send that?*

This is widely done already through PCO with weekly vision and tactical updates. Staff, HUB leaders and/or coordinators can provide this, and the weekly huddle can be a resource for vision and what’s coming up church-wide.

*Do the team meetings by departments need to happen all at the same time?* No, in fact we would encourage those to be on the rhythms that work for the leaders and members of the team, rather than all at the same time. They are really a time for the team to bond as a team and be equipped specifically for their ministry area. In addition, the team meetings allow for certain areas to focus on what they really need, for example, a special training to prep for the holidays for First Impressions around ushering, or Kids Group leaders needing to walk through a new guideline.

*Is an all-department all campus meeting an option? For example, Kids wants to do an all Kids team meeting across campuses to review safety procedures, or Arts wants to do an all-worship team meeting across campuses.* Some departments may choose to do a “summit type approach” to roll-out something new, or review important procedures or host a targeted training. We would recommend limiting this to 1x a year, working with the existing rhythms and team for what will work best.

*What is the suggested timing to start this?* We would suggest starting after the April/May DreamTeam Campus Leader Gathering, beginning with one-on-ones with Coordinators and HUB leaders and consider hosting a summer get-together in some way. Then after August launch, step into rhythm for 2019-2020 ministry year.