

# **HUB** **leadertraining** **guide**

**CEDARCREEKCHURCH**

# Welcome

We are so grateful that you have chosen to serve as a vital part of our DreamTeam. Thank you for partnering with us to make a difference by loving others the way Christ loved us. We find that when we set out to do that, it is our hearts that grow the most, so we can't wait to hear what God does through your willingness to serve him.

This handbook is designed to provide information that is applicable to our DreamTeam members.

## On Mission

The DreamTeam is a group of incredible people on mission to show every guest they matter by living out their God-given purpose to make an eternal difference.

MISSION STATEMENT:

**We exist to introduce people to Jesus and the life-changing adventure with him.**

## Dreaming Together

We are a team of people working and dreaming about the mission God has for us. Every single weekend, the DreamTeam understands that we are in the business of introducing people to Jesus and the life-changing adventure with him. That's what it means to make an eternal difference. It's all about God - what he is doing around and through all of us to reach those who are far from him, and to draw each of us toward loving others the way Christ loved us.

## No Matter the Role

We understand that seemingly insignificant acts in the hands of an all-powerful God create eternal moments that change people's lives.

## Privileged to Serve

We view the opportunity to serve our guests on the weekend as a “Get To” experience and not a “Have To” experience. We understand that we’re here to accomplish something bigger than ourselves and it’s a privilege to serve on this team. We’re honored and thankful to God for choosing us.

## On a Journey and Helping Others

The ultimate role of the DreamTeam is to love others the way Christ loved us, helping them to take a next step in their spiritual journey.

To help someone else **KNOW GOD**

To help someone else **FIND FREEDOM**

To help someone else **DISCOVER PURPOSE**

To help someone else **MAKE A DIFFERENCE**

## Becoming a Part of the DreamTeam

Is an honor because we get to serve God in the mission he has for our church and the communities we serve.

To equip every member of the team. We require DreamTeam members to take these steps before serving:

- 1 Complete GrowthTrack
- 2 Complete application
- 3 Participate in interview
- 4 Complete Confidentiality Agreement

## We gather to dream & celebrate:

### DreamTeam Launch

At the beginning of each ministry year, we gather for a night filled with vision, inspiration, and worship. As a DreamTeam member, we ask that you join us to prayerfully and humbly trust God to accomplish great things in the upcoming ministry year.

### DreamTeam Celebration

Once a year, just before spring, we throw a party for our amazing DreamTeam. It is a night filled with celebration as we honor our team members for the ways they are making a difference by living out their purpose.

## Our Values

**G**

### **GOD'S HEART**

We want every guest to know that they matter to God and they matter to us.

**U**

### **UPBEAT**

We create a fun and positive environment to make an amazing first impression and for the team to serve.

**E**

### **EXCELLENCE**

We pay attention to details because it shows our guests we care.

**S**

### **SEIZE WOW OPPORTUNITIES**

We are always looking for ways to make every guest's experience something they can't wait to share with others.

**T**

### **TAKE THE NEXT STEPS**

We want every interaction to point guests to their next step on the spiritual journey.

Know God  
Find Freedom  
Discover Purpose  
Make a Difference

## **Our Vision**

God designed us for community, and Groups are the primary delivery system for the Find Freedom principle of the spiritual journey. By connecting in Groups, people can take steps toward freedom by experiencing authentic connections and life-changing relationships.

Our dream is to have everyone who attends our church connected in a Group, and for Groups to be an on-ramp to connect those who do not attend our church to Jesus and our church.

## **Vision of Semester Groups**

Through a semester system, Groups are kept at the forefront as a next step for every guest. Semesters provide an on-ramp and an off-ramp for Group Leaders and members. Semesters follow the regular rhythms of life (we find that a large number of Groups are taking breaks at the times when there are semester breaks) and give us a clear picture of the Groups we offer our guests. Semesters are good for promotion, participants, and leaders, as outlined in the goals below.

## **Goals of Semester Groups**

- 1 **Promotion** – Semesters allow intentional rhythms for communicating the value of Groups and building momentum around Group life. Three times a year, the focus becomes “lead a Group” and “join a Group,” including for:

- Weekend messaging (such as talks from the weekend communicator, vision talks, and life change stories)
- Social media

- 2 Participants** – The beginning of a semester is an on-ramp that gives participants an entry point to a Group; and when they join a Group, they are stepping into something new. Without semesters, participants were most often joining something already established. The end of a semester gives participants an off-ramp. A participant may want to try a new type of Group or may need to take a semester off. These off-ramps give them permission to take a break or try something new.
- 3 Leaders** – Semesters provide leaders a finite time to lead. Each semester, they are asked to ESPN (Encourage, add Scripture, Pray daily for Group members, identify Next Steps for Group members). When they register their Group and sign the leader agreement for the semester, they are making a commitment to their Group members for that amount of time. The semester also gives Group Leaders an off-ramp. If there is a season of life or a reason where they need to take a break from leadership, the off-ramp gives them “permission” to do so.
- 4 Care and Pastoring of Group Leaders** – Semesters allow for care of Group Leaders. Each semester,

a Group Leader is given a Coach who prays and cares for the Group Leader. The Coach also communicates regularly with them throughout the semester. Please see the Coaches Guide for a full description of the role.

- 5 **Accurate Picture of Groups** – At the beginning of each semester, we ask Group Leaders to register their Groups. Asking Groups to do this three times a year gives us confidence in the Group directory. Having confidence in the directory that we are sending our guests to gives us confidence when we extend an invite.

In addition:

- 6 **Move One Step** – The primary goal for every person involved in a Group, member or leader, is to identify where they are on the journey and move one step each semester.
- 7 **Growth** – As a HUB Leader, another goal is to see growth both in the number and type of Groups, as well as the leader's own growth of moving one step each semester.

## Groups Leaders Overview

### HUB Leader

- Pray for Coaches daily
- Oversee vision, mission, strategy, and equipping leaders
- Provide and/or ensure onboarding and ongoing training for team

- Provide stories of team wins and celebrations
- Build and protect Groups and DreamTeam culture
- Ongoing communication and support to Coaches

### **Coach**

- Pray for Group Leaders daily
- Provide ongoing vision and mission while helping leaders to identify where they are on the journey and their next step
- Support and encourage Group Leaders, including visiting each Group they're coaching each semester
- Identify potential Coaches from Group Leaders, and upcoming Group Leaders from Group members
- Communicate weekly

### **Group Leader**

- Pray for Group members daily
- Lead weekly Group meetings
- Identify potential leaders from Group members
- Work with Coach to identify and work through any issues or problems
- Communicate weekly with Group members
- Celebrate steps and share those wins with Coach

### **Rock**

Rock is our church database and how we organize people and next steps. Training for Rock will be part of your onboarding with the team.

### **My.CedarCreek.tv**

The Group Leader site is made available through the leader's personal Rock login at My.CedarCreek.tv. It's full of resources and short videos to use as part of onboarding, as a refresh, and as a way to continually carry vision for Groups.

## Overall HUB Leader Best Practices

### **Relationship Focused**

Relationally strong and able to connect with people. Able to network well and lead through relationship influence. Willing to take time to get to know leaders, learning their stories, their spiritual journeys, and what motivates them to coach or lead a Group.

### **Team Builder**

Able to recruit and empower others who are focused on team and leadership development.

### **Leadership Gifting**

Gifts lean toward leadership. Knows how to create movement by casting a compelling vision and guiding people and resources to achieve results. Helps develop leaders as well as helps identify and recruit potential leaders.

### **Pastoral Care and Prayer**

Provides pastoral care for Group Coaches (just as Coaches care for the Group Leaders). Prays for leaders daily.

### **Communication**

Communicates regularly, consistently, and in life-giving ways.

## **Responsibilities**

### **Oversight**

- Oversee, coordinate, and manage the leaders on the specific Groups Team, with a focus on promoting a balanced number of Groups, including Bible studies, topical studies, and free market Groups.
- Facilitate Group Leadership Trainings, as necessary.
  - Lead follow-up by contacting team-ready leaders.

**This could look like:**

- Dreaming about types and numbers of Groups and developing a strategy to get there
- Participating in Groups kick-off, including prepping for time with leaders
- Visiting 2-3 Groups each semester to encourage them, pray over them, and help identify leaders

**Leader Development**

- Understand that the Groups leadership structure—HUB Leader, Coach, and Group Leader—is the leadership pipeline.
- Assist the NextSteps Director in developing processes for identifying and developing leaders at all levels to care for the HUB population at their campus.
- Provide ongoing leadership and development of Coaches and Group Leaders.
- Identify and train lead team members who can learn the role of HUB Leader.
- Help the NextSteps Director build key relationships with high-capacity leaders.
- Assist the NextSteps Director by learning about Group methods including, but not limited to, new curriculum, books, training, etc.

**This could look like:**

- Identifying a book for all Coaches to read and hosting a discussion around it
- Providing a leadership video to watch and then discuss
- Leveraging the Coaches and Group Leader

handbooks to remind leaders of the fundamentals of leading in their role

- One-on-one meetings with Coaches to learn about them, learn about the Group Leaders they are coaching, and pray together

## **Growth**

- Assist the NextSteps Director in developing a growth plan for Groups in the HUB. This should include continuous improvement, a healthy growth rate that is comparable to campus growth, and/or an overall increase in Group participation by the population for the HUB.
- Assist in evaluating Group data, including Group attendance numbers and NextSteps surveys.
- Participate in the HUB event, encourage leaders to take part in the event, and invite others to lead or join a Group.

### **This could look like:**

- NextSteps Director providing an overall Groups report
- Reviewing the Rock report of those who have completed Group Leader Training but are not leading yet; brainstorming with campus staff ways to connect and help this group move one step
- Using the Groups worksheet to work one semester ahead
- Talking with Coaches about who is up-and-coming in leadership

### **Pastoral Care**

- Assist the NextSteps Director with the pastoral care needs of their HUB.
- Be available for on-call and crisis situations as needed and as directed by the NextSteps Director.
- Provide pastoral leadership for leaders at all levels at their campus.

#### **This could look like:**

- Determining any ongoing needs of HUB
- Participating in pastoral training opportunities provided by staff

### **Prayer**

- Devote yourself to prayer.
- Serve and/or participate in the prayer opportunities of your campus.

#### **This could look like:**

- Participating in 21 Days of Prayer and encouraging leaders to do the same with you
- Praying for leaders daily

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## **Starting in HUB Leader Role**

- Receive training on overall vision, values, and strategies of Groups and the leadership pipeline.
- Receive training on the equipping model.
- Receive system training on Rock and My.CedarCreek.tv.

- Read *Amplified Leadership* by Dan Reiland and discuss with NextSteps Director the keys to leading and doing ministry in relationship.
- Determine current reality of the HUB.
- Meet with campus staff and determine campus goals for Groups, needs that aren't being met, and potential leaders they would like to see.
- Meet with Coaches or have a Coach gathering and determine what's right, what's wrong, what's confusing, and what's missing, then develop action steps for 1-2 of the items for the semester.
- Understand the Groups timeline for the semesters and the HUB Leader's role in what is already established.
- Consider having a retreat or breakfast for connection and leadership development with existing and potential leaders.
- Set a schedule to be present in the lobby for staff and/or lobby hosts to introduce potential leaders to you.

### **Ongoing Strategies to Consider:**

#### **Leader Development and Recruitment:**

- Promote upcoming Group Leader Trainings to all leaders to keep development of others in the forefront of their minds—be sure to communicate specifics on upcoming dates and times to your team/leaders. Keep your own social media in mind as a great tool for getting the message out as well!
- Reach out to people you think have leadership potential and encourage them to attend.

- Spend time at your campus during the weekend and get to know the DreamTeams across the campus as well as attendees who may be interested in leading a Group.
- Attend Week 4 of GrowthTrack and Group Leader Trainings.
- Build a team of at least 2-3 to conduct Group Leader interviews as part of the onboarding process.
- You may want to hang out toward the end of Week 3 of GrowthTrack—often there are attendees in there who would like more information on certain DreamTeams and how they can help serve the church. By having a Groups representative in the room, you can directly answer any questions and help connect people’s personalities and spiritual gifts with the serve that is a best fit for them, which just may be Groups!
- Always be on the lookout for people with leadership potential. Start building a Coach team for next semester in advance. Encourage this “bench” to pastor and care for the leaders whose Groups did not launch, encouraging them to try again.
- Leverage all available resources at [My.CedarCreek.tv](http://My.CedarCreek.tv) to keep the vision and momentum around leading a Group.

**Growth:**

- Make a list of past leaders and call down the list to check on how they are doing, see if they plan to lead a Group this semester, and remind them to register their Groups.

- Reach out to people who turned in response cards from HUB events.
- Reach out to self-identified and recommended potential leaders from the NextSteps survey.
- Identify trends from NextSteps surveys that need to be addressed or could be restricting growth.

**Communication:**

- Help keep your Coaches on track by reminding them of the vision and what's next now that they have been assigned to Group Leaders.

**This could look like:**

- Having your Coaches contact their Group Leaders, set up times to meet with their leaders one-on-one, and visit their leaders' Groups
- Encouraging your Coaches to pray with and for their Group Leaders.
- Introducing the NextSteps surveys and NextSteps Resource early each semester, then walking them through how to create a roster at [My.CedarCreek.tv](http://My.CedarCreek.tv) so that they can assist Group Leaders on how to do the same

**Celebrate the Wins:**

- Share stories and testimonies with your team that you have collected by keeping in communication with leaders/Coaches over the semester, as well as next steps and comments noted in the NextSteps survey.

- Set up some time to meet or speak with select leaders/Coaches to feel out how things are going (i.e. is everything running smoothly, is there any confusion, missed steps, questions, etc.?). This is also a great time to discover great stories or testimonies that you can use to encourage your team and celebrate the wins.
- Emphasize the importance of completing the NextSteps survey—for both leaders and participants—and use it to identify the big wins.
- Another key to consider is keeping a pulse on what is happening in GrowthTrack overall—content, updates, etc. As you onboard leaders, this will be their foundation.