TEAM ORANGE LEADERSHIP PLAYBOOK

OUR MISSION:

WE EXIST TO LOVE PEOPLE THE SAME WAY GOD LOVES US.

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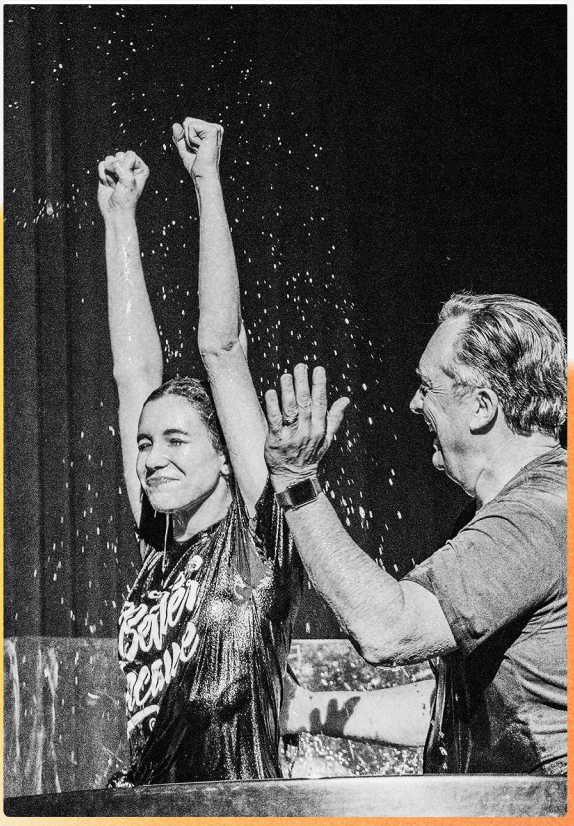
OUR VISION

We desire to see every person...



/// EXPERIENCE GOD

_Weekend Services, Tuesday Morning Prayer

We believe that when people authentically experience God, every area of their life improves. So, we are passionate about helping people grow and experience all that God has for them. What's always been doesn't have to always be, in Jesus' name!

/// MEET FRIENDS

_Connect Groups, Hangouts

We know life is better together. We want to connect you to friends who will propel you into community – friends who will show up for us and allow us to do the same for them.

/// MAKE A DIFFERENCE

_Team Orange, Virginia Academy

We want to meet tangible needs, provide real help, and be a blessing wherever we go - in our community, nation, and world. God has given us gifts, talents, and abilities, and we want to leverage them for God and the good of others!

/// BECOME A LEADER

_LIFE CLASSES, LEADERSHIP TRACK

True leadership starts with real discipleship. We want each person to know God, be deeply rooted in Him, and live a life of significance. You can't give what you don't have, so we strive to be life-long learners who actively follow Jesus' teachings to become all He has created us to be.

VALUES

Values are the core beliefs or assumptions that inform and determine actions and interactions. When agreed upon, they become the guiding light that unites a team with a shared sense of purpose for achieving a common goal.

TIME WITH GOD

WE RUN ON THE HOLY SPIRIT.

EMPOWERING

WE BUILD UP.

ACCOUNTABLE

EVERYONE'S COACHED.

MISSION FIRST

WE OWN THE MISSION NOT OUR POSITION.

OVER THE TOP

WE GO ABOVE AND BEYOND EXPECTATIONS.

RELATIONAL

WE ARE A FAMILY.

AUTHENTIC

WE SHARE OUR STRUGGLES.

NO MATTER WHAT

WE TAKE RISKS.

GRATEFUL

WE GET TO DO THIS!

ELECTRIFYING

WE CREATE THE ATMOSPHERE.

STATEMENT OF FAITH

"IN ESSENTIALS UNITY, IN NON-ESSENTIALS LIBERTY, IN ALL THINGS CHARITY"

There will always be peripheral doctrines upon which sincere and committed Christians disagree. We welcome dialogue on many issues related to Christian doctrine and encourage all to reason and think critically on these things. However, we recognize the importance of having a framework around which we grow in maturity and relate to one another as a community of believers, and we hold the following essentials to be at the core of who we are and what we believe:

ABOUT GOD

We believe that there is one God, eternally present in three persons: Father, Son, and Holy Spirit.
(Genesis 1:26; Matthew 3:16-17; John 1:1-4)

ABOUT JESUS

Jesus is the eternal Son of God. He was born of a virgin, lived a sinless life, worked miracles and gave us an example to follow. Fully God and fully man, He died on a cross to pay the penalty for sin that separated us from God and rose from the dead to reconcile us to our Creator and to free us to have a new life in Him. Now, He sits at the right hand of the Father to intercede for us.
(Matthew 1:22-23, John 1:1-5; 14:10-30, Acts 1:9-11, Hebrews 4:14-15)

ABOUT THE HOLY SPIRIT

We believe that the Holy Spirit indwells all believers, and through the Baptism of the Holy Spirit, believers are empowered for Christian service and gifted for this service. The Holy Spirit also enables believers to live a Christ-like life exhibiting Godly character.
(Luke 11:13; Acts 1:8; 2:1-4; 8:17; 10:44-46; 19:6; Galatians 5:22-23; I Corinthians 12)

ABOUT THE BIBLE

We believe the Holy Bible to be the inspired, infallible, and authoritative source of Christian faith and practice. As our supreme revelation from God, it is superior to conscience and reason, though not contrary to reason.
(2 Timothy 3:16- 17)

ABOUT SALVATION

We believe that in order to be born again, one must respond to the Holy Spirit's conviction by repenting of and turning away from sin, by faith receiving the sacrificial death of Jesus Christ on the cross as being a sufficient basis for God's forgiveness and must surrender his or her life to Christ.
(John 3:3; Luke 18:13; Ephesians 2:8-9)

ABOUT THE CHURCH

We believe that God intends for believers to unite together in local churches to worship, be accountable to one another, be instructed in the faith by mature elders, observe the Christian sacraments of baptism, and communion and serve the spiritual and temporal needs of the community.
(Hebrews 10:25; Ephesians 4:11-12)

LIFESTYLES

We believe that believers are to be baptized, attend church, worship, pray, study the Bible, tithe and give, and share their faith with those who don't know the Lord.
(Acts 2:38, 41-42 & 5:42)

FAMILY

We believe that family is the primary institution God uses to promote social order and structure and is to be respected, protected and strengthened by the church.
(Ephesians 5:22; 25; 6:1)

ABOUT THE FUTURE

We believe that eternal life in heaven is the reward of all who believe and received Christ as their Lord.
(John 3:16, Revelation 21:8)

TEAM ORANGE AGREEMENT

- I will continue to take steps of growth in my relationship with Christ as prompted by the Holy Spirit and the prayerful guidance from my spiritual leaders at Community Church.
- I will regularly attend Community Church's weekend services.
- I will respect the biblical convictions and teachings of Community Church and purpose to apply them practically to my daily living.
- I will refrain from harmful behaviors in person or on digital plaforms which may reflect poorly on my witness for Christ and my church - obscenity, abusive language, gossip, the abuse of alcohol or illegal/prescription drugs.
- I will honor God by engaging in sex only within the biblical definition of marriage between one man and one woman.
- I will begin partnering with Community Church through financial giving.
- I will uphold Community Church's stated Team Orange values.
- I will submit to all training, screening, further guidelines, and the ongoing accountability associated with my Team Orange position.

SERVE STANDARDS

1) **We attend one & serve one.**

2) **People matter!**
   a. We don't walk past people.
   b. We go; we don't show.

3) **We take ownership.**
   a. We keep our closets clean.
   b. We fix broken furniture.

4) **We lead from the front.**

5) **We attend huddles. We show up!**

6) **We come prepared.**

7) **We add value to our team.**

8) **We communicate.**
   a. We make 1 on 1's a priority.
   b. We use CCB.

CULTURAL LANGUAGE

As a team we are unified in our language.

DON'T SAY...	INSTEAD SAY...
Your church	Our church
My team	Our team
Volunteer(s)	Serve/Team O
I have to	I get to
I don't know	Let me find out for you
Visitor	Guest
Is this your first time?	How long have you been coming?

Good to know...

"FE" - Student Ministry.
"CKids" - Kids Ministry.
"The Bubble" - Temporary gym in the parking lot.
"The Pit" - Basektball court/multipurpose activity space in student center.
"The fishbowl" - Glass meeting space in staff offices.
"We bleed orange!" - An expression of passion, a heart for this house!
"Green room" - A place where Pastor Charlie & Jill entertain special guests.
"Team Orange Central" - The place where our team members check-in, secure their belongings, and grab coffee and a free bite to eat.
"The C Wall" - The wall in the main lobby with the big C logo.
"VAA" - Virginia Academy.
"Next Steps" - A class to get to know us better and a room we leverage for meeting space.
"Orange Tables" - The place new guests connect with our church.
"TMP" - Tuesday Morning Prayer
"PC" - Pastor Charlie
"CC" - Community Church

LEADERSHIP IN CC

THE MOST IMPORTANT THING WE WILL EVER DO AS LEADERS IS TO INVITE PEOPLE INTO AN AUTHENTIC, LIFE-CHANGING RELATIONSHIP WITH JESUS.

DEAR CHURCH LEADER,

I am so excited for you! I wanted to personally encourage you with a few thoughts as you step into all God has for you. As you do so, let me be the first to remind you of how important Christian leadership is. Where do we go to find the greatest leadership lessons? We don't have to go very far as a church – Jesus was the greatest leader the earth has ever known. He didn't graduate from the best schools or universities, nor did he have much money or influence. He didn't even need to travel very far. Jesus chose 12 associates, his disciples, and sent them on a mission to help people return to God, which became the largest movement on the earth today. There's a church on every continent and corner of the world. The Church has existed for thousands of years and will continue well beyond each of our lives.

There's nothing more worthy of your time, energy, and effort than to join what Jesus is doing through his Church. The Church he founded ought to be where the greatest leaders in the world are serving, and future leaders are being trained, and developed because they're learning from the founder– Jesus Christ himself.

It is critical that the Church succeeds because it is the hope of the world and it needs great leaders like you. Who we are as leaders matters more than what we do with our gifts, talents, and abilities. We will never lead beyond what character can sustain. I know that our church will never grow beyond its leaders, so we set the example when praying, serving, and giving. We are the ones who lead from the front.

The leadership journey you are beginning is not an accident. It's on purpose, and I'm excited to have you on the team. I fully believe your leadership will make a greater difference than you may ever realize. When we say, "What's always been doesn't have to always be," that's because people like you are partnering with God to facilitate miracles.

Onward,

PASTOR CHARLIE WHITLOW

LEADERSHIP QUALIFICATIONS

The following are qualifications for anyone leading others, including Team Leads, Coordinators, Group Leaders, VAA Teachers & Coaches.

- [ ] **Upholds Team Orange values**
- [ ] **Agrees with Community Church Statement of Faith**
- [ ] **Completed Team Member onboarding**
  - [ ] **Next Steps**
  - [ ] **Behind The Scenes Tour**
  - [ ] **Team Member Training**
- [ ] **Consistently models Community Church's Team Member Agreement**
- [ ] **Graduated and confirmed Foundations 1 class**
- [ ] **Completed Leadership Application and onboarding process**

LEADERSHIP FRAMEWORK

We want to build competencies across the board for every leader in our church.

LEADING SELF

Teachable: We are life-long learners. We serve in humility and are open to developing our skills and character.

Team Player: Being ready, willing, and able to support the team no matter what. The best team players are the ones who act unselfishly and make decisions for the good of the team.

Gets It Done: Your words and actions line up. You show up when scheduled and confirmed. You finish what you start. We can count on you.

Problem Solver: We resolve issues we face. We don't leave things unresolved or complain. Problems are opportunities we commit to finding solutions for.

Adds Value: Growing in how to use your God-given gifts and strengths to build up the team.

LEADERSHIP FRAMEWORK

LEADING OTHERS

Self-aware: Knowing how your personality, habits, and skills impact those around you. Learning to see, enjoy, and leverage the strengths and gifts of others.

Team Builder: Effective and healthy leaders build trust and loyalty amongst their team rather than leading from a position of fear or power. We start by serving one another.

Pursues Excellence: A decision or commitment to a high quality performance that produces great results of lasting value.

Dot Connector: A person who can connect the church's vision to their specific ministry area and begin to see how it fits within the big picture.

Great Communicator: Clearly and consistently delivers needed information. Also embodies good listening and non-verbal skills to ensure understanding.

LEADING LEADERS

Spiritual Leader: A spiritual leader spends time with God and knows how to be led by the Holy Spirit. They naturally move people to a deeper personal relationship with Jesus.

Coach/Mentor: A guide and advice-giver who supports each team member and maximizes their strenghths for a greater impact.

Goal Setter: Determines ways to measure what matters in support of a strategy.

Strategic: A person who isn't waiting to be told what to do. They approach what's needed today with a much larger, long-term goal. Fundamentally, a forward thinker.

Inspiring: Captivate and move people through inspiration and story. Creates connections with ease that are real, emotional, and personal. People understand you and act differently as a result of your words.

LEADERSHIP FRAMEWORK

IMPLEMENTATION AND CONTINUED TRAINING:

Ministry Area: Leadership Development will take place in your serve area.

- Ongoing coaching and feedback in your ministry.
- 1:1s: Regularly scheduled times for the leader to check-in with their teams members.

Team Nights: During our monthly team nights, leaders will receive ongoing leadership and discipleship training.

Behind The Scenes Tour: Every 2nd & 4th Sunday of the month at 9:15a. This is the first step to becoming a part of Team Orange.

Team Member Training: Every 3rd Sunday of the month at 9:30a, we train and introduce our team member agreement, serve standards, and leadership framework to set each team member up for success.

Team Lead Onboarding: Every 2nd & 3rd Sunday of the month at 9:30a, we will train how to lead effectively in Community Church.

LEADERSHIP LAYERS

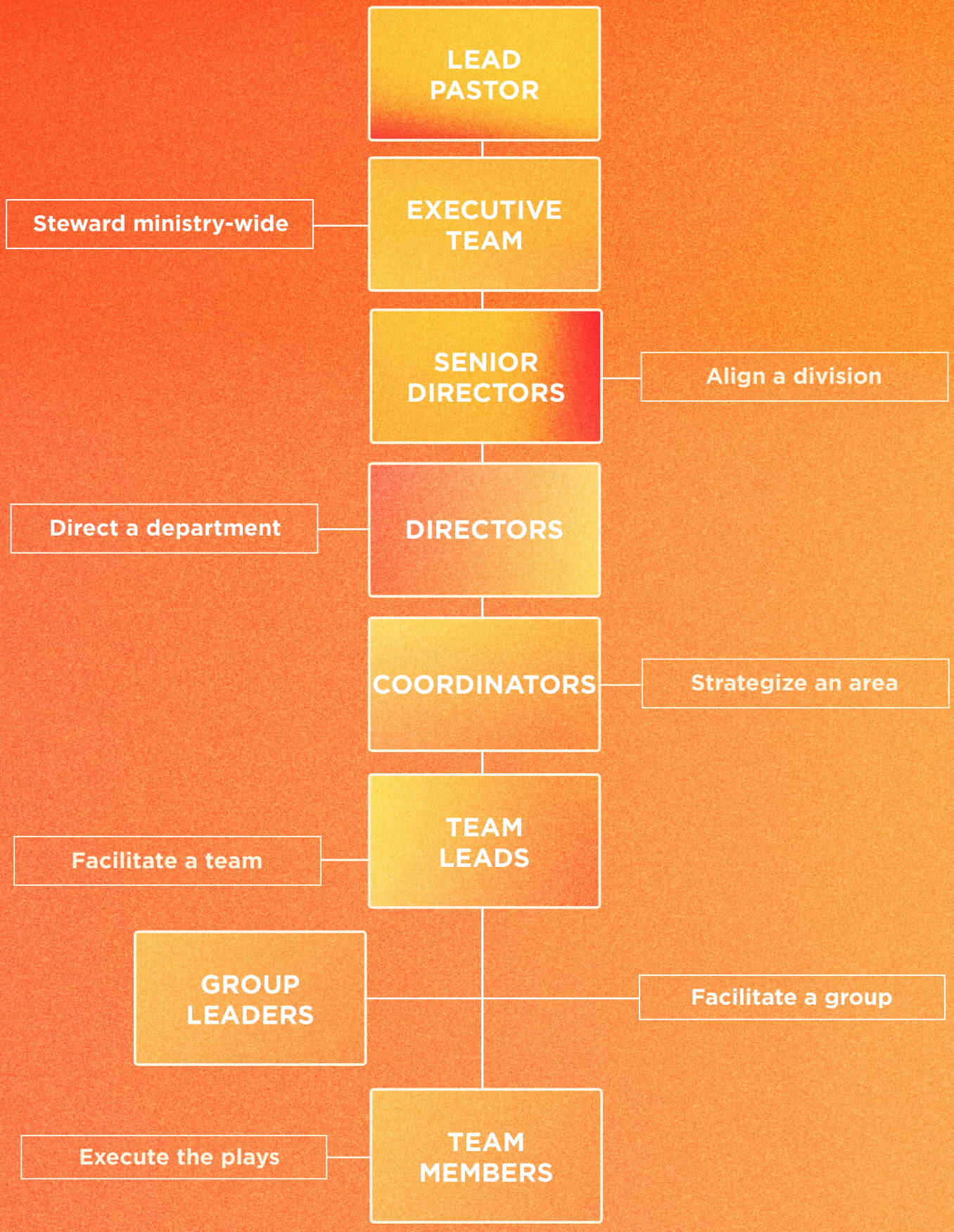
Our leadership layers support our mission and values. They allow our team members varying levels of engagement in serving the Lord while providing leaders an appropriate **span of care** to **coach and develop** the people directly reporting to them effectively.

At every level, leaders have a particular function to **focus efforts** as we collectively do the work of the ministry and fulfill the vision the Lord has given our lead pastor.

All leaders have the awesome responsibility and opportunity to build meaningful relationships that foster **continued spiritual growth!**

LEADERSHIP LAYERS

The way we lead



LEADERSHIP AGREEMENT

- I will remain connected to Christ and His church through regular prayer, Bible reading, and courageously responding to the Holy Spirit's prompting.
- I will choose wisdom, self-control, and a disciplined life in every area.
- I will put God first in my finances, practice tithing 10% of what God has entrusted to me, and combat greed by prioritizing consistent giving and generosity.
- I will use my influence, speech, and social media to uplift and edify those around me, being kind and compassionate.
- I will protect the unity of Community Church by appropriately supporting church leadership and avoiding gossip or complaining.
- I will strive to love people the same way God loves us in all I do .
- I will make the necessary behavioral shifts from being an individual contributor in God's house to recruiting, training, and building up others to get things done.
- I will commit to building meaningful relationships and having necessary conversations that foster continuous development for those I lead.
- I will submit to all necessary screening, guidelines, training, specific responsibilities, ongoing development, and accountability associated with my Team O leadership position.

RESPONSIBILITIES
COORDINATOR

Main Focus: Strategizes & plans for a ministry area
Estimated Time Commitment: 8-12 hours per week

MAIN RESPONSIBILITIES

During The Week:

- Meet with direct report for care and coaching; report area strategy and data to inform direction.
- Meet with team leads to provide coaching, care, and resourcing; receiving area data to inform strategy and plans.
- Schedule Team Leads for Sunday services.
- Communicate with other team members for collaborative planning.
- Attend all leadership focused meetings as requested.
- Plan for meetings, huddles, training sessions, and other area needs.
- Recruiting and overseeing on-boarding process for teams.
- Oversee the development process for the teams.

On the Weekend:

- Check-in at Team Orange Central.
- Attend necessary huddles (lead occasionally).
- Oversee area teams and related church-wide events.
- Evaluate team leads, Team Members and the ministry area.
- Encourage and appreciate area Team Leads and team members.
- Intentionally engage newcomers (or people new to you).

What about absences?

- Should a Coordinator need to miss a Sunday, the expectation is to communicate the absence well in advance to their direct report.
- When Coordinators are absent, a plan should be established with their Team Leads to ensure all area needs are met.
- All Coordinators are expected to serve at assigned services for Christmas and Easter.

RESPONSIBILITIES
TEAM LEAD

Main Focus: Facilitates a ministry team
Estimated Time Commitment: 5-10 hours per week

MAIN RESPONSIBILITIES

During The Week:

- Meet with direct report for care and coaching; report ministry team data to inform strategy.
- Meet with team members to provide coaching, care, and resourcing; receiving feedback from team members to inform best practices.
- Create schedules for Team Members.
- Compile data for the service/Sunday you lead and submit data to Coordinator.
- Recruit, onboard, and train new Team Members.
- Communicate with other Team Members for collaborative planning.
- Attend all leadership focused meetings as requested.
- Plan for meetings, huddles, training sessions, and other ministry team needs.
- Oversee the development process for the ministry team.

On the Weekend:

- Check-in at Team Orange Central.
- Attend/Lead team huddles.
- Train & delegate responsibilities & oversee team.
- Complete Sunday Summary for your ministry area within 24 hours of Sunday services.
- Encourage and appreciate Team Members.
- Intentionally engage newcomers (or people new to you).

What about absences?

- Should a Team Lead need to miss a Sunday, the expectation is to communicate the absence well in advance to direct report.
- When a Team Lead is absent, a plan is established with their Team Members to ensure all area needs are met
- All Team Leads are expected to serve at assigned services for Christmas and Easter.

RESPONSIBILITIES
GROUP/HANGOUT LEADER

Main Focus: Facilitates groups within a semester
Estimated Time Commitment: 5-10 hours per week

MAIN RESPONSIBILITIES

During The Semester:

- Lead members of your group/hangout.
- Identify potential leaders using our leadership framework.
- Meet with your direct report 1 on 1 for care and coaching.
- Ensure your group meets at minimum two times per month during semester.
  - Hangouts meet less frequently, but should be consistent.
- Take attendance when your group meets and record it in GroupVitals.
- Manage your group within GroupVitals, including keeping it up-to-date and responding to potential group members within 48 hours of indicated group interest.
- Set the stage for your group/hangout by providing a welcoming atmosphere, being inclusive, and communicating with your members in advance.
- Keep healthy conversations flowing your group/hangout while encouraging everyone to participate.
- Be intentional in your preparation for each group/hangout meeting.
- Connect with your group members outside of the group via phone, email, or in person.
- Uphold the Community Church Leadership Agreement.
- Promote your group within Community Church.
- Invite new people to try or join your group consistently.

A win for a Group/HangOut

- You win when your group members strengthen their relationship with God and seek continued growth.
  - Encourage group members to consider our life classes.
- You win when you group members find deep connectedness with each other.

LEADERSHIP ONBOARDING PROCESS

/// TEAM MEMBER ➡ TEAM LEAD

1. Coordinator discovers and meets with potential Team Lead and if interested fills out leadership application.
    a. Use the leadership framework to recognize leadership potential.
2. Upon completion of the application, the potential leader signs up for Team Lead Training.
3. Potential Team Lead attend both training sessions.
    a. 2nd & 3rd Sunday of each month at 9:30a.
4. Once Training is complete, Team Lead will sign the Leadership Agreement and be ready for training in their area.
5. Training in their area should include:
    a. Initial meeting about area expectations and what is included in the role.
    b. Shadowing by Coordinator.
    c. Regular 1:1 meetings with coordinator (weekly or bi-weekly).

/// TEAM LEAD ➡ COORDINATOR

1. Director discovers potential Coordinator for the role based on Leadership Framework.
2. Director meets and goes over expectations for the role.
3. If the person expresses interest in the position, then the Director will conduct a panel interview process with the team.
    a. Panel Interview must include a director, a coordinator and someone from their team (Team Lead or Team Member).
4. After the panel interview, they must complete the following before starting in their role:
    a. Review Leader Agreement with Director.
    b. Review the playbook.

LEADER RESOURCES

SCAN ME:

vaa