



# **LIFEPOINT COLLEGE DREAM TEAM HANDBOOK**

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## WELCOME

Welcome to the Lifepoint College Dream Team! We are thrilled that you are willing to support our mission at the college: *developing world class Christian leaders who will go out and fulfill the great commission*. We do this by developing our students in four specific areas, which we call our Four Pillars. We seek to develop in each of our students:

### YOU, THE MINISTER

- High esteem for Scripture
- Biblical worldview
- Ready explanation for their faith
- A stance for truth with grace

### YOU, THE SCHOLAR

- Ready for the real world
- Committed to life-long learning
- Inquisitive and reflective
- Confident in communication

### YOU, THE BELIEVER

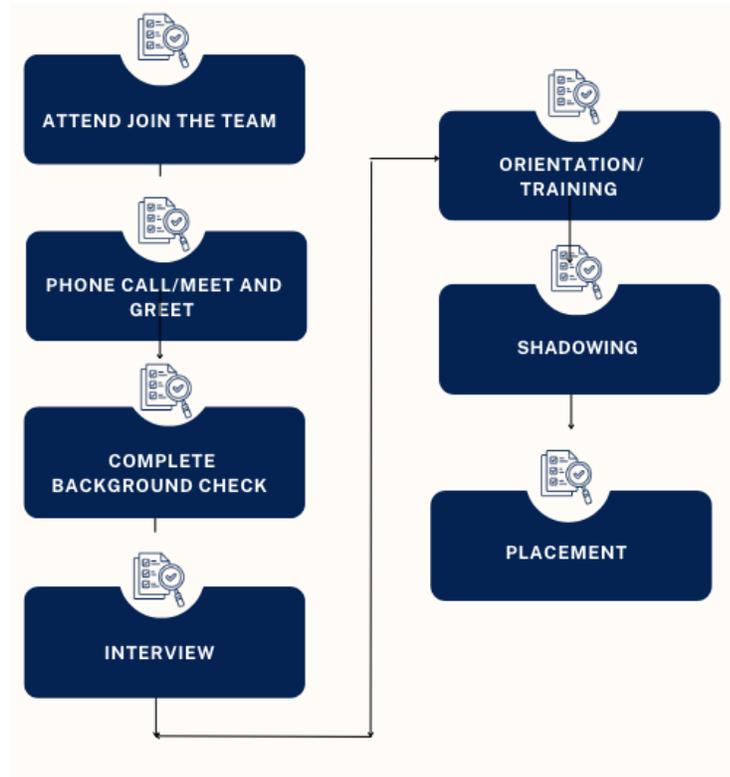
- Secure in identity
- Prioritizing intimacy with God
- Empowered over performing
- Progressing, not perfect

### YOU, THE PERSON

- Rooted in humility
- Perseverant to the prize
- Growing in fruitfulness
- Self-aware

It is an honor to come alongside the men and women who are pursuing the call of God on their lives. Our Team is gifted in diverse ways, and we look forward to seeing how your gifts and strengths uniquely contribute to our dynamic environment.

## ONBOARDING PROCESS



### ATTEND JOIN THE TEAM

Discover your gifts and the pathways of opportunities to join teams and serve in the church; select Lifepoint College as your desired serving team. If you have already been through Join the Team and/or are serving on another team, you may express interest by talking with a campus or college staff member rather than attending Join the Team.

### PHONE CALL/MEET AND GREET TO CONFIRM INTEREST

This will be a brief phone call or meeting with a member of the Lifepoint College staff. This will give us an opportunity to get to know you, discuss the onboarding process, and ensure that the Lifepoint College Team is the right place for you!

## **COMPLETE BACKGROUND CHECK FORM**

A link will be sent to your email to complete a background check. All Lifepoint College Dream Team Members must have cleared a background check before final placement on the team.

## **INTERVIEW (MAY BE COMBINED WITH ORIENTATION/TRAINING)**

During the interview, we will dive a little deeper into your personal and spiritual values to ensure they align with the mission of Lifepoint College and the beliefs of our church.

## **ORIENTATION/TRAINING**

This is a meeting with a Lifepoint College staff member in which we will communicate the vision, expectations, and essential information for serving on the Lifepoint College Team. This will include signing an Honor Code.

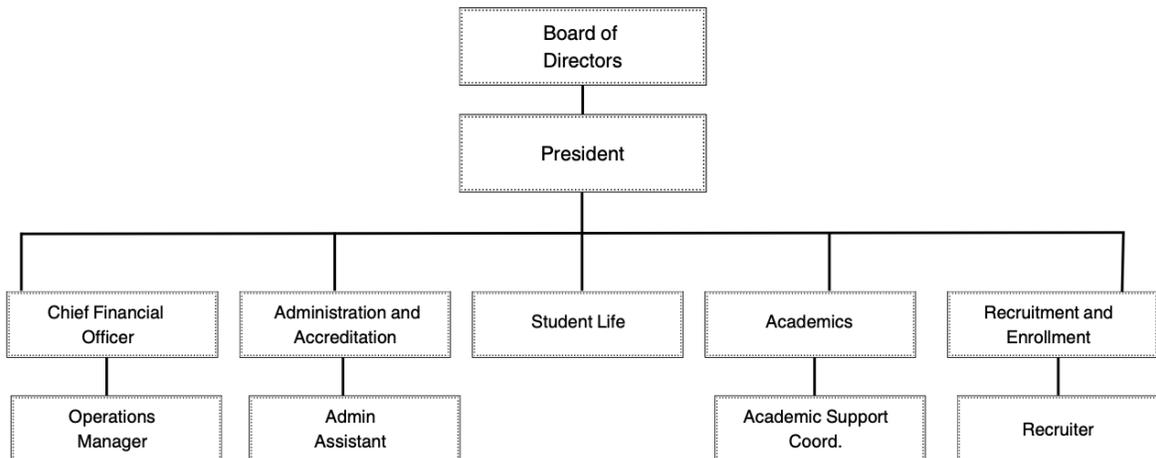
## **SHADOWING**

Potential team members will be given the opportunity to observe and serve alongside current Lifepoint College Dream Teamers and/or staff members to learn about the role firsthand.

## **PLACEMENT**

Once you complete all of the onboarding steps, you will be placed on a team to serve in a specific department at Lifepoint College. You will be assigned a coach/leader who will invest in your development and growth.

## ORGANIZATIONAL STRUCTURE



Lifepoint College has a Board of Directors who are responsible for oversight and fulfillment of our mission. Though not listed on this chart, Pastor Shawn McGill is President of the Board of Directors. The President of the College reports to the Board of Directors and oversees all aspects of the College.

Lifepoint College has several Directors who work together as the college's leadership team while also maintaining responsibilities for various departments within the organization. In addition to administrative duties, each Director also teaches at the College in some capacity.

- The CFO is ultimately responsible for all financial policies and practices. The Operations Manager supports the CFO and manages the budget and day-to-day finances of the College.
- The Director of Administration and Accreditation oversees systems and processes and heads the College's pursuit of accreditation through the Association of Biblical Higher Education (ABHE). The Administrative Assistant supports the administration department with communication and the general smooth operation of the College and its facilities.
- The Director of Student Life oversees Student Life and serves as a "Pastor" for the students at the College. This person has a team who plans and implements Student Life activities throughout the year.
- The Director of Academics and Practicum oversees all aspects of the educational program. The Academics and Practicum Coordinator supports academics in multiple administrative ways.
- The Director of Enrollment oversees recruitment, enrollment, and other areas related to marketing and promotion for the College. The College Recruiter builds relationships and travels to meet potential students.

## **OUR CULTURAL VALUES**

These values define our college and church culture at large, embraced by both our staff and Dream Team.

### **LOVE GOD**

**Principle:** INTIMACY IS PRIORITY

**Description:**

- Our relationship with God is the most important thing about us.
- We abide in the Spirit to bear supernatural fruit.
- We commit to prioritizing and cultivating spiritual disciplines.

**Principle:** CHARACTER OVER TALENT

**Description:**

- Who we are is more important than what we can do.
- Our integrity is produced through our intimacy with Jesus.
- We give our all with pure motives.

**Principle:** CONFIDENT IN CALLING

**Description:**

- We are called by God to sacrificially love others.
- Our assignment will change but our calling remains secure.
- Our confidence comes from God's love; we have nothing to prove.

### **LOVE PEOPLE**

**Principle:** CHOOSE HONOR

**Description:**

- We perceive everyone as treasured by God.
- We honor ourselves, our peers, our leaders, and those we serve.
- We look to give honor away rather than receive it.

**Principle:** LIVE GENEROUSLY

**Description:**

- Freely we have been given, and so freely we give.
- We live open-handed with our resources: time, energy, talents, and finances.
- We live open-hearted with our love: people are the point.

**Principle: DEVELOP LEADERS**

**Description:**

- We are developers, not doers: we bring people along.
- We look for potential, create opportunities, and empower purpose.
- We measure success by the value we add to others, not the value we get.

**BE LIFE-GIVING**

**Principle: MY SPIRIT, MY CHOICE**

**Description:**

- Choices lead, feelings follow: we choose joy.
- We are the thermostat, not the thermometer.
- We do hard work with light hearts.

**Principle: CELEBRATE INTENTIONALLY**

**Description:**

- We praise each other's efforts and successes.
- We party on purpose (and as often as possible).
- We express gratitude freely.

**Principle: BE RESILIENT**

**Description:**

- We recognize that spiritual warfare requires endurance.
- We take things to heart, but not personally.
- We expect challenges, embrace change, and remain flexible.

**PURSUE EXCELLENCE**

**Principle: STAY SHARP**

**Description:**

- We develop our anointing through spiritual disciplines.
- We are committed to and hungry for growth.
- We take personal ownership of our development.

**Principle: WE ARE OWNERS, NOT RENTERS**

**Description:**

- We edify the Church and are committed to its advancement.
- We are sons/daughters: we have trust and permission.
- This is our house, our legacy: we care for every part.

**Principle: ONE TEAM, ONE FIGHT**

**Description:**

- We choose collective purpose over personal preference.
- We pursue accountability and feedback in order to grow. We are interdependent: collaboration is key.

## **OUR LEADERSHIP COMPETENCIES**

Cast Vision

- Communicate the mission
- Connect people to it
- Inspire them to join

Communicate Clearly, Often, and Honestly

- Create clear expectations
- Provide consistent feedback
- Tell the whole truth (give your last 5%)

Create Opportunity

- Bring others with you
- Look for potential
- Empower people

Cultivate an Environment of “We”

- Be loyal to the team
- Embrace collaboration
- Love sacrificially

Convey an Attitude of Hunger

- Always be evolving
- Pursue innovation
- Ask insatiable questions

## **EXPECTATIONS**

### **General College Expectations**

- Confidentiality: Do not talk about specific college students or anything related to student grades or records with others. If you become aware of a student issue or concern, report it only to college leadership as necessary.
- Dress Code: Follow the Lifepoint staff dress code and aim to be a step more professional than the students. Wear your Dream Team lanyard when serving.
  - For Him: Slacks or nice jeans, collared shirt, sweaters, closed toe shoes
  - For Her: Dress slacks or nice jeans, skirts or dresses of appropriate length, blouses, sweaters, shoes or sandals
  - For All: Do not wear t-shirts (unless Lifepoint College branded), hoodies, joggers, hats, flipflops
- Academic Classes: Do not interrupt classes or student meetings unless clearly necessary. Encourage student class attendance and promptness to arrive for class.

### **Lifepoint College Dream Teams**

- Reception & Admin/Office Support
  - Coordinator: Leila Patterson
  - lpatterson@lifepointcollege.org
- Recruiting/Student Life Events
  - Coordinator: Shell Shetti
  - sshetti@lifepointcollege.org

### **Dream Team Member Expectations**

- Attend services weekly.
- Communicate with your Coordinator or Coach about serving availability and respond to opportunities to serve as you are able.
- Keep in touch with your Coordinator or Coach regarding prayer requests and personal development.
- Your leader will reach out to check on you by phone, text or email. Please communicate back to your leader promptly.
- You will also have a one-on-one check-in meeting with your leader at an interval you establish with your leader. This time allows you to commune with your leader and develop personally and in your role. Please think about where you desire to grow, come to the meeting with questions, and share what you are doing with the feedback you have

received. You will be given various opportunities throughout the year for ongoing training.

- Remember that we all have a sphere of influence and play a part in helping others take their next step. So, while we are serving and fulfilling a role, we should always bring someone along with us to join the team. If each person constantly has eyes to see people join them on the Dream Team (whether at the College or at Lifepoint Church), we will be in a consistent motion of recruiting new people.
- Depending on your role, you may be asked to sign an honor code.

### **Team Specific Expectations, Meetings & Rhythms**

- Dream Team members are invited to a Lifepoint College Dream Team Slack channel. Use this channel to communicate with staff members and other Dream Team members.
- Service opportunities will be posted on Slack as they arise; Dream Team members can express their interest in serving on the channel.
- Hours and meetings will vary based on the specific task or event.
- Dream Team members will be issued a lanyard to wear when they are serving.

### **Coordinator/Coach/Staff Leader Expectations**

- Onboards new team members for their specific role.
- Manages the serving schedule.
- Prays for and checks in on his or her team members.
- Identifies Dream Team members who have potential to lead in the future and develops them as needed.
- Recruits new Dream Team members and leads the ongoing training process of Dream Team members.
- Responsible for the spiritual care and leadership of their teams.
- Consistent evaluation of team operations.

## **PROCESSES, SYSTEMS, AND RESOURCES**

### Reception

- Welcome visitors and provide hospitality.
- Greet students by name, get to know them, develop relationships with them, and give godly advice as appropriate.
- Regular checking and general pickup of the college space.
- Answer phones and relay messages to the correct people via Slack.
- Assist with library tasks as requested, such as re-shelving books and tidying shelves.
- Help maintain an attractive and orderly campus environment.

### Administrative/Office Support

- Support special projects as needed, such as writing/editing, organizing, or data entry.
- Assisting with merch store sales, running errands, etc.
- Supplies restock and pickups for college facility.

### Recruiting/Student Life Events

- Represent Lifepoint College at various events, prepared to set up environments, share information about the college, and answer questions.
- Support/chaperone various Student Life events throughout the year. Plan and organize events for students.

## **SAFETY POLICIES & PROCEDURES**

### **ADULT PRESENCE**

An adult (staff member or Dream Team member) should always be present (in the same building) during business hours to handle any emergencies and provide accountability and general oversight of students.

### **RELATIONSHIPS WITH STUDENTS**

Our relationship with the students should be personal yet professional. Dream Team members are more mentors and role models than friends to students. Set the tone for this in your interactions and report if there is any confusion or concern regarding your relationship with a student. Note that some of our students may be minors under the age of 18.

### **REPORT STUDENT CONCERNS**

If you become aware of any concerning issues related to students, such as self-harm, depression, significant conflicts, struggles with sin, etc., confidentially share them with a member of the college leadership team. This is important so that we provide proper care and accountability for our students.

### **EMERGENCY SITUATIONS**

If an emergency situation arises at the college (such as medical or a threatening person), immediately call 911 as needed and then contact a staff member for assistance. Provide common sense help and care in those situations as needed and help students to remain calm. If the building needs to be evacuated, our meeting point (if safe) is the church parking lot toward Chuck E Cheese or the Walmart parking lot.

### **INCIDENT REPORT**

You may be asked to complete an Incident Report Form found on the college's website to document any unusual situations that occur.

### **Working with Dream Team Members/Students Under 18 Years of Age**

The following is standard information that pertains to all Dream Teams at Lifepoint Church.

Lifepoint Church has a policy of mandatory reporting. If a Dream Team member has reason to suspect that a child is abused or neglected, the matter must immediately be reported to a staff member (or a member of the college leadership team in this case) by phone or in person. The *Guide for Suspected Child Abuse* has more information regarding this policy.

In the course of working with young people, at times you may become aware or suspect that a student is harming/having desire to harm himself/herself or others. In these situations, speak with a staff member immediately so that assistance can be provided before the student leaves. Avoid promising a student that what they share with you is confidential or secret because at times you may need to share the information with someone who can help them. It is very important to report any suspicions (potential or proven) and allow staff to evaluate the situation.

All Dream Team members must ensure that communication and interactions (in person, via calls/texts, social media interaction, etc.) with students are not hidden/out of view from others, especially during one-on-one conversations. Physical contact should always be publicly appropriate and contextually suitable (example, high fives, side hugs), and never in a manner that could be interpreted as inappropriate or intimate. Parents (or a member of the college leadership team in this case) must always approve any mentoring or discipling relationships with students.

## **THANK YOU**

We are grateful to you and your service to the staff and students at Lifepoint College! We pray you are filled and blessed by the relationships you develop and lives you impact through your ministry.