

LIFEPOINT CHURCH

SMALL GROUPS DREAM TEAM HANDBOOK

TABLE OF CONTENTS

Welcome

Onboarding Process

Organizational Structure

Our Cultural Values

Our Leadership Competencies

Expectations

Processes, Systems, and Resources

Safety Policies and Procedures

WELCOME

God's process for people to find freedom begins with having the right people in their lives. He designed us for community and connecting in Small Groups is how we help people find life-changing relationships at Lifepoint Church.

Your role in Small Groups is a vital part of successful Small Groups at Lifepoint Church. You will serve as the primary resource for small groups within your campus including prayer, recruiting and developing leadership layers for Small Groups on your campus, and developing a relationship with leaders of Small Groups. As a part of serving as a resource, you are helping strengthen leaders and the powerful ministry of Small Groups.

The model for leadership covering in Small Groups is based on a principle we see in the Bible modeled by Jethro, the father-in-law of Moses.

"Moses' father-in-law replied, 'What you are doing is not good. You and these people who come to you will only wear yourselves out. The work is too heavy for you; you cannot handle it alone. Listen now to me and I will give you some advice, and may God be with you...select capable men from all the people—men who fear God, trustworthy men who hate dishonest gain—and appoint them as officials over thousands, hundreds, fifties and tens....If you do this and God so commands, you will be able to stand the strain, and all these people will go home satisfied.'"

EXODUS 18:17–23

ONBOARDING PROCESS FOR SMALL GROUPS SENIOR COORDINATORS

We are so glad to have you on the Small Groups Team! We appreciate you and cannot wait to see you steward the impact of small groups at your campus.

Here's what you can expect while onboarding:

- A personalized process for stepping into a new level of leadership.
- Within leadership of Small Groups, you will oversee and be responsible for facilitating the processes/procedures outlined in the expectations section. We will walk through each component of your role as outlined through the to-dos and the how-to-dos during your onboarding.
- Your first few meetings of onboarding will consist of walking through the expectations section of this packet. In addition, the layers of leadership in Small Groups will be shared with you. You'll be able to review, process, and ask questions. Additionally, for each process and element of your role within the leadership of small groups, you'll be able to have hands-on experience. You'll be trained for your role by sharing a minimum of 3 repetitions of an element/process. This will follow the method outlined below:
 1. Trainer performs, trainee watches
 2. Trainer and Trainee complete together
 3. Trainee performs, trainer coaches

You can anticipate additional training, or repetitions as needed.

You will acclimate to the Small Groups department through meeting with the layer of leadership you serve in. For example: Small Group Coordinators meet with other Small Group Coordinators monthly. Here you will be able to share ideas, take part in discussions and initiatives, and engage in peer-to-peer training. Additionally, you may acclimate this role relative to the campus with your Campus Pastor and/or campus staff team.

The Small Groups team is constantly evaluating and improving what we do and how we do it to be the most impactful for the layers of leadership and group members we serve and the people we reach on mission for the Kingdom. You'll find that we will be consistently moving forward with innovation and inspection as two of our top focuses.

Your personal development will continue through one-to-one meetings with both your Campus Pastor and the Director of Small Groups.

ONBOARDING PROCESS FOR SMALL GROUPS AREA COORDINATORS

We are so glad to already have you on the Small Groups Team! We appreciate you and cannot wait to see develop & care for small group coaches as they help people experience authentic community, meaningful relationships, and spiritual growth.

Here's what you can expect while onboarding:

- A personalized approval process for stepping into new levels of leadership
- New Coordinator training will provide training to assist you in leading a group of small Group leaders.
- You'll be assigned a group of small group coaches whom you'll care for, communicate with, and cultivate their leadership through ongoing development.
- You will experience leadership through your Small Groups Senior Coordinator to assist you throughout your onboarding process & also while serving as a Small Groups Area Coordinator.

As Small Groups Area Coordinator, you will oversee and be responsible for facilitating the processes/procedures outlined in the expectations section. We will walk through each component of your role as outlined through the to-do's and the how-to do's during your onboarding.

Your first few meetings of onboarding will consist of walking through the expectations section of this packet. In addition, the layers of leadership in Small Groups will be shared with you. You'll be able to review, process, and ask questions. Additionally, for each process and element of your role as Small Groups Coach, you'll be able to have hands-on experience. You'll be trained for your role by sharing a minimum of 3 repetitions of an element/process. This will follow the method outlined below:

1. Trainer performs, trainee watches
2. Trainer and Trainee complete together
3. Trainee performs, trainer coaches

You can anticipate additional training, or repetitions as needed.

You will acclimate to the Small Groups department through meeting with other Area Coordinators across the campus monthly. Here you will be able to share ideas, take part in discussions and initiatives, and engage in peer-to-peer training.

The Small Groups team is constantly evaluating and improving what we do and how we do it to be the most impactful for the layers of leadership and group members we serve and the people we reach on mission for the Kingdom. You'll find that we will be consistently moving forward with innovation and inspection as two of our top focuses.

Your personal development will continue through one-to-one meetings with your Small Groups Senior Coordinator.

ONBOARDING PROCESS FOR SMALL GROUPS COACHES

We are so glad to have you on the Small Groups Team!

We appreciate you and cannot wait to see you steward the impact of small groups at your campus.

Here's what you can expect while onboarding:

- A personalized process for stepping into a new level of leadership.
- Coach training will assist you in leading your campus' groups leadership team in partnership with your Small Groups Coordinator.
- You'll be assigned a group of small group coaches to whom you'll care for, communicate with, and cultivate their leadership through ongoing development.

As Small Groups Coach, you will oversee and be responsible for facilitating the processes/procedures outlined in the expectations section. We will walk through each component of your role as outlined through the to-dos and the how-to-do's during your onboarding.

Your first few meetings of onboarding will consist of walking through the expectations section of this packet. In addition, the layers of leadership in Small Groups will be shared with you. You'll be able to review, process, and ask questions. Additionally, for each process and element of your role as Small Groups Coach, you'll be able to have hands-on experience. You'll be trained for your role by sharing a minimum of 3 repetitions of an element/process. This will follow the method outlined below:

- Trainer performs, trainee watches
- Trainer and Trainee complete together
- Trainee performs, trainer coaches

You can anticipate additional training, or repetitions as needed.

You will acclimate to the Small Groups department through meeting with other Coaches across the campus monthly. Here you will be able to share ideas, take part in discussions and initiatives, and engage in peer-to-peer training.

The Small Groups team is constantly evaluating and improving what we do and how we do it to be the most impactful for the layers of leadership and group members we serve and the people we reach on mission for the Kingdom. You'll find that we will be consistently moving forward with innovation and inspection as two of our top focuses.

Your personal development will continue through one-on-one meetings with your Small Groups Area Coordinator.

Below are the Onboarding descriptions provided to the layers of leadership within small groups.

Small Group Leader

1. Attend Join the Team.
2. Express Interest in becoming a small group leader.
3. Sr. Coordinator or Coordinator reaches out to share what to expect for becoming a small group leader. This touchpoint is to take place within 72 hours of Join the Team completion.
4. I understand there will be an interview process to ensure I am aligned and knowledgeable in the areas of information, and steps I am leading other people in.
5. Complete background check.
6. Upon cleared background check, complete small group leader training in person, by zoom or through video.
7. Complete interview.
8. Follow recommendations on co-leading, leading, or development.
9. I will be provided with a Small Group Leader Handbook guide relative to my role. My leader will walk through this guide with me. I am responsible for knowing and internalizing the expectations outlined in the handbook.
10. The Small Group Leader Handbook and Culture Guide are starting point resources for me to use.
11. Once training is complete, I receive notifications prompting me to lead a group, select my study, and set my group up for attendees to sign up. I respond promptly so that the small groups' team can plan accordingly.

Additional steps for co-leaders/apprentices:

1. As a co-leader or apprentice, I am watching what the person leading me is doing. I ask questions, observe and take notes.
2. During this shadow experience, I may be asked to demonstrate what I have learned thus far. This is a learning process. I am always evolving, always learning. I receive feedback and coaching openly and implement change quickly when needed.

As I serve this house:

1. I am open to feedback and coaching. I have eyes to see where areas can be improved. I give helpful suggestions and feedback.
2. I respond to communication from my team and leader(s).
3. I meet routinely with my leader(s) and team.
4. I continually develop my skills and strive to exceed expectations. I am looking for opportunities to try new things, to stretch and grow.
5. I am to continuously develop my closeness with God through daily quiet time and prayer.
6. I am consistent in pursuit of daily practice and implementation of all Spiritual Disciplines in my life.
7. I am developing my gifts and talents through practice, research, reading, and opportunities.
8. I keep a pulse on the alignment of my gifts with my role. If I need to make a change, because God is stirring my heart, or the Holy Spirit is guiding me to take next steps, I communicate this to my leaders.

Coach/Coordinator

As the coach/coordinator of small groups, I will be developed through the applicable leadership handbook and hands-on training. This will have role specific training components relative to my position I am leading. I can anticipate a minimum of three weeks of hands-on transition into my new leadership role. This will follow the method outlined below:

1. Trainer performs, trainee watches
2. Trainer and Trainee complete together
3. Trainee performs, trainer coaches

ORGANIZATIONAL STRUCTURE

The Small Groups Sr. Coordinator at each campus has a hard lined reporting relationship to the Campus Pastor for the campus to which they attend and serve. The Sr. Coordinator can anticipate receiving vision for the Campus and Pastoral Care from their Campus Pastor. Additionally, the Small Groups Sr. Coordinator has a dotted line reporting relationship to the Director of Small Groups. The Sr. Coordinator can anticipate receiving vision, initiatives, and supplemental resources for the department as well as care from the Director of Small Groups. The Small Groups Department comes together to create a clear pathway for people to find freedom and take next steps.

Director of Small Groups: The Director of Small Groups is ultimately responsible for oversight of the vision, direction and structure of Small Groups for the Church in partnership with campuses. This person establishes priorities for Small Groups and methods for the organization at large. He or she works in collaboration with campuses to create strategies that help people find freedom in small groups.

Small Groups Senior Coordinator: Responsible for the overall leadership, administration, and growth of Small Groups at the campus under direct supervision from Campus Pastor and Director of Small Groups. Manages day-to-day functions and integration of Small Groups at their campus. In addition, oversees, coordinates, and implements plans for recruiting new leaders and coaches, leadership development and leader retention to sustain growth in all hubs. Conducts ongoing training and development of the layers of leadership in Small Groups. Routinely inspects systems, processes and procedures to ensure best practices are in place and are being utilized.

Small Groups Area Coordinator: Responsible for the leadership, administration, and growth of a specific type of small groups including care of small group coaches & small group leaders.

- COED
- Freedom
- Men
- Women
- Young Adult

Campus Small Group Coach: Responsible for the providing hands-on coaching for small group leaders in addition to supporting the care needs of the Small Group leader. Reviews curriculum that the small group leader is utilizing to understand the breadth and depth of studies offered from their leaders and shares this insight with their Coordinator. Visits small groups to

ensure groups are following best practices. Conducts one-to-one meetings with those you lead.

Small Group Leader: Leads a group of individuals, typically 5-8 people in a small group setting by creating an environment that fosters community, authentic relationships, and spiritual growth.

OUR CULTURAL VALUES

These values define our 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, talent, 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 purposes.
- 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 success.

- 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 purposes 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

Small Group Senior Coordinator – The leader of an entire department on a campus.

- Responsible for the spiritual care and leadership of their department and departmental leaders.
- Implements new departmental systems and initiatives based on high-level evaluation, campus feedback, and new ideas.
- Collaborates with departmental leaders across his or her campus as well as the organization at large.
- Regular communication with his or her Campus Pastor and Director of Groups.

Meetings & Rhythms

- You will have a one-to-one meeting with your leader at your availability. This meeting is approximately one hour in length no less than once per month. This time allows you to commune with your leader and develop personally and in your role.
- Your leader will reach out to check on you by phone, text or email. Please communicate back to your leader promptly.
- You will have one-to-one meetings with each person you lead.
- Your leader will ensure you are meeting with an appropriate number of people to develop and care for them adequately. Typically this is 4-6 people.
- These meetings are to take place no less than once per month.
- You should be reaching out to each person you lead at least once per week, no less than once every other week.
- Praying for each person you lead weekly is a must.
- You will be invited to team meetings and trainings. All gatherings are strongly encouraged.

Area Coordinator – The leader of a specific group type within Small Groups.

- Responsible for the spiritual care and leadership of their Coaches.
- Consistent evaluation of area small groups.
- Develops relationship with other coordinators from their department and campus to

- effectively assist in leading the campus operations.⁸
- Communicates to his or her leader regarding the health and operations of the teams
- within their scope of care.

Meetings & Rhythms:

- Meet regularly with your Senior Coordinator
- Meet regularly with Coaches you lead
- Visit a few small groups a semester with your coaches
- Attend training & leader development opportunities

Coach – The leader of multiple coaches within a given ministry.

- Responsible for the spiritual care and leadership of their Coaches and teams.
- Consistent evaluation of operations.
- Develops relationship with other coordinators from their department and campus in order to effectively assist in leading the campus operations.
- Communicates to his or her senior coordinator regarding the health and operations of the teams within their scope of care.

Meetings & Rhythms

- You will have a one-to-one meeting with your leader at your availability. This meeting is approximately one hour in length no less than once per month. This time allows you to commune with your leader and develop personally and in your role.
- Your leader will reach out to check on you by phone, text or email. Please communicate back to your leader promptly.
- You will have one-to-one meetings with each person you lead.
- Your leader will ensure you are meeting with an appropriate number of people to develop and care for them adequately. Typically this is 4-6 people.
- These meetings are to take place no less than once per month.
- You should be reaching out to each person you lead at least once per week, no less than once every other week.
- Praying for each person you lead weekly is a must.
- You will be invited to team meetings and trainings. All gatherings are strongly encouraged.

PROCESSES, SYSTEMS, AND RESOURCES

What we do & how we do it

GROW

We are called to identify and develop leaders. Luke 10:2 says “*The harvest is great, but the workers are few. So pray to the Lord who is in charge of the harvest, ask him to send more workers into his fields*”

Seek & Develop Others

- I have 1-1s with the highest layer of leadership I oversee
 - I have a 1-1 meeting with each leader no less than 1x per month
 - I evaluate quarterly the number of people I am meeting with to ensure I can balance my responsibilities and these relationships.
- I pray for my next layer of leadership daily.
- Check in on my next layer of leadership bi-weekly.
- Inspect and check in with all layers of small groups throughout the semester who are under me routinely to ensure they are being cared for, trained, and equipped
- Resource and equip the layers of leadership under me.
- Identify and develop a 3 deep structure for each area, and each level of the department.
- Hold team meetings
 - With our leadership layer team (for example: all Coordinators together, all coaches together) no less than 1x every month.
 - With the small groups coordinators and coaches on the campus quarterly
 - With the small group leaders, coaches and coordinators no less than semi-annually.

Help Small Group Area Coordinators grow.

We have the opportunity to invest in our leaders by helping them grow and move one step in their leadership. By praying for them, asking the Holy Spirit for guidance, and connecting with them personally, we will be able to help them take next steps. Questions to ask:

- What is one area you hope to grow this semester?
- How can I pray for you?
- What is an area of leadership that is challenging for you?
- What do you feel God is calling you to do through Small Group leadership?

Take time to get to know the other leaders in the leadership layer that you are in. Learn about their story, spiritual journey, and what motivates them to lead a Small Group. Knowing them on a personal level will not only help you serve them well, but it is also in line with how God tells us to care for the people He has allowed us to influence.

- Be sure you know the condition of your flocks, give careful attention to your herds.
Proverbs 27:23 NLT

Help our leaders develop new leaders.

By developing our leaders, we are modeling how they can develop leaders in their group. We can also help them identify potential leaders. Here are a few ways to do this:

- Ask about potential leaders they have identified.
- Help them know what to look for in potential leaders such as participation, a willingness to help, spiritual growth, and a connection to the life-giving culture of Small Groups.
- Remind them to invite potential leaders to Small Group Leader development opportunities.

Process Queues

- Monitor and inspect PQ and groups through CCB I am the responsible person for:
 - Interested in Small Groups
 - Interested in leading a Small Group
 - Small Groups
- Monitor, inspect and follow up with our leadership team on the queues they manage.
 - Track that people did reach the destination of the group they were interested in and were picked up by the appropriate person to assist them with their next step.
 - Routinely and continually taking an audit of people who complete Join the Team getting connected or leading a small group.

Communication

- I am a first line of communication to attendees on Sundays for the campus. As such, I:
 - Talk to people I see, engaging them in conversation and pointing them to the next steps environment, and community through small groups.
 - Greet each person I come across.
 - Ensure I am in the foyer, and accessible to people before/after service(s).
- Provide communication clearly, often, and honestly. Any information you learn, pass on in real time with urgency where applicable and appropriate. You owe this to:
 - The leaders on campus, especially those under me.
 - Throughout the semester, regularly communicate information that will help them lead well. This can look like reminding them to be praying for their coaches, encouraging them to help people move one step.
 - Guests
 - The campus staff team and my department team

How To:

Process Queues

- Utilizing Community Church Builder (CCB) you can locate each of the queues that you manage.
 - It is best to set up training with our Database Administrator to ensure you know how to best utilize this system.
 - Helpful training documents are also included at the end of this section.
 - Ensure that you are set as the process manager and queue manager for each queue.
 - Once you establish a team to assist you, you can alter the queues you are listed as the manager for. However, you are still ultimately responsible for the queues.
- How to access and inspect the queues you are responsible for:
 - Open CCB and login.
 - On the home screen all groups that you are a manager for should be located on the right side.
 - You can also access this by clicking People or Groups on the left side to retrieve the specific grouping/queue you are looking for.
 - Process Queues are used to identify people who are in the process of something. For example: getting on a Dream Team, signed up for Water Baptism, etc.
 - Groups are used to identify people who are already in a group. For example, you will use Groups to take a pulse on the number of groups you have, and the number of people in each group.
 - Under Processes you will see a few tabs to include 'Managed by Me.' These will only be people who are getting onboarded to groups, or are in the processes.

How to access/inspect the forms you are responsible for:

- Open CCB and login.
 1. On the home screen click Forms on the left menu bar
 2. You should be set as a form manager, so this form should appear under the 'Forms I Manage' tab. You can also locate the form under the 'Active' tab.
 3. Click the two letter campus code – '__' - Small Group Expressed Interest
 4. You can then review the various tabs to inspect this form.

Seek & Develop Others

- 1-1 meetings can be completed in person, over the telephone or video conference such as zoom. In person is always preferred. Meetings with anyone of the opposite gender should be done at the church or in a public place only.
 - 1-1 meetings are for the person you are leading, they are a time of investment where they can seek guidance, ask questions and be developed.

- These conversations should always be started with prayer, and be in a posture that draws the dream teamer closer to Jesus.
 - You can as well ask questions in 1-1s that allow you to connect with the person on a development level.
 - Refrain from monopolizing 1-1s with personal thoughts, logistics, etc. Again these meetings are for the person, not for you.
 - You must ensure you inspect the number of people you are meeting with routinely to ensure you have proper time for your responsibilities, but also to ensure you have capacity to best develop the people you oversee.
- Check in on your coach team by reaching out to them through communication methods to ensure they are okay, having a good week, checking on work, family, etc. This is a point of personal care only.
- Coordinate coffee/meetings and on campus touch points with coaches and small group leaders who to check in on them, ensure they are being developed, they are receiving necessary training resources, are in the know, are serving from a healthy place, etc.
- Resource and equip your team through the following: handbook, book studies, Bible reading plans, podcasts, educational texts, culture guide, training resources, cross department or cross campus visits, role play exercises, brainstorming, development, new initiatives, etc. You are not limited to the list outlined here. However, any resource used must be vetted, and aligned with the Bible, the mission and vision of Lifepoint Church.
- A 3 deep structure allows all positions to be filled with proper development of leaders to follow.
 - This structure can be outlined as having someone who will be ready to be in a leadership role in 3-6 months, the second position is someone who will be ready to be in a leadership role in 6-9 months, and the third position is someone who will be ready to be in a leadership role in 9-12 months. Each person in every role should be able to identify 3 people they are developing. We are all in the process of taking next steps, so while we are leading and fulfilling a role, we should always be bringing along someone with us to develop them and teach them.
 - If each person is constantly having eyes to see people to develop, we will be in a consistent motion of recruiting and developing people.
 - This is integral to building you teams and will be one of the best ways to ensure you have depth on my teams where layers of leadership can be put into place.
- Leadership team meetings allow you to develop the leadership team you oversee specific to the role they fulfill.
 - Team meetings with the leadership team allow us to collaborate working towards common goals, identify initiatives and opportunities and achieve goals as a team.
 - We can focus specific effort on the small group leader training to ensure they understand the integral role they play, their responsibilities, the vision of their role and how this all connects to the mission and vision of the house. As the team understands their role, they understand how they are reaching people to build the Kingdom.

- Team meetings can be held at the campus, or at another location such as someone's home.
- No less than twice per year all small groups leadership and small group leaders should gather together for community. This can be coordinated with other efforts on campus such as a community night, family night, vision night, etc.

Communication

- On Sundays present yourself well in dress and manner. Be hospitable, available, and exuding a presence of grace, willingness, and a life-giving spirit.
- You are eager to connect with people, have your eyes open and alert for opportunities to bring joy to others. Carry a sweet disposition and lead by example.
- Greeting every Dream Teamer is important, whether they serve on a team you oversee or not, to ensure they feel known and needed.
- Communicate clearly, often, and honestly. Understand that you are a conduit of information. Anything you receive, when appropriate, you should pass on.
 - Your teams rely on pertinent information to be shared in a timely manner so they may prepare.
 - A delay on your part results in unnecessary emergencies for other people. Your lack of preparation should not impact others.
 - When your teams discuss ideas, opportunities, and initiatives with you, you are responsible for communicating these urgently to your staff team to elevate and resolve items as needed.
 - All teachings you receive from All Staff, department or staff meetings should be shared as these are valuable learning resources.
- All internal and external communication should receive a return reply from you within 24 hours inside of business operating hours.

Resources List

Below is a list of the programs we use and their purpose:

Microsoft Office Suite – I will be equipped with the Microsoft Office Suite in order to perform tasks. The suite contains programs such as Word, Power Point, Excel, Teams, etc. I am to utilize these for the success and organization and my ministry role.

Monday – Our project management program. Monday will also be utilized cross-departmentally. For example: campuses utilize Monday to track events, calendaring, etc.

Outlook – The external communication platform. Email is used when communicating with people outside of my peers or teams.

Slack – The internal communication platform. Communication with peers and teams should be conducted in Slack.

CCB – Our church database. Training is available through our Database Administrator to learn how to use the process queues related to groups.

SAFETY POLICIES AND PROCEDURES

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 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/has 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 must always approve any mentoring or discipling relationships with students.

THANK YOU FOR SERVING IN SMALL GROUPS

We believe life change happens in the context of relationships. Meaningful relationships can be hard to find, and Small Groups exist to make life-changing relationships relevant and accessible to you.

*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. **ECCLESIASTES 4:9-12***

Thank you for being an important part of Small Groups at Lifepoint Church!