

LEADERSHIP IDENTIFICATION & ONBOARDING GUIDE

The NorthRock Leadership Onboarding Process is designed to help us intentionally **identify, invite, and develop** leaders who can carry the mission, culture, and responsibility of leadership at NorthRock Church.

This process is not simply about determining whether someone can perform a role. It helps us answer a bigger question: **Does this person demonstrate the character, culture, influence, and potential to lead people at NorthRock?**

1 | IDENTIFY

Identify leadership potential before making the ask.

- ☐ Complete [Leadership Baseline Assessment](#) before approaching them about a leadership role
- ☐ Confirm Membership Covenant is signed
- ☐ Review profile to determine whether baptism is their next step
- ☐ Ask department lead for giving verification (Matthew 6:21)
- ☐ Review current Roles & Responsibilities document for the position

2 | INVITE & EQUIP

Schedule an initial leadership meeting with the potential leader to make the ask and clearly define what leadership at NorthRock means.

During this meeting:

- ☐ Share why you see leadership potential in them
- ☐ Make the leadership invitation
- ☐ Review the appropriate Roles & Responsibilities for the position
- ☐ If needed, discuss the heart behind generosity and NorthRock's leadership expectation of tithing
- ☐ Walk through the **NorthRock Leader Playbook**
- ☐ Explain the 30 or 60 day Interim Leadership Period
- ☐ Print a copy of the [Interim Leadership Assessment](#) for the potential leader
- ☐ Explain the assessment and how coaching and feedback will happen throughout the interim period
- ☐ Initiate/confirm background check (department lead sends)

CHOOSING 30 OR 60 DAYS

The interim period should provide enough opportunities to observe the potential leader actually leading people.

30 Days may be appropriate when the potential leader serves frequently enough to provide multiple meaningful leadership opportunities.

60 Days should be used when the potential leader serves bi-weekly or when additional observation time is needed.

3 | OBSERVE & COACH

During the interim period, the potential leader begins functioning in the leadership role with appropriate oversight, support, and coaching.

The **Interim Leadership Assessment** serves as a guide for both the potential leader and their direct leader during the observation process.

Provide feedback and coaching along the way. Celebrate what they are doing well and address growth opportunities as they arise. The interim period should be a development experience, not a final evaluation saved for the end.

4 | CONFIRM & FINALIZE

At the end of the interim period, schedule a meeting with the **potential leader, their direct leader, and next-level leader** to complete the final review of the Interim Leadership Assessment together and determine the appropriate next step.

FINAL LEADERSHIP ONBOARDING CHECKLIST

- ☐ Review the completed **Interim Leadership Assessment** together
- ☐ Celebrate demonstrated strengths and discuss areas for continued development
- ☐ Invite the new leader to share their reflection from the interim period
- ☐ Confirm the new leader is ready and willing to step fully into the role
- ☐ Confirm background check has been completed
- ☐ Rockstar Honor Code reviewed in detail and signed
- ☐ Roles & Responsibilities for position reviewed and signed
- ☐ Present the leader with their official NorthRock leader lanyard
- ☐ Optional Development Resource/Gift: *The Way of the Shepherd*
- ☐ Complete the [Leadership Permissions Change Request](#) to ensure the new leader has the appropriate Rock access:

4 | CONTINUED LEADERSHIP DEVELOPMENT

Onboarding does not end development. Identify how you will continue investing in this leader after they are confirmed in their role. In addition, complete any necessary training or department specific onboarding to ensure their success.