

New Leader Orientation

TABLE OF CONTENTS

LIFE AND CULTURE OF FREE CHAPEL.....	4
ARTICLES OF FAITH.....	6
WHAT IS A SMALL GROUP SERVE TEAM.....	10
EXPECTATIONS FOR LEADERS.....	13
LOGISTICS.....	15
THE FREE CHAPEL LEADER.....	18
LEADERSHIP FLOW.....	20
DO'S AND DON'TS.....	23
THE LAUNCH.....	26
LEADING FCGROUPS AND FCSERVE TEAMS	28
MULTIPLYING, TRANSITIONING OR CLOSING GROUPS AND TEAMS.....	34
CRISIS MANAGEMENT.....	36
SAMPLE FLOW.....	38



Mission Statement:

Inspiring people to live for Jesus

Core Values:

- Live Life Together
- Never Hold Back
- Believe the Best in Others
- Honor Yesterday, Inspire Tomorrow

8 Atmospheres:

1. Godly Atmosphere

We honor God and His Word by living with integrity.

2. Grace Atmosphere

We believe the best about people and make forgiveness a priority.

3. Gathering Atmosphere

We are a family and we do life together.

4. Growing Atmosphere

We build bigger people and teams with God's Word.

5. Generational Atmosphere

We honor those before us and inspire the ones behind us

6. Generous Atmosphere

We value others through giving.

7. Guiding Atmosphere

We model healthy values to our community.

8. Great Atmosphere

We serve God with excellence.



ARTICLES OF FAITH

1. Salvation through confession of Jesus Christ as Lord and Savior

Acts 4:12; Romans 10:9-10; John 14:6

“Neither is there salvation in any other for there is none other under heaven given among men whereby we must be saved.” Acts 4:12

2. There is only one living and true God. There are three persons in the Godhead: the Father, the Son, and the Holy Spirit

I John 5:7

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit...” Matthew 28:19

3. We believe the Holy Bible to be the inspired Word of God.

II Timothy 3:16; II Peter 1:20, 21

“All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.” II Timothy 3:16

4. We believe Jesus Christ, conceived of the Virgin Mary, is the only begotten Son of the Father. Jesus was crucified, buried and rose from the dead. He ascended to heaven and is today at the right hand of the Father as the Intercessor.

Hebrews 7:25

“‘How will this be,’ Mary asked the angel, ‘since I am a virgin?’ The angel answered, ‘The Holy Spirit will come upon you, and the power of the Most High will overshadow you. So the holy one to be born will be called the Son of God...’” Luke 1:34-35

5. We believe we are justified (declared righteous under the blood of Jesus) when we repent of our sins and believe in Jesus Christ.

Acts 13:38, 39; Romans 5:1; I Corinthians 6:11; Mark 1:5

“Therefore being justified by faith, we have peace with God through our Lord Jesus Christ.” Romans 5:1

- 6. We believe in the Baptism of the Holy Spirit with speaking in other tongues, as the Spirit gives the utterance, to be the initial evidence of this experience. We believe in the operation of the nine Gifts of the Spirit and encourage our people to live so that these gifts may be manifest in their lives.**

Acts 2:4; Acts 10:44-46; Acts 19:6; I Cor. 12:4-11

“And they were all filled with the Holy Ghost, and began to speak with other tongues, as the Spirit gave them utterance.” Acts 2:4

- 7. We believe in the freedom of worship with every form of expression being done in decency and in order, not drawing attention to oneself. We define order in our services as following the anointing of the Holy Spirit through the pastoral leadership on the stage.**

I Corinthians 14:33, 40

“For God is not the author of confusion but of peace, as in all the churches of the saints.”
I Corinthians 14:33

- 8. We believe in water baptism by immersion in water in the name of the Father, the Son and the Holy Ghost.**

John 14:6

“I indeed baptize you with water unto repentance, but he that cometh after me is mightier than I, whose shoes I am not worthy to bear: he shall baptize you with the Holy Ghost, and with fire.”
Matthew 3:11

- 9. We believe in divine healing for the body. However, we encourage and do not condemn medical science.**

James 5:14-15

“In so much that they brought forth the sick into the streets, and laid them on beds and couches, that at the least the shadow of Peter passing by might overshadow some of them. There came also a multitude out of the cities round about unto Jerusalem, bringing sick folks and them which were vexed with unclean spirits: and they were healed everyone.” Acts 5:15

10. We believe every blessing we receive from God comes through the merits of The Atonement (Jesus' complete sacrifice for us on Calvary).

Acts 1:11; Romans 5:11; James 1:16, 17

"Men of Galilee,' they said, 'why do you stand here looking into the sky? This same Jesus, who has been taken from you into heaven, will come back in the same way you have seen him go into heaven.'" Acts 1:11

11. We believe in the Second Coming of our Lord, Jesus Christ.

Acts 1:10, 11; I Thessalonians 4:13-18; Revelation 1:7

"And while they looked steadfastly toward heaven as he went up, behold, two men stood by them in white apparel..." Acts 1:10

12. We believe those who die outside of Christ will be punished in an eternal Hell, but those who die "in Him" shall share in His glory in Heaven forever.

Daniel 12:2; Matthew 25:46; John 5:29; Jude 1:7

"And many of them that sleep in the dust of the earth shall awake, some to everlasting life, and some to shame and everlasting contempt." Daniel 12:2

13. We believe in the sacredness of marriage between one man & one woman and family commitment. We promote strong family values.

Ephesians 5:31-33; Ephesians 6:1-4; Hebrews 13:4; Matthew 19:5; Leviticus 18:22; Genesis 2:24

"Marriage is honorable in all, and the bed undefiled; but whoremongers and adulterers God will judge." Hebrews 13:4



**WHAT IS A
SMALL GROUP
AND
SERVES TEAM**

What does the Bible say about Small Groups | Serve Teams?

This may shock you but the Bible never uses the term small group or serves team. These are modern terms we have put on a Biblical expectation. It is very clear that God expects every Christian to be part of both a large and small community of Christians.

The expression of small gatherings is seen all throughout the Bible but here are some examples in the start of the church:

- Acts 2:40-47 – 3,000 people got saved in one day. The only way they could be discipled was in houses. Notice they met in the temple and from house to house.
- Acts 5:42 – Notice that community was just as much normal Christian worship as meeting in the temple (church).

God does not spend a lot of time telling us that we should be in community because He expects it. Rather He uses most of scripture to tell us how we should be loving, forgiving, and treating one another in this community.

1 Thessalonians 5:11

Therefore encourage one another and build each other up, just as in fact you are doing.

1 Peter 5:5

In the same way, you who are younger, submit yourselves to your elders. All of you, clothe yourselves with humility toward one another, because, "God opposes the proud, but shows favor to the humble."

Galatians 5:13

You, my brothers and sisters, were called to be free. But do not use your freedom to indulge the flesh; rather, serve one another humbly in love.

James 5:16

Therefore confess your sins to each other and pray for each other so that you may be healed. The prayer of a righteous person is powerful and effective.

Galatians 6:2

Carry each other's burdens, and in this way you will fulfill the law of Christ.

Without the intentional effort to live these commands out, most Christians will never do them on their own. Small groups and serve teams are an opportunity for you and me to become more like Christ.

Small Groups | Serve Teams:

Bring stability to the local church and extends pastoral care. **Exodus 18:12-26**

Sometimes provide the only support system people have. **Proverbs 27:10**

Create opportunities for Free Chapel to meet urgent needs. **Titus 3:14**

Are a main arm for evangelism. **Matthew 9:10**

Become a place where mentoring relationships can be built. **Titus 2:1-11**

Are outlets for people called to ministry to develop their leadership.

They are a place people can experience three very powerful and essential things:
care, connection and community .

Care for the leader and care the members.

Connection with God, other members and the lost.

Community for you and a way to provide community for others.

Through our FCgroups and FCserves ministries we are able to reap all that God has for us as a church:



EXPECTATIONS FOR LEADERS

Responsibility **E**mpowerment **A**ccountability = **P**erformance

Giving our members leadership responsibility, consistent empowerment and ongoing accountability allows us to perform in a way that glorifies God and grows the church in a healthy way.

As a new Free Chapel small group or serves team leader one of the most important things for you to know is the expectations of leadership. The expectation is simple:

Build relationships that cause growth!

We believe the best way to cause growth within small groups is to engage, equip & empower others to take their “NextSteps” in Christ.

We define growth in the following 4 ways:

1. Grow relationships with God
2. Grow relationships with Others
3. Grow relationships to the Lost
4. Grow relationships to Future Leaders

As a leader some of the expectations will be more natural than others. A mature group or team will begin to experience all these expectations on a regular basis. The key is to understand you must be intentional about moving the group or team to looking more like Christ.

TYPES	DESCRIPTION
General Groups	Groups where anyone may attend
Couples Groups	Groups that are designed for married and/or engaged couples
Men's Groups	Men's groups can either be for married men, single men or both
Women's Groups	Women's groups can either be for married women, single women or both
Singles Groups	Singles groups can be for men, women or co-ed
Special Interest Groups	Groups centered around a common interest or hobby
Restoration Groups	Groups that bring healing and restoration in specific areas of brokenness
Workplace Groups	Groups that add value to people's lives at work
Volunteer Serve Teams	Teams that serve the church during services, events and conferences
Outreach Serve Teams	Teams that serve the communities surrounding our campuses

An abstract graphic featuring a vibrant rainbow spectrum of colors (red, orange, yellow, green, blue, purple) that curves across the frame. The background is dark, and the text is centered in white.

LOGISTICS OF LEADING

Logistics of leading an FC Group

The place and time of the group is left up to you. We just ask that you do not meet during services.

Location

We encourage all of our groups to meet offsite or online. If you cannot meet in your home, here are some other possibilities: Host home, community center, subdivision clubhouse, park, restaurant, coffee shop, or library conference room.

Group Curriculum

Curriculum is a major pressure point for new leaders. Our goal is not for your group to study deep theology as much as we desire for it to grow deep relationally with God, other Christians and with the lost. To take the pressure off we provide small group curriculum every week based on messages preached during the weekend worship experience. The curriculum is called the Small Group FLOW. We also provide powerful video teaching so you don't have to worry about preparing a lesson. Just grab two friends, find a place to meet and you are leading a small group. We do allow outside curriculum and guest speakers. You **MUST** get any outside books, curriculum, handouts, videos or guest speakers approved before sharing them with the group.

Online Groups

Chat groups and audio call groups are great, however we believe that face to face video conferencing groups are best. If you are planning to use a video teaching during your group meeting, you may need to have the group watch the video prior to the slotted meeting time. This allows for varying internet speeds and avoids potential buffering issues caused by heavy internet traffic. During an online small group meeting, the leader either uses discussion questions they created from sermon FLOW or video teaching to guide the conversation.

Childcare

Childcare can be a tricky subject in small groups. Much of your vision will determine what your childcare options are. For example if you want to connect with married couples it may limit your group severely if you do not offer childcare or allow children to come. Here are plausible ways to address the issue:

1. Some FCgroups hire a babysitter and everyone chips in a couple of dollars. (Person must complete a background check before being allowed to work with children)
2. Ask everyone to provide their own childcare and not bring children to the group.
3. Find someone who is passionate about working with children and ask them to come and do a study with the children. (Person must complete a background check before being allowed

to work with children)

Logistics of leading an FC Serves team:

FCserves was founded in Psalms 110:3

“our people shall be volunteers in the day of Your power; In the beauties of holiness...”

FCserves is about mobilizing an army of volunteers to serve within the church and the communities in which we live because Christian character is character that serves.

While our Volunteer Serve Teams are focused on serving within the church on weekly basis, our Outreach Serve Teams are focused on serving within the communities surrounding our Free Chapel campuses twice a month. They can be centered around almost any kind of service activity or non-profit already serving the community. Almost every non-profit is looking for volunteers. All you have to do is connect them to people that have a heart for the cause they are associated.

Team Huddles

It's important to gather your team prior to any serve activity for a team huddle. Team huddles provide a time of care, connection and community for your team and for you as the leader. They are vital to the health of team members as caregivers need care as well. Whether you are leading a volunteer serve team or an outreach serve team, the huddle time flow is the same:

- 1. Team Devotions:** It's important to gather your team before serving and share a devotion to encourage them.
- 2. Prayer Requests:** The bible says we are to carry each other's burdens. One of the best ways to uncover someones burden is to ask for prayer requests. Pray for the requests as a team. Matt 18:19 tells us that the power of agreement brings results. Be sure to follow up on prayer requests at future huddles and in between serve activities.
- 3. Pray for the Serve Activity:** Only the Holy Spirit can draw people to salvation and bring supernatural comfort and encouragement. It's important to remember we have an enemy that is out to steal, kill and to destroy so it's vital to undergird everything your team does in prayer.
- 4. Consistently Follow Up with Team Members:** It's important to call, text and email members of your team outside of regular serving activities. Make it a point to invite someone to coffee or share a meal together.
- 5. Schedule a Quarterly Social Gathering:** The team needs time to socialize, have fun and celebrate all that God is doing through its efforts.



**THE
FREE CHAPEL
LEADER**

Need to Lead

Now that we have discussed logistics, we want to paint a picture of what a Free Chapel Leader is like. Whether you are leading a small group, outreach team or volunteer team, the characteristics remain the same.

No one is entitled to lead, however we believe that leading is the oxygen of a mature disciple. Free Chapel Leaders are conscious of God's mandate to lead, while being appreciative of the opportunity to do it under the covering and blessing of Free Chapel.

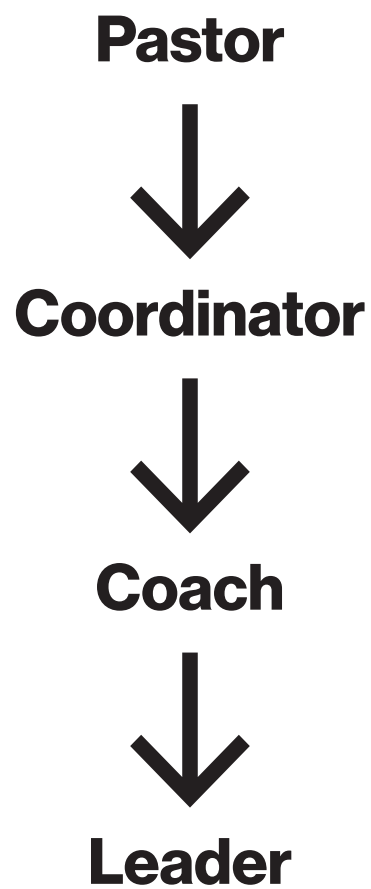
Be Helpable

There are some things that will make you a great leader and pride is not one of them. We are here to support you. We attempt to make every decision based on what is best for Free Chapel, you and our members. Because the leader to staff ratio is so large, we have a coaching structure in place to help you. These coaches are here to inform, encourage, support and pray with you as you lead.

Free Chapel Leaders are teachable, helpable, submitted and passionate individuals.

LEADERSHIP FLOW

Our Leadership Flow is based on the “Jethro Principle” found in Exodus 18. Jethro, Moses father, encouraged Moses to empower other leaders for the work of the ministry. This model distributes authority to provide empowerment, encouragement and support for our leaders.



8 Habits of Effective FC Leaders

The best leaders are not the most talented, but the leaders who consistently do the following:

1. Dream of leading a healthy, growing, and multiplying group or team
2. Pray for members consistently
3. Invite new people to visit the group or team each time it meets
4. Contact members regularly through phone calls, emails, texts
5. Prepare for the group meetings and serve team activities
6. Mentor an apprentice leader
7. Plan fellowship activities
8. Be committed to personal growth



**DOs
AND
DON'Ts**

DOs

- 1. Be a praying leader - Pray for the Staff of Free Chapel, pray for your members, pray for God's will to be done at your small group meetings and serve team activities.**
- 2. Communication is essential. Communicate regularly with your campus coordinator.**
(Feedback, Reports, Changes, Testimonies, Concerns, Events, Etc.)
- 3. Complete monthly attendance reports in a timely manner.**
- 4. Get ALL Curriculum approved by pastoral staff BEFORE it is discussed with your group.**
 - Submit all books and teachings to the staff in person or drop them off to our attention. (It will take up to 2 weeks to receive approval.)
- 5. All guest speakers MUST be approved by pastoral staff BEFORE having them join the group or announcing them to the group.**
 - Please submit their name, contact information, and any curriculum they might teach for approval. (Allow up to 2 weeks to receive approval for the guest.)
- 6. Seek to meet the needs of the group or team practically.** (See "Don'ts")

DON'Ts

1. Take up a monetary offering of any kind.

2. Complain or Tolerate any Negativity or Gossip.

3. Misuse the Group or Team.

- Not for business transactions.
- Not for political agenda.
- Not for gaining influence over people, to then start your own ministry or church.
- Not a place to just look for a companion, date, or spouse.
- Not for counseling sessions, etc. Refer such issues to pastoral staff.

4. Divert from Free Chapel's Statement of Beliefs.

5. Have Alcohol at any Free Chapel Function.

- Never to serve Alcohol.
- Never to encourage it.
- Never allow others to order it if the group or team is at a restaurant or outing.
- A leader must exemplify complete abstinence both publically and privately.



Coaching

You will be assigned a coach to assist you in this process. Ways to ensure a successful launch:

- 1. Pray for your upcoming meetings and future members consistently.**
- 2. By talking with your sphere of influence:**
 - A successful launch is you-plus-two.
- 3. By being prepared physically & spiritually:**
 - Have a plan to contact your potential members in the weeks leading up to the launch.
 - If doing the FLOW/study you should not wait until the last minute to prepare for this. (Sometimes it's better to not have the pressure of leading a lesson on the first night. Keep it simple, light, and fun)
 - Be prayed up.
 - Have your house in order.
- 4. Be encouraged, not stressed.**
 - Intimidation, nerves, doubt, uncertainty, are all possibilities.
- 5. Creativity & Experience**
 - Be creative and have fun! Remember, more than anything else people want to build lasting relationships and experience a sense of community whether meeting with a small group, serving in the community or volunteering within the church.



**LEADING
FCGROUPS
AND
FCSERVE
TEAMS**

There are four factors that will produce a holistic and growing small group or serve team. These factors are not the goal, or fruit within themselves, but are the elements that **MUST** be present to produce the fruits of: conversion growth, membership growth and multiplication.

1. Grow relationships with God
2. Grow relationships with Others
3. Grow relationship to the Lost
4. Grow Relationship to Future Leaders

Grow Relationships with God

The practice that impacts the life, health, and growth of a small group or serve team the most is the prayer life of its leader.

In a small group for example, the amount of time spent preparing the Bible lesson shows no correlation whatsoever to group growth.

A certain amount of preparation and planning is necessary, but the most effective way to strengthen your members and reach the lost – including the leader – is through prayer.

Prayer directly impacts the effectiveness and growth of small groups and serve teams.

How/What can the leader pray for?

- Invite God to work in fresh ways in each person that attends.
- Invite God to draw people to Himself.
- Listen for instructions on how He might want to bless and minister to members.
- Having a vibrant group or team depends more on God, than the leader. Our role is to tune in to Him.

Grow Relationships with Others

A Caring relationship is the biggest factor that directly affects people becoming a part of a small group or serves team long-term.

Leaders model this first which then flows to the members.

- A group or team can have many visitors and converts, but yet, not have people connected into the life of the group or team.
- When a group or team “cares” is really the time when it begins to live out the “one another” passages in scripture.

- When members see the care among the members, commitment and consistency will improve.
- People can experience God's presence in a powerful way, but never commit to the life of the group or team if there is not an element of caring.

Tips on how a leader can “grow relationships with others”:

- Praying together for each other.
- Social outings
- Parties
- Service projects
- Add a little (more) fellowship time.

Grow Relationships to Future Leaders

In an empowering group or team, the leader recognizes the gifts of others, and involves them in ministry.

- Rather than showcasing their own abilities, empowering leaders activate the gifts of others. They often see the potential in the members before those members see it in themselves.
- These leaders delegate responsibilities. People want to feel needed and appreciated. By delegating responsibilities, members will feel a sense of ownership. Their commitment level and attendance will improve. Here are a few suggestions on how to delegate responsibilities within a group or team. Ask one member to open in prayer, another to close in prayer, another to bring a scripture and a thought. For small groups you could ask different members to bring food, drinks or their favorite worship song.

Empowering leaders take time with emerging leaders, helping them grow in their relationship with God, and in their leadership abilities.

Empowering leaders realize that everyone has the potential to lead.

- No personality type, age, gender, or educational level impacts the qualifications or effectiveness of a leader. New Christians should even be encouraged to begin the process to eventually become a leader. New converts usually have more unbelieving friends around them, which will produce immediate conversion growth.

Multiplication is a fundamental principle in the Bible and in God's kingdom.

- God desires Christians to reproduce other Christians, leaders to reproduce more leaders, churches to birth new churches, and small groups and serve teams to generate more life giving groups and teams.
- God's desire is to reach people! This requires more Christians, more leaders, and more small groups and serve teams.

Grow Relationships to the Lost

Community sometimes precedes conversion. Belonging can come before belief.

Reaching the lost is about groups becoming outward focused.

There are five things present in a group or team that is Outward Focused:

1. Intention: The group or team realizes the power of reaching out together and has this goal as a central purpose.
2. Intercession: Both in their meetings and in their personal lives, members pray for their family, friends and coworkers who need God.
3. Investment: Members spend time with unbelievers in order to build friendships and win others to Christ.
4. Invitation: In outward focused groups and teams, the leader repeatedly reminds members to invite people to services, small group gatherings, outreach activities and special events.
5. Imitation: The leader's own example impacts members the most.



**MULTIPLYING,
TRANSITIONING,
OR CLOSING
GROUPS AND
TEAMS**

Multiplication

The best time to multiply a group or team is precisely the point when people are most likely to resist multiplication.

- The more wonderful the experience, the harder it is for the members to embrace multiplication.

We have seen that the most effective way to multiply groups and teams is by multiplying new leaders.

The 1st goal is to preserve the group or team.

- Identify a potential leader that can take over.

The 2nd goal is to move the group or team.

- Look for another group or team the transitioning members can join.

The 3rd goal is to close the group or team properly.

Only if the goals 1 and 2 are not possible.

- Encourage the current members to get reconnected
- Prevent any negativity that could occur during that meeting.
- Request pastoral advice/assistance.

CRISIS MANAGEMENT

Important Information

If a situation arises that is a crisis there are several things you should do:

If it is a physical emergency, dial 911. Follow up by calling Free Chapel and notifying Pastoral staff, especially if you or a member of your group or team experiences any type of crisis, accident, tragedy or death in the family.

There are 4 situations that you are required to report by law IMMEDIATELY. Please contact us and we will contact the appropriate authorities. It is best to let the individual(s) involved know that by law you must report information and therefore are contacting the church.

You must report information if:

1. **Child mistreatment is taking place.
(IMMEDIATELY – EVEN IF IT’S 3AM.)**
2. **A person informs you that they have a plan to harm themselves or commit suicide.**
3. **A person made a threat against another person.**
4. **An elderly person is being mistreated.**

You Are Ready

If God has called you to this, He will bless it and use it to grow you and anyone who commits themselves to your leadership. Satan will try to convince you otherwise. Some of the biggest attacks Satan will throw your way will be because of your decision to step out and lead within the Body of Christ. Don't listen to him – Listen to God.

SAMPLE FLOW

Message Notes
Acres of Diamonds Part 3
How Diamonds are Made
Jentezen Franklin

Key Scripture:

Genesis 50:18-20; Luke 11:13

Summary:

Diamonds are just lumps of coal that have been transported from deep in the earth to the surface. Fire, heat, and the difficult situations of life bring about the transformation needed to transform you from who you were to a diamond in the hands of the Lord. Tough times will come but God is with you in the fire and He will take the fiery darts of the enemy and use those to build your character and transport you to your place of destiny. But remember this: Not every gift from God will look like a gift at first sight. Sometimes, God's greatest gifts come in strangely wrapped packages.

Key Points:

1. **Sometimes, God's greatest gifts come in strangely wrapped packages.** God answers our prayers but you may not recognize the gift at first sight. Don't reject the gifts God gives you.
2. **God still gives gifts today.** God didn't just give gifts back way back then---He still gives His greatest gifts today.
3. **God will give you what you ask for.** But it may not always look like the picture in your head.
4. **Pain and low places will give you an unusual sensitivity to those that have been marginalized by the world.** Loneliness and isolation causes you to see people you have never seen before---people you will feel compelled to encourage.
5. **Praise has to speak up when you find yourself in a pit.** When you are in the pit, sometimes the only thing that will protect you is praise and worship.
6. **When you get to that place of destiny, God will use what was sent to hurt you to elevate and promote you.** What Satan meant for your demise the Lord will use for your good.
7. **It's all about how the story ends---not just the difficult beginning.** Trials may appear to be only evil---but your trials carry the gifts God has for you over the long haul. Many times, the greatest trials of your life bring your greatest gifts.
8. **Your heavenly Father has not forgotten the promise He made you.** God is faithful and will do as He promised, but it may look different. Don't reject the gift the Father has given you just because it doesn't look like the picture you had in your head.

Final Thoughts:

Everything God has promised you He will bring to pass. He will take all you have gone through to make you the person you will need to be to receive that gift. Thank Him for the mountains and the valleys and the problems you have had because without them you would never know what faith in His Word could do. Through it all, you will learn to trust in Jesus and trust in God. Through it all, you must learn to depend upon His Word.