Approval

Originator	Reviewer	Approver
Kevin Stone	Brian Jones	Kevin Stone

Revision History

Rev.	Date	Originator	Summary of Changes
A	8/5/09	Kevin Stone	Initial Release
B	11/16/09	Kevin Stone	Correction of Bridge Work Instruction References

1. Purpose

The purpose of this operating procedure is to establish, document, and communicate the process for intentionally identifying, assessing, developing, and deploying leaders at Christ's Church of the Valley (CCV).

2. Scope

The leadership evangelism process should be used by Ministry Staff to identify and deploy leaders into ministry for the good of the church (Ephesians 4:11-13). The process begins with the intentional identification of potential leaders and ends with the deployment of a leader into the ministry of the church. Because CCV is committed to conversion growth (as opposed to transfer growth) and the relatively short length of time people attend CCV because of job mobility, leadership development must begin before a leader becomes a Christian … hence the term "Leadership Evangelism."

3. Responsibility

As with all procedures and other documentation contained in the Management System, it is the responsibility of all ministry area leaders to ensure the details of this process are known and followed by all CCV paid staff and ministry area volunteers. The primary responsibility for this process rests with the Executive Pastor.

4. Definitions

Believer – For the purposes of this operating procedure, a "believer" is an individual who believes in Jesus, has repented, and has been baptized by immersion.

Leadership Classifications (A, B, or C) – The 3 classifications of leaders (A, B, and C) used in the identification and development process. "A" leaders are "leaders of leaders. "B" leaders are "leaders of non-leaders." And "C" leaders are either leading at a very low level or are non-leaders.

Leadership Evangelism – The process of identifying non-Christians who have already proven themselves as leaders prior to their involvement at CCV, helping

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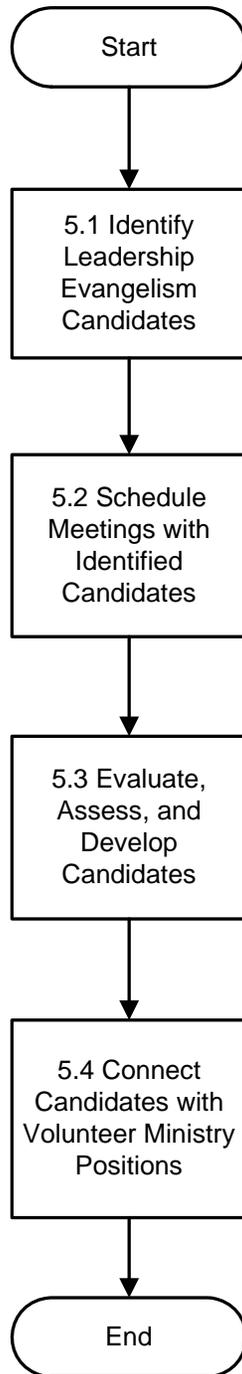OP6002 revB Leadership Evangelism 111609.doc

them to cross the line of faith and to become gifted spiritual leaders within the church.

Non-Believer – For the purposes of this operating procedure, a "non-believer" is an individual who has not been baptized by immersion.

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5. Procedure

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        ┌──────────┐
        │  Start   │
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    ┌──────────────────┐
    │ 5.1 Identify     │
    │ Leadership       │
    │ Evangelism       │
    │ Candidates       │
    └──────────────────┘
              │
              ▼
    ┌──────────────────┐
    │ 5.2 Schedule     │
    │ Meetings with    │
    │ Identified       │
    │ Candidates       │
    └──────────────────┘
              │
              ▼
    ┌──────────────────┐
    │ 5.3 Evaluate,    │
    │ Assess, and      │
    │ Develop          │
    │ Candidates       │
    └──────────────────┘
              │
              ▼
    ┌──────────────────┐
    │ 5.4 Connect      │
    │ Candidates with  │
    │ Volunteer Ministry│
    │ Positions        │
    └──────────────────┘
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              ▼
        ┌──────────┐
        │  End     │
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5.1   Identify leadership evangelism candidates.

5.1.1   The ministry staff should regularly work to identify potential leaders, connecting with them intentionally with the intent of making an appointment to get to know them and begin the evaluation process.

5.1.2   Potential leaders should be identified using a number of different methods (regular database review, weekly first-time guest lists, lobby conversations, leadership event participants, etc.). Potential leaders will also make themselves known via communication cards, assimilation classes, etc.

5.1.3   The Ministry Staff member should be quickly assessing the "classification" a potential leader fits into (A, B, or C) with the intention of spending time only with "A" leaders. Potential leaders who fit more in the B or C classification should be delegated to volunteer leaders for follow up, development, and connection with a ministry team.

5.1.4   Ministry Staff should base their classification assessment on available information (leadership in the marketplace, history of leading, input and critique of the ministry, etc.).

5.2   Schedule meetings with identified candidates.

5.2.1   Upon identification of an "A" leader, the Ministry Staff person should setup a meeting with the potential leader.

5.2.2   The meeting (breakfast, lunch, dinner, other?) is for the purpose of continuing the assessment process and determining next steps with the candidate.

5.2.3   One of the first things to assess is firming up an initial decision about the candidate's classification. If it is determined that the candidate would better fit into a B or C classification, again they should be encouraged to meet with a volunteer leader of a specific area of ministry.

5.2.4   The Ministry Staff member should ask the candidate about work history, family, spiritual journey, etc.

5.2.5   With CCV's emphasis on "conversion growth" much of the time the candidate will be a non-Christian. Therefore, the conversation should quickly focus on where the candidate believes they are spiritually. Drawing the "Bridge" using the Drawing the Bridge Work Instruction (OP6002-WI001) will help the candidate to communicate where they believe they are with God.

5.3   Evaluate, assess, and develop candidates.

5.3.1   During the first meeting, one of the first things to assess is firming up the initial decision about the candidate's classification. If it is determined

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that the candidate would better fit into a B or C classification, they should be encouraged to meet with an appropriate volunteer leader.

5.3.2   The Ministry Staff member should ask the candidate about work history, family, spiritual journey, etc.

5.3.3   With CCV's emphasis on "conversion growth" much of the time the candidate will be a non-Christian. Therefore, the conversation should quickly focus on where the candidate believes they are spiritually. If they are not a baptized believer, use the bridge (OP6002-WI001) to help them communicate where they think they are with God.

5.3.4   During future meetings the focus is primarily on helping the candidate to make a decision and cross the line of faith, continuing to identify and challenge the barriers that are keeping them from making a decision for Christ.

5.3.5   Evaluation and assessment also includes completion of the Myers-Briggs Personality Assessment (OP6002-F001) and a discussion about what they are really "passionate" about.

5.3.6   Once a candidate crosses the line of faith (is baptized) they should then be given the Spiritual Gifts Assessment (OP6002-F002) to determine whether or not they have the spiritual gift of leadership in their gift mix (top 3 gifts).

5.3.7   The evaluation, assessment, and development process continues via on-going meetings (at least every 6 weeks) until the candidate has been connected to an area of ministry.

5.4   Connect candidates with volunteer ministry positions.

5.4.1   Once the evaluation and assessment process has been completed and the candidate has crossed the line of faith (baptism), the Ministry Staff member should work with them to help them find a "fit" in a ministry area.

5.4.2   In most cases, the candidate should be ready to take on some type of leadership assignment. It might be necessary to bring the candidate alongside the Ministry Staff member in some leadership effort (Sunday morning, event, etc.) in order to help them to find their best fit.

6. Related Documents

6.1   OP6002-F001 Myers-Briggs Assessment

6.2   OP6002-F002 Spiritual Gifts Assessment

6.3   OP6002-WI001 Drawing The Bridge Work Instruction

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7. Records

Record Identification	Record Owner	Location	Record Media	Retention/ Disposition
Completed Myers-Briggs Assessment	Assimilation	Fellowship One	Electronic File	Duration of CCV Involvement
Completed Spiritual Gifts Assessment	Assimilation	Fellowship One	Electronic File	Duration of CCV Involvement

8. Process Effectiveness Metrics

Metric	Tool/Analysis Method(s)	Reporting	Frequency
Leadership Evangelism Contacts (Total, Open, In Progress, Closed)	Fellowship One	KPM and Ministry Staff Review on the 3rd Week of Each Month	Monthly
Volunteer Leaders	Fellowship One	KPM	Monthly
Volunteer Participation	Fellowship One	KPM	Monthly
Average Weekly Attendance	Fellowship One/Headcount	KPM	Monthly

9. Miscellaneous

None identified.

10. Attachments

None identified.

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