

Senior Leader Handbook

The mission of Community Bible Study is to make disciples of the Lord Jesus Christ in our communities through caring, in-depth Bible study, available to all.

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Publisher's note: Community Bible Study's Ministry Manual, handbooks, and guidebooks, have been developed to be used in concert with one another to guide Community Bible Study leaders in operating excellent classes which faithfully reinforce the ministry's vision, mission, Five Essentials, core values, and statement of faith.

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SENIOR LEADER HANDBOOK

The Senior Leader is called by the Lord to share His love in the community by connecting, leading, and supporting in the local class. Senior Leaders may be added to the Servants Team when the number of Core Leaders/Substitute Core Leaders exceeds the ability of the Associate Teaching Director to shepherd them well or when gender balance is needed for a coed team. The need for Senior Leaders should be reassessed each year. The Senior Leader works prayerfully alongside the Servants Team to build unity, confidence, and competence in class leaders and participants. It is the responsibility of the Senior Leader to connect with people, support the implementation of goals determined for the leaders and the class, and faithfully reinforce the vision, mission, and ministry guidelines of Community Bible Study (CBS).

CONNECT: Establish caring relationships based on unity and trust.

- Pray for Servants Team members, leaders, and class participants.
- Build relationships with the Teaching Director and other Servants Team members.
- Invest in relationships with assigned Core Leaders.
- Be available to class participants.
- Assist in representing the class with the CBS ministry.

LEAD: Guide class leaders and participants in discipleship.

- Actively participate on the Servants Team.
- Assist with Leaders Council.
- Facilitate weekly leadership development to equip, encourage, and educate class leaders.
- Assist with Annual Leaders Council Training.
- Help ensure all elements of the class are carried out with excellence.
- Provide support for fellowships and other events as needed.
- Develop competency in using CBS technology.
- Follow CBS policies and procedures.
- Complete Annual Leadership Commitment.
- Notify Teaching Director when called out of role.

SUPPORT: Provide assistance through caring, respectful, and loyal relationships.

- Be available to the Teaching Director and Associate Teaching Director as a partner in ministry.
- Have eyes and ears open to all aspects of the CBS class.
- Participate in the visitation of Core Groups.

CONNECT: Establish caring relationships based on unity and trust.

Connecting relationships are at the heart of the CBS ministry as expressed in the shepherding philosophy found in the *Ministry Manual*. Senior Leaders allow their Teaching Directors to connect with them and they in turn connect with the other Servants Team members, leaders, and class participants in their care. The tasks of a shepherd can be taught, but the heart in which the tasks are carried out can only be acquired by being connected to the Good Shepherd. It is through the Lord Jesus Christ that Senior Leaders are equipped to shepherd their classes in love.

"Care for the flock that God has entrusted to you. Watch over it willingly, not grudgingly—not for what you will get out of it,
but because you are eager to serve God."

1 Peter 5:2 NLT

- Pray for Servants Team members, leaders, and class participants.
 - o Regular, consistent prayer is the Senior Leader's best connecting and shepherding tool.
- Build relationships with the Teaching Director and other Servants Team members.
 - o Aim to place a high value on Christ-centered unity on the team.
 - Pray for relationships to be marked with love, availability, prayer, confidentiality, openness, sensitivity, honesty, and accountability.
 - Make time to receive shepherding from the Teaching Director for the purpose of encouragement, accountability, and support, keeping in mind the Coed Shepherding Guidelines when applicable; see *Ministry Manual Chapter 12 A 4*.
 - o Actively participate in regular communication and team building opportunities.
 - o Be available for connections with the Area Director who will indirectly shepherd the entire Servants Team.

Servants Team Principles of Relationships

Ministry Manual

- Invest in relationships with assigned Core Leaders.
 - Establish bonds with each assigned Core Leader and Substitute Core Leader as his or her direct shepherd.
 - o Make frequent, meaningful connections with each Core Leader.
 - o Be available before and after class for Core Leaders that need to discuss any issues or need extra prayer, encouragement, or support.
- Be available to class participants.
 - Use Core Group rosters as tools in ministering to the individual needs of class participants.
 - o Be present with the class during Core Group time.
 - Visit Core Groups and Core Group fellowships.

- Serve in NextGen, if applicable, a few times a year.
- o Handle potential issues with class participants in a loving and caring way.
- o Trust the Lord to provide the time to invest in making personal connections.
- Assist in representing the class with the CBS ministry.
 - o Read and respond to communications from organizational leaders and the Ministry Service Center (MSC) in a timely manner.
 - o Participate fully in leadership conferences.
 - o Give input into the International Link selection and as needed; help engage with the CBSI Ambassadors to enhance and enlarge a global perspective.
 - o Sign up and encourage leaders and class participants to sign up for the CBS Prayer Blog.

Hosting a CBSI Event

LEAD: Guide class leaders and participants in discipleship.

As a leader of the class, the Senior Leader should exemplify the heart of servant leadership. Opportunities for class leaders and participants to mature in Christ abound in CBS. The Senior Leader has a high calling to help serve as a guide to all those the Lord brings to the class. Senior Leaders will learn to rely on the power of the Holy Spirit and the support of the Servants Team to equip them to fulfill their leadership responsibilities.

Actively participate on the Servants Team.

- o Engage in Servants Team operations as an integral and active member of the team.
- o Become familiar with the other Servants Team roles to promote unity, appreciation, and assistance when needed.
- o Actively participate in the decision-making process for the class.
 - Bring all appropriate decisions concerning the class to the team for discussion, approval, and implementation.
 - Remember the vision, mission, and core values in all decisions.
 - Aim for the team to be of one accord in each decision.
 - Pray for each decision until all are willing to move forward in unity.
 - Remember that the Teaching Director must affirm all decisions.
- o Be available for monthly Servants Team meetings.
 - Benefits
 - Extended prayer time for class and personal needs.
 - Burdens and workload can be shared.
 - Unity built across leadership functions.
 - Focused time to plan for upcoming months.
 - Better decisions are made when seeking the Lord together.
 - Guidelines
 - Teaching Director is chair (ATD will serve in TD absence).
 - Meetings are held monthly outside of the class time, generally for a couple of hours.
 - Preparations
 - Give updates on any praises or challenges for the Core Leaders.
 - Share any observations from visits to Core Groups.
 - Pass on pertinent information regarding class participants for prayer or for the purpose of shepherding.
- O Help ensure completion of the *Class Operations Monthly Checklist* tasks in a timely manner.
 - InPrison classes will use InPrison & Beyond Class Operations Monthly Checklist.
- O Assist Teaching Director in coordinating an annual Servants Team retreat for the purpose of refreshment, team building, training, spiritual development, and class planning.
- o Support Teaching Director in following guidelines for replacing Servants Team Members.

Role Specific Handbooks
Class Operations Monthly Checklist
InPrison & Beyond Class Operations Monthly Checklist
Servants Team Retreat
Guide to Calling Servants Team and Organizational Leaders

Assist with Leaders Council.

- o Arrive early for Servants Team prayer (optional, but valuable) and to welcome leaders.
- o Assist in coordinating Leaders Council fellowships for the purpose of building community.
- Help with planning a Leaders Council sharing time at the end of the class year for the purpose of giving glory to God.
- Work with the Servants Team to plan an annual Leaders Council retreat for the purpose of extended prayer time, refreshment, team building, and spiritual enrichment.
- o Follow guidelines for calling new leaders while working closely with the Servants Team.

Ministry Manual Chapter 7, Leaders Council Operations
Time Elements for Leaders Council and Class
Scheduling Considerations for Leaders Council and Class
Leaders Council and Class Checklist
Conversational Prayer
Core Leader Facilitating Tips
Leaders Council and Core Group Fellowships
Leaders Council and Class Sharing
Leaders Council Retreat
Sharing the Gospel
Guide to Calling Class Leaders

• Facilitate weekly leadership development to equip, encourage, and educate class leaders.

- o Become familiar with the *What is Leadership Development?* resource that gives a bigger picture view of the importance of discerning, developing, and deploying CBS leaders.
- o Give input on the leadership development calendar to the Servants Team.
- o Help coordinate periodic joint leadership development times if the class has several leadership development groups.

What is Leadership Development?
Leadership Development Resources
Leadership Development Helps
Class Year at a Glance

• Assist with Annual Leaders Council Training.

- o Remember that a well-conducted training is important to the overall health of the class.
- o Keep the purpose of the training in mind when planning.
 - Equip leaders for their God-called roles.
 - Cast the vision for the year.
 - Motivate leaders in the servant-shepherd aspects of the ministry.
- o Incorporate key elements of prayer, fellowship, and role-specific training.
- o See Annual Leaders Council Training for guidelines.
- o Assist with training any Core Leaders and Substitute Core Leaders called after the class year begins.

Annual Leaders Council Training

- Help ensure all elements of the class are carried out with excellence.
 - O Confirm class reflects the *Five Essentials* and conforms to the foundation of the *Ministry Manual*.
 - o Help the class adhere to the time elements for Leaders Council and class schedules.
 - o Coordinate substitutes for Core Leaders as needed.
 - Be available to serve as a substitute if needed.
 - o Utilize First Class Information resources at the first class meeting.
 - o Follow *Welcome Groups and Waitlists* when there is a need for additional leadership or a lack of physical space.
 - Be available to help lead Welcome Group.
 - o Meet with leaders for pre-class prayer.
 - o Make sure visitors and new participants receive a warm welcome.
 - Welcome visitors in Core Groups at any time.
 - Coordinate a new participant orientation by the Teaching Director, Associate Teaching Director, or a Senior Leader for all new participants prior to their prayerful placement in a Core Group.
 - See Visitors and New Participants for additional guidance.
 - o Aim for regular class fellowship times.
 - o Help plan a God-honoring class sharing time at the end of the class year.
 - o Take advantage of CBS resources as a Servants Team to improve operational excellence.
 - o Aim to maintain the recommended number of leaders to effectively operate the class.
 - o Discern coaching opportunities during visits to Core Groups.

Five Essentials

Ministry Manual

Time Elements for Leaders Council and Class

Scheduling Considerations for Leaders Council and Class

Leaders Council and Class Checklist

Adult First Class Information for Teaching Directors

Adult First Core Group Information

Welcome Groups and Waitlists

Visitors and New Participants

Leaders Council and Core Group Fellowships

Leaders Council and Class Sharing

Fundamentals of an Excellent Class

Recommended Numbers in Leadership

- Provide support for fellowships and other events as needed.
- Develop competency in using CBS technology.
 - o Review data for class, navigate resources, and manage documents needed to fulfill the role.
 - Seek help through video tutorials at answers.communitybiblestudy.org, submit a ticket on FISHER, or email answers@communitybiblestudy.org.
 - o Be familiar with the CBS website, communitybiblestudy.org.
 - Encourage class leaders to develop their own competencies in using CBS technology.

Introduction to FISHER for Servants Teams
FISHER Guide for Teaching Directors and Associate Teaching Directors

- Follow CBS policies and procedures.
 - o Assist Teaching Director in ensuring policies in the *Ministry Manual* are followed.
 - o Adhere to information in any applicable guidebooks.

Ministry Manual
Guidebooks

- Complete Annual Leadership Commitment.
 - o Complete the Annual Leadership Commitment (ALC), which will be reviewed by the Teaching Director, by the current year deadline.

Annual Leadership Commitment Implementation
Annual Leadership Commitment Sample

- Notify Teaching Director when called out of role.
 - The Senior Leader should be in close communication with the Teaching Director when sensing that God is calling him or her out of the role.
 - The Teaching Director is responsible for prayerfully guiding the process of identifying a new Senior Leader in collaboration with the Servants Team and the Area Director.
 - o The Senior Leader should prayerfully watch for potential replacement candidates even before stepping down.

Replacing a Servants Team Member
Succession Leadership Planning

<u>SUPPORT: Provide assistance through caring, respectful, and loyal relationships.</u>

The Senior Leader should aspire to serve as a close partner in ministry with the Teaching Director and Associate Teaching Director and should strive to develop these relationships if they are not there at the beginning. It is important that a high degree of love, respect, trust, loyalty, and easy communication exist in these relationships. These relationships should be characterized by unity in Christ and should set the example for the love and caring that should exemplify every relationship within the class.

"Therefore encourage one another and build one another up, just as you are doing."

1 Thessalonians 5:11

- Be available to the Teaching Director and Associate Teaching Director as a partner in ministry.
 - o Provide prayer support, love, availability, and a willingness to help.
 - Maintain easy communication.
 - Provide support by being approachable and listening well.
 - Reinforce loyalty to CBS guidelines.
 - Observe and share about opportunities for improvement regarding leadership or class operations.
 - Seek to resolve any conflict in a timely manner.
- Have eyes and ears open to all aspects of the class.
 - Pray before passing on any constructive feedback.
 - o Be careful not to engage in or promote gossip or negative criticism.
- Participate in the visitation of Core Groups.
 - o Coordinate the visit schedule with the Associate Teaching Director.
 - o Acknowledge the purpose of the visits.
 - Aim to encourage the Core Leader.
 - Observe any situations of concern to the Core Leader and offer help.
 - Get to know Core Group participants.
 - Identify potential future leaders.
 - Obtain a "pulse" on the class.
 - Refrain from teaching, leading the group, or answering many questions.
 - Follow-up with the Core Leader afterward to offer encouragement and coaching.

Core Group Visitation Record Succession Leadership Planning