



# CAMPUS LAUNCH HANDBOOK

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## INTRODUCTION

Welcome to the Vox Church family! We are honored and overjoyed that you are joining us on this incredible journey.

This handbook will serve as a guide over the next several months as the launch date gets closer and closer. Use it as a checklist, a place to take notes, and a reference tool. It is good practice to keep it nearby and regularly be looking through it as a way to keep on top of all the details required to launch this campus.

Inside you will find things like the 9-month Campus Pastor On-Ramp, gear order lists, various training documents, and a host of other important information. Ask questions of the other Campus Pastors and Department Heads along the way when something is not clear.

The road ahead is thrilling, challenging, exhausting, joyous and painful all at the same time. And it's worth every bit of blood, sweat and tears that you give to it. Remember in the good days and bad days, new ground is never taken easily because pioneering is hard work. New England soil might seem crusty and dry, but buried underneath is a rich layer that is ripe for a plowing and a harvest.

## VOX CHURCH MISSION, VALUES AND DISTINCTIVES

### MISSION

Vox Church exists to spread the lifestyle of authentic Christianity for the glory of God and the transformation of the city.

### CORE VALUES

At Vox Church, three core behavioral values shape the way we make decisions and practice our faith. These values inform and direct our church. We practice them when it's popular and when it's out of fashion. We filter everything through these core values.

#### 1. Jesus at the Center

We believe that the person of Jesus is the great cure for the human condition. God's rescue plan for the world was accomplished through Jesus, and He is the center of our teaching, our worship, and our service. We view all of life through the lens of God's truth and love revealed in Jesus Christ. (Col 1:15, 20, Matt 13:3, 2 Cor 5:21, Heb 12:1,3)

#### 2. Intentional Community

God is community: Father, Son and Holy Spirit. We grow to become more like God in the context of relationship. Intentional Community is all about doing life together, for Jesus, on purpose. (Eph 5:15, 21, Acts 2:42,47, Phil 2:2,8)

#### 3. City Mission

Jesus taught to love your neighbor as yourself. City mission means that we choose to forsake the natural inclination to make life about self and instead make life about others. As missionaries who carry the love of God, we seek salvation, justice, and God's favor in our cities. (Matt 28:18,20, Jer 29:4,7, Luke 15:1,10)

## DISTINCTIVES

1. **WE ARE MARRIED TO THE MESSAGE:** we don't teach things that we don't embody. This means that leaders serve, that transparency is king, and that our private lives reflect the devotion we proclaim. Success is not size, revenue, or influence. Rather, success is closing the gap between the life I'm living and the un-lived life within me.
2. **WE ARE CONTENDERS:** we believe that God made his Church the agents of his grace on the earth. We pray for salvation, healing, and deliverance and expect a big God to respond to big prayers. The secret things belong to God, but the revealed things are for us to pray for His kingdom upon this earth.
3. **WE ARE PIONEERS:** innovation, change and risk are the language of faith. A pioneer takes territory previously considered uninhabitable and realizes its full potential. We are a church that carries a pioneering spirit.
4. **WE ARE STUDENTS OF CULTURE:** the trends of fashion, the movement of art, the innovation around us, and the sounds produced all speak the language of our unique era. It is our passion to leverage everything to glorify God and reach people with the good news of Christ.
5. **OUR RELATIONSHIPS BUILD MUSCLE:** rather than squirming away from confrontation and difficult conversations we humbly embrace the moment, knowing that honesty, relational investment, and process result in deep trust and sustainable health. We deal with conflict quickly and kill gossip before it breeds.
6. **WE THRIVE IN CULTURAL CENTERS:** we go where people gather. As the world moves into the city, we strategically focus where the impact can be greatest. We are committed to being a church that represents the diversity of our cities.
7. **WE ENJOY THE RIDE:** we won't take for granted what God is doing in our church. Our leaders are committed to creating life rhythms that sustain us for a lifetime embracing sabbath, celebration, and rest. We believe in a God of abundance, and we develop life patterns built on grace.

## 11 VOX CHURCH SYSTEMS

### VOX CHURCH CAMPUS EXPANSION SYSTEM

#### WHAT

The Campus Expansion System is how Vox Church seeks to multiply and expand across New England.

#### WHY

People need Jesus. In New England, 2% of the population attend a Gospel-preaching church. This land that was once spiritually vibrant is now considered the least-churched area of the United States. Over the next 25 years, Vox Church will plant 400 new locations. In unity and coordination with a “mosaic” of other churches, we will see New England become the most spiritually vibrant place on earth in our lifetime.

#### WHO

The Campus System is led by the Executive Pastor, Regional Campus Pastors, Campus Pastors, and Associate Campus Pastors.

#### HOW

The Campus Expansion system is built on a 3-step strategy:

1. Campus to Campus Expansion
  - a. Every 4 years, each Vox Church location will launch a new location. The three critical aspects of this are financial funding, leadership development, and an effective launch system. This launch system is outlined in the Campus Launch Handbook.
2. New England Together
  - a. When the lifecycle of a church is nearly complete, they often have an abundance of resources, but a scarcity of ministry impact and opportunity. Through partnering together, Vox Church can come along these churches with support and resourcing, and sometimes through the church joining the Vox Church family as a Vox location. New England Together is encouraged through an annual conference, Converge Northeast relationships, and relationships with local pastors.



### 3. Strategic Church Partnerships

a. If New England is going to be reached, it needs a plethora of different expressions of church. Through active partnerships with other churches in things like outreach initiatives, residency programs, Vox Church will help strengthen the other churches of New England who share similar vision and mission.

## VOX CHURCH COMMUNICATIONS SYSTEM

### WHAT

The Communications System is the method by which we share our locations, events, and content to the cities across our region, while also uplifting and supporting our church community through clearly and effectively providing them the information they need to stay connected to the church body.

### WHY

The Communications System exists to support and advance the mission of Vox Church by raising the public awareness of the work of God at Vox Church throughout New England so as to see New England transformed into the most spiritually vibrant place on earth. Through the effective use of marketing, media, and content we strive to communicate clearly and effectively with the aim of seeing the body of Christ uplifted and the lost reached in new and effective ways.

### WHO

The Communications Team is led by the Communications Director and includes the Church Online team, the Content Team, PR and Social Media. The team serves and falls under the larger Vox Church Creative Team.

- External Communications - Includes Social Media, Website, Public Relations, Marketing and Promotion
- Church Communications - Includes Sunday morning messaging, email and texting platforms, website, and mailings
- Church Online - Includes our weekly online broadcast as well as special online only events
- Content - Includes written devotionals and materials, photography, and some graphic design
- Special Events - Includes local and regional events, community outreaches, etc.

# VOX CHURCH CREATIVE PROGRAMMING SYSTEM

## WHAT

The Creative Programming System is the method in which we utilize our unique voice and brand to package and deliver content, experiences, and information to our church community and beyond.

## WHY

We believe God has given us a unique call, position, and set of skills to articulate and illustrate the gospel to a vast number of people in a highly effective and creative way. Through music, art, design, film and live event production, we believe God has anointed and equipped us to spread authentic Christianity in our region.

## WHO

The Creative Programming System is directed by our Creative Pastor and includes most of our Creative Team:

- VoxMusic – Includes live worship teams, leadership training, and original music.
- Design – Includes graphic design, facility design, and large-scale art projects.
- Film – Includes story-based videos (testimonials, event highlights), promotional video (events, announcements), broadcast (church online, web presence), and creative video (animation, bumpers, art-driven projects).
- Production – Includes set design, sound and lighting, audio visual training and campus experience support.

## HOW

The Creative Programming System functions through four major ways

1. Construct systems that scale.
  - With a central creative team supporting multiple campuses, we construct systems that are both effective and strong while flexible for different situations. Each system for creative programming must have the ability to carry the DNA of Vox Church no matter the size or location. This plays out in our VoxMusic standards and protocols, Production set design and AV standards, Design, and Video Campus Delivery.
2. Cultivate leaders and volunteers.
  - Vox Church services are run primarily by volunteers, which means our Creative Programming staff must be able to train and

equip people for effective ministry. We have best practices for recruitment as well as methods for identifying leaders for VoxMusic and Production. We also work to create space and opportunity in design and film for volunteers to step in and take part.

- VoxMusic has a Worship Leader Pipeline that allows current leaders to identify and train those who desire to grow in leadership. As a church that continues to grow in the number of locations, we need to continue to cultivate volunteer teams and leaders.

3. Collaborate in community.

- As a creative staff, we recognize the need for collaboration—whether it is to problem solve an issue with a system, or work through an idea for a creative project. We have bi-weekly creative brainstorming sessions that are centered around collaboration.

4. Create encounter moments.

- We believe that only the Spirit of God can change the human heart, but we also know that he can use things like a song, an event, or a video to draw people to himself. As a creative team, we strive to partner and set up moments where people are more likely to encounter God. With VoxMusic Standards and Production protocols, we work to create an atmosphere in our live events and services that are void of distractions. We also put an emphasis on details and messaging in videos, original songs, and design projects so that no matter where content is being watched or experienced, there is space for the viewer to encounter Christ.

## VOX CHURCH DISCIPLESHIP SYSTEM COMMUNITY GROUPS

### VISION/GOAL

The goal of the Discipleship system is to fulfill the Great Commission that Jesus gave to His Church: to make disciples. Our desire to make disciples is grounded in our three core values; Jesus at the center, Intentional Community, and City Mission. In our groups we aim to accomplish these values by "Practicing Life in Christ Together on Mission".

### KEY VERSES

All the believers devoted themselves to the apostles' teaching, and to fellowship, and to sharing in meals including the Lord's Supper, and to prayer. A deep sense of awe came over them all, and the apostles performed many miraculous signs and wonders. And all the believers met together in one place and shared everything they had. They sold their property and possessions and shared the money with those in need. They worshiped together at the Temple each day, met in homes for the Lord's Supper, and shared their meals with great joy and generosity—all the while-praising God and enjoying the goodwill of all the people. And each day the Lord added to their fellowship those who were being saved.

Acts 2:42-47 (NLT)

Therefore, go and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit. Teach these new disciples to obey all the commands I have given you. And be sure of this: I am with you always, even to the end of the age.

Matthew 28:19-20 (NLT)

### WHAT

At Vox Church, Community Groups and Core Groups are the center of discipleship, the pathway to Biblical community, and the launch pad of evangelism. Our desire is that every single person who visits Vox Church will join both a Community Group and Core Group and begin "Practicing life in Christ together on mission."

### WHY

People are hungry for love, friendship, purpose, and life transformation and we believe groups are the best structure to make that happen. We don't take anything away from the Sunday morning experience. In fact, we believe that Sunday morning gatherings of worship and Bible teaching partnered with Community Groups & Core Groups help shape the believer to become more and more like Jesus Christ. Therefore, we say groups are where the rest of church happens.

## WHO

At Vox Church, Community Groups and Core Groups are centrally directed and resourced by the Central Community Group Director and overseen at the campus level by Campus Community Group Directors. In addition, Community Groups are led by Community Group Leaders and coached by Community Group Coaches.

## HOW

Campus CG Director Responsibilities	Central
<b>CENTRAL</b>	
Attend Community Group Director meetings when offered.	Leads meetings
Communicate regularly with the Central Community Group Director about updates, questions, concerns, and wins.	
Work in conjunction with central to fulfill the 12-month timeline at your campus.	Provides timeline & guidance
Assist in Central Community Group events	Leads, provides budget & content
<b>COACHES</b>	
Each CG Director is expected to be a coach to understand the role better, to implement new ideas, and to motivate by example.	
Encourage coaches to attend trainings, equippings, and coach gatherings when offered.	Provides content
Assign Coaches to Community Group Leaders.	
Consistent support & interaction with the coaches:	
- Interest and encouragement in their personal, spiritual, and group life	
- Regularly pray for coaches	
- Review and follow-up of quarterly coach assessments	Assessment provided

Recruit and/or replace Coaches when needed.	Coach responsibilities provided
Lead two coach gatherings to train new coaches & equip current coaches (Suggested: March, August)	Provides content
<b>COMMUNITY GROUP LEADERS</b>	
Recruitment and training of Community Group Leaders:	Multiple training options provided
- Always be on the lookout for potential Community Group Leaders	
- Be fully equipped to lead a new CG Leader through initial training (CG Leader Experience)	GG Leader Guide created by Central
Encourage all Community Group Leaders to attend central events and equippings when offered.	
Oversight of curriculum used within groups in conjunction with Central.	Provides content
Ensure communication and promotion of Community Group's is happening regularly at your campus.	
Host Group Links at strategic times twice a year (at minimum).	
Assist in leading Regional Winter Equipping	Provides content
Oversee the launching of new hosts and encourage next steps to become a Community Group Leader. (Essentials, CGLE)	Provides 1 Central CGLE
Ensure Fall Campaign resources are disseminated to all leaders/hosts	Creates/disseminates to campuses
<b>ADMINISTRATIVE</b>	
Follow up with Community Group connection requests/interest from your campus each week.	
Maintain and update Community Group information regularly in the Rock database.	Provides regular oversight
Complete & manage Campus Community Group budget alongside Campus Pastor.	Provides Discipleship Budget Matrix

## VOX CHURCH FAMILY MINISTRY SYSTEM

### YOUTH MINISTRY SYSTEM

#### WHAT

VoxYouth is the student ministry of Vox Church and aims to see middle and high school students throughout our communities grow in relationship with God and one-another.

#### WHY

As Vox Church seeks to see New England transformed by the Gospel of Jesus, we believe it will require a revival in this generation of students. If our middle and high schools change, so will our cities.

#### WHO

VoxYouth is led by the Central Youth Director and includes the involvement of:

- Regional Youth Directors – Oversees the application of central systems at the regional level, executes Youth House events bi-weekly, helps plan and execute central events.
- Local Youth Coordinators – Builds the team of local youth leaders, serves as the initial connector for parents and students at their campus, participate in regional/central events, plan and execute local youth events.
- Local Youth Leaders – Serves as the primary on-going connection point for students and parents at their campus, participate in local, regional, and central events.

#### HOW

##### (1) Three Expressions

##### Central: Resources, Systems and Planning

Central is a support to the local and regional expressions of VoxYouth. Central provides content, discipleship tools, team trainings, an event calendar and church-wide youth events.

##### Regional: Community, Cohesion and Execution

Regional gatherings (Youth House) are the most frequent youth events throughout the scope of the year. They include opportunities for worship, learning more about Scripture through a message and then talking about its applications to students' lives during small groups. Regional leaders also participate in the planning and execution of the central expression.

##### Local: Discipleship, Outreach and Connection

The local expression of VoxYouth is fixed on relationships. Leaders at the local level are most connected to students and their parents. Local leaders lead VoxYouth CORE



groups as the primary discipleship method in VoxYouth and collaborate with their campus' outreach team to give students opportunities to serve their community.

**(2) Planning**

**Directional Team:**

The VoxYouth Directional Team is comprised of Central, Regional, and Local leaders and meets once every other month. The meeting's purpose is to plan events, initiate new systems, and develop vision.

**Communication Team:**

The VoxYouth Communication Team meets Thursday's the week before Youth House. This team is comprised of the leaders who teach/preach at VoxYouth events. In this meeting sermon series are planned, message outlines created, and discussion questions drafted.

**(3) Training**

**Leader Meeting:**

Leader meetings are for all VoxYouth leaders from all campuses and are hosted every other month. The meeting's purpose is to train VoxYouth regional and local teams to carry out the vision of the ministry. Training covers upcoming events, small group best practices and updates to systems and processes. All under the umbrellas of Heart, Mind, and Skill.

**Leader Retreat:**

The VoxYouth Leader Retreat is a one day intensive for all VoxYouth leaders that takes place before the re-launch of Youth House at the beginning of the School Year. The goals of the retreat are primarily team-building and vision casting.

**(4) Events**

<u>Central Events:</u>	<u>Regional Events</u>	<u>Local Events</u>
IGNITE (Q1)	Youth House	Community Groups
The VoxYouth Games (Q2)	Winter Event (Q1)	Outreach Events (Q2/Q3)
One-Day Camp (Q3)	Spring Event (Q2)	CORE Groups
VoxYouth Christmas Party (Q4)	Summer Events (Q3)	
	Fall Event (Q4)	

## VOX CHURCH WOMEN'S MINISTRY SYSTEM

### WHAT

Through discipleship, powerful corporate gatherings that encourage and build women up in Christ, and intentional community, we believe we will see women equipped to live confident in their identities, bold in the demonstration of their faith and fulfilling their callings in Christ.

### WHY

We believe that the equipping and empowering of women through discipleship, times of encounter, and regular investment in one another is essential to the building up of the body of Christ, and key to seeing revival awakened in New England.

### WHO

The Women's ministry of Vox is made up of three different teams that work in partnership with one another with the unified goal of seeing women gather, go deep in community, grow in Jesus, and display his love to the lost.

### WLC:

- Central WLC: supports the central elders in providing counsel in the vision and direction of the church.
- Campus WLC: supports the campus elders in providing counsel and oversight for the direction of the campus, as well as discipleship, care, and support of women at the campus level.

### Illume:

- Central Illume Team: Prayerfully sets the vision and direction for all central women's gatherings.
- Illume Campus Directors/Reps: Supports the promotion and engagement with centrally run Illume events, as well as hosts community building events at the campus level.

### Women's Connections:

- This is a campus staff position that oversees all female connection requests, women's groups, and core groups while also partnering with our Women's Leadership Council to oversee all women's discipleship, care, and leadership development. This position supports the connection of women to the life flow of the campus and encourages women to walk out the three core values of Vox.

## HOW

WLC	Central Illume	Women's Connections
<ul style="list-style-type: none"> <li>• Campus Pastoral Care</li> <li>• One-on-one and small group discipleship using Leader Circle 1,2 &amp; 3</li> <li>• Leadership within one area of ministry, inc Care, Marriage &amp; Family, Prayer or Spiritual Life</li> </ul>	<ul style="list-style-type: none"> <li>• New Year Kickoff (Streamed)</li> <li>• Spring Retreat</li> <li>• Worship Night</li> <li>• Fall Kickoff (Streamed)</li> <li>• Fall Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Female Connections</li> <li>• Women's Discipleship: Community Groups, Leaders Circle, CORE, Essentials, Following Jesus</li> <li>• Illume campus support</li> <li>• Women's "Care Teams": Vox Moms, Community gatherings</li> </ul>

## VISION

To create opportunities of encounter that lead to unity, growth and freedom for the women of Vox Church, a movement of women that love each other and lead together.

## KEY VERSES

"...in humility count others more significant than yourselves. Let each of you not only look to his own interests, but also to the interests of others. Have this mind among yourselves, which is yours in Christ Jesus.." Philippians 2:3-5

"As for me, I will see Your face in righteousness; I shall be satisfied when I awake in Your likeness. Psalm 17:15

"So you also are complete through your union with Christ, who is the head over every ruler and authority." Colossians 2:10

# VOX CHURCH OPERATIONS SYSTEM

## WHAT

The Operations System is composed of the following functions: Finance, Facilities, Office Management, Stewardship, Data Development, Management and Integrity, and Information Technology. The Operations System is tasked with stewarding God’s financial resources in a way that facilitates continuous growth and accountability.

## WHY

The Operations System supports church leadership and other stakeholders by providing a transparent view of present financial circumstances as well as a stable foundation for confident and proactive decision making. The operations system works as a team to strategize, collaborate, and facilitate best practices in all financial aspects of the church to advance God’s kingdom through church operations.

## HOW

<p><b>Finance</b></p> <p>Contributions</p> <ul style="list-style-type: none"> <li>• Manage the funds provided by members through both campus and online giving platform with integrity</li> </ul> <p>Annual Budget</p> <ul style="list-style-type: none"> <li>• Plan the allocation of resources to accomplish ministry and financial goals, leveraging technology to ensure completeness and accuracy</li> </ul> <p>Working Capital Management</p> <ul style="list-style-type: none"> <li>• Steward God’s financial resources in a way that facilitates continuous growth and long-term financial health</li> </ul> <p>Compliance</p> <ul style="list-style-type: none"> <li>• Ensure compliance with applicable accounting laws, church financial policies and reporting</li> </ul>	<p><b>Office Management</b></p> <p>Office Operations</p> <ul style="list-style-type: none"> <li>• Management of the central office and all daily tasks including cleaning, maintenance, work order requests, room reservations, vendor relationships, receiving, purchasing, and inventory</li> </ul> <p>Staff Hospitality &amp; Support</p> <ul style="list-style-type: none"> <li>• Provide daily coffee and snacks, assist with special staff events and meals, receive and fulfill staff requests for volunteer manpower, and orient new staff to the office</li> </ul> <p>Guest &amp; Member Service</p> <ul style="list-style-type: none"> <li>• Respond to incoming email, calls and voicemails, receiving visitors, give tours, and process membership covenants</li> </ul> <p>Volunteer Management</p> <ul style="list-style-type: none"> <li>• Recruitment, onboarding, scheduling, training, supervising, and recognizing the efforts of central office volunteers</li> </ul>
<p><b>Real Estate and Facilities</b></p>	<p><b>Stewardship</b></p>

<p><b>Venue Management</b></p> <ul style="list-style-type: none"> <li>• Maintain positive relationships with vendors and continue active contract negotiations</li> </ul> <p><b>Real Estate activities</b></p> <ul style="list-style-type: none"> <li>• Facilitate banking and loan activity to fund existing and future projects</li> <li>• Track current construction expenditures and support existing projects</li> </ul>	
<p><b>Data</b></p> <p><b>Data Integrity</b></p> <ul style="list-style-type: none"> <li>• Consists of 3 main categories: input (data entry), management (processes and integrations), and output (reporting)</li> </ul> <p><b>Data Development</b></p> <ul style="list-style-type: none"> <li>• Solving ministry problems and innovating solutions by developing Rock RMS</li> </ul>	<p><b>IT</b></p> <p><b>Device Management</b></p> <ul style="list-style-type: none"> <li>• Procure all devices and provide support/maintenance of them</li> </ul> <p><b>Network and Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Install, configure, and manage network activity</li> </ul> <p><b>Software</b></p> <ul style="list-style-type: none"> <li>• Procure, manage, and integrate new software with existing platforms to execute church's mission</li> </ul>

## VOX CHURCH OUTREACH SYSTEM

### WHAT

The OUTREACH department is how we mobilize our church community to display the love of Christ through word and deed as we serve the greatest needs in our communities.

### WHY

We believe that one transformed life can lead to multiple transformed lives, which can then lead to transformed generations, producing a transformed city. Our church as a whole exists *for the glory of God and the transformation of the city*.

### WHO

The Outreach Department is led by the Central Outreach Director in coordination with Regional Outreach Directors. Both central roles seek to support, resource, empower, and equip Volunteer Local Outreach Directors and Campus Pastors at each location as they execute outreach at a campus level.

### GOAL

The goal of each outreach opportunity is to partner with a local organization or agency that aligns with the campus outreach focus areas.

### KEY VERSE

<sup>18</sup>All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: <sup>19</sup>that God was reconciling the world to himself in Christ, not counting people's sins against them. And he has committed to us the message of reconciliation. <sup>20</sup>We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God. <sup>21</sup>God made him who had no sin to be sin for us, so that in him we might become the righteousness of God." 2 Corinthians 5:18-21

# HOW

<p style="text-align: center;"><b>1. Three Tiers of Outreach</b></p> <p><u>Awareness:</u> to introduce people to Christ or winsomely attract people to attend church. We actively work to build relationship with those we meet and connect them to Jesus or to our church, or both! Examples include: 5K run booth opportunities, vendor markets, sports team sponsorships</p> <p><u>Community Engagement:</u> Tangibly blessing our city and strategically serving its needs through intentional relationship building and connection Examples include: events tied to community needs, impact groups serving regularly with local organizations, Serve Our City Days, Prayer Walks, Church Partnership Service Events</p> <p><u>Community Development:</u> This is where we serve the cause of seeing our cities transformed. It takes a neighborhood- by-neighborhood approach and focuses on one area at a time, through strategic and long-term neighborhood partnership. Examples include: school partnerships, community management team engagement, community centers &amp; substation involvement</p>	<p style="text-align: center;"><b>2. Local Community Partnership</b></p> <ul style="list-style-type: none"> <li>• Identify Outreach Opportunities             <ul style="list-style-type: none"> <li>○ Campuses identify local partners and serving opportunities that align with their campus specific focus areas.</li> </ul> </li> <li>• Campus Outreach Director Development             <ul style="list-style-type: none"> <li>○ Volunteer Directors receive a training and development schedule in December for the upcoming year</li> <li>○ Each training includes emphasis on:                 <ul style="list-style-type: none"> <li>▪ Outreach Worldview &amp; Outlook</li> <li>▪ Administrative Systems Based Updates</li> <li>▪ Soul Health Check-In</li> <li>▪ Leadership Skill Development</li> </ul> </li> <li>○ Each Volunteer Campus Outreach Director is responsible for building a team to help execute outreach at a campus level</li> </ul> </li> <li>• Nurture Relationships &amp; Develop Partners             <ul style="list-style-type: none"> <li>○ The Volunteer Director and Campus Pastor work to establish, develop, and maintain strong relationships with community organizations.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>3. Church-wide Events</b></p> <p>There are three major outreaches that take place each year across our entire church:</p> <ul style="list-style-type: none"> <li>A. Easter – You’ve Been Egg’d (1<sup>st</sup> Quarter)             <ul style="list-style-type: none"> <li>a. Vox Kids &amp; Vox Outreach partner on this event to deliver egg hunt kits to our family’s doors with everything they need to set up an egg hunt for another family they know who doesn’t go to church as an intentional invitation.</li> </ul> </li> <li>B. Serve Our City Days (2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter)             <ul style="list-style-type: none"> <li>a. These take place twice a year (June &amp; October)</li> <li>b. Each campus has at least one serving opportunity available for their church community to participate in with the goal that all of our campuses are serving local partners across the region on the same day.</li> </ul> </li> <li>C. Thanksgiving Food Drive (4<sup>th</sup> Quarter)             <ul style="list-style-type: none"> <li>a. In partnership with local food banks and organizations distributing</li> </ul> </li> </ul>	<p style="text-align: center;"><b>4. Systems &amp; Planning</b></p> <ul style="list-style-type: none"> <li>• Outreach Event Planning             <ul style="list-style-type: none"> <li>○ Each Volunteer Campus Outreach Director and Campus Pastor will meet each April &amp; October with the Central or Regional Outreach Director to begin to brainstorm their outreach calendar for the next 6 months</li> </ul> </li> <li>• Mid-Block Budget Meetings             <ul style="list-style-type: none"> <li>○ These take place in March &amp; September to give Campus Pastors &amp; Volunteer Local Directors a current status on their spending and what funding remains to ensure disciplined and strategic spending.</li> </ul> </li> <li>• Event Link             <ul style="list-style-type: none"> <li>○ All events need to be submitted through our Event Link process to ensure that they are added to the communication calendar and placed on the main church calendar.</li> </ul> </li> <li>• Local Outreach Webpage</li> </ul>

Thanksgiving Baskets, our church community will receive re-useable shopping bags with a list of items to purchase based on the needs of the local organization. Members bring back the bags with food items and local teams deliver to partners for distribution efforts.

- Local Volunteer Directors should also plan to upload any outreach opportunities to the local outreach webpage that will display all of the serving opportunities for our church community.



## VOX CHURCH PREACHING SYSTEM

### WHAT:

The Preaching System is how we preach and teach God's Word at our weekly services.

### WHY:

At Vox we believe that preaching the Bible is central to the health and life of the church (1 Cor 1:21, 2 Tim 4:2). God's preached Word reshapes us into the image of Jesus and serves as the rudder of the ship in the local church. Preaching God's Word leads unbelievers to Jesus and strengthens and matures believers.

### WHO:

The Preaching System is directed by the Lead Pastor and his executive assistant.

### HOW

The Preaching System has four steps:

#### 1. Build the Calendar

a. June through September of each year, the Lead Pastor will seek God for themes for the coming year. This process includes times of discussion and reflection with the Central Leadership Team (CLT), communication with Campus Pastors (CPs) and Department Heads (DHs) and times of prayer and fasting.

b. A team of key leaders chosen by the Lead Pastor will be gathered in October of each year to flush out and finalize the next year's quarterly themes. This group may include CPs, DHs, CLT and others. Once themes have been clearly defined, this team will meet monthly November through March to finalize church-wide initiatives and resources built on these themes.

c. In November through February of each year, the Lead Pastor will finalize with the Creative Team the names of each sermon series and the preaching calendar for the year. Special videos and other elements will be finalized no later than March 1 for the full year.

#### 2. Prepare for Impact

a. January through March of each year, the promotion calendar will be finalized between the Lead Pastor and the Communications Team.

b. Artwork for all series and resources for the year will be added to the annual calendar, with deadlines matching the preaching calendar.

- c. The timeline for all resources will be finalized for the year no later than March 1.
  - d. The Preaching Development Team will meet monthly to continue to grow the pool of high-level preachers at Vox.
  - e. The Production Team will film a backup sermon each week, on Thursdays if possible. At this filming, the pastors give feedback to the preacher to improve the sermon.
3. Preach the Weekly Gathering
- a. Each week, a 35- to 45-minute sermon is preached and recorded.
  - b. A time of ministry response allows for the congregation to act on the message and seek God.
  - c. Vox Online streams each Sunday to expand the impact beyond the campus locations.
4. Extend Our Reach
- a. The tools and resources connected with the sermon are distributed to the congregation.
  - b. Anyone who filled out a welcome card or requested more information is followed up with promptly.
  - c. Community group questions mirror the sermon for application throughout the week.
  - d. Podcast and video of the sermon are posted no later than Monday.
  - e. Social media leverages clips weekly to extend the reach of the content.

## VOX CHURCH SERVANT TEAM SYSTEM

### WHAT

The Servant Team System is the method in which we intentionally love and serve our church members and the broader community through the many volunteers who are the hands and feet of seeing the Gospel advance throughout New England.

### WHY

We serve because he first served us. We believe in the life-giving power of service and sacrifice. The Vox Servant Team exists to create a Sunday experience where the love and kindness of Jesus is extended to every guest to soften their hearts to receive the Gospel. We serve together for the glory of God and the transformation of our cities.

### WHO

The Servant Team System is led by the Central Servant Team Director and includes the involvement of:

- Servant Teams – Includes our volunteers, captains, and directors for Load in/out, Greeting, Hospitality, Ushering, Security, and Next Steps
- Campus Coordinators – Oversees campus operations, servant team development, and administration for their campus.
- Connections Directors – Oversees the assimilation of attendees into deeper connection and participation in our church through one-on-one development, personal data management, and connection events.

### KEY VERSE

They devoted themselves to the apostles' teaching and to fellowship, to the breaking of bread and to prayer. Everyone was filled with awe at the many wonders and signs performed by the apostles. All the believers were together and had everything in common. They sold property and possessions to give to anyone who had need. Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, praising God and enjoying the favor of all the people. And the Lord added to their number daily those who were being saved. ACTS 2: 42-47

# HOW

## Build

We have a passion for building the local church. We do this through two avenues: campus operations and volunteers.

*Campus Operations* - We develop efficient systems for campus operations to help create lobby environments that are eye-catching and impactful. We are always looking for ways to increase our efficiencies to reach more people. We have Standards for Campus Lobby Operations that are routinely updated. We also assess our campuses twice a year locally through our Campus Assessment to help develop effective goals to sharpen our systems.

*Volunteers* - We build and recruit teams of volunteers through our First Serve Program and Servant Team Expo. Our heart is to help people find the right fit serving in the church.

## Connect

We want everyone who attends our church to be connected to the body. Their first step to getting connected is through our Next Steps Team, which consists of trained members passionate about helping people find their best next step into community at Vox. They are trained through the framework of our Discipleship Funnel but also share and promote about upcoming Central and Campus Special Events.

## Equip

We believe it is our duty to equip our people for the work of the ministry (Ephesians 4:12). We do this in a couple of different ways:

- Soul Over Skill - We have a yearly calendar of ways we are intentionally teaching and discipling our teams to grow in their relationship with Jesus.
- Team Trainings - Three times a year, we intentionally train our teams with new initiatives and share vision as to where we are going as a church.
- Leadership Development - We are always looking for the next round of leaders and wanting to build intentional relationships and growth plans to assist them in growing closer to Jesus and finding their place leading our church.

## Grow

Our vision as a church is to reach New England with the Gospel. Our intentions as we build, connect, and equip is to have people ready, willing, and joyful to go out, lead, and plant the next Vox location. Our systems, team development practices, and focuses are developed to grow our current locations and still continue to expand and spread the lifestyle of authentic Christianity across New England.

See Campus Launch Recruitment, Campus Launch Meetings, and Campus Launch Operations Budget for more information.

## SPIRITUAL CARE SYSTEM

### Vox Spiritual Life

What: The Spiritual Life System is the way we:

- Foster a contending and effective prayer culture
- Provide care for people who are hurt or struggling
- Invest in people for the purpose of authentic, transformative spiritual growth.

Why: Vox Spiritual Life ministry places a high priority on prayer and intercession. We also recognize that Church should be a place that provides both support and opportunities for people in the various seasons of life. This means caring for those that are hurting or struggling, as well as helping people grow deeper in each stage of following Jesus.

We do this in three ways: Prayer, Care and Spiritual Investment.

Who: The Pastor of Spiritual Life oversees this ministry centrally. With Central support and partnership, Campus Pastors and their Leadership Teams lead the way in each of these three areas.

### How We Do It:

#### 1. We Pray for People

- Prayer is a priority for every Vox ministry. Our Vox Team gathers each week to intercede for specific ministries, upcoming Vox initiatives, revival in our cities, and for those who are far from God.
- Prayer is a priority at every Vox Campus. Each campus has a trained and trusted prayer team who pray pre-service and post-service. Every week these teams minister salvation, healing, and freedom. At each campus, we gather monthly for corporate prayer.
- Prayer & Fasting Cadence – our Vox Team sets aside two weeks each year to seek God through prayer and fasting. We invite the whole church to join us for one of those weeks.

#### 2. We Care for People

- Recognizing that there are times when people need extra care, we offer support groups for those who are hurting. This includes Grief & Loss Support, Divorce

Care and Redemption Groups. Using biblical-based curriculum, these groups provide a safe community for men and women to process their hurts, losses, and struggles. Spiritually mature and equipped Vox members shepherd each group. The goal of each group is to encounter God and build community.

- Our first course of action is to pray for and support those who are hurting, but we also recognize the importance of outside help. As needed, we refer to Christian professional counselors by keeping an up-to-date list counseling list at each campus.

### 3. We Invest in People

- Believing that all of life flows from union with Christ, we make time to invest in the spiritual formation for those who desire to grow. This happens in a variety of settings; one-on-one, small group and workshops. Spiritual investment often focuses on freedom in Christ, emotional health, and spiritual practices or disciplines.
- Vox Encounter weekends provide an opportunity to unplug, meet with God and experience freedom. The weekend consists of teaching, reflection, and prayer.
- Through our Campus Leadership Pipeline, we invest in men and women who sense a call from God towards leadership on a campus level.
- Working with Vox Creative, we provide resources and content that encourage healthy spiritual habits leading to transformation.
- Partnership with our Vox Mental Health Roundtable provides training and tools for our Pastoral Team.

## VOX CHURCH TEAM DEVELOPMENT SYSTEM

### WHAT

The mission of Vox Team Development is to build a healthy and productive culture that creates an energized & engaged team.

### WHY

As the “outer calling” of Vox Church continues to expand, the “inner character” of the Vox Team needs to grow and expand with it to support the weight of that calling. The Vox Team strives to be a team that is both “Healthy and High-Performing”; a team that works hard but does so in a way that is sustainable over the long-haul.

### WHO

The Team Development System is led by the Executive Pastor, the Team Development Coordinator, and the Team Development Assistant.

### HOW

There are seven components that, when achieved, will lead to this experience for Vox Team Members:

The seven components to the Vox Team Culture are:

1. Vision: Our Team Knows That What They Do Matters
2. Team: Our Team Experiences Being Known and Part of an Incredible Team
3. Professional Excellence: Our Team Members are Trained, Developed, and Given Opportunity to Do What They Do Best
4. Spiritual Life: Our Team Loves and Pursues Jesus Together
5. Staff Wellness: Our Team Feels Cared For, Valued and Invested In
6. Fun, Celebration & Appreciation: Our Team Values Fun and Celebration and Feels Appreciated
7. Compensation & Benefits: Our Team Is Adequately Compensated for What They Do

## CAMPUS PASTOR ON-RAMP

The Campus Pastor On-Ramp serves as a 9-month introduction to Vox Church culture. Over the next 9 months, you will be introduced to several key books that have influenced our thinking. You will also interact with potentially challenging scenarios, Campus Pastor training documents, theological questions, and the 7 Distinctives of Vox Church.

Going through this material serves a few purposes. First, it helps you understand the “Vox Lens” through which we see the world and the culture that we are so deeply committed to. You will find that as a church, we are highly intentional in all that we do, and this on-ramp is a critical step in understanding the “why” of those things. Additionally, it serves as a weekly “check-in” with your supervisor, where you share the successes and struggles that you are facing, receive coaching and talk through next steps for the launch.

Each week, come prepared with your thoughts and ready to share on the topic or assignment of the previous week. Prepare to give it 30-60 minutes each week so that you can be ready to share what you think about the content you have interacted with, questions that have arisen, and how it applies to your life and leadership.

During your first six months at Vox, plan to attend both a Prayer Training session and Encounter Weekend, and then debrief these with your supervisor. If you are married, it would be great if your spouse can attend these with you if possible.



## NEW STAFF ON-RAMP || MONTH 1

### READING // BOOK: Bury Your Ordinary

Read the book and answer the following two questions:

1. What was the single most impactful thing I learned?
2. What are three things I will do differently as a result of this book?

### WEEK 1 // SCENARIO

A new person comes to the church and comes up to you after service and says, "I liked the service today, but to be honest, I really prefer live preaching. Why doesn't the pastor here preach every week? Is he not really a pastor?"

What is your response?

### WEEK 2 // DOCUMENTS TO REVIEW

- *Understanding the M3 Process*
- *Understanding Directional Team*
- *Navigating an Effective Time of Ministry*

Read the article and bring your thoughts and questions to your meeting with your supervisor.

### WEEK 3 // THEOLOGY QUESTION

Answer the following question in written form and submit to your supervisor to discuss. "How do you know we can trust the Bible?"

### WEEK 4 // DISTINCTIVES

Distinctive #1: We are Married to the Message

Write about what this distinctive means, how it affects your daily life and how it impacts your leadership, then submit it to your supervisor.

## NEW STAFF ON-RAMP || MONTH 2

### READING // BOOK: *VOLUNTEER REVOLUTION*

Read the book and answer the following two questions:

1. What was the single most impactful thing I learned?
2. What are three things I will do differently as a result of this book?

### WEEK 1 // SCENARIO

A new person comes to the church and comes up to you after service and says, "I like the church and think the worship and preaching are great, but the lights and environment make me think it's more of a concert. Can't we turn the music down and turn off those moving lights?"

How do you respond?

### WEEK 2 // DOCUMENTS TO REVIEW

- *Pioneering Spirit*
- *Learning and Reaching the City*

Read the article and bring your thoughts and questions to your meeting with your supervisor.

### WEEK 3 // THEOLOGY QUESTION

Answer the following question in written form and submit to your supervisor to discuss: "How can a loving God send people to Hell?"

### WEEK 4 // DISTINCTIVES

Distinctive #2: We are Contenders

Write about what this distinctive means, how it affects your daily life and how it impacts your leadership, then submit it to your supervisor.

## NEW STAFF ON-RAMP || MONTH 3

### READING // BOOK: *EMOTIONALLY HEALTHY LEADER*

Read the book and answer the following two questions:

1. What was the single most impactful thing I learned?
2. What are three things I will do differently as a result of this book?

### WEEK 1 // SCENARIO

You asked Nate, a coworker, to help you on a project to get ready for Christmas and he didn't get it done the way you wanted or by the time you asked him to finish it. This is the second project in a row you have asked him to work on that hasn't turned out right and you are pretty frustrated with him.

What do you do next?

### WEEK 2 // DOCUMENTS TO REVIEW

- *The Pressure*

Read the article and bring your thoughts and questions to your meeting with your supervisor.

### WEEK 3 // THEOLOGY QUESTION

Answer the following question in written form and submit to your supervisor to discuss: "Why is homosexuality wrong? Shouldn't faithful, monogamous, homosexual marriage be ok?"

### WEEK 4 // DISTINCTIVES

Distinctive #3: We are Pioneers

Write about what this distinctive means, how it affects your daily life and how it impacts your leadership, then submit it to your supervisor.

## NEW STAFF ON-RAMP || MONTH 4

### READING // BOOK: *CULTURE CODE*

Read the book and answer the following two questions:

1. What was the single most impactful thing I learned?
2. What are three things I will do differently as a result of this book?

### WEEK 1 // SCENARIO

One of your leaders comes to you and says, "I was at a community group the other night, and the leader had some poor things to say about our church to the group. I just thought you should know."

What's the next move? What do you advise the leader to do?

### WEEK 2 // DOCUMENTS TO REVIEW

- *Leading Someone to Jesus*

Read the article and bring your thoughts and questions to your meeting with your supervisor.

### WEEK 3 // THEOLOGY QUESTION

Answer the following question in written form and submit to your supervisor to discuss: Explain complementarianism, egalitarianism, and how Vox Church handles women in ministry.

### WEEK 4 // DISTINCTIVES

Distinctive #4: We are Students of Culture

Write about what this distinctive means, how it affects your daily life and how it impacts your leadership, then submit it to your supervisor.

## NEW STAFF ON-RAMP || MONTH 5

### READING // BOOK: *WILD AT HEART*

Read the book and answer the following two questions:

1. What was the single most impactful thing I learned?
2. What are three things I will do differently as a result of this book?

### WEEK 1 // SCENARIO

A new person at the church comes to you and says, "I really like the church, but I want to spend some time with Justin before becoming a member. When can I get a lunch with him? I've called and emailed, but I always end up being called by someone else and it's clear he's not willing to make time for me, and I'm getting incredibly frustrated."

What is your response?

### WEEK 2 // DOCUMENTS TO REVIEW

- *Roadmap to 200*

Read the article and bring your thoughts and questions to your meeting with your supervisor.

### WEEK 3 // THEOLOGY QUESTION

Answer the following question in written form and submit to your supervisor to discuss:  
Are Allah and God the Father the same?

### WEEK 4 // DISTINCTIVES

Distinctive #5: Our Relationships Build Muscle

Write about what this distinctive means, how it affects your daily life and how it impacts your leadership, then submit it to your supervisor.

## NEW STAFF ON-RAMP || MONTH 6

### READING // BOOKS: 5 DYSFUNCTIONS OF A TEAM & ONE MINUTE MANAGER

Read the book and answer the following two questions:

1. What was the single most impactful thing I learned?
2. What are three things I will do differently as a result of this book?

### WEEK 1 // SCENARIO

You walk into church on a Sunday morning and notice that a member of the worship team is wearing a shirt that says, "Blue Lives Matter."

What is your response?

### WEEK 2 // DOCUMENTS TO REVIEW

- *Pastoral Care*

Read the article and bring your thoughts and questions to your meeting with your supervisor.

### WEEK 3 // THEOLOGY QUESTION

Answer the following question in written form and submit to your supervisor to discuss:  
Are Allah and God the Father the same?

### WEEK 4 // DISTINCTIVES

Distinctive #6: We Thrive in Cultural Centers

Write about what this distinctive means, how it affects your daily life and how it impacts your leadership, then submit it to your supervisor.

## NEW STAFF ON-RAMP || MONTH 7

### READING // BOOK: *POWER HEALING*

Read the book and answer the following two questions:

1. What was the single most impactful thing I learned?
2. What are three things I will do differently as a result of this book?

### WEEK 1 // SCENARIO

A couple comes to you and asks you to marry them. As you hear about their story, it comes out that the gentleman was married and left his wife 18 months ago under a set of sketchy circumstances.

What is your response to their request and why?

### WEEK 2 // DOCUMENTS TO REVIEW

Read the article and bring your thoughts and questions to your meeting with your supervisor.

### WEEK 3 // THEOLOGY QUESTION

Answer the following question in written form and submit to your supervisor to discuss: What happens to a baby that dies? Does the child go to heaven?

### WEEK 4 // DISTINCTIVES

Distinctive #7: We Enjoy the Ride

Write about what this distinctive means, how it affects your daily life and how it impacts your leadership, then submit it to your supervisor.

## NEW STAFF ON-RAMP || MONTH 8

### READING // BOOK: *21 LAWS OF LEADERSHIP*

Read the book and answer the following two questions:

1. What was the single most impactful thing I learned?
2. What are three things I will do differently as a result of this book?

### WEEK 1 // SCENARIO

It comes to your attention that one of your worship leaders slept with his girlfriend last night. It's Friday, and he's scheduled to lead worship on Sunday.

What is your immediate response and what is your longer-term plan?

### WEEK 2 // DOCUMENTS TO REVIEW

- *Building the Net*
- *Sermon Preparation Process*
- *Rules for Preaching*

Read the article and bring your thoughts and questions to your meeting with your supervisor.

### WEEK 3 // THEOLOGY QUESTION

Answer the following question in written form and submit to your supervisor to discuss:  
How can there possibly be just one true religion?



## NEW STAFF ON-RAMP || MONTH 9

### READING // BOOK: *IT*

Read the book and answer the following two questions:

1. What was the single most impactful thing I learned?
2. What are three things I will do differently as a result of this book?

### WEEK 1 // SCENARIO

A person comes up to you during worship and says, "I have a word from the Lord that I need to share during the service. When can I get up and share it?"

How do you respond?

### WEEK 2 // DOCUMENTS TO REVIEW

- *Ministry Time Effectiveness*

Read the article and bring your thoughts and questions to your meeting with your supervisor.

### WEEK 3 // THEOLOGY QUESTION

Answer the following question in written form and submit to your supervisor to discuss: In a world of evil and suffering, God, how can we believe that God is all-good and all-powerful?

## M3

### UNDERSTANDING THE M3 PROCESS

Here at Vox Church, the primary vehicle for setting goals, establishing vision, and creating accountability with team members is the "M3 Process."

Each M3 comprises three parts, the "Mountain", the "Map," and the "Measurements":

#### THE MOUNTAIN

The mountain is the vision behind the job. It answers the question, *"Why does my job exist? What is the ultimate goal of my job? How does my department and my specific job fit into the vision and mission of Vox?"*

To create a clear picture of the mountain, every Vox Team Member will go through an exercise called a "Vision Script" in which they help shape and craft the "vision" for their specific role.

Once having gone through the exercise, every team member at Vox should be able to:  
Outline a picture of where they want to be in their role here in the next eighteen months.  
Outline a dream of where they think they may be in the next three years. Does their picture line up with where the church is heading? What skills will have to be developed? How do they plan to develop them?

If you are new to the Vox Team, you will likely not have all these answers yet. You are likely just beginning to get your mind around the role as it is, nevermind where it's going! That is ok, just use the exercise to get familiar with it, not necessarily to get all the answers this first time around.

The Vision Script Process is outlined over the next seven pages. All Vox Team Members are encouraged to set aside a few hours to prayerfully dream. As it comes into view, this one-page summary will serve as the first page of the M3.

## VISION SCRIPT

Andy Stanley tells us, *“Vision is a clear mental picture of what could be, fueled by the conviction that it should be. Vision is a preferred picture. A destination. Vision always stands in contrast to the world as it is.”*

A compelling vision of the future sparks motivation, provides direction for our teams, and guides daily strategy and decision-making. How can you create a picture like that for your team/department?

Vision is an act of seeing what the future could be and then articulating that potential in a way your team can follow into the future.

The first thing you need to get started drafting your Vision Script is distance. It’s hard, if not impossible, to craft a Vision Script in the midst of day-to-day business. It’s important to step outside the hustle and bustle so you can see beyond it.

Go ahead and schedule time to work on your Vision Script. Setting aside the necessary time is a way of focusing your intention and clarifying what you want to accomplish. I recommend giving yourself an entire day, preferably outside the office: a hotel, retreat center, Airbnb, back corner of a public library, or even a coffee shop. Anywhere works as long as you won’t be interrupted. Something remarkable happens when you unplug from the constant noise, distraction, and pace of life in order to think, ponder, and get in touch with your thoughts and desires.

Think of yourself as standing in tomorrow—say, three-to-five years from now. Imagine the future you see for your campus/department/team. What do you see? What does it look like? We’re going to look through two key areas: “impact” and “team.”

## IMPACT

How will what you do benefit those who call Vox Church home? What are the ministries or services you offer? What problems will you solve for people? Where will your ministry/team/department go next?

Ask:

What’s at stake?

Whom do I help?

What value does this ministry bring?

What problems does my ministry solve?

How are the lives of those I serve different as a result of what I do?

How do I reach those I intend to serve?

What do I stand to lose by waiting?

## TEAM

The right team will enable you, as the leader, to focus on what you do best. They'll execute strategy, take care of your customers, and cultivate new ones. The right team will blow you away with their ideas, ambition, skills, and know-how. So, what does the ideal team look like to you three years out?

To begin, ask:

What kind of teammates do you want to attract?

What characteristics do they all share?

What makes people want to join my team?

What will this team value?

How will I attract top people?

For both the Impact and Team section, you will want to use a separate piece of paper to answer those questions. They may fill up several pages, that's ok. Push yourself to dream. Don't settle for easy answers.

## CRAFTING YOUR VISION SCRIPT

Now, how should you write your Vision Script? A lot of leaders ask this, especially if writing isn't their strong suit. Don't worry. Every Vision Script looks different depending on the leader who creates it. You can write yours as a detailed narrative. But you can also just go with a list of bullet points. It depends on what flows most naturally for you and what helps you best envision your desired future.

When describing this future, write in the present tense, as though your vision has already happened. You also want to ensure it's clear, inspiring, and practical. Clear means your words are concrete and explicit. Inspiring means it excites you and others who read it. Practical means it's specific enough to set strategy and hire to it.

Begin articulating sentences that describe your preferred future.

*For example, "I imagine a family that, a church where, a marriage in which...."*

(You may want to use additional pages for writing this out, then add your final Vision Script below).

## VISION SCRIPT

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The vision of Vox Church is to see New England become the most spiritually vibrant place on earth. How does your vision for your area/department intersect with that vision? What part do you have to play?

## DEVELOPING A PERSONAL MISSION STATEMENT

Mission and vision are similar, but each carry its own unique purpose. Whereas vision is a picture of the future that produces passion, mission provides clarity by the identity and scope of your ministry. An effective mission statement will keep you on task by answering four questions:

Who are we?

Whom do we serve?

What problem do we solve?

What transformation do we bring?

A personal mission statement clarifies direction and creates boundaries. Without a clear mission, you can easily drift off target and head into either too many directions, or the wrong direction.

These boundaries will provide clarity and direction in all areas of life. They will also help you face every decision and all adversity with calm, resolve, and perspective.

When something comes up that is outside of the boundaries you've chosen and set for yourself, you don't even have a decision to make. It's that simple.

This is why your mission statement needs to fill you with certainty. Write it in the same way that you speak; in a way that lights you up. Use words that evoke positive emotions. An effective mission statement is tightly worded, sharply focused, and memorable, typically no longer than a few sentences.

When you recite your mission statement, you want it to fill you with a renewed sense of energy and gratitude—of how fortunate you are to have another day and a fresh opportunity to live your purpose.

TO BEGIN CREATING YOUR MISSION STATEMENT, ANSWER THE FOLLOWING FOUR QUESTIONS:

[You may have a head start on some of this from the vision section.]

Who are we? (Your team/ministry/department)

*What are we known for? What do we want to be known for? What do we value above all else?*

Whom do we serve?

*Who is impacted by what we do? What would happen if we stopped doing what we do?*

What problem do we solve?

*What burns in our heart? What can we no longer sit by idle and see? What problems are we compelled to engage with?*

What transformation do we bring?

*How are lives transformed as a result of what we do?*

Once you've finished, trim down your thoughts, cutting each paragraph down to one sentence.

Leave only what excites you, gives you certainty, and inspires you to act right now. Don't worry if the sentences aren't perfect. You're not finished yet.

## DRAFTING YOUR MISSION STATEMENT

In a moment, you're going to take all your answers and use them to compose the first draft of your personal mission statement. As you do so, keep the following in mind:

Keep it Short. Sum it up in one sentence. Remember: this is your single most important message.

2. Get Feedback. Your spouse, mentors, and close friends can provide you with valuable insight.

3. Stay Flexible. Since you are constantly growing and learning, your mission statement will almost certainly evolve.

Here are some examples:

Warby Parker: *To offer designer eyewear at a revolutionary price, while leading the way for socially conscious businesses.*

Cradles to Crayons: *Provide children from birth through age 12, living in homeless or low-income situations, with the essential items they need to thrive – at home, at school and at play.*

Invisible Children: *To end violence and exploitation facing our world's most isolated and vulnerable communities.*

North Point Church: *To lead people into a growing relationship with Jesus Christ.*

Remember, your purpose is supposed to fill you with anticipation and excitement. If you're not energized, take a step back.

With that in mind, write your first draft below:

Mission Statement:

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## FINAL WORDS

Rewrite your mission statement. Say it out loud. Rewrite it again. Say it out loud.

Repeat this process as many times as needed until it resonates deep in your soul.

## VOX MISSION STATEMENT

Vox Church exists to spread the lifestyle of authentic Christianity for the glory of God and the transformation of our cities.

Consider your mission statement. How does it intersect with Vox's mission? How does your mission uniquely move the mission of Vox forward?

## THE MAP

Page 2 of the M3 is called the "Map" and describes the "day-to-day life" of the position. On it is listed the weekly schedule, recurring meetings, and ongoing duties of the position.

Here on page 2, a Team Member will include each of the ongoing responsibilities that make up their role. Again, the Example M3 listed on page 12 will serve as a guide in creating this. Think through the items that are a part of the role that happen on a recurring, ongoing basis and list them.

## THE MEASUREMENTS

Page 3 of the M3 is called the "Measurements." This is the list of goals that a Team Member is looking to achieve or advance this block. Each position will likely have two to four roles. You might also think of them like the "buckets" that the roles and responsibilities of a position have. For example, a Campus Pastor's and Department Head's Map has three main "roles" as shown below:

### *CAMPUS PASTOR:*

Campus Leadership: Directional Team, CLT, leadership development, staff management.

Pastoral Care: Discipleship, care, prayer, ministry to those in need.

City Strategy: Outreach, church partnerships, expansion.

### *DEPARTMENT HEAD:*

Team Leadership: New initiatives, expansion, personal development, staff growth.

Systems: Prototype implementation, system improvement.

Training and Development: Campus development, leadership training.

In general, for each role there will typically be between six to twelve goals.

As they are created, allow the SMART acronym to serve as a guide in how to shape these goals:

### SMART GOALS

(Specific, Measurable, Achievable, Relevant, and Time-Bound)



S: Is it *Specific*? A specific goal answers questions like: What objective needs to be accomplished? What steps will you take to achieve it?

M: Is it *Measurable*? Quantifying your goals makes it that much easier to track progress and know when you've reached the finish line. Can you track the goal?

A: Is it *Achievable*? Achievability means ensuring that your goal is within reach. Is it something your team could actually accomplish?

R: Is it *Relevant*? During this step, you evaluate why the goal matters to you and your organization. Can you identify the key benefit?

T: Is it *Time-bound*? Good goals don't stretch into infinity – they have a deadline. The final component of SMART goals is that they need to be time-bound. When will you complete this goal? By next week? Next month?

Next, the goals under each role must be prioritized. Ask the question: "If I only get one of these goals done in this area over the next four months, which one will have the greatest impact on my success? The 80/20 rule teaches us that the top 20 percent of our goals will give us an 80 percent return. *Prioritizing goals correctly is the key to success.* Do not list goals by the dates they are due but by priority and importance to the mission.

The Buddy Check:

Before meeting with their supervisor, every team member at Vox should swap their proposed M3 with a "Buddy." This Buddy should be at the same leadership level as the employee. Compare M3s. Ask them to assess your goals, receive feedback and make changes.

## EXAMPLE M3

### PAGE 1 - THE MOUNTAIN - VISION AND MISSION

MIKE SCHNEPP || EXECUTIVE PASTOR || JUNE - AUG 2021

*VISION SCRIPT (Use the document provided to develop your own version of this.)*

I see a Vox Team that is both “healthy and high-performing”; a place where Team Members thrive both personally and professionally. This Team will live with a deep sense of vision for what they do and for what Vox is called to see change in our lifetime. They will “know and be known” and experience the excitement of working alongside incredibly talented teammates. The Vox Team will be well-trained, developed and given opportunity to do what they do best. Along the way, it will be a fun and exciting place to work, filled with joy, laughter and celebration in the highest moments, and support, care, and investment in the valleys. As the “outer call” of God on Vox continues to expand, the “inner character” of the Vox Team must be growing along with it.

### MISSION STATEMENT

To build, develop and lead a Vox Team that is gifted, anointed, healthy and high-performing.

### PAGE 2 - THE MAP - ONGOING RESPONSIBILITIES

[Be sure to keep this to one page. Do not list every single thing that you do each week. You can block them together in larger groups or “buckets.”]

### WEEKLY SCHEDULE:

Sunday 7-1, Mon 8:30-5, Tue 8:15-5, Wed 8:30-5, Th 8-5, Fri 9-1

### RECURRING MEETINGS:

New Haven Directional Team Meeting [Weekly - Tuesdays 12:30-1:30]

Campus Pastor Meeting [Weekly - Thursdays from 9:30-12]

New Haven Campus Leadership Team [Monthly - Second Wednesday 6-9pm]

Central Elder Team [Monthly - Varying Dates, 4-6 hours]

Check-Ins with Reports [6 weekly, 30-minutes each]

Manager Development Training [Monthly, 1 hour]

Executive Team [Weekly, 1-2 hours]

**REGULAR DUTIES:**

Lead all Team Development Systems and Initiatives

Conduct interviews of all Vox Team candidates

Lead the biannual Vox Team Goals

Lead the biweekly All-Team Meeting

Lead the weekly Campus Pastor Meeting

2-4 pastoral meetings with Vox Church members

Provide Executive Team with weekly Campus Reports

Serve as primary contact between Vox and Converge Northeast

**PAGE 3 – THE MEASUREMENTS - NEW GROUND**

**NEW INITIATIVES [ENTREPRENEUR]**

1. Create the Campus Expansion Franchise Prototype by May 1<sup>st</sup>
2. Create the “New England Together” roadmap/process we follow by Mar 1<sup>st</sup>
3. Create the Campus Leadership Team Assessment by May 1<sup>st</sup>
4. Present the Top 20 “Potential Next CPs” by Apr 1<sup>st</sup>
5. Create the Connections Director job template by Apr 1<sup>st</sup>
6. Complete a 360 Review for all staff by Dec 15<sup>th</sup>
7. Create a new Roadmap for Hiring by Nov 1<sup>st</sup>

**TEAM LEADERSHIP [MANAGER]**

1. Lead the Manager’s Development Initiative
2. Hire Positions:
3. BPT CP by April 1<sup>st</sup>
4. NHV CP Candidate by May 1<sup>st</sup>
5. SPG ACP Candidate by May 1<sup>st</sup>
6. Create and Present a NBR Campus Plan to Central Elders by May 1<sup>st</sup>
7. Map out 2021 Central & Campus Hiring Map by Dec 1<sup>st</sup>
8. Expand 4-year plan for finding CPs for Campus to Campus Leadership by Dec 1<sup>st</sup>

**NEXT LEVEL [TACTICIAN]**

1. Create the Staffing System Franchise Prototype by May 1<sup>st</sup>
2. Form a Church Efficiency Group that isolates 3 “slow points” by May 1<sup>st</sup>
3. Read 4 Organizational Leadership Books by May 1<sup>st</sup>
4. Create the Executive Team Weekly Metrics Plan
5. Present a CLT Team Assessment and Audit and present by Dec 1<sup>st</sup>

## 6. Launch Church-Wide Leadership Development Plan by Nov 1<sup>st</sup>

### M3 PROCESS FOR VOX MANAGERS

For all Vox Team managers, use the following process to conduct M3 meetings:

Team Members will meet for M3s with their managers in the months of January, May, and September. These months will consist of at least two meetings each. The first meeting, typically occurring in the beginning of the designated months, will cover the following topics:

#### FIRST MEETING:

##### GETTING ON THE SAME PAGE

*How are things going overall?*

*What are you enjoying most about your role?*

*What were some key successes from last block?*

*What do you need more input on from me? Less input from me?*

*What people in your world right now are life-giving? Draining?*

##### REMOVING ROADBLOCKS

*If I could do one thing to make your job easier, what would it be?*

*Within the Vox Team, what do we need to keep doing, start doing, or stop doing?*

*What were some important disappointments or frustrations from this block?*

*What took up more time than expected?*

##### M3 REPORT

Review the Mountain. Are you on the same page?

Review the Map. Consider how many meetings the Team Member is in, or if they are a part of teams or things that are not critical for their role.

Walk through the Measurements line by line, with the team member giving a report on how each goal went.

Ask the team member to walk you through and explain the new, proposed M3.

##### SECOND MEETING

The second meeting of the M3 will typically occur one to three weeks after the first meeting. (In times of significant transition, a third meeting may be needed.) This second meeting will consist of the following:

Give the Team Member two to three things that are going well, with examples.

Give the Team Member two to three things that are opportunities for growth or improvement, with examples.

Walk through the new goals, talking through any new goals you added or any proposed goals that you took away. Also walk through the re-prioritization of goals, explaining why some are more important than others.

Clarify that every goal is "Smart" and explain any changes you made.

Ask your Team Member to send you a final copy within one week's time.

Team Development will reach out for a copy of each M3 for archival at the end of each M3 month.

## MANAGER'S M3 MEETING TEMPLATE

### FIRST MEETING:

The goal of the first meeting is to hear from the team member on how things are going. Use the following three sections, and the questions within, to guide the conversation:

#### 1. GETTING ON THE SAME PAGE

- a. How are things going overall?
- b. What are you enjoying most about your role?
- c. What were some key successes from last block?
- d. What do you need more input on from me? Less input from me?
- e. What people in your world right now are life-giving? Draining?

#### 2. REMOVING ROADBLOCKS

- a. If I could do one thing to make your job easier, what would it be?
- b. Within the Vox Team, what do we need to keep doing, start doing, or stop doing?
- c. What were some important disappointments, frustrations from this block?
- d. What took up more time than expected?

#### 3. M3 REPORT

- a. Walk through the M3 line by line, with the employee giving a report on how each goal went.
- b. Ask the team member to walk you through and explain the new, proposed M3

### SECOND MEETING:

1. Give the Team Member 2-3 things that are going well, with examples
2. Give the Team Member 2-3 things that are opportunities for growth or improvement, with examples.
3. Walk through the goals, talking through any new goals you added or any proposed goals that you took away.
4. Walk through the re-prioritization of goals, explaining why some are more important than others.

5. Clarify that every goal is "Smart" and explain any changes you made.

## MANAGER'S RUBRIC FOR M3'S

As a manager, learning to properly evaluate how your direct report is doing is critical. The following serves a helpful guide for that evaluation process.

How to get a sense for how a Team Member is performing:

### 1. M3 Completion Rate

- a. In general, Team Members should accomplish 70-90% of their goals, with the highest prioritized goals being disproportionately completed. If the TM accomplishes more than 90%, try to discern if they were incredibly productive, or need to set more ambitious goals next block. If it's less than 70%, figuring out why is very important so that you can adjust for the next block and try to help them succeed quickly.

### 2. Work Ethic

- a. Do you feel like your Team Member is working appropriately hard?

### 3. Work Prioritization

- a. Is the Team Member working on the "right" things?

### 4. Attitude

- a. Does the Team Member exhibit a positive, "can do" attitude that adds life to the team and to your meetings? Do they have a positive relationship with other members on the Team? Are they excited and passionate about what they're working on?

### 5. Deadlines

- a. Does the Team Member hit the deadlines that you have set for them? Do they hand in work on time? Are they prepared for each meeting with what was asked of them at the previous meetings?

### 6. Follow-Through

- a. Do they exhibit follow-through on the things you ask of them? Can you rely on them or do you feel the need to constantly check in and remind them of things you've asked of them?

### 7. Timeliness

- a. Are they "almost always" on time for work and meetings?

8. Management
  - a. If they are a manager, how are their reports doing, and feeling about them as a manager? Are their people thriving? Frustrated?
9. Owner Mentality
  - a. Do you sense they carry an appropriate level of “ownership” in their role?
10. Vox Team Traits
  - a. Look through the list of our Vox Team Traits one by one and ask yourself: “How well is the Team Member embodying the following 10 Team Traits?” Are there any significant concerns or issues in any of these areas?

## VOX TEAM TRAITS

### 1. JESUS FIRST

a. *We make relationship with Jesus our highest priority and pursuit.*

### 2. DEEP CHARACTER

a. *We carry an identity forged in the character and calling of Jesus with a passion for the Word of God.*

### 3. CALLING OVER JOB

a. *We live with a sense of calling, driven by this mission.*

### 4. HEALTH MATTERS

a. *We attend to our own physical, emotional, relational, financial and spiritual health. We live with a plan for moving towards wholistic health in all areas.*

### 5. ALWAYS LEARNING

a. *We are teachable, eager to grow, and regularly looking for feedback.*

### 6. SELF-STARTER

a. *We have a bias towards action and excel at follow-through. We tend to ask for forgiveness rather than permission and shine with minimal oversight.*

### 7. RESILIENT

a. *We carry a high level of perseverance, grit and endurance. We don't give up when things get difficult.*

### 8. FLEXIBLE ATTITUDE



a. *We thrive in a fast-paced and quick-pivoting environment and we are slow to take offense.*

9. **A FRIEND**

a. *We are known deeply by friends and loved ones and cultivate honest friendship.*

10. **ZEST FOR LIFE**

a. *We carry a positive, "can-do" attitude into each and every day.*

This rubric is meant to serve as a helpful tool for managers to assess the state of a Team Member. If you feel like a Team Member is not performing well, you should notify your manager immediately to think through an appropriate plan for course correction.

## VOX MANAGER'S REPORT

Manager's Name:

Team Member's Name:

Date:

1. After reviewing the 10 metrics of the "M3 Rubric", how would you rate the performance of your Team Member, and why?
2. What are the current strengths he or she is exhibiting?
3. What are the specific areas you are challenging them to grow in?
4. How are you helping them grow in those?

M3 Notes:

## DIRECTIONAL TEAM

### UNDERSTANDING DIRECTIONAL TEAM

The Campus Directional Team is comprised of the following ministry leaders:

1. Campus Pastor
2. Campus Worship Director
3. Campus Kids Director
4. Campus Production Director
5. Campus Servant Team Director
6. Campus Outreach Director

The purpose of directional team is twofold:

1. Instill vision in the hearts of your key leaders
2. Grow, develop and strengthen the Campus

The first role of the Campus Pastor is to fill the following roles:

1. Campus Pastor
2. Campus Worship Director
3. Campus Kids Director
4. Servant Team Director
5. Production Director
6. Outreach Director

(The Campus Pastor may want to add an administrator or a note taker as well. A notetaker is crucial for accountability)

**Meeting Time:** It is key that the Directional Team meets weekly for a minimum of 1 hour in person (No longer than 90 minutes). The team can share a meal on a semi-regular basis if that fits.

**Structure of the Meeting:**

**Vision: (5-10 minutes)**

Share some level of vision from your heart. Use the following areas to share:

1. Our core 3 values
2. Our 7 distinctives
3. Our 7 leaders circle topics

(Share reports on any spiritual homework after the vision time)

**Review: (10 minutes)**

- A. Follow up on all relevant to-dos from previous weeks (each person reports). This is key to the health of the team. They need to know that they will be asked and

if they are not following through on their items, they will be removed from the team. One person who doesn't follow through will kill a team.

- B. Report on old news. Create an agenda here. Don't mention irrelevant things that require no discussion. Discuss all events in the past week (outreach/kids/servant team trainings, etc). What worked? What didn't work? What could we have done better?
- C. Discuss last Sunday specifically. Make sure you create a list each week of things that you would like to improve and things that worked very well. Discuss these things specifically. How can we fix these?
- D. Leaders. Who is rising to the top in the last week? A new volunteer? A new community group? Someone at an outreach? How can we develop them further?
- E. Future: (10-15 mins)  
Look over the next 2 weeks of the calendar. What do we need to prepare for? Who is doing what? What needs or issues do we see? What purchases need to be made?

Keep in Mind:

- Assign roles and to do's as you go. Seek to empower people as much as possible. People should leave with a list of things to do. (You should leave with as few to do's as possible)
- Go over the specific plan for Sunday. Talk through transitions, lobby, new volunteers, ministry time, etc.

- F. Brainstorm: (20+ mins)  
Choose one area ahead of time strategically and discuss how we take it to the next level. What is the next mountain with Kids Ministry? Servant Teams? Outreach? Worship? Come prepared with a specific outreach plan that you believe will be catalytic for the next level. Examples:
  - Pull apart last months central assessment. What trends do we see? What could we implement now? How?
  - Brainstorm a list of phase 1 events that we think will connect with our target outreach areas.
  - Plan out the next major Sunday. What can we do to draw more people to church?
  - How can we improve our overall sense of hospitality?
  - How can we improve our welcome lunch? First serve recruiting?

- Who are the top 10 new people who aren't connected? How can we connect them?

G. Homework: (2-3 mins)

Give one brief piece of homework each week. (Examples)

- What one purchase would take your area to the next level? Why? How much is it?
- What 1 book have you read that has most impacted you spiritually in the last 3 years?
- What are you doing in your time with God that is really working?
- Who are you praying for to meet Jesus? Bring 5 names next week

## GROWING A HEALTHY DIRECTIONAL TEAM

“If you want to kill your team, let slacking members slide, review old news and create new to-do’s...then call it a day.”

Six Rules for an Effective DT Meeting:

Rule 1: Answer your Inner WHY.

You need to filter everything that happens at this meeting through its purpose. Why are you having this meeting? One reason—it is YOUR MEETING to gain intel, take new ground, and cultivate leaders.

Imagine yourself as a General (don’t get carried away!) You need to know what’s happening on the western front, the southern border, etc. This way you can advance from the beach head and take the city. Don’t have this meeting because your supervisor said to, or because you think you need to entertain your leaders. This is your Generals meeting.

How is this different from how you have operated?

Rule 2: Prepare, Prepare, Prepare.

Make sure you are setting aside thinking time so that the flow of the meeting is maximized. It will probably take you between 30-90 mins to prep for this meeting. If you are not spending that time, everyone will know! If you’re not bringing well thought out programming, you will lose the best people and waste time. Consider each element of the meeting flow (below) and map out your plan. Make sure the meeting is not a monologue.

Discuss what is reality and tips for preparation.

Rule 3: Follow the Law of First and Last.

People will walk away remembering the first 5 minutes and the last 5 minutes. Make them count. Inject them with personal interactions, vision moments, big announcements. Don’t end with a to-do list. Save the last five minutes for something special. It will make people want to be at your meetings.

Give examples of how you have seen this work. Is this something you plan?

Rule 4: Prepare Compelling Brainstorms.

The more “tasks” you can deal with outside the meeting the better. Each week devote some time to taking new ground or solving a larger problem. Here are some great examples if you’re stuck:

**Kids Ministry:** What are 5 things we could do to make this more effective? As a parent, how would I feel? Who could we ask to be a “secret shopper” and give us feedback? What is effective? What isn’t?

**Events:** What outreach events would really resonate with the community we are trying to reach? What would draw more of our demographic? How can we go to them? Think outside the box and consider what’s never been done before.

**Members and Baptism:** Review the lists. Who isn’t connected? Who can we connect them to?

**First time guest experience:** What is the current reality? Pick apart the pieces and find 5 ways to make it better.

**Next level leaders:** Where do we see great potential? Who is investing in them? How can we be more intentional?

**Healthy Culture:** review our distinctives and core values. Where are we out of sync? What isn’t true of our church?

**Servant team:** Brainstorm 5-10 new ways we can embody a spirit of hospitality.

What do your current brainstorm produce? How can they be more effective?

#### Rule 5: Leave with Homework

This meeting is useless unless it initiates action. Make sure when you leave a directional team that clear specific action with due dates has been recorded. You don’t need to follow up with every action point at the next meeting, but you do need to follow up. Use time outside the meeting and in the meeting to keep everyone on the same page. This is important for a number of reasons. First, they need to see you take on homework and get it done. Second, they need to know that they will be held accountable to execute. Third, momentum is created in a

group when everyone realizes that everyone is working and moving things forward. Don't meet to meet! Meet to do!

Why do you think your meetings lack clear homework? What can you do differently?

#### Rule 6: Make Friends

The best way to make friends is to do it "naturally." In other words, "team building" exercises are good, but can only get you so far. Real friendship grows in the margins; a joke, a personal story, an honest moment, admitting you failed at something—these things produce lasting bonds of trust. Be intentional to create a friendly environment and don't treat people like robots or servants. Treat them as valued partners. What have you done in your directional team to inspire bonds of comradery?

Does your team feel like a group of friends on mission or like a group of associates doing business? What can you do differently?



## VOX CHURCH LEADERSHIP ROLES AND DUTIES AT VOX CHURCH

### BOARD OF DIRECTORS

- Guard the vision and direction of Vox as set forth by the Central Elders
- Determine Justin's compensation
- Set pay ranges of Executive Team
- Vote on any purchase greater than \$500k
- Remove or replace Lead Pastor with a majority vote
  - Manage the interim season should Justin pass away or be removed as Lead Pastor of Vox Church
  - Give counsel on next steps for Vox Church
  - Handle investigation of any accusations against the Lead Pastor
- Vote on any proposed changes to Vox By-Laws

### CENTRAL ELDERS

- Set vision and direction of the church
- Set all policies and procedures
- Vote on bi-annual budget
- Determine broad "next steps" for Vox Church
  - Campus Launches, Lease acquisitions, etc
- Serve as central shepherds of Vox Church

### CAMPUS ELDERS

- Shared spiritual oversight of the campus with the Campus WLC
- Lead the ministries of prayer, care, discipleship, and marriage and family
- Lead the effort to raise up and develop male leaders
- Handle all campus discipline issues

### WOMEN'S LEADERSHIP COUNCIL

- Shared spiritual oversight of the campus with the Campus Elders
- Lead the ministries of prayer, care, discipleship, and marriage and family
- Lead the effort to raise up and develop female leaders
- Provide counsel for campus discipline issues

## EXECUTIVE TEAM

- Day-to-day running of the church
  - Manage and lead the Vox Team
  - Submit and manage the budget
  - Set all staffing policies and procedures

## THE MINISTRY POSITION TITLE OF PASTOR

### GIFT VERSUS POSITION

Throughout church history, the title of *pastor* has been used in various ways. Some have taught that only Overseers or Elders in the church should use the title of pastor. Others have said that anyone in occupational ministry should carry the title. At Vox Church, we make a delineation between the office of *Elder* and the *spiritual gift* of *pastor*. While an Elder must operate in the gifting of pastoring people, this does not mean that all pastors occupy the office of Elder.

<sup>1</sup>The verb *to shepherd, to tend sheep, or to rule* is *poimaino* in the original Greek translation. There are eleven instances of this verb in the New Testament. It is used to reference Jesus in Matthew 2:6; Revelation 2:27; 7:17; 12:5; and 19:15. Next, it is found in Luke 17:7 and 1 Corinthians 9:7 in the general sense of someone who tends or shepherds sheep. In John 21:16, Jesus exhorts Peter to “tend” or “shepherd” his sheep. And in Jude 12, we read of false teachers who are “shepherds feeding themselves.” These passages represent nine examples of shepherding we see in the New Testament.

The only texts where the verb *to shepherd* or *to pastor* is used to describe leaders in the local church are Acts 20:28 and 1 Peter 5:2. In the former, Paul is addressing the Elders at Ephesus, and in the latter, Peter is likewise giving instructions to Elders:

Pay careful attention to yourselves and to all the flock, in which the Holy Spirit has made you overseers [i.e., bishops or elders], to care for [poimainein; present, active, infinitive] the church of God, which he obtained with his own blood. (Acts 20:28)

...shepherd [poimante; aorist active imperative] the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you. (1 Peter 5:2)

These texts indicate that an essential role of the Elders in a local church is to shepherd or to pastor the people of God. Thus, it stands to reason that all Elders must, in some sense, be pastors. However, it is important to note that nothing in the way this verb is used should lead us to believe that all pastors must be Elders.

The noun *poimen* (pastor/shepherd) is found eighteen times in the New Testament. Jesus saw that the people were “like sheep without a shepherd” (Matthew 9:36). The word is used similarly in Matthew 25:32, 26:31, Mark 6:34, 14:27, and John 10:2. In Luke 2:8, we read of the “shepherds” “keeping watch over their flock by night” (likewise in Luke 2:15, 18, and 20).

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<sup>1</sup> Sam Storms: Oklahoma City, OK > Is it Biblically .... <https://www.samstorms.org/enjoying-god-blog/post/is-it-biblically-permissible-for-a-woman-to-be-called-a-pastor->

<sup>2</sup>Jesus refers to himself as “the good shepherd” (twice in John 10:11). The word is used in a similar fashion in John 10:12, 14, and 16. In Hebrews 13:20, Jesus is described as “the great shepherd of the sheep,” and in 1 Peter 2:25, he is called “the Shepherd and Overseer of your souls.”

There is *only one text* where the noun *shepherd* or *pastor* is used for leaders in the local church.

And he gave the apostles, the prophets, the evangelists, the shepherds [*poimenas*; masculine, accusative, plural] and teachers. (Ephesians 4:11)

Paul identifies several representative gifts that Christ has given to the church in this text. We know that prophets are those with the gift of prophecy Evangelists are those with the gift of evangelism. And teachers are those with the gift of teaching. It would seem we should conclude that pastors are those with the gift of pastoring.

Some insist that the nouns *pastor* and *teacher* are one gift and thus translate it as *pastor-teacher*. The Greek text argues that each of the first four nouns has the definite article “the” preceding it, but the definite article is absent from “teachers.” Some insist that when two plural nouns connected by *kai* (“and”) have only one definite article, we are to understand them as closely related or in some sense overlapping in meaning.

However, Dan Wallace, the premier evangelical Greek grammarian, believes that in a construction of this sort, the first noun is a subset of the second. In other words, “all pastors are to be teachers, though not all teachers are to be pastors” (*Greek Grammar*, 284). That certainly makes sense, as it is difficult to see how a person can pastor or spiritually shepherd people if he or she cannot teach. But a teacher need not be someone who shepherds or pastors.

In any case, even if we take Paul as referring to only four gifts, “pastor-teacher” would still be a gift, not an office or position of governing authority. It is undoubtedly the case that a “pastor” or “pastor-teacher” may also be appointed to the office of Elder or Overseer, but nothing requires us to believe that all “pastors” or all “pastor-teachers” are necessarily Elders.

There are several reasons why a person may have the gift of pastoring but not serve as an Elder. First, as noted earlier, we believe 1 Timothy 3 and Titus 1 restrict the office of Elder to qualified males. It also may be that the man with the gift of pastoring is too young or spiritually immature to serve as an Elder. Although the NT nowhere gives us a specific age requirement for serving as an Elder, it may be that a person does not have sufficient experience in church leadership because of their comparatively younger age. But that doesn’t mean they don’t or can’t have the spiritual gift of pastoring and be referred to as a “pastor.”

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<sup>2</sup> Sam Storms: Oklahoma City, OK > Is it Biblically .... <https://www.samstorms.org/enjoying-god-blog/post/is-it-biblically-permissible-for-a-woman-to-be-called-a-pastor->

<sup>3</sup>There may well be other qualifications of an Elder (see 1 Timothy 3 and Titus 1) that such a person does not yet possess. But this need not be a determining factor as to whether or not they should be referred to as a pastor. For example, practically, in many evangelical churches, there are positions (such as a “Youth Pastor,” for example) in which a person carries the title pastor because of their gifting and function, but they do not serve in an elder role.

We conclude that the New Testament makes room for non-Elders as pastors here at Vox. We operate from a Shared Family Model, where qualified men fill the office of Elder, and the Women’s Leadership Council is filled by qualified women who partner with the Elders.

The Bible outlines the leadership dynamic within the home, which sets the precedent for leadership in the church (Ephesians 5:22–30, Proverbs 31, Genesis 2:18–25). The father and mother are given responsibilities to complement one another, with the father serving as the head of the house. His leadership empowers the mother to lead alongside him, and Vox operates on this leadership dynamic (see 1 Corinthians 11:3, 1 Peter 3:7, Ephesians 5:21). We believe that the spiritual gift of pastoring people to strengthen God’s church is given to men and women, just as men and women are given gifts of evangelism or prophesy.

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<sup>3</sup> Sam Storms: Oklahoma City, OK > Is it Biblically .... <https://www.samstorms.org/enjoying-god-blog/post/is-it-biblically-permissible-for-a-woman-to-be-called-a-pastor->

## WHAT IS THE PASTORAL SPIRITUAL GIFT?

As mentioned above, the Greek word *poimen* means pastor. In Paul's list of spiritual gifts in Ephesians 4:11, this term translates as *pastor*. However, the word *poimen* is translated *pastor* only once in Scripture and is used sixteen additional times. The remaining sixteen are all translated *shepherd*. *The gift of shepherding (pastoring) is the God-given ability to assume responsibility for the spiritual welfare of an individual or group of Christians by leading, caring for, and guiding them toward on-going spiritual maturity.*

The defining attributes of someone operating in the pastoral gift are:

They carry a clear spiritual authority to care for and mature an individual or a group.

This spiritual authority has resulted in the fruit of disciples.

They sense a clear call to spiritually shepherd people and serve in pastoral ministry.

They can teach and clearly articulate the Word of God from a grounded theological position.

Additionally, we look for a deep alignment with the Vox membership positions, Vox values and distinctives, and the ability to articulate and defend these positions.

## WHAT ARE THE QUALIFICATIONS FOR THE TITLE PASTOR?

Here at Vox, we understand that in our church context, the title of pastor carries weight and authority, and so we want to honor that and keep high criteria and qualifications for all of those who will bear the title. We look for the following character attributes:

Men

Taken from 1 Timothy 3:1-7 and Titus 1:5-9

A devoted follower of Jesus

Above reproach

Able to teach

Mature in his faith

Sexually pure in heterosexual marriage or celibate singleness

Father of godly children (when applicable)

A provider/leader/lover/organizer of his family

Mentally and emotionally stable

Personally disciplined and without addiction

Financially content and upright

Worthy of following

Welcoming to strangers

Even-tempered, gracious, not divisive, and respected by non-Christians

A servant leader

Women

Taken from Proverbs 31, 1 Corinthians 7:35, Colossians 3:22-24, 1 Timothy 3:11, 1

Peter 3:1-6

A devoted follower of Jesus

Trusting and honoring relationship with her husband and children (when applicable)  
Sexually pure in heterosexual marriage or celibate singleness  
Mature in her faith  
Industrious in the home, the marketplace, and/or the church  
Displays prudence, compassion, and dignity  
She cares spiritually and physically for herself  
A role model for younger women  
Reverent in behavior and self-controlled  
Not given to gossip or slander

## WHAT POSITIONS ARE ELIGIBLE FOR THE TITLE OF PASTOR?

The title pastor is reserved for full-time team members whose role is more than 50% pastoral. This means that more than half of their time is spent shepherding people, teaching the Bible, and making disciples.

Additionally, though there are many with the gift of pastoring at Vox Church operating in the gift, we do not use the title "pastor" for non-staff members.

Certain positions within the Vox Team will be pastoral in nature. The eligible positions are as follows:

Executive Team Members

Campus Pastors

Associate Campus Pastors

Connection Directors

Ministry Department Heads (Youth, Kids, Worship, Community Groups, Discipleship, Family, Outreach)

Ministry leadership (Men's, Women's, Worship Leaders, Kids' Leaders)

At the same time, certain positions do not require the spiritual gift of pastoring to perform. These are not eligible to carry the title of pastor. Examples would be operational positions in Finance, Administration, Business Development, Office Management, Systems, Production, Creative, IT, and Data.

## WHAT IS THE PROCESS FOR BECOMING A PASTOR?

Those who wish to become a pastor should submit the request to the Central Leadership Team. The team will evaluate whether the person has the spiritual maturity, experience, and qualifications needed by a pastor. If they do not, a growth plan will be created to help the person grow into lacking areas.

Once approved, they will begin a 12-month-to-24-month licensing process defined below. Certain positions, such as Campus Pastors, Associate Campus Pastors, and certain Ministry Leadership positions, will carry the title pastor from the start. In these situations, the person is expected to undergo the licensing process within the first two years of employment at Vox. The Central Leadership Team will determine if the individual should be awarded Life Experience Credits (credit given for practical ministry) or Educational Credits (classes taken from other theological training). A personalized plan will be created for the individual to complete.

## THE PROCESS IS AS FOLLOWS:

**Application.** Submit an email to [CentralCLT@VoxChurch.org](mailto:CentralCLT@VoxChurch.org) asking to be considered for pastoral licensing.

**Assessment.** The Central CLT will assess the person's role, gifting, and character.

**Growth Process.** The Central CLT will create a growth plan for the applicant.

**Completion.** Once the team member completes the growth process, they will notify the appropriate Central CLT member.

**Final Assessment and Interview.** The team member will meet with the Central CLT for final assessment and evaluation. Once the assessment is complete, the person will be licensed or will need to complete an additional growth plan created by the CLT.

## LICENSING PROCESS

The licensing process consists of three steps: 1) Application, 2) Assessment, 3) Development Process, 4) Final Assessment and Interview. This process is summarized below, and a more detailed explanation of the process is included in the document, *The Vox Church Licensing Process*. Copies of this are available for those interested.

### STEP 1: APPLICATION

Submit an email to [CentralCLT@VoxChurch.org](mailto:CentralCLT@VoxChurch.org) asking to be considered for pastoral licensing.



## STEP 2: ASSESSMENT

The Central CLT will assess the person's role, gifting and character and development a growth plan.

## STEP 3: Development Process

The Central CLT will create a growth plan for the applicant which includes, but is not limited to, the following:

Attend Encounter Weekend

Attend Prayer Team Training

Attend Prepare and Enrich Training

Go through the Pastoral Care Course

Attend 4 Mental Health Training Courses

Engage annually in Vox Leaders Circles

Theological Development (outlined below)

### FORMAL THEOLOGICAL TRAINING

(Certificate in Theological Studies through the Biblical Training Institute)

COURSE 1: WHAT IS THE GOSPEL?

COURSE 2: GOSPEL, SALVATION, AND OTHER RELIGIONS

COURSE 3: SPIRITUAL FORMATION AND DEVOTIONAL INTIMACY

COURSE 4: A GUIDE TO CHRISTIAN THEOLOGY

COURSE 5: STATEMENT OF FAITH

\*Exemption is available through prior Theological Training or training through the Vox Institute.

## STEP 4: CENTRAL LEADERSHIP TEAM EXAMINATION

The Team Member will meet with the Central CLT for final assessment and evaluation. Once the assessment is complete, the person will either be licensed, or have an additional growth plan created to be followed by the Team Member.

*Note: There may be unique situations in which a person is qualified by character, experience, and position to receive the title of "pastor" without formally going through the process. The Central Leadership Team reserves the right to do this at their discretion. All pastoral licensing at Vox is reviewed and renewed by the Central Leadership Team annually.*

## FUNCTIONAL DYNAMICS AT VOX

### CAMPUS PASTORS

Campus Pastors at Vox occupy a unique dual role by serving as the leader of their campus staff and as the spiritual lead Elder of their location. In our Shared Family Model, this role is filled by qualified men who have proven themselves in other roles in ministry.

### PREACHING AT VOX

The majority of preaching at weekend services will be filled by the Lead Pastor at Vox, who also serves as the lead Elder on our Central Elder Team. Other leaders from within Vox will be invited to preach throughout the year. These will include Campus Pastors or other gifted men and women leaders who, under the authority and accountability of our Central Elder Team, preach God's word to encourage and strengthen the people of God. From time to time, guest preachers from outside of Vox will be invited to preach. The responsibility for sound doctrine ultimately falls to the Central Elder Team, which empowers others to use their gifts in the church.

### Weddings and Funerals

At Vox Church, our Campus Pastors serve as the spiritual leaders of our locations. As such, it is our conviction that these leaders should oversee the majority of weddings and funerals. When appropriate, the CP may delegate these services to the ACP or other pastors on their team. If a pastor at Vox who is not an Elder performs a wedding or funeral, we ask that an Elder participate as a spiritual father for the gathering. The Elder does not need to perform the ceremony. Rather, he represents a covering of the leadership of the church.

### RECOMMENDED READING

We understand that the issues of the title of pastor and the role of men and women in ministry have been debated for centuries within the church. At Vox, we have done our best to honor Scripture and function consistently. We know that these issues are complex, and we respect those in the church who operate differently or come to different conclusions. Below is a short list of resources that we have found helpful.

In support of Vox's position

Article: Sam Storms - "Is it Biblically Permissible for a Woman to be Called a 'Pastor'?"

Book: Kathy Keller - "Jesus, Justice, and Gender Roles"

Article: Sam Storms - "A Response to Denny Burk's Response to My Article On Women As Pastors"

Sermon: Sam Storms - "Is it Biblical to Call a Woman 'Pastor'?"

Those who operate from a different position in whole or part

Article: Denny Burk - "Can Women Be Pastors?"

Article: John Piper - "Should we Call Female Leaders 'Pastors'?"

Position Paper - "The Role of Women in Ministry" <https://ag.org/Beliefs/Position-Papers/The-Role-of-Women-in-Ministry>  
Vineyard USA Booklet - "One in Christ: Men and Women Together in Ministry"

## CAMPUS LEADERSHIP TEAM HANDBOOK

### LEADERSHIP AT VOX CHURCH

Scripture teaches that Jesus is the head of the church and the Chief Shepherd (Eph 1:22–23, Heb 3:1, 1 Pet 5:4). Under his headship, the leaders at Vox Church seek to serve God and people through the local church. The following levels of leadership exist at Vox:

#### Vox Board of Directors

The Board of Directors consists of godly leaders from within Vox and proven leaders from outside our church, entrusted with guarding the vision. This board sets the compensation for the Lead Pastor and does regular reviews of the staff and the leadership of the Lead Pastor. This board holds both the Lead Pastor and the church leadership accountable for the standards and vision outlined. It carries the authority to initiate the removal of the Lead Pastor and oversees the process of the appointment of a new Lead Pastor.

#### Central Leadership Team

The Central Leadership Team consists of the Central Elder Team and the Central Women's Leadership Council. The leadership at Vox Church serves in what we refer to as a Shared Family Model. The Bible outlines the leadership dynamic within the home that sets a precedent for leadership in the church. (Eph 5:22–30, Prov 31:10–31, Genesis 2:18–25). The father and mother have responsibilities to complement one another, with the father serving as the head of the house and the mother leading alongside him. Vox operates on this leadership dynamic. The goal of leadership at Vox Church is never to dominate or control but to sacrifice and serve others.

Scripture teaches that elders must be men above reproach and serve as the governing body in the church (1 Tim 3:1–7). At Vox, it is the job of the Central Elder Team to set the vision, oversee resources, and spiritually govern. The Central WLC comes alongside the elders and provides counsel to the Central Elder Team in the vision and direction of the church. Together, they make up the Central Leadership Team. They meet regularly to consider significant decisions and future plans prayerfully.

## Campus Leadership Team

The Campus Elder Teams serve as the spiritual leaders of each campus, leading their campus in discipleship, prayer, care, and family ministry. They also support and provide spiritual oversight for the congregation and the campus staff. The campus WLC works with the Campus Elders to lead their campus. In the area of church discipline, the Campus WLC provides counsel to the Campus Elder Team. Together, led by the Campus Pastor of that location, they make up the Campus Leadership Team.

## The Vox Executive Team

The Executive Team oversees the staff of Vox Church. This team regularly intersects with the Central Leadership Team and the Board of Directors to ensure Vox's leaders move in the same direction. The Executive Team consists of the Lead Pastor, the Executive Pastor, the Ministries Pastor, and the CFO.

## Caring for the Church

Suppose a circumstance arises where someone is causing damage to the church community. In that case, it is the responsibility of the Vox Leadership to lovingly address the issue following the model given in Matthew 18:15–17. Examples of damaging behavior within the church include lying, physical abuse, spreading unbiblical teaching, sexual sin, and drawing others into sin. If the individual continues to harm others in the church, a request to leave the church will be made. Each situation will be weighed on its own merits, with the goal of all instruction being love (1 Tim 1:5).

The membership covenant at Vox is a commitment between the church's leadership and the members to live by the biblical standards outlined within the covenant. Members will be challenged to serve, give, spiritually grow, and regularly participate in the church's life. We ask that those who lead at Vox become members and commit to one another.

## SPIRITUAL QUALIFICATIONS FOR LEADERSHIP

### Eldership

Both Central Elders and Campus Elders must meet the qualifications outlined for church leadership in 1 Timothy 3:1–7 and Titus 1:5–9. These include a man above reproach, able to teach, mature in his faith, sexually pure in homogenous heterosexual marriage or celibate singleness, a successful father with godly kids, a provider/leader/lover/

organizer of his family, mentally and emotionally stable, personally disciplined, without addictions, financially content and upright, worth following, welcoming to strangers, even-tempered, gracious, not divisive, and respected by non-Christians. They must be servant leaders in the footsteps of Jesus, willing to lay down their lives for others.

## WLC

Likewise, the spiritual qualifications of a WLC member mirror those of the Elders as outlined above and include:

Trusting and honoring her relationship with her husband and children  
Industrious and honoring in the home, the marketplace, and the church  
Displays prudence, compassion, and dignity  
Cares spiritually and physically for herself  
If unmarried, celibate singleness marked by devotion to Jesus  
A role model for younger women  
Reverent in behavior, self-controlled, not given to gossip or slander  
(Proverbs 31, 1 Cor 7:35, Col 3:22-24, 1 Tim 2:9-11, 3:11, 1 Peter 3:1-6)

## PRACTICAL QUALIFICATIONS

The five C's give a basic outline for the type of people that we are looking for at Vox to consider for membership in the CLT:

**Character:** Those who embody the core character traits outlined in Scripture.

**Competence:** Those who execute effectively and can carry numerous responsibilities at once.

**Chemistry:** Those whose gifts fit well and complement the other men and women on the CLT.

**Courage:** Those who are not afraid to risk much and sacrifice often to reach more people for Jesus.

**Calling:** Those who have the God-given call to lead.

## TIME COMMITMENT

Campus Leadership Team members should expect to invest 6–8 hours per week (including Sunday serving) in the position. This investment often requires the sacrifice of some other areas of serving that a person is currently involved in.

## TIMELINE

Joining a Campus Leadership Team is typically a 12–24-month process. It often takes 6–12 months to move a candidate through the application process entirely. A 6–12 month "candidacy" process follows:

**Invitation:** A candidate either expresses interest to a current CLT member or is approached by a CLT member and invited into the process.

**Application:** The candidate fills out an application and submits it to the appropriate team.

**Interview:** The team offers an invitation to those qualified. This interview covers a wide array of topics, including theological and biblical depth; and emotional, relational, and spiritual maturity.

**Candidacy:** After a candidate passes the interview process, they begin a six to 12-month "candidacy" in which they are intentionally strengthened and developed and begin to assume a small portion of leadership duties within the team (as outlined in detail below).

**Approval:** The first two Campus Elders and the first two Campus WLC members are vetted by the Central Leadership Team. After each team has three installed members, they interview and vet the following candidates themselves, with the final approval resting with the Central Leadership Team.

**Installation:** Once a team member completes their candidacy season, if all agree to install the individual, they are then installed on a Sunday morning in front of the church and added to the team in an official capacity.

## CLT MEMBER SIZE

Campus Leadership Teams will grow as the campus they serve grows in size. The following are the recommended guidelines for team size:

Campus Size	Launch (0-18 months)	0-200	200-375	375-700	700-1200	1200+
CLT Size	Recommended	Expected	Expected	Expected	Expected	Expected
	1 CE 1 WLC	3 CE 3 WLC	5 CE 5 WLC	7 CE 7 WLC	10 CE 10 WLC	



## APPLICATIONS

### Campus Elder Application

Do you find in yourself a desire and sense of calling for this position?

As you consider the scriptures (1Tim 3, Titus 1) on what it means to be an elder, what aspects of eldership most concern you? Do you feel you are qualified?

(If applicable) How do your wife and family feel about you pursuing an eldership? Do they think you have the time? Do they feel you are called? In what ways does your wife complement you in the role of elder?

Explain your view of the Scriptures.

Explain the gospel from the perspective of creation, fall, redemption, restoration.

After reviewing the core beliefs and values of Vox Church, do you have any questions?

Explain God as Trinity.

Describe the Holy Spirit in terms of person and work.

Explain your view of human nature.

Explain justification by faith.

Explain your view of the church. What is a true church? Who comprises the church? State the mission of the church.

What has been your most challenging area of sin historically in your Christian walk? Where are you now?

Would you say that you are historically someone who finds themselves in conflict with leadership? Explain.

Explain how you generally resolve conflict.

Briefly describe your view of spiritual gifts and miracles. What are your spiritual gifts? How are you exercising them currently?

Explain what prayer is and what role it plays in your life personally.

How are you currently leading your family (or friends) closer to Jesus?

Briefly share where you think Vox Church is currently and where you feel it needs to be moving.

Describe other areas of leadership where you've served in the past.

Briefly describe your wife's gifts and explain how you are helping her grow in her gifts (if applicable).

Is there anything that makes you reluctant about being in a leadership position like this?

Do you see yourself in the location you are serving in the long term? Explain.

Do you support the vision and direction of Vox Church? Do you feel you can get behind this vision?

Describe your daily time with God.

Describe what sharing your faith looks like for you. Would you say it is a strength in both frequency and effectiveness?

How well do you feel you hear and respond to the promptings of the Holy Spirit?

Describe how you are doing in the area of living within sexual boundaries.

Would you describe yourself as a generous person when it comes to your finances?

Describe your life balance. Work/family/Sabbath/rest. Where are you strong, and where do you struggle?

Who are you currently discipling?

### Family Meeting:

The Central WLC and Campus Elder team will set up a meeting with the applicant's family members or, if single, with some of the person's closest friends.

### Finance Meeting:

The Central WLC and Campus Elder team will set up a finance meeting. At this meeting, we will discuss the topics of financial management, debt, stewardship, and generosity.

### WLC Application

Do you find in yourself a desire and sense of calling for this position?

As you consider the scriptures outlining what it means to be a godly woman in leadership, what aspects of this most concern you? Do you feel you are qualified?

(If married) How do your husband and family feel about you pursuing membership on this council? Do they think you have the time? Do they feel you are called? In what ways does your current leadership role(s) complement WLC?

(If single) How do your closest friends and family feel about you pursuing membership on this council? Do they feel you have the time? Do they feel you are called? In what ways does your current leadership role(s) complement WLC?

Explain your view of the Scriptures.

Explain the gospel from the perspective of creation, fall, redemption, restoration.

After reviewing the core beliefs and values of Vox Church, do you have any questions?

Explain God as Trinity.

Describe the Holy Spirit in terms of person and work.

Explain your view of human nature.

Explain justification by faith.

Explain your view of the church. What is a true church? Who is the church composed of? What is the mission of the church?

What has been your most challenging area of sin historically in your Christian walk?  
Where are you now?

Would you say that you are historically someone who finds themselves in conflict with leadership? Explain:

Explain what prayer is and what role it plays in your life personally.

Briefly describe your view of spiritual gifts and miracles. What are your spiritual gifts?  
How are you exercising them currently?

Describe other areas of leadership where you've served in the past.

Do you support the vision and direction of Vox Church? Do you feel you can get behind this vision? Please explain.

Is there anything that makes you reluctant about being in a leadership position like this?  
Please explain.

## CHARACTER QUESTIONS

Talk about one or two relationships (with other women) of vulnerable, honest accountability.

Explain how you generally resolve conflict.

If you're married, explain the dynamic in your home. How are major decisions made?  
What decisions do you make alone? What do you oversee in the home?

If you have children, briefly describe your relationship with each of your children. Include your incredible moments and areas where growth is needed.

If married, what has been the most significant area of struggle in your marriage? How have you contributed to that struggle? How has God changed you to bring healing to this area?

If you're single, describe your relationship with two or three of your closest people.

What is your greatest emotional struggle? How are you growing more like Christ in this area?

How do you manage money? Describe your role with finances and how you manage it?

## DISCIPLESHIP HABITS

Describe your daily time with God.

Describe what sharing your faith looks like for you. Would you say it is a strength in both frequency and effectiveness?

How well do you feel you hear and respond to the promptings of the Holy Spirit?

Describe how you are doing in the area of living within sexual boundaries.

Would you describe yourself as a generous person when it comes to your finances?

Describe your life balance. Work/family/Sabbath/rest. Where are you strong, and where do you struggle?

Who are you currently discipling right now?

### Family Meeting:

The Central WLC and Campus Elder team will set up a meeting with your family or (if single) your closest friends.

### Finance Meeting:

The Central WLC and Campus Elder team will set up a finance meeting. At this meeting, we will discuss the topics of financial management, debt, stewardship, and generosity.

## CANDIDACY

The candidacy is a 6 to 12-month period in which a potential team member assumes the following duties:

### Sunday Morning Involvement

Candidates will shadow current CLT team members two Sundays per month.

### CLT Meetings

The Candidate will begin to attend the CLT meetings once the candidacy begins.

### Development

A development program will be given to the candidate to strengthen any critical areas (theology, character, leadership, etc.). The plan will usually include an assortment of books, podcasts, articles, etc.

### Leadership

If not already, the candidate will step into a ministerial leadership position

### Prayer Team Training Attendance

### Encounter Attendance

### Mentor

Tied to a Campus Elder/Pastor/WLC member who will monitor their progress closely and meet monthly

### Care Ministry

The candidate will be pulled into any Care needs that arise on the campus, including, but not limited to, hospital visitation, funeral attendance, etc.

### Timeframe of Candidacy

The candidacy period will be a minimum of six months, but not typically longer than twelve months. Suppose a candidate is still not ready after twelve months of development. In that case, the team will need to reconsider whether this is the proper position and make a judgment on appropriate next steps.

## COVENANT

Every Elder and WLC Member will sign the "Vox Church Leadership Covenant" as the candidacy concludes. A copy of this covenant can be found in the Appendix.

## INSTALLATION

Once a team has two candidates ready to be installed, the Campus Pastor should pick a date with the Central Elder and Central WLC to formally announce and launch the team on a Sunday morning.

The Central Elder Team and Central WLC are responsible for appointing the first two Central Elders and the first two WLC members at each campus. When a campus then wants to add a third Elder or third WLC member, this application and process are managed by the current Campus Leadership Team. Once the current Campus Leadership Team feels a candidate is ready for installation, that name is submitted to the Central Leadership Team for final approval before installation.

## Sunday Installation Process

CP comes up and does announcements, finishing with something along the lines of, "Church, this is an incredibly special day for us. \_\_\_\_, one of our Central Elders, is here to tell us more. Welcome him!"

Central Elder: "I'd like to open with a scripture:

To Titus, my true child in a common faith: Grace and peace from God the Father and Christ Jesus our Savior. This is why I left you in Crete, so that you might put what remained into order, and appoint elders in every town as I directed you—. Titus 1:4–5 (ESV)

Today, I am here to do what Paul told Titus to do: "appoint elders in every town as I directed you."

## Explanation

Here at Vox Church, we are an elder-governed church. We have a team of Central Elders charged with the church's governance, overseeing the budget, policy, and spiritual direction.

At each campus, we are developing Campus Leadership Teams. These teams are charged with the spiritual care and oversight of each local campus. I'm excited because today we launch this team (or installing an elder or WLC member) here in \_\_\_\_.

## Announcement

Central Elder: Alongside of \_\_\_\_our campus pastor, I'd like to invite \_\_\_\_ and his/her husband/wife \_\_\_\_up to the stage.

Hand mic to CP. Campus Pastor: Share a few words about who \_\_is and has been to the local campus church here.

## Installing Prayer

Central Elder: Come prepared with a prophetic word for the newly appointed CE/WLC member. Pray individually for each person.

Matthew 18:18-20:

"We gather in Jesus' name today...agree together to receive \_\_\_\_\_ into \_\_\_\_\_ eldership here...We agree on earth what is in heaven..."

### Commissioning Prayer

Ask the congregation to stretch out their hands towards the CE/WLC. "I will use 1 Peter 5:1-3 as a charge and commissioning prayer for \_:"

Now, I encourage you as an elder, an eyewitness of the sufferings of Christ, and one who shares in the glory that is about to be unveiled. I urge my fellow elders among you to be compassionate shepherds who tenderly care for God's flock and who feed them well, for you have the responsibility to guide, protect, and oversee. Consider it a joyous pleasure and not merely a religious duty. Lead from the heart under God's leadership-not as a way to gain finances dishonestly but as a way to eagerly and cheerfully serve. Don't be controlling tyrants but lead others by your beautiful examples to the flock. (1 Peter 5:1-3 The Passion Translation)

### RELATIONAL DEVELOPMENT

In addition to the monthly meetings, a Campus Pastor should be thinking through intentional times to gather the team socially. Things like:

#### Family Social Events

Whether entire families or just couples, it's important to spend time relationally going deeper at least two times per year. Christmas time, summertime BBQs, etc.

#### Prayer Nights

Plan times of prayer for the team outside of the monthly gathering to simply seek God together. For one another, for the church, for the campus, etc. These are powerful, essential nights. Sometimes it is most beneficial to do this as a whole CLT, and sometimes it is sweet to break out by team.

### SPIRITUAL DEVELOPMENT

The Campus Pastor should personally disciple each member of the Campus Elder Team. He should be investing in them, challenging them, and supporting them. Likewise, the lead WLC member or a Central WLC member will do the same for the WLC team.



## Reading List

It is the job of the Campus Pastor to ensure that the CLT is always reading a book together. Vox has a list of recommended resources for this purpose. The following link can access them:

<https://citychurchct.sharepoint.com/:x:/s/ManagerTraining/ET-RAoY2AiZCrshruCMK0-8BLtW20kH2YUetsm1SdVtmjQ?e=t9yMox>

## THE FIVE RESPONSIBILITIES OF A CLT MEMBER

The five responsibilities of a CLT member are pastoral care, ministry leadership, discipleship and leadership development, Sunday serving, and attendance of the monthly team meeting.

### PASTORAL CARE

"Spiritual Care" for the campus is a significant portion of the responsibilities of the Campus Leadership Team. They serve the congregation as "shepherds" and, as such, will engage in crisis intervention, hospital visitation, relational and marriage support, church discipline, and other challenging situations. Vox Church legally licenses Campus Elders to perform weddings after 12 months of service on the team.

### MINISTRY LEADERSHIP

Every Campus Leadership Team member will carry an active role in the leadership of a ministry at a campus. Examples of these would be Care, Prayer, Marriage, Family, Community Groups, or a number of different ministries. An active leadership role means that as part of the responsibility, the team member will actively lead volunteers and move the ministry forward in significant ways and act as the ministry liaison for the rest of the CLT.

### PRAYER

If a CLT member serves in the Ministry Leadership of Prayer, they will serve as the Campus Prayer Coordinator, as outlined in the role description below.

## Campus Prayer Coordinator *Role* and Responsibilities

### Sunday Morning Role

- Pre-service prayer and encouragement for all teams serving (worship, kids, all servant teams)
- Prayer with and for CP
- Facilitate pre- and post-service prayer with Prayer Team members
- Schedule Team Captains for Sunday morning support
- Support special events when Prayer Team is required Training/Recruiting
- Recruit and train Prayer Team Captains
- Recruit and train Prayer Team members (2x yearly)
- Facilitate team development with Central Director (1x yearly)
- Provide a yearly resource for prayer team members Communication
- Provide monthly emails to the team for information and encouragement
- Maintain Rock Prayer Team info
- Schedule Prayer Team Captains Prayer Cards
- Weekly follow-up phone calls to campus prayer cards Prayer Gatherings
- Schedule prayer team gathering 3x yearly
- Organize prayer walks 2x yearly
- Support CP in campus corporate prayer gatherings

### *Campus Prayer Team Matrix*

- *Secondarily*, this CLT member will lead the effort, alongside the Campus Pastor, to build out the Campus Prayer Team with the goals outlined below:

#### Launch (0–18 months):

- One Campus Prayer Lead
- Prayer team: five members
- One scheduled Prayer Team training after first membership class, with assigned CPC

#### 18+ months (1–200)

- One Campus Prayer Coordinator (from CLT)
- Prayer team: 8–10 members
- One Prayer Team training per year
- 200–375
- One Campus Prayer Coordinator (from CLT)
- Prayer team: 15–18 members

- Two Prayer Team trainings per year
- 375-700
- One Campus Prayer Coordinator (from CLT)
- Two to three Prayer Team Captains (serving at three services per month)
- Prayer team: 20-35 members
- Two Prayer Team trainings per year
- 700-1200
- One or two Campus Prayer Coordinators (from CLT)
- Three to four Prayer Team Captains (serving at three services per month)
- Prayer team: 35-60 members
- Two Prayer Team trainings per year
- 1200+
- Two Campus Prayer Coordinators (from CLT)
- Five or more Prayer Team Captains (serving at three services per month)
- Prayer team: 60+ members
- Three Prayer Team trainings per year
- Prayer team numbers = 5% of attendance

## CARE

- The Campus Leadership Team member who helps lead Care will work alongside the Campus Pastor and Campus Staff Team to support an individual or family within the Vox Church community. We do this by offering prayer, encouragement, and resources specific to the need for someone who has experienced a significant life event, whether celebratory or tragic.
- Who provides care for people in our church?

## Pastoral Staff

- Elders/Women's Leadership Council Church Leadership
- Community Groups
- Other Vox members and attendees
- Developing a Care Team is of critical importance to the campus.
- The Care Team exists to be an extension of the hands and feet of Jesus. This team will display the love of Christ in a tangible way to those who are hurting and in need.

- The first line of care should always be through a person's community group. Allowing a group to care for one of their own is an incredibly powerful way to knit them together and love one another well.
- When a person does not have a group of people to care for them, or the community group needs additional support, this is where the Care Team steps in.

What does Vox Church offer?

### Hospital Visits

- Caring for folks in the hospital through visitation and encouragement is a compelling way to be the "hands and feet" of Jesus. Here's a guide on how to do a hospital visit:
- Ask permission of the person or family before you go and when would be a good time.
- Pray before you arrive and ask God to work through you.
- Identify yourself when you arrive and ask for the room number of your patient.
- Be gentle, soft-spoken, and heartfelt when you enter, understanding that the person is highly vulnerable in this moment.
- Be mindful of the staff. Introduce yourself, explain why you're there, and let them do what they need to do.
- Offer to pray and to read Scripture, which are the two most important aspects of a visit. Ask for a favorite verse or use an appropriate passage you selected ahead of time. Try to have a hardcopy Bible on hand rather than using your phone.
- Exude confidence in God's promises. You may be visiting with someone who has no hope of recovery, but God's promises are still true for them. Speak God's promises gently but confidently.
- Keep it "short and sweet." Ten minutes or so, fifteen minutes at most, unless you are very close with the patient and family.
- Lend a healing touch. A person's touch can represent some of the only non-clinical contact a patient receives. This act is a direct extension of Jesus' ministry as he touched the sick and dying. Ask permission to take a hand while praying or reading Scripture.
- Observe good hospital manners
- Knock for permission to enter and wait for an invitation to enter the room.
- Focus on the patient once you are in the room.

- Position yourself in the line of the patient's vision.
  - Introduce yourself to the patient if you don't know them.
  - Let the patient invite a handshake.
  - Sit down only at the invitation of the patient.
  - Never sit on the bed.
  - If you arrive at mealtime, make your visit brief.
  - Let the patient do most of the talking.
  - Instead of asking, "How are you feeling?" you might ask, "How are things going today?"
  - Avoid being drawn into speculation about the patient's physical condition or hospital procedure.
  - Do not wake a sleeping patient.
  - When praying, be comprehensive and specific. Pray for the patient's freedom from pain, family concerns, and God's will to bring about complete healing and restoration.
  - Leave your phone number if you're needed or wanted again (if/when appropriate).
- There will be times when a phone call is appropriate. In those cases, follow the same guidelines.

## Meals

The Campus Pastor or CLT member will develop a "Meal Team" and use the Meal Train website to coordinate meals provided for someone in need. The person who has connected with the family will determine the most helpful frequency for providing meals for the family or person in need. An email will go out to the church explaining the need and the situation. Examples of this will be for someone who has just had a baby, had surgery, or has another need in which a meal would be encouraging and helpful.

## Benevolence

- Financial assistance can be provided in a situation where a church member is facing a financial crisis.

- This team will be attentive to needs in the church community. When a need is identified, the team will tell one of the elders the situation's specifics to determine what degree of financial assistance is appropriate.

### New Births

- We send a card and a gift to each family that has a new baby. The Kids' Director at each campus is responsible for providing this. Sometimes, people have a new baby in a church our size without the Kids' Director hearing about it.
- The role here is to help the Kids' Director make sure they know about each family!

### Spiritual Life

#### Counseling

- Vox Church partners with several Christian counseling organizations that help folks work through difficult and challenging life situations.
- The Care Team will pass a person's name and information on to the church staff and CLT to speak with the person about pursuing professional counseling.
- Bereavement
- Counseling, care, and help with funeral planning after the death of a loved one.
- The Spiritual Life Team may pray with a grieving family and ensure that the church is aware of the situation so that grief counseling can be pursued and funeral arrangements made.

#### Prayer For Healing

- Prayer will be provided for folks in need of physical, emotional, and spiritual healing.

- The Spiritual Life Team will partner with the Prayer Team in this. Much of this happens on Sunday mornings, but occasionally (for example), the Spiritual Life Team will visit someone in the hospital with the specific intention of praying for their healing.

## Campus Spiritual Growth

The CLT member will work with the Campus Pastor and Central Spiritual Life Director to provide opportunities and resources for deeper spiritual growth. These include Encounter weekends, Spiritual Development courses, and other opportunities to meet specific needs within the campus.

Process for receiving care:

If connected:

- We work through Community Groups to set up meal trains and support for their member.
- Meal Trains are created either by the Community Group Member/Leader or Care Team Leader
- If the need is more than the Community Group could handle, the Care Team leader will connect with the person to determine how to offer support. (Depending on connection status and life event, a Benevolence Act may be initiated.)

Not connected:

- The Campus Pastor or Care Team leader would connect with the person to determine how to offer support. (Depending on connection status and life event, a Benevolence Act may be initiated.)

Follow-up:

Once we have determined we want to send a gift or support, we enter the Benevolence Request in the Rock for approval.

The Campus Pastor and Campus Outreach Director review the request and, if approved, sends out the flowers, meal, financial request to the individual/family from the campus budget.

If the benevolence request is denied, the person communicating with them will connect them to outside resources, such as food banks, 211, etc.



## MARRIAGE AND FAMILY

The Team Member who leads "Marriage and Family" is ultimately in charge of Prepare & Enrich, marriage community groups, and ongoing marriage investment. They will strive to hit the goals outlined in the Prepare & Enrich leadership matrix and the number of marriage community groups functioning.

### P&E Ministry Matrix for Campuses

- Launch CP P&E trained
- 18+ months/1-2001 Campus Facilitator/4-5 active couples 200-375  
1 Campus Facilitator/6-8 active couples
- 375-700 1 Campus Facilitator/8-12 active couples
- 700-1200 1 Campus Facilitator/12-16 active couples
- 1200+ 1 Campus Facilitator/16-24 active couples

### Marriage CG Matrix

- Launch 1 CG
- 18+ months/1-200 2 CGs
- 200-375 3-4 CGs
- 375-700 4-6 CGs
- 700-1200 8-10 CGs
- 1200+ 12-16 CGs

## DISCIPLESHIP AND LEADERSHIP DEVELOPMENT

The role of the CLT and Campus Pastor is to oversee the development and discipleship of the congregation. Each CLT member will have two to three people they are actively discipling and at least one person they hope to recommend to the CLT in twelve months' time.

## SUNDAY SERVICES

Each Campus Leadership Team member will serve approximately two Sundays per month since it is the goal to have at least one Campus Elder and one Women's Leadership Council member at each service.

While the exact schedule for the morning will vary by campus, on Sunday mornings, when the team member arrives, they begin their time by finding a quiet place to pray over the morning using the following prayer as a guideline:

#### Spiritual Authority Prayer

"Lord Jesus, we humble ourselves before you. We are thankful that you gave your life to pay the price for our sin, and you rose from the dead to overcome the power of death. We look to you as the one who has all authority, the head of your church. And we thank you that through a relationship with you, we have been seated with you in heavenly places, made co-laborers with you, and are sealed with the power and indwelling of the Holy Spirit.

As your church, we desire that you be glorified as we serve, worship, and study your Word. We long for those who do not know you to meet you today and for those who are believers to grow in their faith. Though this is our desire, we recognize there is opposition to this. We know our battle is not against flesh and blood but the spiritual rulers, powers, and host of wickedness, the very thing we have dominion over because of your death and resurrection.

So, God, we declare that this place is set apart for your plans and purposes. No assignment of the enemy will prevail because this place is holy ground. Any activity done here that would give Satan and his demons a foothold has been rendered powerless. In this place, many will be saved, healed, and delivered. And in this place, your church will meet with you. We give this day and this place to you. Have your way in our lives and your church. We long to see your kingdom come, and your will be done! In Jesus' name, Amen."

#### MONTHLY GATHERING

Once a month, the Campus Leadership Team meets for a time of relational investment and ministry strategy.

## RUNNING THE MONTHLY MEETING

The Campus Pastor should provide a meal for the team. For the first hour, the Elders and WLC teams should split for relational investment. During this time, teams should discuss what they are learning from their shared reading book and talk openly about their lives regarding key relationships and accountability needs. They should also speak regularly about upcoming leaders who need investment and which team members will engage with those people.

### Example of Section 1:

How is it with your soul? This question helps you be honest with the people in your group. It challenges you to articulate, "How are you doing on the inside?" Are you joy-filled? Weary? Refreshed? Tired?

Can you name one recent struggle and one recent success? This question opens the door to a deeper honesty and awareness of how God is working in your life. What sin do you need to confess? This question invites others into your challenges and builds a bridge of trust.

What do you think the Holy Spirit is doing in your life right now? This question pushes you to articulate the invisible work of God in your heart.

### Example of Section 2:

What have you learned from the reading this month? What stood out to you?  
How does this apply to our church? Our team?

For the remainder of the meeting, the Campus Pastor should cover the following items:

Begin with a Brief Encouragement/Vision. (5–10 mins) Make it pastoral more than organizational. Ministry and Discipleship Updates from Each Team Member. (20–30 mins)

Ministry: Each team member will give an overall update on the ministry they are leading, then share the specific goals they are working towards in the next three months. What ground have they taken? What will they accomplish?

Discipleship: Each team member is to report who they are disciplining, how often they have been meeting with that person, and (as appropriate) what and how they are currently challenging that person.

Example:

What conversations in the last month have you had to challenge the spiritual growth of a leader in our church? How did it go?

What is your monthly discipleship routine like right now? Who are you meeting? What are you learning? Are you walking anyone through the seven discipleship habits? Who? Which habits?

Reflections on people, the campus, and prayer for the campus. (30–40 mins)

In this section, consider questions like the following: What people are growing spiritually? How can we support them? What new leaders are appearing? What new families have joined? What gaps do we see in our care for people? What significant needs have arisen?

Once these items are discussed, take time to pray and intercede on behalf of the campus. Pray specifically for the needs and areas of breakthrough.

Outlining the Next Level/Ministry Brainstorm. (20–40 mins)

Have the team consider the "next level" for the ministries the CLT is involved with, asking, "Where do we go next?" Be sure to regularly hit things like Care, Prayer, Marriage and Family, Groups and Connection, Discipleship, etc.

Upcoming Items/" Need to Know" (5 mins)

The Campus Pastor should keep the team apprised of any events, staffing considerations, or other essential campus items.

## CHURCH DISCIPLINE

Unfortunately, there are times that a Vox Member breaks their covenant, and the Campus Elders need to institute the church discipline process (as outlined below). This happens when a person is unrepentant of their sin and remains unwilling to change their behavior after many attempts to restore them. In these circumstances, the Campus Leadership Team will discuss the situation together, and upon team agreement, the Campus Elder Team will remove the person from membership.

### VOX CHURCH MEMBER DISCIPLINE POLICY

Why should the church engage in corporate discipline? Five reasons stand out as most pertinent:

We love the Lord.

Our God is a holy God whose eyes can look on no evil. Though none of us will fully comprehend the Lord this side of glory, we recognize that our understanding informs our love for Him of who he is. Part of the call to love God is to abhor that which is opposed to him.

We love our members

The motivation behind church discipline should always be the hope of restoring the wayward brother or sister. Discipline is not the end, but rather is the means to the expected end of repentance and reconciliation in the life of the Christian.

We love his church.

Not only are we called to love our individual members, but also to love the whole assembly who gather together each week. Love for the church demands that we discipline ourselves for the sake of purity.

We love non-believers.

Those who profess belief in Christ and yet continue in unrepentant sin misrepresent the nature of grace and the very faith that they claim. We want non-believers to know that the Christian faith does not merely gloss over hypocrisy and pretending. We take the calls of our Lord seriously.

We love Scripture.

Through the Scriptures, the Lord has specifically revealed the method through which the church is expected to deal with sin in its body. Love for Scripture demands that we discipline in accordance with its instructions.

### The Vox Church Membership Covenant Provisions

Part of the membership process at Vox Church includes the signing of our membership covenant. This covenant outlines the respective responsibilities of elders and members toward the church body. Particularly relevant are the following responsibilities:

#### Leaders' Covenant:

to care for the church and seek her growth in grace, truth, and love (Matthew 28:16–20; Ephesians 4:15–16; Colossians 1:28; James 5:14; 1 Peter 5:1–4)

to lovingly exercise discipline when necessary, for the glory of God, the good of the one disciplined and the health of the church as a whole (Matthew 18:15–20; 1 Corinthians 5; Galatians 6:1; James 5:19–20)

#### Members' Covenant:

to submit to the authority of the Scriptures as the final arbiter on all issues (Psalm 119; 2 Timothy 3:14–17; 2 Peter 1:19–21)

to submit to the discipline of God through His Holy Spirit by:

following the biblical procedures for church discipline where sin is evident in another – the hope of such discipline being repentance and restoration receiving righteous and loving discipline when approached biblically by fellow believers (Psalm

141:5; Matthew 18:15–20; 1 Corinthians 5:9–13; Hebrews 12:5–11)

to submit to the elders and other appointed leaders of the church and will be diligent to strive for unity and peace within the church (Ephesians 4:1–3; Hebrews 13:17; 1 Peter 5:5)

Given that these responsibilities in Scripture apply to all believers, Vox Church will reserve the right to exercise loving discipline outside of its official membership for those who regularly attend.

## The Process of Discipline

Vox Church believes that the best way to deal with sin and love the sinner is through the means revealed in Scripture. Our desire to obey the Lord thus necessitates that we follow his Word.

Therefore, discipline in the life of Vox Church will follow the steps outlined in this document. Except in rather extreme and extenuating circumstances, the process should be followed with faithfulness and expectation of God's Spirit to work through His intended means.

Members of the church are expected to follow the biblical, 4-step process of discipline as outlined in Matthew 18:15-17:

(1) Tell him his sin alone; (2) take some witnesses; (3) tell the church; and (4) treat him as an outsider.

Step One (Matthew 18:15):

The first step in instances of overt sin should be a meeting between the two Christians to express concerns and correct any misunderstandings. We cannot stress strongly enough the need for confidentiality. A general principle of the discipline process is to keep the circle of people involved as small as possible for as long as possible.

Step Two (Matthew 18:16):

If the person remains unrepentant, members are encouraged to ask a witness to accompany them for another meeting. The purpose of bringing witnesses is to confirm that the person is genuinely unrepentant over their sin. Ideally, their added rebuke will be sufficient to induce a change of heart in the person that the initial rebuke did not cause. If the change of heart does occur, the person is forgiven and restored, and the matter dropped.

Step Three (Matthew 18:17a):

If the second step has failed, request that the member contact a pastor or elder at Vox Church for further instructions on the church's response. Once the elders have determined the person remains defiant in their continuation of sin, the elder team will send a letter by registered mail warning the individual that the next discipline steps will be taken if a word of repentance has not been received by a specified person date. When this date has

passed, it is up to the elders' discretion to determine how and when to publicly make the situation known, whether in a Sunday gathering or through someone's community group. The third step intends to indicate to the church that they are to pursue the person and plead with them to repent and turn away from their sin.

#### Step Four (Matthew 18:17b):

The fourth and final step in the process of church discipline is removal from church participation. If a sinning believer refuses to listen to the repeated efforts of the elder team toward restoration, he is to be put out of the ongoing involvement in church life. Jesus said, "let him be to you as a Gentile and a tax-gatherer." Jesus' use of these terms does not mean that the church is to mistreat these people; it simply means that when a professing believer refuses to repent, the church treats them as if they were outside of the fellowship. The purpose of ostracism is not to punish but to awaken, and it must be done in humble love and never in a spirit of self-righteous superiority (2 Thessalonians 3:15). The command not to have fellowship or even social contact with the unrepentant person does not exclude all communication. It should be taken, even sought after, when an opportunity arises to admonish and call the person back. But the contact should be for admonishment and restoration, not casual fellowship.

#### REMOVAL FROM LEADERSHIP POSITIONS AT VOX CHURCH

The departure of any leader from a position of authority comes with a series of implications and is never taken lightly. This document seeks to outline the process for transitioning top leaders at Vox Church. There are certain instances where a leader's sin is of such a grievous nature that it must be shared publicly with the church. These are handled on a case-by-case basis but would include such actions as adultery, illegal financial activity, illicit or illegal substance usage, or any other number of violations of conscience or law.

Certain ongoing willful acts of sexual compromise, such as repeated and continued viewing of pornography, may also constitute a public removal from office. The intention is never to bring shame to a person but to be faithful to the guidelines of church discipline in Scripture for leaders in the church.

#### Removal of a Central Elder

The Central Elder Team is directly held accountable by the Vox Board of Directors. Three different circumstances would lead to the departure of Central Elder:



Disqualification.

Lack of Unity.

Season of Life.

Disqualification:

In this instance, the Board of Directors plays a direct role. Per the Vox Church bylaws: "The Board may declare vacant the office of a Director and/or Elder who has been convicted of a felony; or found, based on the Director's personal admission, the testimony of 2 eyewitnesses of good character, or unambiguous authentic photographic or written evidence to have committed any of the following offenses: (1) use of illegal drugs (2) chronic alcoholism (3) adultery or fornication (4) theft of church funds (5) any other act(s) or beliefs found contrary to Biblical leadership as interpreted and taught by the leadership of the Corporation."

This removal would require a  $\frac{3}{4}$  majority vote by the Board. If an Elder is removed according to the preceding paragraph repents according to the Holy Scriptures, the Board shall consider making counseling and rehabilitation services available to such Director and/or Elder as deemed necessary by the Board, including partial or full payment for the same by the Corporation. In the matter of restoration, the decision of the Board of Directors shall be final.

Lack of Unity:

If there is a member of the Central Elder Team who does not seem to fit in vision and direction with the rest of the team or holds irreconcilable differences in doctrine or practice, any member of the team can call for a vote for this member to be removed. The vote must take place in person at least two weeks after the request for a vote has been made. Both parties will be given an opportunity to express their point of view, and then a vote will be taken of the remaining Central Elders. No direct family member will be allowed to vote. A minimum of three votes must be cast. If a two-thirds majority of elders votes to remove the elder, this elder will be removed from the team. If a two-thirds majority is not possible due to the number of elders, members of the Board will sit on this vote and vote as Central Elders in this matter. If this applies to the Lead Pastor, the process outlined in the bylaws will supersede this process.

## Season of Life:

If a Central Elder feels that their time on this team has come to an end for any personal reason, they must notify the Lead Pastor in person. A meeting will be set to discuss timing and transition. If a member of this team chooses to step back for a season of life change, they will need to reapply for the position.

## Removal of Central WLC

**Disqualification:** The Central Elder Team and Central WLC may determine a member of the WLC disqualified with a  $\frac{3}{4}$  majority vote if she has been convicted of a felony; or found, based on the WLC members personal admission, the testimony of 2 eyewitnesses of good character, or unambiguous authentic photographic or written evidence to have committed any of the following offenses: (1) use of illegal drugs (2) chronic alcoholism (3) adultery or fornication (4) theft of church funds (5) any other act(s) or beliefs found contrary to Biblical leadership as interpreted and taught by the leadership of the church.

**Lack of Unity:** if there is a member of the Central WLC who does not seem to fit in vision and direction with the rest of the team or holds irreconcilable differences in doctrine or practice, any member of the team can call for a vote for this member to be removed. The vote must take place in person at least two weeks after the request for a vote has been made. Both parties will be given the opportunity to express their point of view, and then a vote will be taken from the remaining WLC members. No direct family member will be allowed to vote. At least three votes must be cast. If a two-thirds majority is not possible due to the number of central WLC, members of the Central Elder Team will sit on this vote and vote in this matter. If a two-thirds majority votes to remove the leader, this leader will be removed from the team.

**Season of Life:** If a central WLC member feels that their time on this team has come to an end for any personal reason, they must notify the Lead Pastor in person. A meeting will be set to discuss timing and transition. If a member of this team chooses to step back for a season of life change, they will need to reapply for the position.

## Removal of Campus Elder

### Disqualification:

The Central Elder Team will hold an emergency meeting with the Campus Elder Team when disqualification is being considered. The Campus Elder Team will give a majority recommendation to the Central Elder Team regarding the disqualification of the

individual. The Central Elder Team may determine a member of the Campus Elder Team is disqualified with a  $\frac{3}{4}$  majority vote if he has been convicted of a felony; or found, based on the Campus Elders personal admission, the testimony of 2 eyewitnesses of good character, or unambiguous authentic photographic or written evidence to have committed any of the following offenses: (1) use of illegal drugs (2) chronic alcoholism (3) adultery or fornication (4) theft of church funds (5) any other act(s) found contrary to Biblical leadership as interpreted and taught by the leadership of the church.

#### Lack of Unity:

if there is a member of the Campus Elder Team who does not seem to fit in vision and direction with the rest of the team, any member of the team can call for a vote for this member to be removed. The vote must take place in person at least two weeks after the request for a vote has been made. Both parties will be given the opportunity to express their point of view, and then a vote will be taken of the remaining Campus Elder members and the Central Elders. No direct family member will be allowed to vote. If a two-thirds majority of voting elders vote to remove the leader, this leader will be removed from the team.

#### Season of Life:

If a Campus Elder feels that their time on this team has come to an end for any personal reason, they must notify the Campus Pastor in person. A meeting will be set to discuss timing and transition. The Campus Elder will directly discuss the change with a member of the Central Elder Team. If a member of this team chooses to step back for a season of life change, they will need to reapply for the position.

#### Removal of Campus WLC

Disqualification: The Central WLC will hold an emergency meeting with the Campus WLC when disqualification is being considered. The Campus WLC will give a majority recommendation to the Central WLC regarding the disqualification of the individual. The Central WLC may determine a member of the Campus WLC is disqualified with a  $\frac{3}{4}$  majority vote if she has been convicted of a felony; or found, based on the WLC members personal admission, the testimony of 2 eyewitnesses of good character, or unambiguous authentic photographic or written evidence to have committed any of the following offenses: (1) use of illegal drugs (2) chronic alcoholism (3) adultery or fornication (4) theft of church funds (5) any other act(s) found contrary to Biblical leadership as interpreted and taught by the leadership of the church.

### Lack of Unity:

If there is a member of the Campus WLC who does not seem to fit in vision and direction with the rest of the team, any member of the team can call for a vote for this member to be removed. The vote must take place in person at least two weeks after the request for a vote has been made. Both parties will be given the opportunity to express their point of view, and then a vote will be taken of the remaining WLC members and the central WLC members. No direct family member will be allowed to vote. If a two-thirds majority of Central WLC members and Campus WLC members vote to remove the leader, this leader will be removed from the team.

### Season of Life:

If a Campus WLC member feels that their time on this team has come to an end for any personal reason, they must notify the Campus Pastor in person. A meeting will be set to discuss timing and transition. The Campus Pastor will discuss this change directly with a member of the Central WLC. If a member of this team chooses to step back for a season of life change, they will need to reapply for the position.

## CAMPUS PASTOR MONTHLY REPORT

Each month, every Campus Pastor will submit the following report to the Central Elder Team:

Name:

Campus:

Date:

What do you see God doing in your campus right now?

What are you praying for currently?

What are the spiritual challenges your campus is facing right now?

What are the practical challenges your campus is facing right now?

What are you frustrated with that the Central Elders could help with?

What feedback do you have about the Sunday Service flow?

Who are your next 5 "up and coming" male and female leaders?

What do you feel is the primary cause or hindrance to growth in your campus right now?

On a scale of 1–10, rank the following in terms of health, strength, and effectiveness:

\_\_\_\_\_ Servant Teams

\_\_\_\_\_ Leadership Development

\_\_\_\_\_ Worship

\_\_\_\_\_ Prayer Team

\_\_\_\_\_ Kids

\_\_\_\_\_ Production

\_\_\_\_\_ Community Groups

\_\_\_\_\_ Outreach

## BEST PRACTICES AND GUIDELINES

### LEAVE OF ABSENCE

From time to time, an Elder or WLC member may want to step back from their responsibilities. The team will agree to a 6–12-month sabbatical. If the member wishes to return after this break, the CLT will assess before the member returns.

### CONFIDENTIALITY

Vox Church CLT members may have access to information that is considered confidential or sensitive. This information should not be shared with anyone outside of Vox staff without appropriate authorization.

### SOCIAL MEDIA

Vox Church CLT members represent our organization to Vox members, attendees, and outside parties. That means that while a team member may view their online presence as a personal project, many readers will associate the views expressed with those of Vox Church. Considering that, Vox asks that team members use wisdom and discretion in what they choose to comment on or post. They should avoid anything perceived as harassment or defamation of another individual or organization, including politically related remarks or postings.

### PERSONAL APPEARANCE

While there is no formal dress code here at Vox, we ask that all CLT members present a professional image through behavior and appearance. All CLT members should dress appropriately and with modesty.

### APPROPRIATE INTERACTION BETWEEN GENDERS

The following guidelines are the expectations set for Vox Team Members (staff). While it is difficult to address every possible scenario that could arise, we ask that our Campus Leadership Teams follow the same set of guidelines and "spirit" regarding their interactions with members of the other gender:

"As Vox Church staff members, we want to be 'above reproach' when it comes to matters of how we interact with members of the opposite sex, both fellow staff members and as we interact with church attendees/members. It has been said that 'Perception is 90% reality,' and we need to set the standard of practice for what we believe to be wise and prudent for our church. Therefore, we are adopting the following practices:

For both married and single staff members:

Don't meet with a member of the opposite gender behind a closed door without a window. For one-on-one meetings, the expectation is that other staff are in the office and that you meet in a space with a window in the door with the shade raised. This precaution is to maintain transparency and accountability in our interactions and to avoid inappropriate privacy and anonymity.

If, while working in a church office building after 6:00 pm, you find yourself alone in the building with a member of the opposite sex, please do your best to avoid the situation. Please do not schedule or hold meetings with a member of the opposite gender at the office when no one else will be present in the building.

Video calls—As we leverage technology to meet with fellow staff members (or church members/attenders) through video calls (Zoom, Facetime, etc.), we ask for the following guidelines to be adhered to when meeting 1-on-1 with a member of the opposite gender:

Transparency—In the same spirit of the "open shade" in a physical office space, we ask that if there is a recurring, one-on-one video meeting that needs to take place where one or both staff members are married, that both spouses are aware that a call is taking place. While it may be unrealistic to contact a staff member's spouse every time a video call needs to be made, we ask that a conversation be had between the "caller" and the fellow staff member's spouse where the ongoing nature of the meeting is communicated as well as the desire for transparency welcomed. Additionally, where possible, please make every effort to have these calls not take place behind closed doors and to take place in close proximity to another individual in your home or office. For singles, we ask that you take the same precaution by asking a roommate or family member to be in close proximity to the video call where possible.

Accountability—Every staff member should ensure their devices used for video calls are updated with the latest version of Covenant Eyes software. This software provides screenshot accountability technology to make others aware of device activity, who we are having meetings with, etc., to

elicit open and honest conversation with those receiving our regular "reports" via the software. We ask that all video calls as referenced above be made on church-issued laptops or iPads that have this software installed.

**Social Media / Private Messaging—**Texting or messaging between individuals of the opposite genders should be infrequent or limited to business only. Regarding commenting on social media posts, please keep in mind that it is essentially public communication. We ask that you be conscious of how your comments will be perceived (content) as well as the frequency of those comments.

**Counseling, Visitation, and Members of the Opposite Gender—**As a church staff member, when you are counseling a member of the opposite gender (fellow staff member, church member, etc.), it is the expectation for you to have a colleague (admin. assistant, colleague with office next door, etc.) in close proximity. For our pastors, we ask that you only counsel the opposite gender with a third person in the room, such as another pastor or their spouse.

**Pastoral Counseling—**For our pastoral staff, whether with a fellow staff member or a church member, it is crucial to be vigilant regarding discerning what is meant by "pastoral counseling" of the opposite gender, requiring the presence of a third person in the room as mentioned above. Pastors in conversation/meetings with fellow staff members of the opposite gender need to know when the content has shifted into categories that might be deemed "personal" in nature (marriage concerns, emotional health, etc.). If this occurs, the expectation is that the guidelines above be followed OR that the person is directed immediately to a female staff member to address their concerns.

Regarding purposes of home pastoral visitation, it is expected that Vox ministry staff does not visit a member of the opposite gender alone at home.

**Travel/Transportation —**A married person should avoid riding in a car alone with a person of the opposite gender wherever possible. If two members of the opposite sex are attending the same conference, off-site meeting, etc. (and one or both are married), we would like every effort to be made for a third person to be in attendance to avoid flights, car rides, etc. being taken one-on-one.

**For married staff members—**The expectation is that a married staff member will not spend recreational time alone with someone of the opposite gender who is not their spouse. A married person should not go out for a meal alone with someone of the opposite gender who is not their spouse, even if the meal would be for "professional purposes" or to discuss work.



For single staff members: As per the distinctives noted above, in general, the expectation is that single staff members will not spend time alone with a married member of the opposite sex.

We understand that this is not "law" but rather a prudence issue. We know there will sometimes be extenuating circumstances, and in those instances, discernment should be used. If there is uncertainty regarding any situation, an employee should speak with their supervisor about it."

#### HOMELESS PROTOCOL

Vox does not provide cash or pay for hotel rooms for the homeless population who visit our church as a general rule. When a person does come in, there are backpacks at the Welcome Table that have clothes and toiletries labeled by gender.

## APPENDIX

### VOX LEADERSHIP COVENANT FOR ELDERS AND WOMEN'S LEADERSHIP COUNCIL MEMBERS

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Thank you for your interest in serving as an Elder or WLC Member at Vox Church. Leadership is an incredible privilege and provides you the opportunity to make a unique impact on people's lives. Leadership carries authority, and with that authority comes a unique level of responsibility. People listen to your words and watch your actions to better understand what it means to follow Jesus. Therefore, while no one is perfect, your lifestyle must reflect a heart given over to following Jesus. The following covenant outlines the expectations of those serving in this level of leadership at Vox Church:

As a member of a Central or Campus Leadership Team:

1. I will cultivate my relationship with God daily.
2. I will protect the unity of Vox Church by modeling healthy practices such as 1) supporting church leadership, 2) handling conflict in a biblical way, 3) refusing to gossip or complain.
3. I will support Vox Church by regularly attending, engaging in the Christian community, serving faithfully, and generous financial giving.
4. I will support the biblical foundation of Vox Church by affirming Vox's Foundational Beliefs and Core Values.
5. I will maintain a positive witness on social media through my posts' tone, vocabulary, and modesty. I will carry myself as a leader and be careful not to ostracize or marginalize any group to be a witness for Jesus.
6. I will honor God by not drinking alcohol to excess, using illegal drugs, or abusing prescription drugs.

7. I will honor God in my sexual conduct by maintaining sexual abstinence in singleness and faithfulness in the covenant of marriage. Additionally, I will support Vox's belief that Scripture teaches that God created sex as an expression of intimacy between a man and a woman within the context of marriage.

By affirming this leadership covenant, you commit to model a lifestyle that does not detract from but rather enhances your Christian witness. You also recognize the vital part you play in representing Vox to our church, city, and world. If, as a leader, you begin to struggle in any area, including those mentioned above, we are committed to walking with you on that journey.

It is always the intention of Vox Church that when a person falls into sin, full restoration is the end result. This will be done by working with a person through ongoing counseling and accountability.

There are certain instances where the sin is of such a grievous nature that discipline needs to be instituted, and in some cases, with a public removal from the position. These are handled on a case-by-case basis but would include such actions as adultery, financial embezzlement, illicit or illegal substance usage, or any number of other clear violations of conscience or law. Certain ongoing willful acts of sexual compromise, such as repeated and continued viewing of pornography, may also constitute a public removal from office. The intention is never to bring shame to a person but to be faithful to the guidelines of church discipline (as laid out in Matthew 18) and to the authority and responsibility that rests on the office of an Elder or WLC Member.

## VOX CHURCH FOUNDATIONAL BELIEFS

Vox Church is a Christian church. We follow Jesus, teach the Bible, and seek to honor God in all things.

### The Scriptures

The Bible is God's Word to all people. It was written by human authors under the supernatural guidance of the Holy Spirit. Because it is inspired by God, the Bible is truth and is completely relevant to our daily lives. (Deuteronomy 4:1,2; Psalms 119:11; 119:89; 119:105; Isaiah 40:8; Matthew 22:29; John 5:39; 16:13,15; 17:17; Romans 15:4; 2 Timothy 3:15, 17; Hebrews 1:1,2; 4:12; 1 Peter 1:25; 2 Peter 3:16)

### The Godhead

God has existed in relationship with himself for all eternity. He is a triune God, one God revealing himself in three persons: Father, Son, and Holy Spirit. Each member of the Trinity serves different functions, and they each are fully God. (Deuteronomy 6:4; Isaiah 61:1; Matthew 28:19; Mark 1:9,11; Luke 1:35; John 5:21,23; 14:10, 16; Romans 8:9,11; 1 Corinthians 8:6; 2 Corinthians 13:14; Hebrews 1:8,10; James 2:19)

### God the Father

The Father is great: He is all-powerful, all-knowing, ever-present, unchanging, completely worthy of our trust, and he is holy. It is in him that we live, move, and exist. God is good: He is our Father. He is loving, compassionate, and faithful to his people and his promises. (Exodus 3:14; Numbers 23:19; Leviticus 11:44, 45; 19:2; Psalm 11:4, 6; Malachi 3:6; John 3:16; 4:24; 5:26; 14:1; Acts 17:28; Romans 3:3, 4)

### God the Son

God the Son existed for eternity with the Father and became a man to redeem humanity. Jesus Christ is completely human, but at the same time completely God. He is the only plan for bringing people who are enemies of God back into a right relationship with God. He lived a perfect life so that

he could be a substitution for us in satisfying God's demands for holiness. He defeated death in his resurrection so that we could have life. (Isaiah 7:14; 7:53; Matthew 1:18, 23; 3:17; 8:29; 14:33; 16:16; 28:5, 6; Luke 22:70; 24:46, 47; John 1:1; 1:14; 10:30; 11:25, 27; 17:1,5; Acts 1:9; 2:22, 24; 7:55, 56; Romans 1:3, 4; 3:23, 26; 8:1,3; 10:4; 1 Corinthians 8:6; 2 Corinthians 5:19, 21; Galatians 4:4, 5; Philippians 2:5, 11; Colossians 1:15; 2:9; 1 Timothy 2:5, 6; 3:16)

## God the Holy Spirit

The Holy Spirit is fully God, the third person of the Trinity, and assures us of our relationship with Christ. He guides believers into all truth and exalts Christ. He convicts people of their sin, God's righteousness, and the coming judgment. He comforts us, gives us spiritual gifts, and makes us more like Christ. The spiritual gifts given by the Spirit are active today and available to the believer. (Psalms 51:11; 139:7; Genesis 1:2; Isaiah 61:1, 3;

Joel 2:28, 32; Mark 1:10; Luke 1:35; 4:1; 11:13; 12:12; John 15:26; 16:7, 14; Acts 1:8; 2:1, 4; 13:2; Romans 8:9, 11, 14, 16, 26, 27; 1 Corinthians 3:16; Ephesians 1:13, 14; 2 Peter 1:21; Revelation 22:17)

## Human Beings

God created humanity and each unique personality in his image. Humanity is the supreme object of his creation. We were created to have fellowship with God but became separated in that relationship through sinful disobedience. As a result, we cannot attain a right relationship with God through our own effort, but only through faith in death and resurrection of Jesus.

Moreover, God created all things and challenges to fully surrender in the areas of finances and sexuality. We believe that he made people to be his property managers on earth and so how we handle money reveals our true heart toward God. We challenge every member to embrace priority, percentage, and progressive giving to the work of the church. Additionally, in today's culture, with an evolving definition of marriage, we believe that God alone has the ultimate authority to define the marriage relationship and so we hold to a biblical definition of marriage: a covenant relationship between a man and a woman. We believe that monogamous marriage and celibate singleness provide unique opportunities to glorify God. (Genesis 1:26, 30; 2:7, 2:18, 22; 2:3; Psalms 8:3, 6; 32:1, 5; 51:5; Isaiah 6:5; Jeremiah 17:5; Acts 17:26, 31; Romans 1:19, 32; 3:10, 18; 3:23; 5:6; 6:6; 7:14, 25; 1 Corinthians 1:21, 31; 15:19; 15:21, 22; Ephesians 2; Colossians 1:21, 22; 3:9, 11; John 1:3, Psalm

50:10, 12; Genesis 1:28, Genesis 2:22–24, Matthew 19:1–9, Ephesians 5:22–33; 1 Corinthians 7:17))

## Heaven and Hell

Heaven and hell are places of eternal existence. Human beings were created to exist forever. We will either exist eternally separated from God by sin or in union with God by forgiveness and salvation through faith in the finished work of Christ on the cross. To be eternally separated from God is hell. To be eternally in union with him is eternal life. (John 3:16; 3:36; Romans 6:23; 1 John 2:25; 5:11, 13; Revelation 20:15)

## Salvation

The death of Jesus Christ on the cross and his resurrection from the dead provide the only way of salvation through the forgiveness of sin. Salvation occurs when people place their faith in Christ as sufficient payment for their sin. Salvation is a gift from God, and it cannot be earned through our own efforts. The victorious work of Jesus on the cross provides eternal life and freedom from sin, lies, sickness, torment, and all the power of the devil. (Isaiah 1:18; 53:5, 6; 55:7; Matthew 1:21; 27:22, 28:6; Luke 1:68, 69; 2:28, 32; John 1:12; 3:16, 36; 5:24; Acts 2:21; 4:12; 16:30, 31; Romans 1:16, 18; 3:23, 25; 5:8, 10; 6; 1 Corinthians 1:18; 2 Corinthians 5:17, 20; Galatians 2:20; 3:13; Ephesians 2:8, 10; Philippians 2:12, 13; Hebrews 9:24, 28; Revelation 3:20)

## The Church

The global church is made up of all true followers of Christ from every age, race, and nation. The local church is a regional community of baptized believers unified through faith in Christ. It is committed to the teachings of Christ, to obeying all of his commands, and it seeks to bring the gospel to the world. The church works together in love and unity, intent on the ultimate purpose of glorifying Christ. (Matthew 16:18, 19; 18:15, 20; Acts 2:41, 47; 5:11, 14; 13:1, 3; 14:23; 16:5; 20:28; 1 Corinthians 7:17; 9:13, 14; Ephesians 1:22, 23; 2:19, 22; 3:10, 12; 5:22, 32; Colossians 1:18; 3:15; 1 Timothy 4:14; 1 Peter 5:1, 4; Revelation 21:2, 3)

## VOX CHURCH CORE PRACTICES

### Baptism

All those who place their faith in Jesus are instructed by Jesus to be water baptized (Matt 28:19). It is a spiritual act that visibly affirms that you have placed your faith in Christ; your old life has ended, and your new life has begun (Rom 6:4). At Vox Church, we practice "believer's baptism," encouraging all those who have placed their faith in Jesus to obey him through baptism.

### Communion

Communion centers around participation and remembrance (1 Corinthians 11:23, 28). Through communion, we affirm and remember the Father's gift of his only Son, Jesus' death, burial, resurrection, and ascension, the new covenant that Jesus began, the indwelling Holy Spirit, and the need to proclaim the good news until Jesus returns. At Vox Church, we participate in communion on a regular basis in our weekend services, within our families, and in community groups.

### Marriage and Singleness

In today's culture, with an evolving definition of marriage, we believe that God alone has the ultimate authority to define the marriage relationship (Genesis 2:22-24, Matthew 19:1-9, Ephesians 5:22-33). Because of this understanding, we hold to a biblical definition of marriage: a covenant relationship between a man and a woman. We believe that sexual intimacy should be expressed only when the covenant of marriage between a man and a woman has been established. Sexual expressions outside of this covenant are sin (1 Corinthians 6:9-11). We believe that both monogamous marriage and celibate singleness both provide unique opportunities to glorify God (1 Corinthians 7:17).

### Stewardship

God created everything, and everything belongs to God (John 1:3, Psalm 50:10, 12). God made people his property managers on earth (Genesis

1:28), and how we handle money reveals our true heart toward God (Matthew 6:19, 24). Each of us will one day give an account for what we have done with what we've been given (Romans 14:12). If we seek God's Kingdom first, he promises to meet all our needs (Matthew 6:33).

God gives us an example and starting point for generosity through the tradition of the "tithe." Tithe literally means "tenth" or ten percent of your income. Throughout God's interaction with people, giving him ten percent has been a way to express ultimate trust in him and live free from slavery to money and the curse of the world. Abraham tithed before the law, Moses required the tithe through the law and offerings beyond the tithe (Deuteronomy 12:6), and early Christians gave over ten percent to the church after the law was fulfilled in Jesus (Acts 2:42-46). At Vox Church, we believe that giving ten percent of our income to the work of God on earth is a good starting point to express generosity to God and others. We challenge every member to embrace priority, percentage, and progressive giving to the work of the church (Acts 2:44-45).

By signing below, you agree to uphold the standards of leadership as outlined above.

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## DISCIPLESHIP

### HOW TO IDENTIFY FUTURE LEADERS

#### 1. Always begin with a hunt for character.

The best predictor of future performance is past performance. Character does not grow in an hour. Little lies or compromises are the fruit of deeper problems. When you meet someone, look for clues into their character. Do they manage their schedule honorably? Do they seem to work hard? Do they follow through on commitments? Do they show signs of a flourishing home life or family? Is their car a mess? Is their appearance a mess? Are they always sick? Do they care for themselves physically?

If there are no yellow or red flags, meet with them to discover where they are on the seven core habits: Time with God/Share your faith/Follow the Spirit/Sexually pure/Financial stable and generous/Living by limits/Make disciples.

Where are they strong?/weak? As you challenge them, do they adopt new discipline quickly? Are they teachable?

If all of these things seem to be moving forward, move to step 2.

#### 2. Ask them to do something important and see if they are competent.

Approach them directly, face to face, and appeal to the nobler motive. Speak vision first, need second. Ask directly, specifically, and for a designated amount of time. Create a realistic opportunity, but don't try to shield them from inconvenience or personal sacrifice. Don't feel bad for asking much. Aren't you willing to give much? If they say no, make it clear that you won't take that personally. Your relationship is never at risk.

If they say yes, give them clear expectations and follow the basic pattern: I do, you watch/we do together/you do, I watch/you do. Encourage and train along the way, **BUT DO NOT DO THE JOB FOR THEM**. Don't solve every problem and answer every question. Give them counsel but let them figure it out. Answer the what and the why and let them determine the how.

#### 3. Spend enough time around them to answer the chemistry question.

Are they fun to be around? Do you find yourself avoiding them or looking for them? Do they take themselves too seriously? Do they smile? Do they have a positive attitude?

Once you've gotten a clear read on character, competence, and chemistry, begin isolating areas of growth in the three categories. Focus on character first, then competence, then chemistry. At first give specific goals with deadlines, but once they've hit a few, **DON'T KEEP FEEDING THEM**. Switch

to advice rather than a required plan for growth. Hold them accountable to their own high expectations, but they must learn to create their own growth plan with your insight and encouragement. Your role must change from a coach (who calls all the plays) to a sage, who calls out the prophetic best in them. Now you have not just a great leader, but a great partner. Never let insecurity sneak in. They may be better than you at certain things. That's ok. Be secure enough in God's call for you that you can make room for God's call in them.

## LEADING PEOPLE TO JESUS

1. **Care:** You must embrace the burden of people far from God. Feel it, pray it. Let it hurt. Ask God to give you a burden. Then, you must develop “caring eyes.” This means that you notice people who may not know Jesus personally. Remember, true Christianity and “Christian Culture” are very different things.
2. **Investigation:** Once you begin interacting with someone who seems to be far from God, you steer the conversation into an investigation. Do they seem to understand the gospel, or do they know religion? Has their heart been changed, or have they embraced behavior modification? Where do they seem to stand with God?
3. **Courage:** Once you have noticed and investigated, NOW is the moment for courage. You need to ask: “Have you made Jesus the King of your heart? Are you ready to surrender to Jesus right now?” “I really believe that God is drawing you to give your life to him. Are you ready to make that step?”
4. **Simplicity:** Once they have responded positively to your step of courage, now is the time to be simple. Don’t explain predestination. Don’t get tempted towards a rabbit trail. Focus on the 4 basic steps to salvation (4 spiritual laws). God loves you and wants relationship/your sin separates you from God/Jesus has become your substitute/You must personally repent and believe. Lead the person in a prayer of surrender, provide some simple next steps (following Jesus pamphlet) and then figure out a way to connect with them again within one week.

## LEADERS CIRCLE

*Therefore, go and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit -Matt 28:19*

### Introduction

What does it mean to be a disciple? In the most basic sense, a disciple is a *learner*. To be a disciple of Jesus means to be someone who is actively learning and striving to follow Jesus. Discipleship is not just the acquisition of information. It's embracing a whole new way of life—the Jesus way of life.

But discipleship does not end with learning. Although we never graduate from learning, discipleship must grow from *learning* to *leading*. Jesus calls all of his disciples to be leaders. First, we must learn to lead ourselves. This means taking responsibility for your life and developing habits that aim your life toward God. Then, we must learn to lead others in the Jesus way of leadership. This means sacrificial service, genuine love, and a godly example. As we do this, we fulfill God's call to make disciples.

At Vox, we offer strategic groups to develop leaders called Leaders Circles. There are three tiers of Leaders Circles at Vox:

Leaders Circle 1: Foundations of Character

Leaders Circle 2: Emotional Health

Leaders Circle 3: Spiritual Leadership

### Leaders Circle 1: Foundations of Character

Leaders Circle 1 is an invite-only group led by a proven leader at Vox. This group will meet a total of 8 times. Leaders Circle 1 generally runs for 4 months, meeting twice a month during this time. It works best with a group of 5-15 people of the same gender, all committed to growing in Christ. This group will read through the book, *Bury Your Ordinary* over the 4-month period and use the *Bury Your Ordinary Group Workbook* to navigate the discussions.

**Prerequisite:** participants must be invited by a proven leader at Vox who has completed Leaders Circle 1 and been approved by the Campus Pastor of their location. They must be willing to attend all meetings and complete all assignments.

**Length of Time:** Leaders Circle 1 meets a total of 8 times for approximately 1-2 hours each meeting. This is usually done over 4 months, with the group meeting twice each month.

**Goal:** The goal of Leaders Circle 1 is to build deep character through the consistent application of seven discipleship habits and the encouragement and accountability of other Christians in the group.

## Leaders Circle 2: Emotional Health

Leaders Circle 2 is an invite-only group available only to those who have completed Leaders Circle 1. This group will meet a total of six times, meeting once a month. Leaders Circle 2 may meet as a larger group of 20-50 people, both men and women, but will break down into smaller gender-specific core groups throughout their time together. This group will read through the book, *Emotionally Healthy Discipleship* over the six meetings and use the Emotionally Healthy Discipleship curriculum to navigate the discussions.

**Prerequisite:** Participants must be invited by the leader of Leaders Circle 2, and they must have already completed Leaders Circle 1. They must be willing to attend all meetings and complete all assignments.

**Length of Time:** Leaders Circle 2 meets a total of 6 times, for approximately 2 hours each meeting. This is usually done over the course of 6 months, with the group gathering once a month.

**Goal:** The goal of Leaders Circle 2 is to strengthen and prepare the soul of the leader for greater spiritual responsibility and to deepen relationships with other leaders at Vox, learning from one another.

## Leaders Circle 3: Spiritual Leadership

Leaders Circle 3 is an invite-only group available only to those who have completed Leaders Circle 1 and 2. Individuals in this group must be actively leading something at Vox. (This includes participation in a Directional Team, Campus Leadership Team, and other areas of direct ministry leadership). This group is not open to anyone who is not actively filling a leadership role in the church. Leaders Circle 3 also requires that you have led or are currently leading a Leaders Circle 1. No one who has not begun leading a Leaders Circle 1 can start participation in Leaders Circle 3. This group will meet a total of 6 times. Leaders Circle 3 generally runs for 3 months, meeting twice a month during this time. It works best with a group of 4-12 people of the same gender. This group will read through the book *Spiritual Leadership* over the 3-month period and use the Spiritual Leadership Small Group Study Guide in the back of the book to navigate the discussions.

**Prerequisite:** Participants must be invited by the leader of Leaders Circle 3. They must have completed Leaders Circle 1 and 2. They must be actively filling a leadership role at Vox, and they must have led or be currently leading a Leaders Circle 1.

**Length of Time:** Leaders Circle 3 meets a total of 6 times for approximately 1-2 hours each meeting. This is usually done over 3 months, with the group meeting twice each month.

**Goal:** The goal of this group is to develop the spiritual gift of leadership. This level of development is aimed specifically at those who are actively leading and want to grow in their leadership abilities.

# DISCIPLESHIP HOUSE

# GROWING IN JESUS

Luke 10:27

"You shall love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind."

CHARACTER (HEART)	THEOLOGY (MIND)	PRACTICE (STRENGTH)	EMOTIONAL HEALTH (SOUL)
<ul style="list-style-type: none"> <li>Elder/WLC Pipeline</li> <li>Lead Leaders Circle 1</li> <li>1-to-1 Disciple Making</li> <li>Coach (CG, Worship)</li> <li>Lead CG, CORE</li> <li>Recommended Tier 2 Reading List</li> </ul>	<ul style="list-style-type: none"> <li>Accredited Program</li> <li>Masters/PhD</li> <li>Teach Bible/Theology Class</li> <li>Lead Following Jesus</li> <li>Worldview 101, 201 Bible 201</li> <li>Christian Theology 201</li> </ul>	<ul style="list-style-type: none"> <li>Staff Position/CLT</li> <li>Directional Team</li> <li>Lead Leaders Circle 3</li> <li>Residency</li> <li>Attend Leaders Circle 3</li> <li>Volunteer Leadership Staff Position</li> <li>Mission Leadership</li> <li>Team Leader</li> <li>Team Member</li> </ul>	<ul style="list-style-type: none"> <li>Teach Leaders Circle 2</li> <li>Participate in Inner Healing Ministry</li> <li>Member of Encounter Team</li> <li>Prepare &amp; Enrich Facilitator</li> <li>Leaders Circle 2/EHD</li> <li>Spiritual Disciplines Workshops</li> <li>Recommended Tier 2 Reading List</li> </ul>
MEMBERSHIP			
<ul style="list-style-type: none"> <li>Leaders Circle 1 Participant</li> <li>Redemption Group</li> <li>CORE Participant</li> <li>FPU Participant</li> <li>CG Participant</li> <li>Recommended Tier 1 Reading List</li> </ul>	<ul style="list-style-type: none"> <li>Bible Class</li> <li>Forums</li> <li>Christian Theology 101 (spring)/Bible 101 (fall)</li> <li>Essentials</li> <li>Following Jesus</li> </ul>	<ul style="list-style-type: none"> <li>Mission Involvement</li> <li>Join Team</li> <li>Host CG</li> <li>Volunteer (events &amp; initiatives)</li> <li>Outside Experience</li> </ul>	<ul style="list-style-type: none"> <li>Support Groups                             <ul style="list-style-type: none"> <li>Divorce Care</li> <li>AANA</li> <li>Grief &amp; Loss</li> <li>Prepare &amp; Enrich</li> </ul> </li> <li>Men's/Women's Retreats</li> <li>Attend EH Workshops                             <ul style="list-style-type: none"> <li>Soul Over Skill</li> <li>Spiritual Disciplines</li> </ul> </li> <li>Attend Encounter and Post-Encounter CG</li> <li>Attend EHS (level 1) CG</li> <li>Recommended Tier 1 Reading List</li> </ul>

As a disciple of Jesus, you have opportunities to grow in four key areas: character, theology, practice, and emotional health.

To identify your next recommended steps, take the Spiritual Growth Opportunities Assessment at <https://voxbchurch.org/SpiritualGrowthOpportunityAssessment>

## ACRONYM GLOSSARY

**AA/NA** ALCOHOLICS ANONYMOUS/NARCOTICS ANONYMOUS  
**CG** COMMUNITY GROUP  
**CLT** CAMPUS LEADERSHIP TEAM  
**EH** EMOTIONAL HEALTH

**EHD** EMOTIONALLY HEALTHY DISCIPLESHIP  
**EHS** EMOTIONALLY HEALTHY SPIRITUALITY  
**FPU** FINANCIAL PEACE UNIVERSITY  
**WLC** WOMEN'S LEADERSHIP COUNCIL

## BAPTISMS AT VOX CHURCH

# Baptism Service

### TIMELINE OF COMMUNICATION:

#### THREE MONTHS BEFORE

- Meeting with Campus Pastors and all Department heads to discuss distribution of tasks and responsibilities
- Event on website
- Recruit for teams
- Plan for service elements
- Create Planning Center event

#### TWO MONTHS BEFORE

- Order Vox informational baptism cards if needed
- Central to communicate necessary details to campuses

#### ONE MONTH BEFORE

- Stage announcements & promotion starts
- Arrange water delivery
- Start purchasing needed supplies

#### ONE WEEK BEFORE

- Pray for the services and for all those registered
- Organize supplies
- Final e-mail to participants
- Communicate information to volunteers
- Print registration lists

### OUTLINE OF SERVICE:

#### PRE-SERVICE

Baptism participants arrive 30 minutes prior. They are asked to change if they have not already. 15 minutes prior to service they are briefed by pastors. See briefing notes below.

#### ORDER OF SERVICE

Song 1

Song 2

Song 3

Welcome & Offering

## Offering Song

### Sermon – 6 Minutes

- Prepare to brief on-site registrations

### Baptisms

- Participants go on stage 3 or 4 at a time – The first participant in each group brings the index card with the 4 names on it to hand to the stage host.
- Participants are asked “What does following Jesus mean to you?”
- After the first person answers, they immediately leave the stage to get into tank. If they do not leave the stage, a servant team member should go onto the stage to direct them off.
- Baptizers should baptize as soon as Pastor starts praying and pray over them. See notes for prepping baptizers below.
- If there are multiple couples baptizing, make sure that they are switched out of the tank in between groups to ease flow of service.

### Song 4

### Song 5

### Song 6

### Song 7

### Ministry Time – Brainstorm ways to make the end of service special.

### Song 8

### Service Close

## SUPPLIES

- Print Vox Baptism Cards for participants
- Clothes – Plan for double the amount of pre-registered sign-ups. Campuses should have at least 3 of each size available from Youth – Adult sizes.
  - Underwear
  - Bras
  - Shorts
  - T-shirts
- Towels – Purchase towels for double the amount of pre-registered participants
- Drawstring Bags – Bring drawstring bags for double the amount of pre-registered participants
- Bins for wet clothes with clear signage
- Baptismals/Tubs
- Heater if needed
- Extension cords
- Water for Tubs
- Skimmer
- Chlorine for water
- Tarp / Towels for around baptismal (if needed)
- Rugs for walking inside
- Clipboards
- Pens



- Registration Lists
- Highlighters
- Registration Tables
- Prophetic Prayer cards for registrants
- "Baptism Registrations This Way" Greeting Sign
- Signage for Changing Rooms
- Index cards for Line Manager
- Sharpies for Line Manager
- Extra Pipe and Drape for changing rooms (if needed)
- Outdoor worship equipment (if needed)

## REGISTRATION

- Registration prior to baptisms will be made online through the ROCK on the baptism event page.
- Pre-registered participants will check-in at the registration table when they arrive.
- People who decide day of will write down their information at the check-in table.
- Registration lists can be printed from ROCK for each campus by going to the event page, sorting by campus, exporting the list into Excel, and keeping the necessary fields.
  - All registration lists must have: First Name, Last Name, Campus, E-mail Address, Phone Number, Space for Signature/Initials

### Registration Reminder E-mail:

We are so excited for you to get baptized DATE TIME! Here are a few tips on what to expect when you arrive:

- Please arrive by 5:45pm to leave time for registration and a pre-baptism meeting.
- Arrive in clothes to be baptized with and bring a towel with a change of clothes for after! We will have everything you need on hand as well, so no worries either way!
- Send the streaming link to your friends! We are baptizing on church online, Facebook, and YouTube.
- Before being baptized, you will be asked to share "What does following Jesus means to you?" in a few sentences. We can't wait to hear about how Jesus has transformed your life!

Please do not hesitate to reach out if you have any further questions.

## BAPTISM PARTICIPANTS

Pre-registered baptism participants will be asked to arrive 30 minutes early to start time in their reminder e-mail the Friday before. They will be asked to come changed and ready to be baptized. They will be debriefed prior to service starting and given instructions on where to line up once called from the stage during this time.

## SERVANT TEAM ROLES:

### Check-in/Registration:

- 2-4 people
- Check-in and register participants
- They will need copies of the registration lists, clear signage for the table, pens, and clipboards.
- Text final number of registrants to line manager and baptismal attendants to know when to switch out baptizers

### Clothes Table:

- 2-4 people
- Hand out clothing to people who did not bring a change of clothes and those who register day of
- Set-it up like a one stop shop:
  - Grab a draw string bag
  - Fill it with everything that you need!

### Hospitality:

- Normal Sunday amount of volunteers
- We will be providing coffee, water, and tea like you would on a normal Sunday

### Parkers:

- Normal Sunday amount of volunteers
- Plan for more attendees and extra parkers for this day – especially if baptism is happening in the parking lot

### Line Managers:

- 2 people
- Write down the phonetic names of people on index cards who are going up on stage in a row 4 at a time
- The first person in line will bring the index card out to the stage host
- The line manager will also be briefing the line with the question that will be asked on the stage – What does following Jesus mean to you?
- The line manager is responsible for making sure that the people who are going on the stage know that as soon as they are done answering the question that they exit the stage
- If they do not exit the stage, the line manager will go on to the stage to usher them off
- The line managers should be your strongest servant team members

### Baptizers:

- Number of baptizers is dependent on how many people are being baptized. Normally 1-3 couples per service
- Baptizers must arrive at least 30 minutes early to meet with someone to be briefed and prayed over

- There should be 2 baptizers per tank and they should be prayer team trained
- All baptizers should be ready to get into tank as soon as the people being baptized are being called to line up
- They should be changed prior and also have a change of clothes
- When baptisms are regional, there should be a representative from all campuses

#### Changing Room Attendants:

- 2-4 people
- Make sure that no changing rooms go unoccupied
- Ensure that the line runs smoothly
- Usher participants with where to go

#### Baptismal Attendants:

- One per tank
- Ensure the safety of participants as they go in and out of tank
- Switch out baptizers when it is time based on the number texted to them from the check-in team
- These should be trusted and diligent volunteers

#### Ushers:

- Recruit a few more ushers than normal
- Usher people into seats to start service
- Help usher people with where to line up and where to go along the way
- There should be touch points to check-in, dressing rooms, and to the line of participants

#### Greeters:

- Recruit a few more greeters than normal
- Recruit some of the happiest faces to surround the tanks
- Fit as many greeters as possible to rejoice with them as they get baptized
- Greeters will go to tanks as soon as participants are released to get in line

#### Next Steps:

- Regular Next Steps volunteers are needed to welcome first time guests, give away Bibles, and getting people connected

#### Security:

- Strategize what doors to the building need to be open that are not usually open on a normal Sunday with your security team
- If necessary, recruit more security volunteers for baptisms

#### SERVANT TEAM REMINDER E-MAIL:

Serving at Baptisms at Vox!

**Arrival Times:**

Baptizers – 5:30 PM

Any Other ST Positions – 4:30PM

**To-Dos Upon Arrival:**

- Set-up clothes tables
- Set-up registration tables
- Set-up changing rooms
- Go through flow of service

**Dinner:** Dinner will be arriving at 4:30PM.

**Parking:**

Please park at the house behind the church to provide for more parking for attendees.

**Information by Position** (Please read through all, so you know how to help people find what they need day of):

**Check-in/Registration:** Those who were pre-registered were asked to arrive at 5:30PM. They will check-in, get changed right away if they have not already, and then head downstairs for a briefing with our Pastors. The briefing will happen around 5:45PM. Those who will register onsite after the message will check-in with you first, then they will head downstairs to be briefed, get clothes to change into, and change before being baptized. All people need to check-in with you. After the second round of people deciding to take the step of faith, please have someone text Bru with the final amount of those being baptized. Ask me for my number if you do not have it on Sunday!

**Clothes Table:** We want to try to get as many pre-registered changed prior to start time of service. We will be ready to go at 5:30PM!

**Hospitality:** We will be providing coffee, water, and tea like a normal Sunday morning at NTH!

**Parkers:** You guys are pros at this by now, but please make sure that all volunteers' cars are parked at the house, so that we can have as much space for attendees as possible.

**Line Managers:** We will be writing on an index card the first names of every 3 people in line who will go up on stage next. The first person in line will bring the index card to Josh Conrad. We will also be briefing the line with the question that will be asked on the stage – What does following Jesus mean to you?

**Baptizers:** You will meet with Josh Conrad for a briefing upon arrival at 5:30PM for what to expect and some tips. Please come changed and ready to go. When he calls those being baptized, we will

bring all of you to the baptismal area to help people get in and out of tank while you are waiting your turn. Please bring a change of clothes. At this time, we have 30 registered. I will let you know when it is the last round for you to switch with the next couple. The rotation is as follows:

- NTH representatives
- NHV representatives
- BPT representatives

Changing Room Attendants: Please ensure that the line is running smoothly to make sure that no changing rooms go unoccupied while people are changing.

Please Pray: Please pray for the hearts of those being baptized and those that are going to step forth the night of. Take time to reflect on Luke 3: 21-22, the story of Jesus' own baptism, and intercede for faith, healing, joy, and hope! I am looking forward to a night of VICTORY as we stand with, serve, and cheer on their declaration of faith! Thank you Jesus!

Thank you for serving! We so appreciate your time and sacrifice. Please let me know if you have any questions. See you all on Sunday!

## PRAYER:

Two options based on prayer team size:

- Prophetic Prayer Cards to Give to Participants – Each campus' directional team should set aside time the week of baptisms to pray over all of the people being baptized in the campus. We want to hand each registrant a notecard with their name on it, a scripture, and a prophetic encouragement from the Lord. Have the people working registration hand these cards out to everybody as they register.
- Prayer On-Site- If your prayer team is large enough, recruit male and female prayer team members to pray over each participant after they are baptized. Set aside a space for them.

## PASTORAL ROLES:

### Baptism Briefing for Participants

Every person who is making the step of faith to be baptized will need to go through a quick briefing on what baptism means by any of our campus leaders (Pastor, Elder, Connections, Directional Team.) There should be two debriefs scheduled: one before service for those pre-registered and one during service after there is a call for more people to get baptized. At the debrief, the campus leader will distribute the baptism informational cards.

If someone decides to not be baptized, please take down their name, so we can update the registration sheets accordingly.

### Coaching Baptizers

All baptizers should arrive 30 minutes prior to service starting to meet with a CP or campus elder. During this time, they will be briefed on the following:

- Have each person getting baptized sit cross legged in the tub
- Encourage them to cross their arms across their chest
- Encourage them to lift up their arms out of the water as a sign of victory
- Baptize as soon as the CP on the stage starts to pray over them
- Say out loud "We baptize you in the name of the Father, the Son, and the Holy Spirit"
- Pray a short prayer of faith over them
  - Believe God for a specific word breaking off the old and declaring new life in Jesus

The CP and Elder should then pray over them beforehand and have them get changed if they have not been changed already.

### Stage Host (Interviewer)

Interviewer asks the question "What does following Jesus mean to you?"

### Worship Team Prep

During sound check, the stage host should practice with the band for cues on when to build and go into another song and when to stay low.

### PARTICIPANT FOLLOW-UP:

- Phone call to participants –
  - Campus Pastor/ Connections Director
  - Kids Director to call families
- Photo gallery plan to distribute photos
- Schedule Essentials Class directly following baptisms to provide participants with Next Steps



## BAPTISMS FOR VOXKIDS

Dear Parent/Caregiver:

These baptism services may be a time that sparks increased curiosity about baptism from your child.

It is natural for kids to be inquisitive, especially because this command of Jesus to be baptized is symbolic and requires explanation in order for young minds to understand its significance and meaning.

As your child begins to ask questions or shows a desire to be baptized, here are some brief, important explanations that will be helpful.

Help your child understand that baptism is an act of obedience for those who have already been saved.

- Baptism tells a story of being rescued from sin by Jesus through faith in His death and resurrection.
- Being baptized does not save you. Placing your faith in Jesus alone saves you. Baptism is a picture of what God has already done in the heart of a believer.
- When someone is baptized, that person shares a brief testimony so that other believers might hear of God's grace, rejoice in His saving work and worship Him together.

It might also be helpful to explain to your child what they see when someone is baptized.

- When the person stands in the water before being baptized, that represents their life before trusting Jesus. They were alive to sin, not seeing that there was any problem with having sin in their lives.
- When the person is put completely underneath the water, that represents the fact that they died to sin when they became a believer in Jesus; they turned away from sin to follow Jesus.
- When the person comes up out of the water and is completely wet, that represents the new life they have because of Jesus. They have been washed clean from sin – not because their bodies are wet but because they have been forgiven by God because of Jesus' death in their place.

If your child expresses a desire to be baptized, our VoxKids Directors would like to discuss with kids and their parents/guardians what it means to be a believer, what baptism is, who it's for and why someone should want to be baptized.

We are humbled to be on this journey with you. We are praying every step of the way for God to be the core desire of your child's heart. Thank you for being a part of our VoxKids Community!

## Family Briefing

### Before Child is Baptized:

\_\_\_\_\_ Family is registered in ROCK so we have adequate follow up info.

\_\_\_\_\_ We have equipped the family with the info to have a conversation with their child about the serious decision they are making.

\_\_\_\_\_ We have parent/caregiver approval for baptism.

\_\_\_\_\_ This child is a regular attender of VoxKids programing.

### Consider asking these questions:

1. Do you know that you are a sinner, and that your choices and decisions have set you on a path that deserves punishment? Do you know that you can do nothing to earn God's love but instead can just ask Him to receive that love and He gives it to you?
2. Do you know that Jesus Christ is God's one and only plan to save you from your sin, and the only way to receive salvation is through Him?
3. Have you chosen to live a life that honors God as a result of your trust in Jesus and the new life He has given you?

### After Child is Baptized:

\_\_\_\_\_ Congratulate child for their spiritual milestone and reiterate the significance of their choice. When you decided to follow Jesus, you made a decision of faith to receive Him into your heart. Now that you have been baptized, you have made a commitment to follow Him all the days of your life. This will always be a reminder of your decision to follow the Lord.

\_\_\_\_\_ Encourage child to: Seek God Daily, Surround Themselves with Christ Followers, Share their Faith

\_\_\_\_\_ Pray with the child and their family

## Kids Programming

Child care is provided for our youngest VoxKids attendees, ages 6 months through preschool age. We encourage our Elementary aged kids to be part of baptism service to witness family and friends being baptized. We believe that our Elementary aged kids can have a true experience of influence from the Holy Spirit to make the decision to accept Jesus in their hearts and then make a commitment to follow Jesus for the rest of their lives.

### Classes Offered:

Seedlings: Includes kids of 6 months through 2 years of age. This classroom has a ratio of 1 teacher to 4 kids. We encourage a minimum of two child care workers/volunteers in the classroom.

Sprouts: Includes kids of 3 years to 5 years of age; preschool population. This classroom has a ratio of 1 teacher to 8 kids. We encourage a minimum of two child care workers/volunteers in the classroom.



## Appointed Admins:

**Coordinator:** A coordinator must be present throughout the duration of the baptism service. The coordinator is responsible for the check-in station and directing families to the correct rooms. In the event of an emergency, the coordinator is responsible ensuring the safety of the kids and classroom child care workers/volunteers and following the policies and procedures.

**Local VoxKids Director:** Directors are responsible for the recruitment of child care workers/volunteers and coordinators; ensuring classrooms are fully staffed. They are responsible for connecting with families and children during this time and providing guidance.

## Frequently Asked Questions

### WHO SHOULD BE BAPTIZED?

Every person who has made the decision to believe in Christ.

"Those who believed and accepted His message were baptized." Acts 2:41

"But when they believed Philip as he preached the Good News...and the name of Jesus Christ, they were baptized, both men and women." Acts 8:12

The one requirement for baptism is belief in Christ! We don't baptize children until they're old enough to understand and believe.

### WHEN SHOULD I BE BAPTIZED?

As soon as you have believed! You shouldn't delay.

"Those who believed...were baptized...that day!" Acts 2:41

"Then Philip began with the Scripture and told him the Good News about Jesus. As they traveled, they came to some water, and the eunuch said, "Look here is some water! Why shouldn't I be baptized right now?" Philip said, "If you believe with all your heart, you may." The official answered, "I believe that Jesus Christ is the Son of God." Then both Philip and the eunuch went down into the water and Philip baptized him." Acts 8:36-39 (Paraphrase)

### AT WHAT AGE IS A CHILD READY TO BE BAPTIZED?

The Bible gives no age for when a child is ready to be baptized. For baptism to be a meaningful experience and expression of faith, its significance should be understood. Our desire is for a child to understand this important step of baptism in his/her life.

In child development, typically when children reach the age of 8 or 9, they gain the ability to understand abstract concepts. It is at this stage in a child development that they gain the ability to understand imagery such as those concepts involved in baptism representing our spiritual death, burial and resurrection. That being said, each baptism should be determined on a child-by-child basis.

### WHAT IF I WANT MY BABY BAPTIZED?

Some churches practice a "baptism of confirmation" for children. This ceremony is intended to be a covenant between the parents and God on the behalf of the child. The parents promise to raise their child in the faith until the child is old enough to make his/her own personal confession of Christ. This custom began about 300 years after the Bible was completed.

This is different from the practice of baptism we see in the Bible which was done by those who had made a personal decision for Christ. For this reason, we reserve baptism for those who are old enough to understand and choose to make a personal commitment to Christ. To not confuse the purpose and intent of baptism, at Vox Church, a "child dedication"

service is available to parents as a ceremony of covenant between parents and God on the behalf of the child. In many ways a "child dedication" service is truly a "parent dedication" service as parents publicly declare to raise their child in the faith until the child is old enough to make his/her own personal confession of Christ.

#### WHAT TAKES PLACE AT A BAPTISM?

At the beginning of a baptism service the pastor will pray and then briefly explain the meaning of baptism. The pastor will introduce you and the other participants and you can share a brief description of your testimony.

When it is your turn to be baptized, you will get into the water with the person who will baptize you. The person baptizing you will say, "I baptize you in the name of the Father and the Son and the Holy Spirit." The person baptizing you will briefly lower you backwards under the water and then raise you back up. You can then leave the water, towel off, get changed, and watch others being baptized.

Don't forget to bring a change of clothes, a towel and bag for your wet clothes.

#### Discipleship Notes:

## CAMPUS MINISTRY MATRIX

MINISTRY	CENTRAL PROGRAM	1-100: WOR, STM	100-150: BPT, NTH, SPG	150-375: HFD, MDS, NHV
<i>Worship Team</i>	Revival Week, Renewal Nights	Full Band	Full Band	Full Band
<i>Kids Ministry</i>	Jan Refresh Training; Aug Restart Training; Foundations Class	2 Kids Rooms; 1 Regional VBS; 2 Child Dedications; 1 outreach initiative (centrally organized summer outreach); Level-Up Sunday	2 Kids Rooms; 1 Regional VBS; 2 Child Dedications; 1 outreach initiative (centrally organized summer outreach); Level-Up Sunday	3-4 Kids Rooms; 1 Regional VBS; 1 2 Regional Family Experience Event (Jam event); 2 Child Dedications; 2 outreach partnered initiatives (i.e. Easter, summer, trunk or treat); Level-Up Sunday
<i>Community Groups</i>	Fall Kickoff Rally for all CGL's; Winter Equipping	5 per 100 attending; 2 Group Links	5 per 100 attending; 2 Group Links	5 per 100 attending; 2 Group Links
<i>Prayer</i>	CEN: Prayer bi-annual digital resource, Prayer bi-annual digital enrichment,	Sunday Prayer Team of 4-6, 1x/yr Prayer Team Training 1 Corporate Prayer Gathering	Sunday Prayer Team of 8-10, 1 Prayer Team Captain, 1x/yr Prayer Team Training 1 Corporate Prayer Gathering	SPT of 12-20, 1 CPC, 3 Prayer Team Captains, 2x/yr PT Training 1 Corporate Prayer Gathering
<i>Mens Ministry</i>	1 retreat, 1 conference	*Not Recommended	*Not Recommended	1-2 CG's Recommended
<i>Womens Ministry</i>	1 winter retreat, 1 conference, 2 streamed/local expressions; June worship night	*Not Recommended	*Not Recommended	1-2 local events  1-2 CG's Recommended
<i>Youth</i>	2 retreats; Summer Mission trip; summer games; Regional Christmas party; regional fall kick off event(s)	Regional or Community Group	Regional or Community Group	Host Regional YouthHouse
<i>Stewardship</i>	Legacy events 2x/yr; Vox Business Forum 2x/yr; 3x/yr Legacy Zoom updates; 8x/yr Connect with Kendricks;	*Not Allowed or online	*Not Allowed or online	FPU 1x/year
<i>Following Jesus</i>		*Allowed as a community group	*Allowed as a community group	1x/year
<i>Essentials</i>		3 times per year	3 times per year	3 times per year
<i>Parenting</i>	May and Oct seminars	*Not Allowed	*Not Allowed	P.O.P. Groups 1x/year
<i>Marriage</i>		*Not Recommended; CP led P&E	*Not Recommended; CP led P&E	P&E Couples - 2/100
<i>Outreach</i>	Serve Our City Day, Thanksgiving Drive, Easter Outreach, Local Missions Week			
<i>Security</i>		1 per service	1 per service	2 per service
<i>Spiritual Life</i>	CEN: Encounter 2x/yr, Post-ENC CG Support Groups: training/curriculum Campus Leader Invest, SD Workshop	Support groups and investment available as needed	Support groups and investment available as needed	Support groups and investment available as needed, AA/NA with permanent facilities
<i>Theology</i>	Institute Forums 3x/yr; Vox Institute Classes	*Not recommended, discuss with manager	*Not recommended, discuss with manager	CLT-run Bible Class 2x/year
<i>Leaders Circles</i>		2 (1 MENS, 1 WOMENS)	2 (1 MENS, 1 WOMENS)	4 (2 MENS, 2 WOMENS)
<i>Campus Elder Team</i>		RECOMMENDED (1)	RECOMMENDED (1)	REQUIRED (3)
<i>Perspectives</i>	CEN: 4 meetings/yr; 1x/yr Celebration of Cultures; 1x/yr Undivided Zoom Group			
<i>WLC</i>		RECOMMENDED (1)	RECOMMENDED (1)	REQUIRED (3)

MINISTRY	CENTRAL PROGRAM	375-700:	700-1200: BFD	1200+
<i>Worship Team</i>	Revival Week, Renewal Nights	Full Band	Full Band	Full Band
<i>Kids Ministry</i>	Jan Refresh Training; Aug Restart Training; Foundations Class	4-6 Kids Rooms; 1 Regional VBS; 2 Family Experience Event (Jam event) 2-3 outreach partnered initiatives (i.e. Easter, summer, trunk or treat); Level-Up Sunday	6-8 Kids Rooms; 1 Regional VBS; 2 Family Experience Event (Jam event); 2 Child Dedications; 3 outreach partnered initiatives (i.e. Easter, summer, trunk or treat); Level-Up Sunday	8-11 Kids Rooms; 1 Regional VBS; 2-3 Family Experience Event (Jam event); 2 Child Dedications; 3-4 outreach partnered initiatives (i.e. Easter, summer, trunk or treat, Christmas); Level-Up Sunday
<i>Community Groups</i>	Fall Kickoff Rally for all CGL's; Winter Equipping	5 per 100 attending; 2 Group Links	5 per 100 attending; 2 Group Links	5 per 100 attending; 2 Group Links
<i>Prayer</i>	CEN: Prayer bi-annual digital resource, Prayer bi-annual digital enrichment,	SPT of 20-40, 2 CPCs , 5 Prayer Team Captains, 2x/yr PT Training 2 Corporate Prayer Gathering	SPT of 40-70, 2 CPCs, 7 Team Captains, 2 Corporate Prayer, 3x per year PT Training, Host 1 week of revival nights; 3 annual renewal nights	SPT of 80- 100, 2 CPCs, 2 Corporate Prayer, 7 Team Captains, 3x per year PT Training, Host 1 week of revival nights; 3 annual renewal nights
<i>Mens Ministry</i>	1 retreat, 1 conference	1-2 local events; 2-3 CG's	3-6 local events; 3-5 CG's	3-6 local events; 5+ CG's
<i>Womens Ministry</i>	1 winter retreat, 1 conference, 2 streamed/local expressions; June worship night	1-2 local events; 2-3 CG's	3-6 local events; 3-5 CG's	3-6 local events; 5+ CG's
<i>Youth</i>	2 retreats; Summer Mission trip; summer games; Regional Christmas party; regional fall kick off event(s)	Host Regional YouthHouse; Offweek Discipleship	Host Regional YouthHouse; Offweek Discipleship	Host Regional YouthHouse; Offweek Discipleship
<i>Stewardship</i>	Legacy events 2x/yr; Vox Business Forum 2x/yr; 3x/yr Legacy Zoom updates; 8x/yr Connect with Kendricks;	FPU 1x/year	FPU 2x/year	FPU 2x/year
<i>Following Jesus</i>		2x/year	2x/year	2x/year
<i>Essentials</i>		3 times per year	3 times per year	3 times per year
<i>Parenting</i>	May and Oct seminars	P.O.P. Groups 2x/year	P.O.P. Groups 2x/year	P.O.P. Groups 2x/year
<i>Marriage</i>		P&E Couples - 2/100; Marriage Groups	P&E Couples - 2/100; Marriage Groups	P&E Couples - 2/100; Marriage Groups
<i>Outreach</i>	Serve Our City Day, Thanksgiving Drive, Easter Outreach, Local Missions Week			
<i>Security</i>		3 per service	4 per service	5 per service
<i>Spiritual Life</i>	CEN: Encounter 2x/yr, Post-ENC CG Support Groups: training/curriculum Campus Leader Invest, SD Workshop	Redemption Group 1x/yr, Divorce Care Group 1x/yr, Grief Group 1x/yr; AA/NA with permanent facilities	Redemption Group 1x/yr, Divorce Care Group 1-2x/yr, Grief Group 1-2x/yr; AA/NA with permanent facilities	Redemption Group 1x/yr, Divorce Care Group 1-2x/yr, Grief Group 1-2x/yr; AA/NA with permanent facilities
<i>Theology</i>	Institute Forums 3x/yr; Vox Institute Classes	CLT-run Bible Class 2x/year	CLT-run Bible Class 2x/year; Vox Institute Offered	CLT-run Bible Class 2x/year; Vox Institute Offered
<i>Leaders Circles</i>		4 (2 MENS, 2 WOMENS)	6-8 (3-4 MENS, 3-4 WOMENS)	8-10 (4-5 MENS, 4-5 WOMENS)
<i>Campus Elder Team</i>		REQUIRED (5)	REQUIRED (7)	REQUIRED (10)
<i>Perspectives</i>	CEN: 4 meetings/yr; 1x/yr Celebration of Cultures; 1x/yr Undivided Zoom Group			
<i>WLC</i>		REQUIRED (5)	REQUIRED (7)	REQUIRED (10)

\*COMMUNITY GROUPS: The 5 per 100 metric is based off the calculation that the average group size is 10, and want to get 50% of our Sunday attendance in groups, hence 5 groups (50 people) per 100 in attendance.

\*REQUIRED means that A campus must offer it

\*AVAILABLE: It is available if the CP feels strongly that it would be advantageous for the campus, but it not required

\*RECOMMENDED: It is recommended that the CP do it, but not required if the CP if he feels it's not right for the campus at the moment

\*NOT ALLOWED:

\*NOT RECOMMENDED: It is not recommended that the CP do it, but allowed if the CP if he feels it is right for the campus at the moment

## OUTREACH CITY MAPPING

As we approach a new city to reach with the gospel, it is crucial that you spend time each week learning the city. As you gather information and insights, it will inform the way you reach the city with the gospel. View yourself as a missionary stepping into a foreign country.

The Central Outreach Director will work directly with the Campus Pastor, an Elder, and a Prayer Team Member to develop a core team that will together gather a greater sense of the city and how the Lord would have us strategically reach the people within it with the Gospel. This team will meet monthly for five consecutive months prior to the launch of the church and will continue to learn and update each other over the course of the first year of the launch.

### Meeting #1: Where are we?

- Historical Overview (via books, articles, video)
- Societal Trends (via research)
- Construct a Spiritual Map of the City (update every 6 months)
- Pray as a group for the prophetic destiny of the city-what is the one word that the Lord would give us to contend for in that city over the next several months?

### Meeting #2: What's the pulse of this place? (one full work day)

- As a team, drive through each neighborhood of the city and observe and note what you see. Use the questions below as a guide and reference point to note what you see
- Talk to 10 business owners who have been in the city for at least 5-10 years and ask them what they know about the city and what advice they have for someone coming into the city
- Talk to 10 people sitting in parks throughout the city and ask them for what they wish to see in their city and listen to their stories
- The Campus Pastor should try to set up a meeting with the mayor and any other political stakeholders, while the rest of team is meeting with business owners & residents
- Visit a city focused historical museum
- End the day with a prayer walk through the downtown area or the surrounding area of where our venue could potentially be located
- Visit the local library and community center

### Questions to Consider While Exploring the City:

What is the history of this region? Spiritual history/economic history/governmental history, etc. Through this process you are looking to understand the "soul" of the city or the spiritual destiny of the city. What makes it tick? What is unique? What is God's dream for this place? Put your observations on paper and discuss these with your supervisor.

How do people communicate in this city? Newspapers? Which ones? What is their circulation? Billboards? Bulletin boards? Community Centers? Libraries? Websites? Major events each year?

Where do people linger? What are the hotspots? What restaurants, parks, streets, etc?

How do people travel in this city? Walkers/bikers/taxi/bus/shuttle/cars? What is parking like?

What do people do for entertainment? Why do people visit this place? What are the popular clubs, shows, bars, yearly events, family activities, and education opportunities?

Where do people live? What neighborhoods and zip codes will most likely connect with our message? In a 20-minute radius in every direction from downtown, where are the people who will most likely be interested in our church?

Who holds the keys to the city? Who are the power brokers? Mayor/board of Education/community leaders/law enforcement/teachers, etc.

Why do people like to live here? Is this community more transient or stable?

What are the major spiritual strongholds of the city? What are the major idols? What churches are making the largest impact right now? Who leads them?

What else have I observed in this city?

### Meeting #3: Where is the local church?

- Identify five of the largest and/or most impactful churches in the city or community
- Research their beliefs, core values, outreach strategy, and call the pastor to meet with them over the next month
- Each person will meet with 1-2 pastors and bring back the highlights of the conversations to the next meeting

### Meeting #4: What's Working Here?

- Identify the top five most impactful social services/non-profit organizations and agencies working within the city or community
- Research where they make their greatest impact, how local churches have partnered with them on past projects, what their values and areas of focus are
- Meet with the Executive Director or Volunteer Coordinator of each of those organizations and ask them the trends they see in the city and what the current greatest needs are for the people that live there.

### Meeting #5: What did we learn?

- Summarize what was learned in all of the meetings focusing on the answers to the questions and creating a strategic plan of how we will use those answers to inform our decisions as we plant
- Update the Spiritual Map of the city to reflect the additional organizations, churches, etc. that were learned about
- Pray for strategy and breakthrough in the areas of stronghold identified.

As we prepare to launch a new church, you will be intentionally planning outreach events. These events are informed by the information you've gathered through your observations of the city. All of the information gathered should be strategically used to increase your impact.

### CAMPUS OUTREACH DIRECTOR JOB DESCRIPTION

- Work with the Campus Pastor to determine budget and calendar for upcoming events.
- Submit event request packets and RFDs for all events.
- Attend all "Give Back" events and facilitate the before, during, and after logistics and volunteers.
- Complete an evaluation of each "Impact" event once every six months rotating around to different groups and organizations.
- Make weekly calls to anyone that expressed interest in outreach through the Sunday morning welcome cards and direct them to an upcoming "Impact" event.
- Plan, execute, and/or delegate all logistical planning for all "Give Back" events including, but not limited to: location, permits, food, music, activities, supplies & materials, volunteer registration, set up and break down, etc.
- Set up a time to evaluate and debrief "Give Back" events with entire planning team after
- Work with the campus pastor to recruit/empower pairs of leaders to recruit and lead a team of 10-20 individuals at a local organization's "Impact" event.



## PROMOTIONAL OPPORTUNITIES

During the build-up to the launch, the Campus Pastor will want to be looking for the best opportunities in the city for promotion. One place to keep in mind is the city calendar. Often, the city will have events that you can simply bring volunteers to and give away free merchandise. Beyond that, there are plenty of different ways to continue to keep “Vox Church” in front of the people of the city. This could be any number of the following:

- Radio ads
- Sponsor a little league team
- Billboard ads
- Newspaper ads
- Town events (tree lighting, road races, summer movie nights, etc)
- Library events

## STARTING CHURCH PARTNERSHIPS IN URBAN CENTERS

A part of our City Mapping protocol before launching in a new city involves identifying the most effective and thriving Christian churches in the area. As a church we believe in the power of a united Church. This level of partnership is critical in that the entire Body of Christ is given an opportunity to work together across denominational lines. It is something that takes time to build but is well worth the effort. Here are some lessons learned and best practices to encourage your campus to partner with other churches in your city.

1. Start with an informal opportunity to get to know the pastors. Invite them to lunch, share your stories, and talk about ways that you can work together. This can be done one-on-one or with 2-3 pastors in a group setting.
2. Once you’ve met 8-10 key pastors in the area, determine a time to bring them all to the same table. Pray together, share stories of how each pastor got into ministry and how long they have been in the city. Be sure to intentionally invite a diverse group of pastors. Try to have at least 3 different denominations present. Look for churches that have a high regard for scripture and agree with the basics of the Apostles Creed.
3. Begin meeting monthly with the pastors. Start with a time of lunch and fellowship. Determine a topic that applies to all of you to discuss for the second half of the time together. These meetings should not last more than 2 hours. Pick the date of the next meeting with everyone in the room or create a regular schedule that people have months in advance.
  - a. Acceptable topics to discuss:
    - i. Personal Testimony/Salvation & Story into Ministry
    - ii. Ways that they serve the city currently
    - iii. What they hope to see come from this group of pastors
    - iv. Differences in church traditions (orders of service, music, etc.)
    - v. Race/Diversity

These topics should build on one another and be a positive conversation. It shouldn't be a time to split hairs or argue about theological differences, but one of learning about one another and the differences and similarities that exist within the churches.

4. Host gatherings to meet pastor's wives and/or key staff. Use this as an opportunity to continue to build relationship and grow in getting to know these pastors on a different level.
5. As relationships and trust grow, begin to start doing events to serve the city together. Ensure that everyone is invested and has skin in the game by clearly communicating the volunteer and financial commitment. Involve the Central Outreach Director to help offer wisdom for these conversations. This should not be the place you start. Building relationship is key for these events to run successfully and for all pastors to know and trust the intentions of those involved.

## OUTREACH MATRIX

### 3 Tiers of Outreach

#### Evangelism:

The spreading and infiltration of the gospel into your city strategically.

#### Community Engagement Events:

Events partnered with the city, church partners, and/or other businesses to bring together a large group of people to build relationships, bless the city, and spread the gospel.

#### Focused Impact:

Defining 3 focus areas of vulnerable people groups within or around your city based on city mapping to build organizational partnerships and invest significant attention, time, and resources to. These focus areas should have significance to your municipality and focus on the least of these within your community.

### Local Outreach Event Matrix

Campus Size	Evangelism	Community Engagement	Focused Impact
1-150 within first 3 years	4 evangelism events + inviting your city strategy, 2 city/teacher appreciations, relational evangelism training	1 community engagement event, 1 Easter Outreach, 1 Serve Our City Day	0 impact groups (building active partnerships + connecting CGs to partners), Thanksgiving Drive
1-150 after 3 years Or 150-375	4 evangelism events + inviting your city strategy, 2 city/teacher appreciations, relational evangelism training	2 community engagement events, 1 Easter Outreach, 1 Serve Our City Day	1+ impact group(s), Thanksgiving Drive, Christmas Community Group Drive
375-700	4 evangelism events + inviting your city strategy, 2 city/teacher appreciations, relational evangelism training	3 community engagement events, 1 Easter Outreach, 1 Serve Our City Day	3+ impact groups, Thanksgiving Drive, Christmas Community Group Drive
700-1200	4 evangelism events + inviting your city	3 community engagement events, 1	5+ impact groups, Thanksgiving Drive,

	strategy, 2 city/teacher appreciations, relational evangelism training	Easter Outreach, 1 Serve Our City Day	Christmas Community Group Drive
1200+	4 evangelism events + inviting your city strategy, 2 city/teacher appreciations, relational evangelism training	3 community engagement events, 1 Easter Outreach, 1 Serve Our City Day	7+ impact groups, Thanksgiving Drive, Christmas Community Group Drive

**Outreach Funds**

Campus Size	Benevolence	Evangelism	Community Engagement	Focused Impact
1-150 for first 3 years	10%	50%	30%	10%
1-150 at 3+ years	10%	50%	30%	10%
150-375	10%	30%	30%	30%
375-700	10%	30%	30%	30%
700-1200	10%	30%	30%	30%
1200+	10%	30%	30%	30%

**Ideas for Events / Fund Uses**

**Evangelism Funds**

- Evangelism Events
  - Christmas Tree Lighting
  - 5ks
  - Sports Team Sponsorship
  - Buy Downs
- Inviting Your City Strategy
  - City- Specific Advertisements – How does my city communicate?
  - Public Transportation
  - City specific newspaper, etc. advertisements
- Social Media Advertisements
- City/ Teacher appreciations

**Community Engagement Funds**

- Trunk or Treat
- Back to School Block Party

- Outdoor Movie Nights
- VBS
- 3v3 Tournaments
- Serve Our City Day

#### Focused Impact Funds

- Drives for partners
- Thanksgiving donations
- Financial gifts for partners
- Impact Group Supplies
- Christmas donations to partners

Outreach Notes:

## BUDGETING

### CAMPUS LAUNCH BUDGET

The upfront costs of the launch and the first three months of operating costs are built into the Campus Launch Budget. That budget adjusts over time, but at the time of this printing, it is as follows:

Launch Expenses		Projected Costs
	Pre-Launch Services	\$7,000
	Signage	\$5,000
	Outreach	\$8,000
	Marketing	\$10,000
	Kids	\$4,500
	Production	\$83,255
	Vehicle	\$13,000
Operating Expenses		Projected Costs
	Facility Rental	\$13,000
	Ministry Relations	\$900
	Servant Team Relations	\$1,400
	Local Missions	\$5,000
	Lobby	\$2,500
	Hospitality	\$2,000
	Directional Team	\$750
	Creative	\$2,000
	Kids	\$5,000
	Production	\$2,000
	Personnel	
<b>Total</b>		<b>\$194,805</b>

## RESPONSIBILITY

The Campus Pastor oversees the budget for his campus. Ultimately, he is responsible for the “bottom line” of his budget. Within the budget and within reason, the Campus Pastor can move money around and spend it as he sees fit. The Campus Pastor’s supervisor will be helpful in the first few budget rounds to help it make sense.

Budgeting Notes:

## VOX CAMPUS LAUNCH TIMELINE

- **9 MONTHS – 1 YEAR BEFORE**
  - Finalize town or area of campus launch
  - Finalize candidates for Campus Pastor position
  - Start venue hunt
- **8 MONTHS BEFORE**
  - Finalize promotion timelines and budget
  - Continue Venue Hunt
- **7 MONTHS**
  - Announce Campus Pastor to church
  - Start Launch Team interest list and have sign ups at current campuses
  - Start Campus Pastor on training plan
  - Schedule dates for 4 Pre-Launch services
  - Brainstorm potential Directional Team members
  - Continue Venue Hunt
- **6 MONTHS**
  - First draft of Launch Budget due
  - Confirm venue for 1st Pre-Launch Service
  - Department Heads/CP: confirm campus supply lists and budgets
  - Outreach Director: Map cities, uncover prophetic call
  - Finalize 6-month outreach plan
  - Call all people on Launch Team sign-up list
  - Continue Venue Hunt
- **5 MONTHS**
  - Final draft of Launch Budget due
  - Launch supply list due
  - Production/Creative: Begin ordering all Campus Supplies/road cases
  - Schedule first Launch Team Meeting for 1 month before 1st Pre-Launch Service
  - Brainstorm list of people for direct asks
  - Recruit Directional Team members:
    - 6-month commitment
      - (Worship, Kids, Servant Team, Production, Outreach, Community Groups)
  - Recruit 3 Community Group Leaders
  - Continue Venue Hunt



- **4 MONTHS**
  - Train Production Team
  - Monthly Launch Team Meeting
  - Confirm venue for first Pre-Launch Service
  - Continue Sunday morning Venue Hunt
  
- **3 MONTHS**
  - Campus Pastor comes on staff full-time
  - Monthly Launch Team Meeting
  - Schedule Servant Team and VoxKids Trainings for all volunteers
  - Campus Supplies are due (Servant Teams and Kids)
  - Outreach Event(s)
  - Pre-Launch Service
  - 1-on-1's with Launch Team
  - Confirm Sunday morning venue
  - Finalize storage plan (onsite, BFN, Truck, etc)
  
- **2 MONTHS**
  - Monthly Launch Team Meeting
  - First Directional Team Meeting
  - Schedule Servant Team Captain Training
  - Confirm Worship Team members
  - Confirm Servant Team Captains; divide people into 3 teams
  - Confirm Community Group Leaders to start at launch
  - Outreach Event(s)
  - Pre-Launch Service
  - 1-on-1's with Launch Team
  
- **1 MONTH**
  - Final Launch Team Meeting
  - Finalize worship practice plan
  - Volunteer Teams scheduled on Planning Center
  - Final Launch Team Meeting
    - Finalize Launch Team fasting period
  - Begin weekly directional team meetings
  - Launch 3 community groups
  - Outreach Event(s)
  - Final Pre-Launch Service
  - 1-on-1's with Launch Team
  - Livestream rig fully tested and operational

- **1 WEEK**
  - Final Directional Team Meeting Pre-Launch
  - Confirm all supplies are ready for Sunday

## LAUNCH TEAM MEETINGS

The Launch Team is the backbone of the campus launch. The Campus Pastor should seek to grow this team to approximately 50-100 people. These people will come from a few different places:

- Within Vox Church
  - o A number of people will want to be a part of the launch for a short period of time. They will commit to a 3-6 month timeframe of active service and involvement. In many cases, due to distance or relationships, they eventually head back to the campus that they originally attended.
  - o There will inevitably be some people from Vox that live close to the new launch area who will call the campus home long-term.
  
- Outside of Vox Church
  - o There will be people who are interested in Vox Church and live in the area where the new campus is.

Launch Team gatherings happen once a month and begin about 4 months before the launch. The purpose of these meetings is to build community, initiate momentum, and train people on how to serve in the different Sunday morning responsibilities.

If it's summertime, look for a backyard or something similar to host the gatherings. If the Campus Pastor's house works for this, it can be an ideal place to meet. Where possible, provide dinner for everyone. The four meetings should be constructed as follows:

### Meeting #1: Community

This meeting is predominantly about casting vision, helping the team build relationships, and getting to know the Campus Pastor.

- Welcome & dinner (15 minutes)
- Time of worship (10-15 minutes)
- Icebreaker meant to create conversation among people (10 minutes)
- Campus Pastor share his testimony (20 minutes)
- Vision casting about the city (10 minutes)
- Wrap-up (Next dates and "need to knows") (5 minutes)

### Meeting #2: Serving

This meeting is about developing community within the team and getting people thinking about what area(s) they want to serve in.

- Welcome & dinner (15 minutes)
- Time of worship (10-15 minutes)
- Campus Pastor cast vision for importance of Launch Team serving (10 minutes)
- Department Heads (or Directional Team members) cast vision for the departments and describe what serving looks like for each (20-30 minutes)
  - o Servant Teams
  - o Kids
  - o Worship
  - o Production
- Break into teams that people are interested in (10 minutes)
  - o Get to know the leader
- Wrap-up (10 minutes)
  - o Ask people to prayerfully consider where they want to start serving when the campus starts and come to the next meeting with a selection made.
  - o Next dates and all "need to knows"

### Meeting #3: Training

This meeting is primarily about training in the various serving areas. The Central Department head or Directional Team member will lead a training on all scheduling, policies and procedures for the department.

- Welcome & dinner (15 minutes)
- Time of worship (10-15 minutes)
- Break into teams for training (30 minutes)
- Prayer within the teams (10 minutes)
- Wrap-up (10 minutes)

### Meeting #4: Commissioning

This meeting is used as a "commissioning meeting." The Campus Pastor should lead a time of worship and prayer. He should do a short teaching on what it means to build, to till the soil, and remind people that launching takes hard work, perseverance and sacrifice. Ideally, one of the Central Elders can attend and officially commission the Launch Team, "sending them out" to go and plant the new church.

## PRE-LAUNCH SERVICES

Pre-Launch services should begin 3-4 months before the launch. These are once-a-month worship services. They are used to build momentum, get the word out, let the Launch Team begin working together, and try out potential venues to see if they could work long-term.

In the build-up to each service, work with the Worship, Kids, Production, and Servant Team Central Department Heads to ensure that details regarding teams and gear have all been thought through.

Think through the following for each service:

- Do I have a contract for the venue?
- What is my promotion plan to get the word out about the service?
- Do I have Servant Team, Kids, and Production shirts for the volunteers?
- How can I get people to stay afterwards and mingle?
- What is my food plan, both to feed my volunteers and for post-service?
- Will there be a problem using haze in the room?
- How can I collect information from people so that I can follow up?
- Who is creating the order of service?
- What is my lobby design plan?
- Do I need pipe and drape or a plan to shrink the room?
- How am I getting all of the gear to the venue?
- Is there a load-in, setup and load-out plan for the lobby, kids rooms, and meeting space?

Launch Timeline Notes:

## HOW TO BUILD A CAMPUS PRAYER CULTURE IN PRE-LAUNCH PHASE

The culture of campus prayer begins in the pre-launch stage with the campus pastor. It is crucial that he creates and cultivates a cadence of contending prayer within the pre-launch team. Please use these steps to begin.

1. Allow God to birth the prayer culture in your own heart by committing to 30–60 minutes weekly in prayer and intercession for your campus. Then, share what God is speaking to you with your Regional CP. If you not sure where to begin as Central Prayer or your Regional CP for help.
2. What are the needs and strongholds within your city? Target those city needs by connecting with Central Outreach and the city mapping process. Make time to walk and pray through your city. What is God saying about the city you are about to launch in? Share this with your Regional CP. As needed, connect with Central Prayer for support in this.
3. Make corporate prayer a norm in your pre-launch meetings by leading 20-30 minutes of focused prayer at every meeting with the team
4. Invite a group of pre-launchers to a monthly time of prayer for your city and campus. As needed, connect with Central Prayer for support in this.
5. Invite the members of your pre-launch team who are already Vox Campus Prayer Team trained to be your Campus Prayer Team. Use Rock to create a Prayer Team list.
6. Involve your Campus Prayer Team in every pre-launch prayer initiative and pre-launch service. Ask them to participate in pre and post service prayer from day one of campus launch.
7. Invite one person from that team to act as Campus Prayer Lead for the first 12 months after Sunday services begin. See the Campus Prayer Team Handbook for specifics around that role.
8. Encourage all launch team members to attend the Encounter.

## PROMOTION

### PROCESS FOR EVENTS

The procedure that any Campus Pastor or Ministry Head will go through in order to host and promote a Vox Church event is as follows:

#### STEP 1:

Go to [rock.voxchurch.org](http://rock.voxchurch.org). Under the wrench icon, go to Event Wizard. Complete the workflow – be sure to have all information you will need regarding the event – time; date; and requested location, as well as any promotional requests you have – cards for welcome packs, digital media, etc. All this information will go through Communications to Creative. Once your event request is submitted and approved, you'll receive an email notification.

#### STEP 2:

Once the event is confirmed, the Central Campus Coordinator puts the date on the Vox Church Global Calendar, if needed, it is added to Sunday Flow Calendar, and if needed an RFD is sent to Creative for design.

#### STEP 3:

Creative designs artwork and orders materials

When shipping materials to office, designate campus or central department on shipping label

- Material gets put on campus shelf once it arrives at the office

Save artwork/slides/videos to "Slide Announcements" and "Announcement Descriptions" folders on The Sunday Flow Channel in Microsoft Teams:

If applicable, save mass email images within Canva.

#### STEP 4: WEEKLY PREP FOR SERVICE

On Monday, contact the Central Campus Coordinator with your updates and confirm their addition to the "Sunday Flow Calendar" document by 5pm to ensure that all communication for the coming Sunday is reflected.

#### CAMPUS PASTORS/CENTRAL:

If you would like a slide for announcements that is not tied to an event, you must

fill out an RFD form and send the item to the Central Campus Coordinator by Monday at 5pm.

#### WELCOME PACKS:

Office volunteer logs on to Microsoft Teams and accesses Service Flow Calendar. They assemble packs on Wednesdays according to this document.

#### CENTRAL MASS EMAIL:

Communications Director accesses slides in Sunday Flow Calendar Slides folder for that week and sends out email on Tuesdays and Fridays through The Rock.

#### CAMPUS MASS EMAIL:

Campus Pastor accesses slides in Slides folder for that week and sends mass email through The Rock on the specified date.

#### CAMPUS MASS TEXT:

Campus wide mass texts may be sent on limited occasions to support events or to share important info. You can initiate a mass text by viewing Data Views within Rock and clicking the communications bubble on the desired Data View and following the prompts.

#### ANNOUNCEMENTS:

Worship Directors refer to "Sunday Flow Calendar" document and pull slides from Slide Graphics folder into Pro Presenter by Thursday.

Campus Pastors put announcement order in Order of Service for the Projection volunteer to follow along.

#### SIGN UP SHEETS:

For Campus events, Campus Pastor uses Vox Church sign-up sheet template on Sharepoint to create sheet. They print out that sheet, put it on a clipboard, and place in campus bin. Where applicable, iPads should be available at Next Steps Tables with the registration links to events open and ready to access. All calendar items can be accessed via [VoxChurch/events](https://VoxChurch.com/events).



LAUNCH PROMOTION BUDGET

April - May	
Launch announcement boost	\$250.00
Bi-weekly social media announcements	\$400.00
Total	\$650.00
Pre-Launch	
Social Media Push	
Week before prelaunch 1	\$250.00
Week before prelaunch 2	\$250.00
Week before prelaunch 3	\$250.00
Week before prelaunch 4	\$250.00
Total	\$1000
Launch	
Social Media (6 weeks 4 weeks after)	\$5000.00
Print (posters, door hangers, yard signs postcards)	\$750.00
Blip Billboards Where available (2 week leading up)	\$250.00
Total	\$6,000.00
Grand Total:	\$7,650.00

# LAUNCH PROMOTION SCHEDULE

## 4-6 MONTHS PRE-LAUNCH PROMOTION

### To do:

#### Social Media posts:

- Video of CP from downtown area talking about vision for the city
- Testimonials of people who live/work in city and are involved in the launch
- Venue announcements
- Lead Pastor/Outreach Director/CP/Staff member talking about history of city
- Invite video for first prelaunch service
- Why "City" video

## PRE-LAUNCH SERVICE PROMOTION

### ONGOING PROMOTIONAL ITEMS:

- Paid social media video/image every other week
- In-house mass email every other week with news on the launch, pictures from prelaunch services, etc

#### 1st PRE-LAUNCH:

- Mass Email:
- Social Media:
- CP invite video: \$250
- Normal social media posts: → insta story day-of
- Stage Announcement:
- Card in packs:
- Rotating slide:

#### 2nd PRE-LAUNCH

- Mass Email:
- Social Media:
- Stage Announcement:
- Card in packs:
- Rotating slide:

#### 3rd PRE-LAUNCH

- Mass Email:
- Social Media:
- Stage Announcement:
- Card in packs:

Rotating slide:

#### 4th PRE-LAUNCH

Mass Email:

Social Media:

Stage Announcement:

Card in packs:

Rotating slide:

DATES: 6 weeks before

#### SOCIAL MEDIA

(2) Invite videos from Justin (15s and 45s versions, aspect 9:16)

(2) Creative videos (15s and 45s versions, aspect 9:16)

15 Instagram images

Facebook event

    Banner image

Webpage

Thumbnail image

    Pre-Launch services and Launch date listed on Events page

Homepage Video for two weeks before the launch

#### PRINT MATERIAL

Posters

Postcards

Lawn Signs

Door hangers

#### OTHER

Mass Phone Call

Email Images

Rotating Slides

Movie Advertisements - 1 week before

Radio ads - 1 month before

Billboards

Outreach Events

Public Access TV - 6 months before

## TIMELINE

### 2 Months

- Postcards begin in packs
- Rotating slides begin at all services
- Stage Announcement
- Social Media campaign begins:
- Webpage goes live
- Facebook event page goes live
- Slides in mass email begin
- Social media invite video get posted (paid)
- Weekly Instagram images begin
- Weekly postering begins
- Hand out lawn signs and posters to Launch Team

### Last Month

- Creative promotional video gets posted (paid)
- Mass Phone Call
- Final Mass Email

### NOTES:

Communications Assistant: fill out Communication Schedule with all dates  
Campus Pastor: fill out Event Request Forms for each pre-launch service 6  
weeks in advance of event date

### Promotion Notes:

## CP TRAININGS

### A PERSONAL GROWTH PLAN

1. Everything begins with God. (Philippians 2:13 *for it is God who works in you to will and to act in order to fulfill his good purpose.*) Any type of personal growth plan must begin with a deep and personal relationship with God. Through this relationship, the following questions progressively come into focus:

-Who is God? How does he think? What does he value?

-Who does God say that I am?

-How has God uniquely wired me?

-What has God called me to do?

-How has God initiated me and prepared me through the course of my life?

-What is God's word over my life right now?

If the answers to these questions are fuzzy, spend an extended time seeking God for clarity before moving into the specifics of a personal growth plan. Otherwise, your heart will either run after the wrong things and turn the right things into ultimate things. The foundation of a relationship with God is *daily investment*. Learn to SOW (systematic reading, one-topic study, wait and repeat) God's word into your heart and DIG (demonstrate your love, intercession and requests, godly confessions) in prayer. As this becomes a lifestyle, begin to set 90-day goals in the following areas:

#### 2. Emotional Health.

Put words around the troublesome issues living underneath the surface of your heart. Are you hindered by a lingering sense of insecurity? Are you battling irrational fear? Are you prone to dark days of depression? Identify your areas of inner brokenness and put the following plan in place:

-What scriptures will I memorize in the next 90 days to renew my mind?

-Who will I meet with *regularly and intentionally* for accountability, insight, and wisdom? (Counselor, Spiritual Director, mentor, close friend).

-What will I read to grow my understanding of emotional health?

-What routines and life rhythms need to be adjusted? (Sabbath, time off, vacation, evening and morning routines).

#### 3. Physical Health.

If you neglect your body you will forfeit the fullness of your calling. In the next 90 days set specific goals in the following areas:

-Diet: What adjustments will I make to my food in the next 90 days? (Remember, a small change every 90 days makes a huge difference. Ex: no more soda.)

-Exercise: What specific exercise goals do I have for the next 90 days?

-Sleep: How many hours of sleep do I plan to get each night? How will I track this?

#### 4. Leadership/Life Management.

God has called you to LEADERSHIP; in your home, in his church and in your life. This looks different for everyone, but set goals for the next 90 days in leadership by asking:

-Where do I need to grow in my leadership? (If you aren't sure, just ask those closest to you...they know!)

-What books, resources, or training opportunities will I take advantage of in the next 90 days? (be specific.)

-Who will I meet with to mentor me in leadership in the next 90 days? How do I need to prepare for that meeting?

-What adjustments to my calendar and work habits can I make in the next 90 days to improve my leadership?

#### 5. Relationships.

Healthy relationships play a role in every area of growth in our lives. To grow in relationships, answer the following questions:

-Who are the top 5 relationships in my life?

-What will I specifically do to strengthen and deepen those relationships in the next 90 days?

-What changes in my schedule do I need to make for these relationships to flourish?

-What wasted time can I "redeem" to benefit these relationships?

#### 6. Finances.

Your management of your personal finances will determine to a large degree your freedom and flexibility in the future. Consider the following questions:

-In the next 90 days what improvements can I make to my monthly budget routine?

-How can I track what I spend more accurately?

-What spending habits would take me to the next level?

-What giving habits would take me to the next level?

-What saving habits would take me to the next level?

#### 7. Professional Growth.

As a member of the Vox Team, your M3 serves as the guideposts for a successful work life. Make sure your M3 has passed through the following tests:

-Does my role feel clear?

-Do my goals make sense to me?

-Have I prioritized well?

-Is this ambitious—something that honors God in faith?

With these 7 areas, you are ready to develop a holistic personal growth plan. Review your goals daily and take time to deeply reflect on your progress regularly. Watch how your act of faith will open the door for God to work miracles in your life!

## PLANNING YOUR WEEK

Life on the Vox Team can be fast-paced and busy! Planning your week is a critical skill that enables every Vox Team Member to thrive through strategic, thoughtful and prayerful creation of the weekly calendar, and the M3 is an important tool to be used in this process.

Each week, the following steps should be followed to fill out the calendar:

Set aside the first 45-60 minutes at the start of the week to plan out the week. During this 45-60-minute planning session, begin by plugging in all scheduled meetings you have for the coming week and take note of any time that is not committed to a meeting. By using page 2 of the M3, plug in any weekly responsibilities you have in your schedule.

Next, review the previous week and the coming week and make note of any and make a list of these things in the notes section of your planner.

Estimate the time needed for each of their to-do's written in their notes section.

Next, read through page 3 of the M3 and make note of any goals that will be coming due in the next two to three weeks. Be sure to also review the top two to three goals in each area and add these things to the list of to-do's in the notes section of the planner.

Now begin to fill in the open spaces with the time allotted for all of the things you've noted in steps two through five. By the end of the planning session, every block of time should be spoken for throughout the week. Naturally, things will come up and the calendar will adjust accordingly, but you now have a guide to use throughout the week.

Finally, you should consider planning your non-work time as well. You should block out time for family, friends, morning time with God, Sabbath, exercise, etc.

Each morning, review the schedule and make adjustments as things come up, being careful not to replace important tasks with things that are urgent but far less important, or things that seem fun in the moment.



## THE PRESSURE

Pastoral ministry will inevitably test the soul of a person. Your motives must go through the fire if God is to trust you with growth. The pressure usually manifests most in two areas: church people pressure and work/family pressure.

Church People Pressure: If you don't deal with the people pressure directly, it will rot your soul from the inside out. Consider the following questions:

- Do I tend to avoid tough conversations or difficult moves because I'm concerned I will offend someone?
- Do I avoid confronting sin in the life of someone in my church right now?
- Do I want approval from the leaders over me in an unhealthy way?
- Why do I want the church to grow?
- Do I connect my worth to my attendance number?
- Do I want people to stay at the church because it's best for them or best for me?

The only way to strangle the people pressure disease is through God's Word. You must retrain your thoughts so that you can stand under the pressure unmoved. Memorize the following passages:

1 Thessalonians 2:3-4: For our appeal does not spring from error or impurity or any attempt to deceive,<sup>4</sup> but just as we have been approved by God to be entrusted with the gospel, so we speak, not to please man, but to please God who tests our hearts.

John 5:44 How can you believe, when you receive glory from one another and do not seek the glory that comes from the only God?

Jeremiah 17:5 Thus says the Lord:  
"Cursed is the man who trusts in man  
and makes flesh his strength,  
whose heart turns away from the Lord.

Isaiah 2:22: Stop regarding man in whose nostrils is breath, for of what account is he?

2 Corinthians 4:2,<sup>5</sup> But we have renounced disgraceful, underhanded ways. We refuse to practice cunning or to tamper with God's word, but by the open statement of the truth we would commend ourselves to everyone's conscience in the sight of God...

<sup>5</sup> For what we proclaim is not ourselves, but Jesus Christ as Lord, with ourselves as your servants for Jesus' sake.

**Work/Family Pressure:** As your heart is purified by God's word, it will become easier and easier to have the hard conversations, make the big decisions, and not be afraid of failure. The second pressure that will seek to crush you is the work/family pressure. If you are battling with "people pleasing," you will be in a tug of war between pleasing your wife and pleasing your boss. Ultimately, the only solution is to be deeply rooted in pleasing God above all others.

Below are some key habits to handle the pressure between work and family:

- **The Discipline of Planning:** This is a core discipline that you must constantly improve if you want to handle the ministry schedule well. This includes:
- **Monthly Calendar:** Block out in the month Sabbath days, date nights, special times with your kids, and personal budget for your home. Always keep a clear up-to-date version of your roles and goals for work handy. When things change in a week (ex: you have to work Saturday) make sure you are thinking about how that impacts your month. We do not work on an "hour for hour" basis. That attitude won't make it in ministry. This is a calling. Instead, we work on a "glory to glory" basis. Discern: what does your soul need? What does your family need? And discuss with your supervisor.
- **Weekly Calendar:** at the beginning of each week block out time for the following: daily devotions/exercise/family time/work time.
- **Weekly Prioritizing for Work:** four quadrants/law of priorities/Roles Goals/time blocking
- **Daily Patterns:** morning routine (devotions/exercise/family), 10-15 minute spiritual investment with family, relieve your spouse when you get home.
- **Ongoing Investment with Spouse:** three times a year overnight on us, regular conversation, protect the church in the eyes of family.

These regular habits will keep you spiritually, mentally and emotionally able to handle the pressure and keep your family happy that you are a pastor.

**YOU WANT TO DEVELOP A PERSONAL PRAYER TEAM OF 5-10 COMMITTED, GODLY INDIVIDUALS WHO WILL AGREE TO PRAY FOR YOU EVERY DAY FOR THE FIRST 6 MONTHS OF A LAUNCH. DO NOT OVERLOOK THE IMPORTANCE OF THIS!**

## CAMPUS ANNOUNCEMENT BREAKDOWN

### Weekly Announcement Cadence (8 minutes)

- Transitions from Worship/ Ministry Moment (1 min)
- Greeting, Welcome First Time Guests & Upcoming Events (3 mins)
- Weekly Ministry Highlight (3 mins)
- Offering Prayer (1 min)

### Rotation Schedule:

Week 1: Serving

Week 2: Prayer

Week 3: Groups

Week 4: Outreach

Week 5: Families

Week 6: Generosity

Week 7: Core Value / Distinctive

Week 8: Another Local Church

### Weekly Ministry Highlight

Use these templates below to brainstorm what to share during the weekly ministry highlight time. Dedicate this time of the service to emphasizing the work of God in your people, campus, and community. Instead of the “we want something from you” narrative, we want to highlight Jesus at work, which in turn will inspire others to get involved.

When talking about highlights, use this time to build culture. Share a distinctive that correlates with the story. Talk through one of our core values and why we do what we do. Take this time to tell people about who we are.

The calendar for ministry highlights is located in the service communication calendar. Talk through the prompts with your Directional Team and brainstorm what your church community needs to hear for the ministry that week.

## SERVING HIGHLIGHT WEEK

### Recruitment Focus –

- First Serve Experience - Have First Serve Coordinator come on stage and share a testimony or a highlight behind First Serve
- Servant Team Expo – Host an expo on volunteer highlight week and encourage those to attend at the end of service

### Team Member Spotlight –

- Celebrating and recognizing a volunteer who has gone above and beyond in the community

### Serving Culture Highlight -

- Servant Team Director, team member, or Campus Pastor shares what God has been teaching them about service
- Directional team members share on the power of team work on a Sunday

## PRAYER HIGHLIGHT WEEK

### Prayer Cards

- Bring up pray over 3 prayer cards on stage. Put the generic info on the screen and invite the church to pray with you.

### Central

- Staff Prayer –
  - Our staff meets weekly for one hour of prayer. During this time, we lay down all our to-do's and agendas and seek God on behalf of Vox Church. We invite the Holy Spirit to grow this muscle of prayer at Vox – starting with us. Each week is a different focus. We pray specifically for each campus – led by the CP who knows the pulse of his campuses' needs. This includes the all the teams that serve: CLT, serving, worship, kids, youth, prayer. Most often we pray for those times using specific names.
  - We cry for revival in New England, for souls to be saved and cities to be transformed.
  - We pray for our Central staff and their families. And, we take the time to humble ourselves and ask God to change and fill us.

### Campus

- Talk about how and why our prayer teams pray before service:  
For example: *In HFD/SPG our prayer teams believe in the power of prayer! They meet before service to pray for the day ahead – for the teams serving and*

*the worship & preaching. They set the atmosphere through intercession and by inviting the Holy Spirit to move powerfully in the hearts of those attending.*

- Talk about the current monthly corporate prayer gathering (First Tuesday, morning prayer, anything else?) Any healings or testimonies from these? Is community being built?
- Talk about specific testimonies from post-service prayer. Healings, salvations, answered prayer.
- Get specific feedback from prayer team members: what is it like to agree with someone for a prayer need or lead someone in a salvation prayer after service?
- Talk up the 365-day Vox Prayer calendar. Highlight a few days. Imagine 100's praying for the same need on the same day!

## GROUPS HIGHLIGHT WEEK

### Groups Overview

- What types of groups are offered at your campus? Highlight a specific demographic of group – women, men, young adults, marriage, etc.
- Share some data! How many groups are available at your campus? How many people are involved in community at your campus? Celebrate all the people invested in growing together!
- Highlight a CGL who has gone above and beyond!
- Talk about a moment when a group came together to provide for and support another member in an irrationally generous way.
- Share a coach to community group leader testimony. How has a CGL been trained, equipped, and supported by their coach?

### CORE Overview

- Give a sneak peak of the CORE curriculum. What parts have helped you grow?
- Have a CORE group come on stage together to share on their experiences walking together in deeper community and accountability.

## *OUTREACH HIGHLIGHT WEEK*

### City Mission

- Take some time and talk about a fact about your city. What makes it unique? Share about the heart. What brings people here? Why should we care?
- Take time and pray for your mayor and councilmembers. Introduce your church to who they are and encourage them to pray for them.
- Share the three focus areas of the church right now.

### Outreach Events/Impact Groups

- Tell the church about the mission behind one of the impact group organizations that we volunteer or give to.
- Share a testimony from one of our outreach events/impact groups

### Global Missions

- Share on the heart of missions in our church
- Share one of the global highlights from Global Missions.
- Highlight a local missionary doing work in the community and pray for them.

### Other Local Churches

- Pray publicly for another local church. If possible, reach out to them ahead of time, ask for a photo of his family, and let him know you'll be praying for them this week.

## *VOX FAMILIES HIGHLIGHT WEEK*

### Vox Families

- Share about all that God is doing in families – P&E, parenting resources, family opportunities.
- List some of the resources our church provides for family-friendly activities, devotionals, etc. and where to find them
- Share a story about how a child or youth impacted their family's faith.

## VoxKids

- Share a testimony of how kids lives are being changed from our Kids Programming.
- Tell the church about what our kids are currently learning and what truths they are being taught from a young age.
- Have the VoxKids Director share about where the ministry is going and ways that people can get more involved!

## VoxYouth

- Talk about a recent youth event that happened. How many students attended from your campus, and how did God move in their lives?
- Share the vision of VoxYouth and explain the heart behind the ministry!
- Take some time to talk about and pray over a local high school in your city. Revival in our youth!

## *GENEROSITY HIGHLIGHT WEEK*

- Use the time to give an encouraging word about generosity. It could be a biblical challenge, a personal testimony, or a celebration of ministry that was made possible through the church's generosity.

## *CORE VALUE / DISTINCTIVE HIGHLIGHT WEEK*

- This is a moment to instill and cast vision to the campus of one of the three Core Values or seven distinctives.
- This could be how we as a church are interacting with one of the values.
- This could be how we as a church seek to live out one of the distinctives.
- You could even rope the values or distinctives into one of the other weeks highlights when appropriate.

## *ANOTHER LOCAL CHURCH*

- This is a moment to highlight another church in the city. This builds unity and a vision for the city and the church of that city (not just Vox).
- This could be praying specifically for the church and that specific leader on stage.
- It could be grabbing 2-3 prayer requests from that leader and let them know we are praying for them as a church that Sunday.
- It could be highlighting any type of church wide gathering or initiative you are planning or just executed together.



## PRAYER OF SPIRITUAL AUTHORITY

Each Sunday morning, the first thing you should do when you arrive at your venue is pray the following prayer over your space. You do not know what's happened in the space that week, and it is imperative that you reclaim the space for the purposes of God that morning. Do not overlook this, it is more important than you know.

"Lord Jesus, we humble ourselves before you. We are thankful that You gave Your life to pay the price for our sin and You rose from the dead to overcome the power of death. We look to You as the one who has all authority, the head of Your Church. And we thank You that through relationship with You, we have been seated with you in Heavenly Places, made co-laborers with You, and are sealed with the power and indwelling of the Holy Spirit.

As Your Church, it is our desire that You be glorified as we serve, worship and look into Your word. We long for those who do not know You, to meet You today and for those who are believers to grow in their faith. Though this is our desire we recognize there is opposition to this. We know our battle is not against flesh and blood but the spiritual rulers, powers, and host of wickedness; the very thing we have dominion over because of Your death and resurrection.

So God we declare that this place is set apart for your plans and purposes. No assignment of the enemy will prevail, because this place is Holy ground. Any activity done here that would give Satan and his demons a foothold has been rendered powerless. In this place many will be saved, healed and delivered. And in this place Your church will meet with You. So God we give this day and this place to You. Have Your way in our lives and in Your Church. We long to see Your kingdom come and Your will be done! In Jesus Name, Amen."

## DEVELOPING A PIONEERING SPIRIT

“But the Lord God helps me; therefore I have not been disgraced; therefore I have set my face like a flint, and O know that I shall not be put to shame.” Isaiah 50:7

“Without our God we should fear to move; but when he bids us go it would be dangerous to tarry. Go forward, and fear not.” Spurgeon

A pioneering spirit is a frame of mind. It's a way to view the world. Most people look out at the problems of life and ask, “why?” Pioneers look at the possibilities of life and ask, “why not?”

Why can't Hartford Launch with over 100 people? Why can't Middletown renovate a building in 3.5 months? Why can't Bridgeport break 200 by February? Why not?

How to Develop a Pioneering Spirit:

- See every gathering as an opportunity to inspire commitment to the mission
- Back up public passion with private prayer (Our Father Resource)
- Learn to feed on Isaiah 50:7 “God helps me...”
- Embrace failure as a necessary part of success (Only those who dare to fail greatly can ever achieve greatly”)
- Study the life of pioneers (Luis and Clark, Steve Jobs, Wesley)
- Get around people who pioneer (it's contagious)
- View your job as an adventure
- Specifically ask God this roles/goals: “Father, what is a big risk you want me to take at my location in the next 3 months?”

Discuss: Can you think of 2-3 risks you have taken at your location? What were they? How did they pan out?

## FOLLOWING JESUS PROTOCOL AT VOX CHURCH

Becoming a follower of Jesus is a unique and personal experience for each person. It rarely ever follows the same chain of events twice! The Holy Spirit does the invisible work in the heart and the fruit of holiness will prove over time if the individual has truly been saved. We cannot save anyone. God does the saving, and he uses us to lead people to himself. With that in mind, beware of trying to cram people through a system. It won't work. People must be treated as individuals uniquely encountering God. People also come from various spiritual backgrounds. Many people in New England especially grew up believing that they were "Christians" but have had no relationship with God. Telling them they are "saved" or "born again" often won't make sense because they don't see themselves as new believers. Try to use the language of "making a decision to follow Jesus."

There are 3 WAYS people choose to follow Christ on a Sunday:

1. Raise their hand in response to ministry time.
2. Pray with someone after service.
3. Go to the Next Steps table and talk to someone there.

If someone makes the decision to follow Christ on a Sunday, please ensure the following happens:

1. During ministry time, post your Campus Elders, WLC, and Next Steps volunteers throughout the room. They should have with them a "Following Jesus Kit." (This includes the following Jesus card, a Bible, a Welcome Card and a pen). Make sure there are still at least 2 Next Steps Volunteers at the Next Steps Table.
2. After a person raises their hand to FOLLOW CHRIST (make sure that is the specific call made) your team (of Elders, WLC and NS) should gracefully approach that person. If the person walks to the Prayer Team to pray, it is the job of the Prayer Team Member to lead them through the steps below. If they don't go up for prayer, your leader should introduce him/herself and ask if they would be open to praying with them. This is an opportunity for a brief interview.

During the interview, learn the basics of their story. Ask the questions:

- A. "Do you feel that you've been living as a follower of Jesus?"
- B. "Are you ready to receive God's grace and follow Christ?"

3. If the person is ready to surrender their life, pray with them and lead them in a prayer of salvation. This prayer should acknowledge:
  - A. I am a sinner and I need forgiveness.
  - B. I believe Christ died and rose again.
  - C. I surrender my life to Christ and receive his grace.
  - D. I commit my life to Jesus.

5. After you pray with the person, walk them through the "Following Jesus Card" and give them a Bible. Explain that one of our leaders would love to reach out to them this week and allow them to fill out the Welcome Card. Make sure that card gets back to the Next Steps Table.

6. Welcome Cards are to be entered by Monday end of day. This must be top priority for our teams. All those who checked the "following Jesus box" on the card should be contacted by phone in the same week. The goal of the phone call is to make a personal connection. The Pastor/leader who calls should seek to do one of the following:

- A. Set up a time in the next 10 days to meet the person one on one.
- B. Set up a time to connect with them before or after the coming church service.
- C. Connect the person directly to Essentials Class.

7. The list of those who made a commitment to follow Christ must be reviewed by the leaders of each location monthly and quarterly. The goal is to get each person on the list to a final destination. (Essentials Class, or non-response after 3 attempts).

Sunday Morning Push:

Every Sunday morning, the Campus Pastor closing out the service, should end the service with the "Following Jesus Kit" in hand. He should end the service with the following language:

"If you're here today and you made the decision to follow Jesus, one of our leaders would love to talk and pray with you. You're invited to come up for prayer as we

conclude the service and please stop at the Next Steps Table so we can give you this Bible and information about following Christ.”

**Action Steps for Campus:**

1. Purchase Bibles for your Campus:
2. Train Next Steps, Servant Team, Prayer Team, Elders, Staff.
3. Plan upcoming Essentials Class Dates.
4. Make sure your Prayer Table and Next Steps Table has “Following Jesus Kits.”

**Action Steps for Central:**

1. Create workflow that pulls all historic Accepted Jesus requests and sends them info to next Essentials Class.
2. Update Following Jesus card design to include information about Essentials Class.

## PASTORAL CARE

### WEDDINGS

As pastors, we are expected to perform several weddings each year. Here is the process for going about doing that:

1. Initial meeting.
  - a. Make sure that they are either both Christians or neither are. Do not proceed with marrying a couple in which you believe one is a Christian and the other is not.
2. Pre-marriage counselling.
  - a. Encourage them to participate in Prepare and Enrich. If you are leading them through it, get them setup and encourage them to take the test soon.
3. Wedding Planning and Execution
  - a. Sit with the couple and help them put together the ceremony. Most times, they won't know exactly what they want, and you'll have to lead them through this planning. Most ceremonies will flow something like this:
    - i. Processional
      1. Grandparents of the Groom
      2. Grandparents of the Bride
        - a. These are optional
      3. Parents of the Groom
      4. Mother of the Bride
      5. Groomsmen/Bridesmaids
        - a. Sometimes groomsmen enter with Groom
      6. Ringbearer
        - a. Optional
      7. Flower girl
        - a. Optional
      8. Bride and her father
    - ii. Giving Away of the Bride
      1. When bride arrives, ask "Who gives this woman to this man?" The answer: "Her mother and I do." The dad then kisses his daughter, shakes the grooms hand and steps out of the way. Bride and groom face you.
    - iii. Welcome

1. Have everyone be seated. You will welcome everyone here and give a brief introduction.
- iv. Charge to the Couple
  1. This is the "pastoral charge." Your words to the bride and groom. Be thoughtful, meaningful, and brief.
- v. Wedding Vows
  1. Attached to this document is a document with several sets of vows. Sometimes couples like to write their own but often, you email them this document and they pick some vows that they like. The wedding vows are usually the ones in which the pastor reads the entire vow and the bride/groom respond at the end with "I do" or "I will".
- vi. Ring Vows
  1. Also attached to this document is a document with several variations of ring vows. These are often the "repeat after me" vows.
- vii. Prayer
  1. Pray over the couple.
- viii. Pronouncement
  1. Pronouncing of the new husband and wife. Ask the couple how they want their name pronounced. ie. Mr. and Mrs. John Smith or Mr. and Mrs. John and Mary Smith.
- ix. Kiss
 

Turn to the groom and say, " [Name], you may kiss your Bride!
- x. Recessional
  1. The couple kisses, then turns, soaks it in for a moment, everyone goes wild, and they then recess. Once the couple gets all the way to the end, the bridal party follows in the opposite order of how they came in. ie. Maid of honor and best man first, and grandparents last.

Things to think through:

1. There will often be extra elements in the ceremony, and you'll want to ask them if they've considered any of them. Things like: lighting of a unity candle, readings, songs (performed or congregationally sung), etc. These can be placed anywhere in the service.
2. Attached to this document are two complete weddings for example.

3. Microphone. Connect with DJ about your microphone. Do a mic check before service starts.
  4. Plan on arriving 45-60 minutes before the service begins.
4. How to run a wedding rehearsal
- a. Gather everyone together. Introduce yourself and open in prayer.
  - b. Start with the group in place up front, ie, start by asking the Bride to put the bridal party in place.
  - c. Go through the recessional. Have the bride and groom walk down the aisle. Have everyone wait till they are all the way exited, then the best man and bridesmaid come together and walk down. Once they are 10 steps away, the next group goes, until everyone is done.
  - d. At that point, gather everyone together again and confirm the order of the processional [If you've not already done so].
    - i. Are the grandparents walking?
    - ii. Is the bride's dad walking the mom and then the bride?
    - iii. Are the groomsmen accompanying the bridesmaids or entering with the groom?
  - e. Practice the processional. One thing to note is that everyone remains seated until the doors open and the bride is revealed. At that point, either the mother of the bride stands to signify everyone should stand or you ask everyone to stand.
  - f. Go item by item, making sure everyone has asked their questions and feels comfortable with timing and placement.
  - g. IMPORTANT – if any arguments or issues arise, gently step in and make a point to ask the bride what she wants to do. Kindly remind everyone it's her day and she gets to be the boss. This can sometimes happen with the bride's mom or with a strong personality sister.
  - h. Finish with the recessional. Gather everyone one more time, making sure all questions are answered and all feel comfortable. Make sure everyone knows what time to arrive.
  - i. Note: Sometimes there is a wedding coordinator who will help with the rehearsals. Be humble, defer to that person and let them run the rehearsal.



## FUNERALS

### WHEN DEATH COMES

#### BE PROMPT

1. Go wherever necessary to be with the family
2. Express your sympathy to the family
3. Encourage the family to talk about it. ("Can you tell me what happened?")

#### BE HELPFUL

1. Without going into great detail, help them to think through the next steps: funeral home, permission for autopsy, contacting relatives, etc.
2. Offer and be willing to provide help. Offer to go with them to meet with the mortician.

#### BE BRIEF

1. Read scripture with them and pray.
2. Stay with them until things are under control.

When you meet with the family, do so gently, extending your deepest sympathies and condolences. You want the family to sense and to know, most importantly, that you care. That you aren't a robot and they aren't "clients" to you.

If they don't already have someone in mind for conducting the ceremony, they will likely look to you to do it. If so, they will almost always need help planning the service.

### PLANNING THE FUNERAL SERVICE

Start by asking the family a series of questions, trying to get a feel for the deceased and for the type of service that they want.

- How do you want this service to feel? Celebratory or somber?
- Which, if any, favorite songs or hymns might be sung or played? Live or CD?
- Who would you like to sing or what would you like to have sung or played to the congregation? Live or CD?
- What favorite scriptures or inspirational writings might be shared?
- Who will talk/share in the service?

- What suggestions do you have about the order of the service?
- Would you like help in preparing a program handout to be given to those in attendance?
- How do you want the pastor to refer to the deceased?
- (If married) How did the deceased meet his/her spouse?
- What are some stories you recall about your years growing up?
- What are some special vacation memories you'd like to share?
- What were some of his/her notable accomplishments?
- What are some funny stories you remember?
- What are some of your fondest memories?
- What made this person special/unique? What are some examples to illustrate this?
- What did you learn from the person's life? How did he/she make you a better person?
- Did he/she have any favorite quotes/sayings?
- What challenges did the deceased face, and how did he or she choose to address them?
- How can we use the deceased's life as an inspiration?
- Is there anything else that needs to be said to make the service complete?
- Is there anything that you'd prefer not be mentioned?
- What was his/her spiritual heritage – spiritual roots?
- Do you know of any Bible verses or inspirational materials that have been marked, highlighted, written down, memorized, or quoted frequently?
- May we use his/her Bible to prepare for the message and to use during the funeral/memorial service? [This is often a nice touch during the service when it's a faithful Christian. I.e. "I'm reading today from [the deceased's Bible]. For decades he read of the promises of God from these pages, and today, he is experiencing them.]

You will want to ask the family a series of questions specific to the service:

- Are there any special songs or music you would like to include?
- Are there any poems, stories, Bible verses, or readings you would like to include?
- Are there any special speakers or singers you would like to participate?
- Are there any specific photos of your loved one or family you would like displayed?

- Is there a charity or a benefit you would recommend to mourners in lieu of sending flowers?
- If guests are invited to the grave side service, an announcement should be made at the end of the service. Who do you want to make the announcement?

Here is an example of an order of service. You can recommend this, and add to it depending on their desires:

Welcome  
 Scripture Reading  
 Solo or congregational hymn  
 Obituary/Eulogy  
 Prayer  
 Song  
 Bible Message  
 Benediction

### The Viewing

1. Find out when the body can be viewed for the first time and be there one-half hour before so you can be with the family.
2. Take your wife if at all possible. In my opinion, when I bring my wife, it feels "more like family" to the person, rather than "the pastor doing his duty."
3. The evening prior to the funeral is a good opportunity to minister, often at an additional or final viewing.

### The Funeral or Memorial Service

Arrive at the church or mortuary well in advance of the service (45-60 minutes early) in order to prepare your own soul and complete any last minute details regarding the service. Is there a musician to talk to? A sound man? A microphone to test? Once the order of service is as set, meet with the family as they are seated in the family room.

You will often lead the family into the sanctuary as the service begins.

At the close of the service, be available at the casket. Often, the funeral director will come to the front, and the pastor will lead slowly the pallbearers and the casket to the door of the hearse.

### Committal Service at the Graveside

1. At the cemetery, the pastor again slowly leads the procession from the hearse to the burial site.
2. Stand at the head of the casket (ask the funeral director where the head faces before arrival at the cemetery.)
3. Brief remarks, short scripture, word of thanks to mortician for the family.
4. Committal prayer
5. Go to the family and express your concern and availability.
6. The funeral director will then try to get the family to return to their cars.

### Post-Funeral Contact

1. Do not forget the bereaved after the funeral. Call on them at least once a week for six weeks.

### HOSPITAL VISITS

Here's how to do a hospital visit:

1. Ask permission before you go. Ask the person or family member to be candid and honest about it. If they'd like you to come, find out when is a good time. Never assume they don't want you. Many a pastor has been resented for not coming or not seeming to care enough in a time of need.
2. Pray before you arrive. Whether it's in your car, on the elevator, or just outside the room, ask God to work through you. "Anyone can visit a hospital - you're there as a representative of Jesus."
3. Identify yourself as a pastor when you arrive. Ask for the room number of your parishioner—this implies you already know that the patient has been admitted, which is itself restricted information, and eases the tension.
4. Be gentle, soft-spoken, and heartfelt when you enter. The person is extremely vulnerable in this moment. Sarcasm, lots of volume and excitement, serious joking, etc are usually inappropriate.
5. Be mindful of the staff. Introduce yourself, explain why you're there, and let them do what they need to do.
6. Offer to pray and to read Scripture. These are perhaps the two most important aspects of a visit. Even if the person has a weak or non-existent faith, prayer can be meaningful. Ask for a favorite verse. If they have none, use an appropriate passage you selected ahead of time. Many pastors default to the Psalms, especially 23, 91, and 139. Have a hard-copy Bible on hand, don't use your phone.

7. Exude confidence in God's promises. This one is the most important, obviously. You may be visiting with someone who has no hope of recovery, but God's promises are still true for them. The bleakness of their circumstance may make it hard to see how God is for them at the moment. Remind them. Speak God's promises gently, but confidently. Look into their eyes with your own confident, compassionate eyes.
8. Keep it short and sweet. Ten minutes or so, fifteen minutes at most, unless you are very close with the patient and their family.
9. Lend a healing touch. A pastor's touch can represent some of the only non-clinical contact a patient receives. This a direct extension of Jesus' ministry as he touched the sick and dying. Take a hand while praying or reading Scripture. Before you initiate any kind of touch, however, ask permission.
10. Observe Good Hospital Manners
  - Knock for permission to enter and wait for an invitation to enter the room.
  - Focus on the patient once you are in the room.
  - Position yourself in the line of the patient's vision.
  - Introduce yourself to the patient if you don't know them.
  - Let the patient invite a handshake.
  - Sit down only at the invitation of the patient.
  - Never sit on the bed.
  - If you arrive at mealtime, make your visit brief.
  - Let the patient do most of the talking.
  - Instead of asking, "How are you feeling?" you might ask, "How are things going today?"
  - Avoid being drawn into speculation about the patient's physical condition or hospital procedure.
  - Do not wake a sleeping patient. Leave a handwritten note along with a devotional magazine.
  - When praying, be comprehensive and specific. Pray for the patient's freedom from pain, family concerns, and God's will to be accomplished in this sickness and recovery.
11. Leave your phone number in case you're need or wanted again.

## BUILDING THE NET

A healthy church is built one solid relationship at a time. In the launch stage, you are the glue that ties all of the relationships together. Your goal is to stick to people, and then stick those people to each other. There are two phases to the Net. These phases will eventually happen simultaneously, but phase 1 begins first.

This document outlines the FIRST YEAR of a new location launch.

### PHASE 1: The Relational Net

At every gathering, look for new people. Introduce yourself and learn about them first. When the conversation allows say, "Wow, I would really love to hear more of your story. Want to grab coffee or lunch some time soon?" If possible, put the burden to follow up on you, not them. Nail them down for a time that works for them.

At the Meeting: Listen to their story first. What is their spiritual background? Are they a Christian? If so, how did they come to faith in Jesus? Practice being a good listener. Look for ways that you can connect to their story. Look for ways other people in your launch team can connect to their story. What is God doing in their lives right now? How could you potentially invest in their spiritual life? Are they connected to another local church? If so, don't seek to aggressively recruit them. If God moves them, that's fine but wait until they have transitioned out of commitment of their local church.

Share your story. Focus specifically on the things in your story that connect with their story. Don't share everything. Share enough to be vulnerable and express your heart. Remember, vulnerability on your end is one the fastest ways to gain trust.

If appropriate, share your needs for the Church. Where could they serve? What are they good at? Before you leave that meeting, nail down another "reason" to connect. These could include:

- I really want to introduce you to...who has a similar story to yours. I feel like you guys should meet.
- Right now, we are believing God for a Servant Team Captain. Could we meet in a week and talk more about that?
- I want to challenge you to spend 30 minutes alone with God over the next two weeks. Could we meet again in two weeks and see how that went? I have some resources I'd like to get in your hands in the meantime.

The goal for a Campus Pastor is to have three "Relational Net" meetings each week for the first eighteen months of the church. These can happen in the morning, at your

house for dinner, over coffee, etc. The goal is to leave that first meeting having “stuck” that person to something (another meeting, servant team, worship, kids, another person in the church, etc).

View every gathering as an opportunity to grow this relational net. Sunday mornings, CG meetings, Pre-Launch Services, Public Social Events, etc. Be aware that you are a man and should target men for one-on-one meetings. Meetings with women can be handled in the following ways: Bring a woman from staff with you to the meeting (this should be mentioned ahead of time.. “Great to meet you. The Kids Director and I would love to meet up with you some time and hear more of your story...”) Delegate these meetings to woman leaders on your directional team or your wife. (“Great to meet you...Your story reminds me a lot of what God has done in my wife’s life. Could I pass your info along and introduce the two of you?”)

## PHASE 2: The Discipleship Net

As the church takes shape in the first 3-6 months, a Discipleship Net needs to develop alongside a Relational Net. This is a network of people accountable to one another growing and maturing in Christ. From 3 months after launch, the Campus Pastor’s goal should be two Discipleship Net meetings per week.

As your team forms, look for men with high potential. Look for character, competence, chemistry. Initiate a meeting with these men in the following way: “I see God doing something really big in your life. Would you be willing to meet and talk about your growth in God?”

At the first meeting, learn more of their story. Look for areas that are holding them back in their journey with God. Start with the easier, low hanging fruit. (Like developing a habit of daily time with God). Find out what their current habit is, then challenge them to the next level. Use the resources available through the leaders circle. Create a specific goal for the next 2 weeks. Set a time to meet again (1-2 weeks) then see how they did.

If they are not responding, work with them to develop discipline. After 2-3 attempts to see them grow, if they will not regularly take the challenge, gently avoid regular meetings with them. They are not ready for aggressive growth.

Once a trusting relationship has been developed (this takes a different amount of time for every person) look for obvious sin in their lives. Where are they immature? Are they sexually pure? Are they financially disciplined and generous? Do they share their faith? Do they lead their family well? How is their marriage? Kids? Pray and ask the Holy

Spirit for wisdom to see where they are immature in the course of your conversation. Lovingly discuss this area and give them a specific challenge. Check in with them regularly on this issue.

Over the first 3-9 months develop accountability/growth relationships with 3-10 men. Start with what you have. Meet with them weekly/bi-weekly or monthly to help them develop in their faith. Help them grow in the following areas:

Personal walk with God (Daily time, prayer, hearing his voice, etc)

Sharing their faith

Hearing and obeying God's voice

Sexual purity

Financial stewardship

Rest and healthy life rhythms

Developing a vision for their lives

Once a base of 3-10 men has been developed, begin an 8-month long Leaders Circle.

Choose the top 3-4 men in your Leaders Circle and approach them about investing in the lives of others. Ask them, "If I connect you with a new guy, will you invest in them?"

Once you have 2-3 men who are ready to make disciples, use your Relational Net meetings to connect new people to these men. Say at your initial relational meeting: "Man, have you met Joe? You guys really need to connect. Is it cool if I ask him to call you?"

Once your Leaders Circle is complete, choose the top 2 men in your circle and ask them to begin planning to launch a leaders circle. The goal is 1 full 8-month leaders circle in the first 2 years of the launch.

As you build the Relational Net of men, empower your top women leaders to proceed through the same process with women.

Within 6 months of the launch, begin targeting couples to walk through Prepare and Enrich. The goal is in the first year of launch to have 5 couples walk through Prepare and Enrich Counseling either with you or another trained leader.



## PROTEST/DEMONSTRATION – Purpose and Participation

In the spring of 2020, this document was used to provide guidance to the Vox Team regarding participation in the nationwide protests that were happening. It continues to serve as a guiding document for how we think about this topic.

Why would we protest?

Our protesting and actions of demonstration seek to proclaim the following:

- As the church, comprised of all races, we desire to stand together in solidarity against racial injustice perpetrated in our land.
- At this juncture in our nation's history, we stand in strength, but in peace as we decry injustice in our land and publicly announce that we will not sit idly or silently by while the sin of racial inequality continues to proliferate in this country. No Christian is called to stay silent while people around them are suffering. Our goal is to, by our presence, draw attention to this suffering and injustice.

How do we protest?

- We protest as people of faith and hope in the ultimate reconciliation of all things under the banner of the Kingdom of God. This means we model ourselves after the kind of revolution that Jesus brought to our world – declaring truth while loving people extravagantly – and in so doing saw the unjust thinking and systems of this world unravel. Practically, this means that as we protest, we:
  - Organize moments of prayer and worship. Prayer and worship provide the counter-narrative to much of the hate and anger and violence being enacted in response to the current climate.
  - We intentionally look for ways to share love, encouragement and support with the hurting around us. Where possible/appropriate we use Scripture to bring words of life and hope as we walk and talk with those around us.
  - We are peaceful and avoid all forms of violent confrontation – verbal and physical, destruction of property and illegal activity- as we do not fight with the weapons of this world. This includes avoiding being associated with any signage that is intentionally insulting to another or that calls for

acts of violence against those with whom we disagree. Instead we encourage love for neighbor at every turn, as it is the loudest declaration.

- We avoid being motivated by or engaging in political ideological argumentation, but rather keep our hearts and actions fixed on the spiritual realities we are seeking to confront; realities which are far more powerful than any political system of our day. Our focus must be on taking a biblical stance against the sin and injustice.

#### Additional considerations:

- Safety – If you choose to participate, please be sure that you understand well the nature of the protest and they differ greatly, from peaceful to political and violent in nature. Your safety is at stake.
- Branding - We ask that you not use any Vox Church branding in items given away at places of protest to avoid confusion and miscommunication.
- Press – Please refrain from engaging with the press if you attending a protest coordinated by the church. We want to be sure we speak with one voice when we speak widely, and that will get difficult with multiple contributors.

## COMMUNICATION

### MINISTRY TIME EFFECTIVENESS

It is our goal to see the number of people responding during ministry time double in the next 3 months. It is important that each campus stays within its allotted time, and that effective, magnetic ministry moments are being stewarded each week. We need to improve our "FLOW" or our "CURRENT." This is why we need to internalize the AC/DC model:

1. Activate the Congregation: Before you step onto the platform for ministry time, you should know how you plan to activate the congregation. To activate the congregation means to draw them towards doing something specific. This may be introduced as soon as you start speaking (ex: "would you take a moment right now and close your eyes..") or it could be done at the end of your ministry time (ex: "Before you walk out the door today, sign up for impact group"). It is CRITICAL that every week some level of

activation occurs. Why? Because this is your only chance all week to activate them! Other examples include:

- "If today is your day to let go of the past anger that Justin talked about, raise your hand"
- "Take the hand of the person next to you and let's take a moment to pray and agree"
- "Today we are going to receive communion..."
- "If this is your moment to invite God to heal you, raise your hands as a symbol of surrender right now"
- "This morning we need to seek God together. As the band begins to lead us, step out of your seat and meet me up front if you're ready to ask God for a change in your life"

This should be varied, creative, and strategic. Sometimes it will look the same everywhere, sometimes it will look different at each campus.

2. Create space and Release Faith: There's a time to be still and a time to be loud. Don't only have one tool in your bag. Be ready to wait in a song or in a quiet moment. Creating space gives things the chance to breathe and gives you a chance to tune into God. Then, release FAITH. Ask God ahead of time for specific impressions or things to focus on. Faith in a room is VOICE ACTIVATED. You must speak it. Reinhard Bonnke once said that Jesus can only be who you preach him to be. So speak: "Today is your day to experience God," "This is your moment right now..etc"

3. Drive People to a moment of decision. Every ministry moment should drive people to a decision. What decision are you driving them towards? Do you know? If you don't, then they won't! Make sure the decision they need to make is clear, and then drive them specifically and directly to make it. (Ex: "Today you heard about forgiveness...Would you close your eyes for a moment [activating congregation] ...Take a moment right now and ask God to bring to mind anyone you've held a grudge against, or anyone you need to reconcile with..[creating space]...This is the day your heart is healed, right here right now...[releasing faith]...Are you willing to release the offense? Whisper this right now to God...Father, I forgive them...[moment of decision]"

4. Clarify the Gospel: Do not miss this moment! Make sure it happens every week.

- a. If you are far from God, God loves you and his arms are open
- b. Your sin separates you from God
- c. Christ came to take your place, died for your sins, and rose from the dead
- d. Place your faith in Christ right now and receive forgiveness and eternal life.

NAVIGATING AN EFFECTIVE TIME OF MINISTRY

Each week that a video sermon is used it is critical that an effective time of ministry follows. Without this, there is no immediate opportunity for application and the impact of the word is blunted. As the one navigating this time *you must be very sensitive to how Justin wraps up the sermon*. Did he pray a salvation prayer on the video? Did he already outline a 2 Direction ministry time? How did he leave off? How can you FLOW out of what is already happening in the room? (the message, the song, etc).

Each week it is expected that you spend 1 hour seeking God and thinking through your transitions for Sunday. Take the key scripture and points from the sermon and get them in your heart so that you know them without looking. Ask the Holy Spirit for wisdom and guidance for your context on Sunday.

### A 2 Direction Ministry Time:

Generally, ministry time will take on 2 directions. (almost *never* more than 2). Direction 1 is a direct application for Christians of the sermon they just heard. (Example: Justin taught on fear, "if you need deliverance from fear we want to pray for you"). Direction 2 is specifically addressing the chance for salvation for those far from God. (This language is important: *far from God, or not right with God—we stay away from you're backslidden or you've never made Jesus Lord—it's culturally confusing*).

As the leader of this time, ask yourself, "did Justin outline a 2 Direction Ministry Opportunity? If not, what should one look like? If so, how do I flow from what he did?"

### Driving People to a Point of Decision:

Effective ministry time requires a point of decision. People must be clearly, specifically asked to decide. There are numerous ways to drive people to a point of decision. They will look different if you are making a general response for Christians (Direction 1) or a call for those far from God (Direction 2)

#### *Direction 1 Point of Decision: (For Christians)*

- Response through song
- Response through raising hands
- Response through specific action (give, kneel, call someone and repent, etc)
- Response through specific prayer time
- Response through communion

Each week, think through what your specific challenge will be. Practice in prayer using language of faith. (Today is your day for freedom//right now, God want's to meet you//This is your time for healing//Lift your hands, God is going to meet you now). This type of declaration cannot be canned. It needs to be won in prayer.

### *Direction 2 Point of Decision:*

- Pray with me right now. (Lead them in a prayer of salvation without knowing who is praying with you. Encourage them to receive prayer after service).
- Raise your hand (Count to 3, after my prayer, etc) Then ask them to pray with you
- Get out of your seat and go to the front/side right now (prayer counselors lead in prayer)
- If Justin prayed prayer of salvation on video: "If you prayed with Justin, when I dismiss connect with a member of our prayer team."

### Sensitivity to the Holy Spirit:

A ministry time cannot be canned. It can be planned, but Jesus must have the final say in how to navigate. You must become comfortable listening to him, waiting on him, and sensing his pull. Is he giving you a word of knowledge about someone in the room? Is unconfessed sin holding someone back? Is unforgiveness holding someone back? Does a certain song need to be sung or repeated? *Sensitivity to the Spirit is the difference between a nice service and a move of God.*

### The Gospel: How to share it

How much did Justin share in the video? If he just walked through the gospel, you don't have to say what he just said again. But if he didn't, you need to. Take this incredibly seriously. Remember, it is this good news that IS the power of God for salvation. Speaking it saves people! So don't take it lightly or speak it without appropriate seriousness. Here are the basic elements:

- You were created by God (You have purpose)
- Sin separates you from Him (your sin—all have sinned)
- God's love has made a way (the incarnation/representative/substitution—don't use these words always, but know them in your core)
- The cross is God's plan (never miss the cross)
- Jesus rose again (sin paid in full/death defeated)
- You must personally repent and believe the good news

Repentance: to turn from self to God (Jesus is Lord)

Believe: to personally trust in the work of God on the cross for you.

Memorize the following verses: John 3:16-17, Romans 3:23, Romans 6:23, Romans 10:9, 2 Cor 5:21, John 1:12)

(Once this has been outlined, it is time to drive people to a point of decision)

### The Prayer of Salvation (What is in it?)

The prayer of salvation is not in the Bible. Here are some basic biblical elements that should be included in a prayer for someone who wants to accept Christ.

1. I need you (Matt 11:28)
2. I surrender (Luke 14:33)
3. I believe you love me/died for my sin/rose again (Romans 10:9-11)
4. I personally receive you as my king and savior (John 1:12)
5. Make me new (2 Cor 5:17)
6. Fill me with the Holy Spirit (John 3:5)

### Details:

Details are incredibly important in this time of ministry. To forget them means to possibly miss an opportunity to draw someone to Christ. Here are some things not to miss:

- Prayer team. If you don't mention the prayer team, they may not come.
- Direct People to the white table (New to Faith?—know what is over there!) We have a Bible and literature for those who have just said yes to Christ and we have info on the church for those new to church.)
- Check the Box on the welcome card (Just said yes to Jesus). Make sure you instruct people during the welcome to hold on to the card until the end. At the end, mention the card again, asking people to check the box "I've just said yes to a relationship with Jesus."

**IMPORTANT:** Your clarity and brevity are crucial. This is not a 2<sup>nd</sup> sermon. Service should be ending at an hour and a half. If you are being too short (not hitting critical pieces) or too long (pontificating and dragging things on) it will hurt the service. Men especially like to know when things begin and end. If you are dragging on past the time, you losing the men. This position takes skill, humility, but most importantly surrender to the Holy Spirit.

If the sermon video goes down, have the key points of the sermon internalized enough that you are ready to pick up from where it left off and walk through the final points. This can be 10-15 minutes.

Each week, there is always a chance that all technology fails. Always have 1 completed sermon with you in case this occurs.

(Set up 6 sessions for practice on calendar)

(Set up plan for recording and review times)

## LEADING SOMEONE TO JESUS

1. **Care:** You must embrace the burden of people far from God. Feel it, pray it. Let it hurt. Ask God to give you a burden. Then, you must develop “caring eyes.” This means that you notice people who may not know Jesus personally. Remember, true Christianity and “Christian Culture” are very different things.
2. **Investigation:** Once you begin interacting with someone who seems to be far from God, you steer the conversation into an investigation. Do they seem to understand the gospel, or do they know religion? Has their heart been changed, or have they embraced behavior modification? Where do they seem to stand with God?
3. **Courage:** Once you have noticed and investigated, NOW is the moment for courage. You need to ask: “Have you made Jesus the King of your heart? Are you ready to surrender to Jesus right now?” “I really believe that God is drawing you to give your life to him. Are you ready to make that step?”
4. **Simplicity:** Once they have responded positively to your step of courage, now is the time to be simple. Don’t explain predestination. Don’t get tempted towards a rabbit trail. Focus on the 4 basic steps to salvation (4 spiritual laws). God loves you and wants relationship/your sin separates you from God/Jesus has become your substitute/You must personally repent and believe. Lead the person in a prayer of surrender, provide some simple next steps (following Jesus pamphlet) and then figure out a way to connect with them again within one week.

## VOX CHURCH RULES FOR PREACHING

Thank you for preaching at Vox Church! These basic rules for preaching are used by all our preachers at Vox Church. If you are a guest preacher, please review these rules and discuss this list briefly with your pastoral contact at Vox Church.

1. Stick to the time you have been given. Please honor the time you have been allocated. This is one way you honor the house.
2. Always tie it to the cross. We believe that all of scripture ties back to Jesus. The gospel is the change agent in the heart, so make sure the sermon ties back to Jesus and his finished work on the cross.
3. Always make sure a gospel invitation is clearly presented. We make sure each service has a specific invitation to follow Christ. This can be done after a song at the end, during the sermon, or at the end of the sermon. It can be done a few different ways, but we make sure it is always a part of our gathering. This can be done by the Campus Pastor after the sermon if it fits better.
4. Have one main text. Please preach exegetically. It is fine to use many parts of scripture throughout the sermon, but please anchor your sermon in one main text. This will be where you draw your main idea for the sermon.
5. Preach with one main idea. Though a sermon may have more than one point, make sure it can be summed up in one specific idea (stated directly or inferred) drawn from your main text.
6. Don't cover controversial theological issues without first talking to your leaders.
7. When possible, illustrate from the poetry of your own life. In other words, use your life when you can. People need to trust the messenger if they are going to trust the message. Use the secret weapon of vulnerability.
8. Connect the content of the sermon to the culture of today. Answer the question: how will this be heard by a post-modern, diverse audience? What is happening in the world that connects to this?
9. Address a felt need. Make sure that what you are preaching addresses a felt need in the lives of the people.



10. Preparation is key. Use the Vox sermon preparation guidelines and preach the sermon to a small group before you preach it at the service.
11. Make sure there is application. We end every sermon with application. Think if through ahead of time, and be able to answer the question: "What should someone do Monday morning because of this sermon?"
12. Make sure you have thought through a plan for ministry time. You aren't done until the point has been driven home with a moment of impact.
13. Make sure you select the end song. Discuss with the worship leader the plan for the end of service and choose a song from our list that best fits the moment. This needs to be done by Wednesday at 4pm at the latest (Monday is preferred).
14. Update Planning Center with band cue. The band needs to know when to come back out on stage. Give them a specific cue by Wednesday at 4pm. Discuss the flow of the last song with the Worship Director that morning.
15. Get all points or scriptures to tech team for the screen by Wednesday. The tech team needs to build bottom thirds for video. Please make sure they have it Wednesday by 4pm.

## PROCESS FOR SERMON PREPARATION

Step One: Settle on a verse or passage of scripture that will anchor your teaching.

This step should take no more than four hours.

Choosing a passage:

Take the time to read all the verses on the topic you feel God is leading you to preach on. Ask the Holy Spirit to guide you and choose a passage that you feel is "speaking to you", even if you do not fully understand it. Limit yourself to no more than 10 verses of scripture as your anchor text.

Exegetical sermon:

If you are preaching an exegetical sermon, radically surrender yourself to the text. That is, surrender all your thoughts for the sermon to the text. The power is not in your ideas, it's found in God's Word. Resist shaping the verses around your ideas.

Topical

sermon:

If you are preaching a topic, be sure to review numerous passages on that topic until the Holy Spirit causes you to land on one primary passage.

Step Two: Research.

This step takes a minimum of four to six hours.

Once you have your text, again surrender your thoughts to the Holy Spirit. Read the text and begin to write everything you are seeing in the verses. This not an outline. It's you submitting yourself to the power of God's Word. A good method is to label these pages "A, B, C, D, etc."

During this process you are asking yourself, 'what is the main point of this text?' As you write, you are gathering thoughts and nuggets. Trust the Holy Spirit to speak. Don't skimp on this step. You are digging for gold.

Begin to gather research (see attached for a list of commentaries and preachers). Do not short cut this step. You should end up with 15-20 pages of notes. As you are allowing the text and the research to speak to you, write out your thoughts in different ways. Let the text speak over your ideas.

Step Three: Shape your main thought.

This is the time for prayer and wrestling with the thoughts coming from both the Word and your research. Ask yourself: What is the main intention of this text? What is God saying in this text? What is His main point? Allow the Holy Spirit to infuse you with the essence of the text. As the big idea forms, you must do a gut check: does this really move me? The big idea will become your North Star, guiding you through the sermon. Take the time to word and re-word the big idea. Maximize the potential of words. Will the big idea be spoken or unspoken?

You should sense tension, even crisis during this step. Tension that takes you from the desk to your knees in prayer. Press in and allow the Holy Spirit to speak.

Step Four: Build your frame.

You are now shifting from gold-digging to building a frame for your sermon. You will begin this step with the end in mind. Where is this sermon landing? Sub-points will begin to emerge. Begin to construct a flow or order for your ideas. Will your format be deductive, stating the big idea in the introduction and then developing that idea, or inductive, the introduction leads to the first point followed by strong transitions to each new point until the big idea emerges in the conclusion? You may want to consider the 'me-we-God-you-we' format. (see *Communicating for Change*, Andy Stanley).

Begin your handwritten version of your sermon. It's a good idea to number these pages. Start creating an outline and work diligently on the phrasing of your sub-points. Nothing is new under the sun! What you're sharing has probably been said before. Word your revelations in a new and compelling way.

It's crucial that your sermon has a Gospel connection. That is, regardless of the topic or passage you are preaching, the message of Christ and salvation through Him must be hooked into every big idea.

Ask yourself, what needs to be cut? What doesn't really fit? This can be a difficult step, but allow the Holy Spirit to guide you and take away what doesn't fit into the flow and frame you're creating.

You should end this step with about 10 handwritten pages.

Step Five: Inject the medicine into your own heart.

During this step you must apply ask how these truths apply to your life? Have you found these truths to be true? Have they changed you? You don't need perfection in the subject you are addressing, but you must have evidence of God working in you. How

has He changed you? How is the Holy Spirit convicting you in this message? How will you apply it to your life?

If the answer to these questions is no, or unclear – you may not be ready to preach this topic.

Step Six: Paint the picture through illustration.

The best place to start is the 'poetry of your own life'. Think about everyday situations or experiences that you've had or heard about. It's important that you don't start your sermon prep with an illustration in mind. When you do, this will most likely lead you away from the main. Surrender that story you really want to tell. Once you sense an illustration fits, be ready to cut and paste! You don't need to tell every detail. Remember, the illustration must be the servant of the point – not the other way around.

Step Seven: Create a flow of thought.

I suggest you do not manuscript your sermon, rather think through key phrase and thoughts that will prompt you to share the point.

Throughout your sermon, there should be 7-10 transitions. I don't mean 7-10 points. These are the transitions that smoothly move you from one main thought to another. Clear communication of your sermon is dependent on you identifying and understanding these transitions. Spend time polishing them. Do not underestimate the important of transitions! In your final copy, be sure you have key phrases that help you jump for one thought to another. These must be seamless so that the listener barely feels that the 'car has turned'. As you finalize your sermon, ask God for specific ways to end and 'land the plane'. What is that thought you want to circle back around to? What is the application? What will your listeners do differently tomorrow as a result of your sermon?

Step Eight: Practice speaking your sermon.

Find the method that works for you for memorization. For me, writing and re-writing does the trick. Then you must memorize your 7-10 thought transitions. Memorize your main thought. Practice preaching your sermon in front of a mirror several times. Watch for 'crutch words'. Things like 'um, well, amen, you know, this morning. Don't settle and skip this important step of practice. Edit and edit and edit – based on what you see and hear as you practice. Seek to get your sermon clear, simple and

compelling. Mostly importantly, time yourself as you practice. We are often unaware of how long we talk. Shoot for between 30-35 minutes.

Step Nine: Pray until it burns in you.

Draw near to God in repentance. Ask the Holy Spirit to help you search your own soul. Confess complete dependence on God. Ask Him to anoint you to preach His message for your listeners. Re-visit the practical applications and renew your commitment to live them.

### SERMON RESEARCH

Blue Letter Bible

Spurgeon

Piper

Craig Groeschel

DA Carson

Charles Finney

Tim Keller (see blog)

Wayne Grudem

Brian Houston (blog)

NT Wright

Paul Tripp

Ray Stedman

Andy Stanley

Rick Warren

Matt Chandler

Ed Young

Ed Stetzer

Charles Stanley

Francis Chan

Matin Lloyd Jones

J Gresham Machen

Vinoth Ramachandra

Miles McPherson

John Wimber

Dallas Williard

Dick Lucas

John Stott

Eric Metaxis

Andy Naselli

Randy Alcorn

Kevin Leman

Sermon Index

The Gospel Coalition

Mongerism

Austin Stone

Willow Creek

PreachitTeachit.com

Vous Church

RedeemingGod.com

Bible Hub

Bible.org

9Marks Journal

Rick Wilkerson Jr

\*from here, no order of importance, topical

Greg Laurie

John Tyson

Kevin DeYoung

John Ortberg

John MacArthur

Mark Dever

Mark Batterson

Derrin Patrick

Zac Eswine

Erwin Macmanus

Jack Hayford

Oswald Chambers

Kenneth Copeland

Robert Morris

Benny Hinn

Kenneth Hagin

Eric Mason

C.S. Lewis

Henri Nouwen

Sam Storm

Bill Hybels

Sinclair Ferguson

George Whitefield

Perry Noble

Jl Packer

JD Greear

## MEDIA INTERACTION

### How to do an Interview for Vox Church:

At various times in various ways as a leader at Vox Church you will be interviewed or asked to represent our church in a public way. This could be through radio, TV, newspaper, etc. When that happens, remember that YOU MUST STEER THE CONVERSATION. Don't just go where the interviewer leads you. Humbly respond to their questions but know that you have a message that's worth getting out. Here are three things to focus on when you're "On The Air:"

#### Articulate our Values:

Try your best to center the conversation around our three core values. Say them in the way that is most personal and real to you. This could look like: "Being a part of Vox Church has opened up for me a new understanding of real community..." or "The truth of what Jesus has done for me has formed the foundation of my identity..."

#### Inject Personal Story:

No one can argue with personal stories. Tell them how your life was changed by Christ, or how you have seen God move in the church. Be careful to not share personal details of the lives of others without permission, but still make the organization personal.

#### Reinforce our Passion to Serve People.

The church in our region is known for what we are against, or people we reject. We want to break that stigma. Focus the conversation on our passion to serve. The poor, the broken, etc.

#### Things to Avoid:

Oftentimes in an interview, the reporter will have an agenda as well. They may do their best to steer you towards controversial issues in culture. Don't bring these issues up, and word your answers in such a way that you aren't begging them to ask the question. (Example: if they ask, What is the membership of the church—answer: "we have about 2,000 people who attend services weekly..." Don't answer: well, membership here requires a written covenant stating certain doctrinal beliefs.")

We never want to avoid controversial issues, but we also must be winsome in these moments. We don't want complex things (like sexuality, politics) to be reported in sound bite form. When asked about these topics (like sex, gender, church leadership, politics, money, etc) always lead with:

"Great question...as a church we try to avoid sound-bite answers to big topics in culture. These issues are complex and the church can do a lot of damage and create a lot of misunderstanding with overly simplified answers. We've also thoroughly taught from a biblical perspective on this topic and make that material available on our website, so that may be a good resource if you're looking for a more robust answer. A non-negotiable for us is that in everything we do we lead with the love of Christ. As we approach the topic of sexuality, our church teaches that marriage is between a man and a woman (or whatever topic might be)"

If you are being interviewed for a written report (paper, etc)

- Speak slowly and intentionally. They are writing down what you're saying.
- Remember your tone of voice won't come through. You have to say it right.
- Ask the interviewer if they got it and if they want to repeat it back to you.

## COMMUNION

Several times throughout the year, the church celebrates communion together. The following is some language that can be used as a set of guidelines for leading it:

"I'd like to invite our Servant Team to prepare for communion. Church, communion is one of the ways in which we remember and cherish Christ and his sacrifice for us. Paul tells us in 1 Corinthians 11:

"For I received from the Lord what I also delivered to you, that the Lord Jesus on the night when he was betrayed took bread, 24 and when he had given thanks, he broke it, and said, "This is my body, which is for you. Do this in remembrance of me." 25 In the same way also he took the cup, after supper, saying, "This cup is the new covenant in my blood. Do this, as often as you drink it, in remembrance of me." For as often as you eat this bread and drink the cup, you proclaim the Lord's death until he comes."

Today, in communion, we celebrate and remember the death and resurrection of Jesus. It's a sacred thing for all of those who follow him.

I know there are many of you here today who are in various places in your spiritual journey. Each week we have hundreds of people at Vox who are learning about Christ, asking questions, and we are so incredibly grateful that you are here. This is a place where you are welcome as you are sorting through those things. In this specific instance, I'd ask you not to participate, not because we want to exclude you, but because this is a special act for the family of God, and if you're not there yet, it isn't right for you just yet.

But for all who have placed their faith in Christ, I invite you to participate this morning. Our Servant Teams will be dismissing you by rows, where you'll come to a communion station, partake right there, and then make your way back to your seat."

Keep an eye out for when the room is done with communion and have your worship leader lead another minute or two of music, then come up, lead the church through the post-sermon ministry moment, and close the service.

Communication Notes:



## SUNDAY MORNINGS WEEKLY BINS

Each week, there is a bin that goes back and forth to each campus. This includes the weekly supplies, welcome cards, iPads, offering and a host of other important information and material.

## PRO PRESENTER

The Campus Pastor is responsible for putting the order of service into the projection laptop every week and may choose to delegate this to the Campus Worship Director or someone else. Be sure to make a plan for who will be taking care of this each week.

## ORDER OF SERVICE

Most Sunday morning's service flow will look like the following:

Worship -	25 minutes
Announcements -	6 minutes
Offering -	2 minutes
Bumper Video -	1 minute
Sermon -	45 minutes
Closing Song -	5 minutes
Ministry Time -	6 minutes

The service should run 90 minutes. It is important (to men especially) that people feel we respect their time. They want to know when the service will end and with every passing minute that we go longer than is expected, we are losing their attention and (eventually) even their respect. However, the order of service is structured to allow room to move things around as needed. For example, the CP has the ability to shorten worship to allow for some extra room during announcements or during ministry time on occasion.

Sunday Morning Notes:

## Sunday flow calendar

The Sunday Flow Calendar is a resource maintained by the Lead Pastor's office where Vox Team members can see what is scheduled for Sunday services each week. Information includes the sermon series, Central announcements, videos, ministry highlights, applications, and resources. The purpose is to align these various elements under common themes as much as possible.

The Sunday Flow Calendar is housed on Teams in the Sunday Flow Calendar group. In that group, Campus Pastors can access announcement descriptions and slides. Requests for Sunday announcements, which are subject to approval, are made through the Room Management tool on the Rock, which includes a place to request Resources including Promotion.

**LAUNCH GEAR ORDERING  
PRODUCTION & WORSHIP**

The Central Production lead will take care of putting in the order for the gear on the following page:

BRAND	MODEL	QTY	COST	TOTAL COST	DESCRIPTION	TOTALS	
<b>AUDIO</b>							
Shure	Shure ULXD4 - G50 Band	2	875	1750	Wireless Reciver		
Shure	Shure ULXD2/Beta58 - G50 Band	2	474	948			
Shure	Shure UA221	1	141	141	combiner		
Shure	Beta 52	1	299.25	299.25	Kick		
Sennheiser	e604 3 pack	1	349.95	349.95	Toms / spare		
Shure	Sm 81	2	349	698	Drums Over / Hat		
Telefunken	M80	3	249	747	Vocals		
shure	Sm 58s	1	104	104	FOH TB		
Shure	Sm57	4	99	396	Snare, EG, Spare	MICS TOTAL	5433.2
Sennheiser	EW IEM G4-Twin- A Band	4	1295	5180	7 IEM total		
Sennheiser	EW IEM G4-A	3	999	2997			
Sennheiser	AC 41-US	1	749	749			
Sennheiser	A 2003-UHF	1	279.95	279.95			
PWS	2 Way high power split	1	120	120	Ears antenna split	IEM TOTAL	9325.95
Radial	Pro D2	1	149.99	149.99	2 Channel DI Keys		
Radial	Pro AV2	1	169.99	169.99	FOH		
Radial	Pro D1	6	99.99	599.94	Keys, Click DM, Bass, Spare		
CBI	MT8XX-10	1	94.5	94.5	Wip for Ears		
CBI	MT4XX-10	1	69	69	Whip for Wirless		
CBI	MLU-6	10	22.58	225.8	Mic Cables		
CBI	MLU-15	15	24.48	367.2	Mic Cables		
CBI	MLU-25	15	19.91	298.65	Mic Cables		
CBI	MLU-50	6	50.2	301.2	Mic Cables		
CBI	DROP12-1200-25	1	260	260	12 Channel Snake		
CBI	U-6	8	22.62	180.96	1/4 Cables		
CBI	U-15	5	22.62	113.1	1/4 Cables		
Pro-X	XC-MEP12-326 MK2	2	70	140	32ft Power stringer		
Pro-X	XC-MEP12-529 MK2	2	100	200	52ft Power stringer		
Furman	SS-6B	8	34	272	6-outlet Power Strip		
Pro Co	E163-6	3	9.99	29.97	6 ft Extenton cord		
Pro Co	E163-12	5	17.99	89.95	12 ft Extenton cord		
Pro Co	E163-25	7	24.99	174.93	25 ft Extenton cord		
On Stage	MS9409	3	49.99	149.97	Kick, Snare, E GTR		
On Stage	MS9701TB+	3	84.99	254.97	Overhead, Spare		
On Stage	MS9417	2	49.99	99.98	Mid Size Boom (Hat and E GTR)		
On Stage	MS8310	3	59.99	179.97	Straight Stand with upper rocker		
On Stage	MS9210	1	49.99	49.99	For Hosst Mic		
Middle Atlantic	UD2	1	100	100	Utility Drawer, 2 RU		
Middle Atlantic	UD3	3	120	360	Utility Drawer, 3 RU		

Galaxy Audio	CM-130	1	56	56			
Furman	M-8Lx	2	119	238		MISC TOTAL	5226.06
CBI	150' 24 by 8 Snake	1	1100	1100	Snake		
Digico	MOD-DMI-ADC	1	864	864	Console Card		
Digico	S-21 Road Case	1	1100	1100	FOH Road Case		
Digico	S-21	1	6450	6450	FOH Desk	CONSOLE TOTAL	9514
DB Technologies	K5	6	1550	9300			
DB Technologies	SUB 18H	4	1404	5616			
DB Technologies	DRK-20	2	1279	2558			
	Misc Speaker Accessories	1	500	500		SPEAKERS TOTAL	17974
Road Case USA	12 MICROPHONES WITH COMPARTMENT	1	139	139			
Pro X Direct	T-18RSS	1	200	200			
Pro X Direct	XS-UTL3PKG	2	600	1200		TOTAL	1539
			<b>AUDIO TOTAL</b>	<b>49012.21</b>		<b>SECTION TOTALS</b>	<b>49012.21</b>
<b>VIDEO</b>							
BlackMagic	Smart View Duo	1	470.25	470.25	Dual 8inch monitors		
BlackMagic	TEM Television Studio HD	1	945.35	945.35	Switcher		
BlackMagic	Teranex Mini - SDI to HDMI 12G	1	470.25	470.25	XLR/HDMI out		
BlackMagic	Teranex Mini Rack Shelf	1	80.75	80.75	Shelf		
BlackMagic	HyperDeck Studio	1	945.25	945.25	SSD Playback		
BlackMagic	Ultra Studio Mini Monitor	1	145	145			
BlackMagic	SDI to Audio Mini Converter	1	195	195			
Cisco	SG110-16	1	125	125	FOH		
ViewSonic	VA1917A	1	69.99	69.99	LA1 Monitor		
Cable Matters	DisplayPort to VGA Cable 6 Feet	1	13.99	13.99	Cable for LA1 Monitor		
Startech	RKLCDBK	1	43.08	43.08	LA1		
Perixx	PERIBOARD-515H PLUS Wired Keyboard	1	39.99	39.99	LA1 Keyboard		
CyberPower	OR500LCDRM1U	1	149.95	149.95	LA1 UPS		
Furman	M-8Lx	1	119	119			
	Custom quick connect pannel	1	130	130			
Middle Atlantic	HP	1	30	30	Rackscrews, 10-32, Truss-Head, 100 pc		
Kramer	VA-256xl	1	520	520		RIG TOTAL	4492.85
Kramer	C-HM/HM-3	1	9	9	HDMI 3FT		
Kramer	C-HM/HM-6	2	10	20	HDMI 6FT		
Kramer	C-HM/HM-10	2	13	26	HDMI 10FT		
Sandisk	Extreme 480 GB Internal SSD	1	200	200	Backup Disk	MISC TOTAL	255
Renewed Vision	Propresenter	1	499	499			

Apple	Macbook	1	1800	1800	Campus Pastor Laptop		
Epson	Pro L1405U Laser WUXGA	1	12199	12199	Projector		
Da-Lite	NSCH90X160 - 184"	1	2433.6	2433.6	Screen	PROJ TOTAL	16931.6
Pro X Direct	T-18RSS	1	200	200	Road Case	TOTAL	200
			<b>VIDEO TOTAL</b>	<b>21879.45</b>		<b>SECTIONS TOTAL</b>	<b>21879.45</b>
<b>LIGHTING</b>							
Chauvet	Colorband Pix M USB	4	379.99	1519.96			
Monoprice	Wash Moving Light	8	400	3200		TOTAL	4719.96
Hazer	Hazer	1	1500	1500		HAZE TOTAL	1500
HP	Envy 17m-bw0013dx	1	1200	1200			
Obsidian	M-touch	1	400	400			
	Midi Control	1	250	250		CONSOLE TOTAL	1850
Accu-Cable	AC3PDMX5	10	5.97	59.7	DMX Cable		
Accu-Cable	AC3PDMX10	10	9.33	93.3	DMX Cable		
Accu-Cable	AC3PDMX25	8	13.15	105.2	DMX Cable		
Accu-Cable	AC3PDMX50	2	24	48	DMX Cable		
Accu-Cable	AC3PDMX100	1	33.05	33.05	DMX Cable		
Accu-Cable	AC5PM3PFM	2	7.99	15.98			
Accu-Cable	AC3PM5PFM	1	7.99	7.99		MISC TOTAL	363.22
Pro-X	XT-SQ984	3	459.99	1379.97	Truss - 10ft sections		
Fenix	AT-05B	2	2700	5400	Crank lifts		
Misc	Rigging	1	1000	1000	Misc rigging supplies	RIGGING TOTAL	7779.97
Pro-X	XS-MH140X2W	4	300	1200	Case		
Pro-X	XS-UTL10W	1	300	300	Movers Case	TOTAL	1500
			<b>LIGHTING TOTAL</b>	<b>17713.15</b>		<b>SECTIONS TOTAL</b>	<b>17713.15</b>
<b>BACKLINE</b>							
DW	3000 Series Hi-hat Stand - 3 Legs	1	140.39	140.39			
DW	DWCP3300 Snare Stand	1	84.99	84.99			
DW	DWCP3700 Straight/Boom Cymbal Stand	3	79.99	239.97			
DW	9000 Series Single-tom Stand	1	129.99	129.99			
DW	Performance Series Bass Drum - 18"x22"	1	722.99	722.99			
DW	Performance Series 12X9 Rack Tom	1	418	418			
DW	Performance Series 16X14 Floor Tom	1	480	480			
LUDWIG	BLACK MAGIC 8X14 Snare	1	400	400			
Dream Cymbals	Cymbals Package	1	900	900			
DW	DWCP2000 Single Kick Pedal	1	99.99	99.99			

PDP	700 Series Drum Throne	1	90	90			
	Drum Heads	1	200	200			
Tune-Bot	Studio	1	75	75			
TAMA	RW200 Rhythm Watch - Drummer's Metronome	1	89.99	89.99			
Roland	SPD-SX	1	750	750			
Roland	PDS-10	1	150	150		TOTAL	4971.31
Fender	Hot Rod Deluxe III 40-watt 1x12" Tube Combo Amp	1	729.99	729.99			
	Ultimate Support GS-1000 Pro Guitar Stand	3	39.99	119.97		EG TOTAL	849.96
Roland	RD-2000 Digital stage piano	1	2250	2250			
Zoom	H4 Recorder	1	175	175			
Novation	Launch Control-XL-BL	1	150	150			
	Sounds	1	500	500			
Apple	Mac	1	2200	2200		KEYS TOTAL	5275
Aguilar	Tone Hammer 500	1	699	699			
KGR	NEO212-II AMP	1	700	700		BASS TOTAL	1399
Calzone	Custom Drum Case	1	900	900			
Road Case USA	LEVEL 4 - AIRLINER SERIES AMP COMBO	1	350	350			
Road Case USA	LEVEL 4 - AIRLINER SERIES ATA KEYBOARD CASE	1	440	440		CASES TOTAL	1690
			<b>BACKLINE TOTAL</b>	<b>14185.27</b>		<b>SECTIONS TOTAL</b>	<b>14185.27</b>

			<b>GRAND TOTAL</b>	<b>102790.1</b>		<b>SECTIONS TOTAL</b>	<b>102790.1</b>
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## SERVANT TEAM

The Central Servant Team Director will work with the Campus Pastor to order the following:

Item	Quantity	Notes
A-frames	10	Mass Order
A-frame inserts	10	Mass Order
Outdoor flags	6	Mass Order
Padfolio	1	
Messenger bag	1	
Ipad	4	
Ipad stand	4	
Ipad case	4	
Square app card reader	2	Order from square
Campus Bin	1	Get from Home Depot; large with yellow lid
Welcome card bin	1	Get from Target
Connections bin	1	Get from Target
Earplug dispenser	1	
Earplugs	500	
Take a pack sign	1	
Leave a pack sign	1	
Mason jars	6	
Welcome pack baskets	2	
Pens	1000	Mass Order
Offering envelopes	5000	Mass Order
Welcome cards	5000	Mass Order
Ipod	1	
Servant Team lanyards	40	Mass Order
Prayer Team lanyards	15	Mass Order
Offering buckets	10	Mass Order
Flashlights	6	
Batteries - AAA	18	
Parking Vests	10	Mass Order; 5 regular, 5 XL
Servant Team t-shirts	100	Mass Order
Production Team t-shirts	20	Mass Order
Security Team polos	10	Mass Order
Bathroom posters	100	Mass Order



Next Steps Table signs	5	First Time Here; CG; Serve; Events; Baby Headphones
Drawstring backpacks	500	Mass Order
Preaching table	1	
Round table	2	
6' table	4	
4' table	2	
Round tablecloth	2	
6' tablecloth	4	
4' tablecloth	2	
Coffee percolator	3	Hamilton Beach 45 cup Percolator
Carafe	3	VonShef 5L Airpots
Coffee organizer	1	
Coffee cups	2500	In storage
Lids	2500	In storage
Stir sticks	1000	
Napkins	1000	
Regular creamer	360	Singles
french vanilla creamer	180	Singles
Sugar	1000	Domino
Splenda	500	
Hot chocolate	60	Single packs
Tea	40	
Wall putty	1	
First aid kit	1	
Scissors	1	
Gaff tape	1	White
Bathroom baskets	2	
Women's deodorant	3	
Men's deodorant	3	
Bathroom signs	4	
Tampons	1	
Hairspray	1	
Pads	1	
Mints	4	Come in bags of 2; Amazon
Lobby speakers	1	
Aux cord for lobby speaker	1	
Pop up Walls		Mass Order

Welcome retractable banners		Mass Order
Custom retractable banners		Mass Order
Bathroom retractable banners		Mass Order
Servant Team Hand-held signs		Mass Order
Pipe and Drape bases		
Pipe and Drape poles		
Pipe and Drape black drape		
Mugs - guest gifts	200	Mass Order
Bumper magnets	200	Mass Order
Vision cards (JK fam)	1000	Mass Order
Campus Pastor Cards	1000	Mass Order
Stickers		Mass Order

## KIDS

VOXKIDS		
SEEDLINGS Expenses:		Comments:
Arts and Crafts	40	
Games	60	
Cleaning/First Aid Supplies	50	
Room Design/Atmosphere	1200	Rugs, floor mats, gates, tables, banners for room
Storage	400	Road case
TV	300	
Total SEEDLINGS Expenses	1105	
SPROUTS Expenses:		
Arts and Crafts	40	
Games	60	
Cleaning/First Aid Supplies	50	
Room Design/Atmosphere	1200	Rugs, floor mats, gates, tables, banners for room
Storage	400	Road case
TV	300	
Total SPROUTS Expenses	2050	
ROOTS Expenses:		
Arts and Crafts	40	
Games	60	
Cleaning/First Aid Supplies	50	
Room Design/Atmosphere	1200	Rugs, floor mats, gates, tables, banners for room
Storage	400	Road case
TV	300	
Total ROOTS Expenses	2050	
ADMIN/CHECK- IN		
Ipads and stands	400	
Printers and lables	350	
pop up walls	1800	
extension cords	25	
table	65	
table clothes	50	
Total ADMIN/CHECK-IN Expenses	2690	
TOTAL EXPENSES	7895	

## VENUE HUNTING

### FINDING AND CREATING THE RIGHT SPACE

Finding the right venue in the right season is a skill that must be developed. It is both an art and a science and requires both hard data and intuition. If you are looking for a new property, make sure you are praying hard for God's direction. (Don't be so spiritual you ignore the details, and so practical that you ignore the Spirit). There are three different types of situations you may find yourself in:

1. Searching for a weekly rental set up/tear down.
2. Searching for a Lease (3 or more years)
3. Purchase

Weekly Rentals: Weekly rentals can come in various shapes and sizes. Here is a good place to start:

Search out all clubs/bars/music venues/hotels/conference centers

Search movie theaters

Search all schools: magnet/high schools/middle schools/special schools/private schools

Search all membership clubs: Elks Lodge, YMCA, Seventh Day Adventist Churches, Art Spaces

Drive the city and venue hunt

Create a list of 6-10 possible venues before driving around to see them or setting appointments. This will maximize your time each visit. Then contact each venue. Keep a written log of all venues and contact people.

**How to Negotiate:** Negotiating a venue is done in stages. All final negotiation will be done in partnership with the property team. Never commit to any price without the involvement of this team. When contacting a venue, make sure you are talking to the right person. Ask to speak to the manager, owner, person who does venue rentals.

Explain that we are a unique opportunity, so make sure someone low on the totem poll doesn't give you your answers. During the launch phase, explain that we are looking to do a few evening rentals, with the desire to do a weekly rental on Sunday morning. We would want the venue from 8am Sunday morning until 12:30 (exit time depends somewhat on the breakdown).

As the conversation progresses, it's important for the venue to understand that we have worked with various other organizations and had a mutually successful relationship. This would include public high schools, The College St Music Hall, Bijou Theater, Oddfellows Playhouse, and Toad's Place. We've also worked with Shubert, Oakdale, etc. Schedule a site visit of the venue and report back to the property team to discuss next steps. Lean heavily on the property team during the contract negotiation phase.

What is the starting asking price for the rental?

As you gather information, keep a record of the following for each venue:

Weekly Rental Venue Assessment:

Outside Assessment:

- Where is this building located?
- Does the street/neighborhood feel alive/young/up & coming/city-ish?
- Is this naturally an area where people gather?
- Is it a place you believe Vox Church would thrive? Why?
- What does the outside look like? Explain:
- Rate location vibe: 1 2 3 4 5 6 7 8 9 10
- Where could we put signage?
- How much parking is there? Where?
- What buildings surround this venue? (sketch a simple map)

Main Meeting Space

Preferably we want a space that feels like a music venue over a church. For a new launch, 175-300 seats is ideal. Non-fixed seating is preferable.

Answer the following:

- What type of room? Theatre/gym etc?
- Is there a stage? How big is the stage? (basic measurement)
- How much power/how many outlets?
- Is there a place for screen/projector? Place for sound? (make basic sketch)
- What sound is in the room? (speakers, etc) could it be used on Sunday morning?
- Is there back stage area? Could it be used by us?

- Can we have food in the room?
- What is the venues policy on sound and lighting techs? Are there other people who must be at the venue during a rental? Janitor, etc?
- Do people enter from the back of the room?
- Do people have to go up/down stairs? Is there an elevator?
- Is there stage lighting in the room? Front wash?
- What are the main lights? Can they be dimmed?
- Is there a center aisle?
- Is there room in the front near the stage for prayer/ministry?
- Is there the possibility of storage on site? How far away?
- Rate the vibe of the main room: 1 2 3 4 5 6 7 8 9 10

### Lobby Space

- Ideally we would like a lobby large enough for 40-75 people to gather. Create a basic sketch of the lobby in reference to the main room.
- Is there a place for a welcome table?
- Are there other things in the lobby? Can they be moved?
- What are the entrance doors like?
- Place for refreshments?
- Other info about the lobby?
- Rate the vibe of the main room: 1 2 3 4 5 6 7 8 9 10

### Bathrooms

- Men's/Women's easily accessible? Where are they in relation to the lobby and main room?
- Rate the vibe of the bathrooms: 1 2 3 4 5 6 7 8 9 10

### Kid's Space

- We would ideally like 3 separate rooms, each able to house 10-15 kids. (2 could work, or a large room we could divide).
- What are the rooms like?
- Draw a simple sketch of the kid's rooms in relation to the lobby and main room:
- Is there anything in the room that we may break?
- How far are the bathrooms?

- Do they have tables and chairs? Can we use them?
- Can we do crafts in the room? (no painting)
- Can we have food in the room?
- Do they have trash cans? How is trash disposed of?
- Can we move/use furniture in the room if any?
- Is there a sound buffer between kids/main space?
- What is lighting like? How is it controlled?
- Rate the vibe of the Kid's rooms: 1 2 3 4 5 6 7 8 9 10

Venue Notes:

## DEPARTMENT ROLES

### CAMPUS SERVANT TEAM DIRECTOR

#### Expectations for CAMPUS SERVANT TEAM DIRECTOR:

1. Attend the weekly campus Directional Team meeting
2. Lead the Servant Team on Sunday mornings twice per month
3. Recruit and schedule new servant team members and first serves
4. Follow up with all first serves
5. Ensure the minimum number of servant team members for your size campus are confirmed for each Sunday
6. Communicate important information with servant team captains for the coming Sunday service
7. Build community and camaraderie on servant teams; work with the servant team captains to build relationships amongst team members on Sunday mornings
8. Work with Campus Pastor to identify, recruit, and train new Captains
9. Order and replenish campus supplies, and manage campus servant team budget alongside Campus Pastor
10. Work with Campus Pastor to periodically update signage, supplies and print material
11. Fill out RFD forms and submit to Vox Church Creative
12. Develop campus-specific servant team training curriculum and conduct 4 unique trainings per year (1. Spirit of a servant, 2. How to do each servant team role, 3+4) topical teachings about serving)

13. Monthly check-ins with Central Director (these will be a combination of in-person meetings and phone calls)
14. Make the quarterly Servant Team Captains collective gatherings a priority in your schedule
15. Ensure campus statistics (attendance, Bible count, etc) get recorded each Sunday and sent to Central
16. Communicate with Central concerning needed Vox Church branded supplies

Expectations for CAMPUS PASTOR:

1. Meet regularly with Campus Director to set vision and goals for servant team, debrief Sunday mornings, and communicate direction for upcoming Sunday
2. Ensure Director has the minimum number of Servant Team members confirmed needed to execute a Sunday service
3. Assist Campus Director in recruiting and setting expectations for new Captains
4. Oversee Campus Servant Team budget and work with Campus Director to make signage and supplies purchases
5. Hold Campus Director accountable for training Captains, teams, and building camaraderie
6. Ensure Campus Director is being disciplined/invested in by a leader in the church

Expectations for CENTRAL SERVANT TEAM DIRECTOR:

1. Organize church-wide special event servant teams (Baptisms, Worship Nights, etc.)
2. Provide curriculum for servant team training
3. Compile and transport all generic supplies to the campus
4. Assess and advise your campus once per month



## CAMPUS WORSHIP DIRECTOR

### Expectations for the CAMPUS WORSHIP DIRECTOR:

#### 1. TEAM OVERSIGHT RESPONSIBILITIES:

- Create worship schedule by the 10th of each month (for the following month) and post to Planning Center.
- Plan and lead a monthly collective night for community growth and spiritual development.
- Plan lunch/breakfast/coffee for check-in and personal investment and discipleship with (at least) one team member weekly.
- Quick check-in (how was your week, job, family, etc) with each scheduled team member on Sunday morning.
- Oversee new team member integration.
- Identify and recruit new band members.
- Plan a team building night 2 times a year.

#### 2. SERVE AS A MEMBER OF THE CAMPUS DIRECTIONAL TEAM.

- Implement a plan for three areas of growth each quarter.

#### 3. WEEKEND PRE-SERVICE PREP:

- Create & post set lists to planning center 2 weeks before scheduled run-through.
- Create pro-presenter presentation for Sunday Morning and campus specific special events.
- Lead all aspects of run-through:
  - Prior to run through, create arrangements for each song and plan all transitions. Email your team a set list flow sheet one week before run-through.
  - Meet weekly during "30 min talk time" with scheduled team for spiritual development.
  - Work through all songs and transitions with band and discuss any notes for the service.
  - Plan to run through all vocal parts with singer for 15 min. This can occur during, before or after run-through depending on your team's needs.

#### 4. SERVICE RESPONSIBILITIES:

- Coordinate all aspects of set up & tear down.
- Create a stage plot each week that best fits the venue and the scheduled team.

- Lead sound check
5. POST-SERVICE RESPONSIBILITIES:
- Fill out service debrief and submit it to worship director
  - Debrief service with campus pastor and campus worship director
  - Identify equipment needs and work with campus pastor and production lead to make purchases as necessary.

Expectations for the CAMPUS PASTOR:

1. Meets regularly with the CWD and helps set vision and goals for their specific campus worship team
2. Communication about Weekend Service:
  - Before/During Worship
    - Is there a welcome during the worship set
  - After Worship
    - Transition from worship to announcements and offering. Is the band playing or is it iPod?
    - Is there a song reprise before sermon video?
    - Is there a bumper video or does it go straight into sermon?
    - Does the worship leader need to pray or communicate anything to the congregation before start of sermon?
    - Are there any special announcements, baby dedications, etc.
  - After Sermon
    - Cue for synth/keys player
    - Cue for band
    - Are you coming out before or after the last song
    - General vibe for ministry time
    - Any impressions that you have in general
3. Assists and hold CWD accountable for the discipleship and growth of team members.
  - The CWD should work with the CP to make sure that every CW team/band member is being disciplined or invested in by someone and track every member on their team. Each quarter a report will be generated by the CWD that tracks team member's involvement, who is investing in them, the last check in by the CWD or CP and an area for comments. That report is submitted to the CP and the CWD.
4. Recruiting
  - Consistent pushes, explaining the needs for worship from the stage

- Help CWD identify and push musicians to audition/get involved

### Expectations for CENTRAL WORSHIP DIRECTOR:

1. Assists CP in the selection of the ministry director/leader
2. Provides direction and support to new campus launches
3. Assists with problem solving as issues arise
4. Meets regularly with CWD for investment, encouragement and development
5. Communicates regularly with the CP about the growth, needs and challenges of the CWD & their specific team
6. Visits and assesses run-throughs and campuses on a regular basis (once a quarter minimum)
7. Holds CWD accountable to Vox Church and Vox Worship standards, systems & DNA through regular check-ins, assessments and debriefs

### Expectations for VOXKIDS DIRECTOR

#### Local Responsibilities

##### Lesson Execution:

1. Prepare curriculum lesson plans and supplemental resources for VoxKids programming.
2. Purchase, organize, and prepare curriculum supplies.
3. Equip volunteers with curriculum materials and worship for Sunday experience.

##### Team Development and Leadership:

4. Develop layered leadership opportunities and delegation of responsibilities – three coordinators and/or classroom cohort leaders. (i.e. Seedlings, Sprouts, Roots team leaders)

5. Develop a volunteer team that serves consistently on a rotation.
6. Observes classrooms and offers trainings, resources, and support to weaker teachers.
7. On a quarterly cadence provides demonstrations of appreciation to the team.
8. Addresses incidents in classrooms by developing a plan to minimize reoccurring incidents. (ie. Supporting a child with behavioral difficulties).
9. Provide discipleship or avenues for discipleship to volunteers for continued spiritual growth.
10. Execute thorough new volunteer protocol for any new or prospective volunteers, ensuring the completion of the ministry covenant and background check.

#### Administration:

11. Maintain inventory of VoxKids classroom furniture, toys, and supplies. Update and purchase supplies as needed.
12. Oversees and coordinates classroom repairs and updates and purchase of any supplies.
13. Ensure policies and procedures are being implemented with fidelity; personalize and update policies and procedures as needed.
14. Develop and execute emergency and safety preparedness procedures and equip/train volunteers.

#### Family Discipleship:

15. Develop a family connection and assimilation plan for all new and existing families.
16. Execute site specific service projects, family engagement events, and new family connections/initiatives.
17. Assess recurring needs of families at their campus and work with campus team to support them.

18. Offers discipleship to families in the areas of child's spiritual milestones (Following Jesus, Baptism, Child Dedication).

19. Institutes ministry initiatives for the purpose of child's spiritual growth (i.e. memory verse and bible reading initiatives).

#### System Reliability:

20. Reliable check-in and check-out technology.

21. Classroom technology is reliable and working.

#### Culture:

22. Strong, positive team culture in VoxKids.

23. VoxKids ministry feels connected to the body of the church.

24. VoxKids director has a growth mindset.

#### Campus Responsibilities

1. Attends Directional Team meetings, weekly check-ins with Campus Pastors, and weekly Staff and prayer meetings.

2. Coordinates and recruit's childcare for site specific events.

3. Participates in the life and worship of Vox Church.

4. Performs other duties as assigned by the Campus Pastor that contributes to the administration and life of the Church.

#### Central Responsibilities

1. Partner with Central Kids Director to pilot ongoing new initiatives in programming, structure, branding, outreach, and team discipleship.

2. Participate in ongoing Local Director meetings for spiritual, leadership, personal, and professional development.

3. Help organize, recruit, and participate in Central VoxKids events (i.e., Worship Nights, Christmas, Anniversary, etc.)
4. Be available to disciple parents and children in Central or Regional Baptism and Child Dedication events.

Expectations of Campus Pastor:

1. Direct Oversight:
  1. Weekly hours
  2. Schedule
  3. Execution of Role
  4. Meeting of M3 goals
  5. Discipleship skill and development
  6. Directors Health
2. Troubleshoot issues related to team and Sunday execution
3. Oversee the kids space look and feel
4. Check in on:
  1. Ministry development (are all classes available and operational)
  2. Classroom capacities (assess if it's time to move to a new level of the matrix for programming, the launch of Crawlers or Thrive)
  3. Recruitment, Raising up of leaders
  4. Onboarding process of new volunteers, including the delicate situations that arise with the ministry covenant requiring pastoral care.
  5. Volunteer development and trainings
  6. Safety and emergency procedures

7. Family care and discipleship
8. Appropriate paid staffing for kids ministry based on matrix.

#### Campus VoxKids Coordinator (Volunteer Leaders)

Help with the successful execution of a Sunday morning VoxKids program

1. Managing Check-in and Check-out procedures
2. Knowledgeable of VoxKids policies and procedures and ensure the execution of these on a Sunday morning.
3. Greet and assist families with questions regarding the Sunday morning VoxKids programming
4. Assist in leading VK morning huddles
5. Assist with Recruiting
6. Assist with Scheduling (at select locations)
7. Available to troubleshoot, resolve, and/or communicate incidents with Vox Church staff

#### CAMPUS OUTREACH DIRECTOR

#### Expectations of CAMPUS OUTREACH DIRECTOR:

Campuses of 200 people or less will not have a Campus Outreach Director, but instead the Campus Pastor will take on these responsibilities along with a volunteer assistant to help with logistical details and planning as needed. Campuses of more than 200 people will have a Campus Outreach Director that will work directly with the Campus Pastor.

1. Work with the Campus Pastor to plan, calendar, and budget out all Phase 1, 2, & 3 events in six-month blocks (June-Dec & Jan-May)
2. Submit all RFDs for all events once budget is approved
3. Publicize and share details of local, city-based outreach projects with the church community (i.e. on stage announcements, slides, cards in welcome packs, etc.)
4. Connect with Central Outreach Director to share new needs of the city, concerns about agencies, or to seek advice or wisdom on how to form greater and deeper partnerships
5. Attend a majority if not all of the city outreach events (Phase 1 & 2) and on occasion, some volunteer opportunities (Phase 3 events).
6. Make weekly calls to anyone that expressed interest in outreach from Welcome Cards

7. Assist in the planning of I Heart Day & Quarterly Phase 2 Public Service Events for each campus
8. Empower CGL's, Servant Team Captains, & Worship Leaders to get their respective teams to serve
9. Plan, execute, and/or delegate all logistical planning for all Phase 1, 2, & 3 events
10. Complete an event evaluation & debrief meeting with Campus Pastor after each Phase 1 & 2 event
11. Recruit Volunteer Agency Liaisons for each community partner organization that can lead the monthly outreach opportunities
12. Create Neighborhood maps for each city and track events that have taken place

Expectations of CAMPUS PASTOR:

1. Provide vision around 6-month outreach event plan to guide the Campus Outreach Director
2. Meets regularly with the Campus Outreach Director to ensure responsibilities are being met and that they are spiritually healthy
3. Attends all Phase 1 & 2 events and on occasion some Phase 3 volunteer opportunities
4. Responsible for building the culture of outreach through the campus and within the city
5. Provide regular updates for the website outreach page
6. Plan calendar and budget out all Phase 1, 2 & 3 events in 6-month blocks
7. Submit all RFDs for all events once budget is approved
8. Research cities to discover and connect with local non-profits and organizations
9. Determine the top three needs within each city and structure Phase 2 service events that revolve around those needs



## Expectations of CENTRAL OUTREACH DIRECTOR:

1. Review 6-month budget proposals and outreach calendars twice a year (May & Dec) to approve with Lead Pastor
2. Advise Campus Pastors and Campus Outreach Directors as needed when determining which events will be the most effective use of resources
3. Research cities to discover and connect with local non-profits and organizations
4. Determine the top three needs within each city and structure Phase 2 service events to revolve around those major needs
5. Coordinate yearly "I Heart Day(s)" and Phase 2 Public Service Events (every 6 months) with the Campus Pastors & Campus Outreach Director (if applicable) for each campus. Central Outreach Director should attend the majority of all phase 2 events at all campuses.

## CAMPUS PRODUCTION DIRECTOR

### Expectations of CAMPUS PRODUCTION DIRECTOR:

#### TASK

- Create and maintain Sunday AM team scheduling
- Execute weekly services
- Build production team by onboarding any recruitments made by the CP
- Schedule centrally supported trainings
- Communicate any broken or gear maintenance that might need to be preformed
- Initiate conversations on any gear wants or needs
- Support campus special events
- Initiate and maintain weekly appreciation touchpoint

#### COMMUNITY

- Schedule and execute quarterly team night with CP
- Encourage team members to be part of a community group
- Create opportunities for the team to connect with the service
- Promote and encourage attendance of team to special events

Expectations of CAMPUS PASTOR:

1. Have an understanding of all production disciplines
2. Manage the Budget and reconcile spending on a monthly basis
3. Work with Central on Vision and next steps
4. Download weekly backup disk for the sermon
5. Work with director to outline the next step of growth for production in their location
6. Connect Campus Production Director with new volunteers

Expectations of CENTRAL PRODUCTION DIRECTOR:

1. Provide Overall Production Vision to Campus Pastor and Campus Lead to keep continuity across all campuses
2. Maintain and Enhance the Livestream experience
3. Document best Practices
4. Create general system protocols and conduct on campus trainings for all systems
5. Work with the Campus Pastor on Budget creation and projection
6. Visit each campus at minimum once per quarter and provide feedback to the Campus Pastor and Campus Production Lead
7. Build out the initial tech package for all new campuses
8. Provide initial training for all new Campus Production Leads

Directional Team Notes:

## VOLUNTEER RECRUITMENT FIRST SERVE PROCESS

### *First Serve Experience Tour Outline:*

8:00 am – Arrival and Introductions (5 -10 minutes)

8:10 am – Truck Tour & Load In/Out Overview (30 minutes)

- Explain load in/load out teams
- Explain how things get packed up and brought out
- How to set-up/tear down signage
- Pipes and drapes
- Supplies and where to find things
- Bathrooms
- Family section
- Prayer Table
- Headphone Table
- Take a pack/leave a pack table
- Trash
- Balcony
- Closets

8:40 am – Ushering Overview/Shadowing (5 minutes)

8:45 am – Welcome Pack Overview/Shadowing (2 minutes)

8:47 am – Coffee (Lobby) Overview/Shadowing (3 minutes)

8:50 am – Greeting Overview/Shadowing (5 minutes)

8:55 am – Parking Overview/Shadowing (5 minutes)

9:00 am – Kids Tour (15-20 minutes)

- Kids Set-Up
- Kids Check-in
- Kids Program

9:20 am – Observe & explain offering (5 minutes)

9:30 am – Green Room Overview (10 minutes)

- Get food

9:40 am – Meet with Vox NHV staff/elders in lobby once Justin starts preaching (5-10 minutes)

- Go out in lobby and sit on stairs or up in balcony in seating area
- Answer any questions they have

9:50 am – Production Overview (5 minutes) 9:55 am – Next Steps Overview (5 minutes)

10:00 am – Miscellaneous Volunteer Opportunities (3 minutes)

- Church Office
- Impact Teams
- Prayer Team

10:03 am – Planning Center Demonstration (2 minutes)

10:05 am – Questions (10 minutes)

10:15 am – Fill Out First Serve Interest Form (Appendix B) (10 minutes)

10:25 am – Pray Out (5 minutes)

10:30 am – Tour Completed!

*Follow-Up:*

Contact First Serves through e-mail thanking them for signing up and letting them know if they have any questions they can contact you (Appendix C)

Add First Serve into respective teams on planning center based on what was filled out on form

Contact Team Captains with information regarding new team member, so they can be scheduled within the next 2 weeks (Appendix D)

## Appendix A: First Serve Expectation E-mail example



We are so excited to have you join our servant team family this weekend! Please read below for details on what to expect this upcoming Sunday.

### THE FIRST SERVE EXPERIENCE

Date: Sunday, February 3

Arrival Time: 8:00 am

Departure Time: 10:30 am

Location: *College Street Music Hall* 238 College Street New Haven, CT 06901

### CHECK-IN:

The Servant Team Director will be there to greet you in the lobby and take you on a tour showing you the ins and outs of Sundays at Vox NHV.

### SERVICE INFORMATION:

We will not be listening to the message during first service. You are free to leave at 10:30 am following the tour, or you are more than welcome to stay for the second service.

### SERVING OPPORTUNITIES:

Our prayer is that you will find an opportunity to serve that is right for you, using the unique qualities and abilities that God has blessed you with to reach our city and beyond! Listed below are the opportunities that we would love to get you a part of:

Load In/Load Out

Greeting

Hospitality

Ushering and Offering

Kids

Production

Parking

Still have no idea which serving opportunity is right for you? No worries! The Servant Team Director on Sunday will answer any of your questions and help find the right fit for you.

**PARKING:**

When you arrive, our parking attendants will not be in position yet to hand out vouchers for the Crown Street Garage. You can receive your voucher inside from the Servant Team Director or park on the street as parking is free in New Haven on Sundays.

**THINGS TO NOTE:**

1. Please consider layered clothing as certain jobs may be closer to the open door.
2. Light refreshments will be available to you upon your arrival.

**RESCHEDULING:**

We understand your schedule may change. Please let us know if you cannot attend by texting the Servant Team Director, and we will work to find a better time for you.

**QUESTIONS:** Please call the Servant Team Director at 888-888-8888.

## FIRST SERVE EXPERIENCE

### Appendix C: Follow-Up E-mail Thanking First Serves

Hi Jane,

Thank you for serving with us on Sunday. The team captains you expressed interest in should be reaching out and scheduling you soon, so be on the lookout for those planning center e-mails! If you do not hear from anyone in the next two weeks, please do not hesitate to reach out to me.

It was so nice getting to know you. I am excited for all that God is going to do in and through you and for all of the memories to come on Sunday mornings. Welcome to the servant team family.

Enjoy your week!

Thank you,

Servant Team Director Vox Church

### Appendix D: E-mail to Team Captains

Hi XX Captains.

This past Sunday (XX/XX/XX), XX team had XX people sign up. Scheduling information is listed below.

NAME

Start Date: XX

Availability: Both AM and PM

Please let me know if you have any questions, or if you would like any additional information in the future.

Thanks a bunch.

Servant Team Director

## CASTING VISION

As the Campus Pastor, you are the "Chief Recruiter" of new volunteers. Sometimes you will do this from stage, other times you'll do it in the lobby after service, and quite often you'll recruit over coffee.

During these times of recruiting, remember, it is always VISION OVER NEED. Always recruit from a position of vision. Perhaps that is vision for what serving could mean to the person, or perhaps speak from the position of needing help because it is radically blessing and growing the church. Here's an example:

Let's say you need to make a Kids Worker volunteer push from stage.

### PITCHING FROM NEED:

"Church, we really need to add to the number of kids workers that we have. We don't quite have enough teachers, so the ones there are overburdened and getting a little bit burnt out. So, if you are here today, and you aren't serving anywhere, please consider joining our Kids team. We could really use you." That is going to yield hardly any results, it speaks through guilt and duty, rather than passion and excitement. Try this instead:

### PITCHING FROM VISION:

"Church, let me tell you the incredible things happening in Kids' Ministry. Every single week, our teachers love these kids and get the incredible honor and opportunity to share the Gospel every single week! I firmly believe they are planting seeds that will one day blossom and grow into deep, genuine faith. In fact, they're doing such a good job, that we've got more and more kids coming every week! As a result, we're looking for 7 more people today to join that team. If you're here, and you have a desire to see young kids develop a love for Jesus, fill out that card in your pack and our leader will reach out to you this week."

This line of thinking applies whether you're speaking to a large group or find yourself in a one-on-one conversation. Vision over need every time.



**Volunteer Recruitment Notes:**

MEMBERSHIP

PROGRAMS


ROCK

Rock is the database that Vox uses to keep track of people’s information. It contains things like:

- Membership status
- Address and information
- Serving involvement
- Community Group involvement
- Financial contributions to Vox

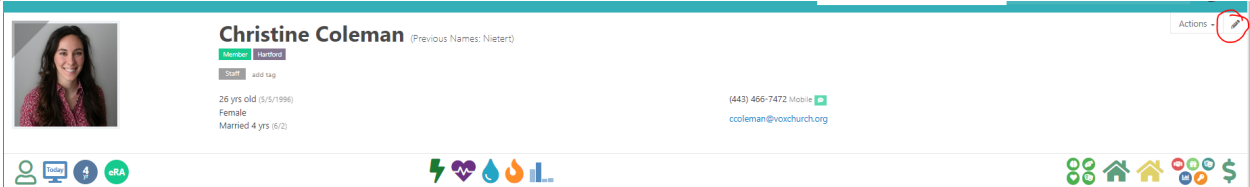
PASTOR ROCK CHEAT SHEET

Member Lists

1. Go to Reports (<https://rock.voxchurch.org/reports?ReportId=423&ExpandedIds=C280%2CC278>), click the arrow to the left of Campuses, click the arrow to the left of your campus, and look for the report titled Your Campus Members.
2. To add fields like Engagement, Age, Spouse’s Name, etc, click Edit, then Add Field, scroll down to the new field, click on Field Type and find the field you’re looking for. If you open the drop down and start typing in it, it will search through the list.
3. Like any grid or list on Rock, you can communicate with the people on the list directly through the communicate button (  )

Editing/Inactivating People and Families

Editing a Person



1. On a person’s profile, to edit demographic information for an individual, select the pencil to the right of the Actions button. You’ll be able to edit things like

birthdate, wedding anniversary, email, etc. This is for things specific to the person and not to the church. This is where you'll be able to mark an individual as inactive under record status.

2. Under Extended Attributes, you'll be able to edit interactions the person has with the church, such as Encounter date, Community Group Leader Training, Baptism Date, etc. If a date or field is empty for a person, you won't see it. However, if you hover over a banner in a box like Experiences, a pencil will appear in the right hand corner. These are the types of things you'll be able to edit:

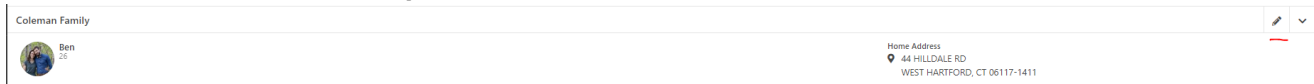
The screenshot shows a web form titled "Experiences" with the following sections and fields:

- Decision For Christ:** A date input field with a calendar icon.
- Baptism Date:** A date input field containing "5/10/2006" with a calendar icon.
- Baptized Here:** A dropdown menu with "No" selected.
- Encounter:** A date input field containing "11/15/2019" with a calendar icon.
- Baby Dedication:** A date input field with a calendar icon.
- Leaders Circle Leader:** A dropdown menu with a person icon.
- Leader Circle Completion Date:** A date input field with a calendar icon.
- CPR/AED Training:** A file upload area with a document icon and an "Upload" button.
- Completed Spiritual Growth Opportunities:** A list of links: "Join a Vox volunteer team. Click here to sign up.", "Join an Impact Group. Click here to sign up.", "Go to Encounter. Click here to register for the upcoming Encounter.", "Read Emotionally Healthy Spirituality by Peter Scazzero.", and "Read Bury Your Ordinary and join a CORE Group."
- Mission Trip Year:** A date input field with a calendar icon.
- Mission Trip Attended:** A text input field.
- P&E Facilitator Training:** A date input field with a calendar icon.
- Buttons:** "Save" (highlighted in blue) and "Cancel" (in red) at the bottom left.

3. Make sure to hit save after making changes!

## Editing a Family

1. To edit info about a family (like where they live), select the pencil to the right of the banner "Coleman Family"



2. You can edit family members (new babies, new spouses, old spouses), change an entire family's record status (active/inactive), and their campus.

## Engagement Metric

Have you noticed the lightning bolts on people's profiles?

1. There are four levels of engagement: Engaged (EEP, green bolt), Potentially Engaged (PEEP, yellow), Recently Engaged (REEP, red), and Unengaged (grey).  
Definitions:

- a. Engaged: The person has participated in the life of the church at least 4 times in the last 16 weeks, or gives consistently within their own giving frequency.
- b. Potentially Engaged: The person has participated in the life of the church 1-3 times in the last 16 weeks, or the person has given at least once in the last 12 months.
- c. Recently Engaged: The person was once engaged. However, the person has no activity with the church in the last 16 weeks. One will stay recently engaged until she either does something to be engaged again, or it's been a year, when the person will be marked as Unengaged.
- d. Unengaged: The person has done nothing with the church in the last 16 weeks and has not given in the last year.

2. To see the reasons the person is marked with the engagement they are, select the [Engagement Report](#) on their profile

**Christine Coleman** (Previous Names: Nietert)

Member Hartford

Staff add tag

26 yrs old (5/5/1996)  
Female  
Married 4 yrs (6/2)

Today 4 yr eRA

Coleman Family

Ben 26

Person Profile Extended Attributes Steps Groups Prayer Requests Documents Benevolence **Engagement Report**

Detail

This person is Giving Regularly

This person has given in the last year

Registered for Encounter Prayer Team Fall 2022 on 9/29/2022

Attended HFD - Prayer (Serving Team) on 9/25/2022

3. Most campuses have an Engagement report under Reports. Let me know if you'd like me to make one for you.

## Discipleship House (Growing in Jesus) and Group Membership

1. The discipleship house is on a person's profile!

Christine Coleman (Previous Names: Nietert)

Member Hartford

Staff add tag

26 yrs old (5/5/1996)  
Female  
Married 4 yrs (6/2)

(443) 466-7472 Mobile  
ccoleman@vovchurch.org

Today 4 yr eRA

Coleman Family

Ben

Home Address

Heart: character

Mind: theology

Theatre masks: spiritual formation

Hands: practice

Green: tier 2

Blue: tier 1

Grey: No tier

Hover over a person's badges to get a summary, click on them to be taken to the person's Spiritual Growth Tracker. This leads into the importance of correct group membership.

2. The important groups to keep updated are impact groups, community groups, serving teams, connections, and leadership teams. Your leadership teams folder will hold groups like Elders and CTL.
3. Spiritual Growth Category. When creating a group, please make sure it's getting the correct category. Reference your Growing In Jesus card for qualifications. For example, groups like Following Jesus should be marked with Theology Tier 1. Common groups like Community Groups, Serving Teams, Host Groups, and Impact Groups already have the correct category set up. However, overriding the category on a specific group won't harm anything.

## PLANNING CENTER

Planning Center is the website that Vox uses for Sunday morning serving schedule. It used for things like:

- Sunday morning volunteer schedule of all teams
  - o Servant Teams
  - o Kids Team
  - o Worship Team
  - o Production Team
  - o Leadership Teams (Campus Elders and WLC)
- Order of service
- 

## EXPENSIFY

Expensify is the program used to track and reimburse all spending. Finance will give you a thorough training on how to use it.

Programs Notes:

## HIRING

### VOX CHURCH HIRING PROCESS

#### STEP 1: JOB PROPOSAL AND APS INTEGRATION

The process of making a hire begins with a job proposal:

Vox Managers are to put together a proposal that lists answers to the following questions:

What is the role you are proposing? (Create a "Scorecard". See Appendix A for an example)

This needs to include:

Description of the role (Mission)

What are the strategic advances of this role? (Outcomes)

What are the character traits and skillsets required to succeed in this role? (Competencies)

Who will this person report to?

Who has been doing this role before now?

Is this a personnel replacement or a "new ground" hire? If new ground, what new ground will this position take?

Is there a plan for the funding of this position?

Do you have a person in mind for the position?

If YES, answer the following questions:

How long have they been a part of Vox?

Are they a member?

What have they done and what have they led?

Who knows them well and can vouch for their character?

Have they been generous in giving of their time and resources?

Who can answer the Golden Habits questions on their behalf?

Once a Manager has Executive Team Approval, they are to forward the request to HR, who will set up the position on APS. Pastoral positions use the "Vox Church Pastoral Application", which is found in Appendix B.

## STEP 2: SCREENING INTERVIEW

Present: Hiring Manager

This first interview is used to expose those candidates who would clearly not be a fit for a position at Vox. It is a facetime call with the Campus Pastor, Department Head, or Manager.

Ask the following questions:

1. Tell me a little about yourself.
2. What interests you about this job?
3. Tell me about your experience in \_\_\_\_\_.
4. Tell me about your relationship with Jesus.

Once these initial interviews are complete, compile the top 1-3 candidates and move to the next step of the interview process.

## STEP 3: TESTS

With each of the candidates that you would like to continue with, please perform a background check. Additionally, please send them the Strength Finders test, Keirseey Test, a Spiritual Gifts test, and the APT test (HR will arrange this for you).

## STEP 4: INFORMAL TEAM INTERVIEW

Present: Manager, Co-Worker and Executive Team Member

This is a brief, 30-45 minute time in which the candidate tells us about their family, their story of faith in Jesus and gives a few of our top leaders a chance to "sense" together if should we continue with this person. *(When the candidate is known to the Vox community, it is ok to omit this step)*



## STEP 5: WORK HISTORY INTERVIEW AND TEST RESULTS

Present: Manager, Co-Worker and possibly an Executive Team Member

This is a chronological walk through of the person's career using the questions below:

Ask the following 5 questions about each job of the last 15 years:

What were you hired to do?

What accomplishments are you most proud of?

*[You are listening to hear the person talk about outcomes linked to expectations. Less qualified people tend to talk about events, people they met, or aspects of the job they liked without ever getting into the results.]*

What were some of the low points during the job?

*[People can be hesitant. Don't let them off the hook!. Keep pushing until they have shared the lows.]*

Who were the people you worked with? Specifically:

*"What was your boss's name, and how do you spell that? What was it like working with him/her? What WILL he/she tell me were your biggest strengths and areas for improvement?"*

If applicable: *"How would you rate the team you inherited on an A, B, C scale? What changes did you make? Did you hire anybody? Fire anybody? How would you rate the team when you left it on an A, B, C scale?"*

Why did you leave this job?

*"A Players" perform well and bosses express disappointment when they leave. B and C players perform less well and are nudged out of their jobs or forcefully pushed out by their bosses. Don't accept vague answers. Find out why, stick with it until you have a clear picture of what happened.*

NOTES:

## STEP 6: CHARACTER INTERVIEW

Present: Hiring Manager (if same gender) and 1-2 Top Leaders\*

\*This interview is performed by 1-2 of our top leaders (SAME GENDER), as there will be some sensitive questions asked, specifically around purity.

As you explain what each habit is, ask the candidate specifically about what each habit looks like in their life:

### 1. Daily Time with God

*Describe your daily time with God: What do you do? How long do you normally devote? When?*

*How do you best connect with God?*

### 2. Sharing Your Faith

*What do you get most passionate telling people about?*

*Who are you praying for to come to faith?*

*Who have you led to Jesus in the past 3 years? Tell the story.*

### 3. Hearing from God

*Describe what it means to you to be led by the Spirit.*

*What have you heard from God recently?*

### 4. Sexual Purity

*Describe sexual boundaries and purity in your life*

*[It can be uncomfortable, but it's important to ask for specifics here. Many guys will be vague and avoidant when posed the question. You will likely have to ask very specifically and directly about the specific place they are at in their purity walk]*

*Do you have an accountability partner?*

*A person that you are discipling comes to you and confesses they are struggling in this area. What resources do you turn to? What do you ask them to do?*

### 5. Financial Stewardship

*Do you/your family have a personal budget? Who manages it?*

*Is there any significant debt in your life?*

*Describe your approach to tithing.*

*What % of your income do you set aside for generosity and giving?*

### 6. Healthy Life Rhythms

*Describe your rhythms: weekly, monthly, annual, etc.*

*Describe a perfect "sabbath" Saturday. What would you do?*

*How many times a month are able to achieve that?*

## 7. Making Disciples

*Who are you discipling right now?*

*Scenario: A person gives their life to Jesus at service and you begin to disciple him/her weekly. What does that process look like?*

NOTES:

## STEP 7: CULTURE INTERVIEW

Present: Hiring Manager, Co-Worker, and Executive Team Member

The purpose of this interview is to figure out if the candidate is a good fit for the Vox Team Culture. There are plenty of godly people with the right skills for the job, but who will not fit in with the way that the Vox team works.

VOX TEAM TRAITS:

### JESUS FIRST

*"We make relationship with Jesus our highest priority and pursuit."*

*This one has been covered in the previous section. So, unless there is more to be found here, you can move on.*

## DEEP CHARACTER

*"We carry an identity forged in the character and calling of Jesus with a passion for the Word of God."*

*What have been some of the key promises of God that you've clung to through the years?*

*What have been 3-5 life-changing moments in your walk with God?*

*ie. Moments where you'd say, "Because of that, I was never the same."*

*What would you say your area of biggest area of insecurity is?*

*How have you fought against that historically?*

*Tell me about your relationship with your parents, what were they like?*

*How has that impacted your relationship with God?*

*What have been the most significant Christian books in your journey?*

## CALLING OVER JOB

*"We live with a sense of calling, driven by this mission."*

*What motivates you?*

*What do you want to be known for at the end of your life?*

*Why do you want to work at a church?*

*What kind of hours did you work at your previous job?*

## HEALTH MATTERS

*"We attend to our own physical, emotional, relational, financial and spiritual health. We live with a plan for moving towards wholistic health in all areas."*

*How often do you create Personal Growth Plans?*

*In what areas of life have you grown in the last 12 months?*

*What is one specific thing you are working on right now and how are you going about it?*

*What books have you read this year?*

## ALWAYS LEARNING

*"We are teachable, eager to grow, and regularly looking for feedback."*

*When was the last time you got difficult or challenging feedback from a boss or friend?*

*Would you consider yourself too slow or too fast to give feedback to others? Why?*

*What is your process with Jesus of handling challenging feedback from someone?*

## SELF-STARTERS

*"We have a bias towards action and excel at follow-through. We tend to ask for forgiveness rather than permission and shine with minimal oversight."*

*What is something that you started that you are proud of? An idea that you "ran with"?*

*Do you tend to ask "forgiveness or permission" when you have something you want to do?*

*Would you consider yourself someone who excels at follow-through? What are some examples that inform your answer?*

## RESILIENT

*"We carry a high level of perseverance, grit and endurance. We don't give up when things get difficult."*

*What have been some of the most challenging things you've been through in your life? How did you keep moving forward?*

*When someone you love is going through something hard, what is your usual advice to them?*

## FLEXIBLE ATTITUDE

*"We thrive in a fast-paced and quick-pivoting environment and we are slow to take offense."*

*Do you prefer an environment that is fast-paced or slow-moving?*

*When facing a decision, would you rather jump in and figure it out as you go, or do you like to think about it thoroughly before making a decision?*

*Does "chaos" excite you or make you anxious?*

## A FRIEND

*"We are known deeply by friends and loved ones and cultivate honest friendship."*

*Who are your closest friends?*

*What does community look like for you? For your spouse?*

*Who knows your current struggles? How often do you see or connect with that person?*

## ZEST FOR LIFE

*"We carry a positive, "can-do" attitude into each and every day."*

*Consider: Are they light-hearted? Do they "laugh easy"? Can you picture yourself spending a lot of time with this person?*

## NOTES:

## VOX DISTINCTIVES:

### 1. We are Married to the Message

*What does Servant Leadership look like in your life?*

*What does "sacrifice" look like for you?*

*In what ways do you "lead from the front"?*

### 2. We are Contenders

*What do you pray when someone is sick? Oppressed? Lost?*

*How do you understand God's revealed will? Secret will?*

### 3. We are Pioneers

*Do you prefer to fix something broken or build something from scratch? Explain.*

*How would you describe a pioneering spirit? Do you see yourself as a pioneer? What have you pioneered?*

*Describe your process in facing risk. Why do you think God has placed you where you are?*

### 4. We are Students of Culture

*How often do you read the news?*

*What would you say are the most pressing cultural issues of our day?*

*How does the Gospel speak into those issues?*

### 5. Our Relationships Build Muscle

*For managers: Have you ever fired someone? Tell us about that process.*

*For managers: Have you ever looked back at previous staff and said 'I should have fired them,' and held on too long?*

*When was the last time you had to lovingly confront someone? How did that go?*

### 6. We Thrive in Cultural Centers

*How should the church reach New England with the Gospel?*

*Vox Church plants primarily in cities. Thoughts?*

### 7. We Enjoy the Ride

*(Similar to section on "Healthy Rhythms" from our staff team section, so feel free to skip it if you have sufficient answers)*

*Describe your Sabbath routine.*

*How do you practice daily Sabbath/weekly/quarterly?*

*What replenishes you?*

NOTES:

### STEP 8: COMPETENCY EVALUATION

This step is used to assess if the candidate's wiring, skills and abilities are a good fit for what is needed to be successful at the position.

This is the time to walk through the test results. Ask questions like:

"Were you surprised by your results?"

"How does that tend to play out in your life and/or leadership?"

As you are evaluating the results, be thinking of personality and wiring alignment to the position you are hiring.

If the position requires significant leadership, linger here. Ask questions like:

Which books have been most formative for you in your leadership journey?

Over the last 5 years, how have you grown in your leadership?

What is your management style like? What would your employees say about you as a manager?

A good practice is to walk through the "outcomes" portion of the scorecard, asking the candidate to describe what steps they would take to accomplish that specific goal.

If the position is technical in nature, there may be a step where the candidate is asked to perform or create something representative of the work they would do in the position, in order to assess skills.

If the position is pastoral and would entail a lot of discipleship and connections work, ask the person about their specific process of discipleship, and think through some specific "scenario questions" and ask how they would respond to the question or situation.

If the position is administrative, follow a similar line of questioning, walking through the intended outcomes and competencies from the scorecard, assessing if this person is the right "fit" for the position.

Notes:

## STEP 9: CHEMISTRY EVALUATION

Do you “like” this person? Do you look forward to potentially spending a lot of time with them?

Consider: Are they fun to be around? Do you find yourself avoiding them or looking for them? Do they take themselves too seriously? Do they smile? Do they have a positive attitude? Would they bring “life” and joy to your team?

## STEP 10: REFERENCE CALLS

Once a leading candidate has been determined, make sure to call each of the references that are provided (but warn the candidate before doing so). 25% of critical information is lost when the reference call is skipped. Let the following questions guide the conversation:

“In what context did you work with the person?”

“What were the person’s biggest strengths?”

“What were the person’s biggest areas of improvement *back then*?”

“How would you rate his/her overall performance in that job on a 1-10 scale? What about his or her performance causes you to give that rating?”

“The person mentioned that they struggled with \_\_\_\_ in that job. Can you tell me more about that?”

Remember that faint praise in reference interviews is a bad sign and the absence of enthusiasm is a terrible sign. A truly positive reference will brim with enthusiasm and admiration.

## STEP 11: FAMILY INTERVIEW

For all Executive Team members, Department Heads and Campus Pastors, the final step in the interview process will be a 1-on-1 interview with the candidate’s spouse (if applicable) as well as a social time with the candidate’s family and some of our top leaders.

## STEP 12: TEAM DISCUSSION

The “Team Discussion” meeting involves at least two Executive Team members, the Manager and one teammate from within the department in order to discuss the following questions:

What are the person’s strengths?



What are his or her weaknesses?

What are the "flags" that came up during the interview?

Past job concerns

Character concerns

Competency concerns

Chemistry assessment

Reference Calls

What was said of the person by their previous employers?

Consensus

What is the overall "sense" about the person? Should we move forward?

If there is consensus about hiring the person, the Executive Team Member that the position rolls up to will present the "Job Offer Proposal" (below) to the Executive Team for approval.

### STEP 13: JOB OFFER PROPOSAL

the Executive Team Member that the position rolls up to will present the "Job Offer Proposal" (below) to the Executive Team for approval.

### JOB OFFER PROPOSAL

NAME:

POSITION:

HIRING EXECUTIVE TEAM MEMBER:

HAVE EACH OF THE FOLLOWING STEPS BEEN PERFORMED?

TESTS: Y/N

WORK HISTORY: Y/N

CHARACTER INTERVIEW: Y/N

PERFORMED BY:

CULTURE INTERVIEW: Y/N

COMPETENCY INTERVIEW: Y/N

REFERENCE CALLS: Y/N

## RECOMMENDED SALARY OFFER:

Once there is approval on both the candidate and compensation package, it is then sent to HR to prepare a job offer.

## STEP 14: FORMAL JOB OFFER

The Human Resources department will draft a job offer letter for the candidate and email it to the candidate, with the manager copied on the email.

All negotiations with the candidate regarding compensation, benefits, PTO, work schedule, etc are handled by the Executive Team directly with the candidate.

If the candidate accepts the position, Human Resources is notified, a start date is finalized, and all paperwork is sent over through APS two weeks prior to the new employee's first date.

HR will be in contact with the Manager about start date, office needs (if applicable), and onboarding.

## APPENDIX SCORECARD EXAMPLE

### MINISTRIES PASTOR Vox Church

#### *Mission:*

To serve as a member of the Executive team; lead Community Groups, Servant Teams, Family Ministry (Kids, Students, College, Singles, Parenting), Men's and Women's Ministry, Outreach, Prayer and Missions. Ensure that each ministry carries the Vox Church DNA at each campus.

#### *Outcomes:*

Over 50% of Vox Church attenders attend Community Groups within 18 months.  
Over 50% of Vox Church attenders serve in a volunteer capacity within 18 months.

A scalable model is produced for each location for Men's ministry, Womens, Students, etc within the first 4 months. Each area has a thriving expression of these ministries within 9 months.

A family pipeline strategy for every age group [VoxKids - VoxYouth - College Students - Marriage and Family] is created and implemented in first 6 months.

Develop & implement a thorough city map for the next 4 locations in the first 6 months.  
Review and maximize Vox Church global mission strategy with measurable goals.

*Competencies:*

Live & be advancing in the 7 Golden Habits

Understand & embody the Vox Church Distinctives

Carry a pioneering spirit

Highly skilled in leading and managing staff

Able to create and carry vision for each of the ministries listed above

Coachable and flexible spirit

A strong work-ethic

Has a developed preaching skill

VOX CHURCH PASTORAL QUESTIONNAIRE

*This application is broken into three sections: personal, ministry and theology. Please feel free to be as brief or thorough as needed to answer each question.*

Name:

Date of application:

### PERSONAL

Tell us about your family:

Describe your life in God:

If applicable, In what ways are you leading your family closer to Jesus?

What have been the catalysts for your spiritual growth over the years?

How do you feel about the prospect of living in New England?

What is your conflict resolution style?

What has historically been your most challenging area of sin in your Christian walk?  
How are you doing in that now?

Have you ever taken a personality test and if so, what were your results? *I.e. Meyers Briggs, Strength Finder, DISC, etc.*

Tell us about your education:

### MINISTRY

Describe your previous ministerial experience, including a brief description of each role and function:

Describe your dream job, both for this next season and for the long-term:

What is your greatest ministry passion? *I.e. What aspects of local church ministry make you most excited?*

### THEOLOGY

Explain your view of the Scriptures:

Explain the gospel from the perspective of creation, fall, redemption, and restoration:

Explain God as Trinity:

Describe the Holy Spirit in terms of Person and work:

Explain your view of human nature:

Explain justification by faith:

Explain your view of the church. What is a true church? Who is the church comprised of? What is the mission of the church?

Briefly describe your view of spiritual gifts and miracles. What are your spiritual gifts? How are you exercising them currently?

Explain your view on marriage and sexuality:

---

**Thank you for taking the time to fill out this questionnaire.**

