

MINISTRY PLAYBOOK

IN-PERSON MEMBERSHIP CLASS TEAM

SEPTEMBER 2023 // WORKING DOCUMENT
THIS PLAYBOOK IS STILL IN DEVELOPMENT



GRACE CHURCH

STATEMENTS & VALUES

Vision Statement

We are one church in many locations, multi-cultural and multi-generational, spreading the hope of Jesus until everyONE hears.

Mission Statement

We want everyone to Encounter God, Grow in Grace and Knowledge, Engage in Community, and Go Make a Difference.

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YOUR JOURNEY AT GRACE

ENCOUNTER

Salvation.

Baptism.

New Believer's Course.

GROW

Membership Class.

Campus Social.

ENGAGE

Life Groups.

Freedom.

The ONETeam.

GO

Family.

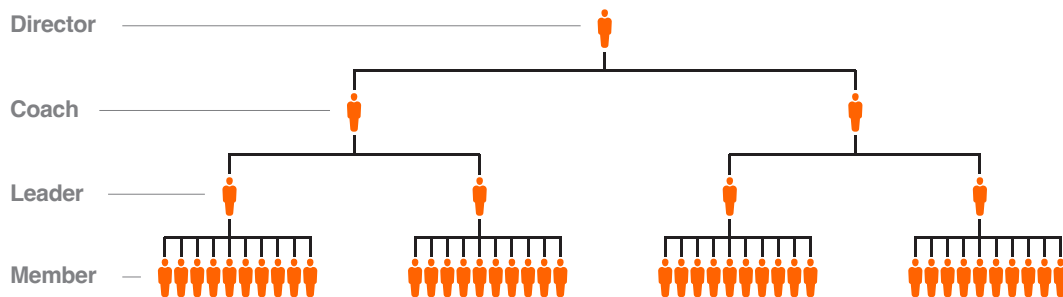
Community.

Missions.

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THE LEADERSHIP PIPELINE



Director.

ONETeam Directors provide leadership, development and accountability for ONETeam Coaches. As a member of the Campus Lead Team, these Directors turn strategy into action and ensure the objectives of the ministry playbooks are met.

Coach.

ONETeam Coaches support ONETeam Leaders. These dynamic individuals are focused on leading teams of 1 to 5 ONETeam Leaders.

Leader.

Teams are made up of no more than 10 Members, led by a ONETeam Leader. The role of the Leader is critical to “running the play” for the ministry.

Member.

The backbone of volunteerism at Grace Church is The ONETeam Member! These are the hands and feet of ministry.

This illustration represents the Leadership Pipeline in an ideal state. This will be developed over time with Campus Leadership.

STATEMENT OF PURPOSE

Membership Class exists to help attendees find their place in the local church by learning about the history and vision of Grace Church, discovering their God-given purpose, fulfilling it by making a difference serving on the ONETeam, and aligning themselves with like-minded and like-spirited people.

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ROLES

Team Organization Chart

Campus Pastor

**Associate Campus
Pastor/Director**

**Next Steps
Director**

**Membership Class
Coach**

**Membership Class
Leader**

**Membership Class
Member**

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POSITIONS

Below are the roles associated with the organization chart above. Remember, this pipeline is designed to scale with the size of the department and campus. These roles have been listed in order of what is recommended to scale to.

Next Steps Director

Will oversee Membership Class at your assigned campus within the model and programming described below.

Membership Class Coach

Reports to Next Steps Director and oversees Team Leaders at the campus, ensuring leaders are resourced and consistently engaging with their teams. Trains new Team Leaders.

Membership Class Team Leader

Reports to Coach and oversees Team Members. They lead and train Team Members to set up/tear down the room, host attendees (check-in, serve snacks, meet attendees), and facilitate the curriculum. This team should be acutely aware of Grace's calendar and current events, organizational structure, areas to serve, etc.

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POSITIONS

RESPONSIBILITIES

We facilitate the Membership Class by setting up tables and supplies, provide support for audio/video, and help attendees by providing Membership Class materials, answering their questions, and helping connect them to their Journey at Grace. We engage in conversation to build relationships with attendees and utilize the Membership Class materials to help foster an atmosphere of helping people not simply discover their next steps, but to take them.

Before Class

- *Arrive on time and check-in*
- *Make sure Membership Class check-in is setup*
- *Inventory current supplies*
- *Tables/Chairs*
- *Membership Class Books/Video*
- *Setup and arrange all tables, supplies, resources, food lines, serving supplies, etc.*

During Class

- *Connect and engage with participants to learn names and stories before, during, and after the Membership Class.*
- *Supply and resource Membership Class participants with all needed supplies, resources, meals, etc.*
- *Assist participants as needed during the Membership Class.*
- *Assist in Next Steps conversations.*

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RESPONSIBILITIES

After Class

- *Take down supplies, tables, resources, and table cloths.*
- *Check the serve area for debris, personal items, and cleanliness to always “leave it better than we found it.”*
- *Check that inventory is current and notify appropriate campus staff team if an order is needed.*
- *Ensure all supplies are accessible and ready for the next event.*
- *Relationally connect with your Team Leader or Coach outside of class times via phone call, email or text.*

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RESPONSIBILITY

ENVIRONMENTS /MATERIALS

Membership Class occurs differently among all Grace Campuses. Please be familiar with all auxiliary rooms at your campus where Membership Class may be held. Also, be aware of equipment available/needed for whomever may be teaching.

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ENVIRONMENT
/MATERIALS