

BUILDING CHURCH LEADERSHIP PLAYBOOK





Building Church exists to

**Tell
Everyone,
Everywhere
About Jesus**

About Building Church

Founded in 2007, Building Church is a non-denominational church located in Madison, AL focused on serving our community and sharing the good news of God's love. Building Church is a place where people can come to **Believe, Belong, Be Built** up, and **Become** all that God has for them to be.

We believe that being a part of a community is important because we aren't meant to live life alone and isolated. At BC, we believe each individual's purpose is found and grown both within personal spiritual time with the Lord and within participation in a community.

Our Mission

Building Church exists to tell everyone, everywhere about Jesus.

Our Vision

We envision every person living a Jesus-first life, growing spiritually, and living missionally.

When we live out the vision, we naturally carry out the mission.



BC Core Values



People Are Our Focus

Romans 12:10

People matter to God, so they matter to us. We go above and beyond to reach people. Life change happens in relationships. We do for one what we would love to do for all.



Unity Is Our Strength

Psalm 133:1

We are better together! Each person represents diversity in backgrounds, cultures, and experiences. We are united in Christ. Doing life in community connects, inspires, and grows us.



Generosity Is Our Privilege

Hebrews 13:16

We see generosity as an honor, not an obligation. We get to be generous with our time, talents, and treasures. We give God the first and best in all areas of our lives, because He has given so much to us.



Stewardship Is Our Attitude

2 Corinthians 9:7

1 Peter 4:10

We see opportunities, not problems. We are called to steward the people, resources, and giftings that God has entrusted to us.



Hospitality Is Our Heart

Matthew 25:40

We create safe and inviting environments for people to encounter Jesus. When environments are welcoming and orderly, people are open to receiving all that God has for them.



Excellence Is Our Standard

Ephesians 6:7

Excellence honors God and inspires people. We are always going to do our best with what's in our hands. We never want to do something halfway, because we know that everything we do is for the Lord!



Leadership Is Our Calling

2 Timothy 2:2

Leadership is influence, and we all have influence in someone's life. God has called us to lead, empower, and encourage others to embrace their God-given calling and live on mission.



Prayer Is Our Priority

1 Thessalonians 5:17

Prayer changes everything! We know that lives and legacies are transformed by the power of prayer. Prayer is our first response not a last resort.

Serve Standards

- We regularly participate in worship experiences.
- We follow an A1/A2/B1/B2 weekly schedule for most teams (see page 12).
- We wear our BC team lanyards while serving.
- We serve with a heart of excellence and create hospitable environments.
- We engage with enthusiasm and a smile.
- We attend the Dream Team Rally and Team Huddles each Sunday that we serve.
- We guide, we don't point.
- We use Rock RMS for most team scheduling and Planning Center for in-service experience team scheduling.



Our Systems: How We Lead

We are called to lead people to reach their full potential in Jesus. Our systems facilitate this growth process.

**Make a Fresh Start
and Believe**

Romans 10:14-15

**System: Weekend Services
and Wednesday Night Prayer**

Our Weekend and Wednesday Night Prayer Services are designed to create safe, inviting, and Spirit-led environments for people to encounter Jesus. This goal is accomplished through prepared teams and spaces, engaging worship, Biblical teachings with life application, and life-giving relationships. Each Dream Team Member is part of bringing the Good News to the people of our region and beyond!

**Make a Connection
and Belong**

James 5:16

System: BC Life Groups

Life transformation happens and leaders are developed when we take intentional steps toward cultivating relationships. Life groups provide a place for us to lead, connect, and grow both spiritually and in community with others. God designed for us to be connected to Him and connected to others in an environment of grace. We are better together!





**Take Steps to
Be Built**

Ephesians 4:11-12, 22-24

**System: BC Starting Point,
Growth Track, and
Leadership Track**

We believe every person has a purpose. At BC, our dream is for you to become a fully devoted follower of Christ and live “on mission” for Jesus! BC offers the following path to help develop your full potential in Christ.

Starting Point: BC Starting Point is the on-ramp for you to discover and develop your purpose and live the life God created for you. Its intent is to connect you to the church and to the Dream Team.

Growth Track: BC Growth Track is a discipleship pathway that offers a survey of scripture to help you deepen your understanding of God’s Word, discover freedom in Christ, and enhance your daily walk with Jesus. You’ll enjoy growing as a disciple of Christ alongside others!

Leadership Track: BC Leadership Track develops the God-given leadership potential inside of you through engaging in interactive group lessons and activities. You’ll level-up your leadership abilities within the church and beyond.

**Move Forward
and Become**

John 15:8, 11

**System: Dream Team,
Outreach, and Global Missions**

Here at BC we live our mission: Tell everyone, everywhere about Jesus. All of us were created by God to make a difference in the lives of others. God desires for your unique strengths, gifts, and passions to impact the lives of others. There is nothing more thrilling than living on mission, serving others in the name of Jesus, and developing life-giving friendships along the way. Your life will never be the same if you join the BC Dream Team, participate in BC local outreach opportunities, and travel on a BC global missions trip.

Cultural Language

A healthy culture is strengthened by unified and clear language.

Don't Say:
**My church, my team,
my group**



Instead Say:
**Our church, our team,
our group**

Don't Say:
Volunteer



Instead Say:
Dream Team Member

Don't Say:
Band / Singers



Instead Say:
Worship Team

Don't Say:
I have to...



Instead Say:
I get to...

Don't Say:
I don't know.



Instead Say:
Let me find out for you.

Don't Say:
Childcare



Instead Say:
BC Nursery / BC Kids

Don't Say:
Visitor



Instead Say:
Guest

Don't Say:
Offering Bucket



Instead Say:
Offering Container

Don't Say:
Is this your first time?



Instead Say:
**Tell me about your BC
experience.**

Leadership “FACTOR”

“FACTOR” serves as a guide for leaders as they begin identifying, developing, and empowering new leaders in their ministry area. Use this tool to help you identify those you should encourage to take their next step into leadership at BC.

FAITHFUL

A faithful leader is consistent, dependable, and present.

ALL-IN ATTITUDE

A great leader has an “all-in” attitude”. This leader speaks life-giving words and believes the best about people and Building Church.

COMPETENT

A competent leader is self-aware, solutions-focused, and empowering.

TEACHABLE

A teachable leader has a growth mindset, displays humility, and embraces feedback as part of the learning process.

OWNS IT

A leader with high ownership is reliable, proactive, and a good steward of resources.

RELATIONAL

A relational leader is authentic, approachable, and honors people.

Leadership Culture

As leaders, we realize that people follow our example.

We Develop Leaders

Empowering people is not just about getting it done but about bringing people along with you. Who's next to you? Implement the "Exponential Model" with those around you: "I do, you watch, we talk. → I do, you help, we talk. → You do, I help, we talk. → You do, I watch, we talk. → You do and another potential leader watches." Here at BC, we inspire and empower people to develop the leader within, and together we fulfill the Great Commission.

We Celebrate The Wins

Affirmation is a powerful tool. What we affirm is repeated. Always ask yourself: "Who or What can I celebrate today?" Look for people modeling the BC Values and celebrate them! By focusing on the wins, we build excitement and momentum which creates a fun and life-giving culture. We believe church is a place to laugh, celebrate, and have fun!

We Lead With Vision

People follow vision, not the need. When we share information, we always start with the vision behind the information we are sharing. People are not inspired by the task; they are inspired by contributing to a meaningful vision.

We Plan, Pivot, and Race Across The Finish Line

As leaders, we are not deterred by unexpected problems. In fact, we call problems "opportunities." Encountering an obstacle is not the end of the story. We keep praying, seeking, thinking, collaborating, and hustling until we make it happen.

We Evaluate To Grow

Here at BC, we have a growth mindset. After everything that we do, we evaluate and work to improve on our next opportunity. We do this by gathering helpful statistics, following up with clear feedback, and discussing potential adjustments with our teams.

We Realize Our Words Have Power

There is life or death in the power of the tongue. As leaders, we speak life giving words about people and situations. We seek to honor, encourage, and build through our words.

We Lead From The Front

Our actions and attitudes speak louder than our words. As leaders, we are first to arrive, first to offer help, and first to speak highly of others. In general, we are “front row kind of people” and carriers of the culture wherever we go.

We Honor Up, Down, and All Around

When we honor people, we are agreeing with the Lord that every person has great value. We honor those that came before us, those that run with us, and those that will lead beyond us.

We Steward Time, Gifts, and Resources

To whom much is given, much is required. As a fully devoted follower of Christ and leader, we honor Biblical principles of tithing to the local church, practicing servant leadership, and stewarding our God-given gifts all for His Glory.

Service Rally & Huddle

Dream Team Rallies and Team Huddles occur each Sunday for Staff, Coordinators, Coaches, Team Leads, and Team Members who are serving that day.

Dream Team Rally - everyone comes together to go over the big vision, receive encouragement, get special information, and general prayer. At the end of this, each Team Member should touch base with their Team Lead for any team-specific information.

Team Huddles - everyone breaks into their teams to review specific team opportunities, reminders, team assignments, and to have group prayer over their ministry.

Example Sunday Morning Schedule 9 AM + 10:45 AM Worship Experiences

8:15 AM	● 1st Service Dream Team Rally All Dream Team Members for 1st Service will meet in the auditorium for approximately 10 minutes for the Dream Team Rally.
8:30 AM	● 1st Service Teams In Position, Ready To Serve
9:00 AM	● 1st Service Begins
10:15 AM	● 2nd Service Team Ready Huddle Each team will meet in their area for a 5 minute Huddle.
10:20 AM	● 2nd Service Teams In Position, Ready To Serve
10:30 AM	● 1st Service Team Recap Huddle Each team will meet in their area for a 5 minute Huddle.
10:45 AM	● 2nd Service Begins
12:15 PM	● 2nd Service Dream Team Rally All Dream Team Members for 2nd Service will meet in the lobby for approximately 10 minutes for the Dream Team Rally.

* 1st Service (A1/B1) teams will Rally before service and Recap Huddle after service.

* 2nd Service (A2/B2) teams will Ready Huddle before service and Rally after service.

A/B Schedule Rotation

Each Sunday Morning Team will have an "A" team or a "B" team.

For simplicity's sake, we refer to these as "A1", "A2", "B1", "B2".

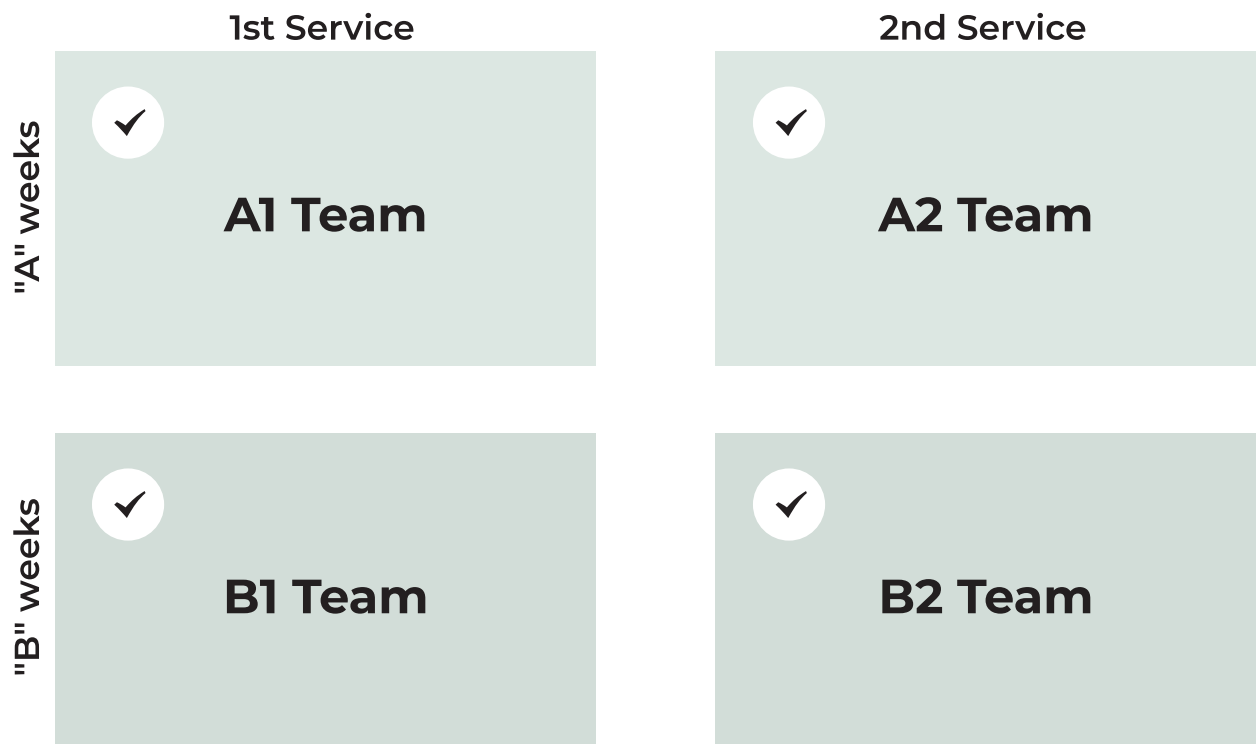
"A1" is A week's 1st service team, "A2" is A week's 2nd service team, "B1" is B week's 1st service team, and "B2" is B week's 2nd service team. This setup supports a "Serve One, Sit One" model.

The "Serve One, Sit One" model:

We want you to grow! We want every Team Member to not only serve on Sundays, but to worship as well. Our heart is for everyone to **serve one, sit one**.

"A" weeks are the odd week Sundays of each month, and "B" weeks are the even week Sundays of each month.

Example A/B Week Schedule 9 AM + 10:45 AM Worship Experiences



A few teams such as Worship/Production will serve an A/B schedule where the same team serves both services for their serve week instead of utilizing the A1/A2/B1/B2 model.

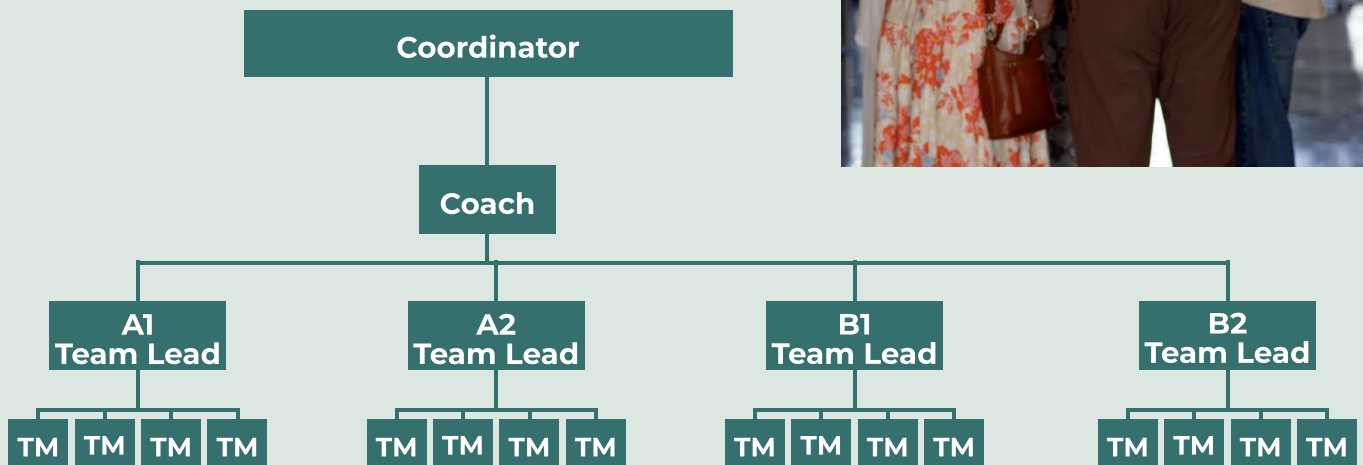
Layers of Influence

Influence is our ability to make a difference in and through people's lives. We are called by God to be influencers. Godly influence is earned over time as we appropriately develop ourselves as well as utilize our time, gifts, and resources to love and serve others. Our layers of influence bring clarity to the leadership roles at BC.

A leader at Building Church is passionately pursuing their relationship with Jesus, living out the BC Core Values and Leadership Values, and encouraging others to do the same.

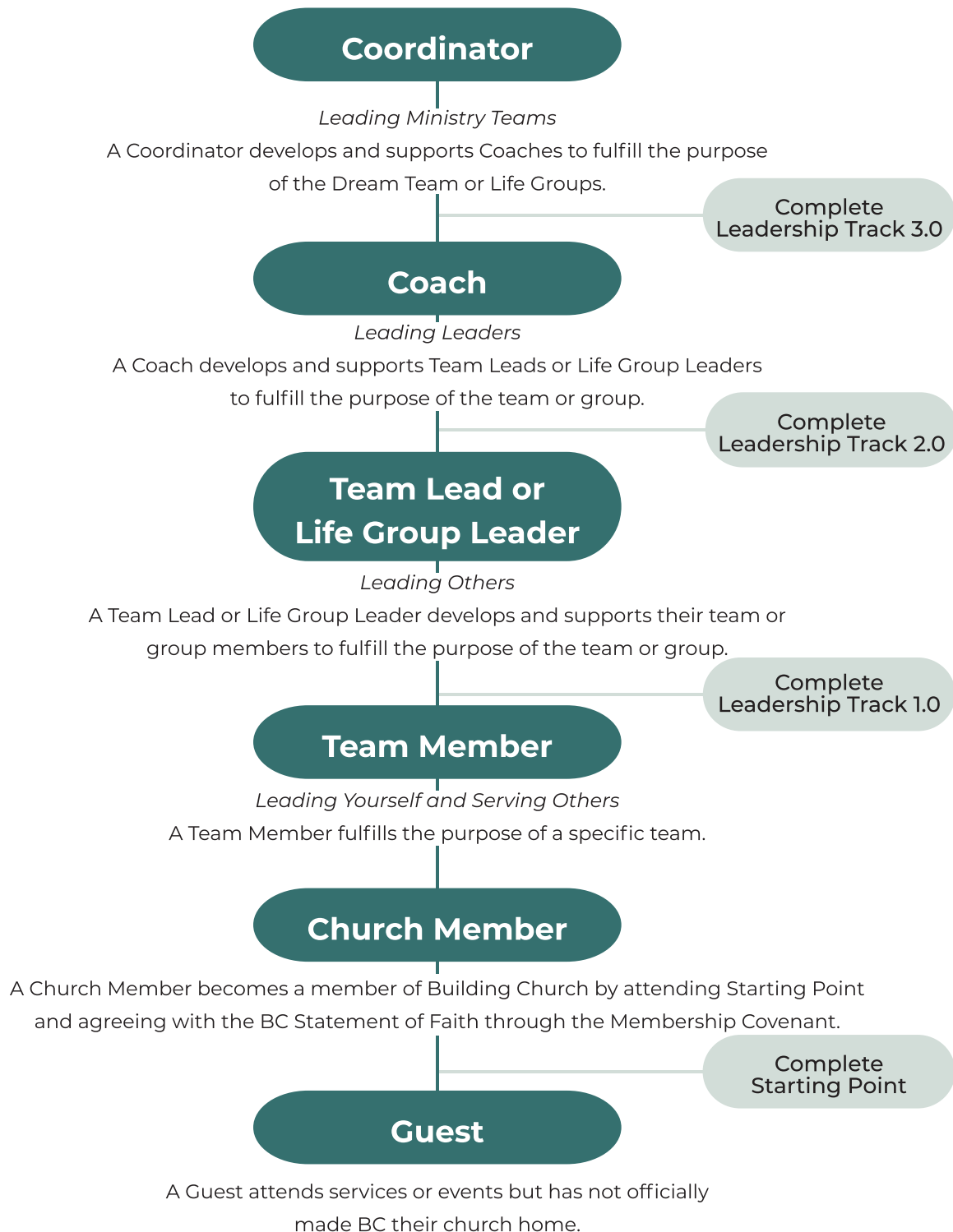


Team Organization Example



"TM" = Team Member

Layers of Influence



Relationship Expectations

For all Leaders at Building Church, we expect that you are:

Relationship With God

- Growing in your relationship with God
- Giving God the first of your day through time in His Word, worship, and prayer
- Unapologetically sharing with others what God is doing in and through you

Relationship With Your Family

- Honoring your family and meeting their needs
- Praying collectively as a family
- Spending intentional quality time together

Relationship With The Church

- Actively engaging with your church family
- Attending BC services, events, and Life Groups
- Faithfully tithing to BC
- Serving on the Dream Team

Relationship With The Community

- Making a positive impact on people's lives through life-giving relationships
- Inviting those who are far from God or not connected to a local church to join you at BC services and events
- Representing Christ and BC well in all circles of influence and on social media

Roles

Clarity in roles empowers individuals to lead confidently.

What are you empowered to do? What are you entrusted with? Who do you report to with successes and challenges? The descriptions below help Dream Team Members thrive in their roles.

	Who You Report To:	Your Purpose:	Your Main Functions:	Setting Goals:	Leadership Development:
COORDINATOR	Your designated Staff Member	Develop Coaches and vision for your ministry area	Develop and evaluate the ministry and leaders within your ministry	Create and communicate goals for the ministry area in alignment with the BC Mission and the BC Vision	Directly develop Coaches
COACH	Your Coordinator	Create and communicate the strategy for the ministry	Implement strategies and evaluate execution through inspection	Create and communicate goals for the ministry area in alignment with the BC Mission and the BC Vision	Directly develop Team Leads
TEAM LEAD	Your Coach	Facilitate the execution of the strategy	Facilitate and evaluate execution of the strategy	Create and communicate goals for/to the service team in the ministry area	Directly identify and develop existing and potential Dream Team Members towards their next steps
TEAM MEMBER	Your Team Lead	Execute the strategy	Execute the strategy and provide feedback to your Team Lead	Serve faithfully and seek leadership opportunities	Personal growth

Responsibilities: Coordinator

The responsibilities outlined below clarify the "what" and "when" of each role. Successful execution of the responsibilities will help create productive and healthy teams.

Sundays

- It is expected that Coordinators worship one service every Sunday.
- Should the Coordinator need to miss a Sunday, the expectation is to communicate the absence one month in advance.
- When Coordinators are absent, assigning a leader to fill the position is expected.
- When a Coach assigned to the Coordinator's team is absent, the Coordinator is expected to help fill the Coach role for that Sunday (+1)

Holidays

All Coordinators are expected to serve at assigned services for Christmas and Easter. Should the Coordinator need to miss, the expectation is to communicate one month in advance of the holiday.

Absences

- We ask that Coordinators miss no more than two Sundays in a row.
- We ask that Coordinators miss no more than six Sundays in a year.

Main Responsibilities

DURING THE WEEK

- Communicate with your Staff Member to receive vision & direction
- Facilitate communication with Coaches to communicate direction and provide feedback
- Compile data from Coaches and submit evaluation (with data) to your Staff Member, as needed
- Communicate with other Coordinators for collaborative planning
- Meet with your Staff Member for 1:1s
- Meet with Coaches for 1:1s regularly
- Attend all leadership focused meetings, as requested

ON THE WEEKEND

- Oversee your ministry area and related church-wide events
- Check-in with your Staff Member
- Attend BC Dream Team rally and necessary huddles (lead occasionally)
- Evaluate Coaches, Team Leads, and the Sunday experience
- Connect with and encourage Guests to attend Starting Point

Responsibilities: Coach

The responsibilities outlined below clarify the "what" and "when" of each role. Successful execution of the responsibilities will help create productive and healthy teams.

Sundays

- Coaches are expected to worship one service every Sunday.
- Coaches observe the function and effectiveness of their ministry area and look for opportunities for improvement and growth.
- Coaches assist Team Leads with recruiting for their ministry area.
- When a Team Lead assigned to the Coach's team is absent, the Coach is expected to help fill the Team Lead role for that Sunday (+1).

Holidays

All Coaches are expected to serve at assigned services for Christmas and Easter. Should the Coach need to miss, the expectation is to communicate one month in advance of the holiday.

Absences

- We ask that Coaches miss no more than three Sundays in a row.
- We ask that Coaches miss no more than eight Sundays in a year.

Main Responsibilities

DURING THE WEEK

- Participate in meetings with Coordinator and other Coaches
- Blockout unavailable dates in RockRMS
- Communicate direction and plan of action for Sunday to Team Leads
- Compile data from Team Leads and submit evaluation (with data) to your Coordinator
- Recruit and onboard new Team Members
- Meet with your Coordinator for 1:1s
- Meet with Team Leads to review and update the team's Rock RMS Roster
- Meet with Team Leads for 1:1s regularly
- Attend all leadership-focused meetings as requested

- Oversee your team a minimum of twice per month (A & B weeks) for Sundays and during related church-wide events
- Check-in with your Coordinator
- Attend BC Dream Team Rally and necessary huddles
- Lead Team Huddles on occasion
- Evaluate Team Leads and the Sunday experience
- Connect with and encourage Guests to attend Starting Point

ON THE WEEKEND

Responsibilities: Team Lead

The responsibilities outlined below clarify the "what" and "when" of each role. Successful execution of the responsibilities will help create productive and healthy teams.

Sundays

- Team Leads are expected to regularly attend Sunday services.
- When Team Leads are absent, a leader should be assigned to fill the position.
- When a Team Member assigned to the Team Lead's team is absent, the Team Lead is expected to help fill the Team Member role for that Sunday (+1).

Holidays

All Team Leads are expected to serve their assigned service for Christmas and Easter. Should a Team Lead need to miss, the expectation is to communicate one month in advance of the holiday.

Main Responsibilities

DURING THE WEEK

- Participate in meetings with Coach and other Team Leads
- Blockout unavailable dates in RockRMS
- Communicate direction and plan of action for Sunday to your service team
- Quarterly, schedule Team Members
- Weekly, check schedule confirmations
- Compile data from Dream Team during the service you lead and submit evaluation (with data) to your Coach
- Recruit new Team Members
- Keep Rock RMS roster updated
- Meet with your Coach for 1:1s regularly
- Meet with Team Members regularly
- Attend all leadership-focused meetings as requested

ON THE WEEKEND

- Serve twice per month (your designated A or B week)
- Lead your schedule's team
- Check-in with your Coach
- Attend BC Dream Team Rally
- Lead Team Huddle
- Oversee your team
- Delegate details and empower Team Members
- Mentor your Team Members
- Complete the "BC Service Feedback Form"
- Connect with and encourage Guests to attend Starting Point

Responsibilities: Team Member

The responsibilities outlined below clarify the "what" and "when" of each role. Successful execution of the responsibilities will help create productive and healthy teams.

Sundays

- Team Members are expected to regularly attend Sunday services.
- When Team Members are absent, they should coordinate with their Team Lead to fill the position.

Holidays

All Team Members are expected to serve their assigned service for Christmas and Easter. Should a Team Member need to miss, the expectation is to communicate one month in advance of the holiday.

Main Responsibilities

DURING THE WEEK

- Participate in meetings with Team Lead and other Team Members
- Execute plan of action for Sunday within your serve team
- Provide feedback during the service you serve and submit evaluation (with data) to your Team Lead
- Blockout unavailable dates in RockRMS
- Recruit new Team Members
- Meet with your Team Lead as needed
- Attend all team trainings and meetings as requested

ON THE WEEKEND

- Serve twice per month (your designated A or B week)
- Check-in with your designated Team Lead
- Attend BC Dream Team Rally on the Sundays you serve
- Participate in the Team Huddle
- Communicate opportunities for growth and suggestions to Team Lead
- Connect with and encourage Guests to attend Starting Point

Responsibilities: Life Group Leader

The responsibilities outlined below clarify the "what" and "when" of each role. Successful execution of the responsibilities will help create productive and healthy teams.

Sundays

- Life Group Leaders are expected to regularly attend Sunday services.
- It is expected that Life Group Leaders regularly serve on the Dream Team.

Holidays

All Life Group Leaders are expected to serve their assigned service for Christmas and Easter. Should the Leader have to miss, the expectation is to communicate one month in advance of the holiday.

Main Responsibilities

PREPARING FOR THE LG SEMESTER

- Attend the BC Dream Team rally on Sundays
- Participate in meetings and trainings with Coach and other Life Group Leaders
- Recruit Life Group Members
- Assist Life Group Members in signing up for groups, if requested
- Meet with Life Group Coach for 1:1's
- Attend all leadership-focused meetings as requested

- Check-in with and communicate pertinent information to your Life Group Coach and Life Group Members
- Meet with Life Group Members as scheduled, and individually
- Mentor Life Group Members
- Enter attendance information in Rock for each scheduled meeting
- Identify Life Group Members with leadership potential: Encourage them to take their next step in leadership training by participating in Leadership Track 1.0
- Connect with and encourage BC Guests to attend Starting Point and join a Life Group

DURING THE LG SEMESTER

Results

Numbers matter because people matter!

	Leadership Development:	Empowering Leaders:	Growing the Team:
COORDINATOR	90% of the team's Coaches attend training events	85%-100% of the team's Coach positions filled	10% increase in the team annually
COACH	85% of the team's Team Leads attend training events	85%-100% of the team's Team Lead positions filled	10% increase in the team annually
TEAM LEAD	80% of the team attends Dream Team nights and training events	Identify and encourage Dream Team members to attend Growth Track and/or Leadership Track	10% increase in the team annually

Environment and Leader Resources

BC Environments

How to Set Up A Room

- TV is on with a graphic
- Lights are on
- Music is playing
- Seating is set up for the audience (set out the amount of chairs you expect to fill)
- Resources pertinent to the meeting are set out in an organized manner
- Rooms are set up and ready at least 30 minutes before the event start time

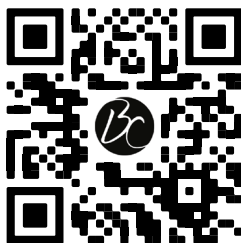
How to Reset Up A Room

- Furniture is put back in its original place
- Surfaces are wiped down with disinfectant wipes
- All trash is collected from the room and thrown away
- Garbage is taken out all the way to the dumpster
- New garbage bags are put into empty trash cans
- Lights and electronics are turned off
- Doors are locked

Leader Resources

All the latest resources and tutorials for Dream Team Leaders can be found at:
BuildingChurch.tv/LeaderResources

Leadership Covenant:



BC Service Feedback Form



Team Huddle Agenda

Take 5-7 minutes with your team for celebrations, updates, prayer, and evaluation.

Celebrations

Take some time to celebrate what God is doing in your ministry area or in our church: a story of life-change, a praise report, or a new Team Member's first day to serve! Always remember that what is celebrated is repeated.

Building Church Core Value

Take 1-2 minutes to highlight a BC Core Value with enthusiasm. Shout out a Team Member that displays this core value.

Service Updates

Share any information that Team Members need to know to be better equipped to serve that service.

Upcoming Dates

Mention upcoming church-wide event dates and other dates relative to the team so that your team knows what is coming up!

Pray

Prayer changes everything! Ask Team Members if anyone has a specific prayer request. Pray over needs, the logistics of the upcoming service, and that every person would encounter Jesus in a personal way.

Own It

Team Leads submit the BC Service Feedback Form before leaving church. Your feedback is vital and helps to strengthen your team and the experience of everyone. *Coaches and Coordinators should submit the BC Service Feedback Form as needed.*

1:1 Meeting Development Template

At BC, one of our Core Values is "Excellence is our Standard." The way that excellence is displayed in our 1:1 meetings is through preparation which sets us up for success. This template has been designed to serve as a guide to help you come prepared for your 1:1 meeting.

Note: this template can be adjusted as needed per your ministry area's needs.

Celebrations

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- .
- .

How Is Your Heart?

Where are you at personally right now?

(Ex: How are you doing in at least 3 of these areas: Spiritually, Relationally, Emotionally, Physically, Financially)

- .
- .
- .

Ministry Area Quarterly Goals

What are the things I need to STOP, START, REVISE, and REPEAT this quarter?

Stop: Identify actions or habits that are counterproductive or hindering progress

- .
- .

Start: Identify new behaviors, skills, or approaches that could improve effectiveness or well-being

- .
- .

Revise: Identify actions or habits that need to be changed or edited to experience maximum impact

- .
- .

Repeat: Recognize actions and habits that have been beneficial and should be maintained

- .
- .

Leadership Development - The Exponential Model

As leaders, we want to have a pulse on our teams and their health. We do this by identifying where ur team is at and who we are focused on developing and empowering to take their next step in leadership.

Who have you identified with leadership potential? Who is your apprentice?

I do, you watch, we talk. → I do, you help, we talk. → You do, I help, we talk. → You do, I watch, we talk. → You do and another potential leader watches.

- .
- .
- .

Team Growth and Transitions

List who who you've added this quarter (let's celebrate!).

Who has upcoming transitions?

Does anyone need pastoral care?

- .
- .
- .

Forward Thinking

What events are coming up within your ministry area and how are you preparing for them?

Think: 90 Days (Aware), 60 days (Meeting), 30 days (Ready to go!)

- .
- .
- .

Prayer

How can your leader be praying for your team and your family? How can your team support you?

- .
- .
- .

TELL
EVERYONE,
EVERYWHERE
ABOUT JESUS

