PREP GROUP RESPONSIBILITIES GUIDE

TRAINER | EASTSIDE CHRISTIAN CHURCH

OBJECTIVE: To train and equip Prep Group trainers on how to facilitate an engaging and rich prep group (at any level) that reflects the goals, values, model, and purpose of Eastside's people development tool - Leadership Pipeline.

Five Things You Need To Know To Lead A Prep Group At Eastside

1. ***Eastside's People Development Strategy***
2. ***The Prep Group - What is it? Why does it matter?***
3. ***Preparing For Your Prep Group***
4. ***How to Facilitate Your Prep Group***
5. ***Communicating Feedback and Outcomes From Your Prep Group to the Ministry Lead***

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1. EASTSIDE'S OVERARCHING PEOPLE DEVELOPMENT STRATEGY

At Eastside Christian Church, we are committed to providing you with training and development opportunities to equip you to fully utilize your gifts and passions to help transform our homes, our community, and the world. Toward that end, our goal is to help you identify, develop, and unleash your unique gifts using the following leadership development strategy.

- **PREPARE:** We will prepare new leaders to lead by inviting them into small groups that will provide learning, training, and leadership coaching with the goal of launching team members into leadership roles.
- **EQUIP:** We will provide ongoing leadership development for all leaders through group-based coaching sessions.
- **INSPIRE:** We will inspire our leaders during high-impact conferences held 1-2 times annually where we will celebrate wins, cast vision, and communicate plans.

COMMON LEADERSHIP PIPELINE VOCABULARY

Ministry Lead/Campus Pastor - Staff member that refers participants to your prep group and to whom you will share your feedback regarding participants after your prep group has completed.
Volunteer Champion - Staff member to help with set up/closure details of your prep group.
Database Specialist - Staff member that assists Volunteer Champ with set up/closure details of your group.
Trainer - That's you!
Prepare Module - Weekly curriculum used for prep groups.
Prep Group - A group of 5-10 people who gather to review 5 prepare modules facilitated by a trainer.

2. THE PREP GROUP: An intentional learning environment where people can be prepared, connected, and challenged to grow in their leadership skills.

- The Prep Group is the environment to help **prepare** a person for the next level of leadership, hence **PREP GROUP.**
- Prep Groups Consist of Three Elements:
  - 5-10 people
  - Lasts roughly 60 minutes
  - Focused conversation around Prep Modules (curriculum), which are to be completed prior to the group meeting.
- Think **intentional time of investment, robust discussion, and time of shared learning,** not just a casual get together.

3. BEFORE THE PREP GROUP: PREPARING FOR YOUR PREP GROUP

- Attend Train the Trainer Huddle.
- The Ministry Lead/Campus Pastor will be emailing each participant and connecting them with you, their Trainer. Reply to the participants on the email to introduce yourself and give any details for the first meeting. Include the first module for participants to complete which can be found here along with time, place, and relevant information.



- Before the first meeting, be sure to download and log into the Lead App (as shown on the right) and add confirmed attendees to the group.
    - If you have any questions, contact your volunteer champ.
- Review each Prepare Module and write down your own answer to each discussion question using examples from your own experiences. If there's great participation from the group, only use your example when it represents a principle that no one has touched on yet.
- Pray each week as you prepare for your module - for the content to be valuable to the participants, for the dynamics in the group, and for the Lord to make clear the potential next-level leaders/coaches, etc.
- To ensure you honor the participant's time, calculate how much time you plan to spend on each section of the module. (Roughly 60 minutes.)

4. DURING THE PREP GROUP

Take Attendance Of Your Prep Group

Video Instructions

- Login to the LEAD App (using your Eastside Connect Login)
- Search + Choose Your Group
- Select "Attendance"
- Enter Attendance
- Select "Save"

How To Facilitate Your Prep Group

- As the trainer, it is your responsibility to **review all materials for accuracy and complete each module in advance of the meeting.** Contact the Volunteer Champ or Ministry Lead for any content issues.

- **Do not edit or alter the content of each module.** Each assignment and the content chosen for each module is the approved content and any edits must first be approved by Eastside's People Development Team.
- You will **meet a total of five times** in correspondence with the five modules.
- Be sure to **start on time and end on time**.
- **Do not turn these prep group meetings into a bible study format**. These modules are intended to have a combination of scripture, business resources/tools, videos, podcasts, articles, etc, so there is no need to add a scriptural reference or tie-in to each assignment.
- **Create a safe haven.** Meaningful discussions related to the content are largely based on the diversity of thought. Remember that everyone has a different way of looking at the same situation/circumstance, and there is no perfect answer. To assure you have created an environment where opinions, experiences - and most importantly - questions are welcome, you must establish trust between participants and the trainer.

- **The Gathering Format:**
  - **Connect + Celebrate:**
    - How are your participants doing?
    - Have them share some highlights or challenges of their week.
    - Any opportunities to apply previous meeting's learnings at work/home/ministry?
  - **Coach:**
    - Keep in mind the competency goal of each week.
    - **Cultivate Participation.** If some are not, make a special effort to draw them into the conversation. Leadership development is not a spectator sport.
      - **Gauge the success of the module** by how much others are sharing, <u>not how much YOU are.</u>

- **Feel free to ask more questions than solely what is listed** in the homework of the module; in fact, we NEED you to ask more. It may even be appropriate to answer some questions with other questions to gain untapped insight from other participants.
- **Practice active and attentive listening.**

- At the end of each session, work with the group to **develop a list of key takeaways**. Remember: what gets highlighted/celebrated, gets repeated.

- **Communicate:**
  - At each meeting, review what details are needed before your group meets again.
  - At the last meeting, be sure to reference the last assignment on Module 5 for each participant to complete the prep group survey.
- **Care:**
  - Ask participants how you and the rest of the group can be praying for them.
  - Follow up on any previously shared prayer requests.

5. AFTER THE PREP GROUP: COMMUNICATING FEEDBACK AND OUTCOMES FROM YOUR PREP GROUP

Evaluating Prep Group Participants: An Honest Assessment

- **Who were the sharp leaders or potential leaders in the group?**
  - Which participant shined or stood out as a great leader?
    - Characteristics
    - Habits
    - Insights
    - Life Experiences
    - Attended all 5 sessions

- **Which participants need more development?**
    - Where and why?
    - Did the participant miss any sessions? If so, how many?
    - Maybe someone needs to hit another round of the same level of content; an honest assessment of them is important as **not to over-promote people.**
- **Any participants who do not fit the profile of a leader?**
    - Is there anyone in the group you would feel uncomfortable taking direction from? Why?
    - Are there any red flags in your interactions about them leading?
    - Are there any participants who did not engage?

Communicate Feedback

- Email Ministry Lead with feedback for each participant from your prep group by referencing one of the following categories:
    - Ready to serve in new leadership position
    - Needs more development (share explanation)
    - Not a good fit for a Leadership position (Complete this feedback form per participant)

Administrative Follow Up

- Update Database Specialist and your department's Volunteer Champ and let them know that your prep group is complete.
- The Volunteer Champ may ask you if you are available and/or willing to lead any make-up sessions for those who missed 1-2 meetings. This is up to you to determine if you have the time, energy and/or interest in offering these. (This is not mandatory.)