



FLOCK LEADER ROLES AND RESPONSIBILITIES HARVEST BIBLE CHAPEL SMALL GROUPS

OUR MISSION: To glorify God through the fulfillment of the Great Commission in the spirit of the Great Commandment (Matthew 28:19-20; Matthew 22:37-39).

FLOCK LEADER ROLE: To disciple the small group leaders under your care through the following: 1. Connection and Care 2. Discernment 3. Training 4. Oversight. Flock Leading is vital to ensure the proper counsel, care and shepherding of our church. Every meeting described below, every form made available, all the training to come, and all the prayer; all are intended to point others to Christ and ensure that our SG's are doing that well through the following ways...

1. CONNECTION AND CARE:

- A. Attend your own small group regularly.
 - I. As a Flock Leader, you are encouraged to lead or attend your own small group. This is because our small group ministry is the greatest context in which we grow as a disciple and therefore vital for you to remain a part of it. This will also give opportunity for you to use your gifts and better relate to your small group leaders who are also serving in this ministry.

- B. Attend small groups within your flock 3X a year.
 - I. As a Flock Leader, you will have oversight of a maximum of 4 small groups; this is referred to as your 'flock.'
 - II. The primary purpose of your quarterly attendance is to care for each small group within your flock (i.e., What is the health of the small group and its impact in growing disciples of Christ?)
 - III. Use the **Flock Leader Visit Care Form** as a guide during your visit.

- C. Meet 3X a year with each small group leader couple in your flock.
 - I. The primary purpose of these meetings is to care for your small group leaders (i.e., How is the small group leader's walk with the Lord?)
 - II. Use the **Accountability Report: Small Group Leader – Flock Leader** as a guide to keep these meetings intentional. (This report will be filled in by the SGL and emailed to the FL prior to the meeting.)

- D. Meet 3X a year with the Director of Discipleship.
 - I. The primary purpose of these meetings is to care for you (i.e., How is your walk with the Lord?)
 - II. During those meetings, plan to review the **Accountability Report: Flock Leader – Director**. (This report will be filled in by the FL and emailed to the Director of Discipleship prior to the meeting.)

2. DISCERNMENT:

- A. Help in the Discernment, Development, and Deployment of small group Apprentice couples. (This is a practical step by step process, but without prayer it will be foolish to believe that their will be fruit that will last. We are helpless to see healthy, wise, God honouring multiplication without the Lord directing and giving discernment through and through.)
 - I. Discernment: Small group leaders will look to you for help in discerning potential couples within their group who may multiply and lead their own group one day. Small group leaders bring these names to the FL who will submit that name to the Director for elder approval. If the couple is approved, the director will inform the FL who will give the SGL the green light to approach the couple to determine if they are willing.
 - II. Development: If the couple is willing to pursue the potential of becoming SGL, it is the responsibility of the SGL to make sure their SG members are aware of this. As a FL you will be expected to help, give ideas, encouragement and direction to ensure apprentices are being developed.
 - III. Deploy:
 - I. If an apprentice couple has shown faithfulness and ability in leading they will go through apprentice training with the director.
 - II. Once apprentice training is complete. The Director will once again put the apprentice couples names forward for elder approval. Once approved, and the couple is willing to become SG leaders, the apprentice couples will lead a minimum of two more small group nights (preferably the next two).
 - III. In preparation to multiply, the current Small group leaders will poll their group to see what other nights members could meet.
 - IV. The FL and Director will meet to discuss the list of those waiting to enter SG. (In preparation for this meeting the Director will send the FL a list of those waiting to enter SG) In that meeting the FL and Director will discuss possibilities of how to multiply from the current SG.(accountability partner problems, group dynamic

problems, who will host, location, night of the week, and proposed launch date, etc. should be considered)

- V. The FL passes on this proposed group to the current SGL to discern if there are any flags. When the SGL's are good with the proposed list and details they will approach each couples, and each single currently in their group who are leaving to make sure they are in favour of the change (nights of the week, location, babysitters, etc.)
 - VI. The SGL will communicate with the FL when there are no concerns with their current group going forward. The FL will then approach the Director for the contact information of those who will be new to the group. The FL gives the contact information to the SGL who can then welcome new members into the SG, communicating a launch date, location, time, study and preparation, etc.
 - VII. The current SGL's then confirm with the FL when they will be announcing the changes to their current group. (last study before multiplication, celebration/prayer night, and a launch date)
- B. Help in Discerning care through problems. Though every problem is unique we believe every problem is primarily a heart issue. The SGL will determine the SOS and relay that information on to the FL.
- I. If the problem cannot be resolved by the SGL, the next step will be a meeting between the FL, SGL's and the individual(s) If the SOS is low and it happens to be a commitment problem, a decision can be made at that meeting to ask the individual to step down (But this must be communicated with the director first). It must be communicated with the individual(s) that they are loved, and that the door back into SG is wide open but will require another SG Application interview and may take time to find room back into a group. If the individual(s) step down, this will need to be communicated to the SG asking the group to encourage the individual(s) and pray for the individual(s).
 - II. If the SOS is high, a meeting with the FL, individual and Director may be necessary.
 - III. If the SOS is very high, a meeting directly with the Director or the Director and the elders may be necessary.
- C. Be Involved in Interviews.
- I. Baptism Interviews
 - II. Church Membership Interviews
 - III. SG Application Interviews
 - I. Use the **Small Group Applicant Interview** form found online.

- II. The primary purpose of this interview is to discern next steps for the applicant. (i.e., Will the individual or couple go directly into a small group or attend something else first: i.e., D101, D201, Men's, Women's, etc.?)

3. TRAINING:

- A. Attend ongoing training.
 - I. It is vital that we grow as leaders: "For while bodily training is of some value, godliness is of value in every way, as it holds promise for the present life and also for the life to come" (1 Timothy 4:8).
 - II. Both flock leaders and small group leaders will be required to attend the same training: small group training: Uncommon Leadership 101; Biblical Soul Care Training Uncommon Leadership 501; How to Study Your Bible, etc.).

4. OVERSIGHT:

- A. Bringing oversight to your flock (along with the Director of Discipleship).
 - I. All your responsibilities as a flock leader are for the goal of discipleship. The following forms are all meant to bring direction as you disciple and are being discipled: the **Flock Leader Visit Care Form, Accountability Report: FL – Director, Accountability Report: SGL – FL**, and the **SG Applicant Interview form**.
- B. Each SGL couple will oversee 12-15 group members and will bring counsel and care to these members. There will be times where you will need to be in particular meetings to bring added oversight and care. This may come in the form of direction, encouragement, admonition, added wisdom, or to prayer. There will be times where you may be called to sit in a formal counselling session as an advocate. Through all these things whenever possible we desire to see care take place at the SG level first.
- C. Pray.
 - I. We must pray for those we disciple with and those we disciple.
 - II. Commit to faithfully pray for your fellow flock leaders.
 - III. Commit to faithfully pray for the small groups you oversee.
 - IV. Commit to being on the after service prayer team (either 1st or 2nd service).
 - V. Commit to attending the Sunday morning family prayer time (7:40-8am).

"And what you have heard from me in the presence of many witnesses, entrust to faithful men who will be able to teach others also" (2 Timothy 2:2)