

The SEVEN FUNCTIONS

Football teams always have multiple positions: Quarterbacks, Running backs, Linesmen, Receivers, Special Teams, etc. And why? Because it's impossible to win without defining roles and responsibilities for each member of the team. In a similar way, ministry teams fail because they don't clarify and expand the roles and goals of each team.

The Seven Functions of a Small Group Team:

For example, a healthy small group team almost always has four, (and often all seven) of the following job-descriptions filled by unique people. When leaders fail to define and delegate these roles, a small group is significantly more likely to hit one of the five cliffs.

THE LEADER – who's prepped the game-plan, the schedule and overall vision of the night. They connect people to the vision and heart of their lead pastors. And they always make an "Ask" (ie., they invite people into deeper levels of spiritual commitment at each event).

THE CO-LEADER – who assists the leader; they help lead the "pre-meeting" run-through; they help facilitate the discussion; bring clarity to the chaos.

THE HOSTING TEAM – Usually 1 to 4 people (including the home-owner) who come early to set up the environment (the chairs, the signage, the cleaning). And when guests arrive, they make sure everyone is greeted and having fun. They guarantee that every attender is either making new friends or having meaningful connections with current friends. They are people magnets who show interest and value to everyone who shows up.

THE HOSPITALITY PERSON – who cooks, administers food & beverages (or makes requests/assigns food responsibilities), and provides party favors & cleanup.

THE ADMIN ASSISTANT – who logs attendance; provides handouts; communicates schedule; facilitates email/texts/ event changes.

(Optional)

THE CHILD-CARE LEADER – who oversees baby-sitters, collects money to pay baby-sitters; overall safety of kids.

THE WORSHIP LEADER – who preps accessible songs and handouts with lyrics.

The *Seven Functions* of a Ministry Team:

In a similar way, a healthy ministry team will also have several roles and goals. Obviously, a small ministry doesn't require ALL of these positions. But as it scales, it will inevitably need each of these positions to avoid hitting the cliffs. Keep in mind, these are merely descriptions of "functions" – Your particular ministry may have its own terminology (Eg. directors, room leaders, etc.) Yet, it's the universal concepts that matter.

THE LEADER – who's prepped the 3 to 6 month goals (in sync with the vision of the Lead Pastor). They host leadership team meetings to give clarity to their lead team. And they connect leaders to the vision and heart of their lead pastors. They make sure that organizational I.P.O.D.S are clear (*Imperatives, Preferences, Optionals, and Don'ts*) are well taught.

THE CO-LEADERS – They are responsible to lead at specific campuses, church service times, zones or responsibilities. They help lead team-rallies (before each service) – sharing vision and motivation for the day's tasks; They also debrief the team & help record and report "wins and losses") – providing weekly feedback to the leader. I.e., They make sure that organizational I.P.O.D.S are executed. And give feedback when they need to be expanded and/or enforced.

THE HOSTING TEAM – These are people-magnets who make sure every volunteer is greeted and having fun. We don't merely want people to feel like "warm bodies" who are accomplishing tasks. Rather, we want people to feel valued. And while they serve, everyone should be making new friends or having meaningful connections with current friends. Every ministry team, (from the kids ministry to the ushers) should have the appropriate number of hosts. Their ultimate goal is to take care of "pastoral cliffs" – to look out for the spiritual highs and lows on their teams – to be spiritual leaders and mentors on mission.

THE HOSPITALITY TEAM – From throat-lozenges for worship-singers to hand-warmers for our parking team. Every ministry needs a hospitality team – a group devoted to adding comfort and removing distractions. For some teams, this will take the form of food; for other teams, cleaning and straightening. We've had a valet team (for our worship team members who don't have time to move their cars). We've had an omelet making team (for our early morning load-in volunteers). And many of our ministry teams have had their own in-house child-care. But the point of this person is to *help the players focus on the game*...not their shoes, their gear, their leg-cramp, or their Gatorade.

THE ADMIN TEAM – who logs metrics; communicates schedule; facilitates email/texts/ special service requests; Every ministry has weekly admin tasks: (folding programs, printing schedules, posting media, recording data). Many of these tasks can happen throughout the week. And there are a lot of people who may not even "like" media or worship YET, would *love* to serve on an admin team.

THE SUBSTITUTE TEAM – Every ministry has "no-shows" or last minute breakdowns that cause stress. Thus, every ministry needs a list of "on-call" people who have the ability to

alleviate this stress. Every team has a predictable "attrition rate;" thus, the sub-team prevents a cancellation from becoming a crisis. (to the leader, to the experience and to the unscheduled substitute who comes in at the last minute)

THE RECRUITMENT / ONBOARDING TEAM: Ministries are always getting more complex. They start out like a small medical tent and turn into full blown hospitals. And thus, the playbook and onboarding procedures will always get more complex. That's why, there needs to be a consistent leadership pipeline – a group who recruits, trains, and systematizes the onboarding process. I.e., Every ministry needs its own Growth Track.