

# CENTRAL COMMUNITY CHURCH:

---

# LEADER'S HANDBOOK

Safe leadership is transparent,  
consistent leadership.

This handbook is a simple guide  
to enable transparency and consistency  
on the basics.

It lays a foundation that enables  
the empowerment of all in ministry.

It is not etched in stone  
and can be changed at any time –  
in fact it should be changed  
anytime it does not serve  
the purpose and vision of Central.

SECTION <b>1</b>	SECTION <b>2</b>	SECTION <b>3</b>	SECTION <b>4</b>	SECTION <b>5</b>	SECTION <b>6</b>	SECTION <b>7</b>	SECTION <b>8</b>	SECTION <b>9</b>	SECTION <b>10</b>
Central's Purpose, Philosophy and Strategy	Central's Church Govern- ment	Central's Ministries	Central's Constitu- tion & Bylaws	Central's Ministry Descrip- tions	Central's Helps and Guidelines	Central's Employ- ment Policy	Central's Story	"Community Basics" New Member Info	Lead Team Helps



# CENTRAL'S COMMITMENT TO THOSE WE LEAD

---

## **You can expect...**

To know those who lead you and what they believe.

If I follow you, will I know who you are? What are you like? Are you authentic . . . honest... and will you deal with me with integrity?

To have leaders who will explain their vision to you

What do you see for me? What's the future and how do I fit? Do you care about my future? Will you have a place for me or will you simply use me?

To never be left in isolation.

Are you there for me? Do you love me... will you love me? Do you care about my cares... my concerns... my needs?

To be heard.

To whom will you listen? Will I be heard... taken seriously... and be appreciated?

To be trusted.

Can I take initiative without fear? Will my creativity be rewarded and encouraged? Will I be respected?

To be provided a context for growth.

Will I be encouraged to be a lifelong learner? Will my gifts be increasingly identified and expressed? Can I live in a context where God's power can be freely manifest in my life? Will I be developed?

To be held accountable.

Will I be held accountable for personal godliness and holiness in all aspects of life and ministry? Will I be fairly evaluated for the performance of my responsibilities? Will I be lovingly held to God's best for my life?

To be the object of grace.

Will I be forgiven, even in the face of shortcomings, inadequacies and failure? Will I have the freedom to be whom God has made me? Will I be led with kindness?



## Table of Contents

---

### SECTION 1

CENTRAL'S PURPOSE, PHILOSOPHY AND STRATEGY	Central's Purpose (Why Do We Exist?).....	1-1
	Central's Mission Focus (Who Are We To Engage?).....	1-2
	Central's Core Values (How Has God Shaped Us?).....	1-3
	Central's Vision (Where is God Leading Us?).....	1-4
	Central's Strategy and Structure (How Will We Get There?).....	1-5

---

### SECTION 2

CENTRAL'S CHURCH GOVERNMENT	Central's Confession of Faith (What Do We Believe?).....	2-1
	Membership (Who Makes Up Central?)	
	Reasons for Membership.....	2-2
	Steps to Membership.....	2-4
	Commitments of Membership.....	2-4
	Governance (How Is Central Led?)	
	The Role of the Lead Team.....	2-6
	The Role of the Ministry Management Team.....	2-9
	The Role of the Lead Pastor.....	2-10
	The Role of Ministry Team Leaders.....	2-10

---

### SECTION 3

CENTRAL'S MINISTRIES	Introduction.....	3-1
	Community Formation Ministries.....	3-2
	Level 1	
	Creative Events .....	3-3
	Front Door Ministries .....	3-4
	Info Centre	
	Ushers	
	Greeters	

---

Level 2

- Welcome Lunch.....3-4
- Central 101.....3-4
- Twenty Something.....3-4
- Family Connections.....3-5
- Building Blocks.....3-5
- Tweenagers.....3-6
- Women's Ministries.....3-6
- Seniors.....3-7
- Community Care.....3-7

Level 3

- Small Groups.....3-9

---

Spiritual Formation Ministries

- Description .....3-15
- Exploration
  - Small Group Exploration of Faith.....3-15
- Discovery.....3-16
  - Discovering My Spiritual Journey
  - Discovering Spiritual Habits
  - Discovering Listening Prayer
  - Interpretive Helps for the Journey
- Direction.....3-16
  - Direction on Line
  - Direction in Person
  - Guided Retreats

---

Ministry Formation Ministries

- Description .....3-17
- Ministry Discovery.....3-17
  - Discovering My Call
  - Discovering My Gifts
  - Discovering My Mentors
- Ministry Match.....3-17
  - Discovering My Ministry Match
- Ministry Community .....3-17
- Extension Ministries and Partnerships .....3-18

---

Worship Ministries

- Description.....3-19
- Design Team.....3-19
- Audio Tech Team.....3-19
- Video Tech Team.....3-20
- Drama Team.....3-20

---

---

Student Ministries	
Description .....	3-21
Youth Night.....	3-21

---

Children's Ministries	
Description .....	3-23
Central Station.....	3-24
Central Beginnings	
Child Care.....	3-24

---

Management Services	
Description.....	3-25
Finance Team.....	3-25
Food Services Team.....	3-25
Campus Development and Maintenance Team.....	3-26
Information Systems.....	3-26
Communications.....	3-26

---

## SECTION 4

CENTRAL'S	Index.....	4-1
CONSTITUTION	Constitution.....	4-3
AND	Bylaws.....	4-4
BYLAWS		

---

## SECTION 5

CENTRAL'S	Index.....	5-1
MINISTRY		
DESCRIPTIONS		

---

<b>SECTION 6</b>	Index.....	6-1
	Building a Ministry Team.....	6-3
<b>CENTRAL'S</b>	Planning Guide .....	6-6
<b>HELPS</b>	Facilities Use.....	6-13
<b>AND</b>	General Policies.....	6-13
<b>GUIDELINES</b>	Gymnasium.....	6-14
	Kitchen.....	6-15
	Rental Guidelines.....	6-16
	Fee Structure.....	6-16
	Lead Team Selection.....	6-18
	Ministry Team Leaders Selection.....	6-20
	Church Discipline Procedures.....	6-21
	Compensation Policy.....	6-24
	Guidelines for Ministry or Event Promotions.....	6-26
	Ministry Community.....	6-28
	Hiring Non Pastoral Staff.....	6-29
	Hiring Pastoral Staff.....	6-29
	Evaluation Form .....	6-30
	Publicity Table .....	6-34
	Missio Dei (Central's Missions Policy) .....	6-35

---

## SECTION 7

<b>CENTRAL'S</b>	Employment	
<b>EMPLOYMENT</b>	Agreement.....	7-1
<b>POLICY</b>	Benefits in Brief.....	7-5
	Professional Development.....	7-6

---

## SECTION 8

<b>CENTRAL'S</b>	Transforming a Fortress.....	8-1
<b>STORY</b>		

---



## SECTION 9

COMMUNITY BASICS	Member Information Package.....	9-1
---------------------	---------------------------------	-----

---

## SECTION 10

LEAD TEAM NOTES	Helps and Guides for the Lead Team .....	10-1
-----------------------	--	------

## A BRIEF GLOSSARY OF TERMS:

---

At Central we have chosen to use terms that may not be common. This has been intentional. In describing our philosophy and governance we found that certain terms like discipleship and growth carried with them many pre-conceived notions, some of which were true and some not. We trust the following definitions will help.

**Authentic Follower** – (ô then' tik) genuine  
(fâl' o er) to go after, imitate

- one who is truly willing to take the next step with Jesus, seeking to become like him where ever they are on their life's journey.

**Spiritual Formation** – (spir'i choo wel) of the spirit or the soul  
(fôr mã' shen) the way in which something is shaped

- the process of God shaping a relationship with us

**Community Formation** – (ke myoo' ne te) any group sharing interests in common  
(fôr mã' shen) the way in which something is shaped

- the process of becoming part of a group of people who are learning to believe in Jesus, to behave like Him, and together become a living example of Him!

**Ministry Formation** – (min' is tre) the act of serving  
(fôr mã' shen) the way in which something is shaped

- the process of learning how to live out our purpose and calling on our journey through serving God and others.

*CENTRAL COMMUNITY CHURCH:*

---

**LEADERS'  
HANDBOOK**

SECTION 1

**CENTRAL'S PURPOSE,  
PHILOSOPHY AND  
STRATEGY**



SECTION <b>1</b>	SECTION <b>2</b>	SECTION <b>3</b>	SECTION <b>4</b>	SECTION <b>5</b>	SECTION <b>6</b>	SECTION <b>7</b>	SECTION <b>8</b>	SECTION <b>9</b>	SECTION <b>10</b>
Central's Purpose, Philosophy and Strategy	Central's Church Government	Central's Ministries	Central's Constitution & Bylaws	Central's Ministry Descriptions	Central's Helps and Guidelines	Central's Employment Policy	Central's Story	"Community Basics" New Member Info	Lead Team Helps



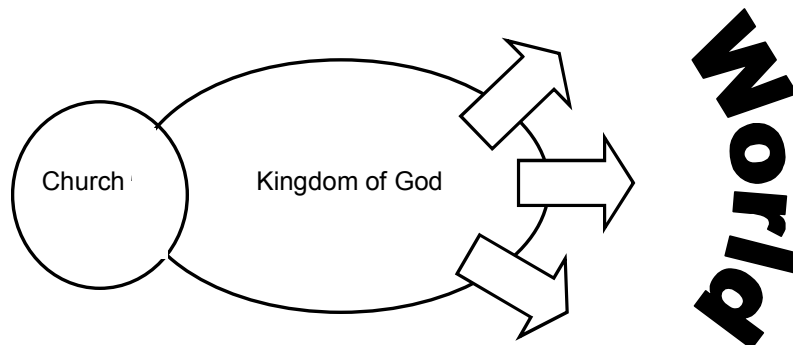
## NOTES

## Why do we exist as a church?

### *Our Biblical Purpose*

It is hard to admit, but it seems that *in practice* many churches exist to become larger. People are brought in and trained to serve “in” the church and “from” the church. We “reach out” to bring others “in.” Ministry is seen as “church work”. Loyalty is to the church. Without intent, the church becomes an “end in itself”. In large measure, that is how we tend to “do” church and that is how the world views the church – a self-serving institution.

We believe otherwise. It isn't about a larger, greater or a more significant church. It isn't about the enlargement of the church but rather the transformation of the world! **“The church doesn't exist for the benefit of its members; it exists to equip its members for the benefit of the world!”** (Brian MacLaren) It is a means to an end not an end in itself. Jesus created the church to catalyze His Kingdom (reign) in the hearts of people here on earth and transform their lives living out his love and values in the world.



The only way this can be accomplished is if we see our primary purpose as leading people to be authentic followers of Him. It has nothing to do with church. It is as we follow Him, living and loving like he did that His Kingdom comes through transformed lives. So...

**We exist to lead people to be authentic followers of Jesus.**

## NOTES

## Who has God called us to engage?

*Our Mission Focus*

### **Group #1 – People with whom we are already engaged**

*Believers like us*

They are mostly developing families of diverse backgrounds (although there are some singles and seniors among them). The majority of these individuals are middle working class and have high school graduation. They value community and support for the family.

### **Group #2 – People we will engage as we become intentional**

*Unbelievers with whom we have connections*

*Given who we are and the make up of our community* this group will be largely composed of developing families of diverse backgrounds (although there will be some singles and seniors among them). The majority of these individuals will be middle working class with high school graduation. They will value community and support for the family.

### **Group #3 – People we will not find it easy to engage without a great deal of effort and prayer**

*Unbelievers with whom we have few connections*

- o Other Nations (Global Missions)
- o Local Ethnic Groups
- o Street People
- o Prisoners and their families

Whom we engage is important but not nearly so important as how we see those we engage. How we see them will determine how we relate to them. Brian McLaren in his book, "More Ready Than You Realize" suggests that there are at least four ways of thinking about people. We choose to have a "Journey Mindset". For clarification of what we mean by a "Journey Mindset", see the end note on page 34.

## Who has God shaped us to be?

*Our Core Values:*

1. Dependence on God  
We depend on God for all that we are and do. We express our dependency through trust, worship, prayer, and Spirit filled living. Our dependency affirms that Jesus is at work in our world and we are committed to living out His purposes in surrender and obedience.
2. Biblical Faithfulness  
We value the Word of God as the guiding truth for the journey of life.
3. Authenticity  
We believe Jesus calls us into an authentic relationship with Himself. We are transparent and vulnerable with God and with each other.
4. Discovering God's Call  
We value the discovery and the realization of God's call on our lives. We are committed to nurturing an environment of growth that recognizes and releases gift based ministry and leadership that facilitates and empowers.
5. Ministry Through Relationship  
We value leading people where ever they are on their journey into an authentic relationship with God through community. Life transformation takes place through respectful, accepting relationships, marked by compassion and grace. Everything we do flows from a relational centre.
6. Relevance  
We value sharing God's message in a way that engages and touches peoples lives. God has called us to a specific time, place and culture and we are committed

## NOTES

## Where is God leading us?

### *Our Vision*

**In five years we envision a growing community of vibrant, caring, authentic Christ followers who are experiencing God, and teaming together with a passion to lead our friends, neighbours and world to Him.**

- o We see dependence on God underlying everything we do.
- o We see worship services where we enter into a fresh realization of God, experiencing His nearness, enjoying and wrestling with His presence in a safe, inviting environment.
- o We see creative caring for families and individuals in our community. This care is lived out through the week in homes, schools and the workplace. We see the provision of services that touch lives and draw people to God.
- o We see a community where everyone is loved and cared for. We believe this is best accomplished through multiplying small groups. These groups are safe places where we experience a growing relationship with God and each other. We see each of these groups bridging to the community and serving God in their unique settings.
- o We see a community where people discover and live out their God given call. We see leaders, teams and individuals being identified, developed, mentored and empowered.
- o We see an environment where we reach beyond ourselves to maximize our redemptive potential. This may include satellite congregations, church planting, large events and partnering with other organizations and churches to reach as many people as we can.

**Ultimately we see people in this community experiencing Central as their spiritual home; a place of hope and strength for the journey**



## How will we get there?

### *Our Strategy*

Our vision is our Purpose and Values lived out. At the core of this ***is leading people to be authentic followers of Jesus.*** The question is, "How will we do this?" Before we can even tackle that question, we need to answer a more fundamental one. What **is** an authentic follower of Jesus? What does an authentic follower of Jesus look like?

#### **Definition:**

An Authentic Follower of Jesus is not necessarily one who:

- has their life together
- has been a Christian many years
- has a church ministry
- has high moral standards
- devotes many hours to the church

So then, what is an authentic follower of Jesus? Think of a journey. Authentic followers are people who are constantly aware they are on a journey.

**Very simply an authentic follower is one who is willing to take the next step with Jesus no matter where they are on the road of life.**

This does not necessarily mean more activity to alleviate guilt. Taking the next step with Jesus is not necessarily more church work. It usually means more surrender. It means letting God have his way in our lives a little more. Often that means letting go of some of our wants or desires for control and risking a step of faith. Authentic followers do not always know the next step, but as it becomes clear they are willing to take it. However, there is one step that is clear and absolutely essential. Without wrestling with this step, a person can never enjoy a relationship with Jesus or authentically follow Him. It is the pivotal point in any pilgrimage.

What is it? It is the step that resolves the fundamental question of leadership. When Jesus presented the good news (gospel), he always confronted people with the issue of his leadership – "Will you follow me?" Whether it was the woman at the well, the rich young ruler or Nicodemus, the bottom line was the "kingdom of God" – his rule in our lives. So, to follow Him authentically means we must give up our own kingdoms – whether relationships, wealth, or power – and embrace God's kingdom. Simply put, it demands that we deal with our self indulgent desires and turn our will and our lives over to the care of God. It

## NOTES

means we give the control of our lives to him, letting him save us from our sins and from ourselves. The reward for taking Jesus seriously is life at a whole new level. At Central our purpose is to lead people to be authentic followers of Jesus. At the heart of authentic following are the words of Jesus himself when he said, "If anyone would come after me, he must deny himself and take up his cross daily and follow me. For whoever wants to save his life will lose it, but whoever loses his life for me will save it." This surrender of our lives is nothing short of conversion.

We are all at different points on our journey. "The Journey of Life", a simple map on the facing page may help you discern where you are on this relational journey with God.

**An Approach to Leading People to be Authentic Followers:**

Our purpose is to lead people to be authentic followers of Jesus. We do this by helping people, no matter where they are on life's journey to take the next step with Him. At Central, we picture the journey of life as a wilderness park. It is a park that represents all the complexity of life with beauty, wonder and growth. We picture our journey as a wilderness park because overarching all our steps are Jesus words, "Are you tired? Worn out? Burned out on religion? Come to me. Get away with me and you'll recover your life. I'll show you how to take a real rest. Walk with me and work with me – watch how I do it. Learn the unforced rhythms of grace. I won't lay anything heavy or ill-fitting on you. Keep company with me and you'll learn to live feely and lightly." Matthew 11:28-30 Msg.

At Central we believe that we exist to lead people to be authentic followers of Jesus. This means that we don't exist for the sake of the institution of the church. We exist to journey with you and help you clarify and respond to the very personal call that God has on your life, whether you be a skeptic or a life long follower of Jesus.

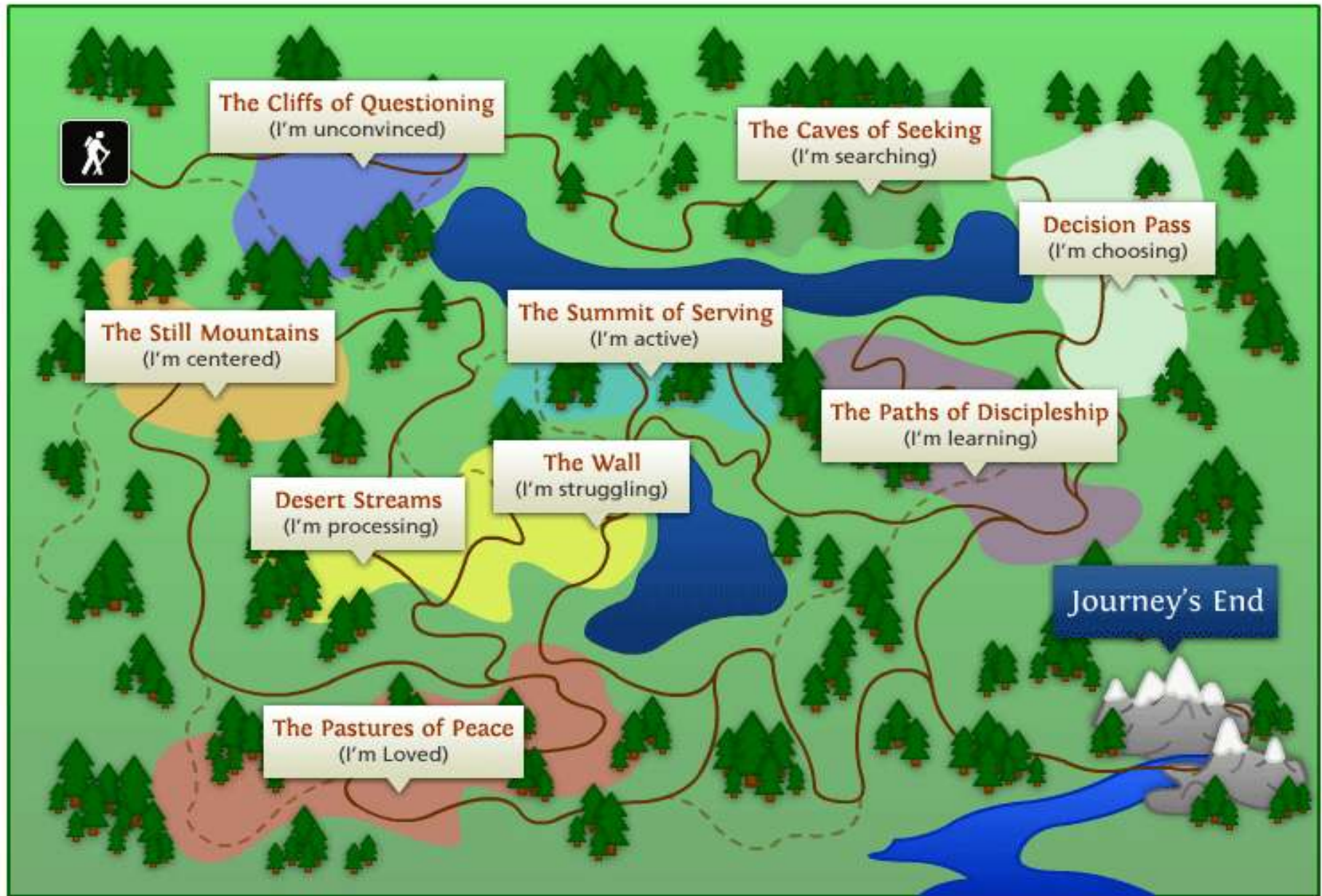
Central doesn't complicate your life it actually simplifies it and helps you discover what is important and what is not. It challenges you to surrender the unnecessary and focus your life. It connects you to others on the journey, helps you understand how God is shaping you, enables you to discover His call on your life and resources you to live out your calling which always involves helping others on their journey!

This is Central... the unchurch! It's not more church, more activities, more religion for the church's sake – it's more of a relationship with Jesus and his followers on the journey of life.

It's a place we believe Jesus would like. Central doesn't give burdens – it lightens the load.

# THE JOURNEY OF LIFE

where have you been?   where are you going?   how will you get there?



NOTES

...Leading People to be Authentic Followers of Jesus

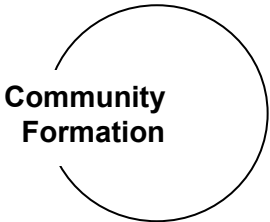
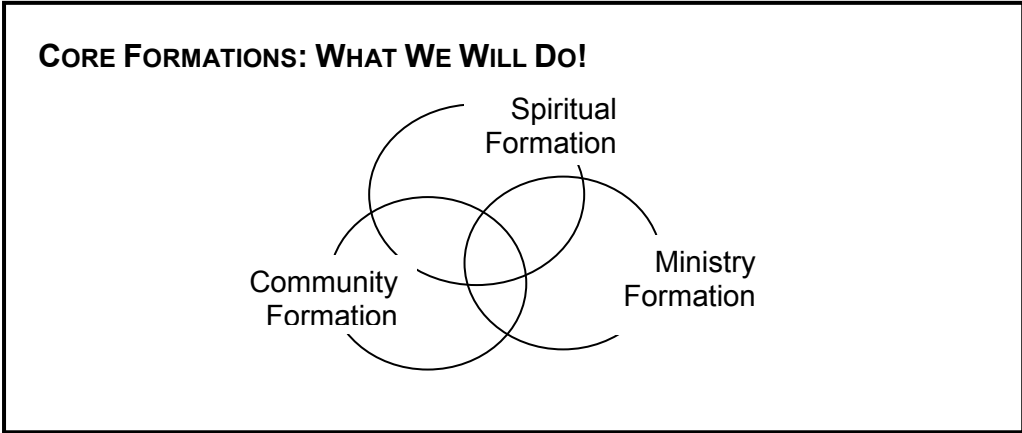
**Question #1 What will we do?**

*Question #2 How will we do it?*

*Question #3 How will we support it?*

*Question #4 Who will do it?*

We will nurture people in three ways. Each of these is critical and must be a part of everything we do at Central from ministries to home groups. The three elements are Community Formation, Spiritual Formation and Ministry Formation. These elements are interrelated.



*Community Formation*

**Definition:**

Creating a place of belonging and safety where people can learn to believe in Jesus, join others that are learning to behave like Him, and together become a living example of Him!

We realize as much as people long for community, (a safe place to belong and be embraced), our cultural values fight against it. Our North American culture is very individualistic and we are very self-sufficient people. The early church experienced deep community because they needed each other and the challenges before them were so great, they needed God. We don't feel we need each other and often we act like we don't need God. Community is something we must surrender into – we surrender our individualism and our self-sufficiency, self protection and allow Jesus and others into our

## NOTES

lives. Here at Central we are suggesting that you experience community through three levels.

### Levels of Community

#### Level One: Inspires people to Community

At level one our ministries such as our worship gatherings and creative ministries (Walk Through Bethlehem, Fall Carnival, Love Chilliwack) allow people to observe and begin to experience the community of the church.

#### Level Two: Ignites connections for Community

Level two community formation offers opportunities for people to begin connecting relationship with others. Examples could include: Family Connections, Tweenagers, Carpet Bowling, Friday Night Volleyball, etc.

#### Level Three: Involves people in Community

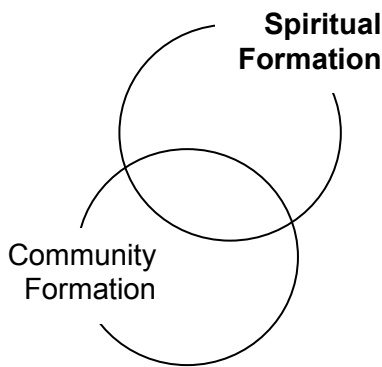
At level three a personal commitment is made to begin to "do" life with others. This level of community is practised in small home groups where we make a commitment to surrender our individualism and support and encourage each other in following Jesus.

### *Spiritual Formation*

#### **Definition:**

A potter "forms" a lump of clay into a pot or a mug. Parents and teachers talk about children being in their "formative years" and of the need for "character formation" among the youth of today. "Formation," in these contexts, brings to mind shaping and moulding, influencing the development of potential into a completed actual, into something that possibly resembles an ideal design. "Spiritual" formation refers to a similar shaping process with reference to the spiritual dimension of a person's life.

**Spiritual Formation** is the life long development of a person's intimate relationship with Jesus, in the context of community, and in accordance with biblical values. It is a life long process of transforming our thoughts, behaviors and relationships to God and others that results in an authentic life of service to Christ and others. Here at Central, we cannot form you, only God can.. But we can provide opportunities for you to discover and surrender to His ongoing work in your life. We see three major levels of opportunity. These opportunities should not be confused with classroom teaching. Rather they are more like guided tours of discovery where you learn to connect and walk with God in a vital relationship that reflects your uniqueness.



## NOTES

**Spiritual Formation Opportunities**Exploration

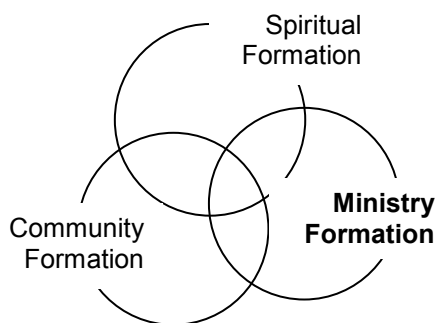
These are occasions where participants wrestle openly and honestly with the Christian faith, who Jesus is and the relationship he offers. Alpha is one example.

Discovery

The emphasis here is on finding and deepening your connection with God. Guided discovery processes and retreats are offered in experiencing prayer, spiritual habits and spiritual pathways (where and how you connect best with God). Interpretive talks (workshops and seminars) that provide background information on who God is and how he has made us to live will also be offered.

Practise:

Here the emphasis is on sustaining, renewing and deepening our relationship with God through guided retreats of prayer and reflection.

*Ministry Formation*

At the heart of being an authentic follower of Jesus is an understanding of and responsiveness to God's call on our lives. We experience safety and belonging through community. We experience growth and maturity through spiritual formation. We experience the fulfillment of our purpose as we understand and live out our calling. We see Ministry Formation being carried out at two levels.

Discovery (Level 1)

Occasions will be provided that are designed to help you understand how God has uniquely created you and fitted you to make a contribution with your life. Workshops such as Discovering my Calling, Discovering my Gifts, Discovering my Personal Style, Discovering my Mentors etc. will be offered so each person can be affirmed and assisted to serve God in their unique setting and way.

Practice (Level 2)

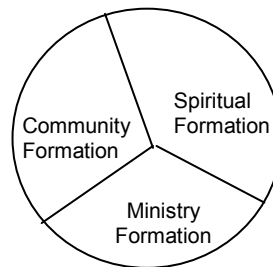
At the equipping level we seek to connect, release and mentor individuals to live out the calling God has given them. Here we will seek to provide personal guides to assist each person to a Ministry Match if they have not already identified one. Ministry Community is also available to help in ongoing support and development.

NOTES

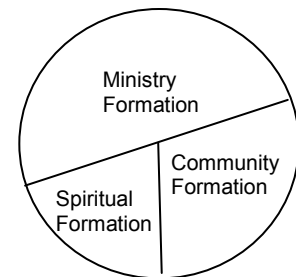
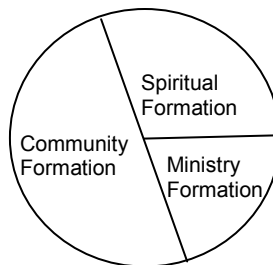
...Leading People to be Authentic Followers of Jesus

- Question #1 What will we do?*
- Question #2 How will we do it?**
- Question #3 How will we support it?*
- Question #4 Who will do it?*

Keeping our purpose, vision and values in mind, EVERY TEAM, EVERY MINISTRY, EVERY GROUP will carry out our core functions of community formation, spiritual formation and ministry formation. Dale Galloway in his development of small group ministry suggested that a healthy small group needed to have at least three components – Community Formation, Ministry Formation and Spiritual Formation.



**However**, he made it clear that each group would have these components in varying proportions. The proportion of these functions determined the kind of group it was. A group high on doing with smaller slices of learning, and loving was a ministry team. A group high on loving with smaller slices of doing and learning was recovery group. We are suggesting that every ministry at Central needs to have the three core functions to be healthy and for the church to be healthy. Community Formation = Love, Spiritual Formation = Learn, and Ministry Formation = Do. **There will always be different proportions depending on the ministry or group but they must always be present!**



NOTES

...Leading People to be Authentic Followers of Jesus

*Question #1 What will we do?*

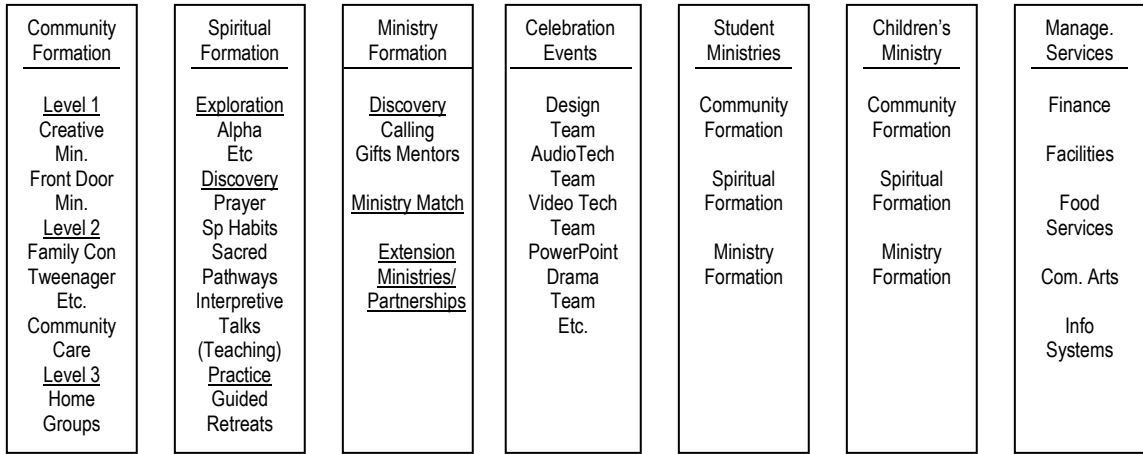
*Question #2 How will we do it?*

**Question #3 How will we support it?**

*Question #4 Who will do it?*

We propose a very simple structure based on the core functions of Community, Spiritual and Ministry Formation. Instead of traditional structures based on Christian Education, Adult Ministries, Outreach etc., we are suggesting "silo's of ministry based on the core functions and age. (E.g. children and youth) Age relevant ministries will carry out the three core functions with in their own contexts. The following diagram is not meant to be definitive.

Lead Team



**Lead Team**

Servant-leaders of the church, appointed by the membership who along with the lead pastor are responsible for direction, doctrine, program, discipline and governance. Staff will function as a Ministry Management Team.



## NOTES

## ...Leading People to be Authentic Followers of Jesus

*Question #1 What will we do?*

*Question #2 How will we do it?*

*Question #3 How will we support it?*

**Question #4 Who will do it?**

**Very simply God will do it through the people of Central.**

We are a committed community of people, empowered by the Spirit of God, to follow Jesus. We are led by individuals whom we recognize as chosen by God (Lead Team) and we are coached and equipped for our mission by staff whom we have released to work full time among us - not to do all the ministry themselves but to resource us to do the ministry of Christ as we live out his call in our lives. (Ephesians 4:11-16).

**We are marked by the following commitments.**

1. We are committed to the **beliefs, values and purpose** this community of faith holds to. This means we have personally accepted God's grace and surrendered our lives to Jesus, demonstrating our willingness to follow Him in believer's baptism.
2. We are willing to share in the responsibility of **community formation** by:
  - a. Inviting and welcoming newcomers
  - b. Participating in a small group as circumstances permit
  - c. Supporting our faith community and its causes financially as God enables
3. We are willing to engage in our own **spiritual formation** developing spiritual habits over time that increasingly connect us to Jesus and enable us to mirror his lifestyle.
4. We are willing to engage in our own **ministry formation** discovering and pursuing our calling, serving God and making a difference for good as he gives us clarity, opportunity and direction.

These commitments are critical for us. We have learned that without a high level of care and commitment, we don't experience community, because shallow commitments lead to superficial relationships. Therefore membership at Central is not your name on a roll or roster. It is our way of saying, "Count me in. I'm not just a spectator; I'm on the team now. I identify with the cause of Central."

