BUILDING TEAMS
DEVELOPING LEADERS
FOR THE FUTURE
BUILDING TEAMS
DEVELOPING LEADERS
FOR THE FUTURE
SUMMER 2014 VERSION

CONTENT

Characteristics of a Leader 4
Levels of Leadership 5
Leadership Service Structure 6
UVC: Wicker Park Staff Coaching Structure 7
Building Teams and Developing Leaders 8
Coaching Conversations 9
Team Descriptions 11
UVC: Wicker Park Children and Family Ministries F.A.Q. 21
Spiritual Gifts Inventory 22
“When It’s Time to Go”: Leader Transitions 28
CHARACTERISTICS OF A LEADER

At Urban Village Church, we’re trying to practice Christianity as an actual way of life, not just a set of beliefs. We’re growing to love God, love each other, and love our city in Jesus’ path of grace and justice. We believe that we can’t do this alone. We need one another to help us along the way. We especially need leaders to take us to where they have been so that we can keep growing, maturing, and deepening in grace and justice.

In October 2013, many leaders at UVC Wicker Park gathered and brainstormed seven characteristics. These characteristics define the “bull’s-eye” for leadership:

An effective leader is….

**BEING TRANSFORMED AND RENEWED BY GOD**

**BELIEVES IN OTHERS**

**BOLD**

**EMPATHETIC**

**OFFERS WISE GUIDANCE**

**INNOVATIVE**

**RECEPTIVE TO OTHERS**

These seven characteristics represent different ideas, practices, and qualities of relationship. They are the results of discipleship to Jesus. Becoming a healthy leader means becoming a healthy disciple. At Urban Village Church, we believe that disciples do three things:

**GATHER:** Disciples gather together in worship each Sunday morning to celebrate the love and grace of God.

**GROW:** Disciples grow with other disciples in small groups and spiritual friendships.

**GIVE:** Disciples give of their time, talents, and finances to support the mission of God in Urban Village Church, in Chicago, and in the world.
### Levels of Leadership

Everyone who attends Urban Village Church is somewhere on a path of leadership development. It is simplest to organize this path into five different levels of leadership. However, a Level 1 Leader is not better or more loved than a Level 5 Participant. Neither is it necessary that a Level 2 Leader should always become a Level 1 Leader. Some people may operate as Level 1 Leaders in their career and are a great fit as Level 2-4 Leaders at Urban Village. The point is this: We cannot develop people into their full potential until we know where they are first. Use this as a guideline to determine where you are and where you want to be.

<table>
<thead>
<tr>
<th>Level 5 Participant</th>
<th>Level 4 Volunteer</th>
<th>Level 3 Organizer</th>
<th>Level 2 Leader</th>
<th>Level 1 Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>• This person is an attender</td>
<td>• Attends events</td>
<td>• Regular volunteer</td>
<td>• Completed Starting Point Group</td>
<td>• Articulates and expands the vision of UVC for others</td>
</tr>
<tr>
<td>• This person is practicing at least one of the three G’s (Gather, Grow, Give)</td>
<td>• Minimal responsibilities</td>
<td>• Well connected</td>
<td>• Leads a team in a ministry or project</td>
<td>• Uses gifts to coach and disciple others</td>
</tr>
<tr>
<td><strong>EXAMPLE:</strong></td>
<td>• No experience needed</td>
<td>• Can articulate our core values</td>
<td>• Passionate about our core values</td>
<td>• Minimum monthly meetings with people who are developing leaders</td>
</tr>
<tr>
<td><strong>GOAL:</strong></td>
<td><strong>EXAMPLE:</strong></td>
<td>• Deepening in 3 G’s</td>
<td>• Committed to the three G’s</td>
<td>• Responsible for their own growth</td>
</tr>
<tr>
<td>• When this person is ready, we help them move into another one of the three G’s</td>
<td>• Open table, drop in small group, bring food, greet, neighborhood flyering, serve communion</td>
<td>• Demonstrates ability to recruit, plan, and delegate</td>
<td>• Invests in L4 and L3 persons</td>
<td><strong>EXAMPLE:</strong></td>
</tr>
<tr>
<td><strong>EXAMPLE:</strong></td>
<td><strong>GOAL:</strong></td>
<td>• Strategic planning &amp; debriefing</td>
<td>• Minimum monthly meeting with coach</td>
<td>• Staff person, lay coach</td>
</tr>
<tr>
<td><strong>GOAL:</strong></td>
<td>• Help this person discover their spiritual gifts and match their gifts with an area of ministry</td>
<td>• Coordinates greeters, sets up hospitality, Kids’ Church Teacher</td>
<td><strong>GOAL:</strong></td>
<td><strong>GOAL:</strong></td>
</tr>
<tr>
<td>• Guide this person into deeper commitment to the three G’s (Gather, Grow, Give)</td>
<td>• Identify area of need that matches person’s passions, gifts, and skills</td>
<td><strong>EXAMPLE:</strong></td>
<td>• Progress in discipleship and development plan</td>
<td>• Progress in personal discipleship and development plan</td>
</tr>
<tr>
<td></td>
<td>• Person finds an appropriate coach</td>
<td>• Lay Chaplain, Evangelism Leader, Kids’ Church Mentor, etc.</td>
<td><strong>EXAMPLE:</strong></td>
<td><strong>EXAMPLE:</strong></td>
</tr>
</tbody>
</table>
Leadership Service Structure

Leaders are servants to those they are leading. At Urban Village Church, we lead from underneath. Leaders do not impose their leadership; they serve as examples and with grace and love. In the end, it is Jesus we are serving. Allow prayer and love to be your guides as you lead your teams.
UVC: Wicker Park Staff Coaching Structure

The staff of UVC: Wicker Park are servants to those who are leading. Each Team or Ministry Area is assigned a particular staff person to coach. Coaching is leadership from beneath. Coaching is serving through support, accountability, grace, and action. Pursue your coaching relationship seriously, and trust God to show up in extraordinary ways!
BUILDING TEAMS AND DEVELOPING LEADERS

STAFF COACH

Coaching

TEAM LEADER

Coaching

L2 LEADER

L3 LEADER

L4 LEADER

L3 LEADER

L4 LEADER

L4 LEADER

TEAM TASKS

JUST ASKING

SHOULDER-TAPPING

STARTING POINT GROUP

TEAR-OFF SHEET SIGN-UPS

POTENTIAL TEAM MEMBERS

One-on-Ones

Training

Recruiting

Potential New Group/Team
COACHING CONVERSATIONS

What do coaches do?

Coaching leaders is a kind of discipleship. It is not concerned with self-advancement but with the development of the whole person into the likeness of Jesus. Coaches are doing three things:

- Taking responsibility for their own spiritual health and leadership development
- Meeting no less than once a month with each person they coach
- Praying like crazy

The Three Parts of Coaching Work

Intellectual Challenge—Head
- Share concepts and ideas
- Discuss books and articles together
- Study the Bible together

Relational Connection—Heart
- Share life together
- Know the other person’s history, family, relationships, hopes, dreams, etc.
- Have fun together
- Do ministry together

Practical Accountability—Hands
- What is working and what isn’t working?
- Set SMART Goals
  - Specific
  - Measurable
  - Attainable
  - Relevant
  - Time-bound
- Provide helpful resources (connections, books, experiences, etc.)
- Ensure accountability to accomplish goals

Coaching Conversations

- Connect: How are you?
- Review: What has happened this week?
- “Head” Question
- “Heart” Question
- “Hands” Question
- Action: What are our next steps?
- Pray
THE FUNDAMENTALS OF COACHING

Coaching new leaders is essentially story-telling.

It requires of you: a story to share

- Are you spiritually growing?
- Are you reflecting on your ministry?
- Are you celebrating God’s work?
- Are you strategizing for the future?

It requires of them:

- A desire to grow spiritually
- Initiative at sharing their stories
- Receptivity to constructive criticism
- Belief in the mission of Urban Village Church

ONE COACHING METHOD: CROSS

CONNECT:
What is happening in their life?

REVIEW:
What have been the highs and lows of their ministry since you last met?

OBJECTIVE:
What is a S.M.A.R.T. goal for the next week(s) or month?

STRATEGIES:
How are they going to accomplish it? What are the practical steps? Who will help?

SUPPLICATION:
What can you pray for? Join in prayer together.

S.M.A.R.T. OBJECTIVES

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound
TEAM DESCRIPTIONS*

*These are starting points, not end points.

A/V TEAM
Team Leader: Anna Gustitus (anna.gustitus@gmail.com)
Staff Coach: Cobey Beinert (cobey@urbanvillagechurch.org)

Team Description:
The A/V Team supports the worship leaders and band in fulfilling their tasks in leading the congregation in worship. The team provides help for sound set-up, lighting, and projection, and the team assists in packing up after service.

What is the mission of your team?
The mission of the AV Team is to create a distraction-free space that welcomes all people into our worshipping community.

How will you train your team members to complete this mission?
Because the AV Team involves many detailed and unique skills, we ask that the normal training process for a new person to be three weeks in one month. After finishing training, the new team member will serve for once a month. The training process goes:
- The first Sunday is “I do, you help, we talk”
- The second Sunday is “You do, I help, we talk”
- The third Sunday is “You do, I watch, we talk”

Team Responsibilities:
- Help set-up speakers and sound board.
- Set all of the stage lights to their correct settings.
- Assist with sound-checks.
- Set up the projector and laptop.
- Run projection during service.
- Help take down and store speakers and sound board.
- Turn off stage lights.

Team Leader Responsibilities:
- Loving and thanking team volunteers regularly.
- Modeling joyful dedication to the team members
- Seeking the best in your team’s volunteers - the best in their personal, relational, and spiritual lives.
- Training all team volunteers in the team responsibilities.
- Ensure that team volunteers handle the equipment well and work on the stage safely.
- Schedule team volunteers to serve once a month.
- Keep in contact with the worship leaders and the stage managers concerning any technical problems or concerns.
CHILDREN AND FAMILY MINISTRIES TEAM
Staff Leaders: Renee Smithback (renee@urbanvillagechurch.org)

Team Description:
The Children and Family Team provides ministries to everyone from newborns to teenagers during Sunday morning services and outside of Sunday services.

What is the mission of your team?
To provide a welcoming, supportive and open experience that fosters the faith development of children, youth and families.

How will you train your team members to complete this mission?
One-on-ones, shadowing, quarterly meetings, and twice-a-year retreats.

What do current leaders of your team need to grow into leaders themselves?
A sense of mission and community. Our goal for Wicker Park this coming year is for families and UV Kids teachers to have a bigger presence in the community. We would love congregation members to know who the teachers are and know the kids by name. Instilling in teachers the belief that they are part of a ministry is step one.

Team Responsibilities:
- Coordinator and team members arrive to set up room(s).
- One member signing in parents at the welcome desk.
- Team members in the service to escort children to Kids Church.
- Two adult team members always present at Kids Church and Tots Spot.
- Team members always wearing nametags.
- Team members leading the lessons and activities.
- Team members remain with children for 15 minutes after service.
- Team members pack up materials and orderly store them in the storage closet.
- Attend meeting and retreats.

Team Leader Responsibilities:
- Loving and thanking team volunteers regularly.
- Modeling joyful dedication to the team members
- Seeking the best in your team's volunteers - the best in their personal, relational, and spiritual lives.
- Recruiting new members of the team.
- Doing proper applications and background checks according to UVC standard procedures.
- Training new members.
- Scheduling teachers.
- Ensuring the proper storage of materials.
CONGREGATIONAL CARE TEAM
Team Leaders: Phil Cordes (pdcordes@gmail.com) and Allison Hales (halesallison@yahoo.com)
Staff Coach: Trey Hall (trey@urbanvillagechurch.org)

Team Description:

What is the mission of your team?

How will you train your team members to complete this mission?

What do current leaders of your team need to grow into leaders themselves?

Team Responsibilities:

Team Leader Responsibilities:
- Loving and thanking team volunteers regularly
- Modeling joyful dedication to the team members
- Seeking the best in your team’s volunteers - the best in their personal, relational, and spiritual lives.

EVANGELISM/INVITATION TEAM
Team Leader:
Staff Coach: Rich Havard (rich@urbanvillagechurch.org)

Team Description:
The Evangelism/Invitation Team plans creative and natural ways of reaching out to people in the community and inviting them to the party at UVC.

What is the mission of your team?
To create natural invitations for new people to experience UVC for the first time.

How will you train your team members to complete this mission?
Through one-on-one trainings, through occasional meetings, and through sharing of best practices and ideas with each other online.

Team Responsibilities:
- Team members naturally and actively invite new people to UVC
- Team members help plan, organize, and run invitation events.
- Team members help plan and run the UVC Booth at Wicker Park Fest (July).
- Team members actively connect with newcomers on Sunday mornings.
Team Leader Responsibilities:
- Loving and thanking team volunteers regularly
- Modeling joyful dedication to the team members
- Seeking the best in your team’s volunteers - the best in their personal, relational, and spiritual lives.
- Coaching team members as potential leaders.
- Planning creative and natural events for reaching new people.
- Organizing people to participate in evangelism events.
- Planning and administering the UVC Booth at Wicker Park Fest.

FAITH IN ACTION TEAM
Team Leader: Jody Blaylock (blaylockjody@gmail.com)
Staff Coach: Trey Hall (trey@urbanvillagechurch.org)

Team Description:

What is the mission of your team?

How will you train your team members to complete this mission?

What do current leaders of your team need to grow into leaders themselves?

Team Responsibilities:

Team Leader Responsibilities:
- Loving and thanking team volunteers regularly.
- Modeling joyful dedication to the team members
- Seeking the best in your team’s volunteers - the best in their personal, relational, and spiritual lives.

HOSPITALITY TEAM
Team Leader: John Jamros (john@jamros.net)
Staff Coach: Caleb Murphree (caleb@urbanvillagechurch.org)

Team Description:
Providing beverages prior to service and enhancing community by providing food after service.

What is the mission of your team?
To provide a warm welcome to all worshipers at Urban Village Church (Wicker Park) by creating space for people to connect to one another over excellent food.
How will you train your team members to complete this mission?
Training one-on-one and providing a checklist for volunteers.

What do current leaders of your team need to grow into leaders themselves?
Support/encouragement to deepen their regular commitment to the team.

Team Responsibilities:
- Team members set up the beverage stations before 10:00am
- Volunteers bring 4-5 dishes for after service.
- Team members ensure that utensils, napkins, and beverages are kept stocked after service.
- Cleaning up beverage and food stations after service.
- Returning all items to storage.
- Sweeping up around the food area.

Team Leader Responsibilities:
- Loving and thanking team volunteers regularly.
- Modeling joyful dedication to the team members
- Seeking the best in your team’s volunteers - the best in their personal, relational, and spiritual lives.
- Encouraging new volunteers with simple recipes that they can bring.
- Reaching out to volunteers for monthly commitments
- Training new persons in preparing the beverages and cleaning up afterward.
- Keeping inventory of all hospitality items.
- Ordering new inventory and invoicing the church.

PRAYER TEAM
Team Leader: Brenna Cyr (bcyrrr@gmail.com)
Staff Coach: Trey Hall (trey@urbanvillagechurch.org)

Team Description:
Members of the prayer team are available to provide a listening ear and prayer to individuals during the worship service. Members also pray over prayer requests during the week.

What is the mission of your team?
The prayer team is meant to share the healing ministry of Christ to all at UVC Wicker Park through intercession and prayer.

How will you train your team members to complete this mission?
The prayer team meets on a quarterly basis to review prayer requests, resources, and spiritual renewal. The prayer team coordinator meets with team members on an individual basis to provide guidance and answer questions when necessary.

Team Responsibilities:
- Praying for the requests of the congregation during the week.
- Keeping confidentiality of all requests.
- Serving on Sunday services in praying with individuals.
Team Leader Responsibilities:
- Loving and thanking team volunteers regularly.
- Modeling joyful dedication to the team members
- Seeking the best in your team's volunteers - the best in their personal, relational, and spiritual lives.
- Distributing in email the prayer requests from the previous Sunday service.
- Scheduling team members for praying with individuals during the Sunday service.
- Teaching team members principles of prayer, pastoral care, and confidentiality.

SERVICE/MISSION TEAM
Interim Leader: Xenia Gonzalez (xeniag09@gmail.com)
Staff Coach: Trey Hall (trey@urbanvillagechurch.org)

Team Description:
The Service/Mission Team develops and organizes monthly service projects, with the goal of building mission-based relationships in the community.

What is the mission of your team?
To serve people in need in the Wicker Park region as a witness to God's love and grace.

How will you train your team members to complete this mission?
Through group trainings, through hands-on coaching, and through sharing of best practices and ideas with each other online.

Team Responsibilities:
- Team members participate in monthly service projects.
- Team members help plan and organize monthly service projects.
- Team members actively invite others to participate in projects.
- Team members build meaningful relationships with those whom they serve.

Team Leader Responsibilities:
- Loving and thanking team volunteers regularly
- Modeling joyful dedication to the team members
- Seeking the best in your team's volunteers - the best in their personal, relational, and spiritual lives.
- Coaching team members as potential leaders.
- Networking with organizations in Wicker Park and surrounding neighborhoods.
- Seeking strategic partnerships with service organizations.
- Organizing people to participate in monthly service projects.
SOCIAL EVENTS & FELLOWSHIP TEAM
Team Leader: Katie Petersen (katie.petersen07@gmail.com)
Staff Coach: Caleb Murphree (caleb@urbanvillagechurch.org)

Team Description:
The Social Events & Fellowship Team hosts and organizes creative events for people at UVC to share food, fun, and conversation.

What is the mission of your team?
To create natural opportunities for people to know and be known by one another.

How team members be trained to complete this mission?
Through one-on-one trainings, through occasional meetings, and through sharing of best practices and ideas with each other online.

Team Responsibilities:
• Team members are in the practice of naturally initiating social events.
• Team members actively connect with people that they don’t know over food, fun, and conversation.
• Team members help plan, organize, and run social events.
• Team members naturally spread the word about social events.

Team Leaders Responsibilities:
• Loving and thanking team volunteers regularly
• Modeling joyful dedication to the team members
• Seeking the best in your team's volunteers - the best in their personal, relational, and spiritual lives.
• Coaching team members as potential leaders.
• Keeping an updated long-range calendar of social events.
• Organizing people to plan, host, and run social events.

STAGE TEAM
Team Leader: David Bell (zdbell2@me.com)
Staff Coach: Cobey Bienert (cobey@urbanvillagechurch.org)

Team Description:
The Stage Team prepares the communion table, communion elements, and candle stations each Sunday and supports other Sunday morning teams as available.

What is the mission of your team?
To create a welcoming, contemplative, worship-filled space for regular attenders and guests of UVC: Wicker Park.

How will team members be trained to complete this mission?
Because the Stage Team involves many detailed tasks, we ask that the normal training process for a new person to be two weeks in one month. After finishing training, the new team member will serve for once or twice a
month. The training process goes:
- The first Sunday is a group training with all new volunteers
- The second Sunday is a one-on-one training with the Team Leader

Team Member Responsibilities:
- Arriving at 9:30am on assigned Sunday
- Bringing communion bread and juice if necessary
- Setting up all tables and table clothes
- Arranging communion elements and lighting candles
- Packing up all materials after service is complete
- Sweeping up bread crumbs if needed.

Team Leader Responsibilities:
- Loving and thanking team volunteers regularly
- Modeling joyful dedication to the team members
- Seeking the best in your team’s volunteers - the best in their personal, relational, and spiritual lives.
- Training and coaching team members.
- Scheduling team members each month.
- Keeping an inventory of candles, bread, and juice.
- Maintaining an organized area in the storage closet.

STAGE MANAGER TEAM
Team Leader: Mic Reich (michellereich@gmail.com)
Staff Coach: Cobey Bienert (cobey@urbanvillagechurch.org)

Team Description:
Stage Managers coordinate the Sunday morning teams so that the service runs smoothly from start to finish.

What is the mission of your team?
The mission of the Stage Manager Team is to create a distraction-free space that welcomes all people into our worshipping community from when they arrive at the street until the doors close at 12:30pm.

How will you train your team members to complete this mission?
Through one-on-one trainings, through occasional meetings, and through sharing of best practices and ideas with each other online.

What do current leaders of your team need to grow into leaders themselves?
We need 2-3 new members of this team.

Team Responsibilities:
- SM ("Stage Manager") of the week elicits feedback from team leaders by Wednesday.
- SM synthesizes all of the different work that is flowing into the upcoming Sunday service.
- By Friday, SM of the week sends out a production sheet and call times.
- SM arrives at 8:50am, helps to coordinate the set-up of the entire building for service.
• During service, SM supports the flow of all of the service elements.
• After service, SM ensures that the entire building is cleared of UVC materials and that all materials are stored away.

Team Leader Responsibilities:
- Loving and thanking team volunteers regularly.
- Modeling joyful dedication to the team members
- Seeking the best in your team's volunteers - the best in their personal, relational, and spiritual lives.
- Training new stage managers on the team
- Scheduling stage managers each week
- Coordinating any long-term projects with other teams
- Staying informed with the Chopin Theatre about upcoming set changes

WELCOMING TEAM
Team Leaders: Kim Harvey (kimmerann_harvey@msn.com), Lisa Nicholson (lisa.c.nicholson@gmail.com), Courtney Schum (courtney.schum@gmail.com)
Staff Coach: Caleb Murphree (caleb@urbanvillagechurch.org)

Team Description:
Greeters welcome everyone at the street, at the welcome table, and within the service. Greeters provide information and guidance to all newcomers. Ushers collect offering during the service, count the offering, record the offering, and make deposits to the Urban Village account.

What is the mission of your team?
To provide a 'street to seat' welcome to all worshipers at Urban Village: Wicker Park, incarnating the extravagant generosity of God to those who attend, both guests and regulars AND to provide responsible stewardship of the gifts and offerings given to Urban Village Church.

How will you train your team members to complete this mission?
Through one-on-one shadowing, relational work, and through sharing of best practices within our diverse and talented team.

Greeters Responsibilities:
- Help to set up the Welcome Table
- Putting up "Welcome" banner and bathroom signs
- Keep the Welcome Table orderly
- Smile and welcome everyone who enters our Sunday service
- Intentionally seek to connect with new faces
- Hand out pens and bulletins to everyone
- Help people to fill out nametags and parents to register their kids for Kids Church
- Help people find seats in the auditorium
- Help guests connect with the community
- Putting away all signs and materials into the storage closet in an orderly way
Usher Responsibilities:
- Ushers meet 10-15 minutes before service to distribute baskets and to plan the collection
- Two ushers collect and count the offering each Sunday
- One usher counts the number of persons in attendance (counted during the testimony/sermon)
- One depositor deposits offering at ATM each Sunday

Team Leaders Responsibilities:
- Loving and thanking team volunteers regularly.
- Modeling joyful dedication to the team members
- Seeking the best in your team’s volunteers - the best in their personal, relational, and spiritual lives.
- Training people new to the Welcoming
- Scheduling people to serve regularly
- (Also, it would be helpful, though not necessary, that an Offering Collection Leader join the UVC Finance Committee as a representative of the Wicker Park site. This committee meets quarterly in person, and typically meets via conference call once in between each in-person meeting. There is little to no work required outside of attending meetings (unless you wish to undertake it))
UVC: WICKER PARK CHILDREN AND FAMILY MINISTRIES F.A.Q.

**CHILDCARE**

Is there childcare?

Yes. Childcare is available for ages 0-4 years of age every Sunday beginning 15 minutes before the service. Childcare is staffed by two background checked, reference checked individuals. You are welcome to use the childcare room at ANY point during the service.

Where is it?

- **Downtown**: Childcare is on the 3rd floor in room 313.
- **Wicker Park**: Childcare is in the room just off the main door.
- **Andersonville**: Childcare is in the room at the “T” in the hallway that leads to the auditorium.
- **HPWL**: Childcare is in the coffee hour space.

What is the procedure for drop-off/pick-up?

- Please sign-in in the childcare room. Please provide your name, your child’s name, a phone number and allergy information. If we need you during the service we will call you.
- Please put a check-mark by your child’s name when you pick them up after service.

**KIDS’ CHURCH**

What are the ages for Kids’ Church?

We start at age 4 (if developmentally ready) and go to age 12. Ages 13 and older are welcome to help with Kids’ Church. Kids are also welcome to stay in the service.

When does Kids’ Church start and where is it?

Kids leave the worship service during Passing of the Peace. They meet their teachers in the sanctuary and are escorted to the Kids’ Church room.

- **Downtown**: Meet teachers at the bottom of the stairs to the left of the stage. The Kids’ Church room is on the 3rd floor room 314.
- **Wicker Park**: Meet teachers in the aisle on the right side of the stage. The Kids’ Church room is on the lower level.
- **Andersonville**: Meet teachers in the back of the sanctuary. The Kids Church room is to the left of the “T” in the hallway.
- **HPWL**: Meet teachers in the back of the sanctuary. The Kids Church room is either the coffee hour room next to the chapel or on the 2nd floor room.

What is the check-in/pick-up procedure?

Kids Church ages kids sign-in at the welcome table. After service, they should be picked up directly from Kids’ Church unless otherwise noted on their registration form.

What do we do in Kids’ Church?

Each month we focus on one story. Each Sunday of that month we will interact with a Godly Play Story, create mini-books, learn and apply memory verses and work at various stations that allow participants to individually integrate what they are learning.
DIRECTIONS
This is not a test, so there are no wrong answers. The Spiritual Gifts Survey consists of 80 statements. Some items reflect concrete actions; other items are descriptive traits; and still others are statements of belief.

- Select the one response you feel best characterizes yourself and place that number in the blank provided. Record your answer in the blank beside each item.
- Do not spend too much time on any one item. Remember, it is not a test. Usually your immediate response is best.
- Please give an answer for each item. Do not skip any items.
- Do not ask others how they are answering or how they think you should answer.
- Work at your own pace.

Your response choices are:

5—Highly characteristic of me/definitely true for me
4—Most of the time this would describe me/be true for me
3—Frequently characteristic of me/true for me—about 50 percent of the time
2—Occasionally characteristic of me/true for me—about 25 percent of the time
1—Not at all characteristic of me/definitely untrue for me

____ 1. I have the ability to organize ideas, resources, time, and people effectively.
____ 2. I am willing to study and prepare for the task of teaching.
____ 3. I am able to relate the truths of God to specific situations.
____ 4. I have a God-given ability to help others grow in their faith.
____ 5. I possess a special ability to communicate the truth of salvation.
____ 6. I have the ability to make critical decisions when necessary.
____ 7. I am sensitive to the hurts of people.
____ 8. I experience joy in meeting needs through sharing possessions.
____ 9. I enjoy studying.
____ 10. I have delivered God’s message of warning and judgment.
____ 11. I am able to sense the true motivation of persons and movements.
____ 12. I have a special ability to trust God in difficult situations.
____ 13. I have a strong desire to contribute to the establishment of new churches.
____ 14. I take action to meet physical and practical needs rather than merely talking about or planning to help.
15. I enjoy entertaining guests in my home.
16. I can adapt my guidance to fit the maturity of those working with me.
17. I can delegate and assign meaningful work.
18. I have an ability and desire to teach.
19. I am usually able to analyze a situation correctly.
20. I have a natural tendency to encourage others.
21. I am willing to take the initiative in helping other Christians grow in their faith.
22. I have an acute awareness of the emotions of other people, such as loneliness, pain, fear, and anger.
23. I am a cheerful giver.
24. I spend time digging into facts.
25. I feel that I have a message from God to deliver to others.
26. I can recognize when a person is genuine/honest.
27. I am a person of vision (a clear mental portrait of a preferable future given by God). I am able to communicate vision in such a way that others commit to making the vision a reality.
28. I am willing to yield to God's will rather than question and waver.
29. I would like to be more active in getting the gospel to people in other lands.
30. It makes me happy to do things for people in need.
31. I am successful in getting a group to do its work joyfully.
32. I am able to make strangers feel at ease.
33. I have the ability to plan learning approaches.
34. I can identify those who need encouragement.
35. I have trained Christians to be more obedient disciples of Christ.
36. I am willing to do whatever it takes to see others come to Christ.
37. I am attracted to people who are hurting.
38. I am a generous giver.
39. I am able to discover new truths.
40. I have spiritual insights from Scripture concerning issues and people that compel me to speak out.
41. I can sense when a person is acting in accord with God's will.
42. I can trust in God even when things look dark.
43. I can determine where God wants a group to go and help it get there.
44. I have a strong desire to take the gospel to places where it has never been heard.
_____ 45. I enjoy reaching out to new people in my church and community.
_____ 46. I am sensitive to the needs of people.
_____ 47. I have been able to make effective and efficient plans for accomplishing the goals of a group.
_____ 48. I often am consulted when fellow Christians are struggling to make difficult decisions.
_____ 49. I think about how I can comfort and encourage others in my congregation.
_____ 50. I am able to give spiritual direction to others.
_____ 51. I am able to present the gospel to lost persons in such a way that they accept the Lord.
_____ 52. I possess an unusual capacity to understand the feelings of those in distress.
_____ 53. I have a strong sense of stewardship based on the recognition that God owns all things.
_____ 54. I have delivered to other persons messages that have come directly from God.
_____ 55. I can sense when a person is acting under God’s leadership.
_____ 56. I try to be in God’s will continually and be available for His use.
_____ 57. I feel that I should take the gospel to people who have different beliefs from me.
_____ 58. I have an acute awareness of the physical needs of others.
_____ 59. I am skilled in setting forth positive and precise steps of action.
_____ 60. I like to meet visitors at church and make them feel welcome.
_____ 61. I explain Scripture in such a way that others understand it.
_____ 62. I can usually see spiritual solutions to problems.
_____ 63. I welcome opportunities to help people who need comfort, consolation, encouragement, and counseling.
_____ 64. I feel at ease in sharing Christ with nonbelievers.
_____ 65. I can influence others to perform to their highest God-given potential.
_____ 66. I recognize the signs of stress and distress in others.
_____ 67. I desire to give generously and unpretentiously to worthwhile projects and ministries.
_____ 68. I can organize facts into meaningful relationships.
_____ 69. God gives me messages to deliver to His people.
_____ 70. I am able to sense whether people are being honest when they tell of their religious experiences.
_____ 71. I enjoy presenting the gospel to persons of other cultures and backgrounds.
_____ 72. I enjoy doing little things that help people.
_____ 73. I can give a clear, uncomplicated presentation.
_____ 74. I have been able to apply biblical truth to the specific needs of my church.
_____ 75. God has used me to encourage others to live Christlike lives.
76. I have sensed the need to help other people become more effective in their ministries.
77. I like to talk about Jesus to those who do not know Him.
78. I have the ability to make strangers feel comfortable in my home.
79. I have a wide range of study resources and know how to secure information.
80. I feel assured that a situation will change for the glory of God even when the situation seem impossible.
**SCORING YOUR SURVEY**

Follow these directions to figure your score for each spiritual gift.

1. Place in each box your numerical response (1-5) to the item number which is indicated below the box.
2. For each gift, add the numbers in the boxes and put the total in the TOTAL box.

<table>
<thead>
<tr>
<th>Spiritual Gift</th>
<th>Item Numbers</th>
<th>Formula</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>Item 6, 16, 27, 43, 65</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Administration</td>
<td>Item 1, 17, 31, 47, 59</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Teaching</td>
<td>Item 2, 18, 33, 61, 73</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Knowledge</td>
<td>Item 9, 24, 39, 68, 79</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Wisdom</td>
<td>Item 3, 19, 48, 62, 74</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Prophecy</td>
<td>Item 10, 25, 40, 54, 69</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Discernment</td>
<td>Item 11, 26, 41, 55, 70</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Exhortation</td>
<td>Item 20, 34, 49, 63, 75</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Shepherding</td>
<td>Item 4, 21, 35, 50, 76</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Faith</td>
<td>Item 12, 28, 42, 56, 80</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Evangelism</td>
<td>Item 5, 36, 41, 64, 77</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Apostleship</td>
<td>Item 13, 29, 44, 57, 71</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Service/Helps</td>
<td>Item 14, 30, 46, 58, 72</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Mercy</td>
<td>Item 7, 22, 37, 52, 66</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Giving</td>
<td>Item 8, 23, 38, 53, 67</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Hospitality</td>
<td>Item 15, 32, 45, 60, 78</td>
<td>+ + + + +</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>
**SCORING YOUR SURVEY**

1. For each gift place a mark across the bar at the point that corresponds to your TOTAL for that gift.
2. For each gift shade the bar below the mark that you have drawn.
3. The resultant graph gives a picture of your gifts. Gifts for which the bars are tall are the ones in which you appear to be strongest. Gifts for which the bars are very short are the ones in which you appear not to be strong.

Now that you have completed the survey, thoughtfully answer the following questions.

The gifts I have begun to discover in my life are:

1. ___________________________________________
2. ___________________________________________
3. ___________________________________________

- After prayer and worship, I am beginning to sense that God wants me to use my spiritual gifts to serve Christ’s body by _________________________________.
- I am not sure yet how God wants me to use my gifts to serve others. But I am committed to prayer and worship, seeking wisdom and opportunities to use the gifts I have received from God.

Ask God to help you know how He has gifted you for service and how you can begin to use this gift in ministry to others.
**What Can I Do with These Gifts?**

The Spiritual Gifts Inventory comes from a particular tradition that may use language you’re not comfortable with. Nevertheless, we hope that you were able to pinpoint particularly unique ways that God has made you for ministry. Spiritual gifts are given to every person in the church community, but they can be used both inside and outside of the church. Below are some ideas for how you might use these gifts within Urban Village Church. However, use your creativity to explore ways to use your gifts outside of the church as well.

<table>
<thead>
<tr>
<th>LEADERSHIP</th>
<th>SHEPHERDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Leading a ministry team</td>
<td>• Leading a small group</td>
</tr>
<tr>
<td>• Leading a small group</td>
<td>• Children’s Ministry</td>
</tr>
<tr>
<td></td>
<td>• Congregational Care Team</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMINISTRATION</th>
<th>FAITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Leading a ministry team</td>
<td>• Congregational Care Team</td>
</tr>
<tr>
<td>• Social Events &amp; Fellowship Team</td>
<td>• Prayer Team</td>
</tr>
<tr>
<td>• Stage Manager</td>
<td>• Service/Mission Team</td>
</tr>
<tr>
<td>• Stage Team</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TEACHING</th>
<th>EVANGELISM</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Leading a small group</td>
<td>• Invitation/Evangelism Team</td>
</tr>
<tr>
<td>• Children’s Ministry</td>
<td>• Social Events &amp; Fellowship Team</td>
</tr>
<tr>
<td></td>
<td>• Welcoming Team</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KNOWLEDGE</th>
<th>APOSTLESHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Leading a ministry team</td>
<td>• Starting a new ministry</td>
</tr>
<tr>
<td>• Leading a small group</td>
<td>• Starting a new small group</td>
</tr>
<tr>
<td>• Small Groups Connector</td>
<td>• Faith in Action Team</td>
</tr>
<tr>
<td></td>
<td>• Invitation/Evangelism Team</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WISDOM</th>
<th>SERVICE/HELPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Leading a small group</td>
<td>• Service/Mission Team</td>
</tr>
<tr>
<td>• Children’s Ministry</td>
<td>• Stage Team</td>
</tr>
<tr>
<td>• Faith in Action Team</td>
<td>• Faith in Action Team</td>
</tr>
<tr>
<td></td>
<td>• Children’s Ministry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROPHECY</th>
<th>MERCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Arts Collective</td>
<td>• Congregational Care Team</td>
</tr>
<tr>
<td>• Faith in Action Team</td>
<td>• Service/Mission Team</td>
</tr>
<tr>
<td>• Prayer Team</td>
<td>• The Bridge Project</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISCERNMENT</th>
<th>GIVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Congregational Care Team</td>
<td>• Arts Collective</td>
</tr>
<tr>
<td>• Prayer Team</td>
<td>• Faith in Action Team</td>
</tr>
<tr>
<td></td>
<td>• Stage Team</td>
</tr>
<tr>
<td></td>
<td>• The Bridge Project</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXHORTATION</th>
<th>HOSPITALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Leading a small group</td>
<td>• Hospitality Team</td>
</tr>
<tr>
<td>• Faith in Action Team</td>
<td>• Invitation/Evangelism Team</td>
</tr>
<tr>
<td>• Invitation/Evangelism Team</td>
<td>• Small Groups Connector</td>
</tr>
<tr>
<td></td>
<td>• Social Events &amp; Fellowship Team</td>
</tr>
<tr>
<td></td>
<td>• Welcoming Team</td>
</tr>
</tbody>
</table>
“When It’s Time to Go”: Leader Transitions

Inevitably, we will all face transitions as leaders. Sometimes it’s time for us to move on to something different. Sometimes we’ve burned out. Sometimes we must accept the advice of others to step down. Whatever the circumstances, transitioning out of a leadership position is a normal rhythm of growth. Transitions need not be scandalous or shameful. We want to honor all of our leaders and to transition well. Here are some of our thoughts for when it’s time to go.

Suggested Guideline for Transitions

- Inform staff person and Trey Hall of your intent to transition out of leadership position.
- Have one-on-one with staff person and/or Trey to discuss your experiences as a leader and the process of transition.
- Help to identify an interim new leader for the team/ministry.
- After about 30 days, pass on leadership to the new interim leader.
- After at least a week of leaving your leadership position, please complete a short ’Transition Survey.’

Excerpt from Unexpected Gifts by Christopher Heuertz (Howard Books, 2013)

I learned that a community, just like a person, carries a huge potential to wound people. Sure, lots of it had been unintentional, and for the most part, we didn’t even know what we were doing or had done. But that didn’t change how those making transitions experienced the situation.

Transitions are natural and inevitable in all communities. Yes, there will almost inevitably come a time when we know, or our community knows, that it’s time to go. Navigating transitions is one of the most significant and constant struggles a community will face. But what if most of our reasons for going are bad reasons? What if we could learn to see the struggles and dissonance as reasons to stay? What could those unexpected and unlikely gifts possibly be?

Reflecting on our failures helps us avoid repeating mistakes. In a perfect world, these processes would flow smoothly, but once one person’s humanity collides with another’s, we don’t always handle things well. These kinds of difficult situations in our communities can sometimes aggravate what is already a difficult journey.

When it’s time for someone to go, that person is usually the first to know. Of course, situations arise when the community may discern this before the individual, but once a person comes to this conclusion, is there a constructive way to submit it back to the community for collective discernment?

Discerning the answers to the hard questions can be the loneliest places we find ourselves. Such questions as What should I do when:

- I want to go?
- I need to leave a community?
- I want to move on from a relationship?
Even confessing our desire to leave can come across as a form of abandonment or self-centeredness. When exploring the implications of transitions, we risk being misunderstood. And the repeated misunderstanding of seeing how others’ transitions are mishandled sometimes creates a fear that it will happen to us. And so a cycle is created where transitions are announced rather than processed with a community.

I honestly don’t believe that any community will handle every single one of its transitions with grace. In light of our humanity, it’s a given that there will be someone who will leave a community hurt, misunderstood, or feeling unsupported. This is one of the tricky dynamics of building community. But the key is to embrace the truth that we’re all responsible for how we, as individuals, transition and how we, as a community, handle those transitions. When we do that well, things on the other side of moving on can be better and relationships don’t have to be sacrificed...

Simply recognizing the inevitability of community transitions doesn’t mean we handle them better. The only way that happens is to be thoughtful, intentional, and honest as we work through transitions.

Dealing well with transitions requires that we develop the emotional and relational tools to negotiate and handle these very sensitive rhythms in the life of a community. Avoiding blame, not picking sides, speaking honorably of the communities we leave or the people who transition from our community are all parts of a bigger process - one that must also include space for grieving and room for celebrating.