



BETHANY
CHURCH

| Pastors Handbook |

Training Material

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Who We Are

Our Mission Statement: Bringing all people into the life, family, and purpose of God

Our Vision: To make disciples who make disciples who make disciples

Our Strategy: We want to help everyone take the following steps:

1. Life:

- Life Book (with another believer)
- Be water baptized

2. Family:

- Family Book 01 - Next Steps
 - i. Join a B-Group
 - ii. Join the A-Team
- Family Book 02 - Freedom
 - i. Experience a Freedom Encounter

3. Purpose:

- Purpose Book 01 - *Come & Follow Me*
- Purpose Book 02 - *I Will Make You...*

Our Tactics: Systems

- A-Team
- B-Groups
- PCO
- Semesters

How We Do It

The Concept of Sheep and Stones

Our Mission: Bringing all people into the life, family, and purpose of God

Our Vision: To make disciples who make disciples who make disciples

Our Strategy: Bring people to life, connect every believer to family, help every believer step into purpose

When we consider our mission, vision, and strategy, we can see it all comes down to PEOPLE.

We have to see God's people in 2 ways:

1. Sheep: We care for your soul and your well-being
2. Stones: We care to see our mission accomplished through you.

If I was turned loose to care for sheep and build with stones, what would I do differently?

1. I would streamline and develop a leadership team only focused on accomplishing the vision.
2. I would clearly communicate the vision *early* and *often*.
 - a. There is a huge gap between ideas and execution; actually executing ideas makes a person go from good to great.

Our Methods

- **Evangelism:** Weekend services
 - We can't ever lose our evangelistic edge.
- **Connection/Community:** B-Groups
 - The goal is to have 80% of the church in groups.
- **Discipleship:** Weekend/Next Steps/Purpose Books/Bible Classes
 - Discipleship entails the following:
 - What do they need to know?
 - What do they need to do?
 - What are they inherently compassionate and passionate about?
- **Empowerment:** A-Team, B-Groups, Kingdom Builders, campus core team, campus associate, campus pastor

What We Do

Bethany Campuses Strategy

The Rules of Engagement

Success in the church of the 21st century will not be measured by size but by engagement. Any great church has extremely high engagement. For most people, the measure of their engagement is their attendance. The more engagement, the more revival and growth in the church.

Engagement entails:

1. **Command:** Follow me.
 - a. Authority (gravity)
2. **Promise:** I'll show you.
3. **Community:** You belong here.
4. **Clarity:** What are we doing and why (function and purpose)?
 - a. The function can change, but the purpose never does.
 - b. Our job as leaders is to bleed with purpose.
 - c. The key to clarity is simplicity.
5. **Communication:** Listen up (a voice crying in the wilderness).
 - a. Leadership is loud.
 - b. The level of your communication has to be higher than you are comfortable with.
 - c. Know who is listening. Are you captivating their attention?
6. **Energy:** Let's do this!!

We want 100% of our people to find their purpose, connect in relationships, and grow in the Lord.

The Big 8

The strength of a Bethany campus can be measured by the Big 8.

1. Strong in Worship

- a. **Responsibilities:** Speak Up, Volunteers
- b. A value for worship
- c. A community of worship
- d. An excellence of worship
 - i. Is it spiritual?
 - ii. Is it excellent?
 - iii. Is it creative?

2. Strong in the Word

- a. **Responsibilities:** Speak Up
- b. A well-taught church is a healthy church.
- c. The teaching of God's Word is:
 - i. The drumbeat of the local church.
 - ii. The main catalyst for evangelism.
 - iii. The main catalyst for discipleship.
- d. Must be technically excellent
- e. Must be RELEVANT, ENGAGING, MEMORABLE, and, most importantly, GOD-BREATHED.

3. Strong in Relationships

- a. Assimilation of people into relationships (visitors, converts, disconnected members)
- b. Groups
 - i. The key to relationships is groups; the key to groups is leaders.
- c. This is FAMILY.

4. Strong in Servanthood

- a. Every role filled by a strong army of volunteers
- b. Culture of hospitality and friendliness
- c. This is FAMILY (we serve together).

5. Strong in Evangelism

- a. Culture of invitation
 - i. This is one of the biggest keys to church growth!
- b. Culture of compassion
- c. Empowered leaders (outreach captains, B-Groups)
- d. Lots of vision (events, outreaches)
- e. This is PURPOSE.

6. Strong in Discipleship

- a. “The harvest is plentiful, but the laborers are few.”
- b. In a great vision, we need empowered leaders. The only way to have empowered leaders is to train people. Therefore, our system to produce servants and leaders must be effective.
- c. Servants, leaders, staff, pastors, campus pastors
 - i. This is PURPOSE.

7. Focused on Kids

- a. **Responsibilities:** Speak Up, Volunteers
- b. This starts with a value.
- c. We must see children as a high priority of ministry.

8. Focused on Students

- a. This starts with a value.
- b. The Bold Movement must be an integral part of every campus.

Measuring and Managing

Measurables: What We Measure

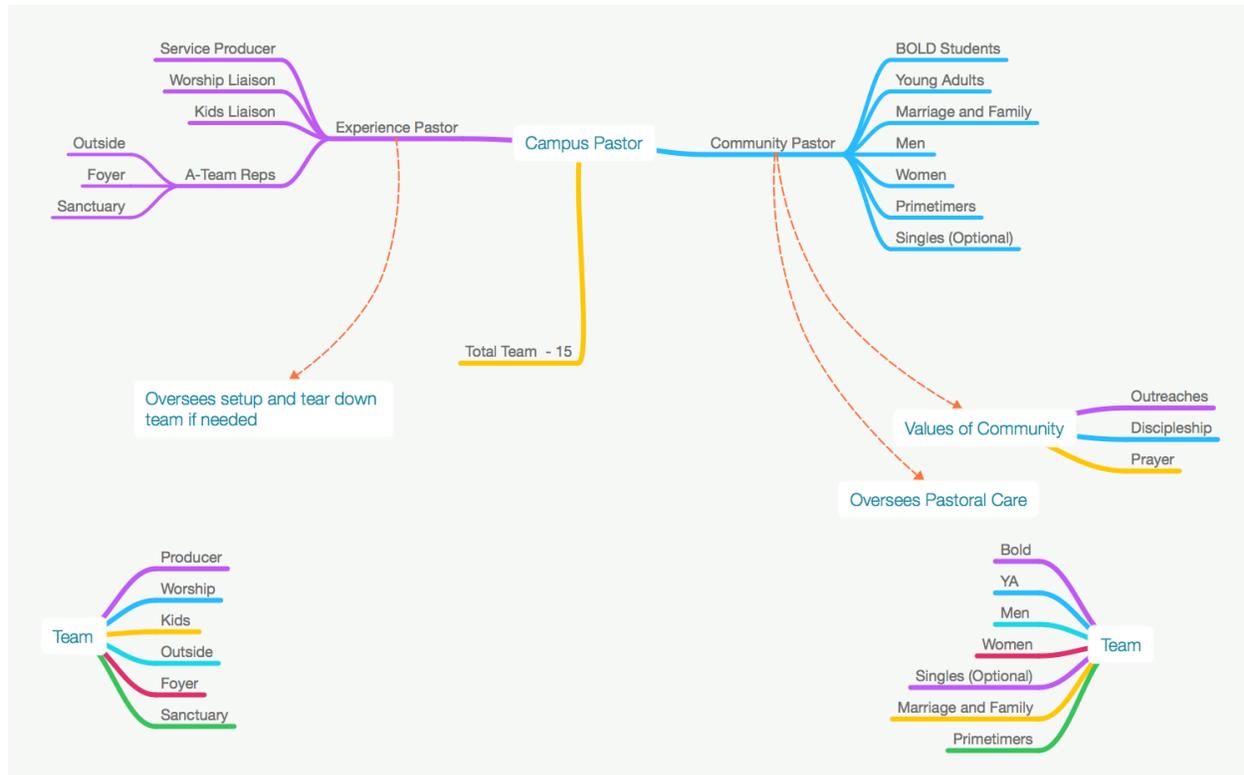
- First-Time Guests
- Salvations
- Baptisms
 - How many people saved are baptized?
- Next Steps Class Attendance
 - How many people baptized are involved in Next Steps?
- Volunteers Serving
 - How many people from Next Steps are engaged?
- B-Group Attendance
 - How many people from Next Steps are engaged?
- Leadership Targets
 - How many people who are engaged are targeted as potential leaders?

Manageables: What We Manage

- The Core Team
 - Monthly team meetings
 - Building team morale
 - Communicating the vision and providing leadership
 - Developing relationships with team members
- A-Team Leaders
 - Building team morale
- B-Group Leaders
 - Building team morale
- Outreaches
 - Making sure outreaches are being executed from your campus
- Campus Marketing
 - Manage a marketing budget to promote your campus
 - Look for opportunities to market your campus

Campus Structure

Campus Core Teams



THE CAMPUS PASTOR

- The campus pastor is responsible for overseeing the relational component of the campus by focusing on B-Groups. The second focus of the campus pastor is to oversee A-Teams.
 - By overseeing the A-Team, he ensures quality weekends executed by an army of volunteers and led by a core of team captains.
 - By overseeing B-Groups, he ensures the campus is relationally strong.
- He will be flanked by one associate campus pastor. The ACP will devote 60% of his/her focus to B-Groups and 40% to A-Teams. The campus pastor is ultimately responsible for all below but will rely on the team to accomplish the mission. He will answer directly to the senior pastor.

ASSOCIATE CAMPUS PASTOR

- The associate campus pastor is responsible for all active volunteers for a campus. He/she oversees the recruiting, training, placement, motivation, and retention of the volunteers for a campus. He/she leads through a team of qualified volunteers who oversee divisions of the A-Team. One of his/her top priorities is the execution of excellent weekend experiences pulled off by an amazing team of volunteers.

A-TEAMS

- **Worship Liaison:** Oversees the volunteers who serve in the worship community for the campus; responsible for the recruiting, training, placement, motivation, and retention of the worship volunteers; responsible for working with Worship Central to ensure the quality of rehearsals and weekends; primarily accountable to Worship Central but is part of the core team for the campus and represents the worship ministry to the campus
- **Production Director:** Oversees the volunteers serving in the production area for the campus; responsible for the recruiting, training, placement, motivation, and retention of the production volunteers for the campus; works with Experience Staff Central for direction about service flow and elements; primarily accountable to Experience staff but is part of the core team for the campus and represents the production ministry to the campus
- **Kids' Director:** Oversees the volunteers serving in the kids' ministry at the campus and the execution of kids' services for that campus; responsible for the recruiting, training, placement, motivation, and retention of the kids' ministry for the campus; primarily accountable to Kids' Central for programming but accountable to the ACP for volunteers; represents the kids' ministry for the campus
- **Connect Team Leader:** Oversees...
 - First-Time Guests
 - Next Steps
 - Ministry (altar and follow-up)
 - Baptism
- **Welcome Team Leader:** Oversees the...
 - **Parking Director:** Oversees the recruiting, training, placement, motivation, and retention of the parking ministry at the campus; ensures the parking lot is orderly and well-staffed with friendly, helpful volunteers; answers directly to the ACP for the campus and works closely with him/her to ensure the standard is met
 - **Foyer Director:** Responsible for the recruiting, training, placement, motivation, and retention of the foyer ministry for a campus; ensures the foyer is clean, well-staffed, and in order and that foyer volunteers are friendly, helpful, and hospitable; answers directly to the ACP for the campus but stays in communication with Experience Staff to ensure all service elements are taken care of
 - **Sanctuary Director:** Responsible for the recruiting, training, placement, motivation, and retention of the sanctuary ministry for a campus; ensures the sanctuary is clean, in order, and well-staffed with friendly, helpful, and hospitable volunteers; answers directly to the ACP for the campus but stays in communication with Experience Staff to ensure all service elements are taken care of
- **Next Steps Director:** Oversees the recruiting, training, placement, motivation, scheduling, and retention of the classroom communicators; ensures the lessons are ready and the room is prepared; reports directly to the ACP but will also receive communication from Central regarding updates and resources needed

BELONG

- **Associate Campus Pastor:** The ACP oversees the relational component of the campus by overseeing groups; his/her team is composed of a top leader from each demographic hub. It is his/her responsibility to make sure the church is connected in relationships and that B-Group leaders are encouraged, equipped, and given clear direction. The Belong pastor will ensure each group maintains a heart of outreach, discipleship, and prayer. All pastoral care will flow through the hands of this pastor to his/her team.
- **Men's Hub Director:** Oversees all men's groups at a campus; responsible for developing a team of leaders who represent that hub to oversee all related groups; reports directly to the ACP concerning the quantity of groups meeting and content of groups; connects with Men's Hub directors from other campuses to accomplish special events, encounters, etc.
- **Women's Hub Director:** Oversees all women's groups at a campus; responsible for developing a team of leaders who represent that hub to oversee all related groups; reports directly to the ACP concerning the quantity of groups meeting and content of groups; connects with Women's Hub directors from other campuses to accomplish special events, encounters, etc.
- **Bold Hub Director:** Oversees all Bold groups at a campus; responsible for developing a team of leaders who represent that hub to oversee all related groups; reports primarily to the Bold Student Pastor but is also a part of the campus team; connects students from the weekend to Bold Student Ministry
- **YA Hub Director:** Oversees all young adults' groups at a campus; responsible for developing a team of leaders who represent that hub to oversee all related groups; reports primarily to the Bethany YA staff but is also a part of the campus team; connects young adults from the weekend to Bethany YA ministry
- **Marriage and Family Hub Director:** Oversees all marriage and family groups at a campus; responsible for developing a team of leaders who represent that hub to oversee all related groups; reports directly to the ACP concerning the quantity of groups meeting and content of groups; connects with Marriage and Family Hub directors from other campuses to accomplish special events, encounters, etc.
- **Primetimer Hub Director:** Oversees all Primetimer groups at a campus; responsible for developing a team of leaders who represent that hub to oversee all related groups; reports directly to the ACP concerning the quantity of groups meeting and content of groups; connects with Primetimer Hub directors from other campuses to accomplish special events, encounters, etc.

What You Do

“The Play” for Bethany Pastors

If you are healthy, everything that flows from you will be healthy.

- **Disciplines of a Bethany Pastor**
 - **Daily Disciplines:**
 - Read God’s Word (One Year Bible or another reading plan)
 - Prayer and worship time (15 mins)
 - Spend a few minutes reading a book (10 mins)
 - **Weekly Disciplines:**
 - 3-5 times a week doing physical activity for health
 - Have a true Sabbath (disconnect from your occupation)
 - Date with spouse and time with your kids (this is more important than your job performance)
- **Personal Evangelism**
- **Healthy Boundaries for Ministry as a Campus Pastor**
 - “Keep the main thing the main thing.” -Pastor Roy Stockstill
 - Use all your vacation time each year. Ending the year with unused time off is not rewarded here but discouraged.
 - Be mindful of ministry commitments initiated by members (i.e., weddings, premarital counseling, funerals, etc.) as well as cross-departmental requests.
 - Seek approval from leadership for more than two funerals in 30 days.
 - Seek approval from leadership for more than three couples needing premarital counseling in the same month.
 - The same boundaries apply to associate campus pastors, just defer to your campus pastor for guidance and/or approval.

The Strategy of a Bethany Pastor

“My job is PEOPLE and RELATIONSHIPS. I pastor people well by pastoring leaders well who pastor people well.”

1. New Growth

- a. Always follow up on salvations (first thing in the workweek)
 - i. Goal for new salvation is Baptism and Next Steps
- b. Always follow up on visitors (second thing in the workweek)
 - i. Goal for visitors is Next Steps

2. Leaders

- a. Pastor your leaders well (third thing in the workweek)
 - i. Pray for them
 - ii. Text them
 - iii. Hang out with them
 - iv. Ask them what they are reading and praying about
 1. What is God showing them?

- b. Know the state of the leadership base at your campus
 - i. How many self-identifying leaders of people do I have?
- c. Lead through campus core team
 - i. Hubs (men, women, marriage and family, Primetimers, Young Adults, Bold, outreach, prayer)
 - ii. Volunteers (parking lot, foyer, setup, worship, kids)
- d. Always be looking for new leaders
 - i. When a leader is identified (A-Team or B-Group), they need to go through Purpose Books 1-2 and know their hub leader.
 - ii. The process to develop a new leader:
 - 1. Next Steps
 - 2. Serve on A-Team/Lead a B-Group
 - 3. Lead A-Team area
 - 4. Purpose Book 1 & 2
 - 5. Bible class

3. The Bethany Strategy

- a. Evangelism: Weekend services
 - i. We can't ever lose our evangelistic edge.
 - ii. Weekends are all about connecting to people and connecting people to people!
 - iii. FOYERS are key.
 - iv. BETHANY NEXT STEPS is key.
 - v. Where are your leaders on the weekends? Involve them in what you are doing.
- b. Connection/Community: B-GROUPS
- c. Discipleship: Weekend/Next Steps/Bible Class
- d. Empowerment: A-Team, B-Groups, Kingdom Builders, campus core team, campus associate pastor, campus pastor

Where We Are Going

The greatest win is to see B-Groups double in effectiveness.

Goals

- The Bible
 - Read everyday
 - Talk about it
 - Taught on the weekends
- Prayer
 - Everyday
 - Wednesday prayer online
- Groups
 - Discuss the readings
 - Declare a mission (e.g., prayer, serve, give)
 - Commit to community
 - Define the conversation (SOAP)
- Three-month campaign to get people leading and involved in groups
 - Motivation is the name of the game in B-Groups. If you can't motivate leaders, you will never win at B-Groups.
 - **Message Recommendation: "Seein' To" by Andy Stanley**
 - Life is better in circles and not rows.
 - We need to be motivated as pastors.
 - We need to motivate our leaders.

"Leadership is getting people to do what they don't want to do." -Pastor Larry

Groups

- There are two B-Group semesters each year: late January and August.
- Faith is the key.
- When teams start to form teams, we enter into multiplication.
- Women and youth are the keys to growth!

We are only as strong as our relationships, and relationships are best seen in groups.

How to Transition a Service

When transitioning any part of the service, a few things should be consistent.

1. Be prepared spiritually and practically before you take the stage. Know what you are going to say; don't make it up as you go. There should be a fire and passion within.
2. Take the stage with energy. This does not mean hype, just energy. People should feel your excitement.
3. Smile often. You can't smile enough. This makes people feel warm.
4. Step to the front of the stage. This is a sign of leadership.
5. Have good microphone etiquette. Hold the microphone close enough to your mouth to have good volume.
6. Be aware of how much time you are allotted, and *do not go over*.
7. Be sensitive to what's going on in the service. You may have to cut some of your time due to something else happening in the service.
8. Be careful not to use filler words.
9. Understand that every moment on stage counts.

Types of Transitions

• Worship Thought

- Welcome everyone to church.
- Have a Scripture or a meaningful thought prepared.
- The goal is to lift the room and focus people on worship.
- We should pray.
- **Key Phrase:** "Let's go back into worship."
- **Time:** 1 minute, 30 seconds

• Corporate Prayer

- **Key Phrase:** "Today, I'm going to lead us in corporate prayer."
- If a written prayer has been sent, read the prayer out loud with the congregation.
- If the prayer has not been written, have a *linear* prayer prepared.
- **Key Phrase:** "Amen! Let's go back into worship."
- **Time:** 2 minutes

• Baptism Talk

- **Key Phrase:** "Today is baptism Sunday! We have ___ people making a public statement of their faith! How exciting!"
- Describe the meaning of baptism
 - Symbol, statement, sacrament (see doc for more info)
- **Key Phrase:** "As each person gets baptized, let's cheer them on!"
- Pray for those getting baptized.
- **Key Phrase:** "Amen! Let's go back into worship."
- **Time:** 2 minutes

- **Ministry Moment**

- These moments often happen during worship. Learn to gently take the lead of the service by having people sing the chorus again or similar. This must be planned ahead of time with the support of the worship pastor.
- Build faith with Scripture. Be sure to communicate your Scripture and translation preference to Production well before the service.
- If the direction of the ministry moment is not predetermined by Pastor Jonathan, it should come out of the overflow of your spirit.
- Be clear in your direction. What is the target for ministry? Have 1-3 clear points maximum that point people to receiving from God.
- Lead people in prayer; have them lift their hands so they are postured to receive.
- Close the moment by praying over the congregation. The prayer should build energy as you close. Do not hand the service back over to the worship team with lower energy than when you took it.
- **Key Phrase:** "Let's continue to worship the Lord together!"
- **Time:** 3 minutes

- **Communion**

- Like the ministry moment described above, these moments often happen during worship. Learn to take the lead of the services in a similar manner.
- **Key Phrase:** "We are going to take communion together. Please take out the elements you received when you came in. If you did not receive one, please raise your hand, and our sanctuary hosts will bring one to you shortly."
- Share a thought about the bread/body, may reference Scripture, pray.
- **Key Phrase:** "Let's take the bread together."
- Share a thought about the cup/blood, may reference Scripture, pray.
- **Key Phrase:** "Let's take the cup together. You can pass your cups to your right, and a sanctuary host will be available to pick them up for you. When your hands are free, lift them up to the Lord and let's worship the Lord together."
- **Time:** 5 minutes

- **Worship Transition**

- Close out worship. This can happen through prayer, a Scripture, or exhortation.
- Welcome guests, **Key Phrases:**
 - "Today we want to welcome our first or second-time guests! We hope you have enjoyed the service so far. At the end of service, in both of our foyers, we have a Welcome Center. There, we would like to place a gift in your hand to thank you for joining us! Let's give it up for our guests."
(Clap)
 - "If this is your first time, you're our guest, and if it's your second time, you're family."
- Announcements
- Meet and Greet, **Key Phrase:** "Before you are seated, greet some people."
- **Time:** 3 minutes

- **Dedicate the Tithe**
 - **Key Phrase:** “Today is the first Sunday of the month. On the first Sunday, we dedicate our tithe to the Lord. We are not going to receive the tithe right now, but we are going to pray and devote it to the Lord. We will give at the end of service. We are also going to pray a blessing over our Kingdom Builders.”
 - Share a word of encouragement on the importance of the tithe.
 - Pray a prayer of blessing over the tithe.
 - **Time:** 4 minutes

- **Salvation Altar Call**
 - Take the stage with spiritual authority.
 - Invite everyone to bow their heads and close their eyes.
 - Give those who are not saved an opportunity to come to the Lord.
 - Encourage those who are making a decision to come to the stage.
 - **Key Phrase:** “In just a moment, I’m going to invite those of you giving your heart to the Lord to come to the front. Everyone here loves you, and we are all going to cheer you on as you begin to come!”
 - Lead everyone into a salvation prayer.
 - **NOTE:** If no one comes to the front, thank God that everyone there knows the Lord and pray an application prayer from the message.
 - **Key Phrase:** “There are people behind you who love you and would love to connect with you. If you turn around, they can connect with you. I’m going to give some final announcements and close out the service.”
 - **Time:** 5 minutes

- **Dismissal**
 - Announcements
 - **Key Phrase:** “If you came prepared to give, we give online, on our app, or in the buckets on the way out. We believe God is going to bless you as you give.”
 - Pray a prayer of blessing and protection.
 - **Key Phrase:** “You’re dismissed. See you next week!”
 - **Time:** 2 minutes