



FRONTLINE CHURCH COMMUNITY GROUPS

Hub Leadership Packet

HUB LEADER JOB DESCRIPTION

Our community groups are organized into what we call “hubs.” Hubs are two to four community groups connected geographically for more efficient mission, more effective pastoral care, and more exact equipping. Hub leaders oversee, shepherd, and develop the community group leaders within their hub. Hub leaders are expected to uphold certain roles and rhythms.

ROLES:

Hub leaders serve community groups in the following three roles

FATHER / MOTHER

Hub leaders serve as spiritual fathers and mothers over the groups in their hub. As Paul did for Timothy, hub leaders give themselves away for the good of others. They invest and develop the leaders under their care—not just to make them more competent, but to instill in them a deeper love and devotion to Jesus. As spiritual fathers and mothers, they seek to be present with their hub—in order to listen, to pray, to counsel, to encourage, to correct, and to disciple.

SHEPHERD

Hub leaders personally shepherd and care for the leaders and members within their hub. In moments of crisis, hub leaders assume responsibility for personal care within the hub. They are the first line of care for any major needs that arise in the hub. Every person in a group is one phone call away from a hub leader who knows them and leads them. As shepherds, hub leaders walk with the people and continually point them to Jesus, despite their circumstances.

COACH

Hub leaders are directly responsible for mentoring, developing, and coaching their community group leaders. They should be comfortable giving both encouragement and criticism. They provide support and feedback to those they lead. They give practical steps to aid a leader’s development. They are able to see areas of immaturity or weakness. As a coach, hub leaders equip the groups in their hub to effectively care, disciple, and live on mission together.

RHYTHMS:

Each semester, hub leaders complete the following four rhythms

- ▶ **Hub Leadership Gatherings (Each Semester).** Hub leaders gather with their community group leaders and apprentices at the beginning of each semester for training, collaboration, and prayer. Typically, hub leaders host a dinner in their home. For more information, see the “Hub Leadership Gathering Guide.”
- ▶ **Community Group Visits (Each Semester).** Hub leaders visit each community group in their hub during a family meal to form relationships with the people and provide feedback for the leaders. For more information, see the “Community Group Visit Guide.”
- ▶ **Community Director Meetings (Each Semester).** Hub leaders meet with their congregational community director for coaching, support, and alignment.
- ▶ **Community Group Leader 1-on-1s (Twice a Semester).** Hub leaders connect with their community group leaders of the same gender to provide coaching, discipleship, and care. They should meet in person with each community group leader at least twice a semester. Beyond those two meetings, we expect hub leaders to keep an open line of communication through calls, texts, and Sunday conversations.

Scheduling Your Semester In Advance Typical Calendar

Jan

- ▶ Leader 1-on-1 (Group 1)
- ▶ Hub Leadership Gathering

Feb

- ▶ Leader 1-on-1 (Group 2)
- ▶ Visit Group 1

Mar

- ▶ Leader 1-on-1 (Group 3)
- ▶ Visit Group 2

Apr

- ▶ Leader 1-on-1 (Group 1)
- ▶ Visit Group 3

May

- ▶ Leader 1-on-1 (Group 2 & 3)
- ▶ Director Meeting

Hitting Your Marks

What exactly are hub leaders expected to do each semester? It depends on how many groups are in the hub.

By way of example, hub leaders with three groups are expected to hit the following marks:

1 Hub Leadership Gathering

3 Community Group Visits

6 Group Leader 1-on-1s

*Hub leaders are expected to commit a minimum of **5 hours per month** to completing the above rhythms.*

Additional care needs may increase a hub leader’s time commitment. However, it should not typically exceed 10 hours per month in total.

HUB LEADER COMMITMENTS

A COMMITMENT TO CHARACTER

In Maturity. Character matters, especially for leaders. Exemplary character is a prerequisite for hub leadership. However, spiritual maturity is not a destination at which any of us have arrived, but a direction we're all headed. Hub leaders are committed to grow as a disciple: in speech, in conduct, in love, in faith, and in purity.

In Prayer. Hub leaders prioritize praying for their hub. Hub leaders can't effectively lead if they don't pray for their people. They recognize that what their groups need most is not techniques, tips, or motivation. Rather, they need the presence and power of the living God.

A COMMITMENT TO CO-LABOR

With Fellow Hub Leader. Each hub has a male and female hub leader to care, disciple, and coach within the hub. While male hub leaders take initiative and assume a unique responsibility to lead the hub leadership team, both hub leaders are truly leaders. Male and female are given authority to see the hub grow in health and maturity.

With the Community Director. Each congregation has a community director to provide leadership and support to our hub leaders. Hub leaders should regularly ask for help and feedback, especially when they feel overwhelmed.

A COMMITMENT TO CARE

By Checking In. Hub leaders seek to effectively know and care for community group leaders by regularly connecting with them. Hub leaders desire to build relationships of trust with the leaders in their hub. They consistently pray for them, encourage them, and equip them.

By Being Present. To care for others well, hub leaders must know and be known by those in their hub. Hub leaders prioritize presence, being among the people and with the people. Therefore, hub leaders should see group visits, not as a box to check, but as a shepherding opportunity.

A COMMITMENT TO COMMUNICATE

To Community Groups. Hub leaders are a bridge that connects community groups to the rest of the church. Therefore, they must maintain clear lines of communication with the community group leaders in their hub. Hub leaders are essential for any church-wide communication that needs to get sent out to the people.

To the Community Director. In the same way, we expect hub leaders to regularly communicate with their community director. They should relay in a timely manner any relevant information about pastoral care issues, group leader development, and general group health.

A COMMITMENT TO CHAMPION

Our Mission and Distinctives. Hub leaders play a pivotal role in maintaining the unity of our church. Therefore, hub leaders should be committed to championing the values of Frontline. They should not only believe our mission and distinctives, but embody them in how they live and lead. They must be rowing in the same direction as our church.

Our Vision of Community Groups. Hub leaders are "all-in" on our vision of community groups. Therefore, they should be able to communicate the "why" behind our group rhythms and culture. Hub leaders are tasked with equipping their hub in why our groups do what they do.

Hub Leader Self-Assessment Tool

Roles

- Rank the three hub leader roles in order of where you feel strongest as a leader. How can we help you grow in the areas you feel weakest?

Rhythms

- Review the four hub leader rhythms. What potential roadblocks might keep you from hitting your marks?

Commitments

- For each of the five hub leader commitments, consider the following:
 - Character:* How can we pray for you and support your personal discipleship in this season?
 - Co-Labor:* What's the best way to collaborate together for the good of the community groups in your hub?
 - Care:* Can you reflect on a time when you experienced excellent care in a community group? What can you learn from that experience?
 - Communicate:* What potential barriers to communication do you foresee? How can we help?
 - Champion:* Considering our community group culture, what do you anticipate will be most challenging for you? (e.g., apprenticeship, multiplication, rhythms)

HUB LEADER QUALIFICATIONS

Hub leaders care, disciple, and coach the community group leaders within their hub. As pivotal leaders in our church, it is essential that hub leaders maintain exemplary character, chemistry, and competency. Therefore, before we consider a person for hub leadership, we must consider whether they meet the qualifications for hub leadership.

QUALIFICATIONS:

Hub leaders meet the following qualifications

PREREQUISITES

Hub leaders must set the standard for good membership in the church. Therefore, the following requirements must be met for someone to be considered for hub leadership:

- ▶ A believing and baptized Christian
- ▶ A covenant member in good standing with the church
- ▶ Proven commitment to community, giving, and serving
- ▶ A desire to lead in the church
- ▶ Sufficient margin to serve as a hub leader

CHARACTER

Hub leaders must be people of high character which has been observed by others and proven over time. Generally speaking, hub leaders should hold the standard of character required of elders and deacons. Therefore, hub leaders should be marked by the following traits:

- ▶ No obvious character flaws
- ▶ Exemplary marriage, parenting, and home life
- ▶ Self-controlled and disciplined
- ▶ Trustworthy, reputable, and honorable
- ▶ Not appeasing or quarrelsome, but sober-minded
- ▶ Not violent or manipulative, but patient and gentle
- ▶ Not greedy for personal or monetary gain
- ▶ Not given over to substance abuse or sexual sin
- ▶ Lover of what's good, true, and beautiful

CHEMISTRY

Hub leaders are crucial to the culture at Frontline. They should wholeheartedly share our philosophy of ministry. Therefore, hub leaders should believe and embody the following:

- ▶ **Our mission:** multiplying gospel communities that love God, love people, and push back darkness
- ▶ **Our theological distinctives:** Gospel-Centered, Bible-Honoring, Spirit-Filled, Kingdom-Focused, and Gender-Redeeming

- ▶ **Our shared values:** Church for the City, Inhabiting Tensions, Integrated Theology, and Communion with God and Others
- ▶ **Our vision for community groups:** local, diverse gospel communities that gather regularly for discipleship, care, and mission through discipleship groups, family meals, and missional gatherings

COMPETENCY

While hub leaders continue to grow in skill and experience, they are expected to meet a baseline standard of competency prior to becoming a hub leader. In other words, they must be able to effectively perform the essential duties of this role. Therefore, hub leaders should be moderately skilled in the following ways:

- ▶ **Care:** Effectively shepherding the leaders and members in their hub. Hub leaders should be good listeners, compassionate, and willing to move toward the suffering and wayward.
- ▶ **Spiritual Leadership:** Discipling others into spiritual maturity. Hub leaders should be comfortable applying Scripture, offering counsel, and praying fervently with others.
- ▶ **Coaching:** Instructing community group leaders in their role and responsibilities. Hub leaders should develop and motivate their group leaders to lead effectively, giving clear next steps and following up to ensure desired results.
- ▶ **Proactivity:** Taking initiative and ownership over their hub. Hub leaders should know when to take appropriate action without waiting for specific instructions.
- ▶ **Dependability:** Being reliable to perform assigned tasks from their community director. Hub leaders do what they say they will do, even when under pressure or in less-than-ideal circumstances.

When assessing potential hub leaders, at least two of these competencies should be a notable strength. One skill will probably be an area of weakness which needs to be developed and trained into the leader.

HUB LEADER SELECTION PROCESS

IDENTIFY

Community directors partner with their congregational lead pastor and the central community team to determine ideal and qualified candidates for future hub leadership. When considering men and women for hub leadership, consider the following questions:

- ▶ *Do you sense leadership potential and a love for the church in this person?*
- ▶ *What previous leadership experience does this person have, especially within community groups? Have they led and multiplied a group before? What kind of fruit came out of their leadership? Leading a community group well doesn't necessarily qualify a person for hub leadership, but poor leadership fruit can disqualify them.*
- ▶ *Is this leader trusted and respected by others in the congregation? Are they trusted and respected by other leaders?*
- ▶ *When considering their life inside and outside of the church, are they consistent, responsible, and mature? Or do they always seem overwhelmed and scattered?*
- ▶ *In your opinion, do they have margin to effectively serve as a hub leader?*
- ▶ *When faced with life challenges, has this person displayed hopeful gospel resilience?*
- ▶ *How would you describe the health of their marriage and family? Would you want their family dynamics to be replicated in others?*
- ▶ *Has this person shown the spiritual and emotional depth you would expect from a leader?*
- ▶ *Are they aware of their own sins, wounds, and weaknesses? Have they vulnerably allowed others to know them?*
- ▶ *Do they row in the same direction as our church, especially in our mission, distinctives, and philosophy of groups? Or are they always pushing back and playing devil's advocate?*

Hub Leader as Elder/Deacon. Unlike elders and deacons, hub leaders do not necessarily serve in an office of the church. While many elders and deacons will serve as hub leaders, not all elders and deacons will serve in this role. Similarly, congregations should not install an elder or deacon as a hub leader *solely* on the basis of their office. While elders and deacons share character qualifications with hub leaders, they do not always share the same level of competency or sufficient margin. Simply put, congregations should use wisdom and discernment to determine which leaders are the best fit to serve in this role.

INVITE

Once a leader has been agreed upon by the team, community directors should meet with the leader to invite them into hub leader apprenticeship. Directors should make it clear that apprenticeship aims to equip and train them to serve as future hub leaders.

APPRENTICE

If someone has accepted an invitation into hub leader apprenticeship, community directors should create a development plan to help them move towards hub leadership. Apprentices should work with their community director and existing hub leaders to learn hub leadership best practices. Likewise, they should familiarize themselves with resources like the Community Group Handbook and the Hub Leader Job Description. Community directors have discretion to determine how long or short the apprenticeship process should last.

ASSESS

When the community director determines an apprentice is ready to move forward with hub leadership, apprentices should first be evaluated in character, chemistry, and competency. Using the hub leader qualifications and job description as a baseline, each apprentice must complete a written assessment and attend a follow-up meeting to determine any areas of strength, development, or concern. Once completed and approved, hub leader apprentices can be commissioned as hub leaders.

COMMISSION

New hub leaders should get connected to the community group leaders in their hub. They should set up initial meetings to share stories and get to know one another better. Likewise, hub leaders should be commissioned on a Sunday morning. This is an opportunity for the church to pray over a new hub leader as they step into this leadership role.

HUB LEADERSHIP GATHERINGS

WHAT IS THE GOAL?

The primary goal is to know each other well enough to pray for each other on the spot. But other purposes that support or compliment that primary goal are:

- ▶ *To regather and relaunch leaders after the breaks in December and July*
- ▶ *To take stock of both the past semester as well as the one that's beginning*
- ▶ *To check in and share how we are doing—both personally and ministerially*
- ▶ *To honor and encourage each other*
- ▶ *To model to our group leaders what a healthy family meal rhythm looks like*

WHEN SHOULD WE SCHEDULE THEM?

We ask every male and female hub leader to work together and make a plan to gather the leaders in their hub at the beginning of each semester—once in August and once in January, for a total of two hub leadership gatherings a year.

WHO SHOULD WE INVITE?

Hub leaders should invite both primary and assistant community group leaders, as well as any apprentices or other potential/future leaders that both the hub leaders and respective group leaders agree should be invited. When we include potential/future leaders in spaces like a hub gathering, we give them a view into Frontline's leadership culture, which often surprises them with its emphasis on vulnerable sharing and prayer, and using ministry to get people done instead of the other way around. Assure potential/future leaders that attendance does not equal commitment.

WHAT ARE THE LOGISTICS?

Sometimes a community director has funds set aside to help defray the cost of preparing the meal. Other times, the hub leaders coordinate a potluck instead of preparing the whole meal themselves. Still others opt for a later start time and provide drinks and dessert instead of a full meal. Community group leaders should be encouraged to secure childcare for themselves so they can focus on sharing and prayer without interruption. Hub leadership gatherings typically last two to two-and-a-half hours, counting: informal time connecting, eating together, checking in and sharing, and prayer.

WHAT SHOULD BE THE FORMAT?

Hub leadership gatherings are usually best hosted in a home— either a hub leader's home, or if that's not ideal or available, one of the community group leaders' homes. Sometimes due to space constraints, or other limitations, hub leaders will use their congregation's building.

Every community group leader should have the opportunity to check in. Future/prospective leaders can listen in, and don't have to necessarily check in. If there are too many people for every individual to share, hub leaders can ask married leaders to designate one person to share on behalf of their household. Alternately, leaders can be invited to share and check in on behalf of the whole leadership team of their respective community group, and then the floor can be opened up for anyone else who would like to check in or share something that is burdening them individually.

Hub leaders can update leaders on any upcoming church-wide or congregation-specific strategic initiatives, or make general comments about hub-wide patterns of strength or weakness they've observed in the past semester as it relates to engaging in the three rhythms: family meal, discipleship groups, and missional gatherings.

However, since the primary goal is to listen to and know each other well enough to pray for each other on the spot, make sure plenty of time is left for prayer. Hub leaders should remain sensitive to the Spirit's leading, and draw out or highlight anyone they feel needs the attention or prayers of the group. Tears, strong emotions, weariness, or discouragement are often (but not always) a clue for where to focus attention. You can't do this for everyone in attendance due to time constraints, but as you feel prompted, invite at least one or two people to sit in a chair placed in the center of the room, and facilitate a time of prophetic prayer on their behalf. (Learn more about how to facilitate a time of prophetic prayer at frontlinechurch.com/propheticprayer.)