



Leadership Development Course Playbook

12.09.2021

Overview

This playbook documents Frontline Downtown's 2021 Leadership Development Course. Here you will find links to tons of helpful documents, a detailed timeline, explanations of strategy and execution, things we learned along the way, and all of our communication sent out. We hope this helps anyone considering doing something similar.

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Goals of the Leadership Development Course

Here is the [course overview](#), [syllabus](#), and [budget](#).

The Leadership Development Cohort is intended to increase the health of committed church leaders through curriculum and experiences that facilitate growth in the following areas:

- Orthodox, historic theology
- Cultural counter-formation
- Integrated leadership and grace-paced living
- Embodying the five distinctives of Frontline Church

Major Elements

Gatherings

- Kick-Off formation retreat
- 3 monthly large gatherings
- Monthly development group gatherings

Formation Homework and Assignments

- We utilized a [Google Classroom](#) to facilitate assignments and homework
- Weekly reading assignments with submissions
- Monthly formation assignments
- Here is the entire [course syllabus](#).

Leaders & Participants

Leaders

We had 29 leaders and 144 participants.

We chose leaders who held an office in our church, were hub leaders, and/or possessed the ability to tactfully disciple and lead these groups of leaders. We grouped the leaders together in twos or threes by their hub. We wanted these groups to draft off of previous hub relationships and be able to continue on in their hub gatherings moving forward when possible. We attempted to have one person on paid staff in leadership in each group.

Participants

Participation was first offered to mostly anyone who leads or apprentices in a Community Group, leads a ministry, or leads in our city. These leaders were given an advance email and call to invite them. They were given two weeks before we invited the rest of the course. We discussed each applicant and accepted most. There were a few we determined that this would not be the best step for them and gave them other next steps. Those accepted were grouped by hubs primarily and we had no more than 12 participants in each group.

To keep up with general organization, we created a [spreadsheet](#) that housed all of our groups, retreat information, and administrative updates.

Timeline

We sent an email invitation for the course at the end of May to those that our committee had chosen for an initial invite. Two weeks later, we opened it up for anyone in our congregation to apply. Everyone had until the end of June to apply. (See communication section for examples of emails).

The course ran from the first week of August to the week before Thanksgiving.

May 17th - First LDC Committee Meeting - Here we convened our committee and caught up the committee to goals, timeline, structure, and began to talk about leaders and what groups of peoples we would want as participants. We met weekly for eight weeks.

May 17th - May 20th - Called all potential leaders and asked them to serve.

June 1st - First participant invitation email went out.

- This included the [application](#).

June 8th - Reminder email to participants went out.

June 13th - Open registration for the entire congregation began.

June 14th - Zoom call with Josh and all of the leaders.

June 29th - Ordered Leader books

- When possible, order books directly from the publisher. This will help with cost. We also have a Crossway account, which gives discounts for large orders for churches.

July 19th - Formal Acceptance Email sent and pre-work assigned.

- This included their [registration and payment form](#), the [Reality Check Assessment](#), and the [Leadership and Distinctives Self-Assessment](#).

July 26th - Ordered participant books

- *Emotionally Healthy Leader*
- *Concise Theology*
- *Confronting Christianity*
- Ed Welch's three mini books on anger, anxiety, and shame

August 1st - Pre-work due and course officially begins.

August 2nd - Announced development groups

August 9th - Sent participant contact info and self-assessments to their development group leader.

August 17th - Sent the [Tips for Leading document](#) to all leaders.

August 27th - 28th - [Overnight retreat](#).

September - Each Development Group meets once in September

September 5th - September update and [Distinctives Form](#)

- With this form, the leaders and participants chose which distinctive they wanted to focus on for this month. From here, we took the responses and filtered them into the correct track within Google Classroom.
- This is an [overview of the work](#) for each distinctive track.

September 12th - Sent a comprehensive list of all Frontline Distinctive work.

- This helped the leaders know what each track was asking of each participant.

September 27th - [Large Group Gathering](#) (Frontline's Five Distinctives)

- We sent a reminder on September 5th within the monthly update.

October - Each Development Group meets once in October

October 18th - [Large Group Gathering](#) (Anger, Anxiety, and Anxious Systems)

- We sent an email reminder for this gathering on October 17th

November 1st - Leader Zoom Call

- This helped the leaders know how to wrap up their development groups and gave space for them to answer any questions they may have had, as well as for our team and Josh to give encouragement for their time throughout the course.

November 8th - [Large Group Gathering](#) (Cultural Counter-Formation)

- We sent an email on October 21st following up from the October gathering and reminding everyone about the final gathering on the 8th.
- Also, weekly throughout the month of November, participants completed a [reflection](#) for their *Confronting Christianity* reading.

November 10th - Emailed leaders instructions for their final development group.

- The final development group meeting was a meal, which was reimbursable either through concur if the leader is on staff or through check if they turned their receipt into our team.

November - Each Development Group meets once in November for the conclusion of the course. This meeting is a celebratory meal filled with encouragement and prayer.

November 21st - Coursework ends

December 1st - Final LDC Email sent - This email thanked the leaders and participants for their time and led them to retake their [self-assessment as well as fill out a feedback form](#) for our team.

Retreat

The LDC retreat will set the vision and trajectory for our course by:

- Laying a relational foundation that facilitates growth
- Creating a culture of shared gospel hospitality
- Defining clear expectations and desired outcomes for the LDC

Our retreat was held at [St. Crispin's Conference Center](#).

Here is our [Retreat Schedule](#).

Things We Learned

- This time largely helped to facilitate relationships between our highest sets of leaders (Elders, Deacons, Hub Leaders) and the next echelon of leaders in our church.
- People noted that they enjoyed the development groups and retreat the most.
- Most people enjoyed all of the reading. Most people said that it was an appropriate amount of reading although some did feel it was too much.
- The development groups need to be smaller. Ideally no more than 8 participants.
- Development group leaders need to respond to each submitted assignment. Many participants did the reading but did not finish their assignments.
- Participants sometimes did not understand the connection between the monthly themes, assigned readings, and large gathering topics.

Communication

Below is much of the communication we sent throughout this process. Please use any if it is helpful.

Leader Phone Calls

In May we called each of the potential leaders and asked them to consider leading a development group

Initial Email Invitation

Starting this August we are launching a 4-month Leadership Development Course and we would like for you to participate. The heart and vision behind this is a desire to see the collective leadership participation and culture grow in our church.

You are a valuable part of our church and worth the investment whether you are serving in our Family Ministries, lead a Community Group, host on Sundays with our Welcome Team, or work creatively in our Worship Community. This course is designed to help everyone leading in our church or city to take steps in their growth as a disciple in the mission of Jesus. You are receiving this email as a personal invite from the elders and deacons of our church to invest in your growth as a leader.

PLEASE WATCH [THIS VIDEO](#) FROM JOSH THAT EXPLAINS THE VISION OF THE COURSE

What are the dates and commitments for the Leadership Development Course?

Large Group Training Dates:

Retreat: Friday evening, August 27th through Saturday morning, August 28th @ [St. Crispins Conference Center](#)

Monday evening, September 27th @ Frontline Downtown

Monday evening, October 18th @ Frontline Downtown

Monday evening, November 8th @ Frontline Downtown

Small-Group Cohorts

Each participant will be placed in a small group cohort for the duration of the course for further processing and discussion. We ask that each group meet one other time per month aside from the large group training to work through and discuss the assignments. These meeting times will be determined by your group leaders in coordination with the rest of the group.

Will childcare be provided?

Childcare will be provided for the large gatherings, but will not be provided for the cohort meetings. Childcare will not be provided for the retreat.

What is the cost? \$75.

This fee will go to offset the cost of the kick-off retreat and materials for the course. However, we don't want money to keep anyone from participating. Scholarships are available upon request.

If you are interested in participating, please fill out this brief application before June 12th. On June 13th, we will make the application available to everyone in our church. If you have any questions, please contact Shelby Duggan at sduggan@frontlinechurch.com.

We are grateful for the ways you serve in our church and city. It's an honor to follow Jesus along with you.

Sunday Announcements

Initial Acceptance Email

We chose to send an "initial acceptance email" so that people were not waiting for weeks to hear anything back. Once we had finished the acceptance process, we sent a mass acceptance email with more information.

Thank you so much for applying for the Leadership Development Course this fall. We wanted to send a quick note to let you know that you have been accepted as well as reiterate the important dates. We are so grateful you have made this a priority. Please guard the following dates for the retreat and large group gatherings:

August 27th-28th (Overnight Retreat)

September 27th, 6:30-8p

October 18th, 6:30-8p

November 8th, 6:30-8p

Attached you will find an FAQ. Should you have any questions please reach out to Shelby Duggan at sduggan@frontlinechurch.com.

Formal Acceptance Email

You are receiving this email formally welcoming you into the upcoming Leadership Development Course. Thank you for taking the time to consider this opportunity and applying to be a part. Our team is looking forward to walking alongside you over the next few months. All of the pre-work included here is due August 1st.

This email is an overview of what you need to know as we get started. If you have any questions beyond this email, reach out to Kenny Long at klong@frontlinechurch.com.

REGISTRATIONS

» Please fill out this final registration and payment form by August 1st. As a reminder, the cost is \$75 but we have scholarships for any with need. **(Created in CCB)**

» Please register for our [Google Classroom](#) by August 1st.

PRE-ASSESSMENTS

These are two brief surveys to help you and your leader know where you are as you begin this development course. You will take this assessment again in November to see how you have grown throughout the course. This is due by August 1st.

- » Leadership Self-Assessment
- » Reality Check Self-Assessment

PRE-READINGS

These readings will prepare you for the retreat and need to be completed before August 1st.

- » Guide to Sharing Stories
- » Frontline Distinctives Overview

COURSE READING

The reading for the course will begin on the first week of August. Please refer to your syllabus for the weekly reading assignments. You will receive physical copies of books at the retreat, but we have hyperlinked PDFs of the required readings throughout August before the retreat on the syllabus.

SYLLABUS

Here is the course syllabus with scheduled gatherings, readings, and assignments. This will help you have an idea of everything that we will cover, and a guide of when things are to be completed. This will continue to be updated over time. Please refer to the newest version on the google classroom page in the future. We will let you know as we update and revise it.

RETREAT ITINERARY

Finally, attached here is a full download of what you can expect for the retreat.

Thank you again for choosing to join us for this time of preparation and growth. We believe that this will make an impact on your life and those you are leading.

Leader Email 1

You are receiving this email because we have asked you to consider leading a small group cohort through our upcoming Leadership Development Course. Some receiving this email have committed to leading and some have been asked to consider it. The purpose of this email is to give you what you need to make an informed decision of whether you are able to lead. If you feel this email has reached you in error please reach out.

We believe this Leadership Development Course has the potential to shape leadership participation and culture in our church for years to come. We want to see more people engaged in the mission of Jesus for the good of our city. Please watch the video below which explains the heart behind this course.

Here's what you need to know as a leader:

Vision and Direction Meeting >> June 14 (Please mark your calendar)

You will be invited to a Zoom call on the evening of June 14th with Josh Kouri for an in-depth discussion of the vision for this course and important details for you as a leader.

When are the large gatherings?

Retreat: Friday evening, August 27th and Saturday morning, August 28th @ St. Crispins Conference Center

Monday, September 27th

Monday, October 18th

Monday, November 8th

These final 3 gatherings will be held at the church. Please mark your calendar.

Will childcare be provided?

Childcare will be provided for the large gatherings, but will not be provided for the cohort meetings. Childcare will not be provided for the retreat.

When are the cohort meetings?

You and your fellow leaders will coordinate a time with your participants. It is up to your discretion, but we suggest choosing another day besides Mondays so that those that have community groups on Mondays will only miss once a month.

Who is in my group?

We are still finalizing these details. The participants will receive an email on June 1st inviting them to consider this.

What is the cost?

There is no cost for group leaders. For participants, however, the course is \$75 to help offset the cost of materials and the retreat.

Finally, attached to this email are three important documents we would like for you to read.

[An overview of the course](#)

[A cohort leader job description](#)

[An FAQ document](#)

If you have any questions between now and our Vision and direction meeting on June 14, please contact Kenny Long at klong@frontlinechurch.com.

Leader Email 2

We want to thank you for committing to being a **Development Group leader for our Leadership Development Course**. Through this 4-month-long process, we believe God will raise up new leaders amongst us for His mission.

Here are a few things we want to inform you about so that you are prepared going forward:

- Soon, each participant will be receiving the acceptance and registration email. That email is copied in its entirety below. Please look this over closely.
- **Please do everything that the below email asks the participants to do by the due date listed.** This will help you know the work they are doing and help us care for you as a leader.
- Please register here. **(Created in CCB)** However, when it comes to the pay now or pay later option, CHOOSE THE PAY LATER OPTION, BECAUSE YOU WILL NOT BE PAYING. Your cost is the time you will spend investing in others.
- **Your books are in.** Please pick them up from the church asap.

- Finally, please refer to the **attached Leader Job Description & FAQ sheet** and begin to read and listen to the required resources which will prepare you for our kickoff retreat. THIS IS VERY IMPORTANT.

We are truly excited about how this is going to bless you, us, and our body overall. Let's start praying towards that end. Please let us know what questions you have.

Monthly Updates

Along the way, we sent an update each month prior to the large group gatherings to the participants and leaders. Please see an example below.

Happy October! As we step into our October module on Anger, Anxiety, and Anxious Systems, we wanted to send over a few things regarding the LDC:

1. Our next large group gathering is Monday, October 18th from 6:30-8p at Frontline Downtown. If you will be utilizing childcare please fill out THIS FORM (**created in CCB**) for our team.
2. Your book for October is here! You will be reading a daily devotional on either anger or anxiety. Please come by the office Monday-Thursday 9-5p to grab your books. They also will be available on Sunday. Until then, the PDFs of the first few devotionals are attached. If you do not remember if you chose anger or anxiety please email me at sduggan@frontlinechurch.com or Kenzy White, our receptionist, can let you know as well.
3. Here are the videos from our last large group gathering. The password for the videos is: LeadershipDev. The audios are below. The notes are attached.
4. Finally, you should be hearing from your development group leaders, if you haven't already, regarding when your next meeting is with your small group. For this meeting, you will continue sharing stories, discuss your capstone exercise from your weekly homework through September, and talk about the anger or anxiety work you are doing throughout the week.

Final Email

We are so grateful that you have participated in Frontline's Leadership Development Course! It is incredible to see nearly 200 people in our church sacrificing the little margin they have, to pursue spiritual health and growth. We trust that God has used this process to grow and prepare you to continue serving in His Kingdom as you fulfill the calling He has for you. This email along with your final Development Group gathering concludes the Leadership Development Course.



As this process comes to a close, we would like to ask you to please fill out our concluding [assessment and feedback survey](#) (20 mins). This survey will help us understand areas of growth in the participants and help us improve in future iterations. This survey will also allow you to request more information about the next steps of service and leadership in our church if you desire to do so.

Finally, if you weren't able to make our last large group gathering, [HERE](#) are the videos, as well as all of the teachings from the course.