

CHASE OAKS

LEADERSHIP

PLAYBOOK



LEADERSHIP

HAS TO BE ABOUT
WHAT YOU CAN

GIVE

NOT WHAT YOU CAN

GET

— PATRICK LENCIONI —

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WELCOME

Thank you for saying yes to leading. You are a vital part of **inspiring people to follow Jesus and changing the world for good**. God has uniquely designed you and given you strengths to impact others. He will also use your passions and story to inspire the people you lead. I am very thankful we are on this journey together.

This booklet is written for you. In it, you will find tools that will help you lead and develop others to lead. You will also find some resources, including a list of podcasts and books, designed to support you and help you stay healthy and replenished as a leader. If I can help you in any way as you lead, please contact me at jwarren@chaseoaks.org.

I am so thankful that we are leading together!



Jack Warren

Chief of Staff | Chase Oaks Church

Our Mission

We inspire
PEOPLE TO FOLLOW JESUS
and together
CHANGE OUR WORLD
for good.



Chase Oaks DNA



The Chase Oaks Strategy

ENDEAR OUR COMMUNITY

Ensure our community **knows** we're here, is **happy** we're here, and is **better off** because we're here.

ENGAGE OUR CROWD

Catalyze momentum to help our crowd grow in **faith, hope, and love.**

EMPOWER OUR CORE

Develop our core so they can **discern** and **live into** their God-purpose.

WHAT IT MEANS TO BE A LEADER AT CHASE OAKS

You were asked to lead because you are setting an example for others and you have a passion for a specific area. Someone likely had an “ICNU” conversation with you and invited you to consider a leadership role. As leaders, there are four primary functions that we are consistently doing.

1. You are **MODELING** for others by the way you live, speak, love, and lead. You are intentionally pursuing a life of following Jesus, and you reflect the mission and DNA of Chase Oaks.
2. You are **PROVIDING DIRECTION AND CLARITY** for the people in your group or serving on your team.
3. You are **DEVELOPING FUTURE LEADERS**. Multiple people likely invested in you to prepare you for leading, and now, you have the opportunity to invest in some people to prepare them for leadership.
4. You are **PROVIDING CARE** for the people in your group or serving on your team. Get to know them, pray for them, and be a consistent source of support and encouragement for them.

The Leader Commitment

GROW

Commit to grow
(i.e., spiritual
formation)
through various
relational and
personal practices

We are all in process. I love that spiritual practices are called “practices.” No one has mastered or perfected them. Depending on our stage of life and our current responsibilities, these will look different for every person. Spiritual formation is a lifelong pursuit, and your commitment to that pursuit will make you an impactful leader. We ask for leaders to be “all in” by consistently worshipping together, being in a group, serving on a team, giving financially, and relating with people who have yet to follow Jesus.

CONNECT

Commit to
consistently
connect with the
people you lead.

The best way you can lead is to relationally connect with those you lead. People can read emails to get information, but time spent together on the phone, over coffee, or over a meal can be used to invest in someone to express care and support and to provide coaching.

PROTECT

Commit to protect
the unity of the
church (i.e., be
an ambassador
for the mission,
DNA, and unity
of the church).

We have an enemy that is constantly working to deceive us and destroy the transformative work that God is doing. Conflict will certainly happen because we are all human, and the way we address conflict will either lead to growth or division. Please strive to live in peace and lead in unity with Chase Oaks’ mission, values, and doctrine. Also, please be an ambassador for that same unity for those you lead.

Our Leadership Pathway

1 Join a Team

This is the first step of moving in the direction of leading. Serving on a team will give you opportunities to discover more about yourself and make an impact on other’s lives. It will also help you know more about the functions of that team and that area of ministry.

2 Go Through Repurposed

Repurposed is designed to help you discover your strengths and passions and explore ways to steward those strengths well. It is a discovery process that is fun, interactive, and insightful. It will help direct you into future areas of leadership.

3 Lead a Team

The next step for people serving is to step into a leadership role. Leading a team gives you an opportunity to model and to provide direction, clarity, and care for people serving. It opens the door for you to have many “ICNU” conversations, which will help others discover and develop their strengths. You can find our leadership application online at chaseoaks.org/leadership-application.

4 Coach Leaders

If a leader wants to help other leaders thrive in their leadership roles and has a passion for coaching, this is a great next step in our leadership pathway. Everyone needs a coach—a person with character, experience, skill, and passion to help other leaders thrive in their role. Coaches are needed in every area of ministry and will usually support 5-10 leaders. We provide training each year as well as online resources and tools for coaches.

Other available opportunities: summer internships, two-year residencies, and staff roles. For more info, scan the QR code.



INTERNSHIP AND RESIDENCY

SUMMER INTERNSHIP PROGRAM



Chase Oaks Summer Interns are challenged to grow in their knowledge and understanding of church ministry within the context of planning and execution ministry at Chase Oaks. Interns experience a fun and exciting church culture and catch a glimpse of a possible future in vocational ministry within a period of 10 weeks.

TWO-YEAR RESIDENCY PROGRAM



The Chase Oaks Residency is a two-year intensive leadership program designed to provide real-life ministry experience, personal development, and leadership training for those pursuing vocational ministry. Residents will graduate with a clear sense of calling and be equipped with the personal and professional tools for a thriving future in ministry.

HOW TO DEVELOP LEADERS

Tools and Tips To Use Along The Way

There are a few key resources we use here at Chase Oaks to invest in one another and help new people live into their gifting. If you would like a digital copy of these resources to use before meeting with someone you're investing in, visit chaseoaks.org/leadership or scan the QR code.



1. An ICNU Guide

2. Coaching in Three Phases

3. One-on-One Investing Guide

4. How To Give Feedback

5. Repurposed

6. Life Maps

An ICNU Guide

Most leaders had someone see something in them and encourage them to step into a leadership role. Those are what we call “ICNU” conversations. These conversations are the most strategic tool you have to help someone see what you see in them and step into leadership. It is simply telling someone about the traits you see in them and sharing how those traits could help serve the mission of inspiring people to follow Jesus and together changing the world for good. Effective leaders are consistently having “ICNU” conversations with the people they are leading.

Key Elements to a Great ICNU Conversation

- **Here’s what I see you do that’s inspiring:** Get specific!
- **Have you considered:** Make a connection to a specific opportunity to join in on the mission.
- **For example, you might say:**
“The mission of Chase Oaks is to inspire others to follow Jesus and together change our world for good. One of the ways we do this is through campuses that provide environments for people to come as they are and experience worship and relevant messages for all ages. I see how welcoming you are to everyone and how you make people feel wanted and needed. Have you ever considered serving on the Weekend Experience Team? I think you will be perfect for it.”

Coaching in Three Phases

1 I Do, You Watch, We Talk

“I am going to do xyz at this gathering, and I want you to watch everything I do in preparation and in execution. Afterwards, let’s sit down and debrief it, discussing what worked well, what didn’t work well, and what could be changed to make it better.” Depending on the role, this stage could be a one-time event or last for weeks or even months.

2 We Do, We Watch, We Talk

In this second stage, you share in preparation and leading. You co-lead, and then, meet after the event to give each other feedback with a lot of encouragement. This gives the person being developed a safety net while also giving them the opportunity to lead.

3 You Do, I Watch, We Talk

This is the most exciting stage that both of you have been working toward. Once you believe the person you are developing is ready (they may not think they are ready), encourage them to lead on their own with your coaching, and then after they lead, meet once again to provide encouraging and supportive feedback. A general rule of thumb is to affirm many things that went well, and then, discuss the one thing they could change that would make the greatest impact.

One-on-One Investing Guide

As you consistently meet with people you are investing in over coffee or a meal, here are some helpful questions to facilitate engaging discussions:

1. What is your biggest challenge in leading right now?
2. Is your tank full, empty, or somewhere in between? What would fill it?
3. Does something need to change so that you can be replenished?
4. How are you doing with the 7 C's of relationships (see page 23)?
5. What practices are currently helping you connect with God and experience transformation?
6. Is there anything I can do to help?
7. Who could you be developing for a future leadership role?
8. How can I be praying for you?

These questions are good starters and guides, but allow God's spirit to guide you in each conversation so that the person knows you are with them and for them.

How To Give Feedback

When giving feedback, here are three simple guidelines: Ask, Affirm, and Action (AAA).

ASK

Ask for permission to give feedback. It is always better when feedback is invited and permission is granted.

AFFIRM

Affirm multiple things that were done well.

ACTION

Suggest one action that would help significantly. Try to stick to one action, not several. We can all focus on one thing to improve, but if we hear several things, we will likely be flooded with negativity and, rather than being encouraged, we will walk away feeling discouraged and defeated.

Repurposed



While most of us know we were created on purpose, for a life of purpose, by a God of purpose; there are very few of us who can articulate their purpose. This course will help you make sense of the passions, gifts, and experiences God has given you, so that you might name, and live out your unique, God-given purpose.

For more information, scan the QR code or visit chaseoaks.org/purpose.



Life Map Directions

As you relate to a leader and help them develop, consider sharing your life maps with each other. Life maps help us better understand each other and better connect with each other.

Your Story

Your story is powerful, both for yourself and others. Your story reveals strengths, patterns, accomplishments, previous hurts, and more. It can help you identify passions and connect dots that might have seemed unrelated. Your story is also one of the most powerful tools you own to connect with others. Writing out your story will take a couple of hours, but it will help you tremendously. **Here are some directions to help you maximize your story:**

1. Write out your family background (e.g., parents' names, parents' vocations, parents' personalities, where you grew up, and siblings).
2. Think about your life in five-year increments (e.g., 1-5, 6-10, 11-15, 16-20, and 21-25).
3. For each increment, list the following: where you lived, education, 1-3 key positive events, 1-3 key difficult events, 1-3 influential people, accomplishments, and emotions connected to that season of life.
4. What trends do you observe?
5. What are some other insights and observations?
6. With whom could you share your story?
7. As you move forward, who can you add to your life board to help you thrive?

HOW TO STAY HEALTHY AS A LEADER

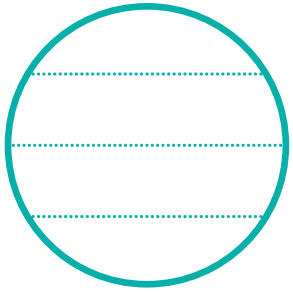
The 7 C's

Leaders are consistently in giving mode. They give time, attention, care, feedback, and direction for a number of people. But leaders also need to receive support, counsel, encouragement, and feedback. The number one factor that causes a leader to step out of leadership isn't poor performance, a moral crisis, or a conflict. It is usually **burnout**. To avoid burnout and discouragement, it is vital to consistently diversify our relationships so that we receive and give in similar proportions. It is also important to set boundaries with people. **Here are seven types of relationships to pay attention to:**

1. **Coaches:** Individuals with whom we engage to mentor, develop, guide, and direct us.
2. **Comrades:** Your life team of 3-10 individuals who know all about you and accept you fully but also tell you the truths you need to hear.
3. **Colleagues:** People you work with who are competent, relationally oriented, and work well in teams.
4. **Casuals:** The friends and neighbors you have who are just good, positive people.
5. **Care:** Individuals who do not have something they need, that you have the capacity to supply to them.
6. **Chronics:** These are good people who have a long-term pattern of having lots of problems that rarely go away.
7. **Contaminants:** These are people who have bad motives, tend to be envious, and desire to divide and damage others.

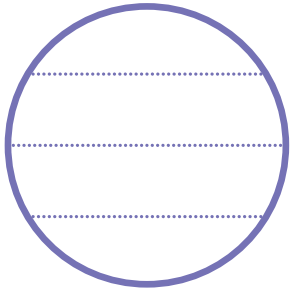
The 7 C's

Use these circles to write the names of people in your life who fit one of the descriptions of the 7 C's.



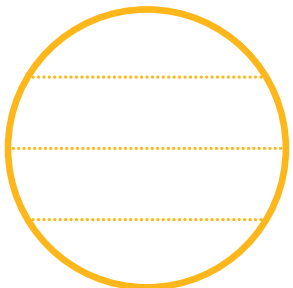
COACHES

TIP: High capacity leaders are coached 1-2 hours per week.



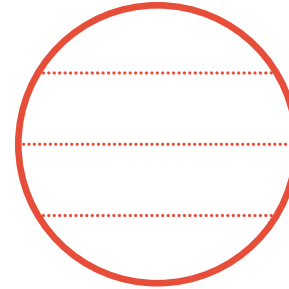
COLLEAGUES

TIP: Find people who are mutually committed to the mission and comfortable in their own skin.



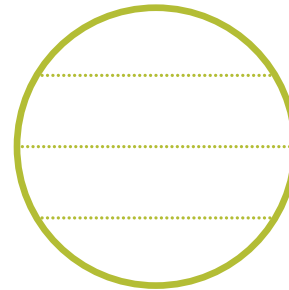
COMRADES

TIP: A structured meeting is helpful. Often, we need to go after comrades—these relationships don't naturally happen.



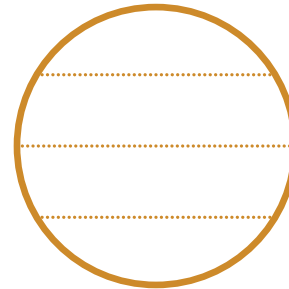
CASUALS

TIP: Be careful not to place all your relational capital in this one category.



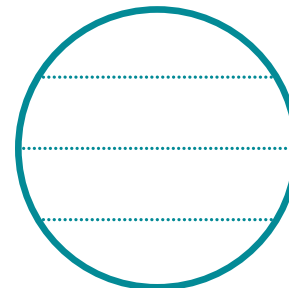
CARE

TIP: Be careful not to place all your relational capital here, either.



CHRONICS

TIP: Have a short leash and strong boundaries with them.



CONTAMINANTS

TIP: Protect yourself. Build a firewall. Grieve the loss.

The 22 Needs

The four quadrants of relational needs are great to use in conversations with comrades. They help us identify what we need and have a helpful conversation about that need.

<h2>Be Present</h2> <ol style="list-style-type: none"> 1. Acceptance: Connect without judgment. 2. Attunement: Respond to what one another is experiencing. 3. Validation: Convey that person's experience is significant and not to be diminished. 4. Identification: Share your similar story. 5. Containment: Allow the other to vent while staying warm without reacting. 6. Comfort: Provide support for someone's loss. <p>QUADRANT 1</p>	<h2>Convey the Good</h2> <ol style="list-style-type: none"> 1. Affirmation: Draw attention to the good. 2. Encouragement: Convey that you believe in someone's ability to do the difficult. 3. Respect: Assign value. 4. Hope: Provide reality-based confidence in the future. 5. Forgiveness: Cancel a debt. 6. Celebration: Acknowledge a win, both cognitively and emotionally. <p>QUADRANT 2</p>
<h2>Provide Reality</h2> <ol style="list-style-type: none"> 1. Clarification: Bring order to confusion. 2. Perspective: Offer a different viewpoint. 3. Insight: Convey a deeper understanding. 4. Feedback: Give a personal response. 5. Confrontation: Face someone with an appeal to change. <p>QUADRANT 3</p>	<h2>Call to Action</h2> <ol style="list-style-type: none"> 1. Advice: Recommend an action step. 2. Structure: Provide a framework. 3. Challenge: Strongly recommend a difficult action. 4. Development: Create a growth environment. 5. Service: Guide engagement to giving back. <p>QUADRANT 4</p>

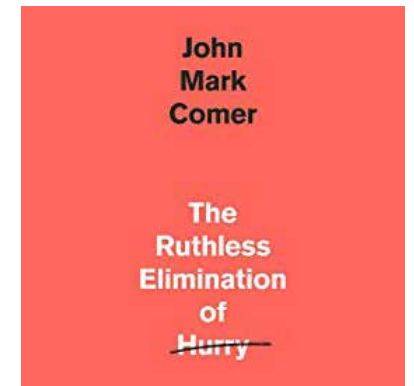
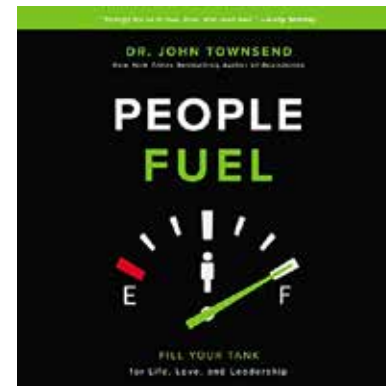
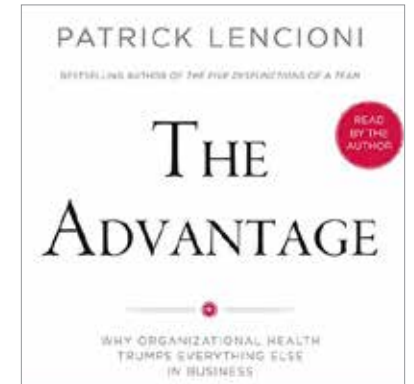
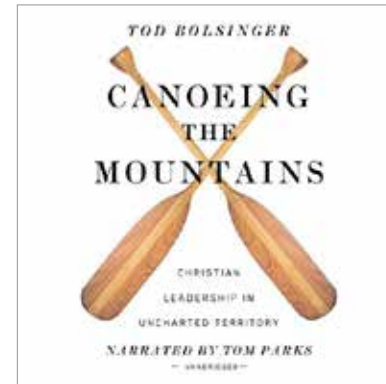
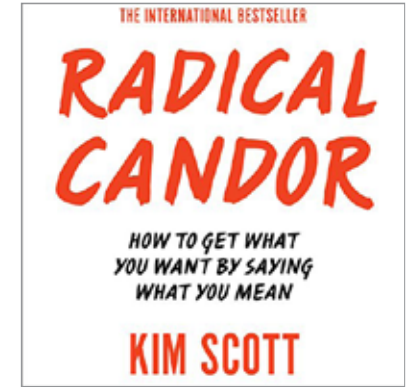
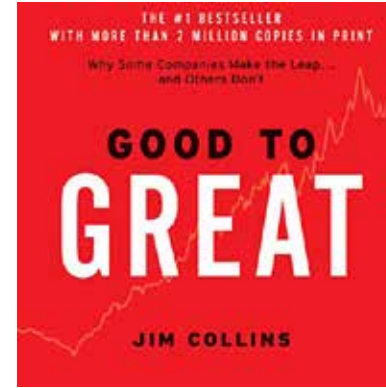
Practices

There are a variety of spiritual practices that help us connect with God to receive his love and guidance and to provide love for others. For explanations and teachings on these practices, visit practicingtheway.org.

<h2>SABBATH</h2> <p>Setting aside one day per week to stop, rest, delight, and worship.</p> <p>1</p>	<h2>PRAYER</h2> <p>Communicating with God and interacting with God.</p> <p>2</p>	<h2>FASTING</h2> <p>Abstaining from something for a period of time to be reminded of our need for God, to grow our dependence on God, and to focus our attention on God.</p> <p>3</p>
<h2>SOLITUDE</h2> <p>Pulling away from the busyness of life and relationships and seeking God through quietness and stillness.</p> <p>4</p>	<h2>SCRIPTURE</h2> <p>Reading and reflecting on the inspired word of God.</p> <p>5</p>	<h2>COMMUNITY</h2> <p>Connecting with people who share a mutual commitment to follow Jesus.</p> <p>6</p>
<h2>SIMPLICITY</h2> <p>Pursuing habits of less distractions so that we can focus on what matters most.</p> <p>7</p>	<h2>GENEROSITY</h2> <p>Giving of our time, talents, and possessions, realizing they all belong to God and we are simply stewards of them.</p> <p>8</p>	<h2>HOSPITALITY</h2> <p>Opening up our homes, our lives, and/or our time to love and connect with each other.</p> <p>9</p>

Leadership Books

ADDITIONAL RESOURCES BOOKS AND PODCASTS



Leadership Podcasts



A LEADER IS ANYONE WHO TAKES RESPONSIBILITY FOR FINDING THE POTENTIAL IN PEOPLE AND PROCESSES AND HAS THE COURAGE TO DEVELOP THAT POTENTIAL.

– BRENÉ BROWN –

