

Hope Fellowship Groups Leader Guide

Table of Contents

Part One: Hope Group Leader Onboarding

- Hope Fellowship Mission: Grow in Community
 - What does it mean to “Grow in Community?”
- Hope Groups
 - What are Hope Groups?
 - How do Hope Groups meet?
 - When do Hope Groups meet?
 - Why should my group be a Hope Group?
- Hope Group Leaders
 - Qualifications
 - Expectations
 - Structure
 - Development Plan

Part Two: Hope Group Leader Foundational Training

- How to start a Hope Group
- How to use Planning Center
- How to Lead a Hope Group
- FAQ's

Part Three: Important Documents

- Abuse Policy Acknowledgment
- Hope Fellowship Leader Standards and Commitment Form

Part One: Hope Group Leader Onboarding

Hope Fellowship Mission

At Hope, our mission is to invite everyone to know Jesus and help them move to the center of God's purpose for their life. Our strategy to accomplish that mission includes four elements; Love People, Connect to Hope, Grow in Community and Serve Others.

What does it mean to "Grow in Community?"

As a person grows in their faith and develops a more personal relationship with Jesus, they are able to move to the center of God's purpose for their life. We believe this happens best within a community of people who will provide support, encouragement and accountability.

Two are better than one, because they have a good return for their labor: If either of them falls down, one can help the other up. But pity anyone who falls and has no one to help them up. Also, if two lie down together, they will keep warm. But how can one keep warm alone? Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken. - Ecclesiastes 4:9-12

As iron sharpens iron, so a friend sharpens a friend. - Proverbs 27:17

Just as our bodies have many parts and each part has a special function, so it is with Christ's body. We are many parts of one body, and we all belong to each other. - Romans 12:4-5

The early church in Acts 2 is an excellent example of the power of community.

*All the believers devoted themselves to the apostles' teaching, and to fellowship, and to sharing in meals (including the Lord's Supper), and to prayer. A deep sense of awe came over them all, and the apostles performed many miraculous signs and wonders. And all the believers met together in one place and shared everything they had. They sold their property and possessions and shared the money with those in need. They worshiped together at the Temple each day, met in homes for the Lord's Supper, and shared their meals with great joy and generosity - all the while praising God and enjoying the goodwill of all the people. **And each day the Lord added to their fellowship those who were being saved.** - Acts 2:42-47*

Modeling ourselves after the early church, Hope Fellowship strives to accomplish our mission through Hope Groups!

Hope Groups

What are Hope Groups?

A group is a number of individuals assembled together, having some unifying relationship. Hope Groups align with the mission of Hope Fellowship, and every group is unified by the desire of each individual to grow and move to the center of God's purpose for their life.

There are four components that define every group at Hope.

LOVE: Unified through community and friendship. (*Fellowship*)

- Successful groups consist of individuals who like one another. They relate to one another in a friendly way and have a generally shared interest. Consistent fellowship breeds friendship and a group is formed. Unified by good will and brotherly affection for one another, Hope groups are marked by community and friendship.

CONNECT: Unified through shared objectives. (*Topic or Activity*)

- Groups assemble to accomplish a goal, and when individuals have shared objectives in life, the goal of the group is easily determined. Topics discussed and activities planned are relevant to the group as a whole and accomplish a unified goal. The goal might be to run a marathon, or play a game together, or have dinner, or read the New Testament, or learn sign language, or study Revelation! Embracing shared objectives, through a relevant topic or activity, provides a goal for groups and the connection comes from accomplishing that goal together. Hope Groups are marked by shared objectives.

GROW: Unified through spiritual growth. (*Spiritual Component*)

- Groups of people gathering together with love for one another and connecting through shared objectives become meaningful and valuable assets that help us move to the center of God's purpose for our lives when we engage with one another spiritually. While the intentional effort to encourage spiritual growth and enhance personal development might vary from one group to another, intentionally pointing people to Jesus is vital! Praying together, studying scripture, learning and worshipping together, and **spiritual accountability** transform a gathering of individuals into a unified group. Hope Groups are marked by spiritual growth.

SERVE: Unified through care and service. (*Care*)

- Jesus modeled what it means to live in the center of God's purpose for your life. He invited everyone to know the love of God, and lived in the center of God's purpose for his life by humbling himself and serving others in all that He did. As we follow the example of Jesus and grow spiritually, caring for and serving one another becomes a priority. People move to the center of God's purpose for their lives when they embody the image of Jesus through care and service to one another. Like the early church in Acts 2, we are unified and effective in our mission as we serve one another spiritually through prayer and support, and practically through meeting physical needs. Hope Groups are marked by care and service.

How do Hope Groups meet?

All Hope Groups (distinctly identified by the characteristics of a Hope Group) fall into three categories: On-site, Off-site and Virtual.

On-Site Groups:

- Meet at the church and vary from large groups containing smaller groups within them, to smaller groups gathered on-site for a specific purpose for a limited time.
- Are generally broad and inclusive groups where individuals can meet a variety of people, and build friendships.
- Focus on universally relevant topics and bible studies that initiate personal growth or specifically targeted material that applies to a large subset of people (like a mens or womens study, or a grief class).
- **Are determined by the campus Grow Pastor, and provide the launching point for smaller, off-site groups.**

Off-Site Groups:

- Are groups that are defined by the qualities of a Hope Group and consist of people gathering together away from the church building.
- Have a more defined group of people who connect with one another in some way. These groups might connect to play football, or married couples connected by their season of life, or college students connected by their circumstances. These groups are more exclusive to varying degrees.
- Focus on what is specifically relevant to the individuals in the group, forming more meaningful relationships that inspire and challenge each group member to grow spiritually.

Virtual Groups:

- Offer all the benefit of Hope Groups, with the flexibility of meeting from anywhere.

When do Hope Groups meet?

Onsite Groups: Meet throughout the year in 3 terms.

- Winter/Spring: Generally 13 weeks in January - May
- Summer: Generally 8 weeks in June - July
- Fall: Generally 13 weeks in September - December

Offsite and Virtual Groups: Meet consistently at least once a month within the three terms, and have the freedom to determine a schedule that best fits their needs.

Why should my group be a Hope Group?

Groups that align themselves with the mission of Hope are part of something so much bigger than themselves! As Christ followers, we are called to love others and share the Good News of Jesus, and we can accomplish so much more when we work together. The Grow staff at Hope Fellowship are in place to provide resources, guidance/coaching, support in all facets of leading, and anything you need to accomplish your mission as part of the team!

Hope Group Leaders

Hope Groups Leader Mission:

To create and manage an opportunity for people to grow spiritually through community and relationships as they move to the center of God's purpose for their life.

Hope Group Leader Qualifications:

Anyone who loves Jesus and is invested in the mission of Hope can be a Hope Group leader!

- ❑ Hope Group leaders must live the mission of Hope Fellowship.
 - **Love People:** Loving others is a vital part of leading others. In order to live the mission, leaders must love others like Jesus.
 - **Connect to Hope:** All leaders must complete Connect Track, and align with the foundational values of Hope.
 - **Grow with Community:** Leaders should be growing in their personal relationship with Jesus and modeling spiritual growth practices in their own lives.
 - **Serve Others:** Following the example of Jesus, leaders should be devoted to serving and known as a person who serves others.

- ❑ Hope Group leaders must have the time, emotional capacity, and moral discernment to lead a group.

- ❑ Hope Group Leaders:
 - Attend weekend services on a regular basis.
 - Complete a background check every two years.
 - Have completed Connect Track.
 - Uphold the Hope Leader standards outlined on the Hope Leader Commitment form.

Hope Group Leader Expectations:

Stay Connected: To Jesus, to Hope and your campus Grow Pastor, and to your group.

Provide Care: Develop a care culture within your group, serving one another as needed.

- (*Galatians 6:2, 1 Thessalonians 5:14*)

Promote Participation: Encourage each individual to contribute, enabling them to find meaning and purpose.

- (*Romans 12:6-8, 1 Peter 4:10-11*)

Cultivate Relationships: Devote intentional effort to building relationships within the group.

- (*1 Peter 4:8-9, Romans 12:10, Hebrews 10:24-25*)

Continue Growth: Attend training and development opportunities for Hope Group leaders and make personal growth a priority.

- (*2 Peter 3:18, Ephesians 4:14-16*)

Commit to Leadership: Commit to live as a leader, upholding the leadership standards of Hope Fellowship as listed on the Hope Group Leader Commitment Form.

- (*1 Timothy 3:1-7, Hebrews 13:17, James 3:1*)

Hope Group Leader Structure:

Co-Leader: A co-leader is an individual who partners with a current Hope Group leader as they grow and develop into a primary group leader. The time spent as a co-leader provides insight into the groups culture at Hope, perspective on what it takes to lead a group, and immersive practice in the various components that accompany leading a group with Hope Fellowship.

Leader: A Hope Group leader provides the primary leadership for their group. Leaders connect with Hope Fellowship, aligning their group with the mission of Hope overall, and are responsible for creating and managing an opportunity for people to grow spiritually through community and relationships as they move to the center of God's purpose for their life.

Coach: A Hope Group leader coach works with the Hope Fellowship staff to recruit, train, and develop Hope Group leaders. Coaches are experienced leaders who are able to provide intentional leadership and insight for a number of group leaders.

Group Leader Development:

Onboarding: Attend one onboarding session each year to stay up to date with Hope culture and policies.

Training: Attend two training sessions each year to grow as a leader. Training sessions will provide targeted tips and practices based on leader feedback and will be offered in various forms multiple times per year.

Development: Attend at least one, one on one meeting with the group representative on your campus to address any specific group issues and for personal development. These may happen more often as needed.

Part Two: Hope Group Leader Foundational Training

Choosing to lead in a spiritual capacity is a big deal!

The world instinctively looks to the church and those connected to the church for a glimpse of Jesus. Choosing to be a leader means choosing to step into a position where your actions will be examined closely as people learn about faith through you, imitating you as you imitate Christ.

James, the brother of Jesus said *“Dear brothers and sisters, not many of you should become teachers in the church, for we who teach will be judged more strictly.”* (James 3:1).

While that might sound like a huge responsibility (and it is!), **you can do it!**

You don't have to know everything. You don't have to be perfect. You don't have to be charismatic or charming, and you don't have to have it all figured out.

The apostle Paul says, *“It is not that we think we are qualified to do anything on our own. Our qualification comes from God. He has enabled us to be ministers of his new covenant.”* (2 Corinthians 3:5-6)

He also reminds us that God has given each of us a unique gift, and it's our job to use that gift to share the love of Jesus.

“In his grace, God has given us different gifts for doing certain things well. So if God has given you the ability to prophesy, speak out with as much faith as God has given you. If your gift is serving others, serve them well. If you are a teacher, teach well. If your gift is to encourage others, be encouraging. If it is giving, give generously. If God has given you leadership ability, take the responsibility seriously. And if you have a gift for showing kindness to others, do it gladly.” (Romans 12:6-8)

Your journey to leadership might not look like you thought it would, but it brought you here. Your qualifications come from the one who created the universe, and He will provide everything you need.

How to Start a Hope Group

Finding your people to grow with can happen in a lot of different ways! Some communities are formed through neighborhood gatherings or work friendships, and some are formed through volunteering or other Hope events. You might even find your people after taking the step to lead! No matter what your situation, starting a Hope group begins with you, and it's very simple.

- ❑ **Pray about being a Hope Group leader and what kind of group you want to lead.**
 - Maybe you want to lead a table group within an onsite group, or maybe you want to lead a group in your home. The possibilities are endless! If you are a current group leader, pray about how you can enhance your group experience, grow new leaders in your group, or add new members to your group.
- ❑ **Submit a Group Leader Profile.**
 - Go to hopefellowship.net/groups and click the button that says "Lead a Group." Once you have submitted this form, your campus Grow Pastor will connect with you to schedule a meeting.
- ❑ **Meet with your campus Grow Pastor.**
 - They will walk you through the rest of the process and help you launch your group.

How to Use Planning Center:

Planning Center Online (PCO) Groups is the platform we use to organize our groups, make them available to view, and that our leaders must use to manage their groups. Below are a few quick things that you can do using PCO Groups.

Group Information: Leaders have access to update Group information, event dates and times, as well as the group roster.

Take Attendance: Leaders should be taking attendance after every group meeting. This will not only help you as the leader to keep track of your group, follow up with those who have not attended in awhile, and also gives insight to the Grow Team to be able to help people get involved and find community. We want to be able to have the best information to help guide people towards the right groups for them and encourage their growth, and we can only do that when we have an accurate view of their current engagement. Attendance is also necessary for compliance with our child care assistance, and we can not process a request without an attendance logged for the requested date.

Message Your Group: As the group leader, you have access to your group member's emails and phone numbers. You can use PCO Groups to send messages as well.

Manage Your Group Roster: It is natural for group rosters to fluctuate and change over time. It is important for you as the leader to keep your roster up to date as people leave or join. If your group is available for new members to join through the website, you will also be in charge of connecting with everyone who is interested in joining your group. It is incredibly important for you to follow up in a timely manner, so that nobody is left waiting to hear back about joining your group. Remember how vulnerable it felt when you stepped out about finding a group, and be sure to honor that in people who reach out to you.

Resources: To watch a video on how to use all the features of Planning Center for your group and for other resources, visit hopefellowship.net/groupleader.

How to Lead a Hope Group

Every leader is unique, and each group will find a rhythm and flow that works best for them. No matter what your group looks like, there are some standard practices that apply to every group to ensure your Hope Group is successful and is aligned with the mission of Hope.

Pray for and with your group.

Prayer is an essential part of good leadership, and a foundation for strong groups.

The apostle Paul said *“Don’t worry about anything; instead, pray about everything. Tell God what you need, and thank him for all he has done. Then you will experience God’s peace, which exceeds anything we can understand. His peace will guard your hearts and minds as you live in Christ Jesus.” (Philippians 4:6-7)*

Praying for and with your group will have a powerful impact! Here are some ways you can pray for your group:

- Pray for wisdom and strength to lead your group well. (*James 1:5*)
- Pray for any needs or requests group members share. (*Galatians 6:2*)
- Ask for the presence of the Holy Spirit to lead your group. (*Galatians 5:22-23*)

Before you gather:

- ❑ **Pray.** Group leaders should spend some time each week praying for the group session and for the individuals in the group.
- ❑ **Plan.** Establish a plan for the gathering that fits your group and will enable you to get the most out of your time together. Here is a good template for offsite groups:
 - 30 minutes of social time. Catch up with one another, share a meal, have dessert, and have fun!
 - 30-45 minutes of content. Take a moment to pray together before getting into your content (Bible study, book, video, message questions, etc.)
 - 15 minutes to close in prayer for one another. Take a moment to share your needs with one another and pray together.
- ❑ **Prepare.** Review the material you will be covering during your session. If you know your group well, you might be able to prepare for more in-depth conversations that might develop from the material. If your group isn’t covering any material, prepare for any needs that you might have during your time together.
- ❑ **Promote.** Send messages to your group members with updates, reminders, or info they might need for the session.

When you gather:

No matter what your group looks like or is doing, the following standard practices will help you have a successful group.

- ❑ Arrive early (or be prepared in your home) to set up a welcoming environment.
- ❑ Have fun! Studies show that laughter is a huge contributor in group bonding and building relationships.
- ❑ Respect people's time by beginning and ending on time.
- ❑ Respect boundaries.
 - Boundaries help protect the leaders and group members from entering into an uncomfortable or inappropriate situation, and remain above reproach. When dealing with personal or intimate issues, men and women should seek support from someone of the same gender.
- ❑ Lead with love.
 - There is bound to be conflict, or disagreements, or even situations when people just don't click. That's ok! Leading with love means reflecting Jesus and handling each person with love and kindness and respect. (*Romans 12:9-13*)

Week 1:

- ❑ Set group expectations.
 - A key to helping people feel comfortable in your group is to let them know what to expect. Take time to discuss how the group will flow from week to week. This can include things like explaining the times you will begin and end the group, how discussion or group activities will happen, and how group members can share prayer requests or best engage in the group.
- ❑ Collect and share contact info (for those who want to share), birthdays and anniversaries with one another.

Week 2:

- ❑ Share your stories.
 - Taking the time to share your stories with one another will give insight into discussions and allow the group to provide support in a more meaningful way.
- ❑ If your group is planning on doing content based gatherings, and if you haven't already, choose your content and ensure the group has access.

Within 6 weeks:

- ❑ Plan a "fun only" night
- ❑ Connect with the Grow Pastor on your campus for an update.

Leading a Discussion:

Initiate conversations.

- For new groups, conversations can be harder to start and keep alive. Even groups who are comfortable with one another can have a hard time starting conversations! Each person arrives to the group with their own perspectives, problems and thoughts. It might take a few minutes for everyone to get on the same page for the group time.
- Start with fun icebreaker questions. It's a great way to bring everyone together and start the groups in a positive way.
- During the discussion, ask questions that can't be answered with a yes or no.
- Practice "yes, and" and "then what" discussion tactics whenever possible.

Follow the 70/30 rule.

- Give the members of your group room to speak up instead of doing all the talking yourself. A good guideline is the "70-30" rule. Approximately 70% of the speaking should be from members and 30% from the leader.

Keep the discussion positive.

- Once your group has established solid relationships, conversations may go deeper and have more intensity which is great for spiritual growth when the focus is on Jesus.
- If conversation takes a negative or destructive turn, guide it back to a **healthy** place. If someone needs to talk about a sensitive or complex issue, you can follow up with them after the group or contact your Grow Pastor or coach to help you respond well.
- Be prepared to change the direction of the meeting if needed. The primary goal is to create an environment where people feel loved and accepted.

Keep the conversation relevant to everyone.

- Remember people in your group will be at different places in their spiritual journey. Be thoughtful when you talk about spiritual concepts or church terms that might be unfamiliar to new Christians or new church-goers.

Lead with love. (Yes, again.)

- There is bound to be conflict, or disagreements, or even situations when people just don't click. That's ok! Leading with love means reflecting Jesus and handling each person with love and kindness and respect (even when they are being difficult).
- If someone is way off base theologically or presenting mistruth as truth, be sure to acknowledge their contribution to the discussion and clarify the point with truth and scripture.
- If there is a consistent issue with one person in the group, connect with the Grow Pastor on your campus for guidance.

Do This, Ditch This:

When you are leading a Hope Group, there are some practices you definitely want to do, and some practices you definitely want to ditch in order to have a successful group of people who are growing and moving to the center of God's purpose for their life. Here are some basic things you'll want to be sure to do, and some you'll want to ditch.

DO THIS:	DITCH THIS:
<p>Love one another: Encourage one another other as you grow together, cheer for each other in personal endeavors, support one another in times of need.</p>	<p>Conducting business: Your group is not a place to sell anything, period.</p>
<p>Have fun: Some of the best spiritual moments are unplanned and happen in the middle of just doing life together. Share a meal, attend an event or just do something fun together!</p>	<p>Consuming drugs or alcohol: While we are not legalistic about the personal decision to drink alcohol, we ask that all alcohol consumption is avoided during a Hope Group meeting.</p>
<p>Go Deeper: Growth comes when we are vulnerable and real with one another. Have honest conversations and be open to perspectives that might be different from yours. Study curriculum, pray together, and help each other make progress in your spiritual development.</p>	<p>Divisive Discussion Topics: Some topics can cause division and destruction more than growth. Controversial discussion topics, (like politics) are highly opinion orientated and do not help guide people closer to the center of God's purpose for their life, thus should be avoided, especially in a new group that has not built trust and relationships with each other.</p>
<p>Keep in touch: Stay in contact with your campus Grow Staff and keep your group up to date online. We want to know what you are doing and how we can help your group.</p>	<p>Content and materials that do not align the gospel and the mission of Hope Fellowship: There are tons of resources out there, and our team is happy to provide insight and direction as you choose your materials. If you have any questions about potential content or materials to be used, our team can help!</p>
<p>Serve together: Twice a year find somewhere for your group to serve! Whether it's through Hope's Project Serve or through something you find on your own, it's a great way for your group to make a difference.</p>	<p>Collecting "offerings": Hope Groups are encouraged to support one another especially in times of need and your groups may decide to purchase books and materials as needed. Those practices are voluntary. In the setting of a group, taking an offering can feel compulsory and is not allowed in Hope Groups for a number of reasons.</p>
<p>Recruit: Always be looking for and training up a co-leader to help share the responsibility of leadership and work toward multiplication!</p>	<p>Burnout: Don't do it alone. Take breaks when you need them and make your personal health a priority! Encourage ownership of the group in your group members.</p>

Frequently Asked Questions

How many people can I have in my group?

- We recommend groups around 10-14, but in rare instances a group may be a bit larger or smaller.

Where can my group meet?

- Nearly anywhere. In your house, someone else's house, Starbucks, or your apartment complex's meeting room. Our only suggestion is find a place that's clean, comfortable, and consistent.

How often and when should my group meet?

- Find the rhythm and schedule that works best for your group. Some groups meet every other week, some meet every week, and even some once a month. We also have some groups that meet every week for 6-8 weeks and then take a break. Find what works for your group!

What about my kids?

- There are several ways to manage childcare. Most offsite groups with children meet in home large enough to facilitate a babysitter watching the kids in another area of the house while the group meets. Some groups happen to have members who live within a few houses of each other, and they will have the study at one house and the kids just down the street with a babysitter.
- We understand that childcare may not be financially feasible for everyone, and we don't want that to be a deterrent for ANYONE being in community. Hope has a process for reimbursing childcare when needed and you are responsible for making sure your group knows about childcare assistance. Please see your Grow Pastor for details.

How will I know who is in my group, and how can I contact them regularly?

- We will ask you to turn in a form that lists the details of your group, and we will put you in our Groups page through the Hope Fellowship website. Our Groups site creates a dashboard that allows you to track attendance for your group, know who is interested in joining your group, and will allow you to email them straight from the software.

Does my group have to be on the Groups page on the Hope Fellowship website?

- All Hope Groups must be on the Groups page so we can track attendance and stay in contact with you as a leader, but your group can be 'closed' and not appear on the public facing side of the website.

Can I add other people to my group?

- Yes! Your group can absolutely add people as you recruit them. Once your group is on the Groups website it can be searched by those looking for community and they can express interest in joining. You can send invites to people to your group using their email.

How do I recruit people to my group?

- Start with people who are already in your sphere of influence (co-workers, friends, and neighbors).
- Find people around you who are new to the church, are new believers, or have shown interest in getting involved.

Where can I get curriculum?

- We have a variety of curriculum suggestions available to you at Group Leader Resources - www.hopefellowship.net/groupleader
- Right Now Media is an excellent resource with hundreds of free bible studies and videos for every type of group. Go to www.hopefellowship.net/rightnow to create your FREE account.

What if I don't know the answers?

- There may be times when questions are asked or topics are brought up, and you don't know how to respond. THAT'S OK!
- Thankfully, we can find guidance through prayer, God's Word, and the Holy Spirit. Do your best to get some information and get back with them at your next Hope Group meeting.
- Connect with the Grow Pastor on your campus for advice.

What if someone shares something with me or the group that requires attention beyond what I (or we) can provide?

- If you encounter a difficult situation within your group, please know that you are not alone. If a member is going through a crisis, you can rally the group around them to provide prayer, encouragement, and support. Use wisdom and be sensitive to the situation.
- Contact the Grow Pastor on your campus for direction and next steps.

Abuse Prevention Policy

Reporting Policies:

I understand that Hope Fellowship is a safe place for children and vulnerable adults and that Hope Fellowship complies with all Federal and State laws regarding reporting suspected child abuse. As a leader with Hope, I understand that suspected abuse is to be reported to the staff member who oversees the area in which I serve.

I also understand the 4 types of abuse defined below:

Physical: A physical act directed at a child or vulnerable adult that causes injury;

Sexual: Contact or interactions between a child and an adult, or another child, when the child is being used for sexual stimulation of the perpetrator or another person. This includes exploitation through photographs, videos, or other communication methods;

Emotional: Acts or omissions by the parent or other caregivers that have caused, or could cause, serious behavioral, cognitive, emotional, or mental disorders;

Neglect: Failure to provide for the child or vulnerable adult's basic needs. This includes adequate adult supervision, medical attention, housing, food, and clothing. Most cases of physical neglect involve inadequate adult supervision that has caused harm to the child or vulnerable adult, or places them in danger of such harm.

I understand it is not my responsibility to investigate and in no instance will I confront a parent or caregiver if abuse is suspected. As a leader with Hope Fellowship, I agree to comply with this policy and report any suspected abuse to the staff person who oversees the area in which I serve.

Prevention Policies:

The following policies provide safeguards to protect children and vulnerable adults during any Hope Fellowship event, both on and off site. Hope Group leaders must adhere to these policies during Hope Groups, and all other Hope Fellowship related events.

Two Adult Rule: If a parent or legal caregiver is not present, a minimum of two adult workers, who are unrelated to each other, must be present when care is being provided for a child or vulnerable adult.

Open Door Policy: Activities pertaining to children or vulnerable adults are to be conducted in open areas with adequate supervision and periodic unannounced visits by supervisors. Activities in private rooms or offices are not permitted. All out-of-the-way rooms, closets, etc. must be locked when not in use. In connection with the "two adult rule" discussed above, lone adult workers are not permitted to take a child to an isolated location.

Restroom/Diapering Policy: Only authorized (by Hope Fellowship, or by caregivers) volunteers may change diapers or assist with restroom needs. For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each Hope Fellowship event.

Hope Fellowship Leader Standards and Commitment Form

As a Grow Leader at Hope Fellowship, I recognize that I have an increased level of influence in the community and with those I lead. With that in mind, but I will commit to using my influence in the best way possible. I will live above reproach and do my best to represent the vision and heart of Hope Fellowship Church.

By initialling and signing below, I am agreeing to uphold these leadership standards to the best of my ability.

I commit to:

- _____ Care for the people that I lead and keep the Hope Fellowship Grow staff informed of issues, health concerns, and any problems that should arise with group members.
- _____ Show up prepared for each gathering as a group leader.
- _____ Teach curriculum that aligns with the Gospel and the mission of Hope Fellowship.
- _____ Apply the teachings of Christ in moral and social issues of my everyday life.
- _____ Put God first in my finances through giving obediently to my home church.
(Genesis 28:20-22, Acts 2:42-47, 2 Corinthians 9:6-9)
- _____ Avoid excessive alcohol use and abstaining from drug use.
(Ephesians 5:18, Galatians 5:19-21)
- _____ Use my speech to uplift and edify those around me.
(Matthew 15:11, Ephesians 4:29, Titus 2:7-8)
- _____ Use social media responsibly.
(Matthew 18:6, Hebrews 13:18)
- _____ Uphold Biblical standards pertaining to sex and sexuality.
(Romans 13:13, 1 Corinthians 6:9-10,18, Matthew 5:28)

By signing this document, I acknowledge that I have read and understand the leadership standards listed above, the Hope Group Leader Onboarding and Training materials, and the Hope Group Leader Abuse Prevention Policy. I understand and agree to adhere to the standards, policies, and requirements stated in these documents, and will do my best to uphold the expectations of leadership with Hope Fellowship.

Print Name: _____ Date: _____

Sign: _____

Campus: Frisco East Frisco West McKinney Prosper