



## Becoming a Leader at The Journey

### ***Steps of Leadership***

We're passionate about raising up a generation of empowering leaders to change the world for Jesus... and that all starts with our J-Team, our family of Journeyers who use their gifts to make a difference and become who God made them to be. Our goal is that every person on our J-Team is known, empowered, and cared for -- and that all happens through Steps of Leadership.

Based on the Jethro Principle, each J-Team area has a structure we call "Steps of Leadership" -- we have directors leading assistant directors who lead area coordinators who lead team leaders who lead J-Teamers. As we break down leadership responsibilities, we're better able to build relationships, inspire people to live out their purpose, and give them opportunities to lead.

### ***Preparing someone to take a step***

When you're preparing to ask someone to lead, here are a few steps you can take...

- **Pray!** Ask God for his guidance and direction on how you can invest, inspire, and empower the people he's placed around you to take next steps -- not just in ministry but in their relationship with him.
- **Identify potential leader/s.** Think through our [five characteristics](#) of a leader and [leadership core values](#). (Feel free to ask your supervisor for their insight at any time about who you're moving through the pipeline.)
- **Develop a position description.** Use the templates in the "Steps of Leadership Resources → Position Description Templates" section on the [intranet](#) to present the leader with a clear role.
- **Make the ask:** Cast vision. Make the ask. Affirm why you think that person is right for the role. Share position description + [leadership core values](#). Ask leader to pray and consider the role.
- **Assessment:** Ask them to fill out a Steps of Leadership assessment:
  - [Newark](#)
  - [Hockessin](#)
  - [Middletown](#)
- **Conversation:** The final step of this process is to engage in a conversation around their written assessment and position expectations. You can use a SoL template to guide your conversation. This will help you determine if this person is ready for a SoL role and has some additional next steps to take before they're ready.
  - For moving into a director or asst. director roles, there will be two facets of this – a conversation with the current director of the area + a second interview with another staff member.

### ***Process for taking a step of leadership***

While specific expectations vary for each position and each location, we ask that all leaders are:

- Follower of Jesus with strong character, in alignment with “What We Believe”
- Passionate leader who embraces a culture where we take high ownership of behaviors and actions ("that's on me"), lean into honest conversations with God and others (say the last 10%), and relentlessly empower others (our answer to "what" is always "who")
- Has completed Plugged In (and/or Growth Track)
- Committed to our vision and engages in all public habits (gathering on a weekend, connecting in a J-Group, serving on the J-Team) and personal habits (investing and inviting, practicing a slot and spot, giving your first)
  - Since we believe these are foundational habits to spiritual growth, it's a requirement that any leader on our team is actively practicing all habits or taking steps towards them. When it comes to giving their first specifically, here are some guidelines for those conversations:
    - Team Leader & Area Coordinator: has a habit of consistently giving (if they are willing to begin practicing this habit, encourage them to take that step *first* and then revisit moving them in steps of leadership after a couple months)
    - Assistant Director & Director: we expect leaders at this level to actively be practicing this personal habit
- Actively submitted to Jesus in their relationships, attitudes, and behaviors (Galatians 5:16, 19-23)
- Has replaced themselves (if in a current SoL role)
- Experience with or ability to engage in all role-specific requirements laid out in SoL Expectations Guide
- Willing to live out our vision and values, invest in the people they lead, invite new people to serve on a team, and honor the people they serve alongside

Once you've identified a potential leaders, follow this process to move them to their next step:

- Ask them to fill out an assessment:
  - Steps of Leadership assessment (for new leaders and Area Coordinators)
    - [Newark](#)
    - [Hockessin](#)
    - [Middletown](#)
  - Or [AD/Director Assessment](#) (for Assistant Directors and above)
- Once the assessment has been submitted and added to your team's CCB queue, set up a time to have a conversation with your leader. This conversation is your opportunity to engage in a conversation around expectations and identify any opportunities for growth. Focus on both the practical *and* spiritual weight of the role they're stepping into.
- Interview Process:
  - [Team Leader & Area Coordinator](#): Completed by director/asst. Director of ministry area
  - Asst. Director & Director:
    - [Interview #1](#) - With J-Team/Staff Director of ministry area
    - [Interview #2](#) - With leader (director/pastor) outside ministry area

- Once the second interview is completed, feedback will be submitted via [this form](#) for the area Director to review
- Once the assessment and interview process is complete and you're confident someone is able to carry out our leadership expectations as well as those in the position description, you can move them in Steps of Leadership via a Steps of Leadership Update Form (found on the [intranet](#))
  - Born out of our desire to equip and empower others to expand the Kingdom of God, we ask all leaders to first *replace themselves* before moving into another higher role.
- Once the roster update is received, our admin team will confirm they've completed the assessments required for their specific role, as well as confirm they are practicing the personal habit of giving your first.
  - Our team will reach out if there appears to be anything for you to be aware of; otherwise, you are welcome to officially move them into their new role!