



**CHESAPEAKE CHURCH**  
**LEADERSHIP GUIDELINES**  
**Raising Up Leaders**

*“But select capable men from all the people – men who fear God, trustworthy men who hate dishonest gain – and appoint them as officials over thousands, hundreds, fifties, and tens.”  
 Exodus 18:21*

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|--------------------------|--|
| <p><b>PURPOSE</b></p>    | <p>This guideline is designed to:</p> <ul style="list-style-type: none"> <li>• Provide a process for formally affirming a person’s call to leadership.</li> <li>• Ensure a person is fully prepared for the expectations and appropriate spiritual maturity level of a kingdom leader.</li> </ul>  |
| <p><b>PHILOSOPHY</b></p> | <ul style="list-style-type: none"> <li>• Ministries rely on the calling and commitment of gifted, passionate leaders to care for people and lead their ministry.</li> <li>• All leaders must be sponsored, mentored and cared for by an experienced leader.</li> <li>• Different levels of leadership require different levels of maturity and skill sets.</li> </ul>  |
| <p><b>CRITERIA</b></p>   | <p>Candidates for leadership are expected to:</p> <ul style="list-style-type: none"> <li>• Be participating members of Chesapeake Church.</li> <li>• Meet the qualifications of a leader as outlined in 1 Timothy 3:8-13.</li> <li>• Be sponsored and mentored by another leader. <i>(Note: The sponsor and the mentor need not be the same person.)</i></li> <li>• Complete the spiritual gifts survey to affirm that their spiritual gifts are aligned with the leadership position.</li> <li>• Meet special training and qualification requirements, if any, required for their position.</li> </ul> <p><b>Note:</b> The above criteria does not apply to Small Group and Task Group Leaders.</p> |

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| <p><b>PROCESS</b></p> | <p><b><u>Sponsoring &amp; Mentoring an Emerging Leader</u></b></p> <ul style="list-style-type: none"> <li>• <b><i>Emerging leaders</i></b> are ultimately responsible for their own leadership and spiritual growth. They seek their sponsor’s help and guidance as needed.</li> </ul> <p>An emerging leader must be sponsored by an incumbent leader.</p> <ul style="list-style-type: none"> <li>• <b><i>Sponsors</i></b> are responsible for ensuring their candidates are: <ol style="list-style-type: none"> <li>1) Mentored by a qualified person based on the emerging leader’s development needs.</li> <li>2) Equipped to successfully participate at leadership forums, and other training and development opportunities.</li> </ol> </li> <li>• <b><i>Mentors</i></b> are responsible for walking side by side with the emerging leader, coaching them in the areas mutually agreed to by the sponsor, mentor, and the emerging leader. Areas may include spiritual, practical and leadership training and development.</li> <li>• <b><i>Pastors, Directors, Staff Leaders, Team Leaders and Ministry Leaders</i></b> have “ownership” of their ministries. Thus, they are expected to raise up leaders within their organization.</li> </ul> <p>When a leader discerns an emerging leader for a function or activity outside of their ministry area, they are responsible for making a referral to the responsible Pastor, Director or Staff Leader.</p> |
|                       | <p><b><u>Affirming the Call</u></b></p> <ul style="list-style-type: none"> <li>• Together, sponsors and emerging leaders review the emerging leader’s spiritual gifts survey results to ensure their spiritual gifts are aligned to the needs of the leadership position.</li> <li>• The sponsor is responsible for examining a person’s call to leadership. This means validating that a candidate: <ul style="list-style-type: none"> <li>○ Meets the requirements of 1 Timothy 3:8-15.</li> <li>○ Is pursuing full devotion to Jesus Christ.</li> <li>○ Demonstrates a passion for the ministry and its people.</li> <li>○ Tithes faithfully.</li> </ul> </li> </ul>  |

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**Affirming the Call – Cont’d**

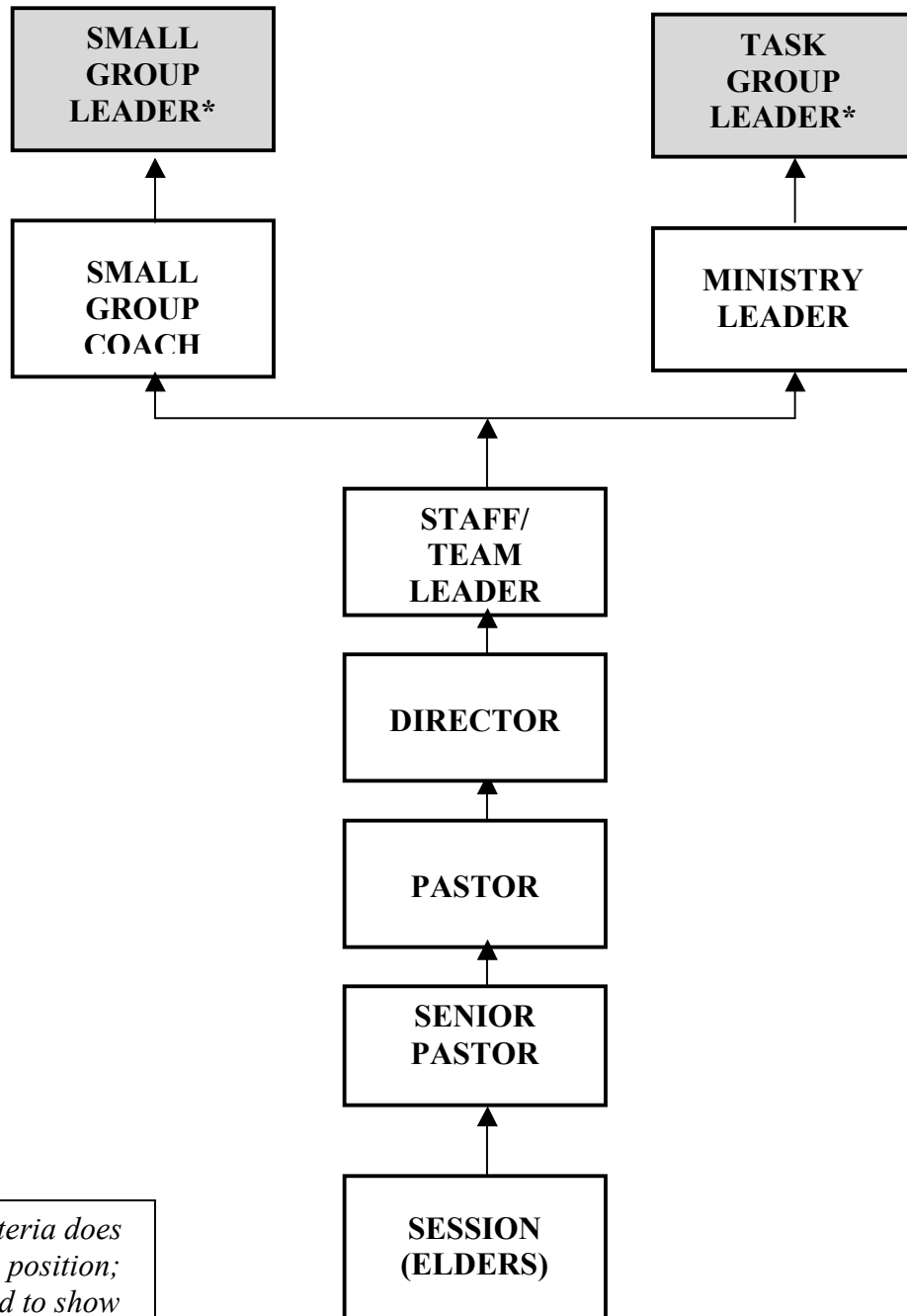
- When a candidate is approved for ministry leadership, the leader is automatically placed on six months’ evaluation. During this period, the sponsor monitors the new leader’s growth and progress.
- If at any time the sponsor, or the new leader, discerns that the new leader is not the right fit for the position, the new leader will step away from leadership and be celebrated for his or her honesty, courage, and commitment to finding their true Kingdom purpose.
- After a leader completes the six-month evaluation period, the Elders will anoint the leader at an appropriate forum with the laying on of hands, and celebrate the leader’s Kingdom purpose and calling.

***“And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ ... for the building up of itself in love.”***  
***Ephesians 4:11-12 & 16***

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Appendix A

**CHESAPEAKE CHURCH  
LEVELS OF LEADERSHIP**



*\*Leadership criteria does not apply to this position; position included to show lines of communication.*

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## Appendix B

### CHESAPEAKE CHURCH NOMINATING & AFFIRMING LEADERS

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#### **APPRENTICE LEADERS**

An Apprentice Leader is someone who is being mentored and coached to take over for that leader, or to assume leadership for other groups that are forming within their ministry area. It is the responsibility of the Apprentice's mentor to construct a personal leadership development plan for the apprentice.

There is no formal process for nominating and affirming Apprentices at the Task or Small Group levels. Still, the sponsoring Leader should ensure the Apprentice is on the path towards meeting the leadership requirements for the position they're apprenticing for.

Serving as an Apprentice Leader is a "risk-free, trial basis" role that is designed to see if a person is ready to lead at the next level.

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### SMALL GROUP LEADERS

Small Group Leaders typically lead 8-12 children or youth within the Children's and Peake Youth Ministries, respectively. They are front line leaders who provide care and create a safe environment for children and teens to grow closer to Christ and each other.

*Candidates for Small Group Leaders must:*

- ▶ Be a professing Christian who meets all the requirements established within Children's and Peake Youth Ministries.
- ▶ Have completed a ministry application process that includes screening and a criminal background check.
- ▶ Have a demonstrated passion for children/youth, as well as leadership abilities or a genuine interest in developing leadership skills.
- ▶ Participate in required Small Group Leader training provided by Children's/Peake Youth Ministries.

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### SMALL GROUP COACHES

Coaches are leaders of Small Group Leaders within Peake Youth; Coaches lead Small Group Leaders.

*In addition to the criteria on page 1, candidates for Small Group Coach should:*

- ▶ Have already been an established Small Group Leader or Ministry Leader.
- ▶ Have been closely mentored by a Staff Leader, Team Leader, Ministry Leader, or another Small Group Coach.

| <b>ACTION</b>             | <b>RESPONSIBILITY</b>             |
|---------------------------|-----------------------------------|
| Nomination                | Youth Pastor to Executive Pastor* |
| First Approval            | Senior Pastor                     |
| Final Approval (Ratifies) | Session                           |
| Reports To                | Youth Pastor                      |

\*Prior to recommending a Small Group Coach, the Youth Pastor ought to review the nomination with other Small Group Coaches to obtain their support and prayers.

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### TASK GROUP LEADERS

A Task Group Leader – like an Apprentice Leader – is a more “informal, entry-level” leadership role. Task Leaders typically supervise a group of 6-10 people who accomplish a specific task or activity within a Ministry. They are often the technical experts for a task.

Task Group Leaders are closely supervised by a Ministry Leader and need not be formal, participating members of Chesapeake Church. Their level of leadership responsibility and authority is low. Their energies are focused mainly of organizing and supervising volunteer tasks.

Similar in some ways to Small Group Leaders, Task Group Leaders are front line leaders who are closest to the people and care for them. At the same time, because of their more informal nature, the responsibility for care still rests with the Ministry Leader and/or Staff Leader/Director/Pastor.

Task leadership is often a training ground for new formal leaders. A person may start out serving in a task ministry group and naturally progress to a leadership level based on their gifts and God’s calling. In this case, their Ministry Leader sponsors them through the leadership process.



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### MINISTRY LEADERS

Typically, Ministry Leaders are leaders of Task Group Leaders and/or many large task groups.

*In addition to the criteria on page 1, candidates for Ministry Leader should:*

- ▶ Have already been an established Apprentice Ministry Leader, Task Group Leader, or Small Group Coach.
- ▶ Have been closely mentored by a Staff Leader, Team Leader or another Ministry Leader.

| <b>ACTION</b>             | <b>RESPONSIBILITY</b>               |
|---------------------------|-------------------------------------|
| Nomination                | Staff Leader or Director*           |
| Review & Interview        | Pastor                              |
| Final Approval (Ratifies) | Executive Pastor or Senior Pastor** |
| Reports To                | Pastor, Director or Team Leader     |

\*Prior to recommending a Ministry Leader, the Team Leader, Director or Pastor ought to review the nomination with other “same program” Ministry Leaders and/or Team Leaders to obtain their support and prayers.

\*\*Prior to Final Approval, the Executive or Senior Pastor informs the Session of the new Ministry Leader nomination.

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### STAFF or TEAM LEADERS

Staff/Team Leaders are leaders of Ministry Leaders and/or Small Group Coaches.

*In addition to the criteria listed on page 1, candidates for Team Leader should:*

- ▶ Have substantial leadership experience that is relevant to the position.
- ▶ Have a clear sense of their calling to this position.
- ▶ Have been closely mentored by a Pastor/Director or another Staff/Team Leader.
- ▶ In some cases, these leaders may be hired directly from the outside based on Holy Spirit guidance and church needs. Outside hires will normally have one year to complete Chesapeake's membership process and affirm their leadership calling.

| <b>ACTION</b>             | <b>RESPONSIBILITY</b>                                 |
|---------------------------|---|
| Nomination                | Pastor/Director to Executive Pastor or Senior Pastor* |
| Review & Interview        | Pastor &/or Executive Pastor or Senior Pastor         |
| First Approval            | Senior Pastor   |
| Final Approval (Ratifies) | Session   |
| Reports To                | Pastor/Director                                       |

\*Prior to recommending a Team Leader, the Pastor/Director ought to review the nomination with other Team Leaders within their Department to obtain their support and prayers.

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### DIRECTORS

Directors are normally leaders of Staff Leaders, Team Leaders and/or Ministry Leaders.

Directors are typically raised up within the Ministry after several years of leadership experience within Chesapeake.

*In addition to the criteria listed on page 1, candidates for Pastor/Director should:*

- ▶ Have a clear sense of their calling to this position.
- ▶ In some cases, Directors may be hired directly from the outside based on Holy Spirit guidance and church needs. Outside hires will normally have one year to complete Chesapeake's membership process and affirm their leadership calling.

| <b>ACTION</b>      | <b>RESPONSIBILITY</b>                     |
|--------------------|---|
| Nomination         | Pastor, Executive Pastor or Senior Pastor |
| Review & Interview | Executive Pastor or Senior Pastor         |
| First Approval     | Senior Pastor                             |
| Final Approval     | Session                                   |
| Reports To         | Pastor, Executive Pastor or Senior Pastor |

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### PASTORS

Pastors are leaders of Directors, Staff Leaders and/or Team Leaders. Pastors are also ordained by an ordaining body reviewed and found to acceptable by the Session.

Pastors are typically raised up within the Ministry after several years of leadership experience within Chesapeake.

*In addition to the criteria listed on page 1, candidates for Pastor/Director should:*

- ▶ Have a clear sense of their calling to this position.
- ▶ Have demonstrated a clear understanding and passion for shepherding the flock and fulfilling the Biblical role of a Pastor.\*
- ▶ In some cases, Pastors may be hired directly from the outside based on Holy Spirit guidance and church needs. Outside hires will normally have one year to complete Chesapeake's membership process, demonstrate their understanding and passion for shepherding the flock and affirm their leadership call to Chesapeake Church.

| <b>ACTION</b>      | <b>RESPONSIBILITY</b>             |
|--------------------|-----------------------------------|
| Nomination         | Executive Pastor or Senior Pastor |
| Review & Interview | Executive Pastor or Senior Pastor |
| First Approval     | Senior Pastor                     |
| Final Approval     | Session                           |
| Reports To         | Executive Pastor or Senior Pastor |

\*A useful study for discerning one's call to a pastoral role is T.M. Moore's book, Shepherding God's Flock. This book is provided to all Chesapeake Pastors for study and growth.

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