

# I GET TO LEAD

FACILITATOR HANDBOOK



church growth  
COACH

# PROGRAM OVERVIEW

IGETTOLEAD is a 4-week leadership development movement designed to help volunteers and leaders understand what it means to serve and lead at Focus Church. This manual walks a facilitating pastor or campus leader through every step of running the program – from promotion to graduation night.

## 3 PILLARS OF IGETTOLEAD

1. BIBLICAL LEADERSHIP THROUGH THE CONTEXT OF NEHEMIAH

2. THEOLOGY OF LEADERSHIP THROUGH THE LENS OF FOCUS CHURCH

3. PRACTICAL ACTION OF A LEADER AT FOCUS CHURCH

## WHO SHOULD ATTEND?

1. Currently serving or leading in a ministry area	2. Have attended and served at church for at least 6 months	3. Submitted an application during the promotion period
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**\*TIP:** The 6-month requirement is a guideline, not a hard rule. Use pastoral discretion for strong candidates.

# SECTION 1: PRE-PROGRAM LOGISTICS

## PROMOTION & APPLICATION PROCESS

Begin promoting IGETTOLEAD 2-3 weeks before the program starts. Promotion should create excitement and communicate the value of the investment.

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USE PLANNING CENTER ONLINE (PCO) FORMS. SHARE THE LINK VIA SLACK, SOCIAL MEDIA, ANNOUNCEMENTS AND PERSONAL INVITES FROM PASTOR, CAMPUS PASTORS, AND TEAM LEADS.

HERE'S AN EXAMPLE:

<https://focuschurch.churchcenter.com/people/forms/925419>

### KEY PROMOTION CHANNELS:

- Sunday announcements from stage
- Slack/Internal Messaging to current serve volunteers
- Personal conversations from staff and team leads
- Social Media posts

# SECTION 1: PRE-PROGRAM LOGISTICS

## CHOOSING YOUR LOCATION

The environment matters. Choose a space that sets the right tone for leadership development.

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### Location Checklist

COMFORTABLE SETTING THAT FITS ALL STUDENTS AND SUPPORTS VOLUNTEERS/STAFF

MUSIC PLAYING AT THE BEGINNING AND END OF EACH SESSION

EXCITING, MOTIVATING, ATMOSPHERE - THIS IS NOT A CLASSROOM

NAMETAGS PROVIDED FOR ALL PARTICIPANTS EVERY WEEK

ROOM TO BREAK INTO SMALL GROUPS

# SECTION 1: PRE-PROGRAM LOGISTICS

## COMMUNICATION PLATFORM

Set up a dedicated group communication space before the program begins.

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### GROUP COMMUNICATION IDEAS

Slack	WhatsApp	Group text
PCO (Planning Center Online)	Facebook Messenger	Groupme

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## CHILDCARE

Childcare is provided for all students during the program. Children eat dinner with their family each night, then transition to childcare for the teaching sessions.

No lessons are necessary for the children in childcare, but that is optional; think of it more as a babysitting service during the class

# SECTION 1: PRE-PROGRAM LOGISTICS

## STUDENT MATERIALS

### What to Prepare for Students

Print out Student workbook; fill-in-the-blank format  
OR provide inexpensive notebook

Ask students to bring their own Bible each week

Nametag provided each night

### Weekly Video Playlist

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## FOOD & MEALS

### Meal Type Options

Provide food yourself; rotate cuisine style each week

Meal train and direct participants what to share

Potluck, family style

Graduation dinner should be nicer  
for Week 4 - Italian always goes  
over well

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 1

### The Theology of Leadership

Lay the theological foundation for what leadership is at your Church. Introduce the program structure, group leaders, and the Table of Culture.

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Duration	Activity	Notes/Details
2 minutes	Arrival & Opening	Music playing, coffee, casual conversation
2 minutes	Facilitator Introduction	Welcome to IGETTOLEAD
5 minutes	Program Overview	Vision, what students will study, group leader intro
2 minutes	Group Introductions	Small groups pick a name - 2 minutes together
20 minutes	Main Video: The Foundation of Leadership	All groups watch together
10 minutes	Video Discussion	Small group discussion
10 minutes	The T.A.B.L.E. of Culture	Intro to church foundation and culture values
5 minutes	Closing/Midweek Insurtuctions	Review homework for the week

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 1

### Session Flow

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#### Opening

As students arrive, have music playing and create an atmosphere of energy and warmth. Coffee and casual conversation help people settle in. Begin the conversation as people walk through the door – don't wait for everyone to be seated.

#### Intro

The facilitator introduces themselves and welcomes everyone to IGETTOLEAD. Lay out the vision clearly that our staff is committed:

**“To Develop and Deploy your Leadership”**

#### Group Leader Assignments

Staff leaders are spread throughout the room. Each student is assigned to a staff group leader for the full 4 weeks. Groups have 2 minutes to introduce themselves and come up with a group name. Formally introduce the group leaders and group names to the full room.

Facilitator Resource: [IGTL Group Leader Expectations](#)

#### Program Overview

Explain what students will be studying over the four weeks. Then open with the group question before playing the main video:

💬 DISCUSSION QUESTION:

What is your definition of a leader?

Then share Pastor Mike's definition (Frame this as the lens for the entire program):

**“The stewardship of God-given influence.”**

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 1

### Session Flow (cont'd)

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#### Main Video

The Foundation of Leadership (20 minutes)

Play the full teaching video together as a group. After the video, break into small groups for discussion.

#### DISCUSSION QUESTIONS

- What stuck out to you most from this teaching?
- What's one thing you can apply immediately from this video?

#### T.A.B.L.E. of Culture

Introduce your church's Foundation —value system and the foundation of the Table of Culture. Walk through each foundation point using the provided slides. This is not just information — it's an invitation into the culture of leadership at Focus Church.

[TABLE of Culture docs](#) | [Example of Foundations](#)

#### Midweek Homework

- Watch: Biblical Beliefs (video)
- Watch: Focus 5 (video)
- Watch: Four I's (video)
- Read: Nehemiah 1-4
- Join group app of your church's choosing for communication

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 2

### The Structure of Leadership

Help students understand the profile of a healthy leader and introduce the Foreman vs. Framer framework — a key concept in Focus Church’s leadership culture.

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Duration	Activity	Notes/Details
2 minutes	Arrival & Opening	Music playing, coffee, casual conversation
2 minutes	Icebreaker	Group Discussion Question
10-15 minutes	Recap of Midweek Content	Videos & Nehemiah Reading
6 minutes	Main Video: The Profile of a Leader	Full group
10-15 minutes	Facilitator Teaching: Foreman vs. Framer	Full group teaching
10 minutes	Foreman/Framer Discussion	Small group discussion
5 minutes	Closing/Midweek Insurtuctions	Review homework for the week

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 2

### Session Flow

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#### Icebreaker

##### DISCUSSION QUESTION:

- What do you believe is the greatest quality of a leader? Why?

#### Midweek Recap

Bring the full group back together to discuss what they learned during the week. Use these prompts to guide the recap:

##### DISCUSSION QUESTIONS

- What are a few things you learned from the videos this week?
  - What did you learn from the Focus 5?
  - What did you learn about the Four I's of Focus?
  - What was your takeaway from Nehemiah 1-4?

#### Main Video

The Profile of a Leader (6 minutes)

Watch together as a full group, then break into small groups for discussion.

##### DISCUSSION QUESTIONS

- What is something from this video you are going to apply in your leadership?
  - Which of the 5 traits comes most naturally to you?
- Which of the 5 traits do you need to focus on strengthening the most?

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 2

### Session Flow (cont'd)

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#### Facilitator Teaching

Foreman vs. Framer (15–20 minutes)

This is a facilitator-led teaching (not a video). This concept is core to how your Church thinks about leadership. The key distinction: a Foreman takes ownership and drives outcomes, while a Framer shows up for tasks but lacks ownership.

[Foreman vs. Framer Teaching Doc](#)

After the teaching, guide small group discussion:

#### DISCUSSION QUESTIONS

- What was the most eye-opening portion of Foreman vs. Framer for you?
- What's one area of church that currently has a Framer mindset that needs to shift to Foreman?
- What area of your own leadership have you been operating as a Framer that needs to change?

#### Midweek Homework

- Watch: Church Org Chart (video)
- Watch: Making it Better (video)
- Watch: Recruitment (video)
- Read: Nehemiah 5-9

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 3

### The Heart of Leadership

Develop the internal character of a leader. This week focuses on the heart behind leadership – and exposes the attitudes and phrases (Culture Vultures) that undermine healthy team culture.

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Duration	Activity	Notes/Details
2 minutes	Arrival & Opening	Music playing, coffee, casual conversation
2 minutes	Icebreaker	Group Discussion Question
2 minutes	Midweek Recap	Break into small groups
10 minutes	Main Video: The Heart of Leadership	Full group
10 minutes	Video Discussion	Small groups
20 minutes	Culture Vulture Segment	Full group → small groups
5 minutes	Closing/Midweek Insurtuitions	Review homework for the week

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 3 Session Flow

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### Icebreaker

#### DISCUSSION QUESTIONS

- What is the most valuable leadership lesson you've learned in the last week?

### Midweek Recap

Break into groups of 3-5. Give students time to share what they learned from their videos and Nehemiah reading this week. Bring highlights back to the full group.

### Main Video

The Heart of Leadership (10 minutes)

This video is taught by Pastor Mike Santiago and focuses on the internal posture of a leader (the 'PC' of leadership).

#### DISCUSSION QUESTIONS

- What stuck out to you most from today's video?
- Which PC of leadership was most impactful for you?
- Which PC of leadership do you need to work on most?

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 3

### Session Flow (cont'd)

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#### Facilitator Teaching

Culture Vultures (15–20 minutes)

Transition to this segment by introducing the concept: Culture Vultures are the phrases, attitudes, and behaviors that slowly eat away at team culture. Walk through the content, then open for discussion.

[Culture Vulture Teaching Docs](#)

After the teaching, guide small group discussion:

#### DISCUSSION QUESTIONS

- Which Culture Vulture stuck out to you most?
- Which Culture Vulture have you said or thought of in the past?
  - Which Culture Vulture surprised you most?
- Can you think of any additional Culture Vulture phrases or attitudes?

#### Midweek Homework

- Watch: Cultivating Stories (video)
- Watch: High Integrity (video)
- Watch: Inspiring your Team (video)
- Watch: Coaching Moments with those your Lead (video)
- Watch: Caring for People in Transition (video)
- Read: Nehemiah 10-13

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 4

# Graduation and Commissioning Ceremony

Celebrate the students, commission them into leadership, and point them to their next steps. This night should feel special, intimate, and memorable. It is not just a closing session – it is a sending ceremony.

Duration	Activity	Notes/Details
On Arrival	Dinner Together	nicer meal, celebratory, dessert
	Staff Clears food	Transition seating before worship begins
	Welcome	
	Worship	Full Set
15 minutes (optional)	Final Recap	Videos and Nehemiah Recap - if times allows
	Final Video/Message Intro	Transition to Commissioning
	Senior Pastor Message	The Weight of Anointing
	Commissioning Prayer	
	Closing Instructions	QR code for final form, pick up certificates and gifts

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 4

### Session Flow

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#### Dinner

Begin the night with a shared meal. Create a warm, celebratory environment. Italian food works well for the occasion. If possible, seek donated or sponsored meals for graduation night. Encourage past graduates to volunteer and serve.

#### Transition to Worship

Staff clears any remaining food from high tops before transitioning into worship. The shift from dinner to worship signals that the night is moving into something sacred.

#### Optional Recap

If time allows, gather students to briefly share what they learned during the final week of videos and their Nehemiah reading. Keep this conversational and celebratory — not a lecture.

#### Framing the Final Session

Before bringing up the pastor, frame what the students have completed:

**"You are at the point now where you know what it takes foundationally to lead. Now it's time to begin to learn through practice and action. This final week is devoted to the very practical aspects of leading a team at (Insert Church name)."**

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 4

### Session Flow (cont'd)

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#### Pastor's Message

"The Weight of Anointing"

Bring your campus pastor or senior pastor up to deliver the closing message. This should be personal, pastoral, and weighty – setting up the commissioning moment.

#### Commissioning

This is the most sacred moment of the night. Staff members individually pray over each student. Acoustic worship music plays softly in the background. Take your time – do not rush this moment.

#### Closing Instructions

## What Students Receive at Graduation

QR code link to the final IGETTOLEAD next-step form  
(consider using Planning center for this)  
[example PCO Form](#)

Completion Certificate  
(Tip: Have staff members or Pastor hand certificate to student)

Optional Gift  
(‘A Tale of Three Kings’ book)

Optional Gift  
(Anointing Oil)

# SECTION 2: WEEKLY SESSION GUIDES

## WEEK 4

### Session Flow (cont'd)

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#### Midweek Homework

- Watch: Sunday Mindset of a Leader (video)
- Watch: Preperation - We don't practice on people (video)
- Watch: The importance of Planning Center (video)
- Watch: Communication Leading up to the Weekend (video)
- Watch: Communicating with Teams Midweek (video)
- Watch: The Planning Center Weekly Flow (video)
- Watch: Ways to Build Community on your Team (video)

# SECTION 3:

# Resources & Quick Reference

## Key Links & Resources

All links from this program are collected below for easy access. Click any link to open directly.

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Resource	Link	Notes
Application Form	<a href="https://focuschurch.churchcenter.com/people/forms/925419">https://focuschurch.churchcenter.com/people/forms/925419</a>	PCO application-share during promotional period
Next Steps Form	<a href="https://focuschurch.churchcenter.com/people/forms/488796">https://focuschurch.churchcenter.com/people/forms/488796</a>	Gradutaion Night - students complete this for next steps
Student Workbook	<a href="https://canva.link/5j4c031mghycx31">https://canva.link/5j4c031mghycx31</a>	Canva Template - Fill-in-the-blank notbook
Video Playlist	<a href="https://www.youtube.com/playlist?list=PLrAWyH27SE1bHzTTSc11M-Y1Y-n0eTU-9">https://www.youtube.com/playlist?list=PLrAWyH27SE1bHzTTSc11M-Y1Y-n0eTU-9</a>	All Midweek homework videos (~2 minutes)

# SECTION 3:

# Resources & Quick Reference

## Teaching Materials

The following Google Docs contain the facilitator teaching content used each week. These are the materials referenced within the weekly session guides.

Resource	Link	Notes
Group Leader Expectations	<a href="https://docs.google.com/document/d/1pYu3Zc44600dy4taBPgPxBwA8C86qFy5bo70XgbbKwc/edit?tab=t.0">https://docs.google.com/document/d/1pYu3Zc44600dy4taBPgPxBwA8C86qFy5bo70XgbbKwc/edit?tab=t.0</a>	Week 1 - Intro night, group leader roles
Table of Culture	<a href="https://docs.google.com/document/d/1DgUDb6KmIFAVJTQuRkSwpQK57ZOW3Q8slcLqHpUCHwU/edit?tab=t.0">https://docs.google.com/document/d/1DgUDb6KmIFAVJTQuRkSwpQK57ZOW3Q8slcLqHpUCHwU/edit?tab=t.0</a>	Week 1 - Culture framework teaching
Focus Foundation	<a href="https://docs.google.com/document/d/18_ywXyjSjRjtRAD4SL26O7rRiOsyhnice6h3rhkRaOWg/edit?tab=t.0">https://docs.google.com/document/d/18_ywXyjSjRjtRAD4SL26O7rRiOsyhnice6h3rhkRaOWg/edit?tab=t.0</a>	Week 1 - Values and Belief system
Foreman vs. Frammer	<a href="https://docs.google.com/document/d/1KVuZUwDWo4g9jyX-zVFOnoWmKUq1MjsC-GKnIto7EI/edit?pli=1&amp;tab=t.0">https://docs.google.com/document/d/1KVuZUwDWo4g9jyX-zVFOnoWmKUq1MjsC-GKnIto7EI/edit?pli=1&amp;tab=t.0</a>	Week 2 - Facilitator-led teaching
Culture Vulture	<a href="https://docs.google.com/document/d/1TpKDM_6jwCd49iXWl1dhC8CEPQsPLA2Hwh-bfxFTkow/edit?pli=1&amp;tab=t.0">https://docs.google.com/document/d/1TpKDM_6jwCd49iXWl1dhC8CEPQsPLA2Hwh-bfxFTkow/edit?pli=1&amp;tab=t.0</a>	Week 3 - Team Culture Segment

# SECTION 3:

# Resources & Quick Reference

## Program Snapshot

Duration	Details
Length	4 weeks
Who Attends	Volunteers/leaders serving 6+ months (flexible)
Promotion Lead Time	2-3 weeks before start
Childcare	Provided each week (volunteer)
Communication	Group Communication (slack, groupme, group text, planning center, whatsapp, facebook messenger, etc.)
Materials	Workbook or notebook, nametags; Student brings Bible weekly
Meals	Weekly: mealtrain, potluck, not provided Graduation Night: nice group meal provided
Next Steps	PCO next-step form completed at graduation

### Facilitators Tips

- Personally invite people - this is the most effective recruiting tool.
- Atmosphere Matters - music, energy, and warmth communicate value before a word is spoken
- Group Leaders are the relational backbone of the program. Choose them wisely.
- Don't rush the commissioning moment on graduation night. It's sacred
- be flexible on the 6 month requirement for strong candidates.
- Rotate food styles weekly - variety keeps the culture fun.
- Send a group communications each week to recap and build anticipation for the next season.

**#IGETTOLEAD**

