



Dream Team
Leader Manual

Dream Teams are a vital part of Only Believe. Each member of our church body can make a difference. Dream Teams are where that happens. So many of the functions of our church happen because of the incredible leaders and volunteers of all our teams. Dream Teams are the nuts and bolts of our church, allowing us to have a broad base of ministry and to do a variety of things. Dream Teams help make us who we are! We prioritize our Dream Teams not only because of what happens because of them, but simply because we value the people who make up the teams. As a Dream Team Leader, your role is not only to lead a team in a healthy and inspiring way, but to help shepherd those who are on the team. You are an extension of the pastoral staff of our church. Your care of the individuals on your team is important to us.

Thank you for partnering with us! The following are some general guidelines for leading a Dream Team. Take time to learn, ask questions, and continually grow as a leader. We value you!

OUR VALUES

1. We live by faith.
2. We value relationships.
3. We are rescuers.

Our values guide all that we do. As those who lead others, it is vital that these values are the central part of how you lead and approach all you do here at Only Believe.

DREAM TEAM FLOW CHART

In all things, follow the flow chart for our Dream Teams. For questions, direction, concerns, or anything else, see the person above you on the flow chart to help you.

Senior Pastor
Dream Team Director
Dream Team Leader
Dream Team Member

GENERAL DREAM TEAM TRAINING

LEADERS + VOLUNTEERS

WHAT IS A VOLUNTEER?

A volunteer is a person who freely offers to take part in an enterprise or freely undertakes a task. At Only Believe our mission is to take the Gospel of Jesus Christ to the world and win souls. Our values guide us. As a Dream Team member, no matter how you serve, you participate in accomplishing our mission. Another way to describe a volunteer is someone who serves. We serve in following Christ's example of serving others in humility (Matthew 20:20-28). 1 Corinthians 12:12-26 states that we are a body. Each body part is important. The body is put together in such a way that it functions properly. Each person has a place and a purpose here, each person has a "fit". It is our goal to see each person find that. Your serving - through spiritual, motivational, and natural gifts, will bring your uniqueness to the whole body of Christ. Functioning properly together, we make up the whole body, and will accomplish our mission. Dream Teams are where each person makes a difference.

STRUCTURE

God always releases and accomplishes His purpose through structure. The structure of each area of our church is guided by our mission and the values of the church. Without structure, disorganization and division will halt the releasing of our values and ultimately our mission. Each area of the church is organized and led by leadership that has been set in place by the leadership team of our church. If one cannot walk under the authority of any part of this structure then he/she will not be able to properly function as part of the body. It is important to serve, follow, and adhere to any decisions made by the leaders of the area you serve in. As a volunteer in a ministry you must be able to focus on the overall picture of what the mission is and what is being accomplished. Failure to do so will allow minor disagreement or misunderstanding to become a problem for you. Will you always understand or agree with every decision the leader makes? Probably not. Do not allow these things to linger in your spirit or take root. If there is anything you do not understand or agree with, please talk to your leader about it. Be teachable, be flexible, be ready!

COMMITMENT

We take the part you play seriously, and we hope you do too. We ask that you commit to the area you are volunteering in for at least six months. We ask that you fulfill your commitment by being here when scheduled. If you cannot be here when scheduled, please try to let your department know one week in advance or as soon as you know. Please give a thirty day notice when stepping out of a volunteering role. We don't want to try to function as a body while missing body parts!

COME PREPARED

Each time you are scheduled to volunteer, please come prepared to do so to the best of your ability. If prep time is needed before you come to church, please take the time to prepare properly. The Dream Team you volunteer on will have certain times you need to be present to begin serving. Please be punctual. Also, be sure you understand your purpose and what you are to do. If there is anything you are unsure of, please see your leader. When you are volunteering be sure that you are disciplined to your task and let that be your focus while serving.

APPEARANCE + ATTITUDE

Your appearance is important. The area that you volunteer in may have a dress code. Please adhere to it. If it does not, modest, neat, and well groomed are ways that should be used to describe what dress is appropriate. Remember, you are representing Christ in all areas of how you live, including your dress. Also, your attitude is very important. It is infectious. How you interact with others, including leadership, is driven by your attitude. We all go through tough times personally. We all have moments of disagreement. But no matter what, be sure your attitude is proper. It is part of your growth in becoming like Christ in all things.

TRAINING PERIODS

In order to properly carry out the task you are volunteering for, as well as to function properly in our teams, each volunteer must be properly trained. Each area in the church has specific training that you must have. No matter the mode of training, please take the training you receive seriously and apply it. Each area will have ongoing training. This is for your benefit as well as the benefit of striving towards our mission and values. One way we approach this is at our Dream Team Celebrations. We look forward to having you present at those times when we celebrate you and the Dream Team you are a part of. We want to be excellent in all we do!

ATTENDING MAIN SERVICES

If your volunteering takes you out of the main service, you may catch up on that service in our livestream archive, Facebook, Youtube, or podcast. The leader of your area that you volunteer in will not schedule you so that you miss the main service more than you attend it. We ask that when you do not volunteer you attend the main service. We will not allow volunteers to only come to church when they volunteer. We are more concerned for your own growth than we are in your volunteering. A big part of your growth is your consistent participation in the worship service and hearing the teaching of scripture. This is very important to us.

QUESTIONS OR ISSUES

When you do have questions or issues in the area you are serving, please be sure that you speak with your leader about it. All leaders have an open door policy to volunteers. If your area's leader does not resolve the question or issue to your satisfaction you may use the flow chart above in who you are to talk with.

LIVING THE CHRISTIAN LIFE

Our lifestyle is important. We are representatives of Christ (Matthew 5:13-16). Along with that, as you volunteer, you are a representative of our church. Take this to heart. In your volunteer application there are specific questions about lifestyle along with standards that are given. If you have any questions about any of it, please ask the leader of the area you have applied for. In your application process the leader will go over these things with you. As you were honest in filling out your application we will talk with you about any concerns we have. We understand that no one is perfect but we do want everyone to be striving to become more like Christ. As you are growing in Christ there is a process happening within you. You will be growing and changing. Some of this growth and change will be hard, some of it quick, some of it subtly over time. As you volunteer, the leader of your area may talk with you and challenge you in an area of your life.

HOW CAN I HELP YOU?

Our volunteer badges say it all. This is our motto no matter how and where you serve. A name and a title is not important. What is important is that we put others before ourselves and serve in love, mercy, and grace. Dream Teams are focused on team responsibility which is always focused on helping others.

FOUNDATIONAL BELIEFS

We all are growing in faith and in knowledge of God, through His Word and our experiences with Him. That is part of what we do as Christians. As members of our church, it is important that we are on the same page in our beliefs. Though there may be differences in the details of things, we all must stand together in the essentials of The Faith. The following are the foundational beliefs of Only Believe. Please review them.

- That the Bible is the inspired, only infallible and authoritative written Word of God. II Timothy 3:16
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost. Matthew 28:19
- In the deity of our Lord Jesus, His virgin birth, His sinless life, His miracles, His substitutionary and atoning death, His bodily resurrection, His ascension to the right hand of the Father and His personal future return to this earth in power and glory.
- In the Blessed Hope - the rapture of the Church at Christ's coming. I Thessalonians 4:13-18; I Corinthians 15:51-57
- That the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. John 14:6; Acts 2:38; Ephesians 1:7
- That regeneration by the Holy Spirit is absolutely essential for personal salvation. John 3:3; Titus 3:5; II Corinthians 5:17-21
- That the redemptive work of Christ on the cross provides healing of the human body in answer to the believing prayer of faith. I Peter 3:21, 2:24; James 5:14-15; Isaiah 53:4-5
- In the infilling by the Holy Spirit, according to Acts 2:4, 8:15-19, 19:1-7, which is given to believers who ask for it.
- In water baptism as an outward sign to the world of the regeneration of the inner man, not the washing away of sins. I Peter 3:21
- In the sanctifying power of the Holy Spirit by whose indwelling, the Christian is enabled to live a holy life. I Corinthians 6:11, Romans 8:13
- In the resurrection of both the saved and the lost, one to everlasting life, the other to everlasting damnation. I Thessalonians 4:13-18; II Corinthians 5:10; Revelation 20:11-15

REWARDS OF SERVING

The rewards of serving are great! You will be further connected in the Body of Christ as you serve. That is extremely beneficial to you and those around you as we are strengthened together, worshiping together, and growing together.

As you serve, the Kingdom of God is furthered as we work together in what God has called us to do. You will find a sense of fulfillment in your serving. As you fulfill your part, a part you have been gifted to be in, you are fulfilling a part of God's directive for your life. Also, as you are serving you are furthering the process of growth within you. God will use this as one of the avenues of working within you! And lastly, this is one way to store up treasure in heaven (Matthew 6:19-21). God honors your Kingdom work!

QUALITIES OF THOSE WHO LEAD

To lead in a healthy way:

- Be a person of prayer, fasting, and of Scripture. Your personal growth is vital. This comes first before you lead others.
- Prioritize your family.
- Be pliable to those who are in leadership over you. Allow yourself to be led.
- Attend meetings as required.
- Be prepared as much as possible. Your preparedness will impact your team.
- Pray for wisdom. Proverbs 2:6
- Lead by serving. Lead by example. You must model what you want to see in all things. John 13:1-17
- Lead in love. Lead in mercy. Pray for these to be active and growing in your life. Colossians 3:12-14
- Lead with joy and enthusiasm! It is contagious. Roman 14:17
- Seek to resolve conflict in a way that represents Jesus. Ask for input/help from the leader above you.
- Do not murmur, complain, gossip, slander, or cause division. James 4:11, 1 Corinthians 1:10
- If you do not know or are unsure, ask the leader above you.
- Grow! Consistently ask yourself how you can be a better leader.
- If you feel you are falling short, please talk with your leader. We are here for you.

For those whom you lead:

- Remember that the most important thing for a Dream Team Member is to be disciplined.
- Always remember that you will not effectively lead those whom you do not love.
- Be people oriented before being task oriented. Always have an open door to others. Always listen first and seek to understand.
- Keep connection to Dream Team members, to know them, praying for them, and helping bear the burdens of their lives. They are not just parts of a machine or the mechanism, but people whom we love. Galatians 6:2
- Train volunteers completely. Communicate clearly and effectively. Communicate consistently.
- Keep the responsibility of the team as simple as possible.
- Answer this question: How do team volunteers know that the team is accomplishing it's purpose?
- Observe the team in action, seeing where improvements can be made but also to let them know what they are doing well.
- Integrate a new team member as soon as possible, in the most proper way possible.
- Delegate in wisdom.
- Are there any potential leaders that you identify?
- **Integration of a new Dream Team member:**
 1. Contact within 48 hours and set up a time to meet.
 2. Initiate any training necessary for the Dream Team (both general volunteer training, specific training manual, and hands on training).
 3. Depending on Dream Team structure and components, integrate in the wisest way possible.
 4. Place them on the current schedule as soon as possible. If necessary, have the volunteer "shadow" another Dream Team member.
 5. If the team uses Planning Center scheduling, integrate them into the system.
- **Dream Team Member follow up:**
 1. If a team member is becoming inconsistent in church attendance, whether on scheduled volunteer days or in general, please reach out to them. We do not want anyone to fall through the cracks.
 2. Let the leader above you know what is going on. Someone from the church staff may also follow up with them.

3. It is important that each Dream Team leader, and the Team second, keep in relations with the team members. Communicate with each other about team members that may need help or may be struggling. If a team member steps down, communicate that with leadership above you.
- Appreciate your volunteers and consistently show them that.
 - Celebrate wins with the team each week! Celebrate that they are making a difference!
 - Each year in January, Dream Team Leaders will help update information of Dream Team volunteers.

5 Points of Strong Leadership

1. Understand your purpose. You cannot lead others in what you do not understand.
2. Move with your purpose. When you are at church and church functions, let all you do flow through your purpose.
3. Be disciplined to your purpose. Take this seriously. Do it with excellence.
4. Run with your purpose. Improve, increase, release. Don't wait to be motivated, take the initiative.
5. Create this culture in your team.

Please read the following four agreements.. We appreciate your willingness to take the time to read and sign the following. We also ask that you sign each, with each holding for the duration of your term on the team. Turn into the Dream Team Director when complete.



Christian Character Agreement for Teams

In this modern culture of political correctness and social media, we feel it is important to cover our understanding of the biblical position on three important topics. The last thing we want to do is put you in a position where you feel unnecessary pressure to teach, represent, or appear to give assent to something that you do not personally embrace. So, on the following three subjects, here are the things we would expect the leaders and volunteers of our Dream Teams to agree with, communicate, and model:

Regarding Sexual Behavior

The Bible teaches that sex was created by God as an expression of intimacy between a man and woman within the context of marriage. Dream Team members who embrace lifestyles or behaviors that conflict with the Bible will eventually find themselves having to pretend to be something they are not or believe something they don't.

*If any of the statements listed below describe your current lifestyle, we ask that you speak with one of our Pastoral Staff as we want to be sensitive to every situation individually:

- **Involvement in a sexual relationship and you are not married.**
- **Pursuing a same sex relationship.**
- **Unmarried and living with a member of the opposite sex (excludes family members).**
- **Married and are currently involved in a sexual relationship outside of your marriage.**
- **Addiction to or regular viewing of pornography.**

Regarding Alcohol/Drug Use

*If any of the statements below describe your life, we ask that you speak with one of our Pastoral Staff as we want to be sensitive to every situation individually:

- **Have been arrested for or convicted of an alcohol or drug-related offense in the past twelve months.**
- **Currently being treated for alcohol or drug abuse.**
- **Used marijuana or any other illegal substance (not prescribed to you by a licensed practicing physician) during the past twelve months.**
- **Abusing prescription drugs by taking more than the prescribed dosage, and/or using them for reasons other than the purpose prescribed.**

Regarding Social Media

If you blog or maintain a social media account (Facebook, Twitter, Instagram, Snapchat, etc), your Only Believe family may opt to keep up with you through those accounts. While social media can be a great connection tool, it also serves as a window into your lifestyle beyond Sunday. In light of that, we ask you to keep in mind that we are to honor the Lord and serve as His ambassadors wherever we go - including the Internet. Please know that the things you post (language, pictures, comments, etc.) on social media sites are usually accessible to your Only Believe family of all ages, as well as those looking to you as a witness for Christ outside of our church. Please use wise Godly judgment.

Please initial and sign the Agreement Form once you've read and understood the terms of this document.

This Christian Character Agreement is intended, not only to help you, but give you time to grow and mature in the Lord. We know that the Lord is pleased with the progressive growth in the lives of all of His children and we trust this agreement will be a helpful catalyst to your own spiritual development. If you are struggling with any of the above situations in your life, please let us know so that we can help you find appropriate support for achieving victory in those areas.

Print Name

Initials

Date



Volunteer Confidentiality Agreement

The purpose of this Confidentiality Agreement is to protect the privacy of those who are on the property of Only Believe. Volunteers often encounter personal and sensitive information about guests or church family members while assisting at the church. Information about anyone should never be discussed in the presence of third parties or discussed through any type of social media, with the exception of the written permission by the person prior to disclosing any information. Any files and/or documents containing confidential info of any attendee, member, or guest to the property should never be shared with any individual or released to third parties except with written permission from that person.

Confidential information includes, but is not limited to, the following:

- Information about anyone, including names, addresses, phone numbers, emails, or social media account information;
- Information that would identify the person in written form, in conversation, or through any type of social media;
- Information regarding the person's immigration status;
- Information that would identify the person that could potentially place them and/or family members at risk.

By signing this Confidentiality Agreement, you agree to the highest ethical standards and agree to abide by the following provisions:

1. All communications between family members, church staff, or leaders are confidential;
2. Leaders, or volunteer, will not disclose confidential information to a third party without the family's knowledge or written consent to release or disclose such information;
3. Leaders, or volunteer, will not disclose confidential information in written form, in conversation or through social media, to anyone that would identify any member of the family;
4. I understand that as a leader, or volunteer, I have a duty to keep all family members' info confidential throughout my term as a leader as well as after my position status ends;
5. I understand that my failure to abide by the terms of this Confidentiality Agreement may result in the termination of my participation as a leader or volunteer.

Please initial and sign the Agreement Form once you've read and understood the terms of this document.

Print Name

Initials

Date



Conflict Resolution Agreement

Matthew 18:15-16 “Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established.”

Confession: I am committed to resolving conflicts and offenses in a Biblical manner, honoring relationships, cherishing the Body, mission and values of Only Believe.

Therefore:

1. I covenant to seek anyone that I have an offense with or that has affected me in a negative manner, or I know that I have offended, so as not to let the enemy blemish Christ’s body with division and limit my witness and fruitfulness.
2. I covenant to talk to no one else at all until I have first worked through the offense/issue myself (i.e. considered whether it was born out of my own insecurity, misunderstanding, immaturity, etc.). I will wait until I discern whether it is truly significant before I communicate with the person that I believe has offended me.
3. I will not allow more than one week passing before acting on the covenantal mandate to Biblically resolve a conflict or deal with an offense.
4. I will make it clear that this issue will not cause us to break fellowship with one another and with the Body of Believers that I am bound to by covenant.
5. I covenant that if a conclusion cannot be reached in a critical matter (i.e. we cannot agree to disagree), that I will follow protocol which is:
6. I will approach a pastoral leader of the church and be committed to follow their counsel.
7. If there is no resolution; I will then request one of our pastoral leaders to review the facts.
8. I realize that during this time and process it is a private matter that may not be discussed at all with others. If I talk to others, I have jeopardized God’s process.
9. I covenant to keep all confidential documents/information in regards to the ministry within the ministry.

Matthew 5:23-24 “Therefore if you bring your gift to the altar, and there remember that your brother has something against you, leave your gift there before the altar, and go away. First be reconciled to your brother, and then come and offer your gift.”

Please initial and sign the Agreement Form once you’ve read and understood the terms of this document.

Print Name

Initials

Date

