



# MANNACHURCH

LEADER PLAYBOOK

# Welcome to LEADERSHIP!

We are thrilled to have you on the team and look forward to seeing God do amazing things in you and through you. Here at Manna Church, our leadership philosophy is simple: Leaders **SERVE**. Throughout the Bible we see that God raises up leaders for the betterment of the people, not the other way around, so we applaud your willingness to lay your life down at a greater measure so that others may be lifted up!

**We want to honor your commitment by doing all we can to set you up for success on your leadership journey. That's what this Leadership Playbook is all about and that's why we are radically committed to two things:**

May the Lord's hand be evidently upon you as you lead, and may His grace empower you to bring life to all of those you develop.

To make Him known,

~ **Shawn Withy-Allen**

## DEVELOPING PEOPLE

God created every single one of us on purpose for a purpose. Jesus went to the cross to free us and redeem us to be able to fulfill that purpose. That's why we see the #1 job of Christian leadership as developing people. So long as we are faithful to develop people, Jesus will be faithful to build His church.

*"He makes the whole body fit together perfectly. As each part does its own special work, it helps the other parts grow, so that the whole body is healthy and growing and full of love."*

-- Ephesians 4:16 NLT

As leaders, we are committed to developing people and empowering them to contribute the special work God has called them to.

## RELATIONAL INTEGRITY

This is the ability to actually develop the people you are directly leading. It has to do with our leadership infrastructure and the amount of people a leader is expected to develop. In order for Manna Church to remain healthy, we must grow bigger and 'smaller' at the same time. This is what Jethro recognized in Exodus 18 after observing the leadership of Moses:

*"This is not good!" Moses' father-in-law exclaimed. "You're going to wear yourself out—and the people, too. This job is too heavy a burden for you to handle all by yourself."*

-- Exodus 18:17-18 NLT

Relational integrity is an active commitment of putting realistic expectations on leaders in order to ensure that leadership is a life-giving experience for all involved.

# Leadership Layers



# Leadership Expectations

## THE FOUR "R's"

We believe that clear expectations remove unnecessary frustration and create a clear pathway to life-giving leadership. We have defined some basic expectations in four key areas under what we call the Four "R's":

**Relationships, Roles, Responsibilities, and Results.**

- **Relationships:** How are you to relate to God and others?
- **Roles:** How are you to operate confidently?
- **Responsibilities:** How will you lead most effectively?
- **Results:** How do you know you are succeeding?

# DIRECTOR:

## RELATIONSHIPS:

### WITH CHRIST:

- “Surrendered Life”
- Commitment to God is evident
- Solid spiritual disciplines

### WITH FAMILY:

- They are a high priority
- Spouse is on-board 100%
- Invest in children

### WITH THE CHURCH:

- The health and growth of the church is more important than your lane
- Has completed Growth Track

### WITH THE WORLD:

- “Kingdom mindset”
- Well respected by neighbors and the unchurched

## ROLES:

- Lead the ministry
- Develop leaders
- Design the systems
- Give feedback

## RESPONSIBILITIES:

### ON THE WEEKEND:

- Attend one
- Sunday mornings determined by your role

### DURING THE WEEK:

- Weekly Debrief with direct reports
- Whatever it takes to get your job done with excellence

### ONGOING DEVELOPMENT:

- 1-on-1s with Coordinator 2x/month
- 1-on-1s with Exec. Director 2x/month
- Monthly 3+ Layer Training

## RESULTS:

- **Leader placement**
- **See & shape the future for your lane**  
*(Be the vision-carrier for your lane)*
- **100% 3+ Layer Training attendance**

# COORDINATOR:

## RELATIONSHIPS:

### WITH CHRIST:

- Commitment to growing is evident
- Spiritual disciplines are consistent

### WITH FAMILY:

- Spouse is excited to have you serve in this role

### WITH THE CHURCH:

- Committed to the mission and vision of Manna Church
- Has completed Growth Track

### WITH THE WORLD:

- “Kingdom mindset”
- Well respected by neighbors, employer, and the unchurched

## ROLES:

- **Strategize your area**
- **Develop new leaders**
- **Lead through systems**
- **Give feedback**

## RESPONSIBILITIES:

### ON THE WEEKEND:

- Attend one, Observe Team leads at least once/month
- Available to help team leads troubleshoot if needed
- Sunday mornings determined by your role

### DURING THE WEEK:

- Weekly Debrief w/Team Leads
- Team Communication
- Strategizing/resourcing for lane

### ONGOING DEVELOPMENT:

- 1-on-1s with Director 2x/month
- 1-on-1s with Team Lead 2x/month
- Monthly 3+ Layer Training

## RESULTS:

- **Leader identification**
- **85% optimal SERVE Team members**
- **100% 3+ Layer Training attendance**

# TEAM LEAD:

## RELATIONSHIPS:

### WITH CHRIST:

- Consistency in spiritual disciplines is developing

### WITH FAMILY:

- They are a priority

### WITH THE CHURCH:

- Excited to serve and be a part
- Growth track completed  
*(exception can be made for those with plans to complete LeaderStep within 6 months)*

### WITH THE WORLD:

- Good reputation

## ROLES:

- **Oversee the process**
- **Develop team members**
- **Implement the systems**
- **Give feedback**

## RESPONSIBILITIES:

### ON THE WEEKEND:

- Attend one, Serve one (based on your team schedule)
- Lead your Team and Team Huddle
- Sunday mornings determined by your role

### DURING THE WEEK:

- Weekly Debrief
- Team Communication

### ONGOING DEVELOPMENT:

- 1-on-1s with Coordinator 2x/month
- Bi-monthly 4+ Layer Training

## RESULTS:

- **70% of team in Growth Track**
- **85% new SERVE Team member retention**
- **100% 4+ Layer Training attendance**

# Leadership Profile

**S**ee and Shape the Future. Leaders see where they are going and take initiative toward that vision. Leaders behave as “owners” as opposed to “renters.” An owner takes responsibility, has authority to make changes, and takes action. A renter simply reports issues to their landlord.

**E**ngage and Develop Others. Leaders believe more for others than they do for themselves. A leader behaves as a “host” as opposed to a “guest.” A host seeks people out, makes things clear for them, and looks to help them connect (“shoulder-tapping”), while a guest expects this to be done for them.

**R**einvent Continually. A leader always looks to improve, upgrade, and do things better! A leader behaves as a self-feeder, recognizing their personal needs as a believer and taking steps to feed themselves. A leader behaves as a learner, constantly seeking out new information and looking to enhance their knowledge and skills in their area of leadership.

**V**alue Relationships and Results. Leaders balance people and performance! A leader behaves as a thermostat instead of a thermometer, recognizing and acknowledging where people are but actively working to bring them toward a defined vision, rather than just reflecting the current state of things.

**E**mbody the Values. Leaders have a heart for the house. A leader behaves by fully embracing, communicating, living out, and reproducing Manna’s vision and values.

# RESOURCES

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**MULTIPLICATION**  
mindset

**SHOULDER-  
TAPPING**

we **LEAD** with  
an **OPEN  
HAND**

**LEAD**  
with your  
**HEAD UP**

be the **FIRST  
PERSON**  
to do what is  
**RIGHT**

LEADERSHIP

# SOUNDS

**RELATIONSHIP**  
and  
**RESULTS**

“**SOUNDS**” are  
phrases you  
will hear us use  
consistently.

they **EMBODY** our  
**VALUES** and help  
express them in  
various ways.

**LEADERSHIP**  
=  
**INFLUENCE**

The most  
**IMPORTANT**  
person in the  
room is the  
**HOLY SPIRIT**

**CORRECT**  
in private,  
**PRAISE**  
in public

**FAILURE**  
is not  
**FATAL**

**EVERYBODY**  
is a  
**LEADER**



# 1-on-1 Template

When meeting with your supervisor, come prepared to share your reflection on the following questions. When meeting with someone you oversee, share these questions ahead of time so they can come prepared to share with you.

## 3 FOCUS AREAS:

### **HOLY SPIRIT** (LOVE GOD)

*What is God speaking to you regarding your role?*

### **DEVELOPMENT** (LOVE EACH OTHER)

*What is God wanting to develop in your team right now and what is your part in that?*

### **IMPACT** (LOVE THE WORLD)

*What's the next thing you need to do to move your lane forward?*

# Debrief Format

Utilize the mode of your choice to gather reports and debrief with your team. Submit reporting form by Monday morning. *(Possible modes for debrief: Google Chat, Marco Polo, FaceTime, post-service meeting, email, text, phone call)*

## 4 AREAS TO REVIEW:

### **THE WIN**

*Celebrate wins within your team/lane*

### **THE STRUGGLE**

*Identify areas that needed improvement*

### **THE NEED**

*Communicate needs that require external assistance*

### **THE PLAN**

*Communicate upcoming information/events so everyone is prepared for success*







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