



# Community Leadership Roles & Descriptions

## CORNERSTONE COMMUNITY LEADER

The primary responsibility of a Community Leader is to lead and disciple a core group of Downtown Cornerstone people into maturity in Christ as he leads them in the mission of making disciple-making disciples of Jesus. Each leader should always be discipling with an apprentice (or two). The primary leadership posture is that of a shepherd that is called to “know”, “lead”, “feed”, and “protect” a flock. Cornerstone Community Leaders are pacesetters for our church.

## FOCUS & GOAL

- Personally grow in the gospel and increasingly apply the gospel to all of life
- Effectively disciple his wife and kids in the gospel (if applicable)
- Competently lead a CC in making disciples to impact the city, and cities of the world, for Jesus.
- Identify and disciple one new leader/couple to lead a CC, especially when planning for transitions (i.e. before you move or leave your community).

## ROLE QUALIFICATIONS

- *Calling & Conviction.* A Cornerstone Community Leader is someone with a personal desire and passion to advance of the Gospel of Jesus Christ and the mission of Downtown Cornerstone Church in Seattle.
- *Character.* Though imperfect, a Cornerstone Community Leader embodies the faithfulness and maturity expected of a leader in the church, as outlined in 1 Timothy 3. There should be evidence of a fruit-bearing love for Jesus and others, an active fight against sin, and a desire to grow in Christ and see the gospel spread. Humility is paramount, teachability a must, and a desire to grow as a faithful disciple of Christ, essential. *Note:* A Cornerstone Community Leader is not an elder/pastor. However this role will be how we identify, recognize, and develop future elders. Cornerstone Community Leaders are to be viewed as godly, mature believers, increasingly demonstrating the characteristics or attributes of an elder/pastor. He will exhibit a track record of serving in a DCC ministry, consistent financial giving, and joyfully submitting to Downtown Cornerstone Church elders by supporting, discipling, and shepherding in line with church teaching (Hebrews 13:17).
- *Competency.* A growing ability to lead a community of disciples in and toward:
  - Building their lives on the foundation of the gospel
  - Living ordinary life in Seattle with gospel intentionality
  - Having a clearly defined mission
  - Adjusting the life of their family around mission & community
  - Declaring and displaying the gospel

- Planning for multiplication and birthing new Cornerstone Communities

They will utilize resources to lead the community in study, discussion, mission, and prayer and will need to be able to organize and communicate effectively with a group of, ideally, 10-24.

- *Doctrine & Agreement.* A Cornerstone Community Leader must be a member in good standing, in passionate agreement with the mission, values, doctrinal positions (Gospel-centered, reformed, missional, complementarian, elder-led) and Membership Covenant of Downtown Cornerstone Church.

## RESPONSIBILITIES

### **Gospel & Mission Fluency**

A Cornerstone Community Leader has a strong grasp on the Gospel, articulating and demonstrating how the Gospel has and is affecting his life and roles as a husband, father and worker. He is actively discipling his wife and, with her, discipling their children in the gospel. And, he is actively approaching his neighborhood/workplace as a missionary.

A Cornerstone Community Leader is also growing in his ability to apply the gospel in discipling believers and unbelievers (i.e. How would they use the gospel to counsel someone in debt? Caught in pornography? Struggling with anger, impatience, fear, or anxiety? Feeling spiritually lost? Doubting their salvation? Questioning God's goodness? Not submitting to authority? Bitter at their spouse? Parenting a rebellious child? Struggling with unforgiveness? Disillusioned with the workplace? Failing to be on mission?)

### **Attentive Shepherding**

A Cornerstone Community Leader has a heart to see people meet and grow in Jesus. As a shepherd of a small flock he regularly prays for every member of his community, facilitates and models authenticity in group discussions, and encourages community members to spend time together outside of weekly gatherings. He also encourages community members to develop their God-given gifts, seek opportunities to serve the church, and intentionally build relationships with not-yet believers. His shepherding also includes tracking the numerical growth, membership status and assimilation of those in his community.

### **Organizing & Delegating**

A Cornerstone Community Leader prepares and facilitates 3-4 sermon-based discussions monthly. He is responsible for overseeing and delegating various aspects of community life: fellowship, worship, discussion, meal planning, prayer, hosting, service opportunities, etc. This also includes the recruitment and training of apprentices for future leadership.

### **Leadership Development**

Every Cornerstone Community Leader will be in a coaching and discipling relationship within their cohort and with their cohort coach, for their ongoing leadership development. This relationship is primarily for support, nurture, and accountability. We are committed to helping leaders carry the load,

run the race for the long haul, and finish well. Pastor of Communities is also always available to any CC lead beyond or in addition to their cohort coach.

### **Participation in DCC Ongoing Training**

These gatherings of all Cornerstone Community Leaders are for the purpose of equipping, hearing testimonies, sharing best practices, teaching, and prayer. These are vital for maintaining a disciple-making culture and keeping the vision/mission in front of us.

### **CORNERSTONE COMMUNITY LEADER ASSESSMENT**

Every potential Cornerstone Community Leader and his wife will go through an [assessment process](#) with current CC Lead and Pastor of Communities that involves a rigorous application and interview. This assessment process will evaluate one's calling and competency to be a Cornerstone Community Leader. We trust this process will be a blessing to all who go through it, no matter the outcome.

## CORNERSTONE COMMUNITY APPRENTICE LEADER

The primary responsibility of a Cornerstone Community Apprentice Leader is to come alongside the Cornerstone Community Leader in helping to disciple a core group of Downtown Cornerstone people into maturity in Christ as they lead them in the mission of making disciple-making disciples of Jesus.

### FOCUS & GOAL

- Personally grow in the gospel and increasingly apply the gospel to all of life
- Effectively disciple his wife and kids in the gospel (if applicable)
- Be effectively serving, assisting the Community Leader
- Be learning the role of Community Lead (see [Community Leader description](#) above)

### ROLE QUALIFICATIONS

*Calling & Conviction.* An Apprentice Leader is someone with a personal desire and passion to advance of the Gospel of Jesus Christ and the mission of Downtown Cornerstone Church in Seattle.

*Character.* Though imperfect, an Apprentice Leader embodies the faithfulness and maturity expected of a leader in the church, as outlined in I Timothy 3. There should be evidence of a fruit-bearing love for Jesus and others, an active fight against sin, and a desire to grow in Christ and see the Gospel spread. Humility is paramount, teachability a must, and a desire to grow as a faithful disciple of Christ, essential.

*Competency.* A growing ability and passion to lead a community of disciples in and toward:

- Building their lives on the foundation of the Gospel
- Living ordinary life in Seattle with Gospel intentionality
- Having a clearly defined mission
- Adjusting the life of their family around mission & community
- Declaring and displaying the Gospel

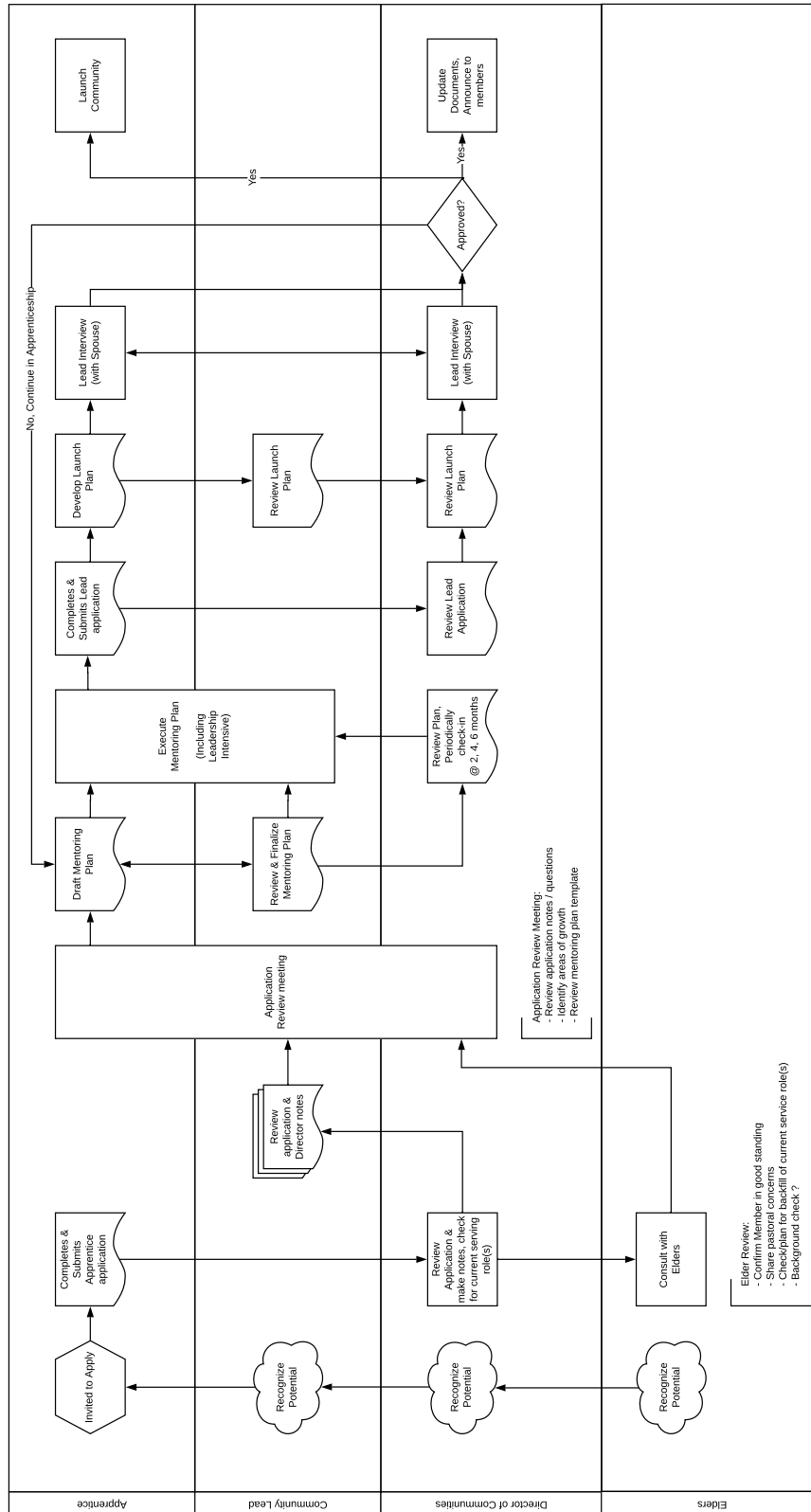
*Doctrine & Agreement.* An Apprentice Leader must be a member in good standing, in passionate agreement with the mission, values, doctrinal positions (Gospel-centered, reformed, missional, complementarian, elder-led) and Membership Covenant of Downtown Cornerstone Church.

### CORNERSTONE COMMUNITY APPRENTICE LEADER ASSESSMENT

Every potential Apprentice Leader will go through an initial assessment process with the Pastor of Communities and his Community Leader that involves a simple application and interview. This assessment process will evaluate one's calling and competency to be an Apprentice Leader. Ongoing assessment and mentoring will take place within the context of community, under the leadership of the Community Leader. There is no set time frame in this process (see more details in [Section 4: "Community Replication"](#)). We trust this process will be a blessing to all who go through it, no matter the outcome.

# COMMUNITY LEAD APPRENTICE PROCESS

## Community Lead Apprenticeship Process



## **CORNERSTONE COMMUNITY WOMEN'S DISCIPLESHIP LEAD**

The primary responsibility of a Cornerstone Community Women's Discipleship Lead is to come alongside the Cornerstone Community Leader, giving leadership to the discipleship of Downtown Cornerstone women into maturity in Christ as they lead them in the mission of making disciple-making disciples of Jesus.

### **FOCUS & GOAL**

- Personally grow in the gospel and increasingly apply the gospel to all of life
- Effectively disciple her children in the gospel (if applicable)
- Be effectively serving, assisting the Community Leader in the discipleship and care of the women in their community

### **ROLE QUALIFICATIONS**

*Calling & Conviction.* A Women's Discipleship Lead is someone with a personal desire and passion to advance of the Gospel of Jesus Christ and the mission of Downtown Cornerstone Church in Seattle, particularly encouraging other women. (2 Timothy 2:2; Titus 2:3-5).

*Character.* Though imperfect, a Women's Discipleship Lead embodies the faithfulness and maturity expected of a leader in the church, as outlined in I Timothy 3:8-13. There should be evidence of a fruit-bearing love for Jesus and others, an active fight against sin, and a desire to grow in Christ and see the Gospel spread. Humility is paramount, teachability a must, and a desire to grow as a faithful disciple of Christ, essential.

*Competency.* A growing ability and passion to disciple women in and toward:

- Building their lives on the foundation of the gospel
- Living ordinary life in Seattle with gospel intentionality
- Having a clearly defined mission
- Adjusting the life of their family around mission & community
- Declaring and displaying the Gospel

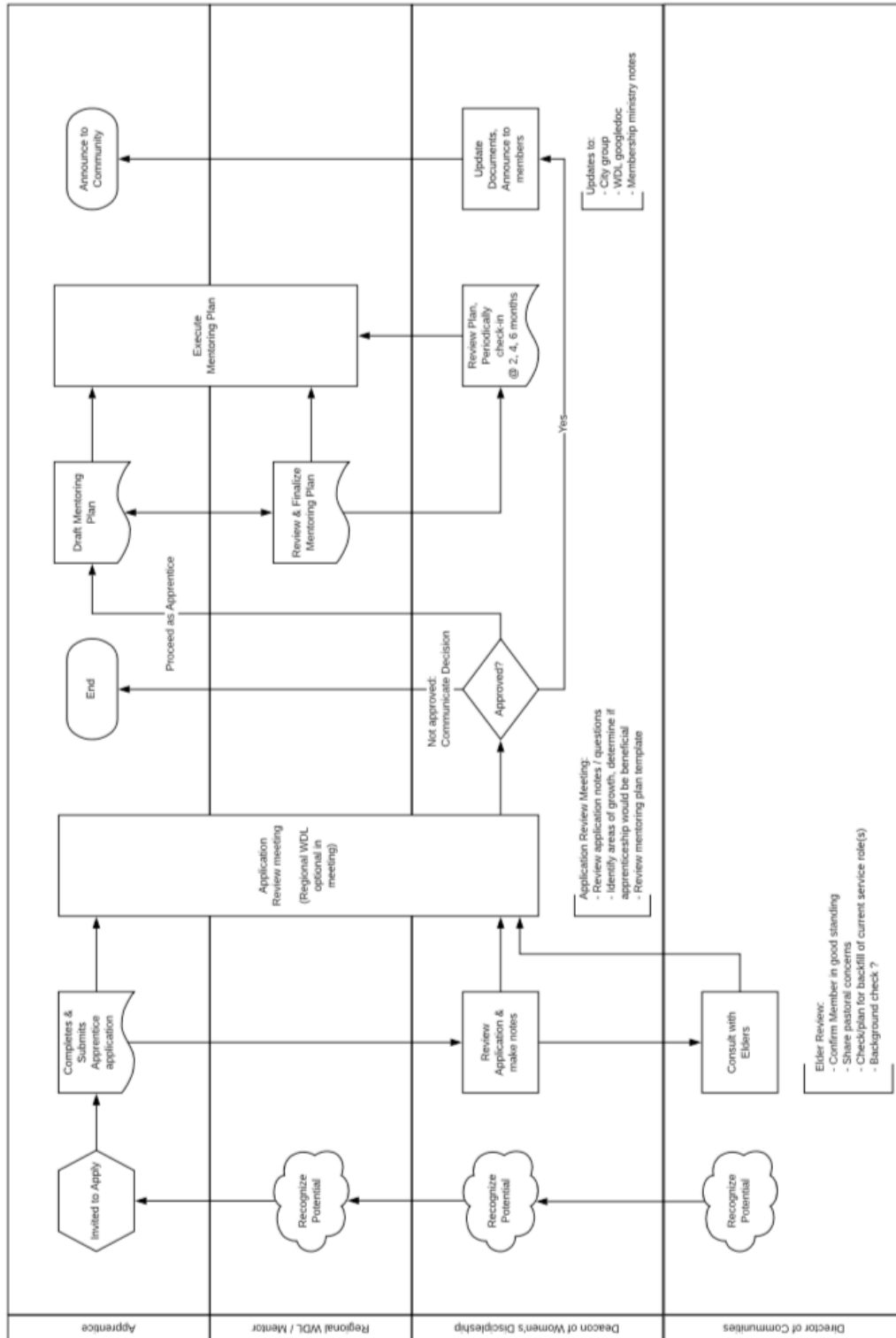
*Doctrine & Agreement.* A Women's Discipleship Lead must be a member in good standing, in passionate agreement with the mission, values, doctrinal positions (Gospel-centered, reformed, missional, complementarian, elder-led) and Membership Covenant of Downtown Cornerstone Church.

### **WOMEN'S DISCIPLESHIP LEAD ASSESSMENT & LEADERSHIP DEVELOPMENT**

Every potential Women's Discipleship Lead will go through an initial assessment process with the Deacon of Women's Discipleship that involves an application and interview ([see flowchart](#) for details on the process) This assessment process will evaluate one's calling and competency to be a Women's Discipleship Lead. Ongoing leadership development and mentoring will take place within the context of community, as well as under the oversight of the Deacon of Women's Discipleship. We trust this process will be a blessing to all who go through it, no matter the outcome.

# WOMEN'S DISCIPLESHIP LEAD PROCESS

## Women's Discipleship Lead Process



## **CORNERSTONE COMMUNITY CONNECTOR**

The Community Connector is responsible for creating welcoming pathways for guests at DCC into respective Cornerstone Communities. Working with Connect Team leadership, their primary aim is to extend invitations and ensure follow-up occurs in a timely manner while keeping community leads and the Connect Team apprised of updates. The Community Connector is to come alongside the Community Lead in helping to keep the community organized.

### **FOCUS & GOAL**

- Personally grow in the gospel and increasingly apply the gospel to all of life.
- Serve effectively, assisting the Community Lead.
- Respond to Connect emails to invite folks to join their community.
- Follow up with people via email before and after visit; be a friendly face when they arrive; help the community as a whole be an inviting place where new folks feel welcomed.

### **ROLE QUALIFICATIONS**

- Desire to see people connected to Jesus and His Church, especially those who may struggle to connect.
- Because this role handles potentially sensitive information, a Community Connector is ideally a member in good standing (sacrificially giving, regularly participating in community, and serving), or actively pursuing membership. (Eph 2:19-22)
- Discernment to wisely process any confidential matters that may arise with the Community Leader.
- Discernment to “meet people where they are at”, being sensitive to how the Holy Spirit is working.
- Administrative skills (comfort in utilizing Church Center group, email, etc.).
- Strong interpersonal communication skills.

### **COMMITMENT**

- 6 month commitment; 1-2 hours/week
- Participation in the Follow-up Connect Process throughout the week (1 hour weekly)

### **EXPERIENCE**

- None required, although previous serving experience with greeting, usher, or Connect teams is a plus.

## **COMMUNITY CONNECTOR BEST PRACTICES**

### **The Follow-up Connect Process...**

- As folks connect to a community following the foundations class, the Connect team will respond and direct folks to you (by copying you in an email response).



- Follow-up at the beginning of each week with anyone new looking to get connected to community. Reply all or BCC the connect team, so they know that person has been followed up with (please aim to follow-up within a day after connect team email, especially if that would mean including someone in that week's gathering).
- Individually email each person or married couple. Please do not mass email a group of potential newcomers — give folks the information about your community (when, where, how, etc.). Verify Community Lead is informed of any potential newcomers (email CC or personal follow-up).

**Be aware of your community's schedule and advise folks accordingly.**

- It will be helpful to specifically call out when you have unique events, and/or your unique summer schedule. Encourage individuals to join for church-wide gatherings (i.e. Prayer Night, BBQ+ Baptism, etc.).

**Check in with folks periodically before/after the weekly community gathering.**

- For example, if someone came to community, it would be nice to follow up with an email thanking them for joining, letting them know it was nice to meet them, and asking them if they have any questions.
- Follow-up via phone or email after community (can be the following week) with any people that were invited but didn't attend to see if they have any barriers or to let them know we'd enjoy meeting them.

**Follow up with any new guest, and if they are planning on joining your community, make sure they get invited into your community's Church Center group once they have visited a few times.**

- Keep your Church Center group as close as possible to an "actively engaged" group, because you may be using it to share more personal information (i.e. prayer requests).

**Other...**

- Help answer questions about DCC events, doctrine/beliefs, membership, serving, etc. to the best of your ability, or refer back to Connect Team, Community Lead, or an Elder/Deacon.
- Assist in community engagement and promotion of utilizing Church Center or other communication.
- Assist the Connect Desk, by following up with them if the newcomer gets connected, they want to get plugged into a service team, if they have any other questions, or would like to try out another community.
- Optional: You may find it helpful to use some type of database (i.e. Excel spreadsheet) to help organize and track your communication with folks.

## **CORNERSTONE COMMUNITY HOST(S)**

Our community host homes not only set the tone for living life on mission, but along with a Cornerstone Community Leader, help serve as a building block to see others get connected to authentic community, and grow in their relationship with Jesus. It's our hope and goal that all who enter through our doors (believer or unbeliever), would find such community. This means the cultivation of these communities will largely be dependent on the hosts and leadership of our communities.

### **QUALIFICATIONS**

Although we recognize that we are all works in progress, we know that our host homes in many respects set the "tone" and DNA of what it looks like to follow Jesus, and live life on mission. As such, we are asking those who wish to host meet the following criteria:

- Member of DCC in good standing, or actively pursuing membership (Eph 2:19-22)
- Regular participant in our corporate gatherings and involved in a Cornerstone Community (Heb 10:24)
- Have the gift of hospitality, and able to make strangers feel welcome. If you don't, is there someone in the community willing to come alongside and co-host with you? (Rom 12:13, 1 Peter 4:9)
- Ability to host a community gathering 3-4 times a month in your home/space, and life/work schedule allows you to be home early enough to prepare.
- Availability mid-week to help coordinate meals/snacks or able to delegate that responsibility to others.
- Have a little extra budget room to help provide things from time to time that might not be covered by the community (cups, silverware, napkins, etc.).

### **COMMUNITY HOST HOME CRITERIA**

One of the challenges with an urban church is that apartment/condo spaces are small, and finding a gathering location where 12 or more folks could gather, can be challenging. It isn't expected that the host home perfectly meet all of these criteria, but the following questions should be considered:

- Will folks have a hard time getting to the host home? Is there parking within a reasonable distance that folks that drive could find a space to park? Is it convenient to a bus stop?
- Is the host home accessible by either street access or callbox access?
- Is the host home in a good strategic spot central to a majority of the folks that will be a part of that community or out on the fringe?
- Does the host home have a sense of mission and ownership of their building or neighbors that the community could come alongside?
- Does the host home have pets that might be a barrier to someone with allergies or children?
- Does the host home have a spot where children could play, or an option for childcare if needed (extra bedroom, resident lounge, etc.)?
- Is there enough seating for sharing a meal or where a majority of the people could interact and engage with one another?
- Does the host home have the capacity to host a meal (table for food, prep area, etc.)?