

# LEADING WITH PURPOSE: UNDERSTANDING THE PATH TO LEADERSHIP IN COMMUNITY LIFE



CUYAHOGA VALLEY CHURCH

Community Life



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**Thank you so much for your interest in reading this booklet. It is my hope and prayer that this material can better equip current WorkShop and LifeGroup leaders at CVC as they seek to raise up apprentices, and that this material can empower anyone who wants to learn more about what it can look like to lead in adult LifeGroup and WorkShop spaces here at CVC.**

**When we strive for excellence in our structures, policies, and procedures, we are striving for excellence not to make ourselves look good but because we desire to do everything we do as an act of worship to the God who loves us, created us, and has good works prepared in advance for us to do.**

**May the Lord bless you as you consider leading, as you lead, and as you seek to equip others to follow you as you faithfully follow Christ.**

**Sincerely,  
Becca Ferguson  
Director of Community Life  
and Women's Ministry**

# Understanding Terminology: The Difference Between LifeGroups, WorkShops, and Events at CVC

Here at Cuyahoga Valley Church, outside of our Sunday Morning Worship Services, adult ministry under the Community Life Team primarily happens in three types of spaces - LifeGroups, WorkShops, and Events.

## LifeGroups:

LifeGroups are small groups (ideally 10-12 people) that meet on a regular basis (often weekly or bi-weekly) to study God's Word together. On the whole LifeGroups meet to study Scripture (adult LifeGroups at CVC Broadview Heights are highly encouraged, but not required, to utilize the Sermon-Based Study Guides provided). Some LifeGroups may for a short season study Community Life Team approved extra-biblical or supplementary material.

## WorkShops:

WorkShops are small to medium groups that are approved the by Community Life Team that meet for a set amount of time (for a certain amount of time, to address a specific topic, or during a particular season of life) to go over specific curriculum and materials or to accomplish a specific activity. At CVC in the Community Life area we have Sunday Sessions, as well as Care and Women's WorkShops such as:

### Care WorkShops:

- DivorceCare, Celebrate Recovery, Emotionally Healthy Relationships, and Trauma Reboot

### Women's WorkShops

- MissionFIT, MOMtourage, MOMmunity, Christian Crafters, and our Single Mothers' WorkShop

### Events:

Events are large gatherings that often happen one time or somewhat infrequently. They are open to anyone who would like to join and they often focus on a set agenda or curriculum that ends with the closing of that event. Many Events at CVC involve collaboration across multiple ministry areas and age groups. Some recurring events include Sports Camp, CVCYouth Winter Retreat, Women's Breakfast, Men's Retreat, the Young Adult Super Bowl Party, and CVC's Nights of Worship and Prayer.

# Becoming a LifeGroup Leader

First of all, if you are reading this document, thank you so much for your interest in becoming a LifeGroup Leader at Cuyahoga Valley Church. 1 Peter 4:10 tells us that “As each has received a gift, use it to serve one another, as good stewards of God's varied grace.” CVC needs faithful servants with the gift of leading and shepherding to serve in our LifeGroups - so, thank you for your desire to learn more.

If you desire to serve as a LifeGroup Leader at CVC, a few things need to happen first:

1. Become a member! All LifeGroup Leaders at CVC must be church members as of September 1, 2025. If you desire to serve as a LifeGroup Leader but are not yet a member, here's what needs to happen first:
  - a. Attend or have previously (somewhat recently) attended Explore CVC and Join CVC
  - b. Begin and Complete the CVC Membership Application and Interview Process
  - c. Be Baptized (by immersion, either at CVC or at another like-minded church)
2. Be in a LifeGroup! In order to become a CVC LifeGroup Leader, you must have been regularly attending a LifeGroup for at least 1 trimester (spring, summer, or fall). Some potential LifeGroup Leaders may be asked to attend more trimesters before moving on to apprenticing.

3. Become an Apprentice - before moving on to leading your own LifeGroup, you must:

- a. Apprentice under an existing LifeGroup leader (preferably one of the leaders in the group you have been attending) for at least 1 trimester (spring, summer, or fall). Some apprentices may be asked to serve as an apprentice for multiple trimesters before being asked to become a LifeGroup Leader.
- b. Commit to attending the three LifeGroup and WorkShop Leader Trainings offered each year (typically in January, April, and August).

After you have completed these requirements, your next steps are to:

1. Fill out the LifeGroup Leader Application.
2. Meet with either the Director of Community Life, Becca Ferguson, or the Pastor of Men's Discipleship, Dale Piscura for an informal interview.
3. If relevant, discuss logistic details with Traci Schimpf, the Community Life Team's LifeGroup Connector. Some apprentices may be asked to attend more trimesters before moving on to apprenticing.



# Becoming a WorkShop Leader

First of all, if you are reading this document, thank you so much for your interest in becoming a WorkShop Leader at Cuyahoga Valley Church. 1 Peter 4:10 tells us that “As each has received a gift, use it to serve one another, as good stewards of God's varied grace.” CVC needs faithful servants with the gift of leading and shepherding to serve in our WorkShops - so thank you for your desire to learn more about serving in this important ministry area.

If you desire to serve as a WorkShop Leader at CVC, a few things need to happen first:

1. Become a member! All WorkShop Leaders at CVC must be church members as of September 1, 2025. If you desire to serve as a WorkShop Leader but are not yet a member, here's what needs to happen first:
  - a. Attend Explore CVC and Join CVC
  - b. Begin and Complete the CVC Membership Application and Interview Process
  - c. Be Baptized
2. Be in a WorkShop - in order to become a CVC WorkShop Leader, you must have been regularly attending the WorkShop in which you would like to lead for at least 1 trimester (spring, summer, or fall).
3. Become an Apprentice - before leading in a WorkShop, you must:
  - a. apprentice under an existing WorkShop leader in the WorkShop in which you would like to lead (preferably one of the leaders in the group you have been attending) for at least 1-2 trimesters (spring, summer, or fall) depending on the needs of the WorkShop and the input of the WorkShop Leaders, and
  - b. Commit to attending the three LifeGroup and WorkShop Leader Trainings offered each year (typically in January, April, and August).

1. Fill out the WorkShop Leader Application.
2. Meet with the Director of Community Life, Becca Ferguson, for an informal interview.
3. If relevant, discuss logistic details with Traci Schimpf, the Community Life Team's Assistant and LifeGroup Connector.

# Interested in Launching a WorkShop? What You Need to Know

At CVC, in addition to our Main Worship Services on Sunday mornings, we accomplish adult ministry in 3 primary spaces - LifeGroups, WorkShops, and through large group events. This document pertains to one of those 3 spaces - WorkShops. It contains information about what a WorkShop is, what needs to happen for a new WorkShop to be launched, and the timelines and information necessary for making changes or updates to existing WorkShops. If, after reading this document, you have additional questions, you can reach out to Traci Schimpf at [tschimpf@cvconline.org](mailto:tschimpf@cvconline.org).

Before you begin, if you're reading this document - we want to thank you for your interest in serving and leading as a WorkShop leader at CVC! Thank you for desiring to serve our CVC family and be the hands and feet of Jesus in this tangible and meaningful way.

## What is a WorkShop?

A WorkShop is a group that meets for a set amount of time (in a certain season of life or during a specific circumstance in life) to go over specific curriculum and materials or to accomplish a specific activity. At CVC in our adult ministry spaces of the Community Life Team, we have Care WorkShops (like DivorceCare, Celebrate Recovery, Emotionally Healthy Relationships, and Trauma Reboot) and we also have Women's WorkShops (like MissionFIT, MOMtourage, MOMmunity, and Christian Crafters).

1. If you would like to begin a new WorkShop at CVC, you will first need to be a CVC member!
2. You will need to be able to commit to attending three trainings per year for WorkShop and LifeGroup leaders - typically these trainings occur in January, April, and August.
3. You will need to sit down and meet with our Director of Community Life (Becca Ferguson) to discuss starting this new WorkShop (you can reach out to Becca to set up a time to meet at [bferguson@cvconline.org](mailto:bferguson@cvconline.org)). After meeting with Becca (and possibly other Ministry Directors or Pastors as needed), if the proposed WorkShop is approved, you will work with Traci Schimpf ([tschimpf@cvconline.org](mailto:tschimpf@cvconline.org)) and Laurie Weiser ([lweiser@cvconline.org](mailto:lweiser@cvconline.org)) to finalize building usage, promotion and communication requests, and other logistic details.

What logistic details do I need to know in advance if I'd like to start a new WorkShop or make changes to an existing WorkShop?

1. Conversations about beginning a new WorkShop should occur at least 12 weeks in advance of the proposed beginning of the WorkShop.  
Conversations about proposed changes to a WorkShop should happen as soon as possible and approval of changes is subject to availability and ability of space, staffing, and resources. This includes conversations about building space usage, promotional needs, technology usage, childcare requests, etc.
2. Once times and dates have been approved and confirmed for a WorkShop, those times and dates are binding until any proposed changes are approved (see #1 for more details).
3. Childcare during WorkShop meeting times is not guaranteed, but can be requested, and is dependent on volunteer and building space availability:

- Currently, childcare is already available on Wednesday and Thursday nights. If you anticipate that your WorkShop may need childcare, we ask that you first try and meet at one of the times it's provided.
  - If you and your WorkShop utilize childcare at CVC, you and group members will need to remain on campus for the duration of the WorkShop meeting.
  - Children must be in childcare or supervised by your WorkShop - children may not be unsupervised in the church building during your meeting.
4. Video and technology equipment and support may be requested in advance (with 6 weeks notice) and are subject to availability and not guaranteed.
  5. WorkShops are required to adhere to designated CVC building closure dates as applicable, and are responsible for sharing building closure dates (both planned (like for the week leading up to Night to Shine) and unplanned (such as when we must close the building due to inclement weather)).
  6. We will try our best to honor room WorkShop room setup requests whenever possible. Changes to room set up (due to group growth, etc) should be brought up by WorkShop leaders as soon as possible. Once a room has been assigned to your WorkShop, you must meet in that room. If the room you have been assigned is no longer meeting the needs of your WorkShop, please let us know and we will do our best to find a new solution (with as much notice as possible).
  7. How to leave the room after a WorkShop meeting:
    - a. Pick up trash
    - b. Push in chairs
    - c. Straighten tables
    - d. Replace remotes
    - e. Put microphones back
    - f. Please do not move resources into other rooms
    - g. Please remove group materials and take down meeting notes at the end of your meeting time

# Developing an Apprentice

by Pastor Joe Valenti

## INTENTIONAL LEADERSHIP

I do. You watch. We talk.

After you have approached your potential secondary leader and asked them to pray about taking more ownership in the group, ask them to watch how you facilitate and take notes. Then, take time to debrief.

## GUIDED LEADERSHIP

I do. You help. We talk.

If your apprentice is ready to move on, I ask them to facilitate a portion of the discussion at the next group meeting. Ensure that they have the right tools so they can be prepared to navigate through the discussion well. Then, take time to debrief.

## COLLABORATIVE LEADERSHIP

You do. I help. We talk.

In this step, we flip the script a bit. Instead of your apprentice leading a small portion of the discussion, you communicate to them that they are the one primarily responsible for leading the LifeGroup and that you'll jump in to help if needed. Then, as always, take time to debrief.

## EQUIPPED LEADERSHIP

You do. I watch. We talk.

This is one of our passions at CVC - equipped leadership. At this point, your apprentice is leading the group unassisted. But this doesn't mean that you're finished as a trainer. It is vital to continue to debrief, offer insights, ask good questions, and even glean feedback from other LifeGroup members.

## MULTIPLIED LEADERSHIP

You train. I train. We invite more people to new life in Christ!

One of the most vital aspects of training a new LifeGroup Leader is to ensure that both you and they recognize that this is not the end of the road. This rhythm is intended to continue. So, the next question for both of you is: Who is your next apprentice?

# Developing an Apprentice: Debrief Questions

by Pastor Joe Valenti

## INTENTIONAL LEADERSHIP

- What did you notice about how I facilitated the group that stood out to you or surprised you?
- What specific techniques or approaches did you see me use that you think you could implement when you lead? Why?
- Were there any moments during the session that seemed challenging? How do you think they were handled?

## GUIDED LEADERSHIP

- How did you feel about facilitating a portion of the discussion? What went well, and what could have been better?
- What did you learn from this experience about leading a group discussion?
- Did you feel adequately prepared with the tools provided? What additional support or tools might help you in future sessions?

## COLLABORATIVE LEADERSHIP

- Now that you were primarily responsible for leading, what did you find most challenging and most rewarding?
- How effective was my support during the session? Were there moments you felt I should have intervened, or times you needed more autonomy?
- Based on today's experience, what strategies would you consider implementing next time to enhance the group's engagement?

## EQUIPPED LEADERSHIP

- How confident did you feel leading the group on your own? What aspects of your leadership do you think have improved the most?
- How do you plan to incorporate the feedback from other LifeGroup members into your leadership style?
- What are your key takeaways from today's session, and how do you plan to apply them going forward?

## MULTIPLIED LEADERSHIP

- What qualities would you look for in selecting your next apprentice? How do you intend to approach them? Do you have any ideas yet?
- Reflecting on your entire training process, what lessons have you learned about yourself as a leader and mentor?
- How do you envision your role evolving in the LifeGroup community now that you are moving towards training others?



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