

LDP



VOL 1

LEADERSHIP DEVELOPMENT PROCESS

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# Apprenticeship Field Guide

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A LEADER'S GUIDE FOR SUCCESSFUL APPRENTICESHIP



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# Introduction

The first place to start being developed at Good News Church is in our Leadership Development Process. This field guide will help you understand the process of becoming a leader through apprenticeship.

# Leadership Development Process



**APPRENTICE**

LEADING SELF



**LEADER**

LEADING OTHERS



**COACH**

LEADING LEADERS

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The following is an overview of the Leadership Development Process at Good News Church. The goal of this process is to develop leadership potential within every individual and equip them to develop others.



**DIRECTOR**

LEADING MINISTRIES



**CHAMPION**

LEADING DIRECTORS  
OR CHURCHES



**NETWORK  
LEADER**

LEADING PASTORS



# Attributes of a Leader and Apprentice



## Apprentice

If you're an apprentice, you are a Doer. You're Teachable, and you have Spiritual Velocity.

### Doer

You are actively pursuing and growing in the skill of leading yourself, and seeking to accomplish tasks with a team.

- You are self-motivated and ask questions such as: "What needs to be done?" "How can I help?" "How can I make a difference?"
- You are developing initiative, consistency, and strong follow-through.
- You are assignment-oriented. You know specifically what is expected of you, how to carry out your assignment, and you're growing in responsibility.
- You are learning to be diligent.
- You ask the question, "What are we as a team and a church trying to accomplish?"

- You are developing the mindset that no task is too small for you to carry out, and nothing is too big for God to do through you.
- You are quick to ask questions about assignments and responsibilities.

## Teachable

You are committed to personal growth and you want to learn from the leadership above you.

- You want to learn.
- You are willing to be corrected.
- You are willing to be directed, and you take instruction well.
- You ask questions if you don't understand.
- You are willing to change if your follow-through needs help.
- You are willing to be led.
- You desire feedback and want to improve at what you are doing.
- You engage with both the leaders above you and the teammates alongside you.

## Spiritual Velocity

You are actively moving toward Christ, and you desire to see the mission of transformation in you and in others.

- You display a hunger to grow spiritually and as a leader.
- You have a measurable and noticeable desire to mature in your walk with Christ.
- You are willing to take on challenges that stir your faith.
- You want others to grow in God, and you want to help them grow.
- You want to lead people in the direction of the church and ministry team.
- You are learning to be contagious in leadership.

## Leader

If you're a **leader**, you are an **Influencer**. You are **Spirit-Led**, and you're a **Team Player**.

## Influencer

People around you are impacted by the way you live, listen, lead, and speak.

- People gravitate toward you and listen when you lead and speak.
- You develop and use personal gifts, skill sets, and abilities to impact lives for Jesus.
- You are learning to recruit and train others.
- You are self-aware; you understand your own behaviors, motivations, and strengths.
- You know what moves you and what you love to do as a leader.
- You learn your limits, and are aware of areas that need growth.
- You know what you don't enjoy, or aren't gifted for.
- You are authentic; you're open, honest, and okay with

who you are and the talents, skills, and abilities you possess.

## Spirit-led

You are learning to hear, trust, and act on the promptings of the Holy Spirit.

- You actively listen to the leading of the Holy Spirit.
- You are learning to recognize and obey God's leading.
- You are learning to process what God is saying with the leadership team.
- You are willing to take some risks spiritually and get uncomfortable.

## Team Player

You have bought into the vision of the church and the ministry, and you're willing to serve alongside others to accomplish the mission.

- You are able to put the interests of the team above your own.

- You understand your role and responsibilities as part of the team.
- You are willing to serve in any capacity in order for the mission to be accomplished.
- You are trustworthy in confidential matters having to do with the people you are leading and the tasks given them.
- You show discretion in discussing ministry and private matters.
- You provide opportunities for those around you to grow in leadership.





# ICNU Conversations



An **ICNU Conversation** happens when you recognize true potential in someone. You see a gift or ability that God has placed inside an individual, and you let that individual know what you see.

In the apprenticeship process, this conversation is followed by extending an invitation to the individual to be an apprentice because you want to help develop that gifting or ability. These ICNU Conversations may be the most important and impactful part of recruiting an apprentice.

The first question most people have when they are asked to be an apprentice is not, "What's in it for me?" Instead they ask, "Why me?" They wonder why you would select them out of everyone else. The answer should be that you see something unique in them, something that can be developed as part of the bigger mission of the church.

Finding an apprentice is not about filling a role or a need. Leaders multiply; you should have the expectation that someday, your apprentice will be leading someone else. Use an ICNU Conversation to share the unique gifts, talents, skill sets, or abilities you see in an individual, and how this makes them a great fit within the context of the ministry you are asking them to serve.

*Here are some ideas to help you have effective ICNU Conversations:*

- Invite the individual to come and watch what you do.
- Have a conversation afterward to discuss what they notice.
- Share how God led you to the place where you're leading now.





# Learning Process

It is important to understand that certain aspects of the Leadership Development Process will be unique to each apprentice. Everyone has different life experiences, and different ways in which they look at and interpret the world. You will need to look at which aspects each individual needs to grow in. The only way to effectively disciple and develop will be through relationship with your apprentice. The better you know the person, the more likely you will know how to help them grow.

Each of the following steps will look different for each apprentice. You will need to spend the appropriate amount of time on each step according to previous experience in ministry, maturity, etc.

# There are three steps of Apprenticeship:

## STEP 1

### I Do

In this step, your goal is to reproduce everything you are doing as a leader with your apprentice. You must be prepared, so you can break down and talk about what you want them to learn.

If you want someone to learn your ministry, have them with you as much as possible when ministry is happening. Learning the pre and post parts of ministry are also essential.

Have your apprentice take notes to discuss at a later time. Set a follow-up time to meet.

*Ask questions such as:*

- What questions do you have for me about what you saw during this event/opportunity?
- What did you learn? What did you see that you haven't noticed before?
- What's something you saw that you can put into practice immediately?
- What are some things you saw me do that you may need time developing?

## STEP 2

### We Do

Allow your apprentice to lead while you assist. Set them up to succeed by being specific about expectations before they lead.

If your apprentice needs some extra practice before taking on leadership tasks on their own, think through and provide opportunities for your apprentice to help with ministry. Provide

opportunities in different capacities, so they can learn about each part of the ministry they are serving in. Once again, your apprentice should be learning your leadership role alongside you.

Be prepared with questions to ask before and after the event to talk about with your apprentice. The more specific the questions, the better interaction you are likely to have, and the more likely your apprentice will grow from the experience.

*Ask questions such as:*

- What went well? What would you have done differently?
- What was the best part of (event/opportunity)?
- What felt the most natural, and when did you feel the most comfortable?
- Is there anything I could have done better that would have helped?
- In what way could I have prepared you better?



**STEP 3****You Do**

This step happens when your apprentice is ready and confident enough to lead. They are as prepared as they can be.

Your role as a leader in this step is to watch, and then talk with your apprentice. Take notes. Ask your apprentice what they thought went well, and what they would do differently. This is when both parties begin to see if the apprentice is ready to lead on their own.

When your apprentice is leading on their own, it's time for them to apprentice someone else! This step is essential for replicating leaders. Just as you, as a leader, apprenticed someone else to lead, your apprentice-turned-leader should do the same. You may need to choose an individual to watch and learn from your Apprentice.

*Ask questions such as:*

- Can you describe in a couple of words how event/opportunity went?
- What do you feel went well?
- What would you change the next time?
- What can you do differently to prepare for next time?
- How can I help you prepare for next time?

## **One on One Meetings**

The common denominator across all of these steps is “we talk.” The essence of this part of the Leadership Development Process is the relationship between you and your apprentice. You develop this relationship through **One on One** meetings.

Meet individually with your apprentice. The frequency of your meetings is up to you, but once a week is most effective. This may depend on the area of ministry you are apprenticing them for. If time is a prohibiting factor, two meetings a month should be the minimum. This way, if you or the apprentice miss a meeting, you will still meet once a month.

Be prepared to dedicate time to your apprentice. Relationship and dialogue are key to the success of the apprenticeship process, and time investment remains the best key to healthy relationships.

If you are apprenticing someone of the opposite gender, use wisdom.



# **RPMs: Areas of Growth**

Learning to balance work, life, and ministry is one of the most challenging parts of leadership, but it's also the most essential. Remember that what you model to your apprentice through the time you spend with them and the questions you ask is a huge part of what they will carry with them when they recruit and develop their own apprentice. This is how leadership is caught, not just taught. Never underestimate the value of what an apprentice is learning simply by spending time with you.

Beyond developing leadership skills, part of the apprenticeship process is to disciple your apprentice to be a follower of Jesus, reflecting His life in theirs. One of the ways you can holistically measure this process is by using the acrostic RPMS: Relational, Physical, Mental, Spiritual. Just as you check the rims of a car to measure how it is running, you can check the

RPMS on yourself and your apprentice to see if you're in balance.

We see that Jesus grew in these 4 areas in His training:

*"And Jesus grew in wisdom and stature, and in favor with God and men." Luke 2:52*

To believe that you can be truly in balance in all four of these areas is a myth. But you can measure where you are in each area, so that you don't get so out of balance that one of your RPMS is ignored, abandoned, or not being dealt with properly.

Talking about RPMS is meant to help you understand and get involved in the life of your apprentice. Relationships take time, but these relationships model biblical community, something God calls us to. It

can feel overwhelming to think of asking your apprentice about each of these 4 areas and develop them as well, but the only way to apprentice effectively is to develop an authentic relationship and lead the way by sharing personally. It may take weeks or months before you and your apprentice are able to share openly in this manner. Use wisdom and don't rush a conversation. Listen to the prompting of God and ask questions when the time is right.

## **Relational**

Ministry is supposed to be relational. In order to be effective in leadership, it's important to invest ourselves and our lives in others. Relational development is the core of apprenticeship; out of this, everything else will grow. Investing in a relationship gives you access to your apprentice's life. You should be concerned with the life of your apprentices.

They should be effective in every area of life, not just ministry.

*Ask questions such as:*

- How is your family/home life?
- Who are your closest friends?
- How is God using the relationships in your life to grow you?
- How is your work environment?

## **Physical**

Making sure your apprentice is taking care of themselves, getting enough rest and exercise, and eating well are important areas to inquire about. This can be the most overlooked area of an apprentice's life. If they take care of themselves physically, they will be able to learn and lead with passion, enthusiasm, and energy.



*Ask questions such as:*

- How is your work schedule?
- How much rest do you get?
- How is your energy level?
- What about your physical health would you like to change?

## **Mental**

Part of your responsibility is to make sure your apprentices are equipped for life and ministry in real and practical ways. Some individuals are naturally driven to develop the way they think, and take initiative in this area. Others may need more guidance.

You can help your apprentice absorb learning and teach them how to filter information and thoughts. Through questions, you can discern theological errors, misguided concepts, and understanding. You can show them how to

biblically renew their minds and replace wrong thinking.

*Ask questions such as:*

- What are you learning about God right now?
- What are you reading/listening to/studying to grow?
- Is your thinking positive or negative?
- Does your thought life honor God?

## **Spiritual**

In Joel Comiskey's book "Home Cell Group Explosion," he states that the number one reason for the growth of churches was not the gifts or personality of leaders. The number one reason for growth was the devotional and prayer lives of leaders. When leaders' hearts are connected to God they will be attuned to His leading, and ministry will flow from their

lives. Spiritual vitality is essential and crucial to the lives of your apprentices--and to you. This has to be primary in the lives of all leaders, not just apprentices.

You must help your apprentice discover how they can develop and maintain intimacy with God. It will look different from person to person due to personality and season of life. You must help future leaders build and protect habits and disciplines that will grow and nourish their spiritual lives.

*Ask questions such as:*

- Do you feel close to God right now?
- How do you keep your heart intimate with God?
- What spiritual disciplines do you need to develop to stay close to God?
- Has God been speaking to you lately? What has He been saying?

## The art of speaking truth in love

As a leader, sometimes you have to speak truth that may sting. Sometimes you have to be the voice of reason in an apprentice's life, especially if they are physically or spiritually young. Though it's difficult, speaking hard truths is actually essential in helping an apprentice develop maturity, both personally and for the sake of your team.

These hard conversations are an art, and every leader must grow in the ability of speaking truth when needed. Personality, gift set, and experience come into play. Here are some principles to follow that will help you speak truth in love:

### **Pray, Pray, Pray**

Do not enter a conversation with an apprentice without asking God to prepare your heart. Pray

for wisdom and discernment to speak the right words. Ask that your apprentice will have the grace to receive the words you speak.

## **Struggle**

If you find it easy to speak hard things into a person's life, then you probably shouldn't. If it is difficult because you don't want to hurt your apprentice or your relationship, then you are probably speaking from a heart of love.

## **Decide**

You must come to the conclusion that you love your apprentice too much to allow something to stunt their growth as a Christ follower. Make sure they understand any correction is for the purpose of growth.

## **Ask**

Make sure you ask questions relating to your apprentice's life, not just about ministry.

## Affirmation

Make sure you affirm your apprentice consistently throughout the process.

## 4 Ways to Speak

**Love/No truth** - Saying things that are loving but don't have truth behind them. Leaders have a responsibility to speak about difficult things.

**No love/No truth** - Saying things that are neither loving nor true. This leads to damaged relationships.

**No love/Truth** - Saying things that are true, but not seasoned with love. This will result in hurt feelings and hurt people.

**Love/Truth** - Saying things that are full of love and truth. This results in authenticity and the best chances for growth and maturity.





# **Conclusion: The Art of Development**



Leadership is not easy. It's an art, not a science. Every apprentice will be a little different. You won't be able to use the same recipe for every person, but you can apply the principles in this field guide.

It's important to remember that everyone can learn. Your thinking in this process--believing whether you're capable of successful apprenticeship or not--will be critical in your success or failure. Practice is key to improving any skill, apprenticeship included. Becoming a person who develops apprentices will take time. You will need to push yourself to grow and learn and improve.

The ultimate goal of apprenticeship is to release individuals to do God's work for eternity. With that goal in mind, any learning process or time investment is worth the effort.

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# Next Steps

- 1. Identify a potential apprentice**
- 2. Have an ICNU Conversation**
- 3. Explain the process**
- 4. Start the learning process in a team,  
small group, or other area of ministry**
- 5. Measure areas of growth**
- 6. Repeat**

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