LEAD WITH FAITHFULNESS.

01 / FOUNDATION & ACCOUNTABILITY

MISSION: Advance the Gospel. **PATHWAY:** CALL → BUILD → SEND.

Spiritual dependence before operational excellence. Biblical faithfulness before novelty. People before platform. One clear owner for every important outcome. (SOP §1)

THE RHYTHM WE HONOR

1st & 3rd Mondays	Church-wide AMFB Leads alignment
1st & 3rd Wednesdays, 7 PM	YA leadership planning
1st & 3rd Thursdays	Planning confirmation deadlines
2nd & 4th Wednesdays, 7 PM	YA gatherings (unless otherwise approved)

HOW ACCOUNTABILITY WORKS

At planning: Agree on the outcome, accountable owner, due date, dependencies, and church-team handoffs.

By Thursday: Each Lead reports **COMPLETE / IN PROGRESS / WAITING / AT RISK** with evidence, dependencies, and next action. Raise risks early, not on gathering day. (SOP §§6–7, 23)

If unable to deliver: Communicate promptly, identify coverage, transfer materials and pending decisions, and confirm the next owner.

AUTHORITY & ESCALATION

Pastor Alex Brown: Doctrine, pastoral covering, major direction, and serious safety/pastoral matters. **Isaiah:** Ministry WHAT and WHY, alignment, cross-lane decisions. **Operations:** HOW and WHEN. Lane Leads decide within approved scope. (SOP §2)

THE LEADERSHIP TEST

Can I name what I own, when it is due, who depends on me, and who covers it if I am unavailable?

02 / LEADERSHIP OWNERSHIP — ALL ROLES

WHO OWNS WHAT.

ISAIAH	**Gathering Director** Vision, annual direction, spiritual objectives, gathering outcomes; Lead Team alignment and cross-lane decisions; YA-level PO sign-off; pastoral escalation.
A'KIA	**Operations & Logistics** Planning cadence, Gathering Flow, call times, staffing, venue readiness and closeout; Thursday status tracking; PO completeness and Finance handoff.

AYI	**Discipleship & Prayer** Prayer and response ministry; named connectors, next steps and follow-up; facilitator development, shepherding review, and pastoral-care escalation.
T'NYAH	**Events & Outreach** Hospitality, outreach and events; first-time guest welcome; refreshments, signage, event volunteers and purchasing needs; coordinated cleanup.
JOHN	**Worship & Creative Arts** Worship plans, musicians and vocalists, rehearsals, keys, arrangements and cues; coordination with AMFB Worship and approved media processes.
BRITTANY	**Community & Communications** Approved announcements and invitations; community messaging, guest connections, follow-up records, Crew placement, media requests and publishing handoffs.
MARIYAH & ZOIE	**Community Moderators** Encourage YA chat engagement and gathering participation; flag questions, prayer needs and follow-up to the appropriate Lead. Team assignment; not a separate SOP Lead lane.

ONE TEAM. NO SILOS.

Each Lead owns the lane, communicates dependencies, prepares backup coverage, and works through corresponding AMFB Church teams. Church-wide approvals and publishing standards remain authoritative. (SOP §§2, 4–5, 17)

03 / FROM PLAN TO PEOPLE

EXECUTE. FOLLOW UP. STEWARD.

BEFORE, DURING & AFTER EACH GATHERING

BEFORE DOORS: Pray and huddle; verify facility, production, worship, hospitality, and response. Each lane reports READY / AT RISK / BLOCKED.

DURING: Operations manages timing and transitions; each Lead manages their lane. Escalate material spiritual, safety, or guest-experience changes.

AFTER: Assigned owners finish cleanup or formally hand off; Operations completes the final walkthrough and documents venue concerns.

PURCHASE REQUEST PATH

Requesting Lead identifies need and completes PO → A'kia reviews → Isaiah signs off at YA level → A'kia submits to church Finance → Finance approves/authorizes according to church policy. Submission is not authorization to spend. (SOP §7.4)

FOLLOW-UP IS MINISTRY

Where are they? What is their next faithful step? Who is walking with them? Assign a named connector, document through approved church systems, and use the 24-hour follow-up framework and post-gather checklist. (SOP §§9–11, 22; Appendix B)

PERSONAL WEEKLY CHECK

- Confirm meetings, gatherings, and assignments.
- Report status, risks, and dependencies by Thursday.
- Complete church-team and purchase handoffs.
- Follow up with people entrusted to your care.
- Ensure backups and gathering closeout are covered.

LOOKING TOWARD 2027

Quarterly Worship Nights, two socials per quarter, 1–2 outreach opportunities per quarter, and THE CIRCLE are proposed planning initiatives—not new SOP mandates. Confirm dates, owners, capacity, and approvals before announcing them.

Source: AMFB YA Ministry Operations & Gathering SOP v13.0 (August 2026). This guide is a summary; church policy and pastoral direction remain authoritative.