AMFB YA

MINISTRY OPERATIONS & GATHERING SOP

Executive Standard Operating Procedure for Leadership, Discipleship, Planning, and Gathering Execution

VISION: ADVANCE THE GOSPEL

CALL → BUILD → SEND

Church Pastor: Alex Brown
Gathering Director: Isaiah J. Hayes
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Document Control

Field	Standard
Document owner	AMFB YA Gathering Director
Pastoral authority	Alex Brown, Pastor of AMFB Church
Applies to	AMFB YA Lead Team, team leads, volunteers, facilitators, and gathering contributors working in partnership with AMFB Church Coordinators, Discipleship, Worship, Media, Finance, and other church-wide teams as applicable.
Review rhythm	1st and 3rd Monday church-wide AMFB Leads alignment via Zoom; 1st and 3rd Wednesday YA Planning Meetings; 1st and 3rd Thursday Planning Confirmation Deadlines; quarterly operational health review; annual full SOP review; immediate review after material ministry, venue, policy, or leadership change.
Source of truth	Approved copy of this SOP; approved Gathering Plan and Gathering Flow for each gathering; and the current Planning Center configuration that mirrors those records.
Purpose	Create consistent ministry care and execution that can multiply without becoming impersonal.

HOW TO USE THIS SOP: This document defines the minimum standard. A ministry lane may create a more detailed playbook, checklist, or training guide, but it may not contradict this SOP or church policy. When a conflict exists, pastoral direction and church-wide policy govern.

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PART I — IDENTITY, AUTHORITY & GOVERNANCE

1. Ministry Identity and Operating Philosophy

AMFB YA exists under AMFB Church to advance the Gospel among young adults by calling people to Christ, building them through biblical discipleship and community, and sending them to live on mission. Gatherings are not isolated events; they are one part of a larger pathway of encounter, formation, belonging, service, and multiplication.

Anchor	Meaning in Practice
Vision	Advance the Gospel.
Pathway	CALL → BUILD → SEND.
Ministry movement	Encounter → Decision → Discipleship → Community → Service → Mission → Multiplication.
Leadership questions	Where are they? What is their next faithful step? Who is walking with them?
Gathering cadence	1st and 3rd Mondays: AMFB Church Leads Meeting via Zoom. 1st and 3rd Wednesdays: AMFB YA Planning Meetings via Zoom. 2nd and 4th Wednesdays: AMFB YA Gatherings beginning at 7:00 PM, unless church leadership approves otherwise. The Monday house-wide alignment feeds the Wednesday YA planning cycle.
Gathering modes	Teaching, discussion, discipleship lab, worship and prayer, outreach, or a blended expression.

1.1 Operating Commitments

- Spiritual dependence before operational excellence.
- Biblical faithfulness before novelty or popularity.
- People before platform, production, or attendance optics.
- One clear owner for every important outcome.
- Consistency before unnecessary complexity.
- Personal care supported by reliable systems.
- Healthy multiplication before leader exhaustion.
- Continuous improvement without constant reinvention.

2. Pastoral Covering, Authority, and Decision Rights

AMFB YA is a ministry of AMFB Church and operates under the spiritual authority, doctrine, policies, and pastoral leadership of Pastor Alex Brown. The Gathering Director leads the day-to-day ministry operation within that covering and is accountable for translating pastoral direction into a unified young-adult ministry strategy.

Role	Authority and Accountability
Pastor Alex Brown	Provides pastoral covering; safeguards doctrine, church alignment, and pastoral authority; approves major ministry direction, high-risk matters, and Lead Team appointments/removals as required by church practice.
Gathering Director — Isaiah J. Hayes	Owns the ministry's WHAT and WHY: spiritual objective, annual direction, current monthly planning horizon, future quarterly planning maturity, gathering outcomes, Lead Team alignment, cross-lane decisions, and escalation to Pastor Alex Brown.
Operations / Logistics Lead	Owns the HOW and WHEN of execution: planning cadence, Gathering Flow, call times, assignments, room readiness, transitions, and operational closeout.
Lane Leads	Make routine decisions within approved scope, budget, doctrine, and timeline; develop their teams; escalate cross-lane or high-risk issues.
Team Members / Volunteers	Execute confirmed assignments, follow the appropriate lead, protect unity and safety, and communicate problems early.

Corresponding AMFB Church teams are not outside vendors to AMFB YA; they are ministry partners within the same church. When AMFB Church has an approved operational, discipleship, worship, media, financial, safety, or communication standard, AMFB YA should work through that standard rather than create a competing parallel process. YA retains contextual ownership for serving young adults while remaining under house-wide authority, systems, and team leadership.

2.1 Matters Requiring Pastoral Escalation

- Doctrinal disagreement or proposed teaching outside established church doctrine.
- Credible allegation of abuse, harassment, exploitation, or disqualifying conduct.
- Suicidal intent, self-harm risk, medical emergency, or immediate threat to safety.
- Matter involving a minor or vulnerable person.

- Public controversy, legal exposure, police contact, or significant reputational risk.
- Major ministry restructure, public partnership, substantial unapproved expense, or a change that commits AMFB Church beyond the YA ministry's delegated authority.

EMERGENCY RULE: Call 911 first when there is an immediate threat to life or safety. Notify the appropriate church authority as soon as safely possible. Ministry leaders do not investigate abuse claims, promise secrecy, or act outside church reporting policy.

3. Lead Team Membership: Qualifications, Selection, and Accountability

3.1 Lead Team Qualification Standard

Lead Team membership is a ministry trust, not merely a title. A candidate should demonstrate the following qualifications over time, not only express interest.

Area	Qualification Evidence
Faith and doctrine	Professes faith in Jesus Christ; demonstrates repentance and growing obedience; affirms AMFB Church doctrine, mission, pastoral leadership, and ministry direction.
Character	Shows integrity, humility, self-control, teachability, discretion, and healthy treatment of people; no unresolved pattern that would compromise trust.
Spiritual rhythms	Maintains prayer, Scripture, worship, church participation, and a willingness to receive pastoral care and correction.
Relational health	Handles conflict directly and biblically; rejects gossip, division, favoritism, manipulation, and platform-seeking.
Reliability	Keeps commitments, meets deadlines, arrives prepared, communicates early, and follows assignments through to completion.
Competence and capacity	Has appropriate gifting or demonstrated ability for the lane and enough real capacity to serve without chronic instability.
Servant leadership	Can recruit, equip, delegate, celebrate others, and multiply responsibility instead of controlling every task.
Safeguarding and confidentiality	Honors privacy, church safety standards, data permissions, and mandatory escalation requirements.
Fruit and alignment	Shows evidence of advancing the Gospel, discipling people, strengthening unity, and supporting the whole ministry—not only a personal lane.

3.2 Selection and Appointment Process

1. Need identified: the Gathering Director documents the lane need, scope, expectations, and desired outcomes.
2. Candidate observed: character, faithfulness, relational maturity, and service history are evaluated over a meaningful period.
3. Conversation and discernment: candidate discusses calling, capacity, family/work realities, expectations, and any potential conflicts.
4. References or background checks: completed when required by church policy or the nature of the role.
5. Pastoral alignment: appointment is reviewed or approved according to Pastor Alex Brown’s direction and church practice.

6. Role covenant: candidate accepts the role description, confidentiality expectations, communication rhythm, and accountability standard.
7. 90-day onboarding: new Lead receives systems access, a ministry mentor/check-in, lane outcomes, and a first-quarter plan.
8. Confirmation: after the onboarding period, the Gathering Director confirms, extends, adjusts, or concludes the assignment with appropriate pastoral awareness.

3.3 Lead Team Expectations

- Attend and prepare for the 1st and 3rd Monday AMFB Church Leads Meetings, YA Planning Meetings, scheduled gatherings, huddles, and required training. If a Monday church-wide meeting is missed, review the approved recap/direction before the corresponding Wednesday YA Planning Meeting.
- Own a written lane plan with priorities, team roster, development pipeline, risks, and next actions.
- Use Planning Center and approved communication channels consistently.
- Build a team and a successor; a Lead is not the permanent substitute for a missing team.
- Protect confidential information and use the minimum access necessary.
- Submit absences, schedule conflicts, and emerging risks early enough for coverage.
- Participate in quarterly ministry-health and personal-capacity reviews.

3.3.1 Punctuality & Preparedness Standard

Punctuality is part of ministry readiness and care for the team. A stated call time means the leader or volunteer is in place and ready to begin the assigned responsibility at that time; it does not mean arriving in the parking lot or beginning setup at the call time.

- If a leader anticipates being late, they should notify A'kia / Operations as soon as the conflict is known and communicate the expected arrival time and any assignment that needs temporary coverage.
- Repeated lateness, missed call times, or arriving unprepared should be addressed through direct coaching. If the pattern continues, the assignment may be simplified, reassigned, or temporarily paused until dependable readiness is restored.
- When AMFB Church Coordinators or another church-wide team has a stricter readiness or call-time standard for a shared ministry environment, the house-wide standard governs.

3.4 Correction, Pause, Resignation, and Removal

Concerns should normally be addressed early, directly, and proportionately. The Gathering Director may use coaching, a written improvement plan, a temporary pause, reassignment, or a recommendation for removal. Serious moral, safety, doctrinal, or legal concerns may require immediate suspension while pastoral leadership determines next steps. Resignations should include a documented handoff of files, Planning Center tasks, passwords/permissions through church-approved processes, relationships, calendars, and outstanding commitments.

VACANCIES: A vacant Lead role does not make its responsibilities disappear. The

Gathering Director assigns an interim owner, reduces the workload to essentials, and begins a documented recruitment and development process.

PART II — ORGANIZATION & TEAM CHARTERS

4. Current Leadership Structure

Lane	Current Lead	Primary Ownership
Church Pastoral Leadership	Pastor Alex Brown	Pastoral covering, doctrine, church-wide direction, high-level approvals and escalation.
Gathering Director	Isaiah J. Hayes	YA direction, gathering objectives, Lead Team alignment, decision rights, accountability and pastoral escalation.
Operations / Logistics	A'kia	Planning system, Gathering Flow, facilities, timing, assignments, transitions, readiness and closeout.
Discipleship	Ayi	Decision follow-up, foundations, facilitators, spiritual formation, Crew guidance and next-step movement.
Events + Outreach	T'Nyah	Hospitality, outreach, guest experience, special events, partnerships and mission opportunities.
Worship + Creative Arts	John	Worship leadership, musicians/vocalists, rehearsals, spiritual preparation and creative ministry expression.
AMFB Media Alignment / YA Creative Coordination	AMFB Media Team (church-wide); YA contribution distributed by lane	YA leaders generate ministry ideas and lane-specific content needs; public-facing concepts, content, graphics, video, testimony media, and promotional assets are routed to the AMFB Media Team for review, approval, coordination, and sharing. YA does not operate a separate public media department.
Community + Communications	Brittany	Guest follow-up operations, announcements, community connection, Crew placement support and information flow.

Current roster reflected in this version: Pastor Alex Brown - pastoral leadership; Isaiah J. Hayes - Gathering Director; A'kia - Operations / Logistics; Ayi - Discipleship; T'Nyah - Events + Outreach; John - Worship + Creative Arts; Brittany - Community + Communications. Media is a church-wide AMFB team; YA creative/media contribution is distributed by lane and routed through the AMFB Media Team for approval and public sharing. This roster supersedes older

playbook references to prior personnel while preserving the operating responsibilities of each lane.

4.1 AMFB Media Alignment and Distributed YA Creative Coordination

AMFB YA does not operate an independent public-facing Media Department. Creative thinking and content contribution remain distributed across the YA Lead Team according to each leader's ministry lane, but the AMFB Media Team is the church-wide partner for media review, approval, brand alignment, and public sharing. Distributed YA contribution does not mean shared ambiguity: every idea or deliverable still has one named YA owner, one requested deadline, and a clear submission handoff to AMFB Media.

Leader / Lane	**YA Creative / Media Contribution**
Isaiah - Gathering Director	Ministry direction and message alignment. Confirms that major public-facing concepts accurately serve the approved spiritual objective before they are submitted to AMFB Media. Does not become the default designer, photographer, or publisher.
A'kia - Operations / Logistics	Gathering presentation and media execution. Ensures slides, videos, QR codes, presentation files, cues, and gathering-use assets are accounted for in the Gathering Flow. Public-facing or branded media needs are routed through the AMFB Media process rather than produced as a separate YA system.
Ayi - Discipleship	Testimony and discipleship-story identification. Helps identify spiritual movement worth stewarding, confirms appropriate consent/confidentiality, and provides the ministry context needed before testimony or discipleship content is submitted to AMFB Media.
T'Nyah - Events + Outreach	Environment, hospitality, outreach, and special-event creative concepts, including signage, guest-facing materials, themes, and physical-environment needs. Public-facing concepts or promotional needs are submitted through the AMFB Media process.
John - Worship + Creative Arts	Worship-related creative content, song information, lyrics/resources, worship-team media needs, and ministry moments worth capturing. John aligns with the AMFB Worship Team and routes public-facing worship content through AMFB Media.
Brittany - Community + Communications	YA communication coordinator and primary public-content submission liaison unless another person is designated. Collects approved copy, concepts, assets, dates, and calls to action from lane owners; submits them to AMFB Media; tracks approval/revision status; and coordinates internal Crowd/Core communication. Public publishing follows the AMFB Media process.
Rotating Content Capture Assignment	For each gathering, a leader, developing volunteer, or approved contributor may be assigned to photo/video capture when needed. Capture follows AMFB Media standards, consent requirements, and assignment scope. Raw/selected content is delivered to the approved church media workflow or storage location and is not independently posted unless authorized.

5. Lane Charter Standard

Every lane maintains a one-page charter reviewed quarterly. It must name the lane purpose, outcomes, recurring responsibilities, current team, serving positions, training path, dependencies, key Planning Center responsibilities, measures, risks, and the next person being developed. Lane activity that does not support an agreed outcome should be simplified, delegated, or stopped.

5.1 Responsibility by Ministry Moment

Moment	Accountable Owner	Required Handoff
Gather objective and teaching alignment	Gathering Director	Communicator, Worship, Discipleship, Creative and Ops receive one shared objective.
Gathering Flow and room readiness	Operations	All lanes confirm assignments and dependencies by deadline.
First-time guest experience	Events + Outreach	Guest information passes into People follow-up owned by Community + Communications.
Salvation / recommitment / prayer response	Discipleship	A named trained connector receives the response before the team leaves.
Worship flow	Worship + Creative Arts	Set, team, rehearsal needs, lyrics/resources, cues and response transition are in Services.
Promotion and visual assets	Named YA content owner + Brittany / designated liaison; AMFB Media reviews	YA owner prepares the concept/asset and required context; Brittany or the designated liaison submits it through the AMFB Media process; AMFB Media reviews/approves and coordinates public sharing. A'kia receives approved gathering-use assets.
Community placement	Community + Communications with Discipleship	Interest becomes a confirmed next touch and appropriate Group/Crew placement.
Pastoral or safety issue	Gathering Director	Escalate to Pastor Alex Brown / church process immediately as appropriate.

5.2 House-Wide Alignment Principles

AMFB YA is one ministry expression within AMFB Church, not an independent ministry culture or a church within the church. Pastor Alex Brown has directed greater alignment between AMFB YA and the corresponding ministries of the house. The goal is one church, one team, one mission, shared standards, and contextualized ministry expressions that serve different people without creating separate systems.

Alignment is reciprocal. AMFB YA should mirror established church-wide practices where corresponding AMFB teams already exist, and proven practices developed in YA may be carried into broader AMFB ministry through pastoral and team leadership. The objective is not for every ministry to look identical; it is for the church to recognize one spiritual culture, one leadership posture, and compatible operating practices across environments.

CALL → BUILD → SEND remains the shared discipleship spine for AMFB YA and should stay visibly connected to AMFB Church discipleship language and process. CALL asks how people are encountering Jesus and responding in surrender. BUILD asks how people are being formed through Scripture, prayer, obedience, accountability, community, and consistent relationships. SEND asks how disciples are being equipped to serve, share the Gospel, lead others, and multiply.

Seamlessness serves discipleship. Consistency is not pursued for production value alone; it reduces preventable distraction, protects leaders from avoidable overload, and creates room for spiritual ministry. When a house-wide AMFB team already owns a ministry function, YA should work with that team, learn its practices, and strengthen the same system rather than duplicate the function independently.

5.3 Church-Wide Team Integration & One-Team Operating Model

AMFB YA Leads are young-adult ministry owners and liaisons within the larger AMFB Church team. Their role is to contextualize ministry for young adults while remaining connected to the corresponding church-wide teams. YA should not create independent versions of church functions simply because a gathering has a young-adult expression.

AMFB YA Lane / Lead	Church-Wide Partner	Alignment Standard
Gathering Director - Isaiah	Pastor Alex Brown + AMFB Leads	Receives house direction, participates in church-wide lead alignment, translates approved direction into YA Gathering Plans, resolves cross-lane issues, and carries YA needs back into the larger lead structure.
Operations / Logistics - A'kia	AMFB Coordinators	Mirrors coordinator practices for readiness, facilities, setup/closeout, assignments, communication, checklists, Planning Center use, and operational stewardship. YA should not build a conflicting operations system when a church-wide coordinator standard exists.
Discipleship - Ayi	AMFB Discipleship Team	Aligns response, follow-up, discipleship resources, foundations, training, People workflows, care practices, and next-step pathways with the church-wide Discipleship Team while contextualizing relationships for young adults.
Worship + Creative Arts - John	AMFB Worship Team	Aligns worship culture, spiritual preparation, musician/vocalist standards, scheduling/rehearsal practices, song/resource expectations, and team development with AMFB Worship. YA worship remains contextually appropriate without becoming a separate worship culture.
Media / Creative Coordination - distributed across YA lanes	AMFB Media Team	All public-facing YA content ideas and media assets are submitted through AMFB Media for review, approval, brand alignment, coordination, and sharing. YA contributes content but does not operate parallel public publishing.
Community + Communications - Brittany	AMFB Media + AMFB Discipleship, as applicable	Owns YA internal information flow, Crowd/Core communication, guest follow-up coordination, and public-content submission tracking. Public-facing media follows AMFB Media; discipleship movement aligns with AMFB Discipleship.
Events + Outreach - T'Nyah	AMFB Coordinators + designated church teams as applicable	Plans YA-specific hospitality, environment, outreach, and special events while using house-wide operational, financial, safety, communication, and approval processes rather than creating separate standards.

MIRROR BEFORE INVENT: When AMFB Church already has an approved SOP, checklist, form, workflow, training standard, or ministry process for a corresponding function, AMFB YA should mirror and participate in that process unless pastoral leadership approves a

contextual variation. YA may build additional detail for its context, but it should not contradict or duplicate the house system.

5.3.1 1st and 3rd Monday AMFB Leads Alignment

All AMFB ministry Leads meet via Zoom on the 1st and 3rd Mondays. AMFB YA Leads participate in this church-wide rhythm as part of the same leadership team. The Monday meeting is the primary house-alignment point for pastoral direction, shared ministry priorities, upcoming events, cross-ministry dependencies, system updates, risks, and needs that affect more than one ministry expression.

Rhythm	Purpose	YA Responsibility
1st Monday - AMFB Leads Zoom	House-wide alignment before the 1st Wednesday YA Planning Meeting.	YA Leads receive direction, surface cross-team needs, and leave clear on any church-wide decisions that affect the 4th Wednesday gathering or future planning.
1st Wednesday - YA Planning Zoom	Contextualize Monday house direction into the YA Gathering Plan and lane assignments.	Confirm what the direction means for young adults; identify dependencies on Coordinators, Discipleship, Worship, Media, Finance, or other teams.
1st Thursday - Planning Confirmation Deadline	Convert the Wednesday decisions into visible commitments and submissions.	Confirm lane status, submit Purchase Orders, send media/content requests, confirm cross-team dependencies, and flag risks.
3rd Monday - AMFB Leads Zoom	House-wide alignment before the 3rd Wednesday YA Planning Meeting.	YA Leads receive current house direction and surface needs affecting the following month's 2nd Wednesday gathering.
3rd Wednesday - YA Planning Zoom	Contextualize Monday direction into the next YA Gathering Plan.	Assign lane work and coordinate church-wide team dependencies.
3rd Thursday - Planning Confirmation Deadline	Confirm and submit what the next gathering cycle requires.	Confirm updates, Purchase Orders, media requests, team dependencies, and due dates.

If a YA Lead misses a 1st or 3rd Monday AMFB Leads Meeting, that Lead is responsible for reviewing the approved recap, direction, or delegated notes before the corresponding Wednesday YA Planning Meeting. Wednesday should not be used to rediscover church-wide direction that was already communicated Monday.

5.3.2 AMFB Ministry Integration Directory & Handoff Standards

The following directory makes the one-team model operational. Confirmed AMFB contacts are listed by function so YA leaders know who to coordinate with. Where AMFB Church has not yet supplied a backup contact, request channel, or standard lead time, that field remains intentionally marked TO BE CONFIRMED. AMFB YA should not guess, invent, or privately substitute a parallel process. The Gathering Director and relevant YA Lead update this directory as the corresponding church-wide team confirms its standard.

YA lane / church partner	Church contact / backup	Approved handoff method	Lead-time & escalation standard
Gathering Director / Pastor + AMFB Leads	Pastor Alex Brown - 770-283-4623; administrative	1st/3rd Monday AMFB Leads Zoom + approved leadership	Follow current pastoral direction; unresolved house-

	contact: Natalie (Nat), Lead Coordinator / Church Admin - 770-871-6677; pastoral backup: church-designated authority	channel	level matters escalate to Pastor Alex Brown / designated authority.
Operations - A'kia / AMFB Coordinators	Natalie (Nat), Lead Coordinator / Church Admin - 770-871-6677; Sherrell Cruz, Coordinator - 805-729-5702; Tomas Cruz, Men's Logistics - 989-295-7250 (as applicable)	Coordinate through Natalie (Lead Coordinator / Church Admin) and the AMFB Coordinator process; involve Sherrell or Tomas when the assignment matches their function	Use AMFB Coordinator lead time. Surface needs at the earliest Monday/Wednesday cycle and no later than the applicable Thursday deadline unless the house standard requires earlier notice.
Discipleship - Ayi / AMFB Discipleship Team	Sherrell Cruz, Discipleship / Coordinator - 805-729-5702; backup: TO BE CONFIRMED by AMFB Church	Coordinate through Sherrell and the AMFB Discipleship handoff / People workflow	Use AMFB Discipleship Team lead time; urgent care follows pastoral escalation immediately.
Worship - John / AMFB Worship Team	Tiki Mays, Worship - 678-358-2945; backup: TO BE CONFIRMED by AMFB Church	Coordinate through Tiki and the AMFB Worship scheduling, rehearsal, resource, and substitute process	Use AMFB Worship Team lead time; known personnel, rehearsal, or resource needs should be surfaced as early as possible in the planning cycle.
Media / AMFB Media Team	Johnnathon, AMFB Media - 757-971-1625; backup: TO BE CONFIRMED by AMFB Church	Use the church-approved media request, review, asset, and publishing process	Use AMFB Media review lead time. Until confirmed, submit by the applicable Thursday deadline or earlier; late planning does not authorize bypassing Media.

Finance / AMFB Financial Director	Helen, Finance - 478-955-3787; backup per AMFB Finance process	Coordinate through Helen using the approved Purchase Order, payment, receipt, and reimbursement process	Use AMFB Finance deadlines and approval rules; submission is not authorization to spend.
Events + Outreach - T'Nyah / Coordinators + designated church teams	Natalie (Nat), Sherrell Cruz, and Tomas Cruz as applicable to the event/logistics need; see Operations contacts above	Use the applicable Coordinator / logistics contact and the corresponding church operational, safety, media, finance, or outreach process	Lead time follows the church team whose support or approval is required.

SERVICE-LEVEL RULE: Church-wide teams establish their own required lead times. AMFB YA should adopt those standards when provided. If no formal lead time has been communicated, YA should submit the need at the earliest practical point in the one-month planning cycle and flag any time-sensitive dependency by the applicable Thursday Planning Confirmation Deadline.

5.3.3 Cross-Team Resolution & Escalation

Because AMFB YA and the church-wide teams are one team, disagreements should be resolved through relationship and the established authority structure rather than through side channels or competing execution.

- Routine execution difference: the YA Lead and corresponding church-wide team leader clarify the issue, review the approved house standard, and agree on the next action.
- YA-context issue: if the question materially affects the young-adult gathering objective, the Gathering Director joins the conversation while honoring the church-wide team standard and authority.
- House-standard or cross-ministry issue: the church-wide system owner or designated AMFB leader determines the operating standard within delegated authority.
- Unresolved major direction issue: escalate to Pastor Alex Brown or the church-designated authority. Doctrine, safety, legal, abuse, self-harm, and other high-risk matters follow the immediate escalation rules in this SOP.
- No leader should bypass a church-wide team simply because a request was denied, delayed, or requires revision. The response is to clarify, revise, escalate appropriately, or simplify the YA plan.

5.4 Coverage, Absence, and Continuity Standard

Every gathering-critical or people-critical responsibility must have a primary owner and a defined backup before the gathering is locked. An absence does not automatically transfer the entire lane to the Gathering Director or Operations Lead. The absent leader is expected,

whenever reasonably possible, to communicate the conflict early, provide a concise handoff, identify open decisions, and transfer needed files, contacts, supplies, or instructions. Ops confirms the replacement and updates the authoritative Gathering Flow. When a corresponding AMFB Church team has an approved coverage practice, YA should use that shared-team pathway rather than invent a conflicting substitute structure.

If a qualified backup is unavailable, the Gathering Director and Ops will make an explicit decision to reassign, simplify, combine, or remove the affected element. The default response is not silent absorption by the Director. This rule protects the Director's ability to lead spiritually, protects Ops from becoming the universal substitute, and prevents a single absence from becoming a single point of failure.

For Events + Outreach, the backup plan must specifically address hospitality, food, environment/theme execution, first-time guest support, outreach materials, and special-event supplies. For media, the AMFB Media Team remains the church-wide approval and public-sharing partner even when a YA contributor is absent; only the affected YA content-preparation or liaison task is reassigned. Detailed role-by-role coverage appears in Section 5.5.

5.5 Detailed Leadership Absence & Continuity Plan

This section converts the general continuity standard into named, role-by-role fallback assignments. Backup coverage exists to preserve ministry continuity without silently transferring an entire second lane to another leader. A backup protects the responsibilities that must continue; the backup does not automatically inherit the absent leader's title, authority, or every normal responsibility.

The governing rule is REASSIGN, SIMPLIFY, COMBINE, or REMOVE before overload. The Gathering Director remains the escalation point for YA ministry decisions but is not the automatic replacement worker. Operations confirms that coverage is visible in the current Gathering Flow and Planning Center assignments where applicable.

5.5.1 Standing Backup Matrix

Before a gathering is considered ready, the current Gathering Flow should identify the primary owner and acting backup for every gathering-critical or people-critical lane.

Lane / Responsibility	**Primary Owner**	**Acting Backup**	**Additional Support / Boundary**
Pastoral covering / church authority	Pastor Alex Brown	Church-designated pastoral authority	No YA Lead assumes pastoral authority by default. Follow AMFB Church escalation structure.
Gathering direction / spiritual objective	Isaiah - Gathering Director	Ayi - Acting Ministry Lead	A'kia remains Operations Lead. Ayi carries the approved Gathering Plan and does not create a new ministry direction.
Operations / Logistics	A'kia	T'Nyah - Acting Operations Lead	Brittany supports operational communication. Isaiah retains final cross-lane decisions.
Discipleship / response	Ayi	Isaiah - spiritual oversight; Brittany - response administration	A named trained responder should be assigned for prayer/response ministry.
Events + Outreach	T'Nyah	A'kia - event execution	Brittany covers guest-facing connection. Individual event tasks remain assigned to named people.
Worship + Creative Arts	John	Approved qualified worship substitute	If no qualified substitute exists, simplify or alter the worship expression rather than forcing an unqualified replacement.
Community + Communications	Brittany	A'kia - operational communication	T'Nyah covers front-door connection; Ayi covers discipleship/community follow-through.

Lane / Responsibility	Primary Owner	Acting Backup	Additional Support / Boundary
Media / Creative Coordination	AMFB Media Team for approval/sharing; named YA lane contributor for preparation	Backup of affected YA lane / approved contributor	Only the affected YA preparation/capture/submission task transfers. AMFB Media remains the church-wide approval and public-sharing authority.

5.5.2 If Pastor Alex Brown Is Unavailable

Pastoral covering is not reassigned internally by AMFB YA. If Pastor Alex Brown is unavailable, YA leaders continue only within their already-delegated authority and use the church-designated pastoral or leadership escalation path for matters that require pastoral authority.

- Doctrinal disputes, major ministry-direction changes, serious conduct concerns, legal/reputational issues, abuse disclosures, and other high-risk matters are routed to the church-designated authority rather than decided independently by YA leadership.
- If there is an immediate threat to life or safety, call emergency services first and notify the appropriate church authority as soon as safely possible.
- No YA Lead represents themselves as the acting pastor solely because Pastor Alex Brown is unavailable.

5.5.3 If Isaiah - Gathering Director - Is Unavailable

Ayi serves as Acting Ministry Lead for the gathering. Ayi protects the approved Gathering Plan, spiritual objective, response direction, and ministry posture. A'kia continues to serve as Operations Lead and retains responsibility for the Gathering Flow, timing, placements, setup, transitions, room readiness, supplies, and closeout.

Responsibility	Temporary Owner / Standard
Spiritual objective	Ayi carries the approved Gathering Plan and protects the established objective.
Leadership huddle spiritual emphasis	Ayi restates the approved objective and leads or assigns prayer.
Response / discipleship ministry	Ayi oversees prayer, response, and next-step ministry within the approved plan.
Gathering execution	A'kia maintains the current Gathering Flow and makes routine timing/operations adjustments that preserve the objective.
Teaching / primary communication	Ayi does not automatically become the communicator. Use the already-approved alternate communicator or intentionally simplify/adjust the gathering plan.
Material spiritual-direction change	Do not create a new direction simply because Isaiah is absent. Escalate according to delegated authority and pastoral process.

Responsibility	Temporary Owner / Standard
Purchase Order sign-off	YA sign-off does not automatically transfer to another Lead. Hold for Isaiah when practical or use only a substitute approval path authorized by AMFB Church.

5.5.4 If A'kia - Operations / Logistics - Is Unavailable

T'Nyah serves as the default internal Acting Operations Lead for the applicable gathering unless church leadership assigns another qualified coverage plan. A'kia's normal work should mirror AMFB Coordinator practices, and AMFB Coordinator support may be used when authorized/available; that support is coordinated rather than assumed. The work is intentionally divided so the acting lead does not inherit every operational task personally.

Area	Temporary Owner	Standard
Gathering Flow / readiness	T'Nyah	Maintain the approved flow, confirm physical readiness, conduct Ready / At Risk / Blocked check, and coordinate practical transitions.
Setup / facility / supplies	T'Nyah + named task owners	Confirm setup, venue readiness, supplies, and teardown; do not personally perform every task.
Operational communication	Brittany	Distribute time-sensitive assignment, timing, location, and readiness information through approved channels.
Final cross-lane decision	Isaiah	Retains decisions that materially affect the gathering objective or guest promise.
Purchase Order completeness review	T'Nyah, if permitted by AMFB process	Review completeness/timeline internally. Isaiah still performs YA sign-off.
Submission to AMFB Financial Director	Church-authorized administrative backup	If Brittany or another approved person has the required access, that person may transmit the signed PO. If submission authority is restricted to A'kia, the request waits or follows the church-authorized alternative process.

Continuity requirement: A'kia should not be the only person who knows where the current Gathering Flow, venue instructions, forms, purchase-order template, or submission instructions are located. Access should follow church permissions and minimum-necessary standards.

5.5.5 If Ayi - Discipleship Lead - Is Unavailable

Discipleship coverage should first honor the shared AMFB Discipleship structure. When an approved church-wide Discipleship Team member can appropriately support the YA

gathering, Ayi or leadership should coordinate that support in advance. Internal YA coverage is then divided between spiritual oversight, response administration, and trained prayer/response ministry so that one person does not absorb the entire lane.

Responsibility	Temporary Owner	Standard
Spiritual-response oversight	Isaiah	Protect the response language and next-step direction established in the Gathering Plan; handle sensitive ministry decisions and pastoral escalation.
Capture / response administration	Brittany	Ensure names, contact details, response categories, and next-step information are captured accurately.
Follow-up assignment	Brittany + Isaiah	Assign each meaningful response to a named connector and confirm the next touchpoint.
Prayer / response ministry	Named trained responder	Pray and minister within training and church policy; does not automatically become Acting Discipleship Lead.
Core / community movement	Brittany + Isaiah	Maintain relational next steps; defer non-urgent structural changes until Ayi returns when appropriate.

If no qualified responder is available, the response plan must be simplified rather than inviting ministry that the available team cannot responsibly shepherd.

5.5.6 If T'Nyah - Events + Outreach - Is Unavailable

A'kia becomes the event-execution coordinator while Brittany protects the guest-facing connection experience. The event plan should already contain named task owners so Operations coordinates rather than personally performs every hospitality and environment task.

Area	Temporary Owner	Standard
Food / purchased supplies	A'kia	Verify purchase status, quantity, arrival, placement, and responsible server/setup owner.
Environment / theme / signage	A'kia + named task owners	Ensure approved setup assignments are completed and reflected in the Gathering Flow.
Vendors / special-event logistics	A'kia	Serve as operational contact where needed and within approved authority.
First-time guest connection	Brittany	Protect welcome, connection information, next-step clarity, and follow-up handoff.

Area	Temporary Owner	Standard
Outreach materials / mission elements	A'kia + Isaiah	Ensure approved materials are present; Isaiah protects ministry/message alignment.
Teardown / venue restoration	A'kia + assigned team	Confirm completion without pulling every leader away from people.

For themed or special gatherings, the Gathering Flow should name individual owners such as Food Setup, Welcome Table, Environment, Signage, Guest Gifts, Vendor Contact, and Teardown before gathering day. T'Nyah's absence should never reveal on gathering day that these tasks had no owner.

5.5.7 If John - Worship + Creative Arts - Is Unavailable

Musical and worship competency cannot be transferred simply to whichever leader is present. Because YA worship is part of the larger AMFB Worship culture, a known absence should activate an approved, qualified substitute through the AMFB Worship Team whenever possible. The substitute follows the approved YA Gathering Plan while remaining under shared AMFB Worship standards.

Situation	Response
Qualified substitute available	John provides songs, keys, arrangements, musicians/vocalists, rehearsal information, transitions, and relevant worship direction before the handoff whenever reasonably possible.
No qualified substitute available	Isaiah decides whether the worship expression should be shortened, simplified, replaced with an appropriate Scripture/prayer ministry moment, or otherwise adjusted.
Gathering Flow impact	A'kia updates timing, transitions, technical requirements, and handoffs to match the approved adjustment.
Prayer / Scripture support	Ayi may lead an appropriate Scripture or prayer moment when assigned, but this does not make Ayi the worship leader.
Worship-related creative/media	The approved substitute or specifically named contributor receives only the worship-related assets needed for that gathering.

The gathering does not have to imitate the original plan when the qualified people required to execute that plan are unavailable. Faithful simplification is preferred over forced performance.

5.5.8 If Brittany - Community + Communications - Is Unavailable

Brittany's lane is divided across operational communication, front-door connection, and discipleship/community follow-through.

Area	Temporary Owner	Standard
Time-sensitive operational communication	A'kia	Ensure necessary schedule, location, assignment, and gathering-readiness information is distributed through an approved channel.
First-time guest / front-door connection	T'Nyah	Protect welcome, contact-information capture, guest questions, and clear next steps.
Discipleship/community follow-through	Ayi	Oversee Core-related discipleship needs, prayer needs, relational follow-through, and appropriate community-placement discernment.
Crowd + Core chat administration	A'kia - necessary administrative backup only	Post required approved information if access permits; do not alter the communication model or membership standards independently.
Core discipleship content	Ayi	Provide appropriate discipleship prompts/accountability when needed.
Directional ministry messaging	Isaiah	Approves messages that establish ministry direction or materially change expectations.

Backup access should be established before an absence occurs. No password or restricted access should be shared informally; use church-approved permissions and minimum-necessary access.

5.5.9 Media / Creative Coordination Continuity

Because AMFB Media is a church-wide ministry team, YA continuity focuses on the specific preparation, capture, gathering-use, or submission responsibility assigned to a YA leader. There is no separate YA public-media authority to replace. If a YA contributor is absent, only that person's task transfers; AMFB Media continues to own the church-wide review, approval, and public-sharing process.

Absent Leader	YA Media / Creative Responsibility to Cover	Temporary Coverage
Isaiah	Creative direction and final ministry alignment	Ayi carries the already-approved direction; major new direction waits or escalates appropriately.
A'kia	Presentation/media execution; slides, QR codes, files, cues	Acting Operations Lead.
Ayi	Testimony / discipleship-story identification and sensitivity	Isaiah, with appropriate consent/privacy safeguards.
T'Nyah	Environment, hospitality, outreach, signage, theme requirements	Acting Events coverage led by A'kia with named task owners.
John	Worship-related creative/media	Approved worship substitute or specifically named contributor.

Absent Leader	YA Media / Creative Responsibility to Cover	Temporary Coverage
Brittany	Promotion, copy, publishing, recap communication	A'kia handles necessary operational communication; Isaiah approves directional messaging; an approved backup liaison may submit time-sensitive public content to AMFB Media. Public sharing still follows AMFB Media approval.
Rotating Content Capture person	Photo/video capture	A'kia assigns another approved contributor in the Gathering Flow or removes nonessential capture. Any captured public content still enters the AMFB Media workflow.

5.5.10 Absence Notification and Handoff Standard

Situation	Required Action
Known absence	Notify Isaiah and A'kia before the applicable Planning Confirmation Deadline whenever possible and complete the handoff before the gathering-preparation window advances.
Late change	Immediately notify Isaiah and A'kia; transfer files, assignments, contacts, purchase status, supplies/location, unfinished items, and deadlines.
Same-day emergency	Call or text Isaiah and A'kia directly. Do not rely solely on a group-chat message. Operations activates the documented backup plan.
No-show / unreachable	Ops marks the affected lane AT RISK or BLOCKED, activates documented coverage, and simplifies/removes anything that cannot be responsibly executed. Leadership follow-up occurs after the gathering.

For a known absence, the absent Lead provides a concise Absence Handoff containing: gathering/date; responsibilities owned; current status; people involved; files/links; Purchase Order or purchase status; supplies/location; outstanding decisions; deadlines; named backup; and any issue that could affect gathering readiness.

5.5.11 Multiple-Leader Absence Rules

Situation	Required Response
One Lead absent	Activate the standing backup matrix and document the acting coverage in the Gathering Flow.
Two Leads absent	Isaiah + A'kia conduct a capacity review and simplify the gathering where needed. If either is one of the absent leaders, the applicable acting coverage participates.

Situation	Required Response
Isaiah + A'kia both absent	Do not automatically proceed as normal. A command lead must be approved through appropriate pastoral leadership; otherwise adjust, postpone, or do not hold the gathering as originally planned.
John absent + no qualified worship substitute	Simplify or remove the live worship plan rather than use an unqualified substitute.
Ayi + Brittany absent	Isaiah establishes a reduced response/follow-up plan and names trained connectors before doors. Do not invite more response than the available team can responsibly shepherd.
A'kia + T'Nyah absent	Reassess physical operations, hospitality, setup, venue closeout, and supply capacity before proceeding with the full plan.
Three or more Lead Team members absent	Treat as a significant capacity issue. Consult pastoral leadership and determine whether the gathering should be substantially simplified, rescheduled, relocated, or paused.

5.5.12 Extended Absence and Vacancy Escalation

Length / Condition	Standard
One gathering	Use the normal standing backup matrix.
Two consecutive gatherings	Gathering Director reviews whether temporary coverage is sustainable and whether responsibilities need to be reduced or reassigned.
Approximately one month or longer	Name an interim owner or divided ownership model, reduce the lane to essential responsibilities, communicate the temporary structure, and protect the acting leader from carrying two full lanes.
Indefinite absence / resignation	Treat as a vacancy: document handoff, assign interim essential ownership, and begin the recruitment/development process under the SOP.

NON-NEGOTIABLE CONTINUITY SAFEGUARD
Backup coverage exists to preserve ministry continuity, not to overload another leader. No leader should silently inherit an entire second ministry lane. Responsibilities should be divided, simplified, reassigned, combined, or removed until the available team can execute them faithfully.

PART III — MINISTRY PLANNING & GATHERING DESIGN

6. Monthly Planning Horizon and Future Quarterly Planning

Planning Level	Questions Answered	Output
Annual direction	What is AMFB Church emphasizing, and what major YA ministry priorities, calendar anchors, leader-development needs, budget realities, and ministry risks should shape the year?	Annual direction, major calendar anchors, ministry priorities, leadership development needs, budget assumptions, and pastoral alignment.
Current standard - one month ahead	What gatherings are coming next month, what spiritual objectives are emerging, what must each lane begin preparing now, and what purchases or dependencies require lead time?	Rolling one-month gathering map, preliminary Gathering Plans, lane needs, purchase requirements, communication plan, and known risks.
Gathering cycle	What should a person understand, experience, decide, and do at this specific gathering, and how will each lane steward that objective?	Approved Gathering Plan, Gathering Flow, Planning Center assignments, response plan, follow-up workflow, and debrief action.
Future maturity goal - quarterly planning	Has the Lead Team demonstrated enough consistency, punctuality, preparation, deadline ownership, communication, delegation, and follow-through to plan three months ahead without creating stale or unreliable plans?	When approved by the Gathering Director with pastoral awareness, a quarterly gathering map, resource forecast, leader pipeline, outreach/community priorities, and systems improvements - while individual Gathering Plans and Gathering Flows continue to be refined closer to each date.

6.1 Current Planning Standard - One Month Ahead

AMFB YA currently plans on a rolling one-month-ahead basis. The goal is to give each Lead enough time to pray, prepare, coordinate people, identify purchases, complete lane deliverables, and resolve foreseeable problems before gathering week. Planning a month ahead does not mean every final product is completed a month early; it means direction, ownership, needs, risks, and completion dates are visible early enough for responsible preparation. The 1st and 3rd Monday AMFB Leads Meetings provide the house-wide alignment that feeds the corresponding Wednesday YA Planning Meetings; YA planning begins from that shared direction rather than operating as a separate ministry calendar.

6.2 Future Transition to Quarterly Planning

Quarterly planning is a future maturity step, not the current operating requirement. AMFB YA may transition to a three-month planning horizon when leaders consistently prepare for Planning Meetings, meet confirmation deadlines, communicate conflicts early, complete lane responsibilities without repeated rescue, submit purchasing needs on time, and execute gatherings with dependable follow-through. The planning horizon may expand without

changing the core operating rhythm: leaders will still refine individual Gathering Plans and Gathering Flows as each gathering approaches.

7. Detailed Gathering Planning Process

ONE-SOURCE RULE: Every gathering begins with one approved Gathering Plan and one current Gathering Flow. The Gathering Flow is the ministry-facing flow for timing, owners, handoffs, transitions, ministry moments, response, and closeout. Planning Center Services is the scheduling and assignment record and must mirror the approved Gathering Flow. If the two conflict, Operations resolves the discrepancy before gathering day; conflicting versions are not allowed.

7.1 The Gathering Plan

The Gathering Director creates or approves a concise Gathering Plan before lanes begin production. It contains:

- Gathering date, mode, title, and target audience.
- Relevant AMFB house direction: note any 1st/3rd Monday pastoral or church-wide decision that shapes this gathering, plus the corresponding church-team dependencies.
- Primary Scripture and one-sentence biblical big idea.
- Spiritual objective: what are we calling people to believe, surrender, practice, or join?
- Desired attendee journey from arrival through follow-up.
- Communicator or ministry lead and any teaching guardrails.
- Response categories and exact next steps to be captured.
- Required elements, optional elements, and elements intentionally excluded.
- Creative tone, communications need, special guests, budget, venue constraints, and known risks.
- Success definition that includes spiritual movement and operational faithfulness—not attendance alone.

The Gathering Plan establishes the ministry objective; the Gathering Flow establishes how the team will steward that objective in the room. AMFB YA does not use show or performance language for its gatherings. When drafting a new Gathering Flow, Ops should reference an approved prior Gathering Flow that most closely matches the gathering type and adapt it to the current spiritual objective rather than starting from a blank document.

7.2 Standard Planning Timeline

Timing	Required Outcome	Primary Owner
1st Monday - AMFB Leads Meeting (Zoom)	House-wide alignment before YA planning. Review pastoral direction, shared ministry priorities, upcoming church needs, cross-ministry dependencies, and standards that affect the YA cycle.	Pastor / AMFB Leads; all YA Leads participate

Timing	Required Outcome	Primary Owner
1st Wednesday - YA Planning Meeting (Zoom)	Primary YA planning meeting for the 4th Wednesday gathering of the same month. Begin with Monday house direction; review the Gathering Plan; confirm Scripture/objective; identify lane deliverables, church-team dependencies, purchases, worship, hospitality, discipleship/response, communication, media submissions, staffing, and risks.	Gathering Director + all YA Leads
1st Thursday - Planning Confirmation Deadline	Official confirmation deadline for the 4th Wednesday gathering. Each Lead shares lane status, confirms next actions/completion dates, flags risks, submits required Purchase Orders, and routes applicable media/content requests or other church-team dependencies.	Each Lead; Ops reviews; relevant church-team liaison tracks handoff
2nd Wednesday - Gathering, 7:00 PM	Team ministers through the 2nd Wednesday gathering planned during the previous month's 3rd Monday-Wednesday-Thursday cycle. Leaders follow the approved Gathering Flow, complete ministry responsibilities, capture responses, assign follow-up, and close the facility.	All
Within 24-48 hours after 2nd Wednesday	Personal follow-up is attempted for captured responses; leaders note spiritual fruit, operational gaps, coverage issues, and adjustments that should inform the next church-wide and YA planning cycle.	Assigned connectors + Leads
3rd Monday - AMFB Leads Meeting (Zoom)	House-wide alignment before YA planning for the following month's 2nd Wednesday gathering. Review current church direction, shared needs, dependencies, and changes.	Pastor / AMFB Leads; all YA Leads participate
3rd Wednesday - YA Planning Meeting (Zoom)	Primary YA planning meeting for the 2nd Wednesday gathering of the following month. Begin with Monday house direction; review the Gathering Plan; confirm objective; identify lane deliverables, church-team dependencies, purchase needs, media requests, and clear owners/dates.	Gathering Director + all YA Leads
3rd Thursday - Planning Confirmation Deadline	Official confirmation deadline for the following month's 2nd Wednesday gathering. Each Lead shares updates, completion dates, risks, Purchase Orders, media/content submissions, and relevant cross-team dependencies.	Each Lead; Ops reviews; relevant church-team liaison tracks handoff
4th Wednesday - Gathering, 7:00 PM	Team ministers through the 4th Wednesday gathering planned during the 1st Monday-Wednesday-Thursday cycle, using the approved Gathering Flow and the same readiness, response, follow-up, and closeout standards.	All
Within 24-48 hours after 4th Wednesday	Personal follow-up is attempted for captured responses; unresolved care, operational gaps, and repeatable improvements are documented and carried into the next house-wide/YA planning rhythm.	Assigned connectors + Leads

Timing	Required Outcome	Primary Owner
5th Wednesday, when applicable	No standing YA gathering or Planning Meeting is assumed. The date may be used for rest, team development, special ministry activity, or another purpose only when intentionally scheduled and communicated.	Gathering Director

7.3 Thursday Planning Confirmation Deadlines

The 1st and 3rd Thursdays are official Planning Confirmation Deadlines. Thursday is not a universal final-completion date for every asset; it is the point when every Lead must make the state of their lane visible. Each Lead communicates specific gathering details, confirms what is complete, identifies what remains in progress, names dependencies or risks, and provides a completion date for any open deliverable. Purchase Orders are a priority exception: when a foreseeable purchase is required, the Purchase Order Form should normally be completed by the applicable Thursday deadline. When a lane depends on AMFB Coordinators, Discipleship, Worship, Media, Finance, or another church-wide team, the Thursday confirmation must show that the handoff or request has actually been made - not merely that the YA Lead intends to make it later.

Status	Meaning
COMPLETE	The deliverable or required decision is finished and ready for the next handoff.
IN PROGRESS	Work is underway and has a confirmed completion date.
WAITING	The Lead is waiting on a named person, approval, resource, or dependency; the dependency and next action are identified.
AT RISK	Something may affect gathering readiness, quality, budget, staffing, or timing and leadership needs visibility now.

7.3.1 Official Planning Confirmation Record

The date-specific Planning Center Services plan is the official location for confirmed assignments, scheduling, and resources, and it must mirror the current Gathering Flow. Thursday confirmation statuses should be recorded in one shared status note/checklist linked to that gathering in Services unless AMFB Church designates another approved shared planning tool. A text message or verbal update by itself does not satisfy the Planning Confirmation Deadline.

- Each Lead records or confirms COMPLETE, IN PROGRESS, WAITING, or AT RISK; open work includes one owner and one completion date.
- Any church-wide dependency identifies the receiving AMFB team and evidence that the request/handoff has actually been submitted.
- A'kia / Operations reviews the record after the Thursday deadline and follows up on missing or unclear items; the requesting Lead remains accountable for the work.

- If AMFB Church later adopts a shared planning platform or workflow for these confirmations, that church-wide system supersedes this local status-note method.

7.4 Purchase Order Ownership, Approval, and Submission

Each Lead is responsible for identifying purchasing needs within their own lane and completing the approved Purchase Order Form by the applicable 1st or 3rd Thursday Planning Confirmation Deadline. Operations does not create Purchase Orders on behalf of each lane. The requesting Lead remains accountable for the accuracy, necessity, quantities, estimated costs, vendor/source information when known, gathering/date needed, and any special instructions or deadlines.

Step	Owner	Standard
1. Identify need	Each Lead	Identify foreseeable food, supplies, decor/environment, printing, equipment, hospitality, outreach, worship, creative/media, or other purchases required by the lane.
2. Complete Purchase Order	Each Lead	Complete the approved AMFB Church Purchase Order Form by the applicable Thursday deadline with accurate details and supporting information.
3. Review	A'kia - Operations / Logistics	Review for completeness, alignment with the approved gathering plan, timeline, and missing/unclear information. A'kia may return an incomplete request to the requesting Lead for correction.
4. YA approval / sign-off	Gathering Director	Review and sign off on the Purchase Order before it is forwarded for church financial processing. YA-level sign-off approves the request to proceed through the church process; it is not itself authorization to spend.
5. Submit to church finance	A'kia - Operations / Logistics	Ensure the Gathering Director-signed Purchase Order is submitted to the Financial Director of AMFB Church through the approved process.
6. Financial review / processing	AMFB Church Financial Director	Retains church financial review, approval, and processing authority according to AMFB Church policy. No Lead should assume that submission automatically authorizes a purchase.

7.4.1 Post-Purchase Stewardship & Reconciliation

Approval and purchase do not end financial stewardship. After a purchase, the requesting Lead remains responsible for the accuracy and ministry use of the expense, while Operations helps ensure that required documentation reaches the AMFB Church financial process. AMFB Finance policy governs whenever it is more specific than this section.

- Receipts / invoices: the purchasing or requesting Lead provides required receipts, invoices, or proof of payment through the church-approved process promptly after purchase.
- Actual-cost variance: if the actual price materially differs from the approved request, the Lead does not assume the overage is authorized; the change is communicated to A'kia and the Gathering Director and handled through AMFB Finance policy.
- Returns / unused items: reusable ministry property is returned to the approved storage location; unnecessary or returnable items are handled according to church policy rather than retained personally.
- Reimbursements: no leader should assume reimbursement outside the AMFB Church reimbursement process or spend beyond approved authority expecting repayment.
- Reconciliation: A'kia confirms that open receipts, credits, returns, reimbursements, and purchase exceptions have an owner and are not silently left unresolved.

7.5 Planning Meeting Agenda

1. Review the applicable 1st/3rd Monday AMFB Leads Meeting direction, decisions, shared calendar issues, and church-team dependencies that must shape this YA planning cycle.
2. Pray and restate the Gathering Plan in one minute.
3. Review attendee journey and the intended spiritual response.
4. Walk the Gathering Flow in order; confirm element owner, duration, cue, and handoff, then confirm Planning Center Services assignments mirror the approved Flow.
5. Review lane deliverables and dependencies, including any handoff to AMFB Coordinators, Discipleship, Worship, Media, Finance, or another church-wide team; solve conflicts or name the next action in the room.
6. Confirm guest experience, accessibility, room flow, parking/signage, and first-time guest path.
7. Confirm response language, trained responders, capture method, privacy, and next-step ownership.
8. Confirm staffing, substitutes, safety concerns, budget/supplies, Purchase Order needs, media/content requests, and decision deadlines.
9. Read back open actions: one owner, one deadline, one place where completion will be visible, and one named church-team handoff when another AMFB team is involved.

7.6 Gathering Flow Standards

- Every item has a start time or duration, named owner, and clear transition cue.
- The plan includes leadership prayer/huddle, doors, welcome, worship, content, response, next steps, dismissal, teardown, and post-gather reconciliation as applicable.
- Transitions are planned as ministry moments—not empty space.
- The plan includes reasonable margin; avoid stacking the schedule so tightly that ministry response must be rushed.
- Only the Gathering Director or delegated command lead approves material live changes to the spiritual objective or program direction. Ops may make routine timing adjustments that preserve the objective.

7.7 Queen Bee Coffee Co. - The Conflux Venue, Payment, and Closeout Standard

Queen Bee Coffee Co. - The Conflux is the standing AMFB YA gathering venue addressed by this SOP. AMFB YA rents the space on an ongoing basis. Because the reservation is time-limited and carries a venue cost and closeout responsibilities, venue payment, access, cleanup, final internal verification, and lockup are gathering-critical responsibilities. Under the current ongoing-rental arrangement, AMFB YA is responsible for cleaning and locking the space. No Queen Bee host checkout or cleaning sign-off is required, and there is no deposit-return process for the ongoing rental arrangement described in this SOP.

Venue Detail	Current Standard
Venue	Queen Bee Coffee Co. - The Conflux
Address	58 Griffin Street, McDonough, GA 30253
Owner / Primary Point of Contact	Alicia Hodges
Email	alicia@queenbeecoffee.com
Phone	470-278-1923
Current venue cost	$150.00 for four hours
Reserved access window	6:00 PM-10:00 PM
Time boundary	Setup, gathering activity, cleanup, internal final verification, and required lockup must be completed within the 6:00 PM-10:00 PM reservation window unless Queen Bee authorizes a different arrangement in advance.

7.7.1 Venue Reservation and Payment Process

The $150.00 four-hour venue fee is an Operations / Logistics responsibility because it secures the facility required for the gathering. A'kia identifies the recurring venue expense, completes the applicable Purchase Order or church-approved payment request by the Planning Confirmation Deadline, and verifies that the reservation details match the gathering date and 6:00 PM-10:00 PM access window.

- A'kia prepares the venue Purchase Order/payment request for Queen Bee Coffee Co. - The Conflux and attaches or records any invoice, reservation confirmation, or supporting information required by AMFB Church.
- Isaiah J. Hayes, Gathering Director, reviews and signs off on the request at the YA level.
- A'kia ensures the Gathering Director-approved request is submitted to the AMFB Church Financial Director through the approved financial process.
- The AMFB Church Financial Director retains final church financial review, authorization, and processing authority. YA-level sign-off or submission does not by itself authorize spending.
- A'kia records or confirms that the venue reservation and payment status are clear before the gathering. Any change in rate, hours, cancellation terms, access instructions, or venue policy must be communicated to the Gathering Director and reflected in the financial request or Gathering Flow before the team relies on the reservation.

7.7.2 Venue Communication and Access Standard

The venue's primary point of contact is Alicia Hodges, owner of Queen Bee Coffee Co. Operational venue communication should normally be coordinated through A'kia, with the Gathering Director informed of material changes involving cost, access, policy, cancellation, or the ministry's continuing use of the space. Alicia may be reached at alicia@queenbeecoffee.com or 470-278-1923.

- The team may use The Conflux from 6:00 PM until 10:00 PM for the standard reservation unless Queen Bee approves another arrangement.
- The Gathering Flow must protect enough time before 10:00 PM for teardown, cleaning, final closeout verification, and lockup. The program should not be planned in a way that assumes cleanup begins after the paid reservation ends.
- A'kia or the Acting Operations Lead confirms any access, key, door, alarm, or lockup instructions provided by Queen Bee for that date and ensures the final facility closer knows them before the gathering begins.
- No leader should assume the venue is fully closed merely because AMFB YA equipment has been packed. Under the current ongoing-rental arrangement, AMFB YA does not check out with a Queen Bee host and does not obtain a cleaning sign-off. There is no deposit-return closeout process. Venue closeout is complete when the cleaning requirements are met, the internal final walkthrough is completed, all AMFB YA property is removed, and the applicable lockup/closing instructions are followed before the 10:00 PM reservation end time.

7.7.3 Conflux Cleaning and Closeout Requirements

The following cleaning requirements reflect the current closeout expectations for AMFB YA gatherings held at Queen Bee Coffee Co. - The Conflux and must be built into the Gathering Flow closeout assignments.

Closeout Item	Required Standard	Default AMFB YA Ownership
Decorations / event items	Remove every decoration, event item, sign, supply, or other item AMFB YA brought into the space.	T'Nyah / assigned event or setup volunteers
Sweep floor	Sweep the floor. The broom and dustpan are located in the back kitchen room.	Assigned closeout volunteer; verified by Ops
Vacuum rug	Vacuum the rug. The vacuum is located in the back kitchen room.	Assigned closeout volunteer; verified by Ops
Tables	Wipe down all tabletops. Paper towels and all-purpose cleaning spray are on the wire shelf in the back storage room. Use Windex on the glass-top table.	Assigned closeout volunteer; verified by Ops

Closeout Item	Required Standard	Default AMFB YA Ownership
Bathroom	Clean the bathroom. Cleaning wipes and toilet cleaner are under the bathroom sink. Wipe the sink and toilet seat with all-purpose cleaner; use the toilet cleaner and brush beside the toilet for the inside of the bowl.	Assigned closeout volunteer; verified by Ops
Trash	Take out all trash, including bathroom trash. Trash bags are available on the wire shelf. Trash goes to the blue dumpster behind the Queen Bee parking lot.	Assigned closeout volunteer; verified by Ops
Refrigerator	Remove all food, drinks, containers, and other items AMFB YA brought into the refrigerator.	T'Nyah / Hospitality owner
Final closeout verification	A'kia or the Acting Operations Lead completes the final internal walkthrough before leaving. No Queen Bee host checkout or cleaning sign-off is required. There is no deposit-return process under the current ongoing-rental arrangement.	A'kia / Acting Operations Lead
Lockup / final release	Complete the Queen Bee closing or lockup instructions for the date. The final AMFB YA representative confirms the space is cleaned, AMFB YA property is removed, and the required lockup steps are complete before leaving by the reservation deadline.	A'kia / Acting Operations Lead

7.7.4 Closeout Accountability

A'kia owns the closeout process, not every cleaning task. Individual cleaning and reset responsibilities should be assigned to named leaders or volunteers in the Gathering Flow. If

A'kia is absent, the Acting Operations Lead inherits final verification and lockup responsibility; the distributed cleaning assignments remain with their named owners.

- No leader or volunteer leaves before completing or formally handing off their assigned closeout responsibility.
- Operations completes a final walkthrough after the individual task owners finish their assignments.
- Any damage, missing item, facility concern, or cleaning/lockup problem discovered by the team is communicated to the Gathering Director as soon as reasonably possible and documented for follow-up with Queen Bee when needed.
- The venue should be returned in the condition required by Queen Bee, with all AMFB YA property removed and no unresolved cleanup task silently left for venue staff.

8. Gather-Day Command and Execution

8.1 Command Structure

Situation	First Decision Owner	Escalation
Spiritual direction / change to ministry objective	Gathering Director	Pastor Alex Brown when doctrine, pastoral authority, or high risk is involved.
Timing, room, transition, staffing or supply issue	Ops Lead	Gathering Director if the solution changes the ministry objective or guest experience materially.
Worship team or set execution	Worship + Creative Arts Lead	Ops for timing; Gathering Director for spiritual-direction conflict.
Guest or hospitality need	Events + Outreach Lead	Ops for facility/safety; Community + Comms for data/follow-up.
Response or discipleship need	Discipleship Lead	Gathering Director / pastoral leadership for sensitive or high-risk care.
Media/content issue	Named YA content owner / AMFB Media liaison	Ops for gathering-critical execution; Gathering Director for ministry-direction or sensitive-content decisions; AMFB Media for public-facing review, brand alignment, approval, and sharing.

8.2 Pre-Doors Readiness Sequence

1. Leadership huddle and prayer: spiritual objective, people, dependence on God, placements, risks and final updates.
2. Facility sweep: entrances, parking/signage, restrooms, seating, accessibility, aisles, exits and response area.
3. Production check: audio, microphones, playback, slides, lighting, recording/streaming only if approved.
4. Worship/communicator check: rehearsal, content, time, transitions, response language and handoff.
5. Hospitality check: visible positions, first-time guest path, QR/paper backup and connector readiness.
6. Response check: trained ministry team, privacy expectations, supplies and high-risk escalation knowledge.
7. Ops readiness call: every lane responds READY, AT RISK, or BLOCKED. Doors do not open without a decision on all blocked items.

8.3 Response, Dismissal, and Same-Night Reconciliation

Every gathering includes a clear “what now” moment appropriate to the message. Before responders leave, the responsible team confirms that the person was captured, the decision category is accurate, and a named owner has the next contact. Announcements alone do not complete a handoff.

Stage	Standard
Capture	Use the approved form or paper backup; confirm essential contact information and the decision/interest.
Assign	Name the connector or lane owner before the post-gather team leaves.
Protect	Sensitive information is limited to those who need it; do not place pastoral detail in broadly visible notes.
Reconcile	Captured total, assigned total, and exceptions match; duplicate or incomplete records are flagged.
Dismiss	Attendees hear the next action, where to go, and when they can expect contact.
Close	Equipment, facility, lost-and-found, incidents, expenses and unresolved follow-up are handed to an owner.

PART IV — DISCIPLESHIP, PEOPLE & PLANNING CENTER

9. Discipleship and Decision Pathway

Stage	Meaning	Typical Next Step
CALL	A person encounters the Gospel and is invited to respond to Jesus.	Salvation conversation, recommitment, prayer, baptism interest, pastoral connection or Gospel follow-up.
BUILD	A person is formed through Scripture, prayer, obedience, relationships, accountability and consistent community.	Foundations, Crew/Group placement, spiritual practices, care, mentoring or service discovery.
SEND	A disciple serves, shares the Gospel, lives on mission, and helps others follow Jesus.	Serving team, outreach, leadership development, testimony, mission opportunity or multiplication responsibility.

9.1 No-Orphaned-Response Standard

NON-NEGOTIABLE: A decision is not complete because a box was checked. Every meaningful response must move toward a named person, a clear next step, and a next touchpoint. If the ministry cannot responsibly follow up with the number of responses it invites, capacity must be built or the process simplified.

9.2 Spheres of Discipleship

AMFB YA understands discipleship as whole-person formation that begins with relationship with the Lord at the center and extends outward into relational formation and practical ministry responsibility. The center is communion with Jesus through Scripture, prayer, worship, surrender, repentance, and obedience. The relational sphere surrounds that center through Crew/10 Squad community, accountability, study, prayer with others, pastoral care, and people who intentionally walk with the disciple. The practical or technical sphere includes serving, leadership, ministry skill, stewardship of assignments, and the ability to reproduce healthy ministry in others.

The spheres are not separate tracks. Technical competence without life with Jesus produces activity without formation; private devotion without healthy relationships can become isolated; relational belonging without obedience and mission can become stagnant. Leaders therefore evaluate development from the center outward and continue using the leadership lens: Where are they? What is their next faithful step? Who is walking with them?

9.3 Core Discipleship Rhythm & AMFB Discipleship Alignment

Core is not merely a more committed group chat. It is a closer discipleship environment whose practices should mirror and strengthen the discipleship pathway of AMFB Church. Ayi, as YA Discipleship Lead, works with the AMFB Discipleship Team to adopt church-approved resources, language, care practices, follow-up systems, and formation rhythms before creating YA-specific alternatives.

- **Scripture:** help people understand, obey, and apply God's Word rather than only consume gathering content.
- **Prayer:** develop personal and corporate prayer habits and teach people to bring needs, repentance, thanksgiving, and mission before God.
- **Accountability** + **obedience:** create honest relational space for surrender, correction, encouragement, consistency, and concrete next steps.
- **Relationships:** ensure people are known and intentionally walked with through approved Crew/10 Squad, mentoring, pastoral, or other relational structures.
- **Service** + **mission:** move disciples toward serving, sharing the Gospel, testimony, generosity, and living SENT in everyday life.
- **Multiplication:** identify when a disciple is ready to help another person follow Jesus, serve responsibly, or enter leadership development.

The exact curriculum, cadence, and training resources should be established with the AMFB Discipleship Team. The Crowd/Core chats may support discipleship, but chat participation by itself is not the discipleship process.

9.4 Monthly Crowd/Core Shepherding Review

At least once each month, Brittany, Ayi, and the Gathering Director conduct a brief shepherding review, using the AMFB Discipleship process and Planning Center People as appropriate. The purpose is relational care and next-step clarity, not ranking people or creating unnecessary labels.

- Who in the Crowd is leaning in and may be ready for a more intentional discipleship conversation?
- Who in Core needs care, encouragement, accountability, prayer, or reconnection?
- Who has a clear next faithful step in CALL, BUILD, or SEND, and who is walking with them?
- Who has become inactive or unresponsive and needs a personal check-in before any communication-group change?
- Who is demonstrating readiness for service, responsibility, multiplication, or leadership development?

Only the minimum information needed for care and action should be documented. Sensitive pastoral detail does not belong in broad chat notes or informal spreadsheets.

10. Planning Center System Architecture

Planning Center is AMFB YA's operational system of record for people, date-specific serving, and ongoing community. People holds the person and discipleship movement; Services holds the gathering plan and scheduled serving positions; Groups holds ongoing Crew/community membership and attendance. These products work together but should not become competing rosters.

System	Use It For	Do Not Use It As
People	Person record, contact information, forms, lists, workflows, decision/next-step data and responsible follow-up.	A dumping ground for unnecessary sensitive detail or disconnected duplicate records.
Services	Gathering plans, Gathering Flow, teams, positions, schedules, songs/resources, notes and date-specific confirmations.	The primary record of discipleship decisions or ongoing Crew membership.
Groups	Crew/community membership, leaders, events, attendance and ongoing group communication.	A substitute for date-specific volunteer scheduling or the master person record.

11. Planning Center People: Data and Discipleship Process

11.1 Data Governance

- One person, one profile. Search before creating a new record and merge duplicates only through authorized processes.
- Collect the minimum information needed for ministry care and communication.
- Use role-based permissions; do not share exports or screenshots in casual group chats.
- Record objective next-step information, not speculation, labels, diagnoses, or unnecessary counseling detail.
- Follow church consent, privacy, retention, and pastoral-note policies.
- Correct inaccurate information promptly and document ownership of unresolved records.

11.1.1 Approved AMFB Church People Form

AMFB YA uses the approved AMFB Church People Form as the primary church-approved connection/intake form when appropriate: https://life-revolution-451177.churchcenter.com/people/forms/1277245. Community + Communications oversees YA follow-through from submitted information, while Planning Center People remains the authoritative person record. AMFB YA should not create a competing intake database or duplicate person records when the church's established system can accomplish the same purpose.

11.2 Recommended Decision and Movement Fields

Field	Recommended Values / Standard	Why
YA relationship	First-time guest; Returning guest; Connected; Crew member; Serving; Leader; Inactive / care needed	Shows current relationship without replacing judgment.
Decision type	Salvation; Recommitment; Baptism interest; Prayer; Crew/community; Serving; Leadership interest; Gospel conversation; Other approved	Allows consistent routing and reporting.
Decision date	Actual date of response	Preserves ministry timeline.
Decision source	Specific gathering, form, conversation, outreach or referral	Shows context and prevents duplicate follow-up.
Next-step status	New; Assigned; Contact attempted; Connected; Next step scheduled; Completed; Unable to reach; Closed with reason	Makes work visible.
Assigned connector	Named trained person	Creates accountability.
Next touch date	Specific date	Prevents open-ended follow-up.
Crew / Group status	Interested; Waiting placement; Invited; Joined; Active; Paused; Transitioning	Supports BUILD and capacity planning.
Serving interest	Lane(s) selected; screening/training status	Supports SEND and volunteer pipeline.

Field	Recommended Values / Standard	Why
Communication consent	Church-approved consent status and preferences	Supports lawful, respectful communication.

Final field names and access levels must align with AMFB Church's existing Planning Center administration and privacy policy.

11.3 Standard People Workflow

Step	Action	Owner	Service Level
1. Capture	Profile/form response exists; decision and contact information are usable.	Community + Comms / intake team	Same night
2. Triage	Confirm category, remove duplicates, identify sensitive escalation and route to correct lane.	Community + Comms + Discipleship	Before team leaves or next morning
3. Assign	Named connector receives task with context and deadline.	Relevant lane Lead	Same night
4. First contact	Personal message or call; confirm what happened and offer one clear next step.	Assigned connector	Within 24 hours
5. Connect	Schedule or complete the next step: prayer, foundations, baptism conversation, Crew, serving, etc.	Connector + lane	Normally within 7 days
6. Next touch	Set the next relationship point; do not close merely because one message was sent.	Connector	Before task closure
7. Audit	Review overdue tasks, unassigned responses, unable-to-reach cases and waiting placements.	Community + Comms + Discipleship	48 hours and weekly
8. Close / recycle	Close with a valid outcome or move to a new workflow; preserve appropriate history.	Lane Lead	When outcome is known

11.4 Recommended Lists and Workflows

List / Workflow	Purpose
AMFB YA — First-Time Guests	New guests requiring welcome, connection and retention review.
AMFB YA — Unassigned Decisions	Quality-control list; should normally be zero after reconciliation.

List / Workflow	Purpose
AMFB YA — 24-Hour Follow-Up Due / Overdue	Makes the follow-up promise measurable.
AMFB YA — Salvation / Recommitment	Routes Gospel follow-up and foundations.
AMFB YA — Baptism Interest	Routes to the church-approved baptism process.
AMFB YA — Prayer / Pastoral Connection	Routes care with appropriate privacy and escalation.
AMFB YA — Crew Interest / Waiting Placement	Prevents people from being stranded between interest and belonging.
AMFB YA — Serving Interest / Training	Builds SEND and the team pipeline.
AMFB YA — No Recent Engagement	Prompts relational care rather than mass messaging only.
AMFB YA — Leadership Pipeline	Tracks observed, invited, onboarding and developing leaders with restricted access.

12. Planning Center Services: Gathering Operations

- Create each gathering from an approved template under the church's correct service type/folder.
- Planning Center Services items mirror the approved Gathering Flow and include timing, item owner, description/cue, related files and needed notes.
- Schedule every date-specific serving responsibility that requires confirmation or replacement.
- Use standard position names so reporting and scheduling remain clean.
- Send requests early; Ops reviews declines, unconfirmed requests, blockout conflicts and uncovered positions.
- Worship adds songs, keys, arrangements, resources and rehearsal information.
- Final gathering assignments and scheduling records are locked by the stated deadline; any change that affects the Gathering Flow is reflected in both the Flow and Planning Center Services and communicated through the approved team channel.
- After the gathering, record attendance/check-ins through the church-approved process and close unresolved scheduling notes.

12.1 Recommended Services Teams

Team	Example Positions
Gather Leadership	Gathering Director; Communicator; Host / Transition Lead
Operations	Ops Lead; Setup; Runner; Room Host; Teardown; Safety liaison as approved
Worship + Creative Arts	Worship Leader; Vocalist; Keys; Drums; Guitar/Bass; other musicians
Production / Media Support	Audio; Slides; Lighting; Photo; Video; Content capture; Producer as scale requires - coordinated with AMFB Media standards and church-wide media workflows.
Hospitality	Parking/Exterior; Door Greeter; Check-In / QR Support; Seating Host; First-Time Guest Connector
Ministry Response	Response Lead; Prayer Minister; Decision Connector; Discipleship Follow-Up
Special Event	Food/Hospitality; Registration; Vendor/Partner Liaison; Activity Lead as needed

13. Planning Center Groups: Crew and Ongoing Community

- Each active Crew is represented as a Group with approved leader(s), accurate roster, description, meeting rhythm and appropriate visibility.
- Record Group event attendance consistently when required by church process.
- Do not add a person as a member merely because they attended one gathering; placement should reflect an actual invitation/connection.
- Review people waiting for placement weekly and Group capacity monthly.
- When a person changes, pauses, or leaves a Crew, update the record so the system reflects reality.
- Crew leaders receive only the information and permissions needed for their role.

13.1 System Data Flow

DATA FLOW: GATHER / OUTREACH → capture one person in PEOPLE → record decision and assign follow-up → place ongoing community in GROUPS → schedule date-specific serving in SERVICES → review movement and care in PEOPLE.

PART V — SCALING FOR CONSISTENT CARE

14. Scaling Philosophy and Capacity Triggers

Scaling is not simply fitting more people in a room. It means increasing the ministry's ability to know people, execute safely, develop leaders, and preserve consistent discipleship as attendance grows. AMFB YA should build capacity before a repeated breakdown becomes normal.

14.1 Growth Stages

Stage	Typical Operating Reality	Leadership Response
Stage 1 — One Team	A small core can communicate directly; several people may hold multiple roles.	Document basics, cross-train, establish Planning Center habits and avoid dependence on memory.
Stage 2 — Lane Teams	Attendance and complexity require each Lead to recruit dependable team members and position owners.	Create team rosters, role cards, training, backups and weekly/biweekly lane rhythm.
Stage 3 — Captains and Crews	One Lead can no longer directly supervise all people or tasks.	Appoint vetted captains; divide hospitality zones, production positions, response teams and Crews; use dashboards and clear escalation.
Stage 4 — Multiple Environments / Gatherings	Room, schedule, parking, follow-up or community capacity approaches practical limits.	Add services/environments or distributed Crews only with pastoral approval, replicated leadership, systems, safety and follow-up capacity.

14.2 Trigger-Based Scaling Rule

Planning ratios below are starting baselines, not universal law. Venue layout, church policy, experience, accessibility, security, gathering type, and actual ministry needs may require more coverage. The Lead Team should scale when any trigger repeats twice, appears likely for the next gathering, or creates a meaningful safety/care risk.

Trigger	Required Response
Unassigned or overdue follow-up	Add trained connectors, simplify capture, or reduce competing activity until the backlog is controlled.
Leaders cannot identify or personally connect newcomers	Add hospitality zones, first-time guest connectors and Crew capacity.
Frequent uncovered positions / late scrambling	Recruit backups, reduce positions, improve schedule lead time and develop captains.
Room, parking, entrance, restroom or seating congestion	Redesign flow, add hosts/signage, cap an activity, or evaluate another environment with church approval.

Trigger	Required Response
Worship/production quality depends on one person	Cross-train, document settings/files, create backups and standardize equipment closeout.
Lead directly supervises too many active volunteers	Add a captain or sub-team with a clear reporting line.
Crew waiting list or oversized groups	Launch a new Crew only after a qualified leader, host/location, curriculum rhythm and follow-up process are ready.
Safety or pastoral incidents exceed current training	Pause expansion, retrain, strengthen supervision and align with church leadership.

15. Team-by-Team Scaling Plan

Lane	Start Building Before	Scalable Structure / Planning Baseline
Gathering Director	Cross-lane decisions, pastoral needs, or planning details exceed one person's ability to hold consistently.	Director → ministry/department Leads → captains. Add an executive/administrative support function before the Director becomes the Gathering Flow operator.
Operations	Setup, transitions, facilities, and teardown produce recurring gaps.	YA Ops Lead aligned with AMFB Coordinators -> gathering producer / floor captain -> setup, runner, room, teardown position owners. Mirror house coordinator practices and maintain at least one trained backup for every gathering-critical role.
Events + Outreach / Hospitality	Entrances or first-time guests are missed; exterior/interior coverage becomes unclear.	Hospitality captain plus zone owners. Baseline: one visible host per active entrance/major transition zone, plus dedicated first-time guest support; increase for venue complexity.
Discipleship / Response	Responses wait, lack privacy, or leave without a named connector.	YA Discipleship Lead aligned with AMFB Discipleship Team -> response ministers/connectors. Use shared discipleship resources/processes where established. Baseline planning: one trained responder for roughly every 10-15 anticipated response conversations, with gender and pastoral coverage considered.
Community + Communications	Follow-up backlog, inconsistent messaging, or Crew placement waits grow.	Data/follow-up coordinator → connector captains → connectors. Baseline: a connector should normally carry no more than 5–8 new active follow-ups at once.
Worship + Creative Arts	One leader selects, rehearses, leads, and solves every musical need.	YA Worship Lead aligned with AMFB Worship Team -> music director / team captain -> rotating vocalists and musicians. Develop at least two competent people for every recurring critical function using shared house worship standards.

Lane	Start Building Before	Scalable Structure / Planning Baseline
Media coordination / AMFB Media partnership	Public content needs, capture, approvals, or publishing repeatedly become unclear, late, or dependent on one YA person.	Develop trained YA media contributors/liaisons who serve under AMFB Media standards rather than building a separate YA department. Use church-approved request workflows, templates, review deadlines, brand assets, permissions, and shared-team training.
Crews / Groups	People wait for placement or leaders cannot provide meaningful care.	Discipleship Lead → coach → Crew leader → apprentice. Starting baseline: 8–12 active members per relational Crew, adjusted for model and leader capacity; identify an apprentice before multiplication.
Production	Audio, slides, lighting or recording has no redundancy.	Production captain → discipline owners → trained operators. Never expand technical scope without people to rehearse, operate, troubleshoot and close out safely.

15.1 Capacity Planning Before Promotion

Before a major invite push, special event, partnership, or expected attendance increase, the Lead Team completes a capacity review at least 14 days ahead:

- Safe room and parking capacity; accessible guest journey and overflow plan.
- Hospitality coverage by zone and first-time guest connection capacity.
- Seating, check-in/intake, restrooms, food and supply quantities with contingency.
- Worship, production and communicator readiness with backups.
- Response and follow-up connector capacity for anticipated decisions.
- Crew/community openings and honest next-step options.
- Incident, medical and escalation readiness under church policy.
- Post-event data processing, 24-hour follow-up and 48-hour audit staffing.

GO / ADJUST / PAUSE: The Gathering Director and Ops present capacity concerns before promotion accelerates. If safe, personal and consistent execution is not possible, the ministry adjusts the format, adds capacity, limits scope, or seeks pastoral direction before proceeding.

16. Volunteer and Leadership Pipeline

Stage	Standard
Observe	Identify faithfulness, character, gifting and relational maturity in community—not only skill on a platform.
Invite	Explain the mission, role, schedule, expectations and next step; do not pressure.
Screen	Complete conversation, references/background check where required, and role fit review.
Orient	Cover vision, CALL–BUILD–SEND, safety, culture, communication, Planning Center and escalation.
Shadow	Serve beside a trained person with a defined observation goal.
Supervised Serve	Own part of the role while a trainer observes and gives feedback.
Release	Serve independently after competency and character readiness are confirmed.
Develop	Receive recurring coaching, cross-training and a pathway toward captain/Lead responsibility.
Multiply	Train another person and help the ministry become less dependent on one individual.

PART VI — COMMUNICATION, SAFETY & CARE

17. Communication and Change Control

Communication	Standard
Planning Center Services	Authoritative scheduling and assignment record; it must mirror the approved Gathering Flow and hold date-specific confirmations/resources.
Lead Team channel	Decisions, risks, reminders and coordination that affect multiple lanes.
Lane channel / meeting	Detailed execution inside one YA lane; final decisions that affect the gathering are reflected in Services/Gathering Flow. Church-team dependencies are also communicated through the applicable AMFB team process.
Emergency communication	Phone/text or in-person escalation first; documentation after safety is addressed.
Public communication	Public-facing YA concepts, copy, graphics, photos, video, testimony media, promotional assets, dates, locations, and calls to action are routed through AMFB Media for appropriate review/approval and sharing. YA does not maintain a parallel public-publishing process unless AMFB Media has explicitly delegated a standing workflow.
Sensitive care information	Use restricted church-approved systems and direct escalation—not broad chats or public prayer details.
Crowd + Core group chats	Brittany owns administration and communication health. Crowd is the broad connection channel; Core is the closer discipleship and leadership-development channel. Chat membership does not replace Planning Center records, formal serving schedules, or pastoral processes.

17.1 Crowd and Core Communication Model

AMFB YA uses a Crowd and Core communication model to distinguish broad connection from closer discipleship and leadership development. The distinction is not a ranking of spiritual value, popularity, or worth. Jesus ministered to crowds while intentionally walking more closely with a core group of disciples. In the same way, AMFB YA keeps an open relational front door while creating a clearer environment for people who are consistently choosing discipleship, accountability, responsibility, and deeper participation.

The Crowd chat serves young adults who want to remain connected to AMFB YA but are not presently demonstrating the consistency or level of commitment expected of the Core. This may include first-time or newer guests, people who attend periodically, individuals who mainly want gathering updates, and people who are still deciding how deeply they want to

engage. The Crowd receives clear gathering information, invitations, approved reminders, Gospel-centered encouragement, and accessible next steps. A person is never treated as less important because they are in the Crowd; leaders continue to pursue connection and invite movement toward deeper discipleship.

The Core chat serves young adults who are actively choosing to be discipled and are demonstrating consistent participation, responsiveness, relational accountability, and willingness to take next steps. Core members should ordinarily show a pattern of attending gatherings and other agreed discipleship environments when reasonably able, responding to communication, receiving biblical correction and encouragement, participating in prayer and Scripture-centered formation, and following through on commitments. Core membership may also include people moving toward service or leadership, but Core membership itself does not automatically confer a leadership title or authority.

Movement from Crowd to Core is relational and discerned rather than automatic. Brittany, in coordination with the Discipleship Lead and Gathering Director, may recommend a person for Core when there is an observable pattern of hunger, consistency, teachability, participation, and desire for closer discipleship. A person may also ask to move deeper. Before adding someone, a leader should explain what Core means and confirm that the person desires that level of participation. Leadership candidates are expected to demonstrate Core-level faithfulness over time in addition to meeting the separate Lead Team qualification standards in this SOP.

Movement from Core back to Crowd is not punishment or public discipline. It may be appropriate when a person becomes consistently inactive, stops responding, no longer desires closer discipleship, cannot presently carry the expectations, or needs a simpler connection point for a season. Brittany should first make a personal check-in when practical. The goal is accurate shepherding and honest expectations, not exclusion. Sensitive pastoral or disciplinary matters are handled privately through the appropriate leadership process and are never adjudicated in either group chat.

17.2 Group Chat Ownership and Standards

Brittany, as Community + Communications Lead, owns the health, accuracy, and day-to-day administration of the Crowd and Core group chats. She ensures that approved gathering information is communicated in a timely manner, newcomers are directed to the correct communication environment, inactive participation is reviewed with appropriate leaders, and the chats remain aligned with AMFB YA vision and discipleship culture. She coordinates with Ayi on discipleship movement and with the Gathering Director on messages that establish ministry direction or materially change expectations.

Both chats are ministry communication spaces, not unrestricted social feeds. Communication should support connection, discipleship, prayer, Scripture, gathering readiness, testimony, approved opportunities, and the mission to Advance the Gospel. Self-promotion, unrelated advertising, gossip, divisive conversation, confidential pastoral details, public correction of sensitive matters, and content that distracts from the purpose of the community should not be posted. Leaders may redirect or remove content that violates these standards and should address repeated concerns privately and directly.

The Core chat may carry information and accountability that would be inappropriate or unnecessary for the broader Crowd, including deeper discipleship prompts, Core-specific expectations, leadership-development opportunities, serving preparation, and closer relational follow-through. Operational assignments that require formal confirmation should still be recorded in the church-approved scheduling system or Gathering Flow rather than relying on a chat message alone.

17.3 Media Content Submission, Approval, and Sharing

AMFB YA contributes ideas and content as part of the larger AMFB Church Media system. The Media Team should receive public-facing YA content ideas and assets early enough to review, refine, approve, coordinate, and share them. The goal is one church voice and one media team - not a YA channel operating independently beside the house.

Step	Owner	Standard
1. Identify the content need / idea	Relevant YA Lead	Define the ministry purpose, audience, gathering/date, desired action, and what is needed: concept, graphic, copy, photo/video, testimony, recap, promo, or other public-facing content.
2. Confirm ministry alignment	Gathering Director + relevant lane	Isaiah confirms material ministry-direction messaging. Ayi confirms discipleship/testimony sensitivity and consent where applicable. John coordinates worship-related content with AMFB Worship.
3. Prepare and submit	Named YA owner + Brittany / designated liaison	Provide the idea, draft copy, raw assets/source files, dates, requested publish timing, and any necessary context to the AMFB Media Team through the approved church process.
4. Review / approve	AMFB Media Team	Review for church brand, quality, clarity, timing, platform fit, permissions, duplication, and house-wide alignment; request revisions when needed.
5. Revise / resolve	Named YA content owner	Respond to requested edits or questions promptly. Cross-lane ministry questions return to the Gathering Director; sensitive testimony/care questions return to Discipleship/pastoral leadership.
6. Share / publish	AMFB Media Team or church-authorized delegate	Coordinate approved public sharing through the appropriate church channel. YA leaders should not assume that creating or submitting content means it is automatically approved for public posting.
7. Gathering-use handoff / archive	A'kia + Brittany + named owner	A'kia ensures approved gathering-use assets are in the Gathering Flow/Services; Brittany tracks communication timing; source files and approved assets are stored through the church-approved workflow.
NO PARALLEL PUBLISHING		
Public-facing AMFB YA media is part of AMFB Church media. Late planning is not a reason to bypass AMFB Media. If content misses the normal review window, leadership should simplify, delay, or use a church-authorized alternative rather than publish independently without approval.		

Media needs connected to a planned gathering should normally be identified during the applicable Wednesday Planning Meeting and submitted or confirmed by the corresponding Thursday Planning Confirmation Deadline. This gives the AMFB Media Team meaningful lead time instead of receiving surprise requests immediately before a gathering.

17.4 Gathering Flow Changes and Live Adjustments

The Gathering Flow is developed through the 1st and 3rd Wednesday Planning Meetings, confirmed through the corresponding 1st and 3rd Thursday Planning Confirmation Deadlines, and refined as approved details are completed before the applicable 2nd or 4th Wednesday gathering. After it is finalized, changes must name the reason, affected lanes, owner, and communication method. On gathering day, Ops maintains the current Gathering Flow. The Gathering Director approves changes that materially affect spiritual direction, communicator content, response, guest promise, or overall gathering objective.

18. Safety, Pastoral Care, and Confidentiality

- Know emergency exits, emergency contacts, first-aid/AED location when available, and the church incident process.
- Never promise absolute confidentiality. Explain that safety concerns may need to be shared with appropriate church leadership or authorities.
- Use two-person or visible-space practices where church policy requires them.
- Do not counsel beyond training, diagnose, transport, house, lend money, or create private dependency without pastoral direction and applicable policy.
- Document incidents factually and promptly through the approved process.
- Prayer and care should be compassionate, non-coercive, and respectful of physical boundaries and consent.
- Photography, testimony, and public storytelling require appropriate permission, especially for sensitive spiritual or personal information.

18.1 Issue Escalation Tiers

Tier	Example	Action
1 — Routine	Minor disruption, small execution problem, ordinary disagreement.	Present leader handles calmly; inform lane Lead if follow-up is needed.
2 — Same Night	Visible conflict, repeated disruption, significant guest complaint, unresolved operational issue.	Ops + relevant Lead huddle privately; protect the room; name next action before leaving.
3 — Director / Pastoral	Recurring leadership conflict, sensitive care concern, conduct issue, doctrinal problem.	Gathering Director assesses and escalates to Pastor Alex Brown / church process as appropriate.
4 — Emergency / Mandatory	Immediate danger, medical crisis, suicidal intent, abuse disclosure, weapon, police/legal emergency.	Call emergency services when needed; protect people; notify church authority; follow reporting policy; do not investigate.

PART VII — MEASUREMENT, DEBRIEF & IMPROVEMENT

19. Ministry Scorecard

The scorecard should help leaders see people and improve faithfulness, not reduce spiritual life to numbers. Review trends alongside testimonies, pastoral discernment, and qualitative observations.

Measure	Question It Helps Answer	Owner
Attendance / first-time guests	What capacity and front-door patterns are emerging?	Ops + Community/Comms
Meaningful decisions by type	Where are people responding in CALL, BUILD, or SEND?	Discipleship
Captured vs. assigned	Did anyone become an orphaned response?	Community/Comms
24-hour follow-up completion	Are we keeping the relationship promise?	Community/Comms + lane Leads
Next steps completed	Did contact lead to actual movement?	Discipleship
Crew interest / waiting / active	Can community capacity absorb those seeking belonging?	Discipleship + Community/Comms
Serving pipeline	Are people moving toward mission and are teams multiplying?	Lane Leads
Volunteer confirmation / no-show / vacancies	Is execution stable or dependent on scrambling?	Ops
Incidents / recurring failures	What needs training, policy alignment or redesign?	Gathering Director + Ops
Testimonies	What evidence of transformation and Gospel advance should be stewarded?	Lead Team

20. Debrief Rhythm

20.1 Same-Night Hotwash — 10 Minutes

- What requires immediate care or escalation?
- Do captured and assigned responses reconcile?
- What must happen before tomorrow?
- What facility, equipment, expense or communication issue remains open?

20.2 48-Hour Asynchronous Debrief & Audit

Within 48 hours after a gathering, each relevant Lead submits a concise debrief through the designated planning/debrief location. This is normally asynchronous so the team does not create an additional standing meeting on top of the 1st/3rd Monday church-wide rhythm and 1st/3rd Wednesday YA Planning Meetings. The next official planning meeting reviews the issues that require group discussion.

- What did God appear to do? What testimonies or meaningful responses occurred?
- Did the gathering accomplish the stated objective? What evidence supports the answer?
- Where did the attendee journey, church-team handoff, or execution break down?
- Did any person fall through capture, assignment, contact, placement, or care?
- What one repeatable improvement should be made before the next gathering?
- Who owns the improvement, by what deadline, and where will completion be visible?

A live 48-hour debrief may be called when a significant pastoral/safety incident, major operational failure, special-event complexity, serious conflict, or other issue cannot responsibly wait for the next official meeting.

20.3 Monthly and Quarterly Review

Lens	Review Question
Devotion	Are prayer, Scripture and worship rhythms deepening among leaders and young adults?
Holiness	Are repentance, integrity and transformation visible?
Community	Are people known, connected, cared for and moving into healthy relationships?
Mission	Are Gospel conversations, invitations, service and sending increasing?
Capacity	Can current teams care personally and execute consistently at present and anticipated scale?
Pipeline	Who is being developed into connectors, facilitators, team members, captains and Leads?
Systems	What recurring failure should be standardized, automated, trained or eliminated?
Alignment	Are AMFB YA priorities aligned with Pastor Alex Brown and the direction of AMFB Church?

PART VIII — CHECKLISTS, TEMPLATES & REVISION

21. Gathering Readiness Checklist

☐ Gathering Plan approved: Scripture, objective, mode, communicator, response, and relevant AMFB house direction / church-team dependencies are documented.

☐ Services plan created from template and Gathering Flow current.

☐ All lanes have owners, deadlines, backups, confirmed dependencies, and Thursday Planning Confirmation status recorded in the official gathering record.

☐ Serving requests sent; declines, blockouts, vacancies and backups reviewed.

☐ Worship set, team, rehearsal, lyrics/resources and response transition confirmed.

☐ Media/content needs submitted through AMFB Media and approved as required; promotion, slides, and approved capture plan complete. Other church-team handoffs are confirmed through their approved processes.

☐ Call times are communicated, leaders understand that call time means ready-to-serve time, and known lateness/coverage issues have been addressed.

☐ Facility, parking, signage, seating, restrooms, accessibility, setup and teardown confirmed.

☐ Queen Bee Coffee Co. - The Conflux reservation is confirmed for the applicable gathering, including the current $150.00 four-hour venue fee and the 6:00 PM-10:00 PM access window.

☐ A'kia has completed/reviewed the venue Purchase Order or approved payment request, the Gathering Director has signed off, and submission to the AMFB Church Financial Director is confirmed according to the church-approved process.

☐ The Gathering Flow protects sufficient closeout time before 10:00 PM for teardown, cleaning, internal final verification, and lockup.

☐ Conflux closeout assignments are named for decorations/event items, sweeping, rug vacuuming, tables, bathroom, trash, refrigerator, final internal walkthrough, and lockup; A'kia or the Acting Operations Lead is the final verifier. No Queen Bee host checkout or cleaning sign-off is required, and there is no deposit-return process under the current ongoing-rental arrangement.

☐ Alicia Hodges contact information is available to Operations and the Gathering Director for venue questions or material changes: alicia@queenbeecoffee.com | 470-278-1923.

☐ Hospitality zones and first-time guest path confirmed.

☐ AMFB Church People Form / QR access tested; the authorized data-processing owner is confirmed. If a church-approved paper contingency is used, the entry and reconciliation owner is also confirmed.

☐ Response categories, trained connectors, privacy and pastoral escalation confirmed.

☐ Crew/community and serving next steps are accurate and actually available.

☐ Leadership huddle and post-gather reconciliation are assigned; the 48-hour asynchronous debrief/audit location and owners are confirmed.

22. Post-Gather Follow-Up Checklist

☐ All forms/imports processed into the correct People profiles.

☐ Duplicates or incomplete contact records flagged for authorized cleanup.

☐ Every decision categorized, dated, sourced and assigned.

☐ Sensitive cases escalated through the proper church process.

☐ First-time guests and decisions receive personal contact within 24 hours.

☐ Crew interest moves to a specific invitation/placement action.

☐ Serving interest moves to a lane conversation and training step.

☐ Unable-to-reach cases have a defined retry rhythm and closure rule.

☐ 48-hour audit shows zero unexplained unassigned responses.

☐ Next-touch dates are set before workflows are closed.

☐ Purchase receipts, invoices, credits, returns, reimbursements, or cost variances have been submitted or assigned through the AMFB Finance process; A'kia confirms no known purchase exception is orphaned.

23. Required Templates and Playbooks

Artifact	Owner	Minimum Contents
Gathering Plan	Gathering Director	Scripture, big idea, objective, mode, audience journey, response, constraints, success definition, relevant AMFB house direction, and church-team dependencies.
Services Plan Template	Ops	Standard elements, teams/positions, notes, timing structure and recurring checklists.
Lane Charter	Each Lead	Purpose, outcomes, responsibilities, team, pipeline, systems, measures, risks and dependencies.
Role Card	Lane Lead	Purpose, reports to, schedule, responsibilities, training, competency and escalation.
Connector Guide	Discipleship + Community/Comms	Contact standard, conversation framework, privacy, documentation, next steps and escalation.
Incident Process	Church leadership	Emergency actions, contacts, reporting, documentation and pastoral handoff.
Debrief Template	Ops	Objective, wins, decisions, gaps, follow-up audit, improvement, owner and deadline.
Quarterly Scorecard	Gathering Director	CALL–BUILD–SEND outcomes, capacity, pipeline, systems and pastoral alignment.
Purchase Order Form	Each Lead; A'kia reviews/submits; Gathering Director signs	Lane, gathering/date needed, item/service, quantity, estimated cost, vendor/source when known, purpose, deadline, supporting information, and approval/sign-off path to AMFB Church Financial Director.
AMFB Media Submission / Request (church-approved process)	Named YA content owner + Brittany / designated liaison; AMFB Media reviews	Purpose/audience, gathering/date, idea or draft copy, requested asset, source files/raw content, consent status when applicable, requested publish timing,

Artifact	Owner	Minimum Contents
		approval/revision status, and final sharing handoff.
AMFB Ministry Integration Directory	Gathering Director + relevant YA Leads	Church partner, confirmed primary/backup contact, approved handoff method, church-established lead time/service level, and escalation path. Unknown fields remain TO BE CONFIRMED rather than guessed.
Planning Confirmation Status Record	A'kia / Operations; each Lead updates own lane	Gathering/date, COMPLETE / IN PROGRESS / WAITING / AT RISK, owner, completion date, dependency, church-team handoff, and evidence/request status; linked to the official gathering record.
Core Discipleship / Shepherding Review	Ayi + Brittany + Gathering Director; aligned with AMFB Discipleship	Monthly people-care review, next faithful step, named relationship owner, Crowd/Core movement when appropriate, serving/leadership readiness, and minimum-necessary documentation.
Post-Purchase Reconciliation	Each requesting Lead + A'kia; AMFB Finance governs	Receipt/invoice status, actual cost, approved variance, return/credit, reimbursement status, ministry-property handoff, and unresolved finance follow-up.

24. Governance, Version Control, and Revision

This SOP is reviewed quarterly for operating accuracy and annually for full approval. It must also be reviewed when pastoral direction, church-wide team standards or service levels, the ministry vision, leadership roster, integration contacts, venue, gathering cadence, safeguarding policy, Planning Center architecture, or ministry scale changes materially. AMFB YA process revisions should remain compatible with corresponding church-wide teams and should not create parallel systems without pastoral authorization.

Change Type	**Approval / Review**
Routine checklist or wording clarification	Gathering Director with affected Lead(s).
Lane process or Planning Center workflow change	Gathering Director + system owner / church administrator as applicable.
Leadership structure, Lead appointment/removal, major ministry direction	Pastor Alex Brown and Gathering Director according to church practice.
Doctrine, pastoral care, safety, privacy or legal standard	Pastor Alex Brown / designated church authority; church policy supersedes this SOP.
Published version	Date, version number, owner, summary of changes and approval record retained.

24.1 Source-of-Truth Order

1. Scripture and the doctrine/policies of AMFB Church.
2. Current pastoral direction from Pastor Alex Brown and authorized church leadership.
3. Approved church-wide ministry-team standards, SOPs, forms, workflows, and practices for corresponding functions such as Coordinators/Operations, Discipleship, Worship, Media, Finance, Safety, and Planning Center.
4. AMFB YA vision, ministry strategy, approved leadership structure, and contextual ministry direction.
5. This Ministry Operations & Gathering SOP.
6. YA lane playbooks, checklists, templates, and current Planning Center configuration, which may add detail but may not contradict higher-level sources.

FINAL STANDARD: Preparedness is pastoral care. Consistency helps new people feel seen, helps leaders serve without confusion, and makes room for spiritual ministry without preventable disorder. AMFB YA will build systems that support people—not systems that replace people.

Appendix A — Lead Team Covenant Summary

- I will pursue Jesus privately and serve from spiritual dependence.
- I will honor Scripture, Pastor Alex Brown, AMFB Church, the Gathering Director, and the unity of the Lead Team.
- I will prepare, communicate early, own outcomes, and receive correction.
- I will protect people, confidential information, ministry resources and the testimony of the church.
- I will build others, share responsibility, and develop a successor.
- I will address conflict directly and refuse gossip, manipulation, favoritism and side-channel division.
- I will disclose when my capacity, conduct, or circumstances prevent me from serving faithfully.
- I understand that leadership is a stewardship and may be adjusted, paused or concluded for the health of people and ministry.

Appendix B — 24-Hour Follow-Up Conversation Framework

1. Personal opening: “It was good meeting you. How are you doing after last night?”
2. Listen: invite them to describe what they experienced or decided.
3. Clarify: confirm the response without pressuring or putting words in their mouth.
4. One action ask: offer the clearest next step—conversation, prayer, foundations, baptism process, Crew, serving, etc.
5. One relationship ask: connect them to a specific person or upcoming touchpoint.
6. Document: update the workflow status and next-touch date with appropriate, objective information.
7. Escalate: immediately route safety, abuse, self-harm, severe pastoral or doctrinal concerns.

Appendix C — Definitions

Term	Definition
Gather / Gathering	An AMFB YA ministry environment designed around an approved spiritual objective.
Lane	A defined area of ministry responsibility led by an accountable Lead.
Crew	An ongoing relational discipleship/community expression represented in Planning Center Groups when active.
Connector	A trained person assigned to make personal follow-up and help someone take a next step.
Decision	A meaningful spiritual or ministry response requiring appropriate recording and follow-up.
Gathering Plan	The approved source statement for the purpose, content, journey and response of a gathering.
Gathering Flow	The ministry flow document that coordinates the timing, owners, handoffs, transitions, setup, ministry moments, response, and closeout of a gathering. It is a stewardship tool, not a show or performance script.
Reconciliation	The same-night check that captured responses, assignments and exceptions match.
Service level	The expected time standard for completing an operational or follow-up action.
Capacity trigger	A repeated or forecasted condition showing that people, structure, space or process must scale.
Crowd	The broad AMFB YA communication and connection environment for people who want to remain connected but are not presently participating at the consistency or discipleship commitment expected of Core.
Core	The closer discipleship environment for young adults who demonstrate consistent participation, responsiveness, teachability, accountability, and a desire to be discipled more intentionally; it may also serve as a development pool for future service and leadership.
Church-wide ministry team	An AMFB Church team that stewards a shared ministry function across the house, such as Coordinators, Discipleship, Worship, or Media. YA aligns to that team rather than creating parallel authority.
Media liaison / content owner	The named YA person who prepares and submits a specific idea or asset to AMFB Media and carries revisions through approval. This role does not create separate publishing authority.
Planning Confirmation Record	The church-approved or designated gathering record where each lane makes COMPLETE / IN PROGRESS / WAITING / AT RISK status, owners, deadlines, and cross-team handoffs visible by the 1st/3rd Thursday deadline.
House Alignment	Relevant pastoral or church-wide direction received through the AMFB Leads rhythm that should shape a YA Gathering Plan, lane decision, or church-team handoff.