LEADERSHIP FORMATION TOOL

COMPLETE LEADER'S TABLE TOOLKIT

Thirteen integrated tools for installing, facilitating, reviewing, and renewing a healthy leadership formation rhythm.

A complete operating system for leaders who want to keep following Jesus while they lead others.

INSIDE

Set up

Run weekly

Review every 90 days

Reset annually

01

LEADERSHIP FORMATION TOOL

START HERE

A clear path from download to a healthy weekly Leader's Table.

Use this field guide to install the system without overcomplicating it.

INSIDE 30-day plan Step-by-step quickstart Weekly + review rhythm

Start here · Use with this resource

LEAD A CLEAR CONVERSATION.

For weekly meetings use this rhythm; quarterly and annual resources include their own longer agendas.

Your aim: Encourage one another as followers of Jesus and agree on any support or next step each person wants.
Use with the section you chose from Jesus & Leadership. Everyone may pass. Alone? Write or pray instead of taking turns.

1. **Get ready.** For a weekly meeting, open Weekly and the participant guide. Choose someone to guide the conversation and keep time. Bring a Bible and your own notes. Allow about 60 minutes; share the check-in time fairly. Quarterly and annual sessions have separate plans.
2. **Welcome and look back.** Look at the step you wrote at your previous meeting. Ask: What did I try? What happened? What helped or got in the way? First meeting, no note, or no step chosen? Skip the look back. Simply ask: How are you doing, and what would you like to learn today? If you have not tried your step, say not yet. There is no score. Choose to try again, make it smaller, or choose a different step.
3. **Open Scripture.** The leader chooses the opening: a short Scripture passage, reflection, prayer, or a combination. If reading Scripture, read it in context. Ask: What does this show us about following Jesus as we lead? There is no required passage.
4. **Talk and listen.** Give each person a turn to answer all five: How has my time in the Word been? How is my prayer life? What is God teaching me? What barriers am I facing? What personal updates or needs would I like to share? Listen before moving to the next person.
5. **Choose and write one step.** Invite each person to name one response or request for support; passing is fine. Keep formation ahead of business updates. Write one thing you will do and when you will do it. Keep this note. At your next meeting, return to it before choosing another step. Example: Before Friday, I will read a Psalm and pray for my team on three mornings.
6. **Pray and arrange the next meeting.** Pray for the needs people chose to share. Agree on your next meeting. Keep personal notes private and use the app's explicit save if you want an account record.

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IMPLEMENTATION MAP

FROM TOOLKIT TO WEEKLY RHYTHM

The system works when the Table becomes a protected practice—not another program.

THE OUTCOME **A trusted 60-minute weekly rhythm where leaders seek God, tell the truth, receive wisdom, and follow through.**

THE FIVE-PART INSTALLATION PATH

PHASE	DECISION	PROOF IT IS WORKING
01 · Align	**Name the purpose.** Agree this is formation, not operations.	The leader can explain the Table in one sentence.
02 · Build	**Choose the right people.** Name a facilitator and protect the room.	Every participant understands the Covenant.
03 · Launch	**Run the first meeting.** Use the 75-minute launch agenda.	The next three meetings are already scheduled.
04 · Practice	**Keep the weekly rhythm.** Same order, same time, every week.	The Table starts and ends on time.
05 · Review	**Pause every 90 days.** Read patterns and reset the next cycle.	One clear focus shapes the next quarter.

DO NOT ADD COMPLEXITY

- ☐ No slide deck required
- ☐ No operational reporting
- ☐ No manufactured commitments
- ☐ No weekly preparation assignment
- ☐ No forced vulnerability
- ☐ No public sharing of private notes

30-DAY LAUNCH PLAN

INSTALL THE TABLE IN FOUR WEEKS

Move deliberately. Protect trust before asking for honesty.

WEEK	LEADER ACTION	FACILITATOR ACTION	TEAM OUTCOME
Week 1	Choose participants and explain the purpose.	Read the Facilitator Guide.	The invitation is clear and voluntary.
Week 2	Confirm day, time, review dates, and room.	Prepare the Covenant conversation.	The full first 90 days are protected.
Week 3	Send the launch note and Covenant.	Set the room and review the launch agenda.	No one arrives surprised.
Week 4	Attend as a participant, not the answer-giver.	Run the First Meeting agenda.	The Table begins with trust and clarity.

LAUNCH COMMITMENTS

ORGANIZATION / TEAM

EXECUTIVE SPONSOR

FACILITATOR

LAUNCH DATE

WEEKLY DAY + TIME

FIRST 90-DAY REVIEW

What could compete with this weekly time, and how will we protect it?

What must stay outside this room for the Table to remain focused?

QUICKSTART · BEFORE THE FIRST GATHERING

USE THESE TOOLS IN THIS ORDER

The organization leader coordinates the launch; the facilitator tends the process; every participant chooses to take part.

ORDER + TOOL	WHO DOES WHAT BEFORE MEETING ONE
1 · Set Up Your Table	**Organization leader + facilitator:** Name the formation purpose, keep operations elsewhere, invite the right people, and agree on a weekly time and place. Make clear that participation is voluntary and declining carries no penalty.
2 · Table Covenant	**Everyone invited:** Read the commitments together before launch. Agree how you will protect confidentiality, listen before advising, and seek appropriate help when safety or reporting duties require it. No one owes the group a particular disclosure.
3 · Facilitator Guide	**Facilitator:** Review the role, ten-minute preparation, weekly cues, and hard-moment language. Arrange the room for conversation; do not prepare a lesson or presentation.
4 · First Meeting Launch Guide	**Facilitator:** Confirm the 75-minute agenda, opening Scripture or prayer, and next three dates. Tell participants what to expect and that they may share at their own pace.
5 · First 90 Days Guide	**Facilitator + participants:** Put the first 12 weekly gatherings and the 90-day review on the calendar. Treat weekly formation focuses as optional lenses—not homework or a course syllabus.
6 · The Leader's Table	**Facilitator:** Have the reusable 60-minute agenda ready for week two. Record only shared themes and freely chosen next steps; do not write or circulate private personal details.

BEFORE YOU BEGIN

The Table is a voluntary Christian formation practice, not a course, staff meeting, evaluation, or test of spiritual maturity. Participants may pass, set limits, or leave; protect each person's dignity and privacy.

QUICKSTART · FIRST GATHERING

RUN THE FIRST 75 MINUTES

Keep this order, allow every voice room, and finish on time. The facilitator serves the process rather than teaching the group.

TIME + STAGE	DO THIS	WORDS TO USE
0:00–0:10 **Set the Room**	Welcome everyone. Open with brief prayer or Scripture. State the purpose, distinguish formation from operations, and affirm voluntary participation and the right to pass.	"We are here to follow Jesus faithfully while we lead. This is not an operating meeting, and no one has to share more than they choose."
0:10–0:20 **Review Covenant**	Read the Table Covenant aloud. Invite questions and agreement about confidentiality, listening, prayer, and its safety limits. Do not press anyone to sign or disclose.	"What will help this room feel trustworthy? What should we clarify before we begin?"
0:20–0:55 **First Check-In**	Go around once; share time fairly. Invite each person to speak or pass. Listen without interruption or fixing; ask permission before offering counsel.	"How are you with God, and what are you carrying? Where would prayer, wisdom, or support help?"
0:55–1:05 **Discern**	Ask what the group should hold before God or consider through Scripture. Choose one matter only if the person wants help; do not turn it into problem-solving.	"What would be most helpful from us right now—prayer, perspective, counsel, challenge, or simply listening?"
1:05–1:10 **Commit**	Name a next faithful response only if one is freely chosen. It may be action, waiting, rest, prayer, repair, or no commitment. Clarify owner and timing only when useful.	"What, if anything, is your next faithful response?"
1:10–1:15 **Pray**	Pray for the people, burdens, and next steps actually named. Close with the next meeting date; do not add announcements or a lesson.	"Let's carry what was shared before God, and return to this same rhythm next week."

FACILITATOR'S JOB **Protect time, trust, and equal room—not a particular outcome. If someone wants privacy or needs qualified support, respect the boundary and follow the Covenant's safety guidance.**

QUICKSTART · KEEP THE RHYTHM

WEEKLY, BETWEEN MEETINGS, AND REVIEWS

A simple repeatable practice is more valuable than extra content or intensity.

WHEN	NAMED TOOL + PRACTICAL SEQUENCE
Each weekly meeting · 60 minutes	**The Leader's Table:** Open (5) with Scripture or prayer; Check-In (35) by going around the room; Discern (10) with permission and Scripture; Commit (5) to a freely chosen next response; Pray (5) for what was shared. Start and end on time; keep operations elsewhere.
Between meetings	**Participants:** No lesson, reading assignment, or preparation is required. Follow through on any next step you freely chose; ask its owner about it next week, without policing. **Facilitator:** Take about ten minutes to confirm logistics, review agreed follow-up, prepare a prayer or Scripture, and notice who may need space. Keep private notes private and minimal.
Every 90 days	**Leadership Pulse + 90-Day Leadership Review:** Each person may complete these privately and keep the results; sharing is optional, never required. **Quarterly Table Review + Table Health Review:** As a group, revisit the Covenant and assess the Table's purpose, rhythm, trust, and one improvement. These are for formation and care—not ranking, evaluating, or reporting on individuals. Schedule the next 12 weeks.
Once each year	**Annual Leadership Review:** Reflect privately on patterns across four quarters. **Annual Table Review + Reset:** As a group, renew the Covenant, confirm who wants to continue, reset the time and facilitator as needed, schedule four quarterly reviews, and choose one improvement. Participation and personal reflection remain voluntary.

KEEP THE PURPOSE **This is a gathering of followers of Jesus—not a course. Return to God, Scripture, prayer, honest relationship, and faithful response. Do not turn private reflections into evaluation or require disclosure to prove participation.**

QUALITY STANDARD

WHAT HEALTHY LOOKS LIKE

Use these signals to protect the purpose without turning the Table into a performance score.

01
CONSISTENT
The same people meet at the same protected time.

02
HONEST
People can name what is true without being rushed or fixed.

03
SCRIPTURAL
Discernment returns to Jesus and Scripture, not preference alone.

04
ACTIONABLE
When action is needed, ownership and follow-up are clear.

05
PRAYERFUL
Prayer carries real people, burdens, decisions, and next steps.

06
TRUSTED
Confidentiality is practiced and repaired when needed.

LEADER STANDARD **Do not use the Table to inspect people. Participate honestly, receive challenge, and let the Covenant protect the room.**

OUR DEFINITION OF A HEALTHY TABLE

In one sentence, what do we want this Table to make possible?

What will we notice when trust is growing?

02

LEADERSHIP FORMATION TOOL

SET UP YOUR TABLE

Make the six decisions that protect a healthy leadership formation rhythm.

Build the right room, cadence, and expectations before the first meeting.

INSIDE

Team design

Cadence planner

Readiness checklist

Start here · Use with this resource

LEAD A CLEAR CONVERSATION.

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DECISION 01

NAME THE TABLE

Give the group a clear identity and a purpose people can repeat.

ORGANIZATION / TEAM

ORGANIZATION LEADER

TABLE FACILITATOR

LAUNCH DATE

Why does this Table need to exist now?

What is this Table responsible for—and what is it not responsible for?

Complete the sentence: This Table exists so that leaders can...

KEEP IT CLEAR The Leader's Table is a formation rhythm. Operational updates, dashboards, project decisions, and staff problem-solving belong elsewhere.

DECISION 02

CHOOSE THE TEAM

Invite leaders who carry meaningful responsibility and can practice honesty, trust, and consistency.

SELECTION STANDARD

- ☐ Carries meaningful leadership responsibility
- ☐ Will protect confidentiality
- ☐ Is open to Scripture, prayer, challenge, and accountability
- ☐ Can commit to the weekly rhythm
- ☐ Can listen without rushing to fix
- ☐ Can participate without using title or authority to control the room

NAME	ROLE	WHY THIS PERSON BELONGS	CONFIRMED
			☐
			☐
			☐
			☐
			☐
			☐
			☐

Who should not be in the first Table, even if they may join later?

What power dynamics need to be named or managed?

DECISIONS 03–05

PROTECT THE RHYTHM

Consistency creates the conditions for trust.

WEEKLY DAY

START TIME

END TIME

PRIMARY LOCATION

BACKUP LOCATION / LINK

FIRST 90-DAY REVIEW

CALENDAR THE FIRST 90 DAYS

MEETING	DATE	FACILITATOR	KNOWN CONFLICT / ADJUSTMENT
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			

DECISION 06

CONFIRM LAUNCH READINESS

Do not launch until the structure and expectations are clear.

READINESS GATE

- ☐ Team chosen and invitations accepted
- ☐ Weekly 60 minutes protected
- ☐ Table Covenant shared
- ☐ Operational meeting kept separate
- ☐ Facilitator prepared
- ☐ First meeting scheduled for 75 minutes
- ☐ First 90-day review scheduled
- ☐ Leader agrees to participate—not dominate

What could weaken the launch if we do not address it now?

What does the facilitator need from the organization leader?

What will we say if someone cannot honor the Covenant?

READY TO LAUNCH When every item above is confirmed, use the First Meeting Launch Guide. Begin simply. Let consistency build trust.

03

LEADERSHIP FORMATION TOOL

TABLE COVENANT

The commitments that make honesty, trust, discernment, and faithful action possible.

Review together before launch, revisit quarterly, and recommit annually.

INSIDE

Seven commitments

Repair process

Signature page

Start here · Use with this resource

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OUR COMMITMENT

HOW WE WILL HOLD THE ROOM

We enter this Table as followers of Jesus before we enter as leaders.

01 · PRESENCE
We arrive prepared to be fully present and protect the agreed time.

02 · HONESTY
We tell the truth without performance, exaggeration, or concealment.

03 · CONFIDENTIALITY
We do not repeat personal details outside the Table without clear permission.

04 · LISTENING
We listen before advising and do not rush another person past what is true.

05 · SCRIPTURE + PRAYER
We seek God together and test our discernment against the way of Jesus.

06 · COURAGE
We offer prayer, perspective, counsel, challenge, or accountability with humility.

07 · FOLLOW-THROUGH
When a next step is named, we clarify ownership and return to it.

WHEN TRUST IS TESTED

REPAIR BEFORE MOVING ON

A strong Covenant includes a way to respond when the room is not protected.

STEP	PRACTICE	WORDS WE CAN USE
01	**Name the concern directly.**	"I want to pause. I am concerned that our Covenant may have been crossed."
02	**Clarify what happened.**	"What did you understand the commitment to mean?"
03	**Own impact without defensiveness.**	"I see how that weakened trust. I take responsibility."
04	**Make the repair concrete.**	"Here is what I will do now, and what I will do differently."
05	**Confirm readiness to continue.**	"What does the Table need in order to move forward?"

SAFETY LIMIT **Confidentiality does not require silence when someone may be in danger or when legal, safeguarding, or professional reporting obligations apply. Seek appropriate help.**

What situations require us to seek help beyond this Table?

Who will guide us when a safeguarding or legal question arises?

RECOMMITMENT

OUR TABLE COVENANT

We understand these commitments and choose to practice them together.

ORGANIZATION / TABLE

FACILITATOR

EFFECTIVE DATE

NEXT COVENANT REVIEW

PARTICIPANT NAME	SIGNATURE	DATE

ONE COMMITMENT WE WILL GUARD CAREFULLY

As a Table, which commitment needs our closest attention in this season?

How will we know we are practicing it well?

04

LEADERSHIP FORMATION TOOL

FACILITATOR GUIDE

Lead the process without becoming the expert, counselor, or center of the room.

Use practical cues, interventions, and preparation rhythms to protect the Table.

INSIDE

Role clarity

Weekly cues

Hard moments

Self-review

Start here · Use with this resource

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ROLE CLARITY

PROTECT THE RHYTHM. PROTECT THE ROOM.

The facilitator serves the process so everyone can participate honestly.

DO

KEEP TIME

Start, transition, and end with clarity.

DO

ASK WELL

Use open questions and invite reflection.

DO

LISTEN

Notice what needs prayer, wisdom, or return.

DON'T

FIX

Do not turn every share into advice.

DON'T

PREACH

Do not use the Table as a teaching platform.

DON'T

CONTROL

Do not force disclosure or commitments.

THE POSTURE

You do not need to have the answer. Keep the room moving toward prayer, truth, discernment, and faithful response.

BEFORE THE MEETING

THE TEN-MINUTE PREPARATION

Prepare the room and your posture—not a presentation.

- ☐ Review last week's commitments and follow-up
- ☐ Remove operational materials and distractions
- ☐ Notice any person who may need a gentle check-in
- ☐ Prepare to end on time
- ☐ Confirm time, place, and participants
- ☐ Choose the opening prayer or Scripture
- ☐ Ask God for humility, attention, and courage

Who needs space this week?

What unfinished matter may need to return?

Where am I tempted to control the outcome?

WEEKLY 60

CUES FOR EVERY STAGE

Use these words when the room needs a clear next step.

STAGE	FACILITATOR CUE	PROTECT AGAINST
Open · 5	The leader chooses a short Scripture, reflection, prayer, or combination. No passage is assigned.	Announcements and operational drift
Check-In · 35	Each person shares about the Word, prayer, what God is teaching them, barriers, and personal updates or needs.	Cross-talk, fixing, unequal airtime
Discern · 10	"What would be most helpful from us right now?"	Advice without permission
Commit · 5	"What is your next faithful response?"	Manufactured action or vague ownership
Pray · 5	"Let's carry what was shared before God."	Generic prayer disconnected from the room

TRANSITION LANGUAGE

- "I want to pause and make sure we heard what was just said."
- "Is this a moment for prayer, perspective, counsel, challenge, or accountability?"
- "What does Scripture make clear here?"
- "Who owns the next step, and when should we return to it?"

HARD MOMENTS

INTERVENE WITH CLARITY AND CARE

Protect people without embarrassing them.

WHEN THIS HAPPENS	TRY THIS RESPONSE
One person dominates	"I'm going to pause us so we can make room for every voice."
Advice comes too quickly	"Before we solve, what do we still need to understand?"
The room becomes operational	"This matters, but it belongs in the operating meeting. What is the leadership or formation question underneath it?"
Someone shuts down	"You do not have to share more than you are ready to share. What support would be helpful?"
A commitment is vague	"What specifically will happen next, by when, and who owns it?"
Confidentiality may be crossed	"Let's stop and return to our Covenant before we continue."

KNOW THE LIMIT **Serious pastoral, mental health, abuse, legal, financial, or safeguarding matters may require qualified support beyond the Table.**

FACILITATOR REVIEW

REVIEW YOUR PRACTICE EVERY 90 DAYS

Use this privately, then ask the Table for one piece of feedback.

PRACTICE	RARELY	SOMETIMES	CONSISTENTLY	EVIDENCE
I start and end on time.	☐	☐	☐	
Every person has room to speak.	☐	☐	☐	
I listen before offering direction.	☐	☐	☐	
I keep operations outside the Table.	☐	☐	☐	
I return discernment to Scripture and prayer.	☐	☐	☐	
I clarify ownership without forcing action.	☐	☐	☐	
I address Covenant concerns promptly.	☐	☐	☐	

What should I keep doing?

What one facilitation habit would strengthen the next 90 days?

What support do I need from the organization leader?

05

LEADERSHIP FORMATION TOOL

FIRST MEETING LAUNCH GUIDE

A 75-minute agenda that establishes purpose, trust, and the weekly rhythm.

Launch with clarity so the second meeting already feels familiar.

INSIDE

- Room setup
- 75-minute agenda
- Launch script
- Debrief

Start here · Use with this resource

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PREPARE

BEFORE ANYONE ARRIVES

The first meeting teaches the team what kind of room this will be.

- ☐ Seats arranged for conversation, not presentation
- ☐ Phones and operational materials put away
- ☐ Next three meeting dates confirmed
- ☐ Opening prayer or Scripture selected
- ☐ Table Covenant printed or open for everyone
- ☐ Start and end time visible
- ☐ Facilitator Guide available

DATE

LOCATION

FACILITATOR

OPENING SCRIPTURE / FOCUS

What does the facilitator need to name clearly at the beginning?

What concern or expectation may need attention before the meeting?

FIRST MEETING

THE 75-MINUTE LAUNCH AGENDA

Follow the order. Do not rush the Covenant or the first Check-In.

TIME	STAGE	PURPOSE	FACILITATOR CUE
0:00–0:10	Set the Room	Explain why the Table exists and what it is not.	"This is a formation rhythm, not another staff meeting."
0:10–0:20	Review Covenant	Read commitments aloud and invite questions.	"What commitment will matter most for trust?"
0:20–0:55	First Check-In	Give every person space to answer.	"How are you with God, and what are you carrying?"
0:55–1:05	Discern	Return to one matter that needs wisdom.	"What would be most helpful right now?"
1:05–1:10	Commit	Clarify any faithful next response.	"What, if anything, happens next?"
1:10–1:15	Pray	Carry the room before God.	"Let's pray what was actually shared."

LAUNCH SCRIPT

WORDS YOU CAN USE

Adapt the language, but keep the commitments clear.

WELCOME

> *"The Leader's Table exists to help us keep following Jesus while we lead others. This is not an operating meeting. We will use the same weekly rhythm to pray, tell the truth, receive wisdom, and respond faithfully."*

COVENANT

> *"Trust will grow only if we protect this room together. We will be present, honest, confidential, slow to fix, grounded in Scripture and prayer, courageous with one another, and clear about follow-through."*

FIRST CHECK-IN

- How has your time in the Word been?
- How is your prayer life going?
- What has God been putting on your heart or teaching you?
- What barriers are you facing?
- What personal updates or needs would you like to share?

Each person answers all five before the next person begins. The facilitator shares first; anyone may pass. The leader chooses the opening. Use the guided weekly meeting pages for optional opening help and clear sharing prompts.

CLOSE

> *"Next week we will return to the same rhythm. No preparation is required beyond arriving ready to be present and honest."*

DEBRIEF

LEARN WITHOUT OVERREACTING

Review the launch briefly, then protect consistency.

What helped the room become honest and focused?

Where did the group become unclear, rushed, or operational?

What should the facilitator repeat next week?

What single adjustment would strengthen meeting two?

- ☐ Next meeting confirmed
- ☐ Sensitive notes handled safely
- ☐ No private details shared outside the Table
- ☐ Any commitments recorded appropriately
- ☐ Follow-up support offered where needed

DO NOT REDESIGN YET One meeting is not enough data. Keep the same rhythm for several weeks before making structural changes.

06

LEADERSHIP FORMATION TOOL

FIRST 90 DAYS GUIDE

Build trust through consistency, not intensity.

Use three simple phases to move from launch to a durable leadership rhythm.

INSIDE

- 12-week map
- Trust markers
- Quarter-one review

Start here · Use with this resource

LEAD A CLEAR CONVERSATION.

For weekly meetings use this rhythm; quarterly and annual resources include their own longer agendas.

Your aim: Encourage one another as followers of Jesus and agree on any support or next step each person wants.
Use with the section you chose from Jesus & Leadership. Everyone may pass. Alone? Write or pray instead of taking turns.

1. **Get ready.** For a weekly meeting, open Weekly and the participant guide. Choose someone to guide the conversation and keep time. Bring a Bible and your own notes. Allow about 60 minutes; share the check-in time fairly. Quarterly and annual sessions have separate plans.
2. **Welcome and look back.** Look at the step you wrote at your previous meeting. Ask: What did I try? What happened? What helped or got in the way? First meeting, no note, or no step chosen? Skip the look back. Simply ask: How are you doing, and what would you like to learn today? If you have not tried your step, say not yet. There is no score. Choose to try again, make it smaller, or choose a different step.
3. **Open Scripture.** The leader chooses the opening: a short Scripture passage, reflection, prayer, or a combination. If reading Scripture, read it in context. Ask: What does this show us about following Jesus as we lead? There is no required passage.
4. **Talk and listen.** Give each person a turn to answer all five: How has my time in the Word been? How is my prayer life? What is God teaching me? What barriers am I facing? What personal updates or needs would I like to share? Listen before moving to the next person.
5. **Choose and write one step.** Invite each person to name one response or request for support; passing is fine. Keep formation ahead of business updates. Write one thing you will do and when you will do it. Keep this note. At your next meeting, return to it before choosing another step. Example: Before Friday, I will read a Psalm and pray for my team on three mornings.
6. **Pray and arrange the next meeting.** Pray for the needs people chose to share. Agree on your next meeting. Keep personal notes private and use the app's explicit save if you want an account record.

After your final session: choose when to review your step privately or with a trusted person. Another group meeting is not required. If you have not prepared, read together and begin where you are.

THE FIRST QUARTER

THREE PHASES OF FORMATION

The first 90 days establish what the Table will become.

PHASE	WEEKS	PRIMARY WORK	LEADER STANDARD
01 · Establish	1–4	Learn the rhythm. Protect time. Practice the Covenant.	Model honest participation without controlling the room.
02 · Deepen	5–8	Listen beneath updates. Ask permission before counsel.	Let tension become discernment, not problem-solving.
03 · Strengthen	9–12	Clarify ownership. Notice patterns. Prepare for review.	Celebrate faithfulness, not disclosure or performance.

THE GOAL **Do not chase a dramatic meeting. Build a room leaders can trust every week.**

What must remain consistent for 12 weeks?

What would tempt us to abandon or over-engineer the rhythm?

12-WEEK FIELD PLAN

WHAT TO NOTICE EACH WEEK

Use the focus as a lens, not an extra agenda item.

WEEK	FORMATION FOCUS	FACILITATOR OBSERVATION	FOLLOW-UP
1	Purpose + Covenant		
2	Presence		
3	Listening		
4	Confidentiality		
5	Honest Check-In		
6	Asking before advising		
7	Scriptural discernment		
8	Courageous care		
9	Clear ownership		
10	Faithful follow-through		
11	Prayer tied to the room		
12	Patterns across the quarter		

TRUST MARKERS

READ THE ROOM WITHOUT SCORING PEOPLE

Look for movement in the Table as a whole.

MARKER	EARLY	DEVELOPING	HEALTHY
Presence	Distracted, inconsistent	Usually protected	Focused and dependable
Honesty	Polished updates	Some real naming	Natural truth without performance
Listening	Quick advice	More questions	People feel heard before counsel
Discernment	Preference-driven	Scripture enters	Wisdom is tested humbly
Ownership	Vague intention	Some clear next steps	Faithful response and return
Trust	Cautious room	Growing confidence	Covenant practiced and repaired

Where is trust growing?

What pattern needs care before the first 90-day review?

What should the facilitator protect more intentionally?

DAY 90

CLOSE THE FIRST CYCLE WELL

Review formation, Table health, and the next quarter.

- ☐ Each leader completes a Leadership Pulse
- ☐ Team completes Quarterly Table Review
- ☐ Covenant is revisited
- ☐ One improvement is chosen
- ☐ Each leader completes a 90-Day Leadership Review
- ☐ Team completes Table Health Review
- ☐ Next 90-day dates are confirmed
- ☐ One leadership focus is named

What did God form in us during the first 90 days?

What strengthened trust?

What weakened the room?

What one improvement will shape the next cycle?

07

LEADERSHIP FORMATION TOOL

THE LEADER'S TABLE

A reusable 60-minute meeting guide and record.

Use one disciplined rhythm every week: Open, Check-In, Discern, Commit, Pray.

INSIDE

60-minute agenda

Five sharing questions

Facilitator words + meeting record

Start here · Use with this resource

LEAD A CLEAR CONVERSATION.

For weekly meetings use this rhythm; quarterly and annual resources include their own longer agendas.

Your aim: Encourage one another as followers of Jesus and agree on any support or next step each person wants.
Use with the section you chose from Jesus & Leadership. Everyone may pass. Alone? Write or pray instead of taking turns.

1. **Get ready.** For a weekly meeting, open Weekly and the participant guide. Choose someone to guide the conversation and keep time. Bring a Bible and your own notes. Allow about 60 minutes; share the check-in time fairly. Quarterly and annual sessions have separate plans.
2. **Welcome and look back.** Look at the step you wrote at your previous meeting. Ask: What did I try? What happened? What helped or got in the way? First meeting, no note, or no step chosen? Skip the look back. Simply ask: How are you doing, and what would you like to learn today? If you have not tried your step, say not yet. There is no score. Choose to try again, make it smaller, or choose a different step.
3. **Open Scripture.** The leader chooses the opening: a short Scripture passage, reflection, prayer, or a combination. If reading Scripture, read it in context. Ask: What does this show us about following Jesus as we lead? There is no required passage.
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6. **Pray and arrange the next meeting.** Pray for the needs people chose to share. Agree on your next meeting. Keep personal notes private and use the app's explicit save if you want an account record.

After your final session: choose when to review your step privately or with a trusted person. Another group meeting is not required. If you have not prepared, read together and begin where you are.

WEEKLY 60

THE LEADER'S TABLE

How are we following Jesus, and what requires faithful leadership now?

MEETING DATE

FACILITATOR

PARTICIPANTS

OPENING SCRIPTURE / FOCUS

STAGE	TIME	PURPOSE	CORE QUESTION
Open	5	The leader chooses the opening.	A short Scripture, reflection, prayer, or combination.
Check-In	35	Each person answers five questions.	Word, prayer, what God is teaching, barriers, personal updates and needs.
Discern	10	Help with one real need.	Would you like us to listen, pray, or help you think through it?
Commit	5	Choose a faithful next step.	What do you want to do, and would you like follow-up?
Pray	5	Pray for what was shared.	What needs did we hear today?

WEEKLY STANDARD

Start on time. End on time. Listen before fixing. Keep operations elsewhere. Record only what is appropriate for a shared record.

FACILITATOR GUIDE · FIRST 40 MINUTES

OPEN, THEN HEAR EVERY VOICE

Use these prompts in your own words. No lesson or presentation is needed.

OPEN · 5 MINUTES · THE LEADER CHOOSES

The opening is at the leader's discretion. Choose a short Scripture, a brief reflection, prayer, or a combination that serves your group. There is no assigned passage or required opening lesson.

If using Scripture, read a short passage in context from your Bible. Invite one or two brief responses if helpful; a full discussion is not required.

Optional question when using Scripture: What stands out to you in this passage, and how might it shape the way you follow Jesus this week?

Optional prayer: Jesus, help us depend on You as we lead. Help us listen honestly, care for one another, and respond to what You show us. Amen.

Keep the opening within five minutes, then introduce the five sharing questions.

CHECK-IN · 35 MINUTES · ALL FIVE, ONE PERSON AT A TIME

The facilitator shares first. Each person answers all five questions before the next person begins. Brief answers are enough; anyone may pass.

1. **How has your time in the Word been?**
   What have you been reading in the Bible? What stood out? It is okay to say you have struggled to read.
2. **How is your prayer life going?**
   What have you been praying about? What has helped, or made prayer difficult?
3. **What has God been putting on your heart or teaching you?**
   Share something you are noticing through Scripture, prayer, or everyday life. You do not need a dramatic story.
4. **What barriers are you facing?**
   What is making it hard to follow Jesus or lead faithfully at home, at work, or in your community?
5. **What personal updates or needs would you like to share?**
   What is happening in your life? How can we pray for you or offer practical support?

Divide the 35 minutes fairly among everyone sharing, including the facilitator. With five people, allow about seven minutes each; with seven, about five. For a larger group, form smaller Tables or agree on more time before the meeting.

FACILITATOR GUIDE · LAST 20 MINUTES

HELP ONE ANOTHER RESPOND

You do not need to fix every problem. Listen, seek wisdom, invite a next step, and pray.

DISCERN — 10 MIN

Return to one barrier, decision, or need someone just shared. Ask their permission before exploring it together. You do not need to solve every issue.

> *"You mentioned something difficult. Would you like us to listen, pray, or help you think through it?"*

- Let the person explain what help they want. Ask a clarifying question before offering advice.
- Ask: What does Scripture make clear here? What do we still need to understand? Do not present personal opinions as God's instructions.
- If no one wants to discuss a need, use this time for prayer or a brief follow-up on last week's agreed next steps.

COMMIT — 5 MIN

Invite a response, not a promise to perform. Someone may choose to pray, ask for help, make a repair, rest, wait, or take a practical action.

> *"What is one next step you want to take? Would you like us to ask you about it next week?"*

- For a chosen action, ask what the person will do and when. For example: I will read a Gospel passage before work on three mornings this week.
- Ask what support would help and whether they want a check-in next week. Do not assign a commitment to someone.
- If no next step is clear, say so. Prayer or waiting can be a faithful response.

PRAY — 5 MIN

Close by bringing the people, needs, barriers, and next steps you heard before God.

> *"Let's pray for the needs we heard today. Who would like to pray? It is fine to listen quietly."*

- Invite short, specific prayers. The facilitator can pray if no one else wants to.
- Thank God for His care and ask for help to follow Jesus in the week ahead. Do not repeat sensitive details unnecessarily.
- Confirm the next meeting time. Thank everyone, and finish on time.

> **PROTECT TRUST** **Listen without interrupting or trying to fix the person. Anyone may pass on a question or simply say they are struggling. This is a conversation, not a test of spiritual maturity. Keep work reports and operational decisions for another meeting.**

Record only agreed themes and follow-up, not each person's private answers. Ask permission before writing down or sharing personal details. Follow the Table Covenant's safety and reporting guidance when someone may be at risk.

MEETING RECORD

LISTEN FOR THE PATTERN

Capture themes and faithful responses—not confidential personal detail.

OPEN · Scripture, truth, or focus that centered the room

CHECK-IN · Shared themes, burdens, or formation patterns

DISCERN · The question, tension, or decision that needed wisdom

PRAY · People, burdens, decisions, and next steps to carry

CLOSE THE LOOP

COMMITMENTS + FOLLOW-THROUGH

Do not manufacture action. Prayer, waiting, counsel, confession, repair, rest, or another conversation may be faithful.

COMMITMENT / FAITHFUL RESPONSE	OWNER	BY WHEN	ASK ABOUT NEXT WEEK	COMPLETE
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

What should return to the Table next week?

What support, permission, or resource is needed?

What did we learn about faithful leadership today?

08

LEADERSHIP FORMATION TOOL

LEADERSHIP PULSE

A private 30-point reflection on formation, leadership, relationships, mission, and Table health.

Notice movement and patterns. Do not use this as a performance review.

INSIDE

- 30-point pulse
- Pattern reading
- Focus statement

Start here · Use with this resource

LEAD A CLEAR CONVERSATION.

For weekly meetings use this rhythm; quarterly and annual resources include their own longer agendas.

Your aim: Encourage one another as followers of Jesus and agree on any support or next step each person wants.
Use with the section you chose from Jesus & Leadership. Everyone may pass. Alone? Write or pray instead of taking turns.

1. **Get ready.** For a weekly meeting, open Weekly and the participant guide. Choose someone to guide the conversation and keep time. Bring a Bible and your own notes. Allow about 60 minutes; share the check-in time fairly. Quarterly and annual sessions have separate plans.
2. **Welcome and look back.** Look at the step you wrote at your previous meeting. Ask: What did I try? What happened? What helped or got in the way? First meeting, no note, or no step chosen? Skip the look back. Simply ask: How are you doing, and what would you like to learn today? If you have not tried your step, say not yet. There is no score. Choose to try again, make it smaller, or choose a different step.
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6. **Pray and arrange the next meeting.** Pray for the needs people chose to share. Agree on your next meeting. Keep personal notes private and use the app's explicit save if you want an account record.

After your final session: choose when to review your step privately or with a trusted person. Another group meeting is not required. If you have not prepared, read together and begin where you are.

FACILITATOR GUIDE · 15 MINUTES SUGGESTED

LEADERSHIP PULSE

Give each person a quiet starting point before group discussion. The Pulse is a private reflection, not a measure of worth or performance.

WORDS YOU CAN USE

> *"Take a few quiet minutes to notice how you are doing. You do not need to report your scores. If you want to share, name one pattern you have noticed."*

HOW TO LEAD THIS STEP

- Give everyone about five quiet minutes to rate the six areas from 1 to 5 and total their own Pulse out of 30. If unsure, choose the number that best describes this season; there is no target score.
- Invite people to look at movement since their previous Pulse, if they have one. A lower score can mean greater honesty or a hard season, not failure.
- Invite brief, voluntary observations, not a round of score reporting. Leave private reflections on each person's own sheet; use the meeting notes only for themes people agree belong there.

INVITE DISCUSSION

- Where do you notice growth, grace, or faithful endurance?
- What area needs gentle attention or support?

MOVE TO THE NEXT STEP — **Keep your Pulse with you. Next, use what you noticed to look back over the last 90 days and choose what needs attention.**

PROTECT TRUST

Anyone may pass or keep an answer private. Invite each voice without requiring a turn; share the available discussion time fairly. Listen before offering advice, ask permission before exploring a personal need, and do not compare people's scores or ask them to hand in personal worksheets.

PRIVATE REFLECTION

LEADERSHIP PULSE

Score honestly. The number starts a conversation with God; it does not define your worth.

NAME

DATE

90 DAYS ENDING

PREVIOUS PULSE TOTAL

AREA	REFLECTION	1	2	3	4	5
Abiding	I am making unhurried room for Scripture, prayer, and attention to God.	☐	☐	☐	☐	☐
Character	My private life and public leadership are becoming more integrated.	☐	☐	☐	☐	☐
Leadership	I am leading with clarity, courage, humility, and appropriate ownership.	☐	☐	☐	☐	☐
Relationships	I am practicing presence, truth, repair, and healthy boundaries.	☐	☐	☐	☐	☐
Mission	My leadership is serving what God has actually entrusted to me.	☐	☐	☐	☐	☐
Table	I am participating honestly and helping protect the Leader's Table.	☐	☐	☐	☐	☐

CURRENT PULSE ____ / 30

READ THE PULSE

LOOK FOR MOVEMENT, NOT PERFECTION

Compare with the previous quarter only to notice patterns.

CURRENT PULSE

PREVIOUS PULSE

STRONGEST AREA

LOWEST AREA

Where did the score move, and what may explain the movement?

What repeated from the previous quarter?

Where do I see grace, growth, fruit, or faithful endurance?

What pressure, drift, habit, relationship, or responsibility needs attention?

KEEP IT PRIVATE Share the pattern that belongs at the Table, not every score or private detail.

NAME THE FOCUS

ONE FORMATION PRIORITY. ONE LEADERSHIP PRIORITY.

Narrowing the focus makes faithful response possible.

FORMATION PRIORITY · What needs to be formed in me?

LEADERSHIP PRIORITY · What needs to change in how I lead?

NEXT FAITHFUL STEP · What will I do, practice, stop, repair, or seek?

TABLE SUPPORT · What should the Table ask about or carry with me?

BY WHEN

WHO NEEDS TO KNOW

NEXT REVIEW DATE

09

LEADERSHIP FORMATION TOOL

90-DAY LEADERSHIP REVIEW

Turn the Leadership Pulse into one focused season of faithful leadership.

Read what God has been forming, name what matters, and choose the next faithful response.

INSIDE

Look back · Read the pulse · Choose focus · Commit

Start here · Use with this resource

LEAD A CLEAR CONVERSATION.

For weekly meetings use this rhythm; quarterly and annual resources include their own longer agendas.

Your aim: Encourage one another as followers of Jesus and agree on any support or next step each person wants.
Use with the section you chose from Jesus & Leadership. Everyone may pass. Alone? Write or pray instead of taking turns.

1. **Get ready.** For a weekly meeting, open Weekly and the participant guide. Choose someone to guide the conversation and keep time. Bring a Bible and your own notes. Allow about 60 minutes; share the check-in time fairly. Quarterly and annual sessions have separate plans.
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5. **Choose and write one step.** Invite each person to name one response or request for support; passing is fine. Keep formation ahead of business updates. Write one thing you will do and when you will do it. Keep this note. At your next meeting, return to it before choosing another step. Example: Before Friday, I will read a Psalm and pray for my team on three mornings.
6. **Pray and arrange the next meeting.** Pray for the needs people chose to share. Agree on your next meeting. Keep personal notes private and use the app's explicit save if you want an account record.

After your final session: choose when to review your step privately or with a trusted person. Another group meeting is not required. If you have not prepared, read together and begin where you are.

FACILITATOR GUIDE · 25 MINUTES SUGGESTED

90-DAY LEADERSHIP REVIEW

Help each leader notice what God has been forming and choose one formation priority and one leadership priority for the next season.

WORDS YOU CAN USE

> *"Start with gratitude and honesty. What has God been forming in you, and what is one faithful response you want to make? Share only what you choose."*

HOW TO LEAD THIS STEP

- Allow about eight quiet minutes to work through the review: look back, read the Pulse, name what matters, and choose a response. People may finish privately later.
- Invite each person to share one pattern or priority, or pass. Share first with a brief example of your own; do not read out every worksheet question or ask for all the answers.
- For a freely chosen next step, ask what support would help and whether they want a weekly check-in. Prayer, rest, repair, counsel, or waiting may be faithful responses; do not assign a commitment.

INVITE DISCUSSION

- What has God been teaching you through this season?
- What needs to be formed in you or change in how you lead?
- What support, if any, would you like from the Table?

MOVE TO THE NEXT STEP	**Thank you for what you chose to share. Now let's move from our personal reflections to how the Table itself has served us.**

PROTECT TRUST

Anyone may pass or keep an answer private. Invite each voice without requiring a turn; share the available discussion time fairly. Listen before offering advice, ask permission before exploring a personal need, and do not compare people's scores or ask them to hand in personal worksheets.

STEP 01

LOOK BACK WITH GOD

Begin with gratitude and truth before evaluating outcomes.

NAME

TEAM

REVIEW DATE

90 DAYS ENDING

What has God been teaching me?

Where have I seen growth, grace, fruit, or faithful endurance?

What prayer has been answered—or changed me while I waited?

Where did I respond faithfully even when the outcome remained unclear?

STEP 02

READ THE PULSE

Use the current Pulse as the primary scorecard. Compare only to notice movement.

CURRENT PULSE / 30

PREVIOUS PULSE / 30

STRONGEST AREA / 5

LOWEST AREA / 5

What moved?

What repeated?

What surprised me?

What requires attention now?

> **READ WISELY** A lower score may reflect greater honesty, a difficult season, or healthy awareness. Do not reduce formation to a trend line.

STEPS 03–04

NAME WHAT MATTERS

Choose one formation priority and one leadership priority.

What pressure, relationship, decision, habit, or responsibility most needs attention?

What needs to be formed in me?

What needs to change in how I lead?

What truth from Scripture should guide this next season?

FORMATION PRIORITY

LEADERSHIP PRIORITY

STEP 05

COMMIT TO THE NEXT FAITHFUL RESPONSE

Turn clarity into a response without forcing an artificial action.

What is my next faithful step?

What could keep me from following through?

Who needs to know or walk with me?

What should the Table ask about next week?

OWNER

BY WHEN

NEXT REVIEW

TABLE FOLLOW-UP

MY 90-DAY FOCUS Write one sentence you can return to throughout the quarter.

10

LEADERSHIP FORMATION TOOL

QUARTERLY TABLE REVIEW

Review the room, the rhythm, and the fruit—without rating individual people.

Keep what strengthens trust. Change one thing that will improve the next 90 days.

INSIDE

Prepare Review Improve

Start here · Use with this resource

LEAD A CLEAR CONVERSATION.

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FACILITATOR OVERVIEW

RUN THE 90-DAY REVIEW

Use the four tools in order. Personal reflection comes before reviewing the Table together.

BEFORE YOU BEGIN

Before the review, have the four review tools, the Table Covenant, the next 12 meeting dates, and any agreed follow-up from the past quarter ready. Each person keeps their own Pulse and personal review. Previous scores are helpful but not required; a first review creates a starting point.

SET THE PURPOSE

Allow 90 minutes for the four steps below. The suggested times include discussion and closing; adjust them together before starting. Explain that this is a review of formation and the Table's shared practice, not a staff evaluation or operational planning meeting. You may open with a short Scripture reading or prayer at your discretion; neither is required to begin.

STEP	SUGGESTED TIME
1. Leadership Pulse	15 minutes
2. 90-Day Leadership Review	25 minutes
3. Quarterly Table Review	25 minutes
4. Leader's Table Health Review	25 minutes

KEEP NOTES PRIVATE

Record only agreed Table-level themes and follow-up in the shared working conversation, not everyone's personal scores or answers. Account meeting notes stay private to the account owner when saved; saving does not share them with attendees. Ask permission before recording personal details or creating a separate recap. Follow the Covenant's safety and reporting guidance if someone may be at risk.

CLOSE AND BEGIN AGAIN

Read back the one Table improvement, its willing owner, start date, and check-in date. Confirm what support the group agreed to give, revisit the Covenant, and confirm the next 12 weekly meetings and 90-day review. Thank everyone; a closing prayer is optional. Online, save the meeting privately, update dates in Setup, then return to complete the quarterly cycle. On paper, keep personal sheets with their owners and store agreed Table notes securely.

FACILITATOR GUIDE · 25 MINUTES SUGGESTED

QUARTERLY TABLE REVIEW

Review the room, rhythm, and fruit across the full quarter without rating individual participants.

WORDS YOU CAN USE

> *"Think about our last 12 weeks together. What helped us follow Jesus honestly, and what got in the way? Let's use examples of our practices, not judgments about people."*

HOW TO LEAD THIS STEP

- Briefly recall the quarter's meeting rhythm, agreed follow-up, and repeated themes. Do not read private personal notes aloud or treat one unusually good or hard meeting as the whole story.
- Work through the five practices in the guide: consistency and presence, honesty and trust, listening and discernment, ownership and follow-through, Scripture and prayer. Invite different views and listen without defending the process.
- Summarize what to keep and one possible adjustment. Leave operating decisions for a separate meeting. If trust was harmed, acknowledge it and agree a safe follow-up rather than pressing for public disclosure.

INVITE DISCUSSION

- What helped this Table become honest and useful?
- What got in the way of trust, listening, or follow-through?
- What one change would most strengthen our next quarter?

MOVE TO THE NEXT STEP

Let's use those observations to review the Table's health and agree one improvement we can actually practice.

PROTECT TRUST

Anyone may pass or keep an answer private. Invite each voice without requiring a turn; share the available discussion time fairly. Listen before offering advice, ask permission before exploring a personal need, and do not compare people's scores or ask them to hand in personal worksheets.

PREPARE

BRING THE QUARTER INTO VIEW

Review patterns across 12 weeks, not one unusually strong or difficult meeting.

TEAM

FACILITATOR

REVIEW DATE

QUARTER ENDING

- ☐ Bring the Table Health Review
- ☐ Review unresolved commitments
- ☐ Revisit the Covenant
- ☐ Review attendance and cadence
- ☐ Notice repeated themes
- ☐ Protect private details

What became stronger during this quarter?

Where did the Table drift from its purpose?

What helped trust grow?

What weakened the room?

REVIEW

READ THE FIVE PRACTICES

Use examples. Avoid vague ratings.

PRACTICE	WHAT STRENGTHENED	WHAT NEEDS ATTENTION
Consistency + presence		
Honesty + trust		
Listening + discernment		
Ownership + follow-through		
Scripture + prayer		

What formation pattern repeated across the quarter?

What operational topic repeatedly entered the Table?

What did the facilitator need to protect more intentionally?

IMPROVE

CHOOSE ONE ADJUSTMENT

One practiced improvement is more useful than a long list.

The one thing that would most strengthen our Leader's Table next quarter is...

What will we do differently?

Who will own the adjustment?

How will we know it helped?

OWNER

BEGIN DATE

NEXT 90-DAY REVIEW

COVENANT REVIEWED · YES / NO

BEGIN AGAIN Confirm the next 12 weekly meetings, recommit to the Covenant, and return to the same five-part rhythm.

LEADERSHIP FORMATION TOOL

LEADER'S TABLE HEALTH REVIEW

A 35-point quarterly scorecard for the Table as a whole.

Read the pattern, discuss the evidence, and choose one improvement.

INSIDE

- Health scorecard
- Pattern analysis
- Improvement plan

Start here · Use with this resource

LEAD A CLEAR CONVERSATION.

For weekly meetings use this rhythm; quarterly and annual resources include their own longer agendas.

Your aim: Encourage one another as followers of Jesus and agree on any support or next step each person wants.
Use with the section you chose from Jesus & Leadership. Everyone may pass. Alone? Write or pray instead of taking turns.

1. **Get ready.** For a weekly meeting, open Weekly and the participant guide. Choose someone to guide the conversation and keep time. Bring a Bible and your own notes. Allow about 60 minutes; share the check-in time fairly. Quarterly and annual sessions have separate plans.
2. **Welcome and look back.** Look at the step you wrote at your previous meeting. Ask: What did I try? What happened? What helped or got in the way? First meeting, no note, or no step chosen? Skip the look back. Simply ask: How are you doing, and what would you like to learn today? If you have not tried your step, say not yet. There is no score. Choose to try again, make it smaller, or choose a different step.
3. **Open Scripture.** The leader chooses the opening: a short Scripture passage, reflection, prayer, or a combination. If reading Scripture, read it in context. Ask: What does this show us about following Jesus as we lead? There is no required passage.
4. **Talk and listen.** Give each person a turn to answer all five: How has my time in the Word been? How is my prayer life? What is God teaching me? What barriers am I facing? What personal updates or needs would I like to share? Listen before moving to the next person.
5. **Choose and write one step.** Invite each person to name one response or request for support; passing is fine. Keep formation ahead of business updates. Write one thing you will do and when you will do it. Keep this note. At your next meeting, return to it before choosing another step. Example: Before Friday, I will read a Psalm and pray for my team on three mornings.
6. **Pray and arrange the next meeting.** Pray for the needs people chose to share. Agree on your next meeting. Keep personal notes private and use the app's explicit save if you want an account record.

After your final session: choose when to review your step privately or with a trusted person. Another group meeting is not required. If you have not prepared, read together and begin where you are.

FACILITATOR GUIDE · 25 MINUTES SUGGESTED

LEADER'S TABLE HEALTH REVIEW

Use the 35-point health scorecard to understand the Table's shared practice, then confirm one improvement and the next 90-day rhythm.

WORDS YOU CAN USE

> *"We are rating how our Table works, not anyone's spiritual maturity. What evidence supports each rating, and what one practice should we strengthen together?"*

HOW TO LEAD THIS STEP

- Read the seven practices on the health scorecard. Discuss examples from the quarter, agree a 1–5 rating for each practice where possible, and total the Table's score out of 35.
- If ratings differ, ask what each person noticed. Note an unresolved difference instead of forcing agreement or averaging away a concern. Compare with the previous quarter only if available.
- Confirm or refine the one adjustment from the Table Review; do not create a second improvement list. Name a willing owner, a specific behavior, a start date, a check-in date, and how you will know it helped. Leave time to close and confirm dates.

INVITE DISCUSSION

- Is our Table protecting trust and confidentiality?
- Are we moving from honest conversation to freely chosen faithful responses?
- What will we begin, stop, or protect, and when will we check whether it helped?

MOVE TO THE NEXT STEP	**Read back what we agreed, check that the owner is willing, and confirm our next meetings and review date before we finish.**

PROTECT TRUST

Anyone may pass or keep an answer private. Invite each voice without requiring a turn; share the available discussion time fairly. Listen before offering advice, ask permission before exploring a personal need, and do not compare people's scores or ask them to hand in personal worksheets.

QUARTERLY SCORECARD

TABLE HEALTH REVIEW

Rate the Table, not individual participants. Use evidence from the full quarter.

TEAM _____

FACILITATOR _____

REVIEW DATE _____

QUARTER _____

PRACTICE	1	2	3	4	5	EVIDENCE
Consistency · We protect the weekly rhythm.	☐	☐	☐	☐	☐	
Presence · People arrive ready and stay engaged.	☐	☐	☐	☐	☐	
Honesty · The room moves beyond polished updates.	☐	☐	☐	☐	☐	
Trust · The Covenant is practiced and repaired.	☐	☐	☐	☐	☐	
Discernment · We listen, pray, and return to Scripture.	☐	☐	☐	☐	☐	
Ownership · Faithful responses become clear when needed.	☐	☐	☐	☐	☐	
Prayer · We carry real people and decisions before God.	☐	☐	☐	☐	☐	

TABLE HEALTH ____ / 35

READ THE PATTERN

WHAT IS THE SCORE TELLING US?

Do not average away the conversation.

CURRENT HEALTH / 35

PREVIOUS HEALTH / 35

STRONGEST PRACTICE

LOWEST PRACTICE

Where did health improve, and what helped?

Where did the Table drift?

What repeated across the quarter?

What does the score not explain?

What needs honest conversation before we begin again?

IMPROVEMENT PLAN

STRENGTHEN ONE PRACTICE

Choose the adjustment with the greatest effect on trust and faithful action.

The practice we will strengthen is...

The specific behavior we will begin, stop, or protect is...

The facilitator will...

Every participant will...

We will know this is helping when...

OWNER

START DATE

CHECK-IN DATE

NEXT HEALTH REVIEW

- ☐ Covenant revisited
- ☐ Improvement named aloud
- ☐ Next 12 meetings scheduled
- ☐ Owner confirmed

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LEADERSHIP FORMATION TOOL

ANNUAL LEADERSHIP REVIEW

Read the year through formation, leadership, relationships, mission, and faithfulness.

Look beyond outcomes to notice who you are becoming and what the next year requires.

INSIDE

Year in review

Four-quarter pattern

Next-year rule

Start here · Use with this resource

LEAD A CLEAR CONVERSATION.

For weekly meetings use this rhythm; quarterly and annual resources include their own longer agendas.

Your aim: Encourage one another as followers of Jesus and agree on any support or next step each person wants.
Use with the section you chose from Jesus & Leadership. Everyone may pass. Alone? Write or pray instead of taking turns.

1. **Get ready.** For a weekly meeting, open Weekly and the participant guide. Choose someone to guide the conversation and keep time. Bring a Bible and your own notes. Allow about 60 minutes; share the check-in time fairly. Quarterly and annual sessions have separate plans.
2. **Welcome and look back.** Look at the step you wrote at your previous meeting. Ask: What did I try? What happened? What helped or got in the way? First meeting, no note, or no step chosen? Skip the look back. Simply ask: How are you doing, and what would you like to learn today? If you have not tried your step, say not yet. There is no score. Choose to try again, make it smaller, or choose a different step.
3. **Open Scripture.** The leader chooses the opening: a short Scripture passage, reflection, prayer, or a combination. If reading Scripture, read it in context. Ask: What does this show us about following Jesus as we lead? There is no required passage.
4. **Talk and listen.** Give each person a turn to answer all five: How has my time in the Word been? How is my prayer life? What is God teaching me? What barriers am I facing? What personal updates or needs would I like to share? Listen before moving to the next person.
5. **Choose and write one step.** Invite each person to name one response or request for support; passing is fine. Keep formation ahead of business updates. Write one thing you will do and when you will do it. Keep this note. At your next meeting, return to it before choosing another step. Example: Before Friday, I will read a Psalm and pray for my team on three mornings.
6. **Pray and arrange the next meeting.** Pray for the needs people chose to share. Agree on your next meeting. Keep personal notes private and use the app's explicit save if you want an account record.

After your final session: choose when to review your step privately or with a trusted person. Another group meeting is not required. If you have not prepared, read together and begin where you are.

PRIVATE PREPARATION

BEFORE YOU REVIEW THE YEAR

Personal reflection belongs to the person, not to an evaluation process.

PREPARE

Before the gathering, invite each leader to complete the Annual Leadership Review privately, using any available quarterly Pulses as context. Missing quarters are not a failure; start with what you have. Bring agreed Table-level themes from the quarterly reviews, not other people's private worksheets. Allow about 60–75 minutes together, or agree on another pace before beginning.

PROTECT PRIVACY

This is formation, not a performance review. Anyone may pass, keep answers private, or ask for a later conversation. Do not collect personal reviews, rank leaders, average historical scores, or treat disclosure as proof of growth. Record only agreed themes and actions; ask permission before recording personal details. Keep the Covenant's safety and reporting boundaries.

WORK THROUGH THE REVIEW

- Begin with remembrance: name grace, gratitude, grief and pressure honestly.
- Use available quarterly Pulses to notice movement and context, not to calculate a yearly grade.
- Reflect on formation, leadership, relationships and mission. Choose a few realistic practices for the next year.
- Keep these pages private. If you join the annual Table reset, choose one theme you freely want to share, or pass. You do not have to hand this review to the facilitator.

OPTIONAL WORDS

We are here to notice how God has met us while we followed Jesus and led others—not to grade one another. What is one grace, pressure, or lesson from this year you freely want to name? Passing is welcome.

OPENING AT THE GATHERING

The leader chooses whether and how to open: a brief welcome, silence, Scripture read in context, or prayer. No prescribed passage or opening exercise is required.

LOOK BACK

READ THE YEAR WITH GOD

Begin with remembrance, gratitude, grief, and truth.

NAME

ROLE

YEAR

REVIEW DATE

Where did I see God's grace, provision, correction, or invitation?

What brought life and holy energy?

What created sustained pressure, grief, or depletion?

Where did I lead faithfully regardless of outcome?

What did I avoid, delay, or carry alone?

FOUR-QUARTER VIEW

READ MOVEMENT ACROSS THE YEAR

Use the four Leadership Pulses as context. Do not average them into one verdict.

AREA	Q1	Q2	Q3	Q4	PATTERN / INSIGHT
Abiding					
Character					
Leadership					
Relationships					
Mission					
Table					

What strengthened over the year?

What weakened or repeated?

What season or circumstance changed the pattern?

What truth do I need to receive without minimizing or exaggerating?

INTEGRATE

FORMATION, LEADERSHIP, AND RELATIONSHIPS

Name what the year revealed beneath the activity.

FORMATION · Who am I becoming?

LEADERSHIP · What changed in how I carry responsibility?

RELATIONSHIPS · Where did trust grow, repair happen, or boundaries become clearer?

MISSION · What work was truly mine to carry?

WHOLENESS · What pace, practice, or support helped me remain present to God and people?

BEGIN AGAIN

A RULE FOR THE NEXT YEAR

Choose a small set of practices that can actually shape your life and leadership.

AREA	PRACTICE I WILL PROTECT	BOUNDARY / SUPPORT	REVIEW RHYTHM
Abiding			
Formation			
Leadership			
Relationships			
Rest + margin			

My leadership focus for the next year is...

The faithful work I will stop carrying is...

The people who will help me remain honest are...

NEXT ANNUAL REVIEW

FIRST 90-DAY REVIEW

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LEADERSHIP FORMATION TOOL

ANNUAL TABLE REVIEW + RESET

Look across the year. Protect what worked. Reset what will strengthen the Table.

Close the cycle with honesty and begin the next year with clarity.

INSIDE

Year review

Covenant reset

Next-year plan

Start here · Use with this resource

LEAD A CLEAR CONVERSATION.

For weekly meetings use this rhythm; quarterly and annual resources include their own longer agendas.

Your aim: Encourage one another as followers of Jesus and agree on any support or next step each person wants.
Use with the section you chose from Jesus & Leadership. Everyone may pass. Alone? Write or pray instead of taking turns.

1. **Get ready.** For a weekly meeting, open Weekly and the participant guide. Choose someone to guide the conversation and keep time. Bring a Bible and your own notes. Allow about 60 minutes; share the check-in time fairly. Quarterly and annual sessions have separate plans.
2. **Welcome and look back.** Look at the step you wrote at your previous meeting. Ask: What did I try? What happened? What helped or got in the way? First meeting, no note, or no step chosen? Skip the look back. Simply ask: How are you doing, and what would you like to learn today? If you have not tried your step, say not yet. There is no score. Choose to try again, make it smaller, or choose a different step.
3. **Open Scripture.** The leader chooses the opening: a short Scripture passage, reflection, prayer, or a combination. If reading Scripture, read it in context. Ask: What does this show us about following Jesus as we lead? There is no required passage.
4. **Talk and listen.** Give each person a turn to answer all five: How has my time in the Word been? How is my prayer life? What is God teaching me? What barriers am I facing? What personal updates or needs would I like to share? Listen before moving to the next person.
5. **Choose and write one step.** Invite each person to name one response or request for support; passing is fine. Keep formation ahead of business updates. Write one thing you will do and when you will do it. Keep this note. At your next meeting, return to it before choosing another step. Example: Before Friday, I will read a Psalm and pray for my team on three mornings.
6. **Pray and arrange the next meeting.** Pray for the needs people chose to share. Agree on your next meeting. Keep personal notes private and use the app's explicit save if you want an account record.

After your final session: choose when to review your step privately or with a trusted person. Another group meeting is not required. If you have not prepared, read together and begin where you are.

FACILITATOR GUIDE

PREPARE A SAFE ANNUAL RESET

Use these words as help, not as a required script.

BEFORE YOU MEET	Before the gathering, invite each leader to complete the Annual Leadership Review privately, using any available quarterly Pulses as context. Missing quarters are not a failure; start with what you have. Bring agreed Table-level themes from the quarterly reviews, not other people's private worksheets. Allow about 60–75 minutes together, or agree on another pace before beginning.
OPENING	The leader chooses whether and how to open: a brief welcome, silence, Scripture read in context, or prayer. No prescribed passage or opening exercise is required.
PROTECT THE ROOM	This is formation, not a performance review. Anyone may pass, keep answers private, or ask for a later conversation. Do not collect personal reviews, rank leaders, average historical scores, or treat disclosure as proof of growth. Record only agreed themes and actions; ask permission before recording personal details. Keep the Covenant's safety and reporting boundaries.

THE SEQUENCE

- Look back together · 20–25 minutes
- Renew the Covenant · 15–20 minutes
- Agree on the next season · 20–25 minutes

Use the following three guided stages before completing the planning worksheets. Record agreed themes and actions only. Completing a stage means the conversation was offered, even if someone passed; it does not certify spiritual progress.

FACILITATE · 1 OF 3

LOOK BACK TOGETHER · 20–25 MINUTES

Listen without grading, pressuring disclosure, or deciding for someone.

YOU MIGHT SAY **We are here to notice how God has met us while we followed Jesus and led others—not to grade one another. What is one grace, pressure, or lesson from this year you freely want to name? Passing is welcome.**

LEAD THE CONVERSATION

- Give everyone a few quiet minutes with their own review. Then model one brief, honest response and invite each person in turn without pressing for details.
- Read the agreed quarterly Table themes in order. Ask: What strengthened? What pressure repeated? What changed with the season? Notice movement and faithful response, not a numerical verdict.
- Read back one or two shared themes: Is this fair to our year? What should we keep or change? Write only the themes the group agrees to record.

Agreed themes only · What should we keep or change?

Anyone may pass. Ask permission before recording personal details; follow the Covenant's safety and reporting boundaries.

FACILITATE · 2 OF 3

RENEW THE COVENANT · 15–20 MINUTES

Listen without grading, pressuring disclosure, or deciding for someone.

> **YOU MIGHT SAY** **Let's read our Covenant again. Which commitment protected trust? Where did our practice drift? What do we need to clarify so this remains a place to follow Jesus honestly?**

LEAD THE CONVERSATION

- Read the Table Covenant aloud, including confidentiality and safety boundaries. Discuss the group's practices without naming or blaming an individual.
- If repair is needed, acknowledge it without requiring a public confession. Ask whether a private follow-up is wanted; do not force a sensitive conflict into the room.
- State each proposed clarification plainly and invite questions or disagreement. Ask each person whether they freely want to renew this commitment; allow time to decide. Record agreed wording and unresolved follow-up, not a verdict on anyone.

Agreed Covenant wording and unresolved follow-up only

Anyone may pass. Ask permission before recording personal details; follow the Covenant's safety and reporting boundaries.

FACILITATE · 3 OF 3

AGREE ON THE NEXT SEASON · 20–25 MINUTES

Listen without grading, pressuring disclosure, or deciding for someone.

> **YOU MIGHT SAY** **What one change would help us follow Jesus together more faithfully next season? What can we realistically commit to, and who needs time before deciding?**

LEAD THE CONVERSATION

- Invite each person to continue, step away, or decide later without having to defend that choice. Arrange any participant changes privately; do not vote on someone's spiritual maturity.
- Confirm a willing facilitator, participants who have agreed, weekly day, time and location, restart date, four quarterly review dates, and the next annual reset. Leave undecided items open with an owner and follow-up date.
- Choose one practical improvement together. Name a willing owner, first action and check-in date. Read the plan back and ask: Is this what we agreed, and is it manageable?
- Record the agreed next-season plan and commitments. Online, save before leaving the page, then update Setup with confirmed people and dates. On paper, keep the agreed plan with the Table's records, separate from personal reviews. Close with thanks and, if helpful, prayer in your own words. Completion marks the process, not anyone's spiritual progress.

Agreed improvement · willing owner · first action · check-in date

Keep undecided items open with a follow-up owner and date. Each person keeps their own personal review.

LOOK ACROSS THE YEAR

WHAT BECAME TRUE OF THIS TABLE?

Bring the four quarterly health reviews and read movement across the year.

TEAM

FACILITATOR

YEAR

REVIEW DATE

QUARTER	HEALTH / 35	STRONGEST PRACTICE	PRIMARY PRESSURE	IMPROVEMENT CHOSEN
Q1				
Q2				
Q3				
Q4				

What became stronger?

Where did the Table repeatedly drift?

What helped trust grow?

What weakened the room?

REVIEW THE PURPOSE

FORMATION BEFORE OPERATIONS

Confirm that the Table is still serving the purpose it was built for.

How did this Table help leaders follow Jesus while leading others?

Where did operations, reporting, or problem-solving take over?

What evidence shows deeper honesty, discernment, prayer, or follow-through?

What should remain exactly the same next year?

PURPOSE STATEMENT

The Leader's Table exists to help leaders seek God, tell the truth, receive wisdom, pray together, and follow through faithfully.

RESET THE TABLE

PEOPLE, RHYTHM, AND COVENANT

Make the structural decisions for the year ahead.

FACILITATOR

WEEKLY DAY + TIME

LAUNCH / RESTART DATE

ANNUAL REVIEW DATE

QUARTER	90-DAY REVIEW DATE	FACILITATOR / OWNER
Q1		
Q2		
Q3		
Q4		

Who has freely agreed to continue, and who needs time to decide?

What participant change needs a private follow-up?

What Covenant commitment needs renewed attention?

What schedule or location change will strengthen consistency?

BEGIN AGAIN

CHOOSE ONE IMPROVEMENT

Do not carry a long list into the next year.

The one thing that will most strengthen our Leader's Table next year is...

The behavior or practice we will protect is...

The willing facilitator will...

The participants have freely agreed to...

We will review this improvement on...

- ☐ Covenant reviewed
- ☐ Weekly cadence scheduled
- ☐ Improvement owner named
- ☐ Willing participants confirmed
- ☐ Four review dates scheduled
- ☐ First meeting confirmed

IMPROVEMENT OWNER

FIRST CHECK-IN

NEXT ANNUAL RESET