

Chapter 3: Getting Started

The Leadership Team is KEY to the success of the Huddle. Therefore, the first critical step to the success of the Huddle is the selection of the Leadership Team. While all students are welcome to attend Huddle meetings, leaders need to meet certain standards. On the next page you will find a description of the leadership selection process. Do not take this process lightly. As you commit time to the Leadership Team, planning, working and praying together, you will begin to see your Huddle grow in exciting ways.

What You Do Now!

1. Trust in the Lord (Proverbs 3:5, 6) and pray for God's wisdom, guidance and strength as you move ahead. (Philippians 4:6, 7)
2. All adult Leaders (anyone over the age of 18) need to fill out the Ministry Leader Application (page 198) and return it to the local FCA office.
3. Assemble your Leadership Team.
4. After your leadership has been selected, send a copy of the completed applications (pages 47-49) for the Leadership Team to your local FCA staff member.
5. Meet as a Leadership Team and plan ongoing meetings. Huddle Coaches should focus to help equip the student Leadership Team as they plan the Huddle meetings. Five Leadership Meetings are designed (pages 53-73) to help you get started.
6. With the student leaders, set your first two Leadership Team meetings to select your six meeting dates (refer to your school calendar). Weekly leadership meetings are suggested.
7. Prepare your promotional flyer (sample and working copies are on pages 189-190).
8. Be prepared! Make assignments and delegate. Involve other coaches and adults and encourage the student leadership as they take the lead.
9. Relax, smile, and HAVE FUN! FCA is...sharing "good news!"

Selecting Your Leadership

A chain is only as strong as its weakest link; therefore, the selection of the right persons is crucial to the success of your FCA Huddle.

Leadership Criteria

1. **Committed Christian** – has accepted the challenge and adventure of receiving Jesus Christ as Savior and Lord, and has demonstrated this by the walk and talk. Must also subscribe to FCA's Statement of Faith. (See page 8 of the **Playbook**.)
2. **Athlete** – active on a recognized school team at the junior or senior high level. On the college level, at least have had an athletic background. Is involved in the world of athletes and coaches.

3. **Influence** – influences his/her relationships through a positive Christ-like example, both on and off the field or court.
 4. **Church** – actively involved in service through the local church. (See **Campus eEquipment CD** for questions regarding different religions and beliefs.)
- *Suggestion: Select officers by April 30 to allow for Leadership Camp attendance and a good start in the fall.

Selection Process

If your Huddle already exists:

1. Discuss qualities of leadership. Before you hold nominations for leadership, discuss the qualities of a good leader found in 1 Timothy 3:1-13, Titus 1:6-9 and Titus 2:6-8 with the Huddle.
2. Hold general nominations (no offices).
3. An application should be filled out by each nominee. (See **Playbook** page 47-49, FCA Student Leader Application.)
4. Screen the applications you receive. You may want to assemble a team of people to help you in this process.
5. Set up 10-minute interviews with qualified nominees.
6. Names of those who have passed the interview process are submitted to Huddles for election.
Optional:
 - a) Select four to six positions and have officers choose offices among themselves.
 - b) Select by office based on leaders' qualifications and desires.
7. Selected leaders should sign up to join TeamFCA. Utilize the tools in FCA's Teammate packet (see page 174 in the **Playbook**) to enhance your Huddle.

If you are a new Huddle:

1. Assemble a group of at least four interested students who would like to start a Huddle.
2. Have each student complete a Student Leader Application (found in the **Playbook**, pages 47-49).
3. Screen the applications you receive. You may want to assemble a team of people to help you in this process.
4. Set up 10-minute interviews with each applicant to review their application. During this time, discuss the qualities of leadership with each individual as found in 1 Timothy 3:1-13, Titus 1:6-9 and Titus 2:6-8 with the Huddle.
5. Begin meeting with those who fit the qualities of leadership and pass the screening process.
6. Selected leaders should sign up to join TeamFCA. Utilize the tools in FCA's Teammate packet (see page 174 in the **Playbook**) to enhance your Huddle.

Huddle Coach's Responsibilities

Your role as Huddle Coach is a diverse one. You are coach, manager, trainer, referee and teammate to the athletes. Along with your willingness to serve in each of these capacities comes a certain amount of leadership. Most importantly, however, your individual contribution and dedication in working with these athletes will assure you of a winning season.

We have developed the following set of guidelines to help you fulfill your role as FCA Huddle Coach:

1. Complete Ministry Leader Application and turn in to the local FCA office (See page 198).
2. Be willing to invest a minimum of two evenings a month for Huddle meetings.
3. Be willing to learn and grow in the Christian life along with your Huddle.
4. Provide the athletes with a positive, consistent Christian model to follow.
5. Be available to guide and to listen to each Huddle member, yet provide an atmosphere where members can seek and find their own answers to problems.
6. Assist the group in making decisions on such things as fund raising and service projects.
7. Allow the Huddle officers to help plan future programs and meet with them regularly to discuss and evaluate meetings and group activities.
8. Inform Huddle members of FCA activities on the local, state and national levels.
9. Understand FCA's Youth Protection Policy and ensure that it is strictly enforced. (See pages 202-203.)
10. Become an official member of TeamFCA and encourage athletes and other coaches to join, so they, too, can receive the benefits.
11. Make sure your Huddle is sanctioned (registered as official) with the FCA National Office. Contact your local staff person if you have questions about this process.

A Huddle Coach is not a theologian with impressive degrees, nor is he or she expected to have an answer to all spiritual questions that arise. An effective Huddle Coach is not a workaholic who puts FCA ahead of family, church or profession. A Huddle Coach is not expected to function as a Lone Ranger. There are FCA staff members at the local, regional and national levels to serve and help with programs and activities.

Assistant Huddle Coach's Responsibilities

1. Complete the Ministry Leader Application and turn in to staff (page 198).
2. Complete the FCA Student Leader Application and turn in to staff (page 47).
3. Be willing to invest a minimum of two evenings a month for Huddle meetings.
4. Be willing to learn and grow in the Christian life along with your Huddle.
5. Provide the athletes with a positive, consistent Christian model to follow.
6. Be available to guide and to listen to each Huddle member, yet provide an atmosphere where members can seek and find their own answers to problems.
7. Assist the Huddle Coach in any way possible.
8. Provide a communication link between the Huddle and the Booster Club in the area.
9. Provide the adult logistical support for Camps, Huddle meetings and special events.
10. Understand FCA's Youth Protection Policy and ensure that it is strictly enforced. (See pages 202-203.)
11. Become an official member of TeamFCA and encourage athletes and other coaches to join so they, too, can receive the benefits.

Captain's Responsibilities

1. Demonstrate leadership and live a consistent Christian life.
2. Complete the FCA Student Leader Application and turn in to staff (page 47).
3. Understand the FCA program on the local, regional and national levels.
4. Complete the five Basic Training Sessions (pages 53-73).
5. Ensure that officers do their jobs faithfully and that all committees function effectively.
6. Meet a minimum of once a week to work closely with the Huddle Coach and officers of the Huddle to plan interesting and effective programs related to Christian living.
7. Make sure Huddle activities are varied with discussions, films, tapes, speakers, etc.
8. Read the Youth Protection Policy of FCA and ensure that it is followed. (See pages 202-203.)
9. Become an official member of TeamFCA and encourage fellow athletes to join.
10. Communicate regularly with the nearest adult chapter.
11. Promote FCA Camps to athletes and coaches in school.

Co-captain's Responsibilities

1. Demonstrate leadership and live a consistent Christian life.
2. Complete the FCA Student Leader Application and turn in to staff (page 47).
3. Understand the FCA program on the local, regional and national levels.
4. Complete the five Basic Training Sessions (pages 53-73).
5. Assist the Captain in any way.
6. May lead the program or serve as a project coordinator.
7. Help to provide refreshments, chairs, equipment, etc., for meetings.
8. Keep Huddle members informed of pertinent information from national and local FCA offices.
9. Attempt to have all sports represented in the Huddle.
10. Become an official member of TeamFCA and encourage others to join.
11. Coordinate the publicity of Huddle meetings and special events.

Recruiter's Responsibilities

1. Demonstrate leadership and live a consistent Christian life.
2. Complete the FCA Student Leader Application and turn in to staff (page 47).
3. Complete the five Basic Training Sessions (pages 53-73).
4. Coordinate a fall and spring National Teammate Drive each year.
5. Encourage all who attend the Huddle to become a member of TeamFCA by signing the competitor's creed and officially joining. (see page 174 for details). For more details, go online at www.fca.org
6. Promote official membership in FCA to all those who attend Huddle meetings. Encourage adult volunteers to join, too.



Secretary's Responsibilities

1. Demonstrate leadership and live a consistent Christian life.
2. Complete the FCA Student Leader Application and turn in to staff (page 47).
3. Complete the five Basic Training Sessions (pages 53-73).
4. Keep records of all Leadership meetings.
5. Write all correspondence for the group, including thank you notes when meeting in homes, for guest speakers, etc.
6. Handle all communication with local and state offices and the Home Office in conjunction with the Huddle Coach.
7. Keep notes of activities and events so they can be used as a guideline for future Huddles.
8. Become an official member of TeamFCA and encourage others to join.

How Should Leaders Prepare for Meetings?

Be in prayer

Pray everyday for FCA before you even come, pray about the meeting and events. Pray with others as often as possible. Pray that God would soften and prepare hearts to accept the message and pray that He would use you to minister in a special way!

Be early

The times before and after the meetings are prime ministry times; plan to take advantage of these times.

Be positive

Your attitude and enthusiasm will make or break the meeting. Smile! Remember, you are probably the first face a new person will see.

Be enthusiastic

Whatever we are involved in should be viewed by all as the “coolest” thing we could possibly be participating in at that time.

Be alert

Look for those who are hurting and try to minister to them or point them out to a leader of the same sex. Don't just be with others you feel comfortable with.

Be one who mingles

Don't let one person occupy all your time. It is our goal to have every student talked to by a leader at every meeting. A group of leaders standing around talking and laughing only with each other is not helping us reach our goal, and it is poor stewardship of our time. Purposely make eye contact with the people. Make people feel welcome. This may not come naturally, so practice. Call people by name. Make a point to remember their names.

Plan a contact

At the meeting, try to make arrangements for “outside” contact with at least one student in the coming week. Find out what they are involved in this week. If you can't make it to the event, call and see how it went. Did they win, were they nervous, etc.

Plan to stay late

Don't run out the door. Be available to students. Most nights, there will also be tearing down to do or “junk” to clean up and put away.

What Should Leaders Do at Meetings?

The Captain

- A. Starts and oversees the Leadership meeting. This includes:
 - ▶ Devotion – pre-select a leader to share one.
 - ▶ Accountability and Prayer – Split into small groups, guys and girls, to share personal praises and prayer requests. Then pray for the specific needs of the FCA ministry.
 - ▶ Planning:
 - Huddle Meeting(s)** – Make sure all members of the Leadership Team are ready to execute their roles, such as skit, game, speaker, small groups and other servant roles.
 - Special Projects** – The Co-Captain will lead this planning and discuss the details needed to complete upcoming projects including campus outreach, service projects, etc.
- B. Makes sure FCA starts on time and leads the Huddle meeting.
- C. Assists other leaders with their roles.
- D. Invests in other leaders (ask how they are, how their walks with Christ are, pray with them, etc.). Work together with the Co-captain on this.
- E. Looks to recruit leaders for the next semester.

The Co-Captain

- A. At Leadership meetings, leads the discussion about upcoming special projects and then helps the Huddle carry them out.
- B. Leads the Leadership and/or Huddle meeting if the captain is absent.
- C. Assists other leaders with their roles.
- D. Invests in other leaders (ask how they are, how their walks with Christ are, pray with them, etc.). Work together with the Captain on this.
- E. Looks to recruit leaders for the next semester.

The Secretary

- A. At Leadership meetings, takes notes about the upcoming Huddle meeting and prepares an agenda including announcements.
 - B. Makes the announcements.*
 - C. Creates and gets others to distribute event flyers and calendars.
 - D. Sends out a weekly e-mail announcing upcoming events.
- * Have all the announcements written out before you share them with the group. They should be clear and concise.

The Treasurer

- A. Attends Leadership meetings.
- B. Makes sure food is ordered for the night and the snack area is stocked with the needed paper products.
- C. Tracks money spent and turns in receipts to Huddle Coach or student government.
- D. Prepares the budget for the next year.

Other Leaders

The Game Director

This position requires you to coordinate and oversee games and community builders during FCA. The objective of this position is to create a sense of community by giving students the opportunity to develop new friendships in a non-threatening situation. FCA will supply the idea books and practical supplies you need to conduct the activities.

- A. Attend Leadership meetings.
- B. Prepare all needed materials for the game.
- C. Make sure the directions are clear and concise.

The Skit Director

This leader directs a group of students performing a drama for FCA. The purpose of the drama is to help share a spiritual truth or break the ice to make people feel welcome. FCA has many resources to help provide skit ideas.

- A. Attend Leadership meetings.
- B. Meet with those performing in the skit before the Huddle meeting for final preparations.
- C. Have actors off to the side and up front before the performance.
- D. Practice the skit with the actors at least one time before the day of performance.

The Speaker Contact/Host

This leader books speakers and welcomes them when they come to speak for FCA. Contact your local staff person for a list of potential speakers.

- A. Attend Leadership meetings
- B. Greet the speaker when they arrive.
- C. Send a thank you note within two weeks thanking the presenter for speaking to your Huddle.
- D. When selecting speakers, we need to preview all that come to speak for FCA. Use the local FCA speakers list or check with your local staff person when considering a speaker.
- E. Call and book speakers at least three weeks in advance. This gives them time to plan and us time to find other speakers if they cannot come.
- F. Always have a video ready if a speaker by chance does not show up. It happens. We always want to have a back-up plan.

The Worship Leader

This position comes with awesome responsibility. This leader will lead the rest of the group into the throne room of God. Spiritual preparation is essential to prepare your heart for this role.

Procedures

- A. Attend Leadership meetings.
- B. Prepare sound equipment (if needed).
- C. Prepare overheads and recruit someone to change them.

The Helpers

Helpers assist with technical aspects of the ministry, including ushering people to their seats; passing out Bibles and small group discussion questions; collecting the welcome cards; and maintaining the general orderliness of the Huddle meeting place.

- A. Attend Leadership meetings.
- B. Collect welcome cards after announcements.
- C. Pass out Bibles after worship.
- D. Pass out questions to small group leaders.

The Café Hosts

Café Hosts make students feel welcome and act as servants. These Leaders are loved because they have the food and minister over the counter.

- A. Attend Leadership meetings.
- B. Make sure food area is stocked.
- C. Man this area when people start arriving to offer snacks and drinks.
- D. Serve in this area after our small group time. We should have at least two people serving at a time. Gotta have great service!

The Hospitality/Newcomer/Correspondence Team

This group helps welcome people to FCA and build relationships. We never want to see students sitting by themselves or being wallflowers. With the hospitality team at work, all students are included. The responsibility of this team is to befriend students in the fellowship who are visiting, here for the first time or haven't developed friends. The objective of this team is to help students establish friends and make them feel welcome in God's house.

- A. Attend Leadership meetings.
- B. Introduce yourself to guest(s) and ask their name. Make a point to remember their name.
- C. Introduce the guest(s) to other Leadership members and students.
- D. If it is the student's first time, make sure they fill out a welcome card. Work with the Secretary to create a database to track information: personal information, when they have attended FCA and when we have contacted them.

- E. Has student sit with you and/or another person they feel comfortable with. Stays with them during service.
- F. Contact newcomers with a phone call and/or e-mail within a week. Over the next two weeks help them get plugged into a small group and/or meet with someone from Leadership at a time other than Huddle meetings.
- G. Contact regulars they haven't seen in two or three weeks with a phone call or e-mail. Say, "we have missed you" and asks if and how we can pray for them.
- H. Send birthday cards, "we miss seeing you" cards, e-mails, phone calls, etc. Each person should hear from us at least four times during the semester.

The Outreach Coordinator

- A. Attend Leadership meetings.
- B. Introduce yourself to all the coaches and a key Christian athlete on each team. Let them know about FCA, what we offer (Huddle meetings, small groups, Bibles) and act as a resource for them. Bring the teams FCA flyers and updates.
- C. Plan a strategy to reach out to coaches, athletes and the entire campus.

FCA Student Leader Application

Instructions: Please fill out this form and return to your Huddle Coach if you are interested in being considered as an FCA Leadership Team member this coming school year.

Personal Information

Date _____ School _____
 Name _____ Current grade _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Email address _____
 School sport(s)/other club activities _____

 Parent's name _____
 Address _____
 City _____ State _____ Zip _____
 Parent's phone _____

Church Service

Current church you attend _____
 Address _____
 City _____ State _____ Zip _____

Are you a member? Yes No

In what area of church life do you now participate?

Pastor/Priest's name _____

FCA Experience

Briefly list your FCA involvement:

What office are you interested in?

Why would you like to be part of the FCA Leadership Team?

What is the purpose of FCA?

Are you a current FCA Teammate? Yes No

Complete the following. (If you need more space, please continue on a separate sheet.)

1. What do you think it means to be a Christian?
2. Explain when and how your walk with Christ began.
3. Have you come to the place in your own spiritual life where you know for certain that, if you died today, you would go to heaven? Yes No
4. If you were to die today and stand before God, and He asked you, "Why should I allow you into heaven?" what would you say?
5. FCA's ministry presents Jesus Christ as Lord and Savior by evangelism through fellowship. Speaking in tongues, healings, prophesying and baptism are a part of the Christian experience for many people; however, the FCA chooses not to focus on them but on the basics of the gospel of Christ. Do you agree to keep the focus on the gospel of Christ and not on these or other denominational issues? Yes No

FCA's Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men (women) regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

5. Do you agree with the FCA's Statement of Faith? Yes No
- 1 Timothy 4:12 Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity. I understand that as a leader in FCA my life is an example to others.

FCA's Sexual Purity Statement

God desires His children to lead pure lives of holiness. The Bible is clear in teaching on sexual sin including sex outside of marriage and homosexual acts. Neither heterosexual sex outside of marriage nor any homosexual act constitute an alternative lifestyle acceptable to God.

While upholding God's standard of holiness, FCA strongly affirms God's love and redemptive power in the individual who chooses to follow Him. FCA's desire is to encourage individuals to trust in Jesus and turn away from any impure lifestyle. (For a more complete Sexual Purity Statement, see page 115 of this **Playbook**.)

6. Will you conform to the FCA's Sexual Purity Policy? Yes No
7. Have you, or will you at this time commit to living a drug, alcohol and tobacco-free life? Yes No

As an officer, I will be accountable to the other officers, Huddle Coach(es) and FCA staff. I understand that if I am found being involved in a lifestyle that does not conform to the FCA's Sexual Purity Statement, or break my commitment to living a drug-, alcohol- and tobacco-free life, that it means that I will need to step down from my leadership position with the Fellowship of Christian Athletes. This does not mean that I am a bad person and that the FCA does not love me and want me involved; this is in order to protect the integrity of the ministry and to protect the ones to which we are ministering.

Signature _____ Date _____

How to Plan Your Year

One of the keys to a successful Huddle is planning. The Leadership Team must chart the course! The first five chapters of the **Playbook** is designed specifically to help the Leadership Team plan together. Four steps to begin your planning are:

1. Commit to meeting together as a Leadership Team, working together to plan for the Huddle.

The Huddle Planning Sheet (page 67), is a tool to be used throughout the year as you meet together as a Leadership Team. The Huddle Planning Sheet (page 67), and the Meeting Topic Survey (page 173) are tools to help you early in the year as you decide your programs.

2. Identify resources that you can use.

- ▶ After paying your renewal fee, your Huddle will receive an **FCA Resource Kit** with various materials. The **Playbook** and the **Athlete's Bible** will be in this kit along with many other materials. Review these materials.
- ▶ Utilize the **Playbook** and the **Athlete's Bible** with many more meeting ideas, Warm-ups and Workouts. Become familiar with the resources that FCA offers to enhance your Huddle in the Resource section of the **Playbook**. Make copies of pages of the **Playbook** for FCA purposes.
- ▶ The **Campus eEquipment** is a CD – the digital locker room for your Huddle. It contains resources through our **Huddle Ministry Planner** that will help you create over 100,000 different combinations of Huddle events. It contains the X factor Training that will help your Huddle Leaders be trained to lead an incredibly effective Huddle Ministry. The last thing that the **Campus eEquipment** contains is the **Huddle Scouting Report**. This is a self-scoring tool to help your Huddle's leaders know how to be more effective. In addition to all of this, the **FCA Resource DVD** contains many videos for your Huddle meetings.
- ▶ The **TeamFCA** program provides tools for your members at a great value. (See page 174.) Learn how to be a more committed competitor.
- ▶ **Sharing the VICTORY** magazine is a great tool that can be used in the Huddle and as an outreach tool to share your faith.
- ▶ **Huddle Coach Network** is a Web-based monthly newsletter (Sept. through May) that keeps you up-to-date on what's happening in FCA. It also gives you a proven tip – “One that Works” – sent in by other Huddle Coaches. Each month the “Training Table” feature provides a meeting devotional based on an article from a current **Sharing the VICTORY** magazine. HCN is only available at FCA's Web site: www.fca.org/resources/hcn. You may print out a copy of for FCA purposes.
- ▶ Check with your local and state FCA offices regarding a speakers list, video lending library and other resources. Also, local churches and Christian bookstores can be a great resource for ideas and materials.



3. Consult a school calendar and use a monthly calendar to schedule your FCA year.

Schedule guest speakers, video nights, special events, parent nights, retreats, service projects, etc. (Use a pencil so you can make changes easily.) Be sure to include FCA Camp as one of your summer activities.

4. Determine the costs to carry out your program and schedule needed fund-raising projects (see **Campus eEquipment CD**).

Also, work with an FCA Adult Chapter and let them know your needs so they can help your Huddle raise money. Your local FCA staff person can help out in contacting the Adult Chapters in your area.

Material Especially for the Leadership Team to Cover Together:

- ▶ FCA's Protection and Purity Policies (pages 110-115).
- ▶ FCA's Emphasis on Safety (**Campus eEquipment CD**).
- ▶ Crisis Counseling – How the Leadership will handle a crisis (**Campus eEquipment CD**).
- ▶ Utilize **Sharing the VICTORY** magazine and **Huddle Coach Network**.