



Metropolitan Community Church of Toronto

Summary of Key Steps for Program Development Process

Thank you for coming forward with your idea. We are very excited about the new programs being developed here at our Church. Attached is a document outlining the program development process, and below is a summary of the key steps. This process is designed to facilitate the success of your program. Your Coach will be more than willing to answer any of your questions and to be of assistance.

1. A leader comes forward with an idea.
2. Leader writes a draft of their idea.
3. A Coach is assigned.
4. Coach and leader review draft.
5. Team Leader recruits coordinating team.
6. Coordinating team rewrites the draft of the idea and completes the Guide to Success.
7. Training of the coordinating team occurs.
8. Launch date is chosen and program is officially launched.



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Program Development Process

1. Someone comes forward with a passion for a particular idea. Program development will be person focused – it is easy to be seduced by an idea but without people, it will not work. If a person comes forward with an idea, we have to be sure we have a leader who is passionate about it.
2. The leader is assigned a coach who meets with them to review the “Philosophy of Ministry” and the “Leadership Covenant” to ensure that they fully understand the principles in both documents, and that they will fully buy into/adhere to these principles.
The Philosophy of Ministry” outlines how we do programs at our church. The ‘Leadership Covenant’ is a two-way document which states what the church will pledge to support the leader and identifies some of the things we ask of the leader. If the leader agrees to the ‘Leadership Covenant’, the program can then be initiated.
3. Once understanding and buy-in to the principles are received, then the leader writes out a draft of their idea in a page or two. In the case of “core” programs, this draft is completed in conjunction with the supervising staff member.
4. The Coach reviews the draft, asks questions for clarification and determines whether the idea fits within our DNA. The Coach then discusses with the Leader the skills needed for the members of the coordinating team. The Team Leader then recruits members for the team based on the draft of the idea, skills needed and the excitement expressed by the potential members. Regular participation in the life of the Church is required of the majority of a program’s coordinating team. Membership in the Church is not required to participate in programs. If the Leader is unable to find people with the skills and excitement needed, the leader can (a) approach the Volunteer Ministry to see if there have been any other expressions of interest in their idea, (b) draft an article for 3 issues of Sunday News indicating that a team is being put together and listing the skills being sought. No verbal announcements or Sunday commercials are possible at this point. If a coordinating team with the skills necessary cannot be found, the idea may be placed in the “Catalogue of Ideas” and goes no further until a leader comes forward.
The ‘Catalogue of Ideas’ is a list that will be a repository for ideas for programs. It is not a list that people have to pick from or that binds people. It is meant as a place where we gather good ideas that might give somebody a spark – and every fourth point on the list will read “and whatever else God calls you to do”. For instance, if ‘Women’s Retreats’ is in the ‘Catalogue of Ideas’, it might inspire somebody. Or, perhaps somebody thinks they have a

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great idea, but they don't feel called – the idea could be added to the 'Catalogue of Ideas'. If somebody looks at the list and sees the idea 'Women's Retreats', they might indicate that they don't feel they are a very good leader, but they would be interested in helping. The Volunteer Ministry will take note of this and will keep lists of people who have expressed an interest, so if/when a leader comes forward, the Volunteer Ministry can give that person the names of people who have expressed an interest.

5. If a Coordinating Team is found, then they review the draft idea and make appropriate revisions so they can fully own the idea. This is then given to the Coach for feedback.
6. The Team then completes the "Guide to Success". This is then given to the Coach for feedback. Once the Guide is in good shape, the Coach begins to draft any Proscriptive Guidelines necessary. The Coach seeks assistance in this by keeping staff and the 4 management teams informed of the development of the program and specifically asking them for input re proscriptive guidelines once the guide is nearing completion.
7. During all this process, the Coach is focused on building a trusting relationship with the Team Leader. The Coach does not meet with the Team nor communicate with team members. The Coach advises and supports the Team Leader.
8. Once the Guide is completed to the satisfaction of the Team and the Coach, and once the Proscriptive Guidelines have been established, the Team applies for seed funding and gets the training needed. Then, and only then, is a date chosen for the official launch. The official launch can only happen after training has occurred.
9. The official launch must be held during both the 9 and 11 services after the Opening Prayer and before the Anthem. Two minutes is set aside for the launch. The group is required to draft an article for Sunday News to run the day of the launch giving more specific information on the program. This would also be the first Sunday that the program would be listed on the weekly program page in Sunday News and on the Website.
10. Once the program is launched, the Coach continues in a supportive role with the Leader. The Coach monitors that the program continues to operate within the DNA of MCC Toronto, the Proscriptive Guidelines and the Guide to Success of the program itself. It is the responsibility of the Human Resources Team to ensure that an annual evaluation is carried out for the program. An initial evaluation after 3 – 6 months is carried out by the Team. The Human Resources Team also ensures that programs abide by all HR policy decisions established by the Board of Directors.
11. Part of the responsibility of all team leaders is to appoint and train an Apprentice Team Leader. This Apprentice assists the Team Leader and is trained to one day either become

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the Team Leader of this program or be able to move to another program and become the team leader. It is important to appoint apprentices who have the ability and interest to one day become a team leader.

12. It is the responsibility of the Coordinating Team to ensure that the Code of Conduct is honoured and that the program implements P.A.L.S.O. The full team must meet at least monthly in order to fulfill P.A.L.S.O.
13. When a Team Leader resigns, the Apprentice is the first one to be approached about becoming the Team Leader. If the Apprentice is unwilling to become the Team Leader at that time, or if the Coordinating Team cannot identify another Team Leader with the interest, passion and skill to be a Team Leader, then the program goes in hiatus until a Team Leader comes forward. It is important to recognize the crucial role of a Team Leader. When a program is in hiatus, the entire focus of the Team should be on finding another leader. No further activities of the Team are promoted until a new leader is found. At no time will the Coach step into the leadership role, even for a short duration. In the event of a vacancy, it is the Coordinating Team that appoints a new Team Leader once that person meets all the qualifications and requirements to be a Team Leader.
14. Programs can be closed by the Team Leader or the Team, or, as the last option, a program can be closed by the Human Resources Team.



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Guide to Success

Program: _____

Coach: _____

Team Leader: _____ **Address:** _____

Home Tel: _____

Bus Tel: _____

Cell: _____

E-mail: _____

Apprentice Team Leader: _____ **Address:** _____

Home Tel: _____

Bus Tel: _____

Cell: _____

E-mail: _____

Coordinating Team Member: _____ **Address:** _____

Home Tel: _____

Bus Tel: _____

Cell: _____

E-mail: _____

Coordinating Team Member: _____ **Address:** _____

Home Tel: _____

Bus Tel: _____

Cell: _____

E-mail: _____

Coordinating Team Member: _____ **Address:** _____

Home Tel: _____

Bus Tel: _____

Cell: _____

E-mail: _____



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Guide to Success

1. What is the purpose of this program (vision/mission)?
2. How does this program fit into the Core Values, Bedrock Beliefs, Motivating Vision and Key Mission of MCC Toronto?
3. Has the Team Leader agreed to the Philosophy of Ministry and signed the Leadership Covenant?
4. How will God's world be different because this program exists?
5. How will this program address the real needs of people?
6. What would success for this program look like?
7. What would excellence for this program look like?
8. How will this program be organized?
9. What training is needed for the coordinating team in order to launch the program?
10. What are the financial opportunities and financial needs for this program?
11. Is seed funding being requested? If yes, give details.
12. What are the facility needs for this program?
13. How will the coordinating team implement each component of PALS0?
14. How will this program be promoted?
15. How will this program be launched?