

# LET'S GET STARTED

## VLE: FOUNDATIONS I



# VLE: FOUNDATIONS I FACILITATOR OVERVIEW

## WHAT IS VLE: FOUNDATIONS I?

VLE: Foundations I is a nine-month program that lays the groundwork of Vineyard DNA and distinctives, Kingdom theology, healthy spirituality, and leadership. Local mentorship and development will focus on leading self and leading others.

VLE: Foundations I is the heart of what Vineyard Leaders should be, know, and do. It's built to equip lead pastors and high-level leaders as you mentor potential, emerging, and current leaders in your church, providing a starting point to develop and train participants for advanced leadership opportunities.

## WHO IS VLE: FOUNDATIONS I FOR?

VLE: Foundations I is a great starting place for potential, emerging, and current leaders:

- People you see leadership potential in
- People who discern a call to leadership on their life
- Small Group Leaders
- Team Leaders
- Assistant Leaders
- Pastors or Leaders of churches joining the Vineyard

VLE: Foundations I is built to be scalable - you can mentor one participant or build a team of mentors for 100 participants.

## WHAT IS MY ROLE AS FACILITATOR FOR VLE: FOUNDATIONS I?

As a Facilitator for VLE: Foundations I, you hold the vital role of bringing structure, vision, and momentum to this transformational discipleship process. More than just managing logistics, you are creating an environment where emerging leaders can thrive, mentors can invest deeply, and the Kingdom of God can be advanced through intentional leadership development.

Throughout history, God has raised up leaders through the guidance of faithful facilitators - those who set the stage, clear the path, and provide the framework for growth. Your role is to ensure that this process is both impactful and sustainable, equipping your church to develop leaders who embody Vineyard values, Kingdom theology, and a heart for discipleship.

By organizing schedules, supporting mentors, and fostering community, you turn vision into reality. Your leadership will shape not just the participants in this program but the future of your church's leadership pipeline. You are laying the foundation for generations of Kingdom-minded leaders who will go on to disciple others, planting seeds of transformation that will bear fruit for years to come.

Thank you for stepping into this role with faithfulness and passion! Your work behind the scenes is the framework that makes discipleship possible, and your investment will have an eternal impact.

The **VLE: Foundations I Facilitator** provides ongoing communication with Vineyard USA, as well as support to the mentors and participants, to include:

- Serving as the Vineyard USA point person for VLE: Foundations I at your church, as well as the VLE: Foundations I point person for participants at your church
- Determining the VLE: Foundations I start date, Launch Retreat date, and Closing Celebration date
- Working closely with the Lead Pastor to recruit and select mentors and participants and assigning participants to mentors (if applicable)
- Working closely with the mentors to develop a monthly mentoring schedule
- Hosting a Launch Retreat (at the beginning) and Closing Celebration (at the end) for participants in your church
- Following along with the online material that your participants are engaging with
- Checking in with mentors throughout the program and providing them with pertinent information from Vineyard USA
- Participating in periodic Facilitator check-ins provided by Vineyard USA and providing feedback

## STEP ONE - ESTABLISH A SCHEDULE

### WHAT DOES VLE: FOUNDATIONS I LOOK LIKE?

VLE: Foundations I is a nine-month program that begins in September and ends in May, with a break in December. 40% of VLE: Foundations I will consist of content provided by Vineyard USA, but 60% will be the discipleship and mentoring that happens between the mentor and the participants once the module is completed. Each month has a dedicated module, and each module is divided into two sessions. Following completion of the module, participants will meet with their mentors twice a month.

Mentor meetings are an opportunity to discuss the material and its application, connect relationally, and pray together. Additionally, there will be a Launch Retreat at the beginning of VLE: Foundations I, periodic webinars hosted by Vineyard USA throughout, and a Closing Celebration at the end of VLE: Foundations I.

---

<sup>1</sup> If your church chooses, you can adapt the VLE: Foundations I start and end dates to suit your existing leadership development efforts. Live webinars will be available to watch as recordings.



The Facilitator should work closely with the mentors to schedule a rhythm for mentor meetings prior to the start of VLE: Foundations I. Depending on the size of your group and the number of mentors, these meetings can be a combination of large group, small group, and one-on-one format. We recommend you schedule at least 90 minutes per mentor meeting.

- *For groups of five participants or less:* Consider having one small group meeting with all participants and then one-on-one meetings with each participant for more personalized connection, celebration, and challenge.
- *For groups of more than five participants:* Consider having one large group meeting with all mentors and participants and then one small group or one-on-one meeting with the mentor and assigned participants for more personalized connection, celebration, and challenge.

## STEP TWO - GATHER MENTORS

### WHAT IS EXPECTED OF A MENTOR?

The **VLE: Foundations I Mentor** supports, encourages, and challenges their participants through:

- Actively participating in the Launch Retreat and Closing Celebration
- Following along with and completing the online material your participants are engaging with
- Familiarizing yourself with recommended resources for additional learning
- Utilizing the VLE: Foundations I Mentor Guides for each module with participants
- Providing mentoring meetings twice a month for assigned participants (can be large group, small group, or one-on-one) utilizing the VLE: Foundations I Mentor Guides for discussion
- Participating in periodic Mentor check-ins provided by Vineyard USA and providing feedback

## HOW DO I IDENTIFY POTENTIAL MENTORS?

Each church should identify at least one mentor to facilitate VLE: Foundations I for the participants. Ideally, this is the Lead Pastor or someone with a similar leadership role. The more mentors available to invest in the program, the better (and the more participants you can pour into).

## HOW MANY MENTORS DO I NEED?

Most mentors can effectively mentor three to five participants. Mentoring more than five participants at one time can potentially dilute the attention and support each participant receives, impacting the overall quality of mentorship.

Because the goal of mentorship in VLE: Foundations I is to build deeper relationships through more focused attention on the individual participants and provide personalized feedback and encouragement tailored to the participant's specific needs, we recommend not having more than five participants per mentor.

# STEP THREE - RECRUIT PARTICIPANTS

## WHAT IS EXPECTED OF A PARTICIPANT?

The **VLE: Foundations I Participant** learns, practices, and grows in their leadership through:

- Attending both the Launch Retreat and Closing Celebration hosted at their local church
- Completing all assignments in a timely manner
- Attending mentoring meetings twice a month with their assigned mentor
- Participating in periodic webinars hosted by Vineyard USA for all participants nationwide, which will include conversations with some of Vineyard's finest voices and friends of the Vineyard
- Remaining faithful, available, and teachable as they engage with the content and their mentor
- Providing feedback to Vineyard USA through self-assessments and stories

## WHAT IS THE TIME COMMITMENT FOR A PARTICIPANT?

The expected time commitment for participants is 5-6 hours per month, with the majority of that time being dedicated to mentor meetings.

- **Launch Retreat** (typically Friday evening through Saturday afternoon)
- **Monthly Content and Meetings**
  - 2 video sessions within the Module (approximately 40-50 minutes total) ○ 4-5 Personal Reflection Questions per video session within the Module (approximately 45 minutes total)
  - 1 Activation Assignment within the Module (approximately 45 minutes total)
  - 2 Mentor Meetings (approximately 1.5 hours each)
- **Closing Celebration**

Because the most important characteristics of a disciple are faithfulness, availability, and teachability, we do not recommend this program for participants who are unable or unwilling to commit fully. While someone may be interested in leadership development, their current circumstances or stage of life may not allow them to fully commit at this time, and that's OK! We hope that this iteration of VLE: Foundations I is the first of many at your church!

## HOW DO I IDENTIFY POTENTIAL PARTICIPANTS?

VLE: Foundations I is a great starting place for potential, emerging, and current leaders. No previous leadership experience is required for individuals to participate; instead, churches should recruit participants who show a desire and aptitude for further leadership in the church, at whatever level that might entail - from potential Small Group Leader to Associate Pastor.

While current leaders are a great choice and an easy place to start inviting, we encourage the Lead Pastor, Facilitator, and mentors to work together to pray about who God is looking to grow in this season and then personally invite those people to join VLE: Foundations I. This includes people you see leadership potential in (even if they're not serving in a leadership role right now) and people who personally discern a call to leadership in their life and are looking for the next step.

## HOW DO I RECRUIT PARTICIPANTS?

### RECRUITING TOOLS

- **VLE: Foundations I Promo Video** is a great one-minute introduction for churches
- **Invitational and informational email templates** can be used and edited for church communications
- **Offer an informational Zoom call or meeting** for those who are interested in VLE: Foundations I to share your vision for leadership development, present a general overview of the program, and provide space for questions
- Churches may choose to develop an **internal interview/application process** before enrollment with Vineyard USA to help identify potential participants

All interested participants must complete the *VLE: Foundations I Application* to be enrolled in the program. We recommend you set a deadline for applications to help participants enroll on time and ensure they don't miss out!

Once participants have been enrolled in VLE: Foundations I, they will be assigned a mentor, complete a Self-Assessment, and be granted access to the Learning Management System (LMS).

## NEXT STEPS

Congratulations! You're ready to start VLE: Foundations !!

### WHAT DO I DO NOW?

More details regarding scheduling and planning the Launch Retreat, Mentor Meetings, and Closing Celebration can be found in the *VLE: Foundations I Facilitator Guide*, as well as helpful checklists and timelines.

### HOW DO I GET SUPPORT?

We, the Vineyard Leadership Pathway Team, are here to support you as you launch and run VLE: Foundations I in your church. Should questions or technical issues arise, please reach out to:

**Amy Carnall, Vineyard Leadership Pathway Coordinator**

[amy.carnall@vineyardusa.org](mailto:amy.carnall@vineyardusa.org)

**Jessica Fox, Vineyard Leadership Essentials Support Coordinator**

[jessica.fox@vineyardusa.org](mailto:jessica.fox@vineyardusa.org)