



CBMC Facilitator Quick Startup Guide

Consider placing it in your draft email folder for quick reference and printing out next to your computer- see attachments.

- **Agenda** – word document you can modify as needed.
- **Issue Preparation Questions**- email notice below immediately after meeting to allow confirmation and 4 weeks prep time.
- **Issue Worksheet**- typed out/returned to you 7 days ahead of meeting for your send out to team and confirm attendees.
- **Host Issue-Annual Plan** for when a member will bring his host issue- see excel roster of members, names, email, phone.
- **Roundtable**: Use the Living Proof and Operation Timothy resources to move toward an outreach focus...in addition to personal, family, business prayer card requests...keep focus on the unconvinced and discipleship at every meeting.
- **Moderator Tips**- best practices- see attached document.
- **Prayer Card** template- Printout
- **KEN BOA handbook** to leadership – purchase copies for men or have the men purchase -- <https://kenboa.org/>
- **NEW MEMBER Introduction email** for potential new members is below...give to your men so they can invite other Christ centered leaders...if you're not growing...you die out.
- **NEW Member signup**
<http://www.cbmcleadershipinstitute.com/membership>
- **NEW CITY startup** - see attached startup process ppt slides and contact dhoffert@cbmc.com for coaching assist.
- **Key websites** – last page.



Agenda:

Date: Tues 8-11:30 am
Host per plan on excel attached
Location: Hampton Inn

8:00 Open Prayer- Devotional

Developing a Christian Workview Go to PAG tab

<https://advance.cbmc.com/as/leadership-institute>

STUDY 8 ...“The Purpose of Business and subsequent meetings use the Study 9-14 attached to cover you for first 6 months of meeting or use Ken Boa “Handbook to Leadership”

<https://kenboa.org/product/handbook-to-leadership-leadership-in-the-image-of-god/> ... or personal

8:30 Delving into Host Issue - Prayer ...please make sure HOST is prepared and brings copies of the HOST ISSUE Worksheet. The attached GROW model should be prepopulated by you using the host issue worksheet to help solicited OPTIONS-IDEAS at the meeting.

When host has selected his top action items(s)...have A COUPLE MEN PRAY FOR HOST and then transition to roundtable by asking members to start their prayer cards...this will focus them as they also take a brief bio break

10:00 Roundtable-Discipleship ... each attendee shares their prayer card items below with all.

✓ Faith walk, Family, Business/HOST updates/assist needed

✓ Outreach-discipling stories (if led you could do one of the Living proof videos from your laptop)

<https://advance.cbmc.com/as/livingproof>

✓ Prayer card exchange- Check in between meetings.

11:30 Close in Prayer (Ask Host to close or pair off and pray...mix it up from time to time)



Preparation and Execution of monthly meeting:

Preparation for meeting:

1. Pray for each person, that the Lord is working in each heart-mind.
2. Prep with host 4 weeks ahead, using attached Issue Prep and Issues Worksheet with note to host right after last meeting.
3. Send out host issue to team the weekend prior to look for biblical connections and get meeting confirms for meal plan. You may want to use MS Outlook to schedule meetings for the year, so they are on calendar and send update with host issue a week prior to meeting.
4. Transfer the info from the host Issue Worksheet to the GROW model per instructions on GROW template. Add your own idea now in advance of the meeting at the bottom of the Options area so you can focus on facilitation of the meeting. You may perhaps have an added idea after the discussion at the meeting.
5. Prep the devotional to tie to the host issue topic if possible, by looking at your resources...Ken Boa, CBMC PAG tab, etc.
6. Assure room scheduled- If group agreed, have room each month-same time. Give count to host for meal planning. (If venue is hotel restaurant , moderator finalize count and give meal selections to hotel 3 days prior- if no response, give them what they ordered prior meeting)



Meeting Day

1. **Get to meeting the room 30 min early** to make sure room is in a square with lots of elbow room seating. Have copies of agenda, prayer cards and Ken Boa Handbook laid out. Get the GROW template up and any other resources to project like the advance.cbmc.com site. **PRAY FOR YOUR MEN- ATTACKS COME BEFORE MEETINGS-** this is a spiritual warfare we are in.
2. **Devotion** - Have men read the devotion. Ask question- what resonated with you? (You could use your own or take one from Ken Boa and make copies for the men or use the LI tab Christian Workview devotionals here.
<https://advance.cbmc.com/as/leadership-institute>
3. **Host Issue** – have host take 10 min to intro after handing out copies. **Control men to focus on asking questions** before offering any solutions. GROW **model: Use attached template** >>Goal, Reality -current, Options to reach Goal from current...and Will to buy into actions - see attached GROW
4. Ask for top solutions by going around the horn asking each man for his TOP 2 “ideas” (no repeats)...write these in the OPTIONS of the GROW template attached. .
5. **Ask host for HIS top 3 things HE wants to be held accountable for at next meeting and highlight them on GROW.**
6. **Pray for host**...ask a couple to lead in prayer as men humble themselves “before the Lord of the universe”.
7. **Short 5 min break AS they begin to fill out their prayer cards.**



8. **Roundtable**...Check-in...have men share personal, family, business status. Go onto the next man and do same till all are done. You should start this roundtable with the last host to show what steps were taken vs. plan and any new issues-obstacles for the men to be aware of. Also, set the tone with transparency in how your own personal-spiritual development is going, cherishing your wife, personal sin areas, etc. As both a member and a moderator, it's important that you model the transparent behavior you want the team to exhibit. **Outreach-discipling stories (use the Operation Timothy and Living proof videos from your laptop to set the tone to move from in reach to outreach.....**
<https://advance.cbmc.com/as/livingproof>
9. **Exchange prayer cards** and encourage each man to check in with his prayer partner at least once. (You can briefly have men pare off and have a brief time of prayer OR have the host close in a covering prayer for all depending on time). Have them bring back prayer cards for to praise God for answered prayer.
10. Finally, assure that all details for next meeting are agreed....host, time etc ***and begin Meeting Preparation above for next meeting...do not wait! Send out the GROW template to the host immediately after the meeting.***



**** Host Prep email:**

Attach Issues Preparation Questions and Issues Worksheet docs

Dear < >

Please confirm by Monday you will bring your host issue per our annual plan. Below is the “host prep” process as reminder.

- ✓ Please review Issue Prep Questions doc, reflect, pray, and think and write out.
- ✓ Take a shot TYPING out the 1-page Issues Worksheet using the top “issues” coming from the prep.
- ✓ Send a draft version to me 10 days prior to the next meeting.
- ✓ Bring 10 one-page copies to meeting.
- ✓ Pay for meal.

Goal is to send the host issue to the men prior to the next Forum meeting as men will reflect Sundays for example if they have it, giving much better input.

Regarding meal... I will have a count to you a few days prior for your arrangements.

I know God will meet you via the men with this process.

<your name>

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INTRODUCTION EMAIL FOR POTENTIAL NEW MEMBERS...

Dear ____

I have been connected via **Trusted** Christian Business Leaders to CBMC (Christian Business Men's Connection) and their Christian Business Leader monthly Peer Advisory Forums and thought you might want to check it out as we expand the current 600 CEO-Owner Natl membership.

Christian Business Leaders (260 CEO-Owners here in our area alone) develop an integrated servant leadership with focus on the **Great Command** (Intimacy in Christ) - the **Cultural Mandate** (Stewarding a business of excellence for the glory of God) and the **Great Commission**(being the aroma of Christ in their homes, businesses, and extended marketplace)

Teams consists of eight to 12 local Christian CEO/Business Owners/Executives and one trained moderator, who meet monthly to help one another apply God's Word to their business and personal lives, exchanging business knowledge, experiences, and godly wisdom with confidentiality.

This short video [Christian CEO-Owner Trusted Advisor Forums](#) will explain more for now. After reviewing above and if your led to TEST an upcoming meeting.... just let _____ know at _____.

- **When:** Second Tues of month 8:00- 11:30
- **Where:**
- **Host:**
- **Facilitator:**

I hope you can break away for what could be a watershed time for our area in 2020 and beyond.



Important Websites

CBMC Mission Vision Values

<https://advance.cbmc.com>

MAAS (Marketplace Ambassador Advance System)

Tools for Op Timothy, Living Proof, Leadership Institute

<https://advance.cbmc.com/>

Marketing Peer Advisory Teams

<http://www.cbmcleadershipinstitute.com/>