



Shadowing Guide for Ministry Leaders

Clarify the Purpose

- Share the big picture: why this ministry matters and how it supports the mission of the church.
- Define the specific goal for today's shadowing (e.g., 'By the end, you'll understand how we set up and welcome people.').

Set Expectations

- Send details before: when to arrive, where to meet, what to wear/bring.
- Explain the 'shadowing posture': observe first, ask questions, then try.
- Outline boundaries: safety, privacy, or authority limits.

Prepare Resources

- Provide any materials they'll need (schedule, checklist, handbook, supplies).
- Assign one simple responsibility to get them involved early.

Welcome & Orientation

- Personally greet them, introduce them to the team.
- Give a quick overview of the space, flow, and key contacts.
- Pray or center the team if that's part of your ministry rhythm.

Model (See One)

- Let them watch you in action.
- Explain what you're doing and why as you go.
- Point out best practices or 'unwritten rules.'

Assist (Do One with Coaching)

- Invite them to help with a small task under your guidance.
- Offer real-time encouragement and small adjustments.

Lead (Try One)

- Give them ownership of a segment or task (e.g., setup, check-in, greeting, tech cue, discussion).
- Observe quietly, stepping in only if needed for support or safety.

Pause & Reflect

- Take 2–3 minutes mid-way to ask:
- What feels natural?
- What feels confusing?
- One thing to adjust for next time.

Stretch Opportunity

- Let them try something slightly more challenging (problem-solving, leading a piece, handling a curveball).
- Debrief right after to reinforce learning.

Wrap-Up Debrief

- Affirm strengths you noticed.
- Share one area of growth to focus on next.
- Answer questions and set next steps (e.g., 'Next week you'll lead this part.').

Follow-Up

- Send a thank-you message and encouragement.
- Share resources or a checklist to review before next time.
- Schedule their next shadow/lead opportunity.

Progression Path (30/60/90)

- First month (Observe): Watch and assist in basic tasks.
- Second month (Assist/Lead portions): Take ownership of parts of the ministry with coaching.
- Third month (Lead fully): Run the ministry segment, debrief with you, and begin mentoring others.