THE HUDDLE • MIDPOINT SHIFT INTO GREATER

THE SHIFT PLAYBOOK

From Vision to Execution

NLC • SEASON '26

newlight.org

NewLight CHURCH

1ST & GAME DAY

DAY AT A GLANCE

The schedule of the day — four quarters, one vision.

CLOCK	PHASE	SEGMENT	LEAD
9:45	PRE-GAME	Arrival, Check-In & Fellowship	Check-in | Registration
10:00	KICKOFF	Opening Prayer & Icebreaker	Pastor Treasure West
10:15	1ST QUARTER	Vision Session	Dr. Irishea Hilliard
10:45	TIMEOUT	Team Activity	Pastor Treasure West
11:00	2ND QUARTER	Processes & Procedures	Dr. Irishea Hilliard
11:20	HALFTIME	Refreshment Break	Concession Station
11:30	3RD QUARTER	Questions & Discussion	Dr. Irishea Hilliard
11:45	FINAL WHISTLE	Closing Prayer & Dismissal	Dr. Irishea Hilliard

One team. One voice. One vision — shifting into greater, together.

2ND & Why We Take the Field

MISSION & VISION

Every play we run starts here. If it doesn't fit the vision, we don't run it.

OUR MISSION

*"We facilitate **community**, **connection** and **change** that builds a faith commitment that fosters **whole life healing**."*

OUR VISION

"BUILDING VICTORIOUS PEOPLE WHO ARE CATALYSTS FOR CHANGE."

SERVE TEAMS AND MINISTRY COUNCILS ARE THE HANDS AND FEET OF THE HOUSE — AN EXTENSION OF THE SENIOR PASTOR'S REACH INTO EVERY NEW LIGHT MEMBER'S LIFE.

OUR FOUNDATIONAL SCRIPTURE

*"Let your **light** so **shine** before men, that they may see your good works, and glorify your Father which is in heaven."*

– MATTHEW 5:16 · KING JAMES VERSION

BE LIGHT.

THE R7 STRATEGY

The seven plays New Light runs on every field — the pillars of this house.

1

RELATIONSHIP

We lead people to a **Relationship** with God.

2

RELEVANCE

We show people God's **Relevance** in life situations.

3

RELEASE

We equip all to **Release** their faith to change life's circumstances.

4

RECEIVE

We empower all to **Receive** the promises of God.

5

REACH

We work together to **Reach** out to the hurt and the lost.

6

REVELATION

We inform every generation with the **Revelation** of who and whose they are.

7

REFRESHING

We facilitate the **Refreshing** power of fellowship through intentional ministry.

Every event, every meeting, every ministry moment should run at least one of these seven plays.

CONTINUE · GROW · LEAD · INVITE OTHERS TO SERVE

THE SERVE TEAM APPLICANT JOURNEY

From Interest to Active Service — the drive begins.

1 MEMBER DECIDES TO SERVE

A New Light Church member chooses a Serve Team and prepares to volunteer.

2 ONLINE APPLICATION SUBMITTED

The member completes the electronic Serve Team application.

3 MEMBERSHIP SERVICES RESPONDS

Reviews the application and sends a welcome and status email.

WITHIN 48 HOURS

4 ADDITIONAL SCREENING?

YES: complete the required step (Ministry History – Ask Form · Prayer Team – Prayer Interview · Generational – Background Check). **NO:** proceed to Leader Connection. The applicant and ministry department are notified.

5 SERVE TEAM LEADER CONNECTION

The leader welcomes the applicant, explains the ministry, and outlines what to expect.

CONTINUE · GROW · LEAD · INVITE OTHERS TO SERVE

THE JOURNEY, CONT'D — THE DRIVE TO THE END ZONE

From Interest to Active Service — finishing strong.

6 ORIENTATION & PREPARATION

Department orientation → photo & Serve Team badge → first serve scheduled. The applicant learns the department's process and prepares for service.

7 FIRST SERVE COMPLETED

The new volunteer completes their first service opportunity, ideally within two weeks of applying.

GOAL: FIRST SERVE WITHIN 2 WEEKS

8 30-DAY FOLLOW-UP

Membership Services confirms onboarding occurred and identifies any support or follow-up needed.

9 SERVE SUNDAY CONNECTION

New volunteers attend a brief meet-and-greet to connect, ask questions, and share how serving is going.

FOURTH SUNDAY

10 ACTIVE SERVICE & GROWTH

The volunteer keeps serving, builds relationships, and may explore more opportunities — up to three Serve Teams when schedules don't conflict.

EVERY STEP SUPPORTED BY MEMBERSHIP SERVICES + DATA PROCESSING

ONE CLEAR JOURNEY. CONSISTENT SUPPORT. MEANINGFUL SERVICE.

Helping every member find their place, use their gifts, serve with excellence, and Be Light.

SUBMITTED THROUGH JOTFORM — NO PAPER. NO SIDE DOORS.

FORM A — EVENT & CALENDAR REQUEST

WHEN TO RUN THIS PLAY

- **Every event** — team gatherings, activations, outreach, anything needing a date, a room, or support.
- Anything requesting **facilities, A/V, marketing, hospitality, or budget**.
- Any date you want **protected on the master church calendar**.

THE GAME CLOCK — LEAD TIMES

- Team-only event (no church resources): **at least 4 weeks** ahead.
- Facilities, A/V, or staff support: **at least 8 weeks** ahead.
- Congregation-wide / public, promotion or budget: **16–20 weeks** ahead.

THE ROUTE — CHALK THE PLAY

1. LEADER SUBMITS JOTFORM A
2. EXECUTIVE ASSISTANT · IVANA WILSON + SENIOR PASTOR · DR. IRISHEA — REVIEW
3. SENIOR PASTOR · DR. IRISHEA APPROVAL
4. ✓ ON THE MASTER CALENDAR

THE PRE-SNAP READ — THE ALIGNMENT TEST

Run every idea through these five checks before you submit. All five must be a yes.

- ☐ Does this align with the **vision**?
- ☐ Does it align with the **teaching**?
- ☐ Does it serve the members through **Touching, Caring, and Connection**?
- ☐ Does it carry a **clear purpose**?
- ☐ Can it be **planned, submitted, and approved** within the required lead time?

EVENT NAME: _____

PROPOSED DATE(S): _____ VENUE/LOCATION: _____

PURPOSE: _____

_____

_____

FORMS CAN BE COMPLETED ON NEWLIGHT.ORG/FORMS

Urgency created by a lack of planning is not an emergency.

THE CHALLENGE TICKET — SUBMITTED THROUGH JOTFORM

FORM B — AWARENESS / ACTION REQUEST

WHEN TO RUN THIS PLAY

- A **member need or concern** a Serve Team Leader or Ministry Council spots that requires leadership attention.
- A **facility, safety, or ministry issue** that needs action beyond your team's reach.
- Anything leadership should **be aware of** — early, before it grows.

THE TICKET — WHAT IT CAPTURES

MEMBER NAME: _____ SUBMITTED BY: _____

ISSUE / CONCERN: _____

_____

_____

BUILDING / LOCATION: _____

DESCRIPTION: _____

_____

_____

_____

THE ROUTE — CHALK THE PLAY

1 LEADER OR COUNCIL SUBMITS JOTFORM B → 2 MEMBERSHIP SERVICES · PASTOR ROBERT FORBES + SENIOR PASTOR · DR. IRISHEA — REVIEW → 3 LIT TEAM + SENIOR PASTOR · DR. IRISHEA DISCUSS / RESOLVE → ✓ ACTION & CLOSE-OUT

FORMS CAN BE COMPLETED ON NEWLIGHT.ORG/FORMS

See something? Submit it. A challenge ticket filed early is a member cared for on time.
"Verbal mentions, hallway conversations, and text messages are not a snap count."

PLAN AHEAD

Championship teams don't just play this week's game — they build next season's roster.

01 SUCCESSION — THE NEXT ONE UP

"Who am I developing to lead after me? What will I hand off to them this quarter?"

02 MENTORING — POUR INTO THE ROSTER

"Who am I intentionally pouring into this season, and how?"

03 FUTURE INITIATIVES — THE LONG GAME

"What should we start planning now for the next 6–12 months?"

04 PRAYER & PREPARATION

"What are we believing God for in this next season?"

NLC KEY STAFF

Know who calls the plays — and who to call when you need support.

Dr. Irishea Hilliard	SENIOR PASTOR — FINAL APPROVAL ON EVERY PLAY · VIA THE EXECUTIVE OFFICE	seniorpastor@newlight.org
Ivana Wilson	EXECUTIVE ASSISTANT TO THE SENIOR PASTOR	spassistant@newlight.org
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Jeanette Austin	DIRECTOR OF FACILITIES	jeanettea@newlight.org

One voice. One channel. Every request runs through the forms — every form finds the right person on this chart.

NOTES

Capture the vision while it's fresh — what you write down, you can run back.

NOTES

'Let your light so shine…' — Matthew 5:16.

NOTES

'Be Light. Be Love. Keep Believing… and it'll Be GOD!' — Dr. Irishea Hilliard.