

## I. Administrative Tasks

### ◆ Referrals

- A referral is someone who has requested to be in a cell
- Phone referrals within 24 hours and invite them to your meeting
- Leave a brief message if they are not home
- Rule of Thumb: 'Five Points of Contact'
- Summarize any conversations or messages left on the Cell Report
- File the Cell Report weekly by: mail, fax, email, drop box

### ◆ Weekly Cell Report

- Note names of referrals as visitors when they attend the cell
- Note the names of other visitors who attend cell
- Note new addresses/telephone numbers of members
- Check the members/visitors who are present
- Comment on special needs, blessings, concerns, answered prayer
- File weekly by: mail, fax, email, drop box
- Ask your Intern or another member to complete and file the report

### ◆ Membership Forms

- If visitors return, ask if they want to learn more about membership
- Encourage members/visitors to attend a Joining The Team Weekend
- Sunday, 8:30 – 12:00 in the Conference Center (new members class)
- Look for dates in the Announcement Sheet
- After 4 – 6 times attending cell, ask a visitor to consider joining the cell and church membership at Belmont
- Give a form to every adult desiring Membership
- College students may become Associate Members
- Review completed forms
- Look to see each page is signed appropriately
- File the forms by mail, fax, or drop box

### ◆ Equipping Tracker (Quarterly)

- Ask who has completed a component of Belmont Team Training
- Encourage everyone to start on the equipping track
- Remind members of upcoming events
- Notify the Resource Center of those who have completed a track
- Call Christie, 256-2123, ext.238

## II. Communication

### ◆ Five-Finger Plan

- Call your Zone Pastor
- Call your Intern
- Call one cell member you think needs encouragement
- Call Referrals from the District Pastor and invite them to cell
- Call the Cell Hotline (244-8739, ext. 333)

- ◆ **Using a Touch-Base Call**
  - Ask: What's working? What's not working?
  - Ask if there are answered prayers and/or special prayer requests
  - Ask if there are special needs with family, at home, or at work
  - Feel free to pray if you feel led but keep the call brief and to the point
- ◆ **Staying in Touch**
  - **Cell Hotline**, 244-8739, 333
  - **CELL LIFE PASTOR**, Myron Goodwin, 274, myrong@belmont.org
  - **ADMINISTRATOR**, Debbie Esterline, 239, debbiee@belmont.org
  - **DISTRICT PASTOR**, Casey Baluss, 300, casey@belmont.org
  - **DISTRICT PASTOR**, Jim Davis, 223, jimd@belmont.org
  - **DISTRICT PASTOR**, Doug Mann, 401, dougm@belmont.org
  - **CELL WORSHIP**, Dave Durham, 272, daved@belmont.org
  - **PRAYER**, Trish Mansfield, 254, trish@belmont.org
  - **EQUIPPING**, Dave Buehring, 216, daveb@belmont.org
  - **RESOURCE CNTR**, BillyJoe Jackson, 238, billyjoej@belmont.org

### III. Training Cell Interns

- ◆ **Cell Leader Training: Theory** - Saturday, 9:00-12:00 (4 hours)
  - Vision for the Church, cells structure, cost of leadership
- ◆ **In-Cell Training: Practice** – Cell Leader supervises (8-12 weeks)
  - Week 1: Lead the “Welcome”
  - Week 2: Lead the “Worship”
  - Week 3: Lead the “Word”
  - Week 4: Lead the “Works”
  - Week 5: Lead the “Welcome” and the “Word”
  - Week 6: Lead the “Worship” and the “Works”
  - Week 7: Lead the “Welcome” and the “Works”
  - Week 8: Lead the “Worship” and the “Word”
  - Weeks 9, 10, 11, & 12: Lead the Four Ws
- ◆ **Cell Resources: Knowledge for Skill Development**
  - Suggested Books: (Available in the Resource Center)
    - The Community of the King, Howard Snyder
    - Ordering Your Private World, Gordon MacDonald
    - The Second Reformation, William Beckham
    - Where Do We Go From Here, Ralph Neighor
  - Cell Training Tapes: (Available in the Resource Center and/or at during Wednesday evening Cell Leader Equipping Classes)
  - Web Resources: [www.belmont.org](http://www.belmont.org) (Cell Department)
  - View From the Summit: Monthly Cell Leadership Newsletter
  - Cell Church Magazine: Quarterly journal for the cell church
  - Cell Hotline: 244-8739 ext. 333

### IV. Life Application