



NEXT STEPS HANDBOOK

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NEXT STEPS LEADERSHIP INTRODUCTION

Welcome to the Next Steps Team!

My name is Miranda Baise and I am the Executive Director of Discipleship and Next Steps Director at Home Church. I began my personal walk with Jesus when I was a senior in high school through an organization called YoungLife. I am a Licensed Professional Counselor with my Master's in Mental Health Counseling. Most importantly, I am a wife as well as a mother to three beautiful children!

I am passionate about helping people take Next Steps in their walk with Christ because I believe that if we do not move forward, we will move backward. We are called to look more like Jesus every day and helping people take Next Steps brings a little slice of Heaven to earth.

I get to serve alongside one of the most amazing teams with people who are passionate about walking alongside others as they walk closer to The Lord. Please reach out if you have any questions about Next Steps. I look forward to serving the kingdom alongside you!



Miranda Baise

Executive Director | Discipleship

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My name is Ashley Howell and I am the Connection Coordinator at Home Church! I started following Jesus around 5 years ago. I've been married to my husband Chase for 7 years and we have 2 awesome kids, Barrett and Brooks. I love that my whole family is involved in church and gets excited for Sunday morning. It truly makes Home Church feel like home! Professionally, I've been a civilian employee for the Air Force for almost 10 years and love my role as a public servant.

Being newer to my faith has made me so passionate about reaching people and helping them find or rediscover their relationship with Christ. Any day could be someone's day to take the next step in their faith. I believe getting involved in the church strengthens your relationship with Jesus, builds community, and makes Sundays more fun!

As Connection Coordinator, I get the privilege to help people make those connections through the Connect Table, Home Track, and Onboarding process. The Connection team would love to help you find ways to use the gifts God has given you to serve!



Ashley Howell

Connection Coordinator

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My name is K.K. Neff, and I am the Onboarding Team Lead. My relationship with Jesus began when I was a freshman in high school through Fellowship of Christian Athletes. God really shaped my understanding of sharing and living out the Gospel through my involvement with Young Life and Young Lives. When I moved back to the area in 2023, I was looking for a local church community and ways to invest in the Xenia community and found Home Church.

I get the privilege to work with youth each day at Xenia High School, and I recently married an amazing man I met at Home Church!

I am passionate about connecting people to and within their local church community. While each person may come to Home Church from a different place and walk at a different pace, taking steps to grow in your faith is the way we experience life to the fullest. A great next step for you to learn how to find your place, purpose, and people at Home Church is to join the Home Team.

I am so grateful to be a part of the Home Team and looking forward to helping you discover the unique gifts God has given you to serve His Kingdom.

Please reach out if you have any questions about joining or onboarding with the Home Team. I look forward to getting to know you as you take your next step.



Kristin (K.K.) Neff

Onboarding Team Lead

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My name is Brianna Sirmans and I am the Home Track Team Lead here at Home Church!

I grew up going to church and have always had a passion for Jesus and His church for as long as I can remember. I have a degree in education, but currently am using that degree at home, while getting to be a stay-at-home and a homeschooling mom to our three kids. My Husband and I are not from this area so finding a church that we could be involved and connected in was a priority for us and we found a home in Home Church!

I am passionate about people walking with Christ and finding their place in the Body of Christ! Although I have served in different capacities at different churches throughout my life, it feels like a huge privilege to be a part of the Next Steps team where we get to see how God grows people's faith and His church. Home Track allows me to meet you, serve you, help grow the Kingdom and in-return, I grow too!

Whatever your next step looks like, you don't have to do it alone! I'd love to walk alongside you!



Brianna Sirmans

Home Track Team Lead

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Hello! My name is Libby Patterson and I am the Development Coordinator here at Home Church. I have three children, and a wonderful husband. We both grew up in the Xenia area, and found a place to truly call home with Home Church. I personally surrendered to the Lord within the last few years as a young adult. I am also a Certified Financial/Credit Counselor but am currently staying home with my little ones. Outside of serving, I enjoy spending time with family, reading, and baking.

Being a part of this ministry is a blessing—it's a joy and calling to walk with others as they take this powerful step of faith. I love witnessing the transformation and new beginnings that baptism and dedications represent. I'm grateful to help create a space where people feel supported, celebrated, and deeply loved.

If you're considering taking the next step with the Lord for you or your children, or have questions about what it means, I'd love to connect with you!



Libby Patterson

Development Coordinator
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NEXT STEPS VISION

The Next Steps team is passionate about walking alongside people while they Encounter Christ, Experience Life Change, Embrace Community, and Engage in Calling. Our goal is to assist people in taking Next Steps in their walk with Christ so they can encourage others to do the same. We believe that The Church is God's plan for sharing The Good News with the world. As people walk closer to God they will desire to be closer to the church, and as people dive deeper into the church, they will know God more.

We believe that we are called to pursue Christ until we enter into eternity with Him. Pursuing Next Steps allows us to take a step closer to His presence and to embody Him more every day.

If you are passionate about helping others dive deeper into their faith and calling, this team is for you! We cannot wait to serve alongside you.



ONBOARDING PROCESS

Step One - Attend Home Track

Attend Home Track to discover your purpose and live the life God created for you. Connect with Home Church and understand the mission and vision of the church. Learn more about our outreach and missions, church government, and leadership. Discover your unique gifts and passions through a personality assessment and spiritual gifts test. You can sign up to attend Home Track [HERE](#).

Step Two - Join the Home Team

Dig deeper into the results of your personality assessment and spiritual gifts test. Discover the values and culture of Home Church. Learn how you can utilize your gifts on the Home Team to serve others. If you have attended Home Track and are ready to join the Home Team, you can complete the “Join the Home Team” [HERE](#).

Step Three - Schedule an Onboarding Meeting and Share your Serving Preferences

You should receive two follow-up emails within 48 hours of completing the Join the Home Team form. Respond to each of these emails to share your serving preferences and schedule an onboarding meeting. This meeting will be in between services on a Sunday morning.

Step Four - Complete Onboarding Meeting

Complete the Onboarding Meeting to get familiar with Planning Center, the layout of the facility, get your picture taken, and meet the Directors.

Step Five - Connect with your Team

After you have had your initial onboarding meeting, your Director will reach out within 48 hours to set a time to go over team specific details such as the Handbook, agreeing to the Leadership Honor Code, and any other team specific information or questions!

Step Six - Start Serving

Confirm an invitation via the Services through Planning Center to shadow your preferred serving areas. This provides you with an opportunity to connect with other members of the team, gain hands-on experience alongside another team member, and ask questions as you serve. After the shadow experience you are ready to serve!



Leadership Honor Code

All people serving will commit to the following Leadership:

As an essential part of the Home Team, you have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of your desire to participate in a servant-leader position here at Home Church. While serving the Body of Christ as a servant-leader at Home Church, you pledge to present a good appearance at all times. In both attire and behavior, you should strive to demonstrate biblical standards in all situations. As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ but should exemplify the best qualities of a mature believer and servant-leader. Exemplifying the highest moral commitment, Home Church leaders are to maintain a disciplined lifestyle of Bible reading, prayer, and fasting, as well as abstaining from any behavior which might cause Christ to grieve and others to stumble. By providing an example in speech and action, we encourage others to grow in Christ and become servant-leaders themselves. This is a way of life measured by the heart and commitment of each leader in the Home Church family. We regard a disciplined lifestyle as an essential part of our development, not as an imposition or restriction.



NEXT STEPS SERVING OPPORTUNITIES

Connection

The Connection Hub of the Next Steps Team assists those with a desire to get plugged into life at Home Church.

Guest Connection

The Connect Team helps guests feel welcomed and connected at Home Church, especially first-time guests. Connect team members are knowledgeable about the various next steps and opportunities available at the church. They look for ways to connect with guests and get them involved at Home Church. Some Next Steps include baptism, child dedications, Home Track, Home Groups, and joining the Home Team. Serving responsibilities include answering questions regarding Next Steps, welcoming new guests, and helping them enjoy their experience at Home Church by personally guiding them to where they need to go. Connect team members should also help monitor and process sales of Home Church Merch, enter Connect Cards to the website, as well as distribute and refill new guest gifts.

Home Track

"The human body has many parts, but the many parts make up one whole body. So it is with the body of Christ. Yes, the body has many different parts, not just one part. If the foot says, 'I am not a part of the body because I am not a hand,' that does not make it any less a part of the body. And if the ear says, 'I am not part of the body because I am not an eye,' would that make it any less a part of the body? If the whole body were an eye, how would you hear? Or if your whole body were an ear, how would you smell anything?"

1 Corinthians 12:12,14-17

Home Track is offered on the first Sunday of every month at 945 AM + 1115 AM, with childcare provided. Home Track allows you to discover your purpose and live the life God created for you. Serving in this position includes setting up Home Track, printing and prepping all materials needed, and/or facilitating and welcoming people as they arrive.



Development

The Development Hub of the Next Steps Team assists those with a desire to grow deeper in their relationships with others at Home Church and their knowledge of Christ.

Baptism

“When all the people were being baptized, Jesus was baptized too. And as he was praying, heaven was opened and the Holy Spirit descended on him in bodily form like a dove. And a voice came from heaven: “You are my Son, whom I love; with you I am well pleased.”

Luke 3:21-22

Baptisms are one of the most important Next Steps that someone can take in their walk with Christ. At Home Church, we believe that baptism is an outward expression of an inward change. As Jesus was baptized before beginning His ministry, we believe that we should do the same. Serving in this position consists of filling and draining the baptism tank, ensuring that the baptism towels are clean after use, creating the baptism gift bags, and meeting with the people who are getting baptized on Sunday morning to ensure they are adequately prepared.

Child Dedication

“In her deep anguish, Hannah prayed to the Lord, weeping bitterly. And she made a vow, saying, “Lord Almighty, if you will only look on your servant’s misery and remember me, and not forget your servant but give her a son, then I will give him to the Lord for all the days of his life, and no razor will ever be used on his head... So in the course of time, Hannah became pregnant and gave birth to a son. She named him Samuel, saying, “Because I asked the Lord for him.”

1 Samuel 1:10-11, 20

Child Dedication is a time when families make a public decision to raise their children in the name of the Father, the Son, and the Holy Spirit. As Hannah vowed to give her son back to The Lord all her days, families are doing the same when they dedicate their children. As a church body, we get to walk alongside them in doing so. Serving in this position consists of preparing the child dedication bags, setting out reserved seating signs, and meeting with those dedicating their children to ensure they are adequately equipped and prepared.



Miscellaneous

The Miscellaneous Hub of the Next Steps Team makes Sunday morning connection and development go as smoothly as possible.

Communion

“Now as they were eating, Jesus took bread, and after blessing it broke it and gave it to the disciples, and said, “Take, eat; this is my body.” And he took a cup, and when he had given thanks he gave it to them, saying, “Drink of it, all of you, for this is my blood of the covenant, which is poured out for many for the forgiveness of sins.”

Matthew 26:26-28

Partaking in Communion at Home Church happens on the first Sunday of every month. We believe that Communion is a time for those who are in Christ, and believe that He is Lord and Savior, to remember the great sacrifice willingly made for us. Serving in this position allows you to ensure that Communion cups are set out and ready before service.



NEXT STEPS SERVING GUIDELINES

Arrival Time

The Next Steps Team arrives at differing times based on your serving position.

Connect, Baptism, and Child Dedication

8:30 AM - Please **arrive by 8:00 AM** in the lobby for Team Rally.

10:00 AM - Please **arrive by 9:30 AM** in the back parking lot for Team Rally.

11:30 AM - Please **arrive by 11:00 AM** in the back parking lot for Team Rally.

Communion

Team members will **arrive by 7:40 AM** and begin to set out Communion.

Three cups will be set out before the 8:30 AM service begins. Preteen reserved section **does not** get communion cups. Team Rally will take place at 8 AM in the lobby. Once Team Rally has concluded Communion can continue to be set out until completed if needed.

Home Track

9:45 AM Home Track - Please **arrive by 9:30 AM** and enter the multipurpose room from the exterior door.

11:15 AM Home Track - Please **arrive by 11:00 AM** and enter the multipurpose room from the exterior door.

Departure Time

The Next Steps Team departs at a few differing times based on your serving position.

Connect

Team members will remain serving until those serving the next service time arrive.

Those serving the 11:30 AM service will remain serving until ~10 minutes after service has ended or most of the guests have left the lobby.

Communion

Team members may depart once trash has been collected from the end of the service. Cups will be set out for all three services at the start of the 8:30 AM service.

Home Track

Team members may depart upon the completion of Home Track.

Baptism and Child Dedication

Team members may depart once all clean-up has been completed for the scheduled service time.



Communication

We have two main means of communication that we utilize for Home Team members: Planning Center and GroupMe.

Planning Center Services

- Emails are sent to share serving invitations, arrival times, and reminders.
- Notifications from Services are shared through the app if you have it downloaded.

GroupMe

- Team chats are used to share team-wide announcements and updates.
- Team chats provide a way for team members to connect with one another.
- Team chats are a great place to see if other team members can swap serving dates or times with you if your original schedule does not work.

Scheduling

All Next Steps team members are welcome to set their own scheduling preferences, including service times, positions, and frequency. You can update your serving preferences through Planning Center. [HERE](#) is guidance from Planning Center on setting your serving preferences.

Serving Guidelines

- Arrive on time and ready to serve.
- Arrive with enough time to ensure you are checked in and wearing your name tag.
- Ensure that before engaging in conversations your role has been fulfilled for the morning.
- Be fully present in the time you are serving. Please keep phone use to a minimum.
- Be intentional with each thing that is done, whether it is the connect table or communion cups, God honors excellence even in the little things!
- Leaders must live a disciplined lifestyle that honors God in words and action. This includes following the Leadership Honor Code outlined on page 5.



SERVICE PROCEDURES

Connect

The connect table should be neat and organized. Prior to each service beginning the connect table should be tidied and restocked. Connect table members should refill the connect cards, giving envelopes, and new guest gifts. Connect cards and giving envelopes are kept under the Connect Table. The new guest gifts are in the lobby closet as well as in the attic. At the end of **each service** connect cards should be entered [HERE](#). You can access the Connect Table Training Document [HERE](#).

Communion

Communion cups should be set out prior to the **8:30 AM service**. The cups will be set underneath the seat in front by the left leg. Communion cups for the front row should be placed underneath the front left foot (if you are sitting in the seat). The same procedure is followed for overflow seating in the back of the Worship Center. Every seat must have a cup. Seats in roped off areas only need one cup. Preteen reserved seating **does not** get cups.

Communion cups should also be placed in the sound booth and at the Connect Table for those in the Lobby and sound booth.

- Refill the communion bowl in sound booth when needed
- 5 on the connect table for those serving positions in the lobby

Home Track

Home Track RSVP numbers will be shared prior to Sunday service to ensure proper setup can take place. The QR code for the Home Team form and Part 1+2 Packet, as well as an iPad for Sign-In, should be set out in an easily accessible area.

Set up for seating will consist of the following:

On each black chair there should be

- One Home Track Assessment Packet
- One Home Track Parts 1 + 2 Packet
- One pen

New Guest Gifts

New Guest Gifts are stored in bulk in the attic above our Kid's hallway. If you need to retrieve these gifts, this must be done prior to 7:50 AM on Sundays to ensure the ladder is completely closed before people arrive. One box of New Guest Gifts is stored in our lobby closet (right-hand side, bottom shelf) for easy access. This is where refills will be pulled from Sunday mornings unless otherwise needed. New Guest gifts should be placed on the bottom shelf next to the Connect Table. There should be 12 gifts stocked prior to service **every Sunday** before our Team Rally at 8:00 AM.



Baptism Bag

Baptism Bags are given on Baptism Sundays during the meeting prior to service in the Worship Center. Baptism bags for **all** services should be finalized by 7:50 AM.

Child Dedication Bag

Child Dedication Bags are given on Dedication Sundays during the meeting prior to service in the Worship Center. Dedication bags for **all** services should be finalized by 7:50 AM.

First-Time Serve Cups

First-Time Serve Cups are given during Team Rally to Home Team Members during their Onboarding Meeting. First-Time Serve Cups should be finalized by 7:50 AM for **all** services and placed at the Connect Table for the 8:00 AM Team Rally or placed in the Multi-Purpose Room for the 9:30 AM + 11:00 AM Team Rally. The gifts should be clearly labeled so the Home Team Member leading the Onboarding can ensure they are given to the correct Home Team Member.

Bag Preparation

All bags are utilized during Sunday services and therefore, are prepared in advance. These bags are prepared in bulk by the Next Steps Team. The Next Steps Director periodically plans times for the entire team to get together to assemble the bags. However, team members are welcome to prepare bags throughout the week as well. Please contact the Next Steps Director if you would like to schedule a time to assemble bags throughout the week.

New Guest Gifts

- Home Church mug
- "See you Sunday!" Card

Baptism Bag

- "Made New" shirt
- A signed Baptism Certificate
 - It must be printed out and ready for Pastor Chaz or Pastor Nick to sign, then placed into the bag.

Child Dedication Bag

- A signed Child Dedication Certificate
 - It must be printed out and ready for Pastor Chaz to sign, then placed into the bag.
- Home Kids Shirt
 - This will be placed into the bag after the child dedication form is filled out and we have received the shirt size.
 - This will not be added if "no" is selected on the Child Dedication Form.



First-Time Serve Cup

- “Find your Place, Find your People” shirt
- Home Church plastic cup
 - The shirt will be rolled and placed inside the cup.

