



# CHECKING IN WITH YOUR TEAM

LEADER GUIDE



TEAM  
HUDDLE

By Mac Lake

## CONNECT Spend time allowing team members to connect with one another relationally.



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## CELEBRATE Ask how they've seen God working in their area of ministry since you met last.



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## COACH Facilitate conversation using the following discussion guide and summarize with the leadership takeaways provided.



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### » **Competency:** Checking in with your team to add value personally & professionally

What is one of the most meaningful things one of your leaders has ever done for you?

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### **Acts 20:17-20, 25-28, 37-38**

<sup>17</sup>From Miletus, Paul sent to Ephesus for the elders of the church. <sup>18</sup> When they arrived, he said to them: "You know how I lived the whole time I was with you, from the first day I came into the province of Asia. <sup>19</sup> I served the Lord with great humility and with tears and in the midst of severe testing by the plots of my Jewish opponents. <sup>20</sup> You know that I have not hesitated to preach anything that would be helpful to you but have taught you publicly and from house to house. || <sup>25</sup> "Now I know that none of you among whom I have gone about preaching the kingdom will ever see me again. <sup>26</sup> Therefore, I declare to you today that I am innocent of the blood of any of you. <sup>27</sup> For I have not hesitated to proclaim to you the whole will of God. <sup>28</sup> Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood. ||

<sup>37</sup> When Paul had finished speaking, he knelt down with all of them and prayed. <sup>37</sup> They all wept as they embraced him and kissed him. <sup>38</sup> What grieved them most was his statement that they would never see his face again.

# TEAM HUDDLE | LEADER GUIDE

Paul has stopped by to check in on the Ephesians elders whom he had spent significant time with years earlier. He tells them this will be the final time he will see them. As you read this passage what stands out to you about Paul as a leader?

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## Video

Watch the video "Take Five Minutes" by Chris Hogan (1:36)  
<https://www.youtube.com/watch?v=Yp7Y80KhFWo>

## Discussion Questions

What stood out to you the most from this video? Why?

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What are some common mistakes leaders make when popping in and checking on one of their team members?

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What is one action step you will take away from this huddle session?

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## Key Takeaways to share with the team

- When you stop by to check in on a team member, make it relational and helpful, not critical or judgmental.
- Checking in on team members communicates that you care about them as an individual.
- People work hard for those they trust.
- A small five-minute check-in can make a big impact.
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## COMMUNICATE Share important information items with your team.



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## CARE Spend time praying as a team. You may want to take specific prayer requests from your team members.



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## Video

Watch the video “Patrick Lencioni on Teamwork.”  
<https://www.youtube.com/watch?v=iJTtIKV-bhQ>

## Discussion Questions

What stood out to you the most from this video? Why?

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# TEAM HUDDLE | PARTICIPANT GUIDE

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What are some common mistakes leaders make when popping in and checking on one of their team members?

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### Notes

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