

Level ONE Leadership

Dr. Warren Haynes

2009



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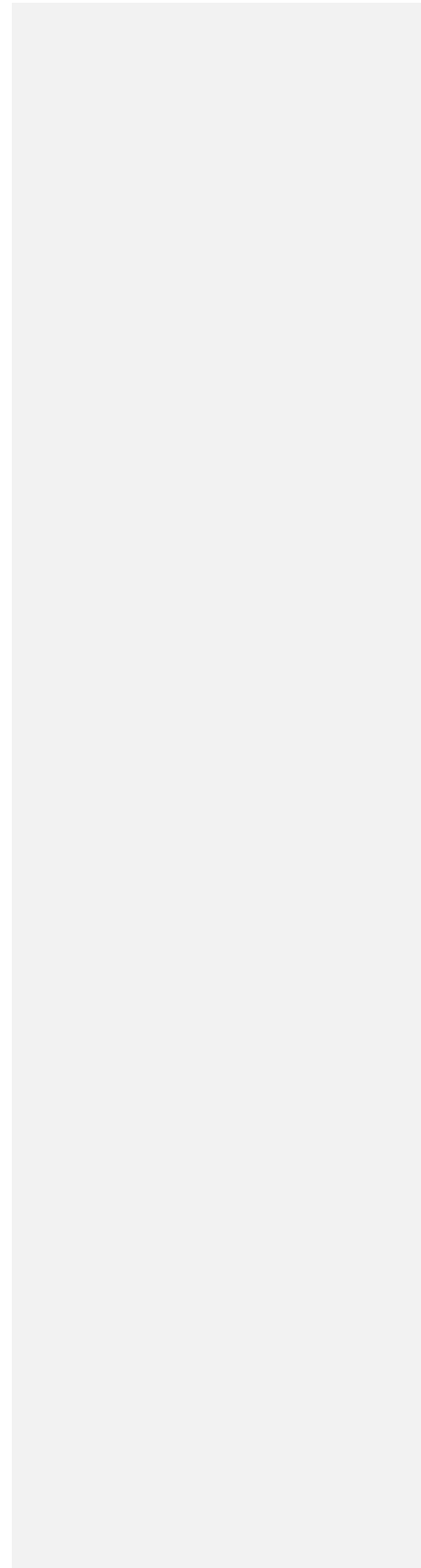
*A practical guide to begin
equipping ministry leaders in
your ministry setting*

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Quick overview

Foundational Leadership Practices

Lifelong Learners

Encourage Others

Administrators

Dependable

Equip Others

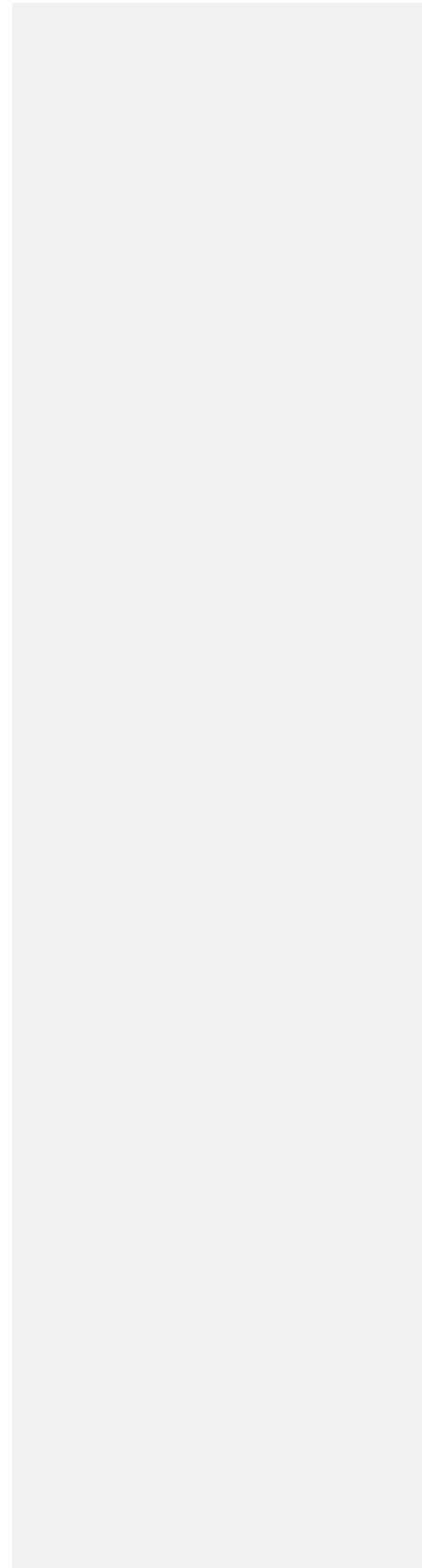
Responsible

Servants

Honor others

Inspire

Pray



Getting started

Activities:

1st, Define leadership in your own words:

☛ *“Leadership is the courage to admit mistakes, the vision to welcome change, the enthusiasm to motivate others, and the confidence to stay out of step when everyone else is marching to the wrong tune.” -E. M. Estes*

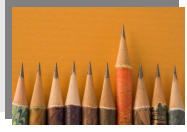
☛ *“Leadership is guiding others to glorify God.” -W.H. Haynes*

*The Bible says,
“Remember your leaders, who spoke the word of God to you.
Consider the outcome of their way of life and imitate their faith.”
NIV Hebrews 13:7*

2nd, Reflect for a moment about some of the leaders you have had.
What good things do you remember about their leadership that you would like to carry on as a leader?

“Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.” NIV Hebrews 13:17

Effective kingdom leaders are...



Lifelong learners

Leaders listen with the intent to put into practice.

“let the wise listen and add to their learning, and let the discerning get guidance” NIV Proverbs 1:5

Leadership skill to develop: **Action based Listening**

Activities:

1st, Practice action based listening:

Pair up and Sit back to back. Have one person draw a picture of a house (pause here for drawing time). Describe your drawing to the other person sitting behind you. Their job is to listen to see how close they can come to drawing your house. Your job is to see how well you can describe your drawing in detail to avoid confusion. Next, switch roles.

Draw your house here:



Leaders need to be able to give and follow good directions.

Comment [WH1]: The aim of action based listening is to practice what you've been taking in.

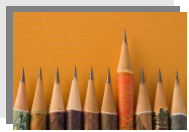
Jesus said,

"Therefore everyone who hears these words of mine and puts them into practice is like a wise man who built his house on the rock.

Matthew 7:24 (NIV)

4 practices of an Action Based Listener

- ⇒ Be present in the moment (keep eye contact and remember listening is more than hearing it is a mental process that require your mind to be engaged)
- ⇒ Be pleasant in tone and relaxed in posture
- ⇒ Ask clarifying questions
- ⇒ Take action and be open to coaching



Encourage Others

Leader's instill courage and help establish Godly consistency in those they lead.

“strengthening the disciples and encouraging them to remain true to the faith. “We must go through many hardships to enter the kingdom of God,” NIV Acts 14:22

Leadership skill to develop: **Person Building**

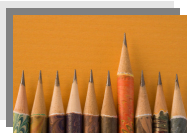
☛ *“The difference between manipulation and leadership is motive.” - Dennis Sawyer*

Activities:

1st, Celebrate and Coach! Look for positive attitudes, actions, or character traits to affirm in those you lead. When you notice something you want to see more of come along side of that person (one on one) and say,

“I noticed that you....., You are becoming....., thank you being such a great example for us.”

- ☛ *“Is anyone happier because you passed his way? Does anyone remember that you spoke to him today?”*
- ☛ *“More people fail for lack of encouragement than for any other reason.”*
- ☛ *One motivation is worth ten threats, two pressures, and six reminders. - Paul Sweeney*



Administrate

Leaders administrate the ministry process. They help develop people, strategies, and operational plans that accomplish the mission. Put the people you lead in position to prosper by leading them to establish critical success components and **follow up!**

“Now, a person who is put in charge as a manager must be faithful.” NLT 1 Corinthians 4:2

Leadership skill to develop:

Establish critical success components

Activities:

1st, Using the following critical success components walk ministry leaders through how to plan and organize a ministry event or project on a white board, projector, or flip chart.

Course settings: Define your direction: Pinpoint what it is you want to do and how it helps your church fulfill its mission.

Calculate Resources: What is it going to take to do this well. Volunteers, equipment, space, supplies, and any other resources you will need. First, determine what resources you need, then look at what resources you already have (Be Creative as possible). Next, Make a complete list of resources.

Contact the right people: Make a complete contact list of everyone you need to stay in touch with.

Calendar crucial dates: preparation/planning dates, start dates, end dates, etc. Check with pastors and clear your crucial dates with church calendar first.

Consider overlooked areas: (Childcare, space sharing, resource sharing, scheduling, etc.). Contact the right people to clear any special arrangements.

Confirm cost: As good stewards establish a budget in writing to account for and make the best use of moneys spent. (The more creative you are when you calculate your resources the less it cost when you when you write your budget).

Check settings: Once you set your course you'll need to check your settings often to stay on course. Arrange a complete inventory on one piece of paper that lists what has to be done, when it needs to happen, and who is responsible for it, then give a copy to everyone involved.

2nd, Have ministry leaders practice using the planning guide from their Leadership notebook to keep track of important information concerning the ministry event. (Leadership planning guides are at the end of this study).

Leadership skill to develop:

Follow up

Activity

2nd, consistently follow with others up using the Leadership planning guide. Keep an active file of current planning guides and an in active file of these planning guides they can help avoid mistakes, make planning adjustments, and maximize results. Calendar your follow ups. Remember these words, "I would like to follow up with you about. . ."

Leadership

Planning Guide

Define ministry event & explain how it will help the church accomplish its mission

What it is:

When it is:

Where it is:

Why do it:

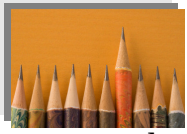
Calculate: Volunteers, equipment, space, supplies, & etc.

Needed Resources

Available Resource

Important contacts:

Name:	#	<i>email</i>
Name:	#	<i>email</i>
Name:	#	<i>email</i>
Name:	#	<i>email</i>
Name:	#	<i>email</i>



Dependable

Leaders are faithful to the Lord and those you lead.

“To the faithful you show yourself faithful; to those with integrity you show integrity.” NLT Psalm 18:25

“Simply let your 'Yes' be 'Yes,' and your 'No,' 'No'; anything beyond this comes from the evil one.” NIV Matthew 5:37

Leadership skill to develop: **Promise keeping**

Activities:

1st, Practice fulfilling your promises.

“The master said, 'Well done, my good and faithful servant. You have been faithful in handling this small amount, so now I will give you many more responsibilities. Let's celebrate together!’” NLT Matthew 25:23

2nd, List some ways leaders demonstrate that they are dependable (this is a time to share openly and list on a white board or overhead).

In simple terms define openly what a dependable leader looks like in your church setting.



Equip others

Leaders participate with those they are leading so they will succeed.

“We proclaim him, admonishing and teaching everyone with all wisdom, so that we may present everyone perfect in Christ. To this end I labor, struggling with all his energy, which so powerfully works in me.” NIV Colossians 1:28-29

“All Scripture is inspired by God and is useful to teach us what is true and to make us realize what is wrong in our lives. It straightens us out and teaches us to do what is right. It is God's way of preparing us in every way, fully equipped for every good thing God wants us to do.” NLT 2 Timothy 3:16-17

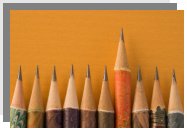
Leadership skill to develop: **Active Coaching**

Activities:

1st, No one ministers alone! Remember the model “I do you watch, I do you help, You do I help, You do I watch, You do.” Disciples and ministers are made as you participate in their development.

2nd, Nugget sharing. Share some of those valuable nuggets you have learned along the way with those you are leading. (Keep a list of Leadership Nuggets)

3rd, Major on “**How To! Hands On!**” information.



Responsible

Leaders establish accountable relationships.
“So then, each of us will give an account of himself to God.” NIV
Romans 14:12

Leadership skill to develop: **Accountability**

Activities:

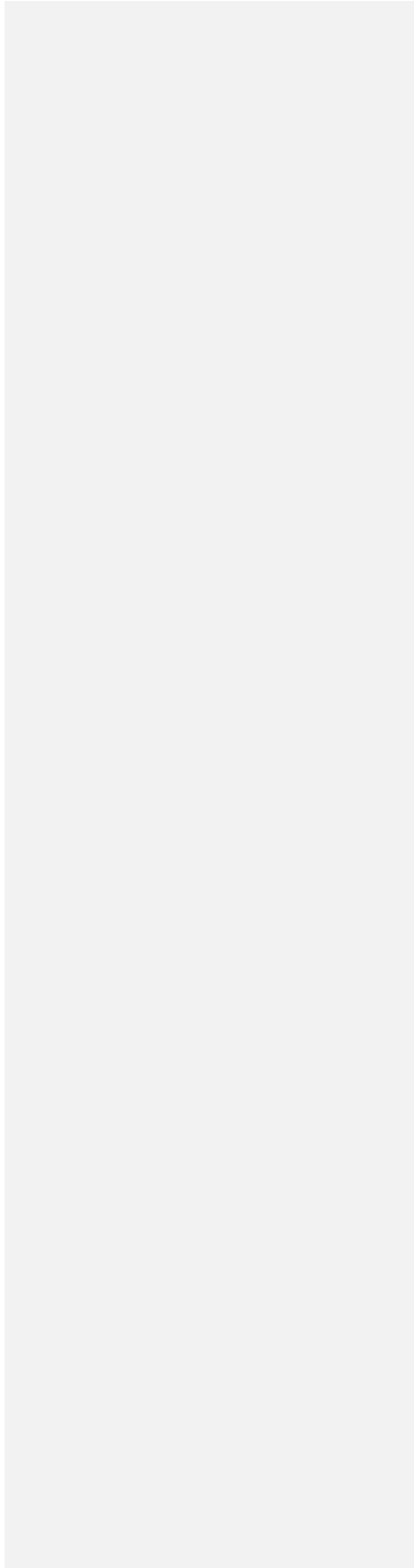
1st, In the chart below under “God” list those you are accountable too in your current leadership position. Under their names put your name. From there list those who are accountable to you. This is your map of authority and accountability.



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☛ “Accountability to another is the only way to safeguard against poor judgment, unconscious motivations, and self-deception.”
-Archibald D. Hart



The Bible says,

“But I tell you that men will have to give account on the day of judgment for every careless word they have spoken.” NIV Matthew 12:36

“This is what the Sovereign LORD says: I am against the shepherds and will hold them accountable for my flock.” NIV Ezekiel 34:10

Leadership skill to develop: **Recruiting**

Activities:

1st, Pray for the people: Ask the Lord to put some names of people on your heart who can help you in your area of ministry.

2nd, Present the opportunity to those the Lord lays on your heart. As the Lord puts people on your heart present them with opportunity to partner with you in ministry. Let them know all expectations **UP FRONT!** The best way to do this is to give them a copy of your Leadership Planning sheet that covers the ministry project you want them to participate in.

It might sound something like this,

“I’ve been praying and I would like for you to consider a ministry opportunity in our church. Here is a copy of a Leadership Planning guide that explains in this opportunity in more detail and how you can be a partner with us.” (Let people know up front everything you expect of them and everything they can expect of you).

Make it fun: “If you choose to accept this mission, expect to be blessed.”

Clarify any questions by simply asking, “Do you have any questions?” and ask them to pray about it. Let them know you will contact them in a couple of days concerning their decision.

3rd, Follow up: Call them back and ask them what they since the Lord leading them to do with this ministry opportunity. Wait for them to respond. Be gracious in your response to their decision.

Leaders are responsible for making sure things get done but they are not responsible for doing everything that needs to be done.

Leadership skill to develop: **Delegating**

Activities:

1st, Give a church directory to each leader and have them count up the number of members and then multiply the number of members by 3 (3 represents a 3 minute phone call). Example: 100 members = 300 minutes of phone time or 5 hours. Next have each person divide the number of church members by 10 multiply by 3. $100/10=10$. $10 \times 3=30$. Now ask, "Would you rather spend 5 hours on the phone or thirty minutes." This is the power of delegating.



Servants

Leaders practice serving those they lead.

“For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.” NIV Mark 10:45

“Now that I, your Lord and Teacher, have washed your feet, you also should wash one another’s feet. I have set you an example that you should do as I have done for you.” NIV John 13:14-15

“A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.” NIV John 13:34-35

Leadership skill to develop: **Discover Needs**

☛ *“One of the tests of leadership is to recognize a problem before it becomes an emergency.” - Arnold H. Glasow*

Activities:

1st, Looking ahead in your area of leadership jot down some things you anticipate your people will need to fulfill their roles.

*Anticipation + Inquiry + Attaining for the benefit of those you lead = **Happy people***

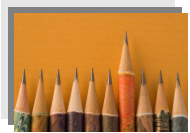
It may sound something like this,

“I’ve been thinking about something that may benefit you in your area of ministry, I’d like to share this idea with you? (Share idea) and ask, “Do you think this would be of help you?” if yes follow through.

2nd, Make a healthy habit of asking caring questions

- ☛ How are you? (Listen for ways you can serve them)
- ☛ How is your family? (Listen with a caring heart)
- ☛ How is your ministry in the church?
- ☛ How can I help?
- ☛ Can I pray for you?

Here have people pair up and ask these questions to each other.



Honor others

Leaders honor the Lord and those they lead

“Be devoted to one another in brotherly love. Honor one another above yourselves.” NIV Romans 12:10

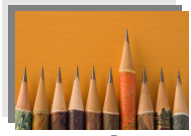
Leadership skill to develop: **Celebrating Accomplishments and milestones**

Activities:

1st, Plan celebrations, appreciations, and moments to enjoy the good things Gods doing in and through others.

2nd, When doing or saying something good comes to mind take action. Don't leave good things undone. Make the call, leave the note, send the email. DO IT!

“Do not withhold good from those who deserve it, when it is in your power to act.” NIV Proverbs 3:27



Inspire

Leaders inspire others to act on God given vision and accomplish the mission. Leaders are in the connecting business.

*“Where there is no vision, the people are unrestrained...” NAU
Proverbs 29:18a*

Leadership skill to develop: **Connecting**

Help those you lead:

🔗 Connect with Christ, the mission of the church, and how their participation is crucial to accomplishing the mission and honor Jesus.

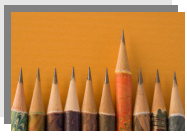
Activities:

1st, practice connecting the activities and events you are planning to the fulfilling of the mission of the church. Paint the picture of how people’s participation will help the ministry make strides in accomplishing the mission. **“KNOW THY MISSION!”**

2nd, Practice sharing these connections privately and publicly to help those you are leading to make connections personally to your Mission, Vision, & Values. (Give ideas and examples to help others personally connect with the heart of church through what is expressed in these statements).

3rd, Craft all significant announcements build connection and accomplish your mission. Always tie what your team is doing to the Mission, Vision, & Values of your church or ministry.

Don’t assume it’s been heard just because you’ve said it once. Your ability to repeat it with conviction and passion speaks to how much you believe it.



Pray

Leaders get direction and guidance from God because they genuinely care about people. The greatest thing that could be said about any leader is, “They lead me into the very will of God.” You cannot lead others into God’s will if you are not in constant communication if God.

“But Jesus often withdrew to lonely places and prayed.” NIV Luke 5:16

Leadership skill to develop: **Prayer**

Activities:

1st, Practices praying **for** and **with** those you lead. Use your list of contacts and your chain of command chart to bring together a prayer guide.

2nd, When your team meets pray together.

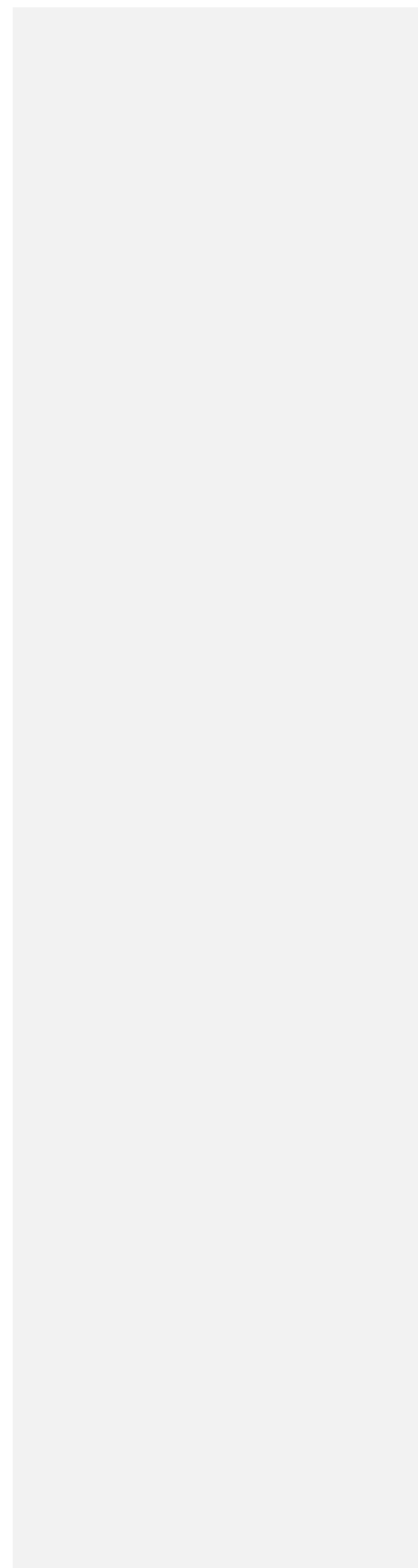
☛ *“I have been driven many times to my knees by the overwhelming conviction that I had nowhere else to go. My wisdom, and that of all about me, seemed insufficient for the day.” - Abraham Lincoln,*

Leadership Prayer List

Leadership Prayer List

My Leaders

My Team members



SUMMARY

Leadership challenge

(Using the letters below describe foundation leadership practices)

L
E
A
D
E
R
S
H
I
P

Leadership

Planning Guide

Define ministry event:

What it is:

When it is:

Where it is:

Why do it:

Calculate: Volunteers, equipment, space, supplies, & etc.

Needed Resources

Available Resource

Important contacts:

Name:	#	<i>email</i>
Name:	#	<i>email</i>
Name:	#	<i>email</i>
Name:	#	<i>email</i>
Name:	#	<i>email</i>
Name:	#	<i>email</i>

Consideration: (Child-care, space or resource sharing scheduling, etc.)

Who will this affect?

What arrangements need to be made?

Name: # *email*
Name: # *email*
Name: # *email*

Cost: Be a good steward

Item ----- amount -----
Item ----- amount -----
Item ----- amount -----
Item ----- amount -----
Item ----- amount -----
Item ----- amount -----
Item ----- amount -----
Item ----- amount -----

Total -----

Timeline: Stay on track

Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____

Annual planning guide

Begin with a simple plan

- ***Once a year:*** Every year have a meaningful leadership orientation and training time where all ministry leaders come together to cover your churches personalized leadership material and reconnect with the mission of your ministry. Schedule it that same time of year every year when it is most effective for your ministry. Make a time where people look forward to coming.

Action step: Pull out your calendar right now and establish a list of three possible dates for annual leadership training.

1st, Date of choice _____
2nd, Date of choice _____
3rd, Date of choice _____

- ***Once a month or Quarterly:*** Have an encouraging leadership meeting where you reinforce one to three of these basic leadership skills, troubleshoot challenges, & encourage your leaders to connect and accomplish the mission through coaching and accountability.

Action step: Pull out your calendar right now and establish what day of the month you will have your monthly leadership training.

1st, Day of choice _____
2nd, Day of choice _____
3rd, Day of choice _____
(example: first Thursday of every month)

- *Once a week:* Call 1-3 leaders just to let them know that you appreciate them and follow up on progress.

Action step: *On your annual calendar write the names of your leaders in rotating fashion on the days of the week you plan to call and encourage them.*

Example:

MONDAY

Call to encourage James, John, & Peter

- *Once a day* pray for your leaders and their families.

Action step: *Keep a list of your leaders handy for prayer times. Scan the list then pray specifically for the leaders as the Spirit moves you. Write down any scriptures that come to mind during your prayer.*

- *Boost the ministry by bounce your ideas*

Once you establish a simple plan, bounce it off the leaders in your church or ministry to get a good start and avoid any unnecessary blunders.

Action step: *List the names of leaders you will bounce this off of to boost your efforts.*

- Name: _____
- Name: _____
- Name: _____
- Name: _____
- Name: _____
- Name: _____

Go through all material

- *Study your leaders guide and go through the material until you have a good handle on the concepts you will be sharing.*

Gather all necessary material

- *Make a list of all the material you'll need to teach this course to your leaders. Prepare with excellence and share with excitement and you will get off to a good start.*

“May the Lord bless you as you seek to strengthen His people with essential leadership skills to advance His Kingdom.”

Dr. Warren Haynes

Teamwork



Teams who... Work together! Win together!

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Effective kingdom team members...



Talk openly

Teams keep communication lines clear with good, open, robust, dialogue.

“Plans go wrong for lack of advice; many counselors bring success.” NLT Proverbs 15:22

Teamwork skill to develop: **Assertive assessment**

To speak assertively means you are able to express what you want and need in a positive way or without putting others down. When you talk opening it is important those present to practice active listening.

Activities:

1st, Let each person share one thing they are passionate about. Everyone must share

Teamwork skill to develop: **Creative communication**

Activities:

2nd, Share ten ways to eat ice cream in one minute. Take turns speaking aloud, everyone must participate.



Establish a game plan

Teams know what the mission is and make plans to accomplish it.

“A lasting work requires extensive preparation.”

-- Douglass Rumford

“*Good planning and hard work lead to prosperity, but hasty shortcuts lead to poverty.*” NLT Proverbs 21:5

Leadership skill to develop:

Establish critical success components

Activities:

1st, Using the following critical success components walk ministry leaders through how to plan and organize a ministry event or project on a white board, projector, or flip chart.

Course settings: Define your direction: Pinpoint what it is you want to do and how it helps your church fulfill its mission.

Calculate Resources: What is it going to take to do this well. Volunteers, equipment, space, supplies, and any other resources you will need. First, determine what resources you need, then look at what resources you already have (Be Creative as possible). Next, Make a complete list of resources.

Contact the right people: Make a complete contact list of everyone you need to stay in touch with.

Calendar crucial dates: preparation/planning dates, start dates, end dates, etc. Check with pastors and clear your crucial dates with church calendar first.

Consider overlooked areas: (Childcare, space sharing, resource sharing, scheduling, etc.). Contact the right people to clear any special arrangements.

Confirm cost: As good stewards establish a budget in writing to account for and make the best use of moneys spent. (The more creative you are when you calculate your resources the less it cost when you when you write your budget).

Check settings: Once you set your course you'll need to check your settings often to stay on course. Arrange a complete inventory on one piece of paper that lists what has to be done, when it needs to happen, and who is responsible for it, then give a copy to everyone involved.

2nd, Have ministry leaders practice using the planning guide from their Leadership notebook to keep track of important information concerning the ministry event. (Leadership planning guides are at the end of this study).

Activities:

3rd, Lead your team to plan a ministry event:

- Use a large sheet of paper
- Establish event
- Set date
- Establish critical success factors
- Assign responsibilities
- Evaluate event

Leadership

Planning Guide

Define ministry event:

What it is:

When it is:

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Calculate: Volunteers, equipment, space, supplies, & etc.

Needed Resources

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 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____



Assign Responsibility

Teams assign specific responsibility and hold each other accountable. Put specific assignments in writing and who is responsible for executing them.

*“So that they may live and not die when they come near the most holy things, do this for them: Aaron and his sons are to go into the sanctuary and **assign** to each man his work and what he is to carry.” NIV Numbers 4:19*

Leadership skill to develop: **Accountability**

Activities:

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Leadership skill to develop: **Delegating**

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Motivate

Teams take responsibility to motivate each other.

“And let us consider how we may spur one another on toward love and good deeds.” NIV Hebrews 10:24

Leadership skill to develop: **Encourage kingdom expectations**

☛ *“The difference between manipulation and leadership is motive.” - Dennis Sawyer*

Activities:

1st, Look for Christ-like attitudes, actions, or character traits to affirm in those on your team. When you notice something Christ-like come along side of that person (one on one) and say,

“I noticed that you....., You are becoming....., and I am proud of you.”

☛ *“Is anyone happier because you passed his way? Does anyone remember that you spoke to him today?”*

☛ *“More people fail for lack of encouragement than for any other reason.”*

☛ *One motivation is worth ten threats, two pressures, and six reminders. - Paul Sweeney*

Leadership skill to develop: **Evaluate with care**

Activities:

- 1st Ask good questions
- Did we honor Jesus?
 - Did we accomplish our goal?
 - How can we do it better?
 - Is it worth doing again?



Saturate

Teams saturate their ministry endeavors with Prayer.
"But Jesus often withdrew to lonely places and prayed." NIV
Luke 5:16

Leadership skill to develop: **Prayer**

Activities:

1st, Practices praying **for** and **with** your team members. Use your list of contacts and your chain of command chart to bring together a prayer guide.

2nd, When your team meets pray together.

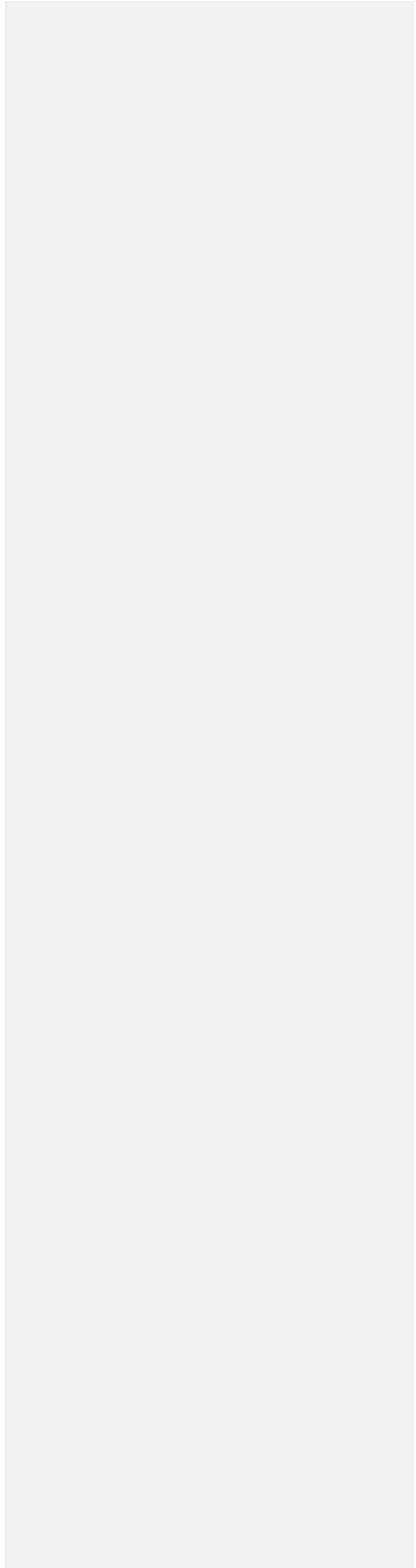
☞ *"I have been driven many times to my knees by the overwhelming conviction that I had nowhere else to go. My wisdom, and that of all about me, seemed insufficient for the day." - Abraham Lincoln,*

Leadership Prayer List

Leadership Prayer List

My Leaders

My Team members



Take the team challenge

TEAMS that ...

Talk _____

Establish a game _____

Assign _____

M_____

Saturate with _____

...Win together

Supplements

Leadership

Planning Guide

Define ministry event:

What it is:

When it is:

Where it is:

Why do it:

Calculate: Volunteers, equipment, space, supplies, & etc.

Needed Resources

Available Resource

Important contacts:

Name:	#	<i>email</i>
Name:	#	<i>email</i>
Name:	#	<i>email</i>
Name:	#	<i>email</i>
Name:	#	<i>email</i>
Name:	#	<i>email</i>

Consideration: (Child-care, space or resource sharing scheduling, etc.)

Who will this affect?

What arrangements need to be made?

Name: # *email*
Name: # *email*
Name: # *email*

Cost: Be a good steward

Item ----- amount -----
Item ----- amount -----
Item ----- amount -----
Item ----- amount -----
Item ----- amount -----
Item ----- amount -----
Item ----- amount -----
Item ----- amount -----

Total -----

Timeline: Stay on track

Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____
 Date _____ Task _____ Who _____

Planning guide

Begin with a simple plan

- *Once a year* every year have a meaningful TEAM orientation and training. Schedule it that same time of year every year when it is most effective for your ministry.

Action step: *Pull out your calendar right now and establish a list of three possible dates for annual TEAM training.*

1st, Date of choice _____

2nd, Date of choice _____

3rd, Date of choice _____

- *Once a month* have an encouraging TEAM meeting where you can talk openly, establish a game plan, assign responsibility, encourage with love, and saturate with pray.

Action step: *Pull out your calendar right now and establish what day of the month you will have your monthly team training.*

1st, Day of choice _____

2nd, Day of choice _____

3rd, Day of choice _____

(example: first Thursday of every month)