Pastoral Leadership Development II

INITIATIVE
COPYRIGHT

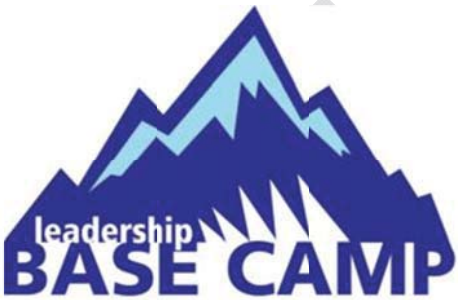
PARTICIPANT WORKBOOK

Bob Farr: Director, Center for Congregational Excellence – Missouri United Methodist Church

David Hyatt: Director, Effective Ministries Coaching and Consulting

Ken Willard: Speaker, Author, Church Training Consultant – Leadership Base Camp

Revised 8/11/09



COPYRIGHT

All materials written and developed by Ken Willard of Leadership Base Camp for the express use of the Missouri UMC Healthy Church Initiative.

All rights reserved.

No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system, except as may be expressly permitted by the 1976 Copyright Act, or the 1998 Digital Millennium Copyright Act, or in writing from both the Missouri United Methodist Annual Conference and Leadership Base Camp organization.

Request for permission should be addressed to:

Missouri United Methodist Annual Conference
3601 Amron Court
Columbia, MO 65202
877.736.1806
Director of Congregational Excellence office

Leadership Base Camp
www.leadershipbasecamp.net
contact: Ken Willard
636.346.7172
kwillard@leadershipbasecamp.net

Table of Contents

Session	Title	Page
1	Orientation	5
2	Time Management	27
3	Visioning	45
4	Worship	61
5	Preaching	81
6	Building Bridges	99
7	Connecting	121
8	Resourcing / Stewardship	139
		162

COPYRIGHT

NAME: _____

This page left intentionally blank

COPYRIGHT

Pastoral Leadership Development II

COPYRIGHT

Session One

Orientation

NOTES

"You must get involved to have an impact. No one is impressed with the win-loss record of the referee."

John Holcomb

COPYRIGHT

Objectives

Our core purpose today is to:

> Create a strong partnership between the pastors, pastor mentors, and the facilitator while establishing expectations and responsibilities for the overall program.

To achieve this core purpose, you will learn to:

- Identify the steps in the PLD II process
- Build relationships with other participants
- Understand how to set S.M.A.R.T. goals and their importance
- Prepare for the rest of the PLD II process by understanding your expectations and responsibilities

Our core purpose for the overall program is to:

> Continue to develop the leadership skills of our church pastors with a strong focus on growing themselves and their churches.

To achieve this core purpose, you will learn to:

- Lead yourself, your staff (paid and unpaid) and your church by setting effective goals and managing your time.
- Cast a vision that compels action.
- Develop worship experiences that both honor God and relate to the audience.
- Build connections to our communities.
- Prepare yourself and your church to move into the Peer Mentoring section of the Healthy Church Project if applicable.

COPYRIGHT

Group Covenant

I covenant with my Pastoral Leadership Development group to do the following:

1. Pray regularly for my fellow group members.
2. Complete all of the required reading and other homework between each session so that I will be prepared for our next time together.
3. Be on time for each session and when returning from breaks in order to keep us on schedule.
4. Be engaged by participating openly and honestly in all group sessions.
5. Be curious by asking questions and seeking clarification when needed.
6. Be respectful to others in the group and interact in a respectful manner as we share our unique personal perspectives and ideas.
    - Keep confidential any personal matters shared by others in the group.
    - Keep my phone on vibrate or silent and only check email/voicemail on breaks.
    - Only use a person's real name if sharing a positive example.
    - Be patient with others as we all learn and grow.
7. Understand that each session goes quickly, and that the facilitator may need to move things along in order to keep us on track.
8. Others?

_____

_____

_____

Signed: _____ Date: _____

COPYRIGHT

PLD II Program Overview

Session	Title	Book
1	**Orientation / S.M.A.R.T. Goals**	
2	**Time Management**	Time Management for Peak Performance: Practical Plans for Practical People by Ken Willard
3	**Visioning**	Visioneering by Andy Stanley
4	**Worship**	Taking Flight with Creativity: Worship Design Teams That Work by Len Wilson & Jason Moore
5	**Preaching**	Unleashing the Word by Adam Hamilton
6	**Building Bridges**	Breaking the Missional Code: Your Church can become a Missionary in your Community by Ed Stetzer and David Putman
7	**Connecting**	Beyond the First Visit by Gary L. McIntosh
9	**Resourcing / Stewardship**	Not Your Parents Offering Plate: A New Vision for Financial Stewardship by J. Clif Christopher

COPYRIGHT

NOTES

"Without goals, and plans to reach them, you are like a ship that has set sail with no destination."
Fitzhugh Dodson

COPYRIGHT

S.M.A.R.T. Goals

Goals are something we want to _____.

Plans describe what needs to be _____.

S = Specific

Who, what, where, when, which, and most importantly _____.

M = Measurable

"How" type questions = How much? How fast? How often? How soon?

Remember, if you can't measure it, _____.

A = Achievable

Challenging but can be reached. Achievable does not mean _____!

R = Relevant

Within your span of control, not heavily dependent on the actions of others.

T = Time-based

Grounded within a time frame. Without a set time there is no _____ of _____. You should be able to write it on a calendar.

COPYRIGHT

NOTES

"Goals are dreams with deadlines."
Diana Scharf Hunt

"The reason most people never reach their goals is that they don't define them, or even consider them as believable or achievable. Winners can tell you where they are going, what they plan to do along the way, and who will be sharing the adventure with them."
Denis Watley

COPYRIGHT

S.M.A.R.T. Goals – Practice

Identify **ONE** job expectation, improvement opportunity or current goal for one of your staff, lay leaders or yourself.

- Create a S.M.A.R.T. Goal

  _____

  _____

  _____

- Share the goal you developed with your partner.
- Role-play how you will share that goal if applicable.
- Be sure to get and give constructive feedback and suggestions.

COPYRIGHT

NOTES

"You measure the size of the accomplishment by the obstacles you had to overcome to reach your goals."

Booker T. Washington

COPYRIGHT

SMART Goal Writing

Guidelines

Specific

Measurable

Achievable

Relevant

Time-based

COPYRIGHT

© Missouri UMC – 2009

Research suggests that companies and people who set goals perform better than those that do not. Goals, whether personal or professional, department or company-wide, provide a sense of direction and meaning to daily life. Goals have the power to energize and motivate. Goals also measure and improve performance, reduce stress, and build self-confidence. However goals that are vague, unrealistic, too challenging, or too easy can actually do more damage than good. Fortunately, there is an easy way to set productive goals. The process can be easily broken down into the acronym SMART. SMART stands for Specific, Measurable, Achievable, Relevant, and Time-based. As a manager it will be your responsibility to assist your team members in identifying and writing SMART goals. Goal writing should be a mutual process with input from the team member as well as your suggestions.

Goals vs. Objectives

Before beginning the SMART goal writing process, it is important to separate two similar but ultimately very different terms. The terms are GOALS and OBJECTIVES. For many, these terms are interchangeable; a goal is an objective, an objective is a goal. However, objectives should be viewed as the means to achieve goals. Activities, actions, conditions and resources are all objectives. While goals probably shouldn't change outright, objectives can be flexible and adaptable to current events. Personal, professional, business, or environment changes can affect the actions taken to achieve a goal. When writing SMART goals, consider the actions or objectives needed to accomplish the goal and how each can be adapted to the ever-changing work environment.

Writing SMART Goals

Specific

A specific goal is much more likely to be accomplished than a general goal. Some questions to ask while evaluating a goal are:

- What should be accomplished?
- Why should it be accomplished?
- When and how will it be accomplished?

Specific goals show exactly what, when, and how much is expected. This means spelling out the details of the goal from start to finish. Keep in mind that simple goals are better. The easier it is to understand, the easier it will be to achieve.

The following SMART goal is an example of a manager's goal. In the example the underlined words demonstrate the ***SPECIFIC*** nature of the goal.

In order to improve average worship attendance per month in our church I will ensure all families who do not attend three weeks in a row, six weeks in a row and nine weeks in a row are contacted by a member of the connections team or a pastor each week, so as to raise our average by at least .25 by the end of 2009.

COPYRIGHT

Measurable

Measurable goals are quantifiable. Establish a certain set of criteria for measuring progress toward accomplishing each goal that is set. Questions like the following can help identify if a goal is measurable:

- How much?
- How many?
- How will I know the result has been achieved?
- Is there something observable that can be measured?

When progress is measured, it is easier to stay on track, reach target dates, and achieve success.

In the example the underlined words demonstrate the ***MEASURABLE*** nature of the goal.

In order to improve average worship attendance per month in our church I will ensure all families who do not attend three weeks in a row, six weeks in a row and nine weeks in a row are contacted by a member of the connections team or a pastor each week, so as to raise our average by at least .25 by the end of 2009.

Achievable

For a goal to be achievable the team member must possess the skills and have access to the resources necessary to accomplish the goal. Achievable goals should include flexible objectives and tasks to allow for changes in the business. Good questions to ask to establish whether a goal is achievable are:

- Is the desired result of the goal attainable to the team member?
- How challenging is this goal to the individual?
- How much direct control does the individual have over the goal?

Keep in mind that goals set too high or too low become meaningless. Goals should be realistic and attainable; they should be challenging, but not so difficult that they result in discouragement. Goals should also not be so easy that they become routine and boring. Setting goals together with your team members will help ensure that the goals are achievable.

In the example the underlined words demonstrate the ***ACHIEVABLE nature*** of the goal.

In order to improve average worship attendance per month in our church I will ensure all families who do not attend three weeks in a row, six weeks in a row and nine weeks in a row are contacted by a member of the connections team or a pastor each week, so as to raise our average by at least .25 by the end of 2009.

COPYRIGHT

Relevant

Goals should be relevant to the company's / church's vision and mission, the team member's specific function in the organization, and daily tasks. Think about this question when determining a goal's relevance:

- How will the goal impact personal performance as well as the performance of the organization?

Goals should also be relevant personally; a goal should represent something the team member is both willing and able to work toward.

In the example the underlined words demonstrate the ***RELEVANT*** nature of the goal.

In order to improve average worship attendance per month in our church I will ensure all families who do not attend three weeks in a row, six weeks in a row and nine weeks in a row are contacted by a member of the connections team or a pastor each week, so as to raise our average by at least .25 by the end of 2009.

Time-based

Setting a realistic time frame to accomplish a goal will result in continued progress towards achieving the goal. Goals without time frames will often be pushed aside by the day to day time wasters that are a part of most organizations. It is easy to forget about a goal when there is no deadline for completion. Meeting a deadline helps keep goals properly prioritized. It also creates a sense of urgency that will help motivate the team member to complete the tasks necessary to reach the goal. For goals with many steps or action plans, it is helpful to break down the goal into manageable stages. Work out a time frame for the accomplishment of each stage and add in time for unexpected delays. The deadline will be the date by which all stages are complete.

In the example the underlined words demonstrate the ***TIME-BASED*** nature of the goal.

In order to improve average worship attendance per month in our church I will ensure all families who do not attend three weeks in a row, six weeks in a row and nine weeks in a row are contacted by a member of the connections team or a pastor each week, so as to raise our average by at least .25 by the end of 2009.

COPYRIGHT

SMART Worksheet

The SMART Goal writing process is a key link in tying together both individual and team efforts with location and corporate goals. Look at the priorities, mission, vision, and core values of your organization as you begin the SMART Goal writing process.

The Priorities of my organization are:

-
-
-
-
-

The Core Values are:

-
-
-
-
-

The Mission is:

The Vision is:

Ensure that each of your SMART Goals relates to the overall Mission, Vision, Priorities and Core Values of your church or company. It is likely that each goal will reflect more than one.

☐ **Mission** ☐ **Vision**

☐ **Priorities** ☐ **Core Values**

COPYRIGHT

SMART Worksheet

Name_____ **Ministry**_____

Title_____**Date**_____

Use this section to briefly summarize the overall major job responsibilities and performance expectations. These responsibilities and expectations will be linked to the goals in the next section and will help when writing the goals. (If additional space is needed, attach a separate sheet.)

_____

_____

_____

_____

_____

_____

_____

_____

Goal writing: Together with the team member, develop at least three SMART goals.

Job Responsibility and Expectations: _____

_____

_____

Goal: _____

_____

_____

_____

Action Steps/Objectives: _____

_____

_____

COPYRIGHT

Job Responsibility and Expectations: _____

_____

_____

Goal: _____

_____

_____

_____

Action Steps/Objectives: _____

_____

_____

Job Responsibility and Expectations: _____

_____

_____

Goal: _____

_____

_____

_____

Action Steps/Objectives: _____

_____

_____

COPYRIGHT

NOTES

"What you get by achieving your goals is not as important as what you become by achieving your goals."

Zig Ziglar

COPYRIGHT

Action Plan

List some specific steps and resources to begin developing your skills in the areas that we covered today:

_____

_____

_____

_____

_____

What is **one** action that you are willing to commit to taking between now and our next session together?

_____

_____

_____

_____

_____

What will success look like concerning that action?

_____

_____

_____

COPYRIGHT

Best Practices

- □ Hold a workshop with your leadership team on setting SMART goals for the year
- □ Help each person who reports to you set one SMART goal, follow-up on it each month
- □ _____
- □ _____
- □ _____

Additional Resources

How to Get Control of Your Time and Your Life, by Alan Lakein

The 80/20 Principle: The Secret to Success by Achieving More with Less, by Richard Koch

COPYRIGHT

"You got to be careful if you don't know where you're going, because you might not get there." – Yogi Berra

Teacher: _____ Date: _____

Name: _____ (optional)

Course	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
1. Objectives were clearly stated and met					
2. Materials were useful/relevant					
3. Topics covered were what was expected					
Facilitator	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
4. Presented the subject effectively					
5. Demonstrated knowledge of content					
6. Pace of session was appropriate					
Environment	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
7. Conducive to learning					
8. Temperature, distractions, etc...					
Overall	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
9. How would you rate the session overall?					
10. Recommend to friend/colleague					

What, if anything, would you suggest to improve this session in the future?

_____

_____

What is your biggest take-away from this session?

_____

_____

Other comments: _____

_____

Thank You!

COPYRIGHT

This page left intentionally blank

COPYRIGHT

Pastoral Leadership Development II

COPYRIGHT

Session Two

Time Management

NOTES

"I am definitely going to take a course on time management…just as soon as I can work it into my schedule."

Louis E. Boone

COPYRIGHT

Objectives

Our core purpose today is to:

> Build on what we learned last time concerning S.M.A.R.T. goals and to find some practical plans for managing our time.

To achieve this core purpose, you will learn to:

- Plan for the long-term, short-term and daily activities
- Understand the connection between tasks, goals and my mission
- Discover new best practices for managing my time while avoiding time wasters
- Develop a plan of action that will help me improve my time management skills

Key Ground Rules:

- Be on time
- Be engaged
- Be curious
- Be respectful

COPYRIGHT

NOTES

"Planning is bringing the future into the present so you can do something about it now."

Alan Lakein

COPYRIGHT

Time Management

Maintenance Tasks	Value Added Tasks
•	•
•	•
•	•
•	•

Resources: Time, _____

Long-term Plans

_____

_____

_____

Short-term Plans

_____

_____

_____

Daily Planning

_____

_____

_____

COPYRIGHT

NOTES

"Christians are like trains—always on the move, always in a rush, and always late."
Robert Banks

COPYRIGHT

Prioritizing

RANK	TASK

COPYRIGHT

NOTES

"Don't fool yourself that important things can be put off till tomorrow; they can be put off forever, or not at all."

Mignon McLaughlin

COPYRIGHT

Activity – Multi Tasking

a – j	1 – 10	I - X

Common Multi-Tasking Situations:

- In a meeting—BlackBerry / phone…texting, checking email, etc…
- In the car—on the phone, texting, email, etc…
- During a call—checking email, on the web, etc…(especially a conf call)
-
-
-

"*Multitasking Makes You Stupid: Studies Show Pitfalls of Doing Too Much at Once*" Wall Street Journal; New York, N.Y.; Feb 27, 2003; by Sue Shellenbarger

COPYRIGHT

NOTES

"It's not enough to be busy, so are the ants. The question is, what are we busy about?"
Henry David Thoreau

COPYRIGHT

Productivity

Best Practices

- Plan your total day's activities, not just your work day.
- Write it down! Writing things down helps the information stick...even if you never look at it again.
- Find someone to hold you accountable.

_____

_____

_____

Time Wasters

- Micro-managing—invest the time training and then empower.
- Interruptions/unexpected visitors—come up with a system to reduce.
- Ineffective or unnecessary meetings—have an agenda every time, get to the root cause of bad meetings – repair or eliminate.

_____

_____

_____

COPYRIGHT

NOTES

"Most people don't aim too high and miss, they aim too low and hit."
Bob Moawad

COPYRIGHT

The Time Management Matrix*

	Urgent	Not Urgent
Important	**I** ACTIVITIES: Crises Pressing problems Deadline-driven projects	**II** ACTIVITIES: Prevention Relationship building Recognizing new opportunities Planning, recreation
Not Important	**III** ACTIVITIES: Interruptions, some calls Some mail/email, some reports Some meetings Proximate, pressing matters Popular activities	**IV** Trivia, busy work Some mail/email Some phone calls Time wasters Pleasant activities

*Covey, Stephen R.; (1989) *The 7 Habits of Highly Effective People*

	Urgent	Not Urgent
Important	**I** High Performers = 20-25% Typical = 25-30%	**II** High Performers = 65-80% Typical = 15%
Not Important	**III** High Performers = 15% Typical = 50-60%	**IV** High Performers = <1% Typical = 2-3%

COPYRIGHT

NOTES

"Things rarely get stuck because of lack of time. They get stuck because the doing of them has not been defined."

David Allen

COPYRIGHT

Action Plan

List some specific steps and resources to begin developing your skills in the areas that we covered today:

_____

_____

_____

_____

_____

What is **one** action that you are willing to commit to taking between now and our next session together?

_____

_____

_____

_____

_____

What will success look like concerning that action?

_____

_____

_____

COPYRIGHT

Best Practices

- □ Focus, focus, focus—find an object in your office to use, every time you look at it…you need to stop and see what you are doing to ensure you are focused on top priority items.
- □ Set reminders in your Outlook calendar for yourself. (due dates, meetings, events, etc…)
- □ Block out time on your calendar to work on projects and to plan. Color code your appointments so you can see at a glance what is coming up.
- □ _____
- □ _____
- □ _____

Additional Resources

175 Ways to Get More Done in Less Time!, by David Cottrell & Mark C. Layton

Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time, by Brian Tracy

Getting Things Done: The Art of Stress-Free Productivity, by David Allen

The 7 Habits of Highly Effective People, by Stephen R. Covey

COPYRIGHT

Teacher: _____ Date: _____

Name: _____ (optional)

Course	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
1. Objectives were clearly stated and met					
2. Materials were useful/relevant					
3. Topics covered were what was expected					
Facilitator	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
4. Presented the subject effectively					
5. Demonstrated knowledge of content					
6. Pace of session was appropriate					
Environment	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
7. Conducive to learning					
8. Temperature, distractions, etc...					
Overall	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
9. How would you rate the session overall?					
10. Recommend to friend/colleague					

What, if anything, would you suggest to improve this session in the future?

_____

_____

What is your biggest take-away from this session?

_____

_____

Other comments: _____

_____

Thank You!

COPYRIGHT

This page left intentionally blank

COPYRIGHT

Pastoral Leadership Development II

COPYRIGHT

Session Three

Visioning

NOTES

"Vision without action is a dream. Action without vision is simply passing the time. Action with vision is making a positive difference."

Joel Barker

COPYRIGHT

Objectives

Our core purpose today is to:

> Clearly understand the importance of visioning with our churches and our teams.

To achieve this core purpose, you will learn to:

- Define what vision is and how it fits into growing our churches
- Develop a vision for your church
- Cast that vision in a compelling way

Key Ground Rules:

- Be on time
- Be engaged
- Be curious
- Be respectful

COPYRIGHT

NOTES

"Give us clear vision that we may know where to stand and what to stand for—because unless we stand for something we shall fall for anything."
Peter Marshall

COPYRIGHT

Visioning

vi-sion [vi-zhən]

1. The faculty of sight
2. Unusual foresight
3. A mental image produced by the imagination
4. The experience of the supernatural as if with the eyes

Vision: _____

Vision Produces (Bill Hybels, Courageous Leadership)

- Vision provides _____
- Vision increases _____
- Vision moves people _____
- Vision increases _____
- Vision smoothes _____

> *Then the LORD replied: "Write down the revelation and make it plain on tablets so that a herald may run with it. For the revelation awaits an appointed time; it speaks of the end and will not prove false. Though it linger, wait for it; it will certainly come and will not delay."*
>
> Habakkuk 2:2-3

COPYRIGHT

NOTES

Helen Keller was asked once, "What would be worse than being born blind?" to which she replied, "Having sight without a vision."

COPYRIGHT

Tests of a Godly Vision

- _____ and _____
- Promotes _____ rather than _____
- Motivates people to _____
- Requires _____
- Glorifies _____, not _____
- Is _____ and _____

John Maxwell

Vision is the Ability to See: _____

Hebrews 11:24-27

Vision is the Faith to Believe: _____

Apostle Paul, Romans 4:18-21

Vision is the Courage to Do: _____

1 Samuel 4:6-7

COPYRIGHT

"Vision for ministry is a clear mental image of a preferable future imparted by God to His chosen servants and is based upon an accurate understanding of God, self and circumstances."
George Barna
The Power of Vision

Characteristics of an Effectively-Worded Vision Statement

Graphic: Paints a picture of the kind of church you are trying to create.

Directional: Says something about the church's journey or destination and signals the kinds of strategic changes that will be forthcoming.

Focused: Is specific enough to provide leaders with guidance in making decisions and allocating resources.

Flexible: Is not a once and for all time statement—visions about the church's future state and directional path may need to change as events unfold and circumstances change.

Desirable: Appeals to the long-term interests of stakeholders.

Easy to communicate: Is explainable in 5 to 10 minutes and, ideally, can be reduced to a simple, memorable "slogan" (like Henry Ford's famous vision of "a car in every garage").

Common Shortcomings in Vision Statements

1. Vague or incomplete—short on specifics about where the church is headed, what kind of church the leaders are trying to create.
2. Bland or lacking in motivational power.
3. Not distinctive—could apply to almost any church.
4. Too reliant on such superlatives as best, recognized leader, first choice, etc...
5. So broad that it doesn't rule out almost any opportunity that leaders might opt to pursue.

COPYRIGHT

The Vision of My Church

_____

_____

_____

_____

Developing a Vision

1. _____ the Vision

    - Prayer
    - Scripture and Meditation
    - Needs of people who “break” you

2. _____ the Vision

    - Key stakeholders; people of influence; godly people you respect

3. _____ the Vision

    - Connect the vision to overall church vision

4. _____ the Vision

    - Cast the vision repeatedly—at every meeting; email; communication opportunity

COPYRIGHT

NOTES

"Leaders establish the vision for the future and set the strategy for getting there; they cause change. They motivate and inspire others to go in the right direction and they, along with everyone else, sacrifice to get there."
John Kotter

COPYRIGHT

Leading Change, by John Kotter

1. Establish a sense of urgency
2. Create a guiding coalition
3. Develop a vision and strategy
4. Communicate the change vision
5. Empower broad-based action
6. Generate short-term wins
7. Consolidate wins and produce more change
8. Anchor new approaches into the culture

"Vision casting" is **not** the first step!

Building Blocks (Andy Stanley, *Visioneering*)

1. A vision begins as a concern.
2. A vision does not necessarily require immediate action.
3. Pray for opportunities and plan as if you expect God to answer your prayers.
4. God is using your circumstances to position and prepare you to accomplish his vision for your life.
5. What God originates, he orchestrates.
6. Walk before you talk; investigate before you initiate.
7. Communicate your vision as a solution to a problem that must be addressed immediately.
8. Cast your vision to the appropriate people at the appropriate time.
9. Don't expect others to take greater risks or make greater sacrifices that you have.
10. Don't confuse your plans with God's vision.
11. Visions are refined – they don't change; plans are revised – they rarely stay the same.
12. Respond to criticism with prayer, remembrance, and if necessary, a revision of the plan.
13. Visions thrive in an environment of unity; they die in an environment of division.
14. Abandon the vision before you abandon your moral authority.
15. Don't get distracted.
16. There is divine potential in all you envision to do.
17. The end of a God-ordained vision is God.
18. Maintaining a vision required adherence to a set of core beliefs and behaviors.
19. Visions require constant attention.
20. Maintaining a vision requires bold leadership.

COPYRIGHT

NOTES

"The very essence of leadership is that you have to have vision. You cannot blow an uncertain trumpet."
Hesburgh

COPYRIGHT

Action Plan

List some specific steps and resources to begin developing your skills in the areas that we covered today:

_____

_____

_____

_____

_____

What is **one** action that you are willing to commit to taking between now and our next session together?

_____

_____

_____

_____

_____

What will success look like concerning that action?

_____

_____

_____

COPYRIGHT

Best Practices

- □ Take what you developed today back to your church and work with the staff and other leaders to improve/finalize a church vision statement.
- □ Hire a consultant to work with the church leaders on strategic planning.
- □ Share vision statement with total church on various forms of communication.
- □ _____
- □ _____
- □ _____

Additional Resources

Turning Vision into Action, by George Barna

COPYRIGHT

Teacher: _____ Date: _____

Name: _____ (optional)

Course	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
1. Objectives were clearly stated and met					
2. Materials were useful/relevant					
3. Topics covered were what was expected					
Facilitator	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
4. Presented the subject effectively					
5. Demonstrated knowledge of content					
6. Pace of session was appropriate					
Environment	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
7. Conducive to learning					
8. Temperature, distractions, etc...					
Overall	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
9. How would you rate the session overall?					
10. Recommend to friend/colleague					

What, if anything, would you suggest to improve this session in the future?

_____

_____

What is your biggest take-away from this session?

_____

_____

Other comments: _____

_____

Thank You!

COPYRIGHT

This page left intentionally blank

COPYRIGHT

Pastoral Leadership Development II

Session Four

Worship

COPYRIGHT

NOTES

koinonia: (coin-on-ia)
the intimate fellowship of sharing, participation, and contribution that followers of the risen Christ experience.

Taking Flight with Creativity

COPYRIGHT

Objectives

Our core purpose today is to:

> Understand the importance of using an effective worship design team in order to create a powerful personal and social transformation in our church.

To achieve this core purpose, you will learn to:

- Identify the key concepts from the book, Taking Flight with Creativity
- Develop a worship design team in your church
- Understand the roles of each person on the team

Key Ground Rules:

- Be on time
- Be engaged
- Be curious
- Be respectful

COPYRIGHT

NOTES

"The most valuable thing the Psalms do for me is to express the same delight in God which made David dance."
C.S. Lewis

COPYRIGHT

Taking Flight with Creativity – Key Concepts

Defining Worship

- Worship works when it is the basis for personal and social transformation.
- Worship is the core of the church.
- It is "_____-_____" Christianity, if you will.

Worship on Purpose

- Worship team must be grounded, prayerfully on an agreed-upon set of principles:
  - _____
  - _____
  - _____
- Worship philosophy – What is the purpose of worship at your church?
  - _____
  - _____
  - _____
  - _____
  - Cannot be "all of the above"
  - Rank these four philosophies of worship in order of importance.

COPYRIGHT

NOTES

"When I worship, I would rather my heart be without words than my words be without heart."
Lamar Boschman

COPYRIGHT

Taking Flight with Creativity – Key Concepts

Methodology & Style – an extension of philosophy

Temporal in worship means: _____

_____.

As the church moves further ahead in time, much of what is now known as contemporary will become traditional, and what is now known as traditional will no longer exist. This cycle of innovation and institutionalization is typical.

- To live this mission means that our understanding of worship should _____.
- _____ changes over time, and those in ministry must change with it.
- What we communicate and how we communicate are intertwined.

COPYRIGHT

NOTES

"The time has come for a revival of public worship as the finest of the fine arts…While there is a call for strong preaching there is even a greater need for uplifting worship."

Andrew W. Blackwood
1882-1966

COPYRIGHT

Taking Flight with Creativity – Key Concepts

Team organization & structure – Activity

Do you currently utilize a worship design team? ☐ YES ☐ NO ☐ SOON

- ☐ If "no", why not? _____
- ☐ If "soon", when? _____

Thinking about your team (current or future), check off the following characteristics that are present:

- ☐ Plugged In – people who understand what is current in the culture
- ☐ Young people – or at least at the young end of the congregation
- ☐ More generalist than specialist – able to add value in many areas
- ☐ Diversity – age, gender, race, cultural, political, background
- ☐ Strong leadership – function, not position
- ☐ Plays well with others – works well with others too!

What characteristic do you need to focus on adding to your team?

_____

COPYRIGHT

Team organization & structure – Activity, *continued*

Match up the role with the description

Preacher	**A**___	**1**	Creates specific language to bridge metaphors to ideas; integrates themes between elements of worship
Bandleader	**B**___	**2**	On the lookout for "Christianese", gives the group new perspectives, provides a layperson view
Producer	**C**___	**3**	Active member of the team; not the de facto team leader; focused on theme selection and scripture interpretation
Writer	**D**___	**4**	Specific skills in areas such as graphic arts, drama, dance, movies, etc…
Technical director	**E**___	**5**	Head musician; represents all musical portions of the worship experience; not just a "worship leader"
Creative people	**F**___	**6**	Overseer; guardian of the theme; project manager; point person for the whole worship service
New believer	**G**___	**7**	Represents all things media, including sound, lighting, projection and stage

Who does what? The next page lists all of the roles which need to be in place on an effective worship design team. Put names next to each role. If the person is not yet in that role, indicate when you are planning to speak to them about joining the team and taking that role.

COPYRIGHT

Team organization & structure – Activity, *continued*

	Team Role	Name	Date
☐	Preacher		
☐	Bandleader		
☐	Producer		
☐	Writer		
☐	Technical Director		
☐	Creative Person		
☐	New Believer		

- Are there any additional roles not described here that apply to your team? Name them and share a vision for what the role is:

  _____

  _____

- Who—if anyone—on the team does not feel that she or he has a role to play? What is your plan to address this?

  _____

  _____

COPYRIGHT

NOTES

"Realize we create nothing. We merely plagiarize nature."
Jean Baitaillon

COPYRIGHT

Taking Flight with Creativity – Key Concepts

Frequency: How often to meet

1) _____

The most common model; the more often a team meets the better its members form and maintain relationships.

2) _____

Churches who preach in series, use the Revised Common Lectionary, or follow a standard liturgy find this method particularly useful.

3) _____

This may be the most realistic model for small and mostly volunteer-based teams.

Agenda: How to meet

Small group development/prayer (10-45 minutes)
Debrief time (10-15 minutes)
Word (10-20 minutes)
Brainstorm (30-60 minutes)
Decision (10-20 minutes)
Lather, rinse, repeat (optional)
Administrative (10 minutes)

COPYRIGHT

NOTES

"The Wright brothers flew right through the smoke screen of impossibility."
Charles F. Kettering

COPYRIGHT

Taking Flight with Creativity – Key Concepts

Brainstorming

- ✓ Keep the brainstorming team small – four to seven people
- ✓ Even the playing field – leave titles at the door
- ✓ Keep the group closed – same group of people, meeting together regularly
- ✓ No bad ideas
  - o From the book, Innovation at the Speed of Laughter
  - o _____ - instead of "No" or "But"
  - o Never _____ an idea during the brainstorming session
  - o _____ must offer at least one idea and share in the joy of having their idea validated
- ✓ Write everything down – maybe have a scribe who does this task
- ✓ Limit brainstorming time – the pressure of time can focus the energy
- ✓ Only brainstorm together – there is danger in:
  - o _____
  - o _____

COPYRIGHT

NOTES

"We are the music makers, we are the dreamers of dreams."
Willy Wonka

COPYRIGHT

Action Plan

List some specific steps and resources to begin developing your skills in the areas that we covered today:

_____

_____

_____

_____

_____

What is **one** action that you are willing to commit to taking between now and our next session together?

_____

_____

_____

_____

_____

What will success look like concerning that action?

_____

_____

_____

COPYRIGHT

Best Practices

- □ Visit other churches to get a new perspective on other types of worship.
- □ Partner with another local church to get/give feedback on each other's worship service.
- □ Find some creative type people in the community who would be open to giving you and your church some fresh ideas.
- □ _____
- □ _____
- □ _____

Additional Resources

The Wired Church 2.0, by Len Wilson with Jason Moore

The Big Idea, by Dave Ferguson

COPYRIGHT

Teacher: _____ Date: _____

Name: _____ (optional)

Course	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
1. Objectives were clearly stated and met					
2. Materials were useful/relevant					
3. Topics covered were what was expected					
Facilitator	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
4. Presented the subject effectively					
5. Demonstrated knowledge of content					
6. Pace of session was appropriate					
Environment	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
7. Conducive to learning					
8. Temperature, distractions, etc...					
Overall	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
9. How would you rate the session overall?					
10. Recommend to friend/colleague					

What, if anything, would you suggest to improve this session in the future?

_____

_____

What is your biggest take-away from this session?

_____

_____

Other comments: _____

_____

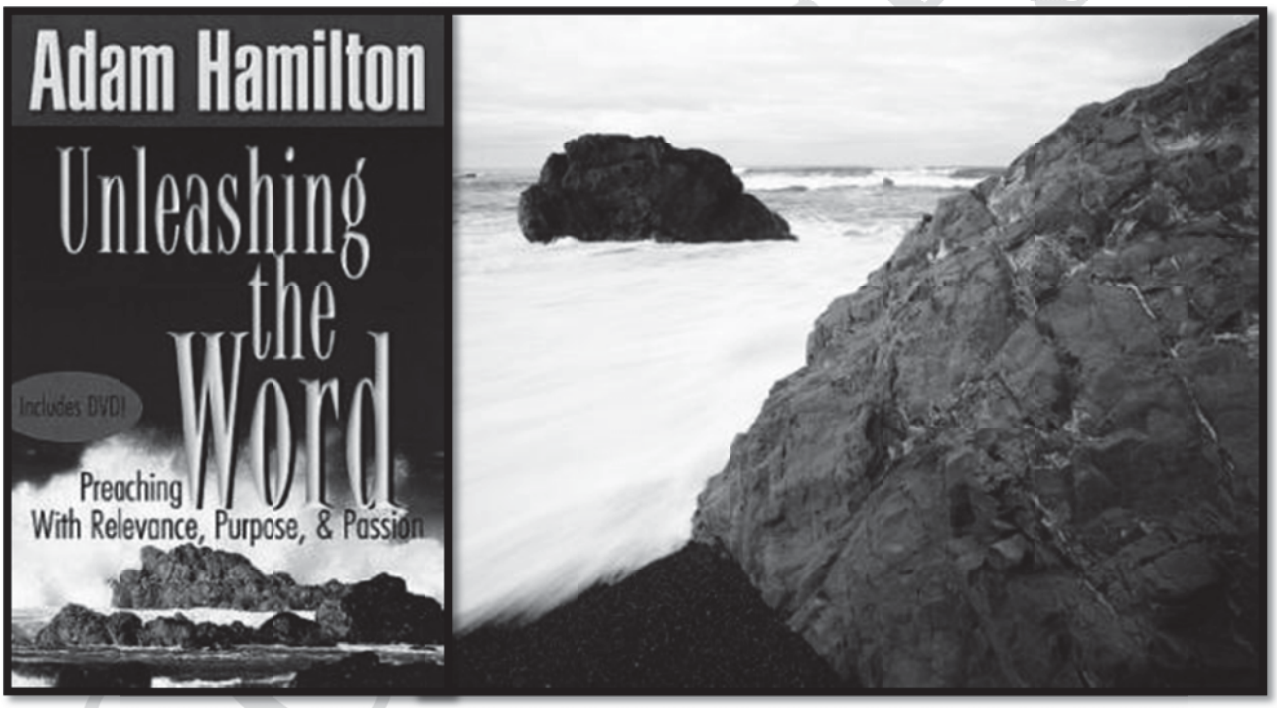
Thank You!

COPYRIGHT

This page left intentionally blank

COPYRIGHT

Pastoral Leadership Development II



Session Five

Preaching

COPYRIGHT

NOTES

"Let the elders who rule well be considered worthy of double honor, especially those who labor in preaching and teaching."
1 Timothy 5:17

COPYRIGHT

Objectives

Our core purpose today is to:

> Understand the purpose of our preaching and what we hope to accomplish with our sermons, so that we can best reach those in the audience with the Word of God.

To achieve this core purpose, you will learn to:

- Define the purpose of our preaching in order to clearly see what we are hoping to accomplish
- Develop a preaching plan
- Identify other key concepts from the book, Unleashing the Word

Key Ground Rules:

- Be on time
- Be engaged
- Be curious
- Be respectful

COPYRIGHT

NOTES

"Preaching is effective as long as the preacher expects something to happen—not because of the sermon, not even because of the preacher, but because of God."
John E. Hines

COPYRIGHT

The Purpose of My Preaching

What are you looking to accomplish with your preaching? Adam Hamilton identified five things that his sermons needed to accomplish across the course of a year, in order to have a reasonable chance of fulfilling the church's purpose of building Christian community. These are not necessarily the "right" answers or certainly not the "only" answers…just a starting point for us.

Take a few minutes and prayerfully consider what **YOU** are looking to accomplish in **YOUR** church. Feel free to use any or all of the ones Hamilton identified, but try to put them in terms that are more personal to you and your church.

1. **Evangelism** _____

   _____

2. **Discipleship** _____

   _____

3. **Pastoral Care** _____

   _____

4. **Equipping and Sending** _____

   _____

5. **Institutional Development** _____

   _____

6. **Other** _____

   _____

7. **Other** _____

   _____

COPYRIGHT

NOTES

"Effective preaching begins, then, with effective listening."
Adam Hamilton

COPYRIGHT

Developing a Preaching Plan

Adam Hamilton's Plan:

Jan – Feb	Lent	May – June	July – Aug	Sept – Oct	November	Advent
Evangelism	Discipleship	Pastoral Care	Discipleship	Equip/ Send	Institutional Development	Open

My plan: Option #1

Jan – Feb	Lent	May – June	July – Aug	Sept – Oct	November	Advent

My plan: Option #2

January	February	March	April	May	June
July	August	September	October	November	December

COPYRIGHT

NOTES

"Catch on fire with enthusiasm and people will come for miles to watch you burn."
John Wesley

COPYRIGHT

Unleashing the Word – Key Concepts

- In preaching we are assuming the terrifying responsibility of speaking _____.
- Exceptional sermon series, those that make use of video and the arts, provide opportunities for other _____ to "_____" on the themes.
- There is an opportunity during the sermons to remind the congregation of the membership expectations of our church, which include:

1. _____
2. _____
3. _____
4. _____
5. _____

To be loyal to Christ through The United Methodist Church and do all in their power to strengthen its ministries;

To faithfully participate in its ministries by their prayers, their presence, their gifts, their service, and their witness.

-United Methodist Membership Vows

COPYRIGHT

NOTES

"I would have every minister of the gospel address his audience with the zeal of a friend, with the generous energy of a father, and with the exuberant affection of a mother."

Francois Fenelon

COPYRIGHT

Unleashing the Word – Key Concepts, *continued*

- There is nothing we do as pastors that has a greater impact upon every part of the church's ministry, or touches more people, than

  _____.

- **Three Critical Ingredients:**

  1. _____

  - After you are finished with your sermon, will they remember the point you were trying to make as they retell the story to their friends? If not, your story missed the mark.

  2. _____

  - Before we are finished writing our sermons we need to ask, "So what?"

  3. _____

  - One of the most important indicators of whether a business leader will be successful is the degree of passion they exhibit for their "product or service".

COPYRIGHT

NOTES

"Preaching is personal counseling on a group basis."
Harry Emerson Fosdick

COPYRIGHT

Unleashing the Word – Key Concepts, *continued*

Other Topics Activity

- ☐ Using video
- ☐ Worship planning team
- ☐ Fishing expedition sermons
- ☐ Controversial issues
- ☐ Altar calls
- ☐ Going deeper
- ☐ Caring for the flock
- ☐ Equipping and sending
- ☐ Preaching on money
- ☐ Ideas for Advent and Christmas
- ☐ Rethinking "Prophetic" preaching
- ☐ Weddings and Funerals
- ☐ What to do if...
- ☐ DVD resources

3 words that should define our preaching and our lives:

- ☐ **Humility**
- ☐ **Authenticity**
- ☐ **Integrity**

COPYRIGHT

NOTES

"He was a preacher, too…and never charged nothing for his preaching, and it was worth it, too."
Mark Twain

COPYRIGHT

Action Plan

List some specific steps and resources to begin developing your skills in the areas that we covered today:

_____

_____

_____

_____

_____

What is **one** action that you are willing to commit to taking between now and our next session together?

_____

_____

_____

_____

_____

What will success look like concerning that action?

_____

_____

_____

COPYRIGHT

Best Practices

- □ Work with a partner pastor to give feedback to each other on our sermons and overall services.
- □ Listen to a variety of great preachers in order to learn from them.
- □ _____
- □ _____
- □ _____

Additional Resources

Communicating for a Change, by Andy Stanley and Lane Jones

Between Two Worlds: The Challenge of Preaching Today, by John R. W. Stott

www.preachingtoday.com

www.sermoncentral.com

COPYRIGHT

Teacher: _____ Date: _____

Name: _____ (optional)

Course	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
1. Objectives were clearly stated and met					
2. Materials were useful/relevant					
3. Topics covered were what was expected					
Facilitator	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
4. Presented the subject effectively					
5. Demonstrated knowledge of content					
6. Pace of session was appropriate					
Environment	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
7. Conducive to learning					
8. Temperature, distractions, etc...					
Overall	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
9. How would you rate the session overall?					
10. Recommend to friend/colleague					

What, if anything, would you suggest to improve this session in the future?

_____

_____

What is your biggest take-away from this session?

_____

_____

Other comments: _____

_____

Thank You!

COPYRIGHT

This page left intentionally blank

COPYRIGHT

Pastoral Leadership Development II

COPYRIGHT

Session Six

Building Bridges

Again Jesus said, "Peace be with you! As the Father has sent me, I am sending you."
John 20:21

NOTES

COPYRIGHT

Objectives

Our core purpose today is to:

> Understand the importance of taking a missional approach to building bridges from our churches to the community.

To achieve this core purpose, you will learn to:

- Describe the specific people groups, population segments, and/or cultural environment that make up my geographical context.
- Determine where my church is in the process of breaking the code
- Identify opportunities to build bridges in my community
- Take advantage of the key concepts from the book, Breaking the Missional Code

Key Ground Rules:

- Be on time
- Be engaged
- Be curious
- Be respectful

COPYRIGHT

NOTES

"The strongest bond of human sympathy outside the family relation should be one uniting working people of all nations and tongues and kindreds."
Abraham Lincoln

COPYRIGHT

WHO ARE WE TRYING TO REACH?

Glocal: the convergence of the **gl**obal reality with our lo**cal** reality

"When the church was the first choice of spiritual seekers, we just needed to be there. Now, we need more proactive strategies. We need to go to the people."

Stetzer & Putman

Breaking the code is about seeing the unchurched through three different sets of lenses that include:

- _____
- _____
- _____

Describe the unchurched that make up your specific geographical context:

_____

_____

_____

_____

_____

_____

COPYRIGHT

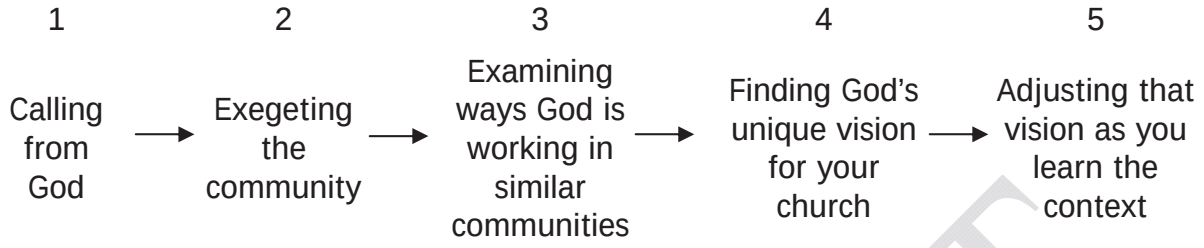
"We were born to unite with our fellow men, and to join in community with the human race."

Cicero

NOTES

COPYRIGHT

WHERE ARE WE IN THE PROCESS OF BREAKING THE CODE?



1. **Calling from God** – We value technique, and sometimes it keeps us from hearing God's voice and vision regarding our church. Our first task is to listen for God's call to us, not to respond to his call to others.

    - God, who is it you are calling me to reach?

    _____

    _____

2. **Exegeting the community** – We need to understand the values, needs, and preferences of the unchurched in our community. Then we can develop a strategy of outreach.

    - What are the objections to church in your local community?

    _____

    _____

3. Examining ways God is working in similar communities

- Identify other churches that are being used by God to reach similar people:

_____

_____

COPYRIGHT

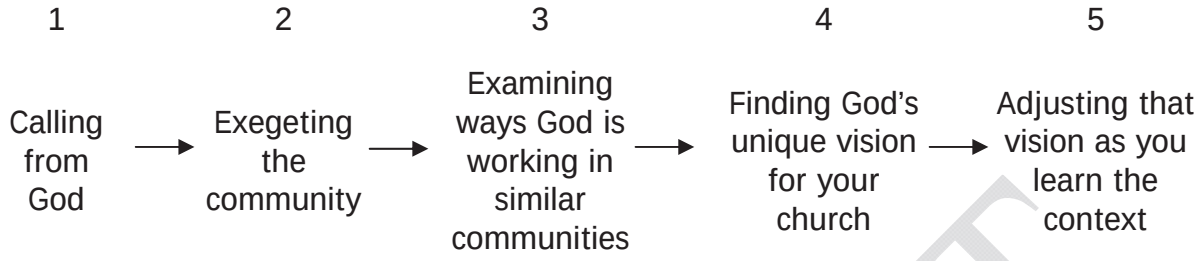
NOTES

"If you have not chosen the kingdom of God first, it will in the end make no difference what you have chosen instead."

William Law

COPYRIGHT

WHERE ARE WE IN THE PROCESS OF BREAKING THE CODE?



4. **Finding God's unique vision for your church** – Every church must find its unique call and vision. The church takes on the character of its people—and in the process it often distances itself from the community.

    - What will your church look like when you break the code in your community?

    _____

    _____

    _____

5. Adjusting that vision as you learn the context

- What adjustments do you and/or your church need to make in light of what you are learning?

_____

_____

_____

_____

COPYRIGHT

NOTES

"We can never get a re-creation of community and heal our society without giving our citizens a sense of belonging."
Patch Adams

COPYRIGHT

WHAT ARE THE OPPORTUNITIES TO BUILD BRIDGES IN MY COMMUNITY?

Examples of Bridge Events:

- Family Circus
- Movie Night
- Car Show
- Comedy Night
- M.O.P.s (Mothers of preschoolers)
- Trivia Night
- Bar-B-Que
- Block Party
- Golf Tournament
-
-
-
-
-
-

Based on your specific people groups, population segments, cultural environment, etc…

What would be one or two new ways for you to build a bridge from your church into your community? *(Not to raise funds, push people to come to a service, or any other motive)*

1. _____

   _____

   _____

2. _____

   _____

   _____

COPYRIGHT

NOTES

"For a community to be whole and healthy, it must be based on people's love and concern for each other."

Millard Fuller

COPYRIGHT

BREAKING THE MISSIONAL CODE – KEY CONCEPTS

Jesus gave four directives that outline the missional mandate of the church:

1. _____

- *Again Jesus said, "Peace be with you! As the Father has sent me, I am sending you*." John 20:21

2. _____

- *Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."* Matt. 28:18-20

3. _____

- *He told them, "This is what is written: The Christ will suffer and rise from the dead on the third day, and repentance and forgiveness of sins will be preached in his name to all nations, beginning at Jerusalem. You are witnesses of these things."* Luke 24:46-48

4. _____

- *So when they met together, they asked him, "Lord, are you at this time going to restore the kingdom to Israel?" He said to them: "It is not for you to know the times or dates the Father has set by his own authority. But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."* Acts 1:6-8

COPYRIGHT

NOTES

"A nation or civilization that continues to produce soft-minded men purchases its own spiritual death on the installment plan."
Martin Luther King Jr.

COPYRIGHT

BREAKING THE MISSIONAL CODE – KEY CONCEPTS

The church is one of the few organizations in the world that _____

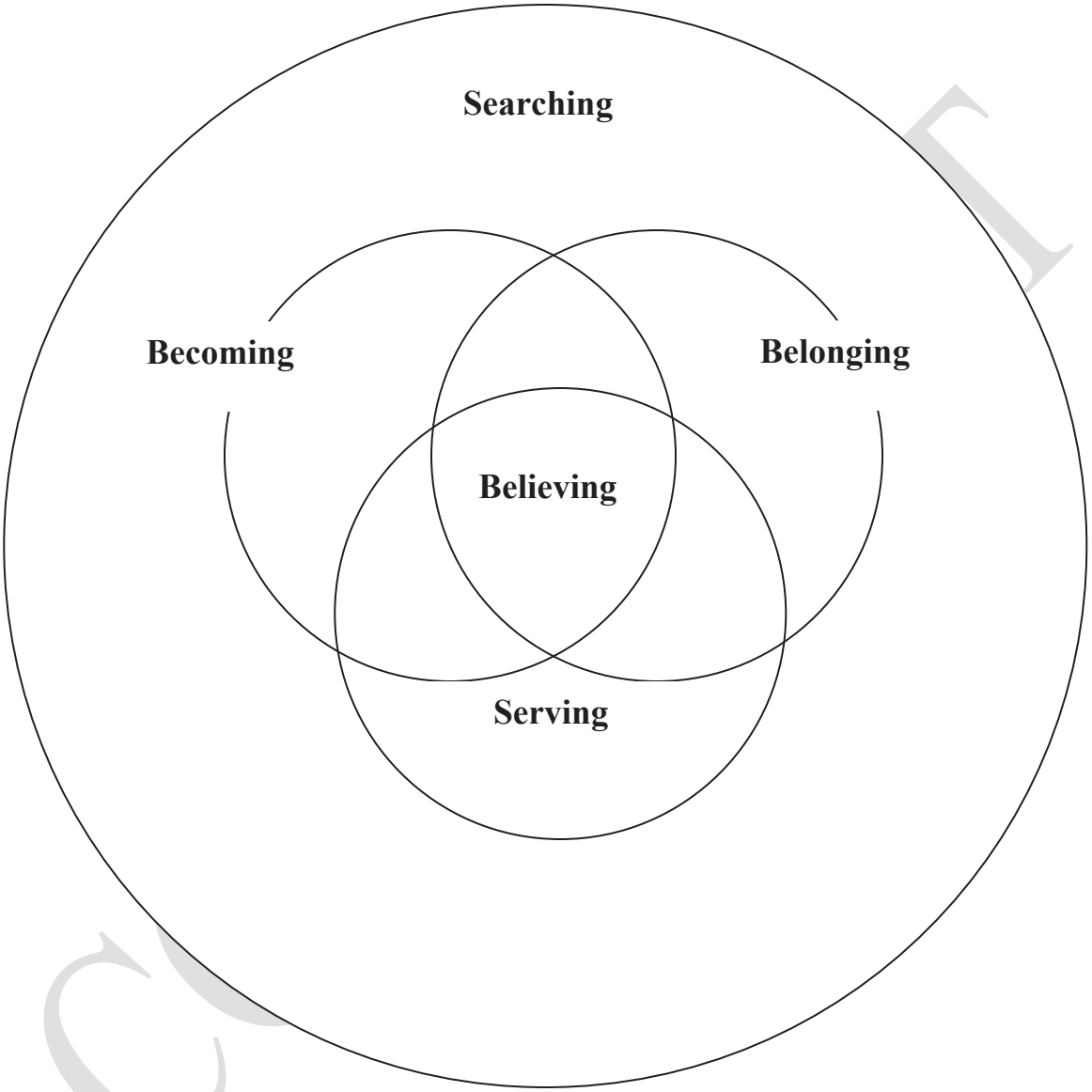
_____.

- You cannot separate _____ and _____.
- Making and multiplying disciples involves three things: (1) living like Jesus lived, (2) loving like Jesus loved, and (3) leaving behind what Jesus left behind.
- We can no longer just appeal to people to come "_____" to an institution of which they _____ being a part.
- Churches that break the code focus on building environments in both _____ and _____ groups, both on and off campus.
- When people are involved in ministry, something happens that speeds up the process of their _____.
- Churches that need to grow think they can do it _____!
- It is important that church leaders recognize that there are at least three aspects of relational evangelism:

- _____
- _____
- _____

Evangelism takes place best when unbelievers are already connected with a biblical community. Then they can make a _____ (for Christ) in a _____ (the church).

COPYRIGHT



© Missouri UMC – 2009

Action Plan

List some specific steps and resources to begin developing your skills in the areas that we covered today:

_____

_____

_____

_____

_____

What is **one** action that you are willing to commit to taking between now and our next session together?

_____

_____

_____

_____

_____

What will success look like concerning that action?

_____

_____

_____

COPYRIGHT

Best Practices

- □ Talk to the local mayor and other elected officials to find out where the greatest needs are in the community.
- □ Meet with leaders of other churches (denominations and faiths) to see where they are serving already in the community.
- □ _____
- □ _____
- □ _____

Additional Resources

COPYRIGHT

Teacher: _____ Date: _____

Name: _____ (optional)

Course	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
1. Objectives were clearly stated and met					
2. Materials were useful/relevant					
3. Topics covered were what was expected					
Facilitator	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
4. Presented the subject effectively					
5. Demonstrated knowledge of content					
6. Pace of session was appropriate					
Environment	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
7. Conducive to learning					
8. Temperature, distractions, etc...					
Overall	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
9. How would you rate the session overall?					
10. Recommend to friend/colleague					

What, if anything, would you suggest to improve this session in the future?

_____

_____

What is your biggest take-away from this session?

_____

_____

Other comments: _____

_____

Thank You!

COPYRIGHT

This page left intentionally blank

COPYRIGHT

"Guesterize" Survey

Complete the following survey before session seven of the PLD II program on Connecting. Remember; be as honest as possible so you can have a true assessment of where your church stands today. Resist the urge to score where you would like to be or where insiders might score your church, try to put yourself in the shoes of a first-time guest. Score each area on a scale of 1 to 10, with 10 being the best.

1. **Parking lot** – clean; free of weeds; looks inviting; pavement is in good condition and parking lines are easy to see; handicap, first-time guests, and expecting/new mothers parking spaces clearly signed; members/regular attenders know to park far from the front entrance; parking lot attenders in place when needed (based on church size)

   SCORE:_____ [NOTES:_____

2. **Exterior signing** – in working order (lights, etc…); clean and free of debris or bird nests; visible and easy to read from main road; current and up to date; easy for first-time guests to understand [worship times, where to park, where to enter, etc…]

   SCORE:_____ [NOTES:_____

3. **Interior signing** – clear and easy to read; not in "church" language (narthex, Holy Eucharist, etc…) restrooms easy to find/well signed; not a sea of signs, only the most important; consistent colors, font, logo, etc… in place; in good condition; complementary to interior paint and flooring colors and design

   SCORE:_____ [NOTES:_____

4. **Restrooms** – clean; in good condition; regularly maintained; checked prior to each service; handicap accessible; stocked with applicable accessories

   SCORE:_____ [NOTES:_____

5. **Church interior** – walls clean; paint/carpet/flooring in good condition; regularly maintained; no spots or stains; no trip hazards; colors and designs match and are current in style, consistent throughout building

   SCORE:_____ [NOTES:_____

COPYRIGHT

6. **Greeters** – in place prior to each service, well trained and friendly, know how to read people (when to shake hands and when to just say "welcome")

   SCORE:_____ [NOTES:_____

7. **Ushers** – in place prior to each service, well trained and friendly, understand how to help new guests; comfortable introducing guests to members

   SCORE:_____ [NOTES:_____

8. **Information/Welcome center** – in place and clean; well trained and friendly people in place before and after each service; taking new guests where they need to go and not just "pointing"; stocked with current information on the church and its ministries; first-time guest packages available

   SCORE:_____ [NOTES:_____

9. **Worship area** – clean and inviting; members and regular attenders know to leave the back and the aisle seats for guests; service is easy for a first-time guest to follow and understand; guests made to feel welcome, but not put on the spot!; bulletins easy to read and understand (not in "church" language)

   SCORE:_____ [NOTES:_____

10. **Nursery** – very clean; volunteers and staff well trained; Safe Statuary procedures and policies in place; all furniture and toys in great condition, current, cleaned regularly

    SCORE:_____ [NOTES:_____

TOTAL SCORE:_____ [NOTES:_____

COPYRIGHT

Pastoral Leadership Development II

Session Seven

Connecting

NOTES

"We've often become so focused on reaching people that we've forgotten the importance of keeping people."
Larry Osborne

COPYRIGHT

Objectives

Our core purpose today is to:

> Understand the importance of getting new people connected to our church with the goal of having them feel that they belong.

To achieve this core purpose, you will learn to:

- "Guesterize" our church so that new people feel welcome
- Determine the goal for first-time guests who attend a service
- Identify the key concepts from the book, Beyond the First Visit
- Develop a clear process for following-up on guests

Key Ground Rules:

- Be on time
- Be engaged
- Be curious
- Be respectful

COPYRIGHT

NOTES

"Beware the man who won't be bothered with details."
William Feather Sr.

COPYRIGHT

Activity - Have we "Guesterized" our church?

Guest•er•ize ('gest-er-ize), *vt*: to make a church more responsive to its guests and better able to attract new ones. ***syn*** see service, care, love, acceptance.

- Total score from the "Guesterize" survey: _____

    - What was your biggest learning from the survey?
    - What are you going to do first?

_____

_____

_____

1. A total of _____ first-time guests visited our church during the past twelve months. (Only those from your ministry area.)

2. A total of _____ new people became members or regular worshipers during the same twelve months.

3. Divide the figure in question 2 by that in 1 to find the percentage of people who became members or regular worshipers.

    - 0% - 8% = poor
    - 9% - 13% = fair
    - 14% - 18% = average
    - 19% - 24% = good
    - 25% or more = excellent

YOUR SCORE:
_____

- Where is the biggest opportunity for your church...attracting first-time guest or keeping them once they attend? _____

- What is the biggest strength of your church in terms of first-time guests?

_____

_____

COPYRIGHT

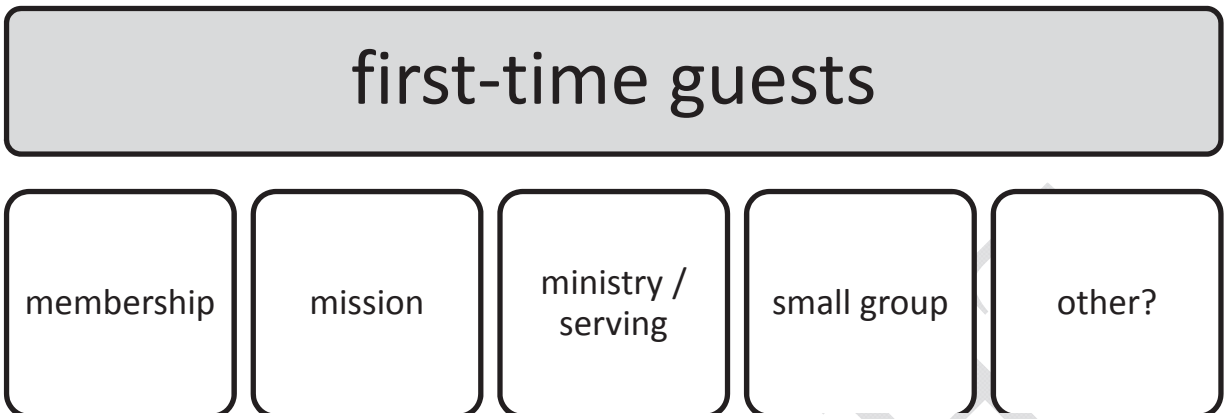
NOTES

"Newcomers don't come with Velcro already applied. It's up to the congregation to make them stick."

Calvin Ratz

COPYRIGHT

What is Your Goal?



What is the mission or your church? Where do you feel that mission gets lived out?

_____

_____

What are you currently doing to encourage/funnel first-time guests into that area?

_____

_____

Does your whole church know and understand this goal? What can you do to heighten that awareness/importance?

_____

_____

COPYRIGHT

NOTES

"Let all guests who arrive be received like Christ. For He is going to say, 'I came as a guest, and you received me."

Rule of St. Benedict

COPYRIGHT

Beyond the First Visit – Key Concepts

- If guests to our church don't think we're friendly, we aren't.
- Hospitality = **"**_____**"**
- Eliminate the word _____ from our church vocabulary.
- Seven ways to be a great host:
    1. Invite your guests with a personal invitation.
    2. _____ to make sure everything is ready for the guests' arrival.
    3. Greet the guests warmly at the entrance and _____ them to _____**.**
    4. Assist guests in understanding what is taking place.
    5. Anticipate and answer as many questions as possible in advance, so guests do not have to ask.
    6. _____ to make your guests' visit special.
    7. Walk guests to the door and invite them back.
- People no longer come to church simply because it is the thing to do.
- _____**%** come with little or no understanding of our church.
- A church keeps about _____**%** of its guests who come back for a second visit the week after their first visit.
- Becoming members of a church is not the same as _____ or _____**.**

COPYRIGHT

NOTES

"You never have a second chance to make a first impression."

Anonymous

COPYRIGHT

Beyond the First Visit – Key Concepts, *continued*

- A _____ is any occasion in which a person comes in contact with and forms an impression of your church.
- People make _____ decisions about us in the first _____ seconds of contact. (The end result of any contact is a feeling—positive or negative—about your **entire** church!)
- The message is not the sermon; the message is the _____.
- If you think you don't advertise, you're wrong! The question is not, Do you advertise? It's What are you communicating to others?
- The important thing is not the advertising but the _____.
- For every three people willing to tell a positive story about your church, thirty-three are willing to tell a negative one.
- DWYPYWD **(**_____**)** builds trust and promotes positive word of mouth.
- Any church involved seriously in serving others must become _____.
- Recruit people for _____**;** train people for _____.

COPYRIGHT

NOTES

"The mind of man plans his way, but the LORD directs his steps."
Proverbs 16:9

COPYRIGHT

Follow-Up Process

What happens after a guest visits your church the first time?

_____

What happens after a guest visits your church the second time?

_____

When are guests invited to connect somewhere in order to create a sense of belonging? What does that invitation look like?

_____

_____

What is your process for contacting members/regular attenders who have been missing worship?

_____

_____

_____

What does your pathway to belonging look like?

_____

_____

_____

_____

Follow-up is a process, not an event.
A onetime contact is not enough to be effective in our present environment.

COPYRIGHT

NOTES

"Sometimes the best helping hand you can get is a good, firm push."
Joann Thomas

COPYRIGHT

Action Plan

List some specific steps and resources to begin developing your skills in the areas that we covered today:

_____

_____

_____

_____

_____

What is **one** action that you are willing to commit to taking between now and our next session together?

_____

_____

_____

_____

_____

What will success look like concerning that action?

_____

_____

_____

COPYRIGHT

Best Practices

- □ Use a data base of some type to keep track of information on everyone who has attended your church.
- □ Collect names, email, phone numbers at all church events/services.
- □ Develop a simple system of follow-up with a single person managing the whole process
- □ _____
- □ _____
- □ _____

Additional Resources

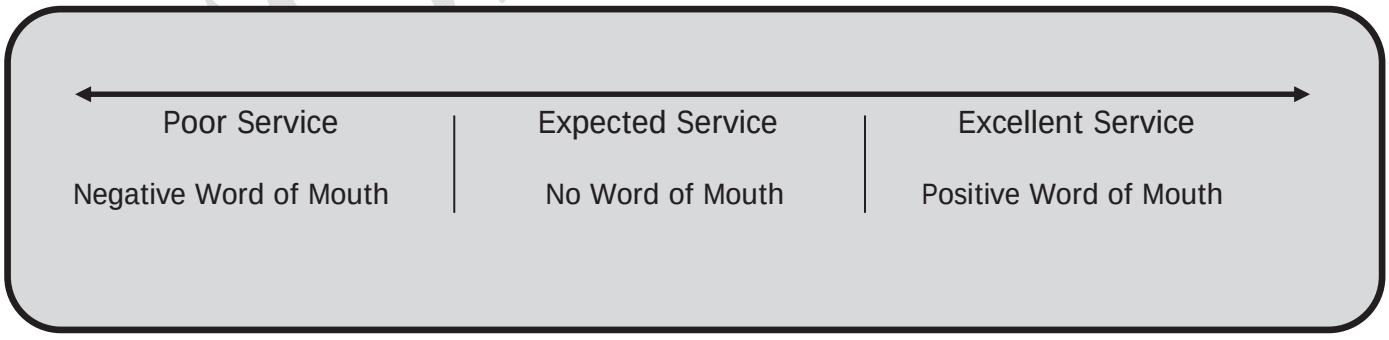
Sticky Church, by Larry Osborne

Creating Community, by Andy Stanley

The Race to Reach Out, by Douglas T. Anderson & Michael J. Coyner

First Impressions: Creating WOW Experiences in Your Church, by Mark L. Waltz

Lasting Impressions: From Visiting to Belonging, by Mark Waltz



COPYRIGHT

Teacher: _____ Date: _____

Name: _____ (optional)

Course	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
1. Objectives were clearly stated and met					
2. Materials were useful/relevant					
3. Topics covered were what was expected					
Facilitator	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
4. Presented the subject effectively					
5. Demonstrated knowledge of content					
6. Pace of session was appropriate					
Environment	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
7. Conducive to learning					
8. Temperature, distractions, etc...					
Overall	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
9. How would you rate the session overall?					
10. Recommend to friend/colleague					

What, if anything, would you suggest to improve this session in the future?

_____

_____

What is your biggest take-away from this session?

_____

_____

Other comments: _____

_____

Thank You!

COPYRIGHT

This page left intentionally blank

COPYRIGHT

Pastoral Leadership Development II

COPYRIGHT

Session Eight

Resourcing / Stewardship

NOTES

Make all you can,
save all you can,
give all you can."
John Wesley

COPYRIGHT

Objectives

Our core purpose today is to:

> Understand the importance of resourcing our mission and providing stewardship opportunities to our congregations.

To achieve this core purpose, you will learn to:

- Describe the current environment of giving
- Determine my role in raising funds to support our mission
- Identify the key concepts from the book, Not Your Parent's Offering Plate
- Develop a plan to take advantage of the resources available on stewardship

Key Ground Rules:

- Be on time
- Be engaged
- Be curious
- Be respectful

COPYRIGHT

NOTES

"The tithe is a wonderful goal but a terrible place to stop."

Bill Hybels

COPYRIGHT

Understanding the Competition

As of July 2009:

- There are 24,544 registered 501(c)(3) organizations in Missouri
- 4,747 of them are churches or 19.3%
- Total reported revenue from churches = $5.6B or 17.1%

From: www.nccsdataweb.urban.org

Who are your attenders supporting with their resources?

1. _____
2. _____
3. _____
4. _____
5. _____

What is the message of your number one competitor?

_____

_____

People have the money and they continue to give.

Religion is just no longer their charity of choice.

COPYRIGHT

NOTES

"I never would have been able to tithe the first million dollars I ever made if I had not tithed my first salary, which was $1.50 per week."

John D. Rockefeller, Sr.
American industrialist
and philanthropist

COPYRIGHT

God's Pie

_____

_____

Church Stewardship

Church pastors and leaders want to see their people become better stewards of their _____, _____ and _____.

Why are many churches suffering from a lack of adequate resources to fulfill their vision? (*from Dick Edic, president of Vision Resourcing*)

1. The **"**_____**"** of affluence in our society.
2. In our desire to relate to the **"** _____**",** it is often unpopular to talk about money or ask for it.
3. Because stewardship is not being taught in seminaries, many pastors are uneducated in biblical stewardship and, therefore, don't teach it.
4. Some pastors, because of their own financial struggles and mistakes, feel hypocritical in addressing the topic.
5. Because church members believe that they (rather than God) **"**_____**"** their possessions, they are afraid to "let go" in generous giving.

COPYRIGHT

"A tithe of everything from the land, whether grain from the soil or fruit from the trees, belongs to the Lord; it is holy to the Lord."

Leviticus 27:30

NOTES

COPYRIGHT

What is My Role?

1. _____

2. Learn to see _____ as part and parcel of Christian discipleship.

3. Learn more about my _____.

So that I can:

- _____
- _____
- Understand what is happening _____

"If pastors choose not to know how their members are doing in financial stewardship, I believe they are committing clergy malpractice." J. Clif Christopher

4. Spread the news that my church is _____**!**

- _____
- _____
- _____
- _____
- _____

COPYRIGHT

NOTES

"If a person gets his attitude toward money straight, it will help straighten out almost every other area in his life."

Billy Graham

COPYRIGHT

Not Your Parent's Offering Plate – Key Concepts

- Some major donors do not give to a church because they feel we

  _____.

- Top three reasons people give:

  1. _____
  2. _____
  3. _____

- Christ had great concern for _____.

- All members are NOT equal.

  - _____ those who are giving exemplary
  - Those who are giving but not tithing, need help to get there
  - Those who have never given need to be _____

- For a person to be able to make a gift, they must have two things—the

  _____ and the _____.

- Knowing what people give will help you determine the

  _____.

- Asking for money is not sales, it is _____.

COPYRIGHT

NOTES

"Stewardship is not humanity's way of raising money, but rather God's way of raising people into the likeness of His Son."
Doug Carter

COPYRIGHT

Not Your Parent's Offering Plate – Key Concepts

- The rule in fund-raising is that people give to _____ and not to programs.

- The three pockets of giving:

  1. _____

  2. _____

  3. _____

Top Ten Things J. Clif Christopher Would Do Now

1. _____ Pray, study, and get my act together first
2. _____ Build a high-expectation culture
3. _____ Have weekly testimonies
4. _____ Have regular, ongoing Christian financial planning classes
5. _____ Preach directly on money four times a year
6. _____ Target market your correspondence
7. _____ Spend more time with major donors
8. _____ Write ten thank-you notes a week
9. _____ Review individual giving once a month
10. _____ Never send out a line-item budget again

Church leaders tend to let their budge drive ministry rather than let their ministry drive their budget.

COPYRIGHT

NOTES

"Few people are born givers. For some, being a generous giver is a gift from God; for others, it was learned from parents who modeled tithing. For most, though, giving grows because of what church leaders do, and do not do, to help people learn what it means to give."

Donald W. Joiner

COPYRIGHT

Answers to Potential Obstacles

1. **It's my money. I earned it.**
   It is a common idea (especially in America) that a person has absolute authority over his own stuff. But the reality is very different. The earth is the Lord's, and everything in it (Psalm 24:1). Whatever we have has come from the Lord's hand, and only indirectly by our earning (1 Chronicles 29:14). Our wealth belongs to us in the same way that a child's bedroom belongs to the child. The room actually belongs to the parent, but the child is given temporary, accountable charge over it. This is even more so for Christians, who have been bought at the price of Jesus' death (1 Corinthians 5:20). Our lives and all our stuff is utterly at the disposal of the God who bought us.

2. **My giving is a private matter between God and me, no one else.**
   In our culture, a man's checkbook is no one's business but his own. In a similar way, many Christians say that their giving is a private matter, information to which only God is privy. They point to Jesus' admonition in Matthew 6: "[W]hen you give to the needy, do not let your left hand know what your right hand is doing." But Jesus' words here have to do with our inner motives for giving (to please God rather than men), not a privilege of privacy. Any time you find yourself insisting that some part of your spiritual life is nobody else's business, it may be a warning sign that you are trying to hide something. We should keep in mind that the Lord Jesus gave his life not primarily to secure a private relationship with each of us, but to make for himself a church of people consecrated to him (Ephesians 5:25). And this church shares a mutual responsibility for the spiritual growth of its members (Galatians 6:1-5), including our use of money. This means that Christians should be honest and accountable with each other about how we handle God's money. So my giving is actually between God, me, and my Christian brothers and sisters.

3. **The Bible is about religious and moral issues, and not about money at all, let alone charitable giving.**
   It is a common idea that the Bible has only to do with so-called religious matters, e.g., church attendance, individual conversion, and personal piety. But this is a misunderstanding, probably derived more from cultural hearsay than from careful reading of the Bible itself. Really, it would be fairer to say that the Bible is about everything. The Bible covers the waterfront of human life because the gospel of God's redemption covers the waterfront of human life. In the words of Scripture, God is reconciling all things to himself through Christ (Colossians 1:20). "All things" certainly includes money and material possessions, so it is no surprise to find that the Bible speaks plainly and frequently about these things. There are philosophies that separate reality into "spiritual" and "material" spheres, but Christianity is not one of them. In the Bible, all of life (including the use of money) is spiritual because God is involved in it. When we take the time to read the Bible carefully, we find that it has much more to say to us than we may have realized, not least of all about our giving.

Continued on next page

COPYRIGHT

Answers to Potential Obstacles, Continued

4. **The tithe does not apply to Christians today, only to Old Testament Israel.**
It is true that the tithe not the standard of Christian generosity today, for Jesus called us to give far more than 10 percent. In fact, the tithe was never the standard of Old Testament generosity, either. The tithe (as a mandatory gift equaling a tenth of one's income) actually only applied to crops and animals from the promised land, not to all income in any time and place. Nor was 10 percent ever "the standard," for there were three tithes (two every year, one every three years) and many other offerings and gifts that were also part of Jewish life. The idea of the tithe is still present in the New Testament (Matthew 23:23), but it is never explicitly applied to believers. Instead, almost all Christians are called to more extravagant freewill giving in response to the gospel of the Lord Jesus, who exhorted us to give 100 percent (Luke 21:1-4). The tithe may be a helpful guideline insofar as it reminds us to give proportionally to the Lord as he blesses us, since he owns it all anyway. But by New Testament standards, settling for 10 percent can be a recipe for condemnation from Jesus if we neglect true generosity, just as it was for the tithing Pharisees (Matthew 23:23). Biblical generosity is loving God with all we are, loving our neighbors as ourselves (Luke 10:25-37) and imitating the sacrificial example of Jesus (2 Corinthians 8:9; 1 John 3:16-18). See also Luke 11:42

5. **The Bible says that each man should give what he has decided in his own heart to give. So I am free to give as much or as little as I choose, even not at all.**
It is true that the apostle Paul says, "Each man should give what he has decided in his heart to give, not reluctantly or under compulsion" (2 Corinthians 9:7). We might think, then, that the apostle is giving us liberty to be as selfish as we like. But curiously, this verse is situated in the middle of a passage urging Christians to give generously (vv 6-15). How can this be? Paul's point is not to give license for selfishness, but to cultivate a love of generosity within his listeners. He does not want to "hold their hands" through the giving process. Rather, he wants them to feel free, creative and excited to give far beyond the ten percent benchmark. Because Jesus has accomplished our redemption and the age of the Spirit has come, Paul's logic goes, appealing to the tithe laws is unnecessary. Yes, this is a sort of freedom unfamiliar to the Old Testament Jews. But it is a freedom to excel in good deeds, not a freedom to sin.

6. **I'm saved, so it doesn't matter how much I give, or even whether I give at all.**
It is right to say that being saved is what matters most, but wrong to conclude that giving is therefore irrelevant. In no way does giving (or any other good work) secure God's favor. However, once we have been made new by the gospel, that same gospel changes us through and through, causing us to practice generosity (and other good works) out of thanksgiving to and love for God. Thus, while a person's giving does not in any way determine his salvation, it is an excellent indicator that salvation has come to him. It is the grace of God, not our giving, that saves us. But once we are saved, it is the same grace of God that makes us generous givers. In fact, the Bible says, if we claim to be saved but refuse to give to people in need, then we may deceiving ourselves about being saved in the first place (James 2:14-17). In other words, it is precisely because you are saved that it matters how much you give.

Continued on next page

COPYRIGHT

Answers to Potential Obstacles, Continued

7. **God loves a cheerful giver, but I am not cheerful about giving, so it's better not to give at all.**
   God loves a cheerful giver (2 Corinthians 9:7), but this is not to say that we should wait to give until we feel particularly cheerful about it. As with so many areas of the Christian life, obedience in giving can be hard work. The joy might only come during or after the act of obedience. But the same God who loves the cheerful giver (v. 7) promises to give us the grace we need to give cheerfully (v. 8). He gave us the gift of his Son; surely we can count on him for this as well. We should all aspire to joyful giving. But the best way to cultivate joyful giving is to ask for the Lord's help and start giving.

8. **I am up to my ears in debt. I cannot give now.**
   The Christian in debt has an obligation, not only to his creditors but also to God, to pay off his debts and, what is more, to stay out of debt in the future (Roman 13:8). But the responsibility to pay off debts does not cancel out the responsibility to give to the Lord. Specifically, the Bible tells us to give to the Lord from our "firstfruits," that is, the first and best of our income (Proverbs 3:9). As Larry Burkett has said, the first check we write belongs to the Lord and no one else, not even a creditor. Perhaps it sounds harsh, but in fact, giving like this turns out to be in our own best interest. We refrain from giving because it feels financially insecure. But in fact, God promises that giving to him is the most secure financial move one can make. If he gave up his own Son for us, surely we can count on him to give us all things (Romans 8:32). For those who give, he will provide all they need at all times, even making them rich so that they can keep on giving (2 Corinthians 9:8-11). We should make it a high and immediate priority to pay off our debts, but we should also give whatever we can in the meanwhile.

9. **I would like to give, but I'd have to work another job or drastically cut back my standard of living.**
   Many people say that they cannot give. But in fact, what most really mean is they cannot give comfortably, that to give would mean a reduction in standard of living, which seems unfair or unreasonable. But this is exactly what the Bible invites us to do. The Bible's greatest example for us of generosity is the Lord Jesus himself, who made himself unimaginably poor in order to make us rich (2 Corinthians 8:9). Christian giving is nothing other than a sacrifice of personal comfort for the sake of the kingdom of God. We should think it altogether fair and reasonable both to labor (Ephesians 4:28) and to scale down our standards of living (Luke 21:4) in order to give. And for those who choose to do so, it turns out to be not a burden but a joy.

Continued on next page

COPYRIGHT

Answers to Potential Obstacles, Continued

10. **I'm too young to give; I really just need to focus on being a student.**
Several categories of person might use this argument: (1) American teenagers occupy a strange position between financial childhood and adulthood, owning nothing but spending a great deal. (2) College students and their families have a notoriously difficult financial time, as many students are almost completely dependent on loans, earning no income but acquiring large debts. (3) Graduate students, likewise, face heavy financial burdens with only part-time income and the prospect of future stability. If anyone can be exempt from giving, we might think, it would be these groups. But the Bible teaches that giving is the privilege and responsibility of all God's children, regardless of age or income. In fact, ironically, many biblical examples of generous givers are people who have next to nothing (Luke 21:1-4; 2 Corinthians 8:1-2). How can this be? It is because these people were changed by God's gospel of redemption in Jesus, and they were able to relate to God as a caring Father who meets their needs. They knew God was giving them his kingdom, and as a result they were not afraid to give away what little they had in order to store their treasures in heaven (Luke 12:22-34). It may be difficult, but Christian students should make giving to the Lord a priority in their lives. Do you receive an allowance? Do you work odd jobs or a part-time position? Take what little income you have, and begin to give to the Lord from that. At every stage in life, we will find reasons to postpone giving until later (car payments, house mortgage, kids' tuition, etc.). The best possible thing we can do is to start cultivating the practice early. And though it sounds hard to believe, God says that giving is the most financially secure move we can make, because he himself will provide for our needs in the meanwhile (2 Corinthians 9:8, Matthew 5:38-48).

11. **I already tithe out of my paycheck; I can't afford to tithe out of my gross income.**
Giving God 10 percent of net (post-tax) rather than gross (pre-tax) income is a common practice among American Christians. Pastors often encourage these Christians to give 10 percent from their gross incomes instead. But such distinctions miss the point. Is 10 percent all God requires us to give? No—he has always demanded much more. The tithe was never the standard of generosity in the Old Testament, nor is it the standard of Christian generosity today. The Son of our gracious Father gave up everything and suffered and died for our sakes. How, then, can we seek to give the bare minimum back to him? Instead of trying to create artificial standards and percentages for giving and assuming they are taught in the Bible, we should give generously in keeping with Jesus' clear command to love others as he loved and gave himself (John 15:12-13; 2 Corinthians 8:9, 13-15; 1 John 3:16-18). This means giving sacrificially and even being willing to give up everything for the Lord's work. God desires us to give our very best to him, not our leftovers (Proverbs 3:9). After all, he has given us his very best—his own Son. Admittedly, this is a hard step for many of us. But God is able to make us able, willing and even excited to take it.

Continued on next page

COPYRIGHTED

Answers to Potential Obstacles, Continued

12. **I don't give to my church because I already give to another ministry.**
It is of course great to give to Christian ministries of all sorts. But a ministry, wonderful as it might be, is not a church. The church is Christ's bride, for whom he gave his life (Ephesians 5:25). Ministries do noble Christian work, but they do not have the biblical authority or range of responsibilities that belong to the institutional church (Matthew 16:17-19). What is more, God has specifically instituted deacons in the church for the administration of Christian offerings (Acts 6:1-6). Being God's unique institution, the church is the first and worthiest recipient of Christian giving. A good rule of thumb is that our tithes should go to the church and not to any ministry. Beyond that, we should feel free to give to the church or to any worthy Christian ministry. But the institutional church has a very special place in God's economy, and we acknowledge this by giving there first of all.

13. **Small gifts don't really matter.**
On the contrary, many ministries and churches rely almost entirely on gifts under $100. It doesn't take very much money to make a significant impact and to encourage those doing the Lord's work or others in need of funding and resources. When, grateful for their salvation, God's people give in large numbers, even small gifts add up quickly. This is a common objection among teens. But if a youth group has 50 members, and everyone gives $20, then $1,000 has been raised which can help pay for a youth worker's salary, sound equipment, camp speakers, camp scholarships for poorer children, or medicine for AIDS orphans in Africa. And regular giving of small amounts can add up—giving $20 a month to an important ministry near to your heart can produce a gift of nearly $1,000 after just four years. Finally, we must remember that the Lord sees our giving. Even a cup of cold water or a visit to a prison in his name will be rewarded (Matthew 10:42, 25:34-40).

COPYRIGHT

To be loyal to Christ through The United Methodist Church and do all in their power to strengthen its ministries;

To faithfully participate in its ministries by their prayers, their presence, their gifts, their service, and their witness.

-United Methodist Membership Vows

COPYRIGHT

Action Plan

List some specific steps and resources to begin developing your skills in the areas that we covered today:

_____

_____

_____

_____

_____

What is **one** action that you are willing to commit to taking between now and our next session together?

_____

_____

_____

_____

_____

What will success look like concerning that action?

_____

_____

_____

COPYRIGHT

Best Practices

- □ Make stewardship part of your membership class – teach your new members the biblical principles of tithing.
- □ Set the example as a church – give 10% of your total offerings to support ministries outside of your church. (missions, homeless, etc…)
- □ _____
- □ _____
- □ _____

Additional Resources

There are over 20 books listed at the end of Not Your Parents Offering Plate

www.gbod.org – The General Board of Discipleship provides church leaders with exceptional stewardship resources, training, and consultation.

www.umcgiving.org – UMC Giving Notes features Minutes for Mission, giving devotionals, giving articles, and other resources.

www.kswestumc.org – Kansas-West UMC has some great stewardship resources

The Bible – there are more than 2,300 verses that address some aspect of stewardship. Certainly the Bible is our *blueprint* for handling our money, our time, and our talent.

COPYRIGHT

Teacher: _____ Date: _____

Name: _____ (optional)

Course	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
1. Objectives were clearly stated and met					
2. Materials were useful/relevant					
3. Topics covered were what was expected					
Facilitator	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
4. Presented the subject effectively					
5. Demonstrated knowledge of content					
6. Pace of session was appropriate					
Environment	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
7. Conducive to learning					
8. Temperature, distractions, etc...					
Overall	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
9. How would you rate the session overall?					
10. Recommend to friend/colleague					

What, if anything, would you suggest to improve this session in the future?

_____

_____

What is your biggest take-away from this session?

_____

_____

Other comments: _____

_____

Thank You!

COPYRIGHT

Total PLD II Program

Teacher: _____ Date: _____

Course	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
1. Objectives were clearly stated and met					
2. Materials were useful/relevant					
3. Topics covered were what was expected					
Facilitator	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
4. Presented the subject effectively					
5. Demonstrated knowledge of content					
6. Pace of session was appropriate					
Environment	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
7. Conducive to learning					
8. Temperature, distractions, etc...					
Overall	**Poor (1)**	**Fair (2)**	**Good (3)**	**Strong (4)**	**Excellent (5)**
9. How would you rate the session overall?					
10. Recommend to friend/colleague					

What, if anything, would you suggest to improve this program in the future?

_____

_____

What is your biggest take-away from this program?

_____

_____

Other comments: _____

_____

COPYRIGHT