NEXT LEVEL LEADERSHIP
Mastering Ministry: Planning

Reading Material

MAXIMISE THIS MODULE

READ
Spend time reading and contemplating the material in this module.

REFLECT
Engage with the learning exercises while analysing your own practices.

CHANGE
Work with your pastor to enact change in your life and church

4 LEARNING OBJECTIVES

1. Why create a departmental action plan
2. How to prepare for a retreat
3. How to create a departmental action plan
4. How to review a departmental action plan

PLEASE NOTE THIS IS A SAMPLE ONLY

This is a sample of the Reading Material and is not the full length module for this topic.
Writing a personal life plan is an intense and at times involved process involving thought, envisioning and clarification of purpose and ambitions.

Likewise, creating a department action plan is complex and has one key difference. It involves other key people in your church.

Thus the process becomes much more difficult to both lead and manage and also the outcomes may be quite different to what you initially imagined.

WHY CREATE DEPARTMENT ACTION PLANS?

Department action plans are useful for churches regardless of your current season or scenario.

CHURCHES IN SUMMER

Your church could be in a bright summer season of growth and momentum with genuine excitement about your current scenarios and programs. Department action plans will assist your momentum and ensure you stay focussed on your key values and mission while you are experiencing this season of expansion.

CHURCHES IN WINTER

Your church could be in a depressing winter season of decline with tension and problems abounding. Department action plans will give you the opportunity to face your current reality with courage and forge your next steps to help you move into a better season.

CHURCHES IN AUTUMN AND SPRING
Your church could be a season of general contentment where life is good and Christ is blessing. Department action plans will sharpen your focus and intentionality while creating momentum in the right directions.

**DEPARTMENTS UNCERTAIN OF THEIR FOCUS**

A department action plan gives leaders clarity and focus for their future.
Crafting a department action plan is not something you can do in your spare time over a cup of coffee while also watching your favourite sports show.

It requires dedicated time and uninterrupted focus otherwise it will be rushed and ultimately found lacking.

A one day retreat is essential to create a department action plan.

WHO SHOULD ATTEND THE RETREAT?

All the key leaders in your department need to attend the retreat.

Gaining valuable insight and consequent support from all your leaders is a critically important tactic. If you work with only one or two mistrust and misunderstanding may develop and the process can be slowed if not completely derailed.

WHERE SHOULD YOU CONDUCT THE RETREAT?

Conducting the retreat in a relaxed and undisturbed environment will yield a good result.

ADVANCE NOTICE IS ESSENTIAL

Give your leaders plenty of advance notice of the retreat. Explain clearly at face to face meetings the purpose of the retreat and why it is important for your department.

WHO SHOULD FACILITATE THE RETREAT?

Either the department leader or the pastor.

APPOINT PRAYER PARTNERS

Put in place prayer partners who will pray diligently in the lead up to and during the retreat.
CIRCULATE AN AGENDA

Ensure the agenda, with accompanying information, is circulated ahead of time so that people can prayerfully and thoughtfully prepare themselves to fully engage with the retreat’s purpose.

SAMPLE AGENDA:

**Saturday**

8am Breakfast
9am Build the *Our Department’s History* wall
9.45am Build the *Our Department Today* wall
10.30am Coffee break
11am Rate the options on the *Our Department Today* wall
11.20am Build the *What’s Happening Outside* wall
12pm Light lunch
12.30pm Write the Department action plan
2pm coffee break
2.20 Write the Department action plan
3.30pm Finish

Please note

1. Times are approximate and your retreat should not be bound by them.
2. You can shorten the retreat time by removing the *Breakfast, Our Department’s History* and *What’s Happening Outside* elements.

CIRCULATE KEY INFORMATION

Attach the following key information to the agenda and ask all participants to engage with it beforehand:

1. **Our Department’s History** – ask them to reflect on the department’s history and bring pictures, memorabilia or descriptions of events, moments or activities that are particularly important to them.

2. **Our Department Today** – ask them to prayerfully reflect on the following five questions:
SAMPLE ONLY

This is a sample of the Reading Material and is not the full length module for this topic.

NEXT LEVEL LEADERSHIP PROGRAM DISCLAIMER

Grow a Healthy Church makes no warranty, express, implied or statutory, with respect to the services provided, including without limitation any implied warranty of reliability, usefulness, fitness for a particular purpose, or those arising from the course of performance or usage. Grow a Healthy Church shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

AFFILIATE LINKS

Please note all links to books on Amazon are affiliate links. John Finkelde is a participant in the Amazon Services LLC Associates Program, an affiliate advertising program designed to provide a means to earn advertising fees by linking to amazon.com.
NEXT
LEVEL
LEADERSHIP
PLEASE NOTE THIS IS A SAMPLE ONLY

This is a sample of the Learning Exercises and is not the full length module for this topic.

In one sitting read Module 2, Building a Leadership Pipeline

UNDERSTANDING WHAT MOTIVATES PEOPLE

Reread pages 3 - 5 from the Module and answer the following questions:

After reading the different theories of motivation what would you deem as your top motivating factors for the work you do?
Are there any other motivating forces in your life that you are aligned with in your walk with Christ?

**EXERCISE 1 – APPLICATION OF MOTIVATIONAL THEORIES**

In the table over the page is a summary of the presented major theories of motivation.

Next to each theory, reflect upon these two questions:

1. How do I see this motivation factor operating in the people at church? (both positive and negative)

2. What practical strategies could be implemented to maximise this motivational factor?

<table>
<thead>
<tr>
<th>MOTIVATION THEORY</th>
<th>How do I see this motivation factor operating in the people at church? (positive and negative)</th>
<th>What practical strategies could be implemented to maximise this motivational factor?</th>
</tr>
</thead>
<tbody>
<tr>
<td>McCLELLAND’S THEORY OF NEEDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Need for Achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Need for Power</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Need for Affiliation

### COGNITIVE EVALUATION THEORY

1. Autonomy

2. Mastery

3. Purpose

### GOAL SETTING THEORY

- Specific and challenging goals
- Self-reflection and evaluation

### SELF-EFFICACY THEORY
| Personal confidence in own competence to complete a task |   |   |
EXERCISE 2 – DEVELOPMENT OF PATHWAYS

On page 5 of your Reading Material it states,

‘Proven motivational theories help you understand how to motivate people. Now you need to create and action a clear pathway that people can move along as you recruit, deploy, develop and retain volunteers and leaders in your church.’

Take a moment to:

1. Define these 4 keys words:

   RECRUIT

   DEPLOY

   DEVELOP

   RETAIN

2. In the chart below assess what your present culture, programs and strategies are for each and write any initial ideas on how you could strengthen these 4 areas in the future.
Recruit

Present:

Future:

Deploy

Present:

Future:

Develop

Present:

Future:

Retain

Present:

Future:
Pathways
RECRUITING VOLUNTEERS

Reread pages 6 – 8 from the Module and answer the following questions:

Do you presently conduct an annual volunteer recruitment drive? If yes, how effective has it been?

If you have not completed an annual recruitment drive, discuss with your pastor how the team could implement one. Use this checklist to plan together different aspects of the event.

Email a copy of your Exercises 1 and 2 to your pastor.
SAMPLE ONLY

This is a sample of the Learning Exercises and is not the full length module for this topic.

NEXT LEVEL LEADERSHIP PROGRAM DISCLAIMER

Grow a Healthy Church makes no warranty, express, implied or statutory, with respect to the services provided, including without limitation any implied warranty of reliability, usefulness, fitness for a particular purpose, or those arising from the course of performance or usage. Grow a Healthy Church shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

AFFILIATE LINKS

Please note all links to books on Amazon are affiliate links. John Finkelde is a participant in the Amazon Services LLC Associates Program, an affiliate advertising program designed to provide a means to earn advertising fees by linking to amazon.com.
PLEASE NOTE THIS IS A SAMPLE ONLY

This is a sample of the Coaches Instructions and is not the full length module for this topic.

Remember to:

- Pre-read the Learning Exercises the leaders emailed to you.
- Keep your reconnection moment brief.
- Move into the actual coaching session as smoothly and quickly as possible.
- Focus on “How” and “What” style questions and “Tell Me” statements.
- Avoid “Why” questions as they can be accusative.
- Avoid closed questions that require a simple “Yes” or “No”.
- Refuse to be the guru – let the Reading Material be the content.
- Keep your focus on building awareness and increasing responsibility.
- Don’t focus on taking notes but on asking good questions and waiting for good answers.
FIRST QUESTIONS

What was your main learning from the Learning Exercises?

What changes will you make to your life and your leadership because of that learning?

THE BIG PICTURE

What was your answer to: How do you “step back, survey the bigger picture, and reflect on God’s work in you”? Page 2

If they allocate limited time to reflection or have poor reflection skills, explore new possibilities with them. Being a reflective leader is critical to their ongoing health and fruitfulness.

FOCUS ON THE FIVE PHASES OF LEADERSHIP

Examine the Learning Exercises answers sent to you by the leaders.

What was your main learning from the five phases of leadership?

Use their answer to help you focus your questions out of the questions listed below.

How many questions you ask will be dependent on the team members’ ages and their current phase.
PHASE 1: SOVEREIGN FOUNDATIONS

What aspects of your God created uniqueness do you struggle with?

What unresolved issues or relationships do you carry from your upbringing?

How much of a problem is comparison with others?

PHASE 2: INNER-LIFE GROWTH

What have been some defining moments in your life when you were tested in your:

- Obedience to God or leaders over you?
- Personal integrity to remain true to your word or your character?
- Self-control to resist temptation?
- Reliability and faithfulness to serve?
- Commitment to spiritual disciplines?

Discuss the area of character each one has identified that will strengthen their level of integrity and how they will do this. You may want to reserve aspects of this discussion for one on one coaching sessions.

PHASE 3: MINISTRY MATURING

Discuss the different ministry and leadership skills each one has listed and their competency rating for each.

Talk through the goal they are setting, the practical actions and the measurable indicators they have established to develop one specific skill.
Please do not set the goal for them. Ensure they set the goal. Otherwise they will not take full responsibility for it.

PHASE 4: LIFE MATURING
Discuss the one significant challenge that shaped them as a person and a leader.

What are the stories you share because of the insight you have received from this event?

PHASE 5: CONVERGENCE
Discuss their answer to “Where and who would you like to influence in the future?”

FOLLOW UP
It is important that you encourage the team to read the Reading Material again and complete the Section Two Learning Exercises and email the required exercises to you.

END THE SESSION WITH A WORD OF PRAYER AND CONTINUE TO PRAY REGULARLY FOR EACH LEADER
SAMPLE ONLY

This is a sample of the Coaching Instructions and is not the full length module for this topic

NEXT LEVEL LEADERSHIP PROGRAM DISCLAIMER

Grow a Healthy Church makes no warranty, express, implied or statutory, with respect to the services provided, including without limitation any implied warranty of reliability, usefulness, fitness for a particular purpose, or those arising from the course of performance or usage. Grow a Healthy Church shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

AFFILIATE LINKS

Please note all links to books on Amazon are affiliate links. John Finkelde is a participant in the Amazon Services LLC Associates Program, an affiliate advertising program designed to provide a means to earn advertising fees by linking to amazon.com.