

# Leadership Tips

## TOPIC: CHAIRMANSHIP or MINISTRY TEAM LEADER

1.	<p><b>“When I lead a meeting, is it important to use an agenda?”</b></p> <p>Yes. Some personality styles prefer to know what direction a meeting is going. If they have something to say, then they will know where it fits into that meeting. For example, if someone wants to talk about an issue that they would like to see discussed and they try to introduce it while discussing old business, then it is the chairman’s responsibility to make sure it is brought up in the proper part of the meeting.</p>
2.	<p><b>“I often find that people at the meeting get off track. How can I keep them on track with their discussions?”</b></p> <p>This is a tough situation that happens at every meeting. Every person at your meeting will have an opinion. Your job is like an air traffic controller. You have to help each person land his or her plane at the right time. You are not doing your job if your team of people do not get a chance to express their opinion (“land their plane”) or their idea or thought is devalued (plane crashes). Remember, to: 1) Identify the problem or situation, 2) brainstorm about solutions to the problem/situation, 3) Discuss the possibilities, 4) All the team to select the best solution and 5) Put the solution into action. If you follow this procedure and let others know what you are doing, you will move in the right direction.</p>
3.	<p><b>“How do I get my team of people more involved?”</b></p> <p>Give them some responsibility. Whatever that responsibility may be. It will be up to you to match their talents with the work that needs to be completed. As a chairman (or ministry team leader) you will need to recruit them to help do the work of the committee. For example, one might serve as secretary, another one may be given the responsibility to gather facts for the next meeting, one might be given the responsibility to do a specific task outside of the meeting. Whatever the job may be, given them something to do that is fulfilling of the gifts God has given them.</p>
4.	<p><b>“What if they do not want to do anything?”</b></p> <p>My first response is that the job you have asked them to do is not related to the gifts that God has given them. In that case, you might want to reconsider the task you have given them to do. My second response is that the person may not feel as though they can do the job that you have given them to complete. They need encouragement to participate from you and others.</p>
5.	<p><b>“It seems as though certain people on the committee, regardless of what we are discussing, always bring up the same issue?”</b></p> <p>Praise the Lord. When this happens you might feel like the person is ‘nagging’ about the issue that they hold as important. God places issues on people’s hearts in order for them to feel compelled to respond. When your team member always persists on bringing up the same issue, see it as God prompting their heart towards action. Also, if they always bring up the same issue, maybe it is because their issue is not getting addressed. Spend time evaluating their issue and determine if you are working towards meeting the expectations.</p>
6.	<p><b>“What happens if there are personality conflicts on our team of people?”</b></p> <p>God has wired everyone differently. He wires them with different personalities and preferences. Your job as chairman is to ALWAYS appreciate someone else’s preferences and personality. Also your job is to communicate to the team your appreciation. There will be times when people might not get along on your team. Do your best to see that the conflict is not one sided, carried out from one meeting to the next, or dishonoring to God.</p>
7.	<p><b>“What are the characteristics of a successful meeting?”</b></p> <p>I would say the first characteristic of a successful meeting is <u>team involvement</u>. Everyone needs to feel as though they contributed in some way to the solution or action. The second characteristic is <u>action</u>. A team will willingly huddle together in order to see progress or the achievement of a goal. Imagine playing in the Super Bowl and not seeing any points scored or yardage gained. The third characteristic is <u>appreciation</u>. Every team</p>

	<p>member needs to be appreciated for the time they gave up for the meeting and the work they do between meetings. Show them appreciation. The most important characteristic is that the meeting <u>glorifies God</u>. We all have a job to do in the Kingdom of God. Our efforts, talents, gifts and abilities are all centered in God. I like Colossians 3:23-24 as a glorification reference point.</p>
8.	<p><b>“How do goals relate to the business items on our agenda?”</b>  Every committee or ministry team should have goals that reflect the total purpose of the church. For example, a missions committee might have a goal to acquire 4 new missionaries for the year. Another example, the women’s ministry might have a goal to have a one day retreat at the church to discuss issues within women’s lives. Once you have the goals established for the new year, then the business items on the agenda should address those goals. With the mission goal listed above, the next item on the agenda will be to report on the progress of getting the 4 new missionaries. Ultimately the goals of the team become the items for discussion on the agenda.</p>
9.	<p><b>“How do we establish goals for the committee or ministry team?”</b>  First begin by understanding your purpose as a committee. What is your role in the life of the West Valley Missionary Church? Once you understand that, then evaluate the ministry. What have you done in the past? This would be a great time to use the SWOP evaluation and goal setting information. Next explore the future. What would we like to see accomplished in this next year? Obviously the next step is to establish goals for the coming year.</p>
10.	<p><b>“Can we operate our committee or ministry team without goals?”</b>  Sure. It happens all the time. Unfortunately those committees are the least productive and most mis-directed. Something that happens quite often is that a committee has goals, but the goals are not published or communicated to each other. This is like having an “unwritten law” that someone is to follow. I would encourage every committee to establish, present, discuss and share goals with each other.</p>
11.	<p><b>“Is there a systematic way to do goals for a committee?”</b>  I have found over the years a simple way of organizing my thoughts regarding a ministry is to SWOP it out! SWOP stands for Strengths, Weaknesses, Opportunities and Potential problems. I have supplied a worksheet for your usage. The SWOP worksheet allows you to review and plan. Remember, when doing this worksheet as a team, always keep the thoughts on the committee and not an individual. <b>NOTE:</b> I have a great deal of experience with this type of evaluation and planning. If you would like me to lead your team through a SWOP worksheet I would love to do that.</p>
12.	<p><b>“As chairman or ministry team leader, what is my responsibility between meetings?”</b>  First of all, you must check to make sure the action that was adopted or chosen by your committee gets the necessary attention. Sometimes committees choose a solution to a problem and nobody initiates the action. Secondly, begin planning for the next meeting. What do you want to discuss? What situations do you want to address? Thirdly, communicate with the pastor and/or church board what took place in your meeting. It is important for the pastor to know what decisions you reached at the meeting. Fourthly, touch base with your team of people to let them know they are appreciated and ask for their advice on specific issues. Also, remind them of the next meeting. Fifthly, pray and seek God’s direction, wisdom and leadership for your area of ministry.</p>
13.	<p><b>“Pastor Jim, are you able to come to the meetings?”</b>  I will do my best to be at the meetings. There are already some conflicts in schedules that it would be impossible for me to be in two places at the same time.</p>
14.	<p><b>“Is it possible to bounce ideas or situations off of you between meetings?”</b>  Yes! Yes! Yes! I believe I can help you in a number of ways. The important thing to remember is to accept my help when I offer. (Please consider this as my FIRST offer of help). I want your ministry to excel for the glory of God.</p>