

# **Leadership Management Guide 2005**

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# Leadership Management Guide

## Overview

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### Introduction

Each year the Hope United Methodist Church leaders will come together annually to discuss the various ministries' plans and budgets. In preparation for that activity, the clergy team is providing a forum for the leaders of the various ministry service areas to share information and ideas that will help them grow. It also allows them to discuss issues that may not otherwise surface.

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### Purpose

The purpose of the Leadership Process Guide is to assist you in preparing for your ministry service area's future by providing guidelines for:

- setting goals and objectives
  - preparing policies and procedures
  - recruiting your service area's team
  - building your team
  - strategically preparing your 3-year plan
  - identifying your activities for the upcoming year
  - setting your budget
  - preparing yourself personally as a leader
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### What's in this Guide?

The following topics are covered in this Guide:

Topic	See Page
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# Ministry Goals and Objectives Guidelines

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## Preparation

In preparing to set your goals and objectives, remember to:

- discuss them with the Associate Pastor over your ministry service area
  - have the entire ministry service area pray to the Lord and ask for guidance
  - review last year's goals and objectives
  - determine if you have achieved those goals and objectives
  - identify any causes for not achieving a goal or outcome
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## Setting Goals and Objectives

Set your goals and objectives by:

- Determining this year's goals and objectives
    - ☛ Tie your goals and objectives to your mission and vision
    - ☛ Review goals and objectives with church's and ministry's mission and vision
    - ☛ Make sure the goals and objectives are in alignment with the Word of God
    - ☛ Make sure the goals and objectives are concurrence with saving souls
    - ☛ Carry forward any unmet goals and objectives
  - Designing a plan to achieve those goals and objectives
    - ☛ Clearly delineate the needs of the ministry
    - ☛ Make sure the goals and objectives are realistically based on the members of the ministry (team versus service area lead creating the goals and objectives)
    - ☛ Look at resources available
    - ☛ Identify challenges in setting goals and objectives
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## Follow-up

Set time during the year to reevaluate the goals and objectives to see if you're on track. Get feedback from members of service area and members of the congregation.

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# Ministry Goals and Objectives Guidelines, Continued

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**Goals**

A goal is the end towards which effort is directed. List your goals here:

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**Objectives**

An objective is the end result or consequence of your efforts. List the anticipated objectives of your goals here:

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# Policies and Procedures

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## Definitions

**Policies** are the rules or guidelines that govern your ministry, service area, or work group. **Procedures** are the steps involved in accomplishing a particular policy.

A **ministry** is composed of several related service areas. Hope Church has eight ministries.

A **ministry service area** is an individual group that provides a specific service under a ministry (for example: Jesus Junction is a ministry service area of the Children's and Youth Ministry).

A **work group** is a sub group of a service area (for example: The Usher Board, Communion Stewards, and Acolytes are work groups under the Worship ministry service area).

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## Creating Policies and Procedures

Each ministry, service area, and work group should have written policies and procedures. If the policies and procedures have not been established or documented, see Min. Jan Brown for the instructions for documenting and formatting them.

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## Updating the Policies and Procedures

At the rate Hope Church is growing and with the number of new service areas being established, changes occur on a regular basis, which may affect your ministry or work group. Your policies and procedures should be reviewed annually (semi annually if major changes occur) and updated accordingly.

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## The Current Policies and Procedures

The policies and procedures, which have been submitted, are being revised to incorporate the new ministry model changes. They will be returned to the current Chair of your service area and a copy will be given to the Associate Pastor assigned to your ministry.

A diskette with your policies and procedures will be given to you if you desired to make your own changes. If you wish to make hard copy changes and resubmit them for changes, they may be placed in Min. Jan Brown's mailbox located in the narthex of the church.

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# Recruiting Members for Your Team

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**The Need** Each ministry service area needs help in achieving its goals and objectives. Without a team it is impossible to get all of the work done. It is essential to the life blood of your ministry to get more people involved to prevent burn out of the faithful few.

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**Where to Look** There are several places to look for potential team members.

- At the adult confirmation classes
    - ☛ scheduled three times a year
    - ☛ ministry service area representatives are asked to speak at the new members' dinner
  - In the congregation for both members and non members of Hope Church
    - ☛ some non members like to get involved before they decide to join
  - Members of other churches with the skills you may need
    - ☛ some churches don't have outlets for their members to channel their gifts and skills
    - ☛ they may be willing to consult with your team or be an active member of your team
  - Folks who have attended the Spiritual Life Institute's Spiritual Gifts classes
    - ☛ their gifts and skills have been identified
    - ☛ they have a better feel for where they may best fit
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**Advertising** Remember you can advertise your service area and its activities. You may create a brochure or newsletter.

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**Rally Day** Each year the Council on Ministry sponsors a Rally Day. This is a day when all of the ministry service areas have an opportunity to present information about their group and request folks to join.

Start preparation for Rally Day early in the year. Prepare presentations, brochures, handouts, and any other things that your group thinks it will get the attention of potential members.

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## Recruiting Members for Your Team, Continued

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**Other Sources** You may be able to get support from other ministries. There may be people who want to work in more than one area. Talk to the members of other ministry service areas for the names those people.

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# Building Your Team

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## Welcome to the Team

Once you have a team composed of willing and able members, you must welcome them to the team.

- Provide them with the following:
    - ☛ a set of your ministry service area's policies and procedures
    - ☛ any of the published guidelines that pertain to your service area
    - ☛ any documentation that describes your service area
    - ☛ a copy of your service area's goals, budget, activities for the year
    - ☛ any other documentation that will bring them up to speed, for example
      - \* meeting minutes
      - \* brochures
      - \* handouts about your service area
      - \* correspondence
  - Introduce them to other team members
  - Team them up with a more experience team member
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## Training

Training is essential when a person joins a service area. Get them involved in training as soon as possible.

- Your service area may have activities that require training. For example, the following groups must be trained before they can provide services:
    - ☛ Worship Leaders
    - ☛ Ushers
    - ☛ Shepherds
  - Encourage them to attend seminars, workshops, or studies
    - ☛ Bible Institute (bible studies)
    - ☛ Christian Training Academy (for members and leaders)
    - ☛ Spiritual Life Institute (spiritual studies)
    - ☛ Health and Welfare workshops (annual workshops)
    - ☛ Men's and Women's Day workshops (annual workshops)
    - ☛ Sunday School and Vacation Bible School
    - ☛ Training at other churches
    - ☛ Outside workshops and seminars that relate to your service area
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## Building Your Team, Continued

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**Empowerment**    Make the new team member feel needed and valued through empowerment.

- Share what the service area is doing at the time
  - Give the person several choices of activities to be involved in
    - ☛ Remember the person may already know what area they wish to be involved in so don't push them in a direction
    - ☛ Allow them to get their feet wet and see if the area chosen is the one that suits them best
  - Ask for their input on decisions
  - Welcome their ideas
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# Planning the Strategy

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## **Build a 3-Year Plan**

Your team needs a plan to follow. You've set your goals and know what your objectives should be. You've established your policies and procedures and built your team. Now you must strategize how to implement those goals and to achieve the objectives.

A 3-year plan enables you to look at the big picture of where your service area needs to be. Strategic planning enables you to see that an activity may take more than a year to prepare for and actually implement. It provides a way of for your team to do a quality job of planning with less stress. Remember we are to operate on kyros time (God's time), not chronos time (calendar time).

You may also want to:

- share your plans with the rest of the service areas in your ministry.
  - consolidate activities with the other service areas or ministries
  - work with the other service areas and ministries for church planning of activities
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## **Hope Church's Changes**

Coordinate your planning by looking at:

- how is the church planning to make changes
    - ☛ Expansion Team
    - ☛ Kingdom Building Campaign
    - ☛ Vision and Emerging Ministries
  - how do those changes effect your ministry or service area
  - are their any improvements that your service area can make in its service
  - what types of activities should you be conducting to help the church community and the community at large
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## **Your Ministry Service Area's Future**

Look out for your service area's future. You must consider that:

- your service area's leadership will change every three years
  - church expansion will be starting – how will your group be impacted
  - your team membership may change
  - your budget may change
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## Planning the Strategy, Continued

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### **Project and Time Management**

Project and time management are essential in creating your strategic plan.

You must look at:

- how much planning is involved to implement an activity
- how often can you meet to plan your activities
- how many activities can you have in a one year period
- will your activity(ies) impact other service areas
- how will your activities impact the church calendar

Remember that your service area team is composed mostly of people who are involved in other activities – scheduling could be a problem.

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### **Working with Other Service areas and Ministries**

When planning your activities, remember the following:

- Be considerate of other ministries' and service areas' activities
  - Plan together with other ministries and service areas whenever possible
  - Notify other ministries and service areas of changes to activities and schedules
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## Setting the Budget

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### **Determining Cost**

For each activities you work group is involved in, your team should determine if there is a cost involved. Make sure your group includes money for:

- advertising and marketing
- books
- duplication costs
- events and activities
- equipment (capital expenditures)
- food (if part of your service area)
- postage
- retreat locations (if part of your service area)
- speaker fee / honorarium
- storage units (if applicable)
- supplies
- training (members of your service area)
- other needs as determined by your service area

**Note:** Remember your service area is part of a larger ministry and your budget will coordinated with the budgets of the other service areas in your ministry.

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### **Centralized Purchasing**

The church has a policy on centralized purchasing for supplies and requesting catering services. See the Administration office for detailed information.

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### **Suppliers**

The church also has a policy on selecting suppliers for goods and services. See the Administration office for detailed information.

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### **Request for Funds**

The church also has a policy for requesting funds. See the Administration office for detailed information.

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# Preparing Yourself

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## **Essential Elements**

To properly lead or participate in your ministry service area, you must prepare yourself through:

- prayer and personal devotion (and fasting when you can)
  - Bible study
  - Sunday School
  - regular worship
  - tithing your time, talents and treasures
  - participating in the Kingdom Building Campaign
  - helping others
  - managing your time
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