

# Leadership ToolBox: Tools for Leading Your Team

Duke Memorial Leader Training Presentation

Feb. 12, 2011

*What makes a team or committee effective or ineffective, either for team members or for the larger organization?*

- People want to contribute, use gifts and time
- People don't want to feel like their time is being wasted
- People have other commitments to honor, inc. time
- People want to have productive, efficient, faithful meetings

## FIRST TOOL: KNOWING YOUR RESPONSIBILITIES

What specific responsibilities do you think a chairperson has that can make a team more effective?

- Keep meeting orderly
- Communicate with members and church
- Coordinate with other leaders
- Partner with staff person so working together
- Be spiritual leader of team/cmte
- Pray, ask for and rely on God's help
- Understand responsibilities and function of your team/cmte
- Keep team/cmte on track, moving toward completion of goals
- Keep team members informed with info they need

## SECOND TOOL: YOUR TEAM/COMMITTEE BINDER

- Team member list (verify; roster w/ contact info at Council mtg.)
- DM Mission and Vision
- *Guidelines*
- Tools for Planning the Year:
- Meeting schedule (chairperson supply and distribute to team)
- Annual Tasks
- Goal Worksheet

### THIRD TOOL: SCHEDULING MEETINGS

- Let members know about meetings well in advance.
- Decide on a meeting schedule early in the year.
- Distribute the schedule to all members.
  - Contact Katie Boone (office administrator) to set-up an email distribution list if desired.
- Contact Katie Boone to get a meeting or special event on the church calendar, including:
  - room requested
  - meeting time beginning and end
  - additional time needed for set-up or clean-up
  - request for any staff help to set-up
  - audio/visual needs
  - if childcare is being provided and in what room
- Consider energy efficiency:
  - The Soul Café is the most energy efficient meeting room in our facilities. Moving most of our meetings to the Soul Café has helped to reduce the church's utility costs.
  - If you have a small team, consider meeting in someone's home or a coffee shop nearby. On average, a meeting held at the church costs the church \$25.
  - Joe would like me to remind you to please turn the lights out as you leave the building when your meeting ends.

### FOURTH TOOL: PARTNER WITH STAFF PERSON BEFORE THE MEETING

- Discuss the meeting agenda
- Share ideas that can help the meeting time go more smoothly
- Discuss how to equip the team/committee to make big or difficult decisions during the meeting

### FIFTH TOOL: AGENDA

- Use the "Guide for Worshipful Work" to help make the meeting centered on God.
- Include time to revisit minutes from the last meeting or actions since the last meeting.
- Revisit the team's goals at each meeting to stay on target and make necessary adjustments.
- Set realistic time frames for each agenda item.
- Include the next scheduled meeting time.

- Send out the agenda, along with a reminder of the meeting time, date, and place, to the members ahead of time.
- If you would like your team/cmte to rely on electronic communications rather than printing out paper copies of minutes and agendas, agree on this early, so everyone knows what to expect.
- Many leaders and staff supply any paper copies a team/cmte may need. If you want paper copies supplied by the church, Katie Boone needs advance warning of at least a day.

#### SIXTH TOOL: WORSHIPFUL WORK (Roger)

Making our business *God's* business

Use candles (visual), etc.

Centering

Pausing Midway

Ending

#### SEVENTH TOOL: TIPS ON MAKING THE MOST OF THE TIME

- Binder (will hold minutes from previous meetings and other important info)
- Read last meeting's minutes and check in about progress made on prior work. (For admin cmtes, it's best to read old minutes aloud, then need to approve.)
- Secretary and minutes
- Include in the minutes the "next steps" that have been assigned to various members
- Leave significant time for new agenda items—planning to do, challenges to face, etc.
- Stay on track with time, and yet leave room for God's guidance in adjusting your schedule.
- Stop to ask for God's help.
- Leave time at the end to review the next steps/members' assignments, as well as the next meeting.
- Leave time for giving thanks to God at the end of the meeting.
- After the meeting, make sure to store the agenda and minutes in your binder.

#### EIGHTH TOOL: OPTIONS FOR DECISION-MAKING

- More formal parliamentary procedure, more for admin cmtes (see page in binder)
- Sometimes patience is needed—take longer to pray and discern, in mtg and out
- Other models like Consensus model (see page in binder)
- Leader's responsibility to keep the meeting orderly and proper
- Leader's responsibility to anticipate when there are big decisions coming, and to

- Offer the team good wisdom and leadership to help the team get through the decision-making process well

#### NINTH TOOL: KNOW WHAT YOUR RESOURCES ARE

- Binder: place for 2011 church budget when you approve it on Tues night
- Binder: Lay Leadership Report (people resources in the congregation & on other teams)
- Binder: Staff Contact Info. (staff are here to equip you as leaders, so ask for help!)
- Add to Binder: other important resources, like
  - Safe Sanctuaries policy
  - The ministry budget plan your team developed
  - Others?

#### INDIVIDUAL REFLECTION/NEXT STEPS:

Review your notes about these tools for leading your team, and ask yourself which ones you would like to use.

Which ones can you begin using right away? Circle one or two tools or ideas that you would like to implement in your leadership right away.

Use the “Next Steps” space at the end of the handout to write down what steps you need to take next in order to begin using the tools you identified..