

## FBCDH Leadership Training

### *Session 1: The Servant Leader*

- Jesus' Example
  - John 13:1-7
    - Be a \_\_\_\_\_ leader (v. 1)
    - Be a \_\_\_\_\_ leader (v. 1)
    - Be a \_\_\_\_\_ leader (v. 3)
    - Be an \_\_\_\_\_ leader (v. 6-8)
  - Luke 22:24-27
    - Servant leadership is \_\_\_\_\_ from the world's leadership
    - Servant leadership is not caught up in \_\_\_\_\_.
    - Servant leadership does not discriminate \_\_\_\_\_.
- *Leadership is helping people get from \_\_\_\_\_ to \_\_\_\_\_.* ~Bill Hybels
  - You must remember that the people you lead are \_\_\_\_\_!
  - It's not just about accomplishing the \_\_\_\_\_, it's about your people being \_\_\_\_\_!
    - Your people can't pour from an \_\_\_\_\_.
    - You are responsible for the spiritual health of your team
    - You are the closest leader to the people who you serve with.

- Matthew 4:19
- Invest!
  - MAKE SURE they are attending \_\_\_\_\_!
  - \_\_\_\_\_ with them
  - Support them through \_\_\_\_\_
  - \_\_\_\_\_ for them
- Highway to Heights
- Expectations of FBCDH Leaders
  - What is expected of all members
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Attend Leadership Huddles & Retreat
  - Attend Business Meetings

# Highway to Heights

#clarifythewin



First Baptist Church of District Heights



## ***Session 2: Empowering Your People***

- Work Identity Types
  - \_\_\_\_\_ – Naturally gifted at empowering people to their greatest potential.
  - \_\_\_\_\_ – Naturally gifted at task management
  - \_\_\_\_\_ \_\_\_\_\_ – Naturally gifted at accomplishing tasks
- \_\_\_\_\_ Them In (Orientation)
  - Galatians 1:15-24
    - Although Paul was \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, he didn't start right away.
    - People must learn your \_\_\_\_\_ and \_\_\_\_\_ before you throw them in!
  - Orientation Process
    - \_\_\_\_\_ about the Ministry and how it fits with overall church mission
    - \_\_\_\_\_ the person's \_\_\_\_\_ and how they fit with the ministry
    - Clarify \_\_\_\_\_.
    - Tell them where to find \_\_\_\_\_ and \_\_\_\_\_.
    - Allow them to \_\_\_\_\_.

- \_\_\_\_\_ Them (Delegate Responsibilities)
  - Give \_\_\_\_\_ Freedom.
  - Get \_\_\_\_\_ of the \_\_\_\_\_.
    - A leader should always be \_\_\_\_\_ themselves
    - If someone can do it \_\_\_\_\_ as well as you do, let them do it
    - If your \_\_\_\_\_ lives and dies with you, you aren't doing well!
    - Replacing yourself doesn't mean that you won't have a job, it means you can be used you for a greater job.
  
- \_\_\_\_\_ Them (Tell them How They're Doing)
  - There must be some \_\_\_\_\_ method of evaluation.
  - When evaluating, make sure you have \_\_\_\_\_ \_\_\_\_\_ of what you're describing.
  - \_\_\_\_\_ when they win!
  - If they aren't doing well, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

### ***Session 3: Clarify the Win***

- Proverbs 29:18
  
- Mission Statement
  - \_\_\_\_\_ we do
  
  - A statement that sets out the \_\_\_\_\_ & \_\_\_\_\_ of the ministry.
  
  - Examples:
    - *To glorify God by being a faithful steward of all that is entrusted to us and to have a positive influence on all who come into contact with us.*
    - *Inspire the world, create the future.*
    - *One Team: "People working together as a lean, global enterprise for automotive leadership, as measured by: Customer, Employee, Dealer, Investor, Supplier, Union/Council, and Community Satisfaction."*
    - *Our mission is to be your preferred shopping destination in all channels by delivering outstanding value, continuous innovation and exceptional guest experiences by consistently fulfilling our Expect More. Pay Less. brand promise.*
    - *Connecting with Communities to Cultivate STRONG Christians*
  
- Core Values
  - \_\_\_\_\_ we do what we do.
  
  - FBCDH Core Values
    - Smash the Stained Glass
    - Don't Be Here Tomorrow
    - Truth+Translated
    - Meeting the REAL needs of REAL people with REAL love
    - Give God's Best

- SMART Goals

- Habakkuk 2:2-3

- A SMART Goal will solve a clear \_\_\_\_\_ or reach a clear \_\_\_\_\_.

1. \_\_\_\_\_ – target a specific area for improvement.

- We tend to default to \_\_\_\_\_ goals.

- A general goal would be “get in shape.” A specific goal would be to “join a health club and workout 3 days a week.”

2. \_\_\_\_\_ – determine clear indicators of progress.

- Measurable goals create \_\_\_\_\_ and \_\_\_\_\_ in your organization.

- If your goals are not measurable, you will never know when you’ve \_\_\_\_\_ them, or if you’re on your way \_\_\_\_\_ them. This will lead to \_\_\_\_\_.

3. \_\_\_\_\_

- There should be clear \_\_\_\_\_ to achieving your goals.

- Your goals should be big enough to require \_\_\_\_\_, but clear enough that they can be \_\_\_\_\_.

4. \_\_\_\_\_

- Goals must \_\_\_\_\_.
- The goals of your ministry should be \_\_\_\_\_ to the mission of the entire \_\_\_\_\_.

5. \_\_\_\_\_ - specify when the results should be achieved

- Give yourself a \_\_\_\_\_ \_\_\_\_\_ for when the goal should be achieved, and create \_\_\_\_\_ toward that date.
- With no time frame, there is no \_\_\_\_\_.

- Stories

- Revelation 12:11
- Your leaders, staff and volunteers need stories to create \_\_\_\_\_.
- Stories give your team assurance that their goals are being \_\_\_\_\_ and people are being \_\_\_\_\_.
- Stories help your team \_\_\_\_\_ the mundane, routine parts of what they do.
- Create a system of \_\_\_\_\_ and \_\_\_\_\_ stories that highlight the successes of your ministry.



First Baptist Church of District Heights  
Missions Department

**Gizmos Ministry Profile Sheet**

Name, Coordinator

Name, Assistant Coordinator

<b>Purpose:</b>	The purpose of the “Gizmos Ministry” of FBCDH is to develop effective gizmos that will contribute to the effective evangelism of those in our surrounding community, and to strengthen the evangelism skills of gizmo operators.
<b>2016 SMART Goals:</b>	<ol style="list-style-type: none"> <li>1. Add 25 gizmos to the gizmo guild by February 2016.</li> <li>2. Recruit and train 10 new members of our team of Gizmo Graders team by September 2016.</li> <li>3. Achieve 100% completion of Next Steps group amongst all members of the Gizmos Ministry by the end of the year.</li> <li>4. Create a Gizmo Policies &amp; Procedures manual by the end of the year.</li> </ol>
<b>Standard Meetings and/or Program(s):</b>	<ul style="list-style-type: none"> <li>• Gadget Nights – Every 2<sup>nd</sup> &amp; 4<sup>th</sup> Tuesday</li> <li>• Gizmo Guild Orientation – First Saturday of Each Month</li> </ul>
<b>2016 Special Events:</b>	<p><b><u>Event Name:</u> The Gizmo Conference</b></p> <ul style="list-style-type: none"> <li>• Proposed Date(s):</li> <li>• Proposed Location(s):</li> <li>• Purpose:</li> <li>• SMART Goals:</li> <li>• Budget &amp; Costs:</li> </ul> <p><b><u>Event Name:</u> The Cogs Retreat</b></p> <ul style="list-style-type: none"> <li>• Proposed Date(s):</li> <li>• Proposed Location(s):</li> <li>• Purpose:</li> <li>• SMART Goals:</li> <li>• Budget &amp; Costs:</li> </ul>

## ***Session 4: Self Leadership***

- Walk in Your \_\_\_\_\_.
  - 1 Corinthians 12:14-27
  - What is your SHAPE?
  - If you are not passionate about this, why are you doing it?
  - Wrong Reasons:
    - \_\_\_\_\_ got to do it
    - I did this at my \_\_\_\_\_.
- Seek Proper Spiritual \_\_\_\_\_.
  - Luke 10:38-42 – Mary vs. Martha Mentality
  - Martha is \_\_\_\_\_; Mary Is \_\_\_\_\_.
    - There is \_\_\_\_\_ in both
    - There are \_\_\_\_\_ to both
    - Don't allow serving to cause you to be \_\_\_\_\_,  
\_\_\_\_\_ and \_\_\_\_\_.
    - Don't allow sitting to cause you to be \_\_\_\_\_ and  
\_\_\_\_\_.
  - We can get so busy living \_\_\_\_\_ God that we forget to live  
\_\_\_\_\_ Him!
    - Resting & Receiving is what is “needed”

- This is the only thing that fills the void!
  - You can't pour from an \_\_\_\_\_ !
- Avoid Burnout
  - Causes of Burnout
    - Over-commitment (Always in Motion)
    - Inadequate \_\_\_\_\_
    - \_\_\_\_\_ Standards
    - Lack of \_\_\_\_\_
    - \_\_\_\_\_ or \_\_\_\_\_ to say no
  - How to avoid/overcome burnout
    - Attending \_\_\_\_\_ (Luke 4:16)
    - Involvement in \_\_\_\_\_ (Acts 2:42)
    - Proper \_\_\_\_\_ and \_\_\_\_\_ (Luke 5:15-16)
    - Personal \_\_\_\_\_ and \_\_\_\_\_.
    - Addition by \_\_\_\_\_.
    - Don't try to \_\_\_\_\_ God's grace! (Ephesians 2:8)
    - Cultivate \_\_\_\_\_ on God (Ephesians 2:10)

## ***Session 5: Managing the Mundane***

- God's Order
  - 1 Corinthians 14:40
  - All things should be done \_\_\_\_\_ & \_\_\_\_\_.
  - You cannot expect God's blessing on your ministry or business efforts if you are \_\_\_\_\_.
- Administration in the Church
  - 1 Corinthians 12:28
    - Administration in the church is not foreign, God appointed Administration. Administration is not just a business concept.
    - Administration is necessary to govern the church \_\_\_\_\_ and \_\_\_\_\_.
- Ministry Profile Sheet
  - The Purpose of the ministry profile sheet is to define the ministry's \_\_\_\_\_, \_\_\_\_\_, regular meeting time, and plan for \_\_\_\_\_ and \_\_\_\_\_ events for the upcoming year.

- Financial Stewardship
  - Parable of the Talents
    - Matthew 25:14-30
      - Christians are to steward over God's \_\_\_\_\_.
      - Steward is a person who manages another's property or financial affairs; one who \_\_\_\_\_ anything as the agent of another or others.
      - God is not a \_\_\_\_\_. The master allowed them to managed according to their own ability.
      - We will have to give an \_\_\_\_\_ to the master on how we invested his possession.
      - The master was full of praise for the two who \_\_\_\_\_ their talent and gave them more \_\_\_\_\_.
      - If we do not use what the lord has given us, then it could be \_\_\_\_\_ away from us.
- Finance Forms
  - Budget Request Form
    - Should \_\_\_\_\_ your ministry profile.
    - Anticipate growth

- Voucher
  - Submit your voucher at least \_\_\_\_\_ in advance
  - Check your ministry funds to ensure that you do not \_\_\_\_\_ your budget.
  - Must be signed by ministry \_\_\_\_\_ or an assigned \_\_\_\_\_.
- Reconciliation
  - If you have \_\_\_\_\_ or \_\_\_\_\_, you MUST complete a reconciliation form.
- Cash Verification Form
  - If you have to turn in \_\_\_\_\_ to the church, you must complete the cash verification form.
- Policies & Procedures
  - Every ministry must have \_\_\_\_\_ policies & procedures.
  - This document will protect you from \_\_\_\_\_ and protect our church from \_\_\_\_\_.
- Facility Requests
  - Meeting Rooms
    - If you need to use the church \_\_\_\_\_ for your ministry, then you must submit a facility request form.

- Transportation

- If you need to use the church \_\_\_\_\_ for your ministry, then you must submit a van request form.







**Check Request Voucher**  
First Baptist Church of District Heights

Date: \_\_\_\_\_

***Check Request***

Charge to Ministry/Event: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Amount: \_\_\_\_\_ \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Approved By: \_\_\_\_\_

***Itemization***

Description: \_\_\_\_\_ Amount: \_\_\_\_\_

Description: \_\_\_\_\_ Amount: \_\_\_\_\_

Description: \_\_\_\_\_ Amount: \_\_\_\_\_

Description: \_\_\_\_\_ Amount: \_\_\_\_\_

**FOR FINANCE COMMITTEE USE ONLY**

Check No: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_



# Ministry Check Request Reconciliation Form

*First Baptist Church of District Heights*

<b>Ministry Name:</b>		<b>Check Payable To:</b>	
<b>Date of Event:</b>		<b>Check #:</b>	
<b>Check Date:</b>		<b>Check Amount:</b>	
<b>RECORD OF RECEIPTS &amp; EXPENSE AMOUNTS</b>			
<b>DATE</b>	<b>VENDOR/MERCHANT</b>	<b>AMOUNT SPENT</b>	
		\$	
<b>TOTAL EXPENSE AMOUNT</b>		\$	
<b>BALANCE AMOUNT RETURNED</b>		\$	
<b>AMOUNT TO BE REFUNDED (if applicable)</b>		\$	

<b>*** ATTACH RECEIPTS TO FORM ***</b>	
<b>Submitted By:</b>	<b>Date Submitted:</b>
<p><i>For monies returned, please submit cash or a check payable to FBCDH, in an envelope with the Ministry name and amount attached to this summary form.</i></p> <p><i>For a refund, submit a check request with this form.</i></p>	



**Cash Verification Form**  
*First Baptist Church of District Heights*

Date: \_\_\_\_\_

Ministry/Budget: \_\_\_\_\_

Representative: \_\_\_\_\_

*Currency Breakdown*

COIN:

Pennies: \_\_\_\_\_  
Nickels: \_\_\_\_\_  
Dimes: \_\_\_\_\_  
Quarters: \_\_\_\_\_  
Dollars: \_\_\_\_\_  
Other: \_\_\_\_\_  
**Total:** \_\_\_\_\_

CASH:

\$1: \_\_\_\_\_  
\$5: \_\_\_\_\_  
\$10: \_\_\_\_\_  
\$20: \_\_\_\_\_  
\$50: \_\_\_\_\_  
Other: \_\_\_\_\_  
**Total:** \_\_\_\_\_

CHECKS:

Check#	_____	Amount:	_____
Check#	_____	Amount:	_____
Check#	_____	Amount:	_____
Check#	_____	Amount:	_____
Check#	_____	Amount:	_____
Check#	_____	Amount:	_____
Check#	_____	Amount:	_____
<b>Total:</b>	_____		_____

**GRAND TOTAL:** \_\_\_\_\_

*Verification*

Signature: \_\_\_\_\_  
Ministry Representative

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Finance Committee Representative

Date: \_\_\_\_\_

## ***Session 6: Dealing With Difficult People***

- No matter where you go, you will find difficult people!
- Our Responsibility as Christians is to \_\_\_\_\_ our differences and:
  - \_\_\_\_\_ One Another (John 13:34; 1 Peter 1:22; Romans 13:8; 2 John 1:5)
  - \_\_\_\_\_ One Another (Galatians 5:13)
  - Be \_\_\_\_\_ with One Another (Ephesians 4:2)
  - Be \_\_\_\_\_ to One Another (Romans 12:10)
  - \_\_\_\_\_ One Another (Ephesians 4:32; Colossians 3:13)
- Jesus' Method of Reconciliation (Matthew 18:15-17)
  - \_\_\_\_\_ the contact (v. 15).
  - Confront the person in \_\_\_\_\_ (v. 15).
  - If no resolution comes, meet again with one or two more people (v. 16).
  - Confirm the \_\_\_\_\_ in the meeting and work toward a \_\_\_\_\_ (v. 16).
  - If no resolution comes, bring the issue before the \_\_\_\_\_. (v. 17)
  - Agree upon the truth and the appropriate options for the offender (v. 17).

- If no resolution comes, \_\_\_\_\_ the offender from the church or organization (v. 17).
- SBI Method
  - \_\_\_\_\_ - state the facts relevant to the situation.
    - Describe the \_\_\_\_\_ surrounding the issue
  - \_\_\_\_\_ - the specific behavior that caused the issue
    - Be \_\_\_\_\_ about the actual behavior
    - Do not assume \_\_\_\_\_
    - Avoid speaking in \_\_\_\_\_
  - \_\_\_\_\_ - the effect of the situation.