

Leadership Skills For a Growing Church

the six secret skills every church leader can develop



by
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LEADERSHIP SKILLS FOR A GROWING CHURCH

The Six Secret Skills Every Church Leader Can Develop

*“If God has given you leadership ability,
take the responsibility seriously.” -- Romans 12:8 (NLT)*

KEY SEMINAR ASSUMPTIONS:

- You are interested in growing as a leader.
- Church Leadership is the highest level of leadership.
- You are active in leadership development already.

3 PRINCIPLES THAT DEFINE LEADERSHIP

Principle #1: Leadership is _____

Principle #2: Leadership determines _____

Principle #3: Leadership requires _____

MY GOALS FOR THIS SEMINAR:

The Six Secret Skills Every Church Leader Can Develop

SECRET SKILL #1:

All Leaders of Growing Churches are _____

All leaders are learners!

*"How much better to get wisdom than gold, and understanding than silver!"
-- Proverbs 16:16 (NLT)*

“One's mind, once stretched by a new idea, never regains its original dimensions.”-- Oliver Wendell Holmes

It is possible to make up in learning what you lack in intuition.

What is my current personal development plan?

- Books
- Conferences
- Audio recordings
- Coaching Opportunities
- Personal and Spiritual Accountability

Growing churches are lead by growing leaders!

Growing church leaders are constantly learning:

- _____
- _____
- _____

Recommended Resources:

Leading At A Higher Level by Ken Blanchard (Book)

Developing A One Year Personal Growth Plan by Nelson Searcy (Audio)

SECRET SKILL #2:

All Leaders of Growing Churches _____

The Leadership Progression:

I lead _____

I lead _____

I lead _____

"A person standing alone can be attacked and defeated, but two can stand back-to-back and conquer. Three are even better, for a triple-braided cord is not easily broken." -- Ecclesiastes 4:12 (NLT)

“Coming together is a beginning. Keeping together is progress.
Working together is success.”—Henry Ford

If it's worth doing, it's worth doing as a team.

Key application point: Never do anything _____

What is it I'm doing alone?

A short course on team management and development:

I do, you _____

We do _____

You do, I _____

If your dream for your church can be accomplished by you alone
then your dream is too small and your God is too small!

Recommended Resources:

The Performance Factor by Pat McMillan (Book)

Doing Church as a Team by Wayne Cordeiro (Book)

SECRET SKILL #3:

All Leaders of Growing Churches _____

The leader who refuses to think about the future soon will not have to worry about the responsibility of leadership!

“From the tribe of Issachar, there were 200 leaders of the tribe with their relatives. All these men understood the temper of the times and knew the best course for Israel to take.” -- 1 Chronicles 12:32 (NLT)

“The best way to predict the future is to create it.”— Peter Drucker

We overestimate what we can do in one year and underestimate what we can do in five years.

Anticipating the future is about asking the right questions:

- What happens after _____?
- Where do I want to be in one year?
- Where will our church be in five years?
- What will get me/us there?
- What will keep me/us from getting there?
- What should I do to prepare for God really blessing me/us?

Three Thinking Shifts for Future Focused Leaders:

SHIFT #1: From Problem Solving to _____

SHIFT #2: From Specific Planning to _____

SHIFT #3: From Solitary Mind to _____

Caution: Know the difference between the changing and the changeless.
Stay on the leading edge, but not the bleeding edge.

Recommended Resources:

The Art of the Long by Peter Schwartz (Book)

Experiencing God by Henry Blackaby (Book)

SECRET SKILL #4:

All Leaders of Growing Churches are _____

Goals are statements of faith!

“According to your faith will it be done to you.” -- Matthew 9:29 (NIV)

“The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it.” -- Michelangelo

A Short Course on Goal Setting:

1. Goals provide _____
2. Goals build _____
3. Goals force you _____
4. Godly goals are not created, but _____

6 Areas for Goal-Setting:

Personal/Health	Family	Vocation/Career
Community/Social	Money/Investments	Church/Kingdom

The BEST Goals are Believable, Energizing, Specific, Time-bound

Key point: Be more than a goal setter, be a _____

Recommended Resources:

Goals by Brian Tracy (Book)

Setting and Achieving Godly Goals by Nelson Searcy (Audio)

SECRET SKILL #5:

All Leaders of Growing Churches are _____

You make a living by what you get. You make a life by what you give.

“Give away your life; you'll find life given back, but not merely given back-- given back with bonus and blessing. Giving, not getting, is the way. Generosity begets generosity.” -- Luke 6:38 (MSG)

“Do all the good you can, By all the means you can, In all the ways you can,
In all the places you can, At all the times you can,
To all the people you can, As long as ever you can.” – John Wesley

Three Generosity Truths:

1. God owns it _____
2. God entrusts me with _____
3. Generosity _____

5 Levels of Generosity:

Encouragement

Money

Time/Assistance

Rewards

Life

*He is no fool who gives what he cannot keep, to gain what he cannot lose.
-- Jim Elliott*

Generosity is the key to reproduction!

Recommended Resources:

Money, Possessions and Eternity by Randy Alcorn (Book)

Generous Living by Ron Blue (Book)

Debt Free Pastor by Nelson Searcy (Audio)

SECRET SKILL #6:

All Leaders of Growing Churches _____

Greater accomplishment requires greater rest

"Remember to observe the Sabbath day by keeping it holy. Six days a week are set apart for your daily duties and regular work, but the seventh day is a day of rest dedicated to the LORD your God." – Exodus 20:8-10 (NLT)

Then (Jesus) said to them, "The Sabbath was made to benefit people, and not people to benefit the Sabbath. -- Mark 2:27 (NLT)

Sabbath Skills:

Time Management Advanced Planning 100% Dedication
Reliable Balcony Time Recreation Active Rest

A Pretty Good Time Management Plan for a Sustainable Pace:

- _____ Daily
- _____ Weekly
- _____ Monthly
- _____ Annually

Key point: It's possible every year to achieve more while _____!

What is my plan for keeping the Sabbath?

Recommended Resources:

The Rest of God by Mark Buchanan (Book)

Time Tactics for Successful People by B. Eugene Griessman (Book)

The Power of the Sabbath by Nelson Searcy and Roy Mansfield (Audio)

FINAL THOUGHTS: CONCLUSION

SIX FINAL DECISIONS

- I will never stop growing as a leader.
- I will work to be a leader of team leaders.
- I will set and achieve _____ in all areas of my life.
- I will invest time preparing for the future God has for me.
- I will learn to _____
- I will consistently keep the Sabbath.

Bonus: I will share what I learn with other church leaders.

“Now glory be to God! By his mighty power at work within us, he is able to accomplish infinitely more than we would ever dare to ask or hope.”

– Ephesians 3:20

APPENDIX A

Recommended Resources from Nelson Searcy

Note: Sample of available resources, for a complete list, see churchleaderinsights.com

- “The Assimilation Seminar”
(includes audio of seminar and enriched resource CD)
- “The Evangelism Seminar” (audio CDs)
- “Fasting for Spiritual Breakthrough” (audio CD)
- “Planning a One-Year Preaching Calendar”
(audio CD or MP3 download available)
- “Reaching Your Community Through Servant Evangelism”
(audio CD or MP3 download available)
- “The Small Groups Seminar”
(includes audio of seminar and enriched resource CD)
- “Starting a Second Service” (audio CD)
- “The Strategy Seminar” (includes audio of seminar and enriched resource CD)
- “Planning Worship Services for Life Transformation Workshop” (CD)
- “The Breaking Growth Barriers Workshop” (Audio CD)

Launch: Starting A New Church from Scratch (Book)

Additional Recommended Books on Church Leadership

Good to Great by Jim Collins

Go Big by Bil Cornelius and Bill Easum

Leaders: Strategies for Taking Charge by Warren Bennis and Burt Nanus

Courageous Leadership by Bill Hybels

The Effective Executive by Peter Drucker

The Leadership Challenge by James Kouzes and Barry Posner

The Finer Points of Leadership by Michael Feiner

The 5 Temptations of a CEO by Patrick Lencioni

The One Thing You Need To Know by Marcus Buckingham

The 21 Irrefutable Laws of Leadership by John Maxwell

Transforming Leadership by Leighton Ford

APPENDIX B

Article: “Leadership: It’s Worth Thinking About” by Nelson Searcy (reprinted with permission from SmartLeadership.com)

SmartLeaders invest time in thinking deeply. To think deeply requires that leaders develop the habit of calling their mind into action. SmartLeaders think deeply about seven big ideas.

SmartLeaders invest time in thinking deeply. To think deeply requires that leaders develop the habit of calling their mind into action. Like a child at play, the mind will at first resist the call to think deeply, but over time -- as the habit is developed -- the mind will look forward to the intense engagement of deep thinking. Likewise, deep thought requires time -- time for focused thinking, time for thoughts to stew and develop and time to record and classify.

Often deep thought is wasted on matters of a trivial nature, therefore, SmartLeaders make a conscious effort to focus their thinking around seven BIG ideas. SmartLeaders think deeply about:

1. Integrity.

Integrity is one of the most important personal issues anyone can think about. Integrity is the core of who you are, and all true leadership flows out of integrity. As you think deeply about your level of integrity, ask the following questions:

- What is the next step in my character development?
- Are there clear cracks in my integrity that need to be repaired?
- What are my positive character traits and how can I increase them?
- What character traits do other successful leaders possess?

2. Leadership.

SmartLeaders are continually reflecting on leadership ideals, examining them from their various sides. One SmartLeader I know collects definitions of leadership and frequently ponders the various aspects of each. Begin to develop the habit of thinking not only about the leadership of others, but where you are as a leader. Ask yourself:

- Am I growing as a leader?
- Is my influence moving people in a positive or negative direction?
- Who is influencing me?
- What are the leadership dynamics I encounter at work, home, play, etc.?
- What did I learn about leadership today?
- What are my biggest leadership challenges?

3. Behavior.

SmartLeaders are students of behavior. Behavior is the study of why people act the way they do. SmartLeaders work to understand their own behavior and the behavior of others. Look for the drivers and motivators behind your actions and the actions of others. Continually examine which behaviors will allow you to pursue excellence.

Ask:

- What are the systemic causes behind my behavior and the behavior of others?
- What behaviors do I need to change or develop?
- How does my attitude effect the behavior of others?
- How do other people effect my behavior?

4. The Future.

While no one can accurately predict the future, SmartLeaders do spend time thinking about what will happen next. Crystal balls are unnecessary for SmartLeaders who recognize trends and think through the implications of current ideas. SmartLeaders plot possible future scenarios and develop strategies for each. Realizing that tomorrow determines today, ask:

- What ideas and trends are driving the future?
- What are the possible scenarios of my future?
- How will what I'm doing right now effect my future?
- Where do I want to be in 5, 10, 15, 25 years?
- How is society changing?

5. Personal Growth.

Personal growth occurs when you grow emotionally, spiritually and intellectually. The leader who stops growing will soon not have to worry about leading. There is a direct connection between influence and personal growth -- both grow together. SmartLeaders think deeply about their personal growth by asking:

- What steps to I need to take today to grow?
- What is my plan for personal growth?
- Do I surround myself with people who pull me up or push me down?
- Who can I help grow? And how?

6. Communication.

Communication is a problem for most people. Yet, if you cannot clearly communicate you cannot effectively lead because there is little influence without great communication. Thinking about how to clearly communicate and developing a process to find out if someone heard what you think you said is extremely important. SmartLeaders work to become great communicators and they spend time thinking about how to increase their communication effectiveness by asking:

- How can I most effectively communicate my ideas?
- What methods of communication appeal to me? To those around me?
- How many different ways can I communicate the same idea?
- What do effective communicators have in common?
- What is my most effective means of communication? My least?
- How often should I communicate goals, vision and ideas?

7. Wisdom.

Wisdom are those pearls of thought that have stood the test of time and translation and continually prove to be true and right. Wisdom is more than a pragmatic answer to an immediate problem. Instead, wisdom is eternal truth that is applicable to temporal issues. Realizing the value of true wisdom, SmartLeaders serve as collectors and connoisseurs of wisdom. When wisdom is discovered it is pondered, polished, practiced and promoted.

Wise leaders ask:

- What does the Bible say about this issue?
- What have others said about the issue I am facing?
- What is the eternal perspective on this situation?
- What quote, story, proverb did I hear recently that I need to think through and apply?

Investing time in thinking deeply around these seven areas will reap great dividends. A large part of leading is learning how to think well. Centering your thinking around these ideas and working to apply what you learn, will allow for greater success in every area of life. As you think, you must develop a system of thinking that works for you, many SmartLeaders have found it helpful to:

- a. find a quiet place that you consistently use as a place to think.
- b. use pencil and paper to record and direct your thoughts.
- c. discover creative ways to express your thoughts (pictures, words, colors, etc.)
- d. set aside a definite amount of time for intense thinking.

Work to develop a habit of thinking deeply on a regular basis -- 30 minutes three times a week is a good start. As you set aside a specific amount of time to think, be aware that even though you conclude a session of deep thinking, your mind will not stop. Give your mind permission to continue to work on a problem or process and you may find the answer waiting on you the next time you arrive at your thinking place.

Between periods of intense thinking, work to collect and classify information around these seven big ideas. As you scan magazines, read books, listen to speeches, etc. look for information related to integrity, leadership, behavior, the future, communication and wisdom. There is a correlation between information input and thought output.

Thinking time is never wasted time. It stretches you and allows you to grow. Very few people take time to think. SmartLeaders not only take time to think, but they focus their thoughts around seven BIG ideas. Thinking deeply will allow you to grow deep, stand tall and lead well.

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APPENDIX C

Article: "Thinking About The Future" by Nelson Searcy (reprinted with permission from SmartLeadership.com)

The leader who refuses to think about the future soon will not have to worry about the responsibility of leadership! Thinking about the future is necessary for any leader for at least three reasons: 1) Thinking about the future gives the leader focus. 2) Thinking about the future allows for a proactive response. 3) Leaders think about the future because vision resides in the future. SmartLeaders understand the significance of the future and take the lead in planning for the future.

The leader who refuses to think about the future soon will not have to worry about the responsibility of leadership! Leadership and the future are intimately tied together. SmartLeaders think about the future, because they know that one of the major realms of leadership is the realm of the future.

A FUTURE FOCUS

Thinking about the future is necessary for any leader for at least three reasons. First, thinking about the future gives the leader focus. The future helps a leader determine what she should do and what she should not do! Determining one's actions by the demands of the day is a sure path to mediocrity. SmartLeaders look beyond the busyness of the day into the realm of tomorrow in order to determine the direction of their sails. Author Dave Ellis writes that thinking about the future can "help you purge your to-do lists and clear the clutter from your calendar." (See *Creating Your Future* by Dave Ellis at <http://www.amazon.com/exec/obidos/ASIN/0395902487/smartleadership/>).

Second, thinking about the future allows for a proactive response. While leaders cannot predict the future, they can go a long way in creating the future. One of the many myths about the future is that it is 100% predetermined and we, as lackeys of time, must idly await its arrival. SmartLeaders don't await the future; they create the future.

Finally, leaders think about the future because vision resides in the future. If leadership is defined by influence it is determined by vision. SmartLeaders know that the primary action of a leader is to cast vision. A person who sets direction by only looking to the past is a great historian but a poor leader. Leaders create the future by casting a compelling vision that both aligns with and directs the future. Richard Beckhard and Wendy Pritchard, in their 1992 book, *CHANGING THE ESSENCE*, wrote:

"A vision is a picture of a future state for the organization, a description of what it would like to be a number of years from now. It is a dynamic picture of the organization in the future, as seen by its leadership. It is more than a dream or a set of hopes, because top management is demonstrably committed to its realization: it is a commitment." (p. 25)

THINKING FUTURISTICALLY

Because leaders think about the future, here are some suggestions to assist you:

1. Read about the future. Three books and two magazines stand out:

THE DREAM SOCIETY by Ron Jenson

<http://www.amazon.com/exec/obidos/ASIN/0070329672/smartleadership/>

THE TRUTH ABOUT THE TRUTH by Walter Truett Anderson, Editor

<http://www.amazon.com/exec/obidos/ASIN/0070329672/smartleadership/>

THE LEADER OF THE FUTURE by Frances Hesselbein, Editor

<http://www.amazon.com/exec/obidos/ASIN/0787909351/smartleadership/>

THE FUTURIST (magazine) <http://www.wfs.org/futurist.htm>

FASTCOMPANY (magazine) <http://www.fastcompany.com>

2. Spend time pondering the future. Hanz Finzel, author of **THE TOP TEN MISTAKES LEADERS MAKE**, suggests that you get away at least quarterly to reflect on the future. SmartLeaders take time to do some focused dreaming about what could be. (<http://www.amazon.com/exec/obidos/ASIN/1564762467/smartleadership/>).

3. Anticipate the future with a positive attitude. Many leaders have an unhealthy dread of the future - perhaps even a fear of the future. Leaders that thrive in the years to come will be those that are self-confident enough to realize that no matter what the future holds they will overcome and triumph. Such confidence is not false hope but rather it is the product of proper planning and the development of essential tools that ensure a hopeful future.

FUTURE SHIFTS

The tools that leaders will need in the future are found when we shift our thinking in three particular areas. In a recent SmartLeadership survey we asked leaders to identify the top challenges facing future leaders. The overwhelming majority pointed to two troublesome areas: 1) The increasing pace of change and 2) The increasing volume of information. The following three shifts in thinking provide solutions to these two potential leadership problems.

SHIFT #1

From Problem Solving to Problem Predicting

We have stated before that the vast majority of leadership is problem solving. Problem solving will continue to be an important work for leaders but a shift is necessary. We must move from problem solving to problem predicting. Trained futurist call problem predicting "Non-Linear Extrapolation." Non-Linear Extrapolation means that you don't just look at the direct results of an action, but that you examine the indirect and unintended consequences of an action.

SHIFT #2

From Specific Planning to Scenario Planning

Most successful leaders are already good planners -- they have to be! Yet, the future calls us to go one step beyond specific day-to-day planning, we must move into 5 - 10 year scenario planning. Leaders do not have crystal balls but with a certain amount of research and insight they can plan for two, three or four possible future scenarios. Scenario planning allows leaders to deal with the rapid rate of change occurring in our society by giving them handles for understanding what might happen. For more on Scenario Planning, see *THE ART OF THE LONGVIEW* by Peter Schwartz .

SHIFT #3

From Solitary Mind to Master Mind

Information is increasing at an alarming rate. To adjust to the onslaught of information, leaders need more than their solitary mind - they need a Master Mind. Leadership expert Napoleon Hill first analyzed the principle of the Master Mind in his book *THINK AND GROW RICH*. Basically a Master Mind is a collection of multiple people, with different expertise, who come together to focus on one particular problem or arena. With a Master Mind, the leader doesn't need to know it all, because he has relationships with experts who do! Collective wisdom is better than a collection of wisdom. Two SmartLeadership tools may be useful to you in this area:

FUTURE CHALLENGE

"My interest is in the future because I am going to spend the rest of my life there," wrote Charles F. Kettering. SmartLeaders understand the significance of the future and take the lead in planning for the future. Thinking about the future and making these three shifts in our work habits is an initial step to ensuring that the future that transpires is the future you desire.

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APPENDIX D

Article: "Inviting Others to Join You" by Nelson Searcy (reprinted with permission from SmartLeadership.com)

As you dream big dreams, cast big visions and strive for big goals, it becomes necessary to have others join you. You have two choices when it comes to bringing others around you: you can use intimidation or invitation. SmartLeaders invite others to join them by following these five steps: invest, engage, invite, empower and insure. Your ability to successfully invite others to join you may be the biggest measure of your leadership potential.

YOU ARE FORMALLY INVITED: INFLUENCE THROUGH INVITATION

SmartLeaders invite others to join them on their success journey. As you dream big dreams, cast big visions and strive for big goals, it becomes necessary to have others join you. The popular Internet saying is correct, "None of us is as smart as all of us." Therefore, leaders must constantly rely on other people to join them and assist them in accomplishing their goals. Working together everyone achieves more. Andrew Carnegie observed "It marks a big step in your development when you come to realize that other people can help you do a better job than you could do alone."

INTIMIDATION VERSUS INVITATION

You basically have two choices when it comes to bringing others around you: you can use intimidation or invitation. Intimidation relies on power, position and pressure to coerce others to work with you. Intimidation requires leverage in the form of hierarchical position -- "I'm the boss, do as I say" -- or promised reward -- "I control the money and I'll give you more of it if you help me." Intimidation can only be used over the short term because it so lowers the self-esteem of the other person. SmartLeaders know that it's better to have one person working with you than three working for you. Therefore, when they ask others to join them, they rely on invitation rather than intimidation. By inviting others to join them, SmartLeaders promote skill matching, shared success and sustained energy. Inviting others to join you is a strategy that any SmartLeader can use, regardless of position or power. And for SmartLeaders in volunteer organizations, such as churches or many non-profits, invitation is all you've got -- so you had better learn to do it well.

EXTENDING THE INVITATION: THE PROCESS

Extending the invitation for others to join you is scary for many leaders. That's because you place yourself in a position where you will be rejected. Yet the consequences of not asking far outweigh the risk of rejection. Another fear is that someone may say 'yes' to your invitation but fail to deliver the results. Both of these fears -- rejection and poor performance -- can be reduced if you will follow this process of invitation:

1. Invest
2. Engage
3. Invite
4. Empower
5. Insure

By investing and engaging before inviting, you are more likely to assure yourself of a position acceptance of your invitation. After the invitation you empower and insure the person's performance. Here's some further explanation.

STEP BY STEP

Invest: SmartLeaders consistently add value to the lives of those around them. Those in whom you have invested are the ones most likely to join you in achieving your goals. Many people have faced rejection because they invited before they invested. If you are not consciously investing in people around you today, you will have difficulty finding people to join you tomorrow. As Harvey Mackay advised, "Dig your well, before you are thirsty." The distinguishing difference between investment and manipulation is that since you do not know who you will need in the future, you must invest in everyone! You invest by depositing help or hope into the lives of others. (See *Dig Your Well Before You Are Thirsty* by Harvey Mackay).

Engage: John Maxwell has advised "you must touch a heart before you ask for a hand." When looking for someone to join you in a project, ask "Does what I'm doing engage this person on an emotional level?" If it does not, don't invite them -- this time! Engaging means that you must know the people around you -- know what motivates them enthusiastically, moves them emotionally and maintains them energetically. This means that you have to spend time with others. An invitation that ignites the passions of the other person is sure to be accepted.

Invite: When it's finally time for 'the big ASK' make sure you personalize your invitation. Make sure your invitation shares your vision, explains the unique contribution that the other person will make and asks for a specific commitment. General invitations give mediocre results. Jack Canfield and Mark Victor Hanson (in their excellent book, *The Aladdin Factor*) have learned that the person extending the invitation must demonstrate seven characteristics if they are to achieve acceptance. To paraphrase: you must know what you want, believe it is worthy, believe you can get it, be passionate about it, take action in the face of fear, learn from experience and be perceived as determined to get it (pp. 51 - 60).

Empower: Once an invitation has been accepted, you must empower the person to do her part. The foundation of empowerment is knowledge, and the leader lets others know everything necessary for making the vision a reality. This includes defining the goal, preparing a plan of action, determining what is needed to make it happen, setting the boundaries and setting the other person free to work. Too often our expectations are not met because we have failed to empower the other person to succeed.

Insure: Many would-be leaders mistakenly think that by empowering another they relinquish the right to follow up. But remember: that which gets measured gets done. At certain intervals you should receive feedback from the other person to insure that the desired results are accomplished. You should also give feedback so that mid-course adjustments in behavior can be made.

THE FAVOR OF A REPLY IS REQUESTED

Your ability to successfully invite others to join you may be the biggest measure of your leadership potential. Choosing to go it alone is a certain formula for failure. Partnering together with like-minded people brings significance and success to everyone involved. Follow this process and you will extend invitations that are communicated persuasively, consented to positively and completed purposefully. And, don't forget this one last piece of the process, when success is obtained, don't forget to celebrate passionately!

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