



**LEADER'S COPY**

Welcome everyone to Simply Leadership. Remind everyone to check in for SL if they have not done so, have them do so now. Explain that the Class will run every Wednesday for seven weeks and will begin promptly at 6:30pm and end on time at 8:00pm.

Beginning this week we will have a reading assignment from *Simply Strategic Volunteers*. You will be expected to read 10 chapters a week and come to class prepared to discuss any challenges, what you're learning, what you're applying, what you agree with, what you disagree with. (Allow everyone to crack open SSV so they can see how short the chapters are).

Each week the in class time will revolve around broad ideas, key philosophies, and useful practices that will compliment the reading material. Simply Leadership is not the end of the leadership journey, but the beginning. SL is the first step in New Horizon's Leadership Development Process, which includes self-guided theological study, receiving coaching and coaching others.

Simply Leadership is most effective when we all engage in reading, journaling, class discussion, and rapid application of new principles and practices.

Introduce the Class Notebook (Playbook).

- Review Core DNA
- Position Description and ORG Chart should be received from Leader (if not already in hand)
- Mention Conflict Resolution Guide (more on that in Week 3)
- Leadership Covenant (Sign and return week 2)
- Child Protection Policy (Sign and return week 2)
- Confidentiality Agreement (Sign and return week 2)
- Playbook Acknowledgement (Sign and return week 2)

Let's Dive in. On the first page of session one, you'll find a blank frame. When you here the word leader...what picture comes to mind? Take a moment and sketch out that picture...use whatever you'd like, images, words, sentences....**Give the class about 3 minutes for this.**

**Now write the name of a leader who has had a significant impact on you. What are some qualities that define him/her?**

Leaders come in many different shapes and sizes, styles, and backgrounds.

Show pics on screen [ ]

Different leaders elicit different responses and feelings as all of us have experienced.

There's business leadership, sports leadership, church leadership, and family leadership, for the sake of Leadership Development at New Horizon, we think in terms of **Spiritual Leadership**.

**Pastor Dave** is going to come now and begin to paint us the picture of a **Spiritual Leader**.



*simply*

LEADERSHIP

*session 1*

*leadership is...*



Leadership is not **SIMPLE**

Leadership is **INFLUENCE**

**INFLUENCE** is the capacity or power to be a **COMPELLING FORCE** on others.

Leaders **MOVE** people.

**SPIRITUAL** Leaders **MOVE** people toward **GOD'S AGENDA**.

Leaders begin with **JESUS**

*"I am the vine; you are the branches. If a man remains in me and I in him, he will bear much fruit; apart from me you can do nothing."*

John 15:5

# Jesus modeled a 4-H Approach to Leadership



## Heart

(motivation)

QUESTION: Whose am I?



## Head

(awareness)

QUESTION: Who am I?

## Hands

(action)

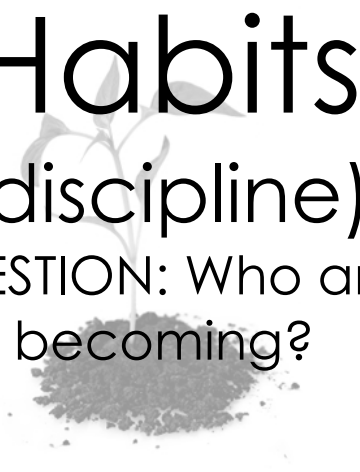
QUESTION: What must I do?

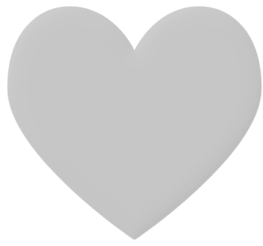


## Habits

(discipline)

QUESTION: Who am I becoming?





# Heart

(motivation)

QUESTION: Whose am I?



Believe me when I say that I am in the Father and the Father is in me; or at least believe on the evidence of the miracles themselves. I tell you the truth, anyone who has faith in me will do what I have been doing. He will do even greater things than these, because I am going to the Father.

**John 14:11-12**

All leadership must come from the **OVERFLOW** of our relationship with God. **What does the inflow look like?**

What **surprised** you from the HEART ASSESSMENT?

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.....

What **is one thing** you can do this week to grow your relationship with God?

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.....



# Head

(awareness)

QUESTION: Who am I?

// And Jesus grew in wisdom and stature, and in favor with God and men.

**Luke 2:52** //

***Before we can lead others, we must become aware of who we are.***

How do I communicate?

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How do I deal with conflict?

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How do I problem solve?

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What do I expect from my leader?

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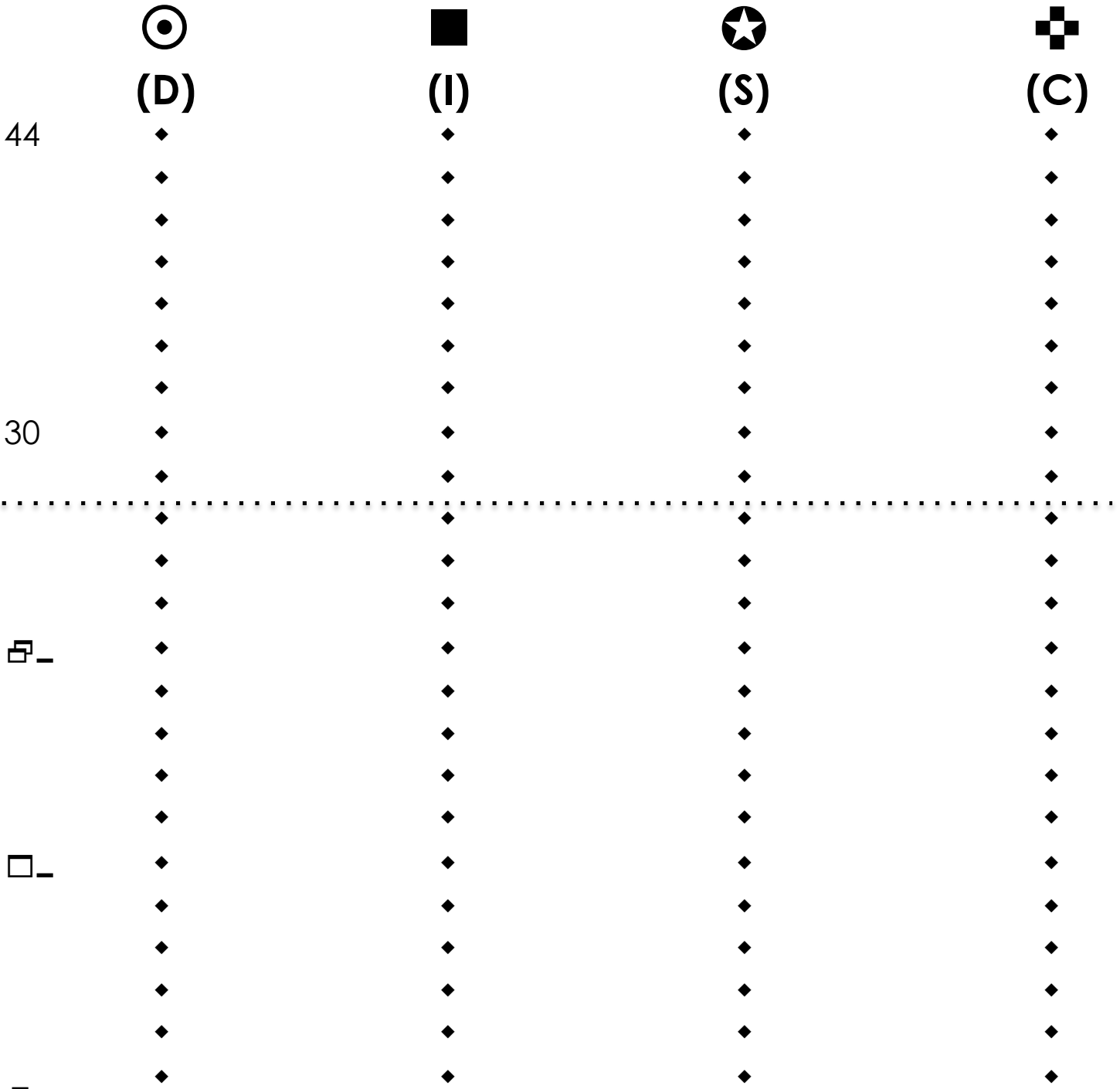
What do I expect from my team?

.....

.....

# What is your Dominant Behavior Style?

Chart the totals from the Questionnaire on the graph below. Mark your total score for each column by circling the appropriate diamond in each column. Finally connect the circled diamonds with lines. Your highest score indicates your dominant personality or behavior style.



Totals \_\_\_\_\_

\_\_\_\_\_

(D) (I) (S) (C)





# Summary of Different Styles

**(D)** or Dominant Style are doers. They are always busy and see clearly things that need to be done. They are often impatient, dominating, restless people who are pressed for time. They do not like to waste time with what they consider to be idle chat. They want to make decisions and get things completed. They are strong leaders because they are confident, see what needs to be done, and are aggressive achievers. They are driven to be in charge, and are good at getting things accomplished. However, their dominating personality sometimes offends others around them who see them as bossy.

**(I)** or Inspiring Style are talkers. They are outgoing, friendly, fun-loving people who are a party ready to happen. They like to visit and talk with others. They inspire other people with their enthusiasm and cheerful outlooks. They are capable of influencing others because of their ability to express ideas clearly and make others feel comfortable around them. Although their social skills are strong, they have a tendency to be weak in the areas of organization and follow-up because they would rather be with people than keeping up with work or chores.

**(S)** or Supportive Style are helpful. They are easygoing, steady, dependable people. They prefer to work behind the scenes rather than in the spotlight. They are loyal peacemakers, people pleasers, and dislike any kind of conflict. They are excellent helpers to accomplish any tasks. They are patient, adaptable to many situations, and are good listeners. They find it difficult to stand up to stronger personality styles and will often give in rather than argue.

**(C)** or Cautious Style are conscientious workers. They are reserved, controlling people. They are logical and unemotional. They want detailed facts and accurate information. They are not persuaded by enthusiasm and personality—they may even be turned off by it. They follow the rules and expect others to do the same. They are excellent at accomplishing tasks by themselves—often better than when working with other people. They are meticulous in all they do, but they can be overbearing or too controlling when working with other behavior styles.

***NOTE: Though you have a dominant style, everyone is a unique BLEND of each of these styles.***



# Hands (action)

QUESTION: What must I do?

// Now that I, your Lord and Teacher, have washed your feet, you also should wash one another's feet. I have set you an example that you should do as I have done for you. I tell you the truth, no servant is greater than his master, nor is a messenger greater than the one who sent him. //

*John 13:14-16*

Leaders **SERVE** first and **SERVE** always.

**Define servant hood. Brainstorm thoughts on servanthood.**

What must I do to raise my level of servant hood?

.....  
.....

What is one new skill I hope to gain by the end of this study?

.....  
.....



# Habits (discipline)

QUESTION: Who am I becoming?

// One of those days Jesus went out to a mountainside to pray, and spent the night praying to God. When morning came, he called his disciples to him and chose twelve of them, whom he also designated apostles...

**Luke 6:12-13**



Even though Jesus was the greatest leader of all, he continuously renewed and refreshed himself with spiritual disciplines\*.

What is **one spiritual discipline** you can add to your life this week?.....

.....  
.....

**What kind of leader do you hope to become?**

.....  
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*\*resource: Celebration of Discipline, Richard Foster*

**READING ASSIGNMENT FOR SESSION 2**

*Simply Strategic Volunteers*

Chapters 2, 4, 15, 16, 19, 52, 59, 61, 63, 93

*As you read each chapter, take notes and use the journal promptings that follow to prepare for discussion when we gather together next session.*

**JOURNAL**

One thing that really got my attention is.....

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One question I have is.....

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One thing I can begin applying this week in my leadership is.....

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*simply*

LEADERSHIP

*session 2*

*leaders, vision, and growth*



"I'm trying to decide if it's more likely I know nothing about leading, or everyone I work with knows nothing about following."

**Leaders move people, but before you can move others  
you must move yourself!**



Follow my example, as I follow the example of Christ.

**1 Corinthians 11:1**



# Key Questions from Session 1 Reading

What has God created you to do?.....  
.....  
.....

Are there any areas of your ministry where you feel you have less than “enough”?.....  
.....

What are some creative ways you can ask God to provide in these areas?.....  
.....

Is there any area of your ministry that is not receiving the priority from you it needs?.....  
.....

What is one thing you could stop doing today to create more time for leadership development?.....  
.....

What vision do you have for how your team can impact the ministry of New Horizon?.....  
.....  
.....



# CASTING A COMPELLING VISION

Where there is no vision, the people perish.  
...they stumble all over themselves.  
...they wander aimlessly.

**Proverbs 29:18**

## Four Keys to Casting a Compelling Vision

1. Define the **PROBLEM**  
Fundamentally, vision is the **SOLUTION** to a problem.

**Nehemiah 1:1-4**

Nehemiah is moved by the situation Jerusalem is in. He starts weeping and praying and fasting. He starts seeing God. If you read his prayer he does three things:

- **REPENTED** for the sins of Israel. **vs 6b**
- Claims the **PROMISES** God had made. **vss 8,9**
- He prays for God's **PROTECTION** and favor. **vs 11**

### Question:

What's the problem? What's God breaking your heart for?

**Nehemiah 2:17,18**

*When you find the answer to that question, that's when you find the energy to fuel the vision.*

2. Offer a ..... **Nehemiah 2:17b**
3. Explain why ..... & why ..... **Nehemiah 2:18**
4. .... it. .... it. .... it.

# LEADERS GO FIRST

...The task is great, because this palatial structure is not for man but for the LORD God. <sup>2</sup> With all my resources I have provided for the temple of my God...all of these in large quantities. <sup>3</sup> Besides, in my devotion to the temple of my God I now give my personal treasures of gold and silver for the temple of my God...Now, who is willing to consecrate himself today to the LORD?"

<sup>6</sup> Then the leaders of families, the officers of the tribes of Israel, the commanders of thousands and commanders of hundreds, and the officials in charge of the king's work gave willingly.

<sup>9</sup> The people rejoiced at the willing response of their leaders, for they had given freely and wholeheartedly to the LORD. David the king also rejoiced greatly.

**1 Chronicles 29:1-3; 6; 9**

## READING ASSIGNMENT FOR SESSION 3

*Simply Strategic Volunteers*

Chapters 8, 14, 21, 31, 60, 68, 73, 83, 87, 96

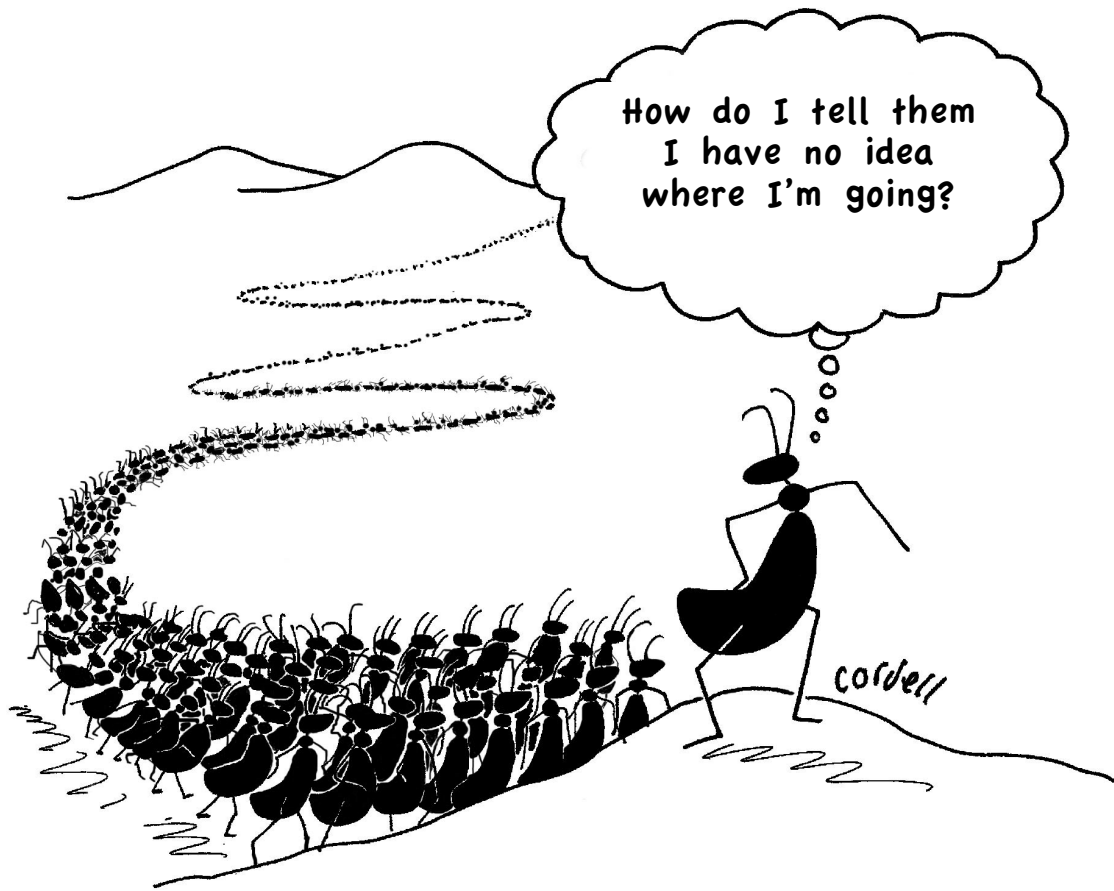
*As you read each chapter, take notes and use the journal promptings that follow to prepare for discussion when we gather together next session.*

*simply*

LEADERSHIP

*session 3*

*leaders grow teams*



**Leaders move people.  
Better Leaders move teams of people.**

// He who thinks he leads,  
but has no followers,  
is only taking a walk.

-John C. Maxwell

//

# Key Questions from Session 2 Reading

**Discuss for 20 minutes take-aways from last weeks reading. Use the Questions below to shape the conversation if you need to.**

## **Ask the questions:**

**What is something that really stuck out to you?**

**What is a question that developed out of what you read?**

**What is one thing you will implement in your leadership because of what you read?**

What are some ways you can raise the level of T.I.M.E you are investing in your team?.....

*\*note: One way to increase "touch" is to maintain proximity to your team. Being near and available is a huge way to "touch" your team members.*

Who are you standing next to? If there are no shoulders to tap, how can you expand the circle of people around you?

When will you discover the DISC profile for your team? How can you make time to discover how your team is wired? .....

Is there leader on your team who is also serving on another team? Help him/her find the best fit in ministry for God's wiring and purpose in his/her life and be fully effective in that role.....

What would be a healthy commitment schedule for someone serving on your team? 3 months, 6 months, a school year, 1 year?

Is there anyone on your team who may need to be moved: around (within your team), over (to another team), or out (of ministry)? Watch out for Energy Vampires—people who drain the energy, focus, and joy from you and their teammates? .....

# BUILDING YOUR TEAM

## REFER TO TEAM BUILDING TALK SHEET

As Jesus was walking beside the Sea of Galilee, he saw two brothers; Simon called Peter and his brother Andrew. They were casting a net into the lake, for they were fishermen. "Come, follow me," Jesus said, "and I will make you fishers of men." At once they left their nets and followed him.

Matthew 4:18-20

Jesus was the greatest team builder:

- He was **WHERE** they **WERE**.
- He built his team with **ORDINARY** men.
- His ask was **SIMPLE**.

At the end of the day you're recruiting people to a **TEAM**.

**Key Question: How's my team doing? Encourage leaders to take the temperature. Leaders are thermostats. They can measure the temperature and change it. People want to be a part of a "Hot" team. One that is making things happen.**

When someone joins a team that is healthy and moving and making significant things happen, it becomes contagious!

...Finding Philip, he said to him, "Follow me." Philip found Nathanael and told him, "We have found the one Moses wrote about in the Law, and about whom the prophets also wrote—Jesus of Nazareth, the son of Joseph." "Nazareth! Can anything good come from there?" Nathanael asked. "Come and see," said Philip.

John 1:43-46

**Key Question: When someone "comes and sees" your team, what do they see, hear, feel, and experience? We must constantly evaluate the health of our team.**

# HELPING THE TEAM THRIVE

## (Conflict Resolution)

~refer to the *conflict resolution guide* in your playbook~

**Walk through the resolution guide in the playbooks, point by point.**  
*conflict ~n: a state of opposition between ideas, interests*

Healthy conflict produces solutions and decisions that are creative and innovative. Our differences lead to enhanced decision-making, problem-solving, and expand the possible avenues for action.

Goals for resolving conflict:

- respect the other person
- consider multiple perspectives and possibilities
- value the legitimate needs of everyone involved
- glorify God



“If another believer sins against you, go privately and point out the offense. If the other person listens and confesses it, you have won that person back. But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses. If the person still refuses to listen, take your case to the church. Then if he or she won't accept the church's decision, treat that person as a pagan or a corrupt tax collector.



**Matthew 18:15-17** (New Living Translation)

**Ask someone to share a time, where they experienced the benefits of healthy conflict.**

# GROWING YOUR TEAM

When someone serves on your team do they experience more than “Getting things done?” Every opportunity to serve is an opportunity to grow in our relationship with Jesus. **We have to move from a task mindset to a growth mindset.**

//  
...work hard to show the results of your salvation, obeying God with deep reverence and fear. For God is working in you, giving you the desire and the power to do what pleases him.  
**Philippians 2:12-13** (New Living Translation) //

Two questions you should continually ask:

1) How are the people on my team growing in their relationship with Jesus?

.....  
.....

2) How is my team helping other people grow in their relationship with Jesus?

.....  
.....

Team Members NEED to know how what they do helps someone experience LIFE CHANGE in Jesus! **Refer to session 2 Casting a Compelling Vision.**

Vision of New Horizon=LIFE CHANGE.

How did your team help someone experience LIFE CHANGE this week?

The answer to that question is a win!

How do you want them to help someone experience LIFE CHANGE this week?

The answer to that question is **THE WIN** you need to clarify for your team!

We must **clarify the win!** What is the specific win on your team?

**Keep the target on the wall.**

**What are we moving toward?**

**How are we going to get there?**



# VIP meetings are held every week to communicate **V**ision, **I**nformation, **P**rayer

VIP Meetings are generally led by the Team Leader, however the Team Leader may empower someone else to lead this time in their place.

**V=Vision**--this is a time to encourage your team with a reminder of why we do what we do. Help your team see how they are helping people experience LIFE CHANGE in Jesus Christ, by encountering God and engaging in community. This creates alignment. It is also a good time to review the mission, vision, and values of New Horizon. Example: you might take one week and focus entirely on the value of *Invest and Invite*.

**I=Information**—this time is to equip team members with vital information for the day or coming weeks. You may choose to highlight a growth class—Ownership Class, Marriage Conference, or simply say hey remember next week, we're all wearing our \_\_\_\_\_ t-shirts.

**P=Prayer**--pray together as a team. Pray for what God is doing in you, through you, and for you. Invite people to share immediate personal prayer needs.

If we help our teammates know why they do what they do; give them what they need to be successful; and submit it all to God in prayer, not only will our teams be built up, but they will grow in Jesus in the process.

***If we help our teammates know why they do what they do; give them what they need to be successful; and submit it all to God in prayer, not only will our teams be built up, but they will grow in Jesus in the process.***

## **READING ASSIGNMENT FOR SESSION 4**

*Simply Strategic Volunteers*

Chapters 3, 6, 28, 35, 37, 39, 45, 49, 79, 80

*simply*

LEADERSHIP

*session 4*

*leaders make things better*



*“I’m still not sure HOW it happened. One minute, we were bouncing ideas off each other, and the next thing I knew, we were using furniture instead.”*

// Anyone can steer the ship,  
but it takes a leader to  
chart the course.

-John C. Maxwell

**Leaders see what others can't or won't.  
Leaders see where to go and how to get there.** //

# Key Questions from Session 3 Reading

Is there any area of your ministry that needs “chunking?” Perhaps you need to turn one role into multiple roles.

.....  
.....

What area of your ministry would benefit from a little chaos?

.....  
.....

Is there anything that you or your team needs to stop doing in order to raise the standard of quality in your ministry?

.....  
.....

Is there anything in your ministry that is wasting teammates’ time?

.....  
.....

Do your teammates’ have permission to fail? What can you do to encourage a failing forward culture?

.....  
.....

What is one key system missing from your ministry presently?

.....  
.....

What is one thing you can do to encourage your team this week?

.....  
.....

Is there any area of your ministry that is merely “good enough?”

.....  
.....

# BRAINSTORMING 101

(aka Problem Solving)

**TEAM BUILDING ACTIVITY—BUILDING CASTLES IN THE SKY.**

**(See following page)**

## Nehemiah 1-6

- 📖 Identify the **challenge**. (it could be a problem, obstacle, or creative endeavor) **NEHEMIAH 1:2,3**
- 📖 **PRAY** (start by aligning with God) **NEHEMIAH 1:4**
- 📖 Identify the **causes** or background. (what thinking got you to the problem or what tension are you trying to explore (creative situations))  
**NEHEMIAH 1:6-9; 1:3; 2:7-10**
- 📖 Identify **any** and **every** solution or **idea**.  
(Every idea goes on the board)
- 📖 **Compress** ideas to a few doable options.  
(once the creative brainstorming dies down, mark out less effective, doable, helpful ideas leaving a top 3 or top 5)
- 📖 Pick the most **effective** and **viable**. (bearing in mind what the challenge is, what is needed to overcome the challenge, what the team can accomplish and what you're willing to lead, pick the best of the best. **NEHEMIAH 2:4,5**)
- 📖 **Execute**. (once you've picked the best, commit & don't look back) **NEHEMIAH 2:6>**
- 📖 **Evaluate**. (What worked, What Didn't Work, What did you learn, What would you do differently?) **NEHEMIAH 6:15**

### Brainstorming Helpful Hints

*There are no bad ideas.*

*Have a parking lot.*

*Involve Outsiders.*

*Hold ideas loosely!*

## Building Castles in The Air

### Objectives:

This fast-paced activity helps teams learn to achieve measurably better results through improved planning, communication, delegation, and learning from their successes and failures.

### Procedure:

Form teams and provide each with a deck of playing cards.

Say Using one deck of cards per team and no other materials, build from your tabletop up, the tallest freestanding card castle you can. I'll award a prize for the tallest castle. You have four minutes. Begin! (Announce when time is up, measure each card castle, and award a prize to the team with the tallest castle.)

If I gave you a few minutes to discuss a strategy with your team members, do you think you could achieve measurably better results using a new deck of cards?

I'm going to give you three minutes to discuss how you can achieve measurable better results in Round Two using a new deck. During your planning session, please set a height goal and do not touch any of the cards.

At the conclusion of the planning session, you will be required to take down your first castle. You have three minutes to plan. Begin.

(Announce when three minutes has elapsed.)

Take down your first castle. (Distribute a second deck of cards to each group. It's best for this deck to be a different color than the first deck.). You have four minutes to build the tallest castle and strive for the height goal you set using only the new deck of cards. Begin!

(Announce when time is up, measure each card castle, and award a prize to the team with the tallest castle.)

### Discussion Questions:

**How many teams got measurably better results in Round Two?**

**What enabled you to do this?**

What was the impact of more planning time?

How did having a specific goal help?

**Why didn't you combine resources and join the teams together?**

How does this activity relate to our team and our workplace?

**How can we work together to achieve measurable better results?**

What one or two things can you do personally to achieve measurably better results?

**Materials Required:** Two packs of different color playing cards per team, a measuring tape

**Group Size:** Teams of 3 - 6, up to about 100 people

**Approximate Time** 15 - 25 minutes, depending on discussion time

# GOALS

*I pursue as my goal the prize promised by  
God's heavenly call in Christ Jesus.*

-Philippians 3:14 (HCSB)

S

**Specific-not vague or ambiguous.** A specific goal will usually answer:

What: What do I want to accomplish?

Why: Specific reasons, purpose or benefits of accomplishing the goal?

Which: Identify requirements and constraints.

M

**Measurable-how will you measure progress/stay on task?** A measurable goal will usually answer questions such as:

How much?

How many?

How will I know when it is accomplished?

Indicators should be quantifiable

A

**Actionable-is the goal assignable to individuals and attainable through them?**

The goals are neither out of reach nor below standard performance. An actionable goal should encourage leaders to identify previously overlooked opportunities and value driven objectives.

An actionable goal will usually answer:

How can the goal be accomplished?

Who will take action to accomplish it?

R

**Relevant-does the goal move the mission and vision forward?**

You will need support to accomplish goals: resources, a champion voice, someone to help problem solve. Goals that are relevant to your leader, your team, your colleagues, and the organization will receive needed support.

A relevant goal can answer yes to these questions:

Does this goal move

Does this seem worth the investment of time, energy, people, and resources?

Is it the right time for the organization?

Do I have the resources to accomplish this goal (budget, communications, facilities, etc.)?

T

**Time-bound-goals must be grounded in a time frame to create a sense of urgency.**

Creating deadlines for goals help focus efforts and prevent the tyranny of the urgent or crisis of the hour to overtake progress to the goal.

A time-bound goal will usually answer:

When will the goal be accomplished?

What can I do six months from now, six days from now, Today?

E

**Evaluated-goals must be constantly reviewed.**

How will you know when you are making progress? Who will help you evaluate if your goal is being achieved? What are your metrics?

R

**Revised-Situations, Circumstances, and Personnel are ever changing and adaptation is critical in purposeful pursuit.**

How often will you adjust your plan/action steps to achieve your goal within the time frame specified? Communicate Communicate Communicate the change.

**if you want to reach your goals you'll need**

# SYSTEMS

*(your team's approach to getting things done)*

Systems create **behavior**. *When begin adjusting my actions, steps, timing, etc...my behavior changes.*

What's **rewarded** is **repeated**. *If I get rewarded for being late...guess what I'm going to keep doing. Also...if there are no consequences for my bad behavior...I will probably continue in that behavior.*

The system you have is perfectly designed to create the results you are getting. **My people never get the connect card put out right...my team never gets the classroom cleaned up...SYSTEMS PROBLEM!**

**People problems very often not people problems at all, but systems problems.**

## Overview of a System

A successful system is one that is fully **documented** fully **functioning** and is getting the results **you want**.

**A documented system tells you:**

- What** needs to be done,
- Why** it needs to be done,
- How** it should be done,
- When** it should be done,
- Who** will do it, and
- How** success will be measured.

**Saves**

**You**

**Stress**

**Time**

**Energy**

**Money**

**Determining which systems to develop next.**

**Evaluate:**

Chronic **problem** areas. **(what is that thing that makes you go arrggh every week?)**

Strategic plan **priorities**. **(what is currently needed to help you better get where you're going?)**

Key **responsibilities**. **(what areas, if not done with excellence threaten the health of your team, or effectiveness of your ministry)**

## READING ASSIGNMENT FOR SESSION 5

*Simply Strategic Volunteers*

Chapters 10, 25, 27, 36, 46, 62, 75, 89, 98, 99





*simply*

LEADERSHIP

*session 5*

*good, better, best.*



“What do the focus groups think we should do?”

//

No, really, it's not you...it's me...

-anonymous girl who still wants to be friends

//

**Read the Scripture Below.**

Luke 18:18-24

**Even Jesus had tough conversations. Sometimes what we need to hear is not what we want to hear.**

# Key Questions from Session 4 Reading

Is there anything, any area, or anyone that you are holding too tightly?

.....  
.....

Is there anyone on your team who needs to be reminded that it is definitely not about them?  
Is it you?

.....  
.....

How can you consistently and lovingly keep your team outward focused?

.....  
.....

Who needs to be in your inner circle so your ministry will have greater impact? (ideally 4, no more than 6).

.....  
.....

Is there anyone on your team that is monopolizing your time; detracting from team focus; sucking the life out of the party; who needs greater care than you can provide?

**As leaders, we are responsible for the health of our team. How are your people doing? Is there anyone spreading dissent? 2 Timothy 2:16-17—they are like cancer. Cancer cells known as malignant cells. Definition of malignant is harmful in influence or effect? Is there anyone harming your team through their influence or effect?**

Is there anyone out of alignment on your team?

**Bill Hybels once said, “The most dangerous person on your team is the person who is 99% behind you.” These are the people able to do the most damage, because on the surface they are with you and therefore probably leverage great influence.**

Is there any part of your ministry (program, event, etc.) that is out of alignment with the Core DNA of New Horizon?

.....  
.....

Good Question: Is there anyone on your team who may need help finding a better fit?

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.....

Better Question: Are you serving in the greatest area of your strengths, abilities, and passion?

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Is there someone on your team who needs encouragement? Someone who has taken lots of bullets, carried some heavy burdens, is struggling in their personal life? Go after them and be with them. Is it you? Contact one of the pastors at New Horizon. Don't wait.

Once you have a ideas and goals, and a plan, make sure you execute with

# EXCELLENCE

## BRAINSTORM SOME EXAMPLES OF EXCELLENCE

### Two Definitions

excellence~v: doing the best you can with what you have.

excellence~v: doing **more** than what is **expected**.

**Excellence IS NOT Perfection!**

*Excellence Honors God and Inspires People*

-Bill Hybels

### Malachi 1:6-14 **NLT**

**<sup>6</sup> The LORD of Heaven's Armies says to the priests: "A son honors his father, and a servant respects his master. If I am your father and master, where are the honor and respect I deserve? You have shown contempt for my name!**

**"But you ask, 'How have we ever shown contempt for your name?'**

**<sup>7</sup> "You have shown contempt by offering defiled sacrifices on my altar.**

**"Then you ask, 'How have we defiled the sacrifices? [a]'**

**"You defile them by saying the altar of the LORD deserves no respect.**

**v6,7--God deserves our best, but we bring him a mess.**

**<sup>8</sup> When you give blind animals as sacrifices, isn't that wrong? And isn't it wrong to offer animals that are crippled and diseased? Try giving gifts like that to your governor, and see how pleased he is!" says the LORD of Heaven's Armies.**

**v8—we often give the world our best while give God what is left.**

**9 “Go ahead, beg God to be merciful to you! But when you bring that kind of offering, why should he show you any favor at all?” asks the LORD of Heaven’s Armies.**

**10 “How I wish one of you would shut the Temple doors so that these worthless sacrifices could not be offered! I am not pleased with you,” says the LORD of Heaven’s Armies, “and I will not accept your offerings. <sup>11</sup> But my name is honored <sup>[b]</sup> by people of other nations from morning till night. All around the world they offer <sup>[c]</sup> sweet incense and pure offerings in honor of my name. For my name is great among the nations,” says the LORD of Heaven’s Armies.**

**12 “But you dishonor my name with your actions. By bringing contemptible food, you are saying it’s all right to defile the Lord’s table. <sup>13</sup> You say, ‘It’s too hard to serve the LORD,’ and you turn up your noses at my commands,” says the LORD of Heaven’s Armies. “Think of it! Animals that are stolen and crippled and sick are being presented as offerings! Should I accept from you such offerings as these?” asks the LORD.**

**v12—are you honoring or dishonoring God with your effort ?**

**14 “Cursed is the cheat who promises to give a fine ram from his flock but then sacrifices a defective one to the Lord. For I am a great king,” says the LORD of Heaven’s Armies, “and my name is feared among the nations!**

### **Complacency**

**Mediocrity** is the enemy of excellence.

Someone has to **think about** it.

**Others can help create excellence, but the leader must always set and maintain the standard, and when necessary raise the level of excellence required.**

# What Got You Here...

.....**WON'T GET YOU THERE**.....

**SCRIPTURE FOCUS: Deuteronomy 34:4-12 ; Joshua 1:1-9**

As a leader, if your team or ministry is going to grow, the way you spend your time and the things you are personally doing will be constantly shifting.

**Example: Dave and starting the church. 500 people, Staff of 5, 1000 people Staff of 10.**

If Dave kept leading the church the way he was leading when it was 50...he would have never seen 500...and most of us wouldn't be here.

As your leadership grows there will be some things that change along the way:

You'll spend less time doing and more time being. The measure of a leader is not how much you get done in a day, but how much you helped someone else grow? How many people you've developed. It's about how you help someone move toward where God wants him or her to be.

That's real hard for some of us. A leader has to move beyond the instant gratification of getting lists checked off to the long-term success of shaping, developing, and growing the team/ministry. **USE AN EXAMPLE FROM YOUR LIFE.**

**SOME OTHER THINGS THAT WILL CHANGE AS YOU GROW**

The number of meetings you're in (there's an ebb and flow to this...seasons of more meetings...then you have to prioritize). You may move from a tactical meeting to a strategic meeting...perhaps you eventually replace 2-3 tactical meetings that others are having with 1 strategic meeting you're in; The number of emails you see; The

number of phone calls you take; The number of phone calls you make;  
The level of access you allow.

**This question should filter every decision about how to invest your working hours:**

**What is the highest and best use of my time at this stage in my ministry's development?**

But the shift is not just about the way you spend your time. It's about: What's worth the investment of your emotional energy?  
What things will you and won't you mentally obsess over?  
What functions do you need to release in order to reach for something higher?

I know it's counterintuitive, but I swear it's true: If you want the team you lead to grow more, you've got to do a lot less.

**Where are you manufacturing energy?**

**Sometimes you'll have to stop doing things that worked. (trade good for better)**

**Sometimes you'll have to change people. (someone who led well at 10 people may not lead well at 20)**

**ONCE YOU FIGURE OUT SOME OF THE THINGS THAT HAVE TO CHANGE...YOU'LL HAVE SOME DECISIONS TO MAKE!**

## Tough Decisions

*decision~n: the act of making up one's mind*

Example: I'm thinking about going out for coffee after class, anyone interested in going with me? Cool...Where should we go? IS THERE ANY TOUGHER DECISION???

Lunch after church???? THE WORST!!!!

I. **Write out** the **decision** you need to make. What are the issues/options?

II. **List** the **pros** and **cons**. Create a comprehensive list, not an exhaustive list.

PROS

CONS

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III. Enlist **prayer partners**. Find 2-3 people who you can trust wholly, who will join you in hammering it out on the anvil of prayer.

PRAYER PARTNERS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. Seek the **counsel** of **wise** (Godly) people. Godly is a parenthetical here, because sometimes depending on the decision, it is advisable to seek out the experts and experienced in the area of your decision regardless of their faith background. God can use those people too.

COUNSELORS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. Enter a **season** of **prayer, fasting**, and **meditation** on God's word. *So I turned to the Lord God and pleaded with him in prayer and petition, in fasting, and in sackcloth and ashes—Daniel 9:3.* You determine the season and what you need to fast from. The key is to take a period of time and focus intently on what God is trying to show you.

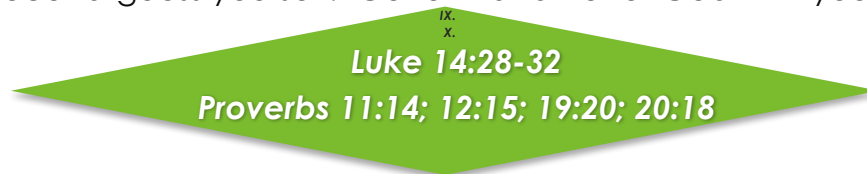
My season of prayer will consist of \_\_\_\_\_  
and I will fast \_\_\_\_\_.

VI. Make a **decision**. Interested how there are five steps before the step that a guy like me wants to jump on immediately.

**My decision is** \_\_\_\_\_.

VII. **WAIT FOR CONFIRMATION!!!** This is the one that blew me away the first time I heard it. Wait?!?!? God have you met me? You made me...remember, waiting is not one of my spiritual gifts. Ok, I'll wait—how long? As long as it takes. How will I know? You'll know. If you need to, back to your prayer partners. Chances are God has given them some confirmation on their counsel to you.

VIII. **Put your hand to the plow and don't look back!** *Jesus replied, "No one who puts his hand to the plow and looks back is fit for service in the kingdom of God."* —*Luke 9:62* Once you've worked the process and made the decision...give it your all! Don't second-guess yourself. Go for it and honor God with your effort.



## Decision Making Process

- Write out the decision I need to make.
  - Sometimes simply writing things out and visualizing brings great clarity
- List Pros/Cons
  - List as many as you can, but don't live here, get a comprehensive list, not an exhaustive one and move to the next step
- Enlist Prayer Partners
  - "Hammer it out on the anvil of prayer"
- Seek the counsel of wise people



- Start with Godly people, however for some situations, you may want to enlist someone you respect in a related field or who has faced similar situations, regardless of spiritual background.
- Enter a season of Prayer and Fasting and Meditation
  - The season could be a couple of days, but focus intently on hearing what God wants you to hear
- Make a Decision
  - Utilizing all of the elements from above come to a clear and executable decision
- Wait
  - Wait for confirmation, sometimes it will come in the form of peace, but not always
  - This may be the hardest part of the process...but don't neglect it. The Holy Spirit has been known to check a decision at the eleventh hour.
- Execute
  - Put your hand to the plow and don't look back

**ONCE YOU MAKE YOUR DECISION THERE MAY BE SOME CONVERSATIONS THAT MUST TAKE PLACE.**

## Tough Conversations

*(nobody likes them)*

Is there a way to avoid tough conversations? Yep, don't lead.

Can someone else have my tough conversation for me? Yep...if you don't care about the relationship. YOUR RELATIONSHIP=YOUR CONVERSATION!

### KEY QUESTIONS TO ASK:

1. Is it the right thing to say?
  - a. Have I looked at all the angles, have I evaluated what's really at the source of the need for the conversation? Will it help the person even if it's hard to hear? Have I given up my right to be right
2. Is it the right time to say it?
  - a. Based on what's going on in the other person's life or perhaps what's going on in your life...is this the best time to have the conversation

- b. Will the conversation had at a later time(not indefinite...example b4 a big event) be better received
3. Am I the right person to say it
- a. Do I have the kind of relationship with this person that allows for “real” conversations? **Ephesians 4:15 Instead, we will speak the truth in love, growing in every way more and more like Christ, who is the head of his body, the church.**
  - b. Will this person really listen to me or does someone else have a better relationship in order to deliver hard to hear things?
  - c. ***If you have to establish a relationship to have a tough conversation it may not go very well.***

The goal of tough conversations should always be to help the other person grow, be better, move toward where God wants them to be. NEVER to hurt them, humble them—let God do the humbling. Take the **Philippians 2:3-4** Approach (from the Message) **Don’t push your way to the front; don’t sweet-talk your way to the top. Put yourself aside, and help others get ahead. Don’t be obsessed with getting your own advantage. Forget yourself long enough to lend a helping hand.** Think of others better than yourself. Put their needs before your own (BUT not before the needs of the team/ministry/church).

#### REALTIONSHIP GOALS:

- Honor it (honor what they’ve done to help you, the team, etc.)
- Keep it (do everything in the conversation to keep the relationship in place)
- Grow it (work to make this tough conversation strengthen your relationship)

Class? Good News first or Bad News First? Why? **Deliver Bad News First!** Don’t create a false sense of success or accomplishment only to deflate and demoralize the team. Instead End on a positive note, Recognize what is going right and summarize how even the bad news can become good news in the future. **John 16:33 “...In this world you will have trouble. But take heart! I have overcome the word”** (here’s the bad news....but....there’s good news)

**SCRIPTURE REFERENCE: Proverbs 24:26; 27:5-6, Ephesians 4:25**

#### READING ASSIGNMENT FOR SESSION 5

*Simply Strategic Volunteers*

Chapters 17, 38, 40, 43, 57, 70, 72, 85, 86, 94

# Final Assignment for Session 7

As we conclude our time together in two weeks, we will devote time to share what we've learned, experienced, and been challenged by during Simply Leadership.

Take some time to prepare a short presentation (2 minutes) based on the following questions. Everyone will share and everyone will be great! Simply share your heart.

When we share what God has done in our heart, it's hard to go wrong.

**Here's what I've learned.....**

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**Here's how I've applied what I've learned.....**

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**Here's how I'm going to continue to use my experience in Simply Leadership as I move forward as a leader at New Horizon.....**

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*simply*

LEADERSHIP

*session 6*

*multiply your influence*



**“Leadership experience? I have  
13 people following me on Twitter!”**

**// Leaders who attract followers...need to be needed.  
Leaders who develop leaders...want to be succeeded.**

--John C. Maxwell

**//**

**2 Timothy 2:2**

# Key Questions from Session 5 Reading

In view of what you know about leadership, is there anyone leading on your team that shouldn't be?

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Is there anyone who exhibits leadership potential on your team who needs your investment?

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What is one thing you are doing as a leader, that you could have someone come along side you and learn?

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Is there anyone you need to follow up with who hasn't had much contact with you lately?

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Is there any position you are tempted to fill quickly, even though you don't have the most capable person for it?

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Is there someone on your team who needs to be publicly empowered in order to lead to his or her full potential?

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Who on your team might be able to replace you?

.....  
.....

Which three people are you going to send a thank you/encouragement card to this week?

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.....

What part of your leadership do you need to equip and empower someone else to do, because God has shown you they can do it better?

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.....

What area have you given someone responsibility for without giving them the authority to lead?

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# Create a Development Mindset

## Find Leaders (Mark 1:16-18)

Spend **time** with team members. **The Be With Factor!**

**time** reveals:

**Character**—are there moral issues? Healthy marriage? Healthy family? Financial issues? Do they keep their word?

**Vision**—do they share our vision, are they committed to it, serving, group, tithing, inviting?

**Competence**—what can they do...what can't they?

**Calling**—do you see the evidence of God's calling on their life?

**Chemistry**—do I like working with the person...do they get along with other team members?

Identify the **best potential** Leaders.

Who is worth investing significant time and energy in?

-Know what you need. If I'm building a worship team, I will probably have a different group of people than if I'm building a welcome team.

-Make sure they fit the profile—Highly administrative leadership position? Don't put a High "I" who has little "C" in that position.

-Do they meet leadership qualifications? Refer to leadership covenant.

## Train Leaders (Mark 3:14-15)

General Leadership Training

Mission, Vision, Values, Systems

Simply Leadership...What are the things that every leader needs to know?

Ministry Specific Training

What do leaders in my ministry need to know about leading in this ministry. Example: Family Ministry...When kids graduate from HS they don't graduate from their faith. Systems

Development Training

Coach them toward being Coaches (train the trainer)

Leadership Greenhouse explanation.

## Keep Leaders (John 17:12)

**Keep Spending Time with them!**

**Team** Meetings (what needs to happen, work of ministry)

**Strategic** Meetings (where are we going, work on your ministry)

**One on One** Meetings (spiritual growth and care)

# Coaching Leaders

A leader is "a person capable of inspiring and to unite others with a vision."

Think about the person(s) from whom you've learned the most in your life and how it changed you. Tell us. 2 people.

LOVE is spelled T-I-M-E...To develop others takes T-I-M-E

95% of ministry is relationships – people don't care how much you know, until they know how much you care.

We can do ministry, but not alone!

***Where there is no guidance, people fall,  
but in an abundance of counselors there is safety.  
Proverbs 11:14***

## THREE TRAITS OF A LIFELONG LEADER

### ***Developing Lifelong Leaders***

I love that statement. It's both the mission and vision of what I hope to accomplish with my life. It's my focus and my passion.

Leadership development is closely tied to personal development. When you do the hard work to become a better leader, you become a better person.

What does a **lifelong leader** look like? *Does this person hold a position of leadership over the course of a lifetime? Is this the type of person who is always looking at situations from a leadership perspective?*

In an effort to more clearly define what I mean by **lifelong leader**, I'd like to point out three traits that I use to identify this type of person:

**1. Lifelong Learner--A leader must be a learner.** The minute you stop learning, you begin the process of rendering yourself useless as a leader. Learning expands your world. It keeps a person from getting stuck. Learning is the appropriate response to failure and mistakes. If you make one, it keeps you from repeating it again. **Growth is the result of learning.** Leaders who stop learning use old remedies to solve new problems. Learning helps a person stay mentally fit. It keeps us younger and keeps us teachable. A person can actually learn to become a better leader. **Learning encourages a person to do more of what works and less of what doesn't.** *If a person is motivated to learn, that person has the potential to lead.*

**2. Takes Responsibility--Leadership carries the weight of responsibility.** It doesn't matter if you're leading yourself, a project, or another person – the leader is responsible. A leader steps into areas of greater accountability and authority. This person administers the choices and accepts the consequence of those choices. **If a leader dodges responsibility, the person dodges leadership.** The need for leadership grows out of the need for a responsible person. The first question a lifelong leader asks isn't *do I want to be a leader?* the first question is *do I want to be responsible?* It is in taking responsibility for one self each day, every day that qualifies one for lifelong leadership. **Personal responsibility is the prerequisite for positional leadership.** It is often a lack of personal responsibility that disqualifies one from leadership. *If a person has a track record of taking responsibility, that person is a promising candidate for leadership.*

**3. Empowers Change--I've always felt that problems are job security for leaders.** Growth and improvement don't occur without changing something. A vision of a preferred future is a roadmap to change something that is or isn't happening in our present reality. Leaders recognize that change is always necessary, both personally and professionally. A leader doesn't create change for change sake. Rather, a leader chooses the beneficial changes to make for



everyone involved. **Leaders walk people through the process of change.** They anticipate both the opportunities and the obstacles that will occur as a result of each change. Leaders contemplate the right timing necessary to enact effective change. They communicate the reasons and the rationale for change with clarity and consistency.

*If a person can empower the change-resistant to become change-receptive, that person has incredible possibilities for leadership.*

Again, let me emphasize that you don't have to be in a leadership position to consider yourself a lifelong leader. Personal leadership should always precede positional leadership. The goal here is to approach life with the perspective of a leader – to think like a leader thinks. As you improve and grow in each of these traits, the opportunities to lead others will begin to show up.

## Why do we develop leaders? We can't do it alone.

**Exodus 18:17** Moses' father-in-law replied, "What you are doing is not good. **18** you and these people who come to you will only wear yourselves out. The work is too heavy for you; you cannot handle it alone. **19** Listen now to me and I will give you some advice, and may God be with you. You must be the people's representative before God and bring their disputes to him. **20** Teach them the decrees and laws, and show them the way to live and the duties they are to perform. **21** But select capable men from all the people—men who fear God, trustworthy men who hate dishonest gain—and appoint them as officials over thousands, hundreds, fifties and tens.

### **Jethro's leadership advice:**

What you are doing is not good

You will only wear yourselves out

The work is too heavy for you; you cannot handle it alone

Select capable men/women from all the people—

Men/women who fear God

Appoint them. That will make your load lighter, because they will share it with you

You will be able to stand the strain

People will go home satisfied

Who are those 2-3 people you can develop? Spend time w/ them. Then those 2-3 who can they develop?

## Development is spelled T.I.M.E.

- T** Talk get to know one another, communicate, understand backgrounds
- Transfer begin to share what you know, have experienced, believe
- Translate help them understand new terms, ideas, and philosophies
- I** Inspire paint a picture of a different tomorrow, better, stronger, future
- Instill core values
- Instruct teach effective practices, tangible approaches/methodologies
- M** Model show them an example of what it looks like to \_\_\_\_\_.
- Mentor Coaching, ask prompting questions
- Monitor Let them "do it" and evaluate their progress and give feedback
- E** Equip give them the real tools they need to be successful
- Encourage celebrate wins, affirm "right" behavior, effectiveness
- Exhort Spur along to even greater things

# SHEPHERDING LEADERS

**And David shepherded them with integrity of heart; with skillful hands he led them.**

-Psalm 78:72 (NIV)

What does it mean to have integrity of heart?

## **Have the group brainstorm some ideas.**

Being after God's heart; honesty; transparency; doing what's right, even when no one's look...even when it's not popular; Christ-like; wholeness; growing; yielding to Holy Spirit; submission; etc.

To lead, we must cultivate hands skilled in

(in this exercise, the facilitator gives the Skill, while class gives a way to cultivate that skill)

### Selecting

\_\_\_\_\_prayer\_\_\_\_\_

### Directing

\_\_\_\_\_communication\_\_\_\_\_

### Correcting

\_\_\_\_\_submission; fight needing to be needed\_\_\_\_\_

### Protecting

\_\_\_\_\_know God's Word\_\_\_\_\_

### Equipping

\_\_\_\_\_communicate expectations; provide resources\_\_\_\_\_

### Empowering

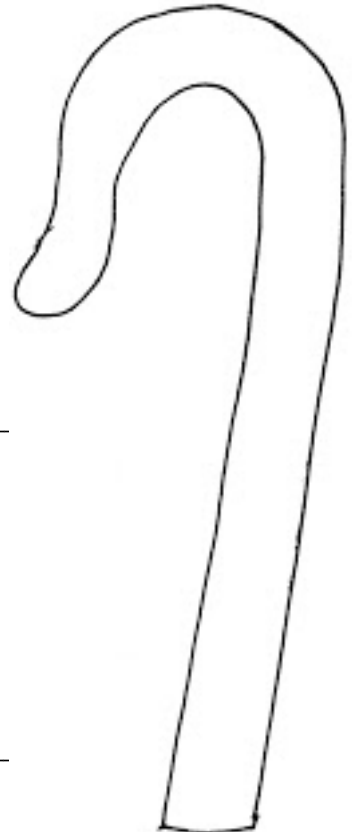
\_\_\_\_\_if they can do it at least 80% as good...release them to do it\_\_\_\_\_

### Encouraging

\_\_\_\_\_learn love languages, handwritten notes; build courage\_\_\_\_\_

### Evaluating

\_\_\_\_\_quarterly update; 1/1 meetings; 30/60/90 day plans; position descriptions\_\_\_\_\_



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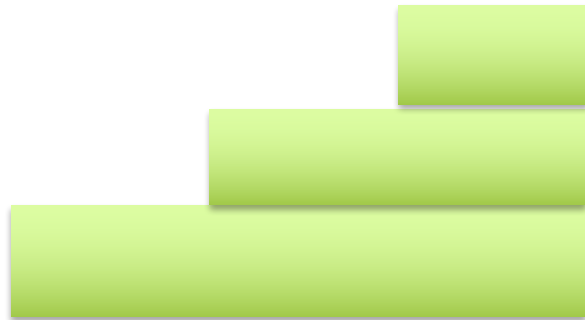
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LEADERSHIP

*session 7*

*there is no success without succession*

# My Next Step Is



I will multiply my leadership in the following people





[newhorizonchurch.tv](http://newhorizonchurch.tv)