



Helpful Resources for Church Leaders

Just as a golfer needs a complete set of woods and irons to play effectively on a golf course, church leaders also need the right tools and resources. Listed below are items most people find helpful as they begin serving on boards. Many churches compile three ring binders that include much or all the information. This information is also archived online for leaders.

Items to review with congregational leaders BEFORE they begin serving:

- Meeting minutes from the previous year
- Annual Report
- Robert's Rules of Order and other decision-making tools and procedures
- Financial statements from past three months of the previous year
- Personnel Manual
- Copy of the church constitution
- A listing of committee descriptions
- Building use guidelines
- The church's mission, vision, and values statements
- Church Council Covenant form
- A listing of the Church's annual and long-range goals
- A listing of staff member's annual and long-range goals
- A personal biography form (to be turned in to the Council president/Team Leader)

Items to have on hand at leadership meetings:

- Rosters - church council members, staff, key church leaders
- Congregational directory (preferably a pictorial directory)
- A schedule of all future council meetings and special events for the year
- The church's long-range plans and yearly goals
- A copy of your own plans for personal and spiritual growth
- A listing of prayer concerns
- Name tag or tent card
- Thank you notes and a pen
- A listing of Bible and book study resources for the upcoming year
- Financial reports and budgeting information
- A Bible for devotions and study
- A tickler calendar
- Meeting evaluation form

Ask former leaders, "What information did you find helpful when beginning to serve in this leadership role?"



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