



Leadership Capacities to Develop

Check **INFORMATION** that is most critical for your leaders to know in order to lead well

- The church's mission, vision, and values, as well as how it informs decision-making
- Who our church seeks to serve, what they value, and what their needs are
- Our church's theological lens and approach to ministry
- What our leaders should be measuring and monitoring to measure ministry success
- Hopes and expectations our church communicates to its friends, members, and elected/appointed leaders
- The purpose and desired outcomes for our programs, activities, and meetings
- How our church is organized; how our leaders communicate and collaborate with other leaders
- The individual and collective role and responsibilities of our staff and elected and appointed leaders
- Societal trends that influence a church's approach to ministry
- Ways to communicate and collaborate more effectively with church members
- Innovations and best practices that help churches move forward faster

Check **SKILLS** that are most critical for your leaders to develop

- Setting and sharing annual goals for the congregation council, committees, and ministry teams
- Developing discernment and deep listening skills
- Learning how to read and interpret church financial reports
- Equipping leaders to invite, welcome, and befriend members, guests, and neighbors
- Communicating the essence of the church's mission, vision, and values to members and friends of the church
- Planning, promoting, and leading effective meetings
- Describing, evaluating, and improving a church's culture
- Evaluating impact related to people, programs, plans, and processes

Check **PROJECTS** that are most critical for your leaders to address

- Assessing our congregation's spiritual vitality
- Assessing our congregation's strengths, challenges, and opportunities
- Assessing our congregation's readiness for change
- Assessing our congregation's inviting, welcoming and befriending efforts
- Gathering demographics and narrative data from people in our community
- Conducting a Communication Audit
- Updating your constitution, bylaws, & policies
- Updating your manual for elected leaders
- Creating and/or updating an employee handbook
- Creating and/or updating job descriptions for paid staff
- Creating and/or updating job descriptions for volunteers
- Creating and/or updating ministry/strategic plans
- Developing an annual review process for leaders
- Developing branding/style standards for the church
- Developing a year-round communication strategy, creating a clear, concise (1-2 page) strategic plan

Check **RESOURCES** that are most critical for your leaders to have access to

- Annual planning calendar for church leaders
- Event and project planning tools
- Assessment tools for assessing our church's systems and capacities
- Monthly, quarterly, and annual reporting tools for church leaders
- Financial stewardship resources
- Tools for selecting, interviewing, supporting, and evaluating staff



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