Practices for Sustaining Transformation

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.

YES	NO	PLANNING PRACTICES | DO YOU…
◯	◯	Maintain a leadership calendar that highlights key events, deadlines, and discussion themes for every month?
◯	◯	Refer to the leadership calendar when building monthly meeting agendas for leadership teams?
◯	◯	Use worship and event planning templates to ensure high quality, outcome-oriented experiences?
◯	◯	Regularly evaluate event, programs, & practices – and then archive your ideas and insights for future reference?
◯	◯	Schedule quarterly or annual retreats for leaders to reflect on ministry results and make long-range plans?
◯	◯	Review and your written plans/road maps at least quarterly; and update them to reflect current realities?

		MANAGING PRACTICES | DO YOU…
◯	◯	Have an organizational structure that people understand and that reflects the core functions of your church?
◯	◯	Build (and distribute beforehand) meeting agendas that address next steps related to coaching initiatives?
◯	◯	Have a place and a process for organizing and storing essential documents and information?
◯	◯	Have current ministry descriptions that can be readily emailed to potential ministry partners?
◯	◯	Review staff and ministry goals on a monthly or quarterly basis?

		LEADING PRACTICES | DO YOU…
◯	◯	Have an onboarding/orienting process for equipping new leaders (paid and volunteer?)
◯	◯	Have a plan and process for enlarging our leadership bench/base to support emerging ministry opportunities?
◯	◯	Have feedback loops for regularly gathering important information about your church and local community?
◯	◯	Have leaders who have a bias for action, are willing to try new things, and seek out better ways to do ministry?
◯	◯	Have leaders who can state a shared vision of the culture they seek to create for their congregation?

		COMMUNICATION PRACTICES | DO YOU…
◯	◯	Have a Leadership roster (pastors, staff, elected or selected leaders) that includes Phone #s & emails?
◯	◯	Does your leadership roster include those who manage your communication platforms?
◯	◯	Send leaders monthly emails summarizing short-term wins, bright spots, keys decisions, & monthly assignments?
◯	◯	Have (and post online) accurate ministry descriptions for staff, elected leaders, task forces, and ministry teams?
◯	◯	Have a history of setting, sharing, tracking, and celebrating goals for staff, leaders, and leadership teams?
◯	◯	Regularly refer to your purpose, priorities, goals, and next steps at leadership meetings?

PLANNING _____ MANAGING _____

LEADING _____ COMMUNICATION _____

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