

**2005-2008 GUIDELINES for Leading Your Congregation
LEADERSHIP SELECTON & DEVELOPMENT TOOLS**

A SUGGESTED PLANNING CYCLE

The following planning cycle is offered as a guide for the work of the Leader Selection and Development committee. Since not all charge conferences occur at the same time of the year, the planning cycle is adapted to a quarter timeframe following the Charge Conference. For example, Q1 activities are those that should be occurring during the first quarter the committee is in session. Q2 may be the things being handled during the second quarter and so on. Activities are suggestive as your current reality is different from any other although some of the same processes may be used. Adapt this for your specific use.

TIME FRAME	PLANNING QUESTIONS/ISSUES	ACTIVITIES
First Quarter (Q1)	What's my job? What do I have to offer? How do we make a difference? But, I don't know very many people! How do we support people we select?	Building the team activities Begin study of Ephesians – Six Sessions (Resource: <i>Each One a Minister</i>) Plan for Leadership Training workshop Attend conference/district training events
Second Quarter (Q2)	Why don't people want to serve? How can meetings be more meaningful? What resources are available for us? for persons we ask to serve?	Continue study of <i>Each One a Minister</i> Conduct Leadership Training in collaboration with church council Assess status of ministry
Third Quarter (Q3)	Who are persons who can help us become more effective? How do we invite persons to serve?	Offer Gifts Discovery workshop Build and/or update Congregational Gifts data bank Develop orientation packet for new members Assess status of ministries
Fourth Quarter (Q4)	What does the job require? What gifts are needed? What skills are needed? Who can best serve? Is there passion for the ministry? Why would we continue someone who has not functioned in an assigned position?	Assess status on ministries Review leadership needs Receive recommendations from Church Council (resignations, retirements, replacement recommendations, etc) Preparation for Charge Conference