



PREPARE MODULE #4 // LEADER GUIDE

CREATIVE ARTS | EASTSIDE CHRISTIAN CHURCH

A FEW THINGS TO REMEMBER:

- *Stay Engaged: small distractions make people not feel cared for.*

CONNECT (5 min): *SPEND TIME ALLOWING TEAM MEMBERS TO CONNECT WITH ONE ANOTHER RELATIONALLY.*

CELEBRATE (5 min): *ASK HOW THEY'VE SEEN GOD WORKING IN THEIR AREA OF MINISTRY SINCE YOU MET LAST.*

- *What is celebrated gets replicated. It reinforces values.*
- *Celebration is not just for celebration, it is for training.*

CHECK-UP (5 min) : *CHECK IN WITH YOUR TEAM MEMBERS*

COACHING (40-50 min): *FACILITATE DISCUSSION USING THE GUIDE BELOW AND SUMMARIZE WITH THE LEADERSHIP PRINCIPLES BELOW.*

- *Remind your team members of what they are moving towards.*

COMPETENCY: How to collaborate with other team members while aligning with the greater goals of the organization.

OBJECTIVE: To provide an experience that challenges team members to broaden perspectives and equip team members with ways to pursue team alignment.

ASSIGNMENTS:

- *Assignment 1 // Read 'Adaptable' from "The 17 Essential Qualities of a Team Player" by John C. Maxwell*
[http://www.airman.af.mil/Portals/17/002%20All%20Products/001%20Book%20Reviews/Book%20Reviews/The_17_Essential_Qualities_of_a_Team_Player_\(23Jul15\).pdf?ver=2015-11-18-101834-973](http://www.airman.af.mil/Portals/17/002%20All%20Products/001%20Book%20Reviews/Book%20Reviews/The_17_Essential_Qualities_of_a_Team_Player_(23Jul15).pdf?ver=2015-11-18-101834-973))
- *Assignment 2 // Read 'Mission Conscious' in "The 17 Essential Qualities of a Team Player" by John C. Maxwell*
[http://www.airman.af.mil/Portals/17/002%20All%20Products/001%20Book%20Reviews/Book%20Reviews/The_17_Essential_Qualities_of_a_Team_Player_\(23Jul15\).pdf?ver=2015-11-18-101834-973](http://www.airman.af.mil/Portals/17/002%20All%20Products/001%20Book%20Reviews/Book%20Reviews/The_17_Essential_Qualities_of_a_Team_Player_(23Jul15).pdf?ver=2015-11-18-101834-973))
- *Assignment 3 // Read Hebrews 13:17*
- *Assignment 4 // Read transcript of Team Building: "It's About We" by Ken Tracy*
<https://www.leadercast.com/programs/team-building-its-about-we>

ASSIGNMENT 1

"Inflexibility is one of the worst human failings. You can learn to check impetuosity, overcome fear with confidence, and laziness with discipline. But for rigidity of mind, there is no antidote. It carries the seeds of its own destruction."

QUESTIONS:

1. *What are some pitfalls for a team that has members who don't submit to leadership?*

2. *On a scale of 1-5, 5 being the highest, how would you rate your adaptability in a team setting? If you aren't at a 5, what are some ways you could work to become a 5?*

3. Ask each member in the room to identify which of the four items above poses him/her the greatest challenge or on which item he/she most needs improvement.

ASSIGNMENT 2

“He who has a ‘why’ to live for can bear almost any ‘how’”

“Anytime a team member hinders the leader, it increases the possibility that the team will be hindered in its goals.”

QUESTIONS:

1. *What are your initial reactions to this idea?*
2. *Are you someone who keeps the big picture in mind? Do you get bogged down with details? What are some ways that you as a team member can continually remain ‘Mission Conscious?’*
3. *What are some examples of ways you or someone you know has had to sacrifice for a team?*
4. *Are there any concerns or potential dangers associated with any of these ideas?*

ASSIGNMENT 3

Read Hebrews 13:17

“Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you.”

QUESTIONS:

1. *Share an example of how you’ve had to submit to a leader. What impact did that have on the outcome? What was the impact on you, them and your relationship?*
2. *Have you ever had to submit to a decision that you did not agree with?*
3. *How can you, as a leader, build your team’s confidence in your authority?*

ASSIGNMENT 4

“A lot of people may think, “Wow, look at what you did,” and it's not about you, it's not about the I-factor, it's about the we-factor.”

QUESTIONS:

1. *What jumped out at you from the article?*

2. *Can you think of a time in your life when you operated more as an “I” than a “we?” (Or worked for someone who operated as an “I?”) How has that experience influenced you today?*

3. *Write down your top two or three talent/skills that you bring to your team or organization. What skills or behaviors could you add to your repertoire to be even more valuable? Create a plan to gain those skills (training, development, courses, etc.)*

LEADERSHIP TAKEAWAYS:

Key questions you may want to ask your participants in this final section:

What stood out to you the most?

What challenged you the most?

What questions did these assignments raise in you?

What leadership strengths did this affirm in you?

What growth areas did this reveal to you?

What are the 3-5 action steps you need to take?

What accountability question would you like for me to ask you next time we meet?

How can you put this into practice before we meet again?

COMMUNICATE (2 min) : *SHARE IMPORTANT INFORMATION ITEMS WITH YOUR TEAM INCLUDING YOUR NEXT MEETING TIME.*

CARE (5 min): *SPEND TIME PRAYING AS A TEAM. YOU MAY WANT TO TAKE SPECIFIC PRAYER REQUESTS FROM YOUR TEAM MEMBERS.*