



LEADERSHIP TRAINING MANUAL

**A PUBLICATION BY THE DIRECTORATE,
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PREFACE

This training is designed to equip every leader in TreasureHouse on good administrative and spiritual leadership qualities.

Note that it is specifically designed to meet the needs of the ministry at the time and is subject to review as time proceeds.

We trust the lord to by this material prepare us a people ready to raise the banner of our God winning souls, transforming people and establishing the God here on earth.

OUTLINE

A. THE FOUNDATION FOR EFFECTIVE LEADERSHIP

1. The visionary leader
2. Mentorship
3. Kingdom financing
4. The leader and his altar
5. The Good shepherd

B. SUSTAINING LEADERSHIP POSITIONS

1. The leader, his skills and development
2. Accountability/ Record keeping/ Report writing
3. Conflict resolution
4. Ministry hierarchy
5. Ethics, courtesy and restrain
6. Authority and submission
7. Time management

C. EXPANDING YOUR LEADERSHIP POSITION

1. Soul winning
2. Growing your unit
3. Team Work- the TreasureHouse family principle

THE FOUNDATION FOR EFFECTIVE LEADERSHIP

LESSON 1

THE VISIONARY LEADER

Text: Prov. 29:18; Hab 2:1-3

INTRODUCTION

Visions are the driving force of any organization it is the imaginary state every organization store to become. When the leader over such organization does not have one, such organization cannot/grow one bit and as such regarded as dead because all living things grow.

God said to Abraham our father, “for all the land which thou seats, to thee will I give it, and to thy seed forever “Gen.13:15

Notes

- No organization gives beyond what it leader can see (Rev. Steve 2013)
- When you find vision, you find solution to a problem (Rev. Steve 2014)
- Every problem has a solution, if you can see
- As a man thinketh in his heart, so is He

DEFINITION OF TERMS

Visionary: Original and showing the ability to think about or plan the future with great imagination and intelligence.

Leader: A person who leads a group of people, especially the head of a country, an organization etc.

Visionary leader: A leader with the ability to think & plan the future with great imagination and intelligence.

The visionary leader's diary: The secrets of a visionary leader we would be discussing are:

1. Have a vision
2. Write down your vision
3. Be a thinker
4. Wait for your season
5. Strive for excellence
6. Be ready for long fight
7. Tell the truth
8. Predict the future in a general way
9. Change people's mind
10. Be flexible
11. Lead by the logical laws of team work.

Have a vision-Prov. 29:18

The greatest secret about vision is this: Your vision will make you into what you desire to become. Every great leader moves towards the vision and goals that he has set.

The vision a man has, makes him a leader. Your vision is what drives you and peoples you out. If you are a leader and there is no vision before you, I really question whether you are a leader or not.

What is the key to having a great vision? The answer is look around you and see anyone doing the things you like to do. Make it your vision to achieve what that person has achieved and make. Secondly look for a problem you have ability to solve. Without such vision will flounder in the sea of aimlessness.

WRITE DOWN YOUR VISION- HEB. 2:2

If you have the vision only in mind, it would go with the wind. And if you do it only from you mind without writing, it dies with you. Every vision properly within always outlive the visioneer.

IN WRITING DOWN VISIONS ARE MUST NOTE THE FOLLOWING

- (1) Vision statement (what)
- (2) Answer the question How, why, where, when and to whom

BE A GOOD THINKER

Your bob as a leader is to think about the problem, listen to the story, examine the situation and come up with an analysis of what is going on. When you do not think about the work your are doing, you often cannot do it well. You must be consumed with your work.

SIX ADVANTAGES OF BEING A LEADER WHO THINKS ABOUT HIS WORK

1. A great thinker always comes up with solutions to intractable problems (Ecc. 4:1)
2. A leader who thinks about his work constantly comes up with improvement (Ecc. 4:4)
3. A leader who thinks a lot about his work will hear the spirit of God whispering direction (Proverbs 24:32)
4. A leader who thinks will open to brilliant and life changing ideas. (Ecc. 9:13 &16)
5. A leader who thinks a lot will come up with new goals and visions (Ecc. 1:16).
6. A leader who thinks a lot will receive wisdom.

3 Key to becoming a great thinks

1. Wait on God
2. Read books
3. Think more deeply about whatever you see or hear (Ecc. 3:10; 5:13; 2:11)

WAIT FOR YOUR SEASON-Psalm 1:3

All of God's blessings have their season. A leader knows that the blessings he desires will not come over right. He is prepared to stay at it until the breakthrough and promotion arrive if you cannot wait for your God-given promotion, you are not a leader. I have had to wait many years for many things. God makes all things beautiful in his time (Eccl 3:1, 11).

STRIVE FOR EXCELLENCE

Excellence is the attainment of the highest level of quality and perfection. Being excellent means becoming a person of distinction (Deut. 28:13). Excellence is not an accident. It is something you must strive for.

To become excellent, you must emulate excellent people. Life is too short to discover everything yourself. Life is too short not to learn from your fathers and seniors.

BE READY FOR A LONG FIGHT- 2 Tim. 4:2

Every great vision is exposed to confrontations ranging from criticism, resentment, unbelief, lack etc. a great leader must be determined to fight through such battles. Life is not a bed of roses.

TELL THE TRUTH- John 8:32

The very nature of leadership is truth. The truth will tell you where you are and where you are not. The truth would also tell you where to go. Tell the truth about the size of your congregation, finances etc.

It is unfortunate that there are many businesses that do not make any profit at all but are still operating! When they add up the real costs of operations, they realize that they are actually mining at a loss

Then said one unto him, Lord, are there few that be saved.....Luke 13:23

PREDICT THE FUTURE IN A GENERAL WAY- JOHN 16:32,33

A leader is someone who sees ahead. Generally speaking, a good leader is able to predict what will happen in future. Jesus said that the disciples would experience persecution. And they certainly did! You don't need to be a special prophet to know that the members of a new group will experience some trouble.

Liking a combination of history, common sense, the word of God and the spirit of God, every leader, can generally predict the way things will go.

CHANGE PEOPLE'S MIND

The art of persuasion is a basic art of leadership when somebody has an opinion about something and you are able to change that opinion, and then you are operating as a leader

SEVEN WAYS TO MAKE PEOPLE CHANGE THEIR MINDS.

1. Teach them the word of God- Rom. 12:2
2. Make them go to church
3. Make them have certain friends- 1Cor. 15:33
4. Introduce them to successful people who have the kind of mind you want them to have
5. Share your own testimony- Acts 26:28
6. Pray for them Eph. 1:17
7. Allow them to have certain experiences Heb. 5:8; John 20:24-29

BE FLEXIBLE-1 Cor. 9:22

A true leader exhibits flexibility. Being flexible does not mean that you compromise in things you believe in. an old rigid tree will be broken, but a young supple tree can be bent over.

A leader tries new things.

A leader should be flexible with timing, ignorant baby sheep, new ideas etc.

LEAVE BY THE LOGICAL LAWS OF TEAM WORK

Although the subject of team work is discussed exclusively in this manual, we would however consider the fourteen laws of team work in actualizing visions.

FOURTEEN LAWS OF TEAM WORK

1. Everybody in the ministry team should know what you are trying to do.
2. Everyone in the ministry team must know what he is expected to do.
3. Everyone in the ministry team must know what every other member of the ministry team is supposed to be doing
4. Everyone must have a complete section in which he has full control
5. Give a lot of Praise and recognition to your ministry team member in public.
6. Give criticism and rebuke to your people in private.
7. As a ministry team leader, my criticism must be constructive.
8. As a ministry team leader, accepts responsibility for everything and anything that goes wrong.

9. Do not complain about or condemn your team members
10. Decide always to give advice on how to do things better
11. Treat everybody as very important.
12. Reposition and relocate people until they are in the place the function best.
13. Give people jobs according to their personalities
14. Forgive and over look the mistakes of team members.

CONCLUSION

The success of every organization lies in him for the leader can see and how is able to bring them into what he sees. Don't just look, begin to see.

THE FOUNDATION FOR EFFECTIVE LEADERSHIP

LESSON 2

KINGDOM FINANCING

Text: Luke 12:16-33: Prov. 3:9:

INTRODUCTION

Every believer is blessed by God to prosper and to use same prosperity for the promotion of the kingdom of God. The real wealth of the believer is not the material things we have, but how much value we have. Therefore we most understand that there is a lot we can offer in terms of kingdom financing aside money.

DEFINITION

Kingdom: A realm or area of activity in which a particular king is thought to dominate.

Finance: The business or part of managing the monetary resources of an organization, company or person.

It is also the money used to run a particular business or establishment.

Kingdom financing is the act of managing the monetary resources of the kingdom of God. It is purporting church, projects and programs with your personal money or mobilizing money from support God's work (project/programs)

FACT (Evil of Money in the Life of a believer)

- Money is only a blessing when you have it in your hand, but if it is in your heart it becomes a curse
- One of the greatest contenders for the place of God in the life of man is money, right from the bible days (Ex 12:35; 32:1-4, 32: Matt. 6:24)
- Great leaders are those who settled it right from their hearts when to serve. If you will serve God, money will serve you.
- Kingdom finance is not about how well you can accumulate, but rather how much you are in distribution.
- Kingdom financiers do not celebrate possession, but rather their contributions. (Prov. 11:24; Acts 20:35, 1Tim. 6:17-18)
- Kingdom financier is not achieved; it is entrusted (Luke 6:11)
- Kingdom affection precedes kingdom affluence (Matt 6:33)
- Accountability and transparency will presence you financial dignity

DEMANDS OF KINGDOM FINANCING

- Financing the kingdom demands faith
- Kingdom financing demands a high level of discipline
- Kingdom financing demands a deep passion and willingness in your heart.
- The act of kingdom financing can be birthed through constant practices as opportunity comes.

HOW TO FINANCE THE KINGDOM

Tithes. Through prayer of our tithes

Offerings. Through giving worthy offering

Covenant Seed. Always giving covenant seeds

Vows/pledges as a life style

Business establishment

Record keeping/Accountability

WHY MOST BELIEVERS DON'T PARTICIPATE IN KINGDOM

FINANCING (GIVING)

1. Fear of tomorrow
2. Greed and selfishness
3. Pride, Feeding superior to higher authority, wanting to be recognized or worshipped
4. Hereditary
5. Doctrinal teachings
6. Financial indiscipline. Spending what was reserved for God.
7. Not seeing God in their blessings, ungratefulness in even small blessings.
8. Ignorance
9. Intransparency on the part of leaders

BLESSINGS THAT FOLLOW KINGDOM FINANCING (GIVING)

1. The more you give to God's work you lay up treasure in heaven (Luke 12:31)
2. Open us the channel to receive (Luke 6:38 Matt 23:23)
3. We express the nature of God
4. God will never withhold any good thing from you, especially, financially.

Examples of those who gave

1. Israelites- Ex. 35:21-29
2. Princes of Israel – Num. 7:2-4
3. Poor widow-Luke 21 2-4
4. Macedonian Churches- 2 Cor. 8 1-5
5. God Himself giving us His only begotten son.

WHY WE SHOULD GIVE

1. To meet the need of the poor
2. To meet the administrative need of the church
3. To meet the welfare of the spiritual leaders in Church
4. To propagate the gospel- Zach 1 17
5. As an obedience to the command from scriptures (Acts 20 35, 2 Cor. 9 7, Luke 6 30 and 38).

CONSEQUENCES OF WITHHOLDING

- Ceasure of supernatural flow of favour
- Poverty (Luke 12 16-33)

- Activate the devourer
- Ill-favour with men, in ability to receive from God and men
- Heavenly bank corruptly over the individual (closed heaven)
- Affects the running of the church

OPERATIONAL GUIDELINES FOR KINGDOM FINANCE

- Honor God faithfully and consistently with your money
- Inculcate the habit of never appearing before God empty handed. (Deut. 16 1-6)
- Commit yourself to giving as a life occupation
- Give quality seed for quality harvest (25am 24 24)
- Give willingly (Ex 35 5, 29)
- Give cheerfully (Deut.) 28 47-48
- Give bountifully (2 Cor. 9 6)
- Give in faith (Rom. 14 23)
- Give tirelessly, be on relenting (Gal. 6 9)

CONCLUSION

No ministry can service with monetary resources, we however all have what to do to move the Kingdom of God forward, thereby bringing God pleasure.

THE FOUNDATION FOR EFFECTIVE LEADERSHIP

LESSON 5

THE GOOD SHEPHERD

Text: Acts 20:27-31. , Ezekiel 34: 1-31

INTRODUCTION

Every leader is a leader, because he has followers, He is expected to oversee like a shepherd world, over a flock. Jesus our perfect example presented himself as the good shepherd` not just in words. And has commanded us to do the same unto they that follow us. (Acts 20: 28) We shall be considering in this lesson, how are our savior Jesus was able to present himself as the good shepherd by his actions.

DEFINITION OF TERMS

Good: Of high quality or an acceptable standard. Willing to help; showing kindness to other people (Oxford dictionary)

Shepherd: A person whose job is to take care of sheep. To guide somebody or a group of people somewhere, making sure they go where you want them to go (oxford dictionary)

The good shepherd: One who cares accurately for the sheep.

It is interpreted from the Greek word poimen meaning one who tends herds or flocks (not merely one who feeds them).

1. Metaphorically of Christian “Pastor” (Eph. 4:11)

2. “Pastor” guide as well as feed the flock (Acts 20:28), which with 20:17, indicates that this was the service committed to elders (overseers or bishops); so also in 1 Peter 5:1-2, “tend the flock..... exercising the oversight”, this involves tender care and vigilant superintendence.

Flock: Derived from the Greek *poimne*. A flock is a group of animals, possibly mixed (sheep and goats) but a fold contains only one kind of animal.

DUTIES OF THE SHEPHERD TOWARDS THIS FLOCK

a. **Defend:** I Sam 17:34-36. The sheep or goats that make up a flock are a prey to many other wild animals, whose intention is to use them as food. In the context of our discussion, this wild beast is the devil and those he used as instrument. It is the duty of the shepherd to defend the flock from such. Jesus said to Peter “The enemy sought to sieve you like wheat, but I prayed for you (Luke 22: 31-32).

b. **Water: Gen 29: 2-10.** It is the responsibility of the shepherd to provide water to satisfy the flock’s taste. Taste in this context refers to guest, godly desires and so forth. You would observe from the passage we read that at high temperature, water was provided for the flock. So also at times when prejudices increase the shepherd is to satisfy the taste and guest of the people. (Ex 15:22-27, 16:11-28, 17:1-7).

c. **Give rest to: Jer. 33:12:** The good shepherd is expected to create shelter or give the flock the privilege to rest after the toil of the day. Because He is

concerned about their wellbeing. He allows them to rest to regain strength for the next day.

Allowing the flock to rest is a show of love (Psalm 127:2). “Remember, if you don’t allow the bee build a comb, it cannot produce honey”. (*Nfawa, 2015.*)

d. Know the flock: John 10:3-5: The first and most paramount quality that makes a shepherd outstanding is his ability to know his flock. Guidance and followership is only possible where there is acquaintance.

If there is no Knowledge about the flock, giving adequate accountability of them would not be possible you may not know when a sheep in among the flock is missing, sick, backsliding, hungry, tasty etc.

It is not only enough to know the flock, but they must know, recognized and predict you also.

e. Number the flock: Jer. 33: 13; Ps. 147: “If you do not know how many oranges you were carrying, you may not know why the basket is suddenly not heavy”-(*Nfawa 2014*).

Numbering the flock allows for the shepherd to know if there is an increase in the flock, it also allows for adequate planning for their welfare and management.

f. **Secure pasture for the flock: 1 Chr. 4:39-41:** The shepherd is to play the role of nurturing the flock to keep them healthy and growing. In the context of our discussion, He is feed the flock by

1. The word
 2. Spiritual exercises
 3. Information/ knowledge
 4. Innovation
- g. Search for the lost: Ezek 34:12-16, Luke 15: 4,5

A good shepherd places same value on every member of his flock and would not or cannot afford to lose any.

- h. Guides
- i. Corrects/Discipline
- j. Get their intention when necessary

A GOOD SHEPHERD IS DESCRIBED AS

- a. Faithful - Gen 31:38-40
- b. Fearless - I Sam 17:34-36
- c. Unselfish - Luke 15:3-6
- d. Considerate - Gen. 33:13,14
- e. believing - Luke 2:8-20

A BAD SHEPHERED IS DESCRIBED AS

- a. Unfaithful - Ezek 34:1-10
- b. Cowardly - John 10:12-13

- c. Selfish - Is. 56:11-12
- d. Ruthless - Ex 2:17-19
- e. Unbelieving - Jer. 50:6

SHEPHERDS DESCRIBED BY THE BIBLE

- i. God - Ps. 78:52-53
- ii. Christ - Heb. 13:20
- iii. Joshua - Num. 27:16-23
- iv. David - 2 Sam 5:2
- v. Church leaders - I Pet 5:2

CONCLUSION

Which shepherd would you rather be, “good” or “bad” “you will not be remembered for the treasures you own but for the love you shared” (*Nfawa 2015*).

If you followers must be better, you must be willing to lay down your life for them we are made leaders by God for the people.

SUSTAINING LEADERSHIP POSITIONS

LESSON 1

PERSONAL GROWTH (THE LEADER, HIS SKILLS AND DEVELOPMENT)

TEXT: John 15:2; 2Pet. 1:5-10

INTRODUCTION

“Your personal growth is the growth of your work” (*Francis Bola Akin-John*)

Growth is the fact of life, the purpose of our existence, we live to grow and grow to live.

Nowhere is this one true than in the life of the minister. No ministry has grown enough.

It is an unwritten law that the church will become what the minister is.

The day your personal growth stops, that say your leadership stops. This price is too much for many leaders to pay, the more reason they are losing their leadership. Personal growth or lack of it will show in every area of your life. Your leadership, home, relationships, ministry and future will be helped or hindered by your personal growth.

DEFINING PERSONAL GROWTH

Personal growth could be described from various angles. It means growing in relationship with the Lord; more maturity of heart and life; attaining great heights spiritually (Phi. 3:10-4); moving from grave to grass, from grass to grace, from grace to glory, and from glory to glory.

It means building your character, greater integrity and godliness. Adding more to your faith as Apostle Peter says in II Peter 1:5-10.

It could also come in form of attitudinal changes, having a broad shoulder and large heart to accommodate people and various kinds of views.

It could also be referred to as developing your skills, knowledge and gifting

PERSONAL GROWTH COVERS THE FOLLOWING AREAS

1. Spiritual maturity
2. Emotional maturity
3. Mental maturity
4. Social maturity
5. Communication maturity

THE POWER OF PERSONAL GROWTH

PERSONAL GROWTH IS THE:

- ❖ **Key to ministry growth-** Your ministry will never rise higher than your growth
- ❖ **Key to growth others-** You cannot demand from others what you don't demand from yourself
- ❖ **Key to finishing well-** To finish strong and not die along the way demand for constant growth.
- ❖ **Key to higher calling-** To move to higher degree of ministry success will be helped or hindered by your personal growth.

- ❖ **Key to handling success successfully** – Many have been ruined by their seeming success because of lack of personal growth.
- ❖ **Key to overcoming the storms of life-** Personal growth will enable you to sail through the storms of life that will inevitably come across your way.

DON'TS OF PERSONAL GROWTH

1. Do not surrender your personal growth to circumstances
2. Don't surrender your personal growth to success
3. Don't surrender your personal growth to Anointing
4. Don't surrender your personal growth to Methodology
5. Don't surrender your personal growth to personality/abilities
6. Don't surrender your personal growth to commendation
7. Do not surrender your personal growth to position and title
8. Do not surrender your personal growth to Age and experience

HINDRANCES TO PERSONAL GROWTH

- ❖ Ignorance
- ❖ Laziness
- ❖ Self-contentment
- ❖ Anti change/anti growth
- ❖ Lack of clear vision
- ❖ Moving with the wrong people

❖ Play today to pay tomorrow

GROWTH FACTORS

1. Prayer
2. The word of God
3. Consistent Practice
4. Read books/Research
5. Develop a better company of friends
6. Mentor & Models

CONCLUSION

As a leader, the state of your organization is an expression of your growth level. If you follower are not developing, it's because you're not developing. Stop complaining, start growing.

SUSTAINING LEADERSHIP POSITIONS

LESSON 2

ACCOUNTABILITY AND RECORD KEEPING

Text: I Cor. 4:2, Luke 12:42; prov. 20: 6

INTRODUCTION

The issue of accountability and record keeping cannot be overemphasized as is the major factor that paved way for all forms of development we see around us.

It provides foundations and direction to improve or criticize for an overall development. It is by the act of keeping records that we have template (Bible) and history for the continuity of our Christian faith.

If our father of old had the office and role of record keeping (II Sam 8:16; I King 4:3), we cannot but follow their foot step.

It is through the medium of reports that to your superiors and colleagues and inform them of the progress you are making.

FACTS: If you can't remember where you were, you may not know where you are (*Nfawa 2015*).

- When you write it on paper, it keeps you to the paper (*Nfawa 2015*).
- When you don't record, you may tell lies
- What you record when it happened is truth.
- Record keeping saves you the pain of explaining.

- Accountability is a show of stewardship
- If you don't tell the master how you did it, He may not believe you actually did it. *(Nfawa 2015)*.
- Doing things right is different from doing the right thing *(Rev. Steve 2014)*.

DEFINITION OF TERMS

Accountability: This is the State of be accountable for own acts. It is the state of being able to take responsibility for own actions.

Record keeping: Maintenance of the history of one's activities and financial dealings by entering data in ledges or journal, putting document in file.

Report: To give people information about something that you have heard, seen, done etc.

BENEFITS OF RECORD KEEPING

1. Enables one to easily answerable for a responsibility committed to him without forgetting any item or idea
2. Referencing becomes easier when there is a written record or report explaining an even or occasion. It allows the management to compare and contrast between possibilities, potentials and ideas.
3. It allows for information to be passed from one generation to the other. Maintaining Policies, doctrines and order.
4. Makes planning and development easier since there is a written document to reference. Which should state research result, actual implementation result and experiences.

5. When records are kept, it allows the management monitor the progresses or faults in a particular project, unit or personnel.
6. Criticism and auditing are vital actions towards an organizational development. And are always more constructive if there are properly kept records and reports.
7. In an organization or any institution, truth is told on paper not by sentiment and emotional explanation. To ward is believed mostly to be true if there is a paper document to back it up.

DANGERS OF NOT BEING ACCOUNTABLE/POOR RECORD KEEPING

1. **Discontinuity:** When records are not kept it allow for abandoning or neglect of visions and ideas by both the individual and his successor.
2. **Cutting corner:** If records are not kept not pave way for inflation and boycott of orderliness and administration. (Joshua 22:9-29)
3. **Misconception/Misunderstanding:** Like we said earlier in an organization or any institution, truth is told on paper not by sentiment and emotional explanation. Especially on matters of finance, evident records if not presented could tend to doubt and loss of personality. (Galatians 2:11-15; Acts 6:1)
4. **Suspicion:** When reports or records are not presented whether to higher authority or lower authority, allows one to think that the one from whom

these is expected has a hidden agenda either for frond or so conceal troth.

(Jeremiah 37: 12-15)

5. **Fatal Administrative Errors:** When they are not document to keep track with, administration is always base on assumption or estimation not facts and these has always proven to be wasteful and disastrous in affect.

6. **Stagnancy/Decline in finances and followership:** When followers aren't sure of what you do with their money, they naturally either stop giving or mind the way they give. Like will for other.

If there aren't records of an organizational successes or failures, there may be no motivation to improve.

HOW TO PREPARE REPORTS

The ability to express oneself clearly on paper and to write effective reports in one of a manager's must important skills

The purpose of a report is to analyses and explain a situation, to propose and gain agreement to a plan. It should be logical, practical, persuasive and succinct. Your analysis of opinions and facts and your evaluation of options should provide a base for positive conclusions and recommendations.

FUNDAMENTAL RULES FOR REPORT WRITING.

Give your report a logical structure: A report should have a beginning a middle and an end if the report is lengthy or complex it will also need a

summary of conclusions and recommendations. There may also be appendices containing detailed data and statistics.

Beginning: Your introduction should explain why the report has been written, its aims, its terms of reference, and why it should be read. It should then state the sources of information upon which the report was based.

Middle: The middle of the report should contain the facts you have assembled and your analysis of those facts. The analysis should lead logically to a diagnosis of the causes of the problem.

The conclusions and recommendations included in the final section should flow from the analysis and diagnosis. One of the most common weaknesses in reports is for the facts not to lead on naturally to the conclusions; the other is for the conclusions not to be supported by the facts.

Summarize the facts and your observations. If you have identified alternative courses of action, set out pros and cons of each, but make it quite clear which one you favour. Don't leave your reader in mid-air.

End: The final section of the report should set out your recommendations, stating how each of them will help to achieve the stated aims of the report or overcome any weaknesses revealed by the analytical studies.

The benefits and costs of implementing the recommendations should then be explained. The next stage is to propose a firm plan for implementing the proposal—the programme of work, complete with deadlines and names of people who would carry it out. Finally tell the recipient(s) of the report what action,

such as approval of plans or authorization of expenditure, you would like them to take.

Summary: In a long or complex report it is very helpful to provide an executive summary of conclusion and recommendation. It concentrate the reader's mind and can be used as an agenda in presenting and discussing the report. It is useful to cross reference the items to the relevant paragraphs or sections of the report.

Plain words: "If language is not correct, then what is said is not what is meant, if what is said not what is meant, then what ought to be done remains undone (Confucius). To be able to convey meaning to the reader, here are some.

RECOMMENDATIONS.

Use no more words than are necessary to express your meaning. Maintain simple terms.

Use familiar words rather than the far-fetched if they express your meaning equally well for the familiar are more likely to be understood.

Use words with a precise meaning rather than those that are vague, for they will obviously serve better to make your meaning clear.

PRESENTATION

The way in which you present your report affects its impact and value. Paragraphs should be short and each one should be restricted a series of points, tabulate then or use bullet joints.

Use headings to guide people on what they are about to read and the help then to find their way about the report. Main headings should be in capitals or bold and sub headings in lower case or italics.

Read and re-read your drafts to cut out any superfluous materials or flabby writing. Use bullet points to simplify the presentation and to put your messages across clearly and succinctly.

KINDS OF RECORDS TO KEEP

1. Finance
2. Membership
3. Projects/budgets
4. Activities
5. Correspondence
6. Personnel
7. Policies

SUSTAINING LEADERSHIP POSITIONS

LESSON 8

CONFLICT RESOLUTION/ CRISIS MANAGEMENT

The practice of recognizing and dealing with disputes in a rational, balanced and effective way is necessary if we much establish the peace of God among us, especially within Christian organization.

The inability to resolve conflict is the reason for the un-fighting, division, separation and other consequence in the church universally today. The bible is elaborate about the matters of forgiveness, peace, unity, love and understanding.

DEFINITION OF TERM

Conflict

- A serious disagreement or argument, typically a protracted one
- A State of mind in which a person experiences a clash of opposing feelings or needs.
- A serious incompatibility between two or more opinion, principles or interests.

Synonyms: Dispute, quarrel, squabble, disagreement, difference of opinion, dissension.

RESOLUTION

- A formal statement of an opinion agreed on by a committee or a council

- The act of solving or setting a problem, disagreement, etc.
- A firm decision to do or not to do something.

CONFLICT RESOLUTION

This is a way for two or more parties to find a peaceful resolution to a disagreement among them. The disagreement may be personal, financial, political or emotional.

When a dispute arises, often the best course of action is negotiation to resolve the disagreement.

The goals of negotiation are;

- To produce a solution that all parties can agree to
- To work as quickly as possible to find this solution
- To improve, not hurt, the relationship between the groups in conflict.

Conflict resolution through negotiation can be good for all parties involved. Often, each side will get more by participating in negotiation than they would by walking away, and it can be a way for your group to get resolves that might otherwise be out of reach.

WHY SHOULD YOU RESOLVE CONFLICT?

The main goal of negotiation with your opposition is to come to an agreement that benefits all parties.

Some other good reasons to negotiate are;

- To understand more about those whose ideas, beliefs, and background may be different from your own. In order to resolve a conflict, you'll need to look at the conflict from your opponents point of view and learn more about this person or group's perspective and motivation.
- To ensure that your relationships with opponents continue and grow. If you make peace with your opponents. You increase your own allies in the community. Successful negotiations pave the way for smooth relationship in the future.
- To find peaceful solutions to difficult situations.
- Full-blown battles use of resources-time, energy, good reputation, motivation. By negotiating, you avoid wasting these resources and you may actually make allies and find new resources.

WHEN SHOULD YOU RESOLVE CONFLICT?

Conflict resolution is appropriate for almost any disagreement. To effectively resolve conflicts, here are seven steps to successfully negotiate the resolution of a conflict

1. **Understand the conflict:** To clearly understand a conflict, one must understand the following;
 - a. Interests (yours and theirs)
 - b. Possible outcomes (what kinds of agreements might we reach?)
 - c. Legitimacy

- What third party, outside of the conflict might convince one or both of us that a proposed agreement is a fair one?
- What objective standard might convince us that an agreement is fair

2. **Communicate with the opposition**

Communication is true only when there is an understanding of a message passed. Here are some tips for predictive talks;

- Listen
- Let everyone participate who wants to
- Talk about your strong emotions
- Don't however react to emotional out bursts
- Be an active listener
- Speak about yourself, not the other party
- Be concrete, but flexible
- Avoid early judgments
- Don't tell the opposition, "It's up to you to solve your problems. "Work to find a solution for everyone.
- Find a way to make their decision easy

3. **Brainstorm possible resolution**

Now that you know what the interests of both parties are, and how to better communicate with the opposition, you can start thinking about solutions.

Look at all the interest you have listed, for you and for you opponents, and look for common interests. Often both parties share many interest, for example, both groups may want stability and public respect. While brainstorming choose a small group not more than 8 people in total. In brain storming consider the following;

- Work on coming up with as many ideas as possible don't judge or criticized the ideas yet-that might prevent people from thinking creatively.
- Try to maximize (not minimize) your options
- Look for win-win solutions or compromises, in which both parties get something they want.
- Find a way to make their decision easy
- During the meeting, seat people side by side, facing the problem

4. Choose the best resolution

After the meeting, you will need to decide which resolution is best. The goal here is to use both group's skills and resources to get the best resort for everyone which resolution gives both groups the most? That resolution is probably the best one.

5. Use a third party mediator
6. Explore alternatives
7. Cope with stressful situation and pressure tactics

So far, we've talked about how to negotiate with a fairly reasonable opponent. However, you need to be prepared to negotiate with all kinds of opponents, both reasonable and unreasonable what if your opponent is more powerful and influential than you are? What if they refuse to meet or talk with you?.

All of these situation are stressful, and intended to put extra pressure on your to make a quick decision in the opposition's favour. When a situation like this takes places, stay calm and go slow, don't get angry or make a rushed decision. Instead, talk about the pressure tactic without judging.

CONCLUSION

In conflict resolution, the best solution is the solution that is best for both sides of course, that's not always possible to find, but you should use all your resources to solve your conflict as something as you can.

SUSTAINING LEADERSHIP POSITIONS

LESSON 5

ETHICS, COURTESY AND RESTRAINS

TEXTS: ROM. 1: 19 – 32. , ROM 2: 14 – 16. , ROM 12: 1 – 21

INTRODUCTION

The doctrine and practice of the holy people of God is grounded in his written word. Specific direction to those set apart by a divine call to the ministry of the word has been set forth in a number of passages throughout the Bible. Apart from our text above, another key passage is that of 2 Cor. 6:1-10

Ethics and Etiquette is a very broad subject considering all the areas of a Christian life. But we would narrow our considerations to just a few areas. We shall be looking at the minister as a man.

We shall also consider simple courtesy and restraints by higher authority and how to respond.

DEFINITION OF TERMS

Ethics: Moral principles that control or influence a person's behavior.

Courtesy: Polite behavior that shows respect for other people. A polite thing that you say or do when you meet people in formal situation.

Restrain: To stop from doing something especially using physical force.

ETHICS

1. The sacrifice of the ministry

Firstly a ministry as regards secular. A minister must forever give up and renounce any pursuit of secular interest for the sake of the gospel

Secondly a minister as regards social which involves the relationship of his ministerial life to people. If he is a true shepherd, and not a hireling, he probably lives the most lovely life known to man. The preacher's life is marked by a certain type of loneliness due to the peculiar social and spiritual conditions when circumstance his profession

Thirdly the preacher is expected to sacrifice all to minister a spirit filled church.

2. The minister as a man

- Strike not to be more than a man anointed of God, a human instrument through which the Holy Ghost can do His work.
- The minister must cut a loaf from begging
- A preacher must maintain his personal liberty to be an uncompromising voice of God to the people as he takes his stand for truth. By being careful what gifts he receives from people and why
- A preacher must take note of the following in his dressing.

- (a) Neatness (b) Cleanliness (c) Dress for the occasion (d) Inoffensiveness € Modesty (f) don't be a pace-setter in your dress

- While the preacher should not be a pace-setter in regard to his dress style, he should be a pace-setter in spiritual matters. He must not let the spirit of the age he lives in or the influence of the people drag him down, but most ever be on the stretch, storing for higher ground.
- When criticized, you may be tempted to stand up and defend yourself but remember what God says in Heb. 10:30, and leave it with Him.
- Your reputation among men may be in question, but if in your inner being you remain pure, your character untarnished, you will by the grace of God, be able to “have back” in God’s time and season.
- Ministry requires self-denial to remain supple and humble.
 - The minister is to maintain physical fitness by
 - Understanding the philosophy of the body
 - Breath of Fresh air
 - Sufficient rest
 - Proper diet
 - Recreation
 - Time off
 - Periodic physical examination
 - Proper care of the voice
- A minister should endeavor to grow mentally. This includes social knowledge, Biblical, Professional and others.
- A minister must learn to be faithful with time both in how he spends it and in keeping appointment.

3. Courtesy

In regard to conversing: Ideal conversation is an exchange of thought and not on eloquent exhibition of wit or oratory. Conversation should be a matter of

equal give and take. The faults of conversation are committed not by those who talk little, but by those who talk much. Here are some good roles.

- a) Avoid interrupting a speaker
- b) Avoid arguments in conversation
- c) Think before you speak
- d) Avoid criticism of a speaker in front of others or immediately after his performance
- e) Avoid jesting and all crudities of language and jokes

2. In regard to introductions

- Ensure that deference is always paid to the lady, to the older person or to the more distinguished
 - The law is
 - A young person
 - To an older person
 - A man
 - To a woman
 - Lower rank
 - Higher rank

If possible after repeating their names to each say something about each person that would open a friendly conversation.

- (a) When being introduced,
- (b) Be sure you hear the name of the other person clearly of necessary have the name repeated

- Shake hands while you ask “how do you do or say I’m very glad to meet you”
- You can only introduce the woman to the man if it is a clergy-man, the president, a governors, etc.
- When introduction have been over looked, meet the introducing yourself with a handshake and a simile such that shows likeness. If from the pue, the make such an introduction spicy
- Never address an older person or superior by their first name without a fettle:

3. In regard to visiting: A few simple roles to observe here may prove helpful

- (a) Be prompt
- (b) Be sensitive to overstaying your welcome
- (c) Be careful about your posture and general alertness
- (d) Be considerate in fitting into a household schedule
- (e) Observes all roles in visiting institutions and hospitals.

4. In regard to table manners:

What to do

- (a) With your napkin-it should be placed in your lap as soon as you are seated and placed at the right side of your plate when finished.
- (b) When to start eating-when the crowd is small, as soon as every one is served, the hostess should pick up her implement first then others follow
- (c) When food is too hot, never spit it cut, quench with water

- (d) With spot food-push it on one side of your plate or if in your mouth, take it out as unpretentiously as possible and conceal the best you can.
- (e) When accidents happen at the table, lift the heavy substance with a knife, or fork, deep your napkin in your glass and clean the spot
- (f) When you cough at the table do so behind your hand.
- (g) When you blow your nose, if it must be blown at the table, it should be done as quietly as possible with head turn away from the table.
- (h) When you find foreign matter in the food, it should be removed with the thumb and four fingers.
- (i) When you need a “pusher” a bit of bread can be used but never use your fingers
- (j) Before you take a drink of water, always wipe your mouth with the napkin.
- (k) Eat comfortably and leisurely to keep pace with others.
- (l) Always remove your spoon from a cup or tall dish
- (m) Always sit down and get up from the left side of your chair
- (n) Always eat from the side of your spoon
- (o) Eat what is set before you with thankfulness
- (p) Always answer definitely when asked to choose your preference.
- (q) Always practice good table manners at home

What to avoid

1. Never do anything to emphasize the fact you are eating.
2. Never sniff suspiciously at unfamiliar foods.
3. Never lick your spoon or fork
4. Never sprawl your legs too far under the table.
5. Never gulp water
6. Let your plate look messy
7. Never help yourself too generously
8. Never say I don't like it about any food that is served to you
9. Never talk or drink with food in your mouth.
10. Never scratch your head on the table or be careless about your personal appearance
11. Never load your fork or spoon too heavily
12. Never tip back in your chair, yawn or stretch nor place your elbow on the table
13. Never monopolize the conversation or sit in gloomy silence
14. Never reach across the table in front of anyone
15. Never cut up all your food begging to eat.
16. Never put your finger in your mouth
17. Never appear greedy at anytime
18. Tooth picks when needed should be used as inconspicuously as possible and left on the plate when leaving the table.

19. Never criticize the table manners of those of another nationality or generation. Customs vary with time and place
20. Never stare at the handicapped

5. In regards to being well groomed

A preachers need to be in harmony with his convent circumstance, but in all circumstances He should be clean, neat and well groomed, cleaned vest, properly shaped trouser, polishes shoal, daily bath, regular shave, mouth washer. He should cultural a becoming posture, with shoulders eves. Whether sitting or standing, he should avoid careless and vulgar positions. By all means he should combat excessive weight by disciplinant eating and proper exercise.

6. In regard to escorting

- Open the door to the car for the lady and never leave until she is safely seated
- Open the door for the lady or weaker person and allow her step through
- When in a public vehicle, precede the lady then offer assistance
- The lady should always seat first before you.

7. In regard to automobile transport

- Share courtesy with the other drive
- Be law- abiding

- In case of serious accident, never leave the scene until the police have arrived
- Drive a car you can afford

8. In regard to the telephone

Some “do’s”

1. Gird the quality of your voice
2. When placing a call, have the correct number ready
3. Make your conversation with business people as brief as possible.
4. When the number called is not answered quickly, wait long enough for the individual to get the phone.
5. Call friends during business hours only on cases of emergencies.
6. Treat wrong number calls in a tune of politeness instead of ill-tempered annoyance
7. Make short calls on other people’s phones
8. When making long distant calls, stay as brief as possible and hit on important matters
9. The person who makes the call ends it
10. Always find out if the other person is free before you proceed with a conversation
11. Avoid making calls from a busy business phone

12. Never listen on a extension unless both practice know they being overhead.

9. In regard to finance

- Avoid luxury. Live according to your income
- A preacher should avoid debt as much as possible
- Avoid using his position to get discount and favors
- A preacher should be cautious how he charges people for his services.
- Separate your finances from organizationally finances
- It is wrong to be the one as for increase in salary.

SUSTAINING LEADERSHIP POSITIONS

LESSON 6

AUTHORITY AND SUBMISSION

TEXT: HEB. 13:17, ROM 13:1-7

INTRODUCTION

Authority and submission is a very crucial topic as the understanding of this topic can play a vital role in the success and effectiveness of a minister. Where authority is issued, submission should be the response, for there to be stability and viability in any organization, most especially the church of God. In this study, we intend to go deep into this subject so as to extract the ingredients that will give the right flavor to our lives as ministries of God.

DEFINITION

- **Authority:** According to the Encarta dictionary, it is the power or right to enforce orders, power to act on behalf of somebody else, legitimate power.

The power to influence people, a person with special knowledge, an expert (Oxford Dictionary) Rightful and legitimate exercise of power, especially because of the position one holds and not by physical coercion or might (Holman Bible Dictionary)

- **Submission:** Willingness to yield or surrender to somebody (Encarta Dictionary).

Voluntary placement of oneself under the authority and leadership of another (Greek, Hopotasso)

From the definition above we can see that authority and submission go hand in hand. They are intertwined (Matt 8:8-9)

PRINCIPLE OF AUTHORITY

- God is the ultimate source of all authority (Matt. 28 : 18, Rom 13 :1)
- When we resist or challenge constituted authority, it is equal to resisting or challenging God (Rom 13 : 2)
- When authority is disobeyed or violated, penalties must be paid (Rom 13 : 2)

- All those in authority ought to see themselves as representative of God. They are servant of God, whether it be in a secular or spiritual setting (Rom 13 : 4)
- Submission and obedience to constituted authority is a proof that our consciences are alive (Rom 13 : 5)
- The magnitude of the authority you can exercise is a function of that extent of submission you give authorities higher than yours (Matt 8 : 8 – 9)
- The higher the authority we carry the more the need to be given to service (1 Pet 5 : 1 – 3)
- Acceptable submission before God is when we submit to earthly authorities as if we are submitting to him.
- When we don't submit properly under the authority over our lives we attract both the wrath and disapproval of God
- Death is the penalty that the rebellious pays in light of the word of God (Dothan and Korah, Absalom, Adonijah, Lucifer etc)

PURPOSE OF AUTHORITY

- Authority is instituted to maintain law and order
- Authority is constituted to check disobedience and evil
- To enable those in leadership positions to effectively carry out their duties.

- Submission to authorities create the atmosphere for leadership development (Cal. 4:1-2)
- To enable certain functions and responsibilities to be effectively delegated to others.

WHAT AUTHORITIES WE ARE TO SUBMIT TO

- **Divine Authority:** That is submitting to the will of God for our lives.
- **Parental Authority:** Our parents and guardians
- **Spiritual Authority:** Pastor and they that have spiritual charge over our lives
- **Material Authority:** Husband to wives and wives to their husbands
- Governmental or civil Authority

CONCLUSION

Applying the things you learnt in this study will enable us minister effectively. Remember that no one can appreciate before God if such a person is not first of all submitted to the higher powers. May the Lord give us the humility to submit and the tenderness in exercising of authority.

SUSTAINING LEADERSHIP POSITIONS

LESSON 7

TIME MANAGEMENT

TEXT: Ps. 118:24; John 2:4 1Cor. 14:40; Eph. 5:16

INTRODUCTION

The Chief keys to best performance are found in the skills of time management, especially good planning, good organization and delivery.

Time management is both an art and a science and has a profuse literature. Any number of causes in it are available from both Christian and secular organization, usually for considerable sums of money. The fact that companies and even individual are prepared to pay them indicates how dominating a problem it is.

PLAN, ORGANIZATION AND OBEY

1. Plan

Plenty of people are efficient for fewer are effective. The efficient person does things right. The effective person does the right things.

To be able to effectively plan. One must,

(a) Clarify your vision: A major source of stress is the uncomfortable feeling that there is no marriage between our actual use of time and important but non-urgent goals we feel they should be achieving. State the key areas of your life both definitively and inductively

(b) Make a “to do list” and attach time to it.

(c) Prioritize your tasks: Prioritizing is achieved by considering the importance and the urgency of a task, a process an additional sorting, if in doubt, can be achieved by asking what the consequence will be if a task is not completed.

2. Organize

a. Diarize our work

- Guard your time use it for sizeable grade 1 task
- Start with grade 1, not grade 3 tasks
- Do one thing at a time the conscious brain can only concentrate on one thing at a time if something else occurs to you-jot it down on today's to do list or diary page and return to it later
- Do first, the task you least want to do.

3. Obey

Time management is not about planning, it is about results. Make the break from goals to action. It feels terrible to bitterly from one half-completed task to another and end the day in satisfied

(a) Analyze your time: The day's activities are already divided into or chosen key Areas, so it is easy to total the time spent in each key area and check over a period we are balancing or expenditure of time across our different life goals

(b) Paper work: The three D's that cover this are Dump, Delegate and Deal.

Dump: Try as much as possible to glance through every paper work at the instance of receiving and dump. You don't need to know every detail for every paper work

Delegate: Delegation carried out will, is the exercise of Christian **Fellowship:** Participating in God's work together, the appropriate division of who's "bringing wide benefit.

Deal with it: As far as is possible, no item should cross our desk more than once; the great killer of good paper work is dealing with items repeatedly and indecisively.

TIME STEALERS

1. Poor Planning
2. Procrastination
3. Perfectionism

CONCLUSION

The great of one's life is to spend of for something that will outlast it; for the value of life is comported not by its devotion but by its donation. Not how long we live, but how fully and how well.

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

EXPANDING YOUR LEADERSHIP POSITION

LESSON 2

SOUL WINNING

Text: Daniel 12:3; Proverbs 11:30

AIM: To enable us understand that soul winning is a ministry that was handed over to us by our Lord Jesus Christ and its paramount in our mission and assignments here on earth.

Also to educate us on how to go about soul winning minding the does and don't.

INTRODUCTION

Soul-winning is definitely the heartbeat of God. The preaching of the gospel was the Lord's parting command! Therefore as representation of God, the business of soul winning ought to be our offer most concern. That ancient hymn questions, "shall I appear empty-handed, Shall I meet Redeemer so. May we not meet the Lord barren with regards to souls. He that winneth souls is wise (Prov. 11:30)!

WHO IS A SOUL WINNER

- Every born-again Christian is a soul winner
- A soul winner brings the lost (sinners) to Christ
- A soul winner has passion for every single sinner.

BASIC REQUIREMENTS FOR SOUL WINNING

- a) The soul-winning must be thoroughly converted (Luke 22:32). We must turn away from all sin, worldliness, and selfishness with all of our hearts.

- b) The soul-winner most truly loves others and long for their salvation. If we have no love for souls our efforts will be mechanical and powerless. Love for souls is the work of the Holy Spirit (Rom. 5:5, 9:2)
- c) We must have working knowledge of the Bible (Eph. 6:17, 2 Tim. 2:15)
- d) We must give ourselves to consistent and persistent intercession (Eph. 6:18). We need to ask God whom He intends us to speak to. We must ask God to show us what to say to those to whom He leads us, also to give power to what He has given us to say, and also that the Lord should carry on the work after our part of it has come to an end
- e) The person that will have success in bringing souls to Christ must be baptized with the Holy Spirit (Acts. 1:8, 11:16)

THE ASSIGNMENT OF A SOUL WINNING

- Delivering the message of salvation
- Winning the lost back to Christ (Matt 28:18-19)
- Eager to speak to those you are led by the Holy spirit.

VITAL TOOLS OF SOUL WINNING

The word of God (psalm 19 : 7)

The spirit of God (Isaiah 61:1-4)

A passionate and compassionate heart (2cor. 5:10-1)

Regular prayer and even fasting.

Humility in action and speech

THE MOTIVATION OF SOUL WINNER (THE 6 C'S)

- a) The soul winner's compulsion
- b) The soul winner's compensation
- c) The soul winner's conviction
- d) The soul winner's compassion
- e) The soul winner's confidence
- f) The soul winner's commission

HELPFUL HINTS FOR SOUL-WINNING

- i) As much as possible deal with people of your own sex and about your own age. Though there are exceptions to this rule. Depend on the Holy Spirit for guidance and start off.
- ii) Whenever it is possible, talk to the person above. The People are at times hesitant to talk of their secrets beliefs when others are around.
- iii) Try and get the person you are trying to reach to read the bible by him/herself. Truth may enter into the heart through the eye as well as the ear. It is best to emphasize a single passage of scripture, repeating and discussing it, until the inquirer cannot forget it.
- iv) Try to keep to the focus of discussion on accepting Jesus Christ. Avoid argument, they mostly arose by the flesh (Gal 5: 22 – 23) present Christ and not the church you go.
- v) Be courteous. Many well- meaning but indiscreet Christians, by their rudeness and impertinence, repel those whom they desire to win to Christ.

Never lose your temper. Many people are exasperating but even people like that can be won by patience and Godliness

- vi) Never interrupt anyone else who is leading someone to Christ. If you can do better, wait quietly and you will have the opportunity.
- vii) It is often best to win a person's confidence and friendship before bringing up the subject. Cultivate the person's acquaintances
- viii) Wisely chosen tract given to the one with whom we wish to speak with often easily and natively to the subject.
- ix) Try and keep on the face of the person. A man's face will often reveal what his words try to conceal.
- x) It is important to find out where the person you are trying to reach stands as regards to faith and religion. This will help you know how to treat his case wisely.
- xi) Avoid being in a hurry. One great fault of Christian work today is haste. One man with slow but thorough work has been done, and who at last has committed his life to Christ, is better than a dozen who are rushed through the sinner's prayer.
- xii) Whenever possible, ask the person to pray with you. Difficulties can disappear in prayer and many stubborn people yield when they are brought into the presence of God.
- xiii) Before parting from the one who has accepted Christ, be sure to give him definite instruction as to how to succeed in the Christian life.

- (a) Confess Christ openly men at every opportunity
 - (b) Be baptized and partake regularly of the Lord's Supper
 - (c) Study the word of God daily
 - (d) Pray daily, often and in the times of temptation
 - (e) Seek the fellowship of other Christians
 - (f) Put every sin, even the smallest, and every doubt out of your life and obey God's word
 - (g) Go to work for Christ
 - (h) When you fall into sin, don't be discourage but confess and believe it is forgiven
- xiv) Whenever you seem to fail, go home pray about it you failed. Then go back, if you can, and try again.

THE REASONS FOR SOUL WINNING

1. **Jesus was a soul winner:** He is our example.
2. **The harvest is great:** The majority of the whole people saved today, not all are willing to do the work where it is really needed.
3. **The laborers are few:** While there are greater numbers of people saved today, not all are willing to do the work of soul winning.
4. **The great commission:** Jesus give us the commandment to go and preach the gospel Mark 16: 15 -20, Matt 28: 20. It is, useless to learned

the mechanics of soul winning (How to), without the dynamics (the Holy Spirit and a willingness) to do the work.

5. **Unfulfilled prophecies concerning Christ return:** When the work is done, then and only then will Christ return. Matt 24: 14.

CONCLUSION

We have been called to the ministry of reconciliation. We have been reconciled. And now we are appointed ambassadors. We have been appointed, and if we're not interested in winning souls, we are guilty of treason against heaven's king. To refuse is not only to be ineffective; it is to be in revolt. Every born again Christian must actively take part in the ministry of soul winning.

EXPANDING YOUR LEADERSHIP POSITION

LESSON 5

GROWING YOUR UNIT

Text mark 1 5

INTRODUCTION

Our God is a God of increase. He is interested in progress and advancement. He is always on the move (Gen 1:2, Acts, 2:1, 2). He is also a God of adventures (Gen. 12:1-3). All these add p to the fact that God does not want a stagnant congregation. He envisions growth for His creation and he designed the earth to obey the natural law of reproduction (Gen. 1:11). So also he has ensured that every local assembly of believers should grow. May we all begin to experience growth from today in Jesus name. Amen.

Aim: The aim is this teaching is to build in every potential leader the basic biblical principles of growth and effectiveness of their unit ministry.

A Why unit growth

1. It is the expectation of God as we can glean from his word (Mt. 13: 31, 32 & 47-48), John. 6:2, Acts 2:14-41, 4:1-4, 5 14.
- ii. Growth is natural, hence he cursed the tree without fruits Isa. 5:1-7, Luke 13: 6-9 Jn. 15:1-2, 8, 16
- iii. The Gospel is a provision for all mankind Mark 16:15 Matt. 28: 19-20, Acts 1:8

B. Stages of development for a growing unit

(I). Pessimistic (Mark 1:27 Acts 2:12-13)

(ii). Publicity (Mark 1:45)

iii. Popularity (Jn. 6:2 Acts 5: 14, 6:7)

C. Ingredient of unit growth

i. **Visions-** for a unit to grow both the leadership and the fellowship must have a big vision and believe in a large unit. Mt 9: 36-37; John 4:35; Luke 13: 31-33, Acts 18: 10; Jonah 1:1-2; 4:10-11.

Vision will show the mind of God for the community or city. It will also show us the magnitude of harvest and our inability to do it all alone. Jesus told the disciples to pray to the Lord of the harvest. There is no short cut to unit growth. Matt 9:38, I Cor. 16: 9; Acts 6:4.

ii. **Prayer-** The early church grew, it was a praying church. Jesus told the disciples to pray to the Lord of harvest. There is no short cut to unit growth. A leader who fails to pray for his member will lose such member. What a verbal persuasion cannot do, the knees of a righteous leader can walk it all out.

iii. Reliance on the Holy Spirit

The Holy Spirit is the lord of the harvest. He is the direction of missions. He is the force behind your unit. Programs, constitution and method are meaningless without him. (Acts 1 : 8 . , Luke 24 : 49 . , matt 18 : 18, 19, Acts 2:37, 41 . , 8: 5– 8 & 26 – 39

iv) **Willingness to spend and be spent**

Unit growth is hard work. It is highly involving and cost- intensive. But the reward is great and can only be measured in the light of eternity. Acts 4; 34 – 37; 6:1 Matt 6: 19-21.

v. Unity among the brethren

vi. Miracles sign and wonder

vii. Preaching a relevant message

To meet the need of the people. A leader lacking the sincere word of truth cannot grow his unit, when a leaders word level is the same as that of his members, he will loose taste in their sight.

viii. Seek to explore the best in your members many will draw close to a leader who can extract the raw materials in them, refine it and bring out the best (I Sam 22: 1-2). Never do everything alone, give your members responsibilities and targets. Monitor them and encourage them to do move.

ix. **Discipline**

A principle of keeping your members always committed to service is discipline.

x. **Follow up**

Follow up through calls, text messages and visitation.

Visitation here comes in basically two forms

- The corporate and individual visitation in corporate visitation the whole unit can pay a member a visit once in a while, meanwhile individual visitation entails that you visit your members quite often.

xi. Ever increasing capacity of love

Love is the strongest binding force. It can attract and keep your member with you.

WHAT THINGS MUST A GROWING UNIT EXPECT

1. Attack from the adversary (Acts 12:1-5)

The attacks always begin with the head of unit the devil knows that if you smite the shepherded the flock will scatter (Mk 14:27, Luke 22: 31-32).

2. Fatigue

The stressed and strains of a growing church are not to be down-played balance between work and rest, fatigue will in to avoid this, balance is the word. The demand on your time will become more intense.

3. Change

Someone who doesn't like change cannot fit in with a growing unit. But change must not be introduced to accommodate everybody's shade of idea. Change must be scriptural.

4. Misunderstanding. Friction and schism-Acts 6:1

How should a church grow?

1. Up – Eph 4: 13-15 (Internal growth in character and spirit).

2. **Down** –Col 2: 6-7 (being rooted)
3. out- Propagation by explosive mechanism
4. Together – Eph 4: 13-16

CONCLUSION

God is the giver of increase. As we do our part faithfully. He will surely bring the increase. As long as Paul and Apollo did their part, increase was guaranteed. As we faithfully apply these principles. May we see growth both in life and ministry!

EXPANDING YOUR LEADERSHIP POSITION

LESSON 3

TEAM WORK

Text Isaiah 11: 6-9, 41: 6-7

INTRODUCTION

Team work is a very crucial issue if we are going to succeed in life and ministry. In the words of the wise, no man can be an Island on his own. The issue still is even when we have people, how do we make our involvement with others successful? What makes a winning team? And how do I make the team work to make the dream to work? These and other questions we intend to tackle in this study.

DEFINITION

Team: A group of people who work together at a particular job (Oxford Advance learner Dictionary).

Work: To do something that involves physical or mental effect, especially a part of a job. It is to manage or operate something to gain benefit from it. (Oxford Dictionary)

Team work: The activity of working well together as a team.

PRINCIPLES FOR SUCCESSFUL TEAM WORK

1. The law of significance: One is too small a number to make the dream work. The belief that one person can do something great is a myth. Team work is

birthed when we concentrate on 'we' instead of 'me'. People work alone because of ego, insecurity, naive' and temperament.

2. **The law of the big picture** –The goal is more important than the role. If you think you are the entire picture, you will never see the big picture. To keep the big picture the main thing you need to do, is to look up at the big picture, size up the situation, line up needed up personal agenda. No one of us is more important than the rest of us.

3. **The law of the Niche-** All players has a place where they add the most value. A sign of a great team leader is the proper placement of people.

- The wrong person in the wrong place – regression
- The wrong person is the right place-frustration
- The right person in the wrong place –confusion
- The right person in the right place –progression
- The right people in the right places – multiplication

To be able to put people in the right place we need to know the team, the prevailing situation, and you need to know the members of the team as well as understand the important of team work.

4. **The law of Mount Everest** – As challenges escalates, the need for team work escalates. If you don't know your dream you can't pick the right team. A new challenges needs a creative team, a controversial challenges a united tam, an unpleasant challenge a well motivated tam, a long term

challenge a determined team, and an Everest-sized challenge an experienced team. Your team must be the size of your dream. Many people focus too much attention on their dream and too little on their team.

5. **The law of the chain** –The strength of the team is impacted by its weakest link. You lose respect of the best when you don't deal properly with the worst. Stronger members of the team must work to help the weak ones get strengthened.
6. **The law of the catalyst** – winning teams have players who make things happen. Catalysts are not consultants. They don't recommend a course of action. They take responsibility for making things happen. To be a catalyst you need to find a mentor, begin a personal growth plan, and step out of your comfort zone! A catalyst needs to be creative, responsible, intuitive, talented, generous and influential too.
7. **The law of the compass**- vision gives team members direction and confidence. To make the team work is the leader's responsibility and to do that he needs to check his compass regularly.

He needs to “look above” to check his moral compass, “look within” to check his intuitive compass, “look behind” to check his historical compass, “look ahead” to check his directional compass, “look beyond” to check his visionary compass, and “look around” to check on his strategic compass. You must have a long range vision to keep you from being frustrated by short-range failures.

8. **The law of the bad apple**-Rotten attitudes ruins a team. Good attitudes among players do not guarantee a team's success, but bad attitudes guarantee its failure. Rotten attitudes compound faster than good ones. Most bad attitudes are as a result of selfishness.

9. **The law of 'accountability'**: Team mates must be able to count on each other when it counts. Character + competence +consistence +commitment +Cohesion = Accountability.

There is no substitute for character. You can buy brains, but you cannot buy character. It is either the team is pulling together or its pulling apart!

10. **The law of the price tag**- the team fails to reach its potential when it fails to pay the price. The price must be paid by everyone. If everyone doesn't pay the price of win, then everyone will pay the price by losing. The price increases if the team wants to change, improve or keep winning. The price never decreases. He price includes sacrifices, time commitment, personal development and selflessness. The tea will reach its potential only when you also reach your potential. Most people who quit don't at the bottom of the mountain, but somewhere half way!

11. **The law of identity: shared** values define a team, they also help set the standard for a team's performance. A team cannot share values if the values have not been shared with the team.

12) **The law of dividends**- investing in the term compounds over time, the time, money and effort required to develop team members don' change

the term overnight, but developing them always pays of. Investing in your term elevate the potential of the term, ensures the growth of the term, raises up leaders for the team, lifts the morale of the team, eliminates greater loses for the team, and guarantees the team a high return.

CONCLUSION

When there's a will there's a ways, where there's a team, there's more than one way to make a team work we need to endeavor to master these principles. It takes a good team play to make the team play and win.