****

### HELPING YOUR LEADERS REACH THEIR POTENTIAL

### Dr. Mike Wells

To aid your staff and key people to attain greater potential, while expanding their potential, and at the same time translate that into greater production, is a monumental task. The preacher is the only person who can accomplish this feat. Always remember that greater potential does not guarantee greater production. It is a tactical nightmare, to say the least, to attempt to join production and potential; yet, it must be done. Proper people combinations, along with incentives, guidance, and structure are essential ingredients to both production and potential. A team concept must be established with a spirit of corporation. It is difficult enough to attempt to accomplish such a thing in the business world, let alone add to that a spiritual warfare in God’s world. However, in order to do great things for God, we must expand our team’s potential by helping them reach their potential and at the same time, increase production.

#### OBSERVATIONS

1. Hire people with a servant’s heart.
2. Hire character.
3. Hire independent Baptist people.
4. Interview their mate.
5. Visit their home.
6. Talk to their former employer.
7. Talk to their former pastor.
8. Check out their personal references.
9. Do not be afraid of their weaknesses.
10. Hire loyalty.
11. You can learn to type, but you cannot learn loyalty. Either you are loyal or you are not loyal.
12. Hire people persons.
13. Do not hire people who are full of self pride.
14. Hire those with high recommendations only.
15. See in them what others do not see.
16. You can train them in the areas of soul winning and follow up, so don’t be afraid of their lack of productivity in these two areas. The reason most are not productive soul winners is because of those over them.
17. A clean home generally means a person of character and discipline.
18. Check their faithfulness to church services.
19. Check the previous pastor before this pastor.

#### APPLICATIONS

1. Start a file with job descriptions.
2. Review that file with them once a year.
3. Set job parameters.
4. Never allow intermingling of staff duties.
5. Choose a lady to be an office manager if you have 3 or more lady workers.
6. You may want to let the pastor’s secretary be that office manager.
7. Let her meet with her workers quarterly.
8. The preacher should review all job duties.
9. Coordinating the workload is a critical part of growing your staff into a team.
10. You want the work to function like a well-oiled machine, so patiently work through lapses of judgment.
11. Never allow criticism of other staff people.
12. Realize there are purpose oriented staff people and principle oriented staff people; and they will bump heads sooner or later.
13. Set specific times for meetings with your Department Head.
14. Have the Department Head set specific times for meetings with those who work for them.
15. Have monthly church staff planning meetings.
16. Once a year, get the staff together and plan the church calendar for the upcoming year.
17. Then have the other ministries pick from the leftover dates.
18. Have staff meetings to plan Sunday school campaigns and big days.
19. You must teach the staff to respect the budget and not violate the budget.
20. Help strengthen their weak areas without ever thinking of letting them go.
21. Never allow others to influence you about your staff people.
22. You may have good people in the wrong position; only time will tell that for sure.
23. You must share the blame for any staff failures.
24. You must share the blame for any staff weaknesses.
25. Use mistakes as a teaching time, not a scolding time.
26. Only scold them if they have not scolded themselves.
27. You must stretch them by challenging them with special projects.
28. Help them succeed; never sit around and watch them flounder in projects.
29. Reward them for jobs well done.
30. Write notes of thank you and encouragement.
31. Never compare staff member’s weaknesses and strengths or judge them on that basis. Actually, you are judging yourself, because you are responsible for not strengthening their weaknesses.
32. Always find a way.
33. Do not let their passion for something sway your inner conviction about what you see them doing.
34. Evaluate their potential annually.
35. Evaluate their production annually.
36. Build up a bank account of compassion and only rarely draw from it.
37. Love their families.
38. Create special projects.
39. Do not overload them.
40. Pray for them by name daily.
41. Have a weekly meeting with them and keep a file of memos.
42. Send memos and keep a copy in their file.
43. Always ask in your meeting what they would like for you to do to help them in some project.
44. At the end of the meeting, always review things they owe you and things you owe them.
45. Teach them to type up a list of questions to hand to you at their meeting.
46. Teach them to have 5 solutions for every problem they bring you.
47. Publicly brag on them.
48. Privately send people to your staff people when it is their area of responsibility. Let it be known that you consider that staff person an expert in their particular field.
49. Always find a way to help them after they have exhausted themselves on a project.