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**HOW TO ORGANIZE A SMALL CHURCH**

Dr. Mike Wells

The small church must be looked at and organized if it will ever become a large church. One of the most common mistakes made by pastors of small churches is to feel like “someday” I will have to get organized in order to have a large ministry. This is not a good way to think. Whatever you are now you will become more of tomorrow. No matter what you accomplish it is a time of growth and learning. When you can go to the end of a matter and then start working toward that predetermined goal you have begun to develop a quality that few leaders possess.

1. The pastor of a small church must do everything first.
2. When you start something new, do it yourself first.
3. Always be looking for a person who has a heart for the ministry that you have started.
4. It is not wise to appoint a person to a ministry that he does not want to be in that ministry.
5. Let the person come to you who has an interest in that ministry.
6. Start with people who are interested in serving.
7. The first paid staff position a pastor should have is a maintenance man.
8. The second full time paid staff position to be filled should be a secretary.
9. If you do not have deacons, then assign good leaders to become the head of different ministries.
10. Have weekly staff meetings.
11. Have individual staff meetings with each leader.
12. Again, make sure these leaders have a heart for that particular ministry.
13. Start a file on each staff person.
14. Always write down everything you are asking each leader to do.
15. Always write down everything that each leader is asking your help with.
16. End up the meeting by reviewing what was covered in the meeting.
17. In the early days I would not send memos. Memos tend to be cold and are often misunderstood.
18. It is very important early days of organizing a small church that the relationships be warm and close while doing the work.
19. Learn to be patient in working with your staff.
20. Let your work time be your playtime.
21. Put together a small banquet once a year to honor your volunteer staff. Recognize and reward them.
22. Rent a conference room in a local fancy hotel and schedule a one-day conference to plan the church calendar for the coming year.
23. Rent a conference room in a local fancy hotel and plan your Sunday school campaigns, Stewardship Month, etc…
24. Do not attempt to do everything yourself. Get others involved. You need to build a team.
25. Learn to brainstorm and get others involved in the brainstorming process.
26. The more input the others could give you the more involved they will become.
27. Have someone keep notes in these meetings. Get someone to type the notes and pass them out to all that were in the meeting.
28. Constantly be looking for ideas, write these ideas down and put them into a file for future reference.
29. You must learn to delegate or you will never be able to be a large organization.
30. The broader and deeper the base the larger the building.
31. You must first demonstrate the loyalty that you expect from others by being a loyal hard worker yourself.
32. Give your volunteer staff a small Christmas gift each year.
33. Put some money in their birthday card or do something special.
34. Look for special things you can do to be a blessing to their families.
35. Everyone should be special to you; but “to whom much is given much is required”, so pay special attention to those who help you carry the burdens.
36. When a church is small everyone should answer directly to you and to no one else.
37. Have your volunteer staff put their schedules on paper. You could call it putting your life on paper. Review their schedule so you can make sure you are not overloading them.
38. The idea is to build the potential of your volunteers so they will be able to carry heavier loads in the future.
39. You are not here to build a church, but to build your people. The Lord builds the church.
40. When correcting your volunteer staff, never forget they are volunteers. Treat them with courtesy when you have to correct them.
41. Always use a **(+ - - +)** in correcting anyone, but especially your staff.
42. Always leave your staff with a feeling of hope and never with a feeling of despair.
43. Do not continue to ignore wrong. Take care of the problems now and these problems will not come back to bite you later.
44. Teach your volunteer staff to help those under their authority who are in trouble.
45. Always write notes of encouragement.
46. If your volunteer staff fails, then in reality you failed.
47. Brag on your volunteer staff.
48. Let them have their own meetings with their workers.
49. If they cannot hurt you then they cannot help you. That’s why it is important to look for workers who have a heart for each ministry.