

# LEADERS HANDBOOK

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\* Most people in our society have forgotten how to play “*follow the leader*”. Is this just a kids game? Actually, it is imperative that we understand our role in every area of life. At work, at church, at home; everywhere on earth. We must understand who we are following and how we are leading.

Some would say, I’m a loner, I’m an island unto myself, and this does not apply to me, but that is impossible. We must follow our parents, our boss, our Pastor and those in authority then realize the leadership we are providing to our children, neighbors, co-workers, and students. “*follow the leader*” is a law of nature, we can not escape it!

## *AUTHORITY AND RESPONSIBILITY*

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### *AUTHORITY* -

1. The power to enforce laws or rules
2. One who determines, judges, or governs
3. The accepted source of expert knowledge
4. Confidence derived from experience and from self-assurance

Mark 1:22,27 - Jesus’ authority

Matt. 8:9 - Earthly authority

Acts 14:23, 20:28 - The church

Rom. 13:1-7 - Government

Eph. 5:22-6:4 - The home

Titus 2:15, 3:1 - God’s law

Heb 13:17 - Submission

Matt. 25:28 - Taken away?

Luke 16:10-12 - It will increase or decrease

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***KNOWING HOW TO FOLLOW...***

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- FOLLOW** -
1. To go after or proceed behind
  2. To pursue
  3. To be guided into a certain direction
  4. To imitate, obey, or abide with
  5. To continue in ones path
  6. To copy or comply with

1 Cor. 11:1/4:16 - following

1 Thess. 1:5-7 - examples

Phil. 3:17 - follow the leader

Ruth 1:16 - ultimate commitment

Acts 13:43 - pursue the example

- LEAD** -
1. To show the way in advance by example
  2. To guide or direct the course

3. To inspire the conduct of
4. To induce or channel the behavior, performance, or activity of another
5. Helping another to aim for a target or goal
6. To direct or lay out a course
7. To initiate direction by one with previous knowledge and experience
8. To observe, monitor, audit, inspect, oversee, supervise, or “check up on”

Exod. 18:20-23 - Delegated leaders

Num. 16:25 - Elders followed Moses...

32:11,12 - some half hearted

Num. 27:15-17 god appointed Joshua leader

1 Chron. 13:1 - David consulted with the leaders

Isaiah 55:4 - God will give leaders

Matt 15:14 - Be careful who you choose as leaders

Acts 13:11 - Seek good leaders

1 Tim. 2:2 - Lead by example

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## **SCRIPTURAL LEADERS...**

*Find the scripture that corresponds with these statements*

\_\_\_\_\_ If a man can't rule his own house, he can't rule in God's house.

\_\_\_\_\_ Don't put a novice (recent convert) in a place of authority, it will swell him up with pride and ruin him.

\_\_\_\_\_ Spiritual authorities will be judged more severely by God.

\_\_\_\_\_ Don't "lord over" them who are under your care.

\_\_\_\_\_ Without a vision people will perish or be "unrestrained"

\_\_\_\_\_ God will not forget your efforts but instead will reward your service to Him

\_\_\_\_\_ Don't give up, don't be weary, in due season you will reap what you have sown

\_\_\_\_\_ If you love me, feed my sheep (meet their needs)

\_\_\_\_\_ Our lifestyle must be an example, so as not to bring reproach against the gospel

\_\_\_\_\_ We must be in unity and cooperation with other leaders

\_\_\_\_\_ We all must submit to those in authority over us

\_\_\_\_\_ We must be found faithful and consistent in our service

\_\_\_\_\_ We must be compelled and driven to accomplish our calling

\_\_\_\_\_ We must be willing to pay the price and make sacrifices

*A person can be a great **minister**. He can meet the needs of people spiritually and touch thousands of lives. This does not make him a **leader**. A leader is not better or less than a minister.. These are two distinctly different traits and we must understand this if we are going to be effective, or productive. I have seen many Pastors who were excellent speakers but could not manage their church.*

*Jesus was the ultimate example of balance. He ministered to peoples needs and taught us to be servants. He also knew how to convey his mission and train his followers. He was and is the greatest minister and the greatest leader.*

We must **LEAD** people, and **MANAGE** things.

To often we live out the frustration of trying to manage or control people. It's like herding cats! Good luck, with that... so how's that working for ya? Here's a good way to see things... Take care of stuff, organize stuff, use stuff, but never treat people like stuff! Lay out a strand of rope in a line, then try to push it forward.

That's what it's like to push people where they don't want to go. People follow an example because they choose to, and because they are led in that direction, not coursed, or commanded.

Management is to direct the logistics.

Some leaders are firemen, some are visionaries.

1. A fireman chases after problems and propagates chaos, never catching the elusive dream. Firemen wait for a squeaky wheel and then look for some grease. They borrow the grease from someone who had enough sense to have it on hand, thus creating a shortage of grease and more squeaky wheels. He takes a vote, and

surveys what the people think. Always problems, never enough solutions.

2. A visionary inspires programs and plans ahead.

He sees in advance where the program is going and provides the leadership to get it to the destination. He is not swayed by every bump in the road. He is not sitting around waiting for something to happen. Some people watch what happens, some make things happen, the rest... just wonder what happened!

Many people want authority without responsibility. Others want to hold someone accountable when they have not been delegated the authority to carry out the task. Either case will not work. These two principles are dependent on each other. Human nature is to flatter ourselves with the prestige of position. Human nature also wants to “pass the buck”. This is also called passive/aggressive behavior. If we want authority, we must learn to take responsibility.

### **RESPONSIBILITY** -

1. Liable to, required to give account
2. The source or cause of something
3. Answerable for moral or rational decisions
4. Dependable, reliable, trustworthy
5. Characterized by good judgment and sound thinking
6. Having the means to fulfill the obligations
  - 1 Cor. 4:2 - Faithfulness is required
  - Luke 16:1,2 - Accountability
  - Rom. 14:12 - Accountability

### ***PROCESS AND STAGES OF DEVELOPING A LEADER:***

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- |   |               |
|---|---------------|
| 1. He must be recruited, or invited to participate. | Attend        |
| 2. He must get assimilated, or join to the program  | Saved         |
| 3. He must desire a specific work                   | Burden        |
| 4. He must commit to a cause                        | Calling       |
| 5. He must have a plan                              | Vision        |
| 6. He must have the ability                         | Sp. Gift      |
| 7. He must be trained, and equipt                   | Disciplined   |
| 8. He must develop experience                       | Not a novice  |
| 9. He must have help                                | Co-laborers   |
| 10. He must lay down his life                       | Forsaking all |

I must ask myself... do I have an invitation, assimilation, desire, commitment, plan, ability, training, experience, help, and sacrifice? Am I making progress or running in circles?

A “merry-go-round” of ideas and good intentions just won’t do.

## ***HOW DOES A CHURCH LEADER ACCOMPLISH HIS OBJECTIVES?***

### **1. Define the objectives (get a vision) -**

Prov. 29:18

Luke 14:28

### **2. Seek God’s wisdom -**

Judges 18:5

Jer. 29:12,13

James 1:5, 4:13-16

### **3. Rely on God’s strength -**

Prov. 3:5,6

Zach. 4:6

**4. Commit ALL our resources -**

Neh. 2:18, 4:6

1Chron. 23:24

**5. Use current, relevant methods -**

1 Cor. 9:19-22

Rom. 14

***WHAT IS MY LEADERSHIP LEVEL?***

Find your “**personal identity**” in the body by taking the 8 page “**SPIRITUAL GIFTS SURVEY**”. Determine which of the 26 gifts are operable in your life.

\*\*\* Read ---- Eph. 4:11-16, 1 Cor. 12 & Rom. 12

Defining the position and operation:

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**BURDEN** - Something that is carried, a responsibility or duty. In nautical terms it is the amount of weight of cargo that a vessel can carry. (My burden is easy and my yoke is light)

**CALLING** - An inner erg, a strong impulse, an occupation, a profession or a career (Heb. 5:1-4) to call is to summon, order or demand the undertaking of an activity or work. It is without repentance / irrevocable, we are to make our calling and election sure

**GIFT** - Something bestowed or endowed voluntarily without compensation, becoming the possession of the recipient (Prov. 18:16) spiritual gift does not equal spiritual maturity.

**OFFICE** - A position of authority, duty, or trust in which someone functions such as an “officer” one of the rank or responsibility of leadership (Exod. 28:1-5).

## ***THE OFFICE & CALLING OF:***

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Five fold gifts, like the fingers on a hand, like the complimentary offices in a corporation:

Engineering, manufacturing, marketing/sales, production, human resources, quality control, etc.

**APOSTLE** - Original member, missionary or pioneer into uncharted territory, one who begins a work (Paul)

**PROPHET** - Divinely inspired to give moral insight, especially in regards to the future. The chief spokesperson of a movement or a cause. (Isaiah)

**EVANGELIST** - One who witnesses or preaches with the primary intention of getting converts (Philip)

**PASTOR** - A shepherd, one who leads and cares for the needs of a following. (Jesus)

**TEACHER** - One who imparts knowledge or information, instructs or shares lessons.

## ***MOTIVES OF THE HEART***

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We can make one of two mistakes that would disqualify us from Spiritual Leadership:

1. To do all the right things for all the wrong reasons
2. To do all things with a good heart and still do the wrong things

Prov. 16:2,3 says that all of a mans ways seem innocent to him, but motives are weighted by the Lord, so commit to the Lord whatever you do, and your plans will succeed.

*Here are 5 questions to evaluate your motives and intentions:*



\* Do I serve in leadership because of ego, popularity, position, or calling?

**1 Peter 5:1-6**

\* Have I been appointed by myself, man, or God?

**1 Tim. 1:12**

\* Do I love the work of the ministry more than I love God?

**Matt. 7:21-23**

\* Do I rely on my own talents and resources, or in the gifts of the spirit?

**John 15:4**

\* Is my reward found in man's approval or in God's blessings?

**Heb. 6:10**

### ***CHARACTER AND QUALITIES:***

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#### **TOP 10!**

**VISION** - Able to see God's plan for the future of ministry.

**INTEGRITY** - He "walks what he talks".

**SERVANTHOOD** - A desire to serve the needs of others.

**ACCOUNTABILITY** - Gives account of his life to others.

**UNITY** - Cooperates with others and works as a team .

**FAITHFULNESS** - Consistent; someone you can count on.

**TEACHABLE** - Willing to learn and able to receive.

**PRODUCTIVITY** - A hard worker and productive laborer.

**DETERMINATION** - The tenacity to stick to it.

**LOYALTY** - Stands up for and supports those around him.

## ***VISION***

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The world is calling out for someone with a vision of the future to lead them, for “where there is no vision the people perish” (Prov. 29:18). To have vision simply means to set goals, standards or an outline of where we’re going. No one is stupid enough to board a train without first knowing its destination!

I’ve heard it said that vision is having an acute sense of the possible. It is seeing what others don’t see, and when those of similar vision are drawn together, something extraordinary happens! Dr. Cho, the Pastor of the world’s largest church, says it is to be “impregnated” by the Holy Spirit something He will give birth to.

It is not enough to dream. We must have a plan to fulfill that dream. Then we must put faith to work, if not, it is dead. Many people go through life with unfulfilled expectations and great ideas that never come to pass. It is because they have not learned to put a plan and a little hard work to their pipe dreams, it just goes up in smoke!

In the days of old, church leadership was a heavy “ball-n-chain” or a burden by which we had to beg someone to just fill in. In these days we must run to keep up. The Bible says God wants to do exceeding abundantly above all that we could ask or think. His vision is so much greater than ours! If we are following His vision then He is responsible to provide the resources and laborers to see it through.

## ***INTEGRITY***

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When we comprehend the Divine call to do what we do, and understand that this is God’s sovereign plan for our lives, we take a more serious approach to our responsibilities. Jesus did not just teach, He trained His followers. That means leading by example. So did Paul with Timothy. Many ministers today do not “walk the talk” and thus bring reproach against the Gospel.

As a result of our lack of integrity, we deliver the life changing message to make no effect. People believe what they see, not what you say! As a leader we can either qualify or disqualify our testimony by our fruit. More people have quit church over hypocrites than any other reason. We reproduce what we are and if we are frustrated with the quality of others around us, we must first check our own lives.

## *SERVANTHOOD*

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Jesus' principles of ministry should revolutionize our behavior. The world teaches us to manipulate, control, dictate, and use people to get ahead. This was not so with Jesus. We must not prefer the wealthy, good looking, or the popular to serve our own purposes. We must not expect to be served or for others to give to our cause. We are sent by God with the source to supply others needs.

As the Jews were awaiting a great King and ruler, He showed up in the humble form of a carpenter. Don't forget Moses, who was the great leader of millions, also known as the most humble man on the face of the earth (Num. 12:3)

## *ACCOUNTABILITY*

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We have seen an alarming number of ministries fall by the wayside. Some have erred in teaching, some have sinned, and others have even denied the faith they once preached. Without exception, you can trace the steps of these catastrophes and find that these individuals isolated themselves from any accountability.

God has established a covering of protection through proper relationships with other believers (Heb. 13:17). This provides a check and balance system for the direction and influence of our leadership. It may come through a denomination, a board of elders, or any network, but "no man is an island unto himself".

## *UNITY*

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It is imperative to cooperate and appreciate someone else's work. Amos 3:3 says how can two walk together except they be agreed. Jesus said that a house divided against itself cannot stand. We must understand that each person is different in personality, and in their calling. God designed us that way.

Often we make comparisons like Martha and Mary did in Luke 10:38-42. Jesus said not to worry about someone else's function, just take care of your place in the body. 1 Cor. 12 explains how to have a great diversity while not creating divisions within ourselves.

Inevitably, there will be a difference of opinions or placing of priorities, but it is vital to yield our personal preferences to the "big picture" and our corporate purposes.

## ***FAITHFULNESS***

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“Above all, it is required that a steward be found faithful” (1 Cor. 4:2). Top priority is given to consistency because people must be able to count on us. If they can count on us, they learn to count on God, whom we represent. As we reflect on the faithfulness of God, He is always there, always on time, never late, never missing in action. He says what He means, and means what He says. Our commitment must be evident in our time, our talents, and our resources. We must even sacrifice when necessary. Dedication is urged in Heb. 10:25 - “Let us not forsake the assembly of ourselves together”.

## ***TEACHABLE***

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If there is one kind of person society rejects, it is a “know it all”. No one is drawn to a person who is superior intellectually, physically, financially, socially, and yes even spiritually. If you’re done learning then go to heaven, do not pass go, do not collect \$200! If you have **all** the answers, then this church is not for you. Solomon, the wisest man, said “listen to instruction, and do not forsake teaching”. Being a student is the best way to teach. The Bereans were of more noble character because of their willingness to learn, to grow, and to change (Acts 17:11). Even Paul the Apostle learned under Gamaliel and graduated from the University of Tarsus. The disciples sat at Jesus feet for 3 years, but were not known for their extensive education, rather they were men who knew where to find the answers.

## ***PRODUCTIVITY***

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What are we producing? Is there a harvest, or have we been nurturing the same garden year after year with nothing to show for it? In his parables, Jesus used a shocking description on several occasions. He called someone a “wicked and lazy servant”! I feel that way about some church leaders. We have no time to waste. John 9:4 says “work while we can, for the night is coming when no man can

work”. We must take advantage of every opportunity and make the most of every situation. If we cease to be productive we should be “cut off and thrown into the fire”.

When a branch does not bear fruit, it is good for nothing (John 15:1-8). Many Christians should have been buried years ago! They are spiritually dead, they do not witness, do not go to church, do not give, and exist only to receive and sponge from others. This should not be. Let’s get to work and not be lazy or slothful concerning the Lord’s business. If we don’t treat a secular job with contempt, why a spiritual job?

### ***DETERMINATION***

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Paul was whipped, shipwrecked, starved, imprisoned, and still pressed on toward the mark. Some of us can’t continue if church lets out late or the music is too loud. In a society of microwaves and drive throughs, we don’t really understand the concept of endurance. It is the ability to withstand, persist, and tolerate the circumstances over a period of time.

The word tenacity comes to mind. We must resolve, conclude, and settle the matter of finishing what the Lord gives us to do; no matter what. Martin Luther once said that if a man hasn’t found something worth dying for...he isn’t fit to live! Jesus said to count the cost, for He knew the determination that ministry would require.

### ***LOYALTY***

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We live in a society of unfaithfulness. Spouses cheat, friends use each other, and sad to say the church even suffers from disloyal members. God intended for us to be unswerving in our allegiance, and fidelity. Of course we may disagree on secondary issues or church practices, but we must remain loyal to God’s delegated leadership. Do not entertain gossip, or second guessing someone’s behavior without a personal confrontation. The best policy is to take the question to the accused personally, directly, and immediately. Aaron and Miriam (Moses’ bro./sis.) were disciplined by God for murmuring against their leader in Num. 12. It is passive to say, “I won’t mention any names”. This is covert, secretive, and destructive. I find it best to name names and quote facts, this eliminates gossip and contention. Jonathan was loyal to David even when his life was on the line and it involved his own family. Remember Prov. 20:6 - “Many men claim to be loyal, but a faithful friend is hard to find”.

The last example is probably the most important. Jesus own followers gave up when things looked bad. In John 6, many fell away. Judas betrayed and sold out. Peter denied any association with Christ. Why do we feel alone when men disappoint us? Our focus must be to stand firm and support God's plan even when it's not popular or easy. We do it because it's right!

### ***THE IMPORTANCE OF RELATIONSHIPS***

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To have a relationship is to relate, to be connected, associated, and share an intimate friendship or partnership.

Most of us are afraid to share our lives with people so we keep them at arms length. They might find a dent in our armor or realize that we are human. In reality, this will help people see that we are an example of repentance and humility.

We can not put on a mask or hide our true self to others, after all, Jesus came to ***reveal*** Himself to us.

There are two things we must do for building the bridge of relationships. First: keep in touch with God. Second: keep in touch with people. This is what Jesus meant by "the greatest commandment" (love God and love your neighbor). Our primary objective is introducing people to Christ so we must be on a personal basis with both parties.

We build our relationship with God in two ways. Praying and reading the Bible. This is simple but often neglected by most Christians, even leaders. Our relationship with men is similar. We must talk to them and spend quality time together. Phone calls, letters, personal visits at home, and sharing meals are just some of the ways we invest in someone's life. Jesus did this with his disciples as they fished, worked, prayed, and traveled together. If He took the time to come to earth and share His life with us, shouldn't we do the same for others?

Criticism rang out in protest when Christ ate with publicans, sinners, and tax collectors, but this was His purpose (Matt9:10-13). This is the *bridge* of relationships, without it we have *walls* of defeat!

### ***MEETING PEOPLES COMMON NEEDS***

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The world teaches us to be self-centered, to go for the gusto, and to be takers instead of givers. People are trying to meet their needs through alcohol, drugs, illicit sex or anything but God. We must feed them and fill them with the gospel. Jesus said if we ate and drank from His source, we would never hunger or thirst again. As Christian leaders, our table is spread and we have plenty to share. Let's invite and include the rest of the world to the banquet set before us.

Let's define these common needs:

1. **TO BE LOVED**

There is a tremendous lack of proper attention and affection in most peoples lives. Deep inside is a desperate cry for someone to be interested in them and show a genuine concern and compassion through God's unconditional love.

2. **TO BE FORGIVEN**

We have all sinned, made mistakes, and lived to regret them. It is far easier to recognize the guilt and place blame, than it is to release someone from an offense. However, God's grace and mercy endure forever. Not only do we need to be forgiven, but we must learn to forgive those who have sinned against us.

3. **TO BE ACCEPTED**

Surveys tell us that 85% of all people have a negative self image. Most have not learned to accept themselves or recognize the worth and value we possess. The body of Christ not only accepts but includes every person for who they are, in spite of our lack, our shortcomings, and our hang ups.

4. **TO IDENTIFY AND BELONG**

It seems as though our generation gap continues to grow. Our racial tension separates and our economic status divides. Thank God for a plan that is no respecter of persons! The gospel relates to every kind of person. We must help individuals relate to the church through any means possible, for the young, old, rich, poor, black, white, fat, skinny, healthy, sick, contemporary and the traditional. If we can't apply it, we won't buy it!

## ***PRINCIPLES OF COUNSELING***

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There will come a time in the relationship of a “mentor” that he must confront his apprentice with wise counsel. If you don’t, who will? The purpose of giving counsel is to advise, recommend, impart truth, and take a plan of action.

Although most people have an overwhelming need to be understood, we have the responsibility to help them apply the absolutes of God’s word to their lives. Regardless of the circumstances involved, our goal of discussion should be that of pleasing the Lord and aiming for His standards. Some situations call for a sincere comfort, concern and compassion, while others demand a sharp correction or rebuke. The wisdom of the Holy Spirit is our only hope for success.

Here are a few guidelines to remember:

**LISTEN** - Spend most of your time asking questions that lead to them making the right conclusions. Never dominate the conversation.

**EMPATHIZE** - “Get into the boat” and associate yourself by letting them know they are not an isolated case.

**CULTIVATE** - Do more than scratch the surface, get to the root of the matter.

**DETERMINE** - Be sure of where they are, how they got there, and where they are going from here.

**CONFIDENTIALITY** - People must have a trust in our motives, and assurance in the privacy of conversation.

## ***JOB DESCRIPTIONS***

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Rarely do we see a written job description for volunteer leaders in the church. This is the very reason why they fail. They don't know what's expected and get frustrated at the thought of someone correcting their ideas. We must communicate from the beginning what we are asking of someone. Without clarity, there can not be harmony or cooperation.

If we took our spiritual job as serious as our secular job, the church would triple in production. After all, who's our real boss? What is His benefit package? What does He require? These are the sobering thoughts. Let's look at some practical and general requirements for any duty in the church:

1. **MAKE PREPARATIONS** - This is mandatory. Do research, homework, or anything necessary to get ready mentally and physically. Jesus said to evaluate the cost before you build, and prepare for victory before you go to war.
2. **ESTABLISH GOALS** - What do I want to accomplish? When? Have I communicated these goals?
3. **SET BOUNDARIES** - How much time can I spend on this? Will this be a short term or long term project?  
Being realistic in advance will prevent negative conflict in the future.
4. **BE PUNCTUAL** - I must be committed to arrive early and stay late. It is a mark of integrity.
5. **DEMAND EXCELLENCE** - Everything I do represents God's kingdom, I must never settle for second best or half hearted efforts. I may not be perfect, but I know what I'm capable of. I should never make excuses for doing less than God deserves, my very best.
6. **REPORT & EVALUATE** - With my dept. head and the Pastor on a regular basis. Accountability is the key to raising the standard
7. **BE SPECIFIC** - Write up the details about your duties and responsibilities, change as needed.

***PERSONAL DISCIPLINE / MENTOR PLAN***

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LEADER \_\_\_\_\_

TYPE OF MINISTRY \_\_\_\_\_

NAME      PHONE #              ADDRESS

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***THE 21 IRREFUTABLE LAWS OF LEADERSHIP***

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By John Maxwell

1. **The Law of the Lid** - Your personal level and limitations
2. **The Law of Influence** - You only lead who you influence
3. **The Law of Process** - Developing daily, not in a day
4. **The Law of Navigation** - Chart the course or it will chart you
5. **The Law of "E.F. Hutton"** - Only when HE speaks, do people listen
6. **The Law of Solid Ground** - Do your followers trust you
7. **The Law of Respect** - Superior strength and abilities
8. **The Law of Intuition** - A sense of what's ahead
9. **The Law of Magnetism** - What you are you attract
10. **The Law of Connection** - Touch a heart before you ask for a hand
11. **The Law of Inner Circle** - Those closest to you determine your potential
12. **The Law of Empowerment** - Being secure enough to delegate
13. **The Law of Reproduction** - Mentoring, making copies of yourself
14. **The Law of Buy-In** - Sell yourself, then your plan
15. **The Law of Victory** - The team must win
16. **The Law of Big-Mo** - Recognize the momentum, don't fight city hall
17. **The Law of Priorities** - Activity is not accomplishment
18. **The Law of Sacrifice** - Give up what keeps you from going up
19. **The Law of Timing** - When, maybe not now
20. **The Law of Explosive Growth** - Multiply by leading leaders

21. **The Law of Legacy** - Plan for succession, leave an inheritance

### **INTRODUCTION :**

I am more convinced every day that the following statement is true. **Everything rises and falls on leadership.** Yes, I mean everything! Organization, productivity, morale, growth, and more. John Maxwell says that we are the “LID” of the organization. It will never grow beyond the capacity of the leader to lead. All of us have strengths and weaknesses, but if we do not learn to grow, our organization, ministry or church will not grow. We remain stuck in a rut when we refuse to acknowledge our responsibility as leaders.

I have sat under many leaders who make excuses and play the blame game for shortcomings. It's easy to say our church doesn't grow because of our location, our programs, or maybe it's the people's fault! (The same goes for a Sunday school class or youth group, etc.) Many hours are spent trying to invent a program, renovate a building, or raise money when the answer is real leadership. Insecure leaders like their character flaws and won't admit the need for personal growth or change. Their methods are clearly outdated and irrelevant, but these sacred cows of complacent routine continue to drain out all the life.

Growth comes in many forms. Numbers, converts, or finances to name a few. These are the byproduct of internal growth, or maturity. It's frustrating to work with leaders who act as though growth is too illusive or unattainable, but is exciting to work with a leader who finds a way to make it happen.

### **SPIRITUAL LEADERSHIP**

by J. Oswald Sanders

1. An honorable ambition
2. The search for leaders
3. The master's master principle
4. Natural and spiritual leadership
5. Can you become a leader?
6. Insights on leadership from Paul
7. Insights on leadership from Peter
8. Essential qualities of leadership
9. More essential qualities
10. Above all else
11. Prayer and leadership
12. The leader and time
13. The leader and reading

14. Improving leadership
15. The cost of leadership
16. The responsibilities of leadership
17. Tests of leadership
18. The art of delegation
19. Replacing leaders
20. Reproducing leaders
21. Perils of leadership
22. The leader Nehemiah

### **The making of a leader**

Ted Engstrom

1. What is leadership?
2. The old testament and leadership
3. Christ and leadership in the gospels
4. The epistles and leadership
5. Administration is a gift
6. Boundaries of leadership
7. Styles of leadership
8. The personality of a leader
9. The price of leadership
10. The measurements of leadership
11. Personal traits in leadership
12. Developing leadership skills
13. Motivation and leadership
14. The major tasks of leaders
15. The leader implements the plan
16. A leader must effectively control the operation
17. Guidelines for excellent leadership
18. Marks of a Christian leader

### **The top ten mistakes leaders make**

Hans Finzel

1. *The top-down attitude*— the number one leadership hang up
2. *Putting paperwork before peoplework*— confessions of an obsessive compulsive
3. *The absence of affirmation*— what could be better than a pay raise?
4. *No room for mavericks*—they bring us the future
5. *Dictatorship in decision making*—getting beyond “ I know all the answers”

6. *Dirty delegation*—refusing to relax and let go
7. *Communication chaos*—singing off the same page in the hymnbook
8. *Missing the clues of corporate culture*—the unseen killer of many a leader
9. *Success without successors*—planning your departure the day you begin
10. *Failure to focus on the future*—prepare yourself, it's later than you think