

Delegation 101:

4 BRAINSTORMING STEPS THAT EMPOWER DELEGATION

The Goal: *to quickly free up time so that you can work ON your ministry not IN your ministry.*

(1). Write down your Day to Day / Week to week / Yearly job tasks/responsibilities?

(Bullet point them) i.e., don't just focus on weekly responsibilities, but the things that transcend your department: (Eg.,) Christmas services; fundraisers, or obligations that transcend your department.

WHY THIS QUESTION? *The ultimate goal is to identify "time-wasters" or time consuming responsibilities which eat up much of your week. Don't merely list things you "ARE" doing – but also responsibilities that you "SHOULD BE" doing. What would your boss or upline add to this list?*

(2). Make a List of top volunteers & Assess: Which of the above responsibilities could be effectively delegated to this list? (I.e., Do you have any volunteers who are capable of doing 80% of the quality that you could do?) If so, begin writing their names after specific responsibilities:

WHY? *Chances are, you could delegate a significant amount of responsibilities immediately. Quite often, God has already provided numerous leaders to remove numerous responsibilities off of our plates; however, we simply need to stop & take time to acknowledge these people. Take some time to pray over certain responsibilities that overwhelm you. Pay attention to the names that the Holy Spirit brings to mind.*

ADDITIONAL STEP: Were there any tasks that you are unable to assign to anybody else? Why not? What are the missing skills of those around you? And what could you do to begin teaching those skills to others?

(3). Create an Invite/ Recruitment Plan:

Every one of us has people sitting on the fringes of our lives (low hanging fruit) who are totally inactive or unfulfilled when it comes to ministry. Do you know of any volunteers who could be invited into higher levels of leadership and servanthood (Eg., under-utilized spouses, friends)? Most people will not step into higher levels of commitment and maturity unless they're asked. Brainstorm a list of people who could use such an invitation. What are you going to do this month to personally invite them?

(4). What's One Thing, that if you DID or STOPPED DOING on a regular basis, would make the biggest difference on your ministry?

WHY THIS QUESTION? For most of us, there is usually "one thing" that would make 60-80% of the difference.

Sometimes, it's a simple action step like: "Create a training program" "Start a leadership team" – "Remove a non-growing leader" Or, "Focus on these 3 Multiplying leaders."

Top Mistakes of Delegation

Pastor Peter Haas - August, 15, 2015

1. Delegating things your Boss Doesn't Want You to Delegate!

How you know if you can delegate it? You ask!

2. Delegating before you've Earned the Right to Delegate!

"You cannot consistently delegate to people whose burdens you're not carrying!"

3. Delegating to Other talented People who have No Real Buy-in:

Four filters to Consider before Delegating:

- **The Talent filter:** Who are my most brilliant technicians?
- **The Chemistry Filter:** Who do I naturally get along with / or communicate w/ the easiest?
- **The Overall Maturity Filter:** Who commands the most respect of their peers in a variety of areas?
 - I.e., Who has mentoring capacity & Buy In?
- **The Multiplication Filter:** who could create the most opportunities for the rest of the team?
 - Who can train volunteers, solve problems, and make volunteering easier?

KEY IDEA: Young/ Immature leaders tend to obsess over the 1st two the most: Talent & Chemistry

4. Delegating with Little or no Oversight or Inspection.

- What you EXPECT you must INSPECT.
- Healthy Delegation is not *passing* responsibility, it's *sharing* responsibility.