

MINISTERIAL INTERNSHIP PROGRAM

SEMINAR VI

Theme: “The Pentecostal Minister as a Counselor/Caregiver”

Skills for Mentoring Successful Lay Leaders

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INTRODUCTION

Local church ministry is in a crisis, reflected both in the decline of many denominations and the loss of passion for kingdom service. The expectation of many local churches is that the pastor is the professional religionist, the expert, not the equipper and catalyst of unity.

Many Christians want pastors who serve and administer the local church but not leaders who build, train, and equip others for ministry. The model of Jesus Christ calls into question the modern clergy-laity split by asserting that all believers are priests and ministers.

All Christians are the people (laity or laos) of God. All believers are part of the body of Christ, the Church; therefore, the Church is a priesthood of believers, a kingdom of priests. This means that all believers have direct access to God (Hebrews 4:16), that we are a priest to each other, and that our mission is to impact the world with the Gospel.

The Church is God's priesthood in the earth, commissioned to serve and proclaim the Gospel of Jesus Christ by the anointing of our gifts through the work of the Holy Spirit.

Christians should seek to manifest all of the Fruit of the Spirit while developing and exercising their unique gifts for kingdom purposes.

It is God's desire that all believers become ministers by exercising their spiritual gifts and by fulfilling their divine calling as disciples of Jesus Christ.

The Lay Leadership Development program is a major step forward in developing and equipping lay leaders in local church ministry. The Great Commission belongs to all Christians and demands that laity be trained, motivated, and enabled to use their gifts in ministry.

God has called pastors to be role models and mentors, building the church by leading believers into productive areas of ministry. In order to accomplish this, pastors need a workable program to follow that will motivate and inspire lay leaders.

There are many Christians in local churches who are uninvolved and uncommitted to ministry. Some of these individuals claim to be Christians but fail in even the basics of a Christian lifestyle. According to research by several sources, pastors are poorly prepared to disciple lay leaders experience high levels of frustration and stress, move too often, and are overworked due to the lack of lay involvement in leadership and ministry.

Sometimes the reason lay members are uninvolved is because the pastor is unwilling or does not know how to develop and expand the center core of active lay leaders.

This program (LLD) provides a pastor with the resources necessary to skillfully mentor lay leaders and to produce a local church team of spiritual leaders who are united and motivated to serve God.

By implementing this "Pastor's Program", a pastor will discover the skills and methods of mentoring needed to produce a great team of lay leaders who will be role models and influencers for the local church.

I. LAY LEADERSHIP DEVELOPMENT -- LEVEL ONE PURPOSE AND GUIDELINES

A. Purpose

Lay Leadership Development is concerned with the development of Biblical habits, thoughts, and attitudes. Habits are a reflection of internalized principles and patterns of behavior. Aristotle said, "We are what we repeatedly do. Excellence, then, is not an art, but a habit." An old Chinese proverb says, "Unless you change direction, you are likely to arrive at where you are headed." We want to see that God's people are headed in the right direction; a life direction that leads to spiritual growth and maturity.

Lay Leadership Development is designed to bring about positive changes in the thinking of people. In many lives, this will involve a paradigm shift in attitude and perspective. This leadership development program for laity is designed to produce spiritual leaders in the local church who are:

- truthful under all conditions
- honest even when no one is looking
- respectful of other people's reputations
- mature and not defensive
- pure in habits, motives, and relationships
- balanced in priorities
- emotionally stable
- restrained in seeking pleasures
- fairminded and objective
- faithful in self-examination/evaluation for the purpose of conforming to the image of Jesus Christ
- driven to win souls to Christ
- willing to make necessary changes
- gentle and affectionate with their family
- sensitive to the Holy Spirit
- able to demonstrate loving service to the body of Christ

B. Program Guidelines

Lay Leadership Development will assist the pastor in motivating and training lay leaders to live a distinctive Spirit-filled life of service and spiritual leadership. This exciting mentoring program will help establish a bond of loyalty and a relationship of cooperation between the mentoring pastor and the lay person.

This program is designed to provide for laity the best opportunity possible for discipleship and leadership training. The pastor approves lay persons to participate in the program. One lay person or a group of any size may participate.

Lay leaders may begin the program any Monday year-round. The program continues for twenty-six (26) weeks or about six months. The program is divided into two levels and each level lasts for six months. After completing Level One, the lay leader may request to take Level Two and select a beginning date. Level Two provides for a supervised apprenticeship in a specialized area of ministry. The lay leader may select from a list of areas of specialization on which to focus.

In Level One, all lay leaders follow the same course of independent self-study. The pastor or designated mentor will meet weekly with each lay person or with the group that is participating together. The pastor/mentor will be available to provide personalized counseling and guidance for the lay leader.

The mentoring pastor will conduct six monthly seminars (suggested for Saturdays) and teach specific topics outlined in the program to the lay leaders. The lecture manuscripts are in the Mentoring Pastor's Manual. The Lay Leader's Manual contains detailed outlines of each lecture. These outlines will make taking notes easier and allow for more interaction on each topic.

Each manual contains a set of seminar schedules, indicating approximately when the seminar should be scheduled during the program and the topics to be discussed.

The seminar schedules allow flexibility for the mentor. For example, Seminar I is to be scheduled sometime between Week 1 and Week 4 (which is the first month of the program). Each seminar should have three class sessions and a final sharing time. A Saturday morning once a month may be the best time to schedule the seminars.

It is suggested that the program be done with a small group of individuals or couples, which allows for better seminars, interaction, and mutual support. The recommended size of the group would be ten to twenty-five people.

While participating in Level One, each lay leader will be given specific assignments in the local church. Of course, many of these lay leaders are already actively involved in some aspect of local church ministry or outreach.

A variety of optional reading and resource materials is available for both lay leaders and mentoring pastors.

SUMMARY OF LEVEL ONE

- Builds a special mentoring relationship
- Identifies and trains lay leadership
- High quality, independent study program designed to develop leaders
- Provides practical experience under supervision
- Promotes self-discovery and personal development
- Enhances leadership skills
- Encourages spiritual development
- Builds group enrichment and relationship building
- Provides quality seminars
- Provides weekly opportunities for sharing and interaction

- Teaches spiritual disciplines
- Builds maturity and stability
- Provides marriage enrichment opportunities
- Prepares for greater lay ministry involvement
- Successful completion of Level One qualifies the leader to participate in Level Two

II. MENTORING PASTOR'S MONTHLY CHECKLIST

[Place a check mark by each item after completion]

Month 1

- _____ Plan a special gathering to celebrate the beginning of the program.
- _____ Make sure your lay leaders have all their materials (consider the optional materials).
- _____ Conduct an orientation session before their first Monday in the program to explain the program and outline the requirements.
- _____ Insist on faithful and whole-hearted involvement from each lay leader.
- _____ Make clear to your lay leader(s) that they will be dropped from the program if they fail to complete their tasks.
- _____ Decide when and how to conduct the weekly sessions.
- _____ Announce a schedule for the six monthly seminars (coordinate the dates with the lay leaders to make it possible for them to attend).
- _____ Read your Mentoring Pastor's Evaluation Form No. 1 at the beginning of the month to find out what is expected of you and what questions you need to be prepared to answer.
- _____ Prepare an agenda for each weekly session ahead of time and discuss high priority items first.

- _____ Check your lay leader's Daily Reflections to make sure they are being completed.
- _____ Assign your lay leader(s) tasks in the church this month
- _____ conduct the monthly seminar.
- _____ Administer the Life Styles of Leadership Inventory (LSLI).
- _____ Use a weekly session to explain and discuss the LSLI profile with each lay leader confidentially.
- _____ Review Lay Leader's Self-Evaluation Form No. 1.
- _____ Complete and mail in your Mentoring Pastor's Evaluation Form No. 1.

Month 2

- _____ Plan for each weekly sharing session, remember to prioritize an agenda.
- _____ Conduct the weekly sessions -- these are very important -- mentoring requires personal contact.
- _____ Give adequate study time to prepare for this month's seminar -- make each seminar a little different and exciting.
- _____ Use teaching visuals in each session, remember you are modeling how to teach and speak as an effective leader.
- _____ Try to never cancel a sharing session or seminar -- if they seem unimportant to you, the lay leader will be quickly discouraged.
- _____ Discover and use a variety of training techniques -- resources such as Robert W. Pike's "Creative Training Techniques Handbook".
- _____ Identify some ministry goals within each lay leader.
- _____ Develop a plan to help each lay leader reach his/her goals.
- _____ List your goals for each lay leader's training.
- _____ Be specific and list your training objectives to reach these goals.
- _____ Conduct Seminar II.
- _____ Review the Daily Reflections in the Lay Leader's Manual.
- _____ Review the Lay Leader's Self-Evaluation Form No. 2.
- _____ Complete and mail your monthly Evaluation Form No. 2.

Month 3

- _____ Plan ways to make this month's weekly sharing sessions special.
- _____ Explore some unique assignments this month for your lay leader(s).
- _____ Remember you are a role model in so many ways before your lay leader(s).
- _____ Prepare to discuss in a weekly session the book *Partners in Ministry*.
- _____ Hold your lay leader(s) accountable for his/her faithfulness to every aspect of the program.
- _____ Invest your time and energy where it is most effective -- in developing lay leaders who will carry the load of ministry.
- _____ Check the Lay Leader's Manual Daily Reflections.
- _____ The mentoring pastor is encouraged to read the lay leader's required textbooks in order to be able to discuss them with the leaders.
- _____ Keep up your own prayer life and devotions.
- _____ Conduct Seminar III.
- _____ Review the Lay Leader's Form No. 3.
- _____ Complete and mail your Evaluation No. 3.

Month 4

- _____ Conduct weekly session each week.
- _____ Prepare for the weekly sessions -- don't show up unprepared -- write out an agenda for discussion.
- _____ Plan challenging assignments this month for your lay leader(s).
- _____ Customize this program to meet your needs and problems.
- _____ Read your Evaluation No. 4 at the beginning of the month and prepare to evaluate your lay leader(s) in the ten areas requested.
- _____ Evaluate in your mind the leadership skills, which need the most improvement.
- _____ Study and plan for Seminar IV.

- _____ Prepare to explain the Interview Assignment on Seminar IV schedule.
- _____ Conduct Seminar IV.
- _____ Try a new teaching technique this month.
- _____ Review Lay Leader's Self-Evaluation Form No. 4.
- _____ Complete and mail your Report No. 4.

Month 5

- _____ Spend some extra social time with your lay leader(s).
- _____ Evaluate how you feel you have done as a mentor.
- _____ Make an all-out effort to do your best these last two months.
- _____ Seek feedback from your lay leader(s).
- _____ Work at relating to each lay leader differently based on their unique needs.
- _____ Identify the greater needs in each lay leader and what you can model before him/her to help address this need.
- _____ Discuss with each lay leader his/her Interview Assignment and critique the written reports.
- _____ Model the lifestyle of a soul winner.
- _____ Don't miss any weekly sessions this month -- keep Lay Leadership Development a high priority.
- _____ Conduct Seminar V.
- _____ Review the Lay Leader's Form No. 5.
- _____ Complete and mail your Report No. 5.

Month 6

- _____ Make this month the best ever.
- _____ Plan a great celebration and recognition for your lay leader(s) when you present their graduation certificates from the International Offices -- Ministerial Development.
- _____ Have your lay leader(s) retake the LSLI as a Post-Test by Week 24 and schedule a time to go over the profile and compare it to the Pre-Test LSLI profile.
- _____ Discuss in a sharing session the importance of the lay leader's commitment to Christ and to his/her calling.

- _____ Plan a special gathering with the family(ies) of your lay leader(s) in recognition of the importance of this program and their accomplishments.
- _____ In a sharing session, discuss with each lay leader his/her areas of giftedness and leadership qualities from the LSLI
- _____ Conduct Seminar VI.
- _____ Check the Lay Leader's Daily Reflections.
- _____ Complete and mail your Report No. 6.
- _____ Order your graduation certificates from Ministerial Development.

III. LAY LEADER'S MONTHLY CHECKLIST

[Place a check mark by each item after completion]

Month 1

- _____ Make sure you understand the program and get started right.
- _____ Keep your Daily Reflections journal completed and up-to-date.
- _____ Make your spiritual life and prayer life a priority.
- _____ Keep up with all of your assignments.
- _____ Demonstrate your commitment to the program.
- _____ Attend all weekly sharing sessions.
- _____ Attend and participate in Seminar I.
- _____ Complete your Self-Evaluation Form No. 1 and make sure your mentoring pastor reviews it.
- _____ Review the Life Styles of Leadership Inventory (LSLI) Pre-Test profile with your mentor.

Month 2

- _____ Do not get behind on your reading.
- _____ Keep up your Daily Reflections.
- _____ Work on your ministry assignments.

- _____ Work at strengthening yourself in any or all four styles of the LSLI.
- _____ Encourage sharing and discussion during each seminar.
- _____ Model leadership qualities in your family, your church, and at work.
- _____ Never miss a scheduled weekly session or church service.
- _____ Work with your mentor and try to make his/her job easier.
- _____ Don't get too busy -- limit your activities during this program so that what really matters does not suffer.
- _____ Attend and enthusiastically participate in Seminar II.
- _____ Complete your Self-Evaluation No. 2.
- _____ Make sure the mentor reviews your Report No. 2 and enters the date reviewed on the form.

Month 3

- _____ Keep up your reading assignments.
- _____ Work at understanding yourself and others.
- _____ Practice leadership skills from the LSLI profile.
- _____ Attend the weekly sessions.
- _____ Be faithful to church and in your stewardship.
- _____ Witness to someone every week and make soul winning a priority.
- _____ Attend Seminar III.
- _____ Complete Self-Evaluation No. 3.
- _____ Make sure your mentor reviews your Report No. 3.

Month 4

- _____ Recognize the call of God upon your life.
- _____ Work on building your strengths as a leader of others in God's work.
- _____ Do something this month to really encourage your pastor and his family.
- _____ Encourage someone in your church who is really hurting in some way.
- _____ Be a real friend to someone who needs you.

- _____ Exercise faith in God this month like never before and believe God for a miracle.
- _____ Encourage a strong team spirit among your church leaders
- _____ Attend Seminar IV.
- _____ Complete your monthly Self-Evaluation No. 4 and be sure your mentor reviews it.

Month 5

- _____ Complete your reading assignments each day.
- _____ Make prayer and praise a rewarding habit.
- _____ Discipline yourself through fasting and self-control.
- _____ Consecrate yourself to be a generous channel of God's financial blessings.
- _____ Work at being a nice person and be very careful how you talk to people.
- _____ Complete your assigned interviews and write your reports.
- _____ Spend some time this month planning how you can help build up your church as a spiritual leader.
- _____ Be faithful even in small assignments -- seek a quality ministry.
- _____ Identify the values by which you should live your life daily.
- _____ Work this month at being a confident, contented person.
- _____ Attend Seminar V.
- _____ Complete your Self-Evaluation No. 5.

Month 6

- _____ Identify the area or areas of local church ministry where God wants you to be involved.
- _____ Determine to take some of the load off your pastor.
- _____ Commit yourself to a life-long process of growth and study to become all you can be for God.
- _____ Keep up your daily assignments and your prayer life.
- _____ Be aware of how the devil will try to pull you and your focus away from spiritual things.
- _____ Get realistic goals for the future.

- _____ Make this last month really count and give it your best.
- _____ By faith, see yourself as a spiritual leader and servant of God.
- _____ Seek to help your pastor identify a new group to enroll in Lay Leadership Development during the next six months.
- _____ Consider enrolling in Level Two.
- _____ Attend Seminar VI.
- _____ Complete and mail in your Final Evaluation Form.

IV. DAILY REFLECTIONS

Each lay leader's manual contains a set of "Daily Reflections." Whenever a married couple is participating, an extra set of Daily Reflections and monthly Lay Leader's Self-Evaluation forms are added behind the tab for spouse's resources.

The Daily Reflections begin with Week 1, which is the first Monday of the program. Level One is a twenty-six (26) week program and can be started any Monday of the year. Every day (Monday through Friday) the lay leaders have reading assignments listed in the Daily Reflections. Also there is a place to record devotions, time spent in prayer, and reflective thoughts. These reflection statements can be the result of the reading assignments, the mentoring process, and/or the result of time spent in prayer and devotions.

V. TRAINING SEMINARS

A very important part of Lay Leadership Development - Level One is the monthly seminars. Each seminar features three lectures, a feedback session, and group interaction. The lay leader's manual contains outlines for the lectures and the mentoring pastor's manual contains complete, detailed lecture manuscripts on each topic. Leadership and gifts inventories are also a part of the monthly seminars. The seminars should last from three to five hours and can take place on a Saturday or a weekday evening. The mentoring pastor is in charge of the seminars and can assign the teaching to qualified people as needed.

VI. MONTHLY EVALUATION FORMS

A. Mentoring Pastor's Evaluation Forms

The mentoring pastor is to complete a monthly evaluation form for each lay leader. The white copy of each form should be mailed to Ministerial Development. The monthly evaluation forms are designed to help the pastor/mentor to do a high quality job with each lay leader. The evaluation process will also guide the pastor/mentor in focusing on the specific needs and potentialities of each lay leader.

The monthly check lists and the evaluation forms help to guide the pastor/mentor in doing an excellent job of modeling and training spirituality and maturity.

B. Lay Leader's Self-Evaluation Forms

Each lay participant is to complete a monthly self-evaluation form. These self-evaluation forms are to be reviewed each month by the mentoring pastor. This process helps the lay leader to fulfill the expectations of the program and to evaluate his/her own progress. It also helps the mentor know how to help and encourage the lay leader.

Each month, as the self-evaluation form is completed, the lay leader is to present the form to the mentoring pastor for his/her review and analysis. The mentoring pastor will devote time to personal interaction with the lay leader as needed and as their schedules allow.

VII. WEEKLY SHARING SESSIONS

The mentoring pastor is strongly encouraged to meet once a week with all of the participants in a small group session. This group sharing time allows the mentor to motivate, encourage, and build a strong relationship with these dedicated individuals. The more time the mentor can invest in communication and interaction

with the lay leaders, the stronger their relations can become. Imparting to the lay leaders your vision and building consensus with them is essential.

Building credibility and trust with the lay leaders in the church is vital to carrying on an effective ministry and maintaining people's confidence.

CONCLUSION

The Lay Leadership Development program can do more to strengthen your church and build a strong inner core of dedicated and faithful lay leaders than anything you have probably ever tried.

Lay Leadership Development can help to clarify and define your vision/ministry statements. Every minister and lay leader needs a passionate, God-inspired vision of Christian living that transforms and transcends every day life. Whenever we are committed to such a powerful vision, we can transcend fear, discouragement, doubt, and many other trials.

This program will help the mentor and each lay leader to:

- expand their experience with God
- match their gifts to ministry opportunities
- live by Biblical principles and reflect God's highest purposes
- balance the significant roles and demands

- maintain a Christ-like perspective on life
- accept the Great Commission as a priority
- exercise the gifts of the Holy Spirit
- demonstrate the love of God in both word and sacrificial deed
- live a life of holiness and obedience to God and His Word

Level Two of Lay Leadership Development is "An Apprenticeship in Christian Lifestyle and Ministry." During Level Two the lay leader is given an opportunity to put into practice the leadership skills promoted and enhanced in Level One. Level Two also gives the lay leader the opportunity to specialize in one area of local church ministry. The lay leader selects his/her area of specialization and for six months works with the pastor and, if possible, others who are actively involved in this area of ministry.

Level Two gives the lay leader the specific training, supervision, motivation, and self-confidence needed to be an effective leader in that area of ministry.