

# NEXT

# LEVEL LEADERSHIP

GROW A **HEALTHY**  
Church

# Become a Transformational Leader

## Learning Exercises

### SECTION ONE - TRANSFORMATIONAL LEADER

Complete these learning Exercises **one week before** your group coaching session.



In one sitting **read the module, *The Transformational Leader***.

Before you commence applying the reading to your life, take time to reflect and record your present leadership strengths and weaknesses. When you do this, picture yourself in different scenarios in your working life and examine your leadership from your own perspective and from those whom you lead.

Strengths	Weaknesses

Draw a simple diagram or symbol to represent what leadership means to you.

### THE DIFFERENCE BETWEEN LEADERSHIP AND MINISTRY

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Reread pages 3-5 from the Reading Material and answer the following questions.



Have you previously considered that ministry and leadership are uniquely different? If not, what are your initial thoughts regarding this truth?



Browse Luke 8-9 and note the differences between Jesus ministering and leading.

**Ministry and Leadership** encompass a range of activities with different outcomes. Recorded in the table below are examples of these activities and their purpose.

### EXERCISE 1 - ANALYSE MY WEEK

- 🕒 Take your diary and examine your last month's activities against the activities listed.
- 🕒 In the second column record how many hours you spent during the month on each activity.
- 🕒 Mark X in columns three and four those activities that you need to spend more or less time on.

Ministry Activities	Hours	More Time	Less Time
Discussion/message/sermon (preparation and delivery)			
Praying with people			
Visiting people			
Leading people to Christ			
Worship leading			
Teaching			
Counselling			
Administering events and programs			
Running meetings			
Hospitality			

Leadership Activities	Hours	More Time	Less Time
Mentoring and coaching established or emerging leaders			
Casting vision			
Solving problems			
Managing tension/conflict			
Defining Christ honouring values			
Managing change			
Forward Planning			
Study			
Prayerful reflection			
Strategic thinking			
Major decision making			
Personnel selection			
Evaluation, analysis and direction of department			



What insights did you gain on how you can utilise your time more effectively?

## EXERCISE 2 - DESIGN MY IDEAL WEEK



[Read the example of Michael Hyatt's ideal week.](#)

In this post he mentions a couple of important points to consider when establishing your ideal week template:

- 🕒 **Budget your time** – examine and record your time expenditure on paper.
- 🕒 **Time blocks** – divide your time into 'blocks' allocating each block to a predetermined 'theme' or 'focus area'.
- 🕒 **Themes** – allocate a specific theme to each day. (eg team, administration, meetings, preparation, rest, family)
- 🕒 **Focus Areas** – devote blocks of time to set activities. (eg reading, praying, working out, relaxing, emails, writing, appointments, family)
- 🕒 **Goal Focus** – shade green activities that contribute to goals and priorities. Those that don't, shade red and use white to represent activities that could be either.

Design **Your Ideal Week** putting into practice the above principles.

Download Michael Hyatt's Excel Spreadsheet from [the post](#) and adapt his template to create your Ideal Week.



What were, and will be, the benefits of designing your ideal week?

## THE FOUR KEY ELEMENTS OF TRANSFORMATIONAL LEADERSHIP



Reread pages 7-12 from the Module on **Transformational Leadership**.

The 4 key elements of this leadership style are summarised in the following diagram:



### EXERCISE 3 - TRANSFORMATIONAL LEADERSHIP IN MY LIFE

- 🕒 Assess and record in the following table your present values, attitudes and approaches in each of the 4 key elements. Ensure you read through each description in the Reading Material for ideas to consider.
- 🕒 Implement one practical action to strengthen these leadership qualities in your life.

Key Element	Present values, attitudes and approaches	Implement one practical action
Compelling Vision		
Inspiring Action		
Inclusive Approach		
Develop Followers		





**Email a copy of your Exercises 1, 2 and 3 to your pastor.**

## SECTION TWO - THE TRANSFORMATIONAL LEADER

Last coaching session you committed to implement one practical action to strengthen the 4 key elements of transformational leadership in your life. Share your progress with your pastor.

### EXERCISE 4 - A LEADERSHIP CHALLENGE – SUCCESSFUL SUPPORT LEADERSHIP

Rate yourself out of 10 (1 = terrible, 10 = brilliant) on the twelve elements of successful support leadership.

Then consider one *specific* way to improve your rating on each element.

ELEMENT	RATE	IMPROVE
Pray for your pastor		
Lighten their load		
Be kind		
Don't be a problem, solve them		
Ask good questions		
Know when to push when to back off		
Be a filter not a sponge		
Let their vision become your vision		
Be willing to deflect credit to them		
Overlook offense		
Share good news		
Adopt the stance of a learner		

## EXERCISE 5 - A LEADERSHIP CHALLENGE – DEVELOPING LEADERS



Read pages 16 - 19 of the Module.

Identify by name your established and emerging leaders. Mark those that you personally are responsible for developing. Against the names not marked write the name of the person who is responsible for developing them.

Established Leaders	Emerging Leaders

Look at the names of the people you have circled.

To establish a consistent and ongoing mentoring/coaching relationship this will require you to:

- ☐ Build a trusting relationship through regular one-on-one appointments
- ☐ Identify their unique call and gifts
- ☐ Know their aspirations
- ☐ Understand their strengths and challenges
- ☐ Know their past, formative events, relationships and career
- ☐ Identify areas of growth in their character, skills, responsibilities and leadership

- Provide opportunities for growth
- Guide, encourage and support them

Think through what you know and don't know about each of the leaders you are developing.

Over the months ahead organise appointments to meet regularly with each person.

Rather than just merely having a chat over coffee utilise these times to actively coach and/or mentor them and be intentional in your conversations. This will require some thought and planning and when meeting to utilise the different approaches and language of mentoring and coaching.

If helpful, make notes on pertinent issues discussed – especially those that require action or accountability.

*Discuss with your pastor how you have found this mentoring/coaching process and the progress of those you are leading.*

## A LEADERSHIP CHALLENGE – ADAPTING TO YOUR CHURCH’S SIZE



Reread pages 20 - 23 from the Module and read Tim Keller’s article - *Leadership and Church Size Dynamics*. [Read the article here](#).



Have you previously considered the dynamics of church size in relation to your leadership style?



One of the key points Keller makes “*is that a common reason for pastoral leadership mistakes is blindness to the significance of church size*”. What’s your response?



What are the main applications of Keller’s insights for your church?



Email a copy of your Exercises 4 and 5 to your pastor.