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Train & Multiply™

Project WorldReach (T&M™ ministry operation)
Dr. George Patterson (Originating Author)
SEAN International



Contact: **Project WorldReach PWR™**

474 - 800 - 15355 - 24th Ave
Surrey BC, Canada
V4A 2H9

E-mail: pwr@trainandmultiply.com

Website: <http://www.trainandmultiply.com>

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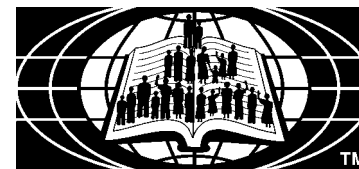
Make the Best Use of Your Time and Energy



Pastoral Leader Training Booklet

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Train & Multiply™

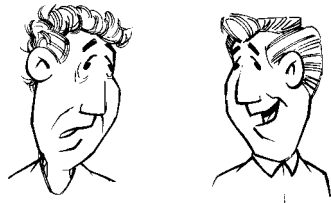


T&M™

Ask the Lord for wisdom to plan and use
your time well, according to His will.

Pastor Joe complains to his instructor Peter...

I don't have time for all I've got to do! My
job, the church members and my family, all
take up too much time. I can't cope.



You do have time for all
that the Lord expects of you.
But you need a weekly
schedule, and a calendar of
plans for the year. If you
don't plan this way, you
won't be aware of your
priorities and the really
necessary work, and you'll
feel overloaded.



To fulfill what Christ really wants, we should avoid all unnecessary meetings. Let's avoid being like the religious people in the parable of the "Good Samaritan," who left the wounded man, to carry out "religious duties." We use the calendar to help us obey God's will for church activities.

- Learn by heart Ephesians 5:15-16:

"Be very careful, then, how you live - not as unwise, but as wise, making the most of every opportunity, because the days are evil."

- Carefully prepare a calendar, and place it on the wall where you meet. Explain its purpose, and that the elders will use it to let everyone know the church plans. At each service, announce the plans and special events, to encourage prayer and participation.
- For the coming month, make detailed plans, and summarize them on the calendar.
- Each morning (or previous evening) follow the guidelines in the section PLAN YOUR OWN DAILY AGENDA. Recall the key words: 1: Ask, 2: Recall, 3: List, 4: Discern, 5: Delegate, 6: Combine, 7: Discipline.

Ideas for special activities, for the church year:

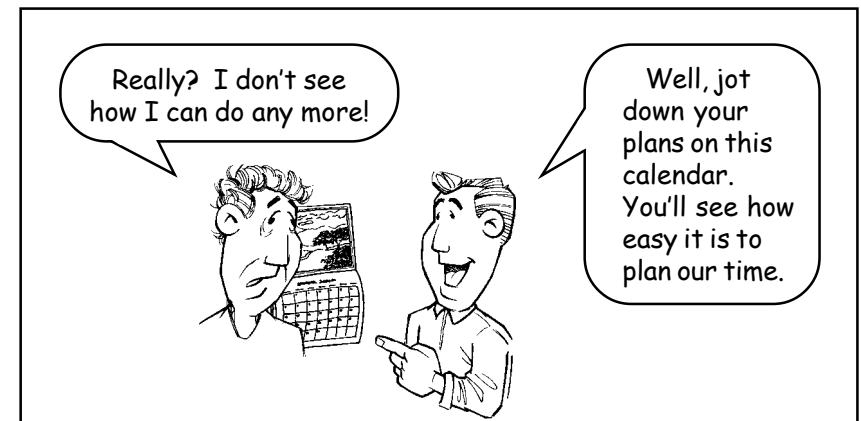
- Special times of prayer.
- Visits to new places to evangelize.
- Program of help for the needy.
- Get-together for the leaders' families.
- Special planning sessions for the elders.
- Games and recreation - outings, or meals together for members of the congregation.
- Special services for Christmas, Good Friday, Easter Day, the day of Pentecost, Mother's Day, national holidays etc.
- Visits to other churches.

- List any other special activities that will edify your people.

- Together with the other elders or leaders of your church, plan the activities in your calendar. Begin with the most important, that you know God wants done.

BE CAREFUL: Avoid filling your calendar with too many things. Many days should be left without activities. Some churches plan so many activities that they do not have time to evangelize or to help the needy.

Read Ecclesiastes 3:1-15. There is a time for everything. So, we prepare a calendar of plans so that everything fits in an organized way.

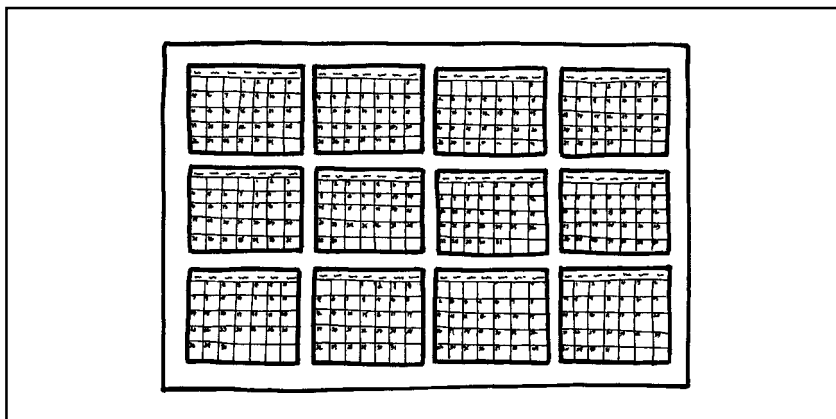


PLAN THE COMING YEAR FOR YOUR CHURCH

Peter shows Joe a method to display an entire year (you might do it in another way). He takes a calendar from the wall, and tears off the pages of the months of the year.



Peter glues the months on a large sheet of cardboard in order.



- ☐ Deciding to do something, in a moment of anger or depression.
- ☐ Worrying about what will happen tomorrow (Matthew 6:34).
- ☐ Spending time on non-edifying things.

What other 'thieves' rob your time and energy?

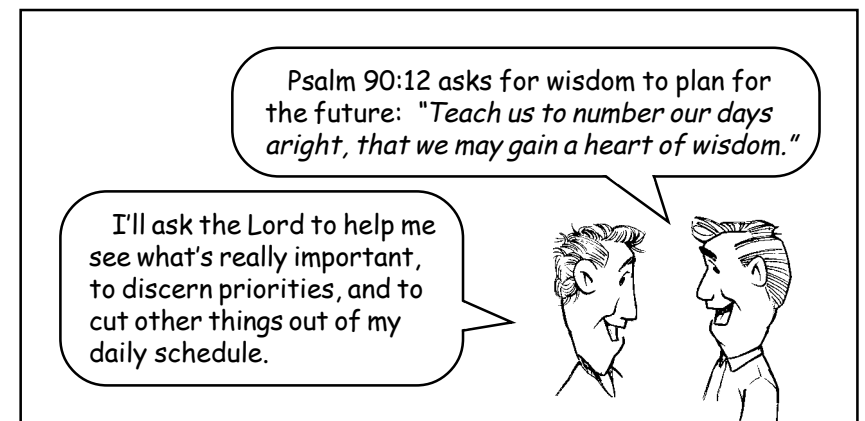
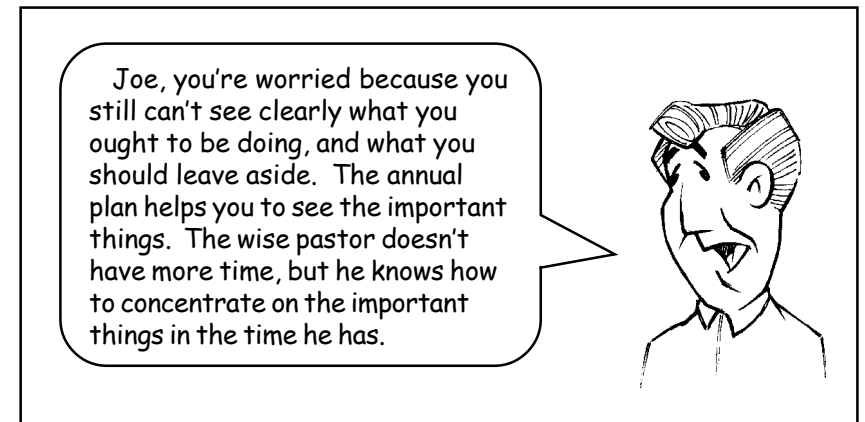
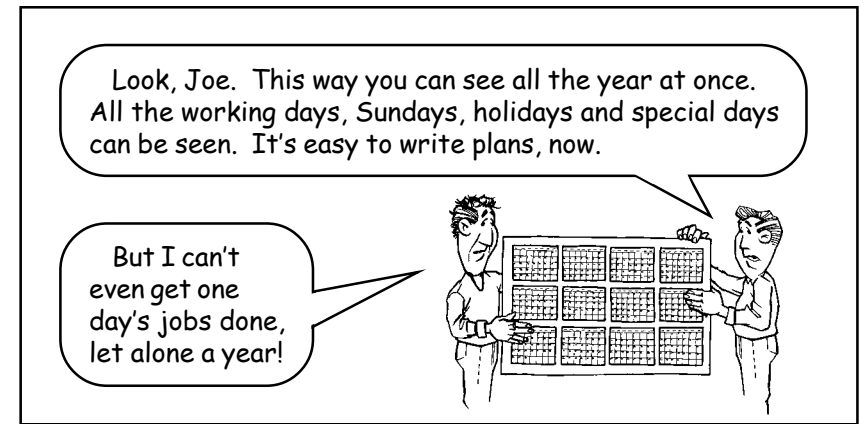
PRACTICAL WORK

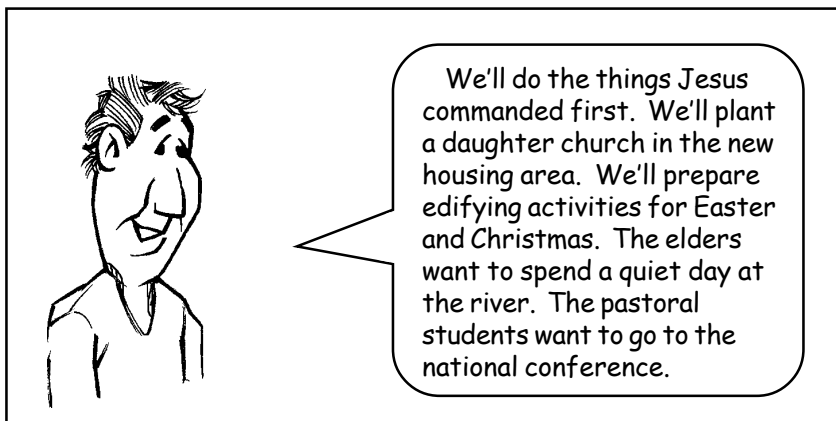
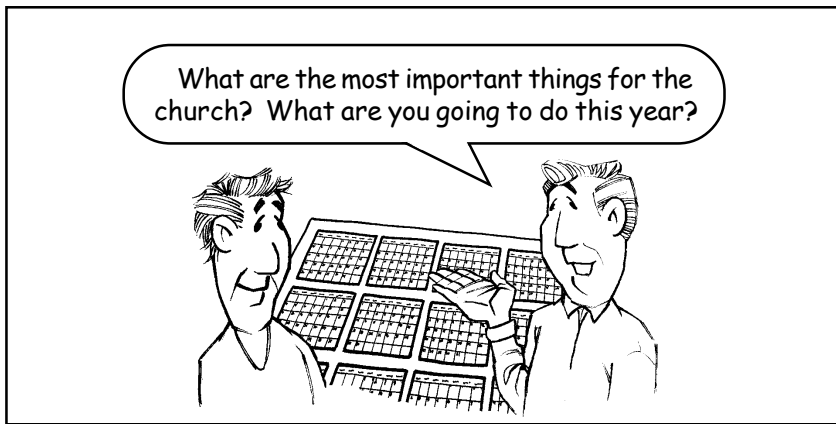
- Together with other leaders, seek the Lord's guidance, and make a list of activities and dates to add to your church's calendar.
- The following list has some suggestions. There is no need to include things that are done regularly, such as worship services and the Lord's Supper.

IDENTIFY THE 'THIEVES' THAT ROB YOUR TIME

Mark any activities that take up too much time for you or your church.

- ☐ Making plans without first asking for God's guidance.
- ☐ Dealing with the same old problems, using ineffective methods.
- ☐ Spending hours chatting to other believers, without any fixed purpose.
- ☐ Meeting to make plans, but not putting the plans into effect.
- ☐ Having many worship services, but without obeying Christ's other commands.
- ☐ Getting to meetings late, thus stealing other people's time.
- ☐ Visiting without a specific purpose.
- ☐ Defending yourself against unfounded criticisms.
- ☐ Preparing messages that simply entertain the people.



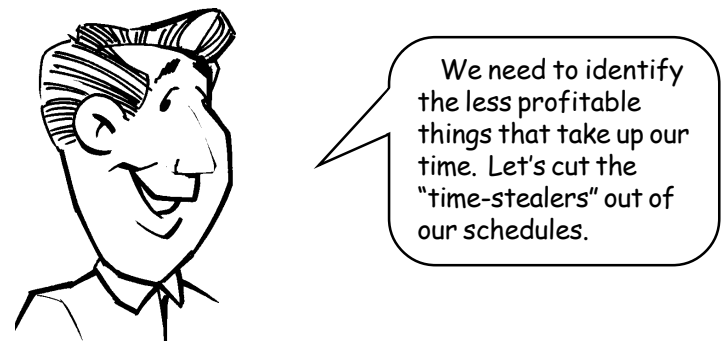


c. What priority did the two things have, which could be done on one trip?

d. A wise pastor delegates responsibilities among several elders. According to Acts 6:1-6, what sort of tasks should we delegate to deacons?

- ☐ Preach on Sunday.
- ☐ Prepare the table for the Lord's Supper.
- ☐ Repair the roof of the chapel.
- ☐ Train the elders in a daughter church.

In the early church, the deacons distributed food to the widows. They looked after the church's practical, material ministry. The elders concentrated on pastoral ministry.

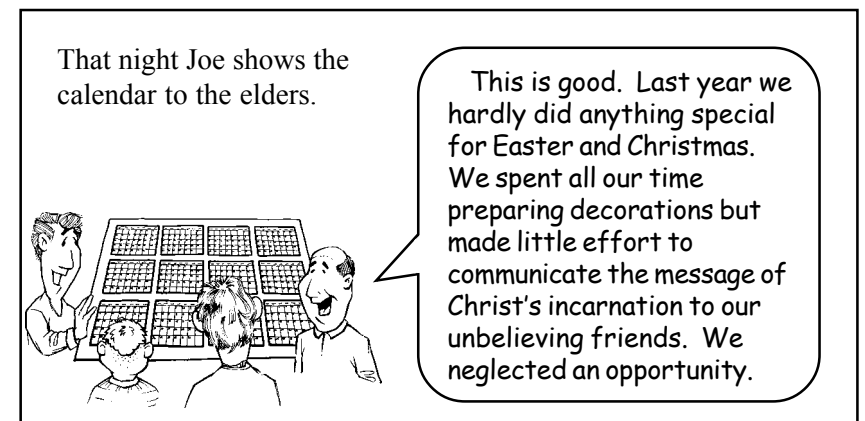
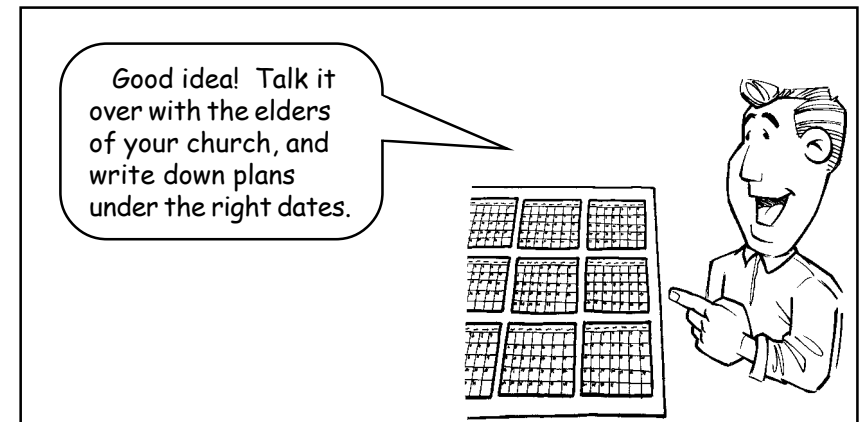
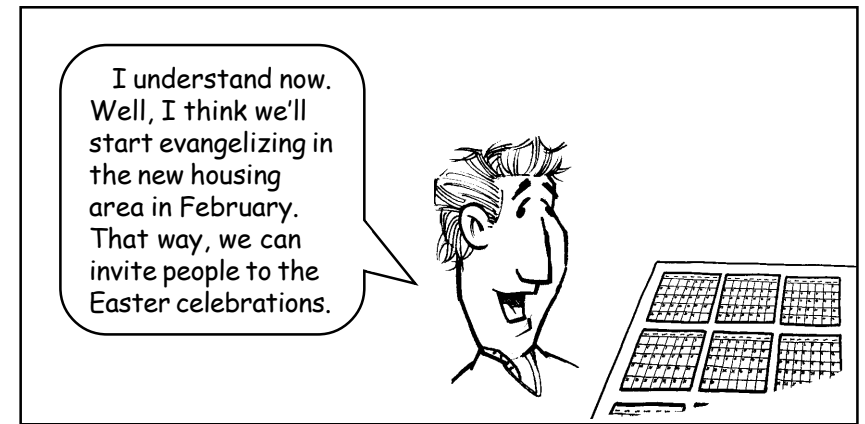


6. Look at the following example of a diary entry, marked with numbers to show priority.

- 3 ~~Counsel alcoholic neighbor~~ - **not today**
1 Evangelize cousin Albert
2 Mend the church door - **delegate to deacons**
1 Visit Sister-in-Law (she's sick) - **my wife can do this**
3 ~~Deal with the Smith's old problem~~ - **no**
1 Take my daughter Sadie to doctor - **combine with visit to Albert**

- a. In the list, the pastor gave a priority number of "3" to two things he crossed out. What priority number did he give the responsibility he delegated to the deacons?

- b. To his own daughter? _____



The elders pray for guidance, then enthusiastically schedule activities that are edifying for the church and that will reach their friends for Christ.

As pastor, I don't have time to plan all the details of these activities. It's not the pastor's job to lead the church alone. All of us elders will work together.



Let's hang the calendar where everyone can see the activity plans well ahead of time, so that more of the members can take part.



By analyzing how we spent the time yesterday, we can organize our time better the next day.

3. When we organize our time, what do we list first?
 - ☐ What we should do.
 - ☐ What we do not need to do.
4. Mark things that the Lord commands us to do, and other items of greatest need, with the priority number "1." What criteria do we use to decide these?
 - ☐ What interests us most.
 - ☐ What most edifies everyone.
5. Although we give preference to what edifies everyone, what happens when we lack time?
 - ☐ We share out the responsibilities among others.
 - ☐ We work hard day and night, without resting.

If we try to do all the work ourselves, we become weak, discouraged, and ill.

- COMBINE things that can be done together, or during one trip.
- DISCIPLINE yourself to carry out the plans.

Use the capitalized words to remember these guidelines:

1: Ask, 2: Recall, 3: List, 4: Discern, 5: Delegate, 6: Combine, 7: Discipline.

REVIEW THESE GUIDELINES TO USE TIME WISELY

1. Psalm 90:12 says *“Teach us to number our days aright, that we may gain a heart of wisdom.”* Write in your own words what God wants us do to gain wisdom:

Without God’s help, our lives are useless.

2. To evaluate how we have used our time, what should we analyze first?
 - ☐ Time spent yesterday.
 - ☐ The future.

When new activities are planned, add them to the calendar. The result is better planning and the church is not dependent on just one person who runs everything.

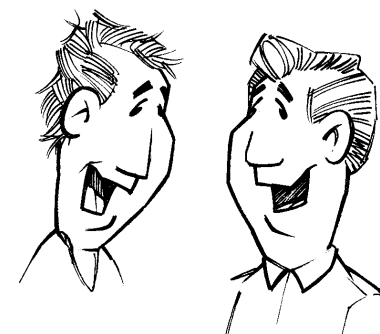
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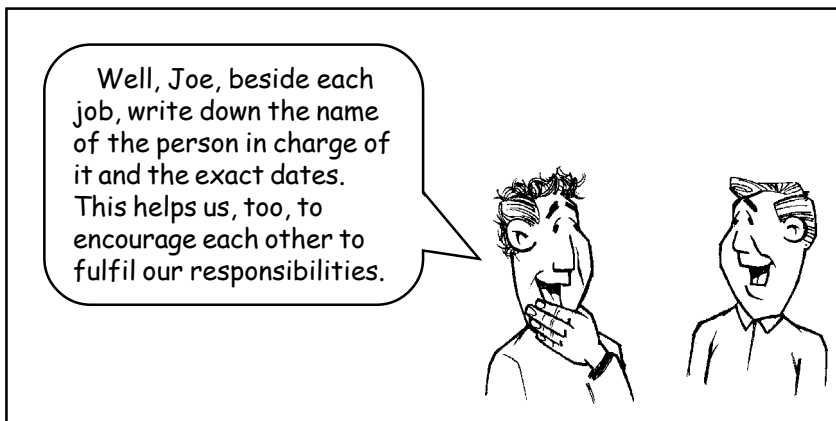
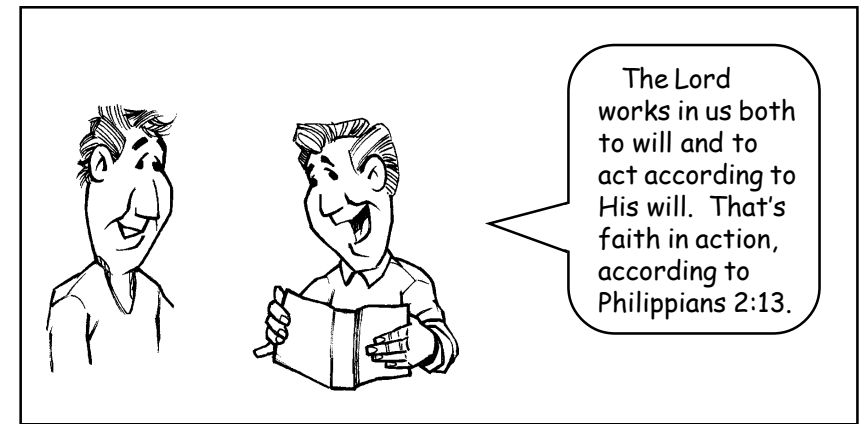
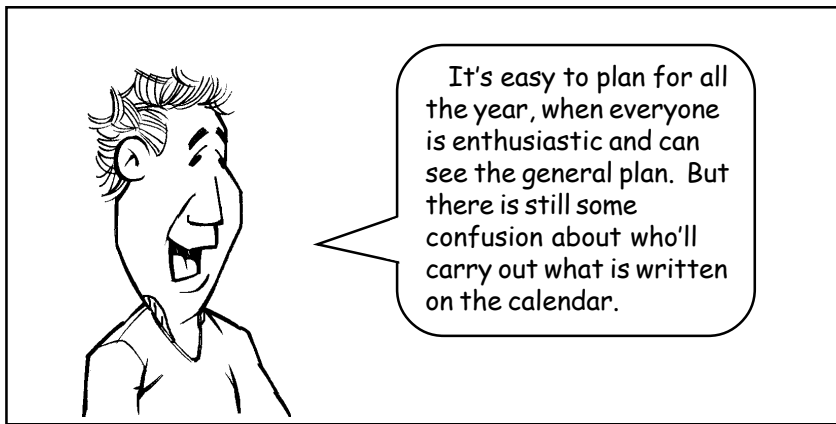


Now that the calendar is planned, many members are taking responsibility for ministries that they used to leave to me.

Peter, a great burden has fallen off me! I used to do almost everything. Now that the plans are made public in an orderly way, many more workers take responsibility.

Thank the Lord. The church grows when all the members share the vision.





PLAN YOUR OWN DAILY AGENDA

To make good use of time, follow these guidelines.

- ASK the Lord each morning to guide your steps during the day.
- RECALL and evaluate how you spent your time yesterday.
- LIST the things that you want to see done.
- DISCERN which tasks are more IMPORTANT before God, and eliminate others.
- DELEGATE to others as many tasks as possible.