



Delegation, part 2 of 2—

10 Steps to Being a Good Delegator

by Jim Wideman

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1 Be willing to let someone else help you.

The first thing Jesus did when He began His earthly ministry was recruit helpers. If the Son of God needed help, we need a bunch of help!

2 Identify the things you are doing now that others can do.

There are people in your congregation that need to be needed more than you need helpers. When you make a list of things you are presently doing that others can do, it releases you to do what only you can do. When you are doing in ministry what only you can do is when you will hear, "Well done, my good and faithful servant."

3 Organize your ministry.

Make job descriptions and flow charts for workers before you even have them.

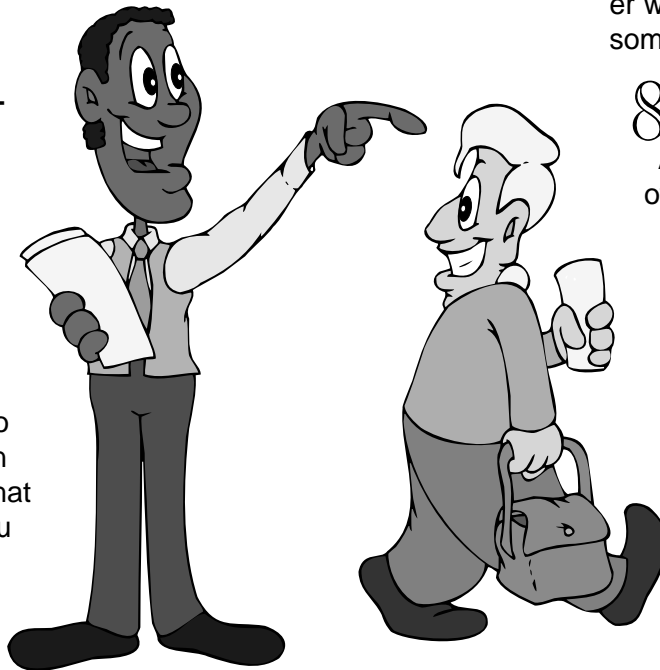
4 Look within the church for faithful people.

If you have workers who have proved themselves faithful, turn more over to them. Jesus said in Luke 16:10, "Whoever can be trusted with very little can also

be trusted with much."

5 Identify the abilities and gifts of each person.

Remember to coach, train, and model to your workers what you want them to do.



7 Don't ever do anything by yourself.

Train new workers by taking them with you. When they can do the job without you, let them. (Then they can take a new worker with them, and you can find someone else to train.)

8 Evaluate.

After you have turned a task over to someone, make sure you inspect and evaluate what they're doing. Remember to be understanding and motivating. Workers do what you expect them to do when you inspect!

9 Don't forget to check in with each key person.

A simple call or memo lets people know you care about what they're doing. Be a coach. Help them grow and make improvements. Be an encourager!

10 Tell people how much you appreciate them.

Without them you couldn't be as effective or accomplish the things you are doing for the Lord. Workers who feel good about themselves do a better job. Saying thank you is always the right thing to say.

Questions for Further Study—

1. What are some tasks you do now that you can give to other people?
2. Why is it a good idea to evaluate those you have delgated?
3. What are some ways you can let those you've delgated know they're appreciated and are doing a good job?
4. What is always the right thing to say?

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