

Ten Biblical Steps To Effective Planning and Leadership

1. **PRAY:** Acts 13:1-3; Rom. 12:12; 1 Thes. 5:17; Eph. 3:20-21; Jas. 1:5-8
 - a. Prayer must accompany our full walk with Christ.
 - b. Never underestimate the power of prayer!
2. **RESEARCH:** Eph. 5:17; Lk. 6:46; Mat. 22:29; Acts 17:11; Eph. 2:10
 - a. Identifying the work as well as the object of it is imperative to its successful completion.
 - b. To do the will of God, one must first know it.
3. **PLAN:** Prov. 20:18; 24:27; Lk. 14:25-33; Prov. 19:2; 29:20
 - a. Plan well and stick to it! Write it down in as much detail as necessary, but, be flexible enough to make adjustments for error or to accommodate new information.
 - b. Planning includes budgeting, supply, manpower, objective, etc. Also: WHAT? WHY? WHEN? WHERE? WHO? HOW?
 - c. Regular monthly, or bi-monthly, business meetings are essential.
4. **INFORM:** Acts 15:22-32; 20:17-21
 - a. Uninformed people are unsupportive, disinterested, and unsympathetic.
 - b. People must know what is before them and what is expected of them.
5. **INCLUDE:** Eph. 4:11-16; Neh. 4:6, 16-17; 1 Cor. 12:20-27
 - a. There is something for everyone to do, from the greatest to the least.
 - b. Take a "talent inventory" of your congregation.
 - c. Leave no one feeling left out, unwanted, unloved, unnecessary.
6. **EXHORT:** Acts 14:21-22; 1 Tim. 4:13; 2 Tim. 4:1-2; Tit. 2:15
 - a. Share your excitement! Keep the church encouraged and reminded of the work.
 - b. The apostles saw exhortation as an important work.
7. **EXECUTE:** 2 Cor. 8:10-11; Jas. 1:22-25; Mat. 7:21; Rev. 3:2
 - a. Many congregations and individuals are great planners, but like the church at Sardis they never finish their work.
 - b. The proverb is: "The highway to hell is paved with good intentions."
8. **REVIEW:** Acts 15:36; 1 Thes. 5:21-22; 2 Cor. 13:5
 - a. Constantly evaluate the condition, quality and progress of your work.
 - b. Is it remaining faithful to the word of God? Is it progressing? Are objectives being achieved? Are laborers out of service? What remains undone?
 - c. Correct errors. Reinforce successes.
9. **REPORT:** Acts 21:17-19
 - a. The congregation has a right to know about the fruits of their efforts, whether positive or negative.
 - b. Regular reporting keeps interest from flagging and allows for the setting of new goals.
10. **RENEW:** 1 Cor. 15:58; Acts 20:24; Phil. 3:13-15; Heb. 10:38-39
 - a. It must be understood that no congregation or individual stands still spiritually: the exact moment forward movement ceases, backward movement begins.
 - b. The instant a person or a church stops growing spiritually, it begins to die. Activity must be maintained, new work identified, new goals established.
 - c. A prayerful searching out of responsibility from the scripture must continue.

WHO DO YOU KNOW?

Your Name _____ Phone _____

Your participation in this exercise is vitally important to the success of our outreach program, to the salvation of souls and to the growth of our congregation. Since it is well known that many people become Christians due to the direct or indirect influence of family or close friends, we want to use this means of expanding our base of contacts for teaching the gospel of Christ. We are particularly interested in identifying and locating all unfaithful members of this congregation with a view toward their restoration to faithfulness.

Please provide as complete a list as you are able of the families or individuals, known to you (family, close friends, coworkers, etc.), whether unfaithful or untaught, that you would like to see in Heaven. Be sure to check (✓) the appropriate box, and if they are a member of a denomination please identify it in "Notes." Continue on the reverse if necessary, and return to Randy Matheny when completed.

1. Name(s) _____

Address _____ Phone No. _____

<u>Church Membership</u>			I'll Make	I'll Accompany
Denominational	Unfaithful	None	Introduction	On Visit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

* * * * *

2. Name(s) _____

Address _____ Phone No. _____

<u>Church Membership</u>			I'll Make	I'll Accompany
Denominational	Unfaithful	None	Introduction	On Visit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

* * * * *

3. Name(s) _____

Address _____ Phone No. _____

<u>Church Membership</u>			I'll Make	I'll Accompany
Denominational	Unfaithful	None	Introduction	On Visit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

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4. Name(s) _____

Address _____ Phone No. _____

<u>Church Membership</u>			I'll Make	I'll Accompany
Denominational	Unfaithful	None	Introduction	On Visit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

REACH-OUT PROGRAM POINT SHEET

Name: _____

Team: _____

Dates: _____ **through** _____

ITEMS	Times Done	Points	Total
Send a card: Sickness / Birthday / Anniversary	_____	5	_____
Telephone: Sick / Unfaithful / Invite to Services	_____	5	_____
Sign up someone for a Correspondence Course	_____	10	_____
Visit Hospital / Sick at Home / Shut-ins	_____	20	_____
Visit the Home of Another Member	_____	20	_____
Visit a Prospect Who is not a Member	_____	30	_____
Visit and Encourage an Unfaithful Member	_____	30	_____
Bring a Visitor to Worship	_____	50	_____
Invite a Family to Your Home for a Meal or Visit	_____	75	_____
Take Food to Sick / Shut-in / Needy / Funeral	_____	50	_____
Do Something to Help Someone in Need	_____	50	_____
Conduct or Help with a Home Bible Study	_____	100	_____

TOTAL POINTS:	_____	
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Notes:

If you have any questions, please ask your team leader(s) or another team member. Let's all do our part to reach out to others with the Gospel of Christ!

POINTS LIST

Listed here are the ways in which you can earn points in our "Reach Out Program." Be sure to keep this list for future reference. It would be a good idea to stick this list on your refrigerator or some other conspicuous place where it will attract your attention on a regular basis. We hope that everyone will get involved in reaching out to others!

ITEMS	Points
1. Send a card: Sickness / Birthday / Anniversary	5
2. Telephone: Sick / Unfaithful / Invite to Services	5
3. Sign up someone for a Correspondence Course	10
4. Visit Hospital / Sick at Home / Shut-ins	20
5. Visit the Home of Another Member	20
6. Visit a Prospect Who is not a Member	30
7. Visit and Encourage an Unfaithful Member	30
8. Bring a Visitor to Worship	50
9. Invite a Family to Your Home for a Meal or Visit	75
10. Take Food to Sick / Shut-in / Needy / Funeral	50
11. Do Something to Help Someone in Need	50
12. Conduct or Help with a Home Bible Study	100

There may be additions, or other alterations, to this list as we progress in our "Reach Out Program." If you have ideas which may prove helpful, let one of the elders know so your suggestions may be considered. Every Christian can do something on this list, so please, prayerfully, get involved! Your contribution will be appreciated, especially by those to whom you Reach Out!