



DISCUSSION GUIDE

THE SHEPHERDING ROLE OF A LEADER: 8 QUESTIONS TO MAXIMIZE YOUR IMPACT AND INFLUENCE

Who's New ... That I Should Meet?

Assess: On a scale from 1 to 10, how connected do you feel to the people God has entrusted to you to shepherd?

Insights and Ideas

n his first letter to Timothy, the apostle Paul provides a helpful list of qualities leaders must possess. In Chapter 3, Paul uses words and phrases like "self-controlled," "respectable" and "above reproach." Buried in this list is one quality that is often overlooked in leadership circles: *hospitable*.

In 1 Timothy 3:2, Paul says, "Now the overseer is to be above reproach, faithful to his wife, temperate, self-controlled, respectable, hospitable...."

Hospitality sets the tone for every interaction we have with people. Without hospitality, you'll never shepherd your team — or the new people you meet in your church or organization. That's why it's important to ask the first shepherding question: "Who's new ... that I should meet?"

The "Who's new" question will help you notice the person on the fringe, and widen your net to welcome the outsider. Jesus was a master at this. While the religious leaders of His day were coddling insiders, Jesus noticed the outsiders. Even if you're not a naturally outgoing person, you can still be hospitable. Here are three tips to help you meet new people:

- **1.** Be <u>accessible</u>. Leaders are busy people, and sometimes it's hard to catch a breath or catch a break. But Sunday morning isn't the time to hide in your office. Get out of the green room, and make yourself accessible to others. You can't meet people (much less shepherd people) if you don't mingle with them.
- **2.** Be informed. Gather information that helps you know whom you should meet. For example, do each of your ministry environments have a guest card or connection card? Do you have a way to gather information from people who are interested in volunteering? Do you know who gave to your church for the first time? Being informed is a proactive approach to initiating conversations with new people.
- **3.** Be <u>strategic</u>. Everybody on your staff or team should be answering the first shepherding question, "Who's new ... that I should meet?" In that process, they will meet people you need to meet, too. Regularly ask your team, "Whom have you met that I need to meet?" It might be a key influencer in your community, a new visitor or somebody with great leadership experience. Be strategic and systematic about asking your team to help you meet new people.

Reflect and Discuss

- 1. How accessible are you to the people you lead? If this is a large number of people, how can you remain accessible while maintaining healthy boundaries?
- 2. What new person do you need to meet this week? What new person have you met recently that somebody on your team needs to meet?
- 3. What systems do you need to put in place to help you stay informed about the people you need to meet?

Apply

Schedule to meet with somebody new this week. When you connect, ask that person to share his or her story. This is a great way to make a person feel noticed and cared for and to begin the shepherding process.

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Assess: On a scale from 1 to 10, how connected do you feel to the people God has entrusted to you to shepherd?

The key to functioning in a healthy expression of a shepherd is to understand the two faces of shepherding: *noticing* and *developing*. *Noticing* focuses on the compassionate side of shepherding. *Developing* focuses on the leadership side of shepherding.

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THE SHEPHERDING ROLE OF A LEADER: 8 QUESTIONS TO MAXIMIZE YOUR IMPACT AND INFLUENCE

Who's Missing ... That I Should Call?

Team Review: What new person did you meet last week?

Assess: Who has been missing lately at your church?

Insights and Ideas

s I mentioned in the introduction, four of the eight shepherding questions focus on noticing, and four focus on developing. The second shepherding question, "Who's missing... that I should call?" is one of the most appreciated "noticing" questions. People like to know they are noticed, and it's meaningful when they feel missed.

Jesus said, "What do you think? If a man owns a hundred sheep, and one of them wanders away, will he not leave the ninety-nine on the hills and go to look for the one that wandered off?" (Matthew 18:12).

Jesus valued the missing sheep. He said we should search for the lost sheep. The truth is, <u>searching</u> begins by <u>noticing</u>. As leaders, we have to train ourselves to look for the lost and to notice when somebody is missing.

This particular shepherding question is one that leaders probably get hammered for the most. How many times has somebody missed a month (or two), and now they're offended because the pastor didn't call them (even though you may have called plenty of others)?

No pastor notices every missing person, and it's impossible to call every person who has missed a service lately. But what can you do? I would suggest two things.

- **1. Do for one.** Author and pastor Andy Stanley made a powerful point when he said, "Do for one what you wish you could do for all." This is the heart of a shepherd. It might be impossible to call everyone, but you can call someone. Who is that someone you need to call this week?
- **2. Develop noticers.** The need is too great and the number is too large for one pastor to notice or call every person who misses church. Instead, develop a team of "noticers" who can stay connected in smaller environments. The larger a church grows, the more critical these "noticers" will be. This can happen by sharing the shepherding responsibility with your staff, team or small group leaders.

Reflect and Discuss

- 1. Who's missing that you should call this week?
- 2. What could we do to become better about noticing the missing?
- 3. How can you mobilize other "noticers" in the congregation to provide care, compassion and follow-up?

Apply

Take 15 minutes to brainstorm with your team a list of those missing at your church. Take the next week to do a concentrated push toward contacting those who have been missing. Be prepared to pray with and provide encouragement to those you haven't seen in a while.



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THE SHEPHERDING ROLE OF A LEADER: 8 QUESTIONS TO MAXIMIZE YOUR IMPACT AND INFLUENCE

Who's Hurting ... That I Should Encourage?

Team Review: What person did you call last week who has been missing recently?

Assess: Who are three hurting people in our church?

Insights and Ideas

he longer I pastor, the more I realize how much people are hurting. Whether it's physically, relationally, financially or emotionally, pain shows up every Sunday at church and every Monday in the workplace, often masked by fake smiles. As pastors and leaders, we must begin asking the third shepherding question so we can provide hope: "Who's hurting ... that I should encourage?"

The apostle Paul painted a stark picture of how we should respond when a brother, sister or member of the church is hurting. He writes, "Carry each other's burdens, and in this way you will fulfill the law of Christ. If anyone thinks they are something when they are not, they deceive themselves" (Galatians 6:2–3).

How many times in leadership are we so busy that we don't have time to "carry each other's burdens," or we feel too important to step down from our pedestal to serve somebody in need? I know I'm guilty. Paul's words are a humbling indictment: "If anyone thinks they are something when they are not, they deceive themselves."

Then, in his first letter to the Thessalonians, Paul said, "Therefore encourage one another and build each other up, just as in fact you are doing" (1 Thessalonians 5:11).

So, how should we respond to people who are walking through the darkest storms? Here are three practical ways to provide encouragement to the hurting:

- **1.** <u>Prayers.</u> Never underestimate the power of prayer to bring comfort and encouragement to the hurting. Whether it's in person, by phone or even written in a card, prayers offer deep hope and strength in the middle of life's biggest challenges.
- **2. Provision.** Sometimes people need provision to help navigate tough circumstances. It might be meals after returning home from the hospital, assistance with a utility bill or someone to take care of the lawn during a medical emergency. Providing for practical, everyday needs is a great way to bring encouragement. Don't make assumptions. Simply ask, "How can we help?"
- **3. Proximity.** There's nothing like a personal visit. Phone calls, texts, cards and social media messages are wonderful ways to encourage people, but sometimes the close proximity of your presence breaks the loneliness people feel in their darkest hours. Proximity also allows you to see firsthand the "unspoken needs" that may require some extra provision.

Every hurting person has unique needs, and each one responds differently to the encouragement strategies listed above. Begin by seeking to understand the needs at hand, and then put the spiritual gifts of encouragement, mercy and helps to work.

Reflect and Discuss

- 1. Who's hurting that you will personally encourage this week?
- 2. Which of the three encouragement strategies prayer, provision and proximity do we do best? Which strategy needs more attention or intentionality?
- 3. What are two other ways we can provide encouragement to the hurting inside the church? Outside the church?

Apply

Personally encourage somebody who is hurting this week. Then, work with your team to determine how to mobilize the congregation to provide better care for the hurting.



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Who's Hurting ... That I Should Encourage?

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THE SHEPHERDING ROLE OF A LEADER: 8 QUESTIONS TO MAXIMIZE YOUR IMPACT AND INFLUENCE

Who's Serving ... That I Should Thank?

Team Review: Which hurting person in your congregation did you encourage last week?

Assess: Who are the least-thanked volunteers in your church?

Insights and Ideas

here are three ways people serve in the local church: <u>time</u>, <u>money</u> and <u>prayer</u>. Some people volunteer their time, serving faithfully to make ministry happen. Others serve through sacrificial giving, investing resources in Kingdom-advancing ministry. Still others serve by praying relentlessly for God to bring extraordinary transformation in lives.

Regardless of how people serve, you should thank all of them. That brings us to the fourth shepherding question: "Who's serving ... that I should thank?" How easy it is to forget that we wouldn't be where we are without the people who serve alongside us. Like the first three shepherding questions, "Who's serving ... that I should thank?" is all about taking notice, and then responding appropriately.

The apostle Paul said, "For this reason, ever since I heard about your faith in the Lord Jesus and your love for all God's people, I have not stopped giving thanks for you, remembering you in my prayers" (Ephesians 1:15–16).

Paul thanked God, and his letter delivered that thanks to the Ephesians. As a shepherding leader, take four simple thank you steps to express appreciation to the people who faithfully serve with their time, money or prayers.

- **1.** <u>Verbal</u> thanks. As you're walking through the lobby or a ministry environment on the weekends, give verbal thanks to the people who are serving. This costs you nothing, but it speaks volumes to the people giving of their time and talent.
- **2.** <u>Written</u> **notes.** Take the first 10 minutes of a staff meeting (once or twice a month) to compose handwritten thank-you notes to your volunteers and prayer team members. In addition, send cards of appreciation to first-time donors. Mail quarterly giving statements to all donors, with a short, handwritten note of thanks at the bottom of each letter.
- **3.** <u>Public</u> praise. Celebrate excellent service publicly. Applaud your parking team when they are serving on a bad weather day. Tell stories during sermons of faithful volunteers who delivered exceptional service. Brag on volunteers in front of their peers. Public praise is a major boost to morale.
- **4.** <u>Annual</u> appreciation. Find a way at least once a year to provide an extra level of appreciation. This might happen through a fun retreat, appreciation banquet or gift cards to all of your volunteers at Christmas.

Reflect and Discuss

- 1. On a scale from 1 to 10, how strong is the thank-you culture in your church?
- 2. What can you do to bump up your score by two points?
- 3. Who's serving that you will thank this week?

Apply

Take 10 minutes as a staff/team to write thank-you notes to the least-noticed volunteers in your congregation. Make this at least a monthly practice in your team meetings.

The first four shepherding questions focus on "noticing": Who's new I should meet? Who's missing I should call? Who's hurting I should encourage? Who's serving I should thank? These questions require leaders to pay attention and notice the people God has entrusted them to serve. The next four lessons address four additional sheperding questions focused on "developing."

Study

TEAM GUIDE

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THE SHEPHERDING ROLE OF A LEADER: 8 QUESTIONS TO MAXIMIZE YOUR IMPACT AND INFLUENCE

Who's Emerging ... That I Should Believe In?

Team Review: Whom did you thank last week for the time, resources or prayers they invest in the church?

Assess: Who is a potential leader or volunteer you see emerging in your area of ministry?

Insights and Ideas

he first four shepherding questions focused on "noticing." They helped us pay attention to the people around us who are new, missing, hurting or serving. These practical questions help us say to people, "I notice you."

There's a second set of shepherding questions that are also important. While the first set focuses on "noticing," the second set focuses on "developing." The first "developing" question is, "Who's emerging ... that I should believe in?"

The apostle Paul intentionally believed in the emerging young leaders around him. To Timothy, he said, "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity" (1 Timothy 4:12).

Here are three ways you can express belief in others:

- 1. <u>Attention</u>. Before you can develop a leader, you have to pay attention to the potential around you. As shepherding leaders, the ball is in our court to see people not as they are, but as they can be. Who around you shows potential to be more and do more?
- **2.** <u>Assessment.</u> Somewhere in the early stages of the leadership journey, you need to assess the individual's potential. This happens best by observing the three I's: <u>integrity, interactions</u> and <u>initiative</u>. In other words, on a scale from 1 to 10, how much *integrity* do they possess (this reveals their character), how do they *interact* with others (this reveals their people skills), and how much *initiative* do they take to get things done (this reveals their work ethic)? A simple assessment like this will reveal potential and provide insight into how they need to grow.
- 3. <u>Affirmation</u>. When you affirm the potential you see in others, it helps them believe in themselves. This can be as simple as complimenting a strength, encouraging early steps of initiative, or even looking a young leader in the eye and saying, "You've got this. I believe in you." Words of affirmation are like jumper cables; they awaken dormant potential just waiting to be tapped.

Your belief in people is like a catalyst for development. Each expression of affirmation creates a flywheel of belief that unlocks potential and maximizes momentum.

Reflect and Discuss

- 1. Who was the first person to believe in your potential as a leader?
- 2. Which of the three steps attention, assessment or affirmation did that person take to show belief in you? How else did that individual support you?
- 3. Who is someone emerging in your ministry you should believe in? What's the first step you need to take to express this belief?

Apply

Take your first step this week to show belief in an emerging leader. How can you affirm that person? What growth environment can you expose that individual to, or what opportunity can you invite him or her to be a part of?



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Who's Rising ... That I Should Equip?

Team Review: How did you express belief in a young leader last week?

Assess: How do you currently equip volunteers or leaders to serve effectively?

Insights and Ideas

eople rise one step at a time as leaders. At the various stages of their journey, they need to be equipped with the necessary resources to keep moving forward. In his letter to the church in Ephesus, Paul said, "So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up" (Ephesians 4:11–12).

Equipping isn't optional as pastors and leaders. It's a mandate. It's primary to our calling. God calls us to equip His people to do His work, and that brings us to the sixth shepherding question: "Who's rising ... that I should equip?"

People don't accidentally become better leaders. They engage in a growth process that helps them move from where they are to where they need to be. As leaders, we must be intentional about crafting and encouraging intentional engagement in that growth journey. So, what does that look like in practical terms? Here are three ways to equip the emerging leaders around you:

- **1.** <u>Training.</u> Training comes in all shapes and sizes. You might invite emerging leaders to a conference or seminar, engage them in a small group focused on leadership development or sponsor them to take a course that stretches their capacity. At the very least, you might invite them to a leadership lesson you are teaching to your staff or team.
- **2. Resources.** We live in an age that makes it easier than ever to access great leadership content. As a part of your equipping process, read and debrief a leadership book with a small group of emerging leaders, expose them to podcasts, share and discuss blog articles, and engage in personality, gifting or skills assessments that provide focus for personal growth. Simple growth deposits speak volumes to people and help them feel valued and valuable.
- **3.** <u>Coaching.</u> Coaching is one of the best ways to develop leaders. Coaching helps you take A.I.M. at someone's potential by providing <u>Assessment</u>, <u>Insights</u> and <u>Motivation</u>. How does it work? In a coaching conversation, assess where the individual desires to grow, provide and draw out helpful insights so they can experience breakthrough growth, and motivate them with words of encouragement and belief. Coaching is so powerful because it provides real-time observation and insight to help a person take giant steps forward.

These three ingredients can be practiced personally (without a formal program), as well as included in a church-wide leadership pipeline.

Reflect and Discus

- 1. Who on your team is rising in potential you can equip for greater effectiveness or responsibility?
- 2. Which of the three equipping strategies training, resources and coaching is strongest, and which is weakest, in your equipping process?
- 3. What changes do you need to make to improve your equipping process?

Apply

It's easy to turn equipping into a program. However, the best equipping happens in the context of relationships. Discuss as a team how each of you can personally engage in equipping others. Furthermore, explore how training, resources and coaching can be used in a larger, church-wide equipping process.



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Who's Reliable ... That I Should Empower?

Team Review: How did you begin equipping leaders last week?

Assess: Who is a reliable leader you should empower with greater responsibility?

Insights and Ideas

he apostle Paul was a multiplying leader who had the ability to empower people for increasing ministry responsibility. In his second letter to Timothy, Paul said, "And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others" (2 Timothy 2:2).

Paul didn't want his words to end with Timothy; they were meant to multiply. This leads us to the seventh shepherding question: "Who's reliable ... that I should empower?"

Empowerment allows the gospel to multiply without limit. This multiplying effect is observed when Paul, Timothy and Silas wrote to the church in Thessalonica with these words: "For we know, brothers and sisters loved by God, that he has chosen you, because our gospel came to you not simply with words but also with power, with the Holy Spirit and deep conviction. You know how we lived among you for your sake. You became imitators of us and of the Lord, for you welcomed the message in the midst of severe suffering with the joy given by the Holy Spirit. And so you became a model to all the believers in Macedonia and Achaia. The Lord's message rang out from you not only in Macedonia and Achaia — your faith in God has become known everywhere" (1 Thessalonians 1:4–8).

Notice the multiplying ripple in this passage.

- First, Paul, Timothy and Silas modeled to the Thessalonian believers lives fully devoted to Christ "You know how we lived among you."
- · Second, the Thessalonians imitated their lives.
- Third, the Thessalonians modeled what they had learned to all the believers in Macedonia and Achaia.
- Fourth, the Lord's message became known everywhere.

In this brief passage, we see an extraordinary empowerment culture that allowed the gospel to multiply in influence. As we shepherd the people God has entrusted to our care, we must ask, "Who's reliable ... that I should empower?" so a similar multiplication can happen today.

The biggest key to empowering others is found in two words: <u>opportunity</u> and <u>authority</u>. The truth is, you can train, resource and coach leaders, but the greatest leadership lessons are learned in the trenches. If you want to develop leaders, you have to empower people with opportunities to lead, and then release them with the authority to lead. Only then can the ripple of multiplication begin.

Reflect and Discuss

- 1. In your own leadership journey, who first empowered you with opportunity and authority to lead?
- 2. On your team (or in your circle of influence), who is reliable you can empower to start leading?
- 3. What level of authority do you need to give them so they can lead effectively?

Apply

As a team, brainstorm a list of qualities that describe empowering leaders. Next, narrow the list to your Top 5. Then, discuss what practical steps each of you should take to live out those five qualities. Finally, have each person answer the question, "Who's reliable ... that I should empower" this week?



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THE SHEPHERDING ROLE OF A LEADER: 8 QUESTIONS TO MAXIMIZE YOUR IMPACT AND INFLUENCE

Who's Faithful ... That I Should Promote?

Team Review: Whom did you empower last week with a new opportunity and authority to lead?

Assess: Who is the most faithful leader on your team?

Insights and Ideas

variety of things come to mind when we hear the word "faithfulness." We often think about the person who shows up every time the doors are open. However, faithfulness is about more than just showing up. Faithfulness is the wise <u>stewardship</u> of resources (abilities, time, money and influence), responsibilities and opportunities.

Jesus expressed this understanding of faithfulness in the Parable of the Bags of Gold. He said: "Again, it will be like a man going on a journey, who called his servants and entrusted his wealth to them. To one he gave five bags of gold, to another two bags, and to another one bag, each according to his ability. Then he went on his journey ... After a long time the master of those servants returned and settled accounts with them. The man who had received five bags of gold brought the other five. 'Master,' he said, 'you entrusted me with five bags of gold. See, I have gained five more'" (Matthew 25:14–15,19–20).

The master empowered his three servants with important opportunities. Only two of the servants rose to the occasion and were deemed faithful. Faithfulness was proven through well-managed opportunity, and well-managed opportunity ultimately opened the door for greater responsibility and larger opportunity. The master said to the first two servants, "Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness!" (Matthew 25:21).

This same principle is true today. The best way to develop leaders is to observe their faithfulness with <u>current</u> opportunities, and then test their ability with new opportunities. In fact, your <u>delegation list</u> may be your best leadership development tool.

Look around and ask yourself the final shepherding question: "Who's faithful ... that I should promote?" Who exhibits the qualities Jesus describes in His parable — qualities that exhibit wise stewardship, multiplication and loyalty? Once you identify a faithful volunteer or leader, determine what responsibility and opportunity to hand to that person next.

Reflect and Discuss

- 1. Who are the two most faithful people (as defined by Jesus' parable) on your team?
- 2. To what roles do you need to promote your most faithful team members?
- $3. What training, resources \, or \, coaching \, will \, they \, need \, in \, order \, to \, succeed \, in \, their \, new \, roles?$

Apply

The final shepherding question elevates the most faithful on your team to areas of responsibility you can entrust to them. Rather than putting off this promotion conversation, schedule to meet with them this week. In your meeting, express your belief in them, share how you have observed their faithfulness, and then offer to promote them to a new opportunity of leadership. In addition, tell them how you plan to train, resource and coach them for success.

Each of the eight shepherding questions are essential as pastors and leaders. Some focus on "noticing," and others focus on "developing." The larger your church grows, the more you'll need to lean into the developing side of your role so that everyone can be noticed, cared for, and equipped for ministry.



THE SHEPHERDING ROLE OF A LEADER: 8 QUESTIONS TO MAXIMIZE YOUR IMPACT AND INFLUENCE

Who's Faithful ... That I Should Promote?

Assess: Who is the most faithful leader on your team?

Faithfulness is more than "showing up." Faithfulness is the wis
ence), responsibilities and opportunities.
Matthew 25:14–15,19–20 says, "Again, it will be like a man going on a journey who called his servants and entrusted his wealth to them. To one he gave five bag of gold, to another two bags, and to another one bag, each according to his ability. Then he went on his journey After a long time the master of those servant returned and settled accounts with them. The man who had received five bags of gold brought the other five. 'Master,' he said, 'you entrusted me with five bags of gold. See, I have gained five more.'"
Faithfulness was proven through
opportunity, and well-managed opportunity ultimately opened the door for greater responsibility and larger opportunity.
Matthew 25:21 says, "Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share you master's happiness!"
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