

Mobilizing People to Serve



Instructor's Guide

Church Renewal Resource
Evangelism Ministries USA/Canada Region
Church of the Nazarene

Acknowledgments

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Preparation Checklist

The following information will help you prepare to instruct this module.

- Review the material and make notes of specific areas for special emphasis.
- Check to ensure the following materials are available:
 - PowerPoint presentations
 - Participant booklet (copy as needed)
- Gather the following materials:
 - Pens and/or pencils
 - Other material you want to use
- Check the classroom for:
 - Projector
 - Sufficient number of tables and chairs for the participants
- Arrange the room so that each church team sits around an individual table and you have ample room to move among the teams.

Mobilizing People to Serve

The table below identifies each module section, the time allotted for each section, and a brief description of the section's objective. When you are familiar with this module, you may want to teach from this page rather than the detailed information.

SECTION	TIME	PAGE	BRIEF DESCRIPTION
Module Introduction	5 mins.	5	<ul style="list-style-type: none"> Introduce module, objectives, and outline.
Lecture	25 mins.	6	<ul style="list-style-type: none"> Facilitator presents information that will help participants see Sunday School as an effective method for making disciples.
Small Group Exercise	15 mins.	11	<ul style="list-style-type: none"> Participants work in teams to reflect on the information presented in the lecture and begin applying the concepts.
Discussion	5 mins.	11	<ul style="list-style-type: none"> Participants share thoughts about the information presented and insights about how the information will assist in their leadership. Two possible questions to start the discussion in addition to the questions answered during the exercise are: <ul style="list-style-type: none"> What new ideas or thoughts did God reveal to you? What new techniques will you begin using as you think about others in your church?
Action Planning/ Reporting	20 mins.	12	<ul style="list-style-type: none"> Participants begin preparing for their homework assignment: Based on the responses to the questions in the Small Group Exercise, develop a plan implementing at least two of the six tasks. In preparing for these activities, participants discuss how, who, when, and expected results
Module Wrap-up	5 mins.	12	<ul style="list-style-type: none"> Close the module with your final comments regarding the topic.
Total Module Time: 75 mins.			

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Module Introduction

(5 Minutes)

Notes

Let the participants know the material is theirs to keep and encourage them to take notes. The participant material includes:

Purpose

Objectives

Pretest

“Fill-in-the-blanks” for the lecture

Application exercises

The purpose of this module is to:

Recruit and direct people into effective ministry.

The objectives for this module are:

- *Understand how recruiting influences effectiveness.*
- *Evaluate the skills of available personnel.*
- *Help people find fulfillment by using their gifts*

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Lecture

(25 Minutes)

The underlined text represents the blanks in the participant booklet

- I. **Pretest:** Before beginning the lecture, give the participants three to four minutes to complete the test found in their participant booklet. The correct answers are in **BOLD**:

Mobilizing People to Serve Pre-Test

1. Most churches recruit volunteers in the following ways: (Rate 1-5 in order of preference; 1 being most frequently used method)

Most Frequently Used Methods		Most Effective Methods
2	PULPIT ANNOUNCEMENT	4
5	FACE TO FACE	1
1	NEWSLETTER	5
4	PHONE CALL	2
3	LETTER	3

2. The average church in America gives the following percentage of its members a chance to serve:
- a. 10% - 20%
 - b. 60% - 70%
 - c. **35% - 45%**
 - d. Over 50%
3. What is not an adequate reason to encourage people to serve?
- a. For personal spiritual growth
 - b. **For congregational survival**
 - c. For a sense of belonging
 - d. For numerical church growth

Lecture (cont.)

Notes

4. Who should church leaders seek to recruit into volunteer ministry?
(All answers are correct.)
 - a. **Uninvolved people**
 - b. **People with needed spiritual gifts**
 - c. **The faithful saints**
 - d. **People who are unequipped to serve**

5. Which principle should govern work in the church?
 - a. Quality of ministry is more important than quantity of numbers.
 - b. **A mobilized membership is more important in church growth than a dynamic pastor.**
 - c. We are to be careful about asking people to work in the church because they are apt to neglect their families.
 - d. We must be careful about recruiting new people to serve in the church.

6. Our church members are probably best described as:
 - a. Willing and able to serve
 - b. Willing but untrained to serve
 - c. Unwilling and unable to serve
 - d. Unwilling but trained to serve

No correct answer for 6: participants answer based on how they see the members in their church.

Do not spend a long time on the answers for the pre-test. The information will be covered in the lecture.

II. The Impact of People Serving

The percentage of people serving is directly related to the growth, stagnation, or lack of growth in the church.

1. If **40%** of the people are serving, the church is usually in decline.
2. If **50%** of the people are serving, the church is generally plateaued.
3. If **60%** of the people are serving, the church is usually growing.

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Lecture (cont.)

III. The Four Categories of Church Members

I	II	III	IV
Willing and <u>ABLE</u>	Willing and <u>UNABLE</u>	Unwilling and <u>UNABLE</u>	Unwilling and <u>ABLE</u>

The leaders' responses are directly tied to the workers' attitudes and abilities. The following table outlines the leaders' responses.

	Workers' Attitudes and Abilities	Leaders' Responses to the Workers
I	Believe and practice volunteerism and are capable	Delegate responsibilities and release the people to do the job
II	Want to participate, but do not have the skills to do the job	Train and equip them for the job
III	Do not want to serve and do not have the skills to do the job	Communicate what work needs to be done, why it is important, and why you want them for the job When they say yes, train and equip them
IV	Do not want to serve, but have the skills necessary to accomplish the job	Inspire by painting the vision for how they can play a vital role in the success of the program, activity, event, and the Kingdom of God

IV. Church Growth Concepts

A. What are the church growth concepts?

1. The number of people **SERVING** in your church is critical to making a great impact for God in your community.
2. A **MOBILIZED** membership may be a more important factor in church growth than even a **DYNAMIC** pastor.
3. People should first be directed to become involved in **OUTREACH**, rather than in ministry to those who are already a part of the church.
4. Members are best **EMPLOYED** along the lines of their spiritual gifts.
5. People **RALLY** to a captivating vision of their future church.

B. Why should church leadership be concerned about encouraging people to become involved in ministry through the church?

Lecture (cont.)

1. For **PERSONAL** spiritual growth
2. For **CONGREGATIONAL** spiritual growth
3. For **NUMERICAL** growth
4. For a sense of **BELONGING/ACCEPTANCE**
5. To get the **WORK** done
6. To bring **GLORY** to God
7. To strengthen **RELATIONSHIPS**

C. Whom should church leadership attempt to recruit into local church ministry?

1. **UNINVOLVED** people
2. Faithful, obedient **SAINTS**
3. The **UNEQUIPPED** and **INADEQUATE** person
4. **UNASKED** people
5. People who possess needed **GIFTS**
6. People whose **PRIORITIES** do not include ministry

D. How are people best recruited into Christian service?

The first column shows the methods most often used in recruiting workers. The second column shows the most effective methods of recruiting. As you can see the methods used most often are those least effective.

	Most Frequently Used Methods		Most Effective Methods
1.	NEWSLETTER	1.	FACE TO FACE
2.	PULPIT ANNOUNCEMENT	2.	PHONE CALL
3.	LETTER	3.	LETTER
4.	PHONE CALL	4.	PULPIT ANNOUNC.
5.	FACE TO FACE	5.	NEWSLETTER

E. How to recruit lay staff

1. Discuss with the participants the process outlined for recruiting lay staff. Add examples of your own personal experiences of recruiting.

Lecture (cont.)

Notes

2. You may want to share how these suggestions have been successful for you or times when you did not follow the suggestions and the consequences you experienced.
 - a. Decide the skills necessary, e.g. social, communicative, organizational, spiritual gifts.
 - b. Select the preferred leadership style of the prospective leader.
 - c. Pray about the available persons.
 - d. Determine the weekly or monthly time allotments.
 - e. Make an appointment with the person to meet you (in your office).
 - f. Inform them of the needs that can be met by their ministry.
 - g. Tell them what ministry you'd like them to consider.
 - h. Explain why you selected them and what processes you went through.
 - i. Estimate the time demands and the length of service.
 - j. Go over the job description with them.
 - k. Inform them of your confidence.
 - l. Make training available to them.
 - m. Pray with them.
 - n. Ask them to pray about their decision.
 - o. Have them suggest a reasonable time to get back to you with their decision.
 - p. Keep a list of people saying "no" and why, for they may say "yes" at another time to another ministry opportunity.

Small Group Exercise

(15 Minutes)

Notes

The small group exercise portion of the module provides an opportunity for the teams to discuss the information presented and how it applies to their church.

Turn to the Small Group Exercise portion of your participant booklet. Let's take the next 15 minutes to answer four questions about jobs in your church and how people are often recruited.

The questions are:

1. *What are the last three (volunteer) jobs your church filled?*
2. *How were the people for these jobs recruited?*
3. *How do you prefer to recruit people to fill church positions? Why?*
4. *For you personally, what is the most difficult aspect of recruiting face to face?*

Remain available during the exercise time to answer questions. Announce to the group when five minutes remain. Again announce to the group when two minutes remain.

Discussion

(5 Minutes)

The discussion portion of the module provides an opportunity for people to share their thoughts about involving people in ministry and techniques used to recruit people.

If you're ahead of schedule, the discussion can go a few extra minutes. However, it's easy to lose track of time so watch the clock.

Open the floor for discussion. If the group is hesitant to discuss, start with one of the questions they discussed during the exercise.

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Action Planning/Reporting

(20 Minutes)

This section gives the participants an opportunity to discuss their plans for using this information when they return to their church.

The homework assignment for this module is:

Use the forms provided to complete a Leadership Survey of your church. You will identify those who are serving and their positions by listing those who attend but do not serve, and by determining the percentage of people involved in ministry.

Let's take about 20 minutes to discuss how you plan to use this information as a church. In your material you have an Action Planning/Reporting page with your homework assignment. You will probably need to continue this discussion when you return home.

Move among the groups to answer specific questions. Listen for discussions that are not focused on the assignment and guide them completing the questions. Let the groups know when there are five minutes remaining and ask them to begin to conclude their discussions.

Module Wrap-Up

(5 Minutes)

This section provides an opportunity to close the module.

- Ask participants to share their thoughts about the module.
- Answer any questions and provide encouragement.