

# SURFACE TO SOUL

Live Well | Lead Well | Coach Well

## 30 Ideas for Improving Your Execution

1. Assign a person to maintain a current leadership roster. Make the list accessible to all leaders.
2. Create a leadership email distribution list; send an email update to all leaders once a month.
3. Decide on a central place to archive all important documents (Google, Dropbox, iCloud, website).
4. Post your annual road map on your website. Update road map at least monthly to show progress.
5. Build leadership meeting agendas around your mission, vision, values, and goals.
6. Don't schedule meetings until you've determined meeting outcomes and what you want people to do.
7. Use meetings to make key decisions, build community, and to learn and brainstorm together.
8. Avoid using meetings to report on progress. Provide updates via email and other means.
9. Increase the percentage of people able to participate in meetings by using phone/video conferencing.
10. Follow up with team members who don't show up at meetings.
11. If people have difficulty attending meetings, find other ways for them to contribute to ministry.
12. Evaluate every meeting. Keep it simple. List what you should keep doing, stop doing, and start doing.
13. Give meeting participants "homework/assignments" to work on before the next meeting.
14. Create basic ministry descriptions for all servant positions; post them on your website.
15. When asking people to serve, share with WHY it's important and why you felt they'd be a good fit.
16. Provide people with ministry descriptions BEFORE asking them to serve.
17. Create a list of possible sprinter opportunities (tasks taking less than 3 hours) to give to volunteers.
18. Create a leadership planning calendar that lists major events, project deadlines, and monthly themes.
19. Create a schedule for conducting annual reviews of people, programs, ministries, and events.
20. Create a schedule for conducting quarterly "check-ins" with staff and ministry team leaders.
21. Provide event planning templates to ensure that outcomes are clearly defined and thoughtfully planned.
22. Archive event planning notes and forms for future reference.
23. Evaluate every scheduled event, asking "What worked?," "What didn't?," and "What would you change?"
24. Use standardized reporting forms for monthly reports and annual reviews.
25. Provide or point people to articles, books, videos, and blogs that support learning and development.
26. Make inviting, equipping, and encouraging leaders a year-round process. Create a "prospect" list.
27. Use online forms and documents to share information, reduce reporting, and build agendas.
28. Begin equipping and resourcing leaders before they ever say "yes" to serving on a team.
29. Remind leaders that what they're doing is sacred, spiritual, worshipful work.
30. Find ways to make leading and learning fun. Weave laughter into what you're doing and discussing.



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