

## General Leadership Training Plan

### *Preparation*

1. Assemble the ingredients to bake a batch of chocolate chip cookies from scratch. Have a detailed recipe for making these cookies. Make sure you have everything necessary. Supply mixing bowls, measuring cups or spoons, spatula, other utensils, and cookie sheets. Also obtain a roll or sheet of cut-and-bake cookies; it is recommended that you use the same brand as the brand of chocolate chips in the scratch cookies.
2. Assemble these “ingredients” for your discussion. A map of your target ministry area with individual streets, a map or building plan of your space, church directory, class rolls, prospect lists (include church members that are not members of a class or small group), copies of your curriculum from each of the age group areas, church calendar, and a copy of *The Five Step Formula for Sunday School Growth* for each person. You may want to make a copy of the Meeting Space Specifications Chart on page 16 for each person.
3. If you actually want to bake the cookies to share, you will need to be near the church kitchen or conduct your meeting in someone’s home. You will also want to include some milk, coffee, and/or soft drinks.
4. Place the ingredients to prepare the scratch cookies on a table and arrange all the items so your leaders can see each item and reach each item. Have your Sunday School “ingredients” arranged on a separate table.
5. Assemble, nametags, markers, easel pad or white board, and anything else necessary to facilitate your discussion.
6. Obtain a list of potential training opportunities for your leaders and for their teachers.

### *Introduction*

1. Remember that you are modeling for your leaders, and expect them to model for their teachers. They need to see a quality meeting every time you are in front of them.
2. As leaders arrive welcome each one individually and have them make a name tag. As each person completes their name tag, ask them to review the ingredients on each of the tables, and also ask them to help you welcome each person to the meeting.
3. At two minutes past your meeting start time ask

everyone to assemble around the table with the cookie ingredients, and open you time together with prayer. Ask God to empower your leaders with a healthy perspective on the key ingredients for their department or area of focus.

4. Direct a conversation about homemade cookies by asking them how long it has been since they prepared homemade cookies from scratch? If time permits have them make a sheet of cookies. (If you have a large group, put them into smaller groups and have each group prepare a sheet of cookies. Mix leaders of different groups together, and have them use the ingredients from the same bags). If time does not permit this, just facilitate a discussion of the process. Have one of the leaders present read the recipe and have others point out the ingredients as the recipe is read.
5. When you are finished reading the recipe or the cookie dough is ready, put it on the sheets, and put them in the oven. Assign two people to watch the clock so the cookies won’t be overcooked.
6. Move to the table with the Sunday School ingredients.

### *The 5 Step Formula*

1. Describe for your leaders how Arthur Flake developed a formula for growing a Sunday School, just as someone developed a recipe for making chocolate chip cookies.
2. Stop here and pray for the Holy Spirit to empower this group to apply the appropriate mix of ingredients to create a place where Jesus is lifted up so people will be drawn to Him. After praying, remind your leaders that without God’s presence, our efforts at combining the ingredients are in vain.
3. Give each leader a copy of *The Five Step Formula for Sunday School Growth*, and facilitate a discussion about Arthur Flake. Remind your leaders that the formula is over one hundred years old, but the principles remain effective. Say to your leaders, “Our challenge is to implement these principles in a way that will communicate the message of the gospel with the people in our neighborhoods.”

### *Step 1: Know the Possibilities*

1. From the Sunday School ingredients table pull out the map of your city or town, class roll, church directory,

and prospect lists. Use the local map to discuss your Primary Ministry Area (PMA), and discuss the need to review the Primary Ministry Area from time to time.

2. Draw a circle on the map with a radius of three, five, and ten miles from your church. (If you are a regional or rural church, draw circles with an appropriate radius for your situation.) Ask them to help you estimate how many people live in each of those circles. Using census data and recent surveys we can estimate that 60 percent of the people in those circles do not go to church.
3. Ask them to identify how many people there are in those circles that are not going to church or Sunday School. Write the number on the easel pad or white board.
4. Say, "How many potential prospects are in our ministry area if we reach 10 percent, 20 percent, 30 percent, etc.?" Write these numbers on the easel pad or white board so they can see the number.
5. Talk through each of the items in Step 1, and ask them to brainstorm how you might use each of these items to keep the possibilities in front of people all the time. Knowing and understanding the possibilities is a primary responsibility of leaders. You cannot overcome the possibilities!

### *Step 2: Enlarge the Organization*

1. Remind your leaders that our goal is to grow the Sunday School. Sunday School growth means people are coming to know Christ and engaging in personal Bible study.
2. Say, "Now that we know the people possibilities, we need to prepare to receive people."
3. Ask leaders of each group to use the numbers you wrote down for prospects to identify how many of those fall into the ministry area where they concentrate their efforts. These areas should at least be: preschool, children, youth, and adults. You may have one or several categories in each of these areas.
4. Walk through the three reasons to organize by age group, and work with your leaders using the numbers that they have delivered to build a strong case for continuing and strengthening this effort.
5. Allow your leaders to review the seven categories in *The Five Step Formula for Sunday School Growth* to identify what steps they should take now to enlarge their organization. Ask them to focus in on "Start New Units."
6. Have each group report their steps, and allow other leaders to comment and discuss the findings.
7. Be prepared to stretch their thinking if you don't believe they have enlarged the organization enough.

8. If you baked the cookies, this might be a good time for a short break with milk, coffee, soft drinks, and cookies.

### *Step 3: Provide Space and Equipment*

1. From your ingredients table, pull out the map or building plan of your church or meeting space. Also make the ideal space requirements table available to all participants.
2. Have your leaders do a quick comparison of the ideal space chart and the space that is available right now.
3. Ask your leaders if there are changes that might need to be made immediately to meet some of the space requirements?
4. Remind them that not everyone in the church will have the same perspective that they are getting from this space evaluation, but with the right communication and leadership some ideal space could be made available right away.
5. Lead a discussion about what groups might be flexible, and identify some steps to take as you leave your meeting today. Assign someone to be responsible for beginning to take the steps, and make a note of when they might report back to the leadership group.
6. Ask your leaders if they think their teachers have all the proper equipment in their rooms. Ask them to go back to their teachers and ask the same question. Tell them you are going to create an agenda item on your next meeting to discuss what the teachers said and how that compared to what the leaders said.
7. Remind your leaders of how your church procures equipment so they will more fully understand what steps they need to take if they have a need for equipment in a department or class.
8. Conclude this section by asking your leaders to work with their teachers to do a "space clutter walk." Encourage them to spend some time with each teacher over the next few weeks to help them remove or reduce unwanted clutter and nonessential equipment.

### *Step 4: Enlist and Train Workers*

1. Ask leaders to read "The Ten Factor" on page 20 of *The Five Step Formula for Sunday School Growth*.
2. On the easel pad or white board write the number of workers you have, and ask them what the potential for your Sunday School equates to using "The Ten Factor"?
3. Describe the importance of praying for workers.
4. Take a moment to see if any of your leaders know of special concerns for their teachers. Pause and pray for them right now.

5. Pull out the church directory and say, “This is where our workers will come from.”
6. Walk them through a teacher enlistment.
  - Pray for prospective teachers.
  - Set up a meeting time with prospective teachers for at least 20-30 minutes.
  - Describe the job duties, your expectations of them, and their expectations of you.
  - Enlist with integrity.
  - Provide ample time for response—seven days.
  - Decide if you will be available to assist them with the enlistment of one or two teachers to help model the process.
7. You may want to do a short role play to show them how to set up the meeting time, discuss expectations, or respond to “no.”
8. Remind them that enlistment is a year-round activity and can be made easier through effective training events.
9. Pull out your list of potential training opportunities and talk through each of the opportunities with your leaders.
10. Describe the apprentice method for training future teachers, and encourage them to consider this in their own leadership roles. If you have an apprentice for your role use that as an example, and you may even want to have your apprentice give a short testimony of what the experience has meant for them.
11. Turn their attention toward the curriculum that is on the Sunday School ingredients table. Ask them to provide feedback on the curriculum choices.
12. Make sure they understand what curriculum choices are available to them.

### *Step 5: Go After the People*

1. Review each of the four steps that you have already discussed.
2. Refer back to the creation of the cookies and how each ingredient was added according to the recipe. BUT, the cookies wouldn’t be ready until they were placed in the oven and allowed to bake. Use the oven as an analogy for Step 5. Say, “We can have all of these ingredients, but if we don’t go after the people our work may be in vain.”
3. Remind your leaders that they are models for their teachers. It is important for them to have relationships outside the church that provide them opportunities to invite people to Sunday School.

4. Also remind them that we should talk to God about people before we talk to people about God. Stop and pray for people in your community right now.
5. Walk through the items on pages 24-28 of *The Five Step Formula for Sunday School Growth*. Pay particular attention to those areas where your leaders will need to influence their teachers:
  - Face-to-face contact
  - Telephone and e-mail
  - Categories of prospects
  - Definite time to go out
  - Definite prospects
  - Definite reporting process
  - Organizing prospect files by family
  - Prioritizing around responsiveness
  - Leaving something when you visit
  - Open enrollment
  - Empty chair
  - Fellowship Evangelism
  - Additional communication tools
  - Direct mail
  - Web sites
  - Off-campus groups
6. Don’t give up! Remind your leaders that each person on a prospect list—each person on the tally sheet that reports our attendance—represents a person. God didn’t give up on us, and we shouldn’t give up on them.

### *Conclusion*

1. Ask them for some feedback on the analogy to the ingredients for baking cookies, and this formula for growing Sunday School?
2. Pull out the cut-and-bake cookie dough. Ask them if they have ever done cookies by that method, rather than making them from scratch?
3. Get opinions about which cookies might taste better. Don’t be unrealistic; the cut-and-bake are very good today.
4. Tell them that this is where the analogy breaks down. All of the ingredients for cookies can be done ahead of time and prepared for us. Sunday School is about people, and working with people requires us to assemble the ingredients as we go with particular attention to how those ingredients will impact people.
5. Encourage them as they go to work with their people to be mindful of the Holy Spirit’s presence and to recognize people as the key ingredient.
6. Thank them for coming, and send them on their way with a special prayer for their work and a bag of homemade cookies.