

A weekly resource for those who lead Worship Ministries

mondaysmorningemail.com

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Leadership Tools

Hugh Ballou

LEADERSHIP TOOLS...

...Is divided into four sections:

1. Foundations
2. Relationships
3. Systems
4. Balance

In my leadership work, I have group skills and strategies into the four areas above. First, Foundations give the leader the clarity to know how to lead the team because the final result is clear; second, build and maintain effective relationship to assist in getting to the vision; next, develop effective systems allowing each team member to excel and to work together efficiently; and finally, create balance in work, in life, and between work in life.

This month's contributors bring experiences and skills from diverse backgrounds and perspectives:

1. Brandon Allen help you build, refine, renew you foundation by pointing you to a strategy for validating your soul purpose.
2. David Stanley, step brother and bodyguard for Elvis Presley, shares how he built and will build relationship as a leader when making his movie about his life with Elvis.
3. My article is about the leadership systems helps you think about conducting - conducting powerful meetings. Yes, you can conduct meetings like rehearsals!
4. I also give you 10 points to create and maintain effective boundaries for balance in your life.

Send us your thoughts, comments or ideas for topics to address in future issues.

Enjoy!

Hugh Ballou

FOUNDATIONS

Find Your Purpose Now

by Brandon Allen

Many of us wait until long after we should to ask one simple question that can transform our working lives. That question is, what is my purpose for being on this planet? Why is this important? Why don't we think about the answer to this question and what can we do to discover what that is?

We have heard a lot over the past few months about the importance of building a personal brand. Some are turned off by this as they think it makes them a walking billboard or sales pitch. Your personal brand is the set of characteristics that tell someone who you are and what you are about. Think about people that you know. You have a brand for them. The difficult part about branding is that it's difficult to do if you don't have a clear idea about who you are.

So why don't we always have a clear direction for ourselves. It starts in college. There are those people you know in college who seem to have a pretty good handle on what they want to do. There are others that have no idea. In the case where we aren't sure, we guess. We decide to study something based on job prospects or our parents told us we should study it. We then get so wrapped up into the process of getting a degree, we don't take any time to fully assess our strengths and abilities. The full reality of not understanding our purpose comes to us when we start looking for jobs. The end result is that we end up working somewhere that we hate and that gives us a decent paycheck. You know the negative by-products of working at a job you hate so I won't talk about them here.

What can we do to aid our journey of self discovery? A simple answer is to take time and learn about yourself and your talents. So much time is spent learning about everything else in this world that we forget about us. We don't always recognize our talents because they come so easy to us that we don't think they are valuable. The truth is, there are many talents that we all possess that others are in awe of or appreciate.

Where can we go to find answers about ourselves? One answer is to look within ourselves. What are we doing in the areas of self reflection to discover what are passions are. There are also plenty of place to look outside of yourself as well. Some of the tools and places to go to get information are:

- A Kolbe A report- www.kolbe.com This reports helps you understand your method of operation and how you can use that to be productive.
- Read the book Unique Ability by Catherine Nomura, Julia Waller and Shannon Waller. One of the exercises in this book helps you discover your talents by asking those closest to you.
- Another good book is Strengths Finder 2.0 by Tom Rath.
- Take a Natal report. This may seem a little hokey to some but it is surprising what you discover in these reports and how closely they match up with other assessments

that you should do.

- Take the Myers Briggs Type Indicator test. www.myersbriggs.org
- There are several seminars that help you in self discovery as well that could be beneficial to your understanding of self.

The most important thing in all of this is that, if you are not clear on who you are or what your personal brand is, start creating the space to discover it sooner than later. Don't get stuck doing things that you hate just for a paycheck or for a sense of security. Benjamin Franklin said that an investment in yourself pays the best dividends. The full value of what you can create in the world depends on how clear you are on your purpose. How have you been able to discover your purpose? What roadblocks have you encountered in your journey to discovering your purpose?



Brandon Allen is a business and vision coach with The Business Blueprint. Brandon focuses on helping businesses get clear on their vision, mission, core values and leadership. Brandon is the author of the small business blog Build Your Soul Purpose (www.buildyoursoulpurpose.com).



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RELATIONSHIPS

Building a Strong Team Through Building Relationships

By David Stanley

Interview with David Stanley by Hugh Ballou

Hugh Ballou: David, thanks for giving me this interview for the readers of Monday Morning Email. You recently produced a full-length movie. Tell us about it.

David Stanley: Well, I have a company called Impello Films. I am a writer, producer and director. The last film we did was called "Protecting the King." I was the writer, which was putting the concept together and putting it on paper, and as a producer, my responsibility was to go out and fund the film and put the team together – all the elements necessary to go into pre-production and then into production. Once into production, I was the director of the film. Now. That's a lot of hats and it sounds tremendously glamorous. It is and it isn't.

The writing part is where I sat down and did my thing, individually. I just let my God-given talents flow through me to communicate my objective on the page. The producing, I had help on. It was important to put together a good, solid team. That's what's important in leadership in any area and specifically in the area of the church. It's especially important in the church. I go to a church here in Irving, Texas called Fellowship Church, and it's one of the largest churches in the US. Many people say that large in not equal to success. That's true, however, planning which includes putting together the proper program, the proper music, the proper worship services to communicate the greatest story ever told has drawn people to our church because God has used individuals in our church as a team.

So, when I think of "Protecting the King" the film and a church, or a business, they all take the same thing, putting a team together who can work in one accord and can communicate one objective and are driven by a passion toward a common purpose. My favorite, certainly, is the church because we have the greatest message that there is. We have the answer for everything, the Lord Jesus Christ.

In making my film, I found that putting that team together and putting things into proper perspective, creating a sequence of events that lead to a specific objective is absolutely key! I had to use these principles when producing the film. We had 120 people working with us. Not everyone is going to get along and not everyone is going to agree. There has to be that one leader who leads that group to that place where that ultimate objective is met. In this case it was the film. Obviously, in the church it's communicating the gospel effectively to reach the community of faith and drawing others in. If God can use the jawbone of an ass, then he can also use any of use, especially those who are organized, can create logical sequences and who God has given the ability to communicate a message that draws the team together and ultimately draws other to Christ.

Next Month: Part 2 of the Interview "Parallels in Constructing a Plan for Producing a Movie and Creating an Effective Order for Worship"



D. (David) Edward Stanley is truly gifted storyteller with the ability to create dramatic contrasts that tap a range of human emotions. He made his directorial debut with his first independent feature film "Protecting The King" which was distributed worldwide in 2007 and received critical acclaim. The film is the true story of Stanley's life on the road with his world famous stepbrother Elvis Presley.

Stanley's next film project, also a true story, is called Restoring My Father's Honor. The film, about WW II combat soldier MSgt William J. Stanley, reveals a startling truth buried for more than 50 years.

Stanley's lineup also includes Predator In The Pulpit and an original story called Dachau. These projects are housed under Stanley's production company Impello Films.

Stanley founded Impello Films to create films based on the principles of honor, courage, integrity and personal triumph. For more information on David, go to <http://www.impellofilms.com/>

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Be a part of this special community - we currently have 475 members from over 40 countries in the community. Join today and help us go over 1,000 members.

Hear the weekly Min Master Classes for conductors and singers co-sponsored by Creator Magazing's Creator Leadership Network. Learn about special choral events everywhere. Post photos, recordings, and announcements about your music events. Someone around the world may know someone in your community to invite to sing with you or to attend your events.

Enjoy connecting today - it Free!



Share your stories with singers around the world. Learn about events that are designed for singers. Ask questions about musical issues related to singing. Help design the first online community just for singers. Sign up for FREE and help Beta Test the new community site for singers at [The Singer Link](#)

SYSTEMS

Conducting Meetings Like Conducting Rehearsals for Powerful Results

By Hugh Ballou

When the conductor steps on the podium to conduct a meeting (rehearsal) with an orchestra, he or she is thoroughly prepared for success. Not only are the outcomes in mind, but also the process to get there has been completely planned. Here are **Hugh's 10 tips for conduction high performance meetings:**

1. Clearly state the purpose for the meeting.

Don't hold a meeting unless there is a reason. Know why you are holding a meeting and tell others why and give a definition of the expected output of the meeting. Articulate the meeting objectives as clearly stated "deliverables" or some other term that communicates completion of specific objectives.

2. Review the entire flow for the session at the beginning

Explain what will happen and when it will happen in this meeting. Help people understand where the meeting is going and how the group will get there. This will help each participant be fully present for each part of the meeting and to trust the process. Explain what type of discussion is needed (brainstorming, sorting, etc.) at each point in the meeting and define how those concepts will work. Explain how decisions will be made.

3. Plan the meeting thoroughly

Begin with the deliverables, that is, know what you want to walk away with at the end of the meeting. Express the deliverables using specific, focused and measurable outcomes. When planning the meeting, allow twice the meeting time for your planning process. In order to get the best results a commitment to the best planning is necessary. Only plan for 65% of the available time. Some items will take more time than planned. Be efficient with your time and respect the time of others!

Outline every part of the meeting in your planning guide. Define how much time it will take to introduce the deliverables and give an overview of the meeting. Define how much time it will take to brainstorm, sort and refine. Do not leave out any part of the process.

Prepare visuals for the meeting. Record the input of the group on chart pads, storyboard cards, white boards or some other media that everyone can constantly review as they make decisions. Define where the group input is needed and where it is not. Explain the difference.

5. Identify the leader/moderator/facilitator of the meeting

One person must control the flow of the meeting. One person must facilitate to insure that the group stays on task and nobody dominates all the discussions or decisions. The facilitator also ensures that the meeting addresses all the deliverables as promised and involves everyone in the process.

5. Begin and end on time

Know how long the meeting will take, pace the meeting and end on time as promised. Keep faith with the participants. Begin on the exact time specified even if everyone is not present. Do not penalize those who have arrived on time. If you communicate that you are not keeping your word as a leader with something as simple as a starting time, then how will your work be trusted in more important matters. Assign a priority for items in the session. Know which items to drop or postpone if the meeting is more complex than expected and begins to take longer than planned.

6. Design ways to prompt input from each attendee

If people have been invited to a meeting, then expect them to participate. Participating will validate each person's part in the process and ultimately to the outcome. This gives each person ownership of the outcome.

7. Create a group list of "norms" for process together

If the group meets on an ongoing basis or on a regular schedule, then it might be a good idea to develop a set of operational guidelines for how the group process works and how decisions will be made.

8. Record the group's information where all can see

Writing down ideas gives validation to the ideas contributed. A visual record will also remind the group of the data generated keeping it present for making better decisions. Record ideas and concepts exactly as stated. Do not interpret or put in your "two cents worth." Record first, judge or sort later – this is especially important when the material is sensitive, challenging or complex.

9. Stay in control of the meeting

If a participant hijacks the meeting, take it back, gently. Do not allow any participant to ramble or give speeches that are unnecessary or lengthy. The facilitator must remain in control of the process and take it back from time to time.

10. Do not adjourn without setting accountability standards

If actions are needed, assign responsibility and a completion date for each item. Good ideas will only materialize into results when they are a part of an action plan. Agree on the next step(s) or next meeting date before ending the meeting. As people are invited to attend the meeting they should be instructed to bring their calendars. This is one reason why. Affirm the participants and their contributions. Review the list of deliverables to validate your success. Celebrate!

© Building High Performance Teams: Systems and Structure for Leading Teams and Empowering Transformation. Hugh Ballou, 2007. Available in the Creator online store.

BALANCE

Hugh's 10 Points for Setting and Maintaining Boundaries for Balance in Your Life

By Hugh Ballou

Are you constantly finding that interruptions and other agendas are keeping you from completing your work on time, or, worse yet, making it necessary to work long hours on a regular basis.

Here are Hugh's 10 tips for setting boundaries to maintain balance in you life:

1. Limit Air Time

Don't allow colleagues or church member to come into your office and hold you captive with idle conversation. Once someone makes a surprise visit, find out their purpose and let them know you only have a limited amount of time for their agenda. (You have carefully planned your day, so their agenda will put you out of control on your schedule.) I find that I can say that I only have 5 minutes for them and if they need more time, then we can schedule a time that works for each of us. If they continue to talk and hold you hostage in your own office, find a reason to leave your office taking them with you. Return after washing your hands and resume on your daily plan.

2. Patch the Time Leaks

The church will allow you to work as much as you like. You do have a life and deserve to live it. Besides, if you work until you are burned out, then you are no good to yourself, your job, or to God. God created the Sabbath for a reason. Your Sabbath is not Sunday, if you work on a church staff! Plan you work schedule and let staff and members know when your work and when you are off. Work when you are at work and don't work when you are off.

3. I know you are off, but....

If you get calls at home when you are off, don't answer the phone. Let the voicemail capture the call and listen to it to determine if there is on urgent reason for you to call

back. Each "one more thing" can totally rob you of your personal time off. Be clear in communicating when you are in the office and available and when you are off. You set the boundary and only you can maintain that boundary.

4. Don't get negative on you

Do not under any circumstances answer negative email messages with a negative message. If you determine that the tone of the message is negative, stop reading and call the person who sent the message. When you get them, ask for a face-to-face meeting to discuss their feelings. Explain that your policy for email messages is that email is for communicating facts and that anything sensitive or negative must be communicated in person or, at a minimum, on the phone. If they refuse, then say that you will be available to discuss their feelings when they want to make an appointment and let go of it. If you hear that this person is commenting to others and not to you, then ask your senior pastor or personnel committee chair to set an appointment for the 3 of you to talk.

5. Undo triangulations immediately

Triangulations are created by passive-aggressive people and are deadly. If you let the situation fester, it will only get worse. Unravel the triangle if you can. If someone comes to you with information about another person, stop the conversation as soon as you determine that the information is critical and that by listening, you will be creating a triangle. Under no circumstances should you complete this triangle by listening. You let this person use all their energy on you and not on the person to whom the comment belongs and you are robbing that person of a ministry opportunity. Unfortunately, the passive-aggressive person, by their very nature, will not address the person they have a problem with. You can not solve this problem. By listening you are only making it worse. What you can do it to say to the complainer that you will have the missing third party call them. Ask the third party to call this person without commenting on the content!

6. Don't give your meetings to a terrorist

There is customarily a person in a meeting that attempts to control the process or take the meeting hostage with their comments or stories that are not relevant or not part of your plan. Once you determine that a person is running on and out of control, intervene. Thank them for their comments, remind them that you are working on a particular topic or are at a particular place in the process and move on with your plan. (see the meeting notes above) Don't forget to smile and look friendly to keep it from seeming confrontational. You are in charge. You lead.

7. Don't get shot with the "It's Confidential" bullet

When you receive information from someone (anyone) followed by "by the way, it's confidential" do not agree. Unless the person asks you before they give you the information to agree to keep it in confidence, a terrorist has ambushed you again. Do not let anyone cross this boundary. You do not need to receive information that will make you uncomfortable without your approval.

8. Don't get ambushed in your office

This is similar to #1. In #1 I suggest that you limit the conversations by your colleagues or church members who just want your attention and just want to talk. You have work to do. This issue is when people just drop in to see you and want to talk about their agenda item. Lack of planning and lack of courtesy on their part does not create an emergency on your part. You have planned your work and your schedule and can't afford to stay late or miss the work you have to do, because of this interruption. Find a time acceptable to both of you and schedule a time to meet. Also, define the purpose of the meeting and the length of time it

will take. Certainly, you will allow for urgent matters of matters that have suddenly appeared and must be handled. Allow for "sliding priorities" when you plan your daily schedule.

9. Don't read hate mail

We all have received letters that are critical and sometimes hateful and are not signed. Under no circumstances should you read this letter! Destroy it immediately! If the writer intended anything good, they would have identified themselves. A negative letter without a signature is intended to harm you. Do not satisfy your curiosity at the expense of your emotions. You put a lot of yourself into your work and are vulnerable. It's not worth knowing what's in the letter at the expense of your emotional health. Also, don't let anyone else read the letter. Destroy it now!

10. Avoid the email "Black Hole"

The church in itself is enough of a black hole with you adding the factor of email. You can spend the entire day reading and answering email messages, posting to listserv accounts, and adding information and comments to social networking sites. Schedule email time just like you schedule the rest of your day. Otherwise, close the email program so you won't be tempted. If you study black holes, you will find that it's not only a vacuum that cannot be filled, but it will also tear you apart when you enter it.

If you can successfully set boundaries for yourself, you will begin being the leader that God created you to be. Stay focused on God's calling and ministry opportunities and learn to discern how unGodly interruptions will take this balance from your ministry.

Conclusion

Arrive at your place of comfort utilizing the best of what you can learn from others. Build your foundation, maintain your relationships, utilize effective systems and keep a healthy balance in your life. Begin today. There's not an arrival point. It's simple a journey.

Grace and Peace to you in your duty and delight as a Christian leader.

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[Hugh Ballou](#)

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