

Just as a golfer needs a complete set of woods and irons to effectively play a round of golf, a congregational leader needs the appropriate tools and resources. Listed below are some items your leaders may find helpful. Provide a three ring binder for each leader with essential information.

Items to review with congregational leaders BEFORE they begin serving

- Meeting minutes from the previous year
- Annual Report
- Robert Rule's of Order & other decision-making tools and procedures
- Financial statements from past three months of previous year
- Personnel Manual
- Copy of the church constitution
- A listing of committee descriptions
- Building use guidelines
- The church's mission, vision and values statements
- Church Council Covenant form
- A listing of the Church's annual & long-range goals
- A listing of staff member's annual & long-range goals
- A personal biography form (to be turned into the Council president)

Items to have on hand at leadership meetings

- Rosters - church council members, staff, key church leaders
- Congregational directory (preferably a pictorial directory)
- A schedule of all future council meetings and special events for the year
- The church's long-range plans and yearly goals
- A copy of your own plans for personal and spiritual growth
- A listing of prayer concerns
- Name tag or tent card
- Thank you notes and a pen
- A listing of Bible and book study resources for the upcoming year
- Financial reports and budgeting information
- A Bible for devotions and study
- A tickler calendar
- Meeting evaluation form

Consider asking previous leaders what information they would have found helpful in preparing for their leadership roles