**Management Webinar Notes**

Biblical Reference: Exodus 18---Burnout

Management Definition: It’s the art of getting desired results through people.

Leadership verses Management

Example---Vesper/Worship Service

There are four functions of management

1. Planning
2. Organizing
3. Directing/Coordinating
4. Controlling

**Planning:**

1. Define the “as is” situation
2. Visualize the could be/should be
3. Green light possible alternatives
4. Develop a Plan of Action

**Organizing:**

1. Identify functions (publicity, registration, programming, recruiting, training, transportation, etc)
2. Identify resources (people)
3. Match people to functions
4. Delegate responsibilities appropriately

**Directing/Coordinating**: Through Delegation

Definition of Delegation…extending ourselves through others

Why don’t people delegate?

* Easier to do yourself
* It won’t get done right
* Lose an element of control
* Pride---I can do it myself, or better—or might be out shined
* Fear of being turned down—or imposing on others
* Lack of planning---need to think ahead
* May not know how to delegate
* Lack of trust in people---or don’t have the people you need
* May enjoy doing it ourselves

Have a good balance of Responsibility and Authority. It’s like a teeter-totter

6 steps of delegation

1. Delegate by Results to be achieved not things to be done
2. Define rules and limitations (budget, timetable, etc)
3. Set Performance Standards
4. Ask for a plan of action
5. Implement
6. Follow up

**I will never, ever, ever again accept a poor delegation.**

**Ask, I will know when I have done a good job when…**

**Controlling…**

Checking-in.

Definition of Control: Making sure what is going on is what is supposed to be going on or making sure what is supposed to be going on is actually going on.