

# ROCK SOLID ADMINISTRATIVE SERVICES

## LEADERSHIP AND TEAM DEVELOPMENT

### Test Yourself

Does your ministry need:

- to identify the gifts, callings, behavioral styles etc. of the staff and volunteers so that you can have the right people in the right places
- to develop a team ministry concept among your staff and volunteers
- to impart the skills and relational components in the staff and volunteers that put the team concept into action
- to develop formalized staff/volunteer hiring procedures
- to develop/update your staff and leadership job descriptions
- to develop or improve your personnel policy/manual
- to develop a staff calendar
- to resolve or learn how to resolve staff relationship problems
- to establish structure and flow in the ministry staff
- to train an administrator for ministry efficiency and excellence
- training in organizing and system development
- team development training
- assistance with effective job performance evaluations
- help in complying with legal regulations for employees



If you have checked any of these points of need as necessary in your ministry, you need to follow through with the information provided in the **Rock Solid Administrative Services** website (<http://www.rocksolidas.com/>) or contact us at [info@rocksolidas.com](mailto:info@rocksolidas.com). We **CAN** help you!

### **Motivational and Gift Assessment)**

#### **Leadership Condition Today**

As **Rock Solid Administrative Services** travels and speaks with many leaders in ministry and business, one of the most common themes we hear is that there is a diminished pool of available leaders and leadership skills. In our opinion, there is no single reason for this condition. Our interviews and discussions indicate that ministry and business leaders tend to point toward these issues:

- Western society is more self-focused than in past eras.
- Western society is more “rights” conscious than “service” conscious than in past eras.
- There are fewer positive role models today than in past eras.
- The breakdown in the family has produced less emphasis on character quality development.
- Education in a high-technology era centers on knowledge skills and tasks rather than leadership skills and people.
- The Western lifestyle is so fast-paced that there is little time left to devote to the service community.

Suppositions are as varied as one wants to imagine. The fact remains that there is a tremendous need, as expressed by ministry and business leaders, for leaders and leadership skills.

A second problem surfaces in these discussions with ministry and business leaders. Because the need is so great, a large number of existing leaders fit one or both of the two following categories:

1. The leader is not confident that he/she really knows what gifts and callings he/she possesses.
2. The leader is not confident or comfortable in the assigned role.

### **Biblical Response**

Look at what the Scripture has to say about our gifts, callings, and motivations. Peter says in 1 Peter 4:10:

“As each of you has received a gift (a particular spiritual talent a gracious divine endowment), employ it for one another as [befits] good trustees of God’s many-sided grace—faithful stewards of the extremely diverse [powers and gifts granted Christians by] unmerited favor.”

Amplified Bible

Paul says in Romans 11:29:

“For God’s gifts and His call are irrevocable—He never withdraws them when once they are given, and He does not change His mind about those to whom He gives His grace or to whom He sends His call.”

Amplified Bible

And in Romans 12:6-8, Paul says:

“Having gifts (faculties, talents, qualities) that differ according to the grace given us, let us use them: [He whose gift is} prophecy, [let him prophesy] according to the proportion of his faith;

[He whose gift is] practical service, let him give himself to serving; he who teaches, to his teaching; (He who exhorts, encourages), to his exhortation; he who contributes, let him do it in simplicity *and* liberality; he who gives aid *and* superintends, with zeal *and* singleness of mind; he who does acts of mercy, with genuine cheerfulness *and* joyful eagerness.

Amplified Bible

It is amazing that even though the scriptures clearly state that all have gifts, callings and motivations, so many are not aware (and many don't take the time to learn) what those gifts and callings are. **Rock Solid Administrative Services** specializes and is trained in helping ministries and businesses determine gifts, callings and motivations of people. We can help the organization assess and determine where an individual fits in the scope and vision of the operations. In other words, **RSAS can help you get round pegs in round holes thereby raising the level of efficiency and excellence of the entire ministry or business.** People who are being counted on to lead can do so with **greater levels of confidence** and will be **happier** and under **less stress** every day! The growth of personal and group understanding is incredible. Our resource tools ([click here for a deeper understanding of one of our leadership assessment tools](#)) have a proven track record of assessment accuracy and the related information in our assessment comes with tremendous helpful suggestions. We can provide individualized computer-generated assessments that contain over 30 pages of helpful information. This information can launch leaders and personnel to new levels of understanding and functioning. Contact **RSAS** at [info@rocksolidas.com](mailto:info@rocksolidas.com) to get more information on leadership development services.

### **SPECIAL EMPHASIS: EDUCATORS TAKE NOTE**

*RSAS* founders, Pastors Jim and Esther Sanderbeck, are trained educators with over 30 years experience in formal education. Pastor Jim, with a B.S. and M.A. in education, has been a teacher in the public schools and served as a Christian school administrator. He has coaching experience in the public schools of over 35 years. Pastor Esther, has been a teacher in the public schools, and holds a B.S. in Education and M.S. in Education Guidance Counseling. Their training is strong and their hearts are inclined to the education arena. [Click here](#) for a complete bio and resume of these outstanding leaders.

In the area of **education** (private or public), **Rock Solid Administrative Services**:

- can provide assistance to **students** as they prepare for the workforce or higher education.
- has produced a **course of study** available that is designed to release the high school graduate with **practical leadership skills** that will help them find favor in the marketplace and in higher education endeavors.
- can provide assistance in the area of **behavior and learning style** assessment.
- can instruct **Teachers** on how to create the best behavioral and learning environment that can lead to a greater amount of **success** with and for their students.
- is available to conduct **school in-service programs** to faculty and support staff.

When it comes to helping with behavioral motivation and gift assessment, **Rock Solid Administrative Services** can provide you with an outstanding product. Contact us for additional information at [info@rocksolidas.com](mailto:info@rocksolidas.com).

## Leadership Development



Two of the most important words exchanged in ministry and business today are **mentoring** and **discipling**. Mentoring is a term more popular in the business arena and discipling is a term more often used in the ministry arena. However, both are being heard often. Colleges are using shadowing

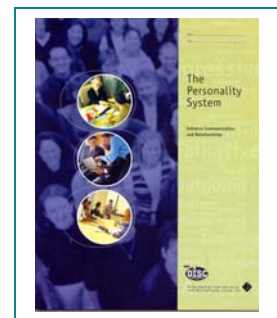
opportunities to help students get a more hands-on view of various professions. A traditional model is that of the teacher and student teacher relationship as practiced for decades in schools of education. Small-group programs use individuals who serve as models, instructors, and instruments of accountability for those who are “learning the ropes” of leadership. This is the example of Jesus as He led His disciples into their ultimate apostolic roles. New? No! Powerful system to develop leaders? Yes!

One of the most often observed characteristics of an administrator is an ability to effectively **delegate** responsibilities to others. One of the most difficult tasks of an administrator is to raise up someone that has the skills and abilities to handle administrative responsibilities with excellence. Why is this so important? Because as long as a leader has to perform a task that is outside of the calling or main purpose and

function of that leadership role, movement toward the vision is stifled. Once a level of operation has been achieved, leaders must pass the baton to someone who can provide that function as well or better than themselves so that progress can occur. Business or ministry—it makes no difference. The truth is consistent. **What is the cry of key leaders today? “I need someone who will do this for me so that I can take our organization forward.”** RSAS can help you train and identify leaders because it is one aspect of what administrators do.

**Rock Solid Administrative Services** is purposed to help leaders develop leaders that will make their organization stronger. Leadership emerges as character and commitment is seen. What is done with the cultivation of that leadership is in direct proportion to growth and higher levels of progress. **Rock Solid Administrative Services** wants to help provide you with some hands-on tools and resources. Here are just some examples of RSAS tools that can be made available to you:

1. assessment tools—[click here](#) for a more detailed description
2. personnel policy issues
3. application forms
4. reference forms
5. criminal and abuse background checks-- [click here](#) for more information on our Abuse Workshop.
6. Team and character quality development experiences [click here](#) for more information on our Team Development Workshop and [click here](#) to go to our Team Development area in this Administrative Department



If you need help in your organization in the area of **Leadership Development**, contact **Rock Solid Administrative Services** at [info@rocksolidas.com](mailto:info@rocksolidas.com) for information and assistance.

## **Team Development**

For the past 15 years, there has been a tremendous swing in the preferred style of ministry and business operation. Virtually, every key leader today has acknowledged the fantastic values of operating as a **TEAM**. Teamwork has long been a word referenced, but rarely was the fullness of this operational style seen as it is seen today. Other nations, especially the Japanese and the former Soviet Bloc countries, have come to the United States with the specific purpose of learning how to function in the team operational concept. In fact, the

Japanese have so incorporated this concept that in many capacities they now outperform the teacher. RSAS does not necessarily endorse all of the methods that have surfaced over the past 10 years, but we do know what works, how to impart it, and how to get it into operation.

**Rock Solid Administrative Services** founder, **Pastor Jim Sanderbeck**, has been building an understanding of the team concept for over 35 years. As an active athletic coach, as a social service administrator, as a church Pastor of Administration, and as a Christian school administrator, he has turned athletes, ministry staffs, and school employees into highly efficient and quality operating team units. In all of these environments, Pastor Jim has learned how to bring a group of people into a team relationship that produces the one stand-out result of the team style of operation: **THE WHOLE IS GREATER THAN THE SUM OF ITS PARTS**. This is what **RSAS** can help you develop in your ministry or business. If you desire higher levels of excellence in your business or ministry, with greater efficiency and production, please contact **Rock Solid Administrative Services** at [info@rocksolidas.com](mailto:info@rocksolidas.com).

### **BASIC COMPONENTS OF TEAM THE ROCK SOLID ADMINISTRATIVE SERVICES WAY**



When **RSAS** is asked to come into a situation and help develop a team for an organization, the entire endeavor is summed up in this quote:

**“True TEAM is produced when those involved *follow God’s plan of government and the principles of relationship* as established in the Kingdom of God.”**

**Pastor Jim Sanderbeck**

Here are some Kingdom team principles that **RSAS** uses:

#### **1. The Godhead is the absolute perfect governmental model of the way a team should operate.**

- There is divine **authority** in the Godhead. Headship produces order and rank.
  - ⇒ The members of the Godhead do not argue about who is in charge.
  - ⇒ Each member of the Godhead functions out of love for the others
- There is **plurality of function** in the Godhead. Multiple roles function smoothly within the context of the whole.

- ⇒ Each member is perfectly entrusted with a role that fulfills the gift that lies within
- ⇒ No single role is emphasized over any other role
- There is **equality of value** in every person of the Godhead. Each person is considered as important as the others.
  - ⇒ Everyone is of equal value within the function and responsibilities of the members.
  - ⇒ Everyone in the Godhead is honored by the other members
- There is **submission** in the order and functioning of the Godhead. Submission out of love and honor removes the need to manipulate for personal gain.
  - ⇒ Eliminates fear of personal loss and any failure to meet the expectations of others.
  - ⇒ Submission results in the release of insurmountable power to produce success. It releases the power of every member working in symphonic harmony with each of the other members.
- There is unquestioned **obedience** to carry out the directives of the divine order in the Godhead. Obedience, when combined with the power of submission and the specific gift functioning in its proper order, produces a fulfilled purpose done with incredible excellence.
  - ⇒ The whole becomes greater than the sum of its individual parts
  - ⇒ The full purpose is accomplished with excellence

**2. Covenant relationship between established authority (government) and each member creates a team that will always produce the most powerful result.**

- True covenant relationship is **foreign** to most in Western society.
- True covenant relationship is **selfless**.
- True covenant relationship is most-often **revealed** in very difficult circumstances.
- True covenant relationship releases great **power** for success.

**3. A team that has each member "called to its purpose" is more powerful than a team that is "performing for a purpose."** Owning the goal produces greater results than being assigned the goal. Some Biblical character qualities to be contrasted between these two examples of ownership and assigned goals are:

- **Commitment**
- **Discipline**

- Work Ethic
- Responsibility
- Sacrifice
- Integrity
- Accountability

**4. A team without a plan is a ship without a rudder.** Strategic planning produces more than crisis management.

- **Pre-action** should generally override **re-action**. Attempt to eliminate the *crisis of the immediate*.
- Destiny achieved comes out of **purpose** that is known and understood.
- Success takes into account both **strength and weakness**.
- Take advantage of all available **resources**; where God guides, He provides.
- God is a distance runner not a sprinter. However, **timing** is an element He placed in this realm.

## **RSAS OPERATIONAL STEPS IN BUILDING TEAM**

### **1. Assemble the Team**

The organization leader must determine “who” is going to play the game. RSAS can help with that through various assessments and discussions. ([Click here](#) to see Leadership Development provisions in this document.)

### **2. Build the Team**

**RSAS** will provide “team building” services specifically designed to develop:

- ⇒ Bonding
- ⇒ Communication
- ⇒ Cooperation
- ⇒ Problem-solving
- ⇒ Trust
- ⇒ Confidence
- ⇒ Patience

### **3. Strategically Plan with the Team**

The organization leader must determine the vision and purpose for the particular issue at hand. ([click here](#) to see Corporate Design provisions of **RSAS**). **RSAS** will then work with the leader and the team to put together the strategic plan to accomplish the purpose.

- ⇒ What’s the goal?



- ⇒ Where are the resources?
- ⇒ How is the goal to be accomplished?
- ⇒ Who is doing what?
- ⇒ When will the components be put into action?

#### **4. Implement through the Team**

- ⇒ The organizational leader cannot do it all. One of the best styles of leadership is by example. However, the team must have an “advancer” attitude.
- ⇒ Each team member must act upon the responsibilities accepted. Wise men and women are doers not hearers only.
- ⇒ There must be regular examination against the plan.

#### **5. Evaluate the Team**

- ⇒ The key to progressive excellence is evaluation.
- ⇒ Familiarity and complacency are the train tracks that lead to the town of failure through the town of mediocrity.

#### **6. Duplicate the Team**

- ⇒ Maintain and grow in the local vision and purpose.
- ⇒ Expansion to the territory and beyond.

**Rock Solid Administrative Services** can help you develop a winning team – no matter your corporate design. Ministry and non-profit team sessions are fully carried out through **RSAS**. Business team development plans, which operate in the for-profit sector, follow the same procedures, but are actually carried out through our marketplace partner **Victory Corporate Consulting**. Our staff is intimately involved with both arenas. No matter your organizational structure, we are capable of assisting you with team development at all levels of your organizational chart.

On issues of Team development for your ministry or business, contact **Rock Solid Administrative Services** at [info@rocksolidas.com](mailto:info@rocksolidas.com). We know we can help you achieve success!

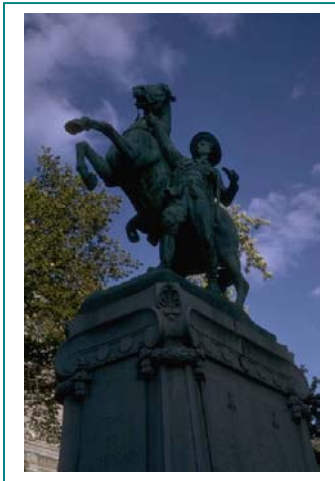
### **Leadership Issues in Organizations Today**

From a practical and even sometimes a legal perspective, there are issues that are of utmost importance to ministry and business leaders today. Over the years there has been a noticeable decrease in the level of some of the personal character qualities brought to the ministry and business arenas by leaders and workers. There are major social and economical concerns that have come from this. Leaders of major corporations and ministries have been caught with

their hands in the cookie jar. Some are in or waiting prison assignment. Unfortunately, others are out there; they just haven't been caught. General and volunteer workers have also violated the law and the ethics of former eras. The availability of leadership at all levels is at record lows. Likewise, the business community and the ministry community complain of a lack of excellence in products and services.

On the other hand, businesses and ministries that are doing a good job and trying to be in compliance with the legal and social demands of the day are now having to deal with law suits that arise from employment, security breeches, safety and protection, civil rights violations, abuse and harassment. To some, it seems like the list never ends.

### **WHAT IS THE BEST COURSE OF ACTION?**



Leaders must lead! Leadership **today** requires **tough action tempered with grace**. Leadership **today** requires **risk that is balanced with security**. Leadership **today** requires **creativity while complying with structures that seem to restrict**. Is this a dichotomy that exists? It appears that there is some of that. However, Rock Solid Administrative Services is designed to help today's leader meet the tremendous stress that the range of conditions demands. We encourage you to review the entire Rock Solid Administrative Services website for information

that may help you and learn today how you can begin to receive from our wide array of services. Contact us immediately at [info@rocksolidas.com](mailto:info@rocksolidas.com) if you need help with any of these leadership issues.

- Establishing, maintaining and reviewing job descriptions
- Assessment and screening of existing staff and applicants
- Development of personnel policies and procedures
- Instruction in Biblical character qualities
- Instruction in how to see the manifestation of the Biblical fruits of the Spirit produced in the lives of people
- Development of people skills that produce success

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