

Appendix A: Pastor's Recommended Schedule

In order for a pastor to be the congregational catalyst for growth, s/he will need to rework their schedule to reflect the missional priorities. With that in mind, the following schedule will provide the space and time for the pastor to attend to the growth priority, and still allow for a measure of chaplaincy that's expected by some members. Again, any slack should be taken up by the membership.

Note: As the church grows, there will need to be a slight shift from networking with the unchurched prospects to connecting. By the time a church reaches 300, the pastor should be spending nearly as much time coaching staff and key leaders as in the community. At 450, the pastor should be handing off a good bit of the networking to a staff member.

With that in mind, here is a recommended schedule for a growing church.

- Visit all *local* shut-ins quarterly
 - No more than ½ hour visits
 - This is the first thing you should delegate to others in your church
- Make *local* hospital visits weekly
 - The pastor should visit only one time, unless the stay is extended. Then one visit per week
 - Approx. 10 minute visits – remember, the patient in there to recuperate, not to entertain the pastor (or vice versa)
 - This is the second thing you should delegate to others in your church
- Coach & Coordinate with KEY Leaders monthly¹
 - Ministerial Staff, Lay Leader, and Core Process Leaders
 - Approx. 1 hour for each key leader
 - Meetings should rarely be held in homes or on the church property; instead, meet in a more public setting to facilitate networking.
- Eliminate Church Office Hours

¹ See chapter 17 in *Effective Staffing for Vital Churches* for instructions on coaching appointment basics.

- The pastor cannot grow a church from the office
- Members must learn to make appointments
- "Drop in" with the pastor while s/he's "out" in the community
- Only attends critical meetings
 - Stop meeting unless it's absolutely necessary
- **Spends 30+ hours/week** with prospective guests, doing guest follow-up, and facilitating guest integration
 - Spend time with prospective guests
 - This is a networking mandate. The pastor should spend time where he can meet and have conversations with people who are likely to be prospective visitors.
 - Spend time at local hangouts, at a Community College, attend Chamber of Commerce events, attend local fetes, etc.
 - Consider adjunct teaching at a Community College, joining Toastmaster's International (do not join a "service" club, since you will not have time to participate in their service projects), go to PTA meetings, high school events, etc.
 - Build relationships with key community members such as law enforcement, community government, and especially in the non-profit sector (chair of the hospital board, United Way, etc.). **We recommend the pastor make at least two appointments weekly with key community leaders.**
 - Follow-up on Sunday afternoon with all first-time visitors
 - Spend time integrating guests
 - Although guest integration is primarily a congregational responsibility, the initial effort for each guest will likely depend on the pastor's initiative as he gets to know the individual and helps to "hand them off" to the congregation
 - To facilitate integration, the pastor could host a Meet the Pastor dessert and ensure there are gregarious church members to help connect the guests to. Other options include hosting the Welcome to Our Church class, etc.