



WHO'S RESPONSIBLE?

One of the ways you can build organizational capacity is to clarify the responsibilities of each position, board, committee and ministry team.

STEP ONE (3 minutes)	Have everyone in the room write out as many tasks and responsibilities that falls into each of the categories on the chart below (you may need to use different categories for your church – support staff, other pastors, etc. Agree on these before you begin).		
Pastor / Staff	Board	Ministries / Committees / Teams	Congregation

STEP TWO (3 minutes)	Once you have each listed as many responsibilities you can think of, compile your lists together on a whiteboard or flip chart. At this point, you are simply listing what you wrote. Don't take time to analyze or defend your position.	
STEP THREE (1 minute)	Identify items of agreement with a checkmark. Celebrate your agreement and if there is agreement on everything celebrate that you are all on the same page.	
STEP FOUR (2 minutes)	Identify items of disagreement with an X. Again, you aren't trying to solve your differences at this point. You are simply identifying if there are differences.	
STEP FIVE (4 minutes)	Create a list of areas that are working well and a list of areas that you will need to work on. At this point you are simply creating the list – don't try to solve issues If there are over lapping areas of responsibility, it might be helpful to clarify the specific responsibilities that fall under each category	
	Areas of agreement	Areas to work on
STEP SIX (1 minute)	Possible next steps... <ol style="list-style-type: none"> 1. things are good, this has been a good exercise and no further action is needed 2. let's be strategic to talk about these matters at upcoming meetings 3. let's empower a sub-group to explore this matter and make proposals for review. 	