

Skill in Communication

Lecture Outline

Part 3 of 4

I. General Principles of Good Communication (cont.)

5. Be sure to clarify r_____ and work a_____.

- a. Shared leadership requires continual c_____ among group members about their areas of responsibility and specific assignments.
- b. As the saying goes, "What is e_____ business is no one's business."
- c. It is essential that elders clearly communicate:
 - (1) Specific r_____
 - (2) Special a_____—written down in m_____ m_____.
- d. Provide adequate i_____ when you give a person a job to do.

6. Don't spring important d_____ on people.

- a. I have seen many d_____ and fights in churches because we as leaders spring decisions on people and they have not participated in the decision.
- b. When anything you decide on affects another group, you need to have people from those groups p_____.
 - (1) Learn to bring people into the elders' m_____.
 - (2) Learn to communicate with anyone whom your decision will a_____.
 - (3) Our people have w_____ and i_____ that you may not have.

7. Stop the r_____ m_____ before it stops you.

- a. F_____, o_____ communication with the congregation stops church rumors.
- b. An area where this is extremely important is c_____ d_____.
 - (1) If there is some type of conflict among key people in the church, do not w_____!
 - (2) Step out in f_____ of the problem and talk to the congregation!
- c. When there are major controversies or misunderstandings, it is crucial for the elders to o_____ -communicate.
- d. You as elders must c_____ clearly and let the people know that you are h_____ the situation.
 - (1) Tell them to come to you if you have questions, not to ask o_____

p_____.

- (2) In some very severe situations where the church's survival is at stake, you may need to release some p_____ i_____ about the situation.
- (3) I_____ the groups or the families who are immediately involved in the ugly situation. Meet with them on a more intimate basis to discuss the situation and give them instructions on how to handle it.
- (4) As the elders, we remind them of proper Christian c_____. They must not start r_____. They don't have all the f_____.
- (5) You must stop the g_____ and tale-bearing before it starts. Tell the congregation that those are s_____!