

Succession Planning



Please print these pages and complete them as you go through the eLearning course.

What you will learn:

- The definition of succession planning
- Why succession planning is important
- Steps for developing a succession plan

What is Succession Planning?

Fill in the blanks or respond to questions as you complete this course.

1. There's a big _____ between leading people and developing volunteer leaders.
 - a. Leading is _____ team members toward effectiveness—reaching “in-here” and “out-there” goals.
 - b. Developing is _____ volunteers or team members who will lead other volunteers—the path to multiplication of ministry.
2. An important part of developing volunteer leaders is _____ planning.
3. Succession Planning—
 - a. A process for identifying and developing key people on the Area Team who have the _____ to accept and excel in positions of higher responsibility.
 - b. Increases the availability of experienced and capable volunteers who are _____ to assume these roles when an open leadership position needs to be filled.

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Reflection Question

What would happen to your team should you need to step down from your leadership role unexpectedly? _____

Why Succession Planning is Important

Fill in the blanks or respond to questions as you complete this course.

1. You need to think about what would happen if God _____ you to another role or ministry or, due to life circumstances, you need to step aside.
2. Your area could also be considered for _____ in order to make the area more manageable and increase the number of shoeboxes collected.
3. The key to remember is that change is _____ and, most often times, it's not something we can control.
4. What we can control is whether or not we and our team are _____ for it.
5. Developing a strategy to replace yourself means you are willing to hand someone else significant pieces of what you do _____.

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Reflection Question

Who on your team could potentially step into your role to ensure the ministry continues without interruption? _____

Practical Next Steps

Fill in the blanks or respond to questions as you complete this course.

1. Look for those who _____ others.
 - a. The _____ of a successful leader is one that finds joy in seeing others succeed in the ministry in which God has called them.
 - b. Always be looking for opportunities to _____ and reward a job being well done.
 - c. Always be looking for other leaders who are doing the same.

Reflection Questions

What are some practical ways you can recognize or reward the work of other people on your team? _____

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Reflection Questions (continued)

Who on your team does a great job of encouraging others on their successes?

What can you do to encourage others on your team to recognize or reward the work of their teammates?

Practical Next Steps (continued)

Fill in the blanks or respond to questions as you complete this course.

2. _____ what you know.
 - a. The most effective way to equip others is to model what needs to be done.
 - b. When you _____ and share what you know with others, potential leaders will do the same with others as well.
 - c. Modeling and teaching what you know is the mark of a good leader—this is the kind of leader you want to look for in a possible _____.

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Reflection Questions

What skills could you teach to people on your team? How could you best transfer that competency? _____

Who on your team does a good job of modeling and sharing their knowledge and skills with others? _____

Practical Next Steps (continued)

Fill in the blanks or respond to questions as you complete this course.

3. Provide _____-by-_____ leadership.
 - a. Be _____ about developing those on your team who show leadership potential.
 - b. Slowly let them take the _____ on certain tasks as you walk them through the process.
 - c. Giving away responsibility and authority begins small and grows as faithfulness in those tasks is demonstrated.
 - d. This type of leadership is _____, personal, and effective.
 - e. Start with smaller tasks and, as the team member does them well, give him or her more important and _____ tasks.
 - f. As you walk side by side, the team member not only becomes a possible successor but a more _____ leader!

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Reflection Questions

Why is it sometimes hard to give away our responsibilities? _____

How can we overcome the tendency to keep all of the responsibility of ministry?

What opportunities can you give a potential leader to lead? _____

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A Critical Element for Success

Fill in the blanks or respond to questions as you complete this course.

1. Throughout the _____, we see examples of people who successfully carried on the ministry.
 - a. Moses passed on his leadership to Joshua...Elijah to Elisha...Jesus to the disciples...and Paul to Timothy.
 - b. They...
 - i. sought God's _____ for His choice of leader,
 - ii. recognized the leadership _____ in others,
 - iii. and encouraged and developed potential leaders.
2. Succession planning is one of the most _____ elements of the continued success of an organization.

Steps for Developing a Succession Plan

Fill in the blanks or respond to questions as you complete this course.

1. First, _____ and ask the Lord to reveal someone on your team who has greater leadership potential.
2. Next, look for the answer to your prayer by _____ your team members and coordinators with fresh eyes that are looking for those ready for greater leadership responsibility.
3. Ask yourself: Who really experiences _____ from seeing others achieve? Remember to look for "those who applaud others."
4. Think about and plan practical ways to start giving parts of your responsibilities to people you've _____ as potential leaders to see how they do with increased responsibility.

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Steps for Developing a Succession Plan (cont.)

5. Start giving the ministry away to the people you feel are qualified to handle more. Be sure to walk _____ them as they begin to fulfill the responsibilities you have given them. Remember “teach what you know” and “side-by-side leadership.”
6. Meet with these people and _____ how they are doing with increased responsibility. Discuss leadership opportunities with them, if appropriate.
7. And be sure to continue to ask the Lord for _____ about who He may be calling to a new level of leadership.

Conclusion

Fill in the blanks or respond to questions as you complete this course.

1. The implementation of a succession plan will...
 - a. help ensure the ministry of Operation Christmas Child continues when there is a _____ in leadership,
 - b. strengthen the overall leadership of your Area Team,
 - c. and ensure continued _____ so that more children can be reached for Christ!

Continued on next page.

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Essential Activities

Essential Activities and Elective Practical Exercises are ways for you to apply what you are learning in your Leadership Development Program coursework in real time, gaining “on the job” experience as you develop in your leadership role. These activities and exercises help align the tasks you would already be doing as a leader volunteer with what you are learning in the program.

Below you will find a list of Essential Activities to work on with your regional point of contact that relate to this particular course and your overall ministry as an Operation Christmas Child leader volunteer. You should complete each of these activities.

- Identify someone on your team who has the potential to be your Joshua, someone who could potentially step into your role. What are some steps you can take to prepare this individual? Write down your plan and schedule opportunities for the individual to take on greater responsibility as you walk alongside him or her.

Elective Practical Exercises

Review the Elective Practical Exercise below with your regional point of contact. If you choose to complete this exercise, you should be prepared to discuss it at your next meeting with your regional point of contact.

- Following the steps provided in this lesson, develop a succession plan for your Area Team or Ministry Team. Each Ministry Coordinator and the Area Coordinator should have someone who could potentially step into their role so that the ministry can continue to move forward.