

## Administrative Leadership of the HOP

### *Session 1: Administrating the House of Prayer*

#### I. Identifying Your Ministry Needs:

##### A. Knowing Your Ultimate Mandate:

As is the case with any project, company or ministry it is essential that you know what you are ultimately trying to accomplish with your house of prayer. I found this especially to be true for those leading houses of prayer because the final goal can vary so widely. You will work very differently if you are trying to build 24/7 prayer with live worship than you will if your ultimate goal is to have a room open to people but not necessarily manned all week long. I've listed some key questions that may help you figure out your mandate. Ask yourself each one of them in light of what you want to accomplish long term (think 5-10 years) based off of what you feel like the Lord saying about your house of prayer.

1. Why do you want a house of prayer?
2. What is the purpose of your house of prayer?
3. When you say house of prayer, what do you mean?
4. What are the most important values for you as a house of prayer?
5. What are you trying to accomplish that different from everything else?
6. Who are you primarily trying to minister to?
7. How many hours a week do you want to be open?
8. How many hours a week do you want to have live worship?
9. Will you offer other ministries besides prayer? If so what?

##### B. Identify Your Immediate Needs:

Now that you've looked assessed your longterm goals and gotten the big picture of where you are headed it is important to determine your most immediate needs. The following questions will be helpful in identifying your immediate goals and concerns.

1. What is your biggest need today as a ministry?
2. What can you be working on to help fill that need?
3. What opportunities do you feel the Lord currently highlighting?
4. What do you feel like is the next big step for your house of prayer?

##### C. Only Do What Builds Both:

To be successful you will need to keep both in mind both your ultimate mandate and your short term goals in your decision making. It is natural to go heavier on one than the other from season to season but if you loose sight of either one you will find yourself off the path. Focus only on the big picture and you will be overwhelmed and unproductive, focus only on

the immediate needs and you will invest energy in ways that you will later regret because while you may have solved immediate threats you can easily get off track from where you want to end up.

1. Make sure not to violate your core values.
2. Make sure your current efforts are working towards your longterm goals.
3. Make sure you are spending time every week working on short-term goals and resolving immediate threats.

## II. Focused Infrastructure:

### A. Identifying the Season:

Each season of ministry looks different; there are many factors that play into how things will play out for you. In order to put infrastructure into place for your ministry you need to assess what sort of season you are in. Some seasons are growth seasons and some are just seasons to maintain what you already have going. The following questions can help answer the question of how far you can go in this season.

*“There is a time for everything, and a season for every activity under the heavens...a time to plant and a time to uproot...a time to tear down and a time to build (Ec. 3:1-3)”*

*“from Issachar, (there were) men who understood the times and knew what Israel should do (1Ch. 12:32)”*

1. How much time do you have to give as the human leader?
2. How much grace is the Lord pouring out for you to build?
3. How many people are involved with you currently?
4. How much buy in do they have?

### B. Assessing Your Resources:

Once you have a pretty good idea about what the next season will look like you want to spend some time seeing how you can best use the resources you have access to (time, money and people). You want to make sure that you are stewarding well what the Lord has given you. As the human leader God has commissioned you to build, that building will happen brick by brick with the resources that He puts before you and it won't happen automatically, you will have to invest those resources wisely in order to see a good return. The following questions can help you identify what you have to work with and how best to move forward.

*“Suppose one of you wants to build a tower. Won't you first sit down and estimate the cost to see if you have enough money to complete it? For if you lay the foundation and are not able to finish it, everyone who sees it will ridicule you, saying, 'This person began to build and wasn't able to finish (Lk. 14:28-30).”*

1. What natural circumstances are working for you? Against you?
2. What resources do you have or not have access to this season?
3. What strengths can you offer the ministry?
4. What skills do the people around you have?
5. What services can you afford to pay for that will help the ministry?

C. Organizational Chart:

You want to build a ministry structure that fit you; your resources, season and mandate. It doesn't make sense to have a ministry structure be more complicated than you can actually pull off, but nor is it the good stewardship to have an undeveloped infrastructure where valuable opportunities are being passed by simply because time wasn't taken to maximize your resources. Creating a simple ministry chart can be helpful in letting you see the needs that you have as a ministry and begin to start filling those roles as the right people and resources come along. The below is a very simple sample chart; your needs and resources may vary from this.

<b>Training:</b>	<b>Finances:</b>	<b>Followup:</b>	<b>Promotions:</b>	<b>Technology:</b>	<b>Admin:</b>
Trains new prayer leaders	Collects and counts offerings	Sends out email updates	Researches ways to get the word out	Acts as head sound tech	Runs errands
Prepares for training times	Keeps a spreadsheet up to date	Makes phone calls to visitors	Runs your Facebook page	Goto person for any tech issues	Makes copies for events, etc.
Develops ministry handouts	Goto person for all purchases	Connects visitors to the ministry	Develops printed materials	Makes tech purchases	Returns phone calls

### III. Building a Team:

It was the wisdom of God to make us a Body, a family, a community each with unique gifts and skills. It was always God's intention that we do team ministry and not the one-man show approach. But serving on a team is harder because it means relying on other people to do their job and letting go of many things that you as the leader are able to do and may even enjoy doing.

A. Delegating Responsibilities:

A major key to leadership is in learning to delegate well. Delegation is critical in order to grow and sustain prayer because otherwise your house of prayer is only as strong as what you personally can pull off.

*"Moses' father-in-law replied, "What you are doing is not good...The work is too heavy for you; you cannot handle it alone...select capable men from all the people—men who fear God...Have them serve...That will make your load lighter, because they will share it with you. If you do this and God so commands, you will be able to stand the strain, and all these people will go home satisfied (Ex. 18:17-23)."*

B. Recruit a Volunteer Workforce

We will focus more on leadership roles in the next session, what I want to talk about here is the value of developing a volunteer workforce. It is probably the case that you don't have access to many people who can give you their undivided attention in helping build the house of prayer along side you. This is why it is essential to learn how to utilize those who many only have an hour or two a week.

C. **Creating Simple Roles:**

To get the most amount of people involved in tangible ways that help build your ministry you will want to create volunteer positions based off what you have available to you.

1. Create roles that serve your needs and mandate.
2. Make positions that fit the skills of those around you.
3. Assign titles that are descriptive and appropriate for each role
4. Make job descriptions simple and specific.
5. Do your best to reduce responsibilities so a person can do their role in about an hour a week.

**IV. Levels of Involvement:**

A. **Creating Onramps for Involvement:**

I would like to suggest to you that you offer as many ways for people to be involved with your ministry as possible. The wider you open this door the more short term growth you will experience. The draw backs to this approach is that it does require you to be more organized, have a good follow up system and written expectations for each group.

B. **Ways to be Involved at our House of Prayer:**

1. Those living at our girls house
2. Those serving on our leadership team
3. Those who come to sit in the room one set a week
4. Trained prayer leaders
5. Musicians who serve on a prayer team
6. Volunteer staff who help with some unique role or position
7. Full and part time staff

C. **Shared Commitment:**

No matter what role someone may play however our expectation is that they all help build our primary mandate (building night and day prayer). As a result everyone connected to our ministry at any level shares the common commitment of serving on at least one weekly prayer meeting. This is a requirement in order to be part of what we are doing. The various onramps for involvement therefore serve as building blocks for us to ensure that we actually have people in the room for our prayer sets.

*"The gatekeepers had been assigned to their positions of trust by David and Samuel the seer. They and their descendants were in charge of guarding the gates of the house of the Lord (1Ch. 9:22-23)"*