

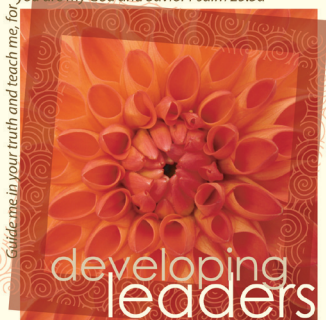
# follow the leader

Guide me in your truth and teach me, for you are my God and Savior. Psalm 25:5a

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## Incoming and Outgoing Officers

Have you been asked to be an officer? Is your term up this year? This issue discusses both aspects: the person being considered and then being elected to that position and the person who will be leaving that position.

The Leader Development Committee is reviewing/updating current LWML resources that support developing leadership qualities and mentoring relationships with the intent to develop a user-friendly and easily accessible format for their use. If you have any questions, suggestions, or experience with these topics, we would like to hear from you! Please e-mail [deprs@lwml.org](mailto:deprs@lwml.org) and put Leader Development in the subject line so the message can be forwarded to us.

**A leadership transition is not simply the replacement of one able body with another, but more importantly, the transfer of the organizational mission and vision from leader to leader, and the assurance that the tools necessary for that mission and vision are transferred as well.**

## Transition Time

It's that time of year when many leadership positions are in transition, reminiscent of a relay race where the handoff is a key component for success.

During this transition it is important to be equipped with "good stuff" — resources that have practical tips and ideas that work! We know it is important to stay connected with our Savior and seek His guidance. We know it is important to network, encourage, and support one another in leadership roles. In this newsletter we will share a few of our LWML resources for equipping incoming leaders. We will also provide some ideas for outgoing leaders who play a crucial role in that transitional hand-off.

First, for those leaving an office or leadership position there is an LWML resource available titled "Passing the Baton." It includes valuable tips about updating files, sharing pertinent information, and cleaning out unnecessary correspondence. It also suggests what you might include when you meet with the new officer.

There are also some insightful online business tools. *The Bonner Curriculum: Planning Leadership Transition* was one that included these thoughts: "A leadership transition is not simply the replacement of one able body with another, but more importantly, the transfer of the organizational mission and vision from leader to leader, and the assurance that the tools necessary for that mission and vision are transferred as well. The key to a smooth leadership transition is *transitional leadership*, which calls upon current leaders to focus on the preparation of their replacements by reflecting on their own tenure as organizational leaders. Second, they need to organize and explain their key information in a concise method, ideally through the development of an "Organizational Binder." ([http://www.bonner.org/resources/modules/modules\\_pdf/BonCurPlanLeadTransition.pdf](http://www.bonner.org/resources/modules/modules_pdf/BonCurPlanLeadTransition.pdf))

One method the Bonner Curriculum suggested for the outgoing leader was the *Brainstorm Challenge: Top Threes*. Here are some examples:

- My top three toughest challenges as a leader were:
- My three best practices as a leader in this organization are:

- The three most important documents relating to my work in this organization are:
- The names and positions of three key people ... and what they get done are:
- The three best ways to recruit volunteers are:
- The three key yearly activities in my organization (and my role in making each happen) are:
- If I were to do this ... over again, I would do these three things differently
- Do you see how this would be useful as you prepare for a successful "hand-off"?

For those of you who are stepping into a new position LWML has a number of resources available online. Check out the Structure Committee web page for free downloads at <http://www.lwml.org/resources/lutheran-women-in-mission-meeting-helps.htm> The committee provides documents such as *Minutes*, *Committees*, *A Successful LWML Meeting*, and *Meeting Helps from the LWML Handbook*, which includes the LWML Pledge and words to three well-known LWML songs!

Of course the Leader Development Leader Helps web page also has wonderful downloadable resources like *Leadership 101*, *Meetings 101*, *Leadership in Pairs & Passing the Baton*. Did you know that *Passing the Baton* has an entire section for new leaders on page two entitled "Accepting the Baton?"

Whether you are preparing to leave a position or step into a new position, center that endeavor on Christ and seek to serve and glorify Him. You can do that by spending time in personal study of Scripture, prayer, and corporate worship. One last practical tip is to utilize *The Lutheran Service Book*, which devotes pages 305–318 to *Prayers*, *Intercessions*, and *Thanksgivings*. These can be very helpful to new leaders who are preparing for a meeting, conducting a meeting, or opening or closing a meeting.

What are you waiting for? Check out and utilize these resources for a smooth transition. May God guide and bless your service!