

# Skill in Communication

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## 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\_\_\_\_\_!