



DELEGATION

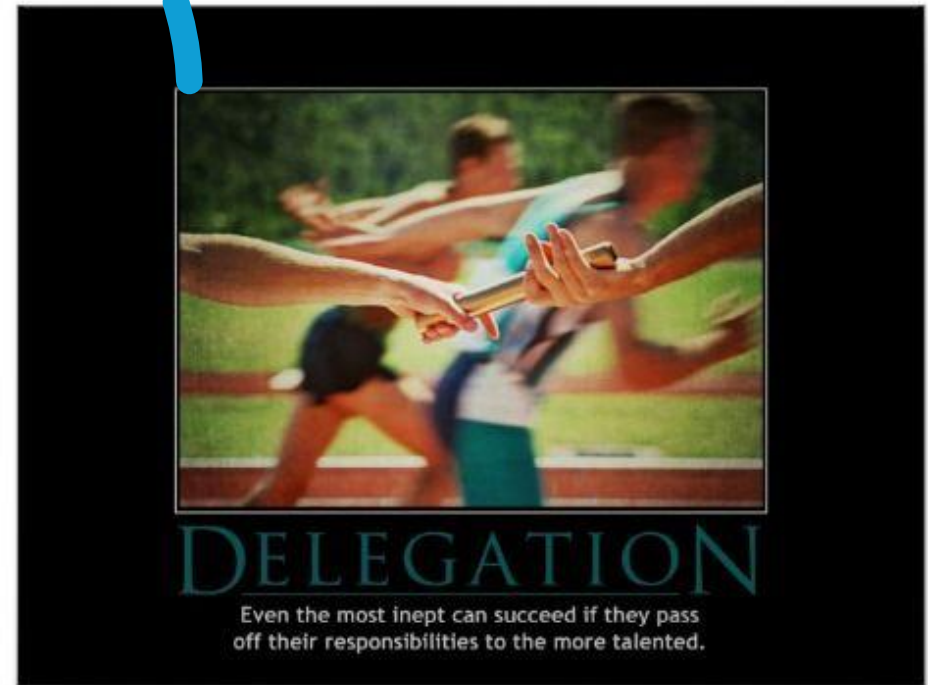
"Never tell people how to do things. Tell them what to do and they will surprise you with their ingenuity."

Delegation in Service

What is Delegation?

- Delegation includes giving tasks, along with them authorities, to a specific person to carry out the work entrusted to them.
- Delegation is usually for certain tasks and authorities.
- In the event of the absence of the leader, they he must delegate all their responsibilities to others, so that work is not delayed.

"It is to take your hands off the work/task, but keep your eyes and heart on it"



Biblical Examples:

- Matthew 28:18-20

¹⁸ And Jesus came and said to them, “All authority in heaven and on earth has been given to Me. ¹⁹ Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰ teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.”



Biblical Examples:

Nehemiah 3

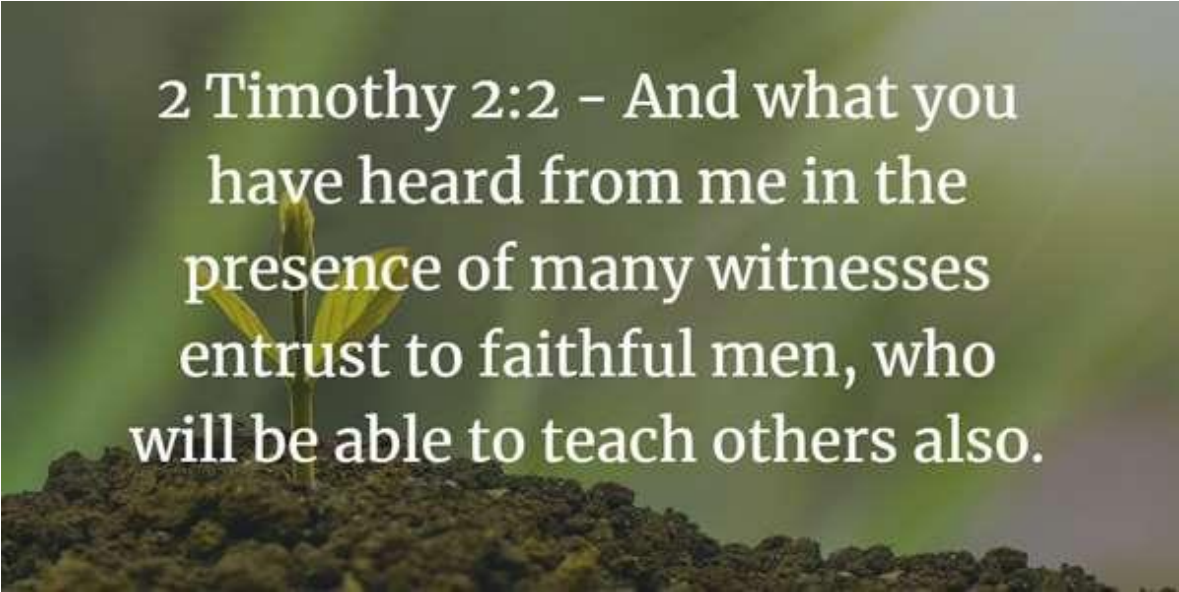
- **3** Then Eliashib the high priest rose up with his brothers the priests, and they built the Sheep Gate. They consecrated it and set its doors. They consecrated it as far as the Tower of the Hundred, as far as the Tower of Hananel.
- **2** And next to him the men of Jericho built. And next to them Zaccur the son of Imri built.
- **3** The sons of Hassenaah built the Fish Gate. They laid its beams and set its doors, its bolts, and its bars.
- **4** And next to them Meremoth the son of Uriah, son of Hakkoz repaired. And next to them Meshullam the son of Berechiah, son of Meshezabel repaired. And next to them Zadok the son of Baana repaired.
- **5** And next to them the Tekoites repaired, but their nobles would not stoop to serve their Lord.



Biblical Examples:

2 Timothy 2:1-2

- **2** You then, my child, be strengthened by the grace that is in Christ Jesus, ² and what you have heard from me in the presence of many witnesses entrust to faithful men, who will be able to teach others also.



2 Timothy 2:2 – And what you have heard from me in the presence of many witnesses entrust to faithful men, who will be able to teach others also.



Biblical Examples: Moses the Prophet: Exodus 18

¹³ The next day Moses sat to judge the people, and the people stood around Moses from morning till evening. ¹⁴ When Moses' father-in-law saw all that he was doing for the people, he said, “What is this that you are doing for the people? Why do you sit alone, and all the people stand around you from morning till evening?”

¹⁵ And Moses said to his father-in-law, “Because the people come to me to inquire of God; ¹⁶ when they have a dispute, they come to me and I decide between one person and another, and I make them know the statutes of God and his laws.”

¹⁷ Moses' father-in-law said to him, “What you are doing is not good. ¹⁸ You and the people with you will certainly wear yourselves out, for the thing is too heavy for you. You are not able to do it alone.



Biblical Examples: Moses the Prophet: Exodus 18

¹⁹ Now obey my voice; I will give you advice, and God be with you! You shall represent the people before God and bring their cases to God, ²⁰ and you shall warn them about the statutes and the laws and make them know the way in which they must walk and what they must do.

²¹ Moreover, look for able men from all the people, men who fear God, who are trustworthy and hate a bribe, and place such men over the people as chiefs of thousands, of hundreds, of fifties, and of tens. ²² And let them judge the people at all times. Every great matter they shall bring to you, but any small matter they shall decide themselves. So it will be easier for you, and they will bear the burden with you.

²³ If you do this, God will direct you, you will be able to endure, and all this people also will go to their place in peace.”

Biblical Examples: Acts CH 6

6 Now in these days when the disciples were increasing in number, a complaint by the Hellenists arose against the Hebrews because their widows were being neglected in the daily distribution.

² And the twelve summoned the full number of the disciples and said, “It is not right that we should give up preaching the word of God to serve tables.

³ Therefore, brothers, pick out from among you seven men of good repute, full of the Spirit and of wisdom, whom we will appoint to this duty.

⁴ But we will devote ourselves to prayer and to the ministry of the word.”

Why do some Leaders avoid it?

- Unwillingness to delegate
- Fear of:
 - losing power.
 - performing the work in a negative manner.
 - performing the work in a better way.
 - dependence on others.
- Lack of:
 - training on how to do it
 - readiness to allow sufficient time for delegation



Common Excuses

“I am the only one who can do this job.”

“I want to be responsible and make my own decisions.”

“My group lacks experience.”

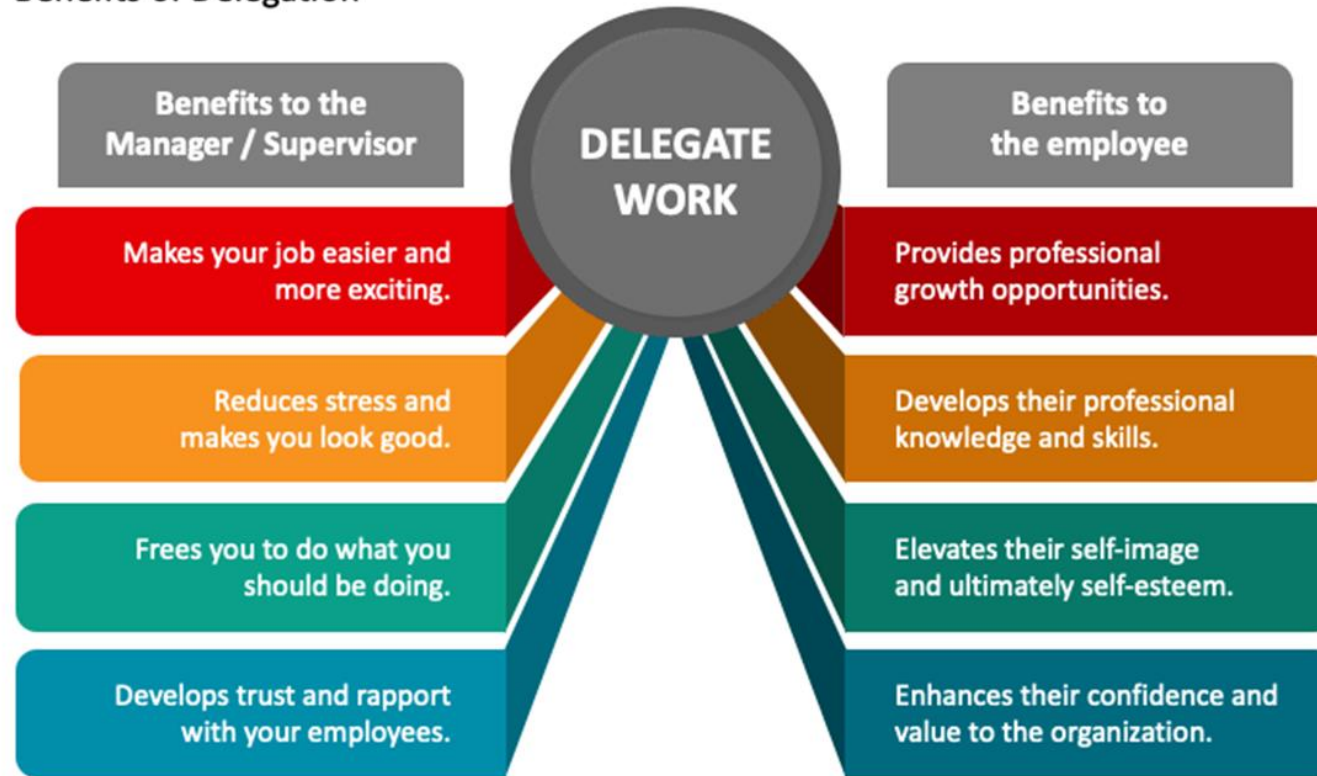
“I am afraid of carelessness.”

“In the end, I will have to do the work again.”

“It is easier to do something myself than to explain it to others.”

DELEGATE WORK

Benefits of Delegation



Benefits of a delegating style of Leadership

What should Leaders Delegate?

Routine tasks
that take time
away from bigger
strategic planning

Tasks that are
easy to do and
require lower skill
sets

Tasks that the
leader may not be
good at

Engaging task
that align with
other servant's
interests

Tasks that can be
delegated to keep
the team engaged

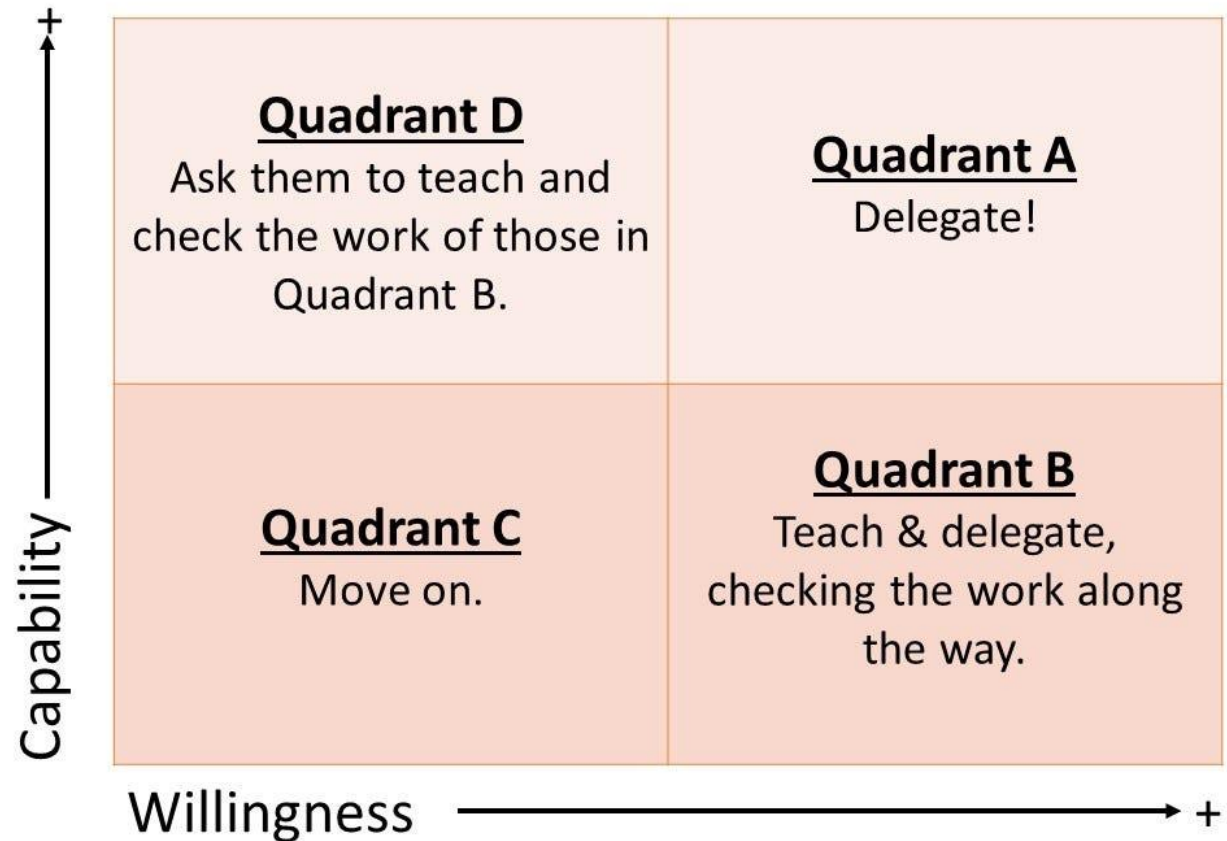
Unexpected tasks
that you lack time
to do well

Tasks that will
help train/give
experience to
younger servants.

Who to Delegate to:

“The Lord has sought out

- Person believes in the
- Person that is aware of all aspects of the work and its importance
- He has enough time for it to continue it.
- His interest and enthusiasm
- His skills, knowledge and experience
- His competence and ability



5 Basic Principles

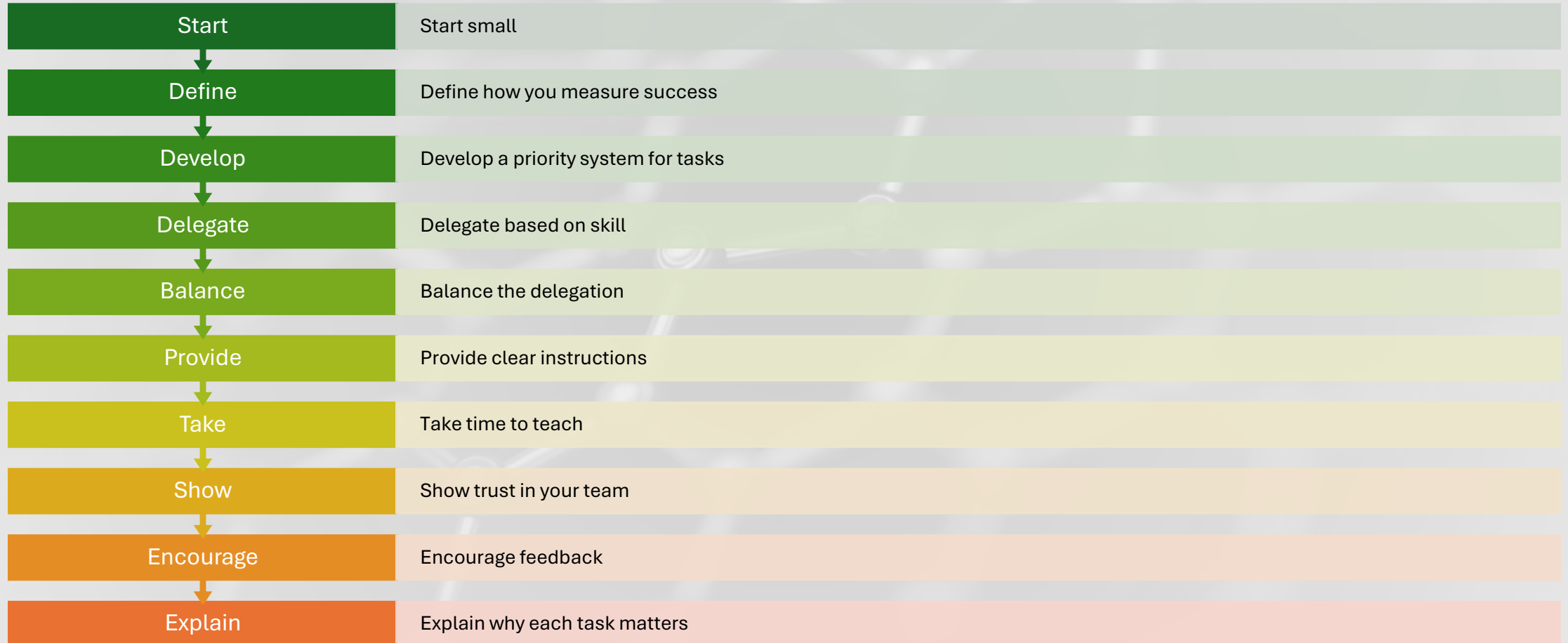
- Clarify the Task(s)
- Choose the Right Person
- Communicate Thoroughly
- Make Sure Your Delegation is Clear
- Give Praise and Feedback

The time Christ's Resurrection is a



10 days after His

Best practices for delegation in leadership



Best practices for delegation in leadership

Start small

- **Do:** Start by delegating small tasks before handing off bigger projects. You can monitor teams' progress and get a feel for how the new workload affects them. This is a great way to identify each team's strengths and skills; it may even turn into a promotion opportunity.
- **Don't:** Hand off your biggest project to someone who has never dealt with a task of that magnitude before. Doing so sets the team up for failure.

2. Define how you measure success

- **Do:** Meet as a team to discuss how you plan to evaluate the performance of your teams.
 - Present them with clear metrics and explain how you measure success.
 - Teams work more efficiently when they have clear expectations and flexibility.
- **Don't:** Give your teams work without setting a deadline or establishing milestones.

Best practices for delegation in leadership

Develop



Develop a priority system for tasks

- Do: Rank projects and tasks in order of importance; that way, teams always know what to work on first. Prioritizing tasks ensures that time-sensitive work gets done on schedule.
- Don't: Give someone an important task and not tell them when it's due. It's also important to avoid changing priorities too often.

Delegate

Delegate based on skill

Do: Evaluate your teams, and assign tasks based on their skills and expertise. This sets them up for success and enables them to work to their strengths. You might also consider delegating to teams who want to develop a specific skill.

Don't: Give tasks to teams just because they have the least amount of work to do.

Best practices for delegation in leadership

Balance



Balance the delegation

- Do: Assign tasks based on skill, but make an effort to use a balanced approach when delegating work. This allows everyone to assume a variety of tasks that keep them motivated and focused; it also spreads out the workload fairly. Balance is particularly important when you're off-loading a mix of monotonous work and interesting challenges.
- Don't: Keep giving the same person the same tasks. Make sure to avoid overloading your highest-performing teams.

Provide

Provide clear instructions

- Do: Give clear instructions on how to perform tasks in the beginning. A process that seems easy to you may not be as obvious to your teams. Invite your team members to ask questions as they arise.
- Don't: Expect someone to know how to do something without giving them the details or providing adequate resources.

Best practices for delegation in leadership

Take



Take time to teach

Do: Expect to spend time teaching your teams how to perform the given tasks. In the beginning, they'll need additional guidance from you. Think of this time as an educational investment in the company's future and the team's career skills.

Don't: Neglect to provide support when needed. Be sure to welcome questions knowing that they'll head off problems down the road.

Show

Show trust in your team

Do: Allow your team to complete the work without hovering over their desks. This shows you believe in their abilities and expertise. Successful leaders know teams prefer to complete work on their own terms, but don't mind an occasional check-in to verify progress.

Don't: Be the micromanager in the office. Strong leaders trust their teams to work largely unsupervised.

Best practices for delegation in leadership

01

9. Encourage team feedback

- **Do:** Let your teams know you welcome feedback throughout the delegation process.
- **Don't:** Neglect your teams and discourage open communication.

02

10. Explain why each task matters

- **Do:** Sit down with your teams and explain how their roles help the company achieve success.
- **Don't:** Expect people to be eager for more work if they don't understand why they're getting it.

Summary

- Bible is full of examples of delegation in the establishment of the Church and in the service and operations of the Church
- God delegated His Authority to Jesus who then delegated it to the disciples and then to all Christians
- Delegation is important the training, health, growth, and future of the church and all our services that we are responsible for.

