

SPECIAL WORKERS' SEMINAR



FACTORS IN EXCELLENCE – Ps.119: 99; Dan.6: 3; Matt.5: 48

I. Aims of Seminar:

1. To help our understanding of pastoral expectations from the average church worker
2. To improve the quality of our service of church workers and promote increased productivity, efficiency and harmony
3. To promote excellence as church brand and general lifestyle

II. **Definition:** Excellence is the quality of being outstanding, extremely or exceptionally good. It is to be extra-ordinary, a shining example and a model. It is not to be a mediocre but to be perfect or near perfect - **Matt.5: 13-16, 48**

III. Examples of Excellent People in Scripture:

1. Joseph - **Gen.41: 38-40**
2. Daniel - **Dan.5: 12-14; 6: 3**
3. Paul - **1Cor.15: 10; Phil.3: 4-6; 4: 13**

IV. Factors in Excellence:

1. Giftedness & Resourcefulness: - **Matt.25: 14-15**. This is to rich or abundant in talents – natural or spiritual. It could also take the form of intellectual, skill, financial and material gifts

2. Originality & Creativity: - **Gen.1: 1-5; Rom.11: 33-34**. Originality is being oneself without copying others. Creativity is innovativeness or inventiveness. It is the ability to generate new ideas or bring up new forms from old ones.

3. Boldness & Confidence: - **Josh.1: 7 & 9; 2Tim.1: 7**. Boldness is to be courageous, fearless and assertive. Confidence is belief in one's self (something or someone else) and abilities

4. Vision & Focus: - **Prov.29: 18**. Vision is the picture of your future or what you hope to achieve or become. Focus is the sharpness or clarity of the vision. Focus comes through concentration.

5. Ambition: - **Ps.42: 1; Jer.29: 13; Matt.5: 6.** Ambition is aiming High or having earnest desire and the willingness to achieve something and be distinguished.

6. Hard Work, Endurance & Sacrifice: - **Prov.24: 30-34; Matt.25: 26-27; Rom.12: 11.** Hard work is physical exertion. Endurance is ability to cope with stress, pressure & pain. Sacrifice is ability to go the extra mile. Sacrifice usually involves losing or giving up something

7. Diligence: - **Prov.12: 24; 22: 29.** Diligence is persistent and earnest effort to achieve something. It involves caution and carefulness

8. Availability, Attendance & Punctuality: - **Ps.63: 1; Heb.10: 25; Phil.4: 13.** Attendance is to be present but to be available is to be there when needed. Punctuality is to be there early or on time e.g. Esau

9. Regularity, Consistency & Steadfastness: - **1Cor.15: 58.** Carrying out recurring routines or procedures well. Consistency is to constantly follow the same principles. Steadfastness is to be firmly established, resolute and unwavering in our commitment or duties

10. Discipline: **Ps.94: 12-14; Prov.22: 15; 23: 13; 29: 15; 1Cor.9: 27; Heb.12: 5-11.** Discipline is any activity or exercise carried out in order to improve our skill. It is self-control and the ability to train oneself to follow rules and regulation, It is also any form of punishment inflicted through correction & training.

11. Intelligence, Initiative & Discretion: - **Prov.11: 22; 1Cor.13: 11; Jam.4: 17.** Intelligence is high mental capacity or ability to learn, reason or understand things fast. Initiative is our ability to start something new on our own before or without being instructed to do so. Discretion is simply right or good judgment. Initiative & discretion always go together

12. Planning & Preparation, Forecasting & Budgeting: - **Ps.90: 12; Prov.19: 21; Lk.14: 28-32.** To plan is to develop a method, design or scheme in advance on how to do something or achieve a purpose. To prepare is simply to get ready or put things or oneself in readiness. To forecast is to conjecture or predict the future and plan or prepare accordingly. To budget is to plan or prepare based on expected income and expenditure

13. Organization & Coordination: - **Ps.6: 6-11. Mk.6: 39-41; 1Cor.14: 40.** Organization and Coordination have to do with arranging, grouping or bringing similar things or people together in proper order, rank or position in order to achieve beauty, harmony and peace. We must organize & coordinate ourselves to avoid chaos!

14. Cleanliness & Neatness: - **Deut.23: 12-14; 2Cor.7: 1.** To be clean and neat is to be free from dirt, stains, impurity or pollution. It is to have only few corrections and not to be rough (writing). It is also to be morally pure and upright without obscenity

15. Continuous Education & Training: - **Prov.1: 20-33; 16: 16; Eccles.12: 12; Jam.1: 5.** Education is acquisition of (new) knowledge. Continuous Education and Training increases our capacity and resourcefulness

16. Humility, Meekness & Teach-ability: - **Prov.11: 2; 16: 18; Lk.14: 11; Jam.4: 6.** Humility or meekness is to be lowly at heart, submissive and teachable (Easy to teach) e.g. Moses (**Num.12: 3**) & Jesus (**Matt.11: 29**). *“A meek man is a good neighbour.” – George Swinnock*

17. Communication & Public Speaking: - **Prov.25: 11; Jam.1: 19; 1Pet.3: 15.** This is your ability to sell yourself and product using written or spoken words as well as audio-visual illustrations

18. Integrity, Openness, Transparency, Honesty, Truthfulness & Trustworthiness: - **Job 2: 3; Prov.11: 1; 28: 18; 2Cor.8: 21; Col.3: 9.** Integrity is the state of moral soundness. Openness & transparency is to always make full disclosure without hiding anything. It is to be exposed, accessible and act publicly without concealment e.g. Ananias and Saphira. Honesty is freedom from guile, craftiness and deceit or fraud e.g. Nathaniel - . Truthfulness is to always tell the truth and not lie. Trustworthiness is our reliability, dependability or trust & confidence we deserve or have won as a result of our integrity, openness, transparency, honesty and truthfulness displayed over time

19. Faithfulness & Loyalty: - **Ps.12: 1; Lk.16: 10-12; 1Cor.4: 1-2.** Faithfulness is to be true to one’s word or promise. It is to be trusted and reliable. To be loyal is to keep faith in someone or something and give unwavering support. It is to fully and faithfully follow someone without betraying his trust e.g. Joseph (Gen.39), Ruth (Ruth 1) and David (1Sam.24)

20. Accountability & Reporting: - **Lk.12: 47-48; Rom.14: 12; 1Cor.3: 11-15.** Accountability and reporting is our ability to give detailed oral or written statement, description or explanation of particular events, situations or financial transactions to a superior officer.

21. Avoid every form of distraction: - **1Cor.9: 22-27; 2Tim.2: 3-4.** Anything that divides or diverts attention by way of amusement, entertainment, annoyance or disturbance and so prevents our focus or concentration is a distraction. Some forms of distractions include:

i. Sin in any form – **Heb.12: 1-4**

ii. Strife e.g. Abraham and Lot – **Gen.13: 5-10**

iii. General societal distraction – **Lk.10: 38-42; Matt.24: 12; 2Tim.3: 1-5**

iv. Financial distraction (Love of money & Debts) – **Mk.10: 25; 1Tim.6: 6-10**

v. Marital distraction – **1Cor.7: 25-38**

V. Conclusion:

To be excellent is to be our best. Nobody deserves to leave this world without fully realizing his or her potentials in life. We therefore have no choice really than to be our best in life and be excellent. Excellence is what God desires for us all – **Jer.29: 11; Jn.10: 10; 3Jn.2**