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| **Delegation Planning Worksheet** | | Speaker Helper | | | |
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| **Description of Project** | | | **Delegated to** | | |
| This person’s ministry is to be the speaker’s helper. Be a gofer, get supplies, send messages to sound team, other pastors, etc | | |  | | |
| **Significance of project and relative priority to other projects** | | | | | |
| This is a crucial position to help the evangelistic speaker to relax and get things done as needed. This way the speaker can focus on the speaking and the helper can focus on details and last minute to-do’s | | | | | |
| **Objectives/Results Expected** | | | **Completion Deadline** | | |
| Make the speaker’s life easier.  Get things done early  Don’t be a minimalist  Don’t be passive aggressive or a “shoulder shrugger (Oh Well!)” | | |  | | |
| **Resources Available (people, time, money, training, etc.)** | | | | | |
| Pastoral Staff  Office Staff  Ushers  Row Hosts | | | | | |
| **Authority granted to complete Project (over resources, budget, etc.)** | | | | | |
| Get the Speaker what he wants, if it’s possible. Any purchases over $50 should be preapproved by one of the pastors | | | | | |
| **Identification of parties to notify about delegation of authority (parties affected)** | | | | | |
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| **Potential Obstacles and Solutions** | | | | | |
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| **Ideas for Project** | | | | | |
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| **Checkpoints of Major Activity Completion** | | | **Target Dates** | | |
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| **Communication Plan** |  | | | | |
| **Parties to Keep Informed** | **Method** | | | **Frequency** | |
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