



7 HABITS

of

Highly Effective

F. Φ. C. U. S Leaders

Our Mission: Making and maturing disciples for the glory of God

His divine power has given us everything we need for life and godliness through our knowledge of him who called us by his own glory and goodness. Through these he has given us his very great and precious promises, so that through them you may participate in the divine nature and escape the corruption in the world caused by evil desires. For this very reason, make every effort to add to your faith goodness; and to goodness knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love. For if you possess these qualities in increasing measure, they will keep you from being ineffective and unproductive in your knowledge of our Lord Jesus Christ.

Introduction

Let's begin with a question: *Why go through this workbook?* The ideas here will not be new to most of us, but we are far from living them out as Christ did. God's word shows us the kind of character God wants to develop in us, but that character needs to be translated into day to day living. God designed for that to happen in community. This workbook is designed to take principles and ideas that are shown to us in the Bible and help us develop Godly habits. Our goal is to create long lasting changes in behavior, not temporary change for the topic of the week. To that end it is highly recommended that you work through this book in a group of two or more, preferably people who are close enough to know your life and your current habits, so you can give each other feedback from your own unique perspectives. During the lessons there will be many questions that ask you to describe your life in relation to a certain habit or activity, such as: "Describe how you serve the people with whom you live." For these questions, first have your partner describe how they would answer that question about you so that you can start with an honest assessment from an outsider looking in. Then share how you would answer that question about yourself. Repeat this process for each person in your group, taking time to discuss ideas and challenge each other's weaknesses and excuses. Remember, the goal here is a life that looks more like Jesus, not to get through the lesson, so don't worry about completing one lesson a week. Take your time and allow the Holy Spirit to change your heart in these matters. Which brings us to another very important point: **Honesty**. This study will have little value if you are not honest with yourself about the state of your life and walk with God. We all start somewhere and God's grace gives us the power to forget what's behind and press on toward what He has called us to (Philippians 3). It is also important for you to be honest with your partner about what you see in their life. Such honesty can help make this proverb true: "As iron sharpens iron, so one man sharpens another" (Proverb 27:17). Just remember Paul's admonishment about "speaking the truth in love" (Ephesians 4:15)! Knowing we are not perfect, and being confident in God's grace, let's seek the truth so that we may "live a life worthy of the Lord and may please Him in every way" (Colossians 1:10)!

This study is meant to develop habits, not learn information, so it is designed to be flexible in its application and dynamic in its content. The first page of every lesson is an attempt to broaden your view of these topics as they are addressed in scripture and the second page is meant to give you a chance to think about how these can be applied to your life. These lessons are meant to start a discussion with your partner that is much bigger and more complete than what is simply contained on the page. Don't feel restrained by what is presented but ask any question or address anything that the Spirit leads you to talk about. The real value in this lesson is found in applying these ideas to your life, hopefully discovering how to live out the love of Christ in your own relationships.

Finally, enter each lesson with an open mind and be full of grace, for yourself and the others in your group. Remember what Paul told Timothy: "Correct, rebuke and encourage – with great patience and careful instruction" (2 Timothy 4:2). The race we run is a marathon, not a sprint, so try to get it right rather than getting it fast. Remember Jesus' words on true change: "First clean the inside of the cup and dish, and then the outside also will be clean" (Matthew 23:26). True change is from the inside out, but our hearts will follow our treasure—the things into which we invest our energy, our money, our words, and our time. Seek to please God through this study and be led by His Spirit to be molded by His hand and shaped by His power.

Personal Spirituality

A FOCUS leader practices personal spirituality.

A FOCUS leader...

...is devoted to regular, intimate prayer as well as solitude in listening to God.

Mark 6:45-46; 1 Thessalonians 5:16-18

...is a constant learner through personal and group Bible study.

1 Peter 2:2-3; Deuteronomy 5:1

...expresses awe for God's majesty through personal and public worship.

Psalms 68:32-35; John 4:23-24

...demonstrates commitment to Christ by effective balance and prioritization of ministry, family life, and personal life.

1 Thessalonians 4:11-12

...develops and cultivates a godly reputation at home, in community, at school and at work.

1 Thessalonians 1:6-10; Titus 1:6-9

...is Spirit-led.

Galatians 5:16-18

...shares personal walk with God through fellowship and love for the body.

Acts 2:42-47

Do you have regular quiet times with God?
How often? Describe them.

Define worship. What is pleasing worship
to God?

How can you expand or improve your
worship?

What does the balance between ministry,
personal, and family life look like in your
life?

What should an appropriate balance here
look like?

Do you proclaim Christ by the way you act
in every arena like work and school as well
as in ministry?

What attitudes need to be improved in
these areas?

How can you become more responsive to
the Spirit?

How does He work in the hearts of men to
lead them in the will of God?

What conversations with others have you
had lately about your personal walk with
God?

Do others know how you are doing
spiritually right now?

Humility and Accountability

A FOCUS leader demonstrates humility and is personally accountable.

A FOCUS leader...

...demonstrates humility, reliability, and consistency at home, work, school, and in ministry.

Philippians 2:5-8; Ephesians 4:1-2

...practices regular and timely communication with others in all areas of involvement.

2 Timothy 4:2-5

...performs and/or delegates tasks acceptably and on time.

Matthew 25:14-30

...demonstrates personal submission to God and others.

Matthew 26:39-43

...supports FOCUS's vision, mission, values, and goals through words and actions.

Matthew 28:16-20; Hebrews 13:7-8

...seeks and gives feedback and input about behavior and ministry performance by mentoring and being mentored.

Proverbs 15:22, 24, 31

...duplicates self in life and leadership.

John 15:1-8

Who do you consider humble?
How could you be more like them?

What does reliability and consistency mean to you?

Why is consistent and timely communication important? Give examples.

With your partner, list three ways you personally can be more reliable:

How did Jesus display submission to God and others?
In what areas are you most susceptible to disobedience or rebellion?

How do you attempt to duplicate yourself and your love and devotion to God in your ministry?

Who are you mentoring?
Who's mentoring you?

Describe those relationships:

Read *John 15:1-8*.
How can we bear good fruit?

Zeal and a Positive Attitude

A FOCUS leader manifests zeal and a positive attitude in life and ministry.

A FOCUS leader...

...demonstrates total commitment to Christ.

John 3:28-30; Philippians 1:20-22

...exhibits, and encourages others to exhibit, positive energy, avoiding grumbling, and complaining spirits.

Philippians 2:14-16

...when energy wanes, brings freshness and new ideas.

Jeremiah 17:7-8; John 4:4-26

...is expressive in worship and service.

2 Samuel 6:12-15; Luke 7:36-38

...leads by example in grace, mercy and compassion.

John 8:1-11; Colossians 3:12-14

...takes leadership responsibility in group settings.

Matthew 20:25-28; 2 Timothy 2:24-26

...seeks opportunities to affect and influence others' lives in a positive way.

Colossians 4:5-6; Luke 19:1-10

Are you a complainer?
Where is this a struggle for you?

Read Philippians 2:5-11. How does your attitude compare to that of Jesus?
When you get tired or weary, how do you usually respond?

How can we be graceful, merciful, and compassionate people?
Why is this important to God?

Are you expressive and excited during worship?
Does your worship encourage and excite others about God?

When is the right time to step up and lead? (Talk about specific situations and where you could be setting an example and leading in each.)

Who are you currently affecting positively?
Who could you be seeking to influence positively right now?

Service

A FOCUS leader demonstrates a servant heart.

A FOCUS leader...

...actively serves in ministries of the church.

1 Peter 4:8-11

...seeks opportunities to serve in the community.

1 Timothy 5; James 1:27

...takes responsibility for service needs at church meetings and activities.

Philippians 2:1-4

...demonstrates a servant attitude at home.

Ephesians 6:1-3; Acts 4:32-35

...practices Spirit-led, servant leadership.

John 13:3-17

...practices dependability in service roles.

Colossians 3:23-34

...leads others to serve focusing on areas of giftedness and calling.

Romans 12:1-8; 1 Corinthians 12

How can we most effectively serve, according to 1 Peter 4:8-11?

How well do you practice the “pure and faultless religion” described in James 1:27? How can you improve this?

What are areas you already serve in FOCUS and your community? Are there any areas where you should be serving and aren't?

Why is it vital to serve “with all your heart?”

Why is dependability an important attribute to kingdom service?

How are you a servant at home/in your apartment?
Over the next week, find a day to serve the people you live with.

Read Romans 12:1-8.
How can we offer our bodies (our time, money, effort) as “living sacrifices?”

Devotion to the Fellowship

A FOCUS leader practices devotion to the fellowship.

A FOCUS leader...

...commits personally to promote and protect unity and teamwork in the body.

1 Corinthians 1:10

...supports and builds up leadership at every level and in every arena.

Luke 9:1-6; Titus 2:1-5

...communicates effectively both in content and timeliness.

Luke 9:10

...envisions, builds, and maintains friendships, and practices inclusion to promote diversity.

1 Corinthians 9:19; 12:12-31

...participates in, leads, and otherwise supports small group ministry.

Mark 3:13-15

...links all ministry activities to the larger body, making changes where necessary.

1 Corinthians 14:26

...handles conflict and disunity effectively and quickly with a forgiving attitude.

Matthew 18:15-18

How do you promote unity in the body of FOCUS and the larger body of Christ - His church?
Does your influence do more to promote unity or division?

Describe the friendships you have with your two closest friends.
What do you bring to the relationships?

How did Jesus do small group ministry?
Why do you think He did ministry that way and how does your ministry compare?

Why is the way Jesus tells us to deal with conflict vital to have a strong spiritual community?

With your partner relate stories where you did and didn't use this approach along with the outcomes of each.

How do you respond to spiritual leadership?
Give some examples.

Are you forgiving?
Why is forgiveness important to ministry?

The Mission of Christ

A FOCUS leader owns the mission of Christ through evangelism and mission support.

A FOCUS leader...

...actively supports and participates in the evangelistic mission of the church wherever they go.

Matthew 28:16-20

...generously and openly supports mission works in various ways.

Philippians 4:14-18

...personally seeks to lead, or help lead, others to Christ.

Acts 8:4-8; Colossians 1:24-29

...mentors others to help them mature in their faith in Christ.

Acts 11:19-30

...openly encourages and engages in evangelism with the entire body.

2 Timothy 4:2-8

...constantly learns and develops more effective methods of evangelism.

1 Corinthians 9:19-22

...practices and promotes lifestyle, kingdom evangelism at home, at work, and in the community.

Colossians 3:12-17

How did Jesus do evangelism?
What can we learn from this?

What does your evangelism look like?
How could you grow in this?

What is the goal of evangelism?

How do you use your natural relationships
from class and work to encourage and
challenge people spiritually?
Do you feel effective in this area?

How do you, personally, create spiritual
friendships (ie friendships where spiritual
things are discussed) with non-Christians?
How could you improve this skill?

How do you encourage others to be
evangelistic?
Where do you begin?
How do you bring them along with you?

Generosity and Sacrifice

A FOCUS leader practices generosity and sacrifice.

A FOCUS leader...

...consistently gives to the ongoing work of the church.

Luke 21:1-4

...continually reevaluates and reprioritizes commitments to maximize stewardship effectiveness.

Matthew 25:14-30

...sacrifices time, money, and resources for the mission of Christ.

Matthew 19:16-30

...takes responsibility to seeing that the real needs of all members are met.

1 Peter 5:1-4

...takes responsibility for caring for the needs of their own families.

1 Timothy 5:3-8

...seeks advice and accountability in stewardship.

Proverbs 9:9; 15:22

...openly recognizes Christ's ownership of everything.

Romans 11:35-36; Job 41:11

In what ways do you give to support the church?
Is it sacrificial?
Does it come from your first fruits?

What needs must be met for the people you mentor and for the body of FOCUS as a whole?

Do you seek advice on how to use the things God has given you: time, money, talents, etc?
Why or why not?

Are you challenging those you mentor in their giving? How?
Identify someone you could challenge in this and do so this week.

In what ways do you show you know that Christ is the owner of all that we have?
What impact does this have on the things you don't give away?

Do people describe you as thoughtful?
Brainstorm non-financial and meaningful ways to give sacrificially.