

MAKING YOUR SECRETARY EFFECTIVE

Leader's Guide: TB9-3

Lecture time: 75 min.

Discussion time: approx. 60 min.

Leader's Oral Opening Comments

- You may think, "Well, I don't have secretary." Perhaps you barely know what a secretary is or what she does. But as you mature to higher levels of ministry you will need one. Soon you will find her help invaluable. So, let us take a look.

Leader's Oral Closing Comments

- "Making your secretary effective." That was our theme. If you use the principles that we shared you will, by and large, have a very successful, effective secretary. The beautiful thing is that God is God, He created us. He created us for a specific purpose and He has given us different gifts.

Discussion instructions

- Because this lecture is long it is better to split it in 3 parts of about 20 minutes each. Also split the Discussion Questions into 3 parts and have 2 discussion times in between and one at the end.
- Because of the total length of this lecture and discussions we strongly recommend that you use small groups to discuss. Break-up, your disciples need a refreshing change.

Prayer instructions

- Divide into prayer teams of 3 or 4 persons. Use the 7 Practical Assignments as a basis for 7 prayers by 7 different men — (each person prays about twice). Take about 20 minutes for this.

Pass-out material instructions

- Use the Practical Assignments for prayer.

Practical assignments