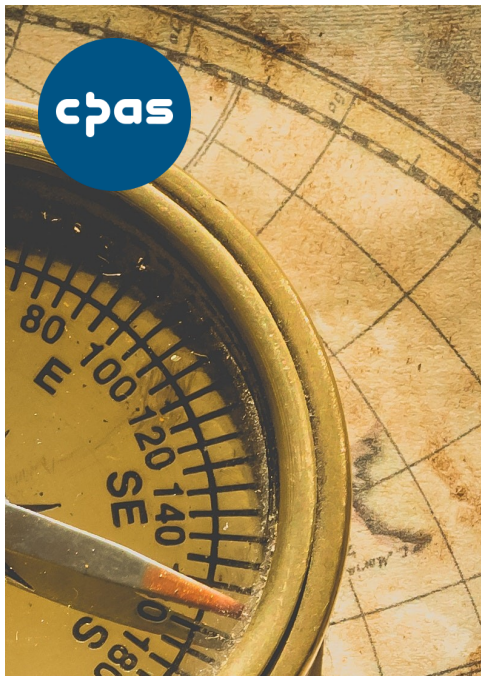




REGION 2: LEADING AS A FOCAL MINISTER
SITE 2: KNOWING WHAT YOU BRING

THE GUIDE ©CPAS

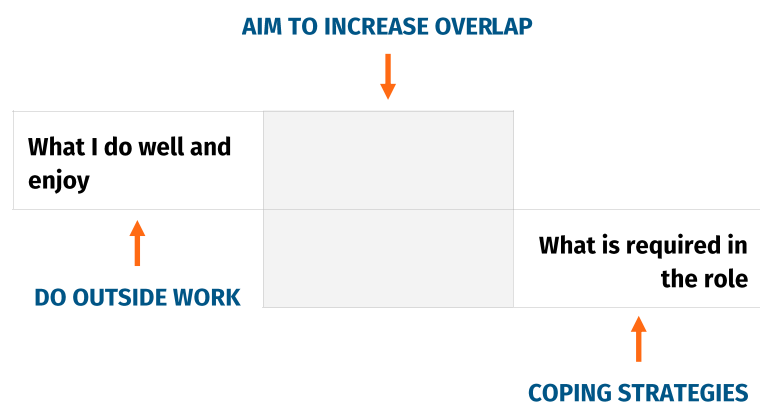
HOW TO DEAL WITH GAPS AND LIMITATIONS

Once you have worked out your SHAPE and compared it to the requirements of the role, there will hopefully be some overlap between the two. However, there will almost certainly be areas which don't overlap.

Often in roles like a Focal Minister you will see somewhere around a 60% overlap, where what you are SHAPED to do fits what is required in the role. Occasionally it might be a 70%+ overlap, but in reality this is rare.

There may be seasons in a role where the overlap is less than 50%. This is fine for a season, but is unlikely to be sustainable for the long haul.

It can be pictured like this.



What do we do with the things that are required in the role but aren't necessarily things that I am SHAPED to do or enjoy doing? First of all discern whether they are a gap or a limitation.

- A **gap** is a skill I can be trained in or some knowledge I can learn that will help me to do a better job in my role. For example, you may not know much about how the congregation you oversee relates to the wider benefice or diocesan structures. This is knowledge you can gain by asking questions or finding resources to fill the gap in knowledge.
- A **limitation** is anything that gets in the way of excellent performance in your role. There may be certain gifts or abilities you can't get that would be useful in your role.

What are the things that are required in your role that you don't think you are able to do well, or would find enjoyable/energising? Place them in the relevant column.

- A gap in knowledge?
- A gap in skill?
- A talent limitation?
- Something you just don't find energising?

FOR GAPS IN KNOWLEDGE

- What is the knowledge you are missing?
- Where could you go to gain that knowledge? Who could you talk with about it?
- What could you read?
- What could you listen to or watch?



FOR GAPS IN SKILLS?

- What exactly is the skill you are lacking?
- Who do you know who does this really well? Could you ask them to 'coach' you in that skill?
- What training might be available (sessions, courses, conferences – online or onsite)? When could you do this? Can you access funding to help pay for it?

FOR SOMETHING YOU DON'T FIND ENERGISING OR ENJOYABLE?

- How much time/energy does this aspect of your role take up?
 - ⇒ If it is little, and you can do it reasonably well, could you choose just to do it anyway?
 - ⇒ If it is a lot, see limitations below.
- Why don't you find it energising or enjoyable?
 - ⇒ Is it because you aren't very good at it, in which case could you get better at it (see gaps) or find a way round it (see limitations).
 - ⇒ Is it because you simply aren't that interested in it (you may actually be quite good at it)? Can you choose to do it nonetheless with a joyful heart as part of your service?

FOR LIMITATIONS

There are six things you can do to help mitigate limitations.

1. PARTNER WITH OTHERS

As the body of Christ, people are wonderfully SHAPED in different ways. Draw others around you who bring what you don't have and invite them to contribute their own unique SHAPE in God's service.

2. BRING IN OUTSIDE HELP

Sometimes we can hire help; a facilitator, consultant, or external contractor who has just the right abilities to do that part of your role well. These may be paid or unpaid.

3. REDEFINE ROLE

Reshape the role around your strengths so that you are spending more of your time on the things that you are wired to do. This is best done in consultation with others, for example your Oversight Minister.

4. DESIGN A SUPPORT SYSTEM

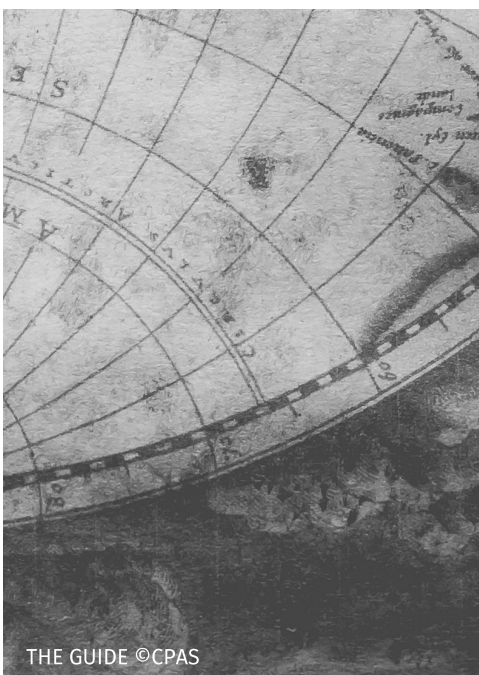
Simple things can make life easier, be it templates, processes, or techniques. For example, your role requires you to handle your emails well. You don't like emails, find responding to them tedious, and wish you could avoid them altogether. But you can't. We all have a system in place for handling our emails. Some are poor systems that mean emails don't get dealt with efficiently, some are good systems that mean they are dealt with efficiently. Ask someone who is good at this to help you get a system that works well for you.

5. MOVE ON

If the limitation is key to the role you are in then it may be time to move into a different role. This can sometimes occur when a role morphs over time and what was initially needed is no longer what is needed now.

6. USE A STRENGTH TO MANAGE LIMITATION

Some things are baseline requirements for a role. They just need to be done. Try to find a creative way of taking something that you are good at it and employ it in a way that helps you be a little better at one of your limitations.





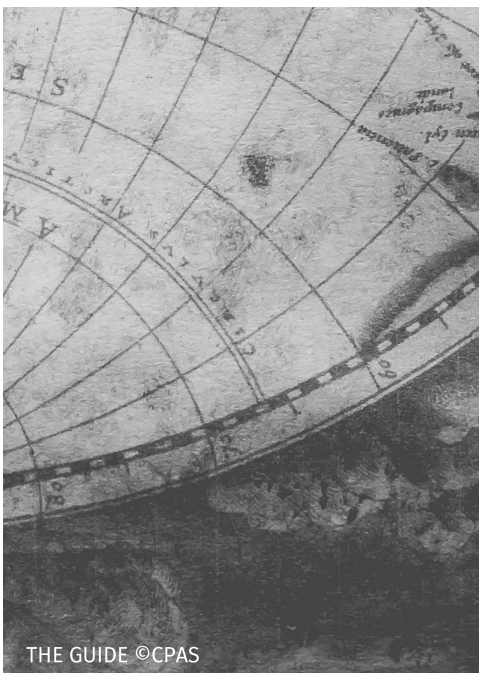
For Reflection

What is the limitation that is getting in the way of excellent performance in your role?

Which of the strategies might help with this?



How will you employ that strategy? (Be specific.)



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