* There are many types of Leadership Skills, but good **Communication Skills** are essential for effective leadership
  + **Prayer – Leaders must start with communicating with God**
    - John 3:30 – He must increase, but I must decrease.
    - James 1:5 – If any of you lack wisdom, let him ask God…
  + **Written Communication**
    - See Ministry Plan Example
  + **Oral Communication**
    - Psalm 19:14 – Let the words of my mouth and the meditation…
  + **Listening Skills**
    - James 1:19 - let every man be swift to hear, slow to speak…
  + **Body Language**
    - Exodus 17:10-13
* **Team Meeting Etiquette**
  + Give team members adequate notice
  + Prepare an agenda
  + Start on time
    - Take minutes/notes
    - Encourage participation, express interest in their concerns
    - Stay on topic (not too rigid, but maintain control)
    - Assign actions (with need dates)
      * Follow-up/review at next meeting
    - Determine next meeting date/time
  + End on time
  + Distribute minutes/notes/actions
* **Modern Communication Methods**
  + Email, Text, GroupMe
  + Website (<https://www.mtcarmelofclearwater.com>), Newsletter
  + Social Media (Facebook, Instagram, Twitter)

Ministry Leaders must effectively communicate on every level