

Reading: Matt 7:12, Prov 18:21

Topic: Leadership Communication

Introduction: Communication is the act of giving, receiving, and sharing in _____ -- in other words, talking or writing, and listening or reading. Good communicators listen carefully, speak or write clearly, and respect different opinions

I COMMUNICATION

A. The Value of Communication

1. Many believe that proper _____ is the most vital element to any positive relationship, be it marriage, work, church, etc.
2. It is estimated that approximately 75% of a leader's working time is spent _____ and 75% of that time is spent in oral, face to face communication.
3. Since communicating the _____ is the primary purpose of the Church, leadership communication skills is very important. Colossians 4:6, Eph 4:29
4. If _____ in the church could be defined simply, it would be: "One's ability to influence another for the purpose of the Gospel." Proverbs 18:21
5. Communication is more than what we say. Everything that we do and say _____ a message to those who are watching.
6. We must not take lightly that we communicate by what we do as well as by what we say for sometimes _____ speaks louder than our words.

B. Facts About Communication

1. Your ability to communicate is not _____. Granted, there are special gifts and natural-born traits one might have because of their genetic make up, but a person is not born a _____.
2. It is a skill that is developed. You can improve and develop good _____ skills
3. Almost everything you do or achieve in life will be either negatively or positively affected by the way you _____.
4. This is very important in the way you are treated by _____ as well as in the way you treat others. Matt 7:12
5. The way _____ perceive us, whether good or bad, will be determined by our ability to communicate with them.
6. What you are and how you are perceived is totally dependent upon how you _____.
7. There is no place where we ought to strive harder to be good communicators than in the work and _____ of Jesus Christ.

II DRAWING PEOPLE

A. What draws me to People?

1. If leadership is _____, we must ask a question, "What draws me to other people?"
2. The answer to that question will help us determine what draws other people to us. You attract who you are. Iron sharpens _____. Prov 27:17
3. The basis of life is _____ and how they relate to each other. Our success, fulfillment and happiness depend on our ability to relate effectively.

4. The best way to become a person that others are drawn to is to develop qualities that we are attracted to in _____.
5. One department store had a poster that said, "The only difference between stores is the way they _____ their customers."
6. As a church, we can be very organization and program oriented, or we can be people oriented. We want to be _____ oriented

B. How do you like to be treated?

1. As a church, we must realize not everyone who walks through the doors realizes they need God or has any concern about doctrinal truth.
2. Whether or not they ever come back will most likely depend on our ability as a church to genuinely _____ the love of Christ to them. They should feel that love, as well as hear it. [Isa 50:4](#)
3. There is a saying "people don't care how much you know, until they know how much you _____"
4. If you _____ people from you, the chances of you ever finding out why are very slim to none. Unfortunately, though, others will know why.
5. This is the very reason why we need to be careful on how we _____. We will answer before God if we offend those people. [MARK 9:42](#)
6. You will either draw people or repel people. A good and godly communication will attract _____ to God. [Pro 12:18](#)
7. If problems arise, Do not fight fire with fire, use water. [Proverbs 15:1-4](#)

C. How you want people to treat you

1. We want others to _____ us so let's encourage others. [Matt 7:12](#)
2. We want others to _____ us so let's appreciate others
3. We want others to _____ us so let's forgive others. [Eph 4:32](#), [Colosians 3:13](#)
4. We want others to _____ to us, so let's listen to others. Good communication is good listening.
5. We want others to _____ us so let's understand others

In summary: What draws us to other people?

When they:

1. Encourage us
2. Appreciate us
3. Forgive us
4. Listen to us
5. Understand us

Therefore, if you want to be a good leader whom people will follow, then you need to practice:

1. Encouraging
2. Appreciating
3. Forgiving
4. Listening
5. Understanding

Conclusion: As a _____ striving to reach the lost for Christ, we need to learn to encourage, appreciate, forgive, listen and understand. The Bible says, With whatever measure you mete, it shall be given to you again.

