

The Open Arms[®] Institute, Inc.

To Foster and Guide Lutheran Church Planting and Gospel Outreach With Christian Early Childhood Ministry
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A Leadership Workshop and Sharing Session

February 16-17, 2012

Hosted by the Staff of the Florida-Georgia District, LCMS – Orlando, FL

Planned especially for

**Pastors, Directors, and Governing Board Chair Persons
of Open Arms affiliated congregations**

Annotated Agenda

Thursday, February 16

9:00 am ... Welcome and Introductions – Martin Barlau

9:15 ... Opening Devotion - Rev. Philip Kuehnert

9:30 ... Taking Stock: Where are we going, and how are we doing? – Martin Barlau

....An introductory session to set the stage by sharing the needs we've seen across the OAI network. Together, we offer a means to help re-vitalize existing congregations, invigorate others, and start new ones at a time when many congregations are declining, or becoming less and less relevant in our changing culture. So we want to sharpen our practices and our approach in every center, and work hard together to develop and share what we learn. Then we will also rejoice and celebrate together the successes that the Lord gives us.

10:00 ... A New Look at Center Management: Strengthening the Team – Pastor, Director, Board, Staff – Shelta Collins

....Shelta is the Director at King of Kings Open Arms – Gardner, KS. She will introduce the primary theme of this workshop, namely how to get the most effective ministry out of the people and the resources we are given to lead. This session will focus on developing and strengthening the team – Pastor, director, board, and staff. Pastors and board chairs will learn to see their role more clearly. Directors will learn how to teach lower management and lead teachers to control spending habits, and draw them together into the effort, without the need for micromanagement.

10:45 ... Break

11:00 ... Center Management Principles: Assuring the Quality While Stewarding the Resources (or vice versa)

....Shelta gets down to the numbers, after providing the reasons for their importance:

- 1) We answer to God for our management of both people and resources;
- 2) To assure the quality, we have to manage the people and dollars properly;
- 3) People are happier when they know things are going right.

She talks about basic financial management skills, such as reading a P & L. Also about the controllable costs – Labor, Supplies, Food, Repairs and Maintenance.

(Thursday, Feb. 16, Continued)

12:00 ... Lunch

1:15 pm ... Center Management (Continued)

....Shelta introduces the Room by Room Analysis, and uses it to expand on controlling the controllables. Labor is addressed by hiring practices, and by developing an "Unemotional Schedule." Other controllable costs are dealt with by proper use of the checkbook.

2:30 ... Overview of the Open Arms Curriculum

....Martin Barlau engages the whole group in a tour of the Open Arms Curriculum and its use. We make the case for focus on the growth and development of children, and not just baby-sitting. We review the importance of a faith-based foundation for the entire learning experience. The group does some exercises that require closer examination and review of the contents of the Open Arms Curriculum, and evaluation of their place and value.

3:15 ... Break

3:40 ... Breakout sessions: Pastors, Governing Board Chairs, Directors

....**Pastors:** Rev. Phil Kuehnert leads the pastors' session.

Board Chairs: Martin leads the board chairs' session on the unique role of the board.

Directors: Shelta leads the Directors' session: developing the Management Team.

We will seek to network our gifts and experience, and learn together. What are the questions? What are the answers? Who has a better idea?

5:00 ... Dinner

6:00 ... Recess and return to the Hotel

Friday, February 17

8:30 am ... Morning Devotion - Rev. Philip Kuehnert

8:45 ... Looking Our Best as God's Family at Work

....Shelta puts the focus on appearance and approach, for all who are involved with the center. How may we show the face of Jesus to both clients and prospects, so they can feel and hear His invitation to life with God? (The world would call it "Sales.")

10:00 ... Break

10:20 ... The Open Arms Curriculum in Use

....Martin leads the group through the actual development of a Weekly Plan. We will also discuss the planning of a workshop for Curriculum Specialists for a future date.

11:45 ... Break for lunch

1:00 ... Joint Breakout Session – Pastors, Directors, and Board Chairs

....An opportunity to hear from every participant, and to assimilate and absorb what has been covered.

2:15 ... Closing Devotion - Rev. Philip Kuehnert