



SECOND-CHAIR LEADERS CONVERSATION TEMPLATE

Lead Pastors: Consider this a roadmap to use in your next staff meeting or 1:1 conversation to help clarify your role and the role of your staff pastor. A proactive approach to clarifying roles can lighten your load and maximize the effectiveness of your team. This is a great resource for both new staff and seasoned staff members.

Staff Pastors: Take initiative by setting up a 30-minute meeting with your Lead Pastor. Share these 5 questions in advance and come ready, on time, and prepared to take notes, showing the posture of a learner. Use this resource to level up your staff-pastor experience with greater clarity. Leaders in the “second chair” or *any chair* in between the top and bottom have a unique opportunity to cultivate excellence and influence at their current level of leadership. Getting on the same page to clarify that role is pivotal.

A top area of confusion for multi-level teams has to do with identifying roles and the expectations of those roles:

Any multi-level team must answer these 5 questions:

1. What are the lead pastor's responsibilities?

Top 5. Staying in lane.

2. What are the responsibilities of second chair leaders?

In writing = same page. Equipped tools + authority.

3. What help does the pastor need from other leaders?

Conversation-driven list of specific, practical, achievable areas of support.

4. What boundaries do staff pastors need to operate within?

Clarify schedule and expectations with clear guidelines or nuanced scenarios.

5. Who reports to the staff pastor?

Chain of authority. Lead pastor “need-to-know” areas. Who / What comes to the staff pastor’s desk?

This resource is part of the content shared in the Second-Chair Leaders Cohort, a 3-month coaching partnership that utilizes content from *Influence Magazine's Make It Count* leadership development section of which the above material is derived. Find out more at: www.leaningforward.life/second-chair