

## TIME MANAGEMENT AND MINISTRY

By Bob Young

***Questions for ministers/evangelists/preachers: How much time do you spend outside the church building? How much of that time is with the members? How much of that time is with non-members?***

The ministry that most effectively moves the church toward God's purpose in the world is done outside the building. (In ministry, I tried to spend approximately equal amounts of time in the office and outside the office, and equal with members and with non-members.)

How much evangelism time do you spend each week?

- Work with non-Christians in evangelism
  - My goal was to spend at least 5 hours in teaching non-Christians directly
  - I was always prospecting, everywhere I went, virtually 24/7
  - it is said that 95% of evangelism is in seeking prospects
- Working with new Christians in discipleship
  - My goal was to spend at least 5 hours with new Christians

How much pastoral time do you spend each week?

- Working with members
  - Church gatherings will take 8-10 hours per week
  - Fellowship gatherings and meetings will take about the same amount of time
  - Incredibly, 15-20 hours per week are spent in church activities, meetings, fellowship
  - Note: some worship or class time may relate indirectly to evangelism

How much study time do you spend each week?

- Sermon and class preparations (for me, this was about 20-30 hours for 2 sermons and 2 classes).
- Note: some preparation time relates to evangelism if one preaches and teaches evangelistically

The above two items often add up to 60+ hours per week. What are your percentages?

How much of your ministry is focused on evangelism-discipleship of new Christians? My goal was 25%.

- My estimate: 10 hours of my time were specifically evangelism
- My estimate: 5 hours of my time was specifically discipleship with newer Christians
- My estimate: 15-20 hours were for members in worship and activities
- My estimate: 25-30 hours was prep time
- An easy week was 55 hours, a more normal week was 60-70 hours

When I added all of the above, my goal for "normal" was 12 hours per day for five days

How much personal spiritual time do you spend each week?

- This time for personal reading and spiritual focus is in addition to the above
- I tried to do this in daily segments to maintain spiritual vitality
- Family time is in addition to the above, although the involvement of the family in evangelism, discipleship, and church activities can give a boost to the time spent with family
- The two days I took off were definitely my personal and family time. I took off Wednesday afternoon, Friday afternoon, and Saturday. When church obligations ate into those times, I tried to take time off to compensate.