

CIA Caring - Initiative- Accountability

LEADERSHIP SKILLS LESSON by Kim Allphin



DECORATIONS: Leaders wear trench coats or business suits. Have a briefcase open with YW Personal Progress Book, Scriptures, FSOY and detective tools. Seminary scripture mastery cards. Crime scene yellow tape roping off in front of the display table. Tape up footprints across the wall.

TALK: I am agent Accountability. Here are my detective tools. (*Cover what is in briefcase*) Hold up a magnifying glass and say, "I want to share a scripture- Jacob 1:19 And we did magnify our office unto the Lord, taking upon us the responsibility, answering the sins of the people upon our own heads if we did not teach them the word of God..."

Obedience: 1st we must be obedient to a principle, then we gain faith in that principle & after exercising faith we gain a knowledge or testimony of that principle. We must be obedience to the principles taught in the church materials these are your *agent tools*, to lead the class unto Christ.

Build Unity: (*All agents have a special bond & promise to leave no one behind in the field*)

Jesus emphasized the need for unity. He said, "If ye are not one ye are not mine". Leaders seek to build unity among themselves & the class they serve. *A huge part of unity is inclusiveness.* It is so important that the class presidency understands their role to include **everyone** in the class.

Delegate Responsibility & Ensure Accountability: (*Good agents always delegate to complete their missions, follow through with the assignments and then report back*) The Savior recognized the potential of others & called them to help in the work of His kingdom. Leaders should help others grow by giving them meaningful assignments & callings. Leaders should not attempt to do everything themselves. *Counselors, secretaries, & classmates are called to help.* Leaders are more effective when they delegate responsibilities to those who serve with them.

Effective delegation includes the following steps:

1. Clearly outline the assignment in your mind.
2. Prayerfully determine who should be given the assignment.
3. Meet with them to explain the assignment & its purpose, time & budget limits. Be sure they understand the assignment & the accountability for it.
4. Allow the person to help develop the plans to carry out the assignment.
5. Provide assistance, advice, encouragement & help redirect/ renew efforts to complete the assignment.
6. Ask them to report on the assignment. Do not expect perfection; be willing to accept their best efforts. Give special attention to the good things she has achieved.

Communicate Effectively: (*The name of the game when working as a special agent is communication, gathering intelligence & never breaking confidences!*) Successful communication requires **listening** attentively to others **as the Savior did**. Listening with full & sincere attention also helps convey a leader's love & concern. It is wonderful when a class member feels comfortable enough to share her life with her leaders but both need to be reminded to keep confidences. YW & their needs should be discussed in class presidency meetings in a loving way & never breaking confidences. There are subjects that only a loving parent or Bishop has stewardship over & only they should give advice about certain issues because only they hold the keys to do so.

ULTIMATE SECRET WEAPON or WMD:

A class presidency that is untrained, not accountable & exclusive to others can become a **Weapon of Mass Destruction**. They can influence others to not feel a part of the program. But a well trained, accountable & inclusive class presidency is the **ultimate secret weapon** for a well functioning YW's program of unity & love. We each need to be aware of what we are accountable for & how much our Savior needs our help to serve others and **"To Help Each Young Woman Come Unto Christ."**

CLOSING: Pass out mini magnifying glasses (from Party City).

ON A WALKIE TALKIE RADIO: "This is agent accountability; the recruits are trained & ready for nourishment. Are the TOP SECRET refreshments prepared? Closing prayer & then serve something exotic."

Caring

Initiative

Accountability





Responsibilities of Class Officers

(Taken from the Church Handbook of Instructions pages 218 - 222)

The class presidency should seek counsel, suggestions and guidance from the YW presidency member and class adviser.

***Care for Each Class Member.** Help her feel needed and loved. Pray for her, spend time with her, and become genuine friends. Help class members establish close relationships with each other, learn leadership skills, and live the gospel. Be inclusive to all.

***Plan a special welcome for each YW woman as she enters the class.**

***Class officers have a special responsibility to friendship new class members, less-active members or YW who have disabilities or other special needs.**

Conduct Class Presidency Meetings (Have an agenda and stick to it)

1. Plan Mutual class activities with guidance from the YW presidency member and class adviser.
 - a. Include service activities and activities to build class unity.
 - b. Activities should strive to take place on the same day, place and time each week.
 - c. Laurel and Priest presidencies take turns conducting Mutual opening exercises.
2. Visit inactive class members. Know why they don't come & when they were last contacted.
3. Encourage private religious behavior such as scripture study, prayer, and journal writing with Sunday gospel instructions and involvement in Personal Progress.
4. Address the mission of the Church; helping people come unto Christ by proclaiming the gospel, perfecting the Saints, and redeeming the dead.
5. Prepare agenda for the BYC meeting to report class activities and other events.
6. As a BYC member you are to help plan and prepare the once a month combined YM/YW activities.
7. Receive leadership training and remember to keep confidences.
8. Keep Records. The class secretary marks attendance rolls, prepares the agenda for meetings, takes minutes, & fulfills other assignments from the class president.

