

CHEMISTRY STAFFING

# Restructuring Playbook

A Guidebook for Restructuring Your  
Church Staff, Programming & Budget



# The only constant in life is change, yet so often we struggle with knowing where to start.

## Reevaluating the Current Structure of Ministry

At Chemistry, we get to spend our days walking alongside church leaders as they navigate one of the most treacherous journeys that they can undertake: *finding the right people for their team*. As part of this we have conversations about succession, releasing staff, and restructuring a staff team.

If you are like us, you have noticed that things seem to have sped up over the last few years. Our changing cultural reality has forced us to create new and different types of programs, the emergence of virtual church has required us to rethink our weekly rhythms, and radical disruptions to the status quo has made innovating on the fly our new normal.

As many churches adapt to new ministry models, they find themselves needing to reevaluate the current structure of their ministry with regard to their facilities, finances, and staffing. While change never comes easy in the church, facility shifts and budget adjustments pale in comparison to the pain associated with restructuring your staff team.

## What is this Playbook?

This playbook is designed to help you and your team gain clarity on restructuring your team. We will give you tools to guide your thinking, ask questions that may make you a little uncomfortable, and help you chart a path forward in the season to come. We created this tool with four assumptions in mind:

- 1 Prayer is Essential:** This process will go off the rails quickly if you are not bathing it in prayer. From start to finish, we must be seeking God in earnest, or this will do significant damage to your church.
- 2 Clarity of Purpose:** Without a clear understanding of your church's unique vision driving this conversation, this exercise will be a waste of time, emotional energy, and will create a sense of confusion within your congregation.
- 3 Commitment to Truth Telling:** Too often, churches value being nice over being honest. If your team lacks a culture of sharing hard truth with one another, please do not use this tool. In order for this process to be effective, you must be willing to be honest about what works, what doesn't work, and why.
- 4 Openness to Change:** Change is hard, especially in the church world. In order for this process to be helpful, there must be a willingness to change as needed. Programs, methods, and assumptions may need to change as a result of this process.

**"If you don't like change, you're going to like irrelevance even less."**

**- General Eric Shinseki**

**Stuck? Need to talk through this with someone? [Click here.](#)**

## How to use this playbook

The next several pages will take you through a series of tools that will help you gain clarity on current strengths, weaknesses, and the areas that you will need to prioritize in the days to come.

Plan on setting aside 20-30 minutes for each exercise. Some teams will benefit from working through this together while others may be best served by working on it as individuals and then sharing their results with the team.

These exercises will help you gain an understanding of where things currently sit, what needs to change and will help you develop clarity on how to implement those changes. Here's what you will be doing:

**Four Helpful Lists:** We will take a snapshot of your ministry to develop an understanding of what is right, what is wrong, what is missing, and what is confused in your current ministry context.

**List Learnings:** Based on the first exercise, what do you see? What themes, trends, and core issues have become apparent? Based on these learnings, we will begin to develop an understanding of what needs to change in your ministry.

**Prioritization:** Now that you have a general idea of changes that need to be made, we can begin to prioritize those changes and come to an understanding of what is important, what is urgent, and what is neither. By the end of this exercise, you will have a task list that you can use to act on.

**Structuring for the Future:** This tool will help you think through what your ministry structure will look like in the days to come. How will you reshape your current ministry programming? What will your budget and staffing look like? The goal of this tool is to come to clarity on how you can staff, budget, and program for the changes you believe need to be made.

### One last thought

This is not easy. You will struggle at times as you work through this process... and you should. Anytime you work to realign budget, staff, and facilities to your current reality, there will be pain, frustration, and hard conversations. But you are not alone on this journey.

We'd love to partner with you in this process. If you get stuck, need to bounce an idea off of an outside set of eyes, or just need someone to process with, our team is here and would love to share what we've learned through our years of ministry experience.

**Ready? Let's get started...**

**While change never comes easy in the church, facility shifts and budget adjustments pale in comparison to the pain associated with restructuring your staff team.**

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## Tool #1

# 4 HELPFUL LISTS

Set aside twenty to thirty minutes to ask yourself four questions:

- **What is right about our ministry?** The key to this question is that it is not asking “what is perfect,” but “what is right?” These are the areas that are working and are worth improving upon in the days to come.
- **What is wrong about our ministry?** These are the areas that are not currently effective and need to be changed. This is a question that can be difficult to answer due to emotional investment, identity, or years of effort. The key to making this exercise work is being committed to truth telling for the good of the Kingdom work that you are called to.
- **What is confusing?** What are the areas of your ministry that are unclear? List out a series of questions that will bring clarity to how your church is currently doing ministry.
- **What is missing?** As you survey your ministry landscape, what is missing? What are those things that you are not doing that are needed to more effectively minister in your unique context?

**Important:** As you begin this exercise, it is tempting to focus on what is wrong, missing, or confused. Resist this temptation and begin with “what is right?” Do not move forward until you have listed at least four items under the first column.

**WHAT'S  
RIGHT?**

**WHAT'S  
WRONG?**

**WHAT'S  
CONFUSING?**

**WHAT'S  
MISSING?**

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## Tool #2

# LIST LEARNINGS

Take 15-20 minutes to list out, in the space provided, what you have learned from the 4 Helpful Lists exercise.

Ask yourself:

- What themes or patterns do I see emerging?
- What trends do I see?
- Do I detect any core issues?

Next, take a few moments to ask yourself: In light of what I am discovering, what needs to change? Take as much time as you need on this list, as it will play heavily into the next exercise.

**THEMES**

**TRENDS**

**CORE  
ISSUES**

**WHAT  
NEEDS TO  
CHANGE**

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## Tool #3 PRIORITIZATION

This tool is made up of four quadrants: Important/Urgent, Urgent/Not Important, Important/Not Urgent, and Not Important/Not Urgent. Using your findings from the previous tool, place each item in its appropriate quadrant. For clarity's sake, here is how we are defining our terms:

**Important/Urgent:** These are things that need to be completed RIGHT NOW. These are unforeseen emergencies or crucial things that have been left undone.

**Not-Important/Urgent:** These are those things that do not contribute to the overall mission of your church, but continue to sap energy. These are the things you do, but do not see significant long-term value from.

**Important/Not-Urgent:** These are things that you need to be intentional about. This quadrant represents those things that will help your church accomplish its vision, but are easily ignored because they don't put out the short-term fires.

**Not-Important/Not-Urgent:** These are those things that do not help you accomplish your mission and would most likely not be noticed if they did not happen. These are essentially distractions from the Important/Not-urgent quadrant.

When you have completed this, use the second half of this tool to prioritize the changes that need to be done within your ministry in the days to come.

**IMPORTANT/URGENT**

**IMPORTANT/NOT URGENT**

**NOT IMPORTANT/URGENT**

**NOT IMPORTANT/NOT URGENT**

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# Tool #3 PRIORITIZATION

Now that you have identified what's important, use this space as a priority list to write down your priority actions, assign it to someone to manage, and create a time goal.

<b>PRIORITY ACTIONS</b>	<b>WHO'S RESPONSIBLE?</b>	<b>GOAL DATE</b>

Stuck? Need to talk through this with someone? [Click here.](#)

## Tool #4

# STRUCTURING FOR THE FUTURE

As you look at your list, it is time to begin evaluating your current operating structure. We will break this tool into three parts:

1. Programming needs
2. Financial realities
3. Staffing decisions

### 1 Programming Needs:

Based on the work that you have done so far, what programming do you need to start, stop, and continue? A few tips to help you through this process:

- List out every program your church is currently offering and find a category for each.
- Consider the resources deployed into each program listed: time, finances, manpower, and leadership capital. Do the costs justify the results?
- It is tempting to avoid putting nothing in the “stop” category. Resist this urge... every church has a finite amount of time, resources, and manpower with which to operate. Doing more with the same (or fewer) resources results in burnout and frustration. Let go of the good so that you can pursue those things that your ministry is uniquely suited to excel in.
- Keep in mind that programs listed in the stop category do not have to be stopped tomorrow. You have the time to end a loved ministry with dignity.

PROGRAM	START	STOP	CONTINUE

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## Tool #4

# STRUCTURING FOR THE FUTURE

## 2 Financial Realities:

Every church has a limited amount of financial resources from which to draw. Take this time to develop a sense of what is required in order to implement the programming outlined in your start list. These guiding questions should help:

What is the estimated cost of the ministries that I am proposing to launch?

What is the cost savings gained by drawing down the ministries I have identified in the stop list?

What is the current state of our budget for staffing and programming? Is there a surplus? A deficit? Do we have access to discretionary funds or strategic reserve that would help us to fund these ministries?

Are there funds in our current budget that can be redirected?

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## Tool #4

# STRUCTURING FOR THE FUTURE

### 3 Staffing Options

Based on the work that we have done so far, in light of our programming needs and financial realities, it is time to focus on our staffing options. Use the space provided to map out your potential options:

- **Hire:** Based on the workload and budget capability, what roles do we need to hire in order to execute on our next steps?
- **Redeploy:** Are there members of our current team who are best suited to implement the new programs that we are looking to launch? Are there people who are currently leading ministries on the stop list who can serve well in another role?
- **Volunteer:** Can any of these new programs be led by a key volunteer and meet expectations? If so, who is that volunteer?
- **Fractional:** Is this a position that could be handled by someone with years of experience, remotely? Fractional teammates are those who bring a wealth of experience, leadership ability, and a successful track record to a specific ministry area. This can be an effective option for jumpstarting a ministry at a fraction of the cost of a traditional staff hire. [Learn about Chemistry Staffing's Fractional option here.](#)
- **Release:** As you evaluate your needs, resources, and your plan for the next season, are there people who you need to release from your team? This is a difficult decision, one that needs to be wrestled through, but it is an extremely important question that every church needs to ask on a regular basis.

**RELEASE**

**FRACTIONAL**

**VOLUNTEER**

**REDEPLOY**

**HIRE**

**Stuck? Need to talk through this with someone? [Click here.](#)**

# YOU'VE GOT THE PLAN, WE CAN HELP YOU IMPLEMENT IT

Whether you are needing to find your next teammate, looking for fractional staffing solutions, or are looking for a trusted guide to walk alongside you as you implement your reorganization plan, Chemistry Staffing is here to help. We'd love to spend some time learning about what the road ahead looks like for your church, and share what we have learned through our years of experience.

[Click here for a free, 30-minute strategy call](#)

