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MANAGEMENT SOFTWARE



## April/May 2017 Tech Tips

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### **Why you should train your replacement (even if you're not leaving)**

Initially, the idea of training your own replacement sounds like an excellent way to work yourself out of a job. However, if we're honest with ourselves, we all know we're not irreplaceable. It just feels that way with all the demands for your time and expertise throughout the week.

Despite those concerns, there are practical reasons why training someone else to perform your tasks benefits you and your church. Here are three reasons why it's wise to train your replacement:

#### **Reason 1: Enables you to see processes from a new perspective**

How many years have you been in your current role? If the answer is two or more, you've likely developed ways of doing things that make sense to you. Those practices may or may not be the most effective or efficient.

When you take the time to train someone else to perform those functions, he/she may ask questions that force you to reconsider why you do things the way you do. That doesn't mean you have to make drastic changes right away. However, it's wise to listen and consider if there's a better way or to explain why this method is best at this time.

#### **Reason 2: Provides a backup for when you take time off**

If you want to take a vacation and be able to unplug from work, you'll need a backup. Someone has to pay the church's bills, deposit the tithe, handle insurance questions and more. Those tasks can't wait a week or so for you to get back.

Having a backup comes in handy in these moments.



### **Reason 3: Opens up possibilities**

Maybe your church is going to launch satellite campuses soon and will need someone to take on a senior leadership role to make that successful. If you've already trained someone to handle your current job, you could step into that senior role without much transition time.

As much as we like to plan, sometimes God opens up new opportunities we didn't expect. Training your replacement now gives you the flexibility to be ready in case He leads you to a different role.

Training your replacement sounds scary at first. However, the benefits of having a reliable backup are well worth overcoming that fear and investing the time into training.

#### *About the Author*

*Deborah Ike is the president and founder of Velocity Ministry Management: a company dedicated to helping church leaders grow their churches and create a life with healthy margins. With several years of experience as a consultant, project manager, and risk manager in the corporate world, Deborah launched VMM to serve the church. She is the author of three books and writes for several church-related publications*

### **Training: Free Online Webinars**

Church Windows offers [FREE webinars](#) on various topics for all the modules. The live webinars are usually about twenty minutes in length. During the webinar, the presenter will work through a designated topic. Another trainer will be available to answer questions that you submit via the GoToWebinar question panel.

The webinars follow the format of our training workbooks. If you currently own these workbooks, the confirmation for your attendance at a webinar will inform you of which workbook and what pages will be covered in the webinar. It is not required that you have these workbooks, but just makes following the webinar easier. The workbooks are available for purchase on our website [here](#). We do record all webinars, and every Thursday they are standardized and added to the Church Windows Website for viewing at any time.



## Backing up

Remember to regularly make backups of your data. Back up often to prevent possibly having to re-enter data! You can perform this function yourself, and it only takes seconds. Don't depend on someone else. A secondary backup never hurts even if your data is hosted on Church Windows Web.

It is always a good idea to take backups offsite. The easy thing to do would be to back up the data onto a flash drive, drop it in your pocket or purse and take it home. That will cover you if there is something catastrophic at the church, like a fire. A fireproof paper safe will not work. They usually only protect paper at 350 degrees for one hour. That won't protect electronic media.

[Church Windows Desktop Backup](#)  
[Church Windows Web & General Backup Information](#)

