PASTOR BURNOUT PREVENTION CHECKLIST

10 Things You Should Stop Doing Alone

A practical worksheet for pastors and ministry leaders who want to identify bottlenecks, delegate meaningful ownership, and build healthier ministry teams.

THE GOAL: Not to abandon responsibility. Stop making one person the operating system for the entire church.

10 THINGS TO STOP DOING ALONE

1. Making every routine decision

If capable leaders must wait for you to approve routine ministry decisions, you are still the bottleneck.

Ask: Which recurring decisions could a trained leader make without me?

2. Building every volunteer schedule

Scheduling can consume hours while keeping ministry leaders dependent on you.

Ask: Who could own scheduling for one ministry area?

3. Solving every Sunday problem

Not every missing volunteer, room issue, or last-minute change requires pastoral intervention.

Ask: What Sunday problem could a team leader be trained to solve?

4. Personally following up with every guest

Pastoral connection matters, but a healthy guest system should not depend entirely on the pastor.

Ask: Who could lead a consistent guest follow-up process?

5. Managing every communication channel

Announcements, texts, emails, social posts, and reminders can become a constant stream of interruptions.

Ask: What communication function could have a clear owner?

6. Carrying all pastoral care alone

The pastor should provide pastoral care, but trained care leaders can help ensure people are not overlooked.

Ask: Who can appropriately assist with meals, visits, check-ins, and practical care?

7. Recruiting every volunteer yourself

If every ministry vacancy comes back to you, leaders never learn to build their own teams.

Ask: Which ministry leader needs permission and training to recruit?

8. Running every meeting

You do not need to chair every operational conversation for ministry to remain aligned.

Ask: Which meeting could another leader facilitate and report back on?

9. Keeping all ministry knowledge in your head

When procedures exist only in the pastor's memory, the church becomes fragile when the pastor is unavailable.

Ask: What process needs to be written down this week?

10. Taking back delegated work

If someone reaches the agreed outcome safely and in alignment with the mission, different does not automatically mean wrong.

Ask: Where do I need to coach instead of taking control back?

Reflection: Which two items above would reduce the most unnecessary pressure if you stopped owning them alone?

1. _____

2. _____

WORKSHEET 1 - BOTTLENECK AUDIT

Check the statements that are true in your ministry right now.

■ Important decisions regularly wait for me.

■ Volunteers contact me before contacting their ministry leader.

■ I am the only person who knows how key processes work.

■ I regularly solve problems that someone else could be trained to handle.

■ Taking a Sunday off creates anxiety because too much depends on me.

■ I frequently answer ministry texts or calls that could have gone to another leader.

■ I have delegated tasks, but very few people truly own outcomes.

My biggest bottleneck right now:

_____

_____

WORKSHEET 2 - DELEGATION INVENTORY

What I currently own	Could someone else own it?	Potential leader
	■ Yes ■ Not yet	
	■ Yes ■ Not yet	
	■ Yes ■ Not yet	
	■ Yes ■ Not yet	
	■ Yes ■ Not yet	

WORKSHEET 3 - LEADERSHIP MAP

Identify who can own each ministry outcome. Leave blanks where leadership still needs to be developed.

Ministry Area	Leader / Potential Leader	Next Development Step
Guest Experience		
Kids / Youth		
Media / Tech		
Care		
Outreach		
Administration		

WORKSHEET 4 - OWNERSHIP PLANNER

OUTCOME	**What does success look like?** _____
AUTHORITY	**What can this leader decide without coming back to me?** _____
GUARDRAILS	**What boundaries stay fixed?** _____
CHECK-IN	**When will we review progress?** _____

WORKSHEET 5 - THE 20-MINUTE LEADERSHIP HUDDLE

TIME	FOCUS	QUESTION
5 MIN	**WINS**	What is working? What should we celebrate?
5 MIN	**PROBLEMS**	What is stuck? What needs attention?
5 MIN	**UPCOMING**	What is coming next? What needs preparation?
5 MIN	**DECISIONS**	What truly requires a leadership decision?

Rule: If only two people need to solve an issue, assign the follow-up and move on.

YOUR 30-DAY START

WEEK 1	List everything you currently own.
WEEK 2	Choose three responsibilities that could eventually be transferred.
WEEK 3	Train one potential ministry leader.
WEEK 4	Transfer one meaningful responsibility and schedule a check-in.

ONE LEADER • ONE RESPONSIBILITY • ONE FUNCTIONING TEAM

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Note: Burnout can have many causes. This worksheet focuses on organizational overload, delegation, and leadership systems. It is not a substitute for appropriate medical, mental-health, spiritual, or professional support when those are needed.