



Maestro WorkLife Teaching Guide

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Section 1: Use of Maestro Teaching Guide

Purpose of this Guide:

This teaching guide is designed to give you a starting point in your teaching preparation in the area of God's view of work and how we are to glorify him there. The guide will use a holistic theological outline based on six biblical principles and give you many of the key biblical texts to consider.

This guide is NOT exhaustive, but simply a good overview and introduction. The guide is to help you provide practical Biblical applications and to connect your audience to work principles that the Maestro Coaching System is built upon.

Ultimately, we want to help you provide a continuum of biblical teaching to your audience including if you desire your live presentation and then continuing every week through the Maestro Coaching System.

Maestro Teaching Principles:

WorkLife Coaching is guided by 6 Biblical Principles that ground the dynamic coaching and tools with balanced biblical truth. In Section 2 of this guide you will find plenty of source information on each principle.

WorkLife **Clarity** - the Biblical purpose of work

WorkLife **Calling** – the unique work assignment or purpose of individuals

WorkLife **Balance** – the role of work in our whole life and spiritual formation

WorkLife **Skills** – the way we actually execute our work

WorkLife **Influence** – the opportunity to be a witness and catalyst

WorkLife **Relationships** – having healthy relationships throughout our work experience

These WorkLife Principles cover the full spectrum of a person's work life, from beliefs to skill to relationships. These principles help a person orchestrate a rhythm at work that glorifies our Master (Maestro).

Maestro WorkLife Coaching System:

Maestro WorkLife Coaching is a self-directed coaching system – available 24/7 - a rich set of tools and resources that empowers us to find and establish a WorkLife Rhythm that brings joy and fulfillment. It's like having your own **spiritual work coach**

Here are a just few of the Coaching Benefits Maestro offers: You will have 24/7 access to the tools and resources Maestro provides.

Maestro will pinpoint your the Top 3 Work Issues using a personal dynamic assessment and then help you address those top issues

You will receive encouraging Weekly Coaching Sessions via email that keep Maestro top of Mind and provide access to all work resources

Maestro provides a practical toolbox to help keep your Work Rhythm in tune on many relevant topics such as job loss, small groups, and legal rights at work.

Since everyone works in some capacity, Maestro is system for everyone no matter what you do! Maybe you are in a Service Job or you are retired, maybe you're in a professional or corporate job, or maybe you work as a stay at home parent. We all work! Maestro is for everyone!

Section 2: The 6 WorkLife Principles (teaching notes)



Clarity

Main Beliefs

- God created the world because He is a worker by nature. (Genesis 1:1)
- God worked during the first six days and then rested. He models work for man. (Genesis 2). Jesus also worked to accomplish the work God gave Him to do. (John 17:4). He also entered into His Father's work. (John 4:34; 5:17; 5:36; 10:32-37; 14:10-13).
- God created work for mankind to do before the fall and it is good. When man sinned, the nature of work changed to include toil and sweat as well as good (Genesis 3:17-19). Work was made for man's good and an opportunity to participate in God's bigger plan. (Genesis 2:5, 15), (Exodus 20:11; Hebrews 4:3-4; Revelation 15:3). God is both committed and faithful to us regarding our work as our work has been redeemed through Christ.
- God has appointed us to have dominion over the work of His hands (Genesis 1:27-28; Hebrews 2:7).
- We are designed to work forever like God. (Matt. 25)

Application

- Work is a gift to be enjoyed and a unique way to experience God.
- As we understand these principles regarding work our life has greater clarity – we develop a clearer picture of work, which gives us an overall sense of God's Kingdom and how we fit in. The clarity gives us direction and meaning of where we are headed, reminds us that we are not alone in the journey, and have a greater capacity to surrender our work efforts to Him.
- As we embrace the work God has created for us to do and that it is for our benefit, we are drawn into a deeper love relationship with God. We know that He has our best interests at heart and our work is actually an environment that can help us grow closer to God.
- Knowing that work is good and good for us, we are motivated toward a loving response to God, to both work and see our work in the context of God's creation.

Key Ideas

Work is a gift and is good. Theology of work/nature of God & man. Intimacy

▶ **WorkLife Clarity**

Definition

AWARENESS of God's original purpose for Work which helps you live your whole life with greater **Clarity**.

Paradigm Shift

The shift from a compartmentalized, secular view of work to one which sees God's purpose for work.



Calling

Main Beliefs

- We are called first into a relationship with God, then called to His eternal purposes in various life contexts including our specific work calling. (1 Cor. 1:23-24; Matt. 9:12-13, 2 Cor. 5: 20-21)
- Jesus sends us into the world as a worker and a witness at work (Genesis 2:15, Col. 3:22-4:6, Acts 1:8, Titus 2:9-10)
- God has uniquely designed us and strategically deployed us to represent Him in the workplace arena. We experience joy when we serve Him from this perspective. (Psalm 139, Acts 1:8, Col. 3:22-26; Eph. 2:10)

Application

- When our calling is known and affirmed, we can and should have a purpose for our life including our vocation. This purpose leads to priorities, plans and prayer.
- Our calling will utilize our gifts, passions, personality, talents, and life experience to glorify God and to be available to be used by Him where He has placed us.
- In fulfilling our calling, it is more than finding the “right job” or “making the right decision”, it is knowing and experiencing God’s will wherever we are and being in a place to be used by Him.

Key Ideas

Calling
Gifts – spiritual, used at work
Talents
Context
Vocation

▶ **WorkLife Calling**

Definition

AFFIRMATION of your unique design and how God has strategically placed you at Work to fulfill His **Calling**

Paradigm Shift

The shift from a self-absorbed work motive to a Christ-centered calling.



Balance

Main Beliefs

- Work is an invitation by God to join Him in this unique environment and was an opportunity for spiritual formation.
- Work hard, but do not overwork. The sluggard is reproached in the Old and New Testaments (Proverbs 6:6-11; 12:27; 13:4; 20:4; 21:25-26; 22:13; 24:30-34; 26:13-16; Matthew 25:24-30; Ephesians 4:28; 1 Thessalonians 4:10-12; 2 Thessalonians 3:6-12; 1 Timothy 5:8, 13). But when work becomes the source of our significance and security, we swing to the opposite extreme and become consumed by our work.
- Rest is to acknowledge God as provider. We do not work to provide for our needs. By contrast, Scripture teaches us that it is God, not our work, to whom we should look for these things (1 Corinthians 4:7; Philippians 4:19, Matthew 6). Believers must come to see that God is their *source* of provision, and their work is a *means* He uses to supply their needs. Work becomes self focused and idolatrous when it becomes an end in itself (Ecclesiastes 2:4-11, 18-23; Luke 12:16-22).
- There should be a rhythm (balance) between work, rest, and leisure in our lives so that we can enjoy periods of refreshment, renewal, restoration, and relationships. Work and rest are equally legitimate in God's economy, but most of us have a tendency to overvalue work. Leisure can be a mode of worship (Leviticus 16:29-31; Deuteronomy 14:22-26) and an expression of contentment with the will of God in our lives.

Application

- We begin to grasp the nature of work when we have a biblical perspective of the integration of work into the whole of life. Life is more than work, yet it is foundational and fundamental to living. We should seek to experience God's presence in our work and invite His guidance.
- We seek to be balanced in life with work and leisure, people and task, activity and rest, etc. This is a product of the biblical priorities of life. Margin in our life allows us to hold things in balance. We are to steward our time, talent and treasure based on a biblical perspective of the eternal and the temporal.

Work is a spiritual formation environment God created and uses to form Christ in us just as much as He uses other environments such as private spiritual disciplines, Bible teaching, exhortation/encouragement from others, and personal ministry service

Key Ideas

Balance/Priorities, Rest/work, Time / Margin
Perspective – Eternal /Temporal; Stewardship

▶ **WorkLife Balance**

Definition

ALIGNMENT with the role of work that allows you to pursue biblical priorities and life **Balance**

Paradigm Shift

The shift from an unbalanced and insecure WorkLife to one that is integrated into a balanced whole-life.



Skills

Main Beliefs

- God is not impressed by or dependent upon our abilities or accomplishments. But if we do our work for His sake, it pleases Him in the same way the drawings children make for their parents decorate the refrigerator. These drawings are not valued because they qualify to hang in an art gallery, but because of the parent's relationship with the children who made them. (Ephesians 6:7-8)
- It is God who gives us our ability (Romans 12:6), our intelligence (Daniel 2:21), our ability to create wealth (Deuteronomy 8:18), and our promotions (Psalm 75:6-7).
- A man skilled in his work will come before the kings. (Proverbs 22:29) All honest professions are honorable, and there is dignity in manual as well as mental work, as is evident from the occupations of the characters of the Bible. Scripture rebukes idleness and sloth and affirms that work has genuine value (Ecclesiastes 2:24; 3:12-13; 5:18).
- When we seek to glorify God in whatever we do (1 Corinthians 10:31), we will pursue excellence in our work, whether others notice or not. When we do our work heartily unto the Lord (Col 3:23) it should be done with excellence and to the best of our abilities.
- We are called to do our work as unto the Lord instead of seeking to impress and please people (Ephesians 6:5-8; Colossians 3:23-24). Employers should see themselves as accountable to Christ for the way they treat their employees (Ephesians 6:9; Colossians 4:1).
- When work is done in and for the Lord, it benefits others and honors God. It is in creative activity that we externalize our identities as people made in the image of God. Our identity transcends our work, and if we do not derive our identity from our relationship with the Lord, our work will tend to shape and define us.
- True importance is not found in position or prestige, but in the manner in which our work is done and the Audience for whom we do it. Significance is not determined by wisdom, power, or wealth (Jeremiah 9:23-24; Philippians 3:8), but by our relationship with God. Because of this, it is always a mistake to compare ourselves with others. God will test our work and reward us accordingly. (1 Corinthians 3:13-15).
- There should be no secular/spiritual duality regarding work. God has promised that the product of our work will ultimately perish (2 Peter 3:10). It is not the fruit of our labors but the focus of our heart that gives value to our work in the sight of God. Thus, "secular" work becomes spiritual when it is done to please God, and "religious" work becomes secular when it is done to please and impress people.

WorkLife Skills

Definition

ABILITY to please God and serve others through the development and excellence of your Work **Skills**.

Paradigm Shift

The shift from chasing security and success to stewarding God's resources to serve others through our work

Application

- We are to please God in how we work which means it is done with excellence and to the best of our ability. The process of how we work is as important as or more than the product of our work. Our skills when done with excellence set us apart from most other workers and from most of the world.
- We should desire to learn, grow and improve ourselves in order to do our best and provide value to our companies, people and glorify the Lord. This requires humility and putting others ahead of our own interests. Serving is not competing and comparing to get ahead, but building up and helping others succeed also.
- A by-product of excellent work often is greater personal satisfaction and greater economic reward which gives us an opportunity for generosity.

Key Ideas

Excellence
Service
Skills



Influence

Main Beliefs

- Our character at work should reflect Christ and be an attraction for others. Character becomes a light in the darkness of our work environments. (Matthew 5:16) Its focus is on the inside-out process of personal transformation and of being salt and light “in the midst of a crooked and perverse generation” (Philippians 2:15, Titus 2:9-10)
- Christ gave us a Great Commission at the end of His life to go and make disciples of all nations. (Matthew 28:19-20). Evangelism and discipleship are processes, not just an event or a program.
- Work provides a natural environment in which we can exhibit Kingdom values and hope in a temporal arena.
- We are encouraged to be prepared to give an answer to every man who asks about the hope we are displaying. (1 Pet 3:15,16) Hope is the product of character that is being developed. (Romans 5:1-5)
- We are to seek to help everyone the Lord leads us to so that they move closer to Christ.

Applications

- Our character and work performance should open the door to sharing Christ. Without those attributes, chances are slim that coworkers will be willing to listen. We must “walk the walk” before we “talk the talk”.
- As a process, evangelism and discipleship involves prayer, active listening, Christ centered thoughts and actions, and certainly an appropriately timed spoken word of witness and testimony. (Acts 1:8; Col. 4:5-6)
- Our character is developed by the testing and persevering of our faith at work and it produces a broken and contrite heart. This brokenness is also known as surrender and is manifested by humility. Brokenness is the beginning of true fruitfulness.

Key Ideas

Character, Skills of sharing one’s faith, Lifestyle Christianity

▶ WorkLife Influence

Definition

AUTHENTICITY in personal character at Work as you experience purposeful faith conversations, and grow your **Influence**.

Paradigm Shift

The shift from disengaging from God’s redemptive mission at work, to being His ambassador through our work.



Relationships

Main Beliefs

- God gave us the Great Commandment which is to love Him and love others as we love ourselves. This should be reflected in all of our relationships. (Matthew 22:29) We express our love for God in loving actions toward people (James 2:15-17; 1 John 3:17-18; 4:20-21). Jesus commanded us to love one another as a picture of God's love for us. It is costly and rewarding. (John 15:13)
- Believers are to connect with one another for encouragement and accountability (Heb. 3:13, 10:24-25)
- Our relationships at work provide opportunity for us to demonstrate Christ living through us (Gal. 2:20)
- We have been given many imperatives and commands that relate to one another.
 1. love one another Jn 13:34-35
 2. be of the same mind toward one another Rom 12:16
 3. serve one another Gal 5:13, provoke one another to love and good deeds Heb 10:24
 4. be kind to one another Eph 4:32, submit yourselves to one another Eph 5:21
 5. forbearing and forgiving one another Col 3:13
 6. Admonishing one another Col 3:16, Comfort one another 1 Thes. 4:18
 7. edify one another 1 Thes 5:11; exhort one another Heb 3:13
 8. confess your faults and pray for one another Js 5:16
 9. having compassion one of another 1 Pet 3:8
 10. use hospitality one to another 1 Pet 4:9
 11. Worker/boss relationship (Col. 3:22-4:6, Titus 2:9-10)
 12. Boss/worker relationship (Col. 3:22-4:6, Titus 2:9-10)
 13. wisdom with pre-Christian coworkers (Col. 3:22-4:6, Titus 2:9-10)
- We should reflect the love of Christ when dealing with relational challenges at work
 - Opposition and doubt from team (Nehemiah 4:1-16)
 - Criticism (1 Samuel 1:1-20)
 - Conflict (James 3-4, Matt. 7:3-5, Prov. 19:11, Eph. 4:26-27, Matt. 18:15)
 - Sexual temptation (1 Cor. 6:18, 1 Thes. 4:3, Matt. 5:27-30)
- We should approach our coworkers in a way that honors God and our faith
 - Humility (Phil. 2:3)
 - Respect/Dignity (1 Thes. 5:12)
 - Justice/Fairness (Prov. 2:9)
 - Grace/Compassion (1 Peter 4:10)
 - Forgiveness (Eph. 4:32)

▶ **WorkLife Relationships**

Definition

ALLIANCE with Christ and others that helps you effectively navigate Work issues through the development of healthy **Relationships**.

Paradigm Shift

The shift from isolating myself for the sake of survival to developing healthy relationships with fellow believers and coworkers through Christ's leading.

Application

- Draw near to God, seeking His presence, power and guidance in your work efforts and your work relationships.
- We are to love others by putting them ahead of our interests. As we engage in healthy relationships we are connected to people at the heart and are not aloof or disengaged.
- We are called to develop and grow relationships with fellow believers, but we need to also recognize the need to develop healthy relationships with all coworkers. A total focus on relationships with believers could create the “holy huddle” effect, which reduces the probability of connection with and impact on others.
- Strong relationships with other believers will provide accountability and support which will help you navigate the challenges and opportunities at work.
- Developing positive and healthy relationships with coworkers should be a priority – not only to help deal with the challenges, but to impact that culture in a positive way.
- We are to demonstrate values such as humility, respect, fairness, compassion and forgiveness as we relate with coworkers
- We need to recognize that challenging work situations and areas of conflict represent opportunities to reflect Christ.

Key Ideas

Relationships
Care/concern
Connecting to other believers for support
Impacting Work Culture
Dealing with challenges – difficult people, criticism

Section 3: WorkLife Top 30 Work Issues

Below are the Top 30 Work Issues people struggle with at work. For each of the 6 Biblical principles there are 5 corresponding work issues. The Issues are real felt needs of workers that connect to a principle from Scripture. Remember that in the Maestro WorkLife Coach System there are Maestro Bible Studies for each of the 30 Work Issues.

Maestro Work Principle: Clarity

AWARENESS of God's original purpose for Work which helps you live your whole life with greater **Clarity**.

Work ISSUES:

1. Do I understand why God created work in the first place?
2. Do I relate to God through my work?
3. Do I connect eternal significance to my actual work?
4. Do I simultaneously serve God and my earthly boss, making sure I don't "turn off" my spiritual life at work?
5. Do I narrow my focus each day by setting clear limits and boundaries on my ambitions, so that work doesn't take over my life?

Maestro Work Principle: Calling

AFFIRMATION of your unique design and how God has strategically placed you at Work to fulfill His **Calling**

Work ISSUES:

1. Are my God-given talents, passions and temperament aligned to my present job?
2. Do I see my work calling as really serving society and God?
3. Is my work ethic free from compulsions such as: meaningless goals, accumulating temporary success, and a desire to please everyone?
4. Do I learn from detours, zig-zags, false starts, and dead ends in my job to eliminate self-destructive patterns of behavior?
5. Do I honor my earthly employer with competency and integrity in order to accomplish God's purpose?

Issues continued on next page

Maestro Work Principle: Balance

ALIGNMENT with the role of work that allows you to pursue biblical priorities and life **Balance**

Work ISSUES:

1. Do I manage stress and discouragement by practicing the principle of rest and recreation?
2. Do I manage my time without being distracted by unfocused impulses or becoming a slave to my schedule?
3. Am I keeping a connection with God and my family in the midst of my hectic work life?
4. Do I manage all my resources (i.e., time, energy, talent, money) in a way that reflects God's perspective?
5. Do I avoid the pitfalls of compensation and position discontentment to maximize my impact for Christ?

Maestro Work Principle: Influence

AUTHENTICITY in personal character at Work as you experience purposeful faith conversations, and grow your **Influence**.

Work ISSUES:

1. Do I earn the respect of my coworkers in a way that blends a gracious spirit, keen intellect, courageous heart, and cultural sensitivity?
2. Do I look for natural opportunities to talk about God that are appropriate to my workplace?
3. Do I effectively answer the tough questions coworkers ask me about God, life, and faith?
4. Do I feel prepared to present the gospel message in language that is clear, succinct, and jargon-free, yet faithful to the Scriptures?
5. Can I clearly explain the benefits of a relationship with Jesus to those at work?

Issues continued on next page

Maestro Work Principle: Skills

ABILITY to please God and serve others through the development and excellence of your Work **Skills**.

Work ISSUES:

1. Do I regularly grow my practical work skills in order to serve my employer and God?
2. Am I seeking and hearing God when making work decisions?
3. Do I operate with virtues that honor God (i.e. fairness, graciousness, and compassion)?
4. Do I keep promises and tell the truth at work when subtle pressure is used to encourage hype, false appearance, white lies and spin?
5. Am I willing to go against the grain at work when biblical values are at stake?

Maestro Work Principle: Relationship

ALLIANCE with Christ and others that helps you effectively navigate Work issues through the development of healthy **Relationships**.

Work ISSUES:

1. Do I effectively deal with a difficult boss, serve an unreasonable client, or cooperate with a cynical coworker?
2. Do I resolve conflict involving office politics, gossip, slander, favoritism, and unfounded criticism?
3. Do I effectively deal with lust at work, including everything from travel temptations to office affairs, from risqué jokes to sexual harassment?
4. Do I protect and help the weakest members of my workplace and society in a "survival of the fittest" world?
5. Do I seek out and connect with fellow believers at work for support, encouragement and accountability?

Section 4: WorkLife and Maestro Talking Points

(You can use these talking points with the promotion slide graphics or use script alone)

(These talking points simply express the WHY of WorkLife and the benefits of using Maestro)

- If you listen closely you can hear it. There is a symphony in progress, led by a divine Maestro - A concert in which everyone on the planet is invited to play.
- That Concert for most of us - is our **Life at Work**.
- Our life at work represents a significant amount of our waking hours, and represents the majority of our relationships. God invites you and me to follow Him as we work - **to operate according to His RHYTHM**.
- God invites you and me to follow Him as we work - operating according to His RHYTHM.
- But...the reality is - in our busy work lives; our rhythm at work can be overpowered by the noise and chaos of Work ISSUES common to all of us.
- Let me ask you.....**What's breaking your Rhythm at Work?**
- We all have Issues that break our Work Rhythm. Let's take a look at a few examples - economic instability,.... Interpersonal conflict,....temptation,exhaustion,pride,job lossand maybe even questioning whether God really cares about my work at all. These issues and many others have a way of breaking our rhythm with our Maker.
- Here's the good news - our Master (our Maestro) is not swayed by us being out of tune - out of Rhythm. In fact, His loving commitment is to help us orchestrate our Work and Life to bring glory to Him - to have a sense of rhythm with Him.
- So...Once we understand that this sense of rhythm can be broken by particular work issues as well as challenges in our character. What can we do next?
 - 1) Our **FIRST** step is...to Pinpoint what's breaking our personal work rhythm and then...
 - 2) To accept practical instruction and coaching on how to **practice** an effective work life to restore that rhythm?
- Allow me to introduce you to **Maestro WorkLife Coaching**
- So, **What is Maestro?**

- Maestro is a self-directed coaching system - available 24/7 - a rich set of tools and resources that empowers us to find and establish a WorkLife Rhythm that brings joy and fulfillment. It's like having your own **spiritual work coach**
- Here are a just few of the Coaching Benefits Maestro offers:
 1. You will have 24/7 access to the tools and resources Maestro provides
 2. Maestro will pinpoint your the Top 3 Work Issues using a personal dynamic assessment and then help you address those top issues
 4. You will receive encouraging Weekly Coaching Sessions via email that keep Maestro top of Mind and provide access to all work resources
 5. Maestro provides a practical toolbox to help keep your Work Rhythm in tune on many relevant topics such as job loss, small groups, and legal rights at work.
- Since everyone works in some capacity, Maestro is system for everyone no matter what you do! Maybe you are in a Service Job or you are retired, or maybe you're in a professional or corporate job, or maybe you work as a stay at home parent. We all work!!!! **Maestro is for everyone!**
- Here is the truth, Joy and Fulfillment are possible in any type of job, including the one you'll face tomorrow morning!
- Orchestrate Work and Life WITH Maestro WorkLife Coaching

Section 5: Additional Resources

Below are listed a few additional resources for your study. Books and a couple sample sermons will give you an additional view into this critical subject and enhance your preparation.

Recommended Study Books on WorkLife

Wisdom at Work by Ken Boa

Your Work Matters to God by Doug Sherman and William Hendricks

The Call by Os Guinness

Going Public with Your Faith by Walt Larimore and Bill Peel

Sermon Examples

Dr. Leith Anderson – Wooddale Church

http://wm.salemweb.net/a3186/o29/ccom/ministries/hcw/wmv/hcw_20121110_d18d7b78-3f9b-4a44-bcea-32bc7fb448c1.wmv

Tim Hawks – Hill Country Bible Church

http://wm.salemweb.net/a3186/o29/ccom/ministries/hcw/wmv/hcw_20120930_d58d547f-6921-415e-8fc8-994165f0fccd.wmv