

# Interim Ministry Resources

## Chapter 5 Governance

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## Resources

### Becoming a Blessed Church: Forming a Church of Spiritual Purpose, Presence, and Power [N. Graham Standish Pastor spiritual director and counselor]

Pastor and author N. Graham Standish describes how a church that is open to God's purpose, presence, and power can claim God's blessing. Standish shares the story of Calvin Presbyterian Church in Zelienople, Pennsylvania, and its journey to become a spiritually deep congregation, one that is inwardly and outwardly healthy: spiritually, psychologically, physically, and relationally. *Becoming a Blessed Church* will help you discern God's purpose and the path God is calling your congregation to walk. This book will help you find Christ in your midst and become aware of the many ways the blessings of God's Spirit flow through your congregation.

Part III. Leading a Church to Blessedness  
Chapter 6: Becoming a Blessed Leader  
Chapter 7: Leading the Blessed Church  
Chapter 8: Leading the Church to Blessedness  
Appendix A: Assessing the Church's Spiritual Openness  
Appendix B: Session Agenda  
Appendix C: Discerning God's Purpose for the Church  
Appendix D: Discerning Direction for a Particular Issue  
Appendix E: A Prayerful Process for Discerning Committee Budgets  
Appendix F: All-Committee Budgeting Process  
Appendix G: Guiding Members to Give  
Appendix H: Sample Stewardship Materials  
Appendix I: A Guide to Healing Prayer  
Appendix J: Nominating Committee Members  
Appendix K: Becoming an Elder at Calvin Presbyterian Church  
Appendix L: A Guide to Holding Spirituality Grounded Meetings  
Appendix M: Four Principles of Discernment  
Appendix N: A Guide to Creating a Prayer Group

<http://www.amazon.com/Becoming-Blessed-Church-Spiritual-Presence/dp/1566993121>

<https://books.google.com/books?isbn=1566994713>

<http://www.lifeandleadership.com/book-summaries/standish-becoming-a-blessed-church.html>

<http://www.ngrahamstandish.org/ngrahamstandish.org/Welcome.html>

<https://www.calvinchurchzelie.org/staff>

<https://www.presbyterianmission.org/today/author/ngstandish/>

<https://www.linkedin.com/pub/graham-standish/65/534/60b>

<https://www.amazon.com/N.-Graham-Standish/e/B000APLCY8>

[https://www.goodreads.com/author/show/7864376.N\\_Graham\\_Standish](https://www.goodreads.com/author/show/7864376.N_Graham_Standish)

[Images for N. Graham Standish, author](#)

[Images for Forming a Church of Spiritual Purpose, Presence, and Power](#)

### Real Churches [Richard Gentry Thompson]

*Real Churches* offers real help to face and overcome difficult situations in the local church. This book brings together biblical teaching, wisdom gained from personal experience, and stories that stir the heart, so you can gain fresh insight, inspiration and hope for your church. Learn how Real Churches: Multiply, Develop Leaders, Innovate, Call Empowering Elders, Understand Gifting, Develop Naturally, Turn Around, Implement Vision, Treat Staff Infections, Manage Conflict, Disarm Disputes, Center on Christ.

<http://www.amazon.com/Real-Churches-Richard-Gentry-Thompson/dp/1936812037>

<http://www.abebooks.com/Real-Churches-Richard-Gentry-Thompson-Churchsmart/18588428147/bd>

[Images for Richard Gentry Thompson, author](#)

[Images for Real Churches \[Richard Gentry Thompson\]](#)

### 1) Accountability

#### Accountability: The Mark of a Wise and Protected Leader

Both of these errors—under-protection and over-protection—can be avoided if churches and ministries replace a culture of criticism or denial with a culture of peace, where both leaders and members are equipped and encouraged to discuss differences and resolve leadership complaints as well as other conflicts in a biblical manner. There are several concepts that are especially important when preparing people to deal constructively with differences or concerns about leadership.

<http://www.peacemaker.net/site/apps/nlnet/content3.aspx?c=aqKFLTOBlpH&b=1084263&ct=1245871>

[Images for Accountability: The Mark of a Wise and Protected Leader](#)

[Images for deal constructively with differences](#)

## Accountability - Wikipedia

In [ethics](#) and [governance](#), accountability is answerability, [blameworthiness](#), [liability](#), and the expectation of account-giving.<sup>[1]</sup> As an aspect of [governance](#), it has been central to discussions related to problems in the [public sector](#), [nonprofit](#) and private ([corporate](#)) worlds. In leadership roles,<sup>[2]</sup> accountability is the acknowledgment and assumption of responsibility for actions, [products](#), decisions, and policies including the [administration](#), governance, and implementation within the scope of the role or employment position and encompassing the obligation to report, explain and be answerable for resulting consequences.

In [governance](#), accountability has expanded beyond the basic definition of "being called to account for one's actions".<sup>[3][4]</sup> It is frequently described as an account-giving relationship between individuals, e.g. "A is accountable to B when A is obliged to inform B about A's (past or future) actions and decisions, to justify them, and to suffer punishment in the case of eventual misconduct".<sup>[5]</sup> Accountability cannot exist without proper accounting practices; in other words, an absence of accounting means an absence of accountability.

<http://en.wikipedia.org/wiki/Accountability>

Images for Accountability

<https://simple.wiktionary.org/wiki/accountable>

<https://en.wiktionary.org/wiki/accountability>

## Christians Must Create a 'Culture of Accountability' for Their Pastors, Church Leadership

WASHINGTON — Pastors Mark Dever of Capitol Hill Baptist Church in Washington, D.C. and Christopher Brooks, head of Evangel Ministries in Detroit, say congregations must uphold their biblical responsibilities as members of the church by creating a "culture of accountability" for their pastors and church leaders.

<http://www.christianpost.com/news/christians-must-create-a-culture-of-accountability-for-their-pastors-church-leadership-126279/>

Images for Christians Must Create a 'Culture of Accountability' for Their Pastors, Church Leadership

## David Keck: Loving Accountability

Thus, holding someone accountable is one way of loving someone deeply. When I failed to hold a church member accountable, was this because I did not love the person enough? Did I prefer my comfort, my own personal desire to avoid an unpleasant conversation, to this person's (and our church's) well-being? Augustine, Proverbs, and Hebrews all suggest that the failure to hold one another accountable is a failure of love.

How do we think about accountability? That's another way of asking, How much do we love each other?

<https://alban.org/2014/12/01/david-keck-loving-accountability/>

Images for David Keck: Loving Accountability

<https://alban.org/category/management/>

<http://www.amazon.com/Healthy-Churches-Faithful-Pastors-Expectations/dp/1566994403>

[https://www.goodreads.com/author/show/220830.David\\_Keck](https://www.goodreads.com/author/show/220830.David_Keck)

## ECFA

Evangelical Council for Financial [Accountability](#) - Enhancing trust, transparency and integrity in Christ-centered organizations nonprofits and churches through developing, maintaining accountability standards.

<http://www.ecfa.org/>

Images for evangelical council for financial accountability (efca)

[https://en.wikipedia.org/wiki/Evangelical\\_Council\\_for\\_Financial\\_Accountability](https://en.wikipedia.org/wiki/Evangelical_Council_for_Financial_Accountability)

<http://www.patheos.com/blogs/warrenthrockmorton/2014/08/06/does-membership-in-the-evangelical-council-for-financial-accountability-benefit-donors/>

<http://www.christianitytoday.com/ct/topics/e/evangelical-council-for-financial-accountability-ecfa/>

## Resources For Accountability and Financial Management in the Voluntary Sector

Accountability should not be seen as a chore by voluntary sector organizations. Instead, it can be approached as a way to improve the organization, build the confidence of stakeholders, and maintain a high level of public trust.

Recognizing the importance of accountability in the voluntary sector, the Panel on Accountability and Governance in the Voluntary Sector (also known as the Broadbent Panel) was established in 1997.<sup>7</sup> The panel was commissioned by the Voluntary Sector Roundtable (<http://www.vsr-trsb.net/>), and was a driving force behind the eventual creation of the Voluntary Sector Initiative.

Among the recommendations from the Broadbent Panel on improving accountability were: developing or improving codes of ethics; improving governance; improving program evaluations; improving financial disclosure.

An overview of each of these areas follows, and a more detailed discussion on each area can be found in Module 2.

[http://www.vsi-isbc.org/eng/funding/financial\\_guide/doc8.cfm](http://www.vsi-isbc.org/eng/funding/financial_guide/doc8.cfm)

Images for Resources For Accountability and Financial Management in the Voluntary Sector

[http://www.vsi-isbc.org/eng/funding/financial\\_guide/resources\\_english.pdf](http://www.vsi-isbc.org/eng/funding/financial_guide/resources_english.pdf)

[http://www.ecgi.org/codes/documents/broadbent\\_report\\_1999\\_en.pdf](http://www.ecgi.org/codes/documents/broadbent_report_1999_en.pdf)

[http://www.vsi-isbc.org/eng/funding/financial\\_guide/doc22.cfm](http://www.vsi-isbc.org/eng/funding/financial_guide/doc22.cfm)

<http://www.carvergovernance.com/model.htm>

## 35 best Choice and Accountability Quotes images on Pinterest

<https://www.pinterest.com/brookekchilds/choice-and-accountability-quotes/>

Images for accountability on pinterest

<https://www.pinterest.com/pphelper/choice-and-accountability/>

<https://www.pinterest.com/missytunney/choice-and-accountability/>  
<https://www.pinterest.com/SamACousins/choice-accountability/>  
<https://www.pinterest.com/wiservirginia/choice-and-accountability/>  
<https://www.pinterest.com/thefinancialgym/accountability/>  
<https://www.pinterest.com/dogross/accountability/>  
<https://www.pinterest.com/prismperspectiv/accountability/>  
<https://www.pinterest.com/TakeFlightDISC/be-accountable/>  
<https://www.pinterest.com/buildingteams/accountability/>  
<https://www.pinterest.com/courteousrebel/accountability/>  
<https://www.pinterest.com/jodicalabro/accountability/>  
<https://www.pinterest.com/organisationsolutions/accountability/>

#### What Does the Bible Say About Accountability? - OpenBible.info

<https://www.openbible.info/topics/accountability>

Images for bible and accountability

<https://bible.knowing-jesus.com/topics/Accountability>

<https://www.kingjamesbibleonline.org/Bible-Verses-About-Accountability/>

<http://www.patheos.com/blogs/christiancrier/2014/08/16/top-7-bible-verses-about-accountability/>

<https://www.christianquotes.info/top-quotes/11-bible-verses-about-accountability/#axzz5S4NcUvIG>

<https://www.allaboutgod.com/christian-accountability.htm>

<https://www.covenanteyes.com/2009/09/24/discipleship-101-biblical-accountability/>

Images for biblical accountability

<https://www.gotquestions.org/accountability.html>

<https://www.desiringgod.org/articles/why-accountability-matters>

<https://www.biblestudytools.com/dictionary/accountability/>

<https://bible.org/seriespage/15-accountability>

<https://www.whatchristianswanttoknow.com/6-good-bible-verses-about-accountability/>

<https://www.christianitytoday.com/biblestudies/articles/spiritualformation/061004.html>

Bible Studies - Christianity Today

Images for accountability group

<http://jesusalive.cc/ques22.htm> What is Biblical accountability? - JesusAlive.cc

<http://media.redeemerfortworth.org/files/publications/Accountability.pdf>

<https://www.ligonier.org/learn/devotionals/law-and-accountability/>

Images for law and accountability

<https://www.youtube.com/watch?v=p0LKdbsi4fk> What Does The Bible Say About - Accountability? - YouTube

<https://www.christianpost.com/news/bible-verses-that-give-insight-into-the-importance-of-accountability-131103/>

[http://www.fibc.holybiblesays.org/show\\_article.php?ID=3](http://www.fibc.holybiblesays.org/show_article.php?ID=3) What Does the Bible Say About: The Accountability of Stewards

Images for Bible Say About: The Accountability of Stewards

#### Winning On Purpose: How To Organize Congregations to Succeed in Their Mission by John Edmund Kaiser (Author), Bill Easum (Editor), Tom Bandy (Editor)

- Do you really want the mission to succeed?
- Are you prepared to live within clear boundaries?
- Are you ready to align yourself with a greater purpose?
- Do you have what it takes?

*Winning on Purpose* offers leaders a way to organize congregations for success by creating structures that enable church life and health. As a comprehensive and powerful application of the biblical call to mission, *Winning on Purpose* sets forth the Accountable Leadership strategy. This model of leadership brings together standards for mission, boundaries, and **accountability**, and then shows how these standards come to life through the performance of four key players: the board, the pastor, the staff, and the congregation.

<https://www.amazon.com/Winning-Purpose-Organize-Congregations-Convergence/dp/0687495024>

[https://www.goodreads.com/book/show/579802.Winning\\_on\\_Purpose](https://www.goodreads.com/book/show/579802.Winning_on_Purpose)

<https://www.cokesbury.com/product/9780687495023/Winning-on-purpose/>

<https://www.thethoughtfulchristian.com/Products/Default.aspx?bookid=9780687495023>

<http://www.abingdonpress.com/product/9780687495023#.WrpT1YjwaUk>

<https://www.christianbook.com/Winning-purpose-organize-congregations-succeed-mission/john-kaiser/9780687495023/pd/95024>

<https://www.barnesandnoble.com/w/Winning-on-purpose-john-e-kaiser/1101825937>

[https://books.google.com/books/about/Winning\\_on\\_Purpose.html?id=G6zsOiuEeygC](https://books.google.com/books/about/Winning_on_Purpose.html?id=G6zsOiuEeygC)

[https://books.google.com/books/about/Winning\\_On\\_Purpose.html?id=XGTX4gk5vxgC](https://books.google.com/books/about/Winning_On_Purpose.html?id=XGTX4gk5vxgC)

[http://www.heartlandchurchnetwork.com/uploads/5/8/1/6/58163279/Winning\\_on\\_purpose.pdf](http://www.heartlandchurchnetwork.com/uploads/5/8/1/6/58163279/Winning_on_purpose.pdf)

<http://www.churchboardchair.ca/200-book-review-14-winning-on-purpose-by-john-e-kaiser/>

<http://www.carolinaministries.org/uploads/7/9/1/4/79146422/accountable-leadership-model-summary-master-8-07.pdf>

<https://static1.squarespace.com/static/539797ace4b022d36ec8bc7a/t/54526b4de4b0eab114331544/1414687565013/Accountability+Model.pdf>

[https://www.youtube.com/watch?v=rISrY\\_Ovoy8](https://www.youtube.com/watch?v=rISrY_Ovoy8) Accountable Leadership Model Explanation - YouTube  
<http://www.modernekklesia.com/winning-on-purpose-book-review/>  
[http://leadersthatlast.org/pdfs/winning\\_on\\_purpose\\_review.pdf](http://leadersthatlast.org/pdfs/winning_on_purpose_review.pdf)  
<https://www.slideshare.net/BerylBanks/john-edmund-kaiser-winning-on-purpose-review>  
<https://www.nexstepcoaching.org/category-blog/12-leadership/8-one-cause-one-commander>  
<https://www.amazon.com/John-Edmund-Kaiser/e/B001IGQR20>  
<https://www.cokesbury.com/forms/bookstore.aspx?contributorid=124889>  
[https://www.goodreads.com/author/show/316303.John\\_E\\_Kaiser](https://www.goodreads.com/author/show/316303.John_E_Kaiser)  
<https://www.cokesbury.com/forms/bookstore.aspx?contributorid=4339>  
[https://www.goodreads.com/author/show/13851912.Tom\\_Bandy](https://www.goodreads.com/author/show/13851912.Tom_Bandy)  
<https://www.cokesbury.com/forms/bookstore.aspx?contributorid=4035>  
[https://www.goodreads.com/author/show/6822901.Bill\\_Easum](https://www.goodreads.com/author/show/6822901.Bill_Easum)  
[Images for Winning On Purpose: How To Organize Congregations to Succeed in Their Mission by John Edmund Kaiser \(Author\)](#)

## 2) Accounting

### accounting for churches - Eastern Michigan University

As with all organizations, though, managers of churches must properly account for the financial condition, results of operations, and especially cash flows of the church to the governing board, the congregation, and other interested stakeholders. Even in the absence of government regulations, generally accepted accounting principles (GAAP) should be followed in order to provide assurance that the organization's funds are handled appropriately. FASB Statement of Accounting Standards (SFAS) No. 116 outlines procedures regarding contributions received and made and SFAS No. 117 outlines financial statements principles for not-for-profit organizations are applicable to churches that prepare financial statements and would like an unqualified audit opinion. If fraud is suspected, the IRS may step in to conduct an inquiry.

<https://people.emich.edu/skattelus/gen004.htm>  
[Images for ACCOUNTING FOR CHURCHES](#)

### Basic Accounting for Churches by Jack A. Henry (Author)

Money management is the art and science of developing and carrying out a spending plan. The author has written a true 'everything-you-need-to-know' guide to sound and healthy money management-from the most basic accounting principles to sample forms and ledgers, computer tips, filing systems and more. It's a book that proves church finances don't have to be tedious, complicated and confusing.

<https://www.amazon.com/Basic-Accounting-Churches-Jack-Henry/dp/0805461450>  
<https://www.goodreads.com/book/show/2785236-basic-accounting-for-churches>  
<https://www.christianbook.com/basic-accounting-for-churches/jack-henry/9780805461459/pd/61450>  
<https://books.google.com/books?isbn=0805444262>  
<https://www.amazon.com/Jack-A.-Henry/e/B001KHKW50>  
[http://www.goodreads.com/author/show/1215059.Jack\\_A\\_Henry](http://www.goodreads.com/author/show/1215059.Jack_A_Henry)  
[Images for Jack A. Henry \(Author\) basic accounting](#)  
[Images for Basic Accounting for Churches by Jack A. Henry \(Author\)](#)

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### Basic Accounting Tips for Churches and Nonprofits

Understanding these basic accounting concepts will help you in setting up and/or maintaining the accounting system in your church or nonprofit.

<https://www.freechurchaccounting.com/basicaccounting.html>  
[Images for Basic Accounting Tips for Churches and Nonprofits](#)  
<https://www.freechurchaccounting.com/accounting-for-churches.html>  
<https://www.pinterest.com/vkboatright/church-accounting-and-administration/>  
<https://www.pinterest.com/vkboatright/>

**Church Accounting: The How To Guide for Small & Growing Churches (The Accountant Beside You) by Vickey Boatright (Author), Lisa London (Author), Susan Sipal (Editor)**

Accounting for churches is not the same as accounting for businesses. A church bookkeeper must be aware of the special tax codes that govern the church's unique tax standing. But it is often hard for overworked or volunteer administrators to know every aspect of tax code that affects their church's ability to accept donations, oversee a benevolence fund, file church payroll, and offer a compensation package for their minister.

Lisa London, The Accountant Beside You who brought you *QuickBooks for Churches & Other Organizations* and *Using QuickBooks for Nonprofit Organizations, Associations & Clubs*, explains the specialized needs of church accounting in an easy-to-understand manner for church administrators and volunteers. A CPA with decades of experience working with businesses as well as churches and other nonprofits, Lisa explains complex concepts in a reader-friendly, engaging manner.

She is joined by Vickey Boatright, an accountant who runs THE online site for free church accounting, [freechurchaccounting.com](http://freechurchaccounting.com). Together, Lisa and Vickey guide you through every essential aspect of church bookkeeping, including the specifics of small church accounting. Joining them is Terressa Pierce of [freechurchforms.com](http://freechurchforms.com) as she steps the reader through how to organize the church office.

<https://www.amazon.com/Church-Accounting-Growing-Churches-Accountant/dp/0991163532>

<https://www.goodreads.com/book/show/24485674-church-accounting-the-how-to-guide-for-small-growing-churches>

<https://www.smashwords.com/books/view/611868>

<https://accountantbesideyou.com/collections/churches/products/church-accounting-the-how-to-guide-for-small-growing-churches>

<https://accountantbesideyou.com/>

<https://www.facebook.com/accountantbesideyou/>

<https://www.youtube.com/watch?v=maSizA9wfdw> Welcome to The Accountant Beside You series. - YouTube

<https://www.facebook.com/accountantbesideyou/>

[Images for Church Accounting: The How To Guide for Small & Growing Churches \(The Accountant Beside You\) by Vickey Boatright \(Author\), Lisa London \(Author\), Susan Sipal \(Editor\)](#)

[Images for Accountant Beside You](#)

**Church Accounting Tips on Pinterest**

<https://www.pinterest.co.uk/bigezbookkeepin/church-accounting-tips/>

[Images for church accounting on pinterest](#)

<https://www.pinterest.com/explore/church-accounting-software/>

**Simple Church Accounting System - YouTube**

The Simple Church Accounting System for Churches and Church Plants is the simplest and most effective way to maintain accurate financial management for your church. Our system is a hybrid of people and technology. You input the information and our team of experts handles every transaction insuring your information is accurate, safe and up to date.

<https://www.youtube.com/watch?v=YHeB1BDx720>

[Images for Simple Church Accounting System - YouTube](#)

<https://churchtechtoday.com/2015/09/28/simple-church-accounting-solutions/>

[Images for simple-church-accounting-solutions](#)

### 3) Administration

**Administration in the Small Membership Church (Ministry in the Small Membership Church) by John H. Tyson (Author)**

For many pastors, church administration may be their least favorite area of ministry. But whether they love it or loathe it, they probably spend more time on administration than on any other single area of ministry. This book will help pastors create and maintain effective structures that will enable them to spend most of their time on what they truly value.

Describes church administration as a ministry in the small membership church.

Outlines key steps to organize and manage time, volunteers, and resources of the small membership churches including multi-point charges.

Gives practical methods for creating and maintaining viable structures for effective church management

\* Helps pastors organize their church(es), so that they can focus on what gives them the most satisfaction in ministry.

\* Helps pastors recruit and retain the right people for the right jobs, thereby maximizing ministry especially where resources are limited.

\* Gives pastors ways to sharpen their vision for local church and mission beyond the local church ministry.

<http://www.amazon.com/Administration-Small-Membership-Church-Ministry/dp/068764643X>

<http://www.abingdonpress.com/product/9780687646432#.Wdgn4mhSyUk>

[https://books.google.com/books/about/Administration\\_in\\_the\\_Small\\_Membership\\_C.html?id=p0KqGAAACAAJ](https://books.google.com/books/about/Administration_in_the_Small_Membership_C.html?id=p0KqGAAACAAJ)

[http://books.google.com/books?id=p0KqGAAACAAJ&source=gbs\\_book\\_similarbooks](http://books.google.com/books?id=p0KqGAAACAAJ&source=gbs_book_similarbooks)

<http://leadwncc.org/administration-in-the-small-membership-church-by-john-h-tyson/>

<https://books.google.com/books?isbn=047067329X>

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<http://www.greatplainsumc.org/smallmembershipchurchresources>

<http://www.nadist.org/pdf/2013-2016%20Guidelines/Guidelines%20Texts/Small%20Membership%20Church.pdf>

[http://saginawbaydistrict.org/wp-content/uploads/2017/02/Small\\_Membership\\_Church.pdf](http://saginawbaydistrict.org/wp-content/uploads/2017/02/Small_Membership_Church.pdf)

<https://www.amazon.com/John-H.-Tyson/e/B001ITXJH8>

[http://www.goodreads.com/author/show/1105362.John\\_H\\_Tyson](http://www.goodreads.com/author/show/1105362.John_H_Tyson)



[Images for John H. Tyson \(Author\) small membership church](#)

[Images for Administration in the Small Membership Church by John H. Tyson \(Author\)](#)

#### Administration | Leadership Journal - Christianity Today

The skills needed for faithful church management.

<http://www.christianitytoday.com/le/topics/practices/administration/>

[Images for Administration | Leadership Journal – Christianity Today](#)

<https://www.christianitytoday.com/ct/archives/>

<https://www.christianitytoday.com/pastors/archives/>

#### Administration Matters Home Page – Administration Matters - ELCA Blogs

A bimonthly e-newsletter for ELCA congregational and synodical leaders. It addresses common, practical issues including finance, governance, risk management, tax, legal concerns and topics of interest about day to day operations and management in church settings.



<http://blogs.elca.org/adminmatters/>

<http://blogs.elca.org/adminmatters/blog-page/>

[Images for Administration Matters – Evangelical Lutheran Church in America](#)

#### Administrative Resources | Southwest Minnesota Synod ELCA

<https://swmnelca.org/for-congregations/administrative-resources/>

[Images for Administration Resources | Synod ELCA](#)

<https://nwmnsynod.org/resources/resources-for-congregation-administration/>

<http://semnsynod.org/for-congregations/administration/>

<http://www.wisynod.org/for-congregations.html> Administration Resources – Congregations

<http://www.mcseelca.org/congregation/admin/index.php>

<http://nswsi.org/leadership/congregations>

#### Administration - Wikipedia

Administration may refer to: Management of organizations[edit]. Management, the act of directing people towards accomplishing a goal.

<https://en.wikipedia.org/wiki/Administration>

[Images for administration](#)

#### Church Administration and Finance Manual: Resources for Leading the Local Church [Otto F. Crumroy Jr., Stan Kukawka, Frank M. Witman]

Pastors generally feel equipped to deal with biblical studies, theological questions, preaching responsibilities, and pastoral care. But when it comes to budgets, insurance, fire safety, and church management many find themselves at a loss. Often lay leaders within the congregation flounder with these tasks as well. Here, finally, is the ultimate reference guide for the practical management of the parish.

Originally created as a sourcebook for the authors' week-long course on church management and administration at the Claremont School of Theology, the manual in draft version has been field-tested by hundreds of pastors and lay leaders. Not simply a theoretical resource, the Manual provides suggestions for almost every aspect of parish administration: position descriptions, various financial forms, materials for stewardship and Christian education, building use and safety issues, employee record keeping, and much more. Whether pastors are just out of seminary or well-seasoned in parish life, the Manual is full of excellent guidelines, tools, and forms for improving the management of the parish.

<http://www.amazon.com/Church-Administration-Finance-Manual-Resources/dp/0819217476>

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<http://www.lifeandleadership.com/book-summaries/crumroy-church-administration-and-finance-manual.html>  
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Images for Otto F. Crumroy Jr, author

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[https://www.goodreads.com/author/show/3944459.Frank\\_M\\_Witman](https://www.goodreads.com/author/show/3944459.Frank_M_Witman)

Images for Church Administration and Finance Manual: Resources for Leading the Local Church [Otto F. Crumroy Jr., Stan Kukawka, Frank M. Witman]

### Church Administration & Finance Tools | Christian Reformed Church

Church leaders and administrators are called to use their gifts to provide for orderly functioning of the church. This work must be God centered, led by the spirit of God, and accomplished with a servant heart. The challenge is always to maintain an appropriate balance — people must always be more important than the organization. A clearly defined organization should help people serve, not be a hindrance to service.

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Images for Church Administration & Finance Tools | Christian Reformed Church

### Church Administration: Creating Efficiency for Effective Ministry by Robert H. Welch (Author)

For churches and religious nonprofits, the business of business is not business - it is ministry. However, these organizations still have to plan. Because organization is needed to accomplish specific tasks, leadership must train and motivate workers for progress and effectiveness. *Church Administration* will assist pastors and church administrators in becoming effective and efficient leaders, managers, and administrators.

Twelve chapters deal with the following vital areas:

- An Introduction to Administration
- Basics for Administration
- Documents for Administration
- Organizing the Church
- Administering Personnel Resources
- Administering Financial Resources
- Administering Physical Resources
- Administering the Office
- Administering Risk Management
- Administering Planning Activities
- Administering Program Ministries
- Administering Support Activities

Writing for students as well as those already in this line of work, author Robert H. Welch promises, "If you understand the tenants of general administration and the techniques of ministerial leadership your job will be made significantly easier."

<http://www.amazon.com/Church-Administration-Creating-Efficiency-Effective/dp/1433673770>

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<http://www.examiner.com/article/critical-review-of-church-administration-by-dr-welch>

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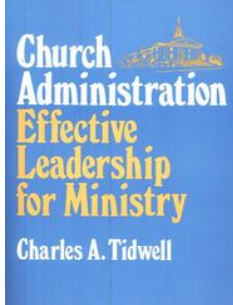
Images for Robert H. Welch (Author)

Images for Church Administration: Creating Efficiency for Effective Ministry by Robert H. Welch (Author)



### Church Administration, Effective Leadership for Ministry [Charles Tidwell]

There are many essential aspects of ministry, but this book focuses on just one often-overlooked part: church administration. Dr. Tidwell identifies the basic skills church leaders need for effective administration; outlines the major principles of an “equipping ministry”; and explains how to successfully administer your church's human, physical, and financial resources. Guidelines and procedures for effectively administering the work of a local church. Relates information about organization, objectives, ministry plans, human resources, providing controlling factors, and basic skills of church administration. Includes appendix and bibliography.



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<http://www.christianbook.com/church-administration-effective-leadership-for-ministry/charles-tidwell/9780805431131/pd/5431136>  
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[Images for Charles Tidwell, author](#)  
[Images for Church Administration, Effective Leadership for Ministry \[Charles Tidwell\]](#)

### Church Administration Handbook [Bruce P. Powers]

The church is a sanctuary of learning, and this practical resource is your comprehensive guide to Christian education. Here are basic educational principles and practical advice for daily administration to help organize educational programs, train volunteers, teach new Christians, and much more. Includes over 100 helpful figures, graphs, and worksheets.

What's new about this third edition of the long respected and often used *Church Administration Handbook*? In addition to time and technological-sensitive updates to the basic organizational details, editor Bruce Powers writes:

“The needs of people and churches have continued to change, with questions now being raised about the quality of congregational life, nature of leadership, and responsibility for ministry among all believers . . . As we have prepared this edition, we have sought to address five primary needs.

1. Leadership skills and administrative tools that can be adapted for use in a variety of contexts from traditional to contemporary, from rural to urban, and from unicultural to multicultural settings;
2. Spiritual formation that relates to all of life (from birth to death);
3. Mission consciousness (in community, regionally, nationally, and globally);
4. Ministry of all believers (particularly calling out and equipping vocational, bi-vocational, and lay ministers); and
5. Leadership competence (the ability to inspire, motivate, and equip the saints for the work of ministry).”

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[Images for Bruce P. Powers](#)  
[Images for Church Administration Handbook \[Bruce P. Powers\]](#)

### Church Administration in the Black Perspective [Floyd Massey, Samuel B. McKinney]

Here is a book that deals with the particular needs of those who have the responsibility of administration in black churches. The authors have set forth guidelines for developing effective organization of church, boards, and committees based on the experience of black people. They show how the African heritage and the slave experience have molded traditions which are significant in black church life today. With over 60,000 copies in print, *Church Administration in the Black Perspective*, first published in 1976, has become a classic reference manual.

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Images for Samuel B. McKinney, author church administration

Images for Church Administration in the Black Perspective [Floyd Massey, Samuel B. McKinney]

### Church Administration: Programs, Process, Purpose [Robert Bacher, Michael Cooper-White]

Chapter 1. Administration's Biography: A Holy History Chapter

Afterword: The Church Administrator as Person

<http://www.augsburgfortress.org/education/academic/churchadministration/thebook.jsp>

<http://store.fortresspress.com/store/product/2687/Church-Administration>

For discussion questions on this book go to [www.augsburgfortress.org/education/academic/churchadministration/](http://www.augsburgfortress.org/education/academic/churchadministration/)

<http://www.amazon.com/Church-Administration-Programs-Process-Purpose/dp/0800637429>

Images for Church Administration: Programs, Process, Purpose [Robert Bacher, Michael Cooper-White]

Images for Administration's Biography: A Holy History Chapter

Images for Church Administrator as Person

### Church Administration - Running a Church Office: Pamela R. Smith

This complete manual has over 320 pages of information plus an included CD with hundreds pages more of much needed information and editable forms. 3-Ring Binder so you can easily make updates. Church administration is one of the critical foundational components for churches. This essential element is often overlooked or done improperly, greatly impeding the health of a church and its leaders. Ministry assistants are vital to the health of the church and churches must be willing to provide ongoing training and knowledge to keep them performing at their peak. Do you know and understand your role as a ministry assistant? One of the signs of a spiritually mature church is the ability to deal with conflict. This manual provides you with the types of difficult people, warning signs, and how to deal with difficult people. In 2012 it was reported that 35 billion dollars in church-related fraud was committed by Christians. Does your church have separation of duties? Don't think it can't happen to your church. Is your church putting members at risk by not providing the proper contribution statements in accordance to IRS guidelines? Do you allow others to use your church facility? If so, what risks are you assuming? Is your church in violation of copyright laws? Don't think this is minor; churches have been sued for hundreds of thousands and have had to pay. How long are you required to keep personnel files? What does the law require of churches in the USA that have foreign guests that minister in their church and are paid honorariums? If your church was involved in a church dispute, does your church bylaws help or hurt your church? If your church is unincorporated is it subject to state laws? I'm a Board Member of my church. Am I at risk? How are churches to properly handle benevolences in according to IRS guidelines? How can you help to ensure that benevolence donations disbursed will not become taxable income to those you disbursed them to? The manual provides you with Rules and Tips for Succeeding in Church Administration. The manual walks you through Office Etiquettes The manual also covers Maintaining a Godly Atmosphere. Are you new to church administration or are you a pastor just establishing a church? The section on Setting Up a New Church walks you through the basics and some of the pitfalls you need to avoid. Just as the church's financial officer manages the finances, the human resource manager manages the people resources. This manual has sections on Human Resource Management and employment laws. What is proper financial accountability? How are churches putting their pastors and other staff members at significant financial and legal risks? What are you legally required to do when you give a staff member funds for expenses? What do IRS laws require your church to do when staff does not turn in receipts? Can your church loan money to the pastor? Who owns the rights to the pastor's sermons? How can you help to ensure credit card use and love offerings disbursed to your pastor are not positioning him for jail time and significant fines and penalties? All these questions and more are answered in this manual.

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[Images for Pamela R. Smith, author church administration](#)  
[Images for Church Administration - Running a Church Office: Pamela R. Smith](#)

#### Church Office Administration Resources - The Lutheran Church Missouri Synod

This collection of church office administration resources provides information and support for LCMS congregations and pastors in managing church operations.

<http://www.lcms.org/page.aspx?pid=1138>  
[Images for Church Office Administration Resources](#)  
<https://www.lcms.org/resources/church-and-school-administration>

#### Clergy Desk Book - Barnes & Noble

This all-in-one reference offers current, practical information for effectively **administering** the daily tasks of the local church. Includes updated information on staff, taxes, and many other church management subjects.

<http://www.barnesandnoble.com/w/clergy-desk-book-manfred-holck/1001205596?ean=9780687086580>  
[Images for Clergy Desk Book - Barnes & Noble](#)  
[Images for administering the daily tasks of the local church](#)

#### Creative Church Administration [Lyle E. Schaller, Charles A. Tidwell]

This author tackles one of the least taught subjects in seminary and yet one of the areas most common to problems for today's clergy. A very helpful training and resourcing tool.

<http://www.amazon.com/Creative-Church-Administration-Lyle-Schaller/dp/0687098165>  
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[Images for Charles A. Tidwell, author](#)  
[Images for Creative Church Administration \[Lyle E. Schaller, Charles A. Tidwell\]](#)

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#### Feeding & Leading: Practical Handbook on Administration in Churches and Christian Organizations [Kenneth O. Gangel]

Whether it's three people or thirty, every church has a leadership team. But how effective is it? Geared specifically for vocational Christian leaders (pastors, para-church executives), Gangel's guide addresses such issues as spiritual leadership, recruiting, delegating responsibility, communicating, decision-making, long-range planning, and more. Includes self-evaluation questions, sample job descriptions, and other helpful tools and illustrations.

<http://www.christianbook.com/practical-handbook-administration-churches-christian-organizations/kenneth-gangel/9780801063312/pd/63310>  
<http://www.amazon.com/Feeding-Leading-PRactical-Administration-Organizations/dp/0801063310>  
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#### First Year Priorities When Pastors Move - Lewis Center for Church Leadership

Organization and **administration**

<https://www.churchleadership.com/leading-ideas/first-year-priorities-when-pastors-move/>

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#### **Foundations of Church Administration: Professional Tools for Church Leadership [Bruce L Petersen, Edward A. Thomas, Bob Whitesel]**

Church leadership is a demanding and challenging role. There are many responsibilities involved in leading a church, which can be difficult to maneuver without the proper tools and resources. Written with Bible-based truths and helpful insights, *Foundations of Church Administration* is both an exploration of those responsibilities and a practical guide to navigating through them. Each chapter is authored by a notable expert in the field who, with sound experience and effective steps, helps church leaders efficiently succeed in the many facets of their responsibilities. In this honest exploration, church leaders will find a new perspective on church administration that will help them dig deeper and develop a long-lasting and effective practice of leading and administering a church.

<http://www.amazon.com/Foundations-Church-Administration-Professional-Leadership/dp/0834125218>  
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<https://www.amazon.com/Bruce-L.-Petersen/e/B001JS6CV8>  
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[Images for Bob Whitesel, author](#)  
[Images for Foundations of Church Administration: Professional Tools for Church Leadership \[Bruce L Petersen, Edward A. Thomas, Bob Whitesel\]](#)

#### **Introduction to Pastoral Leadership and Parish Administration - YouTube**

In this course, Rev. Dr. Jamison Hardy will guide participants through: 1. Defining the mission of your individual congregation including the formation and use of a mission statement; 2. The importance of strategic planning and how to do a S.W.O.T. (Strengths, Weaknesses, Opportunities, and Threats) analysis; 3. The two natures of church leadership: congregation and corporation including parish finance and administration; 4. Why developing an administrative business plan is not only an important part of providing pastoral leadership, but grounded in scripture as well; and 5. Resources for further study. There are four basic reasons why pastors should study leadership: 1. It's good practice to have good business administration principles as a pastor; 2. In providing good leadership, you are teaching stewardship of time, talent, and treasures; 3. You will be seen as an effective pastor, an efficient pastor, one who knows what the totality of ministry is about; and finally, 4. Pastoral leadership is biblical and Christological.

<https://www.youtube.com/watch?v=srrihxiVwUM>  
[Images for Introduction to Pastoral Leadership and Parish Administration - YouTube](#)  
<http://www.englishdistrict.org/directories/staff/rev-dr-jamison-j-hardy>  
[Images for /rev-dr-jamison-j-hardy](#)

#### **Leadership Handbook of Management and Administration [James D. Berkley]**

This substantial resource offers pastors and church leaders practical insight into the daily issues of running a church. Conceived and compiled by the editors of *Leadership* journal, this book covers the full spectrum of ministry practice. Readers will learn about perennial topics such as time management, negotiating the terms of a call, handling crisis and conflict, hiring and managing staff, conducting special fund drives, spending church money, and dealing with tax and law considerations. This revised and expanded edition of a proven ministry resource contains new contributions from prominent ministry leaders. Contributors include Leith Anderson, Rick Warren, Brian McLaren, Luis Palau, John Ortberg, Aubrey Malphurs, and many others.

<http://www.amazon.com/Leadership-Handbook-Management-Administration-Berkley/dp/0801068142>  
[http://www.goodreads.com/book/show/1240760.Leadership\\_Handbook\\_of\\_Management\\_and\\_Administration](http://www.goodreads.com/book/show/1240760.Leadership_Handbook_of_Management_and_Administration)  
<http://bakerpublishinggroup.com/books/leadership-handbook-of-management-and-administration-revised-and-expanded-edition/280782>  
[https://books.google.com/books/about/Leadership\\_Handbook\\_of\\_Management\\_and\\_Administration.html?id=IQQPxUmi8oQC](https://books.google.com/books/about/Leadership_Handbook_of_Management_and_Administration.html?id=IQQPxUmi8oQC)  
<http://www.lifeandleadership.com/book-summaries/berkley-leadership-handbook-of-management-and-administration.html>  
<https://www.amazon.com/James-D.-Berkley/e/B000AP9QQQ>  
[http://www.goodreads.com/author/show/331786.James\\_D\\_Berkley](http://www.goodreads.com/author/show/331786.James_D_Berkley)  
[Images for James D. Berkley](#)  
[Images for Leadership Handbook of Management and Administration \[James D. Berkley\]](#)

#### **Making It Work: Effective Administration in the Small Church (Small Church in Action) [Douglas Alan Walrath]**

Challenging the assumption that administration in small churches is either unnecessary or impossible, this practical, easy-to-understand resource addresses the unique needs of a small congregation, showing how their ministry of administration can lead to an effective and efficient organization, while being faithful to the nature and mission of a small church.



<http://www.barnesandnoble.com/w/making-it-work-douglas-alan-walrath/1100313843?type=eBook>  
<http://www.lifeandleadership.com/ministry-resources/church-leadership-strategies-small-churches.html>  
<https://www.ruralministry.net/books-on-rural-america-and-ministry>  
<http://digitalcommons.pepperdine.edu/cgi/viewcontent.cgi?article=1787&context=leaven>  
[DOC]Course: <https://barefootpreachr.files.wordpress.com/2011/01>  
<http://www.amazon.com/Douglas-Alan-Walrath/e/B0036CO9PQ>  
[http://www.goodreads.com/author/show/1338133.Douglas\\_Alan\\_Walrath](http://www.goodreads.com/author/show/1338133.Douglas_Alan_Walrath)  
<http://wipfandstock.com/author/view/detail/id/69014/>  
Images for Douglas Alan Walrath  
Images for Making It Work: Effective Administration in the Small Church (Small Church in Action) [Douglas Alan Walrath]

#### Ministry Resource Guides Index - LifeandLeadership.com

Administration

[Administration, Index](#)

[Administration, General Manuals](#)

[Architecture, Building](#)

[Church Finances](#)

[Giving and Financial Stewardship](#)

[Manager-Leader Continuum](#)

[Managing Volunteers](#)

[Marketing and Communication](#)

[Personnel, Minister Evaluation](#)

[Policy Governance, Carver Model](#)

[Tax, Legal, and Risk Management](#)

[Technology and Computers](#)

[Web Resources](#)

<http://www.lifeandleadership.com/ministry-resource-guide-index/>

Images for Ministry Resource Guides Index - LifeandLeadership.com

#### Parish Resources: Supporting People in the Local Church

This site is provided by the Church of England's National Stewardship & Resources team and offers over 400 pages of resources (web & pdf) to support all aspects of stewardship, [administration](#) and management in the local church, as well as links to other sites and pages of interest.

<http://www.parishresources.org.uk/>

Images for Parish Resources: Supporting People in in the Local Church

#### Principles of Church Administration | eHow

Like [businesses](#), most people set up churches with an aim of succeeding. Though few make it without inner understanding of key church administration principles, lack of proper administrative skills may bring about confusion and disorder that can hinder meaningful progress. Excellent church management keeps a church focused on evangelistic missions without financial and logistical pressure.

[http://www.ehow.com/info\\_8284302\\_principles-church-administration.html](http://www.ehow.com/info_8284302_principles-church-administration.html)

Images for Principles of Church Administration

#### Synod Resource Center - Administration

<http://synodresourcecenter.org/admin/>

Images for Synod Resource Center - Administration

#### Tending to Business: Hints on parish administration from those who know – Luther Seminary

Church administration can be a challenge at any time but especially in your first call. The Luther Seminary Alumni/ae Council would like to offer these helpful hints from fellow alumni/ae. This booklet includes their tips on a wide variety of topics—from budgets and church councils to how to manage your time and other resources like how families as well as how spouses adjust to your new role.

<http://www.luthersem.edu/alums/pdfs/tendingtobusiness.pdf>

Images for parish administration

Images for church administration

<https://www.luthersem.edu/alums/>

[infodesk@luthersem.edu](mailto:infodesk@luthersem.edu)



## The Evangelical Pastor: Pastoral Leadership for a Witnessing People by Mark A Olson (Author)

Church **Administration**

Page 66

<http://www.amazon.com/The-evangelical-pastor-leadership-witnessing/dp/B0006EZPI2>

[Images for church administration](#)

## The Gift of Administration by Paul Manwaring – Bethel Store

Administration's time has come! But what is administration? It is the ability to steer towards the vision. In this series Paul Manwaring unpacks the gift of administration, a gift which is listed in 1 Corinthians 12:28 alongside the gift of healing and miracles.

<https://shop.bethel.com/products/the-gift-of-administration>

[https://www.youtube.com/watch?v=hYY2\\_Ut8L-U](https://www.youtube.com/watch?v=hYY2_Ut8L-U) Paul Manwaring - The Gift of Administration – YouTube

<https://www.youtube.com/watch?v=nu9sXq0Wixw> Administration's Time Has Come - Paul Manwaring - YouTube

<http://www.paulmanwaring.com/posts/the-importance-of-administration>

<http://www.paulmanwaring.com/categories/kingdom-administration>

<http://www.paulmanwaring.com/podcasts/do-i-have-the-gift-of-administration>

<http://www.paulmanwaring.com/posts/restoring-the-gift-of-administration-an-excerpt-from-mka>

<http://www.bethel.tv/watch/79/moses-and-the-gift-of-administration/2009/04/03>

<http://www.paulmanwaring.com/products>

[http://www.newreleasetoday.com/authordetail.php?aut\\_id=1151](http://www.newreleasetoday.com/authordetail.php?aut_id=1151)

<https://www.facebook.com/PaulManwaringdotcom/>

<http://www.paulmanwaring.com/paul>

<https://www.amazon.com/Paul-Manwaring/e/B005TKJ2IC>

[https://www.goodreads.com/author/show/5080569.Paul\\_Manwaring](https://www.goodreads.com/author/show/5080569.Paul_Manwaring)

[Images for Paul Manwaring](#)

[Images for Gift of Administration by Paul Manwaring](#)

## The Gift of Administration [Thomas Charles Campbell]

Ministers spend most of their time doing what they like least - administering. Now - in response to the constant struggle between what ministers feel called to do and how they actually spend their time - comes this enlightening examination that can help clarify the role of the clergy and enhance the ministry of lay persons in the church.

This perceptive book recovers the concept that administration is one of God's spiritual gifts to the church - the gift through which ministry occurs. "Ministry," explain the authors, "occurs in and through administration. This is different from saying that administration serves ministry or that administrative insights may be used to manage ministry. Until the ordained clergy recognize that administration is a central locus of ministry and is itself ministry, there will be no central motivation, either for them or others within the community of believers, to exercise administrative functions with sensitivity and joy."

<http://www.amazon.com/Gift-Administration-Thomas-Charles-Campbell/dp/0664243576>

<http://worldcat.org/identities/lccn-n80131619/> Campbell, Thomas Charles 1929- [WorldCat Identities]

<https://www.amazon.com/Thomas-Charles-Campbell/e/B001KIC3WE>

[https://www.goodreads.com/author/show/1923383.Thomas\\_Charles\\_Campbell](https://www.goodreads.com/author/show/1923383.Thomas_Charles_Campbell)

[Images for Thomas Charles Campbell, author gift of administration](#)

[Images for Gift of Administration \[Thomas Charles Campbell\]](#)

## The Gift of Administration: New Testament Foundations for the Vocation of Administrative Service [Donald Senior CP]

In his First Letter to the Corinthians Paul cites "administrators" as one of God's gifts to the Christian community (1 Cor. 12:28). But many who serve in administrative service today have difficulty seeing how their everyday work is an expression of discipleship.

This book, written by an experienced administrator and noted biblical scholar, shows how the various functions of institutional administration are deeply rooted in the Scriptures and are a genuine expression of our call to discipleship. Leadership, mission statements and planning, finances and fund raising, personnel issues, communications, and public relations—all of these seemingly "secular" activities serve to build up the Body of Christ and deserve to be recognized as authentic Christian ministry. To see administrative service as a biblically rooted gift can help those involved in this way of life to find deeper and more satisfying spiritual meaning in what they do.



<http://www.amazon.com/Gift-Administration-Testament-Foundations-Administrative/dp/0814647162>

<https://www.paulistpressbookcenter.com/gift-administration-new-testament-foundations-vocation-administrative-service>

<https://www.litpress.org/Products/B4716/The-Gift-of-Administration>

<https://www.alibris.com/search/books/subject/Church-management>

<http://www.ctu.edu/academics/donald-senior-cp>

[http://www.nationalgeographic.com/lostgospel/Donald\\_Senior.html](http://www.nationalgeographic.com/lostgospel/Donald_Senior.html)

<https://bakerbookhouse.com/contributors/senior-donald-15868>

<https://www.amazon.com/Donald-Senior/e/B001IU2IPQ>

[https://www.goodreads.com/author/show/159731.Donald\\_Senior](https://www.goodreads.com/author/show/159731.Donald_Senior)

[Images for Donald Senior CP](#)

[Images for The Gift of Administration: New Testament Foundations for the Vocation of Administrative Service \[Donald Senior CP\]](#)

### The ministry of administration - Living Lutheran

Responding to a leadership crisis in Corinth, the apostle Paul wrote: "Think of us in this way, as servants of Christ and stewards of God's mysteries" (1 Corinthians 4:1). A particular kind of stewardship is the work of administration.

<https://www.livinglutheran.org/2019/11/the-ministry-of-administration/>

[Images for ministry of administration - Living Lutheran](#)

<https://www.lr.edu/ltss/news-post-1tss/~post/meet-the-reverend-dr-mary-hinkle-shore-20190430>

<https://www.lr.edu/news-post-page/~post/the-rev-dr-mary-hinkle-shore-installation-ceremony-20190912>

### 26 best Church Administration images on Pinterest

<https://www.pinterest.com/moneyminder/church-administration/>

[Images for Church Administration Pinterest](#)

<https://www.pinterest.com/candacechantell/church-administration/>

<https://www.pinterest.co.uk/shesloel/church-admin-ideas/>

### Vibrant Faith in the Congregation by David W. Anderson (Author)

Chapter 7 Congregational **Administration**

This book is a basic guide for Christian leaders to practically help congregations develop strategies to nurture Christian faith in individuals, homes, congregations, and communities. Do you wonder what vibrant faith looks like in a congregation? The Milestones Ministry Frame is a great place to start! It is a framework of principles, practices, and characteristics necessary for Christian faith formation.

The Milestones Ministry Frame helps connect all of a congregation's programs into one ministry, rather than having several disconnected activities under one roof. As a result, congregations stay focused on two foundational tasks in everything they do—Christian faith formation and community outreach. Whether just getting started or looking for best practices, this book outlines what the Vibrant Faith Frame should look like from the perspective of various congregational ministries, including evangelism, Christian education, worship and preaching, youth and family, and stewardship. As the second book in a trilogy, this is an excellent follow up to *From the Great Omission to Vibrant Faith: The Role of the Home in Renewing the Church*. This book is an outstanding guide to use for congregational leadership study and strategic planning.

<https://store.milestonesministry.org/product-p/vfitc.htm>

<https://www.amazon.com/Vibrant-Faith-Congregation-David-Anderson/dp/1889407518>

[Images for Vibrant Faith in the Congregation by David W. Anderson \(Author\)](#)

[Images for Congregational Administration](#)

### What Does the Bible Say About Administration? - OpenBible.info

<https://www.openbible.info/topics/administration>

[Images for Bible and Administration](#)

<https://bible.knowing-jesus.com/topics/Administration>

<https://spiritualgifttest.com/spiritual-gift-administration/>

[https://www.blueletterbible.org/faq/don\\_stewart/don\\_stewart\\_457.cfm](https://www.blueletterbible.org/faq/don_stewart/don_stewart_457.cfm)

<https://www.biblestudytools.com/dictionary/administer-administration/>

<https://www.kingjamesbibleonline.org/Bible-Verses-About-Administration/>

<https://www.desiringgod.org/articles/20-verses-for-god-centered-administrators>

[Images for god centered administration](#)

<https://www.churchgrowth.org/do-you-have-the-spiritual-gift-of-administration/>

<https://biblehub.com/topical/a/administration.htm>

<https://www.thoughtco.com/spiritual-gifts-administration-712398>

<https://www.whatchristianswanttoknow.com/what-is-the-spiritual-gift-of-administration-how-do-you-know-if-you-have-it/>

<http://www.dabhand.org/Essays/The%20Gift%20of%20Administration.htm>

[Images for Gift of Administration images](#)

<https://www.christianitytoday.com/pastors/2007/july-online-only/le-040329.html> Biblical Requirements of Leaders

[Images for Biblical Requirements of Leaders](#)

<https://www.churchgrowth.org/do-you-have-the-spiritual-gift-of-administration/>

<http://www.rochester.anglican.org/content/pages/documents/1425900820.pdf> [PDF]Administration as a Spiritual Gift

[Images for Administration as a Spiritual Gift](#)

### What Is Church Administration? | eHow

A church may appear to be a place you go on Sundays to attend service, but the church is much more, including a fully functioning **business** and/or organization. The business nature of today's churches makes administration a vital function.

[http://www.ehow.com/facts\\_5748423\\_church-administration\\_.html](http://www.ehow.com/facts_5748423_church-administration_.html)

[Images for Church Administration](#)

<https://classroom.synonym.com/what-is-church-administration-12079893.html>

<https://www.christianitytoday.com/pastors/2016/july-web-exclusives/5-church-administration-issues-you-need-to-know-but-didnt-l.html>

Images for church-administration-issues

<https://network.crcna.org/church-admin-finance/getting-started-church-administration>

<https://www.linkedin.com/pulse/what-difference-between-church-administration-secular-isaac-malemelo>

<https://www.growahealthychurch.com/how-to-rock-your-churchs-administration-in-10-simple-ways/>

[https://www.logos.com/resources/LLS\\_CHADMNDRSHP/church-administration-effective-leadership-for-ministry](https://www.logos.com/resources/LLS_CHADMNDRSHP/church-administration-effective-leadership-for-ministry)

Images for church-administration-effective-leadership-for-ministry

<https://ministrytodaymag.com/index.php/ministry-today-archives/106-reviving-word/843-the-church-administrator>

<https://gentlereformation.com/2017/04/19/church-administration-a-simple-formula/>

<https://www.rbpstore.org/Products/CategoryCenter/CHA/church-administration.aspx>

<https://www.uua.org/careers/administrators/reading>

#### 4) Annual Meeting

[RTF] a guide to the annual congregational meeting - Orthodox Presbyterian Church

What is the purpose of the annual congregational meeting? What is a church budget? This document is intended to provide information to members of the congregation in order to assist them in understanding the purpose for an annual congregational meeting, as well as to assist them in understanding the components that comprise an annual budget.

[www.opc.org/chm/chplant/5F/AnnualCongregationalMeeting.rtf](http://www.opc.org/chm/chplant/5F/AnnualCongregationalMeeting.rtf)

Images for guide to the annual congregational meeting

Annual Meeting Resources | Southwest Minnesota Synod ELCA

<https://swmnelca.org/for-congregations/annual-meeting-resources/>

Images for Congregation Annual Meeting Resources

[PDF]Annual Meeting "Tip Sheet" for Congregational Presidents By Bishop David B Zellmer

I continue to lift up in prayer our congregational presidents as you have faithfully served the people of our synod in your leadership role in your congregation. I have prepared a list of items that I have found to be helpful.

<https://sdsynod.org/download/yearend16/Annual-Meeting-Tip-Sheet-2016.pdf>

Images for Annual Meeting "Tip Sheet" for Congregational Presidents

[DOC]Model Constitution for Congregations 2019 - ELCA Resource Repository

#### Chapter 10.

#### CONGREGATION MEETING

**C10.01.** This congregation shall have at least one regular meeting per year. The regular meeting(s) of the congregation shall be held at the time(s) specified in the bylaws. Consistent with the laws of the State of Wisconsin, the bylaws shall designate one regular meeting per year as the **annual meeting** of this congregation.

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations

<https://download.elca.org> > ELCA Resource Repository > Model Constitution

<http://www.elca.org/Resources/Office-of-the-Secretary>

Images for Model Constitution for Congregations 2019 - ELCA Chapter 10. CONGREGATION MEETING annual meeting

[http://download.elca.org/ELCA%20Resource%20Repository/Organizing\\_and\\_Administering\\_Congregational\\_Annual\\_Meetings.pdf](http://download.elca.org/ELCA%20Resource%20Repository/Organizing_and_Administering_Congregational_Annual_Meetings.pdf)

Images for Organizing and Administering Congregational Annual Meetings

What Can You Learn about Your Church from Your Annual Meeting? – Margaret Marcuson

Rather than rejoicing or tearing your hair out, use the annual meeting as an opportunity for research. If you've been at your church for a while, think about the annual meetings you've taken part in over the years. What patterns do you notice?

Here are several questions to ask. If you've had your meeting, review what happened. If it's still to come, see what you can notice during the meeting.

<http://margaretmarcuson.com/what-can-you-learn-about-your-church-from-your-annual-meeting/>

Images for What Can You Learn about Your Church from Your Annual Meeting? – Margaret Marcuson

<http://margaretmarcuson.com/will-money-be-an-issue-at-your-church-annual-meeting/>

<https://margaretmarcuson.com/is-your-church-fascinating/>

<https://margaretmarcuson.com/pastors-did-you-get-a-raise-this-year/>

[https://www.goodreads.com/author/show/2774134.Margaret\\_J\\_Marcuson](https://www.goodreads.com/author/show/2774134.Margaret_J_Marcuson)

[http://day1.org/2591-the\\_rev\\_margaret\\_marcuson](http://day1.org/2591-the_rev_margaret_marcuson)

Images for margaret marcuson

#### 5) Area Ministry Strategy Meeting

Area Ministry Strategy Meeting – Dairyland Conference – Northwest Synod of WI – January 24, 2019 – Osseo Lutheran Church

This meeting has been called by the Dairyland Conference in response to the large number of congregations in transition. We join together to look for the future of our shared ministry.

**Mix it Up** – Make sure tonight you are witting with people who are not from your home congregation or parish. The point of this event is to be in conversation with congregations and people around us. Sit with some strangers please!

Rules for Clergy

1. Make sure you are the last to speak!
2. Let others share their experiences!
3. Don't be the expert in the room!

#### Dwelling in The Word

1. Read the Text
2. Time of Silent Reflection – What catches your attention in this passage? What questions might this passage raise for you? What do you think God might be saying to you or the group through this passage?
3. Read the Text Again
4. Silent Reflection Again – What catches your attention in this passage? What questions might this passage raise for you? What do you think God might be saying to you or the group through this passage?
5. Find a Reasonably Friendly Looking Stranger and Share Your Thoughts
6. Share with the Large Group

#### Dwelling In The Word – Acts 16:6-15

Questions: What catches your attention in this passage? What questions might this passage raise for you? What do you think God might be saying to you or the group through this passage?

How Do We Ask God Questions Instead of Church Questions? The questions we ask share how we think about God, our congregation, each other and the neighborhood. Often are churches ask "Church Questions" like "How do we get your families to come to our church?" or "How do we craft a good worship service that will make people want to come to our church?"

What would it be like if instead we asked God questions?

Examples of God Questions: What might God be up to? What might be God saying to us? How do we sense God's presence in our daily lives? In our workplaces? In our neighborhoods? What does God care about in our local communities? How might God be leading our congregation to join in something God is already doing?

#### Let's Talk About Where You Are...

At Your Tables...

- Give some background on the history of your congregations.
- What do you think are the bright spots of your ministry.
- What are you excited about in your congregations and communities?
- What are some challenges you are facing?
- What are your hopes for the future?

#### Some Options Moving Forward

What are some options available to smaller congregations?

#### Challenges to Smaller or Rural Congregations

- What would you suppose are some major challenges that smaller congregations face?
- What about rural congregations?

#### Challenges to Smaller Congregations

Need to find alternatives to a "conventional" ministry model – one that pre-supposes that each congregation will have it's own separate facility and will be served by a full-time, salaried, seminary trained pastor.

#### Old Math

1 Church = 1 Pastor

63/7 = 9

#### New Math

100 AWA = 1 Pastor

#### Why are Smaller Congregations Needing to Adapt Today?

- The cultural expectation that a family will participate in a congregation has declined since the 1960s.
- People have become more mobile, disrupting patterns of church and community relationships.
- North American religious groups have experienced significant upheaval due to cultural issues (i.e. Women pastors, civil rights, clergy sexual abuse, ordaining of LGBTQ+).
- The fastest growing segment of religious surveys is "no preference and not interested."
- In smaller and rural communities: the urban flight and shrinking of rural populations.

#### In Other Words...

Smaller congregations are not failed congregations. They are reflecting cultural changes and populations shifts.

#### Changing Our Vision

- Because our culture is changing fast, our old models of church's functionality don't make sense any more. People have changed how they give of their time, talents, and finances. Judging a congregation's success based on just attendance and finances is no longer a good model.
- Instead the focus is on a congregation's vitality. While we want our congregations to be sustainable if possible, we more so are looking for congregations to be God centered, to be places that continually ask the quest, "What is God up to here?" and who are focused on sharing Christ with their community and neighborhood. We want ministries, not building preservation societies!

#### So, What Now?

Options Available to Smaller Congregations

#### Shift to Part-Time Clergy (Or more part time)

At Your Tables...

- What might be the advantages to this option?
- What might be the challenges?
- Is this a possibility for your ministry?

### Join an Area Parish or Cluster

A parish or cluster is when 2 or more congregations join together to share clergy and rostered leaders. Congregations keep their own buildings, councils, names, etc. but share paid staff.

At Your Tables... (questions from above) +

-Who Would You Reach Out To?

### Merge or Consolidate with Other Congregations

A merger is when 2 or more congregations come together (Congregation A and B) but only one exist afterwards (Congregation A).

A consolidation is when 2 or more congregations come together (Congregation A and B), both disband and then form a brand new congregation together (Congregation C).

At Your Tables... (questions from above)

### Anchor Church Relationship

An anchor church is when a larger, established congregation partners with smaller congregations. This look like a few different things: Parish agreement where the parish consists of one larger church and one or more smaller congregations. Separate congregations, councils, buildings, etc. but shares clergy and some programs.

Shared space, similar to a parish agreement between a large and small congregation but they share a building as well.

Simulcast – Presentation by Jeff Rasmussen from Living Waters

At Your Tables... (questions from above)

### Work with your denomination to secure an authorized lay pastor or other model

Our synod allows for Synodically Authorized Ministers (SAMs) to operate under supervision of a pastor. A SAM would be raised up from your congregation, trained in a three year program with the Lay School and work with a supervising pastor. This option would have to be approved by the Bishop.

At Your Tables... (questions from above)

### Grow to a size where you can afford full time clergy

At Your Tables... (questions from above)

### End Well

Questions to think about when pondering closure:

-What is the meaningful work God has given us to do now?

-What gifts do we have to offer the community?

Are we building a preservation society or a social club instead of a church? Do we exist for any reason other than preserving our building, traditions, and community?

### Some time for talking and reflection

Gather together with other members from your congregation. Consider these questions:

Were any of these options interesting to us? Which ones? Why?

Is there any neighboring congregations that we should start conversation with to see if they are interested? Did you meet anyone tonight who seemed to be interested in the same things we are? Make a plan for next steps before we leave?

### Next Steps to Consider

MOST IMPORTANT: Listen to God, each other, and the neighborhood. Pray continually!

Take a breath before making any decisions.

Reach out to other congregations to start conversations.

For help contact our synod's DEM Erin Nelson at the synod office.

715-859-6810 office

715-821-9226 cell

[enelson@nswi.org](mailto:enelson@nswi.org)

## **6) Audit**

### **[PDF]Congregational Audit Guide - ELCA Resource Repository**

An audit involves completing a set of procedures that in the judgment of the auditor will present the evidence or information needed to provide an opinion on the financial statements of the congregation. These procedures also provide insight as to whether a congregation's internal controls are adequate.

[http://download.elca.org/ELCA%20Resource%20Repository/Congregational\\_Audit\\_Guide.pdf](http://download.elca.org/ELCA%20Resource%20Repository/Congregational_Audit_Guide.pdf)

[Images for Congregational Audit Guide - ELCA Resource Repository](#)

<http://www.uss-elca.org/for-rostered-leaders/resources/congregational-audits>

<https://gulfoastsynod.org/gulf-coast-resources/congregational-audit-guide/>

### **Congregational Audits – Episcopal Diocese of Michigan**

[Audit Guidelines](#)

[Internal Controls](#)

<https://www.edomi.org/finance/congregational-audits/>

[Images for Congregational Audits – Episcopal Diocese of Michigan](#)

<https://www.edomi.org/vital-congregations/>

<http://www.ecfvp.org/tools/56/manual-of-business-methods-in-church-affairs> Chapter VI: Audit Guidelines for Congregations

<https://www.episcopalchicago.org/our-tools/managing-congregation/tax-and-audit/> Audit Guide and List of Auditors

<https://www.episcopalchurch.org/page/manual-business-methods> Audited Financial Statements

<http://dioceseofnj.org/documents-resources-and-forms/resources-for-churches/audits/>



<https://dioceseofnewark.org/audits>  
<http://www.thediocese.net/resources/administration/finance-and-management/audit-forms-and-updates/>  
<http://www.ecfvp.org/blogs/2331/sharing-audits>  
[www.diopa.org/wp-content/uploads/resources/audit-guidelines-john-loftus.doc](http://www.diopa.org/wp-content/uploads/resources/audit-guidelines-john-loftus.doc)  
<http://edtn.org/financial-services/church-audits/>  
<https://cnyepiscopal.org/resources/parish-resources/> Audits & Internal Controls

#### Local Church Audit Guide and Frequently Asked Questions

[DOWNLOAD The Local Church Audit Guide \[PDF\]](#)

[DOWNLOAD Frequently Asked Questions About the Local Church Audit \[PDF\]](#)

[DOWNLOAD the Fund Balance Report \[PDF\]](#)

[The Church Audit: You Can Do This!](#)

<https://www.umcdiscipleship.org/resources/local-church-audit-guide>

[https://www.umcsc.org/PDF/forms/local\\_church\\_auditguide1.pdf](https://www.umcsc.org/PDF/forms/local_church_auditguide1.pdf)

[https://www.umcsc.org/PDF/forms/local\\_church\\_auditguide2.pdf](https://www.umcsc.org/PDF/forms/local_church_auditguide2.pdf)

<http://www.gcfa.org/forms-and-resources> Local Church Audit Guide. Frequently Asked Questions About the Local Church Audit.

<http://www.gcfa.org/audit>

[Images for Local Church Audit Guide](#)

#### [DOC]Model Constitution for Congregations 2019 - ELCA Resource Repository

##### Chapter 13.

##### CONGREGATION COMMITTEES

**C13.01.** The officers of this congregation and the pastor shall constitute the *Executive Committee*.

**C13.03.** An **Audit Committee** of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations

<https://download.elca.org> > ELCA Resource Repository > Model Constitution

<http://www.elca.org/Resources/Office-of-the-Secretary>

[Images for Model Constitution for Congregations 2019 - ELCA Chapter 13. CONGREGATION COMMITTEES Audit Committee](#)

#### 7) Bi-vocational

##### Bi-Vocational Ministry | Desiring God

Bi-vocational ministry is a strategic and challenging call. Danny Ovalle, a bi-vocational pastor in New England, recently joined us to talk about the rationale and practice of serving as a pastor while supporting his family with an additional job.

<https://www.desiringgod.org/interviews/bi-vocational-ministry>

[Images for Bi-Vocational Ministry | Desiring God](#)

<http://www.desiringgod.org/articles/what-is-bi-vocational-ministry>

<https://www.desiringgod.org/interviews/bi-vocational-ministry>

<http://www.revwriter.com/revwriter-resource/bivocational-ministry/#.W6uBKmhKiUk>

<https://www.missioalliance.org/5-tips-on-keeping-bi-vocational-ministry-from-imploding/>

<http://www.nobts.edu/resources/pdf/caskeycenter/Syllabus%20-%20Spring%202016.pdf>

<https://alsbom.org/wp-content/uploads/2014/08/bivocational-ministry-booklet.pdf>

<https://www.christianitytoday.com/edstetzer/2017/september/bivocational-ministry-as-evangelism-opportunity.html>

<https://www.christianitytoday.com/karl-vaters/2017/december/new-normal-9-realities-trends-bivocational-ministry.html>

<https://factsandrends.net/2016/09/29/second-shift-thriving-in-bivocational-ministry/>

<https://sojo.net/articles/dangers-bi-vocational-ministry>

<http://digitalcommons.liberty.edu/cgi/viewcontent.cgi?article=1051&context=doctoral> Pastoral Leadership Problems in Small, Established Churches of Under 100 People

Chapter 2 – **Bi-vocational** Ministries

<https://baptistcourier.com/2016/11/bivocational-ministry-new-normal/>

<http://www.intrust.org/Magazine/Issues/Spring-2018/Bivocational-ministry-on-the-rise>

<http://oga.pcusa.org/section/mid-council-ministries/ministers/models-ministry/> Tentmaking or **bi-vocational** ministry

#### Developing Leadership Teams in the Bivocational Church [Terry W. Dorsett]

Despite the rise of mega-churches in North America, the vast majority of churches remain small. It is often necessary for pastors of small churches to work another job in addition to serving their church, leaving them in danger of burnout if some of their duties are not delegated to others. Leadership teams working in partnership with pastors can truly make pastors healthier and ministry more effective. In *Developing Leadership Teams in Bi-vocational Churches*, Dr. Terry W. Dorsett provides concise and effective guidance for small-church congregations and pastors looking to build and strengthen their leadership teams. Using New Testament church leadership principles, Dr. Dorsett offers lessons, exercises, and worksheets to train lay people to help their pastors with two of the most important and time-consuming ministry duties—preaching and pastoral care. Six fun, easy-to-use, and successfully tested training sessions show pastors how to confidently empower students to fill the pulpit and make pastoral visits when needed. *Developing Leadership Teams in Bi-vocational Churches* is written by a small-church, bi-vocational pastor for small-church, bi-

vocational pastors. Ministry does not have to be done alone. By learning how to work together on a pastoral leadership team, lay leaders and pastors alike can more effectively share the Gospel with their community and can assure the maximum long-term health of their church.

<http://www.amazon.com/Developing-Leadership-Teams-Bivocational-Church/dp/1615072527>

<https://books.google.com/books?isbn=1615072527>

<https://www.amazon.com/Dr.-Terry-W.-Dorsett/e/B00405U4NY>

<https://drterrywdorsettbooks.wordpress.com/2012/08/13/the-marks-of-a-healthy-church/>

<https://www.linkedin.com/in/terrydorsett>

[http://www.goodreads.com/author/show/4356886.Terry\\_W\\_Dorsett](http://www.goodreads.com/author/show/4356886.Terry_W_Dorsett)

[Images for Terry W. Dorsett](#)

[Images for Developing Leadership Teams in the Bivocational Church \[Terry W. Dorsett\]](#)

### **Eight Characteristics of the New Bi-vocational Pastor | Facts & Trends**

The new bi-vocational pastor is similar to the traditional bi-vocational pastor with some key differences. To avoid confusion, I refer to this new role as the marketplace pastor.

<https://factsandtrends.net/2018/01/26/eight-characteristics-new-bi-vocational-pastor/>

[Images for Eight Characteristics of the New Bi-vocational Pastor | Facts & Trends](#)

<https://www.pastoralcareinc.com/articles/bi-vocational-pastors/>

<https://www.thegospelcoalition.org/article/dilemma-of-bivocational-pastor/>

<http://www.okumc.org/newsdetail/33545> Academy debuts to raise up part-time local pastors

[Images for part-time local pastors](#)

### **Sand Bur Consulting - Tools**

Bi-vocational Ministry:

[A Different Kind of Bread](#)

[Pastoral Options](#)

[Reduction of Pastoral Compensation - for COM's](#)

[Downsizing Pastoral Terms](#)

[Tentmaker Guidance](#)

[Pastoral Expectations](#)

[Negotiating Contracts](#)

[Supplemental Covenant with a Tentmaker](#)

<http://www.sandburconsulting.com/resources.html>

[Images for Sand Bur Consulting - Tools Bi-vocational Ministry](#)

### **Seeking a Bivocational Calling for Pastors and Churches - The Parish Paper**

Many churches need different kinds of leaders and models of ministry to remain workable and effective. The example of the Apostle Paul, who made tents to fund his ministry, inspired multitudes. Now the current demand for bivocational pastors (modern tentmakers) far exceeds the supply.

### **MACUCC: Seeking a Bivocational Calling for Pastors and Churches**

<https://www.macucc.org/blogdetail/1017477>

<https://www.theparishpaper.com/back-issue/seeking-bivocational-calling-pastors-and-churches>

<https://winnebagopresbytery.org/wp-content/uploads/2007/11/P-P-5-2015-Seeking-a-Bivocational-Calling-for-Pastors-and-Churches.pdf>

[http://nebraskasynod.org/file\\_download/inline/5b81105c-72ce-4503-84a6-1a24bc497c70](http://nebraskasynod.org/file_download/inline/5b81105c-72ce-4503-84a6-1a24bc497c70)

[Images for Seeking a Bivocational Calling for Pastors and Churches - The Parish Paper](#)

<https://www.theparishpaper.com/free-resources>

<http://www.wisconsinumc.org/connections/conference-news/the-parish-paper>

<http://www.wcucc.org/resource-center/church-management/parish-paper/>

<http://www.hcucc.org/the-parish-paper>

<https://www.theparishpaper.com/back-issue-index> Back Issue Index | The Parish Paper

### **10 Reasons Bi-vocational Ministry Matters - ThomRainer.com**

If the Lord were to call me into a bivocational church role, here is why I would gladly follow His leading.

<http://thomrainer.com/2014/08/10-reasons-bivocational-ministry-matters/>

[Images for 10 Reasons Bi-vocational Ministry Matters - ThomRainer.com](#)

<http://thomrainer.com/2017/01/marketplace-bivocational-ministry-featuring-jimmy-scroggins-rainer-leadership-294/>

<http://thomrainer.com/2016/01/eight-characteristics-of-the-new-bivocational-pastor/>

<http://www.outreachmagazine.com/features/16206-8-characteristics-of-the-new-bivocational-pastor.html>

<https://factsandtrends.net/2016/10/04/6-benefits-of-bivocational-ministry/>

<http://www.lifeway.com/pastors/2017/01/16/eight-reasons-full-time-pastors-staff-go-bivocational/>

<http://www.lifeway.com/pastors/2016/11/05/bi-vocational-ministry-3-way-to-thrive-not-just-survive/>

<http://www.lifeway.com/Article/pastor-bivocational-minister-demands-benefits>

[Images for thom rainer \(author\)](#)

### Tentmaking or bi-vocational ministers – PC (USA) OGA

Many ministers serve as pastors of congregations and derive income from other employment. The Apostle Paul made tents for a living so that he would not have to burden the small fellowships of believers during the first century A.D. From Saint Paul's example, we have adopted the term "tentmaking" to describe this ministry model. Others refer to this as "bi-vocational ministry." Others have coined terms such as: dual role ministry, non-stipendiary ministry, worker-priest, etc.

Tentmaking pastors serve as pastors and manage their own businesses, teach school, coach basketball, serve as emergency medical technicians, farmers, photographers, Starbucks baristas, bus drivers, doctors, lawyers, computer programmers, spiritual directors, realtors, and more. While usually the secular position is done for remuneration, there are a number of instances in which the secular position is a vocation for which a person does not receive monetary compensation. For example, both women and men have chosen to do child raising and home-making as their tentmaking vocation while serving part-time as pastor of a congregation.

<http://www.presbyterianmission.org/ministries/ministers/tentmaking-or-bi-vocational-ministers/>

[Images for Tentmaking or bi-vocational ministers – PC \(USA\) OGA](#)

<https://www.lifeway.com/en/articles/pastor-bivocational-minister-demands-benefits>

<https://www.christiancentury.org/blogs/archive/2013-08/bi-vocational-minister-warns-against-bi-vocational-ministry>

[http://www.bivocational.org/BIVO/Job\\_Description/BivoDescription.htm](http://www.bivocational.org/BIVO/Job_Description/BivoDescription.htm)

<http://www.ucc.org/news Seeking ways to support learn from bi vocational ministers 03242016>

<http://www.pravmir.com/challenge-care-bivocational-ministers/>

### The Art and Practice of Bivocational Ministry: A Pastor's Guide: Dennis Bickers

It's a balancing act. If you're a bivocational pastor, you are familiar with the stresses, complications, and unique hurdles that come with bivocational ministry. You have a special calling. In *The Art and Practice of Bivocational Ministry*, Dennis Bickers renders sound advice to help bivocational pastors succeed while juggling second jobs and/or families at home. Along with his seasoned insights, you will find real-life case studies of the specific challenges bivocational ministers commonly face. More than just a guide, Bickers has created a mentor-in-print, an invaluable resource for anyone balancing ministry with another job.

<https://www.amazon.com/Art-Practice-Bivocational-Ministry-Pastors/dp/0834130955>

<https://www.goodreads.com/book/show/17627817-the-art-and-practice-of-bivocational-ministry>

<https://www.ethicsdaily.com/how-bivocational-pastors-can-benefit-from-coaching-cms-21193/>

<https://core.ac.uk/download/pdf/58820410.pdf> [PDF] Coaching Bivocational Ministers for Greater Ministry Effectiveness - Core

<https://www.thriftbooks.com/a/dennis-bickers/477992/>

<https://www.amazon.com/Dennis-W.-Bickers/e/B001JS7ICU>

[http://www.goodreads.com/author/list/1335619.Dennis\\_Bickers](http://www.goodreads.com/author/list/1335619.Dennis_Bickers)

[Images for The Art and Practice of Bivocational Ministry: A Pastor's Guide: Dennis Bickers](#)

### The Bi-vocational Pastor: Two Jobs, One Ministry [Dennis Bickers]

Bi-vocational ministers face unique challenges. Often times, you are called to lead smaller churches with few resources, many of which have plateaued or are in decline. Many bi-vocational pastors have little or no formal theological training. Bi-vocational ministry is looked at by some as a "second-class" ministry performed by people who do not have the opportunity to serve a larger church. Along with your family and church responsibilities, your second job also requires a large amount of time each week. But you have a special calling, as both of your jobs can provide opportunities for ministry. In his new book, Dennis Bickers provides solid advice to help you succeed in bi-vocational ministry.

<http://www.amazon.com/Bivocational-Pastor-Two-Jobs-Ministry/dp/0834121301>

<http://www.christianbook.com/bivocational-pastor-two-jobs-one-ministry/dennis-bickers/9780834121300/pd/121300>

<http://bivocationalministry.blogspot.com/>

<https://vimeo.com/160091316> 2016 Pastors Conference - Keynote Address: Dennis Bickers

<https://www.nph.com/nphweb/html/nph/contributor.jsp?contrib=3088>

<https://www.linkedin.com/in/dennis-bickers-0962ba49>

<https://www.facebook.com/dennis.bickers>

<http://www.abcgrr.org/bivocation/bnwsltr/1oct07.htm>

<http://events.r20.constantcontact.com/register/event?llr=ltxjhjbab&oeidk=a07ebwd812y2f0d2dc3>

[Images for The Bi-vocational Pastor: Two Jobs, One Ministry \[Dennis Bickers\]](#)

### The Tentmaking Pastor: The Joy of Bivocational Ministry [Dennis W. Bickers]

Real-world guide to the challenges, rewards, and advantages of bi-vocational ministry. Excellent for individuals and churches exploring pastoring options.

<http://www.amazon.com/The-Tentmaking-Pastor-Bivocational-Ministry/dp/0801090997>

<http://anglicanpastor.com/tentmaker-priest/>

<http://www.christianitytoday.com/pastors/2013/winter/new-tent-makers.html>

<http://www.patheos.com/blogs/iesuscreed/2010/12/13/tentmaking-ministry-1-jeff-cook/>

[Images for The Tentmaking Pastor: The Joy of Bivocational Ministry \[Dennis W. Bickers\]](#)

### The Work of the Bi-vocational Minister by Dennis W. Bickers

What is bi-vocational ministry? Why choose it? Where can you find it? Who is the bi-vocational minister?

Veteran bi-vocational minister and author Dennis Bickers answers these basic questions in establishing the work of bi-vocational ministry. Simply defined, it is the professional ministry of any pastor or salaried church leader who also has other

sources of income. Traditionally, it is a ministry that has been treated as second-class and less than ideal, but Bickers celebrates its benefits and rewards, even as he acknowledges its challenges. What makes bi-vocational ministry challenging? What makes it rewarding? What might a week in the bi-vocational life look like?

Bickers also explores how bi-vocational ministry can work for the local church—and how it is gaining credibility and appreciation in various Christian denominations. Finally, he shares some practical tools to aid the bi-vocational minister in the common challenges of sermon planning, compensation, and goal setting.

This compact volume meets a critical need in the emergent church as it offers creative and practical insight into a time-tested, if not always honored, paradigm for ministry in the twenty-first century.



[http://www.judsonpress.com/product.cfm?product\\_id=11680](http://www.judsonpress.com/product.cfm?product_id=11680)

<https://fi.pinterest.com/pin/442126888390594066/>

[Images for The Work of the Bi-vocational Minister by Dennis W. Bickers](#)

## 8) Board

### Board Meeting Protocol

At Highland Park Church, we have three boards: an elders', deacons', and deaconesses' board. In an attempt to answer long-standing requests for guidance, I am offering this account of how we elders organize and move along our board meetings. Since this is an account of how we do it *and not a policy paper*, please take it for what it is: suggestions that have worked well for us.

<http://www.highlandpc.com/leader/brdmtgpro.php>

[Images for Board Meeting Protocol](#)

### Board member Burnout: When Working Hard Isn't Working

Board member burnout is a warning sign that the culture needs immediate and decisive attention. The first step towards working smarter is understanding that simple fact.

<http://www.lbbusinessjournal.com/third-sector/1428-boardmember-burnout-when-working-hard-isnt-working-smart.html>

[Images for Board member Burnout: When Working Hard Isn't Working](#)

### Board of directors - Wikipedia

A board of directors is a recognized group of people who jointly oversee the activities of an organization, which can be either a for-profit business, nonprofit organization, or a government agency.

[https://en.wikipedia.org/wiki/Board\\_of\\_directors](https://en.wikipedia.org/wiki/Board_of_directors)

[Images for board of directors](#)

### BoardSource - Empowering Boards & Inspiring Leadership

BoardSource envisions a world where every nonprofit organization has the leadership it needs to fulfill its mission and advance the public good.

<http://www.boardsource.org/>

[Images for Building Effective Nonprofit Boards](#)

<https://www.pinterest.com/npmaven/favorite-nonprofit-governanceboards-quotes/>

### Boards That Make a Difference: A New Design for Leadership in Nonprofit and Public Organizations [John Carver]

In this revised and updated third edition, Carver continues to debunk the entrenched beliefs and habits that hobble boards and to replace them with his innovative approach to effective governance. This proven model offers an empowering and fundamental redesign of the board role and emphasizes values, vision, empowerment of both the board and staff, and strategic ability to lead leaders. Policy Governance gives board members and staff a new approach to board job design, board-staff relationships, the role of the chief executive, performance monitoring, and virtually every aspect of the board-management relationship. This latest edition has been updated and expanded to include explanatory diagrams that have been used by thousands of Carver's seminar participants. It also contains illustrative examples of Policy Governance model policies that have been created by real-world organizations. In addition, this third edition of *Boards That Make a Difference* includes a new chapter on model criticisms and the challenges of governance research.

<http://www.amazon.com/Boards-That-Make-Difference-Organizations/dp/0787976164>

[https://www.goodreads.com/book/show/129330.Boards\\_That\\_Make\\_a\\_Difference](https://www.goodreads.com/book/show/129330.Boards_That_Make_a_Difference)

[http://books.google.com/books/about/Boards\\_That\\_Make\\_a\\_Difference.html?id=Gn8wU7MsaPcC](http://books.google.com/books/about/Boards_That_Make_a_Difference.html?id=Gn8wU7MsaPcC)

<http://www.carvergovernance.com/model.htm>

<http://www.policygovernance.com/JohnCarver.htm>

<http://www.learningally.org/BookDetails/BookID/HV306>

[https://bepl.ent.sirsi.net/client/en\\_US/default/search/detailnonmodal/ent:\\$002f0\\$002fSD\\_ILS\\$002f0\\$002fSD\\_ILS:1679667/ada](https://bepl.ent.sirsi.net/client/en_US/default/search/detailnonmodal/ent:$002f0$002fSD_ILS$002f0$002fSD_ILS:1679667/ada)

[Images for Boards That Make a Difference: A New Design for Leadership in Nonprofit and Public Organizations \[John Carver\]](#)

### Reinventing Your Board: A Step-by-Step Guide to Implementing Policy Governance [John Carver, Miriam Carver]

In the second edition of this best-selling Policy Governance operating manual, John Carver and Miriam Carver make this exciting approach to effective governance even more accessible and user-friendly, gleaming lessons learned in years of practice to help readers understand and use this invaluable model.

Carver's groundbreaking Policy Governance model is the best-known, respected, and talked about governance model in the world and has fundamentally influenced the way organizations are governed. *Reinventing Your Board*, second edition, is a hands-on, step-by-step guide that puts the model to work in the meeting-to-meeting lives of board members. It includes new policy samples and a new chapter on monitoring performance, as well as other practical "put-the-model-in-motion" advice. This popular and highly successful companion to *Boards That Make a Difference* contains the nuts-and-bolts materials needed for implementing Policy Governance. The authors illustrate effective board decision making, show how to craft useful policies, and offer practical advice on such matters as setting the agenda, monitoring CEO performance, defining the board role, and more. Step-by-step instructions and sample policies make this a must-have resource for boards in the public and nonprofit sectors aiming to govern their organizations with excellence.

<http://www.amazon.com/Reinventing-Your-Board-Step-Step/dp/0787981818>

[http://www.goodreads.com/book/show/174338.Reinventing\\_Your\\_Board](http://www.goodreads.com/book/show/174338.Reinventing_Your_Board)

[https://www.wiley.com/en-](https://www.wiley.com/en-us/Reinventing+Your+Board%3A+A+Step+by+Step+Guide+to+Implementing+Policy+Governance%2C+Revised+Edition-p-9780787981815)

[us/Reinventing+Your+Board%3A+A+Step+by+Step+Guide+to+Implementing+Policy+Governance%2C+Revised+Edition-p-9780787981815](https://www.wiley.com/en-us/Reinventing+Your+Board%3A+A+Step+by+Step+Guide+to+Implementing+Policy+Governance%2C+Revised+Edition-p-9780787981815)

<http://www.carvergovernance.com/pubs.htm>

<http://www.carvergovernance.com/model.htm>

<http://www.vtvsba.org/streaming/pg/overview/overview.pdf>

<http://www.governancecoach.com/public/Resources/Further-Reading>

<https://books.google.com/books?isbn=1118046986>

<https://books.google.com/books?isbn=0470620218>

[http://books.google.com/books/about/Reinventing\\_Your\\_Board.html?id=crBkb7vHO98C](http://books.google.com/books/about/Reinventing_Your_Board.html?id=crBkb7vHO98C)

<http://www.vtvsba.org/streaming/pg/overview/overview.pdf>

<http://www.lifeandleadership.com/book-summaries/john-and-miriam-carver-policy-governance-model.html>

[https://www.researchandmarkets.com/reports/2211133/reinventing\\_your\\_board\\_a\\_stepbystep\\_guide\\_to](https://www.researchandmarkets.com/reports/2211133/reinventing_your_board_a_stepbystep_guide_to)

<https://eric.ed.gov/?id=ED450457>

<https://www.uua.org/leadership/governance/ga/carver-model>

[http://www.uua.org/sites/live-new.uua.org/files/documents/carverjohn/basic\\_resources.pdf](http://www.uua.org/sites/live-new.uua.org/files/documents/carverjohn/basic_resources.pdf)

[http://www.uuism.net/uwiki/images/Basic\\_resources.pdf](http://www.uuism.net/uwiki/images/Basic_resources.pdf)

<http://www.policygovernance.com/pubs.htm>

<https://www.policygovernanceassociation.org/resources/newsletters-a-books.html>

[http://www.uuism.net/uwiki/images/Basic\\_resources.pdf](http://www.uuism.net/uwiki/images/Basic_resources.pdf)

<https://www.uua.org/leadership/governance/ga/carver-model>

<http://www.policygovernance.com/pubs.htm>

<http://www.policygovernance.com/JohnCarver.htm>

<http://www.policygovernance.com/MiriamCarver.htm>

<https://www.pinterest.com/chandlerscarbor/nonprofit-boards/>

[https://en.wikipedia.org/wiki/Policy\\_Governance](https://en.wikipedia.org/wiki/Policy_Governance)

<http://www.carvergovernance.com/JohnCarver.htm>

<http://www.carvergovernance.com/MiriamCarver.htm>

<https://www.amazon.com/John-Carver/e/B001JS608S>

[http://www.goodreads.com/author/show/53713.John\\_Carver](http://www.goodreads.com/author/show/53713.John_Carver)

[http://www.goodreads.com/author/show/6173805.Miriam\\_Mayhew\\_Carver](http://www.goodreads.com/author/show/6173805.Miriam_Mayhew_Carver)

[Images for John Carver, Miriam Carver](#)

[Images for Reinventing Your Board: A Step-by-Step Guide to Implementing Policy Governance \[John Carver, Miriam Carver\]](#)

### Building an Effective Board of Directors

This document provides a selected list of sources and materials to help nonprofit organizations build effective boards of directors.

Resources are arranged under: 1) organizations and web sites, 2) newsletters, and 3) print materials. All the print materials can be order from your local bookstore or via Advocates' Web site at <http://www.advocatesforyouth.org/publications/frtp/board.htm>.

<http://www.advocatesforyouth.org/storage/advfy/documents/board.pdf>

[Images for Building an Effective Board of Directors](#)

### Church Administration: Programs, Process, Purpose [Robert Bacher, Michael Cooper-White]

Chapter 3. **Boards:** Blessed Balladeers

<http://www.augsburgfortress.org/education/academic/churchadministration/thebook.jsp>

<http://store.fortresspress.com/store/product/2687/Church-Administration>

For discussion questions on this book go to [www.augsburgfortress.org/education/academic/churchadministration/](http://www.augsburgfortress.org/education/academic/churchadministration/)

<http://www.amazon.com/Church-Administration-Programs-Process-Purpose/dp/0800637429>

[Images for Church Administration: Programs, Process, Purpose \[Robert Bacher, Michael Cooper-White\] Chapter 3. Boards: Blessed Balladeers](#)



### Church Do's and Don'ts: Tips for Success, Pitfalls to Avoid by Michael Durall (Author)

This book is an excellent and accessible guide for clergy and lay leaders of all faiths. Only 75 pages, with 24 chapters. Each chapter introduces one compelling element of congregational life. Tips for success, pitfalls to avoid in congregational life. An excellent resource for **board** retreats and study groups. Each brief chapter contains one interesting and engaging idea.

<http://www.amazon.com/Church-Dos-Donts-Michael-Durall-ebook/dp/B008LZRQZS>

<https://www.goodreads.com/book/show/16000580-church-do-s-and-don-ts>

<https://uugrowth.files.wordpress.com/2010/09/churchdosanddonts.pdf>

<http://www.vitalcongregations.com/books/>

<https://uugrowth.com/2011/06/10/church-dos-and-donts/>

<http://www.vitalcongregations.com/>

<https://uugrowth.com/tag/michael-durall/>

[http://www.goodreads.com/author/list/488383.Michael\\_Durall](http://www.goodreads.com/author/list/488383.Michael_Durall)

[Images for Michael Durall \(Author\) church do's and don'ts](#)

[Images for Church Administration: Programs, Process, Purpose \[Robert Bacher, Michael Cooper-White\] Chapter 3. Boards: Blessed Balladeers](#)

### Fine Tuning the Organizational and Communication Engine – The Parish Paper

#### I. Policy-Setting and Oversight **Board**

Page 7

[\[PDF\] Ch. Effectiveness Nuggets--Volume 23—Fine Tuning the Organizational and Communication Engine - The Parish Paper](#)

<http://www.theparishpaper.com/files/resources/Church%20Effectiveness%20Nuggets-%20Volume%2023.pdf>

<https://www.theparishpaper.com/sites/default/files/resources/Church%20Effectiveness%20Nuggets-%20Volume%2023.pdf>

<https://www.theparishpaper.com/free-resources> Church Effective Nugget, Volume 23: Fine-Tuning the Organizational and Communication Engine

[Images for Church Policy-Setting and Oversight Board](#)

<http://www.wisconsinumc.org/connections/conference-news/the-parish-paper>

<http://www.wcucc.org/resource-center/church-management/parish-paper/>

<http://www.hcucc.org/the-parish-paper>

<https://www.theparishpaper.com/back-issue-index> Back Issue Index | The Parish Paper

### Ideas to Revitalize Church Board Meetings | CT Pastors

Tips to look past the “business items.”

Most church board meetings are filled with “business items.” Decisions need to be made, proposals to consider, reports to receive.

Yet the primary focus of the Church should be people and seeing lives changed by the Gospel.

<http://www.buildingchurchleaders.com/articles/2007/040810.html>

[Images for Ideas to Revitalize Church Board Meetings | CT Pastors](#)

<https://www.christianitytoday.com/pastors/archives/>

<https://www.christianitytoday.com/pastors/leadership-journal-archives/>

### [DOC]Model Constitution for Congregations 2019 - ELCA Resource Repository

#### Chapter 5.

#### POWERS OF THE CONGREGATION

**\*C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by this congregation. This congregation is authorized to:

- j. elect its [officers][,] [and] Congregation Council, [**boards**, and committees,] and require [them] [the members of the council] to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations

<https://download.elca.org> > ELCA Resource Repository > Model Constitution

<http://www.elca.org/Resources/Office-of-the-Secretary>

[Images for Model Constitution for Congregations 2019 Chapter 5. POWERS OF THE CONGREGATION elect its boards](#)

### Organizing a Church Board – Building Church Leaders

Nearly all churches are governed by a legal body. The board of directors is the official body that has final accountability for the church and its ministry and makes ultimate decisions about ministry priorities.

In this download, you'll find forms that include job descriptions for board officers, and orientations documents for new board members, including a statement of expectations. A sample agenda is provided, along with minutes of the meeting that followed the agenda. This tool also includes helpful ways to organize board committees, conflict-of-interest policies, and ways to organize the annual board retreat.

<https://www.bclstore.com/products/organizing-church-board>

[Images for Organizing a Church Board – Building Church Leaders](#)

### Pastor-Board Relationships in the Smaller Congregation

One of the best ways to avoid problems is to maintain good pastor-board relationships and seek God's wisdom in all deliberations.

Most problems involve poor communication and a failure to address issues in love and sensitivity. Complaining church members

need attention just like crying babies. Scolding or ignoring them will not cause problems to go away. Assess the need, attend to the issue at hand, and seek God for guidance in applying the remedy with love.

[http://enrichmentjournal.ag.org/200304/028\\_gov04\\_pastrbrd\\_sb.cfm](http://enrichmentjournal.ag.org/200304/028_gov04_pastrbrd_sb.cfm)  
[Images for Pastor-Board Relationships in the Smaller Congregation](#)

#### Signs of a dysfunctional church board - TJ Addington

It is an unfortunate truth that many church boards are dysfunctional. That lack of health makes board meetings difficult and leadership problematic. Here are some signs of a dysfunctional board.

<http://leadingfromthesandbox.blogspot.com/2011/01/signs-of-dysfunctional-church-board.html>  
<https://www.amazon.com/T.-J.-Addington/e/B0031YUSE0>  
[http://www.goodreads.com/author/show/950064.T\\_J\\_Addington](http://www.goodreads.com/author/show/950064.T_J_Addington)  
[Images for Signs of a dysfunctional church board - TJ Addington](#)

#### Stan Toler's Practical Guide to Leading Church Boards [Stan Toler]

Working with the church's governing board is a leadership task like no other, and many pastors struggle to avoid its pitfalls. With this guide, pastors will learn to establish expectations for board members, run effective board meetings, manage clashing opinions and personalities, work through boards to stimulate progress, and develop long-term strategies.

<http://www.amazon.com/Tolers-Practical-Leading-Church-Boards/dp/1943140294>  
[https://www.goodreads.com/book/show/1571968.Stan\\_Toler\\_s\\_Practical\\_Guide\\_for\\_Pastoral\\_Ministry](https://www.goodreads.com/book/show/1571968.Stan_Toler_s_Practical_Guide_for_Pastoral_Ministry)  
[https://www.wesleyan.org/wph/assets/downloads/pdf/STPG\\_ToLeadingChurchBoards\\_Excerpt.pdf](https://www.wesleyan.org/wph/assets/downloads/pdf/STPG_ToLeadingChurchBoards_Excerpt.pdf)  
<https://charlestinsley.wordpress.com/2013/07/22/critique-and-review-of-stan-tolers-practical-guide-for-pastoral-ministry/>  
<http://www.biblio.com/stan-toler/author/95012>  
<http://www.stantoler.com/>  
[https://en.wikipedia.org/wiki/Stan\\_Toler](https://en.wikipedia.org/wiki/Stan_Toler)  
<https://www.facebook.com/DrStanToler/>  
<https://www.amazon.com/Stan-Toler/e/B001HCX8L8>  
[https://www.goodreads.com/author/list/29613.Stan\\_Toler](https://www.goodreads.com/author/list/29613.Stan_Toler)  
[Images for Stan Toler](#)  
[Images for Stan Toler's Practical Guide to Leading Church Boards \[Stan Toler\]](#)

#### "Teaching Moments" Strengthen Governing Board Meetings! | The Parish Paper

More than a lecture-driven Bible study, teaching moments offer an opportunity for the board to see an issue or idea from a new perspective. Jesus often used teaching moments, or parables, to help convey concepts in a tangible, picturesque way. Preachers use teaching moments, or illustrations, in sermons to help people connect with an idea or concept. In governing board meetings, teaching moments function in the following ways:

<https://www.theparishpaper.com/back-issue/%E2%80%9Cteaching-moments%E2%80%9D-strengthen-governing-board-meetings>  
<http://www.winnebago-presbytery.org/wp-content/uploads/2008/05/pp-06-2008.pdf>  
<https://winnebago-presbytery.org/parish-papers/> June 2008 – "Teaching Moments" Strengthen Governing Board Meetings!  
[Images for "Teaching Moments" Strengthen Governing Board Meetings! | The Parish Paper](#)  
<https://www.theparishpaper.com/back-issue-index?page=21>  
<https://www.theparishpaper.com/sites/default/files/Parish%20Paper--Back%20Issue%20Index.pdf>

#### The 10 Habits of Highly Effective Boards | AGB

There are 10 characteristics and habits of boards that meet the test of strategic governance. Highly effective boards:

<https://www.agb.org/trusteeship/2014/3/10-habits-highly-effective-boards>  
[Images for Habits of Highly Effective Boards](#)

#### Three models of board leadership by Richard Bliese - In Trust

Different styles of board leadership can be appropriate for different circumstances, writes Rick Bliese, president of the In Trust Center for Theological Schools. Have you reflected on your board's style?

<http://www.intrust.org/Magazine/Issues/Autumn-2014/From-the-presidents-desk>  
[Images for Three models of board leadership by Richard Bliese - In Trust](#)  
<http://www.ats.edu/richard-bliese>  
<https://www.linkedin.com/in/rickbliese>

#### Transforming Church Boards into Communities of Spiritual Leaders by Charles M. Olsen.

Discover inspiring, practical ways your board can make its meetings become opportunities for deepening faith, developing leadership, and church renewal. Research included interviews with lay leaders; clergy; and seminary, judicatory, and denominational staff from mainline Protestant, Roman Catholic, Jewish, and Evangelical Christian faith traditions.

<http://www.amazon.com/Transforming-Church-Communities-Spiritual-Leaders/dp/156699148X>  
[http://www.goodreads.com/book/show/1136818.Transforming\\_Church\\_Boards\\_Into\\_Communities](http://www.goodreads.com/book/show/1136818.Transforming_Church_Boards_Into_Communities)  
<https://rowman.com/ISBN/9781566996815/Transforming-Church-Boards-into-Communities>  
<https://www.barnesandnoble.com/w/transforming-church-boards-into-communities-charles-m-olsen/1126650616>  
<https://www.cokesbury.com/product/9781566991483/transforming-church-boards-into-communities-of-spiritual-leaders/>

<http://www.churchboardchair.ca/85-book-review-6-%E2%80%9Ctransforming-church-boards-into-communities-of-spiritual-leaders%E2%80%9D-by-charles-olsen-alban-institute-2001/>  
<https://alban.org/archive/preventing-burnout-in-board-members/>  
<http://www.lifeandleadership.com/book-summaries/morris-and-olsen-discerning-gods-will-together.html>  
<https://www.amazon.com/Charles-M.-Olsen/e/B001K8HE9G>  
[http://www.goodreads.com/author/show/310946.Charles\\_M\\_Olsen](http://www.goodreads.com/author/show/310946.Charles_M_Olsen)  
 Images for Charles M. Olsen, author

[Images for Transforming Church Boards into Communities of Spiritual Leaders by Charles M. Olsen.](#)

## II. Church Boards as Spiritual Leaders

1. Telling Our Stories
2. Knowing Our Purpose
3. Listening for God's Call Now
4. Holding Up the Vision

<http://www.christianleaders.org/MS360/olsen.htm>

[Images for Church Boards as Spiritual Leaders](#)

## Work of the Church: Getting the Job Done in Boards and Committees by David R. Sawyer

None of us has escaped the frustration of long, exhausting, and unproductive meetings. It's easy to complain, but not always easy to help things along. In this book, David Sawyer offers specific ways to turn boards and committees into effective vehicles for accomplishing what you set out to do, including:

- How to assess personal gifts and place workers in jobs best suited for their experience and talents
- Guides for adapting leadership styles to different types of workers
- How to build the official board into a cohesive team
- How pastors can use the module system for allocating time more efficiently
- Communication techniques for improving understanding
- Rules for getting work done in the midst of conflict

Recognizing that we can't do it alone, Dr. Sawyer emphasizes that "Results are controlled by the Holy Spirit. The task of the church's servants is to listen and follow."

[http://www.judsonpress.com/product.cfm?product\\_id=7569](http://www.judsonpress.com/product.cfm?product_id=7569)

[http://www.judsonpress.com/product.cfm?product\\_id=15435](http://www.judsonpress.com/product.cfm?product_id=15435)

<https://www.facebook.com/david.r.sawyer>

<https://www.linkedin.com/pub/david-sawyer/56/b40/572>

<http://www.flourishingchurch.com/about-david-sawyer/>

[http://www.judsonpress.com/author.cfm?author\\_id=160](http://www.judsonpress.com/author.cfm?author_id=160)

<http://www.blogtalkradio.com/carolynabrent/2016/08/07/rev-mary-newbern-williamssoul-sunday-talk-with-rev-dr-david-r-sawyer>

<https://twitter.com/davidrsawyer1>

<https://www.amazon.com/David-Sawyer/e/B001JSDE50>

[http://www.goodreads.com/author/show/692292.David\\_R\\_Sawyer](http://www.goodreads.com/author/show/692292.David_R_Sawyer)

[Images for David R. Sawyer, author](#)

[Images for Work of the Church: Getting the Job Done in Boards and Committees by David R. Sawyer](#)

## 9) Board of Directors

### Board of directors - Wikipedia

A board of directors is a group of people who jointly supervise the activities of an [organization](#), which can be either a for-profit business, [nonprofit organization](#), or a [government agency](#). Such a board's powers, duties, and responsibilities are determined by government [regulations](#) (including the jurisdiction's [corporations law](#)) and the organization's own [constitution](#) and [bylaws](#). These authorities may specify the number of members of the board, how they are to be chosen, and how often they are to meet.



A meeting of a board of directors of the Leipzig–Dresden Railway Company in 1852

[https://en.wikipedia.org/wiki/Board\\_of\\_directors](https://en.wikipedia.org/wiki/Board_of_directors)

[Images for Board of directors](#)

[DOC]Model Constitution for Congregations 2019 - ELCA Resource Repository

## Chapter 12.

## CONGREGATION COUNCIL

- C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be the **board** of [trustees] **[directors]** of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Wisconsin, except as otherwise provided herein.

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations

<https://download.elca.org> > ELCA Resource Repository > Model Constitution

<http://www.elca.org/Resources/Office-of-the-Secretary>

[Images for Model Constitution for Congregations 2019 Chapter 12. Congregation Council board of \[directors\] of this congregation](#)

### The Most Important Function Of A Church Board Of Directors

We've come to believe that wise, agile boards are a major conduit God uses to build a winning church. When a commitment is made to focus on this function, the Pastor gains counsel, the board functions in their gift set, and the church is equipped to act quickly with a visionary momentum that will help the Kingdom win.

<https://www.vanderbloemen.com/blog/the-most-important-function-of-a-church-board>

[Images for Function Of A Church Board Of Directors](#)

<https://bizfluent.com/12081636/what-are-the-duties-of-a-church-board-of-directors>

[Images for duties-of-a-church-board-of-directors](#)

## 10) Budget

### ABC's of Church Budgeting by David R. Pollack

WHAT ARE OUR GOALS AND OBJECTIVES?

Many church leaders assume that the board, staff, and membership agree on the church's mission, annual goals, and objectives.

However, when funds are tight, differences in understanding can easily arise.

Such potentially negative side effects can be avoided if the pastor(s), board, and staff clearly define and communicate the church's mission, goals, and objectives for the upcoming fiscal year-and do this before initial budget requests are even developed. This will help everyone assess whether their plans for the coming year fit within the church's larger objectives.

Follow these steps:

<http://cbti.faithsite.com/content.asp?CID=11547>

[Images for ABC's of Church Budgeting by David R. Pollack](#)

<https://www.amazon.com/Business-Management-Local-Church-Pollock/dp/0802409342>

[Images for Business-Management-Local-Church-Pollock](#)

[http://www.christianleaders.org/articles\\_index.htm](http://www.christianleaders.org/articles_index.htm)

### Basic Budgeting for Churches: A Complete Guide [Jack A. Henry]

In this clear, comprehensive guide, church financial management expert Jack Henry explains all the basics of building a solid church budgeting system. The book includes sample forms with complete instructions and commentary.



<http://www.amazon.com/Basic-Budgeting-Churches-Complete-Guide/dp/0805461752>

<http://www.goodreads.com/book/show/20798422-basic-budgeting-for-churches>

<https://books.google.com/books?isbn=1433669749>

<http://www.tpicomposites.com/English/our-company/board-of-directors/person-details/default.aspx?ItemId=d3b51b2f-d21a-4200-91ee-42c2bc7b5137>

<http://investors.gcu.edu/phoenix.zhtml?c=221997&p=irol-govBio&ID=184377>

<https://www.amazon.com/Jack-A.-Henry/e/B001KHKW50>

[http://www.goodreads.com/author/show/1215059.Jack\\_A\\_Henry](http://www.goodreads.com/author/show/1215059.Jack_A_Henry)

[Images for Jack A. Henry, author church budgeting](#)

[Images for Basic Budgeting for Churches: A Complete Guide \[Jack A. Henry\]](#)

### Budget - Wikipedia

A budget is a financial plan for a defined period of time, usually a year. It may also include planned sales volumes and revenues, resource quantities, costs and expenses, assets, liabilities and cash flows.

<https://en.wikipedia.org/wiki/Budget>

[Images for budget](#)

### [PDF] Church Budget, Between the Lines

Ask different people about budgets and you will get different answers. To staff members, budgets get in the way of activities. To the budget-review committees, budgets hold staff members accountable. To those compiling and coordinating the budgets of

varying ministries, it consumes vast amounts of time and may have questionable benefits. However, budgets are critical to any church's future success.

[https://www.elfiphc.org/sites/extensionloanfund/uploads/documents/Church\\_Budget\\_Between\\_the\\_Lines.pdf](https://www.elfiphc.org/sites/extensionloanfund/uploads/documents/Church_Budget_Between_the_Lines.pdf)

[Images for Church Budget, Between the Lines](#)

[Images for budgets critical to any church's future success](#)

#### Create a sound parish budget - Episcopal Church Foundation

Creating a sound budget is the result of two ongoing disciplines: clear visioning, discernment and articulation of your congregation's mission and ministry; and routine, year-round internal monitoring of financial results and regular reporting within the vestry and to your congregation on its financial status. These two disciplines establish a foundation for creating an annual budget.

#### Vestry Papers - Financial Planning - Create a sound parish budget

<http://www.ecfvp.org/vestrypapers/financial-planning/create-a-sound-parish-budget/>

[Images for Vestry Papers - Financial Planning - Create a sound parish budget](#)

#### Essential Guide to Church Budgeting | Church Finances, Church Law & Tax Store

Strategic planning during the church budget process will help your church stay financially healthy. Learn the roles needed for proper budgeting to take place, the wisest ways to navigate a budget board meeting, the best way to plan out a budget, and the different budget models available, plus more.

<http://store.churchlawtodaystore.com/esgutochbupd.html>

[Images for Guide to Church Budgeting](#)

#### How Much Should You Pay Your Pastor? - Church Leaders

Considering **budgets**, national averages, church size, education and the gender gap, it's no wonder churches struggle getting it right when it comes to pastor compensation.

<https://churchleaders.com/news/331337-how-much-should-you-pay-your-pastor.html>

[Images for How Much Should You Pay Your Pastor? - Church Leaders](#)

<http://www.abpnews.com/ministry/congregations/item/8792-how-much-should-we-pay-the-pastor>

<http://www.9marks.org/journal/how-much-should-you-pay-your-pastors>

#### How to Increase Financial Stewardship – The Parish Paper

**Budget**-Building and Resource Management

Page 25

[PDF] Ch. Effectiveness Nuggets--Volume 5--How to Increase Financial Stewardship - The Parish Paper

<https://www.theparishpaper.com/sites/default/files/resources/Church%20Effectiveness%20Nuggets-%20Volume%205.pdf>

[Images for How to Increase Financial Stewardship – The Parish Paper Budget-Building and Resource Management](#)

<http://www.theparishpaper.com/files/resources/Church%20Effectiveness%20Nuggets-%20Volume%205.pdf>

<https://www.theparishpaper.com/free-resources> Church Effective Nugget, Volume 5: How to Increase Financial Stewardship

<http://www.wisconsinumc.org/connections/conference-news/the-parish-paper>

<http://www.wcucc.org/resource-center/church-management/parish-paper/>

<http://www.hcucc.org/the-parish-paper>

<https://www.theparishpaper.com/back-issue-index> Back Issue Index | The Parish Paper

#### Ministry and Money: A Practical Guide for Pastors by Janet T. Jamieson (Author), Philip D. Jamieson (Author)

Money is a key issue in today's Christian faith communities, but it can be a touchy subject to address. With this book, pastors and clergy finally have a practical resource for managing money in the church. *Ministry and Money* serves as an excellent primer on accounting practices, church financial reports, and church **budgets**. Throughout, the authors provide real-life examples to help clarify basic approaches to issues of money.

In Part I, the authors provide biblical, historical, and theological perspective on money. They address issues such as how we understand the nature of money, how it should be used, and the ways in which responsible stewardship of money can be carried out in the local church.

In Part II, these concepts are applied in practical ways. Most clergy do not receive extensive training in elements of church finance and the practical dollars-and-cents aspects of working with the church's budget and dealing with financial leaders in a congregation. This book is an excellent primer on accounting practices, church financial reports, and church budgets to help clergy readers work through these dimensions of ministry.

<http://www.amazon.com/Ministry-Money-Practical-Guide-Pastors/dp/0664231985>

<http://www.goodreads.com/book/show/6735564-ministry-and-money>

<https://www.cokesbury.com/product/9780664231989/ministry-and-money/>

[http://books.google.com/books/about/Ministry\\_and\\_Money.html?id=xzLKaEaw9RgC](http://books.google.com/books/about/Ministry_and_Money.html?id=xzLKaEaw9RgC)

[http://www.youtube.com/watch?v=Sx1\\_tJQhFE](http://www.youtube.com/watch?v=Sx1_tJQhFE) Religion Book Review: Ministry and Money: A Practical Guide for Pastors by Janet T.

Jamieson, Philip D. Jamieson

[http://www.luthersem.edu/stewardship/resource\\_detail.aspx?resource\\_id=1468](http://www.luthersem.edu/stewardship/resource_detail.aspx?resource_id=1468)

<https://www.amazon.com/Philip-Jamieson/e/B002BOC7AY>

[http://www.goodreads.com/author/show/5658675.Philip\\_D\\_Jamieson](http://www.goodreads.com/author/show/5658675.Philip_D_Jamieson)

<https://www.amazon.com/Janet-T.-Jamieson/e/B0021FFL56>

[https://www.goodreads.com/author/show/8106505.Janet\\_T\\_Jamieson](https://www.goodreads.com/author/show/8106505.Janet_T_Jamieson)

[Images for Janet T. Jamieson \(Author\), Philip D. Jamieson](#)



**[DOC]Model Constitution for Congregations 2019 - ELCA Resource Repository**

**Chapter 12.**

**CONGREGATION COUNCIL**

- C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation.
- c. The Congregation Council may enter into contracts of up to \$\_\_\_\_\_ for items not included in the **budget**.
  - d. The Congregation Council shall prepare an annual **budget** for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than \$\_\_\_\_\_ in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in collaboration with the synod and churchwide organization.

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations

<https://download.elca.org> > ELCA Resource Repository > Model Constitution

<http://www.elca.org/Resources/Office-of-the-Secretary>

Images for Images for Model Constitution for Congregations 2019 Chapter 12. Congregation Council prepare an annual budget

**Pastors' Pay: Who Sets It and How? By Manfred Holck, Jr | CT Pastors - Christianity Today**

How can a fair, equitable salary for pastors be determined? Manfred Holck, Jr. gives some practical guidelines.

<http://www.christianitytoday.com/pastors/1980/winter/8011039.html>

Images for Pastors' Pay: Who Sets It and How? By Manfred Holck, Jr | CT Pastors - Christianity Today

<http://www.christianitytoday.com/pastors/1980/spring/8012054.html> A Parsonage or Housing Allowance – Which is Better?

<https://www.christianitytoday.com/ct/archives/>

<https://www.christianitytoday.com/news/archives/>

<http://www.amazon.com/your-pastor-more-balance-budget/dp/B0006WNKD6>

<https://www.amazon.com/Manfred-Holck/e/B001HPCWYO>

<https://www.findagrave.com/cgi-bin/fg.cgi?page=gr&GRid=53991753>

<http://www.hpbmarketplace.com/Annual-Budgeting-Developing-and-Using-an-Annual-Budget-Effectively-Manfred-Holck/book/14383939>

<http://www.abebooks.co.uk/Annual-Budgeting-Developing-Using-Budget-Effectively/7118775893/bd>

<http://globalchristiancenter.com/administrative-leadership/strategy-and-planning/5980-church-finance-part-6-on-paying-the-preacher>

<http://www.amazon.com/Church-finance-complex-economy-leadership/dp/0687081564>

Images for Manfred Holck

**Planning and the Budget - Alban Institute**

Congregations often plan and budget as though planning were one thing and budgeting another. Bringing the two together calls for a comprehensive calendar for goal-setting and evaluation.

<https://alban.org/archive/planning-and-the-budget/>

Images for Planning and the Budget - Alban Institute

<https://alban.org/archive/the-budget-isnt-really-that-important/>

<https://alban.org/category/money-finance/>

<https://alban.org/about-alban/alban-weekly/>

<https://alban.org/books/>

<https://alban.org/author/nekduke-edu/>

<https://www.facebook.com/albaninstitute/>

<http://www.elizabethpresbytery.org/Resource%20Center%20ON%20THE%20WEB/Alban%20Institute%20Resources%202012.pdf>

<https://alban.org/about-alban/congregations-magazine/>

**The Budget Chicken & the Commitment Card Egg: Which Comes First? – Center for Stewardship Leaders – Luther Seminary**

Every fall, many congregational leaders begin a familiar conversation. They often seek to build the commitment process on a faith basis. But then they face the question: How will we know what number to plug into the **income side of the budget**?

[http://www.luthersem.edu/stewardship/resource\\_detail.aspx?resource\\_id=1408](http://www.luthersem.edu/stewardship/resource_detail.aspx?resource_id=1408)

Images for income side of the budget

**What Does a Healthy Church Budget Look Like? – Rainer on Leadership #115 – ThomRainer.com**

Knowing the basics of the budget and communicating the budget well to church members can eliminate a great deal of contention and confusion. So today on the podcast, we tackle the basics of church budgets.

<http://thomrainer.com/2015/04/what-does-a-healthy-church-budget-look-like-rainer-on-leadership-115/>

Images for What Does a Healthy Church Budget Look Like? – ThomRainer.com

<http://thomrainer.com/2016/11/six-surprises-about-church-staff-salaries-and-budgets/>

<http://thomrainer.com/2016/12/six-surprising-insights-regarding-church-budgets-salaries-rainer-leadership-285/>

<http://thomrainer.com/2013/03/ten-rules-of-thumb-for-healthy-churches/>

#9

<http://thomrainer.com/2016/05/five-signs-your-church-has-gone-too-far-with-marketing/>

#1

<http://thomrainer.com/2013/03/ten-rules-of-thumb-for-healthy-churches/>

#8

<http://thomrainer.com/2016/03/six-reasons-why-your-churchs-offerings-may-be-struggling/>

<http://thomrainer.com/2017/01/691620/> How to Adjust when Church Giving Increases  
<http://thomrainer.com/2017/01/adjust-church-giving-decreases-rainer-leadership-293/> #4  
<http://thomrainer.com/2016/02/4264/> Nine Ways Churches Waste Money – Rainer on Leadership #195 – ThomRainer.com  
<http://www.lifeway.com/pastors/2015/10/26/three-questions-pastors-often-ask-about-church-finances/> #1  
<https://www.fellowshipone.com/blog/church-budget-advice-4-experts/> #4 Thom Rainer on Leadership  
[https://en.wikipedia.org/wiki/Thom\\_S.\\_Rainer](https://en.wikipedia.org/wiki/Thom_S._Rainer)  
<https://www.facebook.com/Thom.S.Rainer/>  
[https://twitter.com/ThomRainer?ref\\_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor](https://twitter.com/ThomRainer?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor)  
<https://www.amazon.com/Thom-S.-Rainer/e/B0011GLMVG>  
[http://www.goodreads.com/author/show/27470.Thom\\_S\\_Rainer](http://www.goodreads.com/author/show/27470.Thom_S_Rainer)  
[Images for thom rainer \(author\)](#)

## 11) Chair

### Board or Committee Chair Responsibilities - MyCommittee

The chair's duties and responsibilities include, but are not limited to, the following:

<https://www.mycommittee.com/BestPractice/Committees/Chairingacommittee/ChairResponsibilities/tabid/264/Default.aspx>

[Images for Board or Committee Chair Responsibilities - MyCommittee](#)

### Chair of Church Leadership Team/Church Council/Administrative Board

The leadership team may be called the administrative board, church council, or council on ministry. If your church uses the Nurture, Outreach, Witness, Resources Model, this is the job description for the administrative council chairperson.

<https://www.umcdiscipleship.org/resources/chair-of-church-leadership-team-administrative-council>

[Images for Chair of Church Leadership Team/Church Council/Administrative Board](#)

### Chairman - Wikipedia

The chairman (also chairperson, chairwoman or chair) is the highest officer of an organized group such as a board, a committee, or a deliberative assembly. The person holding the office is typically elected or appointed by the members of the group.

<https://en.wikipedia.org/wiki/Chairman>

[Images for Chairman](#)

### How to Chair a Church Meeting | Bizfluent

With proper preparation, a prayerful countenance and goal-directed strategies in place, anyone can be equipped to effectively chair a church meeting.

<https://bizfluent.com/12080423/how-to-chair-a-church-meeting>

[Images for How to Chair a Church Meeting | Bizfluent](#)

<http://www.churchboardchair.ca/77-what-does-it-mean-to-chair-a-board-meeting/>

[Images for chair-a-board-meeting](#)

<https://www.wikihow.com/Chair-a-Meeting>

[Images for Chair-a-Meeting](#)

### What is the Role of the Chairperson? | DIY Committee Guide

Chairing is a key role on any voluntary Management Committee. The Chairperson must ensure that the Management Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.

<http://www.diycommitteeguide.org/code/what-role-chairperson>

[Images for Role of the Chairperson | DIY Committee Guide](#)

<http://www.diycommitteeguide.org/resource/characteristics-of-a-good-chairperson>

[Images for characteristics-of-a-good-chairperson](#)

## 12) Clergy Finances

### Clergy Financial Resources | Payroll, HR, and Tax Services

Clergy Financial Resources is a national tax, payroll and HR organization serving churches and clergy for over 34 years. Every client is unique, every situation is different. We believe in the value of relationships. We view every client relationship like a partnership, and truly believe that our success is a result of our personal support and service. We are committed to providing close, personal attention to our clients. We take pride in giving you the assurance that the personal assistance you receive represents our commitment to excellence.

We have an unparalleled tax expertise on the complex issues associated with clergy tax law, clergy tax preparation, clergy compensation, and church payroll and HR Solutions. No matter where you reside, we are available to serve you. Your tax and payroll solution starts here!

<http://www.clergytaxnet.com/Clergy/Financial>

[Images for Clergy Financial Resources | Payroll, HR, and Tax Services](#)

<https://www.clergytaxnet.com/services/>

<https://www.facebook.com/clergyfinancial/>

### 13) Committees

#### Cedar Grove Baptist Church / Committees / Why Committees?

According to Merriam Webster a committee is defined as "a body of persons delegated to consider, investigate, take action on, or report on some matter." Maybe "committee" sounds too official and proper for church; but as we are to be stewards of God's possessions, we can do this more efficiently by having church members serve where their gifts are best utilized.

"There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord.

There are different kinds of working, but in all of them and in everyone it is the same God at work." - 1 Corinthians 12:4-6

"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms." - 1 Peter 4:10

"Serve wholeheartedly, as if you were serving the Lord, not people." - Ephesians 6:7

There are six different committees / teams / groups at Cedar Grove that are involved in non-spiritual aspects of furthering God's kingdom. Finance Committee, Leadership Planning Committee, Medical Team, Missions, Risk Management, Trustees.

<http://www.cedargrovebaptist.com/#/committees>

[Images for Cedar Grove Baptist Church / Committees / Why Committees?](#)

#### Church Governance and Committees - First United Church of Oak Park

How do lay people get involved in the workings of the church? Here's how.

<https://www.firstunitedoakpark.com/church-governance-and-committees/>

[Images for Church Governance and Committees](#)

<https://www.uua.org/leadership/handbook/effective-congregational-governance> Congregational Committees

#### Committee - Wikipedia

A committee (or "commission") is a body of one or more persons that is subordinate to a deliberative assembly. Usually, the assembly sends matters into a committee as a way to explore them more fully than would be possible if the assembly itself were considering them.

<https://en.wikipedia.org/wiki/Committee>

[Images for committee](#)

#### Effective Congregational Committees Update2 – Unitarian Universalist Association

This document is primarily concerned with ongoing, or standing, committees in a congregation. However, many of the qualities of a good committee also apply to a good task group or task force—which is, basically, a temporary committee. Committee life is ongoing and organic; when forming or reshaping a committee it can be useful to check with district staff members, Unitarian Universalist Association headquarters staff members, and email list discussions of lay leaders who hold parallel roles. Please refer to the resources list at the end of this document.

<http://www.uua.org/documents/congservices/effectivecommittees.pdf>

<https://www.uua.org/sites/live-new.uua.org/files/documents/congservices/meetingswork.pdf>

[Images for Effective Congregational Committees](#)

<http://www.timpriceblog.com/ten-principles-for-effective-church-committees/>

<https://www.be-thechurch.com/2013/08/effective-church-committees-ministry-teams/>

<https://trainchurchleaders.com/practicum/effective-church-committees.htm>

<https://www.ministrymagazine.org/archive/2006/12/effective-committee-meetings.html>

[Images for effective committee meetings](#)

#### Five Problems with Church Committees – ThomRainer.com

Church leaders should evaluate ruthlessly all of their committees and ask several questions. Is this committee necessary? Would this committee serve better as a temporary task force? Are all the committee meetings necessary? What would we do about our committees if we started with a blank slate?

<http://thomrainer.com/2015/08/five-problems-with-church-committees/>

[Images for Five Problems with Church Committees – ThomRainer.com](#)

<http://thomrainer.com/2015/09/whats-the-big-deal-with-church-committees-rainer-on-leadership-156/>

<http://thomrainer.com/2016/05/five-questions-prospective-pastors-rarely-ask-search-committees-but-should/> #4

<http://thomrainer.com/2016/08/four-types-churches-will-soon-die/> #3

<http://thomrainer.com/2017/08/before-you-fire-your-pastor/> #3

<http://www.lifeway.com/pastors/2017/01/24/8-things-need-know-pastor-search-committees/>

<http://pastors.com/thom-rainers-suggestions-to-pastor-search-committees/>

<https://www.amazon.com/Thom-S.-Rainer/e/B0011GLMVG>

[http://www.goodreads.com/author/show/27470.Thom\\_S\\_Rainer](http://www.goodreads.com/author/show/27470.Thom_S_Rainer)

[Images for thom rainer \(author\)](#)

#### Great Committees - Alban

A good committee accepts its charge, completes it, and relieves the board, as much as possible, from stress. But for critical decisions, the board needs a committee that is not just good, but great. A great committee scrutinizes its charge and demands more guidance if it needs it. Rather than relieving the board of its responsibilities, it sets the table for the board to face its most important questions and address them after full and open conversation.

Alban at Duke Divinity School » Great Committees - Alban Institute

<https://alban.org/archive/great-committees/>

Images for Great Committees - Alban

<https://alban.org/archive/ask-alban-the-personnel-committee/>

Images for church personnel committee

<https://alban.org/archive/ask-alban-defining-the-role-of-the-executive-committee/>

Images for church executive committee

<https://alban.org/archive/guidelines-for-leading-meetings/>

Images for guidelines for leading meetings

<https://alban.org/category/strategic-planning/>

<https://alban.org/about-alban/alban-weekly/>

[DOC]Model Constitution for Congregations 2019 - ELCA Resource Repository

## Chapter 13.

### CONGREGATION COMMITTEES

**C13.01.** The officers of this congregation and the pastor shall constitute the *Executive Committee*.

**C13.02.** A *Nominating Committee* of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive re-election.

**C13.03.** An *Audit Committee* of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.

**C13.04.** *Mutual Ministry Committee(s)* (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the rostered minister. Term of office shall be two years, with three members to be appointed each successive year.

**C13.05.** When a vacancy occurs in a position for which this congregation calls a rostered minister, a *Call Committee* of six voting members shall be elected by [this congregation] [the Congregation Council]. Term of office will terminate upon installation of the newly called rostered minister.

**C13.06.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.

**C13.07.** Duties of committees of this congregation shall be specified in the [bylaws][continuing resolutions].

**C13.08.** The [senior] pastor of this congregation shall be *ex officio* a member of all committees and boards of this congregation. [The president of this congregation shall be *ex officio* a member of all committees and boards of this congregation, except the Nominating Committee.]

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations

<https://download.elca.org> » ELCA Resource Repository » Model Constitution

<http://www.elca.org/Resources/Office-of-the-Secretary>

Images for Model Constitution for Congregations 2019 - ELCA Chapter 13. CONGREGATION COMMITTEES

## 14) Conduct a Meeting

### How to Conduct a Church Business Meeting

If you are the overseer of a church or chairman of a church board, one of the things that you should do on a regular basis is conduct a church **business meeting**<sup>[7]</sup>. Whether you conduct your meetings monthly, quarterly, or yearly, by following the proper procedures you can ensure that your meeting runs smoothly. By being prepared ahead of time you and your congregants will know what to expect.

[http://www.ehow.com/how\\_5316537\\_conduct-church-business-meeting.html](http://www.ehow.com/how_5316537_conduct-church-business-meeting.html)

Images for Conduct a Church Business Meeting

<https://bizfluent.com/12084821/how-to-conduct-a-church-business-meeting>

<http://www.howtodothings.com/religion-spirituality/how-to-conduct-a-church-business-meeting>

<http://lceast.ca/wp-content/uploads/2016/04/Church-chair-duties-include-but-are-not-limited-to-biblical-duties.pdf> [PDF]How to Conduct a Church Business Meeting

<https://www.skillsyouneed.com/ips/conduct-meeting.html>

<https://meetingtomorrow.com/content-library/how-to-conduct-a-meeting>

Images for conduct a meeting

<https://www.pastoralcareinc.com/resources/how-to-conduct-a-business-meeting/>

<https://www.pageafterpage.org/how-to-conduct-a-purposeful-meeting>

<https://hr.vanderbilt.edu/training/effectivemtgs.php> How to Conduct an Effective Meeting | Training | Human Resources

Images for How to Conduct an Effective Meeting | Training | Human Resources

<https://www.wikihow.com/Conduct-Effective-Meetings>

Images for Conduct-Effective-Meetings

## 15) Congregation Council

### [PDF]Administrative Handbook for Congregation Councils

A guide for leaders called to serve on Congregation Councils

<http://fbsynod.com/wp-content/uploads/2017/07/ADMINISTRATIVE-HANDBOOK-FOR-CONGREGATION-COUNCILS-7.17.2017.docx.pdf>

Images for Administrative Handbook for Congregation Councils

<http://www.adventbrevard.org/uploads/7/3/9/8/73988413/administrative-handbook-for-congregation-councils-06-16-16.pdf>

Images for Handbook for Congregation Councils

[https://www.mountcross.com/uploads/1/5/9/5/15953620/council\\_handbook.pdf](https://www.mountcross.com/uploads/1/5/9/5/15953620/council_handbook.pdf)

Images for Council Handbook

<http://mlutheran.org/wp-content/uploads/2015/05/The-Council-Handbook-modified-10Aug2017.pdf>

<https://www.pcusa.org/resource/advisory-handbook-councils/>

### [PDF]Church Council Leadership Training – Clover Sites

<http://storage.cloversites.com/easternnorthdakotasynod/documents/Church%20Council%20Leadership%20Training.pdf>

Images for Church Council Leadership Training

[http://penderumc.org/pages/page.asp?page\\_id=301114](http://penderumc.org/pages/page.asp?page_id=301114) Leadership Orientation Training (Church Council)

<https://www.stevegedon.com/2013/01/15/church-council-training/>

<https://www.slideshare.net/steve4040/church-council-training-2014>

[http://nwmnsynod.org/assets/Things\\_That\\_Make\\_for\\_Effective\\_Church\\_Councils.pdf](http://nwmnsynod.org/assets/Things_That_Make_for_Effective_Church_Councils.pdf)

Images for Effective Church Councils

<http://nwmnsynod.org/assets/Hard-Times-in-Babylon.pdf>

### CHURCH COUNCIL MEMBERS - Synod Resource Center

- [How to be a Church Council Member](#)
- [Responsibilities and Position Descriptions](#)
- [Things we Ought to be Doing as a Congregation](#)

[http://synodresourcecenter.org/admin/personnel/council\\_members/](http://synodresourcecenter.org/admin/personnel/council_members/)

[http://synodresourcecenter.org/admin/personnel/synod\\_staff\\_resources/0007/council\\_minutes.html](http://synodresourcecenter.org/admin/personnel/synod_staff_resources/0007/council_minutes.html)

Images for CHURCH COUNCIL MEMBERS - Synod Resource Center

### Church Council: Overview - UMC.org

The purpose of the church council is to plan a program of nurture, outreach, and witness; implement the plan; provide an administrative infrastructure; align the plan with the mission of the church; evaluate the effectiveness of the plan; act as the administrative agency of the charge conference.

[http://www.umc.org/site/c.lwL4KnN1LtH/b.2315645/k.7735/Church\\_Council\\_Overview.htm](http://www.umc.org/site/c.lwL4KnN1LtH/b.2315645/k.7735/Church_Council_Overview.htm)

Images for Church Council: Overview

### Congregation Councils

The “[Congregational Constitutions](#)” resource guides congregations in updating, amending, or replacing their congregational constitution.

“[Congregation Councils](#)” is a PowerPoint presentation that might be used for council member orientation, reminding these leaders of their sacred calling and the responsibilities of those who serve in this office.

“[Structuring Councils in the USS for Mission](#)” is a PowerPoint presentation challenging congregational councils to structure their meetings in such a way that the mission of our Lord Jesus is at the heart of their meetings. While no single structure is necessary, all ecclesiological structures should serve the Gospel.

“[Steps for Merger or Consolidation of Congregations](#)” resource guides congregations in updating, amending, or replacing their congregational constitution.

“[A Resource for the Closing of Congregations](#)” (MS Word version) offers support, encouragement, and resources for congregations making a choice to close. [Click here for PDF version.](#)

### Administration | Upper Susquehanna Synod

<http://www.uss-elca.org/for-congregations/resources/congregation-councils>

Images for Administration | Upper Susquehanna Synod Congregation Councils

### Effective Church Councils: Leadership Styles and Decision-making in the church (Administration series for churches) by Paul S. Fransen (Author)

Pastor Fransen takes the leader through tested phases of leadership development. Tested in the congregation, classroom, and the board room, the results have been new vitality, new vision and stronger devotion to the church and its mission. It will clarify the role of the leader and assist as a lay church leader.

<http://www.amazon.com/Effective-Church-Councils-Decision-Making-Administration/dp/0806621982>

Images for Effective Church Councils: Leadership Styles and Decision-making in the church by Paul S. Fransen (Author)



EPIC: Effective Practices in Church Councils (Training for church council members)

EPIC is an annual synod event that takes place in February, shortly after many congregational annual meetings and the election of new council officers. This event is designed specifically to help equip congregation councils as they fulfill their call to various leadership roles in congregations. Here you will find resources, including handouts, powerpoint presentations, video resources, online resources, etc. where were shared during EPIC workshops.

Northwest Synod of Wisconsin | E.P.I.C.

<http://nswsi.org/epic/epic-2018>

<http://nswsi.org/epic/epic-2019>

[Images for EPIC: Effective Practices in Church Councils](#)

Epiphany Lutheran Church - The Congregation Council

<http://epiphanyelmhurst.org/about/council/>

<http://epiphanyelmhurst.org/member-communications-with-the-council/>

[Images for Epiphany Lutheran Church - The Congregation Council](#)

42 best Church Council images on Pinterest

<https://www.pinterest.com/peony0505/church-council/>

[Images for Church Council on Pinterest](#)

Guidelines Church Council | Cokesbury

The church council exists to create and supervise the strategic plan for your local congregation fulfills its mission of making disciples of Jesus Christ. This twofold function includes both leadership and management. This Guideline is designed to help equip you and your ministry team to navigate these two functions.

<https://www.cokesbury.com/product/9781501830303/guidelines-church-council/>

<https://www.cokesbury.com/product/9781501830310/guidelines-church-council-ebook-epub/?pr=51031498>

<https://www.cokesbury.com/product/9781501830136/guidelines-complete-set-pdf-download/>

<http://www.amazon.com/Guidelines-Church-Council-Connecting-Congregation/dp/1426736266>

<https://books.google.com/books?isbn=1501830317>

[http://books.google.com/books/about/Guidelines\\_for\\_Leading\\_Your\\_Congregation.html?id=QBJS\\_6TNnlwC](http://books.google.com/books/about/Guidelines_for_Leading_Your_Congregation.html?id=QBJS_6TNnlwC)

[http://l.b5z.net/i/u/10126235/f/CC\\_Guidelines\\_document.pdf](http://l.b5z.net/i/u/10126235/f/CC_Guidelines_document.pdf)

[http://www.umc.org/site/c.lwL4KnN1LtH/b.2315645/k.7735/Church\\_Council\\_Overview.htm](http://www.umc.org/site/c.lwL4KnN1LtH/b.2315645/k.7735/Church_Council_Overview.htm)

<https://www.christianbook.com/guidelines-leading-congregation-complete-slipcase-ministry/9781501830129/pd/89317EB>

[http://www.umc.org/site/c.lwL4KnN1LtH/b.2315645/k.7735/Church\\_Council\\_Overview.htm](http://www.umc.org/site/c.lwL4KnN1LtH/b.2315645/k.7735/Church_Council_Overview.htm)

<https://www.abebooks.com/9781426736261/Guidelines-Church-Council-Connecting-Vision-1426736266/plp>

<https://www.umcdiscipleship.org/leadership-resources/ministry-guidelines>

[Images for guidelines church council united methodist church](#)

[DOC]Model Constitution for Congregations 2019 - ELCA Resource Repository

## Chapter 12.

### CONGREGATION COUNCIL

**C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s) [the deacon(s),] [, the officers of this congregation,] and [ \_\_\_\_\_ members] [not more than \_\_\_\_\_ nor fewer than \_\_\_\_\_ members] of this congregation, at least one of whom shall be a youth and at least one of whom shall be a young adult. Any voting member of this congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which this congregation is incorporated, this congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

**C12.02.** The members of the Congregation Council except the pastor(s) [the deacon(s),] shall be elected by written ballot to serve for \_\_\_\_\_ years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

or

The members of the Congregation Council except the pastor(s) [the deacon(s),] shall be elected at a legally called meeting of this congregation during the month of \_\_\_\_\_. Their term of office shall be for \_\_\_\_\_ years, with the term of office beginning on \_\_\_\_\_ (month and day) and ending on \_\_\_\_\_ (month and day). Newly elected Congregation Council members shall be installed at worship at a time appointed by the Congregation Council.

**C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.

**C12.04.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize support of the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

**C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of [trustees] [directors] of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Wisconsin, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of this congregation.
- c. The Congregation Council may enter into contracts of up to \$\_\_\_\_\_ for items not included in the budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than \$\_\_\_\_\_ in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in collaboration with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of mission support monies to the synod treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

**C12.06.** The Congregation Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.

**C12.07.** The Congregation Council shall provide for an annual review of the membership roster.

**C12.08.** The Congregation Council shall be responsible for the employment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect this congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.

**C12.09.** The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

**C12.11.** The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

**C12.12.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the [senior] pastor or interim pastor, except when the [senior] pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the [senior] pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synod bishop.

**C12.13.** The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference and, to the extent permitted by state law, notice of all meetings may be provided electronically.

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations

<https://download.elca.org> > ELCA Resource Repository > Model Constitution

<http://www.elca.org/Resources/Office-of-the-Secretary>

[Images for Model Constitution for Congregations 2019 - ELCA Chapter 12. CONGREGATION COUNCIL](#)

## St. Paul's Evangelical Lutheran Church Responsibilities and Position Descriptions for Congregation Council

The Congregation Council are trustees who act on behalf of the church membership. The Congregation Council has the principal responsibility for fulfillment of the church's mission and the legal accountability for its operations. This means that as a group, they are in charge of establishing a clear organizational mission, forming the strategic plan to accomplish the mission, overseeing and evaluating the plan's success, calling Pastors and providing adequate supervision and support to that individual, ensuring financial solvency of the organization, interpreting and representing the community to the organization, and instituting a fair system of policies and procedures for human resource management.

[http://www.feautor.org/uploads/contributions/11923016211/position\\_descrip.pdf](http://www.feautor.org/uploads/contributions/11923016211/position_descrip.pdf)

[Images for Position Descriptions for Congregation Council](#)

[http://lcgs.org/Job\\_Descriptions.htm](http://lcgs.org/Job_Descriptions.htm)

<https://www.freechurchforms.com/sample-job-description.html>

## 16) Congregation Meeting

### ELCA Central States Synod | Constitution & Policies

#### Congregational Meetings

Meetings for church members to make decisions that affect their common life together grow out of the Reformation idea of the "priesthood of all believers." The ELCA Constitution for Congregations states that the powers of the congregation are vested in the congregational meeting called and conducted as provided in this constitution and bylaws. (C5.02) Congregations hold annual meetings at a time specified in their bylaws.

The annual meeting is usually planned by the Congregation Council and led by the council president. The purpose of the annual meeting is to conduct the official business for the year. Members read minutes, make and receive reports, vote on the budget, elect new officers and/or council members, elect members to committees, elect members to attend synod assembly, and transact any other official business. The agenda is therefore structured like a business meeting.

However, some churches also use the annual meeting as a time to celebrate the congregation's life. One way to do this is to separate the meeting into three segments: "Stating Our Purpose Together as a Congregation"; "Celebrating the Life We Have Had Together in the Past Year"; and "Looking Ahead into the New Year and Asking's God's Blessing upon Us."

It is important to make members aware of the meeting and the importance of their attendance. Notice of the annual meeting must be given, consistent with the congregation's constitution and bylaws. Annual reports and meeting packets should be distributed to the congregation in advance of the meeting.

<http://www.css-elca.org/constitution>

[Images for ELCA Central States Synod | Constitution & Policies Congregational Meetings](#)

### [DOC]Model Constitution for Congregations 2019 - ELCA Resource Repository

#### Chapter 10.

#### CONGREGATION MEETING

- C10.01.** This congregation shall have at least one regular meeting per year. The regular meeting(s) of the congregation shall be held at the time(s) specified in the bylaws. Consistent with the laws of the State of Wisconsin, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.
- C10.02.** A special Congregation Meeting may be called by the [senior] pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of this congregation upon the written request of [number][percent] of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synod bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.
- C10.04.** \_\_\_\_\_ percent of the voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions approved by this congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.
- C10.08.** This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication. To the extent permitted by state law, notice of all meetings may be provided electronically.

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations

<https://download.elca.org/>ELCAResourceRepository>ModelConstitution>

<http://www.elca.org/Resources/Office-of-the-Secretary>

[Images for Model Constitution for Congregations 2019 - ELCA Chapter 10. CONGREGATION MEETING](#)

See each other as brother, sister – The Lutheran Magazine

Brothers and sisters. In her October column for *The Lutheran*, Presiding Bishop Elizabeth A. Eaton says the church can model respectful dialogue. When on the giving or receiving end of less-than-graceful communication, she suggests reciting Luther's explanation of the Eighth Commandment. By doing this, **congregational meetings** might actually be fun!

**Bulletin blurbs - The Lutheran Magazine**

<http://www.thelutheran.org/template/page.cfm?id=46>

[Images for church can model respectful dialogue](#)

**[PDF]Template for Minutes of Congregational Meetings**

<http://www.chicagopresbytery.org/wp-content/uploads/2008/10/Template-for-Congregational-Minutes.pdf>

[Images for Minutes of Congregational Meetings](#)

<http://www.qachurch.org/2017/02/2017-congregational-annual-meeting-minutes/>

<https://valleychurch.net/images/Documents/2017AnnualReport/4-8---Minutes-of-2016-Annual-Congregational-Meeting.pdf>

**The congregational meeting survival guide | The Lutheran**

You are a mixture of emotions — mostly anger. Quickly, you change from your church clothes, wanting to distance yourself from the morning and your other “church dress” — the calm, persuasive demeanor you were so sure would sway many.

“How could she say that?” “What was he thinking?” “Why in the world didn’t I say something?”

“Never again,” you tell yourself, shaking your head and beginning to calm down. “Well, at least the decision has been made. We just go forward from here.”

Another congregational meeting is over.

[http://www.thelutheran.org/article/article.cfm?article\\_id=4884](http://www.thelutheran.org/article/article.cfm?article_id=4884)

[Images for congregational meeting survival guide | The Lutheran](#)

<https://www.livinglutheran.org/contact-us/>

<https://www.livinglutheran.org/issues/>

## 17) Congregational Leadership

**Congregational LEADER Series - Augsburg Fortress**

Pastor and People: Making Mutual Ministry Work

Growing Together, Revised Edition: Spiritual Exercises for Church Committees

Our Gifts: Identifying and Developing Leaders

Our Staff: Building Our Human Resources

Our Community: Dealing with Conflict in Our Congregation

Our Mission: Discovering God's Call to Us

Our Stewardship: Managing Our Assets

Our Structure: Carrying Out the Vision

<https://www.augsburgfortress.org/store/category/286319/Congregational-LEADER-Series>

[Images for Congregational LEADER Series – Augsburg Fortress](#)

<https://www.augsburgfortress.org/store/category/286526/Church-Leadership>

[Images for Church Leadership - Augsburg Fortress](#)

<https://www.augsburgfortress.org/store/category/286442/Leadership>

[Images for Leadership - Augsburg Fortress](#)

**Congregational Leadership in Anxious Times: Being Calm and Courageous No Matter What [Peter L. Steinke]**

Anxious times call for steady leadership. When tensions emerge in a congregation, its leaders cannot be as anxious as the people they serve. To remain effective, congregational leaders must control their own uneasiness. This takes self-awareness and confidence to manage relationships and influence behaviors. Knowing how to deal with anxiety and how to work through complex challenges can lead a congregation to new insights, growth, and vitality. Anxious times hold not only the potential for loss but also for creation, important learnings, and changes that will strengthen the congregation. With this new book, internationally respected consultant Peter Steinke goes deeper into the requirements of effective congregational leadership. Born from the wisdom of Steinke's distinguished career, this new volume will both enlighten and embolden leaders. Steinke inspires courage in leaders to maintain the course, unearth secrets, resist sabotage, withstand fury, and overcome timidity or doubts. His insights, illustrations, and provocations will carry leaders through rough times, provide clarity during confusing times, and uplift them in joyous times.

<http://www.amazon.com/Congregational-Leadership-Anxious-Times-ebook/dp/B001H30S8I>

[https://www.goodreads.com/book/show/49036.Congregational\\_Leadership\\_in\\_Anxious\\_Times](https://www.goodreads.com/book/show/49036.Congregational_Leadership_in_Anxious_Times)

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<https://alban.org/archive/twenty-observations-about-troubled-congregations/> #3

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[http://www.urfellowship.com/uploads/5/0/1/9/5019345/congregational\\_leadership\\_final.pdf](http://www.urfellowship.com/uploads/5/0/1/9/5019345/congregational_leadership_final.pdf)  
<http://hopenetworkministries.org/2017/05/congregational-leadership-in-anxious-times-part-1-2/>  
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<http://www.lifeandleadership.com/book-summaries/steinke-congregational-leadership-in-anxious-times.html>  
[http://rockhay.tripod.com/cohort/Congregational\\_Leadership\\_in\\_Anxious\\_Times.pdf](http://rockhay.tripod.com/cohort/Congregational_Leadership_in_Anxious_Times.pdf)  
<http://www.uua.org/governance/leadership/systems>  
<http://www.resolveconflictnow.net/review-congregational-leadership-in-anxious-times-by-peter-steinke/>  
<http://www.susanbeaumont.com/10-things-you-can-do-right-now-to-reduce-anxiety-in-your-congregation/>  
 Images for Reduce Anxiety in Your Congregation  
<https://www.youtube.com/watch?v=i9pJ2akQLGU> How to Deal with Difficult People with Peter Steinke – YouTube  
 Images for How to Deal with Difficult People with Peter Steinke – YouTube  
<https://www.youtube.com/watch?v=RvdXR2T6O4> Dr. Peter L. Steinke - "Church - Making the Future Work" - Session 1 of 4  
<https://www.youtube.com/watch?v=Zli0jWQ5kE&t=70s> Dr. Peter L. Steinke - "Church - Making the Future Work" - Session 2 of 4  
<https://www.youtube.com/watch?v=e0u-kLsAc6Q> Dr. Peter L. Steinke - "Church - Making the Future Work" - Session 3 of 4  
<https://www.youtube.com/watch?v=EEullhX3xJQ> Dr. Peter L. Steinke - "Church - Making the Future Work" - Session 4 of 4  
<https://www.youtube.com/watch?v=iHdP9G3kq0I> When Anxiety Strikes (Differentiation) with Peter Steinke – YouTube  
<https://www.youtube.com/watch?v=egP3WVY-r5M> UU University 2006 Part 6 - Church Conflict - A Systems Perspective - YouTube  
<https://www.youtube.com/watch?v=zPA8vSO71Bo> Anxious Times – YouTube  
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Potholes - John Calvin Presbytery Slide 15

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<https://www.selectlearning.org/store/all/congregational-leadership-anxious-times-book>  
<https://www.linkedin.com/pulse/powerful-presence-nonanxious-bob-bullock>  
<https://www.christiancentury.org/contributor/peter-l-steinke>  
<https://www.thriftbooks.com/a/peter-l-steinke/234048/>  
<https://www.librarything.com/author/steinkepeterl>  
<https://www.uua.org/offices/people/peter-l-steinke>  
<http://worldcat.org/identities/lccn-n50020744/>  
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<https://imnedu.org/authors/peter-l-steinke/>  
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Images for Peter L. Steinke (Author)

Images for Congregational Leadership in Anxious Times: Being Calm and Courageous No Matter What by Peter L. Steinke (Author)

## Resource Guides | Center for Congregations

Spiritual Foundations of Congregational Leadership

Workshop Resources Guides

These resources are the top picks by workshop presenter Donald Zimmer for the February 2012 workshop Spiritual Foundations of Congregational Leadership.

<https://www.centerforcongregations.org/resources/resource-guides?page=6>

Images for Congregational Leadership

<https://www.pinterest.com/uuabookstore/congregational-leadership/>

Images for pinterest/uuabookstore/congregational-leadership



**The Calling of Congregational Leadership: Being, Knowing, Doing Ministry (TCP The Columbia Partnership Leadership Series) by Larry L. McSwain (Author)**

Leading is a calling from God, but that doesn't mean it is easy. There are choices to be made about what your congregation believes, how your church organizes for effective ministry, and how your church serves the settings of which you are a part. The good news is that others have gone before you. Author Larry L. McSwain's forty years of experience can help guide you through these choices. Rooted in research, *The Calling of Congregational Leadership* teaches a three-pronged approach to congregational leadership: being a good leader, the knowledge needed by the leader, and the managing of ministry leadership. By using this practical, holistic approach to leading congregations, McSwain shows you how to use your church's potential for conveying the power of God in the lives you touch. *The Calling of Congregational Leadership* is for those who seek to enlarge the understanding of their leadership to make their communities of faith more vital and more reflective of the mission of God in the world.



<https://www.amazon.com/Calling-Congregational-Leadership-Ministry-Partnership/dp/0827205317>  
<https://www.chalicepress.com/The-Calling-of-Congregational-Leadership-P1186.aspx>  
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Images for Larry L. McSwain (Author)  
Images for *The Calling of Congregational Leadership: Being, Knowing, Doing Ministry* BY Larry L. McSwain (Author)  
<https://www.chalicepress.com/TCP-Leadership-Series-C157.aspx>  
Images for (TCP The Columbia Partnership Leadership Series)

## 18) Consolidation

**[PDF] A resource for congregations discerning God's call to mission in the 21<sup>st</sup> century**

**Consolidation** or Merger – In this model congregation become one new congregation with a new name. The ELCA has produced a document called “Together in Mission: The blending of Ministries through Merger or Consolidation.”

<http://upstatenysynod.org/download/general/Partnerships%20for%20mission%20%234.pdf>  
Images for Congregation Consolidation or Merger

Page 11

### Churches Blending Through Consolidation - Church Collaboration

In a rebirth or restart merger the blending churches intentionally die (or dissolve in legal terms) to start a new congregation with a new up-to-date name, a renewed sense of mission, and a new public identity. The ELCA uses the term “consolidation” for rebirth mergers. Reborn congregations usually carry on some of the cherished traditions of their predecessors, and they provide a place of fellowship and caring for their long term members. Their emphasis, however, is on a fresh start that will reach and serve people in the community in a renewed ministry.

<http://churchcollaboration.com/consolidation.htm>  
Images for Churches Blending Through Consolidation - Church Collaboration

### First Lutheran Church holds final Sunday service in Eau Claire | Leader-Telegram

Starting next Sunday, Odgren will take over as pastor for the combined congregations. Spirit Lutheran. The move was meant to address the flickering attendance and budgets at both churches.

“People have talked to me about whether there was something more we could have done to maintain the ministry and sustain the ministry of First Lutheran Church,” Odgren said. “We’ve served the legacy well of the people who founded this church. This message of **consolidation** is one that says, ‘We are in this together, and God needs us to work together for the world that God loves so much.’”

<http://www.wqow.com/story/30406289/2015/11/01/first-lutheran-church-holds-final-sunday-service-in-eau-claire>  
Images for First Lutheran Church holds final Sunday service in Eau Claire  
Images for God needs us to work together for the world  
<http://www.leadertelegram.com/News/Region/2015/06/09/Two-Lutheran-churches-vote-to-merge-parishes.html>  
<http://www.weau.com/home/headlines/Fast-growing-Boys--Girls-Club-considers-move-to-First-Lutheran-Church-328946041.html>  
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<http://www.leadertelegram.com/contact>

<http://spiritlutheran.org/about/history/>  
<https://www.facebook.com/SpiritLutheran/>

#### [PDF] The Consolidation and Closing of Congregations - Episcopal Diocese of Long Island

The consolidating of two or more congregations is a complex process, with pastoral, spiritual, legal and practical dimensions. The goal is the creation of a new congregation where the combination of people and resources can provide an increased capacity for spreading the Gospel and for spiritual growth.

[http://www.dioceselongisland.org/website\\_pdfs/Consolidation\\_Closing\\_Congregations\\_EDLI.pdf](http://www.dioceselongisland.org/website_pdfs/Consolidation_Closing_Congregations_EDLI.pdf)  
[Images for The Consolidation and Closing of Congregations - Episcopal Diocese of Long Island](#)

## 19) Cooperation

### Cooperating Congregations: Portraits of Mission Strategies [Gilson Waldkoenig, William Avery]

Transitioning communities are challenging congregations to develop unique and creative mission strategies so that they may remain open as viable ministry centers. Gilson A. C. Waldkoenig and William O. Avery examine the strategy of cooperative ministry ventures in *Cooperating Congregations*, a new book from Alban Institute Press. The book takes a close look at cooperative congregations that have joined together to engage in common mission and to share resources while maintaining their autonomy. Based on an intensive study of five cooperative ministry ventures, *Cooperating Congregations* focuses on how each partnership takes a unique approach in addressing its own mission.

Through the stories of rural ministries, community development projects, and urban missions, Waldkoenig and Avery describe new approaches to parish and community issues. "In getting to know these congregations and then introducing them to us, Gilson Waldkoenig and William Avery have given all those who care about American congregations a great gift," writes James W. Lewis, Executive Director, Louisville Institute, in the foreword. "They remind us that cooperative parishes can be remarkably creative in discovering how to be the church in mission, adapting in the process to the challenging circumstances around them. Their story, then, is partly an account of institutional ingenuity. But, in the end, *Cooperating Congregations* is mainly a story of adaptation and of hope."

"As rural economic situations deteriorate in many parts of the country, some congregations are unable to afford a 'fulltime pastor.' While this is usually thought to be a detriment, the cooperative parish is one solution to this limitation which might, instead, increase the effectiveness and faithfulness of those parishes," says Shannon Jung, Director, Center for Theology and Land, Wartburg and University of Dubuque Theological Seminaries, Dubuque, IA. "*Cooperating Congregations* is the guidebook that we have needed for some time. Avery and Waldkoenig give us a vivid portrait of five cooperative parishes. Beyond that, however, they supplement their interviews and stories with an assessment of why these cooperatives hum and overall conclusions that direct others who might be considering such arrangements."

"It is delightful to read a book that profiles how the Holy Spirit is alive and well in the church and specifically in rural ministry. This book affirms my belief that it is through the rural church that the whole church will be led," asserts Sandra A. LaBlanc, Director, Rural Ministry Resources and Networking, Evangelical Lutheran Church in America, Chicago. "Not only does this book contribute to the scholarly literature on the rural church but it also provides models that can be used in other ministry settings and offers examples of how church can be lived within specific cultural and community contexts. *Cooperating Congregations* is a must-read for seminarians, lay leaders, and church officials to 'catch the fire' of the Holy Spirit at work in the rural church."

Gilson A. C. Waldkoenig is Assistant Professor of Church in Society and Director of the Town & Country Church Institute at Gettysburg Lutheran Theological Seminary in Gettysburg, PA. He is the author of *Symbiotic Community: E. W. Mueller's Response to the Rural Social Crisis* and editor of *The Lost Land & E. W. Mueller's Vision for the Development of Regional Community*. William O. Avery is Professor of Stewardship and Parish Ministry and Director of the Stewardship of Life Institute at Gettysburg Lutheran Theological Seminary in Gettysburg, PA. He is the author of *Empowered Laity: The Story of the Lutheran Laity Movement*.

<http://www.amazon.com/Cooperating-Congregations-Gilson-C-Waldkoenig/dp/1566992257>  
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<https://www.amazon.com/Gilson-A.-C.-Waldkoenig/e/B001K7V948>  
[https://www.goodreads.com/author/show/5822250.Gilson\\_A\\_C\\_Waldkoenig](https://www.goodreads.com/author/show/5822250.Gilson_A_C_Waldkoenig)  
[Images for Gilson Waldkoenig, author](#)  
<https://books.google.com/books?isbn=1566995167>  
<https://books.google.com/books?isbn=149822637X>  
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[http://www.goodreads.com/author/show/879678.William\\_O\\_Avery](http://www.goodreads.com/author/show/879678.William_O_Avery)  
[Images for william o. avery, author](#)  
[Images for Cooperating Congregations: Portraits of Mission Strategies \[Gilson Waldkoenig, William Avery\]](#)

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### Cooperation Quotes - BrainyQuote

<https://www.brainyquote.com/topics/cooperation>  
[Images for cooperation quotes](#)

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[http://www.notable-quotes.com/c/cooperation\\_quotes.html](http://www.notable-quotes.com/c/cooperation_quotes.html)  
<https://www.ranker.com/list/notable-and-famous-cooperation-quotes/reference>  
<http://en.proverbia.net/citastema.asp?tematica=258> Cooperation Quotes - Quotations and Famous Quotes on Cooperation  
<https://www.successories.com/iquote/category/724/cooperation-quotes/1>  
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<http://www.greatexpectations.org/quotes-about-cooperation>  
<https://www.happypublishing.com/blog/cooperation-quotes/>  
<https://winningquotes.blogspot.com/2015/06/quotes-and-sayings-about-cooperation.html>  
<https://www.azquotes.com/quotes/topics/cooperation-and-collaboration.html>

### Cooperation - Wikipedia

Cooperation is the process of groups of organisms working or acting together for common or mutual benefit, as opposed to working in competition for selfish benefit.

<https://en.wikipedia.org/wiki/Cooperation>

[Images for cooperation](#)

### Cooperative Ministries in the 21st Century - GBOD

As we continue in the twenty-first century, what are the emerging trends for the church and its mission and ministry? And how does cooperative parish development help the church address these trends?

The short answer is that cooperative parish ministry can be an important instrument in helping congregations relate to emerging trends in the new century. We are in a time of change in the church. Loren Mead has pointed out that the day of the church culture labeled "Christendom" is over. We understand that the mission of the church is now at our doorstep, not "over there."

<http://www.gbod.org/resources/cooperative-ministries-in-the-21st-century>

[Images for Cooperative Ministries in the 21st Century - GBOD](#)

### 22 best Cooperation activities images on Pinterest

<https://www.pinterest.com/terrirossman/cooperation-activities/>

[Images for Cooperation Pinterest](#)

<https://www.pinterest.com/csbbp/cooperation/>

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### What Does the Bible Say About Cooperation? - OpenBible.info

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<https://www.bibletools.org/index.cfm/fuseaction/Topical.show/RTD/cgg/ID/5385/Cooperation-with-God.htm>

<http://www.bible-glory.com/bible-topics/cooperation.html>

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<https://biblehub.com/topical/c/cooperation.htm>

<https://www.lifeway.com/en/articles/foundations-faith-cooperation>

[Images for foundations-faith-cooperation](#)

<https://theologicalmatters.com/2014/06/03/four-levels-of-christian-cooperation/>

[Images for christian cooperation](#)

## 20) Deacon

### Board of Deacons - Mystic Congregational Church

To be a deacon means to be a "servant" or "minister". Deacons are persons who are chosen by the congregation to share with the pastor(s) in helping the church to envision and achieve its spiritual possibilities.

<http://mysticucc.org/worship/board-of-deacons>

[Images for Board of Deacons](#)

CONSTITUTION AND BYLAWS  
 FOR  
 CONGREGATIONS  
 OF THE  
 AMERICAN LUTHERAN CHURCH

## Article XI – OFFICERS AND BOARDS

1. At its annual meeting, the congregation shall elect the following officers, each for a term of two years:
  - (a) President
  - (b) Vice-president
  - (c) Secretary
  - (d) Treasurer
  - (e) Financial SecretaryThe duties of the officers of the congregation shall be those provided in the bylaws.
2. The Board of Deacons
  - (a) There shall be a Board of Deacons of three members elected at the annual meeting of the congregation, each for a term of three years. One-third of the members of the board shall be elected at each annual meeting of the congregation. The pastor shall be an advisory member by virtue of his office, without vote.
  - (b) The duties and responsibilities of the Board of Deacons shall be to provide spiritual leadership in the congregation, working with the pastor, to guide the work, witness, worship, and service of the congregation in the world.
3. The Board of Trustees
  - (a) There shall be a Board of Trustees of three members elected at the annual meeting of the congregation, each for a term of three years. One-third of the members of the board shall be elected at each annual meeting of the congregation. The pastor shall be an advisory member by virtue of his office, without vote.
  - (b) The duties and responsibilities of the Board of Trustees shall be to have charge of the general management of all matters relating to legal and corporate affairs and to supervise the maintenance of the properties of the congregation.

### Deacon - Wikipedia

A deacon is a member of the diaconate, an office in [Christian churches](#) that is generally associated with service of some kind, but which varies among theological and denominational traditions. Some Christian churches, such as the [Catholic Church](#), the [Eastern Orthodox Church](#) and the [Anglican church](#), view the diaconate as part of the [clerical](#) state; in others, the deacon remains a [layperson](#).

The word *deacon* is derived from the Greek word *diákonos* (διάκονος),<sup>[1]</sup> which is a standard [ancient Greek](#) word meaning "servant", "waiting-man", "minister", or "messenger".<sup>[2]</sup> One commonly promulgated speculation as to its etymology is that it literally means "through the dust", referring to the dust raised by the busy servant or messenger.<sup>[3]</sup>

It is generally assumed that the office of deacon originated in the selection of seven men by the apostles, among them [Stephen](#), to assist with the charitable work of the early church as recorded in [Acts 6](#).<sup>[4][5]</sup>



[Saint Stephen](#), one of the first seven deacons in the Christian Church, holding a Gospel Book in a 1601 painting by [Giacomo Cavedone](#).

<https://en.wikipedia.org/wiki/Deacon>

[Images for deacon](#)

### Deacons and Congregational Care - First Presbyterian Church

The ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress.

<http://esthervillepresbyterian.com/ministry/congregational-care/>

[Images for Deacons and Congregational Care](#)

### Four Useful Ministries by Deacons – ThomRainer.com

But what is a deacon supposed to do? For certain, we know that the term “deacon” means servant. But how does a servant ministry manifest itself?

<http://thomrainer.com/2017/05/four-useful-ministries-deacons/>

[Images for thom rainer on church deacon](#)

[DOC]Model Constitution for Congregations 2019 - ELCA Resource Repository

## Chapter 9.

## ROSTERED MINISTER

- \*C9.24.** The specific duties of the **deacon**, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- \*C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:
- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, for the following reasons:
    - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
    - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
    - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
    - 4) physical disability or mental incapacity of the deacon;
    - 5) suspension of the deacon through discipline for more than three months;
    - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
    - 7) termination of the relationship between this church and this congregation;
    - 8) dissolution of this congregation or the termination of a parish arrangement; or
    - 9) suspension of this congregation through discipline for more than six months.
  - b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
    - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
    - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
  - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
  - d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
  - e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- \*C9.26.** This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
- \*C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- \*C9.28.** With the approval of the bishop of the synod, this congregation may depart from \*C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.25.a.



- \*C9.29. The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- \*C9.31. The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

<https://www.elca.org/constitution> 2019 Model Constitution for Congregations  
<https://download.elca.org> > ELCA Resource Repository > Model Constitution  
<http://www.elca.org/Resources/Office-of-the-Secretary>  
 Images for Model Constitution for Congregations 2019 - ELCA Chapter 9. ROSTERED MINISTER - deacon

#### Pastoral-Care Focused Deacon Ministry - LifeWay

How can our deacon ministry be more effective?

<http://www.lifeway.com/Article/pastoral-care-focused-deacon-ministry>  
 Images for Pastoral-Care Focused Deacon Ministry

#### What Does the Bible Say About Deacons? - OpenBible.info

<https://www.openbible.info/topics/deacons>  
 Images for Bible and Deacons  
<https://www.9marks.org/article/biblical-qualifications-and-responsibilities-deacons/>  
<https://bible.knowing-jesus.com/topics/Deacons>  
<https://www.crosswalk.com/church/pastors-or-leadership/the-role-of-the-deacon-1235697.html>  
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<https://www.biblegateway.com/passage/?search=1+Timothy+3%3A8%2CTitus+1%3A7&version=ESV>  
<https://www.biblegateway.com/passage/?search=Acts+6&version=PHILLIPS>  
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<https://www.kingjamesbibleonline.org/Bible-Verses-About-Deacons/>  
<https://www.biblestudytools.com/dictionary/deacon/>  
<https://bible.org/seriespage/lesson-14-are-you-deacon-1-timothy-38-13-acts-61-6>  
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<https://bible.org/article/qualifications-evaluation-elders-and-deacons>  
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<https://www.bibleanswerstand.org/deacon.htm>  
<http://bible-truth.org/deacon.html>  
<https://www.thoughtco.com/what-is-a-deacon-700680>

## 21) Decide

#### Best 25+ Decision making ideas on Pinterest

<https://www.pinterest.com/explore/decision-making/>  
 Images for decision making pinterest  
<https://www.pinterest.com/explore/life-decision-quotes/>  
<https://www.pinterest.com/explore/hard-decisions/>  
<https://www.pinterest.com/TheHealthyMind/decision-making/>

#### [PDF] Decision Making for Church Leaders - Episcopal Church Foundation

There are: many styles of decision making.

[http://www.episcopalchurchfoundation.org/uploads/pages/files/Decision\\_Making\\_for\\_Church\\_Leaders.pdf](http://www.episcopalchurchfoundation.org/uploads/pages/files/Decision_Making_for_Church_Leaders.pdf)  
 Images for Decision Making for Church Leaders - Episcopal Church Foundation

#### Decision-making - Wikipedia

In psychology, decision-making (also spelled decision making and decisionmaking) is regarded as the **cognitive process** resulting in the selection of a belief or a course of action among several possible alternative options. Decision-making is the process of identifying and choosing alternatives based on the **values**, **preferences** and beliefs of the decision-maker. Every decision-making process produces a final choice, which may or may not prompt action.

<https://en.wikipedia.org/wiki/Decision-making>  
 Images for Decision-making

#### How Great Decisions Get Made: 10 Easy Steps for Reaching Agreement on Even the Toughest Issues [Don Maruska, Margaret J. Wheatley]

All too often, solving tough work issues can become a tug of war as clashing departments, priorities, personality styles, and other concerns threaten to destroy any possibility of a successful conclusion. But by sharing hopes, and focusing on information rather than debate, the path to agreement can become wonderfully clear.

*How Great Decisions Get Made* shows how to bring out the best in people, so that the process of decision making cements groups together rather than pulling them apart. The book gives readers a simple 10-step process to help their people overcome seemingly intractable differences, paving the way for groups to:

\* Embrace a world view filled with the possibility of creating better results together

\* Shift their attention from the stale "What should we do?" to a fresh "How can we achieve what we really want?" attitude

<http://www.amazon.com/How-Great-Decisions-Get-Made/dp/0814407935>  
<https://www.goodreads.com/book/show/19423098-how-great-decisions-get-made>  
<https://www.barnesandnoble.com/w/how-great-decisions-get-made-don-maruska/1111593320>  
<https://flylib.com/books/en/2.790.1/>  
[http://donmaruska.com/Library/PDF/MaruskaMedia\\_Kit.pdf](http://donmaruska.com/Library/PDF/MaruskaMedia_Kit.pdf)  
<http://www.kantola.com/Don-Maruska-PDPD-80-S.aspx>  
<https://www.bkconnection.com/experts/donmaruska>  
<https://www.youtube.com/watch?v=1v2kAs-beV0> "How Great Decisions Get Made" introduction by Don Maruska - YouTube  
<https://www.amazon.com/Don-Maruska/e/B00A00GQ0S>  
[https://www.goodreads.com/author/show/493740.Don\\_Maruska](https://www.goodreads.com/author/show/493740.Don_Maruska)  
Images for Don Maruska, author  
<http://www.takechargeofyourtalent.com/>  
<https://twitter.com/donmaruska?lang=en>  
<https://margaretwheatley.com/>  
[https://en.wikipedia.org/wiki/Meg\\_Wheatley](https://en.wikipedia.org/wiki/Meg_Wheatley)  
<https://www.amazon.com/Margaret-J.-Wheatley/e/B000APA88Q>  
[https://www.goodreads.com/author/show/157975.Margaret\\_J\\_Wheatley](https://www.goodreads.com/author/show/157975.Margaret_J_Wheatley)  
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Images for How Great Decisions Get Made: 10 Easy Steps for Reaching Agreement on Even the Toughest Issues [Don Maruska, Margaret J. Wheatley]

#### Making Informed Decisions during Times of Change | The Parish Paper

In general, the larger the geography and the greater the number of stakeholders, the more complex the work becomes.

<http://winnebagoepresbytery.org/wp-content/uploads/2007/11/P-P-6-2013-Making-Informed-Decisions1.pdf>  
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[www.abcgrr.org/Current\\_PM/June2013/PP--6-2013-Making-Informed-Decisions.pdf](http://www.abcgrr.org/Current_PM/June2013/PP--6-2013-Making-Informed-Decisions.pdf)  
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<http://www.wcucc.org/resource-center/church-management/parish-paper/>  
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<https://www.theparishpaper.com/back-issue-index> Back Issue Index | The Parish Paper

#### Making the Tough Choices – Tips on how NOT to make decisions

Decision-making Led by the Spirit  
<http://www.ecfvp.org/vestrypapers/making-the-tough-choices/decision-making-led-by-the-spirit/>  
Decisions: The Work of Leaders  
<http://www.ecfvp.org/vestrypapers/making-the-tough-choices/decisions-the-work-of-leaders/>  
On the Fear of Failure  
<http://www.ecfvp.org/vestrypapers/making-the-tough-choices/on-the-fear-of-failure/>  
Tips on how NOT to make decisions...

#### Vestry Papers - Making the Tough Choices - Tips on how NOT to make decisions

<http://www.ecfvp.org/vestrypapers/making-the-tough-choices/tips-on-how-not-to-make-decisions/>  
<http://www.ecfvp.org/vestrypapers/issue/making-the-tough-choices/>  
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#### What Does the Bible Say About Decision Making? - OpenBible.info

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Images for Bible and Decision Making  
<http://www.watermark.org/blog/decision-making-principles>  
<https://www.unitedbiblesocieties.org/10-bible-verses-making-decisions/>  
<https://www.linkedin.com/pulse/50-bible-verses-making-big-decisions-hein-van-wyk>  
<https://get.tithe.ly/blog/bible-verses-about-decisions>  
<https://www.gotquestions.org/Bible-decision-making.html>

<https://www.biblestudytools.com/blogs/chris-russell/how-to-make-right-decisions.html>  
<https://pastorrick.com/devotional/english/full-post/six-steps-for-biblical-decision-making/>  
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<https://www.compellingtruth.org/decision-making-Bible.html>  
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<http://www.freebiblestudyguides.org/bible-answers/decision-making.htm>  
<https://www.gty.org/library/questions/QA140/how-can-christians-make-godhonoring-decisions>  
<https://www.christianpost.com/news/7-bible-verses-that-are-very-helpful-when-making-a-tough-decision-129989/>  
<https://unlockingthebible.org/2017/01/three-keys-to-decision-making/>  
<https://www.ucg.org/beyond-today/beyond-today-magazine/bible-answers-for-decision-making>  
<https://heathercking.org/2015/07/06/bible-verses-wisdom/> 20 Bible Verses on Wisdom and Making Tough Decisions – Heather C. King  
 Images for Bible Verses on Wisdom and Making Tough Decisions  
<https://www.whatchristianswanttoknow.com/7-great-bible-verses-for-tough-decisions/>  
<https://www.thoughtco.com/biblical-decision-making-steps-701022>  
<https://www.biblegateway.com/resources/dictionary-of-bible-themes/8409-decision-making>  
<https://christiancounseling.com/blog/uncategorized/the-role-of-authority-in-biblical-decision-making/>  
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<http://www.tylerspeegle.com/3-key-verses-wise-decisions/>  
<https://bible.knowing-jesus.com/topics/Good-Decision-Making-Examples>  
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<http://www.bibleinfo.com/en/topics/decisions>  
[https://biblehub.com/topical/d/decision\\_making.htm](https://biblehub.com/topical/d/decision_making.htm)

## 22) Deliberate

### Deliberate | Definition of Deliberate by Merriam-Webster

intransitive verb

: to think about or discuss issues and decisions carefully

The jury *deliberated* for several days before reaching a verdict.

<https://www.merriam-webster.com/dictionary/deliberate>

Images for Deliberate | Definition

### Deliberate Quotes - BrainyQuote

<https://www.brainyquote.com/topics/deliberate>

<https://www.brainyquote.com/topics/deliberately>

Images for Deliberate Quotes

<https://www.goodreads.com/quotes/tag/deliberate>

<https://www.azquotes.com/quotes/topics/deliberate.html>

<https://www.quotetab.com/quotes/about-deliberate#6QUSqmCKqb2o2uik.97>

<https://quotes.yourdictionary.com/deliberate>

### deliberate - Wiktionary

Verb[[edit](#)]

deliberate (*third-person singular simple present* [deliberates](#), *present participle* [deliberating](#), *simple past and past participle* [deliberated](#))

1. (*transitive*) To [consider](#) carefully; to weigh well in the mind.  
*It is now time for the jury to deliberate the guilt of the defendant.*
2. (*intransitive*) To [consider](#) the reasons for and against anything; to [reflect](#).

<https://en.wiktionary.org/wiki/deliberate>

Images for deliberate

<https://en.wiktionary.org/wiki/deliberately>

Deliberation is a process of thoughtfully weighing options, usually prior to voting. Deliberation emphasizes the use of logic and reason as opposed to power-struggle, creativity, or dialog. Group decisions are generally made after deliberation through a vote or consensus of those involved.



The city council of The Hague deliberating in 1636.

<https://en.wikipedia.org/wiki/Deliberation>  
[Images for Deliberation](#)

#### HOW TO BE A CHURCH COUNCIL MEMBER - Synod Resource Center

What does the council DO?

The council is guided by our constitution and is responsible for specific areas of church life -- such as Worship, Education, Evangelism, Fellowship, Property, Public Relations, Social Concerns, Stewardship and Youth. The members **deliberate**, make decisions about the policies, practices and plans for the future of our church.

[http://synodresourcecenter.org/admin/personnel/council\\_members/0001/council\\_member.html](http://synodresourcecenter.org/admin/personnel/council_members/0001/council_member.html)  
[Images for HOW TO BE A CHURCH COUNCIL MEMBER - Synod Resource Center](#)

#### The Power of Deliberate Listening | Ronnie Polaneczky - YouTube

When an angry reader began cursing her out over the phone, newspaper columnist Ronnie Polaneczky had an epiphany: Magic happens when we set aside our judgments and just listen, even when we are certain that person is wrong and we are right. The experience set her on a quest to understand the true meaning of what she calls "deliberate listening." When deep listening becomes a deliberate practice, like a muscle to be exercised, we open new creative spaces in our lives for connecting with others and fully expressing ourselves. Ronnie Polaneczky, a journalist for thirty years, is a columnist at the Philadelphia Daily News, where she has won numerous journalism awards for listening to the city she loves and telling its stories in ways that get to the heart of who we are. She is the 2015 winner of the Eugene Pulliam Journalism Fellowship for her coverage of a growing yet vastly unheard population -- elderly parents who are still responsible for the care of their intellectually disabled, aging children. Polaneczky has also written for local and national magazines -- including Philadelphia, Men's Health, Reader's Digest, MarieClaire, Redbook and others -- and is a popular public speaker and emcee. She lives in Philadelphia with her husband, writer Noel Weyrich. Their daughter, Adeline, is a New York comedian and college student. This talk was given at a TEDx event using the TED conference format but independently organized by a local community. Learn more at <http://ted.com/tedx>

<https://www.youtube.com/watch?v=A343tIP5iUA>  
[Images for The Power of Deliberate Listening | Ronnie Polaneczky - YouTube](#)  
<https://www.youtube.com/channel/UCQsN6uWFSgrBGq7IBlp0mdw> RONNIE POLANECZKY - YouTube  
<https://mhealthinsight.com/2016/05/30/the-power-of-deliberate-listening/>  
<https://creativemornings.com/talks/ronnie-polaneczky>  
[https://www.philly.com/author/polaneczky\\_ronnie/](https://www.philly.com/author/polaneczky_ronnie/)  
[https://twitter.com/RonniePhilly?ref\\_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor](https://twitter.com/RonniePhilly?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor)  
<https://muckrack.com/ronnie-polaneczky/articles>  
<https://www.facebook.com/ronnie.polaneczky>  
<https://www.linkedin.com/in/ronniepolaneczky>

### 23) Disaster Ministry

#### A Ready Hope: Effective Disaster Ministry for Congregations by Kathryn M. Haueisen (Author), Carol Flores (Author)

*A Ready Hope: Effective Disaster Ministry for Congregations* is an introduction for people of faith who are new to the ministry of disaster preparedness and response. Authors Kathy Haueisen and Carol Flores have both personal and professional experience dealing with the tropical storms and hurricanes that have roared through the Gulf Coast region the past decade. Residents of Houston, Texas, they have worked closely with ecumenical faith-based and other nongovernmental networks, governmental groups, judicatory leaders, and congregations as they have assisted those affected by these disasters. *A Ready Hope* provides an overview of existing disaster-response networks, details the predictable phases of disaster recovery at both the individual and community level, lifts up helpful and unhelpful ways that congregational leaders and members can be involved in disaster response efforts, and provides resources to prepare congregations to respond appropriately to a disaster in their community. A variety of organizations bring help when disaster strikes. Faith-based organizations also bring hope to the survivors of the disaster and to the other rescue and relief workers who leave home to assist. This book will help people of faith equip themselves to be part of God's heart and hands when a disaster occurs.

<https://www.amazon.com/Ready-Hope-Effective-Disaster-Congregations/dp/1566993865>  
<https://www.goodreads.com/book/show/14949394-a-ready-hope>  
<https://rowman.com/ISBN/9781566993869/A-Ready-Hope-Effective-Disaster-Ministry-for-Congregations>  
<https://books.google.com/books?isbn=1566994624>  
[https://books.google.com/books/about/A\\_Ready\\_Hope.html?id=kfhYAwAAQBAJ](https://books.google.com/books/about/A_Ready_Hope.html?id=kfhYAwAAQBAJ)  
<http://www.revwriter.com/revwriter-resource/disaster-ministry-for-congregations/#.V7Y4BCgrKUK>  
<http://books.txauthors.com/category-s/2359.htm>  
<https://www.amazon.com/Kathy-Haueisen/e/B001JS9XT6>  
[https://www.goodreads.com/author/show/1536868.Kathryn\\_M\\_Haueisen](https://www.goodreads.com/author/show/1536868.Kathryn_M_Haueisen)  
[Images for Kathryn M. Haueisen \(Author\)](#)  
[Images for Carol Flores \(Author\) effective disaster ministry](#)  
[Images for A Ready Hope: Effective Disaster Ministry for Congregations by Kathryn M. Haueisen \(Author\), Carol Flores \(Author\)](#)  
[https://pda.pcusa.org/site\\_media/media/uploads/pda/pdfs/preparetocare2009.pdf](https://pda.pcusa.org/site_media/media/uploads/pda/pdfs/preparetocare2009.pdf)  
<https://www.episcopalrelief.org/uploads/EducationFileModel/131/file/Preparedness%20Planning%20Tips.pdf>  
<https://www.episcopalrelief.org/what-we-do/us-disaster-program/us-disaster-program-preparedness-resources>

<https://www.churchleadership.com/leading-ideas/church-need-disaster-ministry-plan/>

### Congregations will do well to plan ahead for disasters | Church Executive

#### JUST WHAT IS A DISASTER?

A disaster is an unplanned, unwanted, and often unpredicted event that disrupts daily routines for anywhere from a few weeks to a few years and overwhelms the recovery resources of those affected.

<http://churchexecutive.com/archives/congregations-will-do-well-to-plan-ahead-for-disasters>

Images for Congregations will do well to plan ahead for disasters | Church Executive

### Disaster Ministry Handbook by Jamie D. Aten (Author), David M. Boan (Author)

When disasters happen, people turn to local churches as centers for response and assistance. When floods or tornadoes devastate an area, or when shootings and violence shock a community, knowing what to do can be the difference between calm and chaos, courage and fear, life and death. But few churches plan in advance for what they should do— until the storm hits. Don't get caught unprepared. If a natural disaster or human tragedy strikes your community, your church can minister to the hurting. Jamie Aten and David Boan, co-directors of the Humanitarian Disaster Institute, provide a practical guide for disaster preparedness. Disaster ministry is a critically important work of the church, preparing for the unthinkable, providing relief to survivors, caring for the vulnerable and helping communities recover. Filled with resources for emergency planning and crisis management, this book provides best practices for local congregations. By taking action in advance, your church can help prevent harm and save lives during a disaster. The time to plan is now. Be prepared.

<https://www.amazon.com/Disaster-Ministry-Handbook-Jamie-Aten/dp/0830841229>

<https://www.goodreads.com/book/show/23055127-disaster-ministry-handbook>

<http://www.barnesandnoble.com/w/disaster-ministry-handbook-jamie-d-aten/1120185537>

<https://www.ivpress.com/disaster-ministry-handbook>

<https://books.google.com/books?isbn=0830841229>

<https://books.google.com/books?isbn=0830897682>

<http://www.wheaton.edu/Academics/Faculty/A/Jamie-D-Aten>

<https://www.psychologytoday.com/experts/jamie-d-aten-phd>

<https://www.ivpress.com/jamie-d-aten>

<https://sojo.net/biography/jamie-d-aten>

<http://www.jamieaten.com/disaster-ministry-handbook/>

[http://www.goodreads.com/author/show/2503944.Jamie\\_D\\_Aten](http://www.goodreads.com/author/show/2503944.Jamie_D_Aten)

Images for Jamie D. Aten (Author)

Images for Disaster Ministry Handbook by Jamie D. Aten (Author), David M. Boan (Author)

<https://www.ivpress.com/david-m-boan>

<https://www.churchleadership.com/author/david-m-boan/>

<https://es.pinterest.com/pin/527202700109540395/>

Images for disaster ministry

### [PDF]Guide to Disaster Ministry in Your Congregation – Presbyterian Disaster Assistance

This manual focuses on how to:

- Prepare yourself, your family, and your church for a disaster inside and outside your community
- Prepare your church to work cooperatively with other churches, faith groups, and community-based groups where you live to respond to those affected by disaster

[https://pda.pcusa.org/site\\_media/media/uploads/pda/pdfs/preparetocare2009.pdf](https://pda.pcusa.org/site_media/media/uploads/pda/pdfs/preparetocare2009.pdf)

<http://associatedchurches.org/assets/documents/Guide-to-Disaster-Ministry-in-Your-Congregation-2.pdf>

Images for Guide to Disaster Ministry in Your Congregation – Presbyterian Disaster Assistance

### Lutheran Disaster Response - Evangelical Lutheran Church in America

Lutheran Disaster Response brings God's hope, healing and renewal to people whose lives have been disrupted by disasters.



[www.elca.org/Our-Work/Relief-and-Development/Lutheran-Disaster-Response/](http://www.elca.org/Our-Work/Relief-and-Development/Lutheran-Disaster-Response/)

Images for Lutheran Disaster Response - Evangelical Lutheran Church in America

[http://download.elca.org/ELCA%20Resource%20Repository/Congregational Disaster Preparedness Guide Lutheran Disaster Response.pdf](http://download.elca.org/ELCA%20Resource%20Repository/Congregational%20Disaster%20Preparedness%20Guide%20Lutheran%20Disaster%20Response.pdf)

<https://community.elca.org/lutherandisasterresponse>

<https://www.facebook.com/ELCALDR/>

<https://www.livinglutheran.org/2017/07/after-the-media-leaves-lutherans-stay/> What does disaster response look like years later?

<https://www.youtube.com/watch?v=xjBwPkUlk2s> Lutheran Disaster Response: Hope, healing and renewal – YouTube

<https://www.youtube.com/watch?v=3-XuK0ZiVXc> Help and Hope: Lutheran Disaster Response - YouTube

<https://www.youtube.com/watch?v=zMmoCQwhamY> Lutheran Disaster Response: Hurricane Seasons 2019 Update – YouTube



## 24) Disclosure

### Disclosure Quotes - BrainyQuote

<https://www.brainyquote.com/topics/disclosure>

Images for disclosure quotes

<https://www.goodreads.com/quotes/tag/disclosure>

<https://www.azquotes.com/quotes/topics/disclosure.html>

<http://www.great-quotes.com/quotes/movie/Full+Disclosure>

### Disclosure to Civil Authorities | Church Law & Tax

Key point 3-08.10. *The clergy-penitent privilege does not prevent clergy from disclosing confidential communications to the police. Rather, it prevents clergy from disclosing the content of privileged communications in court. Clergy who choose to inform the police about information shared with them in confidence are providing no more than a "tip." The police will need to confirm the information through their own investigation, since the minister will be prevented by the privilege from disclosing the information in court.*

<http://www.churchlawandtax.com/library/legal-issues-for-pastors/chapter-3-authority-rights-and-privileges/clergy-penitent-privilege-miscellaneous-issues/disclosure-to-civil-authorities/>

Images for Disclosure to Civil Authorities | Church Law & Tax

### Disclosure - Wikipedia

Disclosure may refer to: Law, science, technology, and finance. The acknowledgment of facts that one might prefer not to mention, especially risks and conflicts of interest.

<https://en.wikipedia.org/wiki/Disclosure>

Images for disclosure (legal)

### Healthy Disclosure: Solving Communication Quandaries in Congregations [Kibbie Simmons Ruth, Karen A. McClintock]

Knowledge is power, and the way knowledge is shared in a congregation can build up or break down community. When congregational leaders are sensitive to the ways that information should be shared, the congregation can become safe and strong. Unfortunately, congregations can easily fall into patterns of communication that lead to disastrous interpersonal and organizational outcomes. Even in times of crisis, however, congregations can learn and practice new skills and healthy communication management.

Congregational consultants Kibbie Ruth and Karen McClintock show clergy and laity how to appropriately handle information. From proper ways to respond to rumors to relating information about a staff firing to the congregation, *Healthy Disclosure* is filled with step-by-step ideas for handling different types of sensitive material. It helps clergy and other congregational leaders understand levels of disclosure, including how and when to reveal information, the difference between privacy and secrecy, legal issues related to public knowledge, and the power of secrets from a congregation's past.

What we don't know can hurt us. The more conscious congregational leaders are of the information they have and how they pass it along to others, the better off the congregation will be. Information management is both a technical process and a spiritual undertaking. Leaders need the ability to spiritually discern, not just intellectually decide, the solutions to congregational dilemmas.

Ruth and McClintock guide readers in developing the skills needed to create a congregational environment of healthy disclosure.

<http://www.amazon.com/Healthy-Disclosure-Communication-Quandaries-Congregations/dp/1566993466>

<https://www.goodreads.com/book/show/24639771-healthy-disclosure>

<https://rowman.com/ISBN/9781566993463/Healthy-Disclosure-Solving-Communication-Quandaries-in-Congregations>

<https://books.google.com/books?isbn=1566995434>

<https://alban.org/archive/speaking-the-truth-in-love/>

<http://kyros.org/about/staff/>

<http://kyros.org/about/staff/kibbie-ruth/>

<https://www.amazon.com/Karen-A.-McClintock/e/B001JS11U0>

[https://www.goodreads.com/author/show/817494.Karen\\_A\\_McClintock](https://www.goodreads.com/author/show/817494.Karen_A_McClintock)

Images for Kibbie Simmons Ruth, Karen A. McClintock

Images for Healthy Disclosure: Solving Communication Quandaries in Congregations [Kibbie Simmons Ruth, Karen A. McClintock]

### What Does the Bible Say About Disclosure? - OpenBible.info

<https://www.openbible.info/topics/disclosure>

Images for bible and disclosure

[https://www.openbible.info/topics/self\\_disclosure](https://www.openbible.info/topics/self_disclosure)

<https://www.openbible.info/topics/disclosed>

<https://biblehub.com/topical/d/disclose.htm>

<https://bible.knowing-jesus.com/words/Disclose>

<https://bible.knowing-jesus.com/topics/Disclosures>

<https://av1611.com/kjbp/kjv-dictionary/disclose.html>

<http://www.intothyword.org/apps/articles/default.asp?articleid=32537> The Importance of Self-Disclosure - Into Thy Word