

Interim Ministry Resources

Chapter 5 Governance

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Resources

1) Elder

Church Elders: How to Shepherd God's People Like Jesus (9marks: Building Healthy Churches) by Jeramie Rinne (Author)

What does effective church leadership look like?

In this conversational book, pastor Jeramie Rinne sets forth an easy-to-understand "job description" for elders drawn from the Bible's teaching on church leadership.

Offering practical guidance for new elders and helping church members better understand and support their spiritual leaders, this succinct volume will encourage elders to embrace their calling with grace, wisdom, and clarity of vision.



<https://www.amazon.com/Church-Elders-Shepherd-Building-Churches/dp/1433540878>

<https://www.christianbook.com/church-elders-shepherd-people-like-jesus/jeramie-rinne/9781433540875/pd/540875>

<https://www.barnesandnoble.com/w/church-elders-jeramie-rinne/1116874866>

<https://books.google.com/books?isbn=1433540908>

<https://www.crossway.org/books/church-elders-case/>

<https://www.crossway.org/authors/jeramie-rinne/>

<https://www.9marks.org/.../what-difference-between-church-elders-and-church-staff/>

<https://www.9marks.org/article/journaljob-description-lay-elders/>

<https://www.9marks.org/article/journalelders-churches-lead-disciple-makers/>

<https://www.kevinhalloran.net/church-elders-how-to-shepherd-gods-people-like-jesus-9marks/>

<https://www.thegospelcoalition.org/reviews/church-elders/>

<http://www.desiringgodchurch.org/web/2008/08/07/what-is-shepherding-and-why-must-elders-do-it/>

<https://www.amazon.com/Jeramie-Rinne/e/B00F61CFVK>

https://www.goodreads.com/author/show/7262527.Jeramie_Rinne

Images for Jeramie Rinne (Author)

Images for Church Elders: How to Shepherd God's People Like Jesus by Jeramie Rinne (Author)

Elder (Christianity) - Wikipedia

In Christianity, an elder is a person who is valued for wisdom and holds a position of responsibility and authority in a Christian group. In some Christian traditions (e.g., Eastern Orthodoxy, Roman Catholicism, Anglicanism, Methodism) an *elder* is an ordained person who serves a local church or churches and who has been ordained to a ministry of word, sacrament and order, filling the preaching and pastoral offices. In other Christian traditions (e.g., Presbyterianism, Churches of Christ, Plymouth Brethren), an elder may be a lay person serving as an administrator in a local congregation, or be ordained and serving in preaching (teaching during church gatherings) or pastoral roles. There is a distinction between ordained elders and lay elders. The two concepts may be conflated in everyday conversation (for example, a lay elder in the Baptist tradition may be referred to as "clergy", especially in America). In non-Christian world cultures the term elder refers to age and experience,^{[1][2]} and the Christian sense of elder is partly related to this.

[https://en.wikipedia.org/wiki/Elder_\(Christianity\)](https://en.wikipedia.org/wiki/Elder_(Christianity))

Images for Elder (Christianity)

E3 - Effective, Empowering Elders - ChurchSmart Resources

Where will you find trustworthy leaders in your church? How should the elders direct the affairs of the church? How will you know if they have fulfilled their responsibilities and are worthy of 'double honor'?

Rick Thompson takes an in-depth look at what makes an effective, empowering elder. He gleams many helpful insights on leadership practices from some of the best contemporary books written on this subject and weaves those insights into a solid biblical understanding of the important work of elders. He takes what Paul says to Titus (1:7) very seriously: "An overseer is entrusted with God's work..."

God's people in each century and every culture need effective, empowering elders. You are invited on a journey to discover what that means in your church and in your life if you have been entrusted with this work of the Kingdom.

<http://www.churchsmart.com/ProductDetails.asp?ProductCode=E3>

<https://nsresources.com/products/e3-effective-empowering-elders-1889638560?variant=61952064139>

Images for E3 - Effective, Empowering Elders - ChurchSmart Resources

Ministry Resource Guides Index - LifeandLeadership.com

Elders

[Plural- Elder Church Leadership](#)

[Policy Governance Models](#)

[Staff and Leadership Teams](#)

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

<http://www.lifeandleadership.com/ministry-resources/ministry-resource-guides-quick-list.html>
<http://www.lifeandleadership.com/book-summaries/>
[Images for Ministry Resource Guides Index - LifeandLeadership.com](#)

Presbyterian polity - Wikipedia

Elder

There are two types of elder; the *teaching elder* (see *The Minister* below) and the *ruling elder*. An excerpt from Miller (1831) expands this. ^[6](Chapter 1)

In every Church completely organized, that is, furnished with all the officers which Christ has instituted and which are necessary for carrying into full effect the laws of his kingdom, there ought to be three classes of officers, viz: at least one Teaching Elder, Bishop, or Pastor — a bench of Ruling Elders — and Deacons. The first to "minister in the Word and Doctrine", and to dispense the sacraments; — the second to assist in the inspection and government of the Church; — and the third to "serve tables"; that is, to take care of the Church's funds destined for the support of the poor, and sometimes to manage whatever relates to the temporal support of the gospel and its ministers.

Depending upon the specific denomination, teaching elders may also be referred to with terms such as "Minister of Word and Sacrament". ^[7]

The elders are persons chosen from among the congregation and ordained for this service. Beyond that, practices vary: sometimes elders are elected by the congregation, ^[8] sometimes appointed by the session, in some denominations elders serve for life, others have fixed terms, and some churches appoint elders on a rotation from among willing members in good standing in the church. ^[citation needed] However, in many churches, ruling elders retain their ordination for life, even though they serve fixed terms. Even after the end of their terms, they may be active in presbyteries or other bodies, and may serve communion. ^[9]

In addition to sitting on the session and other church courts, ruling elders have duties as individuals. Again, Miller (1831) explains, ^[6](Chapter 9)

It is their duty to have an eye of inspection and care over all the members of the congregation; and, for this purpose, to cultivate a universal and intimate acquaintance, as far as may be, with every family in the flock of which they are made "overseers".



The Ordination of Elders in a Scottish Kirk,
by John Henry Lorimer, 1891.
National Gallery of Scotland.

https://en.wikipedia.org/wiki/Presbyterian_polity
[Images for Presbyterian polity - Elder](#)

What Does the Bible Say About Elders? - OpenBible.info

<https://www.openbible.info/topics/elders>
https://www.openbible.info/topics/elders_and_deacons
https://www.openbible.info/topics/elders_in_the_church
[Images for bible and elders](#)
<https://www.gotquestions.org/duties-elder-church.html>
<https://bible.org/article/qualifications-evaluation-elders-and-deacons>
[Images for duties of an elder in the church](#)
<https://www.desiringgod.org/articles/what-is-the-role-of-an-elder>
[Images for role of an elder in a church](#)
<https://www.crossway.org/articles/10-things-you-should-know-about-church-elders/>
<https://carm.org/elder-church>
[Images for elder in the church](#)
<https://www.biblestudytools.com/dictionary/elder/>

2) Facility

Are Your Church Facilities an Obstacle to Growth? - Christianity Today

Assess the message your building and facilities send to visitors and guests.

<http://www.christianitytoday.com/pastors/2013/august-online-only/are-your-church-facilities-obstacle-to-growth.html>
[Images for Are Your Church Facilities an Obstacle to Growth? - Christianity Today](#)
<https://www.christianitytoday.com/ct/archives/>

Church Facilities Management – Building Church Leaders

Churches are a great meeting place for members and for people in the community. These forms help you review your current church facilities policies—or to create new and needed ones. If you're a church administrator, maintenance person, or pastor, you can now be better prepared for facilities use, set limits on what can or cannot be done on the premises, and have a clear line of accountability in case something goes wrong during facility use. Great for your policy handbook or church use manual!

<http://www.bclstore.com/products/church-facilities-management>

<https://www.bclstore.com/products/church-facilities-manager-orientation-guide>

[Images for Church Facilities Management – Building Church Leaders](#)

Facilities And Property Management In The Local Church

The physical presence of the church in the community stands as a towering symbol of faith and hope. Though a well-maintained facility may be but window dressing, to those outside the community of faith it may be the bridge that opens their hearts to the gospel.

http://enrichmentjournal.ag.org/200401/200401_88_facilities.cfm

[Images for Facilities And Property Management In The Local Church](#)

5 facility “musts” to compete for young families – Church Executive

The culture of our nation is much different than it was two decades ago. And because of those differences, the church has been challenged to meet the perceived and real needs of this generation.

<https://churchexecutive.com/archives/church-facilities-building-construction-7>

Holy Places: Matching Sacred Space with Mission and Message [Nancy DeMott, Tim Shapiro President, Brent Bill]

Buildings communicate. Stained glass windows, high altars, multi-purpose worship/gymnasium spaces, Plexiglas pulpits, padded pews--these and all other architectural elements say something about a congregation's theology and mission. They point to a faith community's beliefs about worship, identity, purpose, and more. From the stark simplicity of a Quaker meetinghouse to the splendor of a Romanesque Revival building, sacred spaces speak loudly. What they say can either reinforce a congregation's mission or detract from it. *Holy Places* is designed to be used by congregations who are involved in or are contemplating work on their facilities. This could include renovation, remodeling, expansion, or building. No matter how extensive the project, approaching the work with mission at the forefront is the key to having a final result that strengthens the congregation's ministry. The process outlined in this book--discern, decide, do--lets congregations begin where they are and provides the help they need to move to the next level.

<http://www.amazon.com/Holy-Places-Matching-Mission-Message/dp/1566993458>

<https://books.google.com/books?isbn=1566995477>

https://books.google.com/books/about/Holy_Places.html?id=ZhujAwAAQBAJ

<https://rowman.com/ISBN/9781566993456/Holy-Places-Matching-Sacred-Space-with-Mission-and-Message>

<https://alban.org/archive/centerview-ten-things-you-need-to-know-about-sacred-space-projects/>

<https://alban.org/archive/starting-a-nonprofit-at-your-church-drawing-more-resources-to-meet-increasing-community-needs/>

<http://www.susanbeaumont.com/blog/church-leadership/page/8/> *A Church & its Building(s)* Wednesday, April 21st, 2010

<https://sacredplaces.org/uploads/files/28125391779511129-pspmagazinewinter09.pdf>

Page 20

<https://centerforcongregations.org/holy-places-matching-sacred-space-mission-and-message>

https://centerforcongregations.org/sites/default/files/Family_Life_Centers_PublicReport_0.pdf

Page 7

<https://centerforcongregations.org/staff/nancy-demott>

<https://centerforcongregations.org/staff/rev-timothy-shapiro-d-min>

<https://www.faithandleadership.com/timothy-shapiro-helping-congregations-find-resources-they-need>

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

<https://www.amazon.com/J.-Brent-Bill/e/B001JRYVBC>

http://www.abingdonpress.com/j_brent_bill

[Images for Matching Sacred Space with Mission and Message \[Nancy DeMott, Tim Shapiro President, Brent Bill\]](#)

Maintaining Church Facilities in Light of COVID-19 – Velocity ministry management

Even though most churches are meeting solely online these days, we'll want our church facilities ready for when we're able to have in-person services again. As you look forward to reopening your church building, now is a good time to identify any maintenance and deep cleaning to complete before that exciting date. I asked the church facility management experts over at [Smart Church Solutions](#) to share their insights.

<https://www.velocityministrymanagement.com/maintaining-church-facilities-in-light-of-covid-19/>

[Images for Maintaining Church Facilities in Light of COVID-19](#)

National Association of Church Facilities Managers

The NACFM is dedicated to equipping church facilities professionals for the unique care and management challenges they face through continuing education, leadership development and peer support.

<https://nacfm.com/>

[Images for National Association of Church Facilities Managers](#)

6 Tips For Managing Church Facilities - Smart Church Management

Managing a church facility is very similar to managing any other type of building or campus. The only difference being churches often use volunteer labor to help get the job done.

<https://smartchurchmanagement.com/church-facilities-management/>

Images for Tips For Managing Church Facilities - Smart Church Management

<https://www.sharefaith.com/blog/2014/03/6-tips-managing-church-facilities/>

<https://dpmcare.com/managing-church-facilities/#.XvFG3GhKiUk> 5 Important Tips for Effectively Managing Church Facilities

<http://www.churchadminpro.com/Articles/Facilities-9%20Tips%20to%20Manage%20and%20Maintain.pdf>

The Seven Key Improvements You Should Make to Your Church Facilities – Rainer on Leadership #089 – ThomRainer.com

First impressions are important for churches. And on today's episode, we cover seven main areas in which your church can make improvements to improve the first impression you make to new guests.

<http://thomrainer.com/2015/01/seven-key-improvements-make-church-facilities-rainer-leadership-089/>

Images for The Seven Key Improvements You Should Make to Your Church Facilities – ThomRainer.com

<http://thomrainer.com/2016/03/using-your-church-facilities-more-effectively-throughout-the-week-rainer-on-leadership-205/>

<http://thomrainer.com/2014/08/fifteen-church-facility-issues/>

<http://thomrainer.com/2016/04/seven-church-facility-trends-rainer-on-leadership-219/>

<https://thomrainer.com/2017/12/10-keys-maximizing-church-facility-rainer-leadership-387/>

<http://www.lifeway.com/Article/services-LifeWay-architecture-Church-growth-and-church-facilities>

<http://thomrainer.com/2017/03/12-metrics-church-assessment/> #11

https://en.wikipedia.org/wiki/Thom_S._Rainer

https://twitter.com/ThomRainer?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

Images for thom rainer (author)

Worship Facilities Magazine: Welcome to WFM

Worship Facilities Magazine is the trusted source of news and information for the house of worship market.

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

Images for Worship Facilities Magazine

3) Financial Secretary

Financial Secretary - Discipleship Ministries | Equipping World

An effective financial secretary will receive, record, and deposit all funds received by the congregation in a timely, thorough, and confidential manner.

<https://www.umcdiscipleship.org/resources/financial-secretary>

Images for Financial Secretary - Discipleship Ministries | Equipping World

<https://classroom.synonym.com/finance-secretary-responsibilities-in-the-united-methodist-church-12083886.html>

<https://www.cokesbury.com/product/9781501835711/the-united-methodist-church-financial-records-handbook-20172020/> For the Finance Secretary

<http://www.umc.org/what-we-believe/para-2584-finance>

[PDF]Financial Secretary Job Description - Amazon S3

<https://s3.amazonaws.com/freechurchforms.com.1/FinancialSecretaryJobDescription.pdf>

Images for Congregation Financial Secretary Job Description

http://ebcpv.org/docs/Position_FinancialSecretary.pdf

http://westminsterumc.net/files/2016/06/Administrative-Assistant-Job-Description_2016.pdf

<https://www.churchstaffing.com/job/224065/financial-secretary/lake-shore-baptist-church/>

<https://static1.squarespace.com/static/544e8352e4b048f0ef638792/t/57c467e62994caea3b0d1ea1/1472489453908/Financial+Secretary+Job+Description.pdf>

<http://www.scbaptist.org/jdfinsec/>

http://www.synodresourcecenter.org/admin/personnel/job_descriptions/office/0007/financial_secretary.html

4) Governance

Governance | Susan Beaumont and Associates, LLC. Equipping Leaders. Aligning Resources. Engaging Mission.

<http://www.susanbeaumont.com/blog/governance/>

Images for Governance | Susan Beaumont and Associates, LLC. Equipping Leaders. Aligning Resources. Engaging Mission.

Grasping Governance by Richard Bliese - In Trust

Defining governance is like holding a slippery fish. Hold it the wrong way, and with one sudden jerk, the fish is lost. What definition of governance do you hold? My favorite comes from David Tiede, a former In Trust Governance Mentor, who is president emeritus of Luther Seminary: "Governance is the stewardship of power to accomplish a common mission."



<http://www.intrust.org/Magazine/Issues/Summer-2015/Grasping-governance>

Images for Grasping Governance by Richard Bliese - In Trust

<http://www.ats.edu/richard-bliese>

<http://www.intrust.org/Magazine/Issues/Summer-2014/What-is-so-theological-about-shared-governance>

<http://www.intrust.org/Magazine/Issues/Spring-2014/From-the-presidents-desk>

19 best images about Church governance on Pinterest

<https://www.pinterest.com/slgib1960/church-governance/>

Images for church governance pinterest

Rev. David Keyes: Church Consultant – Rev. David Keyes

Administration and Staffing

Governance

Finance & Fundraising

Appreciative Inquiry

Transition Consulting

<https://keyes4thechurch.com/>

<https://www.linkedin.com/in/david-keyes-364a16ab>

Images for Rev. David Keyes: Church Consultant

5) Interim Ministry

How Can an Interim Minister Help?

- An interim minister can help your congregation deepen its stewardship, review and strengthen its governance structures, nurture lay leadership, enhance both board and/or staff's performance and morale, and prepare for your next chapter of ministry.

http://www.spiritquest.ws/About_Interim_Ministry.html

Images for strengthen its governance structures

Preaching During the Interim - Sermons & Articles - Preaching.com

Preaching on Encouraging New Leadership

<https://www.preaching.com/articles/preaching-during-the-interim/>

Images for Preaching During the Interim - Sermons & Articles - Preaching.com Preaching on Encouraging New Leadership

[PDF] Rethinking Transitional Ministry by Norman B. Bendroth - Amazon Web Services

First, structures include healthy processes built (or needing to be built) into the “immune system” of a congregation to deal with conflict and change when it inevitably comes. These further comprise sound policies, effective governance, and firm boundaries.

http://macucc.s3.amazonaws.com/71BBE2C7B9B049B0883D51809D9A1E82_Rethinking%20Transitional%20Ministry.pdf Page 5

Images for rethinking transitional ministry by norman b. bendroth

Images for “immune system” of a congregation comprise sound policies, effective governance, and firm boundaries

<https://alban.org/archive/rethinking-transitional-ministry/>

<https://alban.org/2015/03/06/norman-bendroth-transitional-ministry-today/>

<https://rowman.com/ISBN/9781566997515/Transitional-Ministry-Today-Successful-Strategies-for-Churches-and-Pastors>

<https://books.google.com/books?isbn=1566997518>

<http://thecrg.org/resources/transitional-ministry-today-successful-strategies-for-churches-and-pastors>

<https://louisville-institute.org/interviews/norman-bendroth/>

http://www.uua.org/sites/live-new.uua.org/files/transitional_ministry.pdf

6) Lean Ministry

A Lean Ministry is a Smart Ministry - Dan Reiland

Assuming we agree that no one local church can or should attempt to do every possible ministry, then the smart approach is one that is spiritually strategic. That is, to pray, seek God on the matter, and choose only the ministries He has in mind for your church.



<http://danreiland.com/lean-ministry-smart-ministry/>
https://twitter.com/DanReiland?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor
<https://careynieuwhof.com/episode105/> Dan Reiland – 35 Years of Wisdom from An Exceptional Church Leader
<http://www.unseminary.com/dan-reiland-on-launching-5-new-campuses-on-the-same-sunday/>
<http://www.cornerstonepastorsnetwork.org/wp-content/uploads/2011/04/CNN-Pastor-Resource-Call-Dan-Reiland-1-27-11-3.pdf>
<https://www.amazon.com/Dan-Reiland/e/B001HPDEAA>
https://www.goodreads.com/author/show/686272.Dan_Reiland
https://www.goodreads.com/author/quotes/686272.Dan_Reiland
[Images for Dan Reiland](#)
[Images for A Lean Ministry is a Smart Ministry - Dan Reiland](#)

Lean Ministry: Charles Duffert

Lean Ministry will stretch the thinking of church leaders committed to transforming their churches in the face of a challenging environment. The acid test of Lean is: it must be more productive, less costly, and create a more harmonious environment to live in without compromising quality.

Charles Duffert combines practical insights about *Lean Enterprise*, such as the rebuilding of Toyota after the devastation of WWII, alongside serious reflection on biblical truths to offer lean solutions for church health and growth problems that are facing the church today.

<http://www.amazon.com/Lean-Ministry-Charles-Duffert/dp/188963896X>
<https://www.churchsmart.com/ProductDetails.asp?ProductCode=LM>
http://leaninsider.productivitypress.com/2009/06/lean-church-achieving-continuous_04.html
<https://leanministry.wordpress.com/>
<http://www.leansixsigmafortgood.com/the-lean-church-and-ministry/>
<https://www.linkedin.com/in/charles-duffert-15a5a323>
<https://www.facebook.com/charles.duffert>
[Images for Charles Duffert \(Author\)](#)
[Images for Lean Ministry: Implementing Change in the 21st Century by Charles Duffert \(Author\)](#)

Why Your Ministry Needs to Be Lean | Brian Barela

Would you say your church, ministry, or favorite non-profit flows easily from one change to the next? Or do decisions and needed actions become glutinous and viscous as the move from idea to execution?

<http://www.brianbarela.com/why-your-ministry-needs-to-be-lean/>
http://brianbarela.typepad.com/the_necessary_things/2009/10/keeping-the-middle-leanmiddle-management-insights.html
[Images for Why Your Ministry Needs to Be Lean | Brian Barela](#)

7) Lease

Church Buildings for Lease - LoopNet

View current Church Buildings for Lease and Rent on LoopNet.com

http://www.loopnet.com/Iowa/Church_Building-Properties-For-Lease/
[Images for church buildings for lease](#)

Special Purpose Property for Lease

Description

Beautifully restored church for lease in Minneapolis. Seats 350. The church that owns the property will continue to worship here but will share with another church or organization. \$2,000 a month gross. Tax exempt. Minneapolis.



2054 James Ave N, Minneapolis, MN, 55411 - LoopNet
<http://www.loopnet.com/Listing/17626275/2054-James-Ave-N-Minneapolis-MN/>
[Images for church for lease](#)

8) Legacy

Church Legacy and Closure - United Church of Christ - UCC.org

Local Church Ministries UCC, [Church Building & Loan Fund](#) and [United Church Funds](#) offer this Living Legacy workbook as a discernment and decision-making resource for "Legacy Congregations," churches that conclude their ministry and seed new ministries. This mixture of narratives, guidelines, inventories and resources is designed for use by leaders from all church settings who work with congregations who are considering their 'capstone' ministry.

<http://www.ucc.org/legacychurch>

<http://uccfiles.com/pdf/legacyworkbook-bib.pdf>

<https://psec.org/wp-content/uploads/2017/11/legacyworkbook.pdf>

[Images for Church Legacy and Closure - United Church of Christ - UCC.org](#)

Closed church's legacy lives on - Living Lutheran

The shrinking size of Sunday worship affected the church's viability. "I know in the Bible it says 'where two or more are gathered ...,' but that doesn't necessarily pay the bills," Haukos said.

When the decision to formally close Eidskog was finally made, Haukos said leaders' discussions turned to what to do with the church's many fixtures, paraments, dishes and other belongings. "We were pretty sure we didn't want to have an auction," she said, saying it was her hope "that our church furnishings would be used for the purpose for which they were intended."

<https://www.livinglutheran.org/2016/01/closed-churchs-legacy-lives/>

[Images for Closed church's legacy lives on - Living Lutheran](#)

<https://www.livinglutheran.org/issues/>

<https://www.livinglutheran.org/contact-us/>

Legacy Churches by Stephen Gray (Author)

There are churches all across America going through tough times. It is possible that your church falls into this category. The church you love and have worshiped in for many years has been slowly losing its effectiveness in reaching the community. After years of service and sacrificial ministry, after many lives and families have been impacted, the end seems to be lurking just outside the doors. The once lively and vibrant building you call your church home seems more like a museum. Your church may even be wrestling with the idea of closing its doors.

- What are you to do?

- Where do you go for answers?

- Is there any hope?

- Have you considered becoming a legacy church?

To leave a legacy is to pass on to future generations something of great significance. Leaving a legacy should be the hope of every church! If your church can give birth to a new church, that new church can carry forward your values and beliefs and continue to fulfill your mission to bring life-change to the community.

Legacy Churches has been written to offer hope, wisdom and courage to leaders who must consider the pathway of becoming a legacy church. The Legacy Churches Workbook is a companion to the groundbreaking book Dr. Stephen Gray.

<https://www.churchsmart.com/ProductDetails.asp?ProductCode=LEGW>

<http://www.goodreads.com/book/show/18104509-legacy-churches>

<https://www.amazon.com/Legacy-Churches-Stephen-Gray-2009-02-02/dp/B019NDJI9S>

<http://www.religiousproductnews.com/articles/2011-November/Feature-Articles/The-Legacy-Church-Model.htm>

<https://www.churchsmart.com/ProductDetails.asp?ProductCode=LEG>

<http://kairoslegacypartners.org/not-sure-where-to-begin/legacy-church-book/>

http://www.michucc.org/index.php?option=com_content&view=article&id=217&Itemid=603

<http://uccfiles.com/pdf/legacyworkbook-bib.pdf>

http://www.goodreads.com/author/show/258621.Stephen_Gray

[Images for Stephen Gray \(Author\) legacy churches](#)

[Images for Legacy Churches by Stephen Gray \(Author\)](#)

Legacy ministries to dying churches give congregations a way to end well | Faith and Leadership

A creative new ministry is underway in various UMC conferences to help declining congregations chart their end and leave behind a lasting gift.

<https://www.faithandleadership.com/legacy-ministries-dying-churches-give-congregations-way-end-well>

[Images for Legacy ministries to dying churches give congregations a way to end well | Faith and Leadership](#)

<https://www.faithandleadership.com/resources-christian-leadership>

<https://www.faithandleadership.com/topics/lay-leadership>

9) Meetings

Bizvoice Magazine – Tips for Meetings That Get Things Done

Organizational agility is being able to move quickly and decisively, and one of the biggest obstacles is unproductive, time-wasting meetings, he laments.

"They start late, run long, and don't achieve much," Richardson says. "But meetings are the backbone of an agile business."

He offers these tips for developing agile meetings with traction:

<http://www.bizvoicemagazine.com/index.php/web-exclusives1/48-tips-for-meetings-that-get-things-done>
<https://www.bizvoicemagazine.com/archives/>
Images for Bizvoice Magazine – Tips for Meetings That Get Things Done

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

Appendices

H. Sample Timed Meeting Agenda

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

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

Images for Sample Timed Meeting Agenda

For discussion questions on this book go to www.augsburgfortress.org/education/academic/churchadministration/

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

<http://www.lifeandleadership.com/book-summaries/bacher-and-cooper-white-church-administration.html>

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

Images for Sample Timed Church Meeting Agenda

Church Meetings That Work: Gaylord Noyce

Discover how meetings can help build stronger congregations as you explore the three basic purposes of meetings-decision making, learning, and community building. Learn the group processes at work in meetings and how to manage them more effectively, how to move forward when disagreement occurs, how to encourage full participation, the difference between process and task and more!

<https://www.amazon.com/Church-Meetings-That-Gaylord-Noyce/dp/1620328003>

<https://www.uua.org/growth/large/34711.shtml>

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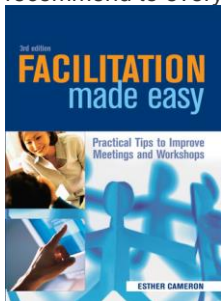
<https://www.christiancentury.org/contributor/gaylord-noyce>

Images for Gaylord Noyce (author)

Images for Church Meetings That Work: Gaylord Noyce

Facilitation Made Easy: Practical Tips to Improve Meetings and Workshops [Esther Cameron]

[A] compilation of absolutely indispensable guidelines for everything from setting up a room to ensuring participant safety to using flip charts. Esther Cameron also includes useful information on facilitating groups, dealing with participants and management, and handling assorted logistics. Realistic, honest, and written by someone who's clearly spent time in the trenches. This is the one I recommend to every new classroom trainer who crosses my path.



<http://www.amazon.com/Facilitation-Made-Easy-Practical-Workshops/dp/0749443510>

https://www.goodreads.com/book/show/171396.Facilitation_Made_Easy

<https://www.barnesandnoble.com/w/facilitation-made-easy-esther-cameron/1110830519>

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https://www.goodreads.com/author/show/99907.Esther_Cameron

Images for Esther Cameron, author

Images for Facilitation Made Easy: Practical Tips to Improve Meetings and Workshops [Esther Cameron]

5 Persuasive Reasons You Spend WAY Too Much Time in Meetings – Carey Nieuwhof

Here's what happens if you spend too much of your time in meetings:

<http://careynieuwhof.com/2015/12/5-persuasive-reasons-spend-way-much-time-meetings/>

Images for 5 Persuasive Reasons You Spend WAY Too Much Time in Meetings – Carey Nieuwhof

<https://www.amazon.com/Seven-Practices-Effective-Ministry-Resources/dp/1590523733>

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

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<http://careynieuwhof.com/2015/09/7-things-there-will-never-be-enough-time-for/>

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<https://careynieuwhof.com/7-things-every-leader-should-banish-starting-today/> #3
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<https://prochurchtools.com/pcp053/> Why your church is having way too many meetings (44:15)
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 Images for Carey Nieuwhof, author

5 Tips for Conducting a Virtual Meeting | Inc.com

As business owners embrace virtual events as a cost-effective method to achieve a myriad of goals, including webinars, training, and conferences, it's important to ensure that effective communication isn't being traded for bottom-line savings.

<https://www.inc.com/guides/2010/12/5-tips-for-conducting-a-virtual-meeting.html>
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5 ways to make your meetings more productive - Fast Company

Still having long and pointless meetings? Think about your physical setup.

<https://www.fastcompany.com/90259818/5-ways-to-make-your-meetings-more-productive>
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<https://www.fastcompany.com/40423133/seven-ceos-secrets-for-running-more-productive-meetings>
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<https://www.fastcompany.com/90259624/how-to-make-meetings-more-productive>
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<https://www.fastcompany.com/3061605/how-to-hold-a-productive-meeting-in-seven-minutes-or-less>
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<https://www.fastcompany.com/3048815/how-12-companies-make-meetings-memorable-effective-and-short>
<https://www.fastcompany.com/90277840/how-to-hold-meetings-that-spark-great-ideas>
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<https://www.fastcompany.com/90311138/this-is-how-you-should-structure-all-of-your-meetings>
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https://www.youtube.com/watch?v=HZdU_VQvDI Every Meeting You've Ever Been To (In Two Minutes) | Fast Company

<https://www.youtube.com/watch?v=cA6JqM1Mk6o> How You Really Sound in Meetings - YouTube

Guidelines for Leading Meetings - Alban Institute

Here are eight simple guidelines that can go a long way to help people be more effective in how they lead meetings.

<https://alban.org/archive/guidelines-for-leading-meetings/>

Images for Guidelines for Leading Meetings - Alban Institute

<https://alban.org/archive/ways-to-pray-in-a-board-meeting/>

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

<https://alban.org/archive/covenants-of-leadership-behavior/>

<https://www.uua.org/growth/large/34711.shtml> Recommended Reading for Large Congregations | UUA.org

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

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

Meeting Overload – How Group Meetings Can Hinder Getting Things Done in Your Community

Now that you've got some tips for organizing your meetings and structuring your group's goals, you're on your way to the ultimate goal – and that is getting things done.

<http://www.winningcommunities.com/community/meeting-overload-%E2%80%93-how-group-meetings-can-hinder-getting-things-done-in-your-community/>

Images for Meeting Overload – How Group Meetings Can Hinder Getting Things Done in Your Community

Meetings Are a Skill You Can Master, and Steve Jobs Taught Me How

This was based on the somewhat obvious idea that a smaller group would be more focused and motivated than a large group, and smarter people will do higher quality work. For a principle that would seem to be common sense, it's surprising how many organizations fail to observe it. How many overpopulated meetings do you sit through during the course of a year? How many of those meetings get sidetracked or lose focus in a way that would never occur if the group were half the size? The small-group rule requires enforcement, but it's worth the cost.

<http://www.fastcodesign.com/1669936/meetings-are-a-skill-you-can-master-and-steve-jobs-taught-me-how>

Images for Meetings Are a Skill You Can Master, and Steve Jobs Taught Me How

Images for Meetings Steve Jobs

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<https://www.msn.com/en-us/news/corner-office/11-tricks-steve-jobs-larry-page-and-other-famous-execs-use-to-run-meetings/ss-BBgzkiW>

<https://www.entrepreneur.com/article/223424> What I Learned About Great Meetings from Steve Jobs - Entrepreneur

<http://archive.fortune.com/galleries/2008/fortune/0803/gallery.jobsqna.fortune/9.html> Steve Jobs speaks out - On his marathon Monday meetings

<https://gettingthingsdone.com/2012/06/advice-from-steve-jobs-on-productive-meetings/>

Meetings, Meetings, and More Meetings: Getting Things Done When People Are Involved by Simon Ramo (Author)

The first definitive guide on the principles behind making meetings more effective—whether as a participant or as the leader.

<http://www.amazon.com/Meetings-More-Getting-Things-Involved/dp/1566252563>

<https://www.amazon.com/Simon-Ramo/e/B001HP26H2>

Images for Meetings, Meetings, and More Meetings: Getting Things Done When People Are Involved by Simon Ramo (Author)

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

Chapter 12.

CONGREGATION COUNCIL

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.

<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 meetings

[PDF] An Inter-Lutheran Journal for Practitioners and Teachers of Pastoral Care

http://www.lutheranservices.org/sites/default/files/images/pdfs-CaringConnections/CC_Summer2011.pdf

Images for Facilitating Emotionally Charged Meetings

Standing in the Fire: Leading High-Heat Meetings with Clarity, Calm, and Courage [Larry Dressler, Roger Schwarz]

Many experienced facilitators, OD consultants, coaches, and organizational leaders increasingly find themselves "standing in the fire" - working in situations where group and community members are polarized, angry, fearful, and confused. Facilitator Larry Dressler has come to believe that simply picking up yet another method or technique won't help in situations like these. What has a truly transformational impact is what he calls the facilitator's presence. Cultivating an ability to access a compassionate presence that people experience as open, authentic, and clear in intention during the most difficult situations moves facilitators from being competent professionals to being on a path toward self-mastery.

Standing in the Fire offers a set of self-directed principles and practices that enable facilitators to work on themselves—to keep their emotional balance no matter how overheated things threaten to become. It brings together profound teachings from diverse fields, including western psychology, eastern spiritual practices, the arts, social sciences and medical research. Dressler's grounded, empathetic approach helps readers reawaken and discover an untapped capacity that comes from within and is expressed as a powerful presence standing in service to a group.

<http://www.amazon.com/Standing-Fire-Leading-High-Heat-Meetings/dp/1576759709>

<https://books.google.com/books?isbn=1459626508>

<https://books.google.com/books?isbn=1605097721>

https://books.google.com.pe/books/about/Standing_in_the_Fire.html?id=zV_AVvpXP8oC&hl=es-419

https://books.google.com.au/books/about/Standing_in_the_Fire.html?id=QqY4uAAACAAJ

<http://www.goodreads.com/book/show/7907442-standing-in-the-fire>

<http://www.barnesandnoble.com/w/standing-in-the-fire-larry-dressler/1122978300>

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<http://bluewingconsulting.com/>

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https://www.goodreads.com/author/show/99943.Larry_Dressler

Images for Larry Dressler, author

Images for Standing in the Fire: Leading High-Heat Meetings with Clarity, Calm, and Courage [Larry Dressler, Roger Schwarz]

10 Simple Ways To Have More Productive Meetings - Forbes

As someone running four growing companies, I have long understood that time is my most valuable asset. I also happen to have ADHD, so sitting through long meetings is extra difficult - especially if they lack focus. That's why I've developed a framework to ensure every meeting I attend - or lead - is worthwhile.

<https://www.forbes.com/sites/brianscudamore/2016/06/15/10-simple-ways-to-have-more-productive-meetings/#2a9182c51daf>

Images for 10 Simple Ways To Have More Productive Meetings - Forbes

<https://www.forbes.com/sites/forbesbusinessdevelopmentcouncil/2018/06/11/12-smart-techniques-to-make-meetings-more-productive/#beb91a03172e>

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4 Steps to Fast, Effective Meetings - Forbes

Images for Fast, Effective Meetings - Forbes

<https://www.forbes.com/sites/forbescoachescouncil/2018/07/30/virtual-meetings-nine-key-strategies-for-a-stronger-remote-presentation/#7c055810320c>

The Essential Question for Productive Meetings | ...In the Meantime

I'd argue that we need to ask one essential question at the start of every meeting: *What do we want to get done?* Perhaps we can intensify it. What do we *need* to get done? What have we gathered to *do*? What will we not leave *until* we get done?

<http://www.davidlose.net/2013/02/the-essential-question-for-productive-meetings/>

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<https://jell.com/blog/productive-meetings-science/>

<https://meetingking.com/checklist-for-effective-and-productive-meetings/>

<https://www.lifehack.org/articles/productivity/12-secrets-super-productive-meetings-you-should-know.html>

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Two Holy Experiments with our Church's Human Resources: Meetings that Transform & Growing an Adaptive Staff – Rev. Susan Murtha

A church's human resources – clergy, program directors, and volunteers – are among its most valuable assets, but with the changing landscape of churches today we need to re-envision the ways they work. This seminar outlines two “holy experiments” with these human resources that lead to individual transformation, congregational vitality, and mission renewal. Meetings that Transform offers a model and process for all church meetings that transforms committees into spiritual communities and developing principles by wholly re-envisioning how we structure and steward our meeting hours. Growing an Adaptive Staff offers a model and process for guiding the work of clergy and program staff that is church-based (not a secular import into the church), centered on the congregation's mission, and intentional in equipping staff to meet emerging needs. The seminar will also outline the steps for implementing this governance system, give participants concrete tools for each phase of implementation, and include exercise for your own setting. Interim ministry is an opportune time to engage both of these holy experiments!

[PDF]2015 IMN Conference programpdf.pub - Interim Ministry Network

<http://imnedu.org/wp-content/uploads/2012/05/2015-IMN-Conference-programpdf.pdf> Page 8

<https://www.youtube.com/watch?v=KSYhFkmsD-U> Meetings that Transform by Rev Susan Murtha – YouTube

[Images for Meetings that Transform & Growing an Adaptive Staff – Rev. Susan Murtha](#)

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<http://www.firstchurch1652.org/senior-minister>

<http://www.courant.com/community/hc-ugc-article-raising-a-child-of-god-an-april-workshop-2016-04-14-story.html>

<https://madmimi.com/s/0b4089> Growing an Adaptive Staff

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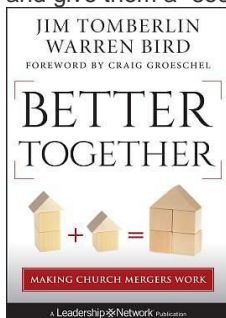
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[Images for Rev. Susan Murtha](#)

10) Merge

Better Together: Making Church Mergers Work by Jim Tomberlin (Author), Warren Bird (Author), Craig Groeschel (Foreword)

Thousands of Protestant churches are perplexed by plateaued or declining attendance, while other congregations nearby thrive. Is there a way for them to combine forces, drawing on both their strengths, in ways that also increase their missional impact? Church merger consultant Jim Tomberlin, with co-writer Warren Bird, makes the case that mergers today work best not with two struggling churches but with a vital, momentum-filled lead church partnering with a joining church. In this new book, they provide a complete, practical, hands-on guide for church leaders of both struggling and vibrant churches so that they can understand the issues, develop strategies, and execute a variety of forms of merger for church expansion and renewal to reinvigorate declining churches and give them a "second life."



<https://www.amazon.com/Better-Together-Making-Church-Mergers/dp/1118131304>

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<https://www.youtube.com/watch?v=Gk5TpuBoaWA> Jim Tomberlin on Church Mergers and Multi-Sites (David Middlebrook | Church Law Group) - YouTube

<https://www.youtube.com/watch?v=kRxTed5l55k> Better Together: Making Church Mergers Work - YouTube

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<https://www.cokesbury.com/product/9781118131305/better-together/>
<http://www.wiley.com/WileyCDA/WileyTitle/productCd-1118131304.html>
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<https://www.amazon.com/Jim-Tomberlin/e/B006A187PQ>
https://www.goodreads.com/author/show/5420897.Jim_Tomberlin
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<http://leadnet.org/staff/warren-bird/>
<https://www.amazon.com/Warren-Bird/e/B002BLN1V6>
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 Images for Craig Groeschel, author
 Images for Better Together: Making Church Mergers Work by Jim Tomberlin (Author), Warren Bird (Author)

Church Collaboration Home

Ways to Cooperate

1. Shared Campus
2. Parish Model
3. Continuation **Merger**
4. Rebirth **Merger**
5. Absorption **Merger**
6. Service Coalition
7. Church Partnership
8. Without Walls
9. New Church Plant

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

Images for Church Collaboration Home Ways to Cooperate

Church Mergers: A Guidebook for Missional Change by Thomas G. Bandy (Author), Page M. Brooks (Author)

The need to merge churches is growing ever more crucial as congregations assess how to thrive in cultural diversity and ever-changing times. Every denomination faces the urgency to shift from maintenance to mission, and from survival to renewal. *Church Mergers* offers churches of all sizes and traditions practical advice on how to merge successfully. Authors Thomas G. Bandy and Page M. Brooks draw on decades of experience to illustrate why and how missional mergers are possible.

Church Mergers guides congregational leaders and regional planners through the process of successful mergers. It shares the stories of four churches in the merger process, explaining the steps to assess their situations, build trust, and discern vision. The book offers guidance to assess the potential for merger; explore contextual relevancy and lifestyle compatibility; overcome internal and external obstacles; define strategic priorities; create new boards; build leadership teams; combine assets; and more. *Church Mergers* shows that a faithful, healthy, missional merger is possible, and it illustrates that the whole can indeed be greater than the sum of its parts.

<https://www.amazon.com/Church-Mergers-Guidebook-Missional-Change/dp/156699795X>

<https://rowman.com/ISBN/9781566997942/Church-Mergers-A-Guidebook-for-Missional-Change>

<https://www.amazon.com/Thomas-G.-Bandy/e/B001IOBPOM>

http://www.goodreads.com/author/show/14997791.Thomas_G_Bandy

Images for Thomas G. Bandy (Author)

http://www.goodreads.com/author/show/16371937.Page_M_Brooks

Images for Page M. Brooks (Author)

Images for Church Mergers: A Guidebook for Missional Change by Thomas G. Bandy (Author), Page M. Brooks (Author)

Congregation Mergers/Alignment - Synod Resource Center

Agreement for Alignment of Two Churches

Parish Covenant

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

http://synodresourcecenter.org/admin/transition/mergers/0001/annual_review.html

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

Images for Congregation Mergers/Alignment – Synod Resource Center

Images for Agreement for Alignment of Two Churches

Images for Parish Covenant

Emerge© for Merging Congregations » Holy Cow Consulting

We know that the first year of any relationship is a transition period and that brings a need for commitment to learn, compromise, and adapt. Merging congregations must commit to these three steps. Holy Cow! Consulting has created a map for these steps and we have integrated our tools to help bring congregations clarity as they go through this process. This process is called EmERGE© for Merging Congregations. The word emerge means to come forth or arise. Perhaps more profoundly emerge is a verb, it is movement. It is the act of arising.

<https://holycowconsulting.com/support/emerge-for-merging-congregations/>

<https://holycowconsulting.com/tag/merging-congregations/>

Images for EmERGE© for Merging Congregations » Holy Cow Consulting

Historic Church May Merge with Another - YouTube

It's Buffalo's oldest church, but it's expensive keeping up First Presbyterian on Symphony Circle and the church may soon share space with Trinity Episcopal on Delaware Avenue.

<http://www.youtube.com/watch?v=ryKqUVYde-c>

Images for Historic Church May Merge with Another - YouTube

<http://www.trinitybuffalo.org/> Trinity Episcopal Church

Lutheran churches grow into 1 in north Lincoln - Lincoln Journal Star

The new Spirit of Hope church in the Highlands is the result of a **merger** between Sheridan Lutheran and the former Prince of Peace Lutheran Church in Belmont.

http://journalstar.com/lifestyles/lutheran-churches-grow-into-in-north-lincoln/article_809fd3e2-9f0e-11de-aca1-001cc4c002e0.html

Images for new church result of a merger

Merger and Consolidation | Church Law & Tax

Although the terms *merger* and *consolidation* frequently are used interchangeably, they have separate legal meanings. In a merger, one corporation absorbs the other and remains in existence while the other is dissolved, whereas in a consolidation a new corporation is created, and the consolidating corporations are extinguished.

<http://www.churchlawandtax.com/library/church-property--administration/chapter-6-organization-and-administration/merger-and-consolidation/>

<https://www.churchlawandtax.com/cltr/2013/march-april/when-two-churches-become-one.html>

Images for Merger and Consolidation | Church Law & Tax

[PDF] Mergers with Larger Churches Revive Dying Ones

Declining and dying congregations have found a new way to fill their pews – church mergers. Congregations across the country that are dwindling in numbers are contacting larger, healthier, and oftentimes younger churches for help.

<http://www.christianpost.com/news/mergers-with-larger-churches-revive-dying-ones-41166/>

Images for Mergers with Larger Churches Revive Dying Ones

[PDF] MERGING CONGREGATIONS Harvey M. Brenner - NATA

The Exploration, Facilitation and Execution of a Synagogue Merger, and the Role of the Administrator/Executive Director in the Process.

<http://natanet.org/wp-content/uploads/2014/05/HBrennerMERGINGCONGREGATIONS.pdf>

Images for MERGING CONGREGATIONS

Principles for Leaders to Keep in Mind when Merging Congregations

Principles for leaders to keep in mind from Brett Opalinski's [story of Rader United Methodist Church](https://alban.org/2015/04/24/alice-mann-principles-for-leaders-to-keep-in-mind-in-merging-congregations/):

<https://alban.org/2015/04/24/alice-mann-principles-for-leaders-to-keep-in-mind-in-merging-congregations/>

Images for Principles for Leaders to Keep in Mind when Merging Congregations

<https://alban.org/archive/when-the-fields-yeild-no-food-the-story-of-a-church-merger/>

Images for story-of-a-church-merger

Sand Bur Consulting - Tools

Church **Mergers**:

[A Checklist for Merging Churches](#)

[Stages of a Church Merger](#)

[Unspoken Adjustment Questions](#)

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

Images for Sand Bur Consulting - Tools Church Mergers

[PDF] Steps for Merger or Consolidation of Congregations

A general guide prepared by the Office of the Secretary of the Evangelical Lutheran Church in America

Preliminary steps involve consultation by leadership of the congregations with the synodical bishop or synodical staff regarding possibilities for merger or consolidation (see definitions in item 1., subsections a. and b., below).

The congregations involved, in a regular or special meeting, should vote separately on an enabling resolution to pursue the possibility of merger or consolidation and to appoint a joint coordinating committee for that task.

http://www.uss-elca.org/wp-content/uploads/2009/03/steps_for_merger_or_consolidation_of_congregations.pdf

[Images for Steps for Merger of Congregations](#)

<http://www.ntnl.org/wp-content/uploads/2015/04/Blending-of-Ministries-through-Merger-or-Consolidation.pdf>

<https://4b2hrderdaoklyfu2n1ah3eku-wpengine.netdna-ssl.com/wp-content/uploads/2015/04/Blending-of-Ministries-through-Merger-or-Consolidation.pdf>

The shrinking church - Living Lutheran

Congregations look for solutions as they face declines in membership, attendance

When Joyce Gibbs began attending Zion Lutheran in Phillipsburg, Kan., in 1954, the congregation had to set up extra chairs in the aisle during worship services. In 1964 a new building was constructed to accommodate the rapidly growing congregation.

"We were really a thriving congregation. We had good attendance, an active junior and senior Luther League, a couples group ...," said Gibbs, who lives in rural Phillipsburg, with a population of about 2,500.

Today, Zion's average attendance has dwindled to about 50 and Sunday school is now a one-room class with a handful of mixed-aged youth. Lorna Paulus, the pastor who divides her time between Zion and nearby **St. John Lutheran Church** in Kensington, Kan., attributes the decline to several factors, including the loss of industry in the town, elderly members who have died and lack of young families coming up behind them.

Now, Zion is in conversation with three other rural congregations about **merging**. "I think for all of us we see it as necessary to our future," said Paulus, who has served Zion for 15 years. "If we don't do something, we won't be here in another generation."

Zion's story is one that echoes across the country as **ELCA** congregations look for ways to deal with declines in membership and participation.

<https://www.livinglutheran.org/2013/01/shrinking-church/>

[Images for shrinking church - Living Lutheran](#)

[Images for rural congregations merging](#)

<https://www.livinglutheran.org/issues/>

<https://www.livinglutheran.org/contact-us/>

The Two Shall Become One

A weak, struggling church has three options to survive: make it work; merge with another church; or close its doors. Consider how a church **merger** can help your church to survive and grow.

http://enrichmentjournal.ag.org/201001/201001_000_Church_Merger.cfm

[Images for church merger can help your church to survive and grow](#)

Two Lutheran churches in Eau Claire vote to merge | Leader-Telegram

The names and missions of two Eau Claire Lutheran churches already are similar, and soon they will combine to form one parish.

<http://ecweb.libercus.net/News/Region/2015/06/09/Two-Lutheran-churches-vote-to-merge-parishes.html>

[Images for Two Lutheran churches in Eau Claire vote to merge | Leader-Telegram](#)

<http://spiritlutheran.org/>

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

<https://www.middletownpress.com/news/article/Two-Lutheran-Churches-in-Middletown-to-merge-11829999.php>

<http://spacecoastdaily.com/2013/05/merger-unites-two-brevard-lutheran-churches/>

https://journaltimes.com/news/local/closing-services-scheduled-for-merging-lutheran-churches/article_2f5f5a6e-5149-5aad-b4a3-323095bf5166.html

Vital Merger: A New Church Start Approach that Joins Church Families Together by Dirk Elliot

Do you feel restless about your church's current ministry? Is God calling you and/or your congregation to live out faithfulness in new ways? Have you started to wonder whether joining with another church (or churches) could significantly increase your missional impact on the community? If so, you may want to learn more about Vital Mergers. Just as blended families face big decisions and challenges, so do churches seeking to merge. Dirk Elliott has helped numerous churches successfully navigate this process and has shared the challenges and triumphs in this practical step-by-step guide.



<https://www.amazon.com/Vital-Merger-Approach-Families-Together/dp/0974675997>

<https://www.goodreads.com/book/show/17861768-vital-merger>

<https://dirk941.wordpress.com/>

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

<http://bwcumc.org/toolbox/2015/03/12/is-merger-the-best-option-for-our-church/>

<https://dirk941.wordpress.com/testimonies/>

<https://dirk941.wordpress.com/author/>

<https://www.amazon.com/Dirk-Elliott/e/B00N6MRMO6>

[Images for Vital Merger: A New Church Start Approach that Joins Church Families Together by Dirk Elliot](#)

What We Learned from a Failed Church Merger | CT Pastors

The lessons we learned from the Bellflower experiment are many, but they didn't come easily. By not understanding the different ways that the two churches thought about ministry, staffing, and leadership, our differences were ultimately irreconcilable. While this was unfortunate, we'll carry the wisdom we earned with us as we move forward.

<http://www.christianitytoday.com/pastors/2014/february-online-only/what-we-learned-from-failed-church-merger.html>

[Images for What We Learned from a Failed Church Merger | CT Pastors](#)

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

When Churches Merge | Leadership Network

In nearly all mergers, one church (the lead church) absorbs another (the joining church). The lead church is usually the larger congregation. The churches become one to achieve a common purpose: working together as a vibrant, healthy expression of Christ's body, the church.

http://leadnet.org/when_churches_merge/

[Images for When Churches Merge | Leadership Network](#)

<https://leadnet.org/product-category/church-health/>

<https://churchtechtoday.com/2015/06/29/church-merger/>

<https://www.9marks.org/article/how-to-merge-two-church-cultures/>

<http://www.dcgreatestate.com/blog/dcg-blog/faith-based-organizations/church-mergers-complicated-business-combining-congregations/>

[Images for Complicated Business of Combining Congregations](#)

<https://www.simmsshowerslaw.com/to-merge-or-not-to-merge-that-is-the-question/>

https://www.huffingtonpost.com/2014/11/30/church-merger-racial-divide_n_6204244.html

<https://www.ksfy.com/content/news/Three-Woonsocket-churches-merge-into-one-combine-denominations-472265453.html>

https://www.tampabay.com/news/religion/Two-Valrico-churches-center-their-faith-with-merger_168580186

https://gazette.com/life/three-churches-merge-in-colorado-springs-bringing-together-new-and/article_26af4476-1f88-51ac-a9ef-97b3c8ae3454.html

https://www.scnow.com/news/local/article_d3246b90-92ad-11e8-83e8-13f3676728d6.html

<https://smartchurchmanagement.com/church-mergers/>

Wisdom from Lyle E. Schaller: The Elder Statesman of Church Leadership [Lyle E. Schaller]

16. What Are the Land Mines to Avoid in a **Merger**?

<http://www.amazon.com/Wisdom-Lyle-Schaller-Statesman-Leadership/dp/1426749104>

<https://books.google.com/books?isbn=1426749104>

http://leadnet.org/resources/advance/lyle_schallers_wisdom_for_today

<http://www.lifeandleadership.com/book-summaries/schaller-and-bird-wisdom-from-lyle-e-schaller.html>

<https://www.amazon.com/Lyle-E.-Schaller/e/B001IR1J9K>

https://www.goodreads.com/author/show/179868.Lyle_E_Schaller

[Images for Land Mines to Avoid in a Church Merger](#)

[Images for Lyle E. Schaller, author](#)

[Images for Wisdom from Lyle E. Schaller: The Elder Statesman of Church Leadership \[Lyle E. Schaller\]](#)

11) Nominate

Church Officer Nominations - Grace Presbyterian Church

See below for descriptions of the Church Officers. To nominate someone for any of the Church Officer positions, click on the "Nominate" button.

<http://www.gpch.org/church-officer-nominations>

[Images for Church Officer Nominations](#)

Fine Tuning the Organizational and Communication Engine – The Parish Paper

VIII. The **Nominating** Committee – Page 31

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

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

[Images for Fine Tuning the Organizational and Communication Engine – The Parish Paper - Nominating Committee](#)

<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

<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

Guidelines Nominations & Leadership Development | Cokesbury

The heart of local church ministry is in its lay leadership. Identifying, developing, deploying, and evaluating Christian spiritual leaders who serve from their strengths and gifts is a key to the life and vitality of the congregation. This guideline is designed to help implement the work of the ministry area, which is formerly known as Committee on Lay Leadership.

<https://www.cokesbury.com/product/9781501829543/guidelines-nominations-leadership-development/>

[Images for Guidelines Nominations & Leadership Development | Cokesbury](#)

<https://www.christianbook.com/guidelines-congregation-nominations-leadership-development-vitality/9781501829550/pd/89298EB>

<https://www.barnesandnoble.com/w/guidelines-nominations-leadership-development-general-board-of-discipleship/1125254365?type=eBook>

<https://www.umcdiscipleship.org/resources/nominations-and-leader-development>

<http://www.umc.org/what-we-believe/para-2581-nominations-and-leadership-development>

http://www.dukememorial.org/uploads/1/5/6/1/1561316/nominations_and_leadership.pdf

<http://www.liveandlovelikejesus.com/forms/Guidelines-Nominations.pdf>

<https://books.google.es/books?id=MtaBMJTjAgkC> Guidelines for Leading Your Congregation 2013-2016 - Nominations and Leadership Development: Empowering Spiritual Leaders for the Mission of the Church

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

Chapter 13.

CONGREGATION COMMITTEES

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.

<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 Nominating Committee](#)

[PDF]Nominating Committee

The Nominating Committee is one of the most important committees of the congregation. Their job is to seek out leaders who will guide a congregation to fulfill its mission of Jesus Christ. Their work is so essential; the congregation is called upon to pray for their deliberations.

http://download.elca.org/ELCA%20Resource%20Repository/Nominating_Committee.pdf

[Images for Nominating Committee](#)

Nominations for Church Officers

The Nominating Committee is beginning the process of recruiting nominees for church officer positions for three-year terms beginning in January 2011, and a new Nominating Committee to serve a one-year term. If you are interested in serving as a church officer, or if you would like to nominate fellow members, please complete the form below and return it to a Nominating Committee member, to the church office, or place it in the offering plate. It is the goal of the Nominating Committee to include as many people as possible in the process, and to recruit officers from all constituencies within our congregation. To assist you, a description of each position is included below. Your input is appreciated, and we encourage you to consider nominating yourself as well as a fellow church member.

<http://www.rpcusa.org/files/nominating-form.pdf>

[Images for Nominations for Church Officers](#)

Selecting Church Leaders: A Practice in Spiritual Discernment [Charles M. Olsen, Ellen Morseth]

Ask people what church position they desire the least. The most likely answer is the **nominating committee**. Choosing church leaders, whether for a small committee or for a group of congregations, tends to make people want to quit. Is there a better way than running a finger down a membership list to find someone who will not hang up the phone? Chuck Olsen and Ellen Morseth offer a spiritually solid approach to selecting church leaders. They begin their approach with an easy-to-overlook sentence in the book of Acts concerning the Jerusalem Council. Acts 15:28 records "... it has seemed good to the Holy Spirit and to us. . . ." The authors note from this beginning the guidance of God's Spirit and the use of human faculties of reason and perception. Olsen and Morseth believe that this spiritual guidance is often missing in the selection process of leaders. They urge you to participate in a prayerful process of seeking God's yearning, whether for local church, denominational, or personal. Their book offers the practices of spiritual discernment (with many encouraging examples) in the selection of leaders.

Using a spiritual discernment model, the authors present a spiritual basis for selecting church leaders, both lay and clergy.

<http://www.amazon.com/Selecting-Church-Leaders-Spiritual-Discernment/dp/0835809617>

<https://rowman.com/ISBN/9781566992596>

<http://www.lifeandleadership.com/book-summaries/olsen-selecting-church-leaders.html>

<https://churchleaders.com/pastors/pastor-how-to/171104-david-fitch-does-your-church-choose-leaders.html>

<https://www.amazon.com/Charles-M.-Olsen/e/B001K8HE9G>

http://www.goodreads.com/author/show/310946.Charles_M_Olsen

[Images for Charles M. Olsen, author](#)

<https://www.abebooks.com/book-search/author/morseth-ellen/>

www.minnesotavalleys.org/Resource%20Center.html

https://books.google.com/books/about/Selecting_Church_Leaders.html?id=YHPcAAAACAAJ Selecting Church Leaders: A Practice in Spiritual Discernment
<https://rowman.com/Action/Search/RL/alban%20books>
<http://www.lifeandleadership.com/ministry-resources/ministry-transitions-interim-ministry.html>
<http://www.brethren.org/ministryoffice/documents/mlp/discernment-bibliography.pdf>
https://www.presbyterianmission.org/wp-content/uploads/steps_for_calling_new_installed_pastor_june_2013.pdf
<http://www.presbyteryofarkansas.org/files/documents/COMDocuments/On%20Calling%20a%20Pastor.pdf> Page 6
www.abc-usa.org/wp-content/uploads/2012/06/BibliographyClergyPMT2012.doc
https://www.goodreads.com/author/show/558293.Ellen_Morseth
 Images for Ellen Morseth, author selecting church leaders
 Images for Selecting Church Leaders: A Practice in Spiritual Discernment [Charles M. Olsen, Ellen Morseth]

Serving Your Congregation: A guide for congregational leaders called to serve on Congregation Councils
 The **Nominating** Committee Page 21

[PDF] Congregation Council - Florida-Bahamas Synod ELCA
https://fbsynod.com/downloads/Support/CONGREGATION_COUNCIL_GUIDELINES_BOOKLET_06.pdf
<https://fbsynod.com/resources/>
 Images for A guide for congregational leaders called to serve on Congregation Councils

12) Officers

[PDF] Descriptions Congregation Officer

Officers Church Council	page 3
President	page 4
Vice-President	page 4
Treasurer	page 5
Recording Secretary	page 5

http://lcmسد.org/diyFiles/Job_description-congregation_officers.pdf
 Images for Descriptions Congregation Officer

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

Chapter 11.

OFFICERS

- C11.01.** The **officers** of this congregation shall be a president, vice president, secretary, and treasurer.
- Duties of the officers shall be specified in the bylaws.
 - The officers shall be voting members of this congregation.
 - Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
 - If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. [If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.]
- C11.02.** The [congregation][Congregation Council] shall elect its officers and they shall be the officers of this congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.

or

The officers shall be elected by the [congregation] [Congregation Council] by written ballot and shall serve for one year. The term shall begin on _____ (month and day) and end on _____ (month and day).

or

The pastor shall be *ex officio* president of this congregation and the Congregation Council. The [congregation][Congregation Council] shall elect by written ballot the other officers of this congregation who shall serve for one year or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.

or

The pastor shall be *ex officio* president of this congregation and the Congregation Council. The [congregation][Congregation Council] shall elect by written ballot the other officers of this congregation who shall serve for one year or until their successors are elected. Their terms shall begin on _____ (month and day) and end on _____ (month and day).

- C11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

<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>

13) Organization

Diagnostic Analysis – A Process for Strengthening Organizational Functioning. - Center for Parish Development

The purpose of the Center's Diagnostic Analysis Process is to provide decision-makers with valid and reliable information about how their church is currently working.

Diagnostic analysis is a dynamic process of organizational learning. The scope of evaluation is the effectiveness of the functioning of the whole system and each of its parts.

Diagnostic Model of the Church: A clearly articulated Systems Model of the Church serves as a diagnostic tool to guide this process. This offers a framework for "what to look at" when evaluating church organizational effectiveness.

http://www.missionalchurch.org/pg/diag_anal.html

<https://missionalchurch.org/resources/>

[Images for Diagnostic Analysis – A Process for Strengthening Organizational Functioning. - Center for Parish Development](#)

Fine Tuning the Organizational and Communication Engine – The Parish Paper

How to Use this Resource	Page 2
Study/Discussion/Planning Session #1	
Introduction	Page 3
I. Policy-Setting and Oversight Board	Page 7
II. Strategic-Planning Team	Page 11
Study/Discussion/Planning Session #2	
III. Committees	Page 14
IV. Ministry Teams	Page 20
Study/Discussion/Planning Session #3	
V. Spiritual Gifts Education	Page 24
VI. Annual Leadership Seminar	Page 24
Study/Discussion/Planning Session #4	
VII. Organizational Cohesiveness and Coordination	Page 29
VIII. The Nominating Committee	Page 31
Study/Discussion/Planning Session #5	
IX. Congregational Communication	Page 33
X. Vision, Mission, Strategy, Tactics, and Values	Page 39
Conclusion	Page 42

[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/free-resources> Church Effective Nugget, Volume 23: Fine-Tuning the Organizational and Communication Engine

[Images for Fine Tuning the Organizational and Communication Engine – The Parish Paper](#)

How to Transform Worship Visitors into Regular Attendees – The Parish Paper

VIII. A Six-Layer **Organizational** Structure

Do your church's leaders want a high percentage of first-time worship visitors to return and eventually become fully-committed disciples of Jesus Christ, actively serving God through your church? You can achieve that goal with a six-layer organizational structure:

[PDF] Ch. Effectiveness Nuggets--Volume 1--How to Transform Worship Visitors into Regular Attendees - The Parish Paper

<http://www.theparishpaper.com/files/resources/Church%20Effectiveness%20Nuggets-%20Volume%201.pdf> Page 15

<https://www.theparishpaper.com/free-resources> Church Effective Nugget, Volume 1: How to Transform Worship Visitors into Regular Attendees

[Images for Congregation Organizational Structure](#)

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

Chapter 4.

STATEMENT OF PURPOSE

***C4.04.** This congregation shall develop an **organizational** structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. [Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.]

Chapter 14.

ORGANIZATIONS WITHIN THIS CONGREGATION

C14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the

organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

C14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council [and specified in a continuing resolution].

<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 14. ORGANIZATIONS WITHIN THIS CONGREGATION

Reframing Organizations: Artistry, Choice, and Leadership [Lee G. Bolman, Terrence E. Deal]

Become a More Versatile Manager and a More Artistic Leader

In this third edition of their best-selling classic, authors Lee Bolman and Terrence Deal explain the powerful tool of “reframing.” The authors have distilled the organizational literature into a comprehensive approach for looking at situations from more than one angle. Their four frames view organizations as factories, families, jungles, and theaters or temples:

- The Structural Frame: how to organize and structure groups and teams to get results
- The Human Resource Frame: how to tailor organizations to satisfy human needs, improve human resource management, and build positive interpersonal and group dynamics
- The Political Frame: how to cope with power and conflict, build coalitions, hone political skills, and deal with internal and external politics
- The Symbolic Frame: how to shape a culture that gives purpose and meaning to work, stage organizational drama for internal and external audiences, and build team spirit through ritual, ceremony, and story

The core of the book is reframing, a tool for finding new opportunities and options in confusing and troubling organizational situations. The authors show how multiple frames give leaders an edge in decoding organizational complexity. The new edition highlights current developments in organizational and leadership research. It presents new case examples from organizations such as eBay, Enron, Harley-Davidson, the New York City Fire Department, and the U.S. Marine Corps. The book also introduces “Organizational Theory’s Greatest Hits,” text boxes that ground the book in the most influential scholarly work. The new edition also offers a rich mix of geographic, cultural, and gender diversity throughout.

Includes on-line instructor’s guide available at www.wiley.com/college/bolma

<http://www.amazon.com/Reframing-Organizations-Artistry-Choice-Leadership/dp/0787964271>

<https://www.wiley.com/en-us/Reframing+Organizations%3A+Artistry%2C+Choice%2C+and+Leadership%2C+5th+Edition-p-9781118573334>

http://books.google.com/books?id=tsFj7wgcZvYC&source=gbp_book_similarbooks

<https://library.villanova.edu/Find/Record/1315634/TOC>

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

<https://www.amazon.com/Lee-G.-Bolman/e/B000APA4AG>

http://www.goodreads.com/author/show/50505.Lee_G_Bolman

Images for Lee G. Bolman, author

<https://us.sagepub.com/en-us/nam/author/terrence-e-deal>

<https://us.corwin.com/en-us/nam/author/terrence-e-deal>

<https://www.amazon.com/Terrence-E.-Deal/e/B000APEWPE>

https://www.goodreads.com/author/list/50504.Terrence_E_Deal

Images for Terrence E. Deal, author

Images for Reframing Organizations: Artistry, Choice, and Leadership [Lee G. Bolman, Terrence E. Deal]

The Advantage: Why Organizational Health Trumps Everything Else in Business MP3 CD – Audiobook, MP3 Audio, Unabridged by Patrick Lencioni (Author, Reader)

“Organizational health will one day surpass all other disciplines in business as the greatest opportunity for improvement and competitive advantage.”

This is the promise of *The Advantage*, Patrick Lencioni’s bold manifesto about the most unexploited opportunity in modern business. In his immensely readable and accessible style, Lencioni makes the case that there is no better way to achieve profound improvement in an organization than by attacking the root causes of dysfunction, politics, and confusion.

While too many leaders are still limiting their search for advantage to conventional and largely exhausted areas like marketing, strategy, and technology, Lencioni demonstrates that there is an untapped gold mine sitting right beneath them. Instead of trying to become smarter, he asserts that leaders and organizations need to shift their focus to becoming healthier, allowing them to tap into the more-than-sufficient intelligence and expertise they already have.

The author of numerous bestselling business fables including *The Five Dysfunctions of a Team* and *Death by Meeting*, Lencioni here draws upon his twenty years of writing, field research, and executive consulting to some of the world’s leading organizations.

He combines real-world stories and anecdotes with practical, actionable advice to create a work that is at once a great read and an invaluable, hands-on tool. The result is, without a doubt, Lencioni’s most comprehensive, significant, and essential work to date

<http://www.amazon.com/The-Advantage-Organizational-Everything-Business/dp/1491510803>

<http://www.goodreads.com/book/show/12975375-the-advantage>

<http://www.wiley.com/WileyCDA/WileyTitle/productCd-0470941529.html>

<https://www.youtube.com/user/TheTableGroup> TheTableGroup - YouTube

<https://www.youtube.com/watch?v=HxjFQ3y0M6I> Patrick Lencioni: The Advantage: Why Organizational Health Trumps Everything Else in Business – YouTube
[Images for Patrick Lencioni - YouTube](#)
<https://www.tablegroup.com/organizational-health>
<https://www.tablegroup.com/pat/>
<http://www.audioeditions.com/audiobook-author.aspx?authorfull=Patrick+Lencioni>
<https://www.facebook.com/Patrick-Lencioni-133626265614/>
<http://www.amazon.com/Patrick-M.-Lencioni/e/B001ILFMB2>
https://www.goodreads.com/author/list/11503.Patrick_Lencioni
[Images for Patrick Lencioni \(Author, Reader\)](#)
[Images for The Advantage: Why Organizational Health Trumps Everything Else in Business by Patrick Lencioni \(Author, Reader\)](#)

The Character of Organizations: Using Jungian Type in Organizational Development [William Bridges]

An enormous consulting industry has sprung up promising to help organizations overhaul themselves to meet today's competitive pressures. Yet far too often, such change efforts fail. The solution, according to best-selling management author William Bridges, lies in identifying, understanding and working with what he calls organizational character. Just as people have personalities, Bridges explains, organizations - as well as their departments and teams - have characters. An organization's character shapes how decisions get made and new ideas are received, how employees are treated and change is accepted or rejected - all factors that affect company performance. Using examples from McDonald's, Hewlett-Packard, GE and other companies, Bridges identifies 16 organizational character types using the framework of MBTI® personality types and shows how these influence an organization's growth and development. With a foreword by Sandra Krebs Hirsh and a new preface by the author, this updated edition of the time-tested classic includes the Organizational Character Index, Bridges' popular tool for assessing the character of your own organization or team.

<http://www.amazon.com/exec/obidos/ASIN/0891061495/williambridge-20>
http://www.goodreads.com/book/show/617598.The_Character_of_Organizations
<https://www.barnesandnoble.com/w/the-character-of-organizations-william-bridges/1124026680>
<https://www.hachette.com.au/william-bridges/the-character-of-organizations-using-personality-type-in-organization-development>
<http://www.wmbridges.com/books/books.html>
<https://books.google.com/books?isbn=0891062793>
https://books.google.com/books/about/The_Character_of_Organizations.html?id=5IXkDAAQBAJ
[https://en.wikipedia.org/wiki/William_Bridges_\(author\)](https://en.wikipedia.org/wiki/William_Bridges_(author))
http://www.goodreads.com/author/show/5111924.William_Bridges
[Images for william bridges, author](#)
[Images for The Character of Organizations: Using Jungian Type in Organizational Development \[William Bridges\]](#)

14) Organizational Intelligence

Organizational Intelligence: How Smart Companies Use Information to Become More Competitive and Profitable by Gerry Cohen and Rado Kotorov Ph.D. (Author)

Intended for executives and Business Intelligence practitioners, this book offers a plan for developing a more pervasive organizational strategy that ends in success. Includes several customer stories that relay the successful, and profitable, implementation of this strategy across all current BI industries. The demand for information has been steadily increasing over the years as organizations invest in capturing and processing more data to improve decision-making and efficiency. This insightful new book describes how improving the decision-making process through information dissemination can raise your organizational intelligence and market performance. The book boasts numerous case studies - featuring Ford Motor Company, U.S. Bank, Utz Quality Foods, Plex Systems, and many others - that underscore the value of leveraging data and analytics as business assets to enable fact-based decision-making needed for data monetization, process enhancements, and better customer experience.

<https://www.amazon.com/Organizational-Intelligence-Information-Competitive-Profitable/dp/0692769595>
<https://www.informationbuilders.com/news/press/release/2016/25074>

[Images for Gerry Cohen, author of organizational intelligence](#)

[Images for Rado Kotorov Ph.D. \(Author\)](#)

[Images for Organizational Intelligence: How Smart Companies Use Information to Become More Competitive and Profitable by Gerry Cohen and Rado Kotorov Ph.D. \(Author\)](#)

Organizational Intelligence - SlideShare

Richard Veryard – Business Architecture Consultant

Extract from Chapter 2 of my 2001 book on the Component-Based Business

<https://www.slideshare.net/RichardVeryard/organizational-intelligence>
<https://www.amazon.com/Component-Based-Business-Plug-Play-Practitioner/dp/1852333618>
[Images for Organizational Intelligence - SlideShare](#)

Organizational intelligence - Wikipedia

Organizational Intelligence (OI) is the capability of an organization to comprehend and conclude knowledge relevant to its business purpose. In other words, it is the intellectual capacity of the entire organizations. With relevant organizational intelligence comes great potential value for companies and therefore organizations find study where their strengths and weaknesses lie in responding

to change and complexity. Organizational Intelligence embraces both [knowledge management](#) and [organizational learning](#), as it is the application of [knowledge management](#) concepts to a business environment, additionally including learning mechanisms, comprehension models and business value network models, such as the [balanced scorecard](#) concept. Organizational Intelligence consists of the ability to make sense of complex situations and act effectively, to interpret and act upon relevant events and signals in the environment. It also includes the ability to develop, share and use knowledge relevant to its business purpose as well as the ability to reflect and learn from experience.

https://en.wikipedia.org/wiki/Organizational_intelligence
[Images for Organizational intelligence](#)

What is Organizational Intelligence | IGI Global

Organizational intelligence, put simply, refers to the capacity of an enterprise to mobilize all of its available brainpower, and to focus that brainpower towards achieving its mission.

<http://www.igi-global.com/dictionary/organizational-intelligence/21505>

[Images for What is Organizational Intelligence](#)

<https://www.karlalbrecht.com/books/chapters/MAW03.pdf> [PDF] what is organizational intelligence? - Karl Albrecht International

<https://www.strategy-business.com/article/12644?gko=4a546> Organizational Intelligence: What is it, and how can managers use it?

15) Oversight

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

Chapter 7. **Oversight** (Being CEO) Is a Worthy Calling

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

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

<http://www.lifeandleadership.com/book-summaries/bacher-and-cooper-white-church-administration.html>

[Images for Oversight \(Being CEO\) Is a Worthy Calling](#)

Exercising Oversight but Not Lording It Over – BrentDetwiler.com

Here are the main passages in the New Testament on the role and responsibilities of the pastor/elder/overseer. They must be honored even if they have been misused. Granted, it is not always easy to find gifted and trustworthy pastors that are characterized by humility, integrity, servanthood, courage, love, power (divine enablement) and sound doctrine. We must allow for imperfection, but we must expose abuse and corruption.

<http://www.brentdetwiler.com/brentdetwilercom/exercising-oversight-but-not-lording-it-over.html>

[Images for Exercising Oversight but Not Lording It Over – BrentDetwiler.com](#)

Increased Leadership by Lay and Remaining Staff

The announcement of a pastoral vacancy will trigger the need for increased leadership among the lay members of the congregation, and the remaining staff members. There will be an immediate need for an ordered process to keep a sense of stability in the congregation's life and to help people stay focused on the mission they share as God's people. The congregation will normally look to its Congregation Council members, other pastor(s), and remaining staff members (program directors, administrative assistants, etc.) for this leadership. This leadership "team" has the task of **overseeing** and guiding the ministry of the congregation during this time. At the outset, the leadership "team" may simply attempt to maintain the status quo, which is no small task given the challenges presented by the pastoral vacancy. The leadership "team" should communicate closely with the Synod staff for assistance during this period.

The following leadership tasks need to be assigned and individuals authorized to handle them:

- Provide to the membership of the congregation reassurance that pastoral ministry will be fulfilled;
- Assist the membership of the congregation in the processing of their feelings related to the departure of the pastor;
- Assure the continuation of services of worship and to assist those who lead worship (supply pastors, interim pastors assisting ministers, musicians, and others);
- Give support and guidance to staff persons (office personnel, music personnel, custodial personnel, etc.) who normally function under pastoral oversight (continuation of staff meetings or conferences which help clarify needs, directions and expectations);
- Assure continuation of pastoral ministries (hospital visits, other visitations, emergency pastoral response, funerals, weddings, confirmation, baptisms);
- Support congregational leaders (council members, financial people, etc.) in the service of their various responsibilities;
- Assure confidentiality in regard to sensitive issues that arise during the period of transition.
- Be a resource to the next called pastor and assist her/him in the continuation of immediate and special pastoral ministry needs;
- Assign a persons or small group to develop a communications strategy, in order to make sure that the members of the congregation and the staff are well informed about issues relating to the transition, e.g. how the call process works, where you are in the timeline, etc. The leadership tools for addressing these needs may include: newsletter or bulletin items, small group discussions, review of current policies, and other current congregational resources.

[PDF]call process manual - Saint Paul Area Synod

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

Chapter 12.

CONGREGATION COUNCIL

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:

c. To **oversee** and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.

<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 oversight](#)

Presbyterian polity - Wikipedia

Presbyterianism uses a conciliar method of church government (that is, leadership by the group or council). Thus, the presbyters and "elders" govern together as a group, and at all times the office is for the service of the congregation, to pray for them and to encourage them in the faith. The elders together exercise **oversight** (episcopacy) over the local congregation, with superior groups of elders gathered on a regional basis exercising wider oversight.

http://en.wikipedia.org/wiki/Presbyterian_polity

[Images for Presbyterian polity](#)

What Does the Bible Say About Overseer? - OpenBible.info

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

[Images for bible and overseer](#)

<https://www.biblestudytools.com/dictionaries/bakers-evangelical-dictionary/overseer.html>

[Images for bakers-evangelical-dictionary/overseer](#)

<http://biblehub.com/topical/o/overseer.htm>

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

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

<https://www.jw.org/en/publications/books/bible-glossary/overseer/>

16) Parish

A Resource for Persons Considering Forming a Multipoint Parish

While forming a multiple point parish is complex, there is much to be said for the process. If undertaken with a spirit of adventure and discovery, the congregations involved can learn much about themselves and each other. Secondly, the sharing of a pastor and important congregational programming can make scarce resources go farther with regard to mission and ministry. The most important factor in determining an effective multiple point parish is the strength of the relationship upon which it is built. As a result, considerable upfront and intentional time should be devoted to relationship building. Then that relationship needs to be maintained through regular and effective communication that focuses on the actual members of the parish's congregations as its audience.

[PDF]ELCA Multi-Point Resource - Clover Sites

<http://storage.cloversites.com/easternnorthdakotasynod/documents/ELCA%20MultiPointResource-1.pdf>

[Images for Resources for Forming a Multipoint Parish](#)

Area Churches Together (ACT) Parish

Together they form the ACT Parish Cluster that strives to maintain and grow these faithful witnesses, and to impact our area with the good news of God's grace.

<http://www.actparish.com>

[Images for Area Churches Together \(ACT\) Parish](#)

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

Chapter 20.

PARISH AUTHORIZATION

[Required provisions when congregation is part of a parish]*

***C20.01.** This congregation may unite with one or more other congregations recognized by the synod named in *C6.01. to form a **parish**. Except as provided in *C20.02. and *C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation

of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.

- *C20.02. One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- *C20.03. One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- *C20.04. Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synod constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- *C20.05. Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synod constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- *C20.06. Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.

<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 20. PARISH AUTHORIZATION](#)

Three in one: what might it look like when congregations come together to become an area parish?

Partners in Faith Lutheran Parish, comprised of Trinity, Our Saviors, and Grace Lutheran Churches in the Rice Lake area, is in its eighth month of experimenting being a parish. There has been much joy and some apprehension in getting to know each other as individuals and congregations. There is joy in making new friends, reconnecting to old ones, discovering each congregations' personality and gifts. There is the renewed awareness of God's presence in special combined worship and ministry together. The dream teams for worship and social/outreach have been the most active. We had combined midweek Lenten services, worship in the park in June, and Lakefest in July. For Lakefest we gathered at Carlson Waldo Community Park for an informal time of roasting hotdogs and marshmallows, boat rides and a worship/sharing time around the theme of Jesus by the Sea of Galilee and our own faith experiences around water.

In November, a new ministry. The Family House, started in Rice Lake to provide a place to sleep overnight for those without housing, for both singles and families. The Family House has very little money and needs evening meals to be provided. The Social/Outreach Dream Team courageously pledged to make meals for every Sunday in January. Since we didn't know what we were doing, and the new ministry didn't know that they were doing, we were able to be more flexible and respond more immediately than many groups. At first, we made the commitment month by month. Since then we have been able to provide a meal each week starting the beginning of the year through now. A couple of times we gathered to make a month's worth of meals together as a way of getting to know each other. During this summer, there has been a schedule when each church will provide a meal. It is a blessing to know that even if we are small, together we are making a difference in people's lives. We see the smiles on people's faces and hear their words of gratitude.

There is still some apprehension in the questions of "what does this all mean and how will it work?" Each month there is something new we haven't thought of. The next step is the parish starting the call process.

It is amazing to see God working in small and subtle changes. A year ago, at this time, the synod leadership was helping the council presidents to come together to talk about the possibility of working together. There was fear of what will we lose in working together – our buildings? Our own identity? Synod staff helped lead the initial meetings with the councils as they hammered out details about how to work together: they provided support when we had questions and were present, so we know we were not alone. So far, we have gained more than we could have imagined. We have found the blessing of knowing we have partners in worship, service and faith and have received grace to relax a little to enjoy the journey in which God is leading us.

Email received from Northwest Synod of Wisconsin ramlow@nswsi.org via nwsynod-wisconsin.ccsend.com Aug 12

Northwest Synod of Wisconsin

Evangelical Lutheran Church in America

944 24 1/4 Street, Suite 2, Chetek, WI 54728

office: [715-859-6810](tel:715-859-6810) fax: [715-859-6812](tel:715-859-6812)

www.nswsi.org

Trinity Lutheran Church - Home

Member of Partners in Faith Parish with Grace Lutheran Church – Brill and Our Savior's Lutheran Church.

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

[Images for Partners in Faith Parish Rice Lake, WI](#)

17) Parliamentary Procedure

15 best Parliamentary Procedure Tips images on Pinterest

<https://www.pinterest.com/caratrover/parliamentary-procedure-tips/>

[Images for parliamentary procedure pinterest](#)

<https://www.pinterest.com/LaShaunW/parliamentary-procedures/>

<https://www.pinterest.com/nan40cy/parliamentary-procedure/>

<https://www.pinterest.com/eldonffa/parliamentary-procedure/>

Free Parliamentary Motions Guide to the Current Robert's Rules of Order Newly Revised (11th Edition)

Free parliamentary motions chart to the latest Robert's Rules of Order from Jim Slaughter, Parliamentarian.

<http://www.lawfirmrbs.com/blog/free-parliamentary-motions-guide-to-the-current-roberts-rules-of-order/>

[Images for Free Parliamentary Motions Guide to the Current Robert's Rules of Order Newly Revised \(11th Edition\)](#)

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

Chapter 10.

CONGREGATION MEETING

C10.07. *Robert's Rules of Order*, latest edition, shall govern **parliamentary procedure** of all meetings of this congregation.

<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 parliamentary procedure](#)

http://download.elca.org/ELCA%20Resource%20Repository/Parliamentary_Procedure.pdf

http://download.elca.org/ELCA%20Resource%20Repository/Church_Council_Exhibits_February_29_2012.pdf Chart of Ranking

Motions

Page 29

[Images for Parliamentary Procedure – ELCA Resource Repository](#)

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

<http://www.jimslaughter.com/uploads/ROBERTS11th.pdf>

[Images for Parliamentary Motions Guide](#)

Parliamentary Procedure Basics - YouTube

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

<https://www.youtube.com/watch?v=AaHckDjTxZE> PARLIAMENTARY PROCEDURE BASICS – YouTube

[Images for PARLIAMENTARY PROCEDURE BASICS - YouTube](#)

<https://www.youtube.com/watch?v=976aSOcABZo> Parliamentary Procedure 101 - YouTube

<https://www.youtube.com/watch?v=GLIUkuxSVc> Parliamentary Procedure 101: How Motions Work - YouTube

[Images for Parliamentary Procedure 101 - YouTube](#)

[PDF]parliamentary procedure – quick questions and answers

<http://web.ewu.edu/groups/studentlife/cno/parliamentaryprocedures/quicktips.pdf>

[Images for parliamentary procedure – quick questions and answers](#)

Parliamentary procedure - Wikipedia

Parliamentary procedure is the body of rules, ethics and customs governing meetings and other operations of clubs, organizations, legislative bodies and other deliberative assemblies.

https://en.wikipedia.org/wiki/Parliamentary_procedure

[Images for Parliamentary Procedure](#)

The Complete Idiot's Guide to Parliamentary Procedure [Jim Slaughter]

Easy, accessible, and to the point, *The Complete Idiot's Guide® to Parliamentary Procedure Fast-Track* gives you everything you need to know to conduct shorter, fairer, more orderly meetings. In this time-saving guide, you get:

The fundamentals of parliamentary procedure, with tips on knowing which rules to use for your meetings.

Simple suggestions for making, seconding, and debating motions, plus advice on frequently used motions from *Robert's Rules of Order*.

A primer on voting, from knowing when it's required, to breaking ties, to handling absentee and proxy votes.

Straightforward strategies for setting and sticking to an agenda and efficiently recording your meeting's minutes.

Tips for handling disruptive members and tyrannical chairs.

<http://www.amazon.com/Complete-Idiots-Parliamentary-Procedure-Fast-Track/dp/161564220X>

<http://www.goodreads.com/book/show/13543031-the-complete-idiot-s-guide-to-parliamentary-procedure-fast-track>

<http://www.jimslaughter.com/The-Complete-Idiots-Guide-to-Parliamentary-Procedure-FastTrack.cfm>
<http://modestyinmotion.com/books/13543031/the-complete-idiot-s-guide-to-parliamentary-procedure-fast-track.html>
<http://www.jimslaughter.com/The-Complete-Idiots-Guide-to-Parliamentary-Procedure-FastTrack.cfm>
<https://www.amazon.com/Jim-Slaughter/e/B007OEM38C>
http://www.goodreads.com/author/show/6544957.Jim_Slaughter
 Images for Jim Slaughter, author parliamentary procedure
 Images for The Complete Idiot's Guide to Parliamentary Procedure [Jim Slaughter]

18) Pastor-Parish Relations

Guidelines Pastor-Parish Relations | Cokesbury

The Pastor Parish Relations Committee (PPRC), also known as Staff Parish Committee, serves a key role in establishing the focus of the pastor, staff, and congregation's ministry. By advocating for the pastor and staff and helping to interpret their roles and ministries, the PPRC supports and nurtures the whole congregation. This *Guideline* is designed to help implement and guide the work of the ministry area.

<https://www.cokesbury.com/product/9781501829840/guidelines-pastorparish-relations/>
<https://www.umcdiscipleship.org/resources/pastor-parish-relations-guidelines-resources>
<https://www.umcdiscipleship.org/resources/pastor-staff-parish-relations-committee>
<http://www.umc.org/what-we-believe/para-2582-pastor-parish-relations-committee>
<http://www.umcdiscipleship.org/resources/pastorstaff-parish-relations-committee2>
<http://www.cosumc.org/clientimages/52258/pastor-parish%20relations.pdf>
<https://www.nyac.com/files/fileslibrary/faq-pastorparishrelations.pdf>
http://www.holston.org/media/ministry/resource/Staff_Parish_Guide.pdf
https://www.minnesotaumc.org/files/content/chapter_5_-_2014_conflict_resolution_and_pprc.pdf
http://www.bomlibrary.org/wp-content/uploads/2014/06/BOM_CHAPTER032012.pdf
<http://www.nyac.com/files/fileslibrary/faq-pastorparishrelations.pdf>
 Images for Guidelines Pastor-Parish Relations | Cokesbury
<https://www.pinterest.com/whitneyspagnola/umc-staff-parish-relations-committee/>
 Images for umc staff parish relations committee on pinterest

[PDF] The Pastoral Relations Committee - United Church of Christ

The Pastoral Relations Committee is a standing committee in a local church that seeks to support and maintain an open and healthy relationship between the pastor and members of the congregation.

http://d3n8a8pro7vhmx.cloudfront.net/unitedchurchofchrist/legacy_url/11191/prc.pdf?1418436953 Page 6
 Images for Pastoral Relations Committee – United Church of Christ
<https://www.uccfla.org/files/docs/pastoral-relations-committee.pdf>
http://d3n8a8pro7vhmx.cloudfront.net/unitedchurchofchrist/legacy_url/11191/prc.pdf?1418436953
http://www.ucc.org/ministers_local-church-leaders-2 Pastoral Relations Committee Guidebook
http://d3n8a8pro7vhmx.cloudfront.net/unitedchurchofchrist/legacy_url/1337/b12.pdf?1418424802
<http://ainsworthucc.com/wp-content/uploads/2011/10/Pastoral-Relations-Committee.pdf>
<http://www.friends-ucc.org/index.php/about-us/leadership-position-duties/other-ministry-duties/424-pastoral-relations>
<http://unionucc.com/ministries/pastoral-relations-committee/>
<https://oldfirstucc.org/ofs-new-pastoral-relations-ministry-team/>

19) Plan

A simplified chronology of the strategic planning process. - Pinterest

<https://www.pinterest.com/pin/479844535273084803/>
 Images for planning process Pinterest
<https://www.pinterest.com/Sarahmilston/strategic-planning/>
<https://www.pinterest.com/nonprofitcopy/strategic-planning/>
<https://www.pinterest.com/rfsilva123/strategic-planning-concepts/>
 Images for pinterest/strategic-planning
<https://www.pinterest.com/charitynetusa/strategic-plans-for-success-as-a-nonprofit/>
<https://www.pinterest.com/shantanusengpta/account-planning-process/>
<https://www.pinterest.com/anthonylscott/orthodox-parish-planning/>
 Images for pinterest/parish-planning

Attributes of Leadership – Definiteness of Plans | Back-Office Bulletin

The successful leader must plan the work and work the plan. A leader who moves by guesswork without practical, definite plans is comparable to a ship without a rudder. Sooner or later, it will land on the rocks. – *Napoleon Hill*

<https://kerwynhodge.wordpress.com/2013/05/01/attributes-of-leadership-definiteness-of-plans/>
 Images for Attributes of Leadership – Definiteness of Plans

Benefits of Formal Planning - Operations & Management

By implementing formal planning, achievements of an organization's goals are outlined, with allocations of necessary resources, tasks, schedules and other actions being specified (Daft 2008). Explicit goals (targets) and plans at each planning stage would be developed; sending out messages to internal and external audiences. Thus, when an organization's top management adopts formal planning, efficiency and effectiveness (financial and operational performance) are improved upon. (Daft 2008)

"The planning process starts with a formal mission that defines the basic purpose of the organization" (Daft 2008, p210): "what the organization stands for and its reason for existence" (Daft 2008, p212). The mission indicates legitimacy and reputability to external (i.e. investors, customers, suppliers) audiences, providing direction, motivation and purpose to employees (lowering their uncertainty and anxiety levels). (Daft 2008)

When employees are able to relate (identify) with the role they play within an organization they will be more motivated and committed: focusing their attention on specific targets to achieve important outcomes (Daft 2008).

<https://operations-management.knoji.com/benefits-of-formal-planning/>
[Images for Benefits of Formal Planning - Operations & Management](#)

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

Chapter 4. **Planning** with Passion

<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.amazon.com/Church-Administration-Programs-Process-Purpose/dp/0800637429>
<http://www.lifeandleadership.com/book-summaries/bacher-and-cooper-white-church-administration.html>
[Images for Church Administration: Programs, Process, Purpose \[Robert Bacher, Michael Cooper-White\] Chapter 4. Planning with Passion](#)

Developing the Right Goals. | Small Church Leadership Network

12 Principles for **Planning** in the Small Church.

<http://www.smallchurchleaders.org/the-small-church-board/developing-the-right-goals.html>

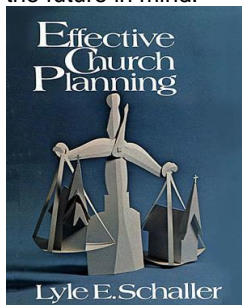
[Images for Developing the Right Goals. | Small Church Leadership Network 12 Principles for Planning in the Small Church.](#)

Effective Church Planning by Lyle E. Schaller

Lyle E. Schaller offers seven basic factors for translating important new concepts from the behavioral sciences into terms that can be used for effectively solving church problems.

Is guilt a means of motivation in your church? How does the appearance of the meeting place affect the type or quality of worship a church has? Specific and relatively common issues such as these, which face nearly every church of every denomination at one point or another, are discussed, as well as budgeting, worship, evangelism, expansion of facilities, tenure, fellowship, and motivation. Schaller includes a chapter on "Symptoms or Problems?" and uses four case studies to illustrate how easy it is to focus on symptoms rather than on basic underlying causes.

Lyle Schaller believes that armed with a realistic diagnosis, almost everyone has the potential to be a problem-solver and respond creatively and innovatively. His method of problem-solving encourages us not to dwell on past mistakes or regrets, but to plan with the future in mind.



<http://www.barnesandnoble.com/w/effective-church-planning-lyle-e-schaller/1001205647>

<http://www.amazon.com/Effective-Church-Planning-Lyle-Schaller/dp/0687115302>

https://en.wikipedia.org/wiki/Lyle_E._Schaller

<https://books.google.com/books?isbn=1426761627>

http://www.abingdonpress.com/lyle_e_schaller

<http://www.abingdonpress.com/product/9781426749100#.WNW1DTvyuUk> Wisdom from Lyle E. Schaller: The Elder Statesman of Church Leadership

<http://www.ministrymatters.com/all/entry/5884/remember-lyle-e-schaller-the-interventionist>

<https://www.amazon.com/Lyle-E.-Schaller/e/B001IR1J9K>

https://www.goodreads.com/author/list/179868.Lyle_E_Schaller

[Images for Lyle E. Schaller](#)

[Images for Effective Church Planning by Lyle E. Schaller](#)

Parish Planning: How to get things done in your church. Lyle E. Schaller

Church planner and consultant Lyle E. Schaller offers suggestions and guidelines on how the people in a given local church can improve the quality of the decision-making process in that parish. His emphasis is on finding "handles" for beginning the planning process, on the importance of self-evaluation and on the implementation process itself. First, he looks at "the covenant and the pilgrimage" taking place in the church. Other topics include the church budget; institutional blight; the importance of self-evaluation and accountability; the ability to implement ideas, plans, and programs; a look at four types of congregations: Old First, small rural, neighborhood, and metropolitan; evangelism - the most neglected task; and the need to increase quality of performance. Parish Planning-a self-help course in planning for a parish of any size-will enable members of a church board or congregation to re-evaluate their purpose, mission, and methods and put new ideas into action.

<http://www.amazon.com/Parish-Planning-Lyle-E-Schaller/dp/0687301025>

[Images for Parish Planning: How to get things done in your church. Lyle E. Schaller](#)

Holy Clarity: The Practice of Planning and Evaluation: Sarah Drummond.

In *Holy Clarity*, Sarah Drummond explores the most basic reason leaders of religious organizations conduct evaluations: To find and create God-pleasing clarity regarding the organization's purpose and the impact of its activities. Leadership and evaluation are not separate disciplines, she argues. Effective leaders evaluate because they need to know what is happening in their organizations and how those activities are effecting change.

Drummond first describes the way in which our postmodern culture makes clarity difficult to obtain. She then looks at holy clarity from a biblical and theological perspective and make the case that it is a spiritual discipline that can stand on its own theological merits. She presents four approaches to evaluation that can help a leader to guide a community toward greater clarity, both when evaluating or analyzing programs and when planning and starting programs. Finally, she considers the work of clarification as a faith practice, one that can make a pastor or layperson not just a better leader, but a better Christian who is more firmly grounded in God. Each chapter concludes with a fictional case study that provides a jumping-off point for discussion and helps bring her theory to life.

Holy Clarity provides an accessible resource as an entry point for those who are eager to learn the best practices of this crucial discipline.

<http://www.amazon.com/Holy-Clarity-Practice-Planning-Evaluation/dp/1566993873>

<https://rowman.com/ISBN/9781566993876/Holy-Clarity-The-Practice-of-Planning-and-Evaluation>

<https://www.barnesandnoble.com/w/holy-clarity-sarah-b-drummond/1120049550>

<https://books.google.com/books?isbn=1566995450>

<https://books.google.com/books?isbn=1621897206>

<https://books.google.com/books?isbn=1442273518>

<https://books.google.com/books?isbn=1566995612>

<https://www.churchleadership.com/wp-content/uploads/2016/11/50-Quotations-for-Fruitful-Leaders-2016.pdf>

<https://walkalongconsulting.jimdo.com/2014/11/18/the-gift-of-clarity/>

<https://alban.org/archive/how-will-we-know/>

<https://alban.org/archive/planning-for-the-spirit/>

<https://alban.org/archive/dont-underestimate-the-system-delays/>

<https://alban.org/archive/the-need-for-stress-and-conflict/>

https://play.google.com/store/books/details/Transforming_Church_Boards_into_Communities?id=3lv1AwAAQBAJ&hl=en_US

<http://www.newcastle.anglican.org/userfiles/file/Newcastle%20Website/Mission%20and%20Ministry/Local%20Ministry%20and%20Readers%20Training/AlbanWeekly22June09.pdf>

<https://www.macucc.org/files/files/documents/leadershipdevelopment/evaluation-bibliography.pdf>

<http://www.uccfiles.com/pdf/Be-the-Church-Planning-Guide-Final.pdf>

<https://andovernewton.yale.edu/news/announcing-leadership-changes-andover-newton>

<https://www.massbible.org/exploring-the-bible/ask-a-prof/professors/sarah-drummond>

https://divinity.yale.edu/sites/default/files/user-cv-uploads/sarah_drummond_cv_2017.pdf

<https://divinity.yale.edu/faculty-and-research/yds-faculty/sarah-drummond>

<http://www.susanbeaumont.com/2009/12/>

https://www.goodreads.com/author/show/3193627.Sarah_B_Drummond

[Images for sarah drummond author church planning](#)

[Images for Holy Clarity: The Practice of Planning and Evaluation: Sarah Drummond](#)

Page 77

Page 163

Page 220

Page 8

Innovative Planning: Your Church in 4-D (TCP Leadership Series) by Bud Wrenn (Author), Rick Warren (Foreword)

For leaders of small organizations-churches and businesses-who do not have a regular, ongoing planning process, this book will be your guide to becoming an innovative planner for your group's future. *Innovative Planning* presents a solid process for developing complete organizational planning-from vision, to mission, to strategies. It also includes the day-to-day operations-the level at which the vision ultimately comes to fruition. Experienced pastor and certified leadership coach and consultant Bud Wrenn draws on his organizational experiences to help leaders become "four-dimensional" planners. Not everyone in your group, church, or organization think in visionary terms. But as an organizational leader, it is crucial for you to communicate the visionary message.

Foreword by Rick Warren. A TCP Leadership Series title.

<http://www.amazon.com/Innovative-Planning-Your-Church-Leadership/dp/0827216505>

<https://www.goodreads.com/book/show/6358648-innovative-planning>

http://books.google.com/books/about/Innovative_Planning.html?id=-E22HCKM-A4C

<http://www.pinnacleccg.org/innovative-planning.html>

<http://www.pinnacleccg.org/innovative-planning/order-innovative-planning-your-church-in-4-d.html>
<http://www.pinnacleccg.org/innovative-planning/webinars.html>
<http://www.pinnacleccg.org/innovative-planning/sustainability.html>
<http://thethoughtfulpastor.blogspot.com/2011/02/book-reviewinnovative-planning-your.html>
<http://www.integritync.org/new/bud-wrenn/?view=mobile>
<http://www.chalicepress.com/Author.aspx?AuthorID=201>
<https://budwrenn.wordpress.com/author/budwrenn/>
https://www.goodreads.com/author/show/2883094.Bud_Wrenn
 Images for Bud Wrenn (Author)
<http://pastorrick.com/>
https://en.wikipedia.org/wiki/Rick_Warren
<https://www.amazon.com/Rick-Warren/e/B000APD9C6>
https://www.goodreads.com/author/show/711.Rick_Warren
 Images for Rick Warren, author
 Images for Innovative Planning: Your Church in 4-D (TCP Leadership Series) by Bud Wrenn (Author)

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

Chapter 12.

CONGREGATION COUNCIL

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:

- 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.

<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 planning

Preparing an Annual Congregational Plan Book – The Parish Paper

Purpose and Contents of an Annual Congregational Plan Book	Page 2
Cover Page	Page 3
Table of Contents	Page 4
Vision and Mission Statements and Major Goals for this Year	Page 5
Major Known Calendar Dates for this Year	Page 6
Governing Board Members' Names & Telephone Numbers	Page 7
Governing Board Purposes & Responsibilities	Page 8
Strategic Planning Team Purpose and Responsibilities	Page 9
Committee Purposes & Responsibilities	Page 10
Ministry Team Purposes & Responsibilities	Page 11
Content Examples of Committee Pages	
Evangelism Committee	Page 12
Worship Committee	Page 13
Missions Committee	Page 14
Christian Education Committee	Page 15
Children's Council	Page 16
Youth Council	Page 17
Caring Committee	Page 18
Congregational Development Committee	Page 19
Finance Committee	Page 20
Stewardship Committee	Page 21
Building & Grounds Committee	Page 22
Personnel Committee	Page 23
Report Form—Committees to Governing Board	Page 24
This Year's Budget	Page 25

[PDF] Ch. Effectiveness Nuggets--Volume 25—Preparing an Annual Congregational Plan Book - The Parish Paper

<http://www.theparishpaper.com/files/resources/Church%20Effectiveness%20Nuggets-%20Volume%2025.pdf>
<https://www.theparishpaper.com/free-resources> Church Effective Nugget, Volume 25: Preparing an Annual Congregational Plan Book
 Images for Preparing an Annual Congregational Plan Book - The Parish Paper
<https://www.theparishpaper.com/sites/default/files/resources/How%20to%20Accomplish%20Effective%20Congregational%20Planning.pdf> [PDF] How to Accomplish Effective Congregational Planning – The Parish Paper
<https://www.theparishpaper.com/sites/default/files/resources/How%20to%20Accomplish%20Effective%20Congregational%20Planning.pdf>
<http://www.theparishpaper.com/files/resources/How%20to%20Accomplish%20Effective%20Congregational%20Planning.pdf>

<https://www.theparishpaper.com/free-resources> How to Accomplish Effective Congregational Planning
 Images for Effective Congregational Planning
http://www.episcopalhawaii.org/uploads/2/5/4/8/25486559/22_resources_congregations_parish_paper_2011_nov.pdf [PDF] Should We Unleash the Power of Congregational Planning? - The Parish Paper
http://www.hudrivpres.org/upload/resources/pp_11_11_shouldweunleashthepower.pdf
<http://mennowdc.org/wp-content/uploads/2011/03/2011-11.pdf>
<http://www.wisconsinumc.org/connections/conference-news/the-parish-paper> November 2011 - "Should We Unleash the Power of Congregational Planning?"
 Images for Congregational Planning
<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

Projects That Matter: Successful Planning and Evaluation for Religious Organizations [Kathleen A. Cahalan professor]

Projects That Matter introduces project leaders and teams to the five basic elements of project design and describes in detail a six-step process for designing and implementing a project evaluation and disseminating evaluation findings. Written for the non-expert, leaders in religious settings will find Cahalan's guidance clear and invaluable. Presenting evaluation as a form of collaborative inquiry, Cahalan shows how leaders can use evaluation design to develop effective project plans and prepare case statements for donors or grant proposals for foundations. She introduces project planning and evaluation as mission-related practices and invites leaders to consider how their tradition's particular mission and beliefs influence the way they plan and evaluate. Cahalan concludes the book by making explicit her own theological presuppositions—that the virtues of discernment, stewardship, and prudence are essential for good project planning and evaluation.



<http://www.amazon.com/Projects-That-Matter-Successful-Organizations/dp/1566992761>
<https://www.goodreads.com/book/show/4141099-projects-that-matter>
<https://rowman.com/ISBN/9781566996112/Projects-That-Matter-Successful-Planning-and-Evaluation-for-Religious-Organizations>
<https://books.google.com/books?isbn=1566996112>
https://www.csbsju.edu/sot/about/faculty/staff-listing/sot_faculty/cahalan_k
<http://atfe.org/wp-content/uploads/2012/07/Kathleen-Cahalan.pdf>
<http://collegevilleinstitute.org/about-us/staff/>
<https://www.litpress.org/Products/3169/Introducing-the-Practice-of-Ministry>
<http://sowhatfaith.com/2011/08/15/review-of-introducing-the-practice-of-ministry/>
<https://www.christiancentury.org/contributor/kathleen-cahalan>
http://www.goodreads.com/author/show/1383614.Kathleen_A_Cahalan
 Images for Kathleen A. Cahalan, professor
 Images for Projects That Matter: Successful Planning and Evaluation for Religious Organizations [Kathleen A. Cahalan professor]

The Importance of Formal Planning Procedures

By 'formal' I the extent to which roles in, or contributions to, corporate strategic planning are structured in the organization of the planning process. Additionally, the activities of the persons involved are governed by explicit procedures. These activities are primarily data focused discussions that lead to the taking of strategic decisions.

<http://www.simply-strategic-planning.com/formal-strategic-planning.html>
 Images for Formal Planning Procedures

20) Policies and Procedures

[PDF] Church Policies and Procedures: A Coming Together of Old and New by Barbara T. Nelson

The main objective of my project is: To provide clearly stated policies and procedures that will make it possible to operate in a more orderly and proper manner while carrying out the mission of Peakland United Methodist Church.

<http://www.pitts.emory.edu/nicfa/00000094.pdf>
 Images for Church Policies and Procedures: A Coming Together of Old and New by Barbara T. Nelson

Congregational Handbook for Pastoral Transitions

Review of the Congregation Constitution and Policies III-5

At the same time that you are reviewing your constitution, be sure that your congregational policies are in place and up to date. At a minimum every congregation should have a current personnel policy and financial policy including endowments and investments. You should also look at creating a mutual ministry policy, wedding and funeral policies, memorials policy, safe children policies, publications policy, policies regarding use of building and special equipment, etc. It may seem like a lot of work if you have none of

these in place, but it is important for incorporated entities to have procedures in place so that decisions are made in an orderly manner and reflect the core values of the congregation. You will find that decision making is streamlined as they provide guidance and framework for committees, boards, and individual members. Begin work on these policies during the interim period so that your new pastor won't have to go search for them in old archives. And, while it doesn't seem necessary to mention this, be sure to thank those who work on these tasks as well as all tasks done in the transition.

Northwest Washington Synod, Evangelical Lutheran Church in America

<http://www.lutheransnw.org/files/leadership/TransitionHandbook.pdf> [Congregational Handbook for Pastoral Transitions](#)

[Images for Congregational Handbook for Pastoral Transitions](#)

[Images for Review of the Congregation Constitution and Policies](#)

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

Policy-Setting and Oversight Board

Page 7

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

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

<http://www.theparishpaper.com/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 Policy-Setting and Oversight Board](#)

[PDF] Gift Acceptance Policy of the New England Synod of the ELCA

Purpose of the Policy. From time to time, individuals and congregations in the Synod offer gifts to the Synod to support future growth and the mission of the Synod. The purpose of this policy is to govern the acceptance of such gifts by the Synod a) to ensure that the tax-deductible gifts are received in a manner consistent with the IRS code and do not jeopardize the Synod's tax exempt status, b) to minimize the incurrence of potential liabilities, and c) to limit the acceptance of gifts that may be difficult to administer. It will also help guide and assist donors. It is not to be used to unduly coerce or persuade such donors.

<https://www.nelutherans.org/a72lf3-92j/documents-policies-resources/24-gift-acceptance-policy/file>

<https://www.nelutherans.org/resources/documents> Gift Acceptance Policy

[Images for Gift Acceptance Policy of the New England Synod of the ELCA](#)

Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures

This report is designed for representatives of youth-serving organizations who are interested in adopting strategies to prevent child sexual abuse. Whether these strategies are developed within the context of an overall risk management plan or are addressed separately, organizations need to examine how they can protect youth from sexual abuse.

<http://www.cdc.gov/violenceprevention/pdf/PreventingChildSexualAbuse-a.pdf>

[Images for Getting Started on Policies and Procedures](#)

Procedure (term) - Wikipedia

A procedure is a document written to support a "Policy Directive". A Procedure is designed to describe Who, What, Where, When, and Why by means of establishing corporate accountability in support of the implementation of a "policy"

[http://en.wikipedia.org/wiki/Procedure_\(term\)](http://en.wikipedia.org/wiki/Procedure_(term))

[Images for Procedure \(term\)](#)

The Church Organization Manual: Policies and Procedures for the Local Church [Robert H. Welch, Kevin Walker]

Church policies and procedures will have a definite impact on the working and personal relationships of the personnel who comprise the church professional, lay, and support staff. If one is to consider this group a team, then each member must work together in a coordinated effort. Consider a football team. They have a playbook that describes what each player is to do for a particular play. When the quarterback calls a play, each member of the squad knows what he is to do to cause the play to be a success. Even the players on the sideline know the play requirements. It might be said that such is the same for a church staff and the individuals within the church who make up the total team. It is suggested that the presence of a church playbook is essential for the success of the ministry. We will call this playbook the CHURCH ORGANIZATION MANUAL.

<http://www.amazon.com/Church-Organization-Manual-Robert-Welch/dp/0982809417>

<http://www.lifeandleadership.com/book-summaries/welch-church-organization-manual.html>

<https://www.amazon.com/Robert-H.-Welch/e/B001IXNT6K>

https://www.goodreads.com/author/show/343540.Robert_H_Welch

[Images for Robert H. Welch, author](#)

[Images for The Church Organization Manual: Policies and Procedures for the Local Church \[Robert H. Welch, Kevin Walker\]](#)

21) President

Annual Meeting "Tip Sheet" for Congregational Presidents

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.

Annual Meeting Tip Sheet 2013 - South Dakota Synod

<http://www.sdsynod.org/wp-content/uploads/2011/01/Annual-Meeting-Tip-Sheet-2013.pdf>

[Images for Annual Meeting "Tip Sheet" for Congregational Presidents](#)

<https://sdsynod.org/download/yearend17/Annual-Meeting-Tip-Sheet-2017.pdf>
<https://swmnelca.org/wp-content/uploads/2011/01/2011-annual-meeting-prep1.pptx>

[PDF]Council Job Description: Council President

Serves as the chairperson of the Church Council and the Executive Team for one year.

<http://images.acswebnetworks.com/1/202/CouncilJobDescriptions.pdf>
[Images for Congregation Council Job Description: Council President](#)

Lutheran Church of the Good Shepherd - Job Descriptions

1.0 POSITION: PRESIDENT

http://lcgs.org/Job_Descriptions.htm
[Images for Lutheran Church of the Good Shepherd - Job Descriptions POSITION: PRESIDENT](#)

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

Chapter 11.

OFFICERS

C11.01. The officers of this congregation shall be a **president**, vice president, secretary, and treasurer.

- d. If the Congregation Council elects its officers, the **president**, vice president, and secretary shall be selected from the elected membership of the Congregation Council. [If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.]

<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 11. OFFICERS president](#)

Officers B.11.01a The Duties of the officers of this congregation

The duties of the **president**

<http://www.mlutheran.com/Job%20Descriptions/Job%20Descriptions%20for%20council%20officers.pdf>
[Images for duties of the congregation president](#)

Serving Your Congregation: A guide for congregational leaders called to serve on Congregation Councils
Congregation Council President Page 6

[PDF] Congregation Council - Florida-Bahamas Synod ELCA

https://fbsynod.com/downloads/Support/CONGREGATION_COUNCIL_GUIDELINES_BOOKLET_06.pdf
[Images for Serving Your Congregation: A guide for congregational leaders called to serve on Congregation Councils Congregation Council President](#)

22) Process

[PDF]Governance Process - UUCC

This policy describes how the board wants to intentionally do its own job of representing the membership and providing strategic leadership to the organization. It explicitly describes the standards of group and individual behavior which the board agrees to maintain.

<http://uucolumbia.net/wp-content/uploads/2017/02/Governance-Process-v2014-07.pdf>
[Images for Governance Process - UUCC](#)

Handbook of Congregational Studies - Hartford Institute for Religion

Chapter 4 **Process**

http://hrr.hartsem.edu/bookshelf/out_of_print_congstudhndbk.html
[Images for Handbook of Congregational Studies - Hartford Institute for Religion Chapter 4 Process](#)
http://hrr.hartsem.edu/bookshelf/bookshelf_out_of_print.html
<http://hrr.hartsem.edu/>

MACUCC: Vision For Your Congregation

A group to lead the **process**

It is very helpful to set up a Leadership Team who will lead this process for a congregation. This Team should be made up of leaders in the congregation who have exhibited a deep faith and who have the gifts of listening well, synthesizing a lot of data, and coalescing that data into a sense of vision and purpose. What should be avoided is having a person on this Team who has an "agenda" and can't hear anyone else. You will also need a Prayer Team that will pray for the process and create ways for individual and the whole congregation to deepen their prayer life with spiritual practices (including discernment)

<https://www.macucc.org/visioncongregation>
[Images for Vision For Your Congregation A group to lead the process](#)

Process Frame » Studying Congregations

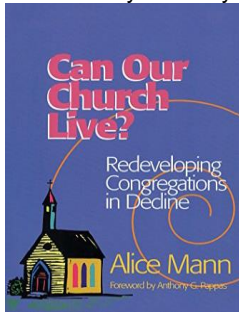
When looking at the various processes that occur within a congregation, one distinction is often central in understanding how action takes place in the congregation: whether the process is formal or informal:

<http://studyingcongregations.org/thinking-about-congregations/frames-for-studying-congregations/process-frame/>
[Images for Process Frame » Studying Congregations](#)

23) Redevelop

Can our Church Live? Redeveloping Congregations in Decline [Alice Mann]

Nothing on earth lives forever – not even congregations. Alban Institute senior consultant Alice Mann explains how the natural life cycle of a congregation, as well as other internal and external factors, can produce a congregation that is in real trouble. She then offers hope for congregations that want to change. Practical options for congregations, leadership challenges for laity and clergy, and ways to work with denominations are detailed and engaging discussion questions provide a basis for congregational planning. Foreword by Anthony G. Pappas.



<http://www.amazon.com/Can-Church-Live-Alice-Mann/dp/1566992265>
<https://www.goodreads.com/book/show/22326973-raising-the-roof>
<https://books.google.com/books?isbn=1566994810>
<http://www.congregationalconsulting.org/alice-mann/>
<https://alban.org/archive/what-does-our-congregation-need/>
<http://www.uua.org/sites/live-new.uua.org/files/documents/congservices/smallcongs/growthresources.pdf>
<https://www.discipleshomemissions.org/wp-content/uploads/2012/10/2-21-13-Updated-Directory-of-Resources.pdf>
http://www.diocesan.org/download_file/view/381/ Small-Church Growth Strategy Handbook
<http://renovateconference.org/church-revitalization-bibliography>
https://www.goodreads.com/author/show/149624.Alice_Mann
[Images for Alice Mann, author of can our church live](#)
[Images for Can our Church Live? Redeveloping Congregations in Decline \[Alice Mann\]](#)

Redeveloping the Congregation: A How to for Lasting Change [Mary Sellon, Dan Smith, Gail Grossman]

What makes it possible for a church to reverse course from decline or stagnation into long lasting vitality? How can a church immigrate from a congealing present into a compelling future? What can a congregation do to experience continuous, deep change rather than just temporary, surface improvement? How does a person lead redevelopment? The three authors of this book address these and other questions by building on an eight-step framework for lasting change developed by John P. Kotter, noted former professor of organizational behavior at Harvard Business School. His work on organizational change is heralded in the secular world as foundational, and Smith, Sellon, and Grossman have found that his findings hold true for congregations as well. Each chapter in this book comprises three sections: mentor, companion and coach. The mentor section discusses principles and concepts to be addressed in each of the eight steps; the companion section gives readers a sense of what leading change is actually like for a congregational leader; and the coach section provides specific ways for leaders to develop the unique change processes that will be effective in their church.

<http://www.amazon.com/Redeveloping-Congregation-How-Lasting-Change/dp/1566992702>
<http://www.flumc2.org/pages/detail/412>
<https://books.google.com/books?id=tlr1AwAAQBAJ>
<http://www.lifeandleadership.com/book-summaries/sellon-smith-grossman-redeveloping-the-congregation.html>
<http://www.lifeandleadership.com/ministry-resources/leading-transition-and-change-in-church.html>
<https://alban.org/archive/what-does-our-congregation-need/>
<https://www.amazon.com/Mary-K.-Sellon/e/B001JRX7FS>
http://www.goodreads.com/author/show/8270756.Mary_Sellon
[Images for Mary Sellon, author of redeveloping the congregation](#)
http://www.goodreads.com/author/show/5447720.Dan_Smith
[Images for Gail Grossman, author of redeveloping the congregation](#)
[Images for Redeveloping the Congregation: A How to for Lasting Change \[Mary Sellon, Dan Smith, Gail Grossman\]](#)

24) Retreat

[PDF] Christ Evangelical Lutheran Church Congregation Council Retreat

<http://www.christlutheran.org/CouncilMinutes/CouncilRetreat2012.pdf>

[Images for congregation council retreat](#)

Church Council retreat interview guide

This interview guide is designed for a Church Council retreat to:

- Positively energize members of the Vestry,
- Develop strategic plans and goals for the year,
- Make explicit what is valuable in the congregation,
- Make the vestry experience creative and rewarding.

<http://www.clergyleadership.com/appreciative-inquiry-resources/appreciative-inquiry-resources.cfm>

<http://www.clergyleadership.com/appreciative-inquiry-resources/council-retreat-interview.pdf>

[Images for Church Council retreat interview guide](#)

Fine Tuning the Organizational and Communication Engine – The Parish Paper

VI. Annual Leadership Seminar

Page 24

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

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

<http://www.theparishpaper.com/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 Fine Tuning the Organizational and Communication Engine – The Parish Paper VI. Annual Leadership Seminar](#)

<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

Grace Lutheran Church Council Planning Retreat

Now that our virtual pep talk is over, what's next? I've decided to do a little series on "How to Plan a Retreat" because I love leading them, and my jokester about how to plan a retreat seems to get a fair number of hits, indicating that this is a topic people are looking for information about.

I would recommend pulling together a meeting of everyone that has signed up for the planning team. It's OK if there are just a couple of you, or just you, for now. Here are a few details that you should consider at your first gathering or brainstorming:

GLC Council Planning Retreat 2010 - Grace Lutheran Church

<http://www.gracewoodstock.org/filecabnet/GLC%20Council%20Planning%20Retreat%202010.pdf>

[Images for Church Council Planning Retreat](#)

Welcoming Spirit: How to Plan a Retreat: The Beginning

I would recommend pulling together a meeting of everyone that has signed up for the planning team. It's OK if there are just a couple of you, or just you, for now. Here are a few details that you should consider at your first gathering or brainstorming:

<http://welcomingspirit.blogspot.com/2009/02/how-to-plan-retreat-beginning.html>

[Images for Welcoming Spirit: How to Plan a Retreat: The Beginning](#)

What Does the Bible Say About Retreats? - OpenBible.info

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

[Images for Bible and Retreats](#)

25) Robert's Rules of Order

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

Chapter 10.

CONGREGATION MEETING

C10.07. *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

<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 Robert's Rules of Order](#)

Robert's Rules for Everyone

Walking Together: A Congregational Resource Event

Leslie Frost, synod parliamentarian

Robert's Rules—really not that hard! This workshop will give you the tips and techniques to run a congregational meeting, no matter what the topic or the emotional temperature of the room. Bring your questions and concerns—they'll all be answered.

http://www.nwswi.org/webfiles/fnitools/documents/program_book_3.16.13.pdf Page 4

https://s3.amazonaws.com/media...com/.../Synod_Assembly_May_21_2016.docx
info@nswsi.org
[Images for Robert's Rules for Everyone](#)

Robert's Rules of Order Newly Revised, 11th edition

Robert's Rules of Order is the book on parliamentary procedure for parliamentarians and anyone involved in an organization, association, club, or group and the authoritative guide to smooth, orderly, and fairly conducted meetings and assemblies. This newly revised edition is the only book on parliamentary procedure to have been updated since 1876 under the continuing program of review established by General Henry M. Robert himself, in cooperation with the official publisher of *Robert's Rules*. The eleventh edition has been thoroughly revised to address common inquiries and incorporate new rules, interpretations, and procedures made necessary by the evolution of parliamentary procedure, including new material relating to electronic communication and "electronic meetings."

<http://www.amazon.com/Roberts-Rules-Order-Newly-Revised/dp/030682020X>
[http://books.google.com/books/about/Robert s Rules of Order Newly Revised 11.html?id=ri-yNMF-QMQC](http://books.google.com/books/about/Robert_s_Rules_of_Order_Newly_Revised_11.html?id=ri-yNMF-QMQC)
<http://www.robertsrules.com/>
[Images for Robert's Rules of Order Newly Revised, 11th edition](#)

Robert's Rules of Order Online - Parliamentary Procedure, Bylaws, Conducting Meetings, and Taking Minutes

Although the copyright on the original Fourth Edition of Robert's Rules of Order Revised has expired, it remains an important work. ... Learn more about Robert's Rules of Order, Parliamentary Procedure, Bylaws, Conducting Meetings, and Taking Minutes with RulesOnline.com

www.rulesonline.com/
[Images for Parliamentary Procedure, Bylaws, Conducting Meetings, and Taking Minutes](#)

Robert's Rules of Order | Quick Reference

Online Robert's Rules of Order, the recognized guide to running meetings and conferences effectively and fairly.

www.robertsrules.org/
[Images for Robert's Rules of Order | Quick Reference](#)

Robert's Rules of Order - Wikipedia

Robert's Rules of Order. Robert's Rules of Order Newly Revised, commonly referred to as Robert's Rules of Order (or simply Robert's Rules), is the most widely used manual of parliamentary procedure in the United States.

[https://en.wikipedia.org/wiki/Robert%27s Rules of Order](https://en.wikipedia.org/wiki/Robert%27s_Rules_of_Order)
[Images for Robert's Rules of Order](#)

7 best Robert's Rules of Order images on Pinterest

<https://www.pinterest.com/tiffanilisa/roberts-rules-of-order/>
[Images for Robert's Rules of Order Pinterest](#)
<https://www.pinterest.com/robertrolling/roberts-rules-of-order/>
<https://www.pinterest.com/lucindasuttle/roberts-rules-of-order/>

The Official Robert's Rules of Order Web Site

Robert's Rules Association is an unincorporated membership association representing Robert's Rules of Order.

www.robertsrules.com/
[Images for Official Robert's Rules of Order](#)

26) Secretary

A Sample Church Board Minutes - ECFA.org

www.ecfa.org/Documents/SampleChurchBoardMinutes.doc
<https://www.ecfa.org/Content/Resources>
[Images for Sample Church Board Minutes - ECFA](#)

Job Descriptions for Church Leaders at Cross of Glory

Secretary, Recording

Page 4

<http://www.crossofglory.org/home/140001642/140001642/Job%20Descriptions%20for%20Church%20Leaders.pdf>
[Images for Job Descriptions for Church Leaders at Cross of Glory Secretary, Recording](#)

Lutheran Church of the Good Shepherd - Job Descriptions

3.0 POSITION: RECORDING SECRETARY

http://lcgs.org/Job_Descriptions.htm
[Images for Lutheran Church of the Good Shepherd - Job Descriptions POSITION: RECORDING SECRETARY](#)

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

Chapter 11.

OFFICERS

C11.01. The officers of this congregation shall be a president, vice president, **secretary**, and treasurer.

- d. If the Congregation Council elects its officers, the president, vice president, and **secretary** shall be selected from the elected membership of the Congregation Council. [If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.]

<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 11. OFFICERS secretary](#)

Officers B.11.01a The Duties of the officers of this congregation

The duties of the secretary

<http://www.mlutheran.com/Job%20Descriptions/Job%20Descriptions%20for%20council%20officers.pdf>

[Images for duties of the council secretary](#)

[PDF]Recommendations for Congregation Secretaries - Evangelical Lutheran Church in America

This memorandum provides background information and recommendations to assist you in your responsibilities as the congregation's secretary.

http://download.elca.org/ELCA%20Resource%20Repository/Recommendations_for_Congregation_Secretaries.pdf

[Images for Recommendations for Congregation Secretaries - Evangelical Lutheran Church in America](#)

Sample Board Meeting Minutes - Free Church Forms

The sample meeting minutes below are generic and only a sample but will give a guideline for your minutes for your church board meetings.

Minutes not only provide an indispensable record of the deliberations in annual membership meetings, board meetings, and board committees, but they also offer a valuable history that reflects a prudent and responsible board.

http://www.freechurchforms.com/board_meeting_minutes.html

[Images for Sample Board Meeting Minutes](#)

Serving Your Congregation: A guide for congregational leaders called to serve on Congregation Councils
Congregation Council Secretary Page 10

[PDF] Congregation Council - Florida-Bahamas Synod ELCA

https://fbsynod.com/downloads/Support/CONGREGATION_COUNCIL_GUIDELINES_BOOKLET_06.pdf

[Images for Congregation Council Secretary](#)

The Six Essentials of Taking Minutes - How to Start a Church

It is probable that the most frustrating thing a church secretary has to do is take board meeting minutes. In my conversations with many "minute takers," the most common question I get is, "What should I write down?" Is not that one of your primary concerns? What if you miss something? What does the law require? Should you keep your notes? Can you record the meetings? If so, do you keep the recordings after the minutes have been taken? The list of questions goes on and on. Let me put to rest some of the concerns and anxieties that you may have.

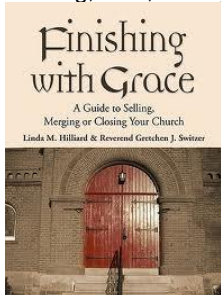
<https://www.startchurch.com/blog/view/name/the-six-essentials-of-taking-minutes>

[Images for taking minutes for a church board meeting](#)

27) Sell

FINISHING WITH GRACE: A Guide to Selling, Merging, or Closing Your Church [Linda M. Hilliard, Reverend Gretchen J. Switzer]

Thousands of churches close yearly, affecting tens of thousands of the faithful. Reasons for church closures run from aging congregations to conflict, and from dwindling funds to pastoral betrayal. Such churches need help determining how to proceed. *Finishing with Grace* is the guide to navigating congregational transition. It offers practical help for dealing with your church's building, staff, money and belongings, while also delving into the spiritual and emotional facets of dramatic change in the church.



<http://www.amazon.com/FINISHING-WITH-GRACE-Selling-Merging/dp/1609102843>

<http://astore.amazon.com/interimini06-20/detail/1609102843>

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

<http://www.finishingwithgrace.com/author/gretchen/page/3/>
www.emailyourweightaway.com/finishing-with-grace-2/
<http://www.centerforcongregationalleadership.org/closing-churches.html>
http://www.michucc.org/index.php?option=com_content&view=article&id=217&Itemid=603
<http://booklocker.com/books/5016.html>
<http://baptist.ca/wp-content/uploads/2012/03/Guide-to-Closing-a-Church.pdf>
<https://dcdgstrategies.com/blog/dcg-blog/5-steps-selling-church-building/>
<http://www.lifeandleadership.com/book-summaries/hilliard-and-switzer-finishing-with-grace.html>
http://www.goodreads.com/author/show/6058155.Linda_M_Hilliard
http://www.goodreads.com/author/show/6058156.Gretchen_J_Switzer
 Images for Reverend Gretchen J. Switzer, author sell church
 Images for FINISHING WITH GRACE: A Guide to Selling, Merging, or Closing Your Church [Linda M. Hilliard, Reverend Gretchen J. Switzer]

Foundation Biblical Baptist Church



Special Purpose Property for **Sale**
 6442 22nd Avenue, Kenosha, WI, 53143 - LoopNet
<http://www.loopnet.com/Listing/19340175/6442-22nd-Avenue-Kenosha-WI/>
 Images for Special Purpose Property for Sale Churches

[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.
 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.

<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 sell property

Now for sale: Empty churches - StarTribune.com

As the dynamics of church attendance change, empty sanctuaries are in need of new congregations.

<http://www.startribune.com/now-for-sale-empty-churches/102167294/>
 Images for Now for sale: Empty churches - StarTribune.com

Sell Your Church Building - Redeeming God

We have been discussing the problems of church buildings and the inherent restrictions they cause. One solution is simply to sell your church building.

<https://redeeminggod.com/sell-your-church-building/>
 Images for Sell Your Church Building - Redeeming God
<https://redeeminggod.com/how-to-sell-your-church-building-part-1/>
<https://redeeminggod.com/how-to-sell-your-church-building-part-2/>
<https://redeeminggod.com/sell-your-church-building-chapter-6/>

Should We Sell Our Church Building? | Gail Irwin

Maybe you are secretly hoping for a strategically placed tornado. Or maybe you should SELL your building? Wouldn't that make life easier?

<https://freelancepastor.wordpress.com/2013/04/25/should-we-sell-our-church-building/>
 Images for Should We Sell Our Church Building? | Gail Irwin
<https://www.christiancentury.org/blogs/archive/2013-05/should-we-sell-our-church-building>
<https://freelancepastor.wordpress.com/2013/04/29/can-you-sell-your-church-building/>
<https://freelancepastor.wordpress.com/>

28) Session

Presbyterian Church (U.S.A.) - Resources - The Session and the New Form of Government

<https://www.pcusa.org/resource/session-and-new-form-government/>

[Images for Presbyterian Church \(U.S.A.\) - Resources - The Session and the New Form of Government](#)

Session (Presbyterianism) - Wikipedia

A session (from the Latin word sessio, which means "to sit", as in sitting to deliberate or talk about something; sometimes called consistory or church board) is a body of elected elders governing each local church within presbyterian polity.

[https://en.wikipedia.org/wiki/Session_\(Presbyterianism\)](https://en.wikipedia.org/wiki/Session_(Presbyterianism))

[Images for Session \(Presbyterianism\)](#)

29) Shared Ministry

Embracing Shared Ministry: Power and Status in the Early Church and Why It Matters Today by Joseph Hellerman (Author)

Healthy church leadership based on the model of shared ministry in the early church

Social historian and pastor Joe Hellerman addresses issues of power and authority in the church—in the New Testament and in the church today—in a fresh, culturally nuanced way. The local church, Hellerman maintains, should be led and taught by a community of leaders who relate to one another first as brothers and sisters in Christ, and who function only secondarily—and only within the parameters of that primary relational context— as vision-casting, decision-making leaders for the broader church family. Unique among contemporary treatments of servant leadership, Hellerman interprets the biblical materials against the background of ancient Roman cultural values, in order to demonstrate a social context for ministry that will provide healthy checks and balances on the use of pastoral power and authority in our congregations.

<http://www.amazon.com/Embracing-Shared-Ministry-Status-Matters/dp/0825442648>

<https://www.goodreads.com/book/show/17762105-embracing-shared-ministry>

<http://www.kregel.com/books/pdfs/excerpts/9780825442643.pdf>

<https://www.christianbook.com/embracing-shared-ministry-status-church-matters/joseph-hellerman/9780825442643/pd/442643>

<https://www.lifeway.com/en/product/embracing-shared-ministry-power-and-status-in-the-early-church-and-why-it-matters-today-P005630428>

<https://books.google.com/books?isbn=0825442648>

<http://9marks.org/review/embracing-shared-ministry-joseph-hellerman/>

<http://themelios.thegospelcoalition.org/review/embracing-shared-ministry-power-and-status-in-the-early-church-and-why-it>

<http://readingacts.com/2013/10/24/book-review-joseph-h-hellerman-embracing-shared-ministry/>

<https://exegete77.wordpress.com/2013/10/18/review-embracing-shared-ministry/>

https://books.google.com/books/about/Embracing_Shared_Ministry.html?id=ms8VAqAAQBAJ

<https://books.google.com/books?isbn=1426799799>

<https://books.google.com/books?isbn=0830897577>

Page 257

<https://munsonmissions.org/2016/07/Embracing-Shared-Ministry-a-Review-of-Sorts>

<http://www.patheos.com/blogs/jesuscreed/2014/02/05/when-leaders-demand-honor/>

<http://www.thegoodbookblog.com/2014/feb/17/aint-that-a-shame-part-2-learning-important-lesson/>

https://www.biola.edu/directory/people/joe_hellerman

<https://www.amazon.com/Joseph-H.-Hellerman/e/B001HO52YW>

https://www.goodreads.com/author/list/347444.Joseph_H_Hellerman

[Images for Joseph Hellerman \(Author\)](#)

[Images for Embracing Shared Ministry: Power and Status in the Early Church and Why It Matters Today by Joseph Hellerman \(Author\)](#)

New Life through Shared Ministry: Moving from Volunteering to Mission [Judith A. Urban]

In *New Life through Shared Ministry*, Judith Urban creates a pathway for building a shared ministry system. She assists readers in transforming their congregation into one where members are invited into volunteer ministry; people are matched according to their gifts and interests with ministry opportunities; volunteers are offered support, training, and appreciation; and all grow to spiritual maturity through that ministry. This comprehensive guide is based on Urban's consulting, training, and planning with shared ministry directors and teams the past 12 years, her experience building a shared ministry system in a congregation, and her own studies in the field of volunteer management. Urban observes that shared ministry is a way of being church together that creates a distinctive congregational culture. It encompasses the many ways members of a congregation serve their faith community and the wider community. It is based on the concept that all are called to participate in the work of the church bringing the good news of God's saving grace to the world. It is also a system of interrelated parts that work together to bring the concept into reality. Congregations that grow a shared ministry culture are able to facilitate the unique work God gives each member and the community as a whole, creating a system that supports the people of God as they carry out excellent, effective ministry.

<http://www.amazon.com/New-Life-through-Shared-Ministry/dp/1566994357>

<https://www.goodreads.com/book/show/17354904-new-life-through-shared-ministry>

<https://alban.org/archive/shared-ministry-is-good-for-all-congregations/>

<https://alban.org/archive/getting-staff-to-share/>

<http://www.newcastle.anglican.org/userfiles/file/Newcastle%20Website/Mission%20and%20Ministry/Local%20Ministry%20and%20Readers%20Training/Albanweekly29April2013.pdf>

<https://books.google.com/books?isbn=1566995914>

<https://www.facebook.com/SharedMinSys/>
<https://www.linkedin.com/in/judy-urban-9224189>
<https://www.dbqarch.org/offices/adult-faith/moving-with-mission/gifts-based-shared-ministry/>
<https://s3-ap-southeast-1.amazonaws.com/ix0frchdn20q3/download-ebooks-free23490.pdf>
<https://apcenet.org/2014/06/01/resources-forming-faith/>
<http://www.minnesotavalleys.org/Resource%20Center.html>
<https://www.amazon.com/Judith-A.-Urban/e/B00DXJVN60>
Images for Judith A. Urban, author of new life through shared ministry
Images for New Life through Shared Ministry: Moving from Volunteering to Mission [Judith A. Urban]

Shared Ministry Agreement Worksheet

[For an electronic copy, contact the following:]

Elizabeth Bartsch

Assistant to the Bishop-Administration info@nswsi.org

[Images for Shared Ministry Agreement Worksheet](#)

Shared Ministry Agreement Worksheet

[For an adaptation of the above copy, refer to the following resource on this website:]

10Constitution3BylawsResolutions. Chapter 20. Parish Authorization – Shared Ministry Agreement

Shared Ministry - Salem English Lutheran Church

On December 22, 2011, we moved into the long-awaited **SpringHouse Ministry Center**, a renovated home in the shell of Salem's once overflowing sanctuary space. Salem shares this ministry center with partner congregations **Lyndale United Church of Christ** and **First Christian Church (Disciples of Christ)**. We're intentional about our life together sharing strong Sunday School, youth ministry, some justice activities, a few staff, our coffee hours, and occasional worship. The three churches each bring rich history and identity, and commitment to this **shared, sustainable facility** and ecumenical life. Yes, it's fine to try worship with each congregation!

<http://discoversalem.org/shared-ministry/>

[Images for Shared Ministry - Salem English Lutheran Church](#)

[Images for shared, sustainable church facility](#)

30) Shared Space

Crossing the Threshold: How a Presbyterian Church and an Independent Synagogue Share Space – Alban Institute

So, here's what I think. It has been through their immediate encounter with the physical space of Covenant Hall that the members of these congregations have most been changed. In May of this year, Bradley Hills and Bethesda Jewish will celebrate the one-year anniversary of Covenant Hall. By then, most of their members will have learned to take for granted all that the new space allows: a place for worship and community, a predictable measure of the week, a place to form the habits of faith. And as in a marriage—where the many differences that can exist between people gather and exhaust themselves against love and they learn to share their pastries without being asked—it may be in the common places that we best learn God's most basic lessons: partnership, surrender, acceptance, peace, joy.

<https://alban.org/archive/crossing-the-threshold-how-a-presbyterian-church-and-an-independent-synagogue-share-space/>

[Images for Crossing the Threshold: How a Presbyterian Church and an Independent Synagogue Share Space – Alban Institute](#)

<http://www.pbs.org/thecongregation/indepth/crossing.html>

[PDF] How Sharing Your Church Property - USA / Canada Region

An inspiring movement across the USA and Canada continues to grow in impact and influence. In a wide variety of expressions, congregation are mothering new churches by sharing their church properties and reaching previously unchurched clusters of people in their community.

<http://www.usacanadaregion.org/sites/usacanadaregion.org/files/PDF/How-Sharing-your-Property-Could-Start-A-Church.pdf>

[Images for Sharing Your Church Property](#)

How to Share Your Buildings without Losing Your Church

This scenario has been played out with many variations. Is sharing worth the hassle? Can it work? Yes, indeed! Hundreds of churches across the country share harmoniously with Hispanic, Asian, Middle Eastern, Black, and Eastern European congregations. Yet, three important principles must be observed to share buildings with the greatest success: clear prior understanding, on-going communication, and cooperative ministry.

<http://www.joyfulheart.com/church/share.htm>

[Images for Share Your Buildings without Losing Your Church](#)

Shared Space Policies - Congregational Wellness Project

Joint Use, sometimes referred to as shared space, allows congregations to efficiently and effectively utilize their space.

<http://www.faithandwellness.org/EMO-and-Participating-Congregations-Policies/shared-space-policies.html>

[Images for Shared Space Policies - Congregational Wellness Project](#)

31) Task Force

Discerning Your Congregation's Future: A Strategic and Spiritual Approach by Roy M. Oswald, Robert E. Friedrich, Alban Institute

Appoint a Strategic Planning Task Force

Because this task force will help guide the congregation through the entire discernment and planning process, selecting the members of the task force is an important step. It's as significant as the early church's decision to appoint a new apostle to replace Judas as one of the Twelve (Acts 1:25-26) or the decision of the apostles to call deacons to serve the early Christians (Acts 6:1-7). Your governing board would do well to study those Scripture passages to gain a better idea of how the early apostles ended up choosing the people they did.

https://books.google.com/books/about/Discerning_Your_Congregation_s_Future.html?id=02gHxih0l7YC Chapter 2 Getting Started

Drawing on extensive consulting experience with congregations, the authors provide a step-by-step guide to congregational planning that grounds strategic planning techniques in a process of spiritual discernment. The result: members will own the vision and be eager to participate in the congregation's calling, life, and ministry. You and your planning committee learn the theory behind the techniques, along with receiving help for addressing specific situations.

<https://www.amazon.com/Discerning-Your-Congregations-Future-Strategic/dp/1566991749>

<https://www.christianbook.com/discerning-congregations-future-strategic-spiritual-approach/roy-oswald/9781566991742/pd/991742>

<https://www.barnesandnoble.com/w/discerning-your-congregations-future-roy-m-oswald/1111501933>

<https://www.waterstones.com/book/discerning-your-congregations-future/roy-m-oswald/robert-e-friedrich-jr/9781566991742>

[Images for Discerning Your Congregation's Future: A Strategic and Spiritual Approach \[Roy M. Oswald, Robert E. Friedrich Jr.\]](#)

Staff & Laity: Organizing for Mission

Short Term Commitments

Recognize that many will commit to volunteering if they can see a beginning, middle, and end.

Use temporary "Task Forces" when possible rather than standing committees.

Encourage "action oriented" approaches to tasks, not never-ending discussion.

<http://www.feautor.org/uploads/contributions/11956953849/organizing.pdf>

[Images for Staff & Laity: Organizing for Mission Short Term Commitments](#)

Transformational Task Forces: Leading Congregations Away from Minefields by N. Graham Standish

What was key was that it was their proposal, not mine. Because I had worked in a way that helped them take ownership, I also enhanced their trust in me. They saw me as empowering the congregation to what was right for them, rather than bullying them into what I wanted. The leaders of the task force ended up leading the congregation through the renovations. I was really pleased at how well this worked; and I now had a template for future transformations of the church.

A Legacy of Transformational Task Forces

Over the years, this template of using transformational task forces (TTFs) led us through many changes: the restructuring of our session and committee system, the purchasing of property next to the church, the restructuring of our Sunday morning worship and education times, the creation of a supplemental songbook, an expansion and renovation project (one task force to suggest what we need, another to work with an architect on plans, and another to work on the decor), and a present task force looking at how we might change our worship services to meet a new generation that isn't coming to church. In each case, the task forces have led the congregation through the transformations with very little resistance, and a lot of success.

<https://imnedu.org/transformational-task-forces-leading-congregations-away-from-minefields/>

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

32) Treasurer

[PDF]A Church Finance Handbook - Amazon AWS

FOR CHURCH **TREASURERS** & FINANCE COMMITTEES

Thank you for agreeing to serve your church as its Treasurer or Finance Team member. Your work is essential to the ministry of your own congregation as well as the larger United Church of Christ. As you carry out your leadership responsibilities, you may find that you need information beyond what you currently know about non-profit financial management, legal and tax matters, employer responsibilities, or communications with the wider church. We offer this handbook in the hope that it will be helpful to you and your work with your church.

https://macucc.s3.amazonaws.com/D93437BC7AFD4427AAF9C37C8011B6DB_Church%20Finance%20Handbook%20Corrected%2012-17-10.pdf

<https://www.pccucc.org/wp-content/uploads/2011/03/treasurer-handbook-2011.doc>

[Images for A Church Finance Handbook - FOR CHURCH TREASURERS & FINANCE COMMITTEES](#)

CHURCH TREASURER & ADMINISTRATOR BENEFITS TRAINING -JENNIFER PRINZ

[POST-EMPLOYMENT AGREEMENT](#)

[FAQ ABOUT BENEFITS](#)

[ELCA HEALTH PLAN](#)

[EMPLOYMENT EVENTS](#)

[EMPLOYER BILL GUIDE](#)

<http://nswsi.org/walking-together>

Jennifer L. Prinz 563.650.4122 jprinz@PorticoBenefits.org

Images for CHURCH TREASURER & ADMINISTRATOR BENEFITS TRAINING -JENNIFER PRINZ

Church Treasurer - Discipleship Ministries | Equipping World

An effective church treasurer disburses all funds received into the church treasury in a responsible and organized manner, with funds identified and bills paid when due so that the ministry of the congregation can be effective.

<https://www.umcdiscipleship.org/resources/church-treasurer>

[Images for Church Treasurer - Discipleship Ministries | Equipping World](#)

<https://www.umcdiscipleship.org/leadership-resources/local-church-officer-job-descriptions> Church Treasurer (¶258.4)

<http://www.neumc.org/pages/detail/559> Treasurer's Handbook - New England Conference

<https://nccumc.org/treasurer/files/TrainingMaterialsSummary.pdf> [PDF] local church treasurer & finance training - NC Conference

<http://www.umc.org/what-we-believe/to-which-body-does-the-church-treasurer-report>

<https://www.greatplainsumc.org/localchurchfinancetreasurersguide>

<https://gp-reg.brtapp.com/files/tables/registrations/131772/questions/26873/92abefe6065f4537b2137a491751aeea/churchtreasurer-current.pdf>

https://issuu.com/abingdonpress/docs/9781426718120_online_part1/190

Page 175

CHURCH TREASURERS 101

<http://nswsi.org/> Home E.P.I.C.

<http://nswsi.org/epic>

Congregational Audit Guide

[HTTPS://S3.AMAZONAWS.COM/MEDIA.CLOVERsites.COM/0A/0A854394-3A19-4D9F-B1AE-](https://s3.amazonaws.com/media.cloversites.com/0a/0a854394-3a19-4d9f-b1ae-f93021508921/documents/congregational_audit_guide.pdf)

[F93021508921/DOCUMENTS/CONGREGATIONAL_AUDIT_GUIDE.PDF](https://s3.amazonaws.com/media.cloversites.com/0a/0a854394-3a19-4d9f-b1ae-f93021508921/documents/congregational_audit_guide.pdf)

Congregational Treasurers' and Bookkeepers' Financial Guide

[HTTPS://S3.AMAZONAWS.COM/MEDIA.CLOVERsites.COM/0A/0A854394-3A19-4D9F-B1AE-](https://s3.amazonaws.com/media.cloversites.com/0a/0a854394-3a19-4d9f-b1ae-f93021508921/documents/congregational_treasurers_financial_and_accounting_guide.pdf)

[F93021508921/DOCUMENTS/CONGREGATIONAL_TREASURERS_FINANCIAL_AND_ACCOUNTING_GUIDE.PDF](https://s3.amazonaws.com/media.cloversites.com/0a/0a854394-3a19-4d9f-b1ae-f93021508921/documents/congregational_treasurers_financial_and_accounting_guide.pdf)

Clergy W-2s

[HTTPS://S3.AMAZONAWS.COM/MEDIA.CLOVERsites.COM/0A/0A854394-3A19-4D9F-B1AE-](https://s3.amazonaws.com/media.cloversites.com/0a/0a854394-3a19-4d9f-b1ae-f93021508921/documents/w2_for_clergy.pdf)

[F93021508921/DOCUMENTS/W2_FOR_CLERGY.PDF](https://s3.amazonaws.com/media.cloversites.com/0a/0a854394-3a19-4d9f-b1ae-f93021508921/documents/w2_for_clergy.pdf)

Financial Best Practices For Congregations

[https://s3.amazonaws.com/media.cloversites.com/0a/0a854394-3a19-4d9f-b1ae-](https://s3.amazonaws.com/media.cloversites.com/0a/0a854394-3a19-4d9f-b1ae-f93021508921/documents/financial_best_practices_for_congregations_presentation.pdf)

[f93021508921/documents/Financial_Best_Practices_for_Congregations_Presentation.pdf](https://s3.amazonaws.com/media.cloversites.com/0a/0a854394-3a19-4d9f-b1ae-f93021508921/documents/financial_best_practices_for_congregations_presentation.pdf)

EPIC (Effective Practices for Innovative Congregation Councils)

<https://www.facebook.com/events/152141672104440/>

info@nswsi.org

[Images for CHURCH TREASURERS 101](#)

[PDF] Church Treasurer's Manual - Presbytery of Carlisle

This manual is for people in the congregation who are involved in the financial activity of the church. This might include the treasurer, financial secretary, finance committee and the session.

<http://carlislepby.org/PDF%20Files/Church-Treasurer-Manual.pdf>

[Images for Church Treasurer's Manual - Presbytery](#)

<http://presbycc.org/wp-content/uploads/2016/02/Church-Treasurers-Manual-PCUSA-print-version.pdf>

http://oga.pcusa.org/site_media/media/uploads/oga/pdf/mid_council_ministries/treasurers_manual_pcusa.pdf

<http://presnb.com/wp-content/uploads/2016/09/Church-Treasurers-Manual-2010.pdf>

<http://www.presbyteryofsf.org/wp-content/uploads/2017/08/Church-Treasurers-Manual.pdf>

[PDF] Congregational Treasurers' and Bookkeepers' Financial and Bookkeepers' Financial and Accounting Guide

These resources for congregational treasurers and bookkeepers have been developed in response to questions that the Office of the Treasurer is frequently asked.

http://download.elca.org/ELCA%20Resource%20Repository/Congregational_Treasurers_Financial_And_Accounting_Guide.pdf

http://download.elca.org/ELCA%20Resource%20Repository/Sample_Synod_Treasurer_Position_Description.pdf

[Images for Congregational Treasurers' and Bookkeepers' Financial and Bookkeepers' Financial and Accounting Guide](#)

Congregational Treasurer's Manual - The Lutheran Church Missouri Synod

The Congregational Treasurer's Manual provides information on various aspects of the duties of congregational treasurer.

<http://www.lcms.org/page.aspx?pid=1128>

[Images for Congregational Treasurer's Manual](#)

Handbook for Treasurers of Christian Church (Disciples of Christ) Congregations

Stewardship is expressed through financial leaders in the congregation. By the stroke of the pen, mission work becomes a reality.

Local ministries are carried out. The pastor's livelihood is ensured. Obligations are met. As the treasurer is accountable, he or she

becomes a mirror through which the congregation sees itself in its faithfulness and by which its integrity is mirrored to the world.

[PDF] handbook for treasurers of christian church - Disciples Church

<http://disciplesmissionfund.org/wp-content/uploads/2014/06/Treasurers-Handbook-2016.pdf>

<https://kansasdiscalples.org/resources/>

[Images for Handbook for Treasurers of Christian Church \(Disciples of Christ\) Congregations](#)

Job Descriptions for Church Leaders at Cross of Glory

Treasurer

Page 7

<http://www.crossofglory.org/home/140001642/140001642/Job%20Descriptions%20for%20Church%20Leaders.pdf>
[Images for Job Descriptions for Church Leaders at Cross of Glory Treasurer](#)

Lutheran Church of the Good Shepherd - Job Descriptions

5.0 POSITION: **TREASURER**

http://lcgs.org/Job_Descriptions.htm

[Images for Lutheran Church of the Good Shepherd - Job Descriptions POSITION: TREASURER](#)

[DOC] MACUCC Handbook for Treasurers and Trustees: Introduction

<https://pccucc.org/wp-content/uploads/2018/06/Treasurer-Handbook.pdf>

[Images for Handbook for Church Treasurers and Trustees](#)

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

Chapter 11.

OFFICERS

C11.01. The officers of this congregation shall be a president, vice president, secretary, and **treasurer**.

- c. If the Congregation Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. [If the **treasurer** is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.]

<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 11. OFFICERS treasurer](#)

Officers B.11.01a The Duties of the officers of this congregation

The duties of the treasurer

<http://www.mlutheran.com/Job%20Descriptions/Job%20Descriptions%20for%20council%20officers.pdf>

[Images for duties of the treasurer of this congregation](#)

Serving Your Congregation: A guide for congregational leaders called to serve on Congregation Councils

Congregation Council **Treasurer**

Page 11

Specific Duties of **Treasurer**

Page 13

Sample Annual Report

Page 18

[PDF] Congregation Council - Florida-Bahamas Synod ELCA

https://fbsynod.com/downloads/Support/CONGREGATION_COUNCIL_GUIDELINES_BOOKLET_06.pdf

[Images for Congregation Council Treasurer Specific Duties](#)

6 Bible verses about Treasurer - Knowing Jesus

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

[Images for bible and treasurer](#)

<https://www.desiringgod.org/articles/judas-was-the-treasurer>

<https://www.kingjamesbibleonline.org/treasurer/>

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

<http://biblehub.com/topical/t/treasurer.htm>

<https://www.biblestudytools.com/encyclopedias/isbe/treasure-treasurer-treasury.html>

[Images for biblestudytools/treasure-treasurer-treasury](#)

The Church Treasurer's Manual: A Practical Guide for Managing Church Finances (Lifestream Resources) [Bruce Nuffer]

Most of the time, members who accept the position of church treasurer have little or no background in accounting, especially in smaller churches; and even those with accounting experience may have trouble knowing what's expected of them when they begin their duties. *The Church Treasurer's Manual* is a practical tool that provides treasurers everything they need to know about handling church finances. From an overview of duties to helpful guidelines for completing tasks, new and veteran treasurers alike will learn practical tips and time-saving suggestions that will help them carry out their responsibilities in an effective and efficient manner. Resources include: A CD with forms, an easy-to-understand overview of basic accounting principles, an extensive explanation of tax regulations, options for monthly and annual financial reporting, a general job description for the church treasurer, record keeping form for taxes, accounting ledgers, individual contribution records, budget worksheets, the offering, and more advice for handling payroll, housing allowances, and other compensations for the pastor and staff, tips on communicating with the church board, the pastor, and the financial committee, ethical guidelines for handling money.

<http://www.amazon.com/The-Church-Treasurers-Manual-Lifestream/dp/0834123835>

<http://www.christiangiftsandbooks.net/item/bruce-nuffer/the-church-treasurers-manual-a-practical-guide-for/93380.html>

<http://www.nph.com/nphweb/html/nph/itempage.jsp?itemId=9780834123830>
<https://www.nph.com/nphweb/html/nph/innerpage.jsp?catalogId=NPH-BK&catSecCd=MINRE&subCatSecCd=LIFES&subSubCatSecCd=NA>
<http://www.lifeandleadership.com/book-summaries/nuffer-the-church-treasurers-manual.html>
<http://www.lifeway.com/Product/the-church-treasurers-manual-P005167795>
<https://www.amazon.com/Bruce-Nuffer/e/B001JS875W>
http://www.goodreads.com/author/show/557836.Bruce_Nuffer
Images for Bruce Nuffer, author
Images for The Church Treasurer's Manual: A Practical Guide for Managing Church Finances (Lifestream Resources) [Bruce Nuffer]
<https://twitter.com/brucenuffer/status/745287598705246208>
<http://www.nph.com/nphweb/html/bhol/innerpage.jsp?c=BHOL&cs=TOLER&sc=LIFES&ss=NA&nid=lcol>
<https://www.lifestream.org/free-resources/>
Images for Lifestream Resources

The Church Treasurer's Manual - Benefits Board

Arguably, there is no position more critical to the local church's successful business operation than the Church Treasurer. The Treasurer is in essence the Chief Financial Officer of the church. He or she tracks the income and disbursements, monitors the financial health of the church, balances the checkbook, and ultimately writes the checks. As a service to our constituency in the Church of God, the Benefits Board is providing this instructional guide as an aid to Pastors and Treasurers in understanding their vital role in the local body. In this manual, there will be no attempt made to cover all of the financial and taxation issues that may confront a church treasurer. However, basic guidance will be given so that the treasurer can fulfill his or her responsibilities and comply with the directives provided in the Church of God Minutes.

<http://www.benefitsboard.com/manuals/2012/Church%20Treasurers%20Manual%20Full%20-%202012.pdf>

Benefits Board | Church Manuals

<https://www.benefitsboard.com/manuals> Church Treasurer's Manual

[Images for Church Treasurer's Manual](#)

Treasurer - Wikipedia

The significant core functions of a corporate treasurer include cash and liquidity management, risk management, and corporate finance.

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

[Images for The significant core functions of a corporate treasurer include cash and liquidity management, risk management, and corporate finance.](#)

Treasurer's Handbook

Thank you for agreeing to serve your church as its Treasurer or Trustee. Your work is essential to the ministry of your own congregation as well as the larger United Church of Christ. As you carry out your leadership responsibilities, you may find that you need information beyond what you currently know about legal and tax matters, financial management, or communications with the wider church. This Handbook has been prepared by Indiana-Kentucky Conference staff and the Mission and Stewardship Education Committee to provide guidance regarding some of the questions commonly asked by church treasurers and trustees. If you have questions that are not addressed in this book, feel free to call the Indiana-Kentucky Conference Office at (317-924-1395) and speak with the Business Administrator or email us at ikc@ikcucc.org.

In addition, the Indiana-Kentucky Conference periodically provides workshops for Treasurers and other church leaders in the areas of stewardship, financial planning, benefits management, etc. Watch our website www.ikcucc.org and the mid-month mailing, sent to each church, for details on these seminars.

<http://173.201.191.73/openchurch/sites/default/files/IKCUCC%20Treasurer's%20Handbook%20-%20Second%20Edition.pdf>

[Images for serve your church as its treasurer or trustee](#)

[PDF] Treasurer's Handbook and Congregational Budgeting Packet

Thank you for using this Treasurer's Handbook and Congregational Budgeting Packet. As you may have already noticed, we have merged the information from two documents into one tool to help treasurers and stewardship teams develop congregational spending plans.

http://mennoniteusa.org/wp-content/uploads/2015/03/TreasurersHandbookCongBudgetingPkt_June2015_English.pdf

[Images for Treasurer's Handbook and Congregational Budgeting Packet](#)

Treasurer's Handbook - New England Conference

The Local Church Treasurer is one of the most important positions in the administration of the local church. It is also one of the most complex jobs involving many areas of state and federal rules, regulation and reporting. The treasurer is also responsible for recording and reporting all of the financial transaction of the local church.

We have recently updated this handbook for local church treasurers of the New England Conference of the United Methodist Church. We pray that this guide will help newly-installed treasurers climb the learning curve more quickly and serve as a resource for the more experienced and the Vermont treasurers who have just joined the New England Conference.

<http://www.neumc.org/pages/detail/559>

[Images for Local Church Treasurer](#)

You're a church treasurer: Now what? - ECFA

What kinds of records need to be kept?
What kinds of reports do I need to prepare?
Will software do it all for me?
When do I have to give a receipt to a donor?
Is an audit by a CPA needed or desirable?
What's GAAP? What are net assets?
What about payroll, payroll taxes, and government reporting?
What is a housing allowance?

<https://www.eccu.org/system/uploads/document/5109738a8072770c4e00081b/pdfs-1359573205.pdf>

Images for You're a church treasurer: Now what? - ECFA

<https://www.ecfa.org/Content/Resources>

33) Trustee

Beth Jacob Congregation » Board of Trustees

<http://www.bethjacobatlanta.org/board-of-trustees.html>

Images for Beth Jacob Congregation » Board of Trustees

Board of Trustees - North Congregational Church

The Trustee responsibilities are awesome and humbling. They are responsible for the management of all real and personal properties of the Church as directed by the church membership or the Executive Council. The Council may occasionally ask the Trustees to complete special assignments in addition to their normal duties; the bylaws also require approval by Trustees for most non-recurring expenditures.

<http://www.northcongregationalchurch.org/board-of-trustees.html>

Images for Board of Trustees - North Congregational Church

Board of Trustees | Unitarian Universalist Congregation of Asheville

Through its bylaws, UUCA's members delegate authority and responsibility to the Board of Trustees to act on behalf of the congregation between congregation meetings. The full range of responsibilities of the Board of Trustees is described in our bylaws.

<http://uuasheville.org/board-of-trustees/>

Images for Board of Trustees | Unitarian Universalist Congregation

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 Secretary

The 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.

Guidelines Trustees | Cokesbury

Your role as trustee is governed by The Book of Discipline. Being a trustee of your local church is an important role and one in which you can take great pleasure. This Guideline is intended to be a guide as you begin fulfilling your responsibilities, and a reference throughout your tenure as trustee.

<https://www.cokesbury.com/product/9781501829994/guidelines-trustees/>

Images for Guidelines Trustees | Cokesbury

<http://www.barnesandnoble.com/w/guidelines-trustees-frank-dunnewind/1114576596?ean=9781426754517>

<https://www.christianbook.com/guidelines-leading-congregation-trustees-manage-resources/general-council-on-finance-administration/9781501830006/pd/89313EB>

<https://www.umcdiscipleship.org/resources/trustees3>

<http://www.umc.org/what-we-believe/board-of-trustees>

<https://books.google.com/books?isbn=1501830007>

<https://books.google.com/books?isbn=1426754515>

http://www.oceanparkumc.com/page/trustees_46807

<http://www.umcdiscipleship.org/resources/trustees3>

Images for trustee guidelines united methodist church

[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 - ELCA Chapter 12. CONGREGATION COUNCIL trustees

What Does the Bible Say About Trustees? - OpenBible.info

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

Images for bible and trustees

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

<https://bible.knowing-jesus.com/words/trustees>

<https://www.gotquestions.org/church-trustee.html>

<https://www.compellingtruth.org/church-trustee.html>

Images for bible/church-trustee

34) Vestry

Discerning Individual Gifts on the Vestry. By John de Beer, part of the Vestry Papers issue on Discernment (July 2010). - Episcopal Church Foundation Vital Practices for Leading Congregations

How do you understand your purpose as a vestry member? The parish elected you. Does this mean that God has called you? How do you know what God wants of you during your term on the vestry – or in the rest of your life? To think about these questions, I like to visualize God's call as a bridge connecting me with the world.

This framework builds on James Fowler's work in *Weaving the New Creation* (San Francisco: Harper, 1991).

<http://www.ecfvp.org/vestrypapers/discernment/discerning-individual-gifts-on-the-vestry/>

Images for Discerning Individual Gifts on the Vestry

<http://www.ecfvp.org/vestry-papers/article/87/discernment-where-the-spirit-moving>

<http://www.ecfvp.org/vestry-papers/article/20/cultivating-a-culture-of-discernment>

<http://www.ecfvp.org/topics/topics/33/vestry>

Images for Episcopal Church Foundation Vital Practices for Leading Congregations

Is Your Vestry 'Committee of the Whole,' Creating a Hole?

Does your vestry try to do it all in monthly slugfests where every issue the church faces is pulled out on the carpet and discussed?

Does most of the thinking come off the top of the head? Or does it come in considered comments informed by good information?

One big way to avoid the marathon meeting where no one remembers exactly what got accomplished is to send the work of the vestry back to productive committees.

<http://www.ecfvp.org/posts/is-your-vestry-committee-of-the-whole-leaving-a-hole/>

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

<https://www.diocesefl.org/resources/resources-for-congregations/ecf-vital-practices.aspx>

Ministry of Wardens (Vestry Papers issue Jan/Feb 2009) - Episcopal Church Foundation Vital Practices for Leading Congregations

You're a new warden: Now what?
The votes are in: What makes a good warden?
Let's hear it from the other side
Wardens: chief stewards and servants

<http://www.ecfvp.org/vestrypapers/issue/ministry-of-wardens/>
<http://www.ecfvp.org/tools/sample-vestry-job-description/>
<http://www.ecfvp.org/webinars/158/senior-warden-ministry-mission-impossible>
[Images for Ministry of Wardens](#)

The Vestry Handbook, Webber, Christopher L. (Morehouse-Barlow) 2000.

A complete guide to the Episcopal Church, its structure, polity and ways of understanding ministry in a congregation. It includes sections on the role of vestry, vestry structures, finances, buildings and grounds, insurance, parish staff and much more.

<https://www.churchpublishing.org/products/index.cfm?fuseaction=productDetails&productID=8855>
[Images for Vestry Handbook, Webber, Christopher L.](#)

The Vestry Resource Guide (The Episcopal Church Foundation) 2007.

This guide examines topics such as the ministry of the vestry, leading a community of faith, origins of conflict, stewardship, and navigating transitions in clergy leadership. It is a practical manual covering topics including the role and definition of a vestry, canons about clergy and vestry roles, job descriptions for wardens, treasurers and clerks, and responsibilities for stewardship.

<http://www.forwardmovement.org>
<http://www.ecfvp.org/yourturn/the-reverend/>
[Images for congregation vestry](#)

Vestry as Spiritual Leaders? - Episcopal Church Foundation Vital Practices for Leading Congregations

Beware a Theology of Entitlement
The Lord Broke Through
Cultivating a Culture of Discernment
Discernment: A Building Program About More Than Buildings

<http://www.ecfvp.org/posts/vestry-as-spiritual-leaders/>
<http://www.ecfvp.org/vestrypapers/vestry-responsibilities/vestry-members-as-spiritual-leaders/>
[Images for Vestry as Spiritual Leaders? - Episcopal Church Foundation Vital Practices for Leading Congregations](#)

Vestry Meetings - Episcopal Church Foundation Vital Practices for Leading Congregations (Vestry Papers issue Jan/Feb 2008)

Why not, if it is for Christ?
How to lead effective vestry meetings
Three Time-Savers
In YOUR eyes, what works?
Triangulation: vestries be mindful
Per your request

<http://www.ecfvp.org/vestrypapers/issue/vestry-meetings/>
[Images for Vestry Meetings](#)
<http://www.ecfvp.org/blogs/3578/5-resources-for-better-church-meetings>
[Images for ecf vital practices - church meetings](#)
<http://www.ecfvp.org/posts/backbreaking-meetings-2/>
<http://www.ecfvp.org/topics/topics/33/vestry>
<http://www.ecfvp.org/vestry-papers>

Vestry Orientation (Vestry Papers issue May/June 2008) - Episcopal Church Foundation Vital Practices for Leading Congregations

Good vestry members: born or grown?
Vestry service: light over darkness
And when the bishop comes...
Who is responsible for what?

<http://www.ecfvp.org/vestrypapers/issue/vestry-orientation/>
[Images for Vestry Orientation](#)

Vestry Retreats - Episcopal Church Foundation Vital Practices for Leading Congregations (Vestry Papers issue Nov/Dec 2009)

Build bonds of joy in a spirited retreat
Vestry
Secrets of the Advent artichoke
Bootstrap your vestry retreat

<http://www.ecfvp.org/vestrypapers/issue/vestry-retreats/>
[Images for Vestry Retreats](#)

What Does the Vestry Do? | Anglican Pastor

Over the years, Christ Church has been through many different phases of Vestry development, involvement, and leadership...not all of them have been easy or effective. There are [Canons](#) to be followed, to be sure. And certainly, we (the Vestry and I) have grown and changed over the years. I have made too many mistakes in my leadership. But the Christ Church Vestry and I have come to a point of clarity about our roles and responsibilities which I would like to summarize in these 10 ideas; 5 for the Vestry (below), 5 for the Rector (my next post).

<http://anglicanpastor.com/what-does-the-vestry-do/>

[Images for What Does the Vestry Do? | Anglican Pastor](#)

35) Vice President

Lutheran Church of the Good Shepherd - Job Descriptions

2.0 POSITION **VICE-PRESIDENT**

http://lcgs.org/Job_Descriptions.htm

[Images for Lutheran Church of the Good Shepherd - Job Descriptions POSITION VICE-PRESIDENT](#)

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

Chapter 11.

OFFICERS

C11.01. The officers of this congregation shall be a president, **vice president**, secretary, and treasurer.

- d. If the Congregation Council elects its officers, the president, **vice president**, and secretary shall be selected from the elected membership of the Congregation Council. [If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.]

<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 - ELCA Chapter 11. OFFICERS vice president](#)

[PDF] Officers B.11.01a The Duties of the officers of this congregation

(2) The duties of the vice president

<http://mlutheran.org/wp-content/uploads/2015/06/Job-Descriptions-for-council-officers.pdf>

[Images for duties of the vice president of the congregation](#)

Responsibilities of the Vice President: Writing Congregational Bylaws - Unitarian Universalist Association

Sample Provisions

<http://www.uua.org/governance/bylaws/structure/officers/responsibilities/47962.shtml>

[Images for responsibilities of the vice president of the congregation](#)

Serving Your Congregation: A guide for congregational leaders called to serve on Congregation Councils
Congregation Council Vice President Page 9

[PDF] Congregation Council - Florida-Bahamas Synod ELCA

https://fbsynod.com/downloads/Support/CONGREGATION_COUNCIL_GUIDELINES_BOOKLET_06.pdf

[Images for Congregation Council Vice President](#)

[PDF]Vice-President-Job-Description - Resurrection Lutheran Church – Monticello, MN

Position Council Vice President (Serves one- or two-year term)

<http://resurrection-mn.com/wp-content/uploads/2012/01/Vice-President-Job-Description-11-04-12.pdf>

[Images for Vice-President-Job-Description - Resurrection Lutheran Church](#)

36) Vision

A Vision for King of kings - King of kings Lutheran Church!

Go make! A vision for King of kings

Go! We are committed to actively give authentic witness to what Christ has done in our lives.

Make! We are committed to follow the example of our Lord Jesus Christ in our lives by becoming disciples and encouraging others in their journey of faith.

<http://www.koklc.org/vision.html>

[Images for A Vision for King of kings - King of kings Lutheran Church!](#)

About Our Upcoming Congregational Visioning Process

*The goals of the process would be to: clarify the congregation's unique mission, values and vision for mission and ministry, determine areas of focus to build upon the congregation's current strengths, determine areas for future mission and ministry, and develop goals and action plans to guide the congregation in fulfilling its calling during the next 3-5 years.

<http://images.acswebnetworks.com/1/250/PaulAbouttheVisionProcess.pdf>

Images for Congregational Visioning Process

Congregation Council Visioning 2012

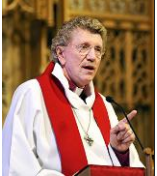
As congregations plan for the future, Bishop Bolick, through the synod's Congregational Ministry Team, offers this opportunity for congregation councils to take stock of their assets and determine what God is calling them to be and to do.

Let's be about the mission of the church!

When Jesus fed the 5000—he asked the people “what do we have” and the answer was five loaves and two fish.

In the same way, your congregation council will be asked, “What do you have? What are your five loaves and two fish? How can your congregation use ‘five loaves and two fish’ with Jesus help to begin serving the kingdom of God?”

Let the NC Synod help your congregation work toward the future by providing facilitators for your council planning in early 2012.



<http://www.nclutheran.org/ministries/documents/2012-council-visioning-brochure.pdf>

Images for Congregation Council Visioning

Images for Bishop Bolick

Discerning God's Direction for Your Church

Do we have a **vision**?

“Where there is no vision, the people perish.” Proverbs 29:18 (King James Version)

“Where there is no revelation, the people cast off restraint.” Proverbs 29:18 (New International Version)

“What is that church about?” If a person from outside your congregation asks you this question, do you have a clear answer?

Do your leaders share the same sense of direction from God, or does each leader have his or her own ideas of where the church needs to go?

Do the people who are active in the church know what they need to do to help the church fulfill your God-given mission, or do they look to the church mainly to fulfill their own various needs?

<http://www.christviewmin.org/leadership/discerning.direction.church.php>

Images for Discerning God's Direction for Your Church Do we have a vision?

Fine Tuning the Organizational and Communication Engine – The Parish Paper

X. **Vision**, Mission, Strategy, Tactics, and Values

Page 39

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

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

Images for Fine Tuning the Organizational and Communication Engine – The Parish Paper X. Vision, Mission, Strategy, Tactics, and Values

<http://www.theparishpaper.com/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

<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

Listening for God at Halfway Creek

Today a **Vision** Board has replaced the Congregation Council, with seven members ranging in age from high school to retirement.

Most important, according to Pastor Jean, “the meetings are fun! We spend 20 minutes for any business that needs to be taken care of. The rest of the time is spent talking and praying and discerning what it is that we’re called to do as a congregation.”

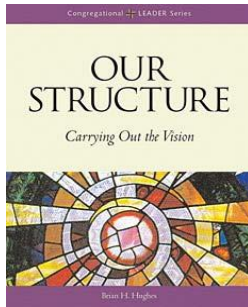
<http://www.elca.org/Our-Faith-In-Action/Stories-of-Faith-in-Action/Congregational-Life/Listening-for-God-at-Halfway-Creek.aspx>

Images for Vision Board replaces Congregation Council

<https://www.facebook.com/Halfway-Creek-Lutheran-Church-196597130393807/>

Our Structure: Carrying Out the Vision (Congregational Leader) [Brian Hughes]

Leading effectively in a congregation involves identifying a vision for the future and then carrying out that vision. The congregation's structure can help you to carry out the vision, but one size doesn't fit all. This book shows a variety of ways to organize your congregation to put your vision into action. In addition, it explores how to organize for hospitality, select and recruit volunteers, delegate a task, set boundaries, plan your work, and build a team.



<http://store.augsburgfortress.org/store/product/6608/Our-Structure-Carrying-Out-the-Vision>
<http://www.amazon.com/Structure-Congregational-Leader-Brian-Hughes/dp/0806644079>
<https://www.goodreads.com/series/148656-congregational-leader-series>
<https://www.augsburgfortress.org/store/category/286319/Congregational-LEADER-Series>
<https://www.augsburgfortress.org/store/category/286526/Church-Leadership>
[Images for Congregational Leader Augsburg Fortress](#)

37) Yoke

Are clergy serving yoked congregations more vulnerable to burnout? A study among clergy serving in The Presbyterian Church (U.S.A.) - NCBI.

Abstract

Pressures generated by increasing secularization and decreasing vocations to ordained ministry are resulting across denominations in a growing number of clergy serving more than one congregation. This study assesses the hypothesis that clergy serving more than one congregation are more susceptible to burnout.

<http://www.ncbi.nlm.nih.gov/pubmed/22674587>
[Images for clergy serving yoked congregations](#)

First Presbyterian Church (Aurora, Indiana) - Wikipedia

The congregation is currently in a "yoked" relationship with Hopewell Presbyterian Church of Dillsboro, Indiana, meaning that the pastor of First Presbyterian also serves as the pastor of Hopewell and that certain administrative and mission functions of both congregations work in close harmony with one another.

[https://en.wikipedia.org/wiki/First_Presbyterian_Church_\(Aurora,_Indiana\)](https://en.wikipedia.org/wiki/First_Presbyterian_Church_(Aurora,_Indiana))
<https://www.firstpresaurora.org/>
<https://www.facebook.com/pages/First-Presbyterian-Church-Aurora-Indiana/148947048453028>
[Images for First Presbyterian Church \(Aurora, Indiana\)](#)

One Pastor Yokes Two Churches in a Changing North Carolina Neighborhood

As newly commissioned pastor of Northgate Presbyterian Church in Durham, North Carolina, as well as leader of Iglesia Presbiteriana Emanuel, a Hispanic fellowship group that also meets at Northgate's building, Ramirez-Eve is pioneering an unusual model of ministry. He is leading not one congregation merged from two, but two distinct congregations with their own operating budgets and leadership teams bound together under this one pastor's care.

<http://mccormick.edu/wordpress/mcnotes/?p=238>
[Images for One Pastor Yokes Two Churches in a Changing North Carolina Neighborhood](#)

Options for Struggling Congregations: MACUCC

Many churches come to a time in their congregational life where the question of sustainability or viability is ... For some congregations yoking is the best option.

<http://www.macucc.org/strugglingcongregations>
[Images for Options for Struggling Congregations - yoking: MACUCC](#)

What Does the Bible Say About Yoke? - OpenBible.info

<https://www.openbible.info/topics/yoke>
[Images for bible and yoke](#)
<https://www.biblestudytools.com/dictionary/yoke/>
<http://www.patheos.com/blogs/christiancrier/2015/06/18/what-does-yoke-mean-in-the-bible/>
<http://biblehub.com/topical/y/yoke.htm>
<https://bible.knowing-jesus.com/topics/God-s-Yoke>
<https://bible.knowing-jesus.com/topics/Yokes>

yoke - Wiktionary



A bow yoke on a bullock team (wooden bar).

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

[Images for yoke](#)

Yoked congregations find joy - NC Synod ELCA

Recognizing the need for vital, vibrant congregations, the synod staff encouraged the congregations of St. John's, Hudson, and St. Stephen's, Lenoir, to consider partnering together in a process known as yoking. Yoking enables struggling congregations to become vibrant congregations by sharing pastoral leadership and congregational ministries with each other.

<https://nclutheran.org/yoked-congregations-find-joy/>

[Images for Yoked congregations find joy - NC Synod ELCA](#)

Yoked Congregations Form - Presbytery of Great Rivers

This form is to be used where two or more congregations are "yoked" and calling a pastor together.

http://www.greatriverspby.org/uploads/2/4/5/6/24561669/yoked_church_information_form.pdf

[Images for Yoked Congregations Form - Presbytery of Great Rivers](#)

http://images.acswebnetworks.com/1/2067/yoked_ministry_information_formPDF.pdf

Yoked Congregations | UUA.org

Yoked congregations that combine resources to share two or more staff members get the gift of a richer and stronger staff team and also enable their staff to play to their strengths—not to mention relieving the isolation that many ministers hate, and giving them a team of colleagues!

<https://www.uua.org/growth/multisite/ways/yoked-congregations>

[Images for Yoked Congregations | UUA.org](#)

<https://www.uua.org/central-east/resources/topics/multisitepartnership/yoked>

Yoked – We are in this together: Andrew Kort and Mihee Kim Kort

Sure, we know it can get messy and frustrating because in being yoked with another you do not always get to do it your way, which is also known as "the right way." Sure, it means a few more meetings and intentionality. But it also means some of the burdens are shared, the load often is lighter, resources are pooled, we help one another, and we all remember that we are all in this together.

<https://alban.org/2015/07/29/andrew-kort-yoked-we-are-in-this-together/>

This collection of true stories is written by Mihee Kim-Kort and Andy Kort, a married clergy couple who met while they were in seminary. They share their unique perspective on the joys and challenges of ministry in alternating segments, forming a collective narrative that illuminates the inner workings of a clergy marriage, even as it inspires with heartfelt tales of life in ministry. Throughout the book Mihee and Andy relate their respective impressions of shared experiences, revealing inherent differences and potential sources of conflict, but also demonstrating how they work through their differences, communicate, and collaborate to make the most of their strengths. With 20 years of ministry experience between them, a blue Subaru Outback crammed full of child car seats, an old dog named Ellis, and life experience in three states, Andy and Mihee have struggled with infertility, survived the threat of foreclosure, travelled abroad and led mission trips together, and through it all remain yoked together. This tale of endurance is only made possible by hard work, sympathetic friends, endless conversations, countless cups of coffee and bottles of beer, and the grace of God.

<http://www.amazon.com/Yoked-Stories-Clergy-Marriage-Ministry/dp/1566997267>

<https://www.goodreads.com/book/show/22529082-yoked>

<https://rowman.com/ISBN/9781566997263/Yoked-Stories-of-a-Clergy-Couple-in-Marriage-Family-and-Ministry>

<https://alban.org/book/yoked-stories-of-a-clergy-couple-in-marriage-family-and-ministry/>

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

<https://www.dymocks.com.au/book/yoked-by-kim-kort-mihee-9781566997270/#.Wr1J1lJwaUk>

<https://rachelheldevans.com/blog/yoked-andy-kort-mihee-kim-kort>

<https://books.google.com/books?isbn=1566997275>

<https://www.christiancentury.org/blogs/archive/2015-01/being-yoked>

<https://gracejisunkim.wordpress.com/2016/09/07/first-presbyterian-church-bloomington-book-talk-teach-and-preach/>

https://www.pts.edu/Andrew_Kort

<http://miheekimkort.com/publications/yoked/>

https://www.goodreads.com/author/show/6507903.Mihee_Kim_Kort

[Images for Mihee Kim-Kort and Andy Kort](#)

[Images for Yoked – We are in this together: Andrew Kort](#)