

Interim Ministry Resources

Chapter 7 Personnel

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Reflections and Resources

1) Mentoring relationships

David W. Anderson, Co-Founder and Co-Director, Milestones Ministry, LLC, presented a workshop on Luther as Shepherd of Souls at the 2016 Mid-Winter Convocation Translating the Reformation: Martin Luther as Pastoral Theologian at Luther Seminary in St. Paul, MN. He urged pastors to guide personnel through mentoring relationships.

Shepherd of Souls | Milestones Ministry

Shepherd of Souls: Faith Formed through Mentoring Relationships by Rev. Dr. David W. Anderson

The shepherd of souls ministry of the church represents the deeply meaningful, personal, and communal life of mentoring brothers and sisters in the faith. It serves the work of discipleship formed through personal, trusted relationships. The world needs—and the church needs—for that ministry to happen with increased intentionality and consistency. For it to bless the lives of Christians and non-Christians alike, it will break out of sanctuaries, board meetings, fellowship halls, and Christian education classrooms and enter into homes, neighborhoods, workplaces, and the larger world waiting to hear and experience the reconciling love of God in Christ. Then the ministry of the congregation and the ministry of the home have faithfully worked, played, and danced together for the care of souls to the glory of God and the needs of one's neighbor.

The shepherd of souls ministry is based on thirty years of developing what we call the Milestones Ministry Frame. Shepherding souls utilizes the Five Principles: 1) Faith formed and nurtured through trusted relationships; 2) Equipping shepherd through the ministry of the congregational church; 3) serving others through the ministry of the home; 4) Understanding and developing faith formation through experiences and relationships, not just by understanding concepts; and, 5) affirming that shepherding souls is a cross+generational ministry where adults support children and youth and children and youth support adults of all ages.

Shepherding also requires a clear, simple, and doable faith practices. That leads us to the Four Key Faith Practices of caring conversations, devotions, service, and rituals and traditions. Chapter after chapter the book explores how these essential faith practices facilitate the valued ministry of shepherding souls.

And, finally, a shepherd embodies the Three Characteristics of a Christian, someone who is

1. Authentic: not perfect, just real, honest and open to others
2. Available: essential to a shepherd by not being "missing in action" when loving action is needed
3. Affirming: confident that God's will and work of love wins to encourage and bless lives day in and day out.



<https://milestonesministry.org/books/shepherd-of-souls/>

[Images for Shepherd of Souls | Milestones Ministry](#)

[Images for Shepherd of Souls: Faith Formed through Mentoring Relationships by Rev. Dr. David W. Anderson](#)

<https://milestonesministry.org/about-milestones-ministry/>

<https://milestonesministry.org/milestones/our-story/>

Resources

[Best 25+ Mentor quotes ideas on Pinterest](#)

<https://www.pinterest.com/explore/mentor-quotes/>

[Images for Mentor on Pinterest](#)

<https://www.pinterest.com/bigbrobigsisind/mentor-inspiration/>

<https://www.pinterest.com/davisp06/teaching-and-mentoring/>

[Images for teaching and mentoring](#)

<https://www.pinterest.com/explore/mentor-training/>

[Images for mentor training](#)

<https://www.pinterest.com/explore/millionaire-mentor/>

<https://www.pinterest.com/unitedwaywilco/more-mentor-inspiration-activities/>

[Images for mentor inspiration activities](#)

<https://www.pinterest.com/niccarro/mentoring/>

<https://www.pinterest.com/pmynortherncolo/mentoring/>

<https://www.pinterest.com/markveyret/the-mentoring-advantage/>

<https://www.pinterest.com/kindnessunites/mentoring/>

<https://www.pinterest.com/synaap/mentorship-quotes/>

<https://www.pinterest.com/weareteachers/mentoring-new-teachers/>

<https://www.pinterest.com/oducareerdev/mentor/>

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<https://www.pinterest.com/griffithcareers/mentoring/>

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<https://www.pinterest.com/mrsmikesell/mentoring/>
<https://www.pinterest.com/MyPath101/will-you-be-my-mentor-tips-from-mypath101-and-frie/>
<https://za.pinterest.com/anitaholland95/mentoring/>

Every Pastor Needs a Mentor - Pastors.com

A mentor brings out the best in you in three areas: your roles, your goals, and your soul. Mentors give us perspective. They help us look at ourselves and our ministry from the outside. We don't always see what we're doing outside of our own perspective. We see from our own limited focus. We need somebody else in our life to say, "Have you thought about...? What about this? What about that?"

<http://pastors.com/you-need-a-mentor-by-rick-warren/>

Images for Every Pastor Needs a Mentor

Images for rick warren

<https://factsand Trends.net/2016/06/22/every-pastor-needs-a-mentor-like-paul/>

<http://byfaithonline.com/needed-pastor-mentors-for-emerging-ministers/>

<https://www.amazon.com/Survive-Thrive-Relationships-Pastor-PastorServe/dp/1434709191>

Images for Survive-Thrive-Relationships-Pastor-PastorServe

<https://www.pastormentor.com/mentoring-for-pastors/>

<https://www.christianitytoday.com/pastors/1999/winter/911094.html> Mentoring Matters | CT Pastors - Christianity Today

Images for Mentoring Matters | CT Pastors - Christianity Today

5 Types of Mentors - Ron Edmondson

I've observed that there are different types of mentors. I think many times we recognize the need for a mentor, but fail to realize the mentors all around us, perhaps because we don't know there is more than one kind. There are probably more than I'm listing here, but these are the four types of mentors I've had in my life:

<http://www.ronedmondson.com/2011/07/4-types-of-mentors.html>

Images for 5 Types of Mentors - Ron Edmondson

<http://www.ronedmondson.com/2011/07/5-questions-to-help-know-what-to-do-with-a-mentor.html>

<http://www.ronedmondson.com/2011/10/the-mentor-recruiter.html>

<http://www.ronedmondson.com/2011/07/why-i-you-need-a-mentor.html>

<http://www.ronedmondson.com/2011/07/how-do-i-find-a-mentor.html>

<http://ronedmondson.com/2017/06/7-ways-to-keep-a-leader-on-your-team.html>

<http://www.ministrymatters.com/all/entry/2830/4-keys-to-mentoring>

<http://www.ronedmondson.com/about>

<http://www.churchleaders.com/pastors/pastor-blogs/160821-ron-edmondson-4-things-i-need-from-a-mentor.html>

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

<http://www.ministrymatters.com/all/author/ron-edmondson>

<http://churchleaders.com/author/ronedmondson>

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

<http://www.lifeway.com/leadership/2014/09/11/leadership-lessons-a-qa-with-ron-edmondson/>

<http://www.lifeway.com/pastors/author/edmondson/>

<https://www.sermoncentral.com/authors/ron-edmondson-articles-641>

<https://churchplants.com/articles/6052-ron-edmondson-7-ways-the-leader-sets-the-bar.html>

https://www.goodreads.com/author/show/7801137.Ron_Edmondson

Images for ron edmondson pastor

How To Find A Mentor - Forbes

Most of us can benefit from having a mentor or sponsor at our back to teach, promote and encourage us.

<https://www.forbes.com/sites/kerryhannon/2011/10/31/how-to-find-a-mentor/>

Images for How To Find A Mentor - Forbes

<https://www.forbes.com/sites/work-in-progress/2011/06/18/how-to-start-a-mentorship-relationship/#2c4b9e394a27>

Images for mentorship relationship

<https://www.forbes.com/sites/ashleystahl/2015/10/04/the-three-types-of-mentors-and-which-one-you-need-now/#5723e92a7f1d>

<https://www.forbes.com/pictures/gjhf45hde/3-cast-a-wide-net/#3786ea661446>

<https://www.forbes.com/sites/carriekerpen/2018/06/18/5-things-great-mentors-do/#2ef5f5956b58>

Images for great mentors

<https://www.forbes.com/feature/undercover-mentors/#6907901141fa>

<https://www.forbes.com/sites/keithkrach/2018/10/02/5-secrets-to-getting-a-mentor-relationship-right/#26c812e9270a>

<https://www.forbes.com/sites/forbescoachescouncil/2016/11/14/everyone-says-you-need-a-mentor-but-how-do-i-actually-find-one/#44885cf275c5>

<https://www.forbes.com/sites/laurensonnenberg/2018/06/08/how-to-turn-a-mentor-into-a-sponsor/#6d9a52ca6e2f>

<https://www.forbes.com/sites/karagoldin/2018/01/17/why-its-important-to-make-time-to-mentor/#7bdac96c7cf5>

<https://www.forbes.com/sites/theyec/2018/05/08/seven-mentorship-methods-and-opportunities-entrepreneurs-should-remember/#6ddb430163b4>

Images for mentorship methods

<https://www.forbes.com/sites/forbeshumanresourcescouncil/2017/09/05/six-ways-to-develop-long-term-relationships-through-mentoring/#37bf5182b786>

Images for long term relationships through mentoring

<https://www.forbes.com/sites/erikaandersen/2014/09/29/5-qualities-to-look-for-in-a-mentor/#356c5f7c3021>

Images for qualities in a mentor

<https://www.forbes.com/sites/brianrashid/2015/06/24/the-future-of-mentorship/#41ecb27816bf>

Lessons on Mentoring – ThomRainer.com

I have learned through the years some key lessons about mentoring.

http://thomrainer.com/2010/04/lessons_on_mentoring/

Images for Lessons on Mentoring – ThomRainer.com

<http://thomrainer.com/2016/01/why-church-leaders-need-a-mentor-rainer-on-leadership-194/>

http://thomrainer.com/2011/09/thinking_about_mentoring/

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<http://thomrainer.com/2014/09/everybody-needs-mentor-find-one/>

<http://thomrainer.com/2017/11/seven-ways-mentoring-can-transform-church-rainer-leadership-383/>

<http://thomrainer.com/2017/12/four-considerations-baby-boomer-pastors/> #1

<http://thomrainer.com/2012/08/four-ways-to-create-an-evangelistic-culture-in-your-church/> #3

<http://thomrainer.com/2015/08/eight-steps-to-more-effective-discipleship-rainer-on-leadership-150/>

<http://www.churchleaders.com/pastors/pastor-articles/176198-thom-rainer-features-of-a-healthy-mentoring-relationship.html>

<http://www.lifeway.com/n/Product-Family/Mentor:-How-Along-the-Way-Discipleship-Will-Change-Your-Life?carid=jhowe-rainer-mentoring-20140909>

<http://www.lifeway.com/pastors/2016/06/22/every-pastor-needs-a-mentor-like-paul/>

<http://www.lifeway.com/c/Keyword-mentoring/N-1z0zr22?type=learn>

<http://churchanswers.com/monthly-coaching/>

<https://www.youtube.com/watch?v=wesxfdJ8Bkk> Thom Rainer's Mentor Program – YouTube

Images for Thom Rainer's Mentor Program – YouTube

Mentor Quotes - BrainyQuote

<https://www.brainyquote.com/topics/mentor>

Images for Mentor Quotes

<https://www.linkedin.com/pulse/25-positive-quotes-mentoring-antoinette-oglethorpe>

<http://www.wiseoldsayings.com/mentors-quotes/>

<https://www.goodreads.com/quotes/tag/mentoring>

<https://www.inc.com/john-brandon/22-quotes-to-help-boost-your-mentoring-prowess.html>

Images for quotes-to-help-boost-your-mentoring-prowess

<https://www.bbbsmb.org/inspiring-mentoring-quotes/>

<https://mentoringgroup.com/inspirational-quotes.html>

<https://www.management-mentors.com/about/corporate-mentoring-matters-blog/5-motivational-mentoring-quotes>

Images for motivational-mentoring-quotes

<http://friendsforhelps.com/great-mentor-quotes/great-mentor-quotes-20-best-mentoring-quotes-images-on-pinterest-quote-so/>

Images for best-mentoring-quotes

Mentor - Wikipedia

Because of Mentor's relationship with Telemachus, and the disguised Athena's encouragement and practical plans for dealing with personal dilemmas, the personal name *Mentor* has been adopted in [English](#) as a term meaning someone who imparts wisdom to and shares knowledge with a less experienced colleague.



A mentor helping new [soldiers](#)

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

Images for mentor

Mentorship is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person. The mentor may be older or younger than the person being mentored, but he or she must have a certain area of expertise.

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

[Images for mentorship](#)

Mentoring 101 [John C. Maxwell]

Ask the best leaders in any organization how they learned to be successful, and you often hear the same answer: they had a good mentor. Now international leadership expert John Maxwell gives the bottom line on mentoring in one short, easy-to-read volume. In *Mentoring 101*, he gives the steps needed to effectively reproduce your success in someone else. He explains how to choose the right person to mentor, how to create the right environment for leaders to thrive and grow, and how to get started. What if you spent your entire life achieving but never shared your wisdom with anyone else? don't let your success end with you. As a mentor, you can create a legacy that will last long after you are done reading.

<https://www.amazon.com/Mentoring-101-John-C-Maxwell/dp/1400280222>

<http://www.goodreads.com/book/show/4750610-mentoring-101>

<http://www.barnesandnoble.com/w/mentoring-101-john-c-maxwell/1012358719>

<https://craigtowens.com/2015/06/24/14-quotes-from-john-maxwell-in-mentoring-101/>

<http://www.johnmaxwell.com/personal-development/monthly-mentoring/>

<http://www.johnmaxwell.com/blog/3-ways-my-mentors-have-changed-my-life>

<http://www.johnmaxwell.com/blog/the-three-types-of-mentors-every-person-needs-to-help-them-grow>

<http://www.johnmaxwell.com/blog/questions-to-ask-during-a-learning-session>

<http://johnmaxwellteam.com/mentoring/>

<http://www.lifeandleadership.com/book-summaries/maxwell-mentoring-101.html%20>

<https://www.youtube.com/watch?v=x0h3NPqnyf4> John Maxwell & Ken Coleman Discuss Mentors – YouTube

[Images for Mentoring 101 \[John C. Maxwell\] - YouTube](#)

<https://www.pinterest.com/anabpi/john-maxwell/>

<http://sourcesofinsight.com/lessons-learned-from-john-maxwell/>

http://www.brainyquote.com/quotes/authors/j/john_c_maxwell.html

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

<https://www.amazon.com/John-C.-Maxwell/e/B001H6NROC>

https://www.goodreads.com/author/show/68.John_C_Maxwell

[Images for John C. Maxwell, author](#)

[Images for Mentoring 101 \[John C. Maxwell\]](#)

Pastor Mentor Groups - Transformation Ministries

Pastor Mentor Groups focus on:

Character – the people we need to become

Content – the paradigms we need to understand

Competencies – the skills we need to master

<http://www.transmin.org/pastors/pastor-mentor-groups>

[Images for Pastor Mentor Groups - Transformation Ministries](#)

The 5 Best Types of Mentors | Huffington Post

So, how do entrepreneurs figure out who *is* their right mentor? First and foremost, by having a strong sense of self, they can be better positioned to know what communication and relating style is most beneficial to their growth and development. But there are also some very specific types of mentors — with well-defined personality traits — that can serve as useful guidelines to steer entrepreneurs in the right direction.

http://www.huffingtonpost.com/anthony-hughes/the-5-best-types-of-mentors_b_4149657.html

[Images for 5 Best Types of Mentors | Huffington Post](#)

<https://medium.com/the-post-grad-survival-guide/5-types-of-mentoring-relationships-you-need-for-your-career-3b0978338e4a>

<https://www.inc.com/betty-liu/the-4-types-of-mentors-you-need-in-your-life-to-succeed.html>

<https://www.ppd.admin.cam.ac.uk/professional-development/mentoring-university-cambridge/types-mentoring>

http://www.masteryworks.com/newsite/downloads/Article3_EightTypesofMentors-WhichOnesdoYouNeed.pdf

<https://www.themuse.com/advice/the-types-of-mentors-who-will-help-your-career-most>

<https://ed4career.com/blog/9-types-mentors-have-your-life>

<https://bossedup.org/3-types-of-mentors-you-need-to-succeed/>

30 best Mentor Quotes images on Pinterest

<https://www.pinterest.com/uvize/mentor-quotes/>

[Images for mentor on pinterest](#)

<https://www.pinterest.com/bigbrobigsisind/mentor-inspiration/>

<https://www.pinterest.com/unitedwaywilco/more-mentor-inspiration-activities/>

<https://www.pinterest.com/bbbsofcentralmn/mentor/>

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

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

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

[Images for Bible and Mentors](#)

<https://www.gotquestions.org/Christian-mentoring.html>
<https://www.quora.com/What-is-the-best-example-of-mentoring-in-the-Bible>
<https://bible.knowing-jesus.com/topics/Mentoring>
<https://www.lifeway.com/en/articles/biblical-model-of-mentoring>
<https://www.compellingtruth.org/Christian-mentoring.html>
 Images for Christian mentoring
<https://purposecity.com/insights/biblical-importance-mentor/>
<https://www.sumasacchurch.com/sermons/1-timothy-11-2-12-17-mentor-and-mentee>
<https://www.kingjamesbibleonline.org/Bible-Verses-About-Mentoring/>
<http://holston.org/media/ministry/resource/BiblicalReflectiononMentoring.pdf>
 Images for Biblical Reflection Mentoring
<https://www.quora.com/What-is-the-best-example-of-mentoring-in-the-Bible>
 Images for mentoring in the Bible
<https://verticalivingministries.com/tag/bible-verses-on-mentoring/>
<https://www.christianitytoday.com/pastors/2010/february-online-only/model-for-mentoring.html>
<https://biblicalpatterns.wordpress.com/2011/10/28/mentoring-moment-10-benefits-of-having-a-spiritual-mentor/>
 Images for spiritual mentor
<https://ohiomennoniteconference.org/2015/06/mentoring-in-the-bible/>
<https://www.ministrymagazine.org/archive/2017/03/Mentoring-A-way-of-life>
 Images for mentoring a way of life
<https://www.prisonfellowship.org/resources/training-resources/mentoring-ministry/ministry-basics/biblical-basis-for-mentoring/>
 Images for mentoring ministry
<https://www.linkedin.com/pulse/what-bible-taught-me-being-mentee-jarissa-garcia>
<https://www.whatchristianswanttoknow.com/what-does-a-spiritual-mentor-do-in-the-life-of-a-christian/>
 Images for spiritual mentor
<http://www.confirmnotconform.com/blog/mentors-bible-naomi-and-ruth>
 Images for Naomi and Ruth
<https://www.todayschristianwoman.com/articles/2015/july/5-qualities-that-make-great-mentor.html>
<https://www.sumasacchurch.com/sermons/1-timothy-11-2-12-17-mentor-and-mentee>
 Images for Paul and Timothy
 Images for mentor and mentee

What is a mentor? - YouTube

Short clip looking at some definitions of what is a mentor.

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

Images for What is a mentor? - YouTube

https://www.youtube.com/watch?v=wtr--uo_WMc Mentoring (Inspirational video) – YouTube

<https://www.youtube.com/watch?v=y9mN5txVmQs> Mentoring Video – YouTube

Images for Mentoring Video – YouTube

2) Mentor and supervisor

One year, I served as a mentor for a student in the Lay School of Ministry. The following year, I served as an internship supervisor for a student pastor in the Theological Education for Emerging Ministry (TEEM) program. The next year, I served as a mentor for a student in the Lay School of Ministry. The next year I corresponded with a student from the congregation going to the seminary. That same year at another assignment, I worked with a seminary intern who was already receiving supervision from another pastor. The following assignment, a student in the Lay School of Ministry assisted me in the Confirmation ministry. The following assignment, I was asked to mentor a vicar new to pastoral ministry.

Resources for Lay School Mentor

[PDF]LSM Mentoring Guidelines - Lay School of Ministry

<http://layschoolofministry.org/LSMMentoringGuidelines.pdf>

Images for LSM Mentoring Guidelines - Lay School of Ministry

<http://www.layschoolofministry.org/mentoringguidelines.html>

Resources for Internship Supervisor

Internship Supervisor Mark Johnson Retires; Former Interns Reflect with Gratitude

Mark Johnson, '72, recently retired pastor and intern supervisor at First Lutheran Church in Mount Vernon, Wash., is remembered as a **mentor and strong example of a parish pastor and theologian by many former interns**. Three of these former interns were able to share their memories of internship and how it helped shape their vocations.

https://www.luthersem.edu/story/default.aspx?article_id=297&issue_id=29

Images for Internship Supervisor Mark Johnson Retires; Former Interns Reflect with Gratitude

Preparing the Pastors We Need: Reclaiming the Congregation's Role in Training Clergy [George A. Rev. Mason Senior Pastor]

Amid the widespread discussion about "the future of the church," an important point is sometimes overlooked: tomorrow's church will depend to a great extent on the new pastors of today who will serve and guide our churches in the years ahead.

George Mason's *Preparing the Pastors We Need: Reclaiming the Congregation's Role in Training Clergy* makes a timely intervention, asking us to redefine pastoral leadership by analyzing how, in fact, pastors are made in the first place.

<http://www.amazon.com/Preparing-Pastors-Need-Reclaiming-Congregations/dp/1566994276>
<https://rowman.com/ISBN/9781566994279/Preparing-the-Pastors-We-Need-Reclaiming-the-Congregation's-Role-in-Training-Clergy>
<https://books.google.com/books?isbn=1566996090>
<https://alban.org/archive/new-experiments-in-clergy-training/>
http://www.resourcingchristianity.org/sites/default/files/transcripts/interview/George_Mason_on_Preparing_the_Pastors_We_Need_Interview_0.pdf
https://www.luthersem.edu/contextual_learning/blog.aspx?m=3739&post=2672
<https://alban.org/archive/the-pastor-and-the-healthy-church/>
<http://www.wilshirebc.org/about-wilshire/senior-pastor-george-mason/>
http://day1.org/319-the_rev_dr_george_mason
[Images for George A. Rev. Mason Senior Pastor](#)
[Images for Preparing the Pastors We Need: Reclaiming the Congregation's Role in Training Clergy \[George A. Rev. Mason Senior Pastor\]](#)

Shaping Spiritual Leaders: Supervision and Formation in Congregations [Abigail Johnson]

Supervision--the shaping of spiritual leaders--occurs formally and informally in many aspects of congregational life. Every year, thousands of pastors supervise field education students and interns; staff members and lay leaders often supervise committee members or other staff; clergy and lay leaders supervise each other as a way to offer support and establish accountability. While supervision enhances the work of all concerned, it is rarely explicitly addressed in congregations. For over fifteen years, Abigail Johnson has supervised and trained others to supervise candidates for ordination within the United Church of Canada. Recognizing that supervision is as important in the formation of lay leaders as in the life of candidates for ordination, she has developed this book to guide all who supervise others in a congregation. Johnson views supervision as a ministry and shows how leaders can use their own innate gifts to enhance their supervision skills. By shaping the supervision relationship based on the gifts of the people involved as well as the context in which the relationship occurs, supervision can become an opportunity for mutual growth and learning that strengthens all other areas of ministry. This book provides a hands-on approach to supervision, addressing key areas such as identifying a learning focus, covenanting, managing conflict, understanding and using power and authority, offering and receiving feedback and evaluation, and celebrating and ending the supervisory relationship. Supervisors who pay attention to these and other key areas will help those they supervise develop their gifts for ministry in all forms.

Johnson views supervision as a ministry and shows how leaders can use their own innate gifts to enhance their supervision skills. By shaping the supervision relationship based on the gifts of the people involved as well as the context in which the relationship occurs, supervision can become an opportunity for mutual growth and learning that strengthens all other areas of ministry.

<http://www.amazon.com/Shaping-Spiritual-Leaders-Supervision-Congregations/dp/1566993504>
<https://www.goodreads.com/book/show/3568622-shaping-spiritual-leaders>
<https://rowman.com/ISBN/9781566993500/Shaping-Spiritual-Leaders-Supervision-and-Formation-in-Congregations>
<https://alban.org/archive/exploring-learning-narratives/>
<https://alban.org/archive/how-will-we-know/>
<https://books.google.com/books?isbn=1566996287>
<http://journals.sfu.ca/rpfs/index.php/rpfs/article/viewFile/174/173>
<https://winebrenner.edu/wp-content/uploads/2018/12/PAT-SNELLING-FINALCOPY-FOR-PRINTING-DISSERTATION-8-19-15.pdf>

Page 20

How Vulnerability Nourishes Pastoral Leadership by Catherine Elizabeth Smith Page 259

https://www.commonword.ca/FileDownload/8459/Feb_08_Equipping-ResourceUpdate.pdf Page 3

https://www.united-church.ca/sites/default/files/handbook_sme-learning-covenant.pdf Page 14

<http://www.dailymotion.com/video/x3gxb46> Shaping Spiritual Leaders: Supervision and Formation in Congregations - Dailymotion

<https://www.amazon.com/Abigail-Johnson/e/B001JRX87K>

https://www.goodreads.com/author/show/627176.Abigail_Johnson

[Images for Abigail Johnson, author supervision and formation](#)

[Images for Shaping Spiritual Leaders: Supervision and Formation in Congregations \[Abigail Johnson\]](#)

Supervisors | Duke Divinity School

As part of the Field Education program, each supervisor commits to:

- Engage the student in an exploration of pastoral and leadership identity as well as vocational goals
- Set aside time to think theologically and reflect with the student regarding the practice of ministry
- Attend an orientation session in September or May

Supervisors assume a critical role in the shaping of the next generation of Christian leaders. Hosting a student requires careful planning, focused attention, and sustained, intentional supervision. Student presence does not relieve supervisors of responsibilities and obligations, but can actually increase them, due to the intentionality which supervision requires.

Supervisors should possess personal security, confidence, and strong skills in communication.

Supervision requires commitment to disciplined theological reflection with the student, exploration of meaning in ministry, and an ability to incarnate that meaning. Potential supervisors should examine their continuing call, their willingness, and their ability to enter into this special ministry before assuming this important role.

Review the Field Education [Policies & Procedure Manual](#) to learn more about the supervisor's role including:

<http://divinity.duke.edu/academics/field-education/supervisors>
[Images for Supervisors | Duke Divinity School - Church Field Education](#)

[PDF]TEEM Internship Handbook - Pacific Lutheran Theological Seminary

Welcome to this essential component of the TEEM program: internship. Internship is a time of concentrated involvement in ministry under pastoral supervision and supported by a congregational internship committee. Normally a TEEM internship will be twelve months in length, although a shorter internship, but one no less than nine months in duration, may be negotiated in specific situations. This handbook is intended to provide a framework within which the TEEM internship requirement can be understood and completed.

http://www.plts.edu/programs/certificates/documents/teem_internship.pdf
[Images for TEEM Internship Handbook – Pacific Lutheran Theological Seminary](#)
<https://www.plts.edu/programs/certificates/TEEMManual2017.pdf>
https://www.plts.edu/directory/documents/intern_hbook_stusup.pdf

Welcome to Theological Field Education! by Matthew Floding (Editor, Contributor), Dudley C. Rose (Foreword), Charlene Jin Lee (Contributor), Emily Click (Contributor), Tim Sensing (Contributor), Donna Duensing (Contributor), Lee Carroll (Contributor), Jaco Hamman (Contributor), Barbara J. Blodgett (Contributor), Lorraine Ste-Marie (Contributor), Rev. Joanne Lindstrom (Contributor), Lee Drummond (Contributor)

Field education is an opportunity for students to develop ministry skills, practice ministerial reflection, discern their call, experience professional collegiality, and undergo personal transformation. Field education offers them a place to practice ministry and a space to reflect on it, to integrate theory and practice, and grow towards competency. In *Welcome to Theological Field Education!* eleven directors of field education in seminaries and divinity schools across North America pass on their wisdom to both students and their supervisors. Edited by Matthew Floding, director of field education at Western Seminary in Holland, Michigan, this volume covers critical topics such as the art of **supervision** and formation, the use of case studies and peer reflection groups, self-care and ministerial ethics, and assessment.

Formation for ministry is especially challenging at this time in the church's life. First, the explosion of knowledge, pluralism, and consumerism and a host of other complicating factors make huge demands on what a minister must know to be effective in ministry. Second, with the erosion of thick religious subcultures, the novice minister has fewer sources of practical wisdom to draw upon. The next generation of ministers, if they are to be more fully formed for ministry, depends on skilled mentoring alongside wise supervisors. This book is the tool to help them make the most of their field education experience.

<https://www.amazon.com/Welcome-Theological-Education-Matthew-Floding/dp/1566994071>
<https://rowman.com/ISBN/9781566994071/Welcome-to-Theological-Field-Education!>
<https://alban.org/archive/what-is-theological-field-education/>
[Images for Welcome to Theological Field Education!](#)

3) Wait for the right moment

I acted as a field supervisor for a **Theological Education for Emerging Ministries (TEEM) | Pacific Lutheran Theological Seminary** student who was studying for her certificate while serving in the congregation. Her office was situated next to mine. A neighboring pastor acted as her academic supervisor in processing her book learning. I used an action/reflection model.

When the Student Is Ready the Teacher Will Appear | Psychology Today

Seeing for the first time things right in front of us.

<https://www.psychologytoday.com/us/blog/black-belt-brain/201506/when-the-student-is-ready-the-teacher-will-appear>
[Images for When the Student Is Ready the Teacher Will Appear | Psychology Today](#)
<https://www.dailykos.com/stories/2013/1/17/1179923/-When-the-teacher-is-ready-the-student-will-appear>
<https://www.relationshipscoach.co.uk/blog/student-ready-teacher-will-appear/>
<https://cmoe.com/blog/when-the-students-ready-the-teacher-will-appear/>
https://www.researchgate.net/publication/288633881_On_Mentoring_When_the_Student_is_Ready_the_Teacher_will_Appear
[Images for Mentoring When the Student Is Ready the Teacher will Appear](#)
<https://www.industryweek.com/blog/when-student-ready-teacher-will-appear>
<https://fakebuddhaquotes.com/when-the-student-is-ready-the-teacher-will-appear/>
<https://www.themindfulword.org/2015/life-lessons-student-ready-teacher-appears/>
[Images for life lessons student ready teacher appears](#)
https://en.wikiversity.org/wiki/Talk:Zen_proverb
[Images for Talk:Zen Proverb](#)

4) Work ahead

At the start of the interim assignment, my plan of action is to get into the rhythm of congregation life. After a while, I seek to get ahead of the curve. This forward thinking allows for margin to accommodate the inevitable unplanned circumstances that arise. For instance, church office staff most often appreciate receiving material ahead of time rather than at the last minute or after the deadline. One office

manager commented favorably that, even though there was more work to do with the new efforts being started because the work was planned ahead, she could work ahead.

Resources

General Colin Powell: A Leadership Primer

Lesson 5 "Never neglect details. When everyone's mind is dulled or distracted, the leader must be doubly vigilant."

<http://nets.ucar.edu/nets/intro/staff/jcustard/jc-la2004/powell-leadership.pdf>

[Images for General Colin Powell: A Leadership Primer](#)

The Leadership Secrets of Colin Powell

Chapter 9 Vigilance in Detail

<http://search.barnesandnoble.com/Leadership-Secrets-of-Colin-Powell/Oren-Harari/e/9780071418614>

[Images for The Leadership Secrets of Colin Powell Chapter 9 Vigilance in Detail](#)

How to Improve Your Time-Management Skills – Parish Paper

I.	Time Pressure Goes with Clergy Territory	Page 2
II.	Test Your Time-Management Skills	Page 2
III.	Ten Time-Powering Axioms	Page 3
	God Requires You to Manage Your Time	Page 3
	Your Time Management Skill Determines Your Ministry Results	Page 3
	You Have All the Time You Need to Do God's Will with Your Life	Page 3
	If You Do Not Take Charge of Your Time, Other People Will	Page 3
	You Are Never Powerless over Time Problems	Page 4
	Busyness Does Not Equal Effectiveness	Page 4
	Long Hours Do Not Equal Effectiveness	Page 4
	Efficiency Does Not Equal Effectiveness	Page 5
	Important Work Does Not Equal Essential Work	Page 5
	A Compass Manages Time Better than a Clock	Page 5
IV.	Proven Time Management Methods: from A to Z	Page 6
V.	The Bottom Line	Page 19

[PDF] Church Effective Nugget, Volume 10: How to Improve Your Time Management Skills – Parish Paper

<http://www.theparishpaper.com/files/resources/Church%20Effectiveness%20Nuggets-%20Volume%2010.pdf>

<https://www.theparishpaper.com/free-resources> Church Effective Nugget, Volume 10: How to Improve Your Time-Management Skills

[Images for How to Improve Your Time-Management Skills – Parish Paper](#)

<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>

Joseph's Rise to Power

³⁷ The plan seemed good to Pharaoh and to all his officials. ³⁸ So Pharaoh asked them, "Can we find anyone like this man, one in whom is the spirit of God?"

³⁹ Then Pharaoh said to Joseph, "Since God has made all this known to you, there is no one so discerning and wise as you. ⁴⁰ You shall be in charge of my palace, and all my people are to submit to your orders. Only with respect to the throne will I be greater than you."

⁴¹ So Pharaoh said to Joseph, "I hereby put you in charge of the whole land of Egypt."⁴² Then Pharaoh took his signet ring from his finger and put it on Joseph's finger. He dressed him in robes of fine linen and put a gold chain around his neck. ⁴³ He had him ride in a chariot as his second-in-command,^[a] and people shouted before him, "Make way!"^[a] Thus he put him in charge of the whole land of Egypt.

⁴⁴ Then Pharaoh said to Joseph, "I am Pharaoh, but without your word no one will lift hand or foot in all Egypt." ⁴⁵ Pharaoh gave Joseph the name Zaphenath-Paneah and gave him Asenath daughter of Potiphera, priest of On,^[a] to be his wife. And Joseph went throughout the land of Egypt.

⁴⁶ Joseph was thirty years old when he entered the service of Pharaoh king of Egypt. And Joseph went out from Pharaoh's presence and traveled throughout Egypt. ⁴⁷ During the seven years of abundance the land produced plentifully. ⁴⁸ Joseph collected all the food produced in those seven years of abundance in Egypt and stored it in the cities. In each city, he put the food grown in the fields surrounding it. ⁴⁹ Joseph stored up huge quantities of grain, like the sand of the sea; it was so much that he stopped keeping records because it was beyond measure.

Genesis 41:37-49 - Bible Gateway

<https://www.biblegateway.com/passage/?search=Genesis+41%3A37-49>

[Images for Joseph's Rise to Power](#)

[Images for So Pharaoh said to Joseph, "I hereby put you in charge of the whole land of Egypt."](#)

Learn How Successful People Get Ahead of the Curve

What does getting ahead of the curve mean and why is this important to me?

Getting Ahead of the Curve can mean many things. Here are a few of the meanings.

http://www.selfgrowth.com/articles/learn_how_successful_people_get_ahead_of_the_curve

Images for Learn How Successful People Get Ahead of the Curve

Margin: Restoring Emotional, Physical, Financial, and Time Reserves to Overloaded Lives [Richard Swenson]

Margin is the space that once existed between ourselves and our limits. Today we use margin just to get by. This book is for anyone who yearns for relief from the pressure of overload. The benefits can be good health, financial stability, fulfilling relationships, and availability for God's purpose. Reevaluate your priorities, determine the value of rest and simplicity in your life, and see where your identity really comes from.

<http://www.amazon.com/Margin-Restoring-Emotional-Financial-Overloaded/dp/1576836827>

<https://www.goodreads.com/work/quotes/823483-margin-restoring-emotional-physical-financial-and-time-reserves-to-o>

<http://www.richardswenson.com/margin/>

<http://moneysavingmom.com/2011/03/free-ebook-margin-restoring-emotional-physical-financial-and-time-reserves-to-overloaded-lives.html>

<http://www.richardswenson.org/books/bookmargin.html>

<http://www.richardswenson.org/biosketch.html>

<http://www.richardswenson.com/about/>

<https://cmda.org/staff/detail/richard-swenson-md>

<http://www.bookreporter.com/reviews/margin-restoring-emotional-physical-financial-and-time-reserves-to-overloaded-lives>

<http://www.parable.com/i.Margin-Restoring-Emotional-Physical-Financial-and-Time-Reser.9781576836828>

<http://stanfield.pbworks.com/w/page/15961065/Time%20and%20Stress%20Management>

https://www.youtube.com/playlist?list=PLXVvp8XCH3_P10nQKvpF9QnKJaf6eyUS1 Finding Balance & Margin Richard Swenson Leading with Power - YouTube

<https://www.youtube.com/watch?v=0LV0MzfvQ> Margin-Dr. Richard Swenson on Overloaded Lives | Podcast #018 (Intro)

<https://www.youtube.com/watch?v=89czlP4GJel> Margin-Dr. Richard Swenson on Overloaded Lives | Podcast #018 – YouTube

<https://www.youtube.com/watch?v=2ubs1ZNAKHU> Plywood Presents | Richard Swenson - YouTube

[Images for Richard Swenson - YouTube](#)

<https://vimeo.com/7168051> Richard Swenson, M.D.: The Pace of Faith

<http://professionalchristiancoachingtoday.com/018-margin-dr-richard-swenson-on-overloaded-lives/>

<https://www.amazon.com/Richard-A.-Swenson/e/B001K8ODW2>

https://www.goodreads.com/author/show/10476928.Richard_A_Swenson

[Images for Richard Swenson, author](#)

[Images for Margin: Restoring Emotional, Physical, Financial, and Time Reserves to Overloaded Lives \[Richard Swenson\]](#)

Seven Habits of Highly Effective People

Habit 3 Put First Things First

Principles of Personal Management

Page 73

http://www2.sdfi.edu.cn/hetclass/jiaoan/englit/download/The_7_Habits_of_Highly_Effective_People.pdf

[Images for Seven Habits of Highly Effective People Habit 3 Put First Things First Principles of Personal Management](#)

[PDF]The Courage to Explore- Lessons from Lewis and Clark Expedition

- They consulted with numerous people and their men to **consider the variety of supplies needed** for the lengthy trip.
- Their **preparation** was so thorough that they never ran out of paper to write on or gunpowder for their weapons.

<http://blog.pegasus.com/Leverage-Points-Blog/bid/28182/The-Courage-to-Explore-Lessons-from-the-Lewis-and-Clark-Expedition>

[Images for The Courage to Explore- Lessons from Lewis and Clark Expedition consider the variety of supplies needed for the lengthy trip](#)

<https://www.getcf.org/wp-content/uploads/2014/06/The-Courage-to-Explore-Lessons-from-Lewis-and-Clark-Expedition.pdf>

Thinking in the Future Tense - More Skills That Will Help Us All Master the Future

Planning ahead

Entrepreneurs are always thinking about the next deal before the current one closes. Inventors always think beyond their current projects. Authors think about their next book when they are only halfway through the one they're writing.

<http://community.seattletimes.nwsourc.com/archive/?date=19960528&slug=2331572>

[Images for Thinking in the Future Tense - More Skills That Will Help Us All Master the Future Planning ahead](#)

<https://www.amazon.com/Thinking-Future-Tense-Jennifer-James/dp/0684832690>

[Images for Thinking-Future-Tense-Jennifer-James](#)

5) Planners

There are many kinds of planners to aid in organizing. Some people prefer hard copy, while others prefer digital devices. I simply use a 3-ring binder with a PLANNER label on the binder. I make lists of agenda items and of correspondence and then gain satisfaction when I can cross items off the list. I include materials, such as calendars, in the ring binder and the envelopes in the front and back covers. In addition, I used the Lutheran Pastor's Desk Diary provided by Thrivent Financial: Financial Planning & Guidance for Christians until it was discontinued in 2018. Many ELCA pastors still use the **Appointment Book - Augsburg Fortress**, otherwise known as The Little Red Book. This standby now comes in a digital edition.

2019 Appointment Book - Augsburg Fortress

The 2019 Appointment Book (The Little Red Book) is a long-standing resource that has served Lutherans for decades as a practical and handy reference.

The Print Edition contains space for daily entries, festivals and commemorations with liturgical colors, and areas for notes and reminders. Scripture citations for each Sunday and festival are included, plus miniature calendars for 2018 and 2020.

<https://www.augsburgfortress.org/store/product/24105/2019-Appointment-Book>

[Images for 2019 Appointment Book - Augsburg Fortress](#)

The **CLERGY LIFE PLANNER** by Barbara Solsaa offers numerous possibilities.

CLERGY LIFE PLANNER

The *Clergy Life Planner* was created paying close attention to the feedback from clergy clients. There is an area to set goals for the year – we have long heard about the power of writing goals and the connection with accomplishing them. There is a place to list Sabbath ideas that make your heart sing – again, to get you more attuned to taking your Sabbath for that purpose. The monthly planner has a place for your Most Important Tasks for the month to accomplish in both your personal and ministry lives. There is room for other tasks to be listed, projects to be worked on, emails/calls to remember for that month, visits to make and room for other notes. In the weekly planner, there are areas for your tasks to be captured, your Sabbath to be planned, an area to list your prayer concerns for the week as well as a space to capture your ministry moments and God sightings – a place to look back on and be reminded of the ways that God is at work through you and your ministry! The days are divided into ½ hour time slots from 6 AM to 10 PM. At the end of every month there is a place to reflect on that month and the month ahead with intention.

www.ClergyLifeBooks.com

Barbara@ClergyLifeBooks.com

<http://meetme.so/BarbaraSolsaa>

Resources

Best 25+ Daily planners ideas on Pinterest

<https://www.pinterest.com/explore/daily-planners/>

[Images for planners pinterest](#)

<https://www.pinterest.com/explore/weekly-planner/>

<https://www.pinterest.com/kimcox99/planner-addict/>

<https://www.pinterest.com/hearthandmade/planners-productivity-time-management-skills-for-b/>

https://www.pinterest.com/oh_amanda/diy-planners-and-binders/

<https://www.pinterest.com/explore/happy-planner/>

<https://www.pinterest.com/explore/planner-ideas/>

<https://www.pinterest.com/explore/planners/>

<https://www.pinterest.com/explore/agenda-planner/>

Different types of planners – YouTube

This video showcases 3 different types of planners that are available...you choose which works best for you!

<https://www.youtube.com/watch?v=3hrTbzbPMo>

[Images for Different types of planners – YouTube](#)

http://www.ehow.com/list_7460911_different-type-planners.html

<http://www.wisegeek.com/what-are-the-different-types-of-day-planners.htm>

<http://officesupply.lifetips.com/tip/155055/planning-and-time-management/planning-and-time-management/choosing-from-all-the-calendar-and-planner-options.html>

<https://franklinplanner.fcorgp.com/store/>

<http://www.plannerisms.com/p/how-to-find-your-perfect-planner.html>

[Images for how-to-find-your-perfect-planner](#)

<http://kaysepratt.com/2014/12/ultimate-planner-review.html>

[Images for ultimate-planner-review](#)

<http://www.ebay.com/gds/Top-10-Day-Planners-/1000000177677717/g.html>

[Images for Top-10-Day-Planners](#)

6) Improvisation

A person better versed in computers than me pointed out that computers have redundancy built into their systems. Therefore, if one route to accomplishing a task seems to encounter a roadblock, try another route.

Resources

“Improvise, adapt and overcome” (Marine Corps motto)

“Improvise, adapt, (and) overcome” has become an unofficial motto of the United States Marine Corps and has also been used in business and in government. Clint Eastwood said these lines in the military film *Heartbreak Ridge* (1986):

“You’re Marines now. You adapt. You overcome. You improvise. Let’s move. Four minutes!”

There is no documentary evidence—such as printed evidence in *Leatherneck—Magazine of the Marines*—that “improvise,

adapt, overcome” (usually in that order, or as “adapt, improvise, overcome” with “overcome” last) was in use before the movie’s 1986 release. Some have claimed, however, that similar words were spoken by Marines well before 1986.

http://www.barrypopik.com/index.php/new_york_city/entry/improvise_adapt_and_overcome_marine_corps_motto

Images for “Improvise, adapt and overcome” (Marine Corps motto)

<http://www.imdb.com/title/tt0091187/quotes>

<https://www.pinterest.com/sdchamp/heartbreak-ridge/>

Images for clint eastwood in heartbreak ridge

Improvisation - Wikipedia

Improvisation is creating or performing something spontaneously or making something from whatever is available.

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

<https://simple.wikipedia.org/wiki/Improvisation>

Images for improvisation

Management Training: Improv in the Workplace

As Tom Orton of Second City Communications says, “the Web has shaped how people learn.” Teaching, he added, “has to be shorter, punchier, more entertaining and more interactive.” Not only is improv a way to appeal to the new generation, but it teaches lessons found in traditional management training AND enables participants to physically experience the lessons. Improv teaches people to react and adapt, along with creativity, innovation, communication, teamwork and leadership. Not only are these skills needed for management training, but they are also advantageous for your service, sales and, truthfully, any employee within your company.

<http://blog.fundinggates.com/2012/10/management-training-improv-workplace/>

Images for Improv in the Workplace

136 best Improv Articles images on Pinterest

<https://www.pinterest.com/unexpectedimpro/improv-articles/>

Images for Improv Articles on Pinterest

<https://za.pinterest.com/spontaneoushea/applied-improv/>

<https://www.pinterest.com/shirlnutkin/improv-inspiration/>

<https://www.pinterest.com/bretty11/improv-this/>

7) Accepting direction

The church secretary informed me just as I was conducting a baptismal orientation on a Wednesday at 5:45pm after Confirmation class that she had scheduled another baptismal orientation for the next day at 2pm. She offered that she could show the video to the parents and then asked if my schedule would allow me to come back to the open country congregation to meet with them. I could have made it work but instead sent the following email at 10:35am:

Here is how I normally conduct a baptismal orientation.

Prayer on top of page 231

DVD on Washing in the Word

Go through service of Holy Baptism starting on page 227

Familiarize them with the baptismal font and altar area

Show them where to stand for the receiving line

She replied at 12:52pm

Thank you for the **direction**. I can do this.

Resources

Best 25+ Give directions ideas on Pinterest

<https://www.pinterest.com/explore/give-directions/>

Images for directions ideas on Pinterest

<https://www.pinterest.com/sigrit/giving-directions-in-english/>

<https://www.pinterest.com/karmelinha722/giving-directions/>

<https://www.pinterest.com/barbibu/giving-directions/>

Images for giving direction pinterest

Management Styles - Directing, Discussing, & Delegating: Tips on using each style by Paul B. Thornton

Management literature describes numerous management styles including: Assertive, Autocratic, Coaching, Country Club, Delegating, Laissez faire, Participatory, Team-based.

Are there really that many styles? No! I believe there are three basic styles-**directing**, discussing, and delegating. Each style is unique in terms of how managers communicate, set goals, make decisions, provide feedback and recognize good performance.

<http://www.managerwise.com/article.phtml?id=489>

<https://www.nydailynews.com/life-style/trump-leadership-style-people-perform-best-article-1.2945738>

8) Compensation

My father worked in carpentry in Plentywood, Montana once he got back from the Korean War. He started with H & F Builders (now HCS Builders) in Ames, Iowa in 1959. My youngest brother took over his job with the company in 1993 and has continued to this day. I worked with my father growing up and have done carpentry work on my own off and on throughout my adult life.

Pastoral ministry does not feel like work. Sometimes, I say to myself, "To think they actually pay me for doing this." I consider pastoral ministry a calling and accept the words of Jesus...

Mission of the Seventy

10After this the Lord appointed seventy² others and sent them on ahead of him in pairs to every town and place where he himself intended to go. ²He said to them, "The harvest is plentiful, but the laborers are few; therefore, ask the Lord of the harvest to send out laborers into his harvest. ³Go on your way. See, I am sending you out like lambs into the midst of wolves. ⁴Carry no purse, no bag, no sandals; and greet no one on the road. ⁵Whatever house you enter, first say, "Peace to this house!" ⁶And if anyone is there who shares in peace, your peace will rest on that person; but if not, it will return to you. ⁷Remain in the same house, eating and drinking whatever they provide, for the laborer deserves to be paid. Do not move about from house to house.

oremus Bible Browser: [Luke 10:1-7](#)

<http://bible.oremus.org/?passage=Luke+10>

[Images for Mission of the Seventy](#)

How does one explain what one does as a pastor?

How to Explain What You Do, When You're a Pastor - YouTube

A TBN Interview with Pastor J. John: How to explain what you do, when you're a pastor! A must see video!

<https://www.youtube.com/watch?v=L6TGxKvSgH8>

For those of you who are clergy, pastors, senior pastors, reverends, right reverends, or even somewhat right reverends ... have you ever struggled to explain your occupational calling to someone else?

Well fear no more, for British pastor J. John has provided the perfect answer to that innocent question: Where do you work?

In a 2014 interview with Trinity Broadcasting Network, John shares the anecdote of being on a flight and talking with a woman about work.

When the woman asks about his job, he explains that he works for a global organization that, among other things, specializes in "behavioral alteration."

Uploaded last November to the TBN YouTube account, as of Monday the video has gotten over 450,000 views — nearly four times TBN's second-most-watched video, an interview with Manny Pacquiao.

So, if you work for the Church and are still struggling to explain what you do for a living, Pastor J. John has the perfect answer for you!

<http://www.christianpost.com/news/pastor-explains-his-job-to-a-stranger-tbn-youtube-video-148993/>

[Images for How to Explain What You Do, When You're a Pastor - YouTube](#)

<http://www.gracecentered.com/how-to-explain-that-you-are-a-minister.htm>

Fortunately, the Northwest Synod of Wisconsin at the annual synod assembly votes on Minimum Standards for Compensation and Benefits for Ministers of Word and Sacrament and Ministers of Word and Service, Lay Program Staff, and Support Staff

2020 Minimum Standards for Compensation and Benefits

I. COMPENSATION

- A. BASE SALARY
- B. HOUSING FOR ORDAINED CLERGY
- C. SOCIAL SECURITY, IRS REPORTING, AND WORKER'S COMPENSATION

II. BENEFITS

- A. PENSION AND MAJOR MEDICAL/DENTAL BENEFITS
- B. MEDICAL FLEXIBLE SPENDING PLAN
- C. PAID LEAVES
- D. OTHER INSURANCE, OPTIONAL PENSION PLAN PAYMENTS

III. REIMBURSED PROFESSIONAL EXPENSES

- A. AUTOMOBILE ALLOWANCE (Recommended: lease/purchase or IRS mileage rate)
- B. CONTINUING EDUCATION (Recommended: \$900)
- C. PROFESSIONAL MINISTRY EXPENSES (Recommended: \$300)
- D. OFFICIAL MEETINGS (Recommended: \$600)
- E. MOVING EXPENSES

IV. WEEKLY, ANNUAL AND SABBATICAL TIME COMPENSATION

- A. SABBATH DAY (Recommended: 40 to 45 hours per week; at least one full day off)
- B. VACATION TIME (Recommended: 4 weeks; 11+ years of experience: 5 weeks)

- C. CONTINUING EDUCATION TIME (Recommended: two weeks)
- D. SABBATICALS/RENEWAL LEAVE (Recommended)
- V. COMPENSATION REVIEW TASK FORCE
 - A. COMPOSITION AND PURPOSE
 - B. SUGGESTED MEETING FORMAT

<http://nswi.org/leadership/rostered-leaders> FINANCIAL ITEMS

https://s3.amazonaws.com/media.cloversites.com/0a/0a854394-3a19-4d9f-b1ae-f93021508921/documents/2020_Salary_Standards.pdf

[Images for Northwest Synod of Wisconsin Minimum Standards for Compensation and Benefits](#)

Compensation for me in interim ministry is simplified somewhat in that I accept the total compensation and benefits accorded to the previous pastor. Then, it is divided accordingly based on member only for health care benefits and other considerations. I put up with the mostly good-natured remarks such as, "Must be nice only working Sundays," "I hope preachers don't form a union as they'd probably want Sundays off," and other such comments...

9) Selecting staff

An installed pastor related that a staff member had been hired during an interim period served by another interim pastor and that the installed pastor would not have hired that staff. If possible, I prefer to leave any staff selection for the installed pastor. When putting off a hire is not possible, I try to be as helpful as possible to the Executive Committee in hiring someone who makes a good fit for the identity, vision, and mission of the congregation.

Resources

Church Staff Interview Questions Every Personnel Committee Should Know

Effective interviewers of prospective church staff don't consider themselves excellent interviewers just because they are a "good judge of character." They know how to conduct an interview that asks the right questions which requires time and preparation. By following these suggestions, your comfort and skill as an interviewer will increase:

<http://sacredstructures.org/manpower/church-staff-interview-questions-every-personnel-committee-should-know/>

[Images for Church Staff Interview Questions Every Personnel Committee Should Know](#)

<https://www.vanderbloemen.com/blog/7-challenging-interview-questions-for-high-potential-church-staff-candidates>

[Images for challenging-interview-questions-for-high-potential-church-staff-candidates](#)

<https://factsand Trends.net/2017/11/02/15-absolutely-essential-questions-ask-hiring-staff-member/>

[Images for absolutely-essential-questions-ask-hiring-staff-member](#)

http://www.danielakin.com/wp-content/uploads/old/Resource_284/Interviewing%20for%20a%20Church%20Position.pdf

<https://www.churchlawandtax.com/web/2013/march/employment-interviews.html>

Effective Staffing for Vital Churches: The Essential Guide to Finding and Keeping the Right People [Bill Easum, Bill Tenny-Brittian, Ed Stetzer]

Well-staffed churches grow. But how do churches staff for growth in these rapidly changing times when budgets are tight, mission opportunities abound, and there is a growing shortage of qualified pastors, staff members, and church leaders? Two veteran pastors and church growth consultants offer workable solutions that focus on the four core processes vital to church health and growth: bringing people to Christ and the church, retaining them, discipling them, and sending them back out into the world. They also show pastors how to navigate the leadership transitions they must make to become increasingly effective as the church grows. Pastors will learn how to be leaders who multiply leaders and develop a mission-minded staff that does the same. Foreword by Ed Stetzer.

http://www.amazon.com/Effective-Staffing-Vital-Churches-Essential/dp/0801014905/ref=pd_sim_b_4

<http://www.goodreads.com/book/show/13789107-effective-staffing-for-vital-churches>

<https://www.bookdepository.com/Effective-Staffing-for-Vital-Churches-Bill-Easum/9780801014901>

https://books.google.com/books/about/Effective_Staffing_for_Vital_Churches.html?id=pF0nExE_aBEC

<https://effectivechurch.com/effective-staffing-for-vital-churches/>

<http://9marks.org/review/book-review-effective-staffing-for-vital-churches-by-bill-easum-and-bill-tenny-brittian/>

<http://www.lifeandleadership.com/book-summaries/easum-and-tenny-brittian-effective-staffing-for-vital-church.html>

<http://www.lifeandleadership.com/book-summaries?currentPage=2>

<http://booksaint.blogspot.com/2013/01/effective-staffing-for-vital-churches.html>

<http://effectivechurch.com/author/beasum/>

http://enrichmentjournal.ag.org/200202/200202_018_easum_interview.cfm

<https://twitter.com/easum?lang=en>

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

<https://www.amazon.com/William-M.-Easum/e/B000APJDAS>

http://www.goodreads.com/author/show/6822901.Bill_Easum

[Images for Bill Easum, author effective staffing](#)

<http://effectivechurch.com/author/billtb/>

http://www.abingdonpress.com/bill_tenny_brittian

<https://www.amazon.com/William-Tenny-Brittian/e/B001HOLHAA>

http://www.goodreads.com/author/show/637998.William_Tenny_Brittian

[Images for Bill Tenny-Brittian, author effective staffing](#)

<https://www.facebook.com/billtb>
<http://www.christianitytoday.com/edstetzer/>
<http://www.christianitytoday.com/edstetzer/about/about.html>
https://twitter.com/edstetzer?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor
<https://www.amazon.com/Ed-Stetzer/e/B001JP8EU1>
https://www.goodreads.com/author/list/25148.Ed_Stetzer
[Images for Ed Stetzer, author](#)
[Images for Effective Staffing for Vital Churches: The Essential Guide to Finding and Keeping the Right People \[Bill Easum, Bill Tenny-Brittian, Ed Stetzer\]](#)

Eight Thoughts about Hiring Church Staff When You Have No Money – ThomRainer.com

Many church leaders would love the ability to hire more staff, but their perception of limited resources hinders them from doing so. Do alternatives exist? I believe so. Let's look at eight thoughts about this issue.

<http://thomrainer.com/2015/06/eight-thoughts-about-hiring-church-staff-when-you-have-no-money/>
[Images for Eight Thoughts about Hiring Church Staff When You Have No Money – ThomRainer.com](#)
<http://thomrainer.com/2015/04/four-reasons-the-pastor-should-hire-other-church-staff/>
<http://thomrainer.com/2015/08/do-churches-practice-age-discrimination-in-hiring-pastors-and-staff/>
<http://www.churchleaders.com/pastors/pastor-articles/244093-7-times-not-hire-church-staff.html>
http://thomrainer.com/2011/09/church_staff_some_observations/
<http://thomrainer.com/2016/11/six-surprises-about-church-staff-salaries-and-budgets/>
<http://thomrainer.com/2014/02/seven-occasions-when-you-should-not-hire-more-church-staff/>
<http://thomrainer.com/2016/04/the-next-future-church-staff-position-pastor-of-community-evangelism/>
<http://thomrainer.com/2015/01/seven-ways-pastors-church-staff-find-jobs/>
<https://ericgeiger.com/2016/04/two-common-hiring-mistakes-churches-make/>
<http://thomrainer.com/2016/02/ten-fascinating-facts-about-pastor-and-church-staff-compensation/>
<http://thomrainer.com/2017/05/six-details-include-church-staff-bios/>
<http://thomrainer.com/2017/12/rainer-on-leadership-392/> How to Handle a Church Staff Financial Crisis
<http://thomrainer.com/2013/07/ten-ways-to-be-better-church-staff-person-from-the-pastors-perspective/>
<http://thomrainer.com/2016/10/twelve-key-reasons-church-staff-conflict/>
<https://thomrainer.com/2018/06/staff-reviews-rainer-leadership-438/>
<http://churchleaders.com/pastors/pastor-articles/244093-7-times-not-hire-church-staff.html>
[#9](http://www.ecfa.org/Content/10-Key-Shifts-for-Churches-from-Thom-Rainer)
<https://ericgeiger.com/2016/04/two-common-hiring-mistakes-churches-make/>
<http://www.lifeway.com/pastors/2015/04/06/3-reasons-why-your-church-should-hire-a-millennial/>
<http://www.lifeway.com/pastors/2017/08/07/churches-practice-age-discrimination-hiring-pastors-staff/>
<http://www.lifeway.com/pastors/2017/09/07/eight-traits-outstanding-church-staff-members/>
<https://www.vanderbloemen.com/about>
<https://www.vanderbloemen.com/about/thom-rainer>
<https://albaptiststaffing.org/author/thom-rainer/>
<https://www.amazon.com/Thom-S.-Rainer/e/B001IGLMVG>
http://www.goodreads.com/author/show/27470.Thom_S_Rainer
[Images for thom rainer \(author\)](#)

Employee/Volunteer Screening

One of the best ways to protect children is to surround them with adults who are concerned for every child's welfare and safety. The first step in doing this is to set up a comprehensive screening process for applicants. A comprehensive screening process consists of: Criminal background checks, In-person interviews, Reference checks, Ongoing observation.

<http://www.safetocompete.org/SoundPractices#EmployeeVolunteerScreening>
[Images for Employee/Volunteer Screening](#)

General Colin Powell: A Leadership Primer

Lesson 8 "Organization doesn't really accomplish anything. Plans don't accomplish anything, either. Theories of management don't much matter. Endeavors succeed or fail because of the people involved. Only by attracting the best people will you accomplish great deeds."

Lesson 13 "Powell's Rules for Picking People:"

Look for intelligence and judgment, and most critically, a capacity to anticipate, to see around corners. Also look for loyalty, integrity, a high energy drive, a balanced ego, and the drive to get things done.

<http://nets.ucar.edu/nets/intro/staff/jcustard/jc-la2004/powell-leadership.pdf>
[Images for general colin powell: a leadership primer](#)

The Leadership Secrets of Colin Powell

Chapter 8 People over Plans
Chapter 11 Powell's Rules for Picking People

<http://search.barnesandnoble.com/Leadership-Secrets-of-Colin-Powell/Oren-Harari/e/9780071418614>
[Images for The Leadership Secrets of Colin Powell - People over Plans - Powell's Rules for Picking People](#)

How to Interview & Hire the Right People: A step-by-step guide for managers and supervisors (Volume 1) [Stephen Carline]

Interviewing and hiring can be one of the most frustrating jobs any manager faces. It's a process full of doubts, misgivings, uncertainties, high risks. You name the anxiety and the hiring process probably has more than its fair share. But it needn't be that way, as you'll soon discover with these fact-filled and fascinating tapes. They'll help you *Determine your true needs to fill a position *See past resume hype *Get candidates to open up and be themselves *Decipher your gut reaction to each contender *Conduct a smooth, comfortable, productive interview *Assess your findings and reach a decision Hiring a new employee is seldom easy, and it doesn't come with any ironclad guarantees. But armed with the proven skills, know-how and solid confidence you'll get from these tapes, the odds of making a "good hire" increase dramatically in your favor.

<http://www.amazon.com/Interview-Right-People-step-step/dp/1559772484>

Images for How to Interview & Hire the Right People: A step-by-step guide for managers and supervisors (Volume 1) [Stephen Carline]

<https://www.pryor.com/training-seminars/management-leadership-skills-managers-supervisors/> How to hire, train, and develop a top-notch staff

Images for How to hire, train, and develop a top-notch staff - fred pryor seminars

How to Maximize Personnel Committee Effectiveness – The Parish Paper

How Do We Obtain Quality Staff?

Page 30

[PDF] Ch. Effectiveness Nuggets--Volume 21--How to Maximize Personnel Committee Effectiveness - The Parish Paper

<http://www.theparishpaper.com/files/resources/Church%20Effectiveness%20Nuggets-%20Volume%2021.pdf>

<https://www.theparishpaper.com/free-resources> Church Effective Nugget, Volume 21: How to Maximize Personnel Committee Effectiveness

Images for How Do We Obtain Quality Staff for Congregation?

<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>

How to Select Quality Staff – The Parish Paper

Picking a new staff member is often a daunting challenge. To (a) reduce the number of long-term headaches, (b) increase the number of "happy camper" staff, and (c) effectively accomplish the ministries to which God calls your congregation, build appropriate answers to the following seven questions.

[PDF] July 2011 - How to Select Quality Staff - The Episcopal Church of Hawaii

http://www.hudrivpres.org/upload/resources/pp_11_7_quality_staff.pdf

Images for How to Select Quality Staff – The Parish Paper

<http://www.wcucc.org/ace-files/ParishPaper/2011-07-How-to-Select-Quality-Staff.pdf>

http://www.abcgrr.org/current_pm/july2011/PP_How_to_Select_Quality_Staff.pdf

<https://www.theparishpaper.com/free-resources> How to Select Quality Staff – July 2011

http://www.hudrivpres.org/upload/resources/pp_11_7_quality_staff.pdf

Interviewing Training Videos - Media Partners

Teach managers interviewing techniques and **behavioral interviewing skills**. Training on interview structure, building rapport and evaluating skills objectively.

www.media-partners.com/interviewing_training_videos/

Images for behavioral interviewing skills

Leadership Principles from Peter Drucker

8. People decisions are the ultimate control mechanism of an organization. This is where people look to find out what real values you hold.

9. All work is work for a team. No individual has the skills or ability to do every job. The purpose of a team is to make strengths productive and weaknesses irrelevant.

http://www.ministryhealth.net/mh_articles/260_gm_drucker_principles_leadership.html

Images for Leadership Principles from Peter Drucker

Lincoln on Leadership – Book Review

The chapter "Lead by Being Led" shows how one of Lincoln's greatest strengths was his ability to **choose the right people** to execute his plans, act as sounding boards, and to come up with innovative ideas of their own. Lincoln liked to have subordinates who would take the lead – like Grant and Sherman – but he also maintained control, making sure their decisions followed his general direction; if they deviated too far from his plan, he would gently put them back on course.

<http://johnsoncityslim.wordpress.com/2010/03/03/lincoln-on-leadership-review/>

<http://www.amazon.com/Lincoln-Leadership-Executive-Strategies-Tough/dp/0446394599>

http://www.2shared.com/document/SDqMlorO/Lincoln_on_Leadership_-_Execut.html

<http://small.free-books.biz/Lincoln-on-Leadership-Executive-Strategies-for-Tough-Times-PDF-95.html>

Images for Lincoln on Leadership

Images for choose the right people

Minnesota Vikings right tackle Phil Loadholt happy to fly under the radar

"He's certainly not going to ever want the limelight on him; that's just not the type of guy he is," Davidson said. "But if I told him tomorrow it would help the team for him to move to left guard, he'd do it without any questions asked.

"And we appreciate that as coaches because essentially the type of players we're trying to get here are guys who are all about the team winning and not so much about the I."

http://www.twincities.com/sports/ci_23995765/minnesota-vikings-right-tackle-phil-loadholt-happy-fly

<http://www.vikings.com/news/article-1/Phil-Loadholt-A-Viking-for-Life/b9334c49-6cee-46e0-9e15-a36248314dbf>

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

[Images for Phil Loadholt](#)

Scout.com: Coaching staff still being assembled

"I want teachers, I want leaders, I want guys that will convey the message that I'm trying to convey. They don't all have to be like me. That's hard to do anyway, but I want guys to be themselves. Most importantly, I want guys to be **great teachers, great leaders, great motivators** and obviously great technicians as football coaches."

<http://min.scout.com/2/1366788.html>

[Images for great teachers, great leaders, great motivators](#)

Staff Your Church for Growth: Building Team Ministry in the 21st Century [Gary L. McIntosh]

Why, when, and how should a church add to its professional staff? Here is a practical manual dealing with the issues of hiring and utilizing multiple staff positions to encourage church growth.

<http://www.amazon.com/Staff-Your-Church-Growth-Building/dp/0801090954>

http://www.goodreads.com/book/show/1463295.Staff_Your_Church_for_Growth

<https://books.google.com/books?isbn=1585582069>

https://books.google.com/books/about/Staff_Your_Church_for_Growth.html?id=xvZDgLPzAqUC

<http://cbti.faithsite.com/content.asp?CID=11546>

<http://www.xpastor.org/staffing/hiring/book-report-on-staff-your-church-for-growth-by-gary-mcintosh/>

<http://www.ministrymatters.com/all/entry/4094/how-many-staff-do-you-need>

<http://www.uua.org/sites/live-new.uua.org/files/documents/jonassonstefan/staffinglargecong.pdf>

<http://churchgrowthnetwork.com/resources/books/2000/04/01/staff-your-church-for-growth/>

<http://www.churchgrowthnetwork.com/gary-mcintosh/>

http://www.talbot.edu/faculty/profile/gary_mcintosh/

<http://open.biola.edu/authors/gary-l-mcintosh>

<https://www.amazon.com/Gary-L.-McIntosh/e/B000AQ1114>

https://www.goodreads.com/author/quotes/58621.Gary_L_McIntosh

[Images for Gary L. McIntosh, author](#)

[Images for Staff Your Church for Growth: Building Team Ministry in the 21st Century \[Gary L. McIntosh\]](#)

Staffing the Large Congregation - Unitarian Universalist Association

As churches grow larger, their staffing needs grow larger and more complex. Not only must large churches deal with the shrinking volunteer pool, they also face increased expectations for service by both members and the larger community. Individual positions may grow so large that it is no longer reasonable to ask a volunteer to fill them, nor may it be practical or possible to break a position up into "volunteer-sized" pieces. Even when church programs do rely heavily on volunteer staffing, such as in the case of religious education, the task of coordinating and training calls for a paid professional. There is a greater need for specialization among staff, along with the training and skills that specialization demands. Each of these factors, in addition to others, point to the need for increased staffing levels in most large congregations.

<http://www.uua.org/documents/jonassonstefan/staffinglargecong.pdf>

[Images for Staffing the Large Congregation](#)

Stan Toler's Practical Guide to Hiring Staff: How to Recruit and Retain an Effective Ministry Team by Stan Toler (Author)

The most critical growth decision most pastors face is knowing when—and whom—to hire. Getting the right staff at the right time can make or break a congregation's momentum. Drawing from his vast experience as a senior pastor and executive leader of large organizations, [Stan Toler](#) shares the secrets that will make your first hire the right one. Subjects include: Casting the vision for staff expansion, Funding a new position, Communicating vision to staff members, Setting staff expectations, Interviewing, The first 30 days, How to be a great boss.

Whether you are just beginning or are a veteran of the ministry, *Stan Toler's Practical Guide to Hiring Staff: How to Recruit and Retain an Effective Ministry Team* is the perfect guide for improving the quality, focus, and effectiveness of your ministry. With the Logos edition of *Stan Toler's Practical Guide to Hiring Staff: How to Recruit and Retain an Effective Ministry Team*, you have easy access to Scripture texts, along with a wealth of other resources in your digital library. Hovering over Scripture references links you instantly to the verse you're looking for, and with passage guides and a wealth of other tools from Logos, you can get into God's Word and discover biblical insights on church leadership like never before.

<https://www.logos.com/product/38122/stan-tolers-practical-guide-to-hiring-staff-how-to-recruit-and-retain-an-effective-ministry-team>

<http://www.amazon.co.uk/Tolers-Practical-Guide-Hiring-Staff/dp/0898273846>

<https://www.goodreads.com/book/show/7812269-stan-toler-s-practical-guide-to-hiring-staff>

<https://www.christianbook.com/stan-tolers-practical-guide-hiring-staff/stan-toler/9780898273847/pd/273847>

https://books.google.com/books/about/Stan_Toler_s_Practical_Guide_to_Hiring_S.html?id=yIVaPgAACAAJ

https://en.wikipedia.org/wiki/Stan_Toler
<https://www.facebook.com/DrStanToler/>
<http://www.stantoler.com/>
<https://www.amazon.com/Stan-Toler/e/B001HCX8L8>
https://www.goodreads.com/author/list/29613.Stan_Toler
Images for Stan Toler (Author)

[Images for Stan Toler's Practical Guide to Hiring Staff: How to Recruit and Retain an Effective Ministry Team by Stan Toler](#)

When Moses Meets Aaron: Staffing and Supervision in Large Congregations [Susan Beaumont, Gil Rendle Senior Consultant]

Chapter 5: **Hiring Right** to Manage Easier

<http://www.amazon.com/When-Moses-Meets-Aaron-Congregations/dp/1566993512>

[Images for Susan Beaumont, author staffing and supervision](#)

[Images for When Moses Meets Aaron: Staffing and Supervision in Large Congregations \[Susan Beaumont, Gil Rendle Senior Consultant\] Chapter 5: Hiring Right to Manage Easier](#)

Who will be the coordinators? – ESPN.com

Mike Zimmer's success or failure as Vikings' head coach will at least in part depend on his assistants.

Hiring the right people to work with you is a veritable skill, and that's where we turn our attention now that the head coach is in place.

http://www.1500espn.com/sportswire/With_Mike_Zimmer_in_the_fold_who_will_be_the_Vikings_coordinators011514

[Images for hiring the right people](#)

Wisdom from Lyle E. Schaller: The Elder Statesman of Church Leadership by Lyle E. Schaller (Author), Warren Bird (Editor)

7. What Are the Most Important **Staffing** Mistakes to Avoid?

Page 51

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

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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.goodreads.com/author/list/179868.Lyle_E_Schaller

[Images for Lyle E. Schaller \(Author\)](#)

[Images for Wisdom from Lyle E. Schaller](#)

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

<http://www.willmancini.com/blog/powerful-quotes-on-vision-and-leadership-by-lyle-schaller-church-consultant-lylelearnings>

[Images for What Are the Most Important Church Staffing Mistakes to Avoid?](#)

10) Do more with less

A rule of the new economy is to do more with less. While the promise of technology is that work is supposed to become more efficient, it also creates more work as there is a growing expectation to provide additional technologically produced information as well as website and social media.

Resources

Deliberate Simplicity: How the Church Does More by Doing Less (Leadership Network Innovation Series) [Dave Browning]

Less is more. And more is better. This is the new equation for church development, a new equation with eternal results.

Rejecting the "bigger is better" model of the complex, corporate megachurch, church innovator Dave Browning embraced deliberate simplicity. The result was Christ the King Community Church, International (CTK), an expanding multisite community church that Outreach magazine named among America's Fastest Growing Churches and America's Most Innovative Churches. Members of the CTK network in a number of cities, countries, and continents are empowered for maximum impact by Browning's "less is more" approach. In Deliberate Simplicity, Browning discusses the six elements of this streamlined model:

• Minimality: Keep it simple • Intentionality: Keep it missional • Reality: Keep it real • Multility: Keep it cellular • Velocity: Keep it moving • Scalability: Keep it expanding As part of the Leadership Network Innovation Series, Deliberate Simplicity is a guide for church leaders seeking new strategies for more effective ministry.

<http://www.amazon.com/Deliberate-Simplicity-Leadership-Network-Innovation/dp/0310285674>

<https://www.goodreads.com/book/show/6250472-deliberate-simplicity>

<https://books.google.com/books?isbn=0310321654>

http://books.google.com/books/about/Deliberate_Simplicity.html?id=YN1Daj5KOXUC

<http://churchexecutive.com/archives/the-ce-interview-dave-browning>

http://leadnet.org/author_insights_with_dave_browning/

<https://www.amazon.com/David-Browning/e/B001JSHEDS>

http://www.goodreads.com/author/show/942234.Dave_Browning

https://www.goodreads.com/author/quotes/942234.Dave_Browning

[Images for Dave Browning, author deliberate simplicity](#)

[Images for Deliberate Simplicity: How the Church Does More by Doing Less \[Dave Browning\]](#)

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

<https://www.rightnow.org/Content/Speaker/1000466>

<http://www.zondervan.com/leadership-network-innovation-series-pack>

<https://www.amazon.com/Leadership-Network-Innovation-Pack-16/dp/0310529972>
<http://www.churchsource.com/church-and-small-group/pastor-resources/leadership-network-innovation-series>
<http://leadnet.org/books/>
[Images for Leadership Network Innovation Series](#)

Do More with Less: The 'New Normal' at Work - Monster

How to Handle a Heavier Workload and Still Get Ahead

For anyone fortunate enough to have a job in this economic downturn, the empty cubicles around you likely mean more responsibilities - and a greater daily workload - to cover for positions that have been cut or won't be filled anytime soon.

If you're being asked to do the work of two - or more - workers, here are five ways to cope with the extra items on your list, without losing your cool or your sense of well-being.

<http://career-advice.monster.com/in-the-office/workplace-issues/do-more-with-less-the-new-normal-at-work-hot-jobs/article.aspx>
[Images for Do More with Less: The 'New Normal' at Work - Monster How to Handle a Heavier Workload and Still Get Ahead](#)

Impact Ministry: The More-With-Less Church - Ministry Today

More-with-Less Staffing

Seven years ago, Hilltop had a full-time senior pastor, a full-time youth pastor and a quarter-time children's director. Today, the staff team is made up of six people, two of whom are paid part-time and four unpaid. Paid hours for ministry staff (support staff not included) have been reduced from 90 to 30 hours a week, appropriate for a church with attendance in the 50s.

Hilltop will probably always rely primarily on unpaid staff made up of indigenous leaders. As the church grows, paid ministry staff may increase, but their primary role will not be to do ministry for people but rather to equip others to do ministry, to grow and coach ministry leaders.

<http://ministrytodaymag.com/ministry-facilities/construction/21449-the-more-with-less-church>
[Images for Impact Ministry: The More-With-Less Church - Ministry Today](#)

less is more - Wiktionary

English[edit]. Proverb[edit]. less is more. That which is less complicated is often better understood and more appreciated than what is more complicated; simplicity is preferable to complexity; brevity in communication is more effective than verbosity.

https://en.wiktionary.org/wiki/less_is_more
[Images for less is more](#)

Making Do with Less | Dan Hotchkiss

Here is where an economic crisis may conceal an opportunity. When budgets grow, leaders find it easy not to choose—to say yes to every question. When budgets shrink, leaders have to say no sometimes. In order to say yes to what is central to the mission requires saying no to cherished, praiseworthy, excellent, and long-established but peripheral activities simply because they are not central to the mission.

<http://danhotchkiss.com/making-do-with-less/>
[Images for Making Do with Less | Dan Hotchkiss](#)
<http://www.churchcentral.com/news/getting-by-when-churches-have-to-make-do-with-less/>
[Images for getting-by-when-churches-have-to-make-do-with-less](#)
<http://danhotchkiss.com/ministry-in-hard-times/>
[Images for ministry-in-hard-times](#)
<https://alban.org/archive/scarcity-and-gods-abundance/>
[Images for scarcity-and-gods-abundance](#)

The More-with-Less Church: Maximize Your Money, Space, Time, and People to Multiply Ministry Impact [Eddy Hall, Ray Bowman, J. Skipp Machmer].

Proven church growth consultants show churches how to increase efficiency, so they can save thousands, even millions, of dollars while multiplying their ministry impact.

In challenging economic times, it is no surprise that churches must get creative with their resources. In *The More-with-Less Church*, the authors of the bestselling *When Not to Build* propose that church leaders look on these times as opportunities to reconsider ministry practices that may be siphoning time, money, and energy from their churches. Drawn from time- and field-tested strategies, this practical resource will help you avoid costly mistakes and maximize the return on investment in ministries, staffing, facilities, and finances.

<http://www.amazon.com/The-More-Less-Church-Maximize/dp/0801015537>
<https://www.goodreads.com/book/show/20665253-the-more-with-less-church>
<http://bakerpublishinggroup.com/books/the-more-with-less-church/343160>
http://www.living-stones.com/store/p3/The_More_with_Less_Church.html
<https://www.lifeway.com/en/product/the-more-with-less-church-P005694092>
<https://www.christianbook.com/church-maximize-people-multiply-ministry-impact/eddy-hall/9780801015533/pd/015531>
<https://books.google.com/books?isbn=1441221115>
<http://ministrytodaymag.com/ministry-facilities/construction/21449-the-more-with-less-church>
<http://www.lifeway.com/Product/the-more-with-less-church-P005739698>
<http://www.worshipfacilities.com/article/the-more-with-less-church-to-accomplish-more-do-and-spend-less>
<https://www.amazon.com/Eddy-Hall/e/B000APJLGE>

https://www.goodreads.com/author/show/124581.Eddy_Hall

Images for Eddy Hall, author more with less

https://www.goodreads.com/author/show/124582.Ray_Bowman

Images for Ray Bowman, author more with less

<https://www.amazon.com/J.-Skipp-Machmer/e/B00JE08G30>

https://www.goodreads.com/author/show/7802421.J_Skipp_Machmer

Images for J. Skipp Machmer, author more with less

[Images for The More-with-Less Church: Maximize Your Money, Space, Time, and People to Multiply Ministry Impact \[Eddy Hall, Ray Bowman, J. Skipp Machmer\].](#)

Thinking in the Future Tense - More Skills That Will Help Us All Master the Future

Skill 6: **Doing more with less**

<http://community.seattletimes.nwsourc.com/archive/?date=19960528&slug=2331572>

Images for Thinking in the Future Tense - Skill 6: Doing more with less

<https://www.amazon.com/Thinking-Future-Tense-Jennifer-James/dp/0684832690>

Thinking in the Future Tense - Page 10 - Google Books Result

Top 25+ best Less is more ideas on Pinterest

<https://www.pinterest.com.au/explore/less-is-more/>

Images for Less is more ideas on Pinterest

<https://www.pinterest.com/bemorewithless/be-more/>

<https://www.pinterest.com/bemorewithless/less-stuff/>

Images for [pinterest/bemorewithless](#)

11) Distance – Distance – Distance

I worked out of the parsonage at one assignment when I served a multi-point open country parish. The parish secretary, who held down a full-time job and who had an active family, worked off a laptop computer when she could during the week and then on Saturdays. She came to the church office to print the bulletin on Saturday late afternoons and early evenings. She drove the 10 miles from her house to the office to photocopy publications and to tend to other business as needed. The few times I saw her during work related time was when I had issues with my desktop computer, laptop computer, and Android phone. She wrote in anticipation of the initial consultation at the beginning of the interim:

I definitely have many questions to ask you also so we are on the same page and I can produce the bulletin like you would like me to.

Perhaps the distance learning in seminary education will help prepare candidates for pastoral ministry in these settings.

Distance education - Wikipedia

Distance education or long-distance learning is the education of students who may not always be physically present at a [school](#).^{[1][2]} Traditionally, this usually involved correspondence courses wherein the student corresponded with the school via [post](#). Today it involves online education. Courses that are conducted (51 percent or more)^[3] are either [hybrid](#),^[4] [blended](#)^[5] or 100% distance learning. [Massive open online courses](#) (MOOCs), offering large-scale interactive participation and open access through the [World Wide Web](#) or other network technologies, are recent developments in distance education.^[1] A number of other terms (distributed learning, e-learning, online learning, etc.) are used roughly synonymously with distance education.

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

Images for [distance education](#)

12) Survival skills

What can survival skills teach about teamwork?

Resources

Anthropology, Survival, and Emergency Preparation – Huffington Post

The most important survival skill of all, however, is being able to **work well with other people**.

http://www.huffingtonpost.com/john-joseph-shea/anthropology-survival-and_b_8819380.html

Images for [Anthropology, Survival, and Emergency Preparation – Huffington Post](#)

Primitive Survival Skills Information Sheet | Peak Experiences

Advanced PSS builds on skills learned in the Basic PSS camp with an increasing focus on long-term survival as a group and active nature conservation. Skills learned include wilderness **teamwork**, advanced group shelter, bows and arrows, hunting, animal hide tanning and leatherwork, the hand-drill fire, weaving, following and ageing tracks, many more plants and new lessons in ecology and caretaking. Campers build a camp for their tribe and experience new adventures together every day.

<http://peakexperiences.com/passages/information-packets/primitive-survival-skills-information-sheet/>

Images for [Primitive Survival Skills Information Sheet | Peak Experiences](#)

Survival skills - Wikipedia

Survival skills are techniques that a person may use in order to sustain life in any type of natural environment. These techniques are meant to provide basic necessities for human life which include water, food, and shelter.



Astronauts participating in tropical survival training at an [Air Force Base](#) near the [Panama Canal](#), 1963. From left to right are an unidentified trainer, [Neil Armstrong](#), [John H. Glenn, Jr.](#), [L. Gordon Cooper](#), and [Pete Conrad](#). Survival training is important for astronauts, as a launch abort or misguided reentry could potentially land them in a remote wilderness area.

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

https://en.wikipedia.org/wiki/Category:Survival_skills

[Images for survival skills](#)

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

[https://en.wikipedia.org/wiki/Rule_of_threes_\(survival\)](https://en.wikipedia.org/wiki/Rule_of_threes_(survival))

Teamwork Survival Kit - TEAM: Together Everyone ... - Pinterest

<https://www.pinterest.com/pin/401875966725317575/>

<https://www.pinterest.com/bride2be8704/workplace-survival/>

[Images for survival skills teamwork pinterest](#)

13) Getting things done

How can staff be the best possible stewards of time and energy? Perhaps, thinking in terms of getting things done can help staff be more efficient and productive.

Resources

Getting Creative Things Done: How to Fit Hard Thinking into a Busy Schedule

Driven by the demands of academia, which requires the regular publication of high-quality creative work to maintain your job, I developed a system. As an homage to David Allen, I call it "Getting Creative Things Done" (or, GCTD), and it has helped me publish academic papers at a fast rate while also writing three books and managing a popular blog, all the while dispatching the never-ending, non-creative tasks required by my position.

<http://99u.com/articles/6956/getting-creative-things-done-how-to-fit-hard-thinking-into-a-busy-schedule>

[Images for Getting Creative Things Done: How to Fit Hard Thinking into a Busy Schedule By Cal Newport](#)

Giants players rally around Daniel Jones – ProFootballTalk

Regardless of whether Browns quarterback [Baker Mayfield](#) said what he said or didn't say what he said or said more than what he said, and regardless of whether Clay Skipper of *GQ* was fair and appropriate in his handling of a situation that likely entailed Mayfield not realizing that what he said would be used against him, Mayfield's words are resonating with the men who work with [Daniel Jones](#).

"There's two types of people in this world," Giants tight end [Evan Engram](#) told Matt Lombardo of *NJ.com* on Tuesday. "There's people who run their mouths and cry for attention and there's people who **put their head down, get to work and get stuff done.** That's everything Daniel's been doing."

<https://profootballtalk.nbcsports.com/2019/08/20/giants-players-rally-around-daniel-jones/>

[Images for put their head down, get to work and get stuff done](#)

<https://profootballtalk.nbcsports.com/2019/08/20/baker-mayfield-had-his-mind-blown-by-giants-selection-of-daniel-jones/>

<https://profootballtalk.nbcsports.com/2019/08/20/daniel-jones-i-enjoy-watching-baker-mayfield-play/>

How to Get Things Done - Fred Pryor Seminars

Take control of your time, tasks, and priorities, and accomplish more than you ever thought possible

Time is a precious commodity. Managing your time properly can mean the difference between staying productive or falling behind. Do you take advantage of every minute at work? Do you have enough time to spend with family and friends? If the answer is *no*, then you might not be using your time to your advantage.

In *How to Get Things Done*, you'll learn to organize your life, manage your time, and improve the quality of your work and personal life. Don't waste another minute — begin adding hours back into your days now!

You'll discover how to ...

Balance competing demands for your time

Use powerful delegating techniques to leverage your time and effectiveness

Conquer procrastination once and for all!

Maximize your efforts by eliminating time wasters

Find out the benefits of time-saving technology tools

Master a simple system of prioritizing that will guarantee that important things get done on time, every time

http://www.pryor.com/mkt_info/products/get_done.asp

<https://www.pryor.com/training-products/taking-control-of-your-workday/>

[Images for How to Get Things Done - Fred Pryor Seminars](#)

<https://www.pryor.com/training-seminars/>

Start Small: Why Tinkerers Get Things Done

With the pressure off, feel free to just tinker as long as you like. You may be pleasantly surprised how much you get done.

<http://99u.com/articles/19139/start-small-why-tinkerers-get-things-done>

[Images for Start Small: Why Tinkerers Get Things Done](#)

The Titleless Leader: How to Get Things Done When You're Not in Charge by Nan S. Russell (Author)

How people work, communicate, collaborate, and manage responsibilities has changed. Knowing how to build influence and lead others without title or authority, no matter what your role, is now a workplace necessity.

No one needs to appoint you, promote you, or nominate you. You decide. It's not rank that will get you results; it's the actions.

In *The Titleless Leader*, you will discover uncommon behaviors that will enable you to:

- Operate with trust in an era of distrust and growing cynicism
- Activate your titleless leadership practice by using "what-does-it-look-like?" approaches and "how-does-it-happen?" tips, exercises, and insights
- Engage yourself and others using the cornerstones of self-alignment, soul-courage, possibility seeds, and winning philosophies

Using the revolutionary tactics laid out in *The Titleless Leader*, you'll turbocharge your career and discover how to get things done...even without a title.

<https://www.amazon.com/Titleless-Leader-Things-Youre-Charge/dp/1601632088>

<https://www.goodreads.com/book/show/13693591-the-titleless-leader>

<https://www.barnesandnoble.com/w/the-titleless-leader-nan-s-russell/1110903669?type=eBook>

<https://www.leadershipnow.com/leadershop/9781601632081.html>

<https://books.google.com/books?isbn=1601636075>

https://books.google.com/books/about/The_Titleless_Leader.html?id=Ud1EDwAAQBAJ

<https://www.forbes.com/sites/deborahljacobs/2013/02/08/six-ways-to-get-things-done-when-youre-not-the-boss/#2f6f66172fe7>

<https://www.theglobeandmail.com/report-on-business/careers/careers-leadership/three-ways-to-lead-when-you-dont-have-the-title/article6105051/>

<https://www.psychologytoday.com/us/blog/trust-the-new-workplace-currency>

<https://www.psychologytoday.com/us/blog/trust-the-new-workplace-currency?page=1>

<https://www.fastcompany.com/1838191/10-rules-hitting-your-stride-work>

<http://www.practicalmentor.com/the-titleless-leader/>

<https://upstarthr.com/the-titleless-leader-book-review/>

<https://www.linkedin.com/pulse/squeezing-time-out-your-busy-schedule-read-julia-carpenter-pmp>

https://twitter.com/nan_russell

<https://www.amazon.com/Nan-S.-Russell/e/B001JOY3ZE>

https://www.goodreads.com/author/show/940006.Nan_S_Russell

[Images for Nan S. Russell \(Author\)](#)

[Images for The Titleless Leader: How to Get Things Done When You're Not in Charge by Nan S. Russell \(Author\)](#)

<https://www.pinterest.co.uk/ocnjgirl44/the-titleless-leader/>

[Images for pinterest/the-titleless-leader](#)

The Ultimate Edgy Guide To Getting Things Done. | Dan Waldschmidt

Over the last few decades, countless books have been written on ways to get things done more efficiently. And while no one plan works for everyone, there are some basic ideas that work no matter what industry or job title you have. Here's how to stay organized, never drop the ball, and execute a master plan that makes you successful. You need all four of these:

<http://danwaldschmidt.com/2013/01/business/the-ultimate-edgy-guide-to-getting-things-done>

[Images for The Ultimate Edgy Guide To Getting Things Done. | Dan Waldschmidt](#)

To Get Things Done, We Need More Meetings... With Ourselves

In today's distraction and interruption charged world, scheduling a meeting with yourself to work on your most important task for a solid (uninterrupted and undistracted) block of time is essential to getting the right things done and critical to your success.

<http://moveyourcompanyforward.com/2012/03/27/to-get-things-done-we-need-more-meetings-with-ourselves/>

[Images for To Get Things Done, We Need More Meetings... With Ourselves](#)

14) Members or non-members as staff?

I have learned to live with the creative tension of members and non-members as staff. There are advantages and disadvantages.

Resources

Best Practices for Church Members Serving on Staff – Parish Paper

A pastor or a church committee often want to hire someone from the congregation whom they already know, but clear guidelines are necessary to make the situation work well.

The Parish Paper - February 2018: Best Practices for Church Members Serving on Staff

<https://www.commonword.ca/ResourceView/43/19680>

<https://www.macucc.org/blogdetail/10510696>

<https://qvalley.myworshiptimes22.com/wp-content/uploads/sites/25/2017/12/PP-2-2018-Best-Practices-for-Church-Members-Serving-as-Staff.pdf>

<https://www.wisconsinumc.org/Resources/Documents/ParishPaper/ParishPaper-Feb18.pdf>

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

<http://www.wisconsinumc.org/connections/conference-news/the-parish-paper> February 2018 - "Best Practices for Church Members Serving as Staff"

<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

Fire the Church Secretary? - United Church of Christ

Our problem is our church secretary. She has been a member all of her life, as were her parents and grandparents.

http://www.ucc.org/feed-your-spirit_dear-theo_fire-the-church-secretary

[PDF] How Much Staff Is Enough?

Small churches should employ a secretary from outside their membership. This policy reduces the natural inclination of members to feel that a secretary (because she is a member) exercises more power and control than is appropriate.

Additionally, hiring a member as secretary in a small church is like employing relatives in a secular business. They are easy to hire, and they often bring strong emotional commitment to their work. However, if they experience unhappiness or perform their job poorly, the emotional damage from discharging them is far greater than when they are not family members.

http://macucc.s3.amazonaws.com/21273901E31D4DCBAAE6A8BC837212C5_How%20Much%20Staff%20Is%20Enough.pdf
[Images for Small churches should employ a secretary from outside their membership.](#)

Is it Wise to Hire Members? - Alban Institute: Ask Alban

Q: I am on the personnel committee of my church. We expect to fill two staff positions soon and wonder what our policy should be about accepting applications from members of the congregation.

A: When hiring staff, congregation leaders often ask this question. **Hiring members has both advantages and disadvantages.**

Ask Alban: Is it Wise to Hire Members? - Alban Institute

<https://alban.org/archive/ask-alban-is-it-wise-to-hire-members/>

[Images for Hiring church members has both advantages and disadvantages.](#)

http://www.danhotchkiss.com/articles/FDR9809_becoming_staff.htm

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

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

Management Resources: Should You Hire a Church Member? Some warnings and advice about filling church jobs from within

Whether to hire a member of your congregation or someone from outside to work in the church office is a dilemma for any pastor or board. But it doesn't have to be a snare, says Bill Hossler, former pastor of the 800-member Colonial Woods Missionary Church in Port Huron, Michigan, and now vice president of the Missionary Church denomination. "As long as you hire based on sound principles, the outcome should be favorable," Hossler says.

<http://uscj.org/congservices/forms/Emplmnt%20&%20Persnnl%20Issues/HireaMember.pdf>

[Images for Management Resources: Should You Hire a Church Member? Some warnings and advice about filling church jobs from within](#)

Pros and cons of hiring a parishioner

When needing to fill a position in the parish, the question often comes to mind whether or not it is a good idea to hire a parishioner. Below is a list of pros and cons of hiring a parishioner, along with ideas of why it is good to hire someone from outside the parish. This chart should assist you in your decision.

http://www.todayparish.com/articles/communication/no_sub_ministry/2012/06-14/pros-and-cons-of-hiring-a-parishioner

[Images for Pros and cons of hiring a parishioner](#)

So, you are a staff employee who also happens to be a member of the church?

This dual relationship has many ramifications that we want to be sure you have thought through and are aware of as you navigate this balance of roles and responsibilities.

Staff employee/church member dual relationship information (PDF)

<http://oga.pcusa.org/media/uploads/oga/pdf/midcouncil-resources/staffmember-churchmember.pdf>

[Images for Staff employee/church member dual relationship information \(PDF\)](#)

15) Proficiency expectations for church secretaries

Particularly in small and mid-sized churches, staff compensation cannot compete with business, industry, or institutions. Therefore, I think, proficiency expectations for church secretaries must be adjusted accordingly.

Resources

The Average Salary of a Church Secretary | eHow

Considerations

To determine a fair wage, find the prevailing secretarial wage in your location. Then establish whether or not the secretary will be doing the additional duties expected of an administrative assistant, and thus earn a higher rate of pay. Analyze if the work required calls for a full-time employee. Another consideration is the amount of funds available, since most churches are funded by tithes and offerings. Finally, determine if the position will be eligible for benefits: paid vacation, paid sick leave, health insurance, retirement² and continuing education.

http://www.ehow.com/about_5403070_average-salary-church-secretary.html

Images for Average Salary of a Church Secretary

http://www.ehow.com/info_8540460_average-pay-rate-pastors-secretary.html

What Is the Typical or Average Salary for A Church Secretary?

The secretary that works for a business does a lot better than a church secretary does because churches are non-profit, but even a secular secretary's salary is not very impressive.

<http://www.patheos.com/blogs/christiancrier/2016/03/04/what-is-the-typical-or-average-salary-for-a-church-secretary/>

Images for What Is the Typical or Average Salary for A Church Secretary?

16) No surprises

I do not like to be unnecessarily surprised, and I do not like to unnecessarily surprise others.

Resources

No Surprises Management? - HBS Working Knowledge

Managers often tell their direct reports, "I don't want any surprises." No surprises management (NSM) is a term long associated with the idea that the best way to succeed is not to surprise your boss. Better should that superiors be informed early on of such things as expected shortfalls in performance, changes in tactics, new information impacting a business, and the like. The intent is to flag potential problems early on so that help can be provided in planning a response.

<http://hbswk.hbs.edu/item/do-we-need-to-extend-no-surprises-management>

Images for No Surprises Management

no surprises policy Archives - Rob Cizek – Practical Leadership

#4. Have a "No Surprises Policy". Nobody likes surprises, especially the boss. Create brief "heads up" conversations (or emails) with the boss that let him/her hear news from you first.

<http://robizek.com/tag/no-surprises-policy/>

Images for No Surprises Policy

One of my top principles for business relationships: No surprises

Not surprising people means telling them what you know and can share with them as soon as you can so that they know what you know. If a decision affects someone I do business with, I try to involve them in the decision-making process or, if I can't, at least to tell them about the decision as soon as I know it affects them.

<http://joshuaspedek.com/top-rules-business-relationships>

Images for One of my top principles for business relationships: No surprises

17) Avoid a rush to judgment

I came to the church one Sunday morning and opened the bulletin to see a bold border around the announcement pages that had not been there before. My initial reaction was to think that the new church secretary must have decided to tinker with the bulletin and prepared myself for a conversation with her to that effect. I thought it would be helpful to at least talk these things over ahead of time. I determined, though, to bring it up matter-of-factly on Monday morning and hear her side first. She offered, "But I thought you put the borders there." To this day I do not know how those borders got there, but I am relieved that I did not allow reactive emotions to take over. I try to remember that there may be an explanation, which may not naturally occur to me. When something unexpected comes up, an impulsive reaction may be a rush to judgment, while a more measured response means to avoid a rush to judgment.

Resources

Church conflict: It's inevitable, but we can avoid the big bite – The Lutheran

10 tips

Stay calm. Remember that disagreement and conflict are normal, not inherently wrong.

Avoid win-lose approaches: "my way or no way" stances

Look for common ground

Listen carefully to other's viewpoints before speaking.

Search for underlying causes. Don't just respond to the surface level.

Be patient. **Don't rush to judgment**, trying to quickly eliminate tension and anxiety.

Develop and maintain a clear, broadly shared understanding of your congregation's mission and goals.
Seek clear, commonly held expectations of the pastor and the pastor's authority.
Remember conflict is an opportunity for congregations to grow stronger.

<http://www.thelutheran.org/article.cfm?id=2644>

[Images for Church conflict: It's inevitable, but we can avoid the big bite – The Lutheran - Don't rush to judgment](#)

[Don't rush to judgement - Pinterest](#)

<https://www.pinterest.com/pin/369506344398135076/>

[Images for don't rush to judgement on pinterest](#)

[Don't Rush to Judgement - YouTube](#)

<https://www.youtube.com/watch?v=mCKaluUmkrs> Don't Rush to Judgement - YouTube

[Images for Don't Rush to Judgement - YouTube](#)

[10 Stories Showing Why You Shouldn't Rush to Judgment - BrightSide](#)

Life is unpredictable, so don't be surprised if you suddenly find yourself wrong in your beliefs or expectations.

<https://brightside.me/wonder-curiousities/10-stories-showing-why-you-shouldnt-rush-to-judgment-347410/>

[Images for 10 Stories Showing Why You Shouldn't Rush to Judgment - BrightSide](#)

18) Filers and pilers

When I was a student at [Concordia College](#), a private, accredited, four-year Lutheran institution in Moorhead, Minnesota, the story was told of a history professor whose phone rang in his office and he could not find it because of all the papers and books piled on top of each other. Whether that incident happened, the story illustrates the saying, "There are two kinds of people in this world – filers and pilers." I've dealt with both kinds in office settings down through the years.

One church secretary's desk was covered with papers and books. I matter-of-factly quipped, "There are two kinds of people in this world – filers and pilers." She smiled and stated, "I admit I'm one of the latter."

Resources

[Are You a Filer or Piler? - Forbes](#)

So, what made me change from being a filer to a piler? Time. As effective as filing was to the retrieval of any emails for reference purposes, it was even faster to just use a simple search in Gmail.

<http://www.forbes.com/sites/bwoo/2013/02/20/are-you-a-filer-or-piler/>

[Images for Are You a Filer or Piler? - Forbes](#)

<https://www.forbes.com/sites/scottkramer/2016/05/27/organize-your-life-8-tips-to-scanning-personal-documents/#7df064cb22e1>

<https://www.forbes.com/sites/timmaurer/2013/11/21/7-steps-to-creating-the-best-personal-task-management-system-with-trello/#2381560d42fd>

<https://www.forbes.com/sites/vanessamcgrady/2016/03/03/desk/#32079857986d> How I Organized My (Horrible) Desk And Became More Productive - Forbes

[Images for How I Organized My \(Horrible\) Desk And Became More Productive - Forbes](#)

[Email filers versus pilers - Lifehacker](#)

Lifehacker happens to be a Filer, but there have got to be perfectly responsive Pilers out there. So, Pilers, defend yourselves.

Got an efficient yet folder-less email response system? [Tell Lifehacker about it.](#)

<http://lifehacker.com/032957/email-filers-versus-pilers>

[Images for Email filers versus pilers - Lifehacker](#)

<https://www.wired.com/2011/08/email-styles/> Filers, Filers and Deleters: Microsoft Profiles E-Mail Users | WIRED

<https://thesiswhisperer.com/2012/06/28/is-becoming-paperless-a-bit-like-giving-up-smoking/>

<https://www.microsoft.com/en-us/microsoft-365/blog/2012/06/06/cant-find-that-email-message-these-three-tips-can-help/>

<http://blog.ladiff.com/2013/08/the-piler-vs-the-filer/>

[Filer or Piler? How do you organize your office space?](#)

Filers naturally put all of their paperwork straight into the file drawer. It may or may not be organized. Pilers like to see everything out on their desk so they can touch it immediately. The problem becomes when the piles rival Stonehenge.

<http://resovate.com/2013/12/13/are-you-a-filer-or-a-piler-how-to-organize-your-files-in-your-office/>

[Images for Filer or Piler? How do you organize your office space?](#)

[4200 Fifth Avenue - Pitt Magazine](#)

You see, in order to make space at my desk, I had to shuffle the Possible-Stories pile over into the Answer-These-Letters-as-Soon-as-You-Have-a-Minute pile. In doing so, I nudged the Things-I-Hope-Go-Away pile, setting off a slight avalanche. I am, you see, a Piler. In fact, in all the world, there are only two kinds of people: **those who file and those who pile.**

<http://www.pittmag.pitt.edu/jan95/jan955ave.html>

[Images for those who file and those who pile](#)

Keeping Your Business Organized Whether You're a "Piler" or a "Filer"

Regardless of whether you are a "filer" or a "piler", running a business requires you to find information quickly, successfully manage deadlines and meet all accounting and legal requirements. But fighting your natural tendencies leads to disorganization. You need to embrace your personality type and use the following tips to develop a system that works for you.

<http://www.nextiva.com/voip/keeping-your-business-organized-whether-youre-a-piler-or-a-filer.html>

<http://www.houzz.com/ideabooks/7793707/list/get-organized-are-you-a-piler-or-a-filer>

<https://innovativelyorganized.com/blog/are-you-a-piler-or-a-filer/>

<https://catherinecastle1.wordpress.com/2012/04/15/eleven-tips-to-quick-organization-for-p-h-d-pilers/>
[Images for tips-to-quick-organization-for-p-h-d-pilers](#)

Organization for Pilers and Filers | Dawson & Dawson, Inc.

You can look around any office environment and you will see some desks cluttered with stacks of papers while other desks are extremely tidy. Is one more organized than the other? New studies show that both styles have strengths and benefits. Working at a tidy desk promotes generosity and conventionality, while working at a cluttered desk promotes creative thinking and stimulates fresh ideas.

<http://www.dawsondawsoninc.com/organization-for-pilers-and-filers/>

[Images for Organization for Pilers and Filers](#)

<http://www.hgtv.com/remodel/interior-remodel/are-you-a-piler-or-a-filer>

<http://blogs.msdn.com/b/escapa/archive/2007/06/08/end-of-just-filers-and-pilers-we-are-both.aspx>

19) Staff appreciation gathering

(name) Lutheran Church staff and their spouse/friend are invited to a staff appreciation gathering Thursday, June 21, 6:30pm at *(name)* [restaurant] compliments of Pastor Lowell Bolstad to celebrate and give thanks for our shared ministry. Please RSVP the church office by Wednesday, June 18.

20) Two staffs both top rate

I served a two-point parish in which the church secretary, custodian, organist, and head of day care in one congregation as well as the church secretary, custodian, and organist in the other all demonstrated competence and cooperation. How fortunate can a pastor get!

21) What's in a title?

I asked a 20-hour-a-week *office administrator* with a total of two years of experience to explain to me what she understood the title to mean? She replied that she wasn't sure and added, "I'm simply a church secretary." Many different titles are given to church office workers. The smaller the congregation the simpler, the larger the congregation the more specialized the position can be. My thought is that, when the term *administrator* is part of the title, it should be reserved for a full-time employee with commensurate training, experience, responsibility. Publications and finances are usually separated. Church secretaries are most often seen as "support staff."

Resources

[\[PDF\] First Lutheran Church Secretary Job Description](#)

The Church Secretary serves the members of First Lutheran Church as the primary contact person among congregational members, community members, business affiliates, and all others communication with or within the congregation. The Church Secretary will work with coworkers, congregation members, volunteer leaders and other First Lutheran leaders. The Church Secretary will contribute to a positive working atmosphere in a team-based setting that supports the congregation's mission.

The Church Secretary will be dealing with private affairs and must maintain confidentiality at all times.

<http://firstlutheranjaxmestown.com/documents/ChurchClericalSecretaryJobDescription.pdf>

[Images for Church Secretary Job Description images](#)

[Help! I'm a Pastor!: A Guide to Parish Ministry by Richard Stoll Armstrong, Kirk Walker Morledge](#)

The Church Secretary1

Speaking of hiring good people, you are truly blessed if your church can afford to hire a good secretary,...

1We acknowledge that the word "secretary" is falling out of favor as a job title in some settings. It is still being widely used, however, and for both of us the title of "Church Secretary" refers to an honorable and dignified position, one that is critical to the smooth functioning of any church, but especially to smaller churches. We have decided, therefore, to use the traditional term with appreciation and respect for all that it still signifies to countless congregations.

<https://books.google.com/books?isbn=066422895X>

[Images for Help! I'm a Pastor!: A Guide to Parish Ministry](#)

Page 134

22) The changing role of the church secretary

It used to be that a church secretary served as a church secretary.



Resources

Church Secretary and Church Administration Training

The training place for church secretaries, church administrators, and all church administrative staff.

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

[Images for Church Secretary Training](#)

<https://www.amazon.com/Church-Secretary-Essentials-Training-Effectively-ebook/dp/B0054R5P8G>

<https://www.youtube.com/watch?v=nMHmXBOaCqI> Church Secretary Training - Understanding Your Role Part 1a – YouTube

[Images for Church Secretary Training - YouTube](#)

https://www.youtube.com/watch?v=Yg47B_77KsY Church Secretary Training - Understanding Your Role Part 1b – YouTube

<https://www.godtube.com/watch/?v=DW7KY7NX> Church Secretary Training – Ministry Videos

Church Secretary Cartoons and Comics - CartoonStock

Church Secretary funny cartoons from CartoonStock directory - the world's largest on-line collection of cartoons and comics.

https://www.cartoonstock.com/directory/c/church_secretary.asp

[Images for Church Secretary Cartoons and Comics](#)

Church Secretary Job Description - Great Sample Resume

A church secretary offers clerical support to pastors and deacons in a church's administrative offices. The job description of a church secretary requires a strong attention to detail, the capability to communicate well with parishioners, and an ability to stay organized.

<https://www.greatsampleresume.com/job-descriptions/church-secretary-job-description/>

[Images for church secretary job description](#)

https://www.freechurchforms.com/church_secretary_job_description.html

<https://cdn.bgco.org/2010/11/01125852/Church-Secretary.pdf>

<http://www.macucc.org/files/tables/content/1014437/fields/files/4c5fe5d6aff4cb2aa78a13a3fc37269/westminster-churchsecretaryposting.pdf>

[Images for purpose of church secretary](#)

http://www.kpl.gov/uploadedFiles/ONE_place/Resources/WUMC%20Secretary.pdf

https://occ.edu/assets/uploads/files/Job_Description_-_Administrative_Assistant1.pdf

http://d3n8a8pro7vhmx.cloudfront.net/unitedchurchofchrist/legacy_url/1338/b8.pdf?1418424803 Secretary of the Church Office

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

<https://careertrend.com/duties-church-secretary-19741.html>

[Images for church secretary duties](#)

<http://www.zionperu.org/Church%20secretary%20duties.%202.pdf>

<https://www.macucc.org/files/tables/content/1014437/fields/files/4c5fe5d6aff4cb2aa78a13a3fc37269/westminster-churchsecretaryposting.pdf>

35 best Church Secretaries images on Pinterest

<https://www.pinterest.com/penbar777/church-secretaries/>

[Images for Church Secretaries on Pinterest](#)

<https://www.pinterest.com/pbajwhite/funny-church-secretary/>

<https://www.pinterest.com/linda62983/church-secretary/>

<https://www.pinterest.com/dvewilkins/church-secretary/>

[Images for church secretary pinterest](#)

Traits of An Indispensable Church Secretary - Pinterest

<https://www.pinterest.com/pin/561683384759436761/>

[Images for church secretary pinterest](#)

<https://www.pinterest.com/penbar777/church-secretaries/>

<https://www.pinterest.com/macfaddenowo/church-secretary-life/>

<https://www.pinterest.com/pbajwhite/funny-church-secretary/>

WHAT EVERY CHURCH SECRETARY NEEDS | CT Pastors

Together we've come up with ten things I can do that not only keep her motivated but also help her do her work better.

<http://www.christianitytoday.com/le/1992/spring/92I2062.html>

[Images for WHAT EVERY CHURCH SECRETARY NEEDS | CT Pastors](#)

Now, there are any number of titles attached to those who work in the church office to better reflect the responsibilities of the position.

Resources

How to Become a Rock Star Executive Assistant: An Interview with Sarah Piercy: CNLP 090 – Carey Nieuwhof

Seven years ago, at age 22, Sarah Piercy became Carey Nieuwhof's executive assistant. In this candid and honest interview, Sarah shared how she learned not only to be an exceptional executive assistant (in Carey's view), but how she did it in an ever-growing church and exploding wider ministry with no previous training.

<http://careynieuwhof.com/2016/05/episode90/>

[Images for How to Become a Rock Star Executive Assistant: An Interview with Sarah Piercy: CNLP 090 – Carey Nieuwhof](#)

<https://www.facebook.com/cnieuwhof/posts/534387706749662>

<http://careynieuwhof.com/2016/08/how-not-to-sabotage-your-executive-assistant/>

<https://careynieuwhof.com/tag/assets-of-an-executive-assistant/>

<https://careynieuwhof.com/tag/qualities-of-a-successful-executive-assistant/>

<https://careynieuwhof.com/tag/executive-assistant/>

<https://careynieuwhof.com/why-pretty-much-every-church-leader-needs-marriage-counseling/>

<https://churchjobfinder.com/how-to-become-the-best-ministry-assistant/>

<http://connexuschurch.com/about-us/>

[Images for carey nieuwhof \(author\)](#)

Parish Administrator Job Description - St. Paul's Brookline

SUMMARY

The Parish Administrator maintains a warm, welcoming, orderly atmosphere for parishioners and others who call or visit the church. Reporting to the Rector, the Parish Administrator is responsible and accountable for day-to-day coordination and implementation of administrative and business-related functions of St. Paul's. Responsible for smooth, efficient operations and overall management of the parish office including coordinating, directing and executing all non-ministerial, non-finance parish operations, responding to all telephone and in-person inquiries/visits with courtesy and tact. Completes all annual, monthly and weekly tasks in an efficient and timely manner. Working closely with all church staff, volunteers, Treasurer, Wardens and Vestry provides support services for all church operations.

<http://www.stpaulsbrookline.org/news-a-events/670-parish-administrator-job-description.html>

[Images for Parish Administrator Job Description](#)

Seven Reasons the Church Secretary Position Is Disappearing - ThomRainer.com

Hear me clearly. I am not diminishing the worth of church secretaries. I am simply noting a trend that few people are articulating. The position of church secretary is disappearing. Here are seven reasons why:

<http://thomrainer.com/2016/06/seven-reasons-church-secretary-position-disappearing/>

[Images for Seven Reasons the Church Secretary Position Is Disappearing - ThomRainer.com](#)

<http://ministrytodaymag.com/leadership/administration/22987-7-reasons-the-church-secretary-position-is-disappearing>

<http://thomrainer.com/2016/06/eight-time-drainers-pastors-staff-seven-solutions/> #6

<http://thomrainer.com/2014/04/seven-reasons-pastors-may-need-virtual-assistant/> #2

<http://thomrainer.com/2016/08/eight-trends-churches-moving-virtual/>

<https://eahelp.com/>

<http://magbookkeeping.com/>

http://twenty28.co/services/mobile_apps.aspx

<https://99designs.com/>

<https://merechurch.com/>

<http://render.us/>

<http://ellipsis.ink/>

<http://thomrainer.com/2016/09/nine-virtual-realities-churches-rainer-leadership-260/>

<https://eahelp.com/>

<https://www.vanderbloemen.com/>

<http://magbookkeeping.com/>

http://twenty28.co/services/mobile_apps.aspx

<https://99designs.com/>

<https://99designs.com/>

<https://merechurch.com/>

<http://render.us/>

<http://provideoannouncements.com/>

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

The Ministry of Administrative Assistants (CRMG) by Sue Thompson (Author), Adam Hamilton (Editor)

This ministry guide has been written to provide information about how to provide support ministry to the people with whom you work. This guide is also for people who work in many different ministry settings, a church or denominational administrative office, a small or medium size church, a parachurch or missions focused organization, and large churches. It will assist them with how they look at their ministry, and the level of support that is needed for their particular setting.

A call to ministry is an important thing to understand for an administrative assistant; your heart and the way you deal with people and tasks are different if you understand your position as a call to ministry rather than a job for a paycheck. If you understand that you represent not just your pastor and your church, but Christ to every person who calls, stops by, e-mails, etc., you approach your tasks and people differently. Working as the assistant to a pastor, or any person in ministry, you have to approach your tasks with an understanding of who you are serving, and you are serving Christ and his people.

The position of Administrative Assistant is a vital part of the over-all ministry of your church and the congregation. You are the gate-keeper, bridge-builder, keeper of the "information", soother of wounded feelings, and the deliverer of unwanted news.

You are the person who has your finger on the pulse of your congregation and your community. You are the person people will come to for answers. You will handle thousands of details related to dozens of different projects and commitments for your pastor. You will help make your pastor's ministry seamless.

While all of these descriptions may make your head spin, this is a part of the ministry of being an assistant. You can look at each day as a challenge or an adventure. If you understand your job as a ministry and understand your call to this ministry you are ready for a great adventure. Begin each day with a prayer for wisdom and strength, surrender your mind and will to God, and prepare yourself to work with the heart of a servant.

As Christ walks alongside you in your daily life, you will learn to walk alongside your pastor and to be a partner in their ministry.

<https://www.amazon.com/Ministry-Administrative-Assistants-CRMG/dp/0687647096>

<https://www.goodreads.com/book/show/6868524-the-ministry-of-administrative-assistants>

https://books.google.com/books/about/The_Ministry_of_Administrative_Assistant.html?id=cAm7RzMGB0QC

<https://www.amazon.com/Sue-Thompson/e/B00XZ6FWK4>

https://www.goodreads.com/author/list/172641.Sue_Thompson

Images for Sue Thompson (Author) administrative assistants

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

<https://www.facebook.com/pg/PastorAdamHamilton/posts/>

<http://www.satusfaction.com/editors/adam-hamilton/>

<https://www.amazon.com/Adam-Hamilton/e/B001HCU82A>

https://www.goodreads.com/author/show/212549.Adam_Hamilton

Images for Adam Hamilton (Editor)

Images for The Ministry of Administrative Assistants (CRMG) by Sue Thompson (Author), Adam Hamilton (Editor)

Zion Lutheran Church - Media and Communication Specialist

Position Description: Media and Communication Specialist

Goal: This key staff person will oversee all media platforms through which the mission and ministry of the congregation is communicated.

Qualifications: This key staff person must understand the Church culture and possess a demonstrated ability to work collegially in a multi-staff setting. Proven ability in all current media platforms and a background in writing and copy editing preferred.

<http://www.mnprjobs.com/2013/04/zion-lutheran-church-media-and.html>

Images for Church Media and Communication Specialist

23) Leading a multigenerational staff

Leading a multigenerational staff requires learning the differences of the generations and how to relate to staff from each generation.

Resources

Best 25+ Generations in the workplace ideas on Pinterest

<https://www.pinterest.com/explore/generations-in-the-workplace/>

Images for generations in the workplace Pinterest

<https://www.pinterest.com/explore/generational-differences/>

<https://www.pinterest.com/debinithaca/generations-in-the-workplace/>

<https://www.pinterest.com/djbrand/generations-in-the-workplace/>

<https://www.pinterest.com/ccldotorg/generational-differences/>

<https://www.pinterest.com/OqilvyWW/gen-y-infographics/>

8 Millennials' Traits You Should Know About Before You Hire Them

The interest in and the controversy surrounding my generation resulted in a packed audience and lengthy Q&A at LinkedIn Talent Connect's session: "Millennials: How to Attract, Hire, & Retain Today's Workforce." Led by [Sondra Dryer](#) of PricewaterhouseCoopers (PwC), [Barry Sylvia](#) of TripAdvisor, and [Melissa Hooven](#) of Cornerstone OnDemand, the talk covered the do's and don'ts of working with Millennials as well as our overall characteristics and desires. I walked away from the session with a clear understanding of how recruiting Millennials is different and the key points every recruiter should emphasize when talking to this new generation. To help out those of you that weren't there, I put together the following list of key takeaways from the session with a view of my own observations thrown in.

<http://talent.linkedin.com/blog/index.php/2013/12/8-millennials-traits-you-should-know-about-before-you-hire-them>

Images for 8 Millennials' Traits You Should Know About Before You Hire Them

<https://www.cio.com/article/2925344/hiring/6-ways-to-attract-and-retain-millennial-workers.html>

Images for attract and retain millennial workers

<https://www.forbes.com/sites/yec/2018/03/01/five-proven-tactics-for-hiring-and-retaining-millennial-employees/#6b14987f2deb>

<https://www.entrepreneur.com/article/276110> Attracting and Retaining an Engaged Millennial Workforce

<https://www.selfmgmt.com/blog/predictive-analytics-and-millennials-how-to-attract-and-retain-the-new-generation-of-employees/>

<http://www.tolerosolutions.com/attracting-millennial-talent-recruiting-engaging-gen-y-talent/>

<https://www.wonolo.com/blog/how-to-attract-millennials-to-your-company/>

<https://www.thebalance.com/tips-for-managing-millennials-1918678>

Images for Manage Millennial Employees

Engaging the Generations by Beverly Kaye, Devon Scheef, and Diane Thielholdt

NO LONGER JUST a problem for families, the generation gap has donned casual business attire and come to work. For the first time in modern history, four generations are working side by side in most companies. And, just like a multigenerational family, each age group has different motivators, communication styles, and work values.

http://www.keepem.com/pdf/Wiley_21st_Century.pdf

https://www.bkconnection.com/static/Love_Em_Or_Lose_Em_5th_ed_EXCERPT.pdf

http://www2.crcna.org/pages/Generation_Gap.cfm

<http://www.thelearningcafe.net/downloads/Bio-Devon.pdf>

<https://www.amazon.com/Love-Em-Lose-Getting-People/dp/160994884X>

<https://www.amazon.com/Beverly-L.-Kaye/e/B001JRWXK>

http://www.goodreads.com/author/show/185946.Beverly_Kaye

Images for Beverly Kaye, author

<https://www.amazon.com/Devon-Scheef/e/B00846ZS2W>

https://www.goodreads.com/author/show/6039838.Devon_Scheef

Images for Devon Scheef, author generations

<http://www.thelearningcafe.net/downloads/Bio-Devon.pdf>

<http://www.thelearningcafe.net/downloads/Bio-Diane.pdf>

<http://www.managingpartnerforum.org/tasks/sites/mpf/assets/image/TRR%20-%20Mentoring%20the%20New%20Generations%20-%20Scheef-Thielholdt%20-%202010-9-071.pdf>

<http://www.keepem.com/pdf/engaging%20multiple%20generations%20among%20your%20workforce.pdf>

Images for Diane Thielholdt, author generations

Images for Engaging the Generations by Beverly Kaye, Devon Scheef, and Diane Thielholdt

5 Generations in the Workforce - YouTube

Did you know that by 2020, five generations will be employed alongside one another in the workplace? <http://bit.ly/ManageMultipleGenerations> Each generation brings something different to the table and using their uniqueness to the advantage of the business is paramount to drive success. Remember happier employees think better, create better and work better, so the emotional composure of your workforce can make or break your organization. More via <http://bit.ly/ManageMultipleGenerations>

<https://www.youtube.com/watch?v=-ixEltXXlj0>

Images for 5 Generations in the Workforce - YouTube

<https://www.youtube.com/watch?v=X1vT24-UlXo> Five Generations in the Workplace – YouTube

https://www.youtube.com/watch?v=WuS-k5W5_E Please Respect My Generation! 5 Generations at Work – YouTube

<https://www.youtube.com/watch?v=0GkKoDPsmAA> YOUR Survival Guide to Working With 5 Generations – YouTube

https://www.youtube.com/watch?v=8cmmlZy_pLQ 5 GENERATIONS IN THE WORKPLACE – YouTube

<https://www.youtube.com/watch?v=-ixEltXXlj0> 5 Generations in the Workforce - YouTube

<https://www.youtube.com/watch?v=VhVn2QFtxik> Bridging The Gap: Navigating The Multi-Generational Workplace – YouTube

Images for Navigating The Multi-Generational Workplace - YouTube

Generations in the workforce - Wikipedia

The working environment has gone through a major transformation over the last decade, particularly in terms of population in the workforce. The three generations dominating the workforce in 2013 are Baby Boomers, Generation X and Generation Y. The coming decades will see further changes with emergence of newer generations, and slower removal of older generations from organisations as pension age is pushed out. Many reports, including a publication by Therese Kinal and Olga Hypponen of Unleash, warn that understanding differences between the generations, and learning to adapt their management practices is critical to building a successful multigenerational workplace.^{[1][2]}

Contents

1Baby Boomers

2Gen X

3Gen Y

4Gen Z

5See also

6References

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

Images for generations in the workforce

How to Manage Different Generations - Management - WSJ.com

Managers are increasingly grappling with generational differences in their work forces. Problems can arise from differing mindsets and communication styles of workers born in different eras. The frictions may be aggravated by new technology and work patterns that mix workers of different ages in ever-changing teams.

<http://guides.wsj.com/management/managing-your-people/how-to-manage-different-generations/>

Images for How to Manage Different Generations - Management - WSJ.com

<https://www.exoplatform.com/blog/2017/11/15/how-to-manage-different-generations-in-the-workplace>

<https://www.thejobnetwork.com/managing-different-generations-workplace-hr/>

<https://money.usnews.com/money/blogs/outside-voices-careers/articles/2018-05-01/a-guide-to-managing-multiple-generations-in-the-workplace>
<https://hiring.workopolis.com/article/managing-different-generations-in-the-workplace/>
<https://www.complianceiq.com/trainings/LiveWebinar/1824/managing-different-generations-in-the-workplace>
<https://www.businessinsider.com/managing-different-generations-in-the-workplace-2011-2>
<https://www.ceotodaymagazine.com/2018/01/how-to-manage-generations-in-the-workplace/>
<https://drostegroup.com/managing-different-generations-workplace/>
<https://smallbiztrends.com/2011/02/managing-different-generations.html>
<https://bsci21.org/five-strategies-for-managing-generational-differences/>
Images for strategies-for-managing-generational-differences
<https://www.bizjournals.com/houston/blog/2014/04/from-boomers-to-millennials-managing-different.html>
<https://www.bluesteps.com/content/7-tips-managing-multi-generational-teams>
<https://www.investopedia.com/articles/pf/12/generations.asp>

How to Overcome Disruptive Workstyle Differences | Pryor Learning Solutions

Mike, 50, often has to collaborate with Toby, a twenty-something project manager. Mike frequently works long hours to get the job done, but Toby is reluctant to stay late or come in on the weekends. Mike thinks Toby lacks a strong work ethic. Toby thinks Mike needs to focus on his results, not his process.

According to the Society for Human Resource Management, nearly 60 percent of HR managers at large companies say they've observed office conflicts that arise from **generational** differences. Learn how members of different generations think and act, and how to capitalize on their behavioral styles.

<http://www.pryor.com/site/webinar-audio/how-to-overcome-disruptive-workstyle-differences>

Images for office conflicts that arise from generational differences

<https://www.pryor.com/blog/navigating-four-generations-in-the-workplace-video/>

Images for navigating-four-generations-in-the-workplace

Managing Generation X: How to Bring Out the Best in Young Talent (Revised Edition) [Bruce Tulgan]

The book that exploded the slacker myth and introduced the world to the real GenX: flexible, techno-literate, information-savvy, entrepreneurial, and perfectly adaptable to the new just-in-time workplace.

Managing Generation X explains Generation X to its employers. It tunes in to the free-agent mindset that has swept across the entire workforce and serves as the best source of information on a generation that is leaving an indelible mark on the culture of American business. GenXers' willingness to walk away from any unsatisfactory employment relationship launched the staffing crisis that plagues employers today--and has allowed them to become the most entrepreneurial generation in history.

Managing Generation X shows employers how to tap this valuable, quirky labor pool. GenXers speak in verbatim interview narratives on almost every page, offering their firsthand experiences as well as concrete advice on how to manage them (and how not to). Through the clear lens of *Managing Generation X*, we can see the future of work and the workforce of the future.



<http://www.amazon.com/Managing-Generation-Bring-Young-Talent/dp/0393320758>

<http://books.wwnorton.com/books/Managing-Generation-X/>

<https://books.google.com/books?isbn=0393320758>

<https://books.google.com/books?isbn=0874254183>

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<http://clarasetread.blog.com/2013/01/23/download-managing-generation-x-how-to-bring-out-the-best-in-young-talent-ebook-novel/>

<http://rainmakerthinking.com/current-topics/bringing-out-the-best-in-your-talent/>

<http://rainmakerthinking.com/current-topics/managing-millennials/>

<http://www.lifecourse.com/media/articles/lib/2015/duplicate-of-02112015.html>

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

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Images for bruce tulgan author generation x

Images for Managing Generation X: How to Bring Out the Best in Young Talent (Revised Edition) [Bruce Tulgan]

<https://www.reliancestaffing.com/2011/08/managing-generations-generation-x/>

<https://hr.smcgov.org/managing-generation-x>

<https://www.thebalance.com/common-characteristics-of-generation-x-professionals-2164682>

<https://www.strategy-business.com/article/9760?gko=fea27> How 'Gen X' Managers Manage - Strategy+Business

<https://blog.clearcompany.com/remotivate-your-gen-x-employees-with-these-4-tips>

<https://www.pmi.org/learning/library/generation-x-workplace-age-diversity-style-7904>

<https://www.wpr.org/generation-x-caught-middle-workplace>

<https://smallbiztrends.com/2016/05/how-to-retain-gen-x-employees.html>

<http://rainmakerthinking.com/books-videos/managing-generation-x/>
<https://managementisajourney.com/fascinating-numbers-15-influential-events-that-shaped-generation-x/>

Managing Generation Y: Global Citizens Born in the Late Seventies and Early Eighties [Carolyn A. Martin, Bruce Tulgan, Mary George, Eileen Klockars]

No doubt about it: The newest diversity issue in the workplace is age diversity. Many organizations have finally figured out how to recruit young talent only to watch them drive down a collision course with seasoned employees over issues like work ethic, respect for authority, dress code and every work arrangement imaginable. And they're not sure what to do about it. The fact is, generational conflicts are not merely a matter of young versus old. They mirror critical business issues every organization faces as it transitions from the workplace of the past to that of the future. Managing the Generation Mix will help you place your multi-generational team on the course to collaboration.

<http://www.amazon.com/Managing-Generation-Citizens-Seventies-Eighties/dp/0874256224>

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Managing People from 5 Generations - Harvard Business Review

For the first time in history, [five generations will soon be working side by side](#). But whether this multi-generational workplace feels happy and productive or challenging and stressful is, in large part, up to you: the boss.

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Navigating 5 generations in the workforce | HR Dive

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When Generations Collide: Who They Are. Why They Clash. How to Solve the Generational Puzzle at Work by Lynne C. Lancaster (Author), David Stillman (Author)

If your workplace feels like a battle zone and colleagues sometimes act like adversaries, you are not alone. Today four generations glare at one another across the conference table, and the potential for conflict and confusion has never been greater.

Traditionalist employees with their “heads down, onward and upward” attitude live out a work ethic shaped during the Great Depression.

Eighty million Baby Boomers vacillate between their overwhelming need to succeed and their growing desire to slow down and enjoy life.

Generation Xers try to prove themselves constantly yet dislike the image of being overly ambitious, disrespectful, and irreverent.

Millennials, new to the workforce, mix savvy with social conscience and promise to further change the business landscape.

This insightful book provides hands-on methods to close the generation gaps. With effective tools to recruit, retain, motivate, and manage each generation, you can now create teamwork, not war, in today's high performance workplace . . . where at any age, productivity is what counts.

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[Images for When Generations Collide: Who They Are. Why They Clash. How to Solve the Generational Puzzle at Work by Lynne C. Lancaster \(Author\), David Stillman \(Author\)](https://www.amazon.com/When-Generations-Collide-Who-They-Are-Why-They-Clash-How-to-Solve-the-Generational-Puzzle-at-Work-by-Lynne-C-Lancaster-Author-David-Stillman-Author/dp/0066621070)

Work Values across Generations - Journal of Career Assessment

Results suggested that workers from the Silent Generation placed more importance on Status and Autonomy than did Baby Boom or Generation X workers. More recent generations (Baby Boom and Generation X) were found to place more importance on Working Conditions, Security, Coworkers, and Compensation. Additional analyses suggest that, while the measured differences among the three generations are small, generation influences work values more so than does age.

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[Images for Work Values across Generations](#)

Working With Five Generations In The Workplace - Forbes

From a recent conversation with [Jeanne Meister](#), we are facing a new future in terms of demographics at work: we will soon have five generations in the workplace at once. In prior years, we have had three or four generations at a time with some but not vast differences in work behavior.

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24) Interim Associate Pastor

Four of my assignments have been as an interim associate pastor. During the first assignment, I took a seminar led by Roy Oswald from The Alban Institute on discovering the middle power as an associate pastor. I recall being the oldest participant, as most of the others were younger pastors in an installed associate pastor position. This insight of an associate pastor using the middle power helped me to better understand the possibilities of the role. I also remember a word of advice from a leading trainer in interim ministry: seek to gain the confidence of the senior pastor to assist the senior pastor both in fulfilling the regular pastoral ministry and in navigating the transition. In actual practice, I seek to be a sounding board for the senior pastor and to share from my personal experience and knowledge of best practices. I offer ideas, suggestions, observations, and perspectives when I think they could be useful and when I believe the senior pastor is ready and open to receive them. At one assignment, I suggested a delineation of committee assignments: senior – deacons, stewardship, buildings and grounds, sanctuary renovation, executive, foundation, and council; associate – worship, education, youth, social ministry, fellowship, library, and council.

Other learning experiences include the following:

The associate pastor is often more of a role position in a structured organization where change happens by establishing coalitions.

The associate pastor requires patience in being self-conscious about when and where to exert influence.

The associate pastor needs to be careful not to upstage the senior pastor and to avoid being triangled by members desiring change.

I wrote the following memo for a senior pastor while serving as an interim associate pastor

Observations on the Nature of Pastoral Leadership

These comments are offered in response to the request for end-of-the-tenure observations on the nature of pastoral leadership.

The August 11 staff meeting will be a starting point. First of all, the desire to move from an institutional orientation to a mission orientation is right on. Also, the desire to provide transformational leadership. The passion and work ethic are unquestioned. This past year has seen an orientation, plan, and staff in the process of being put in place with the purpose of carrying out this mission. Second, these comments then are aimed at looking at the nature of transformational leadership. Basically, it all depends on one's perspective: Is the glass half empty or half full? Motivate with a stick or a carrot? This reflects the creative tension that has been present since the beginning of the tenure of the senior pastor and interim associate. This topic will be examined from various vantage points: theological, psychological, sociological, historical, political, personal, and final.

Theological: Here I would like to look at the law-gospel dialectic. If the law is meant to point out the problem, then the gospel is meant to give the answer. If the law is meant to break down the human self-will, then the gospel is meant to announce God's gracious decision to be one's God. If the law is meant to drive people to Christ, then the gospel is meant to bring Christ to the people. In hearing the message in the various contexts, I hear a focus on "calling a thing what it is," "bearing the prophetic message," and "being the one who can name the problem." A favorite expression is "You see. That's the problem." Other expressions for expressing this intensity are "have to, need to, got to" and "what you people have to realize." I believe the law has a necessary function. My concern with such a preoccupation on this side of the equation is that it may be possible to dig a

hole so deep that one cannot get out of it. I would like to hear more of God's gracious "for you" proclamation in all the different contexts so that people are emboldened to do what they are called to do.

Psychological: One of the insights of family systems thinking is that the most effective way to change the system is to build on strengths rather than focus on weaknesses. What follows then is that a preoccupation on analysis actually brings on the opposite of the desired result in that it only feeds the reactive anxiety of the system rather than reducing it. *Paralysis of analysis.* For example, in the case of alcoholism in the family, there are two approaches. One is problem solving in thinking that, if only the alcoholic can be persuaded to stop drinking, then the problem can be addressed. The other is a family systems approach in realizing it is a family disease, and the secret is to work with whoever is most willing to work on getting better. When one person becomes healthier, then everybody else is forced to change. They can no longer be stuck in old patterns. One of the reasons it is so difficult to affect change in such families is that the rest of the family oftentimes gets something out of being in such a system by constantly focusing on others' problems and not having to look at their own behavior. In other words, being able to say, "Thank God, I'm not like those people." In addition, if one desires to be a change agent, that person is best advised to let go of the need to change everybody else and to work on changing one's own behavior. How one handles real and imagined slights and hurts is formative. I am concerned that a nursing of one's own wounds accumulated over a lifetime and then publicly venting about these offenses and slights in several different contexts will not change the culture of "whining victimization and martyrdom" but will act to give permission for that behavior and actually prevent people from "growing up and taking responsibility for their actions." I think it is helpful to be aware of seeing annoyances at their face value and realizing when they remind of past slights. Sometimes reactions may grow out of proportion when allowed to arouse hidden resentments.

One of the concerns I have is that the above-mentioned language seems to carry with it the emotional tone of scolding. Hand gestures, body contortions, and facial expressions convey the image of a case of constipation trying mightily to accomplish an evacuation. If one is able to think back in life and remember those times when one has been on the receiving end of scolding then remember one's own reaction, then one can get a better idea of whether or not such emotional force is really effective. Does it motivate? Yes, to a degree. But it is usually with constraint and reluctance, and often with an accompanying resentment and by itself does not liberate people to act with courage and boldness. If a leader focuses on problems, it really comes as no surprise that the people will focus on problems. If a leader becomes easily upset, people will become easily upset. If a leader spends considerable time venting one's frustrations, people spend considerable time "processing seemingly insignificant matters." If a leader becomes hooked by the people who are complaining, then the leader fails, on the one hand, to see the concerns underneath the presenting issues and, on the other hand, gives more power to certain people than they deserve. I contend that a disproportionate amount of criticism and admonition grows tiresome and convinces people that nothing they can do is ever good enough. Praise and thanks liberates people and brings out the best. In other words, the insights from family systems thought suggests the importance of a leader keeping a vision in mind foremost, refusing to take on and act out the anxieties of the group, modeling confident and calm behavior, working with those most willing to grow, handling disappointments in a healthy manner, and according the reluctant the basic decency in the hope that they may eventually catch the spirit or at least not get in the way. Resistance is simply a fact of life, and a leader is called to resist the temptation to become resentful about that.

For instance, it was related to me that in the case of one faith community there was a group in the congregation who really did not feel that they were needed anymore. Fortunately, the leaders of the group did not overreact, but calmly continued their ministry, and the detractors lost their power. Any "playing back" to people of their behavior is best done in a paradoxical and playful manner, otherwise people will not be able to get the point, and it will only reinforce undesirable behavior.

Sociological: Here it helpful, I would suggest, to look at the difference in generations. Some of those born prior to 1945 are more willing to listen to the language and emotional tone described above. I am concerned that those born after 1945 are much less willing to put up with that kind of language and emotional tone. It seems lately there has come to be a decided stridency and shrillness. It works to a degree with some of those born prior to 1945, but I am concerned that those born after 1945 are simply not willing to guess that beneath the wounded bear is a big papa bear if they just hang around long enough to find out.

Historical: There are reasons certain congregations call certain kinds of pastors. It is no accident this congregation made this call at this time. There are certain resemblances to certain previous pastors. The challenge is to provide leadership that determines one's own style and avoids some of the excesses of previous pastors. I am thinking particularly of emotional volatility and remembering what some people have said about certain previous pastors. Certainly, a strong personality is needed for a senior pastor of a large congregation. The ability to express clean anger can be cleansing. But the inability to handle frustrations without volatile outbursts can undermine effective pastoral ministry.

Political: By political I am suggesting looking at the ways in which people work in relationship to each other to get things done. The first matter I could suggest is to avoid unhealthy triangles. I am concerned that too often frustrations from working with one group are publicly vented in the next group. In an effort somehow "to be instructive," one group is held hostage to hear rambblings on what is wrong with the other group. Triangles are, on the one hand, seductive in that one group feels like they are being let in on the secret and enjoined as allies against another group. On the other hand, triangles are unsettling because they leave people with the feeling that they may be the ones next odd out and actually make for division. "Calling a thing what it is" can be necessary but is best said directly to the person and the group in question rather than dumping the frustration from such encounters on the next unsuspecting group. A healthy way is the direct communication and caring response at the time as called for in Matthew 18:15-20 and Martin Luther's explanation to the eighth commandment: "You shall not bear false witness against your neighbor."

The second point I would like to suggest is for a transformative leader to choose one's battles. Some annoyances can be blown out of proportion so that perspective is lost. Here I could suggest that personal self-care can be helpful to seeing life in perspective, that everybody is in this together, and that a feeling of slowly being pecked to death is not helpful.

The third point offers an alternative to people blaming leaders and leaders blaming people when things do not go well. I could suggest the leader taking the lead in calling for a partnership. There will always be resistance, but transformative leadership anticipates resistance and remains open to others even amidst resistance.

The last point is that this time is an opportunity to live with dreams and visions of what God is calling this faith community to be and do. At the same time, it is important to be realistic about goals in order not to set people up for failure, to reject the temptation to “awfullize” the picture and instead to take a good hard look at what waits to be done and then doing the work. Through it all trusting the Holy Spirit to work in the liberating knowledge that this is God’s church.

Personal: This invitation is intended to be a gracious word: Let go and let God. Let go of resentments, bitterness, grudges, offenses, blame, sarcasm, ridicule, testiness, hostility, and a wounded bear. Let God give words of truth spoken in love, blessing, affirmation, praise, encouragement, promises, mercy, grace, and make a papa bear.

Final: A senior pastor sets the tone for a congregation. The spiritual climate of the pastor affects decisively the spiritual climate of the congregation. The leading from within determines to a large degree what happens without.

Resources

Assistant pastor - Wikipedia

An assistant pastor is a person who assists the pastor in a Christian church. The qualifications, responsibilities and duties vary depending on church and denomination.

https://en.wikipedia.org/wiki/Assistant_pastor
[Images for assistant pastor](#)

Associate Staff Ministry: Thriving Personally, Professionally, and Relationally (Alban Institute Publication) by Kevin E. Lawson (Author), Mick Boersma (Author)

This vital revised and expanded update to *How to Thrive in Associate Staff Ministry* (Alban, 2000) provides guidance to the growing population of staff members employed by churches. Churches are expanding their staffs, but the turnover rate remains high, often due to stress, isolation, and conflict on the job. Lawson and Boersma address what it takes to thrive personally, professionally, and relationally within associate staff ministry.

Based on updated research and interviews with over 600 veteran associate staff members from many different denominations, Lawson and Boersma describe the priorities, attitudes, and practices that can help associate staff members thrive in their ministry roles. They present, explain, and illustrate a four-part “Model for Thriving in Associate Staff Ministry,” a concrete framework that readers can use to help achieve satisfaction and balance in their own lives.

In addition to addressing those in associate staff roles, the book also includes chapters to help supervising pastors and church boards support their associate staff members. Each chapter includes questions for personal reflection or discussion with others to help readers engage with the material and determine what steps they might take to improve their own experience in associate staff ministry.

<http://www.amazon.com/Associate-Staff-Ministry-Professionally-Relationally/dp/156699442X>
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[Images for alban institute publication](#)

How to Thrive in Associate Staff Ministry [Kevin E. Lawson]

Lawson’s insight into associate staff ministry is inspiring, challenging and a delight to work with. Lawson does a good job in laying out many aspects of associate staff ministry, their challenges, and the joys that God provides in this specialized type of ministry. I was particularly impressed by the thought questions at the end of each chapter. In working through these questions in an honest and prayerful way, we can each discover new ways that God is working through us. I highly recommend this book to all associate staff people. I also recommend that as associates we share the insights with our senior pastors and church boards.

<http://www.amazon.com/How-Thrive-Associate-Staff-Ministry/dp/1566992273>
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Images for How to Thrive in Associate Staff Ministry [Kevin E. Lawson]

Effective Ministry as an Associate Pastor: Making Beautiful Music as a Ministry Team [Robert J. Radcliffe]

Radcliffe explores the essential principles that ensure effectiveness and longevity in the role of the associate minister.
<http://www.amazon.com/Effective-Ministry-Associate-Pastor-Beautiful/dp/082543629X>
http://books.google.com/books/about/Effective_Ministry_As_an_Associate_Pasto.html?id=mrT9-SCbKxEC
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https://www.goodreads.com/author/list/408721.Robert_J_Radcliffe
Images for Robert J. Radcliffe, author
Images for Effective Ministry as an Associate Pastor: Making Beautiful Music as a Ministry Team [Robert J. Radcliffe]

How to Enhance the Ministry of Associate Pastors

Pastoral leaders report high levels of job satisfaction. And associate pastors report even higher levels of satisfaction in ministry than senior or solo pastors.⁵ In what ways does our congregation affirm the associate pastor's ministry? What additional steps could we take to support our pastoral leaders?
<https://kocucc.org/wp-content/uploads/2015/09/P-P-8-2015-How-to-Enhance-the-Ministry-of-Associate-Pastors.pdf>
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<http://www.hcucc.org/the-parish-paper>

Interim Ministry Associate

Interim Ministry Association Serving the ELCA. The Newsletter. Winter 2008. Page 7
<http://www.elca.org/Growing-In-Faith/Ministry/Interim-Ministry-Association/Newsletter.aspx>
Please contact info@nalip.net Use IMA in the subject line.
Images for Interim Ministry Associate - Interim Ministry Association Serving the ELCA.

Keys to Becoming an Effective Associate Minister and Church Leader [David Hopewell Sr.]

If you want to follow God and receive His blessings for your ministry, you will want to read this book. My only request is that you read it prayerfully with an open mind. I have written this book to reveal truths that I have discovered in my journey that will strengthen the relationship between the pastor and associate minister and create an atmosphere that allows both to work together as a team, fulfilling God's purpose in His House.



<http://www.amazon.com/Becoming-Effective-Associate-Minister-Church/dp/1891773593>
<https://www.barnesandnoble.com/w/keys-to-becoming-an-effective-associate-minister-church-leader-sr-d-min-david-hopewell/1020897477>
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https://www.goodreads.com/author/show/5463964.David_W_Hopewell_Sr
Images for David Hopewell Sr., author associate minister
Images for Keys to Becoming an Effective Associate Minister and Church Leader [David Hopewell Sr.]

Leading from the Second Chair: Serving Your Church, Fulfilling Your Role, and Realizing Your Dreams [Mike Bonem, Roger Patterson]

Leading from the Second Chair will raise awareness of the need for strong leaders in secondary positions. It will describe the value they can bring to their organization and to primary leaders when they are serving at their full potential. It will reshape the way they view their role, with an emphasis on their own responsibility as leaders. It recognizes the unique challenges and frustrations of serving in a subordinate position and equips these leaders with the attitudes and skills that they will need to survive and thrive in this new paradigm.

Because of the scarcity of resources for second chair leaders, particularly those in the church, this book will offer a practical way to improve the performance of any organization. *Leading Congregational Change* discussed the importance of a "vision community" - a diverse group of key members who discern and implement the vision for a congregation - to guide the transformation of a church. This work will extend the theme of an empowered leadership team as we explore how individual clergy and laity can lead effectively.

<http://www.amazon.com/Leading-Second-Chair-Fulfilling-Jossey-Bass/dp/078797739X>

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[https://www.wiley.com/en-](https://www.wiley.com/en-us/Leading+from+the+Second+Chair%3A+Serving+Your+Church%2C+Fulfilling+Your+Role%2C+and+Realizing+Your+Dreams-p-9780787977399)

[us/Leading+from+the+Second+Chair%3A+Serving+Your+Church%2C+Fulfilling+Your+Role%2C+and+Realizing+Your+Dreams-p-9780787977399](https://www.wiley.com/en-us/Leading+from+the+Second+Chair%3A+Serving+Your+Church%2C+Fulfilling+Your+Role%2C+and+Realizing+Your+Dreams-p-9780787977399)

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<http://thegospelcoalition.org/blogs/trevinwax/2007/06/20/book-review-leading-from-the-second-chair/>

<http://meganstrange.com/?p=547>

http://enrichmentjournal.ag.org/200704/200704_098_SecondChair.cfm

<http://www.middlebrained.com/2009/10/book-review-leading-from-second-chair.html>

<http://imagebearerblog.com/2009/12/27/leading-from-the-second-chair/>

<https://books.google.com/books?isbn=1118429559>

<http://mikebonem.com/>

<https://www.amazon.com/Mike-Bonem/e/B002BLXR8>

http://www.goodreads.com/author/show/70464.Mike_Bonem

Images for Mike Bonem, author

<https://www.facebook.com/roger.patterson.372>

<https://www.amazon.com/Roger-Patterson/e/B002BMHIWS>

http://www.goodreads.com/author/show/120308.Roger_Patterson

Images for roger patterson author second chair

Images for *Leading from the Second Chair: Serving Your Church, Fulfilling Your Role, and Realizing Your Dreams* [Mike Bonem, Roger Patterson]

RENOWNED SCHOLARS BRING VIEWS TO KAIROS

Roy Oswald, freelance trainer and consultant, and former senior consultant with Alban Institute, will give two presentations: "New Visions for the Long Pastorate" and "Thriving as an Associate Pastor." In the first, Oswald will touch on ways to address the potential challenges of long pastorates while capitalizing on the strengths of long-term fruitful ministries. Participants are invited to assess their own pastorates through several key theories and self-assessment tools. Despite its title, "*Thriving as an Associate Pastor*" is applicable for any program staff person working full time on a multiple-member staff. In many ways, the role of associate or program staff person affords some unique opportunities that are not available to those in an administrative role. Participants will return to their places of ministry with renewed vision of their many opportunities and strategies for discovering and exploring them.

Latest E-let - Luther Seminary

<http://www.luthersem.edu/elerts/article.aspx?id=343>

Images for Images for Thriving as an Associate Pastor - Roy Oswald

Specialist or Generalist? The Associate Pastor Role in the Larger Church

Creating a healthy associate pastor role requires clarity about the impact of congregational size on role definition. Both congregation and minister must be clear about the suitability of generalist versus specialist role expectations. They must have clarity about the developmental versus vocational nature of the position, and the type of oversight that will accompany the role. Finally, they must specify whether the position will operate with firm or porous boundaries.

The associate pastorate in the large church can be an effective and rewarding role for its occupant. It can be a critically helpful role for the congregation and the senior leader. Minimizing role confusion and role conflict is one of the keys to maximizing role impact and employee satisfaction.

<http://www.susanbeaumont.com/specialist-or-generalist-the-associate-pastor-role-in-the-large-church/>

Images for Specialist or Generalist? The Associate Pastor Role in the Larger Church

<https://alban.org/archive/specialist-or-generalist-the-associate-pastor-role-in-the-large-church/>

<https://www.maumeewatershed.org/sites/default/files/district/maumeewatershed/documents/pdf/page/Right%20Start%20handouts.pdf> Entering as an Associate Pastor

Page 1

Starting with Spirit: Nurturing Your Call to Pastoral Leadership [Bruce G. Epperly]

Chapter 11 *Associate Ministry* as a Creative Challenge

Starting with Spirit is a spiritual and professional resource for new pastors, their family members, and congregations, as well as ministers in every season of ministry who seek to grow in vitality and skill in the ongoing adventure of ministry. For more than thirty years, Bruce Epperly has followed the call of the spirit, moving through his vocations as a congregational pastor, university chaplain, seminary and university professor, and seminary administrator. Drawing on these experiences, he addresses the new pastor's transition from seminary student to congregational leader; pastoral authority; the 'honeymoon;'

boundaries; death; the pastor's spiritual life, health, and relationships; the role of the associate pastor; and continuing education.

<http://www.amazon.com/Starting-Spirit-Nurturing-Pastoral-Leadership/dp/156699408X>

<https://www.goodreads.com/book/show/20482762-starting-with-spirit>

<https://rowman.com/ISBN/9781566994088/Starting-with-Spirit-Nurturing-Your-Call-to-Pastoral-Leadership>

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

<http://www.patheos.com/About-Patheos/Bruce-Epperly>

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https://www.goodreads.com/author/show/594288.Bruce_G_Epperly

Images for Bruce G. Epperly, author

Images for [Starting with Spirit: Nurturing Your Call to Pastoral Leadership \[Bruce G. Epperly\] Chapter 11 Associate Ministry as a Creative Challenge](#)

Success for the Second in Command: Leading from the Second Chair [Billy Hornsby]

Too often people have the mentality that second place means second class. Pastor Billy Hornsby sets out to debunk that mentality by showing there are many benefits in being second in command.

Hornsby explains that what makes the number-two position difficult is often caused by the environment we grow up in. For the most part, it is an egotistical world that only looks out for number one. He points out this is a dangerous mindset. Everyone is subordinate to someone—some board, some coach, some law, some other leader. To think that there is no hope of making a huge difference in this world from the number two position is to believe that only a lucky few will ever know significance.

Hornsby outlines the difficulties of being second and provides an in-depth look at the key personal traits, leadership skills, and qualifications of those second in command.

http://www.amazon.com/Success-For-The-Second-Command/dp/1591859220/ref=pd_sim_b_8

http://www.pitwm.net/Gen.41-Real_Success.pdf

<https://www.churchofthehighlands.com/special/billy-hornsby>

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<https://www.amazon.com/Billy-Hornsby/e/B003PSZK1S>

https://www.goodreads.com/author/show/26503.Billy_Hornsby

Images for Billy Hornsby, author

Images for [Success for the Second in Command: Leading from the Second Chair \[Billy Hornsby\]](#)

The Associate Pastor: Second Chair, Not Second Best by Martin E. Hawkins (Author), Kelli Sallman (Author)

Like the second-chair position in an orchestra, a well-prepared associate pastor complements and harmonizes with the senior pastor's ministry to create an exquisite symphony. Yet more often than not, we consider the position of "second fiddle" second rate. How long will we let the growing number of assistant and associate pastors struggle to recognize their significance within the church? Martin Hawkins feels he is fulfilling his calling by faithfully serving in the role of associate pastor, and this book affirms the role of the assistant pastor as a God-honoring ministry worthy of a calling and lifetime of service.

<http://www.amazon.com/The-Associate-Pastor-Second-Chair/dp/080544064X>

https://www.goodreads.com/book/show/319632.The_Associate_Pastor

<http://www.bhpublishinggroup.com/products/the-associate-pastor>

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<https://www.logos.com/product/3673/bh-pastoral-ministry-collection>

<http://www.lifeway.com/Product/the-associate-pastor-P001289311>

<http://www.lifeandleadership.com/book-summaries/hawkins-associate-pastor.html>

Images for Martin E. Hawkins, author associate pastor

https://www.goodreads.com/author/show/3969310.Kelli_Sallman

Images for Kelli Sallman, author associate pastor

Images for [The Associate Pastor: Second Chair, Not Second Best by Martin E. Hawkins \(Author\), Kelli Sallman \(Author\)](#)

The 5 Best Ways to Lead Your Senior Leader – Carey Nieuwhof

If you do a little homework and learn to think differently, you can be exceptionally effective at leading change well, even when you're not the senior leader.

<http://careynieuwhof.com/2016/05/5-ways-lead-change-youre-not-senior-leader/>

Images for [The 5 Best Ways to Lead Your Senior Leader – Carey Nieuwhof](#)

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

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http://www.goodreads.com/author/show/3396023.Carey_Nieuwhof
[Images for carey nieuwhof \(author\)](#)

The 360 Degree Leader: Developing Your Influence from Anywhere in the Organization by John C. Maxwell (Author)

Don't wait for that promotion! Start leading NOW...right where you are!

What's the number one question leadership expert John C. Maxwell is asked while conducting his leadership conferences? "How can I implement what you teach when I'm not the top leader?". Is it possible to lead well when you're not the top dog?

How about if the person you work for is a bad leader? The answer is a resounding yes!

Welcome to *The 360° Leader*. People who desire to lead from the middle of organizations face unique challenges. And they are often held back by myths that prevent them from developing their influence. Dr. Maxwell, one of the globe's most trusted leadership mentors, debunks the myths, shows you how to overcome the challenges, and teaches you the skills you need to become a 360° leader.

If you have found yourself trying to lead from the middle of the organization, as the vast majority of professionals do, then you need Maxwell's insights. You have a unique opportunity to exercise influence in all directions—up (to the boss), across (among your peers), and down (to those you lead). The good news is that your influence is greater than you know.

Practice the disciplines of 360° leadership and the opportunities will be endless . . . for your organization, for your career, and for your life.

<https://www.amazon.com/360-Degree-Leader-Developing-Organization/dp/1400203597>

http://www.goodreads.com/book/show/183396.The_360_Degree_Leader

<https://www.goodreads.com/work/quotes/2078981-the-360-degree-leader-developing-your-influence-from-anywhere-in-the-or>

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<http://www.cflblackmba.org/wp-content/uploads/2015/02/Executive-Summary-360-Degree-Leader.pdf>

www.leadershipnow.com/leadershop/0785260927.html

https://www.youtube.com/watch?v=917M_coA-TE The 360 Degree Leader - YouTube

<http://360degreeleader.johnmaxwell.com/>

<http://www.summary.com/a9e0e731-7f54-483b-ad88-0411f38931ae/> /Developing-Your-Influence-from-Anywhere-in-the-Organization/

<http://www.bizsum.com/summaries/360-degree-leader>

https://books.google.com/books/about/The_360_Degree_Leader.html?id=La2vaH28FIQC

<https://www.amazon.com/John-C.-Maxwell/e/B001H6NROC>

http://www.goodreads.com/author/show/68.John_C_Maxwell

[Images for John C. Maxwell \(Author\)](#)

[Images for The 360 Degree Leader: Developing Your Influence from Anywhere in the Organization by John C. Maxwell \(Author\)](#)

The Work of the Associate Pastor (Work of the Church) by Alan Rudnick (Author)

Having spent more than ten years as an associate in pastoral ministry, Alan R. Rudnick brings a wealth of research and experience to the often undervalued ministry of the associate pastor. Inviting readers to understand associate ministry as more than training ground for a senior pastorate, Rudnick explores the diverse roles and responsibilities that fall under the associate umbrella. From life-stage ministries with children and youth, singles and seniors, to specialized ministry areas such as music, education, pastoral care, and counseling, this volume acknowledges the challenges and opportunities offered to associate pastors in their distinctive ministries. The book's appendix offers practical resources for churches: How to plan for an associate, Sample job descriptions, Compensation guidelines.

Associate ministers also will find a personal assessment, helpful in discerning when to stay and when to leave their associate position. Overall, this is an ideal resource for graduating seminarians seeking associate opportunities, as well as church leaders looking to establish an associate position.

<https://www.amazon.com/Work-Associate-Pastor-Church/dp/0817017097>

<https://www.judsonpress.com/Products/J182/the-work-of-the-associate-pastor.aspx>

<http://www.alanrudnick.org/tag/the-work-of-the-associate-pastor-2/>

<https://medium.com/@alanrudnick/the-untraditional-associate-pastor-3a57b68ed4dc>

<https://www.barnesandnoble.com/w/the-work-of-the-associate-pastor-alan-rudnick/1109366517>

<https://www.churchleadership.com/leading-ideas/the-risks-and-rewards-of-being-an-associate-pastor/>

<https://baptistnews.com/article/5-things-associate-pastors-need-to-survive/#.Wkfl79-nGUk>

http://www.ministrymatters.com/all/author/alan_rudnick

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

<http://blog.timesunion.com/rudnick/>

<https://twitter.com/alanrudnick?lang=en>

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

<https://www.amazon.com/Alan-Rudnick/e/B009CX9F48>

[Images for Alan Rudnick, author](#)

[Images for The Work of the Associate Pastor \(Work of the Church\) by Alan Rudnick \(Author\)](#)

[Images for Work of the Church books](#)

25) Multiple staffing

An interim pastor can help congregations look at various models of multiple staffing.

Resources

Considerations For Multiple Staff Ministry - Mennonite Church USA

Within the Mennonite world, traditionally very little has been done to prepare and support pastors for multiple staff ministry—almost nothing on what it means to be a lead pastor or to be an associate pastor. Worse, we have embraced an idealism of equality that makes it almost impossible for us to deal with issues of power, authority, roles and experience. That means that almost everyone who serves in a multiple staff situation has to learn on the job. Experience has been the teacher, and while experience is an effective teacher, it is slow and often painful.

<http://mennoniteusa.org/wp-content/uploads/2015/03/ConsiderationsForTeamMinistry.pdf>

[Images for Considerations For Multiple Staff Ministry - Mennonite Church USA](#)

Improving Your Multiple Staff Ministry: How to Work Together More Effectively by Nuechterlein, Anne Marie.

Why does one church ministry staff experience satisfaction and enjoyment as the members work together, while another staff, similar in size, has painful, destructive patterns of interaction? This book explores many of the reasons and points out that faith in Christ provides the foundation for improving a church staff's ministry together. Anne Marie Nuechterlein's research and experience with church professionals shows that knowing about interpersonal dynamics and individual differences can help people better understand each other and discover ways to work together more effectively.

<http://www.amazon.com/Improving-Your-Multiple-Staff-Ministry/dp/1579105017>

<http://www.christianbooksbibles.com/product-p/9781579105013.htm>

<http://www.barnesandnoble.com/w/improving-your-multiple-staff-ministry-anne-marie-nuechterlein/1000534886>

<http://wipfandstock.com/improving-your-multiple-staff-ministry.html>

<https://books.google.com/books?isbn=1579105017>

[Improving Your Multiple Staff Ministry - Page 154 - Google Books Result](#)

<https://www.amazon.com/Anne-Marie-Nuechterlein/e/B001KHOGG6>

http://www.goodreads.com/author/show/1187361.Annie_Marie_Nuechterlein

[Images for Nuechterlein, Anne Marie, author staff ministry](#)

[Images for Improving Your Multiple Staff Ministry: How to Work Together More Effectively by Nuechterlein, Anne Marie](#)

The Male-Female Church Staff: Celebrating the Gifts: Confronting the Challenges [Anne Marie Nuechterlein]

Are you getting the most of your church staff team experience? Do tensions sometimes diminish your effectiveness? Is everyone on your staff certain of their role and comfortable in it? This book will help you and your staff discuss issues inherent in male-female collaboration. Explore gender dynamics on church staffs, including issues of self-image, self-esteem, leadership, role expectations and behavior, communication, work styles, and attraction. Discover the gifts and learn to recognize the challenges that male-female partnership can bring to staff ministry and congregational life.

<http://www.amazon.com/Male-Female-Church-Staff-Celebrating-Confronting/dp/1566990386>

<http://www.commonword.ca/ResourceView/2/1959>

<https://www.amazon.com/Anne-Marie-Nuechterlein/e/B001KHOGG6>

https://www.goodreads.com/author/show/1187361.Annie_Marie_Nuechterlein

[Images for Anne Marie Nuechterlein, author](#)

[Images for The Male-Female Church Staff: Celebrating the Gifts: Confronting the Challenges \[Anne Marie Nuechterlein\]](#)

Model of Multiple Staff Ministry - Grace United Church in Sarnia

In summary, we believe that it is important to realize that our ministers' responsibilities and accountabilities span the different structures (Conference – Presbytery – Pastoral Charge, Council – committees) within the UCC and GUC. We feel that the Shared Leadership Model as presented incorporates all of these accountabilities while respecting the conciliar nature of our denomination. We also request that future covenanting services conducted by Presbytery at Grace United honour and reflect this model of multiple staff ministry.

<https://www.graceucsarnia.com/images/documents/constitution/Appendix%203.1%20Model%20of%20Multiple%20Staff%20Ministry.pdf>

[Images for Model of Multiple Staff Ministry - Grace United Church in Sarnia](#)

Multi-Staff Ministry - CommonWord

<https://www.commonword.ca/Browse/944>

[Images for Multi-Staff Ministry - CommonWord](#)

Risks and Rewards of Multistaff Ministry

"Isn't that what we pay staff for?" is the dreaded question in multistaff churches. Here's advice on involving the entire congregation, not just "the pros" in worship. A feature story exploring the importance of congregational involvement in worship, especially in multistaff churches.

<https://worship.calvin.edu/resources/resource-library/risks-and-rewards-of-multistaff-ministry/>

[Images for Risks and Rewards of Multistaff Ministry](#)

The Interim Pastor and the Multiple Staff Church

Rev. Martin Homan

The Interim Pastor many times will enter into a church that has some form of staff already in place. This staff can be paid or volunteer. This conversation will explore how the Interim enters the system and evaluates the staff. What are the mission,

vision, and values of the congregation and the staff? How does the Interim Pastor work with the staff that is already there? How do you motivate the staff and the congregation? The focus of the conversation is on practical questions and tactics to address multi-staff congregations.

[PDF] 2014 IMN Conference program.pub

<http://imnedu.org/wp-content/uploads/2014/10/2014-IMN-Conference-program.pdf>

Page 5

Images for Interim Pastor and the Multiple Staff Church

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<https://www.linkedin.com/in/martin-homan-98a9b612>

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

http://www.lutherservices.org/sites/default/files/images/pdfs-CaringConnections/CaringConnections_Spring2013.pdf

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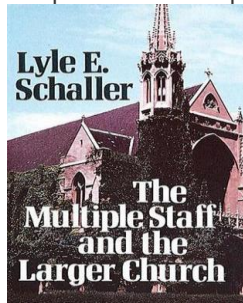
The Multiple Staff and the Larger Church [Lyle E. Schaller]

Larger churches are different--in expectations, in performance, in staffing, and in use of lay volunteers. Their unique differences require special handling. And that's what this first-of-its-kind book is all about.

Expert Lyle Schaller helps the leaders of larger churches understand the special characteristics of these churches and helps members of multiple staffs see their role and the context of that role more clearly.

Schaller fully describes the differences that mark the larger church of 700 to 1,000 or more members. He discusses the many alternatives of staffing: part-time vs. full-time, use of more volunteers, and the many duties that can be carried out by these staff members. Special emphasis is given to the role of the senior minister, the role of the associate minister, and to their relationship with one another.

Since one-sixth of all congregations account for nearly half the total members of all churches in the United States, that one-sixth actually sets the pace for the religious life of the nation. The need for specialized help is imperative, and Lyle Schaller has provided that help in this important and useful book.



<http://www.amazon.com/The-Multiple-Staff-Larger-Church/dp/0687272971>

https://www.goodreads.com/book/show/442693.The_Multiple_Staff_and_the_Larger_Church

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

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

Images for Lyle E. Schaller, author

Images for The Multiple Staff and the Larger Church [Lyle E. Schaller]

26) Staff compensation

Finances figure prominently in compensating staff. Following are options I wrote as an interim associate pastor for a senior pastor:

Scenario A – As If Finances Were Not a Problem

Scenario B – Dealing with Limitations

Scenario C – Stretching Finances

Scenario D – Bare Bones

Resources

How to Read and Understand Financial Statements | Pryor Learning Solutions

Don't continue to let financial statements, jargon, and analysis make you feel intimidated, overwhelmed, and confused. Acquire critical information in this financial statement analysis course that will improve your financial understanding and working knowledge, even if you have no financial background.

What You'll Learn

- Understand basic accounting principles that will help you make sense of financial data
- Become familiar with general accounting terminology
- Learn to evaluate your organization's financial process and become a more powerful strategic decision-maker
- Discover the most common financial analysis techniques and learn which are best used for different situations

- Communicate more confidently with financial professionals

<http://www.pryor.com/site/webinar-audio/how-to-read-and-understand-financial-statements>
[Images for How to Read and Understand Financial Statements | Pryor Learning Solutions](#)
<https://www.pryor.com/training-seminars/understanding-financial-statements/>
<https://www.seminarinformation.com/qqbsfy/understanding-financial-statements>
<https://www.slideshare.net/Ellena98/financial-statements-4389159>
http://www.pryor.com/mkt_info/seminars/desc/fs.asp

Making transitions | Faith & Leadership

Interim pastors, intentional and unintentional

Jun 8, 2009 - Ideally, as the congregation clarifies who it is and where it is going, it will also get a clearer idea of the kind of pastoral leadership it needs. It takes time and hard work. Interim ministry can be confrontational.

“A good interim holds up a mirror to the congregation and says, “This is who you are” and helps them get beyond the fantasies about who they think they are,” said one pastor who asked to remain anonymous.

That pastor learned personally and painfully the value of a good interim when he answered a call to lead a prestigious big-city mainline church on the East coast.

<https://www.faithandleadership.com/making-transitions>

[Images for Making transitions | Faith & Leadership Interim pastors, intentional and unintentional](#)

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

<https://www.faithandleadership.com/what-we-teach>

Office of the Secretary - Evangelical Lutheran Church in America - ELCA

Compensation and Benefits for a Pastor Guide

Compensation and Benefits for a Pastor Form

Compensation and Benefits for a Deacon Guide

Compensation and Benefits for a Deacon Form

<http://www.elca.org/About/Churchwide/Office-of-the-Secretary> **VIEW OFFICE OF SECRETARY RESOURCES**

[Images for Compensation and Benefits for a Pastor Guide - ELCA](#)

Rostered Leaders - Northwest Synod of Wisconsin

2020 Compensation Standards

<http://nswi.org/leadership/rostered-leaders> FINANCIAL ITEMS

[Images for Rostered Leaders - Northwest Synod of Wisconsin - Compensation Standards](#)

27) Learning events

During January and February at one assignment, I attended a number of learning events. I wrote about these events in the bulletin and newsletter directly to let the members know when I would be gone from the parish and indirectly to inform them about the importance of continuing education for their pastor. This awareness raising was particularly important in that a previous pastor who served 2+ decades seldom left the parish the last decade for learning or collegial events.

Pastor Bolstad to attend synod winter theological event on January 20-21 in Eau Claire

Speaking at this event will be Dwight Zscheile, an Episcopal priest, associate professor of congregational mission and leadership at Luther Seminary in St. Paul, Minnesota, and consultant with The Missional Network. He also serves part-time as associate priest at St. Matthew’s Episcopal Church in St. Paul. He is author of *The Agile Church: Spirit-Led Innovation in an Uncertain Age* (Morehouse Publishing, 2014). Dwight’s experience growing up in a secular home in California has shaped his commitment to helping the church cultivate Christian community with new populations and generations in today’s changing world. The churches of the future will be adaptive learning communities, that learn from “failing fast and flipping.” The church of the future will be agile and engaged in constant experimentation, innovation, and evaluation. Rostered leaders of the Northwest Synod of Wisconsin are invited to come together for a midwinter break and a time of learning and conversation about how God might be calling us to faithfully explore ministry in new and creative ways. This event is expected of all rostered ministers.

Pastor Bolstad to be gone January 25-31. He will use allotted vacation January 25-29. He will use allotted continuing education on January 30-31 for Mid-Winter Convocation at Luther Seminary, St. Paul, MN on the theme of “Give Us This Day Our Daily Bread: Food, Land, and Sustainability.” This learning event will help participants consider what it means to ask for “our daily bread” from the land and those who tend it. Along the way, participants will explore food, sustainability, and how to engage each other across deep differences for the sake of all people and all places.

Pastor Bolstad to attend learning events - Effective Practices for Innovative Church Councils (E.P.I.C.) on February 2, 9am to 2pm, at Bethany Lutheran Church in Rice Lake. Boundaries Training 101 (First Round of Training for Rostered Leaders) on Thursday, February 7, 1-5pm at the synod office. The Opioid Crisis: You Can Make a Difference on February 19, 9am-3pm,

at Luther Park Bible Camp. Portico Benefit Services Retirement Planning at Good Shepherd Lutheran Church in La Crosse on February 19, 9am-6pm.

28) Get some rest

I am the first to admit that at times I have neglected rest, days off, and time off particularly in the years when I was writing the publications included in Rural Ministry Resources and in the years when I was writing the reflections and compiling the resources included in the Interim Ministry Resources. My chiropractor recommended sleeping from 10pm to 5am and especially emphasized the importance of the 2 hours before midnight. I use a CPAP machine to counter sleep apnea. I take naps when I need refreshment and when the schedule permits.

Resources

All I Really Need to Know I Learned in Kindergarten by Robert Fulghum

Think what a better world it would be if
all - the whole world - had cookies and milk about
three o'clock every afternoon and then lay down with
our blankies for a **nap**.

www.kalimunro.com/learned_in_kindergarten.html

[Images for All I Really Need to Know I Learned in Kindergarten by Roberet Fulghum](#)

[Images for Think what a better world it would be if all - the whole world - had cookies and milk about three o'clock every afternoon and then lay down with our blankies for a nap.](#)

CPAP machines and non-invasive ventilation - ResMed

Not all sleep apnea devices are created equal! Our full range of CPAP, bilevel & autotitration respiratory devices offer unparalleled comfort and low noise.

<https://www.resmed.com/us/en/consumer/products/devices.html>

[Images for CPAP machines and non-invasive ventilation](#)

Energy Management: Why Leaders Should Value Rest as Much as Work

He recommended leaders focus on work-**rest** ratios, in which recovery is valued just as much as work. This can occur through simple mental breaks or breathing exercises. "You can't run on empty, or caffeine, or simple carbohydrates. The alternative is for you to empower the people on your team to value recovery and renewal in their lives.

<https://www.beckershospitalreview.com/hospital-management-administration/energy-management-why-leaders-should-value-rest-as-much-as-work.html>

[Images for Energy Management: Why Leaders Should Value Rest as Much as Work](#)

Power Naps: Napping Benefits, Length, and Tips - WebMD

Don't lean on caffeine -- a power **nap** will boost your memory, cognitive skills, creativity, and energy level.

<https://www.webmd.com/balance/features/the-secret-and-surprising-power-of-naps#1>

[Images for Power Naps: Napping Benefits, Length, and Tips - WebMD](#)

Prevent a Heart Attack — 3 Practical Pointers - Beltone Blog

Did you know that **drinking water and taking aspirin** at the right time of day can actually save you from a heart attack?

<https://blog.beltone.com/2016/09/22/prevent-a-heart-attack-3-practical-pointers/>

[Images for Prevent a Heart Attack — 3 Practical Pointers - Beltone Blog](#)

Reggie White's Death Linked to Obstructive Sleep Apnea | Medpage Today

News reports about the unexpected death of Reggie White, just weeks after his 43rd birthday, highlight the potential danger of obstructive sleep apnea and related breathing disorders.

<https://www.medpagetoday.com/primarycare/sleepdisorders/298>

[Images for Reggie White's Death Linked to Obstructive Sleep Apnea | Medpage Today](#)

<https://healdove.com/disease-illness/NFL-Star-Reggie-White-Death-Due-to-Obstructive-Sleep-Apnea>

<http://www.sleepreviewmag.com/2006/05/sleep-apnea-ruled-a-factor-in-reggie-whites-death/>

<https://www.youtube.com/watch?v=0JoYuHGVj5c> News Clip: Sleep Apnea Contributes to Death of Reggie White - YouTube

<http://www.espn.com/nfl/news/story?id=1953876> Sleep apnea may have contributed to death

https://en.wikipedia.org/wiki/Reggie_White Death and legacy

[Images for Reggie White death and legacy](#)

Sleep apnea - Symptoms and causes - Mayo Clinic

If you have obstructive sleep apnea, your risk of high blood pressure (hypertension) is greater than if you don't. Obstructive sleep apnea may increase the risk of recurrent heart attack, and abnormal heartbeats, such as atrial fibrillation.

Obstructive sleep apnea also increases the risk of stroke.

<https://www.mayoclinic.org/diseases-conditions/sleep-apnea/symptoms-causes/syc-20377631>

[Images for Sleep apnea - Symptoms and causes](#)

I have become more aware of the effects of screen time on sleep. Because I spend so much time at the computer for pastoral ministry and for this website, I have even more reason to avoid screen time for recreation.

Effects Of Screen Time On Adult Sleep | HuffPost

So, limit your screen time and get a good night's rest. You'll be happy in the morning!
https://www.huffingtonpost.com/laurie-hollman-phd/effects-of-screen-time-on_b_11407544.html
Images for Effects Of Screen Time On Adult Sleep | HuffPost
<https://www.rallyhealth.com/health/unexpected-effects-screen-time>
<http://thebrainflux.com/how-electronic-devices-affect-sleep/>
Images for how-electronic-devices-affect-sleep
<https://www.floridahospital.com/blog/secrets-sleep-part-3-how-screen-time-affects-our-zzzs>
Images for how-screen-time-affects-our-zzzs

29) Managing energy

When I was younger, I focused on managing time. Now that I am older, I focus more on managing energy.

Resources

An Effective Leader's Guide to Energy Management

Learn the skills of managing your energy to find yourself getting more done and feeling better while you do it!
<https://www.udemy.com/effective-leaders-guide-to-energy-management/>
Images for Leader's Guide to Energy Management

Dr. Jim Loehr explains personal energy management - YouTube

<https://www.youtube.com/watch?v=3HsJhXsWerQ>
Images for personal energy management
<https://www.youtube.com/watch?v=AviGTb3GKhQ> The 16-Second Cure with Dr. Jim Loehr - YouTube
<https://www.youtube.com/watch?v=-gWtGWv1CI0> James Loehr on High Performance – YouTube
https://www.youtube.com/watch?v=8RLCfF_ZuCo The Power of Full Engagement by Jim Loehr and Tony Schwartz – YouTube

Energy Management – Carey Nieuwhof

What if we started thinking about our work and life less in terms of *time* management and more in terms of *energy* management?
<http://careynieuwhof.com/2011/05/energy-management/>
Images for carey nieuwhof on energy management
<http://careynieuwhof.com/2015/12/how-managing-your-energy-can-make-you-a-far-more-effective-leader/>
<https://careynieuwhof.com/how-managing-your-energy-can-make-you-a-far-more-effective-leader/>
<http://careynieuwhof.com/2014/03/how-to-create-an-energy-management-list-and-why-every-leader-should-have-one/>
<http://careynieuwhof.com/2014/07/best-energy/>
<https://careynieuwhof.com/energy-tree/>
<https://careynieuwhof.com/3-reasons-most-time-management-attempts-end-up-frustrating-you/>
<http://careynieuwhof.com/2016/06/10-insights-burnout-10-years-making/>
<http://careynieuwhof.com/2016/07/episode98/> Becoming a High Capacity Leader – Deconstructing Frank Bealer's Habits and Schedule
<https://careynieuwhof.com/7-signs-you-should-never-take-the-high-impact-leader-course/>
<https://www.amazon.com/Carey-Nieuwhof/e/B003GJCLCM>
https://www.goodreads.com/author/show/3396023.Carey_Nieuwhof
Images for carey nieuwhof (author)

Energy Management for Leaders | Women of HR

What's eating your energy and what refuels it? Consider this: every thought, feeling and action expends or restores energy.
<http://womenofhr.com/energy-management-for-leaders/>
Images for Energy Management for Leaders

How to Manage Your Energy for Peak Productivity? - YouTube

In this video, you'll learn about the secret to peak productivity which is managing your energy, not just time.
<https://www.youtube.com/watch?v=4WdONabwrzA>
Images for Manage Your Energy for Peak Productivity
<https://www.youtube.com/watch?v=IT8wbKDqil0> Managing Energy to Build Your Work Potential - YouTube
Images for Managing Energy to Build Work Potential
<https://www.youtube.com/watch?v=3WRI4IKR9iE> Time vs. Energy Management: What's The Big Difference? - YouTube
Images for Time vs. Energy Management

Manage Your Energy, Not Your Time (Audible Audiobook – Unabridged) Todd Mundt (Narrator), Tony Schwartz (Author), Harvard Business School Publishing (Publisher)

Increasing your energy capacity is the best way to get more work done faster and better.

<https://www.amazon.com/Manage-Your-Energy-Not-Time/dp/B000XPWRDA>
<https://www.goodreads.com/book/show/22442434-manage-your-energy-not-your-time>
<https://hbr.org/2007/10/manage-your-energy-not-your-time>
https://hbr.org/2007/10/manage-your-energy-not-your-time?cm_sp=Article-Links-Comment
<https://hbr.org/search?term=tony+schwartz>
<https://www.audible.com/pd/Manage-Your-Energy-Not-Your-Time-Audiobook/B0036HY0GY>
https://www.oreilly.com/library/view/hbr-guide-to/9781422197509/12_3_Manag.html
https://www.researchgate.net/publication/5874833_Manage_your_energy_not_your_time
<https://lifeskillsthatmatter.com/manage-your-energy-not-your-time/>
<http://theenergyproject.com/>
<https://theenergyproject.com/team/tony-schwartz/>
<https://ieeexplore.ieee.org/document/6757587> Manage your energy, not your time - IEEE Conference Publication
<https://www.ncbi.nlm.nih.gov/pubmed/17972496> Manage your energy, not your time. - NCBI
<https://www.wendyjocum.com.au/wp-content/uploads/2014/02/Time-Mgt-Manage-your-Energy-Not-your-Time-HO-8-v1.pdf>
<https://www.inc.com/chris-dessi/why-you-need-to-manage-your-energy-not-your-time.html>
<https://www.themuse.com/advice/the-secret-to-better-work-manage-your-energy-not-your-time>
<http://www.beckershospitalreview.com/hospital-management-administration/energy-management-why-leaders-should-value-rest-as-much-as-work.html>
<https://www.trackrecord.coach/manageenergy>
<https://www.beatonexecutivecoaching.com/wp-content/uploads/2015/07/150719-Manage-your-energy-not-your-time-Margaret-Beaton.pdf>
<http://www.entrepreneur.com/article/166498> Learning to Manage Your Energy - Entrepreneur
<https://www.emergetics.com/blog/managing-energy-not-time/>
<https://thinkproductive.co.uk/manage-your-energy-not-your-time/>
<https://www.linkedin.com/pulse/manage-your-energy-time-more-productive-marla-cummins>
<https://medium.com/@filipstachura/summary-manage-your-energy-not-your-time-by-tony-schwartz-647ee8f2a0e8>
<https://www.forbes.com/sites/yec/2011/05/30/5-tips-for-managing-your-energy-not-your-time/#5d6e53271d2f>
<https://www.marthastewart.com/featured/StriveManageEnergyNotTime>
http://engageforsuccess.org/wp-content/uploads/2015/12/Manage_Your_Energy_Not_Your_Time_HBR.pdf
<https://www.youtube.com/watch?v=lw85Br1Wfwk> Manage Your Energy, Not Just Your Time - YouTube
<https://www.youtube.com/watch?v=uXA90W4OEew> Managing Your Energy – Not Your Time - YouTube
[https://en.wikipedia.org/wiki/Tony_Schwartz_\(author\)](https://en.wikipedia.org/wiki/Tony_Schwartz_(author))
<https://www.amazon.com/Tony-Schwartz/e/B000APMWG0>
https://www.goodreads.com/author/show/21091.Tony_Schwartz
https://www.goodreads.com/author/list/21091.Tony_Schwartz
[Images for Tony Schwartz \(Author\)](#)
[Images for Manage Your Energy, Not Your Time \(Audible Audiobook – Unabridged\) Todd Mundt \(Narrator\), Tony Schwartz \(Author\), Harvard Business School Publishing \(Publisher\)](#)

The Power of Full Engagement: Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal by Jim Loehr (Author), Tony Schwartz (Author)

This groundbreaking *New York Times* bestseller has helped hundreds of thousands of people at work and at home balance stress and recovery and sustain high performance despite crushing workloads and 24/7 demands on their time. “Combines the gritty toughmindedness of the best coaches with the gentle-but-insistent inspiration of the most effective spiritual advisers” (*Fast Company*).

We live in digital time. Our pace is rushed, rapid-fire, and relentless. Facing crushing workloads, we try to cram as much as possible into every day. We're wired up, but we're melting down. Time management is no longer a viable solution. As bestselling authors Jim Loehr and Tony Schwartz demonstrate in this groundbreaking book, managing energy, not time, is the key to enduring high performance as well as to health, happiness, and life balance. *The Power of Full Engagement* is a highly practical, scientifically based approach to managing your energy more skillfully both on and off the job by laying out the key training principles and provides a powerful, step-by-step program that will help you to:

- * Mobilize four key sources of energy
 - * Balance energy expenditure with intermittent energy renewal
 - * Expand capacity in the same systematic way that elite athletes do
 - * Create highly specific, positive energy management rituals to make lasting changes
- Above all, this book provides a life-changing road map to becoming more fully engaged on and off the job, meaning physically energized, emotionally connected, mentally focused, and spiritually aligned.

<https://www.amazon.com/Power-Full-Engagement-Managing-Performance/dp/0743226755>
https://www.goodreads.com/book/show/68985.The_Power_of_Full_Engagement
<http://www.simonandschuster.com/books/The-Power-of-Full-Engagement/Jim-Loehr/9780743226752>
<https://www.barnesandnoble.com/w/power-of-full-engagement-jim-loehr/1102252284#/>
<https://www.thriftbooks.com/w/the-power-of-full-engagement-managing-energy-not-time-is-the-key-to-high-performance-and-personal-renewal-by-jim-loehr/248928/#isbn=0743226755&idig=3280495>
<https://hbr.org/2007/10/manage-your-energy-not-your-time>
<https://www.njlifehacks.com/power-full-engagement-book-summary/>

<http://co-opthink.org/library/power-full-engagement-managing-energy-not-time-key-high-performance-personal-renewal/>
<https://experiencelife.com/wp-content/uploads/2011/11/34-the-power-of-full-engagement.pdf>
<https://conantleadership.com/books/power-full-engagement/>
<https://www.emergenetics.com/blog/managing-energy-not-time/>
<https://www.forbes.com/sites/yec/2011/05/30/5-tips-for-managing-your-energy-not-your-time/#7bf768b31d2f>
<https://www.leadershipnow.com/leadership/2674-7.html>
<http://www.bbc.com/capital/story/20170612-why-you-should-manage-your-energy-not-your-time>
<http://www.ppsimpact.org/the-power-of-full-engagement/>
https://www.youtube.com/watch?v=V_TGk27EjCk The Power of Full Engagement - Managing Energy, Not Time, Is the Key
<https://www.youtube.com/watch?v=-gWtGWv1CI0> James Loehr on High Performance – YouTube
<https://www.youtube.com/watch?v=7sZMT0B5O7g> Tony Schwartz | The Energy Project: Create Work Life Balance | The New Man Podcast with Tripp Lanier – YouTube
<https://www.youtube.com/watch?v=smrMWv5rcCo> The way we're working isn't working: Tony Schwartz at TEDxMidwest
<https://www.youtube.com/watch?v=KnTEyKSRaps> The Power of Full Engagement by Jim Loehr, Tony Schwartz - YouTube
<http://www.simonandschuster.com/authors/Jim-Loehr/17102937>
https://premierespeakers.com/jim_loehr
<https://www.amazon.com/James-E.-Loehr/e/B000APFJ8I>
https://www.goodreads.com/author/show/38870.Jim_Loehr
Images for Jim Loehr (Author)
<https://theenergyproject.com/team/tony-schwartz/>
[https://en.wikipedia.org/wiki/Tony_Schwartz_\(author\)](https://en.wikipedia.org/wiki/Tony_Schwartz_(author))
<https://www.amazon.com/Tony-Schwartz/e/B000APMWG0>
https://www.goodreads.com/author/show/21091.Tony_Schwartz
Images for Tony Schwartz (Author) managing energy
Images for The Power of Full Engagement: Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal by Jim Loehr (Author), Tony Schwartz (Author)

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

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

https://www.openbible.info/topics/spiritual_energy

Images for bible and personal energy

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

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

Images for Bible Spiritual Energy

<https://biblehub.com/topical/e/energy.htm>

<https://www.bibleinoneyear.org/bioy/commentary/149> Energy, Power and Strength | bibleinoneyear.org

<https://www.bibletools.org/index.cfm/fuseaction/Topical.show/RTD/CGG/ID/4215/God-as-Source-of-Strength-Energy-htm>

30) Day off: take it

To maintain vitality for the pastoral ministry, weekly time off is important.

2020 Minimum Standards for Compensation and Benefits

IV. WEEKLY, ANNUAL AND SABBATICAL TIME COMPENSATION

A. SABBATH DAY (Recommended: 40 to 45 hours per week; **at least one full day off**)

1. Weekly Rhythm of Work and Rest

Full-time called rostered leaders of our congregations must strive for a healthy balance in their lives between their time for God, time for their families and personal life, and their calling to the church. Clearly defined expectations of work and time off are important for both the rostered leader and the congregation. Knowing that some weeks will be more demanding and some less, 40 to 45 hours per week is a fair expectation for both congregation and rostered leader. A Sabbath day each week is God's command and, even more importantly, God's gift. Since church work requires a great deal of evening and weekend involvement, one way to reasonably set expectations with the rostered leader is to think in terms of blocks of time. Each day can be considered to have three blocks of time—morning, afternoon, and evening. A seven-day week consists of 21 time blocks. A reasonable expectation of full-time service might be 13-14 time blocks. Weekly time off to provide a normal opportunity for renewal, refreshment, and personal business would usually involve 7-8 time blocks per week. Arrangements should be flexible for both the rostered leader and the congregation but should also provide for emergency pastoral care when the rostered leader is unavailable.

1. Encourage Rest as Well as Work

Congregations should be sure to support their rostered leader taking at least one full day off each week. The specific regular day off each week should be announced and communicated so all understand this. Flexibility is necessary, but a definite pattern makes for better health and attitude for all concerned.

<http://nswi.org/leadership/rostered-leaders> FINANCIAL ITEMS

https://s3.amazonaws.com/media.cloversites.com/0a/0a854394-3a19-4d9f-b1ae-f93021508921/documents/2020_Salary_Standards.pdf

Images for Northwest Synod of Wisconsin Minimum Standards for Compensation and Benefits

Images for Weekly Rhythm of Work and Rest

31) Allotted vacation: use it or lose it

To maintain vitality for the pastoral ministry, annual time off is important.

Resources

How to Unplug While You Are on Vacation - Michael Hyatt

The good news is that I've learned a few things about unplugging since starting my sabbatical tradition. These five steps work for me:

<https://michaelhyatt.com/unplug-on-vacation.html>

Images for How to Unplug While You Are on Vacation - Michael Hyatt

https://www.huffingtonpost.com/mequilibrium/unplug-and-recharge_b_3617625.html

<https://m.neamb.com/travel/8-tips-for-unplugging-when-you-travel.htm>

<https://www.themuse.com/advice/every-excuse-youve-ever-made-for-not-unplugging-on-vacation-destroyed>

<https://www.fastcompany.com/40451344/can-you-finally-unplug-on-your-next-vacation-better-question-should-you>

https://www.alamo.com/en_US/car-rental/scenic-route/travel-tips/7-tips-to-unplug-from-work.html

<https://www.entrepreneur.com/article/247799> Why You Really Need to Unplug While on Vacation (Infographic)

<https://lifehacker.com/what-to-unplug-and-turn-off-when-you-leave-for-summer-v-1797403292>

<http://www.nydailynews.com/life-style/tips-unplugging-vacation-article-1.1370681>

www.careercast.com/career-news/work-hard-play-hard-how-unplug-vacation

<https://www.nbcnews.com/nightly-news/some-companies-encouraging-employees-disconnect-during-vacation-n732116>

Some New (And Better) Rules for Your Next Vacation – Carey Nieuwhof

The advice I got bothered me enough that I decided to take a stab at some new vacation rules. There are only three. See if you agree. And see if these rules for your next vacation don't make you feel much better when you come back from your next stint away.

<http://careynieuwhof.com/2015/07/some-new-and-better-rules-for-your-next-vacation/>

Images for Some New (And Better) Rules for Your Next Vacation – Carey Nieuwhof

<http://careynieuwhof.com/driven-people-suck-vacation/>

<https://careynieuwhof.com/tag/suck-at-vacation/>

<https://www.facebook.com/cnieuwhof/posts/548441895344243>

<http://careynieuwhof.com/five-vacation-rules/>

<http://careynieuwhof.com/tag/how-to-take-a-relaxing-vacation/>

<https://careynieuwhof.com/tag/driven-people-and-vacation/>

<https://careynieuwhof.com/tag/vacation/>

<https://careynieuwhof.com/9-signs-youre-burning-out-in-leadership/> #9

<https://www.sermoncentral.com/pastors-preaching-articles/carey-nieuwhof-9-hidden-factors-that-impact-your-life-and-leadership-3071> #4

<http://careynieuwhof.com/5-ways-to-better-enjoy-a-holiday-driven-person-edition/>

<http://theparentcue.org/how-to-make-the-most-of-your-summer-vacation/>

<http://theparentcue.org/why-family-vacations-need-to-be-a-non-negotiable/>

<https://careynieuwhof.com/about-me/>

<https://www.amazon.com/Carey-Nieuwhof/e/B003GJCLCM>

http://www.goodreads.com/author/show/3396023.Carey_Nieuwhof

Images for carey nieuwhof (author)

2020 Minimum Standards for Compensation and Benefits

IV. WEEKLY, ANNUAL AND SABBATICAL TIME COMPENSATION

B. VACATION TIME

1. Vacation

Rostered leaders will receive four weeks including Sundays until the eleventh year of experience when vacation time will be increased to five weeks including five Sundays. Vacation time may not be carried over from one year to another, unless so stated in the Letter of Call or by specific agreement with the congregation. Rostered leaders in part-time calls should receive the same weeks of paid vacation, but at their usual part-time salary. 7

2. Additional Personal Sundays Some congregations choose to grant one or more Sundays or weekends to their rostered leader as personal time beyond the vacation agreement.

3. Encourage Annual Rest The congregation's strong support of the vacation time of the rostered leader is very helpful. Remember that most rostered leaders do not get weekends off like many others in our society. Therefore, vacation time becomes all the more important due to of the "on-call" nature of the rostered leader's work as well as the limited, and often disrupted, day-off pattern, and the constant weekend duty. Congregations are encouraged to make sure their rostered staff takes full advantage of vacation.

4. Holidays Congregations should provide appropriate time off for general holidays. If the actual day cannot be taken another day off should be granted.

<http://nswi.org/leadership/rostered-leaders> FINANCIAL ITEMS

https://s3.amazonaws.com/media.cloversites.com/0a/0a854394-3a19-4d9f-b1ae-f93021508921/documents/2020_Salary_Standards.pdf

Images for Northwest Synod of Wisconsin Minimum Standards for Compensation and Benefits

32) Farewell Event

[Bulletin announcement]

Staff gathering hosted by Pastor Bolstad at LaCabana on June 28 at 11:30am to bid farewell to Director of Finance and Business (name) who will be retiring and to Interim Pastor Lowell Bolstad who will be taking a new assignment. This gathering will also wish a Happy Birthday to Organist (name) who turned 80 on June 25 and who will be staying and to welcome (name) as the new Volunteer Coordinator.

The staff presented a card to me at the gathering with the following personal comments:

- You will live in my heart long after you go away... Many thanks for your ministry. Keep the music in your heart. With love in Christ.
- It's been great working with you.
- Thanks for everything. It's been so fun, and I've learned so much through our laughter.
- Wishing you the best! It has been fun working with you – be sure to bring that sense of humor with you, wherever you go!
- It's so weird that you are leaving us already! It's been a terrific year working, serving, and learning from you.
- It's been a wonderful year and you've been terrific to work with. The best of luck at the next assignment.

33) Warning: Poor posture makes for back problems

My neck and lower back ached, but I thought it was just one of those things that came with age. In addition, I chafed at wearing a head strap as part of the breathing apparatus for sleep apnea and thought that the harness might contribute to the condition. While checking out the various booths at a home and garden show on 2/22/2014, I stopped in at a chiropractic display and consented to have a scan done on my neck. The results showed inflammation. I scheduled an appointment and discovered my neck and back were out of alignment. The chiropractor estimated this degenerative process had been going on for 20+ years. I realized my sitting at a desk and leaning forward, while looking down at a computer may have contributed significantly to this condition.

Stucky Chiropractic Center Eau Claire WI | Chiropractor | Massage

Regardless of Where It Hurts, It Can Be Traced to Poor Postural Patterns

Gravity pulls your body downward—you know that. But gravity is also all around your body, so every kind of movement you make—centered or un-centered—gravity is involved. Modern technology has shifted the way we work to where most everything we attend to is now right in front of us, on one screen or another. As a result of this, most people sit (and walk around) with a heavy head in a forward-tilted position, this is not a good thing.

<http://www.stuckychiropractic.com/new-and-revised-foundation-training-exercises-add-even-greater-health-benefits/>

[Images for Stucky Chiropractic Center Eau Claire WI | Chiropractor | Massage](#)

The chiropractor recommended that I sit within an arms-length of the computer, place the screen at eye level (it took five hymnbooks to raise the screen), lean back, take breaks, stand up, and flex my muscles.

From the big picture, I realized that the human body was not intended to spend all this time sitting in a chair at a desk or in a car seat. Fortunately, I had been otherwise physically active, or else the condition could have been worse. I went for adjustments and did exercises. After all those years in sitting in various office chairs with varying degree of support I bought three quality office chairs – one for the pastor's office, one for the parsonage office, as well as one for my home office. In addition, I adjusted my sleep posture, bought a quality mattress, and purchased a pillow recommended by the chiropractor. After all these years, I learned about some of the hazards of the occupation. Serving all these different assignments, sitting at different desks, and sleeping in different beds had taken a toll. Better late than never, I am taking steps to correct the condition. I do the recommended exercises regularly. In one visit to the chiropractor, I related that I seemed to get more aches and pains on Sundays. I hypothesized that it might be from wearing a collar. He told of how on the first day on the job he wore a tie. The venerable owner of the clinic told him to take off the tie and wear a golf shirt so as not to be constricted in his work. I've been trying to figure out if clergy attire means bearing one's cross (I mean *collar*.) I'm thinking right now that wearing a golf shirt might be a little too casual. Perhaps, it would behoove me to purchase clergy shirts with a bigger neck size, which I ended up doing.

Resources

How to Sit at a Computer: 10 Steps (with Pictures) - wikiHow

Sitting at a computer for long periods of time can take a toll on your body. By not sitting with the correct posture, it is easy to end up with back pain, neck pain, knee pains, and a tingling of the hands and fingers. Here are some tips on maintaining good ergonomics and staying comfortable at your desk during the day. Note: A 2006 study indicated that rather than an up-right position a more relaxed one at 135 degrees is suggested to relieve lower back pain.

<http://www.wikihow.com/Sit-at-a-Computer>

[Images for Sit at a Computer](#)

Mayo Clinic WARNING on Forward Head Posture Causes Pinched Nerves & Disc Herniations / #1 Exercise ... - YouTube

Forward head posture causes pinched nerves, degeneration of the spine, arthritis, bulging and herniated discs in the neck region. All the looking down you've been doing over the years on the computer, texting, writing or studying have been causing wear and tear in the joints and discs of your spine.

<https://www.youtube.com/watch?v=FdywvU0vS2U>

<https://www.youtube.com/watch?v=K6ePETsuNRY> How to Correct Poor Posture While Sitting or Driving / Dr. Mandell – YouTube

https://www.youtube.com/watch?v=ZB16_ApgEhE Improving Posture for Pain Relief – Dr. Mandell – YouTube

<https://www.youtube.com/watch?v=eD0mpvH0gYI> Self-Test for Forward Head Posture --- Live Correction Lesson with Dr. Mandell
<https://www.youtube.com/watch?v=OaPnNJs93Ts> Quick Fix to Forward Head Posture (Damaging Effects) Comprehensive – Dr. Mandell – YouTube
<https://www.youtube.com/watch?v=TffT8b3Ych4> Most Important Exercise to Help Pinched Nerve and Neck Pain / Dr. Mandell
<https://www.youtube.com/watch?v=JS6gfuSmRYM> Help Correct Rounded Shoulders (Poor Posture) While Sleeping in this Position – Dr. Mandell – YouTube
<https://www.youtube.com/watch?v=IKcEGEC-yh4> Correctional Exercise to Restore Normal Curve in Neck from Forward Head Posture / Dr. Mandell - YouTube
<https://www.youtube.com/watch?v=08guDwihVxw> The Best Doorway Stretches for Shoulder Pain & Frozen Shoulder - Dr. Mandell – YouTube
<https://www.youtube.com/watch?v=XwZgBFJdkps> 4 Great Stretching Exercises at Your Desk to Correct Poor Posture – Dr. Mandell – YouTube
<https://www.youtube.com/watch?v=vO0UH0sSOEw> Say Good Night to Neck Pain (30 Second Bed-Neck Relief Technique) – Dr. Mandell – YouTube
<https://www.youtube.com/watch?v=50gQPX3Ro5s> Take Away Neck Pain in One Minute / Dr. Mandell - YouTube
<https://www.youtube.com/watch?v=B0xI\VOJHbiA> 90-Second Relief Technique for a Stiff Neck (Wry Neck, Torticollis)- Dr. Mandell
<https://www.youtube.com/watch?v=TWP4hkhYxfM> Two Sleeping Positions You Must Avoid – Dr. Mandell – YouTube
<https://www.youtube.com/watch?v=v-QRM86J1-o> Proper Sleeping Positions for Neck Pain, Back Pain, Pinched Nerves and Sciatica / Dr. Mandell – YouTube

271 best Posture and Ergonomics images on Pinterest

<https://www.pinterest.com/spakamper/posture-and-ergonomics/>
 Images for Posture and Ergonomics Pinterest
<https://www.pinterest.com/MFCOffice/ergonomics/>
<https://www.pinterest.com/varidesk/office-ergonomics/>
<https://www.pinterest.com/ptsonline/ergonomics/>
<https://www.pinterest.com/greatcincychiro/workplace-ergonomics/>
<https://www.pinterest.com/abipins/workplace-ergonomics/>
<https://www.pinterest.com/pin/96757091970938990/>
<https://www.pinterest.com/bafcointeriors/ergonomics/>
<https://www.pinterest.com/DaytoDayDweeb/wellness-at-work/>

34) Sitting may be injurious to health

My chiropractor warns, “Sitting is to your back as sugar is to your teeth.” I don’t know if God ever intended for humans to sit as much as is customary today and, moreover, spending much of that time sitting in front of a screen. I have come to realize that the dangers of sitting are more than the back.

Resources

Does Your Writing Chair Affect the Quality of Your Work?

Sitting at a desk and staring at a computer screen is the most common way that people write today. It is important that your stance be organically correct to minimize stress on your body. However, there are many postures that may affect your creativity and writing output in a positive way. Take a chance and experiment to discover what works best for you.

<http://www.christianwritingtoday.com/does-your-chair-affect-the-quality-of-your-writing/>
 Images for Does Your Writing Chair Affect the Quality of Your Work?

Health Hazards of Sitting | Infographics: Sitting Disease | Pinterest

<https://www.pinterest.com/pin/315392780139369847/>
 Images for Health Hazards of Sitting | Sitting Disease | Pinterest
<https://www.pinterest.com/explore/sitting-posture/>
<https://www.pinterest.com/TGBTS/sitting-is-the-new-smoking/>
<https://www.pinterest.com/ghunter0148/get-up-too-much-sitting/>
https://www.pinterest.com/lisa_wolfe/sitting-is-the-new-smoking/
<https://www.pinterest.com/ruthgrnd/sitting-is-killing-us/>
<https://www.pinterest.com/backjoy/health-hazards-of-sitting/>
<https://www.pinterest.com/46532c/sitting-bad-health/>
 Images for sitting bad for your health pinterest
<https://www.pinterest.com/StandeeCo/dangers-of-sitting/>
<https://www.pinterest.com/stepzapp/sit-less-sedentary-lifestyle/>
<https://www.pinterest.com/avidergonomic/sitting-disease/>
<https://www.pinterest.com/varidesk/sitting-disease/>
<https://www.pinterest.com/fibion/sitting-disease/>
<https://www.pinterest.com/wflhealthcare/on-the-job-healthy-work-habits/>
<https://www.pinterest.com/optimoz/movement/>

Here's Just How Bad Sitting Around Is for You - NBC News

We all know that [sitting is the new smoking](#) — it raises the risk of [disability](#), diabetes, heart disease and cancer, not to mention obesity.

<http://www.nbcnews.com/health/cancer/heres-just-how-bad-sitting-around-you-n132471>

[Images for Here's Just How Bad Sitting Around Is for You - NBC News](#)

<https://www.youtube.com/watch?v=M2NHvpM9PWU> "Sitting Is the New Smoking but you've got Options": Pack Matthews at TEDxCoMo - YouTube

<http://www.mayoclinic.org/healthy-lifestyle/adult-health/expert-answers/sitting/faq-20058005> Sitting risks: How harmful is too much sitting? - Mayo Clinic

<http://www.cnn.com/2015/01/21/health/sitting-will-kill-you/>

<https://www.washingtonpost.com/apps/g/page/national/the-health-hazards-of-sitting/750/>

[Images for health hazards of sitting](#)

<https://www.washingtonpost.com/apps/g/page/national/the-health-hazards-of-sitting/750/>

[Images for health hazards of sitting](#)

<https://authoritynutrition.com/why-sitting-is-bad-for-you/>

<https://www.youtube.com/watch?v=iOJLx4Du3vU> Why Sitting Down Destroys You | Roger Frampton | TEDxLeamingtonSpa

<https://vimeo.com/161246096> Why Sitting Down Destroys You - Roger Frampton - TEDxLeamingtonSpa

<https://mindfullyouthproject.wordpress.com/2016/07/29/why-sitting-down-destroys-you-roger-frampton-tedxleamingtonspa/>

<https://singjupost.com/roger-frampton-on-why-sitting-down-destroys-you-at-tedxleamingtonspa-transcript/>

<https://fitnish.com/sitting-destroys-simple-technique-help-tedx/>

<http://www.theinertia.com/health/why-sitting-down-destroys-you/>

[Images for why-sitting-down-destroys-you](#)

Sitting Bad for Your Health - Huffington Post

<http://www.huffingtonpost.com/news/sitting-bad-for-your-health/>

[Images for Sitting Bad for Your Health - Huffington Post](#)

<http://www.huffingtonpost.com/news/sitting-health/>

<http://www.huffingtonpost.com/news/sitting-health-effects/>

[Images for sitting-health-effects](#)

<http://www.huffingtonpost.com/news/dangers-of-sitting/>

[Images for dangers-of-sitting](#)

35) The power of posture

DeDe Strama, PT, gave a presentation on “The Power of Posture: A discussion on the effects that posture has on an individual’s self-image, perceived confidence, and overall well-being” at a Women & Balance day at a congregation I served. She demonstrated what it means to use good posture while standing, sitting, lying. Then, she shared some research, which she also printed in her brochure:

What does the research say?

Numerous research studies have demonstrated that improvements in posture can help alleviate mechanical stress on joints and ligaments to decrease and prevent back pain, neck pain, and headaches.

Everyday use of technology (phones, laptops, ipads, etc.) have directly contributed to individuals acquiring poor posture. A study performed by Carney in 2010 showed that “power poses” can help individual’s perception of themselves when reflecting on confidence and positive thoughts. These power poses help increase the amount testosterone (confidence boosting hormone) and decrease levels of cortisol (stress hormone). This resulted in consistently better performance and outcomes.

Smiling and frowning can actually cause a change in hormones that can alter your mood. So, if you feel crabby, SMILE... you will feel better! Routine stretch breaks throughout the day help improve posture and mood.

She listed additional helpful resources:

Resources

[Amy Cuddy: Your body language shapes who you are | TED Talk](#)

Body language affects how others see us, but it may also change how we see ourselves. Social psychologist Amy Cuddy shows how “power posing” — standing in a posture of confidence, even when we don’t feel confident — can affect testosterone and cortisol levels in the brain and might even have an impact on our chances for success.

https://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are

[Images for Amy Cuddy: Your body language shapes who you are | TED Talk](#)

<https://www.youtube.com/watch?v=RvmMeMcGc0Y> Amy Cuddy TED Talk - Fake it Till You Make it - YouTube



Amy J. C. Cuddy

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

<http://www.cbsnews.com/news/amy-cuddy-strikes-a-power-pose/>

http://www.huffingtonpost.com/amy-cuddy/body-language_b_2451277.html

https://www.nytimes.com/2014/09/21/fashion/amy-cuddy-takes-a-stand-TED-talk.html?_r=0

<http://www.businessinsider.com/power-pose-2013-5>

Change Your Posture | Psychology Today

These are all good reasons for taking care of the body and paying attention to habits of posture, facial expression, muscle tension, and breathing. One of the best ways to become aware of physical habits is to take up a mind-body exercise like yoga and pilates. Mind-body practices help you become more aware of what you are doing with your body and also how to embody specific states of mind, including confidence, courage, and relaxation.

<https://www.psychologytoday.com/blog/the-science-willpower/200910/change-your-posture>

Images for Change Your Posture | Psychology Today

<https://www.psychologytoday.com/us/blog/culture-shrink/201806/can-good-posture-help-mental-health>

<https://www.psychologytoday.com/us/blog/brain-wise/201210/change-your-body-posture-change-your-life>

Images for change-your-body-posture-change-your-life

<https://www.psychologytoday.com/us/blog/thriving101/201101/how-succeed-having-good-posture>

<https://www.psychologytoday.com/us/blog/minding-the-body/201701/good-posture-may-ease-symptoms-depression>

Images for good-posture-may-ease-symptoms-depression

<https://www.psychologytoday.com/us/blog/stress-remedy/200811/physical-and-psychological-posture>

Images for physical-and-psychological-posture

<https://www.psychologytoday.com/us/blog/the-superheroes/201107/why-you-may-want-stand-superhero>

<https://www.psychologytoday.com/us/blog/the-attraction-doctor/201709/how-our-body-language-can-make-us-attractive>

Images for how-our-body-language-can-make-us-attractive

36) Don't just sit there. Do something.

Through the years, I have done exercises at the desk such as hand grips, stomach tighteners, and leg lifts.

Resources

Best 25+ Desk exercises ideas on Pinterest

<https://www.pinterest.com/explore/desk-exercises/>

Images for desk exercises pinterest

<https://www.pinterest.com/amorefitness/office-desk-exercises/>

Exercise at Your Desk - WebMD

60-Second Aerobics

Calabrese says that improving your heart rate variability -- your heart's ability to jump from resting to "pumped" - has been shown to increase longevity and decrease [heart disease](#) risk.

While you shouldn't give up on your home or gym exercise routine, you can certainly supplement it with exercises done at your desk (and, on those extra-long workdays, it's much better than doing nothing.) Here are a few aerobic tricks to try during your next break between tasks:

<http://www.webmd.com/fitness-exercise/features/exercise-at-your-desk>

Images for Exercise at Your Desk

<http://www.forbes.com/sites/jacquelynsmith/2013/02/06/the-10-best-exercises-to-do-at-your-desk/>

<http://www.lifehack.org/articles/lifehack/29-exercises-you-can-do-at-or-near-your-desk.html>

Images for Exercises to Do at Your Desk

<http://greatist.com/fitness/deskercise-33-ways-exercise-work>

Images for desk exercises

Office exercise: Add more activity to your workday - Mayo Clinic

Too much sitting and too little exercise is bad for your health. So, get off your seat and make physical activity — from fitness breaks to walking meetings — part of your daily routine.

<http://www.mayoclinic.org/healthy-living/adult-health/in-depth/office-exercise/art-20047394>

Images for office exercises

<http://exercise.about.com/library/officeworkout.htm>

Images for office workout

But, once I realized the neck and back pain was more serious than I had been willing to admit, I started to do more exercises in an intentional manner. I normally exercise in the morning and walk in the evening.

Home Kit - Stucky Chiropractic

Home Kit. Have you recently purchased a Home Kit from Stucky Chiropractic Center? If so, watch our videos below for instructions and directions on how to use the Home Kit and perform various exercises!

<http://www.stuckychiropractic.com/services/spinal-rejuvenation-therapy/home-kit/>

[Images for spinal-rejuvenation-therapy/home-kit](#)
<http://www.stuckychiropractic.com/healthy-living/move-well/>
[Images for healthy-living/move-well](#)
www.stuckychiropractic.com/healthy-living/stretching-exercises/
[Images for healthy-living/stretching-exercises](#)
[Images for Chiropractor Swivel Board](#)
[Images for Foam Roller Therapy](#)
[Images for Foam Wedge Therapy](#)
[Images for Everlast Hyperflex Free Standing Heavy Bag \(Black\)](#)
[Images for lifestyler cardio fit total body motion low impact](#)

Working at a desk and typing on a keyboard can make for repetitive stress injury. Certain desk equipment can lessen the risk of injury.

Equipment - Repetitive Strain Injury (RSI)

An ergonomic workplace with the proper equipment is essential for healthy, sustainable office activity. On this page you will find the most important aspects with specific product recommendations.

<http://www.rsipain.com/equipment.php>
[Images for desk equipment to lessen RSI](#)
<https://www.rsi-shop.co.uk/> The RSI Shop - Helping you to avoid Repetitive Strain Injuries (RSI)
<https://lifehacker.com/5409915/top-10-ergonomic-upgrades-for-your-workspace>
<https://www.webmd.com/pain-management/tc/office-ergonomics-using-ergonomics-at-the-workstation-to-prevent-injury#1>
<https://www.dundee.ac.uk/safety/ergonomics/>
<https://www.utwente.nl/en/hr/health-safety/health-welfare/rsi/staff-members/rsi-leaflet-herzien.pdf>
<https://www.rosewill.com/office-products/office-supplies/desk-accessories.html>
<https://www.amazon.co.uk/RSI-Reducing-Keyboard-Wrist-Rest/dp/B00499CAOC>
[Images for ergonomic wrist rest for keyboard](#)
<https://www.digitaltrends.com/computing/best-ergonomic-keyboards/>
<https://www.lifewire.com/best-ergonomic-keyboards-4147386>
[Images for ergonomic keyboard](#)

Certain measures can be taken to prevent or avoid the risk of such strain injury.

3 Ways to Prevent Repetitive Stress Injury - wikiHow

This article offers some helpful tips on how to prevent repetitive stress injury on the job and at home.

<https://www.wikihow.com/Prevent-Repetitive-Stress-Injury>
[Images for Prevent Repetitive Strain Injury \(RSI\)](#)
<http://www.rsi.deas.harvard.edu/preventing.html>
www.rsiprevention.com/rsi_prevention.php
<https://www.theguardian.com/lifeandstyle/2018/feb/19/seven-ways-to-prevent-and-manage-rsi>
<https://www.pinterest.com/lisacarismiley/repetitive-strain-injuries/>
<http://www.writingandwellness.com/2014/08/19/computer-elbow-is-real-10-tips-to-prevent-relieve-pain/>
<https://fitforwork.org/blog/preventing-repetitive-strain-injury-rsi-caused-by-workstations/>
https://www.youtube.com/watch?v=agZe-tyj_1s What is RSI and what can you do to prevent it? (www. explainia.com)
<https://www.nhs.uk/Livewell/workplacehealth/pages/rsi.aspx> Prevent repetitive strain injury (RSI) - Live Well - NHS Choices
<https://www.youtube.com/watch?v=ftJx5BtTXs> How To Avoid Repetitive Strain Injury RSI - YouTube
<https://www.youtube.com/watch?v=GEwRn16T360> How to avoid repetitive strain injury (RSI) - YouTube

Certain exercises can help lessen the risk of such strain injury.

Stretching exercises - Repetitive Strain Injury (RSI)

With regular stretching you can prevent muscle shortening and stiffness. Free exercises on this website!

www.rsipain.com/stretching-exercises.php
www.rsipain.com/passive-stretching-exercises.php
[Images for Stretching exercises - Repetitive Strain Injury \(RSI\)](#)
<http://rsiinfo.org/beatng-rsi/rsi-exercises/>
<https://www.onemedical.com/blog/live-well/repetitive-stress-stretches/>
<https://web.eecs.umich.edu/~cscott/rsi.html> Repetitive Strain Injury: How to prevent, identify, and manage RSI
https://en.wikipedia.org/wiki/Repetitive_strain_injury Treatment
<https://www.stretchnow.com.au/hand-exercise>
<https://www.rsitips.com/rsi-prevention-exercises/>
<https://www.livestrong.com/article/298180-hand-exercises-to-help-repetitive-strain-injury/>
<https://yogainternational.com/article/view/wrist-relief-6-poses-for-rsi-repetitive-stress-injury>
<http://rsi.org.au/index.php/treating-rsi/strengthening-and-stretching-for-rsi/>

Quick Exercises for Wrist Pain aka RSI (Repetitive Strain Injury)

Do you spend a lot of time in front of a computer? Feel a nagging, dull or sometimes sharp pain in your wrist? Well, you've come to the right place! Follow these simple and quick exercises to help alleviate and treat wrist pain and RSI (repetitive strain injury). Actually, even doing these exercises if you don't suffer from wrist pain and RSI will help to strengthen your wrist and potentially prevent you from developing RSI. If you'd like to learn how to spend less time in front of a computer and more time doing what you love AND get paid for it, click here <http://dsdomination.com/sp/pro?aid=ti...> Please note: I am not a qualified doctor or physician. I am teaching you a technique that has helped me overcome my wrist pain and RSI. If you're unsure if these exercises are suitable for you, consult your doctor or physician BEFORE attempting these exercises.

<https://www.youtube.com/watch?v=6N7IR7ykxQ>

[Images for Prevent Repetitive Strain Injury \(RSI\) - YouTube](#)

<https://www.youtube.com/watch?v=pYj83R8bsYs> Wrist Pain Exercise - Prevent repetitive strain - YouTube

<https://www.youtube.com/watch?v=RKHkSbv8euA> Repetitive Strain Injury / RSI Exercises & Information - YouTube

37) Hemingway ahead of his time

One picture of a younger Ernest Hemingway shows him leaning forward as he is sitting at his typewriter.

Ernest Hemingway - Wikipedia



Ernest Hemingway working at his book *For Whom the Bell Tolls* at Sun Valley, Idaho in December 1939

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

[Images for ernest hemingway](#)

Another picture of an older Hemingway shows him standing at his typewriter.

5 famous writers who stood while they worked

Sitting for more than six hours a day will lead to a premature death.

That's what study after study has said, and it's inspired some people – even one of the tireless scribes at PR Daily headquarters – to stand while they work.

Standing to write is nothing new. Many famous authors penned their best works while vertical.



http://www.prdaily.com/Main/Articles/5_famous_writers_who_stood_while_they_worked_8390.aspx

[Images for 5 famous writers who stood while they worked](#)

Hemingway inspired me to do the same just before my 63rd birthday (better late than never). In addition, my chiropractor recommended that I stand while working at the computer and suggested a website to look at for such office equipment. I priced out the equipment

Resources

Height-Adjustable Standing Desk - VARIDESK Pro Plus 36 - Black



<https://www.amazon.com/Height-Adjustable-Standing-Desk-VARIDESK-Black/dp/B00JI6NCCK>

[Images for Height-Adjustable Standing Desk - VARIDESK Pro Plus 36 - Black](#)

Office ergonomics: reduce RSI with a standing desk workstation setup - YouTube

Office ergonomics: reduce RSI with a standing desk workstation setup If you spend several hours a day in front of your computer it's in your best interest to setup an ergonomic workstation to reduce the chance of repetitive strain injury. You are not designed to sit in a chair 8+ hours a day and doing this for extended periods can have severe effects on your health. So,

instead of sitting all day, mix it up and get yourself a standing desk setup. This allows you to alternate between sitting and standing with the touch of a button.

<https://www.youtube.com/watch?v=g18xyCSsKs8>

[Images for Office ergonomics: reduce RSI with a standing desk workstation setup - YouTube](#)

<https://www.youtube.com/watch?v=ZCIZf9UhnFI> Office Ergonomics - The Quick and Fun Guide! - YouTube

<https://www.youtube.com/watch?v=ofnpBtO1-gA> Office Ergonomics: Simple solutions for comfort and safety - YouTube

<https://www.youtube.com/watch?v=8cbuO5-9jnM> Office Ergonomics - YouTube

https://www.youtube.com/watch?v=3c_do-1kfto Standing Desk Ergonomics - YouTube

<https://www.youtube.com/watch?v=eF96tQr96JU> Our Ideal Ergonomic Desk Set Up - YouTube

<https://www.youtube.com/watch?v=bLBKUbNLYTs> Computer Ergonomics as Fast As Possible - YouTube

and then tried to see if I could make do with something less expensive employing DIY options.

Resources

[DIY standing desk - Pinterest](#)

<https://www.pinterest.com/richarddudley/diy-standing-desk/>

[Images for DIY standing desk - Pinterest](#)

The \$28 Stand Up Desk - YouTube

Make your own stand up desk that sits atop your existing desk and costs only \$28 USD. Ikea has some great components on the cheap to let you try out the stand-up desk without investing hundreds of dollars. All of the links are below. Unfortunately, I don't think Ikea lets you order online unless there's a store you can pick up from, but the concept will work with any small side tables, some brackets and a shelf.

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

[Images for \\$28 Stand Up Desk - YouTube](#)

<https://www.youtube.com/watch?v=oGf3hL1wfBg> DIY Standing Desk - YouTube

https://www.youtube.com/watch?v=whY_LeFFxgk DIY Standing Desk - YouTube

[Images for DIY Standing Desk - YouTube](#)

38) Ingest and digest

I do not experience problems to ingest food and beverages, but I do experience problems to digest solids and liquids as I have been bothered by constipation, colon polyps, kidney stones, bladder stones, and fluid retention. Maintaining this aspect of my health after 65 without resorting to prescription medications becomes more challenging.

Resources

[How to Prevent Kidney Stones: 9 Ways - Healthline](#)

There's no one sure way to prevent kidney stones, especially if you have a family history of the condition. A combination of diet and lifestyle changes, as well as some medications, may help reduce your risk.

<https://www.healthline.com/health/kidney-health/how-to-prevent-kidney-stones>

[Images for How to Prevent Kidney Stones: 9 Ways - Healthline](#)

<https://www.webmd.com/kidney-stones/understanding-kidney-stones-prevention#1>

[Images for understanding-kidney-stones-prevention](#)

<https://www.everydayhealth.com/kidney-stones/guide/>

https://www.medicinenet.com/kidney_stones/article.htm

<https://www.nhs.uk/Video/Pages/kidney-stone-animation.aspx>

https://my.clevelandclinic.org/health/transcripts/1572_symptoms-treatment-prevention-of-kidney-stones

[Images for symptoms-treatment-prevention-of-kidney-stones](#)

[6 Simple Ways to Reduce Water Retention - Healthline](#)

Yet, in cases where the swelling is mild and there is no underlying health condition, you may be able to reduce water retention with a few simple tricks.

<https://www.healthline.com/nutrition/6-ways-to-reduce-water-retention>

[Images for 6 Simple Ways to Reduce Water Retention - Healthline](#)

<https://www.hellomagazine.com/healthandbeauty/health-and-fitness/2013080213905/water-retention/>

<https://www.onlymyhealth.com/health-slideshow/how-to-avoid-water-retention-in-body-by-home-remedies-1397215529.html>

<https://www.livestrong.com/article/164356-how-to-get-rid-of-water-retention-fast/>

<https://www.wikihow.com/Tell-if-You-Have-Water-Retention>

<https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/Fluid-retention-oedema>

<https://www.webmd.com/diet/why-am-i-retaining-water#1>

<https://www.everydayhealth.com/diet-nutrition/weight/how-recognize-reduce-water-retention-edema/>

<https://www.wikihow.com/Treat-Fluid-Retention>

<https://www.healthdirect.gov.au/fluid-retention>

[Images for fluid retention](#)

The 17 Best Foods to Relieve Constipation - Healthline

Fortunately, certain foods can help relieve constipation by adding bulk, softening the stool, decreasing gut transit time and increasing stool frequency.

<https://www.healthline.com/nutrition/best-foods-for-constipation>

[Images for 17 Best Foods to Relieve Constipation - Healthline](#)

<https://www.health.harvard.edu/bladder-and-bowel/natural-ways-to-relieve-constipation>

[Images for natural-ways-to-relieve-constipation](#)

<https://www.wikihow.com/Relieve-Constipation-Quickly-and-Naturally>

<https://www.ultrawellnesscenter.com/2018/06/14/top-five-natural-remedies-for-constipation/>

<https://www.verywellhealth.com/chronic-constipation-treatment-1945258>

<https://www.health.com/digestive-health/natural-remedies-constipation>

<https://www.everydayhealth.com/digestive-health/diet/foods-that-help-relieve-constipation/>

<https://www.youtube.com/watch?v=YzvWWHoAVvU> How to Relieve Constipation Naturally – YouTube

[Images for How to Relieve Constipation Naturally – YouTube](#)

<https://www.youtube.com/watch?v=TyTgkGPNxks> How to Relieve Constipation with Natural Movements - YouTube

<https://www.youtube.com/watch?v=OKJY1C6PpvM> How to Relieve Constipation Quickly & Naturally - YouTube

<https://www.youtube.com/watch?v=o9rMWNKbkIA> Belly Roll Exercise to Relieve Constipation - YouTube

39) As to coffee, cake, and cookies

Coffee has not appealed to me as a regular habit, so I have stayed away from that for the most part through the years. When people ask, “Don’t you drink coffee?” my initial quip is, “I’m afraid it’s going to stunt my growth”, to which a common response is, “It hasn’t done that for me.” Then on a more serious note, I might add, “It doesn’t agree with me.” The only way I can ingest coffee is to dilute it with cream or milk and wait for it to cool off. When I explained that to one older member, he replied, “Well, *that* isn’t coffee!” Even then it sometimes gives me heartburn. Unfortunately, I cannot say the same for cake and cookies. In fact, one of my biggest weaknesses is cake and cookies left over from funeral lunches or various other meetings and activities. Trays of cake and cookies sitting in the refrigerator with no one around present a big temptation. Coffee, cake, and cookies are an occupational hazard.

Resources

[Best 25+ Stop eating sugar ideas on Pinterest](#)

<https://www.pinterest.com/explore/stop-eating-sugar/>

[Images for stop eating sugar Pinterest](#)

<https://www.pinterest.com/explore/sugar-cravings/>

<https://www.pinterest.com/purplecee/stop-sugar-and-salt-cravings/>

<https://www.pinterest.com/asselim/sugar-cravings-detox/>

<https://www.pinterest.com/ao212132/subduing-sugar-cravings/>

<https://www.pinterest.com/cherihay/break-sugar-addiction/>

<https://www.pinterest.com/peneloperivas/sugar-cravings/>

<https://www.pinterest.com/EFT4WeightLoss/sugar-cravings/>

<https://www.pinterest.com/debbieidsingaha/stop-sugar-cravings/>

[Images for pinterest/stop-sugar-cravings](#)

How to Kill Your Sugar Addiction Naturally - YouTube

In this video, I want to talk to you about how to overcome food cravings and sugar cravings naturally. If you want to overcome sugar cravings, then you need to follow these four steps:

1) Getting the right foods into your diet

- Adding in foods that balance out your blood sugar levels and insulin such as healthy protein, fat, and fiber

2) Get the sugar and grains out of your diet

- Slowly wean yourself off of the sugars and grains and find some healthy replacements that satisfy the sweet craving

3) Taking the right supplements that will help balance out blood sugar levels

- Chromium is a great option (200micrograms 3x a day), a B complex vitamin, and a probiotic supplement

<https://store.draxe.com/products/prob..>

4) Start doing the right kind of exercise

- Weight training or Burst training instead of long distance cardio exercise (isometric exercise like barre class or yoga)

If you follow these four steps, you will see major improvements in overcoming your sugar cravings naturally. For more

information, you can click on my article on candida cures: <https://draxe.com/candida-symptoms/>

For more information about kicking a sugar habit - <https://draxe.com/sugar-addiction/?utm>

For more general info on Health & Fitness - <https://draxe.com/>

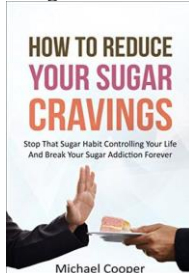
<https://www.youtube.com/watch?v=j3sixYr7onw>

[Images for How to Kill Your Sugar Addiction Naturally - YouTube](#)

How To Reduce Your Sugar Cravings: Stop That Sugar Habit Controlling Your Life and Break Your Sugar Addiction Forever by Michael Cooper (Author)

By reading this book, you will receive important information related to your own health, as well as all the ways and methods to get rid of your sugar cravings. Today, sugar is found in almost everything we eat, and the amount of it that we consume can seriously endanger our health. Excessive intake of sugar can cause diabetes, threaten our blood vessels, lead to obesity and

create a greater risk of cancer. You've probably already heard all of this somewhere, but in spite it all you often have an irresistible urge to eat something sweet and whatever you do, you can not to stop such desire. Believe me when I tell you that these desires can be stopped. Why would you poison your body and endanger your health if there is a way to live a healthy life with just a little effort. Healthy living without sugar and a quality diet should not be a privilege, but it is your fundamental right. Liberate yourself and regain control over your life and your health. This book is designed to provide information and advice on how to achieve this. Throughout this book, you will not only get advice on how to manage your diet to resolve cravings for sugar, but you will also get some basic knowledge about how your body works when you ingest sugar in it, as well as basic knowledge of sugar itself. All the knowledge and tools that you can use will be at your disposal, and you will also get useful advice on the bad and dangerous methods that are out there.



<https://www.amazon.com/How-Reduce-Your-Sugar-Cravings/dp/1533281211>
<http://www.goodreads.com/book/show/25880466-how-to-reduce-your-sugar-cravings>
<https://bookauthority.org/books/best-selling-food-addiction-books>
<https://bookauthority.org/books/best-food-addiction-books>
http://www.goodreads.com/author/show/42824.Michael_Cooper
[Images for Michael Cooper \(Author\) reduce sugar craving](#)
[Images for How To Reduce Your Sugar Cravings: Stop That Sugar Habit Controlling Your Life and Break Your Sugar Addiction Forever by Michael Cooper \(Author\)](#)

How to Stop Sweet Cravings: 10 Steps - wikiHow

Many people suffer cravings for sweets. The causes of these cravings can vary widely, but chief among them are hormonal imbalances of insulin and serotonin^[1], unhealthy dieting, adrenal fatigue^[2], eating disorders^[3], and even premenstrual syndrome.^[4] To fully combat the root cause of your sugar cravings you will need to consult at least one doctor; specific steps for stopping or decreasing cravings depend on an accurate diagnosis. That said, many agree that some basic steps are effective for all the various causes of sugar cravings. Here they are.

<http://www.wikihow.com/Stop-Sweet-Cravings>
[Images for Stop Sweet Cravings](#)
<http://authoritynutrition.com/3-step-plan-to-stop-sugar-cravings/>
[Images for Stop Sugar Cravings](#)
<http://www.caloriesecrets.net/how-to-stop-sugar-cravings-naturally/>
<http://www.webmd.com/diet/features/13-ways-to-fight-sugar-cravings>
<https://www.youtube.com/watch?v=Z2Vo8g881CY> Five Best Sugar Substitutes – YouTube
[Images for Curb Sugar & Carb Cravings](#)
<http://www.fitday.com/fitness-articles/fitness/weight-loss/5-tips-to-stop-craving-sugar-and-sweets.html>
[Images for Stop Craving Sugar and Sweets](#)

40) Diplomatically declining deserts

Sometimes, the issue is not so much a craving for sweets as it is being offered deserts.

How to Politely Pass on Dessert | Mark's Daily Apple

It would be great if I could just say eat the dessert or turn it down, but social situations are inevitably more nuanced than that. Ultimately, the choice depends on the particular dessert in question (how exactly un-Primal it is), your relationship with the host, the nature of the occasion and your own personal circumstances (if you're in the midst of a weight loss endeavor, for example). Whatever your decision, own it, enjoy it (the dessert or the discipline) and rest assured that [a good Primal diet isn't made or broken by any one portion](#).

<http://www.marksdailyapple.com/how-to-politely-pass-on-dessert/#axzz2vCYbO6Km>
[Images for Politely Pass on Dessert](#)
<http://www.inspirefitstrong.com/2012/nutrition/how-to-reject-food-politely-2/>
<http://www.chow.com/food-news/55606/refuse-dessert-politely/>
[Images for Refuse Dessert Politely](#)

2015 Health Assessment: We've Done Ours, Have You?

ELCA-primary health plan members and spouses, it is time to complete your annual health assessment. As you know, if at least 65% of participants complete the assessment congregations and organizations in our synod will reduce the cost of their health plan

contributions by 2% AND individuals earn wellness dollars to help offset medical costs. Eligible synod staff members have all taken the assessment, so why don't you take a few minutes to [Take the assessment now](#).

[Congratulations to Healthy Leaders!](#)

Last fall, Bishop Hoyme challenged leaders at the Fall Ministry Retreat to lose 4% of their weight by the end of the year. Thirty people accepted the challenge to eat less/better and move more to lose weight and improve their health. The early results are in and about half of the participants achieved the goal!

A new challenge will begin soon, and several leaders have already committed to losing another 4%. What happens if you sign up, but don't achieve the goal? The bishop will happily accept your donation to the ELCA Malaria Fund and encourage you to start again!

By the way, if you have seen him lately, you have probably noticed that he has lost a significant amount of weight. He's working hard at getting more exercise, too - even in this cold weather!

[This week in the Northwest Synod of Wisconsin-ELCA Week of January 4, 2015](#)
<http://archive.constantcontact.com/fs191/1101126434512/archive/1119694742656.html>

[A Conversion on Health and Wellness](#)

James Hazelwood

I am not sure why it clicked this time, but it did.

On December 19, I was at the gym I belong to in Wakefield, RI. It's called Riverbend. It's a simple gym, with lots of mid-age and older people, and a smattering of young URI students to make the rest of us envious of the days when we all had 5% body fat. On this December day, I got talking with a guy in the locker room. This is unusual, because typically I enjoy my anonymity. As we talked, he told me about a book he'd read called, *Younger Next Year*. Sounded good, I bought it, read it and then bought the follow up book, *Thinner This Year*. The message of the book is basically, exercise every day and don't eat crap. We've all heard this message before. We all know we should... but we don't. Why it hit me this time, I have no idea? Perhaps it was seeing so many people lately who are overweight, eating bad food, others who are frail. Maybe it was news that I'm going to be a grandfather next summer. Maybe it was hitting my mid 50's and starting to feel a few more aches and pains. Maybe it was the pounding messages from Portico, my health care provider. Maybe it was the annual physical where the doctor said, "You know Jim, and you could..." I'm not sure what it was, but I made a decision this past Christmas, that I was going to give a gift to myself, my family, my friends, and yes, even a return thanksgiving to the Spirit of God. That was a decision to get healthy, not just pretend healthy like I'd done for years. Easy stuff at the gym, you know just enough to say, ok that's enough, then stop at Starbucks for a Cookie and a Mocha Frap with Whip Cream and Chocolate drizzle.

<http://www.bishoPONABike.com/blog/>

[Images for Conversion on Health and Wellness James Hazelwood](#)

<https://www.linkedin.com/pub/james-hazelwood/ab/746/120>

41) Eat well

I attended an Eat Well presentation by Dr. Eddie Hall at Stucky Chiropractic in Eau Claire, WI.

[Eat Well | Stucky Chiropractic Center | Eau Claire, WI](#)

Located in Eau Claire, WI, Stucky Chiropractic Center can help you live a healthier life by teaching you about healthy foods, diet, and exercise.

<http://www.stuckychiropractic.com/healthy-living/eat-well/>

[Images for Eat Well | Stucky Chiropractic Center | Eau Claire, WI](#)

<http://www.stuckychiropractic.com/healthy-living/>

<http://www.stuckychiropractic.com/nutrition-wellness/ideal-protein-weight-loss-system/>

<http://www.stuckychiropractic.com/welcome/meet-the-doctors/>

42) Move well

I attended a Move Well presentation by Dr. Kyle Anderson at Stucky Chiropractic in Eau Claire, WI.

[Move Well Part 1 - YouTube](#)

Spinal Rejuvenation Therapy Presentation - Dr Kyle Anderson - Duration: 53:03. Stucky Chiropractic

<https://www.youtube.com/watch?v=v572CqczN94>

[Images for Move Well Part 1 - YouTube Spinal Rejuvenation Therapy Presentation - Dr Kyle Anderson](#)

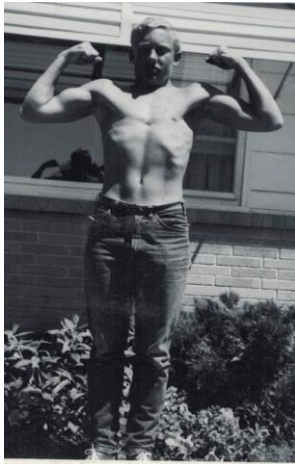
<https://www.youtube.com/watch?v=5WUJAekI7W0> Move Well Part 2 – YouTube

<http://www.stuckychiropractic.com/healthy-living/move-well/>

<http://www.stuckychiropractic.com/healthy-living/stretching-exercises/>

<http://www.stuckychiropractic.com/healthy-living/>

<http://www.stuckychiropractic.com/services/spinal-rejuvenation-therapy/home-kit/>



Author as a teenager

Keeping the weight off is harder now than it was when I was a teenager.

43) Improving memory

Rev. Jones goes to visit Mrs. Smith who is widowed and advanced in years. He tells her that, at her age, he believes it is the time to have that talk about the **hereafter**. Mrs. Smith states, "That won't be necessary Rev. Jones." "Why not?" he asks. She replies, "Every time I go downstairs, I stop and ask myself, 'What am I **here after**?' Then I go upstairs, and I stop and ask myself, 'What am I **here after**?' You see Rev. Jones, I'm thinking about the **hereafter** all the time."

Resources

How to Improve Your Memory - Helpguide.org

A strong memory depends on the health and vitality of your brain. Whether you're a student studying for final exams, a working professional interested in doing all you can to stay mentally sharp, or a senior looking to preserve and enhance your grey matter as you age, there are lots of things you can do to improve your memory and mental performance.

<http://www.helpguide.org/articles/memory/how-to-improve-your-memory.htm>

Images for How to Improve Your Memory - Helpguide.org

<https://www.psychologytoday.com/blog/gifted-ed-guru/201402/how-improve-your-memory-instantly>

<http://www.webmd.com/balance/features/improve-your-memory>

<http://www.health.harvard.edu/topics/improving-memory> Improving Memory Articles

<http://www.mayoclinic.org/healthy-lifestyle/healthy-aging/in-depth/memory-loss/art-20046518>

7 Techniques to Help Improve Your Memory – Dr. Mercola

1. Eat Right. The foods you eat – and don't eat – play a crucial role in your memory. ...
2. Exercise. ...
3. Stop Multitasking. ...
4. Get a Good Night's Sleep. ...
5. Play Brain Games. ...
6. Master a New Skill. ...
7. Try Mnemonic Devices.

<http://articles.mercola.com/sites/articles/archive/2014/04/24/memory-improvement-tricks.aspx>

Images for 7 Techniques to Help Improve Your Memory - Mercola

<https://articles.mercola.com/sites/articles/archive/2015/11/07/how-memory-works.aspx>

<https://articles.mercola.com/sites/articles/archive/2015/10/22/ways-to-boost-memory.aspx>

<https://articles.mercola.com/sites/articles/archive/2017/03/23/memory-improvement-brain-training-techniques.aspx>

My chiropractor at Stucky Chiropractic Center regularly presents a Think Well workshop.

Think Well - Stucky Chiropractic Center

WHAT CAN WE DO TO CHANGE OUR THINKING?

You are ultimately responsible for your thinking. The thoughts you have, and the subsequent actions you take from those thoughts will either cause life or death. Something dies every time we take a negative path. The same is true when we act in a positive manner, we will cause something good (life) to happen.

RESEARCH

- [The science of positive thinking by Dr. Mercola](#)

- Dr. Brian K. Becker, of Stucky Chiropractic Center, Think Well presentation

<http://www.stuckychiropractic.com/healthy-living/think-well/>

<http://www.stuckychiropractic.com/health-tips/think-well-series-power-gratitude/>

[Images for Think Well - Stucky Chiropractic Center](#)
[Images for Dr. Brian K. Becker Stucky Chiropractic Center](#)

44) Eye care

I brought to the attention of my optometrist on 8/24/2017 that I thought I was dealing with computer vision syndrome. He gave me the 20-20-20 rule:

20-20-20 Rule: Does It Help Prevent Digital Eye Strain? - Healthline

If you find yourself gazing at screens all day, your eye doctor may have mentioned this rule to you. Basically, every 20 minutes spent using a screen, you should try to look away at something that is 20 feet away from you for a total of 20 seconds.

<http://www.healthline.com/health/eye-health/20-20-20-rule>

[Images for 20-20-20 Rule: Does It Help Prevent Digital Eye Strain? - Healthline](#)

I went to him for eye care since 1980. I knew that he could not work forever, but it was still sad to hear him say he was selling the property and going out of business.

Soderberg Eye Care Center - Home

Soderberg Eye Care Center - Baldwin

Welcome to the website of [Soderberg Eye Care Center](#) and [Dr. Dennis Soderberg](#). Since 1971, we have been serving the Baldwin, Wisconsin area for all of their eye care needs. We are a complete optometric office ready to serve you.

<http://www.soderbergcecc.webs.com/>

[Images for soderberg eye care center baldwin](#)

His rule of 20-20-20 reminded me that it was my responsibility to care for my eyes especially with the increasing strain from gazing at a computer screen for long periods of time.

Resources

Computer Vision Syndrome - American Optometric Association

- [What causes Computer Vision Syndrome?](#)
- [How is Computer Vision Syndrome diagnosed?](#)
- [How is Computer Vision Syndrome treated?](#)

<https://www.aoa.org/patients-and-public/caring-for-your-vision/protecting-your-vision/computer-vision-syndrome?sso=y>

[Images for Computer Vision Syndrome - American Optometric Association](#)

[Images for How is Computer Vision Syndrome treated?](#)

Computer vision syndrome - Wikipedia

Computer vision syndrome (CVS) is a condition resulting from focusing the [eyes](#) on a [computer](#) or other [display device](#) for protracted, uninterrupted periods of [time](#). Some [symptoms](#) of CVS include [headaches](#), blurred [vision](#), neck pain, [fatigue](#), [eye strain](#), [dry eyes](#), irritated eyes, double vision, [vertigo/dizziness](#), polyopia, and difficulty refocusing the eyes. These symptoms can be further aggravated by improper lighting conditions (i.e. glare^[1] or bright overhead lighting) or air moving past the eyes (e.g. overhead vents, direct air from a fan).

Therapy

Computer workers are often advised to take breaks and look at distant objects.^[4] A routinely recommended approach is to consciously blink the eyes every now and then (this helps replenish the tear film) and to look out the window to a distant object or to the sky—doing so provides rest to the [ciliary muscles](#). One of the catch phrases is the "20–20–20 rule":^[5] every 20 minutes, focus the eyes on an object 20 feet (6 meters) away for 20 seconds. This basically gives a convenient distance and timeframe for a person to follow the advice from the [optometrist](#) and [ophthalmologist](#). Otherwise, the patient is advised to close their eyes (which has a similar effect) and relax the face and neck muscles for two minutes, at least every half-hour.

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

[Images for computer vision syndrome](#)

Even though my prescription had not changed, I purchased another pair of similar glasses. It was a good thing I did because the next week, a frame on the old pair cracked. In addition, I purchased [EyePromise Vision Supplements](#) and [Similasan Irritated Eye Relief](#).

45) Hanging out the laundry

I started one assignment on April 1 (no foolin'.) I moved into the parsonage at the corner of Main St. and Second St. 1 ½ blocks from the church and diagonally across from the old school converted into a community office in a village with a population of 486. I served the town congregation and two country congregations. Almost from the beginning, I hung my clothes on the clothesline in full view of the people driving by. I hung the blankets and towels on the line most visible and the undergarments on the line behind. After all, a guy has to have a little pride. Also, I let people know that I hung my clothes out especially when I went to the senior meal at the local café. I told the council I was doing so to save money for the parish. As for the town folk, I wanted to give them something to talk about. I thought that, if the members and town folk talked about the preacher's laundry, they might be less likely to talk about his foibles. I hung blankets and towels out on 12/20. I put my pride aside and hung out long underwear on 12/21 to dry and also to give folks something to talk about. As for the long underwear, the temperature was warm enough I did not think I would need to wear them the next day as they

finished drying draped over the chairs in the living room. I welcomed the new year and the new decade by hanging out a load on New Year's Day. I realized that in certain urban areas hanging out the laundry would not be allowed, but in this settlement, the people acted more bemused than anything. After all, the house at the end of the block had a dilapidated barn standing in the backyard.

9 Tips for Hanging Out Laundry on the Clothesline > Life Your Way

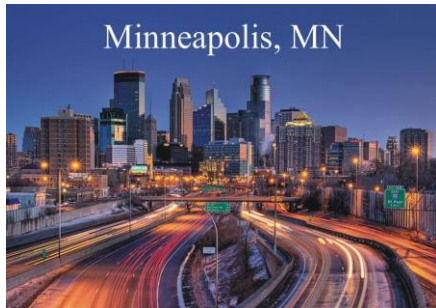
Over the past few years of hanging our laundry out on the line, I've learned some tips that help it work best for me, and will hopefully help you get started with hanging out your laundry. Depending on the amount of space, as well as the type of clothesline you have, these tips can help you to maximize the amount of laundry you can hang up. Better yet, they will help your lined dried clothes to come off the line looking their best.

<https://lifeyourway.net/9-tips-for-hanging-out-laundry-on-the-clothesline/>

[Images for 9 Tips for Hanging Out Laundry on the Clothesline > Life Your Way](#)

46) Get out of town

I debate staying and working or leaving and enjoying. Those times I do the latter I gain a fresh perspective. This is especially true when I serve in town and country settings where it is possible to feel isolated. At times, I cross the border and go into the big city.



Minneapolis, Minnesota, City, Skyline, MN, Souvenir Magnet 2 X 3 Photo Fridge Magnet

<https://www.amazon.com/Minneapolis-Minnesota-City-Skyline-Souvenir/dp/B073N8MGD9>

20 Top Things to Do in the Twin Cities | Midwest Living

More than 18 million visitors find their way to the Twin Cities of Minneapolis and Saint Paul every year, drawn by a place that touts outdoor fun as much as culture and cuisine. The area (population: 3.2 million), once known for its flour mills and Mississippi River ports, has a knack for welcoming the novel, while also preserving the best.

<http://www.midwestliving.com/travel/minnesota/14-top-things-to-do-the-twin-cities/>

[Images for 20 Top Things to Do in the Twin Cities | Midwest Living](#)

As I add to this post following a spiraling economic collapse resulting from the COVID-19 lockdown starting 3/16 with **15 Days to Slow the Spread | The White House**, being on leave from call after an assignment I thought I was going to start on 4/16 fell through, the civil unrest following the death of an unarmed black man while in police custody on 5/25/2020, and the 7/31 report that **'Crime Is Out Of Control': Minneapolis Officials Address Uptick in Violence**, I am less likely to cross the border and more content to stay closer to home.

47) Growing edge

I don't claim to live a balanced life,

OolaLife

oo-la (noun): That state of awesomeness. It is when your life is **balanced** and growing in the seven key areas of life - the 7 F's of Oola (fitness, finance, family, field (career), faith, friends and fun).

<https://www.oolalife.com/>

[Images for OolaLife](#)

but I can say that I seek to live on the growing edge.

Why Work-Life Balance is a Trap - CareyNieuwhof.com

Most of the people I know who have accomplished significant things are not balanced people. They are passionate people.

<https://careynieuwhof.com/why-work-life-balance-is-a-trap/>

[Images for Why Work-Life Balance is a Trap - CareyNieuwhof.com](#)

<https://careynieuwhof.com/5-key-principles-every-leader-should-master/>

2. Abandon Balance and Embrace Passion

<https://careynieuwhof.com/5-signs-your-passion-level-in-leadership-is-white-hot/>

<https://careynieuwhof.com/balancing-three-passions/>

<https://careynieuwhof.com/an-effective-way-to-renew-passion-many-leaders-miss/>

<https://careynieuwhof.com/5-pendulum-swings-almost-every-church-leader-can-relate/>

<http://orangeblogs.org/thinkorangepodcast/episode7/> Is Life Balance In Ministry Real?

[Images for carey nieuwhof \(author\)](#)