

Interim Ministry Resources

Chapter 7 Personnel

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Resources

1) Self-control

Best 25+ Self control ideas only on Pinterest

<https://www.pinterest.com/explore/self-control/>

Images for self control Pinterest

<https://www.pinterest.com/dthompson/self-control-self-regulation/>

<https://www.pinterest.com/murrdog1951/self-control/>

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

<https://www.pinterest.com/explore/impulse-control/>

<https://www.pinterest.com/jennifergrimm/self-control/>

How to Manage Multiple Projects, Meet Deadlines, & Achieve Objectives by Ab Jackson (Author, Narrator)

Gain more control over your time, tasks, and priorities than you ever thought possible!

If you need to get more done in less time, recognize your real priorities, keep track of several projects, or establish and meet deadlines, this program is for you. Learn how you can easily handle the most impossible priorities and demands without long work days, stress-filled schedules, chaos, and panic.

Program Highlights:

- * Maintain your confidence and make sound decisions under stress.
- * Stop the deadly habit of procrastinating -- 10 can't-miss techniques.
- * Adapt to ever-changing deadlines smoothly and easily.
- * Handle projects despite having multiple supervisors.
- * Understand the importance of being firm with others to control your time.
- * Keep stress and pressure from shattering your concentration and creativity.
- * Respond the right way to interruptions.

<http://www.amazon.com/Multiple-Projects-Deadlines-Achieve-Objectives/dp/193332841X>

<https://www.goodreads.com/book/show/3364278-how-to-manage-multiple-projects-meet-deadlines-achieve-objectives>

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

Images for **Gain more control over your time, tasks, and priorities than you ever thought possible!**

http://www.goodreads.com/author/show/137307.Ab_Jackson

Images for How to Manage Multiple Projects, Meet Deadlines, & Achieve Objectives by Ab Jackson (Author, Narrator)

Self-Control Quotes - BrainyQuote

<https://www.brainyquote.com/topics/self-control>

Images for self control quotes

<https://www.goodreads.com/quotes/tag/self-control>

<http://www.wiseoldsayings.com/self-control-quotes/>

<https://awakenthegreatnesswithin.com/40-inspirational-quotes-on-self-control/>

<https://www.skipprichard.com/self-control-quotes/>

<https://www.happypublishing.com/blog/self-control-quotes/>

<http://www.quotegarden.com/self-control.html>

https://www.successconsciousness.com/self_control_quotes.htm

<http://www.myawesomequotes.com/quotes-about-self-control/>

https://www.coolnsmart.com/self_control_quotes/

<https://www.pickthebrain.com/blog/19-quotes-to-inspire-self-control-focus-and-action/>

Images for self-control focus and action

http://www.famousquotesandauthors.com/topics/self_control_quotes.html

<https://quotefancy.com/self-control-quotes>

<http://en.proverbia.net/citastema.asp?tematica=1076> Self-control Quotes - Quotations and Famous Quotes on Self-control

<https://www.christianquotes.info/quotes-by-topic/quotes-about-self-control/#axzz5VX0xckav>

<https://www.azquotes.com/quotes/topics/discipline-and-self-control.html>

Images for discipline and self-control

<https://www.ranker.com/list/notable-and-famous-self-control-quotes/reference>

<https://simplylifetips.com/inspirational-self-control-quotes/>

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<https://wise-quote.com/Self-control>

<https://www.biblestudytools.com/topical-verses/bible-verses-about-self-control/>

<http://character-in-action.com/quotes-on-self-control/>

<http://www.orthodoxchurchquotes.com/tag/self-control/>

<https://www.youtube.com/watch?v=rzxDMupZ9I4> 35+ Best Discipline Quotes To Self Control For You – YouTube

<https://yooklunes.blogspot.com/2018/07/13-quotes-to-inspire-self-control-and.html>

<https://consciousdimension.wordpress.com/2015/11/19/18-best-quotes-from-dalai-lama-on-self-control-and-inner-peace/>

Images for dalai lama self-control inner peace

<https://briandoddonleadership.com/2016/02/06/51-leadership-quotes-from-johnny-hunt-on-purity-and-self-control/>

[Images for purity and self-control](#)

<https://www.enkiquotes.com/self-control-quotes.html>

<http://www.getsuccessquotes.com/motivational-quotes/practice-self-control-and-self-discipline-to-control-your-thoughts-emotions-and-actions/>

[Images for practice-self-control-and-self-discipline-to-control-your-thoughts-emotions-and-actions](#)

Self-control - Wikipedia

Self-control, an aspect of inhibitory control, is the ability to regulate one's emotions, thoughts, and behavior in the face of temptations and impulses. As an executive function, self-control is a cognitive process that is necessary for regulating one's behavior in order to achieve specific goals.

<https://en.wikipedia.org/wiki/Self-control>

<https://en.wikiquote.org/wiki/Self-control>

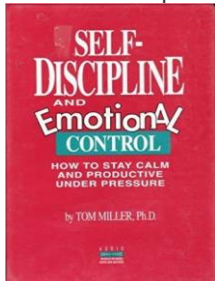
[Images for self-control](#)

Self-Discipline & Emotional Control: How to stay calm and productive under pressure by Tom Miller (Author)

Does your temper ever get you into trouble? Do you sometimes rub people the wrong way? When was the last time you promised to change a habit - and you did? This program will help you change your negative behaviors permanently.

Program Highlights:

- * Learn how to change the bad habits you've struggled with
- * Face irrational fears with renewed courage and confidence
- * Recognize when you're rubbing people the wrong way
- * Learn methods for handling arguments rationally and productively
- * Learn techniques to help you stay composed - even when you feel overwhelmed.



<http://www.amazon.com/Self-Discipline-Emotional-Control-Miller/dp/1933328029>

<https://www.goodreads.com/en/book/show/5409783-self-discipline-and-emotional-control>

<https://www.youtube.com/watch?v=npd57qKnFPs> Self Discipline and Emotional Control - Tom Miller – YouTube

[Images for Self Discipline and Emotional Control - Tom Miller - YouTube](#)

http://www.pryor.com/mkt_info/products/62.asp

http://www.goodreads.com/author/show/14231958.Tom_Miller

[Images for Tom Miller \(Author\) emotional control](#)

[Images for Self-Discipline & Emotional Control: How to stay calm and productive under pressure by Tom Miller \(Author\)](#)

Taking Control of Your Workday [CareerTrack]

Get organized once and for all! This program teaches you how to accomplish your own priorities without ignoring other people's demands. You'll learn to overcome the distractions that can sabotage even your best intentions ... how to decide priorities quickly ... and how to overcome procrastination. Best of all, you'll have more time for yourself when your workday is done plus the energy to enjoy it. PROGRAM HIGHLIGHTS:

- * Realistic ways to decrease interruptions by 30% or more
- * Creating a daily plan that's simple, yet ensures results
- * A creative way to process paperwork
- * A 7-step checklist that keeps you on course throughout the day
- * The time-protecting reply to "Got a minute?"
- * Keeping meetings short and focused

<http://www.amazon.com/Taking-Control-Your-Workday-CareerTrack/dp/1933328797>

[Images for Taking Control of Your Workday \[CareerTrack\]](#)

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

The Six Secrets of Self-Control - Forbes

With this success/failure dichotomy in mind, I give you six strategies for self-control that come straight from new research conducted at Florida State University. Some are obvious, others counter intuitive, but all will help you eliminate those pesky failures and ensure your efforts to boost your willpower are successful enough to keep you headed in the right direction for achieving your goals.

<http://www.forbes.com/sites/travisbradberry/2012/09/17/the-six-secrets-of-self-control/#31c5d8f012aa>

[Images for Six Secrets of Self-Control - Forbes](#)

<https://www.forbes.com/sites/jennifercohen/2014/10/09/top-10-ways-to-master-self-control/#4025f60ad31f>

Images for master self-control

<https://www.forbes.com/sites/forbesbooksauthors/2017/10/02/how-to-strengthen-your-self-control-and-willpower-muscles/#4dc2cc1963f2>

Images for strengthen self-control will power

<https://www.forbes.com/2009/10/15/self-control-muscle-leadership-ceonetwork-discipline.html#12c5744b4a5e>

<https://www.forbes.com/sites/toddesig/2012/03/25/the-key-to-self-control-less-is-more/#19932e492c7d>

<https://www.forbes.com/sites/stevenkotler/2013/12/23/we-are-the-boss-the-surprising-science-of-self-control/#4e73993b7355>

Images for science of self-control

<https://www.forbes.com/sites/prudygourguechon/2018/04/03/a-neglected-but-essential-leadership-trait-why-self-control-really-matters/#65846ac9787a>

What Does the Bible Say About Self-control? - OpenBible.info

<https://www.openbible.info/topics/self-control>

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<https://www.biblestudytools.com/topical-verses/bible-verses-about-self-control/>

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<https://biblehub.com/topical/s/self-control.htm>

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<http://devotionalchristian.com/self-control-bible-verses/>

<https://www.desiringgod.org/articles/self-control-and-the-power-of-christ>

<https://www.ligonier.org/learn/devotionals/self-control/>

<https://unlockingthebible.org/2016/04/the-eternal-importance-of-exercising-self-control/>

Images for exercising self control

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

<https://bible.org/seriespage/7-self-control-galatians-523>

<https://www.focusonthefamily.com/parenting/spiritual-growth-for-kids/fruit-of-the-spirit/got-self-control>

<https://www.desiringgod.org/articles/the-fierce-fruit-of-self-control>

<https://lifehopeandtruth.com/god/holy-spirit/the-fruit-of-the-spirit/fruit-of-the-spirit-self-control/>

<https://www.ucg.org/the-good-news/the-fruit-of-the-spirit-self-control-governing-your-life-by-the-power-of-god>

<http://www.freebiblestudyguides.org/bible-tips/the-fruit-of-self-control-self-discipline.htm>

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<http://www.swapmeetdave.com/Bible/Wisdom/Self-Control-Leader.pdf>

<https://www.guideposts.org/faith-and-prayer/bible-resources/scripture-for-self-control>

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<http://www.bridgetothebible.com/What%20does%20Bible%20say%20Self-control.htm>

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<https://husbandrevolution.com/27-verses-to-help-us-men-who-lack-self-control-and-self-discipline/>

<https://www.whatchristianswanttoknow.com/a-bible-study-on-self-control/>

<https://www.bibletools.org/index.cfm/fuseaction/Topical.show/RTD/cgg/ID/137/Self-Control.htm>

<https://www.biblegateway.com/resources/dictionary-of-bible-themes/8339-self-control>

<https://awefilledhomemaker.com/bible-say-self-control/>

<https://www.amazon.com/Self-Control-Jack-Kuhatschek/dp/0310238706>

<https://www.quora.com/What-are-some-examples-of-Bible-verses-about-self-control>

<https://www.jollynotes.com/bible-verses/bible-verses-about-self-control-having-self-control/>

<https://www.truthortradition.com/articles/self-control>

<https://anchor.tfonline.com/post/developing-biblical-self-control/>

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<https://christaudio.com/blogs/christian-meditation/top-bible-affirmations-for-self-control>

<http://www.swapmeetdave.com/Bible/Wisdom/Self-Control-Leader.pdf>

<http://www.characterjournal.com/bible-stories-related-to-self-control/>

Images for bible stories self control

<https://www.blueletterbible.org/search/Dictionary/viewTopic.cfm?topic=IT0007798,NT0004313>

<https://odb.org/tag/self-control/>

<https://bibletalk.tv/how-to-develop-self-control>

<https://www.youtube.com/watch?v=UvCR0PXfbrY> Top 5 Bible Verses on Self Control - YouTube

<https://www.youtube.com/watch?v=PlecE8kUSHg> "What Does The Bible Say About Self Control" - YouTube

2) Short-term Pastorate

Assessing the Causes of Short-term Pastorates: An Applied Research Project by Dr. Wiley E. Hughes (Author)

This work is a D.Min. Applied Research Project presented to the faculty of the School of Theology and Ministry at Oral Roberts University.

<http://www.amazon.com/Assessing-The-Causes-Short-term-Pastorates/dp/148208533X>

Images for Assessing the Causes of Short-term Pastorates: An Applied Research Project by Dr. Wiley E. Hughes (Author)

Five Reasons Short-Term Pastorates Hurt Small Churches

There are legitimate reasons to leave a church after a couple of years, but to reclaim small-town America with the gospel, we need people who will hear God's call to commit to the long haul. The attitude of a young minister "cutting his teeth" or "getting a couple of years of experience and moving up" wounds both the church and the pastor. In fact, with churches all over the country closing their doors, this wound is proving to be fatal.

<http://www.bhcarroll.edu/2016/03/five-reasons-short-term-pastorates-hurt-small-churches/>

[Images for Reasons Short-Term Pastorates Hurt Small Churches](#)

Recovering the Long-Term Pastorate

1. Unreal Expectations for Short-Term Ministry.

When pastors and congregations expect a pastoral relationship to last only 3-5 years, this affects both pastoral and congregation expectations. Pastors expect to realize their vision more quickly. Congregations, on the other hand, become more guarded of trusting and bonding to those "here today, gone tomorrow" pastors.

http://www.ministryhealth.net/mh_articles/264_long_term_pastorate.html

[Images for Recovering the Long-Term Pastorate 1. Unreal Expectations for Short-Term Ministry.](#)

Short-term Pastorates - Ministry Magazine

Several factors are involved in the negative impact of short pastorates on church growth:

<https://www.ministrymagazine.org/archive/1980/01/short-term-pastorates>

[Images for negative impact of short pastorates on church growth](#)

Want Your Church to Grow? One Surprising Secret

Several years ago, a study by the largest Protestant denomination in the country found a startling relationship between the length of time pastors had been in their churches and the growth or decline of those churches. Their finding?

Approximately three-fourths of their growing churches were being led by pastors who had been in their church more than four years, while two-thirds of their declining churches were being led by pastors who had been in their church less than four years.

Their conclusion (with which I agree): *Long-term pastorates do not guarantee that a church will grow. But short-term pastorates essentially guarantee that a church will not grow.*

<http://www.churchleaders.com/pastors/pastor-articles/173674-charles-arn-church-to-grow-one-surprising-secret.html>

[Images for short-term pastorates essentially guarantee that a church will not grow.](#)

<http://wesleyconnectonline.com/pastoral-longevity-and-church-growth-charles-arn/>

[Images for pastoral-longevity-and-church-growth-charles-arn](#)

3) Solutions

Collaboration solution for a smart workplace - YouTube

This video talks about a traditional workplace and the workplace of the future. The Infosys vision of a smart workplace – is a collaborative workplace that provides a seamless experience to knowledge assets, information repositories, and applications across any device. The workplace will allow users to engage in effective knowledge accumulation, extraction, and dissemination – thereby increasing the productivity of an enterprise.

<https://www.youtube.com/watch?v=7MtD9wvIH9E>

[Images for Collaboration solution for a smart workplace - YouTube](#)

Conflict Solutions and Leadership Quality at Workplace - YouTube

Here you will get an idea of conflict solutions that takes place in the workplace and how the leadership quality can resolve the conflicts successfully. You can log in to <http://www.past-transgressions.com/> for more information.

<https://www.youtube.com/watch?v=SQ8idl5cm3I>

[Images for Conflict Solutions and Leadership Quality at Workplace - YouTube](#)

Don't Bring Problems to Your Manager - Bring Solutions - Forbes

In today's workplace, if you want to stand out as a valued employee, don't bring problems to your manager — bring **solutions**.

Why? Because there are too many problems for managers to solve all by themselves; that's why *you* were hired. So, don't be part of a problem. Become a solution-generating employee and you'll increase your value to your manager and to the company.

<http://www.forbes.com/sites/lisaquast/2013/05/13/dont-bring-problems-to-your-manager-bring-solutions/>

[Images for Don't Bring Problems to Your Manager – Bring Solutions - Forbes](#)

<https://www.forbes.com/sites/annlatham/2017/11/30/these-are-the-reasons-your-solutions-solve-nothing/#6d6a2e437eef>

<https://www.forbes.com/pictures/fmlm45efkqm/seek-solutions-to-proble/#45aa719a136c>

<https://www.forbes.com/sites/larrymyler/2017/04/25/how-a-solution-to-one-of-your-problems-could-be-your-next-business/#119ab60a5ac5>

<https://www.forbes.com/sites/lizryan/2017/12/04/how-to-answer-tell-me-about-a-problem-you-solved/#76bb42fc249e>

<https://www.forbes.com/sites/glennllopis/2013/11/04/the-4-most-effective-ways-leaders-solve-problems/#147b8f644f97>

<https://www.forbes.com/sites/jasonselk/2017/08/21/the-problem-with-problems-adopting-the-ultimate-measure-of-mental-toughness/#2a2c11596035>

<https://www.forbes.com/sites/glassheel/2013/04/02/should-you-have-a-solution-just-because-you-identify-a-problem/#3dfcae767e33>

<https://www.forbes.com/sites/alastairdryburgh/2015/10/10/politics-is-not-the-problem-politics-is-the-solution/#66cd41366d6b>

<https://www.forbes.com/sites/larrymyler/2014/06/13/innovation-is-problem-solving-and-a-whole-lot-more/#7dcddaa033b9>

Do Not Bring Me Problems Bring Me Solutions

So, if you're constantly in the habit of being interrupted by others and solving their problems, the next time it happens, ask that person to provide a couple of solutions before you jump in with one.

<http://www.evancarmichael.com/Business-Coach/152/Do-Not-Bring-Me-Problems-Bring-Me-Solutions.html>

Images for Do Not Bring Me Problems Bring Me Solutions

<http://ahmedkhoja.blogspot.com/2012/03/dont-come-to-me-with-problems-come-to.html#!2012/03/dont-come-to-me-with-problems-come-to.html>

Help your team come up with solutions. Don't simply solve their problems.

Giving someone an answer simply encourages them to come back to you for an answer the next time. It doesn't encourage and equip them to create and own solutions to problems. Eventually, other people on your team tend to notice. Before long you are spending the bulk of your job solving problems for other people. I've built organizations and teams that look like that. I would be frustrated that people couldn't get more done without me. It took me a long time to realize that I was the problem, not my team.

Leaders need to lead. They also need to grow and equip other leaders around them.

<http://sqlmag.com/blog/help-your-team-come-solutions-don-t-simply-solve-their-problems>

Images for come up with solutions

Solution Quotes - BrainyQuote

<http://www.brainyquote.com/quotes/keywords/solutions.html>

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

Images for solutions quotes

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

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

<https://awakenthegreatnesswithin.com/35-inspirational-quotes-on-solutions/>

<http://thinkexist.com/quotations/solution/>

<https://www.azquotes.com/quotes/topics/simple-solutions.html>

Images for simple solutions

<http://www.stresslesscountry.com/solutions-quotes/>

http://www.woopidoo.com/business_quotes/business-solutions.htm

The Problem with Saying "Don't Bring Me Problems, Bring Me Solutions"

It's time to retire the saying "Don't bring me problems, bring me solutions." Even though advocates of this approach believe it reduces whining, [increases empowerment](#), helps employees manage up, and [boosts careers](#), it's fraught with challenges.

<https://hbr.org/2017/09/the-problem-with-saying-dont-bring-me-problems-bring-me-solutions>

Images for Problem with Saying "Don't Bring Me Problems, Bring Me Solutions"

<https://hbr.org/2008/02/dont-bring-me-problems-bring-m>

<https://hbr.org/tip/2018/02/encourage-your-team-to-bring-you-problems-just-not-complaints>

<https://www.linkedin.com/pulse/bad-leadership-quotes-dont-bring-me-problems-bring-robert-walters>

<https://www.hbrascend.in/topics/the-right-way-to-bring-a-problem-to-your-boss/>

<http://www.famousquotes123.com/solutions-quotes.html>

Transforming Problems into Solutions

The first step in transforming problems into solutions is to create a positive goal of what we want to be doing or have happen. We can walk backwards into the future trying to avoid what we don't want, but it is way more fun and fulfilling to turn and embrace the future we desire.

Appreciative Inquiry Tips - Clergy Leadership Institute

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

Images for Transforming Problems into Solutions

Turning Problems into Solutions | ...In the Meantime

And, so whether you are thinking about your role as an employer or colleague, a parent or sibling, a student or friend, a church member or volunteer, attitude is, indeed, everything, as it invites us to look for solutions rather than focus on problems.

<http://www.davidlose.net/2013/11/turning-problems-into-solutions/>

Images for Turning Problems into Solutions | ...In the Meantime

<https://www.youtube.com/watch?v=rb59hZ02MQc> Turning Problems into Solutions - YouTube

<https://www.amazon.com/David-J.-Lose/e/B001KHP2DW>

4) Stable

Chad Pennington advises Baker Mayfield to remember who he is – ProFootball Talk

"When [the quarterback] room is **stable**, then the team is stable," Pennington said. "When that room is not stable, the team is not stable."

<https://profootballtalk.nbcsports.com/2018/05/13/chad-pennington-advises-baker-mayfield-to-remember-who-he-is/>

[Images for "When \[the quarterback\] room is stable, then the team is stable," Pennington said.](https://www.cbssports.com/general/video/ou-quarterback-baker-mayfield-on-qb-room/)
<https://www.cbssports.com/general/video/ou-quarterback-baker-mayfield-on-qb-room/>
[Images for quarterback-baker-mayfield-on-qb-room](https://www.cbssports.com/general/video/ou-quarterback-baker-mayfield-on-qb-room/)

Leadership Traits - Emotional Stability - Business Leadership Qualities

As [leadership traits](#) go, this one which is most often measured as neuroticism, deserves a better label, however, it does capture a significant aspect of personality. To put a positive spin on it, the most successful leaders are emotionally stable over time. While any leader can have a bad day, or week, the emotionally stable leader generally demonstrates mastery of emotional ups and downs.

<http://www.business-leadership-qualities.com/leadershiptraits-e.html>
Images for Leadership Traits - Emotional Stability
<https://www.imd.org/publications/articles/cut-out-to-lead/> #1
<https://www.verywellmind.com/what-is-the-trait-theory-of-leadership-2795322> #15
<https://www.fastcompany.com/3028806/the-five-personality-types-youll-have-to-work-with> #5
<https://www.legacee.com/potpourri/leadership-traits/> 5. Leadership Traits According to the SBA Emotional stability
https://www.tlu.ee/~sirvir/IKM/Leadership%20Attributes/fivefactor_personality_model.html (Emotional Stability)
<http://www.admissiontesting.org/images/419493-the-big-five-personality-traits-in-cpsq.pdf> Page 7
https://www.researchgate.net/publication/235274429_Five-factor_model_traits_and_the_prototypical_image_of_the_effective_leader_in_the_Confucian_culture

Stability - Simple English Wikipedia, the free encyclopedia

Stability is a property of many [systems](#). It means being at rest, not liable to change. In [mechanics](#) and [dynamics](#), a system is stable (has stability) if it will not change [motion](#) of its own accord, and will resist small efforts to change its direction or position.

<https://simple.wikipedia.org/wiki/Stability>
<https://en.wikipedia.org/wiki/Stability>
[Images for stability](https://en.wikipedia.org/wiki/Stability)

The 4 Pillars Of Stable Leadership - Forbes

One of the qualities I most admire in leaders is stability. The beautiful thing about stable leaders is they provide a stabilizing influence on others. They are leaders you can trust - they are leaders you can build around. Stable leaders model a level of constancy and consistency that individuals, teams, and organizations so desperately need, but often find missing.

<https://www.forbes.com/sites/mikemyatt/2013/07/01/the-4-pillars-of-stable-leadership/#>
Images for Stable Leadership - Forbes
<http://hub.n2growth.com/5-pillars-of-stable-leadership/>
<http://thoughtreach.com/how-is-negotiation-related-to-the-pillars-of-stable-leadership/>
<https://www.forbes.com/sites/cheetung/2017/08/30/when-times-are-tough-this-is-how-leaders-must-step-up/#d5695deddc95> #3

5) Staff

American Football Monthly - Q&A with Bud Grant

Q: What is your philosophy on [staff](#) management?

A: Philosophy is something you are asked about a lot, but I am not so sure everybody has a philosophy or that I have a philosophy. Your coaching staff is vitally important; there is no successful team that doesn't have a good staff. As much as coaching might be overrated, your assistant coaches certainly can't be or shouldn't be. They are really the backbone of the team, because they do most of the work. I think it is important for staff to get along with one another. One of the things I look for in a staff is stability.

http://www.americanfootballmonthly.com/Subaccess/articles.php?article_id=3401&output=article
[Images for American Football Monthly - Q&A with Bud Grant Q: What is your philosophy on staff management?](http://www.americanfootballmonthly.com/Subaccess/articles.php?article_id=3401&output=article)

Church Staff Handbook: How to Build an Effective Ministry Team [Harold J. Westing]

This helpful resource provides a blueprint for developing a spiritually strong and effective ministry team in the local church. Pastors will find the book useful as a regular reference to "tune up" their staff to foster a healthy, unified, effective team. Westing covers issues of team leadership, staff development, role expectations, goal setting, and hiring procedures. Also included are team projects for more in-depth development.

<http://www.amazon.com/Church-Staff-Handbook-Effective-Ministry/dp/0825442796>
http://www.goodreads.com/book/show/1385417.Church_Staff_Handbook
<https://www.barnesandnoble.com/w/church-staff-handbook-harold-j-westing/1002409826>
<https://www.lifeway.com/en/product/church-staff-handbook-how-to-build-an-effective-ministry-team-P005544558>
<https://www.christianbook.com/church-staff-handbook-build-effective-ministry/harold-westing/9780825442797/pd/442797>
<http://www.congregationalresources.org/church-staff-handbook-how-build-effective-ministry-team>
<http://www.kregel.com/harold-j-westing/church-staff-handbook-3114/>
https://books.google.com/books/about/Church_Staff_Handbook.html?id=ib6dzAivMeYC
<https://books.google.com/books?isbn=0825494257>
https://books.google.com/books/about/Church_Staff_Handbook.html?id=shkYnwEACAAJ
http://www.goodreads.com/author/show/122283.Harold_J_Westing
[Images for Harold J. Westing, author](http://www.goodreads.com/author/show/122283.Harold_J_Westing)

Designing a Staff Team for Ministry | Susan Beaumont and Associates, LLC

What's the 'Right' Answer for Your Organization?

When it comes to the tricky work of staff-team design there are few right answers or formulas to follow. The four design features presented here are intended to provoke dialogue among the leaders of a congregation about what might work best in their setting. Ultimately, the leadership of a congregation is the only group that can decide whether the staff-team configuration is appropriate or not. Is it working well? Why? Does it seem broken? What might be changed to make it more effective? In all likelihood, the conversations about staff-team design will be more beneficial than whatever chart is drawn to depict that design.

<http://www.susanbeaumont.com/designing-a-staff-team-for-ministry/>

[Images for Designing a Staff Team for Ministry | Susan Beaumont and Associates, LLC](#)

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

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

<https://www.amazon.com/Inside-Large-Congregation-Susan-Beaumont/dp/1566994195>

Getting Staff to Share - Alban Institute

Shared ministry is not just one more program of the church that can operate independently. Creating a shared ministry culture and building the system that brings it about will affect virtually every aspect of a congregation's life. Every component of shared ministry—designing ministries, recruitment, support, gifts discovery, data management, and so forth—will increase the number of members involved in ministry and enrich the ministry experience of each participant. But close cooperation with paid staff is required to make that a reality.

[Alban at Duke Divinity School » Getting Staff to Share - Alban Institute](#)

<https://alban.org/archive/getting-staff-to-share/>

[Images for Getting Staff to Share - Alban Institute](#)

<https://alban.org/2014/10/06/david-odom-why-focus-on-developing-your-staff-as-leaders/>

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

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

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

How to Develop Your Church Staff - YouTube

<https://www.youtube.com/watch?v=xNQL3KUJRVo>

[Images for How to Develop Your Church Staff - YouTube](#)

<https://www.christianitytoday.com/pastors/2007/july-online-only/le-120903.html> How Do You Develop a Church Staff? | CT Pastors

<https://paulchappell.com/2014/07/17/7-ways-to-develop-a-church-staff-team/>

[Images for ways-to-develop-a-church-staff-team](#)

How to Strengthen Clergy/Staff Leadership & Relationship Skills – The Parish Paper

How to Use this Resource Page 2

Study/Discussion Session #1

Introduction Page 3

I. Directional Skill Page 3

II. Location Skill Page 7

Study/Discussion Session #2

III. Productivity Skill Page 12

IV. Attitude Skill Page 17

Study/Discussion Session #3

V. Relational Skill Page 19

VI. Motivational Skill Page 23

Study/Discussion Session #4

VII. Spiritual Skill Page 26

VIII. Organizational Skill Page 30

Study/Discussion Session #5

IX. Arrival Skill Page 34

X. Change Skill Page 41

Conclusion Page 43

[\[PDF\] Ch. Effectiveness Nuggets--Volume 22--How to Strengthen Clergy/Staff Leadership & Relationship Skills - The Parish Paper](#)

<https://www.theparishpaper.com/sites/default/files/resources/Church%20Effectiveness%20Nuggets-%20Volume%2022.pdf>

<https://www.theparishpaper.com/free-resources> Church Effective Nugget, Volume 22: How to Strengthen Clergy/Staff Leadership & Relationship Skills

[Images for How to Strengthen Clergy/Staff Leadership & Relationship Skills – The 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>

In Need of Renovation - Staff Governance in the Church: A New Model and Process for Churches

Rev. Susan Murtha

Transitional Ministers often enter churches that have significant “staff issues;” perennial problems include power struggles, conflicting views of priorities, difficult personalities, and lack of meaningful review process. Staff represents the largest part of church budgets and is the greatest resource of congregations and yet systems for their governance often are non-existent, ineffective and/or imports from secular management models. Transition is an opportune time to introduce a new model and process, in advance of the next minister’s arrival. This workshop outlines a transformational model and process for staff governance that is consistent with church polity, centered on the congregation’s needs and missions, effective in establishing best priorities each year for each staff member, intentional in resourcing staff members to achieve goals set, and effective in developing staff members through meaningful 360 feedback. You will learn the steps to implementation during a pastoral transition.



[PDF] 2014 IMN Conference program.pub

<http://imnedu.org/wp-content/uploads/2014/10/2014-IMN-Conference-program.pdf>

Page 6

Images for In Need of Renovation - Staff Governance in the Church: A New Model and Process for Churches Rev. Susan Murtha

<http://imnedu.org/annual-conference/2836-2/>

<http://www.firstcongregationalbranford.org/SusanMurtha.html>

<https://www.facebook.com/FirstChurchOfChristCongregational1652/posts/10153963706739974:0>

<https://www.linkedin.com/in/susan-j-murtha-960b8915>

<http://www.ctpost.com/default/photo/The-First-Congregational-Church-of-Greenwich-on-449146.php>

Images for Rev. Susan Murtha

Two Holy Experiments with our Church's Human Resources: Meetings that Transform & Growing an Adaptive Staff

Rev. Susan Murtha

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

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

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

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

Images for Meetings that Transform & Growing an Adaptive Church Staff

<https://www.linkedin.com/in/susan-j-murtha-960b8915>

<http://www.firstcongregationalbranford.org/SusanMurtha.html>

Images for Rev. Susan Murtha

Interim Ministry: A Primer for Congregational Staff (pdf)

What does an interim minister do?

In addition to carrying out customary ministerial duties, an interim minister assists a congregation in:

- claiming and honoring its past and engaging and honoring its griefs and conflicts
- recognizing its unique identity and its strengths, needs, and challenges
- clarifying the appropriate leadership roles of minister(s), church staff, and lay leaders and navigating the shifts in leadership that may accompany times of transition
- making appropriate use of District, UUA, and other outside resources
- proudly coming into possession of a renewed vision and strong stewardship, prepared for new growth and new professional leadership, ready to embrace the future with anticipation and zest.

https://www.uua.org/sites/live-new.uua.org/files/interim_ministry_primer.pdf

Images for Interim Ministry: A Primer for Congregational Staff

Lead Your Staff to Think Like Einstein Create Like DaVinci and Invent Like Edison: 52 Powerful Real World Techniques That Work!

Don Blohowiak FB2 Anytime Electronic Book

Lead Your Staff to Think Like Einstein Create Like DaVinci and Invent Like Edison is a highly visual guide that offers a year's worth of tips (one per week!) for busy managers who want to bring out the best in their people over the long run.

<http://healthandwellnesscommunities.net/content/lead-your-staff-think-einstein-create-davinci-and-invent-edison-powerful-real-world>

<http://www.capcityspeakers.com/speakers/Blohowiak.htm>

http://www.hermangroup.com/thgconsultingpartners/don_blohowiak.html

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

[Images for Lead Your Staff to Think Like Einstein Create Like DaVinci and Invent Like Edison: 52 Powerful Real World Techniques That Work! Don Blohowiak FB2 Anytime Electronic Book](#)

Leading a Church More Complex than Leading a Business

1. A cumbersome structure. In business, lines of authority are typically clearly drawn. Church leaders usually have to work with two separate leadership silos: 1) their **staff** and 2) elders. The two often battle for control.

<http://www.churchcentral.com/blog/11155/Leading-a-church-more-complex-than-leading-a-business>

[Images for Leading a Church More Complex than Leading a Business 1. A cumbersome structure.](#)

Leveraging Talent and Staffing to Vision | John Michael Helms

In *Good to Great*, Jim Collins talks about the importance of getting the right people on the bus. If the right people are not on the bus, a leader cannot be successful in moving the organization. In our case, we just needed to move members of our staff to positions more in line with the church's vision and also more in line with the talents they have and are developing. This is good stewardship of personnel, good leadership from church leaders, and evidence that I'm pastoring a church that's seeking creative ways to accomplish its vision.

<http://johnmichaelhelms.com/leveraging-talent-and-staffing-to-vision/>

[Images for Leveraging Talent and Staffing to Vision | John Michael Helms](#)

[Images for stewardship of personnel](#)

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

Chapter 12.

CONGREGATION COUNCIL

C12.08. The Congregation Council shall be responsible for the employment and supervision of the **staff** of this congregation. Nothing in this provision shall be deemed to affect the congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.

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

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

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

Our Staff: Building Our Human Resources (Congregational Leader) [Trish Holford]

This leadership development book contains reproducible tools for use with your council, committees, planning teams, other leadership groups, and the congregation as a whole. These tools are available as files that can be downloaded and customized. The tools for download are listed below (0806644109sample.rtf can be customized in word processing software, and 0806644109authority.pdf can be viewed in Adobe Acrobat Reader).

Who might find it helpful? Pastors - Church staff members - Council presidents - Personnel committees - Mutual ministry committees.

What the book is about: *Our Staff* can help you think through the human resources needed for the mission and ministry of your congregation as well as employment issues such as hiring practices, contracts, compensation, staff development, and evaluation.

<http://www.amazon.com/Our-Staff-Building-Resources-Congregational/dp/0806644109>

<http://www.augsburgfortress.org/cls/leadership/staff.jsp>

<https://www.thriftbooks.com/a/trish-holford/568338/>

[Images for Trish Holford, author our staff](#)

[Images for Our Staff: Building Our Human Resources \(Congregational Leader\) \[Trish Holford\]](#)

<https://www.goodreads.com/series/148656-congregational-leader-series>

<https://www.augsburgfortress.org/store/category/286319/Congregational-LEADER-Series>

<https://www.thriftbooks.com/series/congregational-leader-series/82455/>

[Images for Congregational Leader series](#)

Pastoral Staff Configuration

Because the needs of congregations vary widely, there is no single multi-staff configuration that can be recommended based on church size alone. When changing staff size, hours, or assignments, there are a number of factors to take into account. These include:

<https://aucciim.org/AUCCIIM%20Downloads/Pastoral%20Staff%20Configuration.pdf>

[Images for Pastoral Staff Configuration](#)

Preventing Staff Infection – A Senior Pastor's View

Conclusion

I often watch the Wake Forest University basketball team. They are often rated in the top 10 in the country. Their goal is to win. The coach determines the strategy used to win the game, but to win he must let each player be his best while working together as a team. If one member isn't a team player, the coach has a problem. He could lose the game because this one person is arrogant and does not see the big picture. The coach needs to correct this person's approach while appreciating his zeal. Talking, following through, and being sensitive to the challenges of multiple-staff leadership is part of what we do. **Conflict among the staff is normal, but the senior pastor must be a conflict manager and peacemaker.**

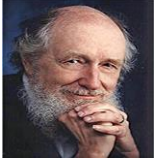
http://enrichmentjournal.ag.org/200503/200503_082_infection_sr.cfm

Images for Conflict among the staff is normal, but the senior pastor must be a conflict manager and peacemaker.

Solving the Cross-Work Puzzle: Succeeding in the Modern Organization by Robert P. Crosby

As the global economy evolves and competitive pressures rise, companies large and small must discover more effective ways to organize to get cross-functional work done. The traditional hierarchical model which served so well during the industrial era has become obsolete. When tasks and communications cross department lines, success demands a new approach suited to the complexity of cross-functional forms of organization.

The reader will discover the skills and strategies used by the best leaders in solving these “cross-work puzzles.” You will learn how to balance the key task skills with essential human interaction skills and, in so doing, guide projects to successful completion.



<http://www.barnesandnoble.com/w/solving-the-cross-work-puzzle-robert-p-crosby/1101181960?ean=9780964388109>

http://books.google.com/books/about/Solving_the_cross_work_puzzle.html?id=Cqv1oAC2QPSC

<https://www.betterworldbooks.co.uk/product/detail/solving-the-cross-work-puzzle-0964388103>

<https://crosbyandassociates.wordpress.com/tag/robert-p-crosby/>

<https://www.amazon.com/Robert-P.-Crosby/e/B001K91DFG>

http://www.goodreads.com/author/show/1530748.Robert_P_Crosby

Images for Robert P. Crosby, author

Images for Solving the Cross-Work Puzzle: Succeeding in the Modern Organization by Robert P. Crosby

Stan Toler's Practical Guide to Leading Staff [Stan Toler]

Adding staff, whether volunteer or paid, increases the church's ministry potential. However, this means a new kind of responsibility for the senior pastor--contributing to the success of others' ministries, as well as their own. How can the senior pastor help others reach their ministry potential? Veteran pastor Stan Toler guides the senior pastor through the ins and outs of leading a church staff. Based on years of experience in multi-staff congregations, Stan teaches key principles for leading staff effectively. Senior pastors will learn about the character of a leader, identifying values and expectations, casting vision, creating strategy, setting goals, supervising for success, communicating well, coaching effectively, teambuilding for collaboration, and giving appropriate recognition and affirmation.

<http://www.amazon.com/Tolers-Practical-Guide-Leading-Staff/dp/1943140308>

<http://www.ministrymatters.com/product/9780898275971>

https://www.wesleyan.org/wph/assets/downloads/pdf/StansPracticalGdeLeadingStaff_Excerpt.pdf

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

<https://churchgrowth.org/stan-toler-2/>

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

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

<http://echo.snu.edu/the-life-and-legacy-of-dr-stan-toler/>

<http://www.nazarene.org/organization/board-general-superintendents/gs-emeriti/dr-stan-toler>

<https://www.wesleyan.org/254/interview-with-veteran-pastor-stan-toler>

<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 Leading Staff [Stan Toler]

Strategies: Male-Female Staff Dynamics — Network of Women Ministers

We must constantly work at making sure the male-female dynamic works for us and not against us. Here are some guidelines in making the male-female dynamic positive and productive on a church staff.

<http://www.womenministers.ag.org/blog/2016/8/27/male-female-staff-dynamics>

Images for Strategies: Male-Female Staff Dynamics — Network of Women Ministers

Images for solicit input from your staff

10 reasons why interim pastors need special training

- The interim pastor needs to manage **staff** expectations and allay their fears.

<http://www.transitionministriesgroup.com/10-reasons-why-interim-pastors-have-unique-ministry/>

Images for 10 reasons why interim pastors need special training • The interim pastor needs to manage staff expectations and allay their fears.

The Fair Report: What Do We Say When Bad Things Happen in Good Congregations – Alban at Duke Divinity School

The Fair Report

When the leadership is going to get feedback on their processes and their behavior, the community needs to balance *chesed* (mercy) and *din* (judgment). The biblical spies gave such a frightening report about the dangers of entering the land of Canaan that the people panicked and were unable to go on with their mission. If we rebuke the congregational leadership too much

they may be immobilized. Most synagogues report a small percentage of the membership that is truly involved in the ongoing work of the community. If we strip the credibility of the 10% who have been carrying the responsibilities of the synagogue on their shoulders, who will step in to pick up the burden? Past experience suggests that recruiting newer leaders is an incremental process at best.

In most cases where a **staff** person has not worked out, there are a variety of contributing factors. One of the leadership challenges is to move the conversation from one of blame to contribution. In what way did we all contribute to the problem? How can we all contribute to the solution? When confidence in the leadership has been undermined, the development of the "Fair Report" can contribute to laying a better foundation of trust for the whole congregation's future work.

Alban at Duke Divinity School » Archives

<https://alban.org/archive/page/117/> POSTED ON APRIL 30, 2006 BY **ALBAN**
<https://alban.org/archive/the-fair-report-what-do-we-say-when-bad-things-happen-in-good-congregations/>
<https://alban.org/category/leadership/>
<https://alban.org/about-alban/alban-weekly/>

The Ministry Machine - When God Left the Building - Group Publishing

So, how can a church temper the tendency for ministry to devolve into a machine? Some suggestions:

1. Start with the **staff**. Devote time developing and **nurturing staff members' spiritual lives**. Pray together—for one another. Care for one another. Model real ministry and Christian community at the staff level.

<https://www.group.com/whengodleftthebuilding/2016/01/14/the-ministry-machine/>

[Images for nurturing church staff members' spiritual lives](#)

<https://holysoup.com/>

<https://www.linkedin.com/in/thom-schultz-5331ba4>

<https://www.youtube.com/watch?v=deQwLggK064> Thom Schultz discusses the decline of the Christian Church in America - YouTube

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

The Ministry Staff Member: A Contemporary, Practical Handbook to Equip, Encourage, and Empower by Douglas L. Fagerstrom (Author)

"When are you going to become a real pastor?" "When are you going to get your own church?" "How long will you be here?" During his thirty-one years serving in churches across the country, Doug Fagerstrom has both known the joys of being a ministry staff member and experienced many misconceptions of the role. In *The Ministry Staff Member*, he draws on his vast experience to correct false notions and provide a clear, accurate understanding. This comprehensive and practical handbook provides staff members—paid and volunteer, church and para-church—with invaluable tools for success and helps those around them to better understand and appreciate the importance of what they do. Dozens of sidebar articles and suggested resource lists provide a useful toolbox you'll want to turn to again and again.

<http://www.amazon.com/The-Ministry-Staff-Member-Contemporary/dp/0310263123>

http://www.goodreads.com/book/show/2469604.The_Ministry_Staff_Member

<https://www.barnesandnoble.com/w/ministry-staff-member-douglas-l-fagerstrom/1100621245>

<https://books.google.com/books?isbn=0310855446>

<https://digitalcommons.liberty.edu/cgi/viewcontent.cgi?article=1345&context=doctoral>

https://en.wikipedia.org/wiki/Douglas_L._Fagerstrom

<http://bakerpublishinggroup.com/authors/douglas-l-fagerstrom/153>

<https://www.amazon.com/Douglas-L.-Fagerstrom/e/B001IXS4EC>

http://www.goodreads.com/author/show/1097725.Douglas_L_Fagerstrom

[Images for Douglas L. Fagerstrom \(Author\)](#)

[Images for The Ministry Staff Member: A Contemporary, Practical Handbook to Equip, Encourage, and Empower by Douglas L. Fagerstrom \(Author\)](#)

Page 188

"Together" x 5; Building a Strong and Healthy Church Staff

It also got me to thinking: in the intervening years, what are the most important lessons I've learned about cultivating a healthy and productive staff team?

<http://jameskhonig.com/2015/02/03/together-x-5-building-a-strong-and-healthy-church-staff/>

[Images for Building a Strong and Healthy Church Staff](#)

UUMA Guidelines - UU Ministers Association

II. Ministers' Expectations of Institutions They Serve

M. **Staff** Relationships

http://www.uuma.org/?page=guidelines#_Toc299361261

[Images for UUMA Guidelines - UU Ministers Association II. Ministers' Expectations of Institutions They Serve M. Staff Relationships](#)

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

With the number of large congregations rising in the U.S., these congregations are increasingly dependent upon a greater number of staff to meet the needs of their diverse collection of members. As leaders of multi-staff teams, senior clergy must play the dual role of both Moses and Aaron—both visionary and detail-oriented leader—in order for their large congregations to thrive. They need to be skilled with the tools of human resource management, while at the same time setting a vision and inspiring both staff and congregation. Unfortunately, until now there have been few resources for senior clergy who lead multi-staff teams. Working without

adequate models and tools, senior clergy of large congregations often find themselves with passionate, dedicated staff members who are moving in different directions, competing over limited resources and attention. They end up with questions of how to evaluate the performance of staff and direct their efforts. They find themselves using time, attention, and resources to care for staff rather than using staff as a resource to care for the mission of the congregation. Alban senior consultant Susan Beaumont and Gil Rendle have developed *When Moses Meets Aaron* to help clergy responsible for several-member staff teams navigate these unknown waters. They have taken the best of corporate human resource tools and immersed them in a congregational context, providing a comprehensive manual for supervising, motivating, and coordinating staff teams. Rendle and Beaumont give both detailed and big picture guidance on hiring, job descriptions, supervision, performance evaluation, staff-team design, difficult staff behavior, and more. Their combined experience in consulting and training with staff and leaders of large congregations proves invaluable in this manual for today's leadership demands.

<http://www.amazon.com/When-Moses-Meets-Aaron-Congregations/dp/1566993512>
https://www.goodreads.com/book/show/2234624.When_Moses_Meets_Aaron
<https://rowman.com/ISBN/9781566996990/When-Moses-Meets-Aaron-Staffing-and-Supervision-in-Large-Congregations>
<https://www.barnesandnoble.com/w/when-moses-meets-aaron-susan-rev-beaumont/1123979874?ean=9781566993517>
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https://books.google.com/books/about/When_Moses_Meets_Aaron.html?id=y_9YAwAAQBAJ
<http://www.lifeandleadership.com/book-summaries/rendle-when-moses-meets-aaron.html>
<http://olrhpdf.rosesandquarks.com/when-moses-meets-aaron-staffing-and-susan-80979007.pdf>
<http://thecrg.org/resources/when-moses-meets-aaron-staffing-and-supervision-in-large-congregations>
<https://alban.org/archive/30-markers-of-staff-team-health/>
<http://www.susanbeaumont.com/books/>
https://www.uua.org/sites/live-new.uua.org/files/from_starting_to_parting_-_january_2016.pdf Page 30
<https://digitalcommons.liberty.edu/cgi/viewcontent.cgi?article=1345&context=doctoral> Page 193
<http://www.alastairmckay.com/wp-content/uploads/2015/10/practising-oversight-friendship.pdf> Page 170
<https://digitalcommons.georgefox.edu/cgi/viewcontent.cgi?article=1227&context=dmin> Page 165
https://www.paulbeasleyemurray.com/wp-content/uploads/2016/08/leading-teams_1.pdf Page 33
https://www.reconstructingjudaism.org/sites/default/files/2018_synergy_role_of_exdir.pdf Page 34
<https://www.dts.edu/download/dmin/dissertations/DTS-DMin-Egner%2CBill-Case-Studies-of-the-Hiring-Practices-of-Selected-Large-Churches.pdf> Page 354
[ashland theological seminary a discovery project on how to lead from the second position in an african american church](#) Page 177
<https://www.presbyterian.org.nz/national-ministries/knox-centre-for-ministry-and-leadership/resources-for-leaders/recent-acquisition>
<https://www.ministrytoday.org.uk/magazine/issues/43/347/> Supervision In The Local Church - Ministry Today
<https://www.pinterest.com/eutychusguy/books-worth-reading/>
<http://www.ministrymatters.com/all/entry/4094/how-many-staff-do-you-need>
http://www.goodreads.com/author/show/5308350.Susan_Beaumont
[Images for Susan Beaumont, author staffing and supervision](#)
<https://www.linkedin.com/pub/gil-rendle/44/503/202>
http://www.abingdonpress.com/gil_rendle
http://www.goodreads.com/author/show/190111.Gil_Rendle
[Images for Gil Rendle Senior Consultant](#)
[Images for When Moses Meets Aaron: Staffing and Supervision in Large Congregations \[Susan Beaumont, Gil Rendle Senior Consultant\]](#)

6) Supervise

Employees Who Can't Get Along - Expert Supervisor

Just because you're the manager doesn't mean you have to mediate every dispute that occurs among employees. A certain amount of conflict is inevitable anytime people are forced to work together. Especially when people feel stressed, tempers can flare quickly. Words are exchanged. Then, just as quickly they calm down once the situation has passed. These incidents rarely have a serious or lasting effect. However, when a mutual dislike or running feud between two individuals begins to affect the work, then it's time to step in and put a stop to it. For example, when people refuse requests for information, are uncooperative in getting the job done, argue in front of customers, or blame problems or poor performance on another person, then something needs to be done about it.

http://www.expertsupervisor.com/article.aspx?ID=pub_eTip_052605
[Images for Employees Who Can't Get Along - Expert Supervisor](#)

How To Supervise People - Supervisor Training Course | Pryor Learning Solutions

As a supervisor, you have to wear a lot of hats. Don't you? You're a friend, coach, boss, mediator. You're in charge — and it's not always easy. Now learn to delegate; discipline; deliver praise and criticism; get others to work effectively under pressure; and organize people, projects, and schedules on an ongoing basis. Purchase our **How To Supervise People** training today and learn effective leadership skills to maximize employee performance

<https://www.pryor.com/training-products/how-to-supervise-people>
[Images for How To Supervise People - Supervisor Training Course | Pryor Learning Solutions](#)
<https://www.pryor.com/training-seminars/basic-supervision/>
[Images for Basic Supervision | Fred Pryor](#)

<https://www.pryor.com/training-categories/management-supervision-leadership/>
<https://www.pryor.com/training-seminars/crash-course-first-time-manager-supervisor/>
 Images for first time supervisor
<https://www.pryor.com/training-seminars/ultimate-supervisor/>
 Images for Ultimate Supervisor | Fred Pryor
<https://www.pryor.com/training-products/how-to-supervise-people>
 Images for supervise people
<https://www.pryor.com/training-seminars/how-to-be-an-assertive-manager>
<https://www.pryor.com/training-webinars/coaching-skills-beyond-basic-supervision>
<https://www.pryor.com/training-seminars/making-transitions-staff-supervisor/>
<https://www.pryor.com/training-webinars/transitioning-from-staff-to-supervisor>
 Images for transitioning from staff to supervisor
<https://www.pryor.com/training-webinars/coaching-skills-beyond-basic-supervision>
<https://www.pryor.com/training-seminars/management-leadership-skills-managers-supervisors/>
 Images for management & leadership skills for managers and supervisors
<https://www.pryor.com/training-seminars/criticism-discipline-skills-managers-supervisors/>
 Images for criticism and discipline skills for managers and supervisors
<https://www.pryor.com/training-webinars/survive-the-10-toughest-conversations-every-supervisor-dreads>
 Images for toughest conversations every supervisor dreads
<https://www.pryor.com/training-products/coaching-skills-managers-supervisors>
<https://www.pryor.com/training-seminars/creative-leadership-managers-supervisors-team-leaders/>
<https://www.pryor.com/training-products/dealing-employee-discipline-performance-reviews>
<https://www.pryor.com/training-seminars/dealing-with-difficult-people/>
 Images for dealing with difficult people
<https://www.pryor.com/training-seminars/how-to-deal-unacceptable-employee-behavior/>
 Images for Unacceptable Employee Behavior
<https://www.pryor.com/training-products/dealing-employee-discipline-performance-reviews>
 Images for employee discipline
<https://www.pryor.com/training-seminars/management-leadership-skills-managers-supervisors/>
 Images for Leadership Skills for Managers & Supervisors | Fred Pryor
 Images for supervision fred pryor seminars

Pastors, do you struggle with supervising staff? - Margaret Marcuson

Are you struggling with a challenging employee? Are you looking for a new employee? Most pastors have next to no training in hiring and supervising staff. I know I didn't. Managing staff is an essential skill for church leaders. Here are ten things I've learned about supervision at church.

<http://margaretmarcuson.com/pastors-struggle-supervising-staff/>

Images for Pastors, do you struggle with supervising staff? - Margaret Marcuson

<http://day1.org/7983-pastors-do-you-struggle-with-supervising-staff>

Resource Guides | Center for Congregations

Stepping Up To Supervision

This resource list was developed to supplement the February 2013 workshop, *Stepping Up To Supervision*, sponsored by the Center and led by Alban Institute Senior Consultant Susan Beaumont.

<https://www.centerforcongregations.org/resources/resource-guides?page=6>

Images for Stepping Up To Supervision

Stepping Up to Staffing and Supervision of Church Staff

Are you stepping into unfamiliar territory where you must supervise others, or have you been supervising others for some time without a clear understanding of what you are doing? Supervision, especially in a faith-based environment, requires learning new skills—probably skills you did not learn during your professional formation. This event provides you with practical skills and tools for supervising the work of others and aligning the work of the team with the overall goals of the congregation.

You'll learn about:

- Managing the difference between covenantal and employment relationships
- Creating a cycle of performance management for your team
- Setting performance expectations through job descriptions and goal setting
- Using behavioral-based interviewing techniques to get the right people on your team
- Providing effective feedback and conducting performance appraisals
- Dealing with chronic under-performance and learning how to let an employee go

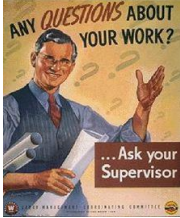
Courses - Luther Seminary

http://www.luthersem.edu/lifelong_learning/kairos/courses.aspx

Images for Stepping Up to Staffing and Supervision of Church Staff

Supervisor - Wikipedia

A supervisor, or also known as foreman, boss, overseer, facilitator, monitor, area coordinator, or sometimes gaffer, is the job title of a low level management position that is primarily based on authority over a worker or charge of a workplace.^[1] A supervisor can also be one of the most senior in the staff at the place of work, such as a [Professor](#) who oversees a PhD dissertation. [Supervision](#), on the other hand, can be performed by people without this formal title, for example by parents. The term supervisor itself can be used to refer to any personnel who have this task as part of their job description.



A 1940s poster from the United States

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

[Images for Supervisor](#)

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

[Images for Supervision](#)

The Successful Supervisor - Clip from the DVD - YouTube

Running a team efficiently means getting the priorities right.

There are some key techniques for supervising staff effectively. Here's the video to help you improve the skills of your office supervisors.

<https://www.youtube.com/watch?v=aE1uy85Q5Uc>

[Images for Successful Supervisor - YouTube](#)

The Toughest Supervisor Challenges and How to Overcome Them (HRDQ Skills Development) by Kate Ward

Being a supervisor can sometimes seem like an endless roller coaster ride. You're confronted with varied challenges and issues every day, from discipline problems and personality clashes to conflict and layoffs. And without the proper skills and preparation, you can be left feeling like a bit of a rag doll. That's why you need to arm yourself now—before situations occur—with the tools that will enable you to tackle the unexpected twists and turns of being a supervisor.

Whether you are a shiny new supervisor or one with years of experience under the belt, this e-book is for you. The Toughest Supervisor Challenges is jam packed with healthy basic knowledge, tips, techniques, and strategies you need to evaluate daily issues and act appropriately.

<http://www.amazon.com/Toughest-Supervisor-Challenges-Overcome-Development-ebook/dp/B00818DNF2>

<http://www.goodreads.com/book/show/21012802-the-toughest-supervisor-challenges-and-how-to-overcome-them>

<http://insidehrdq.com/tag/kate-ward/>

<http://www.amazon.com/Kate-Ward/e/B001KCFZ3E>

http://www.goodreads.com/author/show/14755207.Kate_Ward

[Images for Kate Ward, author positive relationships](#)

[Images for The Toughest Supervisor Challenges and How to Overcome Them \(HRDQ Skills Development\) by Kate Ward](#)

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

[Images for HRDQ Skills Development](#)

31 best Supervision images on Pinterest

<https://www.pinterest.com/angiebartoli/supervision/>

[Images for Supervision Pinterest](#)

<https://www.pinterest.com/kcmarie313/reflective-supervision/>

[Images for pinterest/reflective-supervision](#)

<https://www.pinterest.com/choosejoytoday/how-to-supervise-or-manage/>

[Images for pinterest/supervise-or-manage](#)

What Does the Bible Say About Supervising Others? - OpenBible.info

https://www.openbible.info/topics/supervising_others

[Images for bible and supervise](#)

<https://bible.knowing-jesus.com/words/Supervision>

<https://www.biola.edu/blogs/good-book-blog/2017/five-biblical-principles-for-supervising-and-supporting-ministry-staff>

[Images for biblical principles supervising](#)

<http://www.heartquest101.com/2010/12/07/biblical-basis-of-supervision/>

[Images for biblical-basis-of-supervision](#)

7) Support

5 Ways to Support Your Church Staff During the Holidays

The holidays are quickly falling upon us, and for churches, that oftentimes means increased church attendance, a greater need for volunteers, and more kids attending kid's ministry. The holiday season can be a hectic time, but also a great opportunity to introduce more people to your church and ultimately—to God's truth and word. Therefore, it's essential that your staff, the heart of your church, is well prepared and encouraged during this time.

<http://slingshotgroup.org/5-ways-to-support-your-church-staff-during-the-holidays/>
[Images for Support Your Church Staff](#)

Soul Support for Church Office Professionals in Chippewa Falls.

This year's theme is "Living Healthy & Loving God's Abundant Life"

http://www.nswi.org/webfiles/fnitools/documents/2014_flyer.pdf
info@nswi.org
[Images for Soul Support for Church Office Professionals](#)

Synod Resource Center

Ministry **Support**

<https://synodresourcecenter.org/> [Administration](#) [Personnel](#) [Ministry Support](#)
http://synodresourcecenter.org/admin/personnel/ministry_support/
[Images for Synod Resource Center Administration Personnel Ministry Support](#)

The Lutheran Church of The Redeemer - Ministries - Staff Support

The Staff Support Committee shall have the following duties:

http://www.lutheranredeemer.org/page/staff_support
[Images for church staff support](#)

What Does the Bible Say About Spiritual Support? - OpenBible.info

https://www.openbible.info/topics/spiritual_support
[Images for Bible and Spiritual Support](#)
<https://www.kingjamesbibleonline.org/Bible-Verses-About-Spiritual-Support/>
<http://www.cbmint.org/spiritual-support>

8) Survive

A Pastor's Survival Guide by Otto Crumroy (Author), Frank Witman (Author), Stan Kukawka (Author)

A condensed how-to workbook to help pastors successfully lead a church. Includes reproducible forms, outlines, checklists, and worksheets for planning Christian education, worship, financial management and more.

<https://www.amazon.com/Pastors-Survival-Guide-Otto-Crumroy/dp/0819217190>
<https://books.google.com/books?isbn=0819224901>
[Images for Otto Crumroy \(Author\)](#)
[Images for Frank Witman \(Author\) pastor's survival guide](#)
[Images for Stan Kukawka \(Author\) pastor's survival guide](#)
[Images for A Pastor's Survival Guide by Otto Crumroy \(Author\), Frank Witman \(Author\), Stan Kukawka \(Author\)](#)

A Pastor's Survival Guide — Ministry Today

We asked some of today's most insightful leaders what it will take for pastors to navigate the waves of cultural change in coming years and not only survive-but thrive-in their ministries.

<https://ministrytodaymag.com/index.php/ministry-today-archives/110-a-special-ministries-today-forum/7006-a-pastors-survival-guide>
[Images for Pastor's Survival Guide — Ministry Today](#)

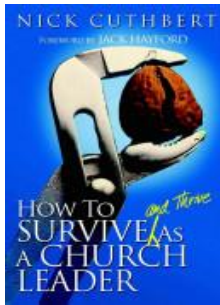
How Christian Leaders Can Survive Being Ground in the Ministry Mill

"Managing Ministry Stress" is a 4-part mini-course provided free of charge by Claybury International for [Christian leaders](#) in churches and the mission field.

<http://christian-leadership.org/stress-mini-course-mk-2/how-to-survive-being-ground-in-the-ministry-mill/>
[Images for How Christian Leaders Can Survive Being Ground in the Ministry Mill](#)

How to Survive and Thrive as a Church Leader by Nick Cuthbert (Author)

In the Christian church, particularly in the West, we face a crisis of leadership. This is mainly a problem of low morale. Recent statistics reveal that large numbers are weary, depressed, want to give up and feel crushed by the job. Pastors have fallen into the busy trap, which flatters their vanity but prevents them from focusing on prayer and preaching. Allowing others to dictate your diary leads to burnout: you cannot satisfy all demands. The purpose of this book is to underline survival principles. It offers a month's worth of 31 short chapters, each focusing on a single aspect such as 'Prioritizing', 'Avoiding the sex trap', 'Mentoring younger leaders', 'Let the Godhead do the work', 'Putting family first', and 'Avoiding Busyness'.



<https://www.amazon.com/How-Survive-Thrive-Church-Leader/dp/1854247611>
<https://www.bookdepository.com/How-Survive-Thrive-Church-Leader-Nick-Cuthbert/9781854247612>
<https://ricklance.com/2007/06/01/how-to-survive-and-thrive-as-a-church-leader/>
<http://www.cvglobal.co/profiles/>
<https://www.amazon.co.uk/Nick-Cuthbert/e/B0034P9B9E>
https://www.goodreads.com/author/show/151182.Nick_Cuthbert
[Images for Nick Cuthbert \(Author\) how to survive and thrive](#)
[Images for How to Survive and Thrive as a Church Leader by Nick Cuthbert \(Author\)](#)
[How to Survive \(and Thrive\) As a Church Leader: Nick Cuthbert - Pinterest](#)

Survival Skills | CT Pastors - Christianity Today

What you need to minister with your spirit intact.

James Emery White

<http://www.christianitytoday.com/pastors/2009/summer/survivalskills.html>
[Images for Survival Skills | CT Pastors - Christianity Today What you need to minister with your spirit intact. James Emery White](#)
<https://www.christianitytoday.com/ct/archives/>
<https://www.christianitytoday.com/pastors/leadership-journal-archives/>
<https://www.christianitytoday.com/pastors/archives/>

10 Practices of Pastors Who Lead Change and Survive - LifeWay

In order for a church to be an effective missional church in the present culture, a pastor is often forced to lead the church through a period of change.

<http://www.lifeway.com/leadership/2015/09/08/10-practices-of-pastors-who-lead-change-and-survive/>
[Images for 10 Practices of Pastors Who Lead Change and Survive - LifeWay](#)

The Introvert Leader's Survival Guide - Church Leaders

And finally, when I decided that I'd rather quit and die than continue to pretend to be an extrovert, I asked God why he had made me this way. Thankfully, he opened me up to a massive amount of flattering research about introverts.

<http://churchleaders.com/pastors/pastor-articles/165611-peter-haas-introvert-leaders-survival-guide.html>
[Images for The Introvert Leader's Survival Guide - Church Leaders](#)

The Post-Modern Church Leader's Survival Checklist - Carey Nieuwhof

Here are 10 things that I would put on the post-modern church leader's survival checklist.

<https://careynieuwhof.com/the-modern-church-leaders-survival-checklist/>
[Images for The Post-Modern Church Leader's Survival Checklist - Carey Nieuwhof](#)
<https://bciowa.org/the-post-modern-church-leaders-survival-checklist/>
<https://careynieuwhof.com/10-best-practices-of-super-healthy-leaders-and-a-free-giveaway/>
<https://careynieuwhof.com/11-traits-of-churches-that-will-impact-the-future/>
<https://careynieuwhof.com/10-predictions-about-the-future-church-and-shifting-attendance-patterns/>
<https://careynieuwhof.com/how-i-recovered-from-burn-out-12-keys-to-getting-back/>
<https://www.amazon.com/Leading-Change-Without-Losing-Revolutionize-ebook/dp/B00AAGM1KG>
[Images for carey nieuwhof \(author\)](#)

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

<https://www.openbible.info/topics/survival>
[Images for Bible and Survival](#)
https://www.openbible.info/topics/human_survival
<https://www.kingjamesbibleonline.org/Bible-Verses-About-Human-Survival/>
<https://bible.knowing-jesus.com/topics/Survival>
<https://www.aloveworthlivingfor.com/blog/9-verses-to-help-you-survive-the-storms-of-life>
<https://everydayservant.com/surviving-sufferingq-25-bible-verses/>
<http://christianbiblestudyblog.blogspot.com/2011/01/christian-survival-skills-surviving-as.html>
<https://insider.pureflix.com/prayer-faith/20-bible-verses-about-surviving-and-thriving-at-work>

9) Team

Appreciative Team Building: Positive Questions to Bring Out the Best of Your Team by Diana Whitney (Author), Amanda Trosten-Bloom (Author), Jay Cherney (Author), Ron Fry (Author)

Appreciative Team Building: Positive Questions to Bring Out the Best of Your Team provides your team with everything it needs to discover the keys to past successes and future possibilities. Learn how to enhance your team's performance by igniting engaging conversations. Providing 48 positive questions, sample interview guides, and a step-by-step process for self-managed inquiry, *Appreciative Team Building* breaks new ground in the development of high-performance teams. Choose positive questions on any one of eight topics that are pivotal to high performance and team development: Clear and shared goals; Clear and shared roles and responsibilities; Supportive and empowering relationships; Clear and shared procedures; Nurturing and challenging leadership; Evolving energy and spirit; Productivity and performance; Complete, purposeful and uplifting communication.

<http://www.amazon.com/Appreciative-Team-Building-Positive-Questions/dp/0595335039>

<https://www.goodreads.com/book/show/20337967-appreciative-team-building>

<https://www.barnesandnoble.com/w/appreciative-team-building-diana-whitney/1007001205>

<https://appreciativeinquiry.case.edu/practice/executiveDetail.cfm?coid=6809>

<https://books.google.com/books?isbn=0595335039>

https://books.google.com/books/about/Appreciative_Team_Building.html?id=jgtj9gxpT-4C

<https://www.pinterest.co.uk/aralara/want-to-read/>

<https://www.pinterest.com/jellenc/appreciative-inquiry/>

<https://positivepsychology.com/appreciative-inquiry-books/>

<http://www.garyhubbellconsulting.com/resources/recommended-reading>

<https://www.amazon.com/Diana-Whitney/e/B001H6PAMY>

https://www.goodreads.com/author/list/5516941.Diana_Whitney

Images for Diana Whitney (Author) appreciative team building

<https://www.amazon.com/Amanda-Trosten-Bloom/e/B003MZH6K>

https://www.goodreads.com/author/show/129773.Amanda_Trosten_Bloom

Images for Amanda Trosten-Bloom (Author) Appreciative Team Building

Images for *Appreciative Team Building: Positive Questions to Bring Out the Best of Your Team* by Diana Whitney (Author), Amanda Trosten-Bloom (Author), Jay Cherney (Author), Ron Fry (Author)

Becoming a Healthy Team: Five Traits of Vital Leadership [Stephen A. Macchia]

Teams are difficult to create. They are tough to motivate and even more challenging to lead. They can inspire greatness but also can be filled with pettiness. They can come together quickly but can splinter apart even faster. "It's time for someone to write about the truth of team building," says author Stephen A. Macchia. In *Becoming a Healthy Team*, Macchia discusses the characteristics that produce intimacy, authenticity, and effectiveness in a team and lead to the team's vitality. TEAMS spells out Trust, Empowerment, Assimilation, Management, and Service—the five traits of a healthy team. With biblical guidance throughout and questions for reflection at the end of each chapter, Macchia has created a valuable team-building resource perfect for pastors, ministry leaders, and anyone involved in a leadership role.



<http://www.amazon.com/Becoming-Healthy-Team-Traits-Leadership/dp/0801065720>

https://books.google.com/books/about/Becoming_a_Healthy_Team.html?id=k5o8AgAACAAJ

https://books.google.com/books/about/Becoming_a_Healthy_Team.html?id=4clongEACAAJ

<http://www.lifeandleadership.com/book-summaries/macchia-becoming-a-healthy-team.html>

<http://www.leadershiptransformations.org/macchiabio.htm>

<http://bakerpublishinggroup.com/authors/stephen-a-macchia/191>

<https://www.amazon.com/Stephen-A.-Macchia/e/B001KHK0GQ>

https://www.goodreads.com/author/list/569121.Stephen_A_Macchia

Images for Stephen A. Macchia, author

Images for *Becoming a Healthy Team: Five Traits of Vital Leadership* [Stephen A. Macchia]

Best 25+ Team building exercises ideas on Pinterest

<https://www.pinterest.com/explore/team-building-exercises/>

Images for team building exercises Pinterest

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

Images for pinterest/team-building-quotes

<https://www.pinterest.com/arianaamorim/teambuilding-activities/>

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<https://www.pinterest.com/explore/team-building-games/>

<https://www.pinterest.com/explore/team-bonding-games/>

Images for pinterest/team-bonding-games

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Images for teamwork quotes Pinterest

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

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

<https://www.pinterest.com/spovolotsky/amazing-race-staff-teamwork-activity/>

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

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

<https://www.pinterest.com/explore/teamwork-bulletin-boards/>

<https://www.pinterest.com/explore/teamwork-activities/>

<https://www.pinterest.com/brinkleyre/workteamwork/>

<https://www.pinterest.com/buildingteams/teamwork-cartoons/>

Images for staff teamwork pinterest

Church Leadership: Vision, Team, Culture, Integrity, Revised Edition [Lovett H. Jr. Weems]

Much has changed since the first edition of Lovett Weems's seminal work *Church Leadership* appeared in 1993. In that time, a substantial literature about leading the congregation has appeared, written from a broad variety of perspectives. But in some ways, little has changed in that time. The need for leadership in the church—defined as discovering the faithful future into which God is calling the congregation and walking with the congregation into that future—is just as pressing as it ever was. And for that reason, the need for clear, insightful thinking about leadership is just as great as it ever was.

In this revised edition, Weems draws on the best new ideas and research in organizational leadership, yet always with his trademark theological grounding foremost in mind. Anyone who guides the life of a congregation, be they clergy or laity, will find *Church Leadership* the indispensable tool with which to follow their calling to be a church leader.



<http://www.amazon.com/Church-Leadership-Culture-Integrity-Revised/dp/1426703023>

https://www.goodreads.com/book/show/621772.Church_Leadership

<https://www.barnesandnoble.com/w/church-leadership-lovett-h-weems/1112652714>

<https://www.christianbook.com/leadership-vision-culture-integrity-revised-edition/lovett-weems/9781426703027/pd/703027>

<https://www.scribd.com/book/381707273/Church-Leadership-Vision-Team-Culture-Integrity-Revised-Edition>

<https://books.google.com/books?isbn=1426703023>

<https://books.google.com/books?isbn=1426732015>

https://books.google.com/books/about/Church_Leadership.html?id=-Lwdnvlqv90C

https://books.google.com/books/about/Church_Leadership.html?id=2QsJAAAACAAJ

https://books.google.com/books/about/Church_Leadership.html?id=MZZuPz37EZEC

<https://www.faithandleadership.com/lovett-h-weems-it-not-enough-be-right>

http://www.ministrymatters.com/all/author/lovett_h_weems_jr

<http://www.flumc.org/newsdetail/dr-lovett-weems-transitioning-into-new-role-8283443>

http://www.churchleadership.com/about/bio_weems.htm

<https://www.cokesbury.com/lovett-h-weems-jr>

http://www.abingdonpress.com/lovett_h_weems_jr

<https://www.amazon.com/Lovett-H.-Weems/e/B001IO8EDM>

https://www.goodreads.com/author/show/5458097.Lovett_H_Weems_Jr

Images for Lovett H. Jr. Weems, author

Images for Church Leadership: Vision, Team, Culture, Integrity, Revised Edition [Lovett H. Jr. Weems]

Church Staff Handbook: How to Build an Effective Ministry Team [Harold J. Westing]

This helpful resource provides a blueprint for developing a spiritually strong and effective ministry team in the local church. Pastors will find the book useful as a regular reference to “tune up” their staff to foster a healthy, unified, effective team.

<http://www.amazon.com/Church-Staff-Handbook-Effective-Ministry/dp/0825442796>

https://www.goodreads.com/book/show/1385417.Church_Staff_Handbook?from_search=true

<https://books.google.com/books?isbn=0825494257>

http://books.google.com/books/about/Church_Staff_Handbook.html?id=ib6dzAivMeYC

Church Staff Handbook: How to Build an Effective Ministry Team

<http://www.kregel.com/autores/harold-j-westing>

<https://www.amazon.com/Harold-J.-Westing/e/B001KMK39K>

http://www.goodreads.com/author/show/122283.Harold_J_Westing

Images for Harold J. Westing, author church staff

Images for Church Staff Handbook: How to Build an Effective Ministry Team [Harold J. Westing]

Coaching Ministry Teams: Leadership and Management in Christian Organizations [Kenneth O. Gangel]

This is a book about coaching, but in a field far more important than football, basketball, or baseball. When it comes to effective discipleship, it takes a discipler, a coach, who is capable of not only leading by example, but also empowering his “players” to stay the course. In fifteen practical chapters, *Coaching Ministry Teams* by Christian education expert Kenn Gangel examines, among other topics, the attitudes in “The Heart of a Champion,” leadership modeling in “Setting the Standard for the Team,” and strategic planning in “Looking Down the Field.”

<http://www.amazon.com/Coaching-Ministry-Teams-Leadership-Organizations/dp/1597526576>

<https://wipfandstock.com/coaching-ministry-teams.html>

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<http://www.christianbooksummaries.com/archive.php?v=2&i=15>

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<https://christianuniversity.org/professors/dr-kenneth-o-gangel/>

<https://www.biola.edu/talbot/ce20/database/kenneth-o-gangel>

<https://www.thriftbooks.com/a/kenneth-o-gangel/264524/>

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[Images for Kenneth O. Gangel, author](#)

[Images for Coaching Ministry Teams: Leadership and Management in Christian Organizations \[Kenneth O. Gangel\]](#)

Discovering your ministry identity: For teams, groups, or individuals: learning to be who you already are (Mobilizing spiritual gift series) by Paul Richard Ford (Author)

This tool helps people see how they work with others on a team or in a group. You will identify your primary style when working with others and understand the strengths and liabilities of various styles.

<https://www.amazon.com/Discovering-your-ministry-identity-individuals/dp/1889638072>

<http://www.lifeandleadership.com/book-summaries/paul-ford-mobilizing-spiritual-gifts.html>

http://www.presbyteryov.org/resource_center/team-style-questionnaire/

<https://pcamna.org/church-planting/church-planting-ministries/churchrenewal/suggested-reading/>

<http://csm-publishing.org/products-page/various-authors-minister-resources/discovering-your-ministry-identity/>

[Images for Discovering your ministry identity: For teams, groups, or individuals: learning to be who you already are \(Mobilizing spiritual gift series\) by Paul Richard Ford \(Author\)](#)

Eight Characteristics of Effective Teams - YouTube

Workplace groups are a common and necessary occurrence today in organizations. The effectiveness of these work teams can vary greatly however. A three-year study identified eight performance indicators that great teams share in common.

<https://www.youtube.com/watch?v=nSpsfXaL9A8>

[Images for Eight Characteristics of Effective Teams - YouTube](#)

Esprit De Corps - Merriam-Webster

: the common spirit existing in the members of a group and inspiring enthusiasm, devotion, and strong regard for the honor of the group

<http://www.merriam-webster.com/dictionary/esprit%20de%20corps>

[Images for common spirit existing in the members of a group](#)

<https://www.shutterstock.com/search/esprit+de+corps>

4 Ways to Be a Leader - wikiHow

Remember that it is about the entire **team**. The greatest leaders saw their role to an end, and themselves, as an instrument of a deeper purpose; any glory, prestige, or wealth was a side effect rather than a motivation. After all, nothing would get done with just the efforts of one man. Or woman! If you want to realize a vision, the most effective way to do it is not with an army of drones; that army will only last as long as you do. For the most long-lasting results, share your vision and let people adopt it as their own, and let it spread like wildfire. Think of yourself as the beginning of a chain reaction--once it's begun, you can step away and it'll continue to happen without any effort on your part. Here's another apt quote for you - this one from Lao Tzu: "A leader is best when people barely know he exists. When his work is done, his aim fulfilled, they will say: *we did it ourselves*."

<http://www.wikihow.com/Be-a-Leader>

[Images for be a leader remember it is about team](#)

Gaining Traction: Field Guide for Leadership Teams [John Laster]

An experienced pastor, businessman, and coach, John Laster lays out major strategies for church leaders to use in developing a team concept and cooperation to lead a church to reach its leadership potential. Bill Easum describes *Gaining Traction* as, "a life-tested field guide to the future of your church." Using military metaphors with field briefings and field exercises for the reader, Laster lays the foundations that each leader must build upon. Laster shows step by step how to develop each of these foundations personally and corporately. *Gaining Traction* also explores leadership challenges and how to deal with them. These include overcoming fear and developing trust, building team credibility using suggested credibility tools, and amassing leadership capital.

The final section deals with practical matters of team formation, resourcing, recruiting, and training including how to conduct a pastoral search with congregational input, and how to develop leadership team principles.

<http://www.amazon.com/Gaining-Traction-Field-Guide-Leadership/dp/0827212534>

<https://www.goodreads.com/book/show/8800032-gaining-traction>

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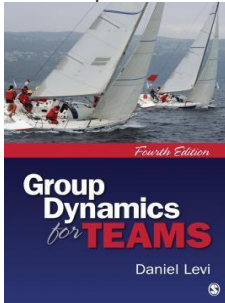
http://www.ministrymatters.com/all/author/john_laster

Images for John Laster, author leadership teams

[Images for Gaining Traction: Field Guide for Leadership Teams \[John Laster\]](#)

Group Dynamics for Teams: Daniel J. Levi (Author)

This clear and engaging book explains the basic psychological concepts of group dynamics with a focus on their application with teams in the workplace. Grounded in psychology research but with a very practical focus on organizational behavior issues, this book helps readers understand and participate in teams more effectively in day-to-day work.



<https://www.amazon.com/Group-Dynamics-Teams-Daniel-Levi/dp/1412977622>

<https://www.goodreads.com/book/show/16242382-group-dynamics-for-teams>

<https://us.sagepub.com/en-us/nam/author/daniel-jay-levi>

[Images for Group Dynamics for Teams: Daniel J. Levi \(Author\)](#)

Harvard Business Review on Building Better Teams (Harvard Business Review Paperback Series) by Harvard Business Review (Author)

Most teams underperform. Yours can beat the odds.

If you need the best practices and ideas for superior team building--but don't have time to find them--this book is for you. Here are 10 inspiring and useful perspectives, all in one place.

This collection of HBR articles will help you:

- Boost team performance through mutual accountability
- Motivate large, diverse groups to tackle complex projects
- Increase groups' emotional intelligence
- Reverse the fortunes of a struggling team
- Prevent decision deadlock
- Extract results from a bunch of touchy superstars
- Fight constructively with top-management colleagues
- Ensure productivity in far-flung teams

<https://www.amazon.com/Harvard-Business-Review-Building-Paperback/dp/1422162346>

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<https://hbr.org/2017/01/great-teams-are-about-personalities-not-just-skills>

<https://hbr.org/2015/12/team-building-in-the-cafeteria>

<https://hbr.org/2017/10/to-build-connection-on-your-team-skip-icebreakers-and-talk-about-photography>

<https://store.hbr.org/product/hbr-s-10-must-reads-on-teams-with-featured-article-the-discipline-of-teams-by-jon-r-katzenbach-and-douglas-k-smith/11365>

<https://www.irishtimes.com/business/work/harvard-business-review-five-tips-for-better-teamwork-1.2271266>

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[Images for Harvard Business Review on Building Better Teams \(Harvard Business Review Paperback Series\) by Harvard Business Review \(Author\)](#)

Improving Teamwork in Organizations: Applications of Resource Management Training [Eduardo Salas, Clint A. Bowers, Eleana Edens]

This edited volume applies the excellent work done in Crew Resource Management (CRM) in the aviation industry to training teams in other organizations. CRM is not only a design for training, but it also has been evaluated over time and shown great success. This lesson should be transferred to other non-aviation settings, and this book was written with that goal in mind. This book has two purposes. First, it provides those interested in designing and delivering resource management training with useful and practical information containing the latest thinking and guidance available. Second, it launches CRM training as a viable intervention that can be used to enhance teamwork and organizational effectiveness, as well as minimize human error in a wide variety of industries and organizations. Written from experts in the field of training, this volume is organized into four sections that:

- *address the foundation of resource management training;
- *focus on the tools needed for design and delivery of resource management training;
- *apply resource management training to several industries and domains (i.e., medical, naval, airlines); and
- *look at the global issues, such as culture of organizations, national issues, and error in training.

<http://www.amazon.com/Improving-Teamwork-Organizations-Applications-ebook/dp/B002132RJQ>
http://books.google.com/books/about/Improving_Teamwork_in_Organizations.html?id=2l2lwvhk8Z4C

Improving Teamwork in Organizations: Applications of Resource Management Training

http://www.ahrq.gov/downloads/pub/advances2/vol3/advances-king_1.pdf TeamSTEPPS™: Team Strategies and Tools to Enhance Performance and Patient Safety

<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1955345/> Teamwork as an Essential Component of High-Reliability Organizations

http://www.goodreads.com/author/show/386843.Eduardo_Salas

Images for eduardo salas teamwork

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Images for Clint A. Bowers, author teamwork

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Images for Eleana Edens, author teamwork

[Images for Improving Teamwork in Organizations: Applications of Resource Management Training \[Eduardo Salas, Clint A. Bowers, Eleana Edens\]](#)

Lead—or Follow: Ants, Lance & Leadership – Center for Stewardship Leaders – Stewardship – Luther Seminary

Proverbs 6:6-8

Leadership perspective: A vision of **team** work.

The first task of every team would be to develop a united vision. This vision would be tailored to the particular congregation and ministry area. The vision would be specific and manageable. With attainable goals and a time table. Then the team would assess the particular gifts present on the team and figure out the contributions that each individual could make. This would also be the time to figure out whether the team had the necessary gifts to accomplish the vision. After that would come implementation and communication between team members to monitor progress.

http://www.luthersem.edu/stewardship/resource_detail.aspx?resource_id=1474

Images for Leadership perspective: A vision of team work.

Leaders Eat Last: Why Some Teams Pull Together and Others Don't [Simon Sinek]

Why do only a few people get to say, "I love my job"? It seems unfair that finding fulfillment at work is like winning a lottery; that only a few lucky ones get to feel valued by their organizations, to feel like they belong.

Imagine a world where almost everyone wakes up inspired to go to work, feels trusted and valued during the day, then returns home feeling fulfilled.

This is not a crazy, idealized notion. Today, in many successful organizations, great leaders are creating environments in which people naturally work together to do remarkable things.

In his travels around the world since the publication of his bestseller *Start with Why*, Simon Sinek noticed that some teams were able to trust each other so deeply that they would literally put their lives on the line for each other. Other teams, no matter what incentives were offered, were doomed to infighting, fragmentation and failure. Why?

The answer became clear during a conversation with a Marine Corps general.

"Officers eat last," he said.

Sinek watched as the most junior Marines ate first while the most senior Marines took their place at the back of the line. What's symbolic in the chow hall is deadly serious on the battlefield: great leaders sacrifice their own comfort—even their own survival—for the good of those in their care.

This principle has been true since the earliest tribes of hunters and gatherers. It's not a management theory; it's biology. Our brains and bodies evolved to help us find food, shelter, mates and especially safety. We've always lived in a dangerous world, facing predators and enemies at every turn. We thrived only when we felt safe among our group.

Our biology hasn't changed in fifty thousand years, but our environment certainly has. Today's workplaces tend to be full of cynicism, paranoia and self-interest. But the best organizations foster trust and cooperation because their leaders build what Sinek calls a Circle of Safety that separates the security inside the team from the challenges outside.

The Circle of Safety leads to stable, adaptive, confident teams, where everyone feels they belong and all energies are devoted to facing the common enemy and seizing big opportunities.

As he did in *Start with Why*, Sinek illustrates his ideas with fascinating true stories from a wide range of examples, from the military to manufacturing, from government to investment banking.

The biology is clear: when it matters most, leaders who are willing to eat last are rewarded with deeply loyal colleagues who will stop at nothing to advance their leader's vision and their organization's interests. It's amazing how well it works.

<http://www.amazon.com/Leaders-Eat-Last-Together-Others/dp/1591845327>
<http://astore.amazon.com/interimini06-20/detail/1591845327>
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[Images for Simon Sinek: Why Leaders Eat Last – YouTube](#)
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http://www.goodreads.com/author/show/3158574.Simon_Sinek
[Images for Simon Sinek, author](#)
[Images for Leaders Eat Last: Why Some Teams Pull Together and Others Don't \[Simon Sinek\]](#)

Leading Teams: Setting the Stage for Great Performances [J. Richard Hackman]

Teams have more talent and experience, more diverse resources, and greater operating flexibility than individual performers. So why do so many teams either struggle unpleasantly toward an unsatisfactory conclusion - or, worse, crash and burn shortly after launch? J. Richard Hackman, one of the world's leading experts on group and organizational behavior, argues that the answer to this puzzle is rooted in flawed thinking about team leadership. It is not a leader's management style that determines how well a team performs, but how well a leader designs and supports a team so that members can manage themselves. According to Hackman, cookie-cutter formulas and prescribed leadership styles often backfire because they place far too much emphasis on the leader as the primary cause of team behavior. In *Leading Teams*, he identifies the key conditions that any leader can put in place to increase the likelihood of team success - regardless of his or her personality or preferred style of operating. Through extensive research and compelling examples ranging from orchestras to economic analysts to airline cockpit crews, Hackman identifies five conditions that set the stage for great performances: a real team, a compelling direction, an enabling team structure, a supportive organizational context, and the availability of competent coaching. *Leading Teams* outlines what leaders can do to structure, support, and guide teams in a way that enhances the social processes essential to collective work; builds shared commitment, skills, and task - appropriate coordination strategies; helps members troubleshoot problems and spot emerging opportunities; and captures experiences and translates them into shared knowledge. Out of these conditions, Hackman argues, the very best teams emerge - teams that exceed client expectations, grow in capability over time, and contribute to the learning and personal fulfillment of individual members. Authoritative, practical, and astutely realistic, *Leading Teams* offers a new and provocative way of thinking about and leading work teams in any organizational setting.



<http://www.amazon.com/Leading-Teams-Setting-Stage-Performances/dp/1578513332>
https://www.goodreads.com/book/show/1500441.Learning_Teams
<https://www.barnesandnoble.com/w/leading-teams-j-richard-hackman/1101464058>
http://books.google.com/books/about/Leading_Teams.html?id=SxnLvqVqVtIC
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http://www.goodreads.com/author/show/701345.J_Richard_Hackman
[Images for J. Richard Hackman, author](#)
[Images for Leading Teams: Setting the Stage for Great Performances \[J. Richard Hackman\]](#)

Leading the Team-Based Church: How Pastors and Church Staffs Can Grow Together into a Powerful Fellowship of Leaders by George Cladis (Author)

In *Leading the Team-Based Church*, George Cladis issues a clarion call for ministry teams to embrace a fresh leadership model that is not based on hierarchy, but on a process of collaboration that mirrors the relationship of Father, Son, and Holy Spirit. He reminds us that today's cultural environment--where authority has basis in trust, innovation reaps rewards, and spirituality takes root in life and work--has matured past the need for the hierarchy of traditional church leadership where the pastor had the final say. Through down-to-earth stories from his own experience and those of clergy in both mainline and evangelical churches, Cladis offers an exciting alternative to the traditional forms of church leadership, enabling pastors, congregational leaders, and staff to breathe new life into their ministries and unleash the full potential of the entire ministry team. Cladis, pastor of a fast-growing mainline congregation, demonstrates how cultural changes affecting all our institutions - not just the church - are making it easier to adopt this new model of leadership. Cladis's practical advice will enable ministry teams to work together in ways that both embody the Christian message and call forth the full creativity and love of the entire team.

<http://www.amazon.com/Leading-Team-Based-Church-Fellowship-Publication/dp/0787941190>
http://www.goodreads.com/book/show/864093.Learning_Team_Based_Church
<https://www.barnesandnoble.com/w/leading-the-team-based-church-george-cladis/1130230504>
<https://www.wiley.com/en-us/Leading+the+Team+Based+Church%3A+How+Pastors+and+Church+Staffs+Can+Grow+Together+into+a+Powerful+Fellowship+of+Leaders+A+Leadership+Network+Publication-p-9780787941192>
<http://www.lifeandleadership.com/book-summaries/cladis-leading-the-team-based-church.html>
<http://www.hartsem.edu/wp-content/uploads/AM-613-Preliminary-Syllabus-Jan-2015.pdf>
<https://www.linkedin.com/in/georgecladis>
<http://www.hartsem.edu/faculty/george-cladis/>
<https://www.amazon.com/George-Cladis/e/B001KHDOSC>
http://www.goodreads.com/author/show/446271.George_Cladis
[Images for George Cladis \(Author\)](#)
[Images for Leading the Team-Based Church: How Pastors and Church Staffs Can Grow Together into a Powerful Fellowship of Leaders by George Cladis \(Author\)](#)

9 Traits of Highly Successful Work Teams - Fred Pryor Seminars

Enroll in our 9 Traits of Highly Successful Work Teams course today and build a team that is motivated and on track no matter what gets in the way.

<https://www.pryor.com/training-products/9-traits-of-highly-successful-work-teams>
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<https://www.pryor.com/blog/teams-and-external-awareness/>

Spiritual Dimensions of Team (Columbia Partnership Leadership) [Rev. Dr. Alan Wright]

Spiritual Dimensions of Team is the primary tool that will help churches become effective team-based organizations. Teams as dynamic units are important to organizations, and this book offers a new and unique approach to creating effective teams. By using parables and giving ways to put the insights to work, Wright gives you a toolbox of information that can change your church. This book brings together in one message a behavioral understanding of team effectiveness, specific biblical principles combined with those practices, and powerful learning exercises which will move teams from theory to life practice. A TCP Leadership Series title.



<http://www.amazon.com/Spiritual-Dimensions-Columbia-Partnership-Leadership/dp/0827234716>
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 Images for Rev. Dr. Alan Wright, author
 Images for *Spiritual Dimensions of Team (Columbia Partnership Leadership)* [Rev. Dr. Alan Wright]
 Images for Columbia Partnership Leadership

Staff Team Development | Susan Beaumont and Associates, LLC

Team Building: We have developed a self-assessment tool around thirty benchmark indicators of staff team health. We can work with your team in half day, full day, or multiple day retreat settings, to foster greater creativity, collaboration and accountability.

<http://www.susanbeaumont.com/staff-team-assessment-and-development/>
 Images for Staff Team Development | Susan Beaumont and Associates, LLC

Sticky Teams: Keeping Your Leadership Team and Staff on the Same Page [Larry Osborne]

Serving as a church leader can be a tough assignment. Whatever your role, odds are you've known your share of the frustration, conflict, and disillusionment that comes with silly turf battles, conflicting vision, and marathon meetings. No doubt, you've asked yourself, "How did it get this way?" With practical and accessible wisdom, Larry Osborne explains how it got this way. He exposes the hidden roadblocks, structures, and goofy thinking that sabotage even the best intentioned teams. Then with time-tested and proven strategies he shows what it takes to get (and keep) a board, staff, and congregation on the same page. Whatever your situation; from start-up phase, to mid-sized, to megachurch, Osborne has been there. As the pastor of North Coast Church, he's walked his board, staff, and congregation through the process. Now with warm encouragement and penetrating insights he shares his secrets to building and maintaining a healthy and unified ministry team that sticks together for the long haul.

<http://www.amazon.com/Sticky-Teams-Keeping-Leadership-Staff/dp/0310324645>
<https://www.amazon.com/Sticky-Teams-Keeping-Leadership-Staff/product-reviews/0310324645>
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<https://books.google.com/books?isbn=0310324645>
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<https://leadwithyourlife.com/sticky-teams-keeping-your-leadership-team-staff-on-the-same-page/>
<http://www.christianitytoday.com/le/contributors/larry-osborne.html>
<http://larryosbornelive.com/books/>
<https://www.amazon.com/Larry-Osborne/e/B0037MH222>
https://www.goodreads.com/author/show/357395.Larry_Osborne
 Images for Larry Osborne, author
 Images for *Sticky Teams: Keeping Your Leadership Team and Staff on the Same Page* [Larry Osborne]

Team Ministry: A Workbook for Getting Things Done [Stephen L. Schey, Walt Kallestad]

Here is a step-by-step workbook for authorizing and empowering teams in your congregation. The principles and guidelines are adaptable to churches that have one core team of lay ministers or as many as one hundred teams of volunteers and staff in ministry. Teams can use this workbook to craft mission statements and then walk through the ground rules and dynamics of group process. Recognition and reward systems are proposed so that exceptional performance may be honored without creating the kind of competition that produces nasty church fights.

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[Images for Stephen L. Schey, author team ministry](#)

[Images for Team Ministry: A Workbook for Getting Things Done \[Stephen L. Schey, Walt Kallestad\]](#)

Team-Based Problem Solving | Teaching Commons

In Team-Based Problem Solving, students form collaborative teams to solve a problem or undertake a project. Across each team, members should bring a diversity of complementary talents, knowledge and experience to the problem solving process.

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Teamwork - Wikipedia

Teamwork is the collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way.^{[1][2]} This concept is seen within the greater framework of a [team](#), which is a group of [interdependent](#) individuals who work together towards a common goal.^[3] Basic requirements for effective teamwork are an adequate team size. The context is important, and team sizes can vary depending upon the objective. A team must include at least 2 or more members, and most teams range in size from 2 to 100. Sports teams generally have fixed sizes based upon set rules, and work teams may change in size depending upon the phase and complexity of the objective. Teams need to be able to leverage resources to be productive (i.e. playing fields or meeting spaces, scheduled times for planning, guidance from coaches or supervisors, support from the organization, etc.), and clearly defined roles within the team in order for everyone to have a clear purpose.^{[4][5][6][7]} Teamwork is present in any context where a group of people are working together to achieve a common goal.^[1] These contexts include an industrial organization (formal work teams), athletics (sports teams), a school (classmates working on a project), and the healthcare system (operating room teams). In each of these settings, the level of teamwork and interdependence can vary from low (e.g. golf, track and field), to intermediate (e.g. baseball, football), to high (e.g. basketball, soccer), depending on the amount of communication, interaction, and collaboration present between team members.



Problem-solving: Team coordination

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

[Images for teamwork](#)

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The Drama-Free Office: A Guide to Healthy Collaboration with Your Team, Coworkers, and Boss by Jim Warner (Author), Kaley Klemp (Author)

The Drama-Free Office: A Guide to Healthy Collaboration with Your Team, Coworkers, and Boss describes four energy-draining personalities that sabotage workplace collaboration and synergy. The authors blend humorous and relatable case studies with proven tools for managing ‘office saboteurs’—subordinates, co-workers, and bosses. Readers will see their coworkers (and themselves) in this entertaining and action-oriented blueprint for addressing the dramatic behaviors that cripple so many teams. The authors’ research draws on years of experience working with more than 2,500 CEOs and their executive teams. They define the four major drama roles—the Complainer, the Cynic, the Controller, and the Caretaker—found in most organizations and lay out a detailed roadmap to help you:

- Skillfully initiate difficult conversations and defuse dramatic moments
- Reclaim the time, energy, and resources wasted in drama-riddled meetings and interactions
- Reduce your own dramatic tendencies and take control of your work life
- Create and sustain a collaborative, authentic, and fun work environment

Why Read “*The Drama-Free Office*”

Over the last decade, we’ve worked with thousands of leaders, professionals, and senior associates in corporate environments, at executive team retreats, and in intimate small-group settings. We have served a vast spectrum of enterprises, from multinational public companies to boutique entrepreneurship to multigenerational family businesses to professional partnerships.

At a basic level, we have found that dysfunctional dynamics derive from *drama* in the office. This drama is the cause of the infighting, water cooler talk, meaningless meetings, and turf wars that drain energy or deflect the work team from the collaborative

pursuit of goals. We've discovered that regardless of the type of organization, leaders often avoid dealing with drama in the workplace, or deal with it badly.

Why do they settle for drama? There are two reasons: (1) they lack the skills to address difficult interpersonal topics, and (2) they're fearful that confrontation will make matters worse. *The Drama Free Office* will give you the awareness, skills, and courage to address drama proactively, and achieve greater collaboration and productivity in your organization.

Read samples from *The Drama-Free Office*

- [Table of Contents](#)
- [Introduction](#)
- [Controllers \(one of the four Drama types\)](#)
- [Managing Up \(tips for managing your boss\)](#)



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[Images for A Guide to Healthy Collaboration with Your Team, Coworkers, and Boss by Jim Warner \(Author\), Kaley Klemp \(Author\)](#)

[The Drama-Free Office by Jim Warner & Kaley Klemp | Pared](#)

The Five Dysfunctions of a Team: A Leadership Fable: Patrick Lencioni

In *The Five Dysfunctions of a Team* Patrick Lencioni once again offers a leadership fable that is as enthralling and instructive as his first two best-selling books, *The Five Temptations of a CEO* and *The Four Obsessions of an Extraordinary Executive*. This time, he turns his keen intellect and storytelling power to the fascinating, complex world of teams.

Kathryn Petersen, Decision Tech's CEO, faces the ultimate leadership crisis: Uniting a team in such disarray that it threatens to bring down the entire company. Will she succeed? Will she be fired? Will the company fail? Lencioni's utterly gripping tale serves as a timeless reminder that leadership requires as much courage as it does insight.

Throughout the story, Lencioni reveals the five dysfunctions which go to the very heart of why teams even the best ones-often struggle. He outlines a powerful model and actionable steps that can be used to overcome these common hurdles and build a cohesive, effective team. Just as with his other books, Lencioni has written a compelling fable with a powerful yet deceptively simple message for all those who strive to be exceptional team leaders.

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The Leader Who Had No Title: A Modern Fable on Real Success in Business and in Life [Robin Sharma]

For more than fifteen years, Robin Sharma has been quietly sharing with Fortune 500 companies and many of the super-rich a success formula that has made him one of the most sought-after leadership advisers in the world. Now, for the first time, Sharma makes his proprietary process available to you, so that you can get to your absolute best while helping your organization break through to a dramatically new level of winning in these wildly uncertain times.

In *The Leader Who Had No Title*, you will learn:

- How to work with and influence people like a superstar, regardless of your position
 - A method to recognize and then seize opportunities in times of deep change
 - The real secrets of intense innovation
 - An instant strategy to build a great **team** and become a “merchant of wow” with your customers
 - Hard-hitting tactics to become mentally strong and physically tough enough to lead your field
 - Real-world ways to defeat stress, build an unbeatable mind-set, unleash energy, and balance your personal life
- Regardless of what you do within your organization and the current circumstances of your life, the single most important fact is that you have the power to show leadership. Wherever you are in your career or life, you should always play to your peak abilities. This book shows you how to claim that staggering power, as well as transform your life—and the world around you—in the process.

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The Secret to Creating a Highly Motivated Team - CareyNieuwhof.com

Stay laser-focused on a common vision, mission and strategy and eliminate ALL other options.

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Images for carey nieuwhof (author)

The 17 Essential Qualities of a Team Player: Becoming the Kind of Person Every Team Wants [John C. Maxwell]

Where can a person go to learn how to become a better team player? Your choices are definitely limited. John C. Maxwell takes the pain out of knowing what makes a team tick. If you want to have a better team, you have to develop better players. Great team players, like great teams, are formed from the inside out.

The qualities Maxwell teaches quickly take you to the heart of teamwork. Anybody can understand them and apply them - whether at home, on the job, at church, or on the ball field. If you learn the 17 essential qualities of a team player, you can become the kind of person every team wants. If everyone on your team does it, there will be no holding you back.

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Images for John C. Maxwell, author

Images for The 17 Essential Qualities of a Team Player: Becoming the Kind of Person Every Team Wants [John C. Maxwell]

The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team by John C. Maxwell (Author)

In business, ministry, sports, and families, teamwork is essential. The old autocratic approach simply doesn't work. And after thirty-plus years of leadership experience and building successful organizations, John C. Maxwell knows that the only way to win - and win big - is by developing great teams.

In *The 17 Indisputable Laws of Teamwork*, Inc. Magazine's #1 leadership expert and New York Times bestselling author Maxwell shares the vital principles of team building that are necessary for success in your business, family, church, or organization.

In his practical, down-to-earth style, Dr. Maxwell shows how:

The Law of High Morale inspired a 50-year-old man who couldn't even swim to train for the toughest triathlon in the world.

The Law of the Big Picture prompted a former U.S. president to travel cross-country by bus, sleep in a basement, and do manual labor.

Playing by The Law of the Scoreboard enabled one Web-based company to keep growing and making money while thousands of other Internet businesses failed.

Ignoring The Law of the Price Tag caused one of the world's largest retailers to close its doors after 128 years in business.

The 17 Indisputable Laws of Teamwork will empower you—whether coach or player, teacher or student, CEO or non-profit volunteer—with the “how-tos” and attitudes for building a successful team.

Drawing from history, headlines, and his own life, each law has been proven and each law, when followed, will lead you closer to your goals. Teamwork is necessary, and knowing how to build effective teams will benefit every area of your life.

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[Images for The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team by John C. Maxwell \(Author\)](#)

The Synergist: How to Lead Your Team to Predictable Success by Les McKeown (Author)

Why do so many teams fail to perform - achieving compromise at best and gridlock at worst? And what does it take to end this gridlock? *Wall Street Journal* bestselling author and speaker Les McKeown shows how to take any team from gridlock to world class success.

In his new book, McKeown argues that every successful team includes a critical player, the Synergist, who can take the three existing types - The bold dreamers (Visionaries), the pragmatic realists (Operators), and the systems designers (Processors) - and knit them together into a dynamic, well-rounded team. Most importantly, according to McKeown, the Synergist is a role that anyone can learn.

While most attempts at teamwork improvement deal only with the symptoms of group dysfunction such as distrust, poor communication, and fear of change, McKeown address the root cause: the innately unstable Visionary-Operator-Processor triangle. Because each of the three styles' motivations, views, and goals are incompatible, without a Synergist every team will eventually implode, stall, or underperform. Only the Synergist can put aside their own agenda and interpret the language of difficult personalities, capture the best from each person, and put the good of the enterprise ahead of their own ego.

McKeown - who has used techniques presented here in his consulting with Harvard University, American Express Financial Services, the US Army, Pella Corporation, Microsoft, United Technologies Corporation, and more - shows how any individual can fill this critical role, whether or not they're the formal leader of the group.

With thought-provoking self-assessments and an extensive Synergist Toolkit, he teaches how anyone can learn to be an effective Synergist by recognizing the vital signs of ineffective teamwork and making the right interventions at these pivotal moments.

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12 Characteristics of Effective Team Members – ThomRainer.com

Meet my friends here, and think about the traits you want in your leadership team.

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Vince Lombardi | Quotes

Teamwork

"The achievements of an organization are the results of the combined effort of each individual."

"People who work together will win, whether it be against complex football defenses, or the problems of modern society."

"Individual commitment to a group effort - that is what makes a **team** work, a company work, a society work, a civilization work."

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What Everyone Should Know About Teamwork - Forbes

Teamwork is the key to success. However, teamwork is a challenge in and of itself. Here is what you and your teammates need to know to succeed as a team.

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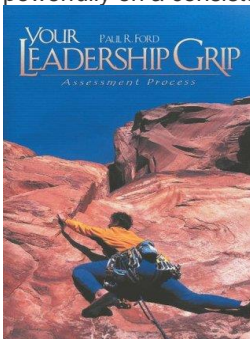
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Your Leadership Grip: Assessment Process by Paul R. Ford (Author), Robert Rummel (Editor), Julie Becker (Illustrator)

Leadership is a series of functions carried out by a group of people, not just a job filled by one person. Leaders are commonly strong in two or three of these five areas: values keepers, team builders, listeners, vision sharers and equippers. The dynamic part of your leadership style grows from your spiritual gifting. There are many things that you do well, but only two or three that you do powerfully on a consistent basis. Finally, you will look at how your gifts function in a **team** setting.



<http://www.amazon.com/Your-Leadership-Grip-Assessment-Process/dp/1889638234>

https://www.goodreads.com/book/show/22059102-your-leadership-grip?from_search=true
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[Images for Paul R. Ford \(Author\) leadership grip](#)
[Images for Your Leadership Grip: Assessment Process by Paul R. Ford \(Author\), Robert Rummel \(Editor\), Julie Becker \(Illustrator\)](#)

Zimmer seeks to rebuild defense as one unit, not a collection of stars – 1500 ESPN Twin Cities

Part of Zimmer's past success comes from employing a player's strengths and trying to hide his weakness by moving around other defensive pieces. He's taken cast-offs from other cities and turned them into contributors.

"I've always taken guys in Cincinnati, Dallas and gotten them to believe that this is the right system for them. I've always used guys in the right way, but I've also got them to believe that this is a **team** game. This isn't an individual game," Zimmer said.

He mentioned players like Carlos Dunlap (Bengals) and La'Roi Glover (Cowboys) as players who molded to fit a system.

"I don't have any problems convincing the guys to do it, but I'm upfront with them in the beginning," Zimmer said. "This is what I expect, this is how we're going to do it and this is what we're going to do."

http://www.1500espn.com/sportswire/Zimmer_seeks_to_rebuild_defense_as_one_unit_not_a_collection_of_stars030614

[Images for this is a team game. This isn't an individual game," Zimmer said](#)

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10) Tenure

Church Health and Pastoral Tenure Longevity – Dr. Kevin Blackwell

We must see a continual increase in pastoral tenures if we want to see lasting revitalization and the strengthening of churches across North America. Too many times pastors leave a church right at the point of breakthrough. Are there certain elements that lead to longer pastoral tenures? I believe there are certain elements based on conversations with long tenured pastors who have led churches to better days. Here they are:

<https://drkevinblackwell.com/2018/09/27/church-health-and-pastoral-tenure-longevity/>

[Images for Pastoral Tenure Longevity](#)

8 Reasons Pastoral Tenure Matters | ChuckLawless.com

More than one study has shown that growing churches are typically led by pastors whose tenure exceeds the average 3-4 year tenure of most pastors. When staying at a tough church is challenging, maybe these reasons below will challenge you to hold on:

<http://chucklawless.com/2016/10/8-reasons-pastoral-tenure-matters/>

[Images for 8 Reasons Pastoral Tenure Matters | ChuckLawless.com](#)

<http://chucklawless.com/2019/04/7-more-factors-that-help-long-term-pastors-stay-at-their-church/>

Pastoral Tenure | EFCA

One of the things that has changed over the course of years I have served in ministry is that the tenure of pastors has increased.

<https://www.efca.org/blog/understanding-scripture/pastoral-tenure>

[Images for Pastoral Tenure | EFCA](#)

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<https://churchleaders.com/pastors/pastor-articles/166292-charles-arn-why-pastors-leave-magic-year-for-ministry-success.html>

10 Reasons Pastoral Tenure Matters — Pillar Network

Staying in place is almost always related to long-term growth.

<https://www.thepillarnetwork.com/pillarblog/10-reasons-pastoral-tenure-matters>

[Images for 10 Reasons Pastoral Tenure Matters — Pillar Network](#)

The Great Importance of Pastoral Tenure – Rainer on Leadership #180 – ThomRainer.com

The six reasons pastoral tenure is so important are:

<http://thomrainer.com/2015/12/the-great-impoleadership-180/>

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<https://www.amazon.com/Thom-S.-Rainer/e/B0011GLMVG>
https://www.goodreads.com/author/show/27470.Thom_S_Rainer
[Images for thom rainer \(author\)](#)

11) Time Management

A Time to Every Purpose: Competent Time Management » Alban at Duke Divinity School

Time management is not an exact science. Nor is it the same for each person. But good time management can make the difference between a successful, fulfilling ministry, and one that seems to splash about aimlessly in the shallows. Most important, time management is a skill that can be learned, and learning it is worth the time!

Alban at Duke Divinity School » A Time to Every Purpose: Competent Time Management

<https://alban.org/archive/a-time-to-every-purpose-competent-time-management/>

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Best 20+ Time management skills ideas on Pinterest

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How to Improve Your Time-Management Skills – The Parish Paper

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Long Hours Do Not Equal Effectiveness	Page 4
Efficiency Does Not Equal Effectiveness	Page 5
Important Work Does Not Equal Essential Work	Page 5
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<http://www.wcucc.org/resource-center/church-management/parish-paper/>

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

How to Manage Time with 10 Tips That Work - Entrepreneur

As an entrepreneur, you may be frequently interrupted or pulled in different directions. While you cannot eliminate interruptions, you do get a say on how much time you will spend on them and how much time you will spend on the thoughts, conversations and actions that will lead you to success.

Related: [Tips for a More Productive Day](#)

Practice the following techniques to become the master of your own time:

<http://www.entrepreneur.com/article/219553>

Images for How to Manage Time with 10 Tips That Work - Entrepreneur

<https://www.youtube.com/watch?v=go5Xyul7DkA> How to Manage Time With 10 Tips That Work - YouTube

<https://www.youtube.com/watch?v=N4YVLkuRBe8> How to Manage Time, Reduce Stress and Increase Happiness - YouTube

Images for Manage Time

<https://www.youtube.com/watch?v=dpJ6Riqicq> Time Management - How To Get More Time In Your Day - YouTube

<https://www.youtube.com/watch?v=bzNZh-HolUU> 20 Quick Tips for Better Time Management - YouTube

<https://www.youtube.com/watch?v=8sUZ-WnD-E> Time Management | Training Presentation - YouTube

<https://www.youtube.com/watch?v=rM1A9zFkfHw> 7 Effective Time Management Techniques - YouTube

Images for Time Management Techniques

<https://www.youtube.com/watch?v=3KafgR2WEqY> 6 Time Management Tips to Increase Productivity - YouTube

<https://www.youtube.com/watch?v=TvwJlZZh7Us> Time Management Tips - YouTube

Images for time management tips



Safety Last! - Wikipedia

https://en.wikipedia.org/wiki/Safety_Last!

7 Secrets to Becoming Far More Productive with Your Time – Carey Nieuwhof

Here are 7 secrets I've discovered to getting more accomplished and still ending up with time for family, friends, and fun things like cycling.

<http://careynieuwhof.com/2013/11/7-secrets-to-becoming-far-more-productive-with-your-time/>

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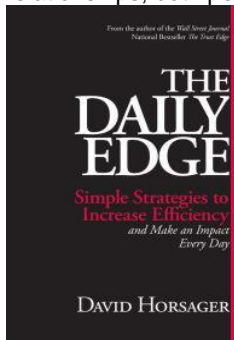
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<https://careynieuwhof.com/episode122/> Essentialism's Greg McKeown On How to Simplify Your Life and Focus on What Produces Exponential Results
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<https://www.amazon.com/Carey-Nieuwhof/e/B003GJCLCM>
https://www.goodreads.com/author/show/3396023.Carey_Nieuwhof
 Images for carey nieuwhof (author)

The Daily Edge: Simple Strategies to Increase Efficiency and Make an Impact Every Day by David Horsager (Author)

Wall Street Journal bestselling author David Horsager frequently hears executives lament that their hands are more than full trying to balance the barrage of tasks they face on a daily basis. While he never set out to be a productivity expert, Horsager realized that over the years he has developed and adopted dozens of extraordinarily practical **time-** and energy-saving techniques that could help today's leader. The key objective is to become so effective in the little things that you have enough time for more meaningful interactions.

In *The Daily Edge*, you'll learn strategies such as identifying the key Difference-Making Actions on which to focus your efforts. Perhaps it is time to set a personal or even company-wide "power hour," during which you do not attend meetings, answer the phone, or reply to emails, creating the time and space to really focus and get things done. The thirty-five high-impact ideas Horsager introduces in succinct, quick-read chapters are easily implemented and powerful on their own. Taken together, they form a solid wave of efficacy that enables you to get more done, keep your energy up, and make sure that you're able to honor all your relationships, both personal and professional.



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<https://www.inc.com/john-rampton/15-ways-to-increase-productivity-at-work.html>
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http://www.goodreads.com/author/show/4396221.David_Horsager
 Images for David Horsager (Author)

[Images for The Daily Edge: Simple Strategies to Increase Efficiency and Make an Impact Every Day by David Horsager \(Author\)](#)

The One Minute Manager by Kenneth Blanchard Ph.D. (Author), Spencer Johnson M.D.(Author)

For more than twenty years, millions of managers in Fortune 500 companies and small businesses nationwide have followed *The One Minute Manager's* techniques, thus increasing their productivity, job satisfaction, and personal prosperity. These very real results were achieved through learning the management techniques that spell profitability for the organization and its employees.

The One Minute Manager is a concise, easily read story that reveals three very practical secrets: One Minute Goals, One Minute Praisings, and One Minute Reprimands.

The book also presents several studies in medicine and the behavioral sciences that clearly explain why these apparently simple methods work so well with so many people. By the book's end you will know how to apply them to your own situation and enjoy the benefits.

That's why *The One Minute Manager* has continued to appear on business bestseller lists for more than two decades and has become an international sensation.

<http://www.amazon.com/The-Minute-Manager-Kenneth-Blanchard/dp/0688014291>

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[Images for Kenneth H. Blanchard, Spencer Johnson](#)

[Images for The One Minute Manager by Kenneth Blanchard Ph.D. \(Author\), Spencer Johnson M.D.\(Author\)](#)

The Renegade Pastor's Guide to Time Management by Nelson Searcy (Author), Richard Jarman (Author)

Never waste another minute!

Time is your most important God-given resource no matter how hard you work, you can't make a day last longer than twenty-four hours. As a pastor, you may grapple with overlapping activities, growing calendar demands and the challenges of balancing your ministry, family and personal health without shortchanging any of these areas. Add to this the expectation to always be available thanks to today's technology, and you are left feeling overwhelmed, unfocused and frustrated.

There is a better way. By mastering a set of proven time-management principles, you can regain control of your life. It is possible to manage your time so that you can stay on top of the never-ending demands of being a pastor, nurture your congregation, spend quality time with your family, and take care of your physical and emotional needs. Become the pastor God has called you to be.

The next move is yours.

<https://www.amazon.com/Renegade-Pastors-Guide-Time-Management/dp/0988524198>

<https://www.goodreads.com/book/show/40913842-the-renegade-pastor-s-guide-to-managing-the-stress-of-ministry>

<https://www.barnesandnoble.com/w/the-renegade-pastors-guide-to-time-management-nelson-searcy/1126946338>

<https://www.sermoncentral.com/content/Nelson-Searcy-Time-Management-Busy-Pastors?ac=true>

<https://churchleaderinsights.com/>

<https://www.amazon.com/Nelson-Searcy/e/B001JSDFVS>

https://www.goodreads.com/author/show/431022.Nelson_Searcy

https://www.amazon.com/s?i=stripbooks&rh=p_27%3ARichard+Jarman&s=relevancerank&text=Richard+Jarman&ref=dp_byline_sr_book_2

https://www.goodreads.com/author/show/615797.Richard_Jarman

[Images for Nelson Searcy \(Author\), Richard Jarman \(Author\)](#)

[Images for The Renegade Pastor's Guide to Time Management by Nelson Searcy \(Author\), Richard Jarman \(Author\)](#)

The Time of Your Life: Self/Time Management for Pastors by Robert L Randall (Author)

Randall exposes mass market books that propose one-minute management techniques, that offer one-size-fits-all prescriptions, or that treat symptoms instead of causes. Instead, he presents a compelling case for living the time of your life by taking care of yourself. First, he shows that time management problems are actually caused by a fragmentation within a leader's personality, and not by having too many things to do. The loss of the self leads to a loss of direction or a loss of stability. Randall sets forth a useful chart for the levels of self/time management that helps the leader place the self on any given day. One person might be living in "ambulatory" time. Another might be operating for "revealed" time. Randall teaches the leader how to do self-assessment. Then in

separate chapters, he shows how self/time management will lead to more fulfilling and care-oriented preaching, more effective and wise church administration, and above all, the most helpful and healing pastoral care that a minister can offer.

<https://www.amazon.com/Time-Your-Life-Management-Pastors/dp/0687371376>
https://www.goodreads.com/book/show/753770.The_Time_of_Your_Life
https://books.google.com/books/about/The_Time_of_Your_Life.html?id=XPFEAAAACAAJ
<http://www.churchleadership.org/apps/articles/default.asp?articleid=42888&columnid=4607>
<https://www.waterstones.com/author/robert-l-randall/147565>
<http://wipfandstock.com/author/view/detail/id/9970/>
<http://churchpsychology.org/blog/author/rirandall/>
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https://www.goodreads.com/author/show/1033687.Robert_L_Randall
[Images for Robert L Randall \(Author\)](#)
[Images for The Time of Your Life: Self/Time Management for Pastors by Robert L Randall \(Author\)](#)

The truth about time management - Margaret Marcuson

Managing time is really managing yourself, especially your emotions.

<https://margaretmarcuson.com/truth-time-management/>
[Images for The truth about time management - Margaret Marcuson Managing time is really managing yourself, especially your emotions.](#)
<http://margaretmarcuson.com/blog/page/3/#.VYlbnPIVhBc> What can a pastor do in 15 minutes? - Margaret Marcuson
<http://margaretmarcuson.com/five-ministry-habits/>
<http://margaretmarcuson.com/overwhelmed-by-ministry-work/>
<http://margaretmarcuson.com/lower-ministry-stress/>
<https://margaretmarcuson.com/3-mistakes-ministry-productivity/>
<https://www.amazon.com/Margaret-J.-Marcuson/e/B002G1PKAG>
https://www.goodreads.com/author/show/2774134.Margaret_J_Marcuson
[Images for margaret marcuson, author](#)

3 Essentials for Time Management - ChurchLeaders.com

As you grow as a leader, your time becomes the most valued gift you can invest in others.

<http://www.churchleaders.com/pastors/pastor-articles/156187-3-essentials-for-time-management.html>
[Images for 3 Essentials for Time Management - ChurchLeaders.com](#)
<https://churchleaders.com/youth/youth-leaders-how-tos/157795-josh-evans-how-to-manage-your-time-in-ministry.html>
<https://www.liquidplanner.com/blog/7-essential-time-management-strategies/>
<https://www.coachingpositiveperformance.com/17-essential-time-management-skills/>
<https://www.lifehack.org/articles/productivity/10-essential-hacks-for-time-management.html>
<https://www.franklincovey.com/Solutions/Productivity/time-management-essentials.html>
<https://www.greycampus.com/blog/project-management/ten-essential-time-management-strategies>
<https://www.selfgrowth.com/articles/the-essentials-of-time-management>
<https://www.learningtree.com/courses/4662/essentials-of-time-management-training/>
<https://www.manaonline.org/reps/starting-an-agency/time-management-essentials/>

Time Management by Marc Mancini (Author)

Effective time management is one of today's most overlooked--yet essential --keys to career growth in business and management. *Time Management* provides hands-on techniques and tools for making every minute count as it dispels myths that can actually cost, instead of save, valuable time. It helps managers match the right time-saving tool to each situation, reveals secrets for anticipating instead of reacting, and explains how any manager can eliminate procrastination.



<https://www.amazon.com/Time-Management-Marc-Mancini/dp/0071406107>
http://www.goodreads.com/book/show/1659727.Time_Management
<https://www.barnesandnoble.com/w/time-management-marc-mancini/1100545567>
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https://books.google.com/books/about/Time_Management.html?id=GjCNmAEACAAJ
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https://books.google.com/books/about/Time_Management.html?id=quXVvfKvLE0C
https://books.google.com/books/about/Time_Management.html?id=N-S1GxWUjgAC
<http://www.paperhelp.org/free-essay-samples/analytical-essay-on-time-management.html>
https://en.wikipedia.org/wiki/Marc_Mancini
<https://www.linkedin.com/in/marc-mancini-76460026>

<https://www.amazon.com/Marc-Mancini/e/B001IQXJH6>
http://www.goodreads.com/author/show/520484.Marc_Mancini
[Images for marc mancini author time management](#)
[Images for Time Management by Marc Mancini \(Author\)](#)

Time Management by Randy Pausch (the Author of The Last Lecture)

One of the best talks ever given on time management.

In this lecture you will learn to:

- Clarify your goals and achieve them
- Handle people and projects that waste your time
- Be involved in better delegation
- Work more efficiently with your boss/advisor
- Learn specific skills and tools to save you time
- Overcome stress and procrastination

This is the "Time Management" lecture, given by Randy Pausch at the University of Virginia in October 1998.

<https://www.amazon.com/Management-Randy-Pausch-Author-Lecture/dp/0982055633>
<https://www.goodreads.com/work/quotes/3364076-the-last-lecture>
<https://www.youtube.com/watch?v=oTugjssqOT0> Randy Pausch Lecture: Time Management - YouTube
<https://www.slideshare.net/guest5a222b/time-management-by-randy-pausch>
[Images for Time Management by Randy Pausch](#)
www.stafforini.com/blog/summary-of-time-management-by-randy-pausch/
<http://www.cs.virginia.edu/~robins/Randy/TMenglishTranscript.pdf>
<http://www.contrib.andrew.cmu.edu/~dyafei/Randy.html>
<https://lifehacker.com/377112/randy-pauschs-time-management-tricks>
<https://startupbro.com/time-management-a-randy-pausch-lecture/>
https://en.wikipedia.org/wiki/Randy_Pausch
https://en.wikiquote.org/wiki/Randy_Pausch
<https://www.thriftbooks.com/a/randy-pausch/204662/>
<https://www.amazon.com/Randy-Pausch/e/B001ILIELW>
https://www.goodreads.com/author/list/287960.Randy_Pausch
[Images for Randy Pausch \(author\)](#)
[Images for Time Management by Randy Pausch \(the Author of The Last Lecture\)](#)

Time Management for Busy Pastors: Get more done, faster, and with less stress. by David Frederick (Author)

In a recent survey of pastors and leaders, time management was rated the #1 felt need by a wide margin. Frankly, that wasn't a surprise.

I've been a bi-vocational church planter three times, and now I lead a growing church while running a business. I know well the importance of managing my time! Partly out of necessity, I've been a life-long student of time management.

Now I've taken what I've learned through years of study, and years of applying what I've learned in the trenches, and written Time Management for Busy Pastors. And I want to make that available to you.

You will learn—The #1 thing you can do to make your day more productive, The best way to organize your week, How to start each day off strong, How to get ahead on your preaching preparation, Simple tricks to save yourself time every week.

Plus a bonus section on biblical goal-setting!

This is a practical book. It isn't full of untested theories—the things I write about I've tried and tested. They work.

You can save hours of time every week by applying some of the tips I outline in Time Management for Busy Pastors. And you don't have to apply them all—take the ones that are easiest, and get started. You'll see an immediate return on investment.

<https://www.amazon.com/Time-Management-Busy-Pastors-stress-ebook/dp/B06X6KVCH3>
<https://www.goodreads.com/book/show/40627221-time-management-for-busy-pastors>
<https://www.studyleadership.com/products/time-management-for-busy-pastors/>
<https://tonymorganlive.com/2017/03/23/invest-leadership-development/>
https://www.amazon.com/s?i=digital-text&rh=p_27%3ADavid+Frederick&s=relevancerank&text=David+Frederick&ref=dp_byline_sr_ebooks_1
https://www.goodreads.com/author/show/1786948.David_Frederick
[Images for David Frederick \(Author\) time management](#)
[Images for Time Management for Busy Pastors: Get more done, faster, and with less stress. by David Frederick \(Author\)](#)

Time Management Skills and Training from MindTools.com

This page explains 61 skills that help you work powerfully and use your time better. On it, you can learn core personal effectiveness skills, find out how to prioritize and schedule your time for maximum impact, develop and maintain focus, and motivate yourself to achieve extraordinary things.

https://www.mindtools.com/pages/main/newMN_HTE.htm
[Images for Time Management Skills and Training from MindTools.com](#)
https://www.mindtools.com/pages/article/newHTE_00.htm
<http://psychcentral.com/lib/6-tips-to-improve-your-time-management-skills/00015735>
<https://www.coachingpositiveperformance.com/17-essential-time-management-skills/>

<https://www.skillsyouneed.com/ps/time-management.html>

<https://www.thebalance.com/time-management-skills-2063776>

<http://www.businessballs.com/timemanagement.htm> Time management skills techniques, free templates and tools, tips and training
[Images for Time management skills techniques, free templates and tools, tips and training](#)

Time Management Tips For Pastors and Ministry Leaders

If you're a pastor or ministry leader, here are some tips for better managing your time:

<https://slingshotgroup.org/time-management-tips-for-pastors-and-ministry-leaders/>

[Images for Time Management Tips For Pastors and Ministry Leaders](#)

<https://www.sharefaith.com/blog/2015/08/6-time-management-tips-pastors-ministry-leaders/>

<https://blog.cph.org/read/ministry-for-the-pastor/9-time-management-tips-for-pastors>

<http://christian-leadership.org/a-time-for-everything-10-time-management-tips-for-christian-leaders-2/>

<http://chucklawless.com/2013/06/14-tips-for-time-management/>

<http://mikecrudge.com/2014/04/17/5-time-management-tips-for-part-time-pastors/>

<https://www.dumblittleman.com/ten-essential-time-management-tips/>

<https://www.eastsidelutheran.org/pastors-blog/2018/06/01/a-tried-and-true-time-management-tip/>

<https://www.pastoralcareinc.com/resources/time-management/> Time Management Tips - Pastoral Care, Inc.

<https://churchleaderinsights.com/5-time-management-principles-pastors/> Two Time Management Tips for Pastors

<https://www.churchfuel.com/six-tips-for-busy-pastors/> Six Tips for Busy Pastors - Get More Done and Time Manage

Time management - Wikipedia

Time management is the act or process of [planning](#) and exercising conscious control over the amount of time spent on specific activities, especially to increase [effectiveness](#), [efficiency](#) or [productivity](#).

It is a [meta](#)-activity with the goal to maximize the overall benefit of a set of other activities within the boundary condition of a limited amount of time.

Time management may be aided by a range of skills, tools, and techniques used to [manage](#) time when accomplishing specific tasks, projects, and goals complying with a due date. Initially, time management referred to just business or work activities, but eventually the term broadened to include personal activities as well. A time management system is a designed combination of processes, tools, techniques, and methods. Time management is usually a necessity in any [project development](#) as it determines the project completion time and scope.

The major themes arising from the literature on time management include the following:

- Creating an environment conducive to effectiveness

- Setting of [priorities](#)

- Carrying out activity around those priorities

- The related process of reduction of time spent on non-priorities

- Incentives to modify behavior to ensure compliance with time-related deadlines.



A to-do form [tattooed](#) into a person's arm, with some items already written out with a black pen.

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

[Images for time management](#)

UUMA Guidelines - UU Ministers Association

[II. Ministers' Expectations of Institutions They Serve](#)

[K. Time](#)

1. The tasks of ministry are too numerous for one individual to fulfill. **Successful ministry requires the effective use of time** by a minister. Ministers will determine the emphases of their ministries, and the weekly and annual structure of their time, on the basis of their interests and skills, as well as the needs of the people and institutions they serve and the demands of love and justice in the world.

2. Ministers are responsible for monitoring the boundaries of their work and energy, and for educating those they serve as to the structures of time that best protect their well-being and the quality of their ministry. In general, a minister should be free to decide the organization and priorities of their own time and consult with the governing body of congregations and agencies and/or their supervisors around these matters.

3. Provisions regarding professional service, continuing education, General Assembly, vacation, planning and study leave, and sabbatical should be set forth in the minister's Letter of Agreement or contract.

4. Various practices of deepening awareness, understanding, humility, and commitment to one's ideals are essential to the religious life. Time devoted to these practices is a necessary part of ministerial work.

5. Ministers must establish clear guidance about the best ways for staff, congregational leaders and those they serve to reach them in ordinary circumstances or in case of emergencies.

http://www.uuma.org/?page=guidelines#_Toc299361261

[Images for successful ministry requires the effective use of time](#)

What Does the Bible Say About Time Management? - OpenBible.info

https://www.openbible.info/topics/time_management

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<https://biblereasons.com/time-management/>

<https://www.gotquestions.org/Bible-time-management.html>

<http://www1.cbn.com/family/seven-keys-to-good-time-management>

<https://www.patheos.com/blogs/christiancrier/2015/10/23/top-7-bible-verses-about-time-management/>

<https://www.compellingtruth.org/Bible-time-management.html>

<https://lifehopeandtruth.com/life/christian-living/christian-time-management/>

[Images for christian time management](#)

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

<https://www.desiringgod.org/articles/four-lessons-in-fruitful-time-management>

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<https://arabahjoy.com/what-does-bible-say-time-management/>

<https://www.bibleportal.com/articles/what-does-the-bible-say-about-time-management.html>

<https://www.biblestudytools.com/topical-verses/bible-verses-about-time/>

<https://www.crosswalk.com/faith/women/how-to-manage-your-time-in-a-24-7-world.html>

<https://www.bible.com/reading-plans/11397-time-management-principles-from-gods-word/day/1>

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

<https://www.youtube.com/watch?v=npKSgcpzLo> Time Management from a Biblical Perspective – YouTube

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<https://www.bibletools.org/index.cfm/fuseaction/Topical.show/RTD/cgg/ID/1013/Time-Management.htm>

<https://everydayservant.com/top-19-bible-verses-the-secret-of-time-management/>

<http://www.freebiblestudyguides.org/bible-tips/godly-priorities-time-management.htm>

[Images for godly priorities time management](#)

<https://writethemonmyheart.com/2017/08/24/8-biblical-time-management-tips/>

<http://www.bible-teaching-about.com/timemanagement.html>

<https://www.happyhealthyandprosperous.com/what-the-bible-says-about-time-management/>

<https://www.whatchristianswanttoknow.com/10-time-management-tips-for-the-busy-christian/>

https://biblehub.com/topical/t/time_management.htm

<https://www.lifeofasteward.com/what-is-christian-time-management/>

[Images for christian-time-management](#)

What Effective Pastors Do with Their Time – ThomRainer.com

Leadership gurus will tell you that a primary skill of an effective leader is the ability to manage time for maximum productivity.

<http://www.lifeway.com/pastors/2014/07/10/what-effective-pastors-do-with-their-time/>

[Images for What Effective Pastors Do with Their Time – ThomRainer.com](#)

<http://thomrainer.com/2016/03/12-keys-to-making-time-when-you-have-none-rainer-on-leadership-211/>

<http://thomrainer.com/2013/06/14-tips-for-time-management/>

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

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

<https://churchanswers.com/podcasts/rainer-on-leadership/seven-time-eaters-pastors-staff-rainer-leadership-430/>

<http://thomrainer.com/2014/03/eight-of-the-most-significant-struggles-pastors-face/> #8

<http://thomrainer.com/2013/07/how-many-hours-must-a-pastor-work-to-satisfy-the-congregation/>

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<https://www.christianpost.com/news/pastors-and-time-44706/>

<http://www.churchcentral.com/editors/thom-rainer/>

<http://www.christiantoday.com/article/a.ministry.leaders.time.management.advice.sometimes.its.better.to.be.good.than.be.a.perfectionist/82955.htm>

<https://www.careleader.org/time-management-pastorate/>

<https://books.google.com/books?isbn=1433674947> Chapter 2 The Cost of Breaking the 200 Barrier The Cost of Commitment #1: The Pastor

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

<http://www.lifeway.com/Article/Thom-S-Rainer>

<https://www.amazon.com/Thom-S.-Rainer/e/B001IGLMVG>

https://www.goodreads.com/author/show/27470.Thom_S_Rainer

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

Working Toward Effective Time Management – Eric Geiger

Poor time management is a chronic problem for pastors and parishioners alike. Question is: What are you going to do about it?



<https://ericgeiger.com/2014/06/working-toward-effective-time-management/>
<https://ericgeiger.com/2016/01/four-imperatives-for-wise-stewardship-of-time/>
[Images for wise-stewardship-of-time](#)
<https://ericgeiger.com/2015/12/my-five-favorite-personal-productivity-tools/>
<https://ericgeiger.com/2015/09/four-reasons-to-have-a-stop-doing-list/>
<https://ericgeiger.com/2016/05/three-ways-a-disorganized-leader-holds-back-a-team/>
<https://www.amazon.com/Eric-Geiger/e/B001KHN25M>
https://www.goodreads.com/author/show/216012.Eric_Geiger
[Images for Eric Geiger, author](#)
[Images for Working Toward Effective Time Management – Eric Geiger](#)

12) Values

Attitudes and Values in the Workplace - Videos & Lessons | Study.com

Learn about the different aspects of attitudes and values in the workplace.

<http://study.com/academy/topic/attitudes-and-values-in-the-workplace.html>

[Images for Attitudes and Values in the Workplace](#)

<http://www.nacs.gov.tw/NcsiWebFileDocuments/5ffc23aa91844502bfdded47df08d57e9.pdf> [PDF] IMPORTANCE OF VALUES AND ATTITUDES IN THE WORKPLACE

<https://slideplayer.com/slide/4647585/> Values, Attitudes, and Their Effects in the Workplace - ppt download

http://www.pearsoncanada.ca/media/highered-showcase/multi-product-showcase/showcase-websites-4q-2012/M03_LANG1160_05_SE_C03.pdf [PDF] Values, Attitudes, and Their Effects in the Workplace - Pearson Canada

<https://bizfluent.com/about-6456792-introduction-work-attitude-value-enhancement.html>

<https://studylib.net/doc/16078740/chapter-3--values--attitudes-and-their-effects-in-the-wor>

Combating ethical cynicism and voicing values in the workplace

A leader cannot create a values-driven culture with rules and mission statements alone. Using techniques such as pre-scripting, rehearsal and peer coaching, leaders can learn to listen, and employees can learn to speak. The result is a circle of practice that removes values from the realm of aspiration and positions them squarely within the realm of everyday business. Readers will learn how to create such a circle in this article.

<http://iveybusinessjournal.com/publication/combating-ethical-cynicism-and-voicing-values-in-the-workplace/>

[Images for Combating ethical cynicism and voicing values in the workplace](#)

<https://www.iesepublishing.com/combating-ethical-cynicism-and-voicing-values-in-the-workplace-english.html>

Core Values: If You Have Them, Are You Really Living Them? - Forbes

The best companies take their core values to heart, challenging themselves every day to ensure they are truly living their values.

<https://www.forbes.com/sites/robdube/2017/12/12/core-values-if-you-have-them-are-you-really-living-them/#55f8c881510d>

[Images for Core Values: If You Have Them, Are You Really Living Them? - Forbes](#)

<https://www.forbes.com/sites/lizryan/2016/04/26/please-god-can-we-stop-talking-about-core-values/#3f4b533f644d>

<https://www.forbes.com/sites/forbesbooksauthors/2017/09/12/20-if-you-can-tell-me-your-companys-core-values/#728c112b25a5>

<https://www.forbes.com/sites/forbescoachescouncil/2018/07/20/what-does-it-mean-to-make-values-based-decisions-12-entrepreneurs-weigh-in/#17bbb450283f>

[Images for values based decisions](#)

<https://www.forbes.com/quotes/theme/values/>

<https://www.forbes.com/sites/kathryndill/2014/08/22/the-top-companies-for-culture-and-values/#19bab9633b7c>

<https://www.forbes.com/sites/kathycapriano/2016/08/04/if-your-values-clash-with-how-youre-working-youll-suffer-heres-how-to-fix-that/#3b3cce536601>

5 Core Values for the Workplace | Robert L. Dilenschneider

Moreover, when the core values exceed four or five points, it becomes difficult to communicate and reinforce them. The following are five candidates for the practical values having foremost importance:

http://www.huffingtonpost.com/robert-l-dilenschneider/business-advice_b_3829655.html

<https://www.dilenschneider.com/principals.php>

<http://www.huffingtonpost.com/author/robert-l-dilenschneider>

<https://www.amazon.com/Robert-L.-Dilenschneider/e/B001ILFORE>

[Images for Robert L. Dilenschneider](#)

[Images for 5 Core Values for the Workplace | Robert L. Dilenschneider](#)

14 best workplace values images on Pinterest

<https://www.pinterest.com/amybenisonmyers/workplace-values/>

Images for workplace values Pinterest

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

<https://www.pinterest.com/vibethink/values-displayed-in-office/>

<https://www.pinterest.com/micahchrzan/core-values-poster/>

<https://www.pinterest.com/hammersmithmgmt/our-core-values/>

<https://www.pinterest.com/deborah4986/company-mission-and-values-graphics/>

Images for pinterest/mission-and-values-graphics

How to Make Values Live in Your Organization

This article moves the process of identifying workplace values to the next step.

<http://humanresources.about.com/od/orgdevelopment/a/valueslive.htm>

Images for Make Values Live in Your Organization

Value Quotes - BrainyQuote

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

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

Images for values quotes

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

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

<https://celebrationsoflife.net/ethicalwills/quotes-about-values/>

http://www.notable-quotes.com/v/value_quotes.html

<http://www.valuequotes.net/>

<https://www.ranker.com/list/notable-and-famous-value-quotes/reference>

Images for notable-and-famous-value-quotes

What Are Your Values? - Decision-Making Skills from MindTools.com

Deciding What's Most Important in Life

https://www.mindtools.com/pages/article/newTED_85.htm

Images for What Are Your Values? Deciding What's Most Important in Life

<https://www.mindtools.com/pages/article/understanding-workplace-values.htm>

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

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

Images for Bible and Values

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

<https://tifwe.org/biblical-principles-values-actions/>

Images for biblical principles values

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Workplace Values & Ethics | Chron.com - Small Business - Chron.com

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13) Volunteers

Church Volunteer Management - Smart Church Management

Developing a program to [manage volunteers](#) helps to ensure that the people who give of their time will experience an efficient and customer friendly process.

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8 Tips for Dealing with Church Staff and Volunteer Problems | Church Law & Tax

How to have difficult conversations without losing good people by Karl Vaters

<http://www.churchlawandtax.com/blog/2014/june/8-tips-for-dealing-with-church-staff-and-volunteer-problems.html>
Images for 8 Tips for Dealing with Church Staff and Volunteer Problems | Church Law & Tax How to have difficult conversations without losing good people by Karl Vaters
<http://www.christianitytoday.com/pastors/contributors/karl-vaters.html>
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Equipping Volunteers Builds a Strong Community Church – Parish Paper

Equipping others for the work of ministry, Paul writes, serves to build a strong, diverse community called the body of Christ. Where do you fit into that community? Are you a Pillar, a Pewsitter, or something in between?

MACUCC: Equipping Volunteers Builds a Strong Community Church

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Ministry Resource Guides Index - LifeandLeadership.com

Volunteers

[Managing Volunteers](#)

[Involvement, Gift-Based Ministry](#)

[Congregational Ministry Teams](#)

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

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Volunteers

<http://www.synodresourcecenter.org/> [Administration](#) [Personnel](#) [Volunteers](#)

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33 best Church Volunteers - Recruiting, Managing & Keeping - Pinterest

<https://www.pinterest.com/screenflex/church-volunteers-recruiting-managing-keeping/>
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Volunteering - Wikipedia

Volunteering is generally considered an altruistic activity where an individual or group provides services for no financial gain "to benefit another person, group or organization". Volunteering is also renowned for skill development and is often intended to promote goodness or to improve human quality of life.

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

[Images for volunteering](#)

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

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<https://www.empowermissions.org/why-volunteering-for-god-is-a-job/>

[Images for volunteering for god](#)

14) Work Culture

8 Rules for Creating a Passionate Work Culture | Fast Company

Thomson created a culture that extended out from him and has lived after him. Here are eight rules for creating the right conditions for a culture that reflects your creed:

<http://www.fastcompany.com/1837853/8-rules-creating-passionate-work-culture>

[Images for 8 Rules for Creating a Passionate Work Culture | Fast Company](#)

How To Create A Positive Workplace Culture - Forbes

A workplace culture is the shared values, belief systems, attitudes and the set of assumptions that people in a workplace share.

<https://www.forbes.com/sites/pragyaagarwaleurope/2018/08/29/how-to-create-a-positive-work-place-culture/#24ab4c334272>

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<https://www.forbes.com/sites/williamvanderbloemen/2018/05/02/8-easy-steps-to-a-healthier-workplace-culture/#5ad397b11e32>

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25 best Workplace Culture images on Pinterest

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Work Culture - Meaning, Importance & Characteristics of a Healthy Culture

Work culture is a concept which deals in the study of: Beliefs, thought processes, attitudes of the employees. Ideologies and principles of the organization.

<http://www.managementstudyguide.com/work-culture.htm>

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Workplace Culture Conflicts - Harvard Business Review

Are you at odds with your company's culture? Dan and Alison answer your questions with the help of [Alicia Tillman](#), the CMO of SAP. They talk through what to do when your company celebrates one kind of worker and ignores others, everyone seems to fit in but you, or a hard-charging culture is hurting performance and employee morale.

<https://hbr.org/podcast/2019/08/workplace-culture-conflicts>
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Workplace Culture Definition | Chron.com

The concept of a workplace culture encompasses many different characteristics of a business. Culture has visible components in the way that a business looks and how employees dress, but it really thrives in the attitudes of employees, in the setting of goals and in the communication of business values to workers and customers.

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Workplace - Wikipedia

Workplace culture: The social behaviors and norms in the workplace.

<https://en.wikipedia.org/wiki/Workplace>
[Images for Workplace culture: The social behaviors and norms in the workplace.](#)

15) Work Habits

Bill Hybels: The Work Habits of a Leader - ChurchLeaders.com

Many leaders incorrectly assume that their most important asset is their time. Bill Hybels: "I've concluded the leader's most valuable asset is their energy and their ability to energize other people."

<http://www.churchleaders.com/pastors/videos-for-pastors/168911-bill-hybels-the-work-habits-of-a-leader.html>
[Images for Bill Hybels: Work Habits](#)

Creative Work Habits | Len Wilson

Creative people have indigenous work habits – peculiar maybe, to the outsider, but natural to the creative person, fitting temperament and personal need. Veteran creative people, and honest ones, embrace their own eccentricities. They know what it takes to create.

<http://lenwilson.us/creative-work-habits/>
[Images for Bill Hybels: The Work Habits of a Leader - ChurchLeaders.com](#)
https://greatergood.berkeley.edu/article/item/ten_habits_of_highly_creative_people
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Developing Good Work Habits - Pearson

People with good work habits tend to be more successful in their careers than poorly organized individuals, and they tend to have more time to spend on personal life. Good work habits are more important than ever because of today's emphasis on productivity and quality.

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<https://www.youtube.com/watch?v=Kbs9gHFQ7vA> Good work habit - YouTube

<https://www.youtube.com/watch?v=ciQIDNSUsw0> What Is The Definition Of Good Work Habits? - YouTube

<https://www.youtube.com/watch?v=OAFpEfexkZw> 7 Steps to Developing Good Habits - YouTube

<https://www.youtube.com/watch?v=w8FjNw0xkMY> Four ways to form good work habits that actually stick - YouTube

<https://www.youtube.com/playlist?list=PLNd7zTjILlauggR-EWLR4d85IzPvNYbL2> VAT - Soft Skills: Good Work Habits - YouTube

Developing Positive Work Habits - Part 1 - YouTube

This video series will cover the basics of building a good work ethic. Part 1 discusses such work habits as self-discipline, positive attitude and customer service.

<https://www.youtube.com/watch?v=FSS7wKL-dxY>

<https://www.youtube.com/watch?v=fvz6r6ok72Y> Developing Positive Work Habits - Part 2 – YouTube

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Positive Work Habits: The Perfect Worker – American Foundation for the Blind

<http://www.familyconnect.org/parentsites.aspx?FolderID=2&SectionID=7&TopicID=549&SubTopicID=343&DocumentID=6745&rewrite=0>

Lesson 7: Positive Work Habits - FamilyConnect: for parents of children with visual impairments

Images for Positive Work Habits

Habits: Why We Do What We Do - Harvard Business Review

But equally importantly, habits are a really big deal within companies. And we know this because in the last 10 or 15 years there's been this real wealth of an explosion in research in looking at organizational routines or organizational habits and trying to understand how those influence how **work** gets done.

<https://hbr.org/2012/06/habits-why-we-do-what-we-do>

Images for organizational habits how work gets done

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<https://hbr.org/ideacast/2015/03/set-habits-youll-actually-keep>

<https://hbr.org/2018/03/how-your-phone-can-help-you-set-better-habits>

How to Get Rid of Bad Work Habits: 9 Steps (with Pictures) - wikiHow

Bad work habits usually develop over time. You may find that you are late to meetings, that you deliver reports after deadlines or that you have low productivity. Trading good work habits for bad ones may result in a happier, more efficient work environment. You will need to take stock of your current work habits, think about what impression you are making at work, and make consistent steps to change your habits. Long running habits may take time to break, but you are likely to see performance and manager evaluations improve. Read more to find out how to get rid of bad work habits.

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<https://www.entrepreneur.com/article/252276> 10 Bad Work Habits to Eliminate Before Becoming an Entrepreneur

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

Productive Work Habits: Nine Proven Techniques to Increase Your Effectiveness in the Workplace (HRDQ Skills Development) by Kate Ward

Productivity isn't about quantity. It's about knowing to do the right task, at the right time. In other words, it's about being able to recognize what to do when. And as we all know, that's sometimes easier said than done. Productive Work Habits is what you need to make sense of it all.

From developing positive habits and learning how to prioritize tasks, this e-book is your go-to guide for improving your personal productivity. Not only will you gain focus and understanding, you'll also discover ways to get organized, become successful at managing your time, work more effectively with colleagues—and even create a better work-life balance.

Here's What You'll Find:

- Interactive tools that provide valuable skill practice
- Case studies illustrating real-world scenarios
- Practical applications to demonstrate key concepts
- Action planning and strategies you can put to immediate use

<http://www.amazon.com/Productive-Work-Habits-Effectiveness-Development-ebook/dp/B007Y8O6WE>
http://www.amazon.in/Books-Kate-Ward/s?ie=UTF8&page=1&rh=n%3A976389031%2Cp_27%3AKate%20Ward
<http://www.goodreads.com/book/show/21416362-productive-work-habits>
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[Images for Kate Ward \(author\)](#)

[Images for Productive Work Habits: Nine Proven Techniques to Increase Your Effectiveness in the Workplace \(HRDQ Skills Development\) by Kate Ward](#)

[Images for HRDQ Skills Development](#)

10 Daily Work Habits Every Young Leader Should Adopt - Forbes

No matter what your job title is today, by focusing on the small things, you can hone your leadership skills and put your career on the right track.

<https://www.forbes.com/sites/forbescoachescouncil/2016/02/02/10-daily-work-habits-every-young-leader-should-adopt/#74b95aa2775a>

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16) Youth Ministry

Best 25+ Youth ministry ideas on Pinterest

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[Images for youth ministry Pinterest](#)

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<https://www.pinterest.com/jillianjackson/youth-group-ideas/>

Director of Youth & Family Ministries

Our Saviour's Lutheran Church, a thriving congregation located on the west side of Chippewa Falls, Wisconsin, is seeking an energetic and experienced individual to serve as Director of Youth & Family Ministries. The candidate will work closely with our leadership team to lead and further develop our Youth & Family Ministries giving particular attention to youth and adult education, crossgenerational and life enrichment ministries, and interpersonal relationship building. This is a full-time, salaried position. Interested applicants may send a cover letter, resume, and references by email to: office@oslccf.net, or by US Mail to Director Youth & Family Ministries Search Committee, Our Saviour's Lutheran Church, 1300 Mansfield Street, Chippewa Falls, WI 54729. Deadline for submission of application materials is March 17, 2016.

[Click here for online job posting](#)

[Click here for Job Description](#)

[PDF] [View February 24, 2016 issue. - Northwest Synod of Wisconsin](#)

http://www.nwswi.org/webfiles/fnitools/documents/elcipse_2.24.16.pdf

[Images for Director of Youth & Family Ministries](#)

Director of Youth Ministry

Elim Lutheran Church Scandia, MN.

www.ElimScandia.org

Position Description: This full-time position is instrumental to Elim's mission and ministry. We seek someone with a love for Christ and his Church and who will help our young people, parents and volunteers integrate their faith into all aspects of life within and outside of the Church. Camp ministry, service projects, educational programs, fellowship time and congregational integration make this a year-round full-time position. The Director of Youth Ministry works in close coordination with our pastors, Children's Ministry Director and support staff. Requirements: College degree in Youth and Family Ministry or a related field or at least 2 years of related experience are a must. For more information please contact: Pastor Scott T. Westphal Scott.Westphal@ElimScandia.org

[PDF] [View December 17, 2015 issue. - Northwest Synod of Wisconsin](#)

http://www.nwswi.org/webfiles/fnitools/documents/weekly_eclipse17th.pdf

[Images for Director of Youth Ministry](#)

Northwest Synod of Wisconsin | Children and Youth

Vibrant Youth Ministry can be found throughout our synod. Although it is carried out at the congregational level, there are also opportunities for youth to be involved at the synodical level.

<http://nwswi.org/faith-formation/children-and-youth>

[Images for Northwest Synod of Wisconsin | Children and Youth](#)

Staffing Your Youth Ministry Program

Making It Work

Before you recommend hiring a staff person to work with your youth ministry program, ask yourselves how you can improve your work with volunteers. Sometimes, by making a few changes in how you use volunteers, you can alleviate the need for a paid staff person. Try answering the following questions:

<https://www.neiasynod.org/wp-content/uploads/2014/01/Staffing-Your-Youth-Ministry-Program.pdf>

[Images for Staffing Your Youth Ministry Program](#)

<https://www.neiasynod.org/wp-content/uploads/2014/01/calling-and-providing-for-YM-staff.pdf>

Youth Ministry Staff and Volunteer Start Up Guide – Unitarian Universalist Association

Whatever your role in youth ministry we are so grateful that you have chosen to support our young people in their spiritual journey. The resources in this Start Up Guide will help ground you in the theology and methodology of our youth ministry and the many forms of support available to you. Depending on your level of responsibility and time commitment, you and your supervisor can decide together which of these resources will be right for you to pursue.

https://www.uua.org/sites/live-new.uua.org/files/youth_ministry_staff_and_volunteer_start_up_guide.pdf

[Images for Youth Ministry Staff and Volunteer Start Up Guide](#)