

# Shared Ministry Resources Implementation Team 2015

The Shared Ministry Resource Team was charged with compiling a list of available resources around the concept of collaborative ministry. The committee was comprised of members of LREDA, UUMA, UUMN and the Ministries and Faith Development office of the UUA. We decided to organize the resources we found (books, articles, webinars, workshops, videos, etc.) into six categories, based on the work of the LREDA/UUMA/UUMN Task Force for Excellence in Shared Ministry (2013). The categories are as follows:

COLLEGIAL COVENANTING  
COLLABORATIVE LEADERSHIP/STAFF TEAM LEADERSHIP  
SUPERVISORY RELATIONSHIPS  
SYSTEMS THINKING AND ADAPTIVE LEADERSHIP  
TRANSITIONS  
WORSHIP

There is clearly a need for more specific and targeted shared ministry resources. We look forward to the continuation of this important work in the years to come.

Respectfully submitted,

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Michelle McKenzie-Creech, LREDA, Co-Chair  
Anne Watson Born, UUMN  
Jessica York, Faith Development Director in Ministries and Faith Development, UUA

## **COLLEGIAL COVENANTING**

### **Administration as Leadership (Renaissance module)**

**Ellenwood, Pat, 2013**

Particularly Session 3: Partners in Faith Development, which explores staff covenants and supervision, and Session 2: The Religious Educator in the Congregation, which talks about healthy communication.

### **Blueprint for Excellence: Best Practices for UU Congregations**

**LREDA**

This document outlines best practices in the search for RE leadership. Includes covenanting, agreements, professional development, and the search process.

### **Colleague Conversations Workshop**

**Metro New York District**

For minister and religious educator teams to establish healthy relationships and create a covenant together.

## **COLLABORATIVE LEADERSHIP/STAFF TEAM LEADERSHIP**

### **30 Markers of Staff Team Health**

**Beaumont, Susan, NACBA, 2011**

This article points to a simple exercise to do with your staff – look at the list together; get a quick collective sense of what you’re doing well and what you should work on. Also lifts up polarity of collaboration and accountability.

### **Susan Beaumont and Associates, LLC**

Susan Beaumont - previously with the Alban Institute - has a consulting firm that advises on topics of relevance to shared ministry, such as creating healthy staff teams, leading when you are not in charge, supervising staff, adaptive leadership and transitions.

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### **Collegiality: Being a Good Colleague**

**CERG**

Facilitated by Pat Infante. Congregations with multi player staff teams must work intentionally to create strong, collegial partnerships but doing so can introduce tension and anxiety into the congregational system. We’ll talk about covenant, collegiality, creative tension, and conflict – all forces that can be leveraged to build better staff relationships.

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Particularly Session 3: Partners in Faith Development, which explores staff covenants and supervision, and Session 2: The Religious Educator in the Congregation, which talks about healthy communication.

### **Rivals or a Team? Clergy-Musician Relationships in the Twenty-First Century**

**Gunter, Eileen, MorningStar Music Publishers, 2012**

Explores the importance of teamwork in the Christian church, identifying ways in which musicians and clergy can exercise their separate roles effectively, and suggesting strategies for building supportive relationships. Includes sections on conflict, reasons musicians leave a church, and approaches for transition when the situation just does not work any longer.

### **The Advantage: Why Organizational Health Trumps Everything Else in Business**

**Lencioni, Patrick, Jossey-Bass, 2012**

Build a cohesive team, be clear about purpose and values, prioritize.

### **The Five Dysfunctions of a Team: A Leadership Fable**

**Lencioni, Patrick, Jossey-Bass, 2002**

Entertaining book with 5 simple, successive takeaways. Trust is paramount. Healthy conflict is vital.

### **Tablegroup.com**

Patrick Lencioni website with lots of info on Five Dysfunctions and The Advantage.

### **Blueprint for Excellence: Best Practices for UU Congregations**

**LREDA**

This document outlines best practices in the search for RE leadership. Includes covenanting, agreements, professional development, and the search process.

### **Sticky Teams: Keeping Your Leadership Team and Staff on the Same Page**

**Osborne, Larry, Zondervan, 2010**

Strategies for keeping staff aligned and avoiding pitfalls.

### **Covenants of Leadership Behavior**

**Rendle, Gil, Leading Change in the Congregation: Spiritual and Organizational Tools for Leaders, Alban Institute, 2011**

How Covenantal Leadership helps congregations and all staff lead a better, fast, and more communal process.

### **Harvest the Power (Tapestry of Faith)**

**Tittle, Gail and Matt and Forsyth-Vail, Gail.**

Though written for lay leaders, portions could be adapted for professional leaders. The 12 workshops include discussions of such issues as power and authority, adaptive leadership, and self-care.

### **Fulfilling the Call: A Model for UU Ministry in the 21<sup>st</sup> Century**

**UUA, UUMA, EDC, UUA, 2013**

Describes expectations of ministers in 9 broad areas of ministry (duties) at four skill levels. Includes staff leadership as part of "Leads Administration."

## **Mobilizing Congregations: How Teams Can Motivate Members and Get Things Done**

**Wimberly Jr., John W, Rowman & Littlefield, 2015**

This is a look at the power teams bring to congregational work. Wimberly demonstrates that younger generations in particular are much happier working in a team, rather than a committee environment. Congregations using teams are able to mobilize members across generations for both short and long term tasks.

## **Teams and Performance**

**Wimberly, John, Alban Institute, 2011**

This article lifts up the importance of team performance as opposed to over-focusing on the individual.

## **Star Island Lifespan Religious Education Week: 2015 Collaborative Leadership Audio Program**

Made possible by a grant from the Liberal Religious Educators Association 21st Century Fund, this audio series shares the core programming from the 2015 Star Island LRE Conference. Exploring themes related to our changing world, the changing nature of church, the critical role of great collaborative teams in navigating these changes, and religious education as a growth strategy, this program features talks and panel discussions with Carey McDonald, Patricia Infante, Starr Austin, Andrea Lerner, Patricia Hart, Cathy Seggel, and Pat Humphries & Sandy O. of Emma's Revolution. Running Time: 7 Hours 15 Minutes.

## **Trainings/Events**

- New England Region does staff team start-ups with groups of teams.
- New England Region Shared Ministry Retreat (Aug '15 with Kim Sweeney)
- A Lerner - covenanting workshop for ministers and religious educators
- J Gartner:
  - staff development day (MDD Front Range 9/14)
  - 1st year minister webinar "Staff Team Leadership as Ministry," annually
  - "Being Part of a Healthy Staff Team" (RE Week at the Sea '14)
- Star Island LRE Week program, July 2015 (C McDonald, P Infante, and others)
- Mark Hicks Beloved Conversations for teams (LREDA Fall Con 2015)

# **SUPERVISORY RELATIONSHIPS**

## **Navigating Rank**

### **Be The Love**

This slideshare invites all of us to consider the importance of growing our awareness of rank – our own and others' – so that differences of rank do not become barriers to our experience of Beloved Community. It explores four types of rank and the dynamics of rank.

### **Church Administration: Programs, Process, Purpose**

**Bacher , Robert N. and Michael L. Cooper-White, Fortress Press, 2007**

Particularly Chapter 9: Ministry Teams: Teeming with Talen

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Particularly Session 3: Partners in Faith Development, which explores staff covenants and supervision, and Session 2: The Religious Educator in the Congregation, which talks about healthy communication.

### **Rivals or a Team? Clergy-Musician Relationships in the Twenty-First Century**

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### **Powerful Conversations: How High-impact Leaders Communicate**

**Harkins, Phil, McGraw-Hill Education, 1999**

How to have conversations that strengthen relationships, promote shared learning, and advance agendas.

### **Living Our Vision: The Congregation as a Responsible Employer**

**Rob Molla et al, UUA General Assembly 2010 workshop**

Powerpoint slides. Get off to a good start. All kinds of HR wisdom about recruiting and hiring.

### **Effective Staff Supervision in Religious Organizations**

**New England Region**

Handouts and PPT slide presentations from workshop presented on April 2, 2014.

### **When Moses Meets Aaron: Staffing and Supervision in Large Congregations**

**Rendle, Gil, Beaumont, Susan, Alban Institute, 2007.**

Note: most content is very relevant to any congregation large enough to have a staff. Great resource for all aspects of staffing, hiring, supervising.

## **Guide to 360 Reviews – What is a 360? How Do You Administer 360 Feedback?**

**Vanek, Christian, 2013**

Reviews that helps teams look at and evaluate employees from all different perspective of those interacting with them. Meant to provide well-rounded evaluation

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### **Change 201: Intro to Adaptive Leadership**

#### **CERG**

Facilitated by Rev. Renee Ruchotzke. Develop leadership skills to learn how to face our toughest challenges: the ones we don't have ready answers for. The "Adaptive Leadership" framework pioneered by Harvard's Dr. Ronald Heifetz is more than a toolbox of tips. It will change the way you think about the internal and external components of leadership and equip you to lead through any change—welcome or unwelcome.

### **Conflict 101: Meeting Resistance**

#### **CERG**

Facilitated by Mark Bernstein. The key is how the leader meets and responds to the resistance that is causing the conflict. In this session, we'll talk about getting trust vs. getting agreement, creating a culture that minimizes conflict, and specific steps for resolving situations causing conflict.

### **Conflict 202: Nonviolent Communication**

#### **CERG**

Facilitated by The Rev. Dr. LoraKim Joyner. In this introductory session to Compassionate Communication (Nonviolent Communication) we begin with how to connect to our own needs and judgments so that we can embody more greatly compassion for ourselves and others.

### **Emotional Intelligence: The Non-Anxious Leader**

#### **CERG**

Facilitated by Mark Bernstein. This class will provide an introduction to emotional intelligence and the five skills required to be at your best as a leader in your congregation. You'll also have a chance to assess your own level of emotional intelligence.

**The Practice of Adaptive Leadership: Tools and Tactics for Changing Your Organization and the World**

**Heifetz, Ronald A, Grashow, Alexander, Linsky, Marty, Harvard Business Press, 2009**

Ministry-transforming concepts and practices!

**The Fifth Discipline: The Art and Practice of the Learning Organization**

**Senge, Peter, Doubleday, 2006 (revised)**

Disciplines of a learning organization; the 5<sup>th</sup>, systems thinking, integrates the other four. This is a classic that reads as fresh.

**Harvest the Power (Tapestry of Faith)**

**Title, Gail and Matt and Forsyth-Vail, Gail.**

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## **Blueprint for Excellence: Best Practices for UU Congregations**

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## **Start Up Workshops**

### **New England Region**

Start Up workshops are designed to help staff teams or staff and committee members develop healthy ways in which to work together. The workshops are especially helpful for those who have recently called or hired new staff but are sometimes also useful when other changes impact working relationships. Handouts and PPT slide presentations available for the following workshops:

- September 23, 2014: Staff Team Start Up
- September 12, 13, 2012: Church Staff Team Start Ups
- September 14, 2011: Church Staff Start Up
- September 2, 2008: Staff Start Up

## **From Starting to Parting: Supporting RE and Music Staff in UU Congregations**

### **UUA Professional Development Office**

Resource for hiring and supporting staff, including team/supervision/performance management sections.

## **Interim Ministry Primer for Staff,**

### **UUA Professional Development Office**

Jan Gartner and Keith Kron offer guidance for congregational staff working with an interim minister. Includes FAQ, resources, and case studies.

## **WORSHIP: COLLABORATIVE/MULTI-DIMENSIONAL**

### **The Sounds of Our Offerings – Achieving Excellence in Church Music**

#### **Kroecker, Charlotte, Alban Institute, 2011**

These are the stories of churches with a reputation for their fine music programs, churches that, with their leaders and congregations, have worked out these programs in consistent, coherent ways. In most cases, the programs span multiple priests/pastors and musicians. The Sounds of Our Offerings is about excellent music and how it has found its way into the life and faith practices of these congregations.

### **The Worship Workshop: Creative Ways to Design Worship Together**

#### **McFee, Marcia, Abingdon Press, 2010**

A variety of activities, ideas and informational handouts to evaluate the state of your current worship, get more people involved in the planning and designing process, explore the diverse designs of congregational worship, learn the history of worship and use the arts in worship.



**Worship (Renaissance Module)**

**Strawser, Kathy**

Especially Session 3: The Crafting of Worship (revised in 2014 and not yet posted online)

**Living the Principles**

**Quaadgras, Ellen and Kadlecek, Ann**

A full-year, integrated, all-ages program for congregation-wide exploration of the Unitarian Universalist Principles. The materials are ready for use by professional or lay leaders; the program as a whole can support a congregational theme year, or elements may be adapted for individual use.