LACE – LEADERSHIP ACADEMY FOR CHURCH EXCELLENCE

CORE CLASSES:

Week 1
- Exploring a Call - Spiritual Gifts
Week 2
- UM History / Theology
Week 3
- Sacraments
Week 4
- Leading - UM Structure / Officers
Week 5
- Pastoral Care
Week 6
- Missional Service

(This counts as the Basic Lay Servant Requirements)

LAY SERVANT PATH
- Week 1: Lead/Plan Worship
- Week 2: Teaching
- Week 3: Prayer
- Week 4: Living out UM faith
- Week 5: Preaching
- Week 6: Ministry Practicum
  (One Advanced Lay Servant Course)

LEADERSHIP PATH
- Leadership
- Evangelism
- Communication
- Stewardship
- Discipleship/Accountability
- Conflict Management

NEW MINISTRY PATH
- Planting Rationale
- Demographics
- Team Building
- Multiplications
- Ministry Development
- Common Mistakes

CELEBRATION

Four Additional Advanced Classes to be Certified Lay Speaker

??? CERTIFIED LAY MINISTER???
(after completion of all 3 paths)
Called by God – Spiritual Gifts
Core Class- Session One

Learning Goals:

1. The participants will explore the nature and meaning of a call from God
2. The participants will participate in a Spiritual Gifts Inventory and have a better understanding of their spiritual gifts

Lesson Outline:

1. The participants will split into groups to examine Biblical characters and their “call” to gain a better understanding of the nature of call
2. The participants will take a spiritual gifts inventory
3. The participants will discuss how they can utilize their gifts

Lesson Plans:

1. Biblical examples of call
   a. On a newsprint or overhead, list the following names of biblical characters who experienced God’s call: Moses, Mary, Esther, Saul, Samuel, Martha, Gideon, Sarah, Amos, Jeremiah, Elijah, Peter, James, John, Matthew, Zacchaeus, Abraham, Jacob, the Gentile foreigner on the road to Gaza, and the Samaritan woman.
   b. Have group to divide into pairs and assign three characters to examine. They are to locate the Biblical reference, learn about the character, and describe the character’s call.
   c. Ask each group to report their findings. Guide discussion about the ways God calls and the ways people respond.
2. Have participants fill out a spiritual gifts inventory. You can have them do this ahead of time and bring the results to the meeting, they can complete it during the time together, although this is time consuming, or they can take it when they return home. There are many spiritual gifts inventories. You can find one on our website under Churches and Local Church Resources. http://kyumc.org/pages/detail/1008. See attached sheets
3. Share with participants the strengths of each gift listed. See attached sheets.

Resources:

Certified Lay Minister Resource, GBOD Discipleship Resources, q 2008


<table>
<thead>
<tr>
<th></th>
<th>ANSWERS</th>
<th>TOTAL</th>
<th>ROW</th>
<th>GIFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26</td>
<td>101</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>27</td>
<td>102</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>28</td>
<td>103</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>29</td>
<td>104</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>30</td>
<td>105</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>31</td>
<td>106</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>32</td>
<td>107</td>
<td>G</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>33</td>
<td>108</td>
<td>H</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>34</td>
<td>109</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>35</td>
<td>110</td>
<td>J</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>36</td>
<td>111</td>
<td>K</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>37</td>
<td>112</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>38</td>
<td>113</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>39</td>
<td>114</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>40</td>
<td>115</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>41</td>
<td>116</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>42</td>
<td>117</td>
<td>Q</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>43</td>
<td>118</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>44</td>
<td>119</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>45</td>
<td>120</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>46</td>
<td>121</td>
<td>U</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>47</td>
<td>122</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>48</td>
<td>123</td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>49</td>
<td>124</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>50</td>
<td>125</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
MINISTRY GIFTS INVENTORY
by G. Christine Harman

Instructions: Read the statements below and determine how true this statement is of you. Then, enter your score on the accompanying scoresheet, using the numerical key below. After you have entered all your scores, total each row on the scoresheet.

4 = Almost always true of me
3 = Usually true of me
2 = Moderately true of me
1 = Occasionally true of me
0 = Not at all true of me

1. I would be willing to go wherever Christ calls me to start a church.
2. I do not shrink from sharing biblical truth, even though I know I might be criticized for doing so.
3. I am thrilled to be able to lead others to Christ.
4. I enjoy guiding people on their spiritual journey.
5. I am able to make total strangers feel at home and at ease.
6. I place a high priority on getting tasks done quickly and correctly.
7. People often turn to me when they are feeling down and need encouragement.
8. I am blessed to be able to give money for the mission and ministry of the Church.
9. I enjoy working with my hands to make or repair things.
10. I feel compelled to help people in need and find I am more blessed for doing so.
11. I believe God has used me as an instrument of healing.
12. I have been used by God to turn what seemed impossible into something that was possible.
13. In my deepest prayer experiences, I speak to God in words I don't understand.
14. I have interpreted tongues in order to help other people worship God.
15. I have often been moved by God to offer good advice when asked for my opinion about a particular situation.
16. There have been occasions when I have received powerful insight about a situation by some means other than normal communications.
17. I believe God is as active today as in ancient bible times.
18. It is easy for me to determine whether or not someone is authentic in their spirituality.
19. I am always willing to do something for someone in order to free them to serve in their own ministries.
20. I am personally very well organized and when I set a goal, I follow through in order to achieve it.
21. I never tire of doing in-depth study of Scripture in order to make it easier for others to understand its lessons.
22. I am effective in getting a group of people to complete their assigned task and celebrate their achievement.
23. I spend long periods of time in prayer.
24. People tell me I should be singing in the choir.
25. I seem to have a knack for learning foreign languages.
26. I would jump at the chance to relocate in order to serve the church and bring new believers to Christ.
27. I believe God gives me special insights about building up the body of Christ.
28. I believe winning people to Christ is the most important thing that I can do to serve God.
29. People know I have a genuine interest in seeing them grow as disciples.
30. I am usually one of the first people to approach a newcomer at church.
31. I am comfortable working behind the scenes in order to support the community of faith.
32. I seem to be able to offer trusted counseling to people who turn to me without sounding like a ‘know-it-all.’
33. I know God will meet all my needs and I can therefore share my income above and beyond my tithe.
34. I find it relaxing to work with my hands.
35. I seem to be able to see where people are hurting and need comfort more quickly than others do.
36. Most of my prayer time is spent on behalf of people who need healing.
37. I have felt prompted by God to do something for Him and seen unexplainable results occur.
38. The first time I prayed in tongues, it came very naturally to me.
39. When I hear someone praying aloud in tongues, I know exactly what that person is praying.
40. I am frequently able to see how God’s truth applies to specific situations.
41. There have been times when I suddenly understood particular choices open to the church when no one else did.
42. I firmly believe trusting in God will make all the difference in a person’s life.
43. I can tell when someone’s ministry is driven more by a desire for recognition and attention than when it is driven by a desire to humbly serve God.
44. I enjoy working in the background in ways that help other people get the spotlight focused on them.
45. I am able to remain calm in chaotic situations and focus on the action necessary to achieve a goal.
46. I am more comfortable in creating my own teaching material than in using mass-prepared material.
47. I am good at figuring out who the best person is to get a job done and then delegating the work to that person.
48. I grow in intimacy with God the more I pray.
49. I am uplifted by the music ministry of the church.
50. I have no trouble in adapting to a foreign culture and lifestyle.
51. I have a strong desire to take the gospel to an unchurched area.
52. I am able to point out to people how they should change their lives in order to grow closer to God.
53. My heart is burdened when I think of all the people who have not made a decision for Jesus Christ.
54. People often turn to me for spiritual guidance and direction.
55. I enjoy offering my home as a place for people to gather.
56. I feel close to God when I am doing routine or ordinary work in the church.
57. I enjoy coaching others in their spiritual growth, especially when they are encountering problems.
58. I make sure my offering goes to my church each week, even though I may not be physically present.
59. People say I have a real talent for crafts.
60. I seem to spend some part of each day responding to someone in need, even if it just to listen to them.
61. I believe God still heals people, just like the stories in the Bible tell us he did.
62. I have seen God work miracles through my prayers.
63. When offering praise and thanksgiving to God, I often feel that human language is inadequate.
64. If someone is speaking in tongues while in a state of spiritual ecstasy, I am able to interpret to others what is being expressed.
65. At times, I have demonstrated a kind of wisdom that can only come directly from God, and not from my own experience.
66. God has enabled me to know something before other people became aware of it.
67. I see God’s touch in all aspects of life today.
68. I am able to tell when someone is speaking out of an inspiration of God.
69. I receive great joy in serving the church in ministries that enable other ministries to happen.
70. I can help people identify their gifts and abilities and then assist them in finding ways to use those gifts and abilities to serve God.
71. I am able to explain Scripture in a variety of ways so people can understand it.
72. I am good at stating a large goal, then in helping people figure out ways to organize themselves and get it done.
73. I am often moved by news and current events to enter into prayer for specific situations.
74. Learning how to play a musical instrument seems to come easy to me.
75. I find myself quickly at ease in a foreign country, even when I don’t speak the native language.
76. I am comfortable with people of diverse cultures and backgrounds.
77. I often feel compelled to share spiritual insights that I believe God has given to me specifically.
78. I never tire of telling people what a difference Christ has made in my life.
79. I am willing to take responsibility for helping a group of people develop Christian maturity.
80. People say I am a very good host/hostess.
81. There is no task too trivial for me if it helps build up the Body of Christ.
82. I never tire of offering encouragement to other believers.
83. I believe giving 10% of my income to the Church is just the starting point of my stewardship.
84. I would enjoy helping around the church doing repairs and maintenance.
85. I feel very close to Christ when I am able to reach out to persons who are disadvantaged or neglected.
86. People have told me they felt a healing presence when I prayed for them.
87. God has used me to make something happen that was beyond human capability.
88. Praying in tongues has had a great impact on my prayer life.
89. I believe unbelievers can be helped when I interpret speaking in tongues in a worship service.
90. When there are several positions on an issue, I have a strong sense of which direction God wants taken.
91. People have been surprised when I tell them something about themselves that they did not share with me.
92. It is especially meaningful to me to be able to spend a lot of time praying on behalf of other people and their situations.
93. I can tell the difference between someone who is moved by the Holy Spirit and someone who is acting out of their own motivations.
94. People know I can be counted on to think of the small tasks that need doing and that no one else usually thinks about.
95. I feel greatly rewarded when I can help get a project organized and see people functioning to accomplish the goals of the project.
96. I am able to use various delivery methods in class in order to adapt to the diversity of learning styles.
97. If I am part of a group that is disorganized, I will step forward to help them get organized.
98. People often come to me to ask for prayer for serious situations.
99. I believe God speaks to people through music.
100. I would enjoy sharing the Gospel with people in a different culture.
101. I would be comfortable sharing the gospel with persons whose beliefs and culture are different from mine.
102. I am able to show others how God’s word speaks to today’s situations.
103. I am comfortable in sharing the gospel of Christ with unbelievers.
104. I take very seriously the call to nurture people in the development of their faith.
105. I take pleasure in meeting new people and am good at introducing them to others.
106. I enjoy getting a job done for the sake of getting it done and it doesn’t matter whether I get recognition or not.
107. I believe it is important for me to help others see how God works in their lives, even in the tough times.
108. I practice giving as a spiritual act of gratitude offered to God.
109. I like to design and then produce craft projects to be used in the church.
110. I have a strong desire to reach out to those who are in need (physically, spiritually, and emotionally).
111. There have been times when God has sent his healing power through me to help other people.
112. I have been a tool in God’s hands to bring about supernatural changes in people’s lives.
113. I often speak in tongues when I feel the power of the Holy Spirit most intensely.
114. I am able to detect whether or not someone is authentic when they are speaking in tongues.
115. When I have offered counsel regarding spiritual matters, people tell me I demonstrate spiritual maturity.
116. At times I have been speaking to someone and become greatly aware of something happening in that person’s life without their telling me about it.
117. I know that I can trust God’s promises no matter what else may happen around me.
118. I am able to detect false teaching.
119. I know that my service behind the scenes is necessary to enable more visible things to happen.
120. People frequently turn to me to help get something organized.
121. I am thrilled to see another person grow in their knowledge and understanding of Scripture.
122. People often look to me as an example or role model.
123. I never get tired of praying and gain energy from my prayer times.
124. I am willing to offer my time for the music ministry of the church.
125. I have a deep appreciation of people from other cultures and traditions.
Spiritual Gifts Description

After discovering your gifts, see where they are grouped within the major categories below. You can then see what Scripture has to say about that particular gift.

**Gifts That Share God's Word**
- Apostleship
- Discernment
- Evangelism
- Knowledge
- Prophecy

**Gifts That Show God's Love**
- Compassion
- Helps
- Giving
- Hospitality
- Missionary
- Serving

**Gifts That Strengthen God's People**
- Exhortation
- Shepherding
- Teaching
- Wisdom

**Gifts That Support People in Worshiping God**
- Craftsmanship
- Healing
- Intercession/Prayer
- Music
- Tongues
- Interpretation of Tongues
- Working Miracles

**Gifts That Sustain All Ministries**
- Administration
- Faith
- Leadership
Your Gifts That Share God's Word

Under each gift you will find a brief definition and scripture references. Some of the gifts noted also include a listing of resources for you to explore this gift further.

**APOSTLESHIP**
The ability to introduce the gospel of Jesus Christ to new people and then nurture the development of their faith. It could also point an individual toward planting a new community of faith.

Acts 15:1-2  
Acts 15:22-35  
1 Corinthians 12:28  
Galatians 2:1-10  
2 Corinthians 12:12  
1 Timothy 2:7

**Resources for Apostleship**
Planting and Growing Urban Churches by Harvie M. Conn  
Creating Communities of the Kingdom by David W. Shenk  
Church Planting by Stuart Murray  
Planting Churches Cross-Culturally: North America and Beyond by David J. Hesselgrave

**DISCERNMENT**
The ability to distinguish between the things of God and those not of God in order to strengthen the body of Christ.

Matthew 16:21-23  
Acts 5:1-11  
Acts 8:22-23  
Acts 16:16-18  
1 Corinthians 12:10  
2 Peter 2:1-3  
1 John 4:1-6

**Resources for Discernment**
Discerning God's Will Together: A Spiritual Practice for the Church by Danny E. Morris and Charles M. Olsen  
A Guide to Spiritual Discernment by Rueben Job  
Selecting Church Leaders: A Practice in Spiritual Discernment by Charles M. Olsen and Ellen Morseth  
Fragile Hope: Your Church in 20/20 by Thomas Bandy  
The Art of Spiritual Direction: Giving and Receiving Spiritual Guidance by W. Paul
Jones
Body Building: Creating a Ministry Team Through Spiritual Gifts by Brian Bauknight
Scripture & Discernment: Decision Making in the Church by Luke Johnson
Seeking and Doing God's Will: Discernment for the Community of Faith by Garrie Stevens, Pamela Lardear and Sharon Duger

EVANGELISM
The ability to communicate the gospel to unchurched persons in ways that move them to become disciples of Jesus Christ.

Acts 8:5-6
Acts 14:21
Acts 21:8
1 Corinthians 3:5-6
Ephesians 4:11

Resources for Evangelism
Evangelism Outside the Box: Helping People Experience the Good News by Rick Richardson
Lay Speakers Lead in Evangelism: Advanced Course by Shirley Clement and Roger Swanson
Evangelism and Theology in the Wesleyan Spirit by Albert C. Outler
Radical Outreach: The Recovery of Apostolic Ministry and Evangelism by George Hunter
Rural Congregational Studies: A Guide for Good Shepherds by Mary Agria and Shannon Jung
Turnaround Strategies for the Small Church by Ronald Crandall
Building a Contagious Church by Mark Mittelberg
The Purpose Driven Church by Rick Warren
A New Kind of Christian: A Tale of Two Friends on a Spiritual Journey by Brian D. McLaren
Purpose Driven Youth Ministry by Doug Fields
Faith-Sharing Congregation by Shirley Clemend and Roger Swanson

KNOWLEDGE
The ability to understand or comprehend the truth of a situation or belief from God's point of view.

Acts 5:1-11
1 Corinthians 12:8
Colossians 2:2-3
PROPHECY
The ability to relate biblical truth in a timely and relevant means that offers interpretation of historic or modern messages from God.

Acts 2:14-36
Acts 11:28
Acts 15:32
Acts 21:9-11
Romans 12:6
Ephesians 3:1-6
Ephesians 4:11-14

Resources for Prophecy
With God in the Crucible: Preaching Costly Discipleship by Peter Storey

Your Gifts That Show God's Love
Under each gift you will find a brief definition and scripture references. Some of the gifts noted also include a listing of resources for you to explore this gift further.

COMPASSION
The ability to sense the pain or suffering of others in ways that compel one to take action to alleviate their condition.

Matthew 9:35-36
Mark 9:41
Romans 12:8

Resources for Compassion
At the End of the Day: How Will You Be Remembered? by James Moore
Prayer and Devotional Life of United Methodists by Steve Harper
Forming Faith in a Hurricane: A Spiritual Primer for Daily Living by N. Graham Standish
Growing Compassionate Kids by Jan Johnson
Christian Acts of Kindness by Barbara Johnson
Heart Whispers: Benedictine Wisdom for Today by Elizabeth Canham
Caring From the Inside Out: How to Help Youth Show Compassion by Soozung Sa

HELPS
The ability to provide assistance to others for a release from their worldly or spiritual burdens.

Mark 15:40-41
Acts 9:36
Romans 16:1-2
1 Corinthians 12:28

GIVING
The ability to manage one's personal resources (money, time, skills, and energy) in order to joyfully contribute more than expected to the church and its ministries.

Mark 12:41-44
Luke 8:1-3
Luke 21:1-4
Acts 4:32-37
Romans 12:8
2 Corinthians 8:1-7
2 Corinthians 9:2-7

Resources for Giving
Climbing the Sycamore Tree: A Study on Choice and Simplicity by Ann Hagmann
The Abingdon Guide to Funding Ministry by Donald Joiner
Money Isn't Everything: What Jesus Said About the Spiritual Power of Money by Herb Miller
Lay Speakers Lead in Stewardship: An Advanced Course by Herb Mather
More Than Money: Portraits of Transformative Stewardship by Patrick McNamara
Afire With God: Spirited Stewardship for a New Century by Betsy Schwarzentraub

HOSPITALITY
The ability to offer care for persons in ways that let them know they are welcome and included.

Matthew 25:35
Acts 16:14-15
Romans 12:13
Romans 16:23
Titus 1:8
Hebrews 13:1-2
1 Peter 4:9

Resources for Hospitality
Soul Feast: An Invitation to the Christian Spiritual Life by Marjorie Thompson
At Table With Jesus by John Gooch
And You Welcomed Me: A Sourcebook on Hospitality in Early Christianity by Amy Oden
MISSIONARY
The ability to transcend race, culture, or nationality in order to serve the physical and spiritual needs of God's people.

Acts 8:4
Acts 13:2-13
Romans 10:14-17

Resources for Missionary
Transforming Ventures: A Spiritual Guide for Volunteers in Mission by Jane Ives

SERVING
The ability to provide service or labor to support the ministries of the church. The acts can be ordinary or routine and performed in a way that is often unnoticed.

Luke 10:40
John 12:2
Acts 6:1-7
Romans 12:7
Galatians 6:10

Your Gifts That Strengthen God's People

Under each gift you will find a brief definition and scripture references. Some of the gifts noted also include a listing of resources for you to explore this gift further.

EXHORTATION
The ability to offer encouragement to those who are disheartened and may be struggling in their faith.

Acts 14:22
Romans 12:8
1 Timothy 4:13
Hebrews 10:24-25

Resources for Exhortation
Abiding Hope: Encouragement in the Shadow of Death by Ann Hagmann

SHEPHERDING
The ability to nurture, tend, and lead people in the ongoing development of their discipleship.
Matthew 18:12-14
John 10:1-18
Acts 20:28
Ephesians 4:11-14
1 Timothy 3:1-7
1 Peter 5:1-4

Resources for Shepherding
The Godbearing Life: The Art of Soul Tending for Youth Ministry by Kenda Creasy Dean and Ron Foster
Feed My Shepherds: Spiritual Healing and Renewal for Those in Christian Leadership by Flora Slosson Wuellner
Rural Congregational Studies: A Guide for Good Shepherds by Mary Agria and Shannon Jung

TEACHING
The ability to analyze, communicate, and apply biblical truths and other Christian teachings in ways that help people grow in faith.

Acts 18:24-28
1 Corinthians 12:18
Ephesians 4:11-14
2 Timothy 1:11
James 3:1

Resources for Teaching
Adults:
What Every Teacher Needs To Know
Keeping in Touch: Christian Formation and Teaching by Carol F. Krau
A Faithful Future: Teaching and Learning for Discipleship by Carol F. Krau
Start Here: Teaching and Learning with Adults by Barbara Bruce

Children:
Out of the Basement: A Holistic Approach to Children's Ministry by Diane C. Olson

WISDOM
The ability to make exact and practical applications of knowledge imparted directly by God.

Acts 6:3
Acts 6:10
1 Corinthians 1:18-27
1 Corinthians 2:6-13
1 Corinthians 12:8
Colossians 1:28
Colossians 3:16
2 Peter 3:15

**Your Gifts That Support People In Worshiping God**

Under each gift you will find a brief definition and scripture references. Some of the gifts noted also include a listing of resources for you to explore this gift further.

**CRAFTSMANSHIP**
The ability to design and/or create items to be used in the various ministries of the church. The ability to work with one's hands also includes repair and maintenance skills.

Exodus 31:3-11
Exodus 35:20-35
Exodus 36:1-3

**Resources for Craftsmanship**
Abingdon’s Banners for African American Churches by Margaret Jordan
The New Banner Book by Betty Wolfe
Blended Worship: Achieving Substance and Relevance in Worship by Robert Webber
Banners on Favorite Bible Verses by Sally Beck

**HEALING**
The ability to be an agent through whom God restores health and wholeness to people who are ill.

Luke 5:17
Luke 6:19
Luke 9:2
Luke 9:11
Luke 9:42
Acts 3:1-10
Acts 5:12-16
Acts 9:32-35
Acts 28:7-10
1 Corinthians 12:9
1 Corinthians 12:28

**Resources for Healing**
The Spiritual Heart of Your Health: A Devotional Guide on the Healing Stories of Jesus by James K. Wagner
An Adventure in Healing and Wholeness: The Healing Ministry of Christ in the Church Today by James K. Wagner
Stretch Out Your Hand: Exploring Healing Prayer by Tilda Norberg and Robert D. Webber
Stretch Out Your Hand: Leader’s Guide by Tilda Norberg and Robert D. Webber
Jesus and Prayer by Abena Fasua

INTERCESSION/PRAYER
The ability to sustain a prayer life that responds to emerging needs and recognizes the answers to those prayers.

Luke 22:41-44
Acts 12:5
Acts 16:25-26
Romans 8:26-27
Colossians 1:9-12
Colossians 4:12-13
James 5:14-18

Resources for Intercession/Prayer
Gathered in the Word: Praying the Scripture in Small Groups by Norvene Vest
Making Life a Prayer: Selected Writings of John Cassian by Keith Beasley-Topliffe, Editor
A Life of Total Prayer: Selected Writings of Catherine of Siena by Keith Beasley-Topliffe, Editor
Teach Me to Pray by W. E. Sangster
Dimensions of Prayer: Cultivating a Relationship with God by Douglas V. Steere
Beginning Prayer by John Killinger
Prayer and Our Bodies by Flora Slosson Wuelner
Prayer, Stress, and Our Inner Wounds by Flora Slosson Wuelner
Fire in the Soul: A Prayer Book for the Later Years by Richard L. Morgan
Stretch Out Your Hand: Exploring Healing Prayer by Tilda Norberg and Robert D. Webber
Stretch Out Your Hand: Leader’s Guide by Tilda Norberg and Robert D. Webber
Praying in the Wesleyan Spirit: 52 Prayers for Today by Paul Chilcote
The Workbook of Living Prayer by Maxie Dunnam
The Workbook of Intercessory Prayer by Maxie Dunnam
Prayer and Devotional Life of United Methodists by Steve Harper
Forming Faith in a Hurricane: A Spiritual Primer for Daily Living by N. Graham Standish
MUSIC
The ability to worship God through vocal or instrumental music and to lead the congregation in worship.

Deuteronomy 31:22
1 Samuel 16:16
1 Chronicles 16:41-42
2 Chronicles 5:12-13
Psalm 150

TONGUES
The ability to pray, praise, or speak in an unknown language.

Acts 2:1-13
1 Corinthians 12:10
1 Corinthians 14:1-14

INTERPRETATION OF TONGUES
The ability to translate and reveal to the body of believers the message shared by someone speaking in tongues.

Acts 2:1-13
1 Corinthians 12:10
1 Corinthians 14:1-14

WORKING MIRACLES
The ability to perform supernatural acts that transcend our understanding of nature's laws.

Acts 4:30
Acts 5:12
Acts 9:36-41
Acts 13:11
Acts 19:11-12
Acts 20:7-12
Romans 15:18-19
1 Corinthians 12:10
1 Corinthians 12:28

Your Gifts That Sustain All Ministries

Under each gift you will find a brief definition and scripture references. Some of the gifts noted also include a listing of resources for you to explore this gift further.
ADMINISTRATION
The ability to organize and coordinate people and other resources for the effective implementation of various ministries.

Luke 14:28-30
Acts 6:1-7
Romans 12:8
1 Corinthians 12:28

Resources for Administration
The Soul of Tomorrow’s Church: Weaving Spiritual Practices in Ministry Together by Kent Ira Groff
The Church as Learning Community by Norma Everist
Entering the World of the Small Church by Anthony Pappas
Team Spirituality: A Guide for Staff and Church by William Carter
Church Administration and Finance Manual by Otto Crumroy

FAITH
The ability to depend upon God's promises with steadfast belief and certainty that God will accomplish His purposes.

Matthew 17:19-21
Mark 9:23
Acts 11:22-24
Romans 4:18-21
1 Corinthians 12:9

Resources for Faith
Echoes of Faith by Evelyn Laycock

LEADERSHIP
The ability to share God's vision and will for the church and its people, then to inspire and direct them to accomplish God's will.

Acts 7:10
Romans 12:8
1 Corinthians 12:28
1 Timothy 3:1-13

Resources for Leadership
The Soul of Tomorrow's Church: Weaving Spiritual Practices in Ministry Together by Kent Ira Groff
Spiritual Preparation for Christian Leadership by E. Glenn Hinson
The Godbearing Life: The Art of Soul Tending for Youth Ministry by Kenda Creasy
Dean and Ron Foster
Feed My Shepherds: Spiritual Healing and Renewal for Those in Christian Leadership by Flora Slosson Wuellner
Leadership is the Key: Unlocking Your Effectiveness in Ministry by Herb Miller
Leading with Soul by Lee G. Bolman and Terrence E. Deal
Entering the World of the Small Church by Anthony Pappas
What Have We Learned? The Best Thinking on Congregational Life by Lyle Schaller
UM History/Theology
Core Classes – Session Two

I. Lesson Goals
a. The participants will gain a better understanding of the history of the United Methodist church
b. Participants will be able to identify key events that helped shape our church
c. Participants will understand the Wesleyan distinctives outlined in The Book of Discipline (pgs. 49-52)

II. Lesson Outline
a. The facilitator will walk through the “Methodist History Top 10” worksheet
b. The participants will also look through the Historical Statement in The Book of Discipline
c. The facilitator and participants will discuss the Wesleyan distinctives

III. Lesson Plans*
   a. A discussion will be facilitated regarding “Methodist History Top 10” handout that describes key events in the development of our denomination (see attached sheet)
   b. The Historical Statement in The Book of Discipline is also a reference point that describes our
   c. Two worksheets are available as references to describe the Wesleyan theology. These can be used in a discussion between facilitator and participants.
      i. Three Movements of Grace – describing prevenient, justifying, and sanctifying grace
      ii. Wesleyan Way – details the order of salvation.

*Because our history is vast, this is an attempt to put some structure and talking points to this subject. Feel free to use this or other material as you feel lead.
#1 The Epworth Rectory (1703-1713)
- Susannah Wesley's pietistic home-schooling
- Samuel Wesley's difficult Epworth parish, society leader, author

#2 The Holy Club (1729-1734)
- discussed classical literature, collected for poor, visited ill and prisoners, prioritized prayer (daily, 3x aloud, 1x per hour silently), frequent communion, Christian conferencing
- were called "Methodists"

#3 The Georgia Experience (Savannah, Mar. 1736—Feb. 1738)
- General James Oglethorpe, new Georgia Colony
- John, Chaplain in Savannah; Charles, secretary and Chaplain in Ft. Frederica
- Sophie Hopkey

#4 The Aldersgate Experience (May 24, 1738)
- German Moravians, pietists with spiritual peace and power
- Wesley's journal: "I felt my heart strangely warmed."

#5 Field Preaching (April 2, 1739—onward)
- earlier precedent of English field preaching (Wycliff)
- George Whitfield, Holy Club member, invites Wesley; John first preaches to about 3,000 people

#6 Discipleship Groups (Nov. 1738—onward)
- societies (Nov. 1738—onward) in London, Bristol;
  classes (1744); bands (1744?); See "Connecting: Developing the Holy Life" handout

#7 The Methodist "Connexion" (1741—onward)
- Thomas Maxfield undertakes lay preaching, mother Susannah's advice to John.
  John's later comment: "Soul-damning clergymen lay me under more difficulties than soul-saving laymen."
- initially, an autocratic "connexion" to Wesley himself, develops into levels of Conferences

#8 The Christmas Conference (Dec. 24, 1784—Jan. 2, 1785)
- Sept. 1784, Wesley ordains (!) Thomas Coke as a "superintendent" (today, bishop) to America, and Richard Whatcoat and Thomas Vasey as "ministers" (first ordinations by Wesley)
- Conference voted to establish the Methodist Episcopal Church
- Christmas Conf. In Baltimore; Freeborn Garretson (like Paul Revere) called Am. itinerants to Balt. (60 out of the 83 attended); Asbury ordained a deacon (on 25th), an elder (on 26th), then a bishop (on 27th)!
#9 The Methodist Book Concern (1789)
- printed Methodist materials, to be distributed by circuit riders, who in turn would suggest ideas for further helpful materials
- by early 1800's, was the largest publishing house in America
- M.E. Church, South press was Cokesbury (Thomas Coke, Francis Asbury); at merger of N. and S. (1939) Abingdon became the press, Cokesbury the distributor.

#10 The Union (April 23, 1968)
- of The Methodist Church and the Evangelical United Brethren Church becomes The United Methodist Church (at merger, 11 million members)
Related facts:
- 1980, Marjorie Matthews becomes first female bishop in the UM Church (Methodist ordination of women, 1956)
- the Methodist Church of the Ivory Coast (700,000 members) merged with the UMC in 2008. There is ongoing discussion of possible future mergers with historically African Methodist denominations: the African Methodist Episcopal (AME) Church, the AME Zion, and the Christian Methodist Episcopal (CME) Church.
Three Movements of Grace

Within the Order or Salvation

Prevenient Grace

is God's love, providence and illumination to us before we respond to God's invitation of a relationship. It produces conviction of our sinfulness against the Father God's loving Person and required moral law.

through conscience, people and circumstances

Justifying Grace

is God's forgiveness in Christ. This justifying grace frees us from the guilt and penalty of our sins.

through Jesus' sacrifice on the cross.

Sanctifying Grace

is God's transforming and empowering presence in our daily lives, recreating us into people bearing God's image. This grace enables us to live in spiritual power and Kingdom purpose.

through the Spirit's indwelling, and communal (Church), power.
Wesleyan Way – The Order of Salvation

Goodness of God’s Creation

Glorification – fullness of salvation beyond death

Christian Perfection
Having advanced so far in the process of sanctification that we have no other motive except the the love of God

Acts of Discipleship
Working toward reconciliation and social justice

Sanctification – begins at regeneration; the lifelong process of growing in holiness

Falling from Grace/Faith – sin reasserts itself; we make choices that prevent our spiritual progress or even take us out of saving relationship with God

Assurance – certainty that we are presently in saving relationship with God

Regeneration – born again, transformation; new spiritual life

Justification – forgiveness that puts us into right relationship with God

Repentance and Faith – our response of trusting in Christ

Sin – human misuse of freedom of will

God’s Action for Human Salvation
The Theme of the Bible: God must always take the initiative before we can respond

Old Testament Covenant – between God and the Hebrew/Israelite/Jewish

New Testament Covenant – between God and the Christian church through the work of Christ

Christian Church – the body of Christ continues Christ’s work

Means of Grace – God working through prayer, worship, Bible reading, fasting, Christian conferencing, for example

Sacraments – are special means of grace-sign acts of the church through which divine grace is conveyed to us

Baptism – signals our initiation into the church; gives us our identity and mission

Holy Communion – sustains and empowers us on our spiritual journey

Prevenient Grace – God’s gift to restore our ability to respond to God; conviction of sin
Sacraments
Core Class

Lesson Goals:

1. To have a fuller understanding of the Sacraments
2. To explore God's actions and the various modes of Baptism
3. To appreciate the images of Communion in the New Testament found in The Great Thanksgiving

Lesson Outline:

1. Begin with teaching on what Sacrament means – Wesleyan definition is an “outward and visible sign of an inward and spiritual grace...ordained by Christ himself...” Anglican Catechism, Book of Common Prayer.
2. Baptism
   a. Break the class into groups and give them one of the following Scripture passages (Genesis 1:1-10; 20-21; Genesis 6:11-13. 17-22; Exodus 14:21-31; Exodus 17:1-7; Ezekiel 36:25-27; Acts 2:1-4, 17-18; Romans 6:1-11; Colossians 2:11-12. Have them answer these questions based on their Scripture
      i. What does this passage have to do with God’s activity through water and/or the Spirit
      ii. How could this passage relate to the Sacrament of Baptism?
   b. Have each group discuss their passage and findings. The modes of Baptism can be covered in this discussion.
      i. The Creation story, immersion as creation/life
      ii. At the Red Sea, a collective means of salvation, (later, like the Body of Christ)
      iii. At the Wilderness Rock, pouring as God’s provision
      iv. In Ezekiel, sprinkling as a cleansing
      v. At Pentecost, pouring out of the Spirit.
      vi. In Romans, immersion as death and resurrection
      vii. In Colossians, immersion as circumcision
   c. Have a time of teaching/discussion about Infant Baptism, Adult Baptism, and Re-baptism. By Water and the Spirit by Gayle Felton is a great resource for this.
   d. Have a time to reaffirm everyone’s baptism. Service is found in UMH page 50, The Baptismal Covenant IV
3. Holy Communion
   a. Discuss/teach on the 5 New Testament Images of Communion
i. Eucharist – Giving Thanks
   Thanksgiving to the Father (Jesus gave thanks for the bread and wine in each gospel account)
ii. Commemoration of Christ “...Do this in remembrance of me.”
    Luke 22:19; I Corinthians 11:24
iii. Sacrifice of Christ and of Ourselves “...My blood, which is poured out for you” Mt, Mk, Lk. “Offer your bodies as living sacrifices...”
     Romans 12:1
iv. Fellowship of the Faithful “Because there is one loaf, we, who are many, are one body, for we all partake of one loaf” I Cor. 10:17
    (“Open” vs. “Closed” Table; Communion as a “means of grace” and evangelism)
v. Foretaste of the Kingdom “...until that day when I drink it new with you in my Father’s kingdom” Matt. 26:29
b. Look through *The Great Thanksgiving* (UMH pg. 12-15) and have participants identify these five images.
Leading – UM Structure and Officers

Core Classes – Session 4

Lesson Goals:
1. Participants will engage in leadership principles
2. Participants will gain an understanding of the structure of the UMC
3. Participants will understand the leadership positions within their local church

Lesson Outline:
1. Leadership principles based on Faithful Leadership: Learning to Lead with Power by Thomas Hawkins will be discussed
2. The structure of the UMC will be explained
3. Leadership positions within the church will be described

Lesson Plans:
1. Personal Experience of Leadership
   a. What experiences have you had that inspire you to be a leader in your congregation, district, conference or community? What do those experiences tell you about your understanding of leadership?
   b. What experiences have made you reluctant to be a leader in your congregation, district, conference or community? What do those experiences tell you about your understanding of leadership?
2. Review the sheet “Faithful Leadership”
3. Using these Scriptures to see how Jesus gave examples of the type of power:
   b. Power-within – Matthew 23:5-12
4. Review the “Connectional Church” worksheet
5. Have participants share their leadership role in their church. Have them ask questions they have about their position and share best practices of these positions. (Make sure Trustees, Lay Leader, PPR, Finance, etc.) are covered. See sheets included to help with the discussion.
## Faithful Leadership

<table>
<thead>
<tr>
<th>Type of Power</th>
<th>Definition</th>
<th>Without Servanthood</th>
<th>With Servanthood</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Power-over</strong></td>
<td>Positional power</td>
<td>Coercive; Manipulative;</td>
<td>Sees inequality as temporary</td>
</tr>
<tr>
<td></td>
<td>Bureaucratic office</td>
<td>Uses power to achieve</td>
<td>uses power to achieve shared</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Own ends; not willing to</td>
<td>purposes; willing to serve</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Serve others</td>
<td>and be served</td>
</tr>
<tr>
<td><strong>Power-within</strong></td>
<td>Expertise;</td>
<td>Wants to serve; not be</td>
<td>Willing to be served as well</td>
</tr>
<tr>
<td></td>
<td>Charisma</td>
<td>served; uses power to</td>
<td>as to serve; uses power to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Make self the center of</td>
<td>strengthen others;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Empowers others</td>
</tr>
<tr>
<td><strong>Power with</strong></td>
<td>Mutuality;</td>
<td>Erases differences</td>
<td>Leader as steward; turns outward</td>
</tr>
<tr>
<td></td>
<td>Relationship</td>
<td>between leader and group;</td>
<td>in service to outsiders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exclusivism; Elitism</td>
<td></td>
</tr>
</tbody>
</table>
Our Connectional Church

Pastor-Parish Relations ↔ Administrative Council
Trustees ↔ Finance
NOW (Nurture, Outreach, Worship) ↔ Lay Leader

Local Church
Pastor/Laity

District
District Superintendent
Collaborative leadership/resources

Local Church

Local Church

Local Church

Local Church

Local Church

Local Church

Annual Conference
- A geographic area with elected bishop and resources
- Annual meeting of lay and clergy members to set vision, budget, and policy

Jurisdictional Conference
(There are five in the US)
- Geographic area of annual conferences
- Meets every four years to elect bishops
- We are in the Southeastern Jurisdiction

Central Conferences
(Outside the US)
Geographic areas of congregations, with elected bishops and resources

General Conference
- The global denomination of annual conferences and central conferences with resource agencies and commissions to benefit the entire church
- Meeting of the global church every four years to set policy and polity for the denomination
I. Pastor/Staff-Parish Relations Committee

Result Expected:
An effective committee works with the lead pastor and other staff to identify and clarify values for ministry of the congregation so that the staff can set priorities for leadership and service. The committee will fulfill legal and ethical responsibilities related to the staff.

Qualifications for Job:
Spiritual gifts: Exhortation (encouragement), wisdom, discernment, apostleship, administration, shepherding, teaching, leadership.

Experience, Skills: Committee members should be diverse in age, experience, and interests in order to bring all ministry opportunities of the congregation to the attention of the staff. Some experience in human relations, personnel management, and communications is helpful. These individuals must listen well to both staff and people of all ages in the congregation while keeping a focus on the mission of the church. These leaders must be able to maintain confidentiality.

Structure
The committee shall be composed of not fewer than five nor more than nine persons. One member shall be a young adult and one member may be a youth. In addition, the lay leader and lay member of annual conference shall be members. No staff member nor immediate family member of a staff person may serve on the committee. Only one person residing in the same household shall serve on the committee. *The United Methodist Book of Discipline 2008, ¶258.2*

Responsibilities:

- Lead the congregation to encourage, strengthen, nurture, support, and respect the pastor(s) and staff and their families. Help the staff set priorities that strengthen the congregation's total ministry.
- Consult with the lead pastor to recommend staff positions to support the strategy of the church leadership team.
- Recommend staff compensation, travel, housing, and other financial matters to the church council through the finance committee.
- Create and update written policy for hiring, evaluating, promoting, retiring, and dismissing staff members who are not subject to episcopal appointment. (Procedures must comply with local and state laws.)
- Conduct proper screening (including background checks) for lay employees and volunteer staff.
- Meet with the district superintendent and/or the bishop in an advisory capacity related to clergy leadership. Considerations include the age and stage of the congregation, an understanding of feelings and desires within the congregation about the pastor's
leadership and appointment, and the culture and needs of the community around the church.

- Enlist, evaluate, and annually recommend to the charge conference candidates for professional ministry.

Resources:
Getting started

- Convene a meeting of the pastor/staff-parish relations committee to get acquainted, share hopes and concerns, and begin to plan your work for the year. There are responsibilities for each quarter outlined in *Guidelines for Leading Your Congregation: Pastor-Parish Relations Committee 2009-2012*. Set aside time for specific prayer. Express your concerns, joys, and observations to God and listen for God's direction for your leadership and your congregation.
- [What to Include in a Policy Manual for Congregational Staff](http://www.gbod.org/site/apps/nlnet/content3.aspx?c=nhLRJ2PMKs&b=5781467&ct=8106469)
- [Sample Table of Contents for an Employee Policy Handbook](http://www.gbod.org/site/apps/nlnet/content3.aspx?c=nhLRJ2PMKs&b=5781467&ct=8106473)

People and Agencies

- Your pastor(s), district superintendent, bishop and district/conference boards of ordained ministry.
- Adults in your church, especially for mentoring and identifying candidates for ministry vocations.
- [InfoServ](http://infoserv.umc.org), provides current information about United Methodist resources, programs and staff services.
- Betsey Heavner, [bheavner@gbod.org](mailto:bheavner@gbod.org), GBOD, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780; www.gbod.org.
- General Board of Higher Education and Ministry, P.O. Box 340007, Nashville, TN 37203-0007; (615) 340-7389; [www.gbhem.org](http://www.gbhem.org).

Web and Print

- [Interpreter Magazine](http://www.interpretermagazine.org), (link: www.interpretermagazine.org).
- *Mentoring: A Guide for Ministry* by Cheryl Lawrie
- [Safe Sanctuaries®](http://lead-your-church/safe-sanctuaries) by Cheryl Lawrie. There are several resources described on the web page.
- *Winds of Promise: Building and Maintaining Strong Clergy Families* by Anne E. Streaty Wimberly and Edward Powell Wimberly
I. Nominations and Leader Development

Result Expected:
Christian spiritual leaders are identified, developed, deployed, evaluated and monitored to carry out the congregational ministries that fulfill the mission of making disciples and transforming the community.

Qualifications for Job:
Spiritual gifts: servanthood, exhortation (encouragement), wisdom and discernment

Experience, Skills: Individuals show evidence of a growing Christian spiritual life and willingness to engage with others in biblical and theological reflection about the mission of the church. Individuals with work experience in human resources, job recruitment, and personnel management. Individuals show evidence of nurturing others.

Structure
The pastor shall be chair of the group, and a layperson shall be vice-chair who may represent the committee at meetings of the church leadership team. There shall not be more than nine people on the committee, and one person shall be a young adult. (The United Methodist Book of Discipline2008, ¶ 258.1.c)

Responsibilities:

- Lead/teach the congregation God's plan for using gifts, skills and experience that already exist in order to accomplish the mission God has for the congregation.
- Develop and track a system for helping individuals discover their spiritual gifts, name their skills, interests, knowledge, and experience.
- Invite people to positions of spiritual leadership, receive their responses, and provide training and support for these individuals.
- Present a nomination list to the charge conference for a church council chair, a committee on pastor (staff) parish relations, a board of trustees, a committee on finance, a lay member to annual conference and a lay leader. Work throughout the year to name other leaders for the ministry that fulfills the mission of the congregation.

Resources:
Getting started

- Meet together as a committee soon after your election by the charge conference to plan your work. Engage the committee in Bible study and theological reflection to understand the work of discerning and articulating God's call to individuals for ministry and leadership.
- Read Job Descriptions and Leadership Training in the United Methodist Church, 2009-2012. The first 18 pages describe a leader development system.
- Read the Guidelines for Leading Your Congregation 2009-2012: Committee on Nominations and Leader Development for detailed agenda and responsibilities.
- Explore resources for helping Christians understand their God-given gifts and the connection of gifts with a call to ministry.
- Build a congregational culture to link God's call with equipping and deploying people into ministry.
- Check existing records of potential leaders; update these and gather additional information.

**People and Agencies**

- Current leaders can identify others who show interest and aptitude for their job or team. Community resources can help with training. Consider ways people and businesses in your community can partner with the church to fulfill ministry goals.
- **InfoServ** answers questions and provides current information about United Methodist resources, programs, and staff services.
- Betsey Heavner, bheavner@gbod.org, GBOD, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780; www.gbod.org.
- Sandy Jackson, sjackson@gbod.org, GBOD, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780; www.gbod.org.
I. Trustees Job Description

What's my job?
Effective Trustees are Christian stewards of the property God has entrusted to the congregation. Effective trustees supervise and maintain the property of your congregation to ensure that disciple-making ministries of the congregation are effective and that local legal requirements related to the property are satisfied.

Who is qualified for this job?
*Spiritual gifts*: servanthood, helping/assistance, administration, giving, and evangelism.

*Experience, Skills*: Trustees should be people with knowledge and skills for property and asset management, have the ability to listen to and communicate with people of all ages, and work well with other ministry leaders. Trustees should show genuine interest in responding to the hopes and concerns of people in the community and a willingness to partner with community interests.

The Trustees chairperson should show evidence of prior effective ministry leadership, especially in the area of stewardship of assets, and show evidence of active and growing discipleship, the ability to preside over meetings, the ability to delegate responsibility and follow up in getting the job done.

Structure
The Board of Trustees shall be composed of not fewer than three nor more than nine persons. Trustees shall be of legal age as defined by law, and 2/3 shall be professing members of the United Methodist Church. No pastor is a voting member unless elected as a member. Legal requirements for trustees of property are outlined in the United Methodist Book of Discipline 2008, ¶2524 through 2550.

Responsibilities:

- Trustees, subject to the direction of the charge conference, have oversight and care of all local church property, buildings, and equipment in order to accomplish the mission of the church. This is done in consultation with the pastor.
- Trustees need to engage in spiritual practices that build a relationship of attentiveness to God's will and direction. Church administration and attentiveness to daily affairs can distract trustees from the mission of making disciples of Jesus Christ for the transformation of the world. Trustees need to hold one another accountable to the mission and vision of the church.
- Trustees receive and administer all gifts made to the congregation, making certain that trust funds of the congregation are invested properly. Bequests and gifts to endowment projects can, by direction of the charge conference, be directed to a special endowment or legacy committee. This committee will promote, invest, and distribute the proceeds from these gifts. Congregations should seek assistance from their conference or area United Methodist Foundation.
- Trustees ensure that the Articles of Incorporation of the congregation are kept up-to-date.
Trustees annually review property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. The team also reviews personnel insurance for protection against risk, and consults with the Pastor-Parish team about other personnel insurance.

Trustees conduct an annual accessibility audit of buildings and grounds to discover and then work toward eliminating barriers that impede full participation of all people.

The team submits annual budget requests to the committee on finance for property maintenance and improvement, as well as new property purchases.

Trustees are accountable to the charge conference and the church council. The term "trustees" as used in the United Methodist Book of Discipline, may be construed to be synonymous "director" of corporations when required to comply with law.

Resources:
Getting started

- Meet within thirty days of the beginning of the calendar year (¶2529.1) to get acquainted and learn about your responsibilities, assess current needs for your property and current ministry requests, and make plans for the year. Set aside time for specific prayer, express your concerns, joys, observations to God and listen for God's direction for your leadership and your congregation.

- Talk with your pastor and others in the congregation and community to understand their hopes and dreams for the ways the property might advance the congregation's vision for ministry.

- Study Guidelines for Leading Your Congregation 2009-2012: Trustees (see Web and Print below for a link).

People and Agencies

- Your pastor and people in your congregation and your community who are involved in issues related to investments and church property.

- InfoServ, a service providing current information about United Methodist resources, programs and staff services.

- General Council on Finance and Administration has resources for legal information and risk management (insurance); www.gcfa.org.

- General Board of Discipleship, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780; www.gbod.org.

Web and Print

- The Book of Discipline of The United Methodist Church 2008 (The United Methodist Publishing House).


- Legal Tools for Trustees

- Safe Sanctuaries®

- What Every Leader Needs to Know About Spiritual Leadership by Mike A Bealla

- What Every Leader Needs to Know About Leading Meetings, 2010 revision by Betsey Heavner
I. Finance Committee

What’s my job?
An effective finance team proposes a budget, then raises, manages, and distributes the financial resources to support and strengthen the mission and ministry of the congregation.

Who’s qualified for this job?
*Spiritual Gifts:* giving, faith, wisdom, exhortation (encouragement), teaching, and servanthood.

*Experience, Skills:* Committee members must have ability to listen to and communicate with people of all ages who have ideas about the mission and ministry of the congregation. These people need skills with financial budgetary matters along with understanding of Biblical stewardship and management of all the resources God provides.

Structure
The committee is comprised of a chairperson, the pastor, lay member of annual conference, chairperson of the church council, chairperson or representative of the staff-parish committee, a representative of the trustees, the lay leader, the financial secretary, the treasurer and others determined by the charge conference. The positions of church treasurer and financial secretary should not be combined, nor should they be members of the same family (The United Methodist Book of Discipline, 2008, ¶258.4)

Responsibilities
- Compile a complete annual budget for supporting the mission and vision of the local church and submit the budget to the church leadership team for review and adoption. Through the year, the finance team recommends any changes to the approved annual budget to the church leadership team.
- Develop and carry out plans to raise income to support the approved budget.
- The finance team needs to engage in spiritual practices that build a relationship of attentiveness to God’s will and direction. Financial management and daily administration can shift any leader’s attention away from the purpose of the church to make disciples of Jesus Christ for the transformation of the world.
- Recommend proper depositories for church funds; carry out the church leadership team’s directions about administration and disbursement of funds; and follow procedures for the church treasurer and the financial secretary. Arrange for an annual audit of financial records.

Resources
*Getting Started*
• Within a month of the beginning of your term, the chair should convene a meeting of the finance committee to assess the present situation and plan for the year. Committee members talk with people in your congregation to understand the mission of your congregation to set funding priorities. Get acquainted with leaders of financial institutions where congregational funds are deposited and keep abreast of the changes in financial processes (institutional regulations as well as cultural change such as the trend toward electronic money management).

• Set aside time for specific prayer, ask God for direction about wise management of the congregation’s financial resources. Ask God to increase the understanding that you and your congregation have for role of stewardship in forming Christian disciples.

• Talk with people in your congregation who have (or have had) responsibilities similar to yours.

• Evaluate the current budget and record keeping processes of your congregation and implement improvements.

• Recruit others in the community and church to help you in fundraising, finance management, and teaching financial stewardship.

**People and Agencies**

• Talk with your pastor, and keep in touch with people in your congregation and community who manage finances.

• Many annual conferences have foundations that provide advice and training for financial management and stewardship education.

• Don Joiner, [djoiner@gbod.org](mailto:djoiner@gbod.org), GBOD, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780; www.gbod.org.

• Ken Sloane, [ksloane@gbod.org](mailto:ksloane@gbod.org), General Board of Discipleship, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780; www.gbod.org.

**Web and Print (some books are recently out of print; if you can’t find copies in bookstores, email GBOD staff listed above for a copy as long as supplies last)**

• *Afire With God: Becoming Spirited Stewards* by Betsy Schwartzentraub

• *Beyond Money: Becoming Good and Faithful Stewards* by Dan Dick

• *Celebrate the Offering* by Melvin and James Amerson

• Center for Christian Stewardship. Updates and new resources at [lead-your-church/stewardship](http://lead-your-church/stewardship).

• *Cycles of Discipleship: A Stewardship Program for the Local Church* by Jack Phillips

• *Creating a Climate for Giving* by Donald W. Joiner

• *Creative Giving: Understanding Planned Giving and Endowments in Church* by Michael Reeves, Rob Farley, and Sanford Coon

• *Don’t Shoot the Horse (’Til You Know How to Drive the Tractor): Moving From Annual Fund Raising to a Life of Giving* by Herb Mather

• *Extraordinary Money: Understanding the Church Capital Campaign* by Michael D. Reeves

• *Faith and Money: Understanding Annual Giving in Church* by Michael D. Reeves and Jennifer Tyler
- Full Disclosure: Everything the Bible Says About Financial Giving by Herb Miller
- General Council on Finance and Administration. Forms and implementation suggestions are available under the "resources" tab.
- Guidelines for Leading Your Congregation 2009-2012: Finance
- Handling Money in the Church
- Holy Smoke! Whatever Happened to Tithing? by Herb Mather
- Let the Children Give: Time, Talent, Love and Money by Delia Halverson
- Ministry and Money by Janet T. Jamieson and Philip D. Jamieson
- Revolutionizing Christian Stewardship for the 21st Century: Lessons From Copernicus by Dan Dick
- Stewardship in African-American Churches: A New Paradigm by Melvin Amerson
- That's What My Mother Taught Me (and Other Ways Generous Givers Develop) by Herb Mather
- The Book of Discipline of The United Methodist Church 2008 (The United Methodist Publishing House)
- Three Simple Rules for Money by James Harnish
I. Lay Leader

What's my job?
This leader represents lay people through collaboration with church staff and in meetings. This leader is a role model to others for Christian discipleship lived out in daily life.

Who is qualified for this job?
Spiritual gifts: servanthood, faith, compassion, apostleship

Experience, skills: A Lay Leader should be a growing Christian disciple who understands that everyone has spiritual gifts and experience that are vital to the Body of Christ (See 1 Corinthians 12). This person benefits from knowing his or her own spiritual gift(s) and living out those gifts in congregational life.

This leader should be a living example of one who "loves God and loves neighbor." It is important for a lay leader to listen well and communicate with people of all ages. This person should show evidence of working well with both clergy and laity, with various teams and task groups. The Lay Leader must have the ability to keep a broad view of the separate parts of the congregation and help align the entire ministry toward the mission of the church. The lay leader should show interest in connecting the congregation with the community and the world in order to participate in the petition of the Lord's Prayer "thy kingdom come, thy will be done, on earth as in heaven."

What does the Lay Leader do?

- This leader represents the lay people in the congregation.
- This leader is a role model of Christian discipleship for the congregation and needs to remember that others will follow this leader's example in spiritual living.
- This person continuously looks for ways to connect Christian discipleship with daily life, and teaches others to do the same.
- The Lay Leader collaborates with other church leaders to find ways within the community of faith to recognize the ministries of laity in worship, in communication, and in other programs of the congregation.
- The Lay Leader meets regularly with the pastor to discuss the state of the church and the opportunities for ministry.
- In some congregations, the lay leader partners with the pastor in leading worship.

Where can I get help?
Getting Started:

- Study Guidelines for Leading Your Congregation 2009-2012: Lay Leader/Lay Member
- Equip yourself with lay speaker training, Certified Lay Minister training, and other leadership training.
- Establish a regular meeting with the pastor of the congregation in order to advance the mission and ministry of the congregation in your community.
People and Agencies:

- Your pastor and active lay people, people in your community.
- InfoServ, www.infoserv.umc.org, a service providing current information about United Methodist resources, programs, and staff services.
- Betsey Heavner, bheavner@gbod.org, GBOD, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780; www.gbod.org
- Sandy Jackson, sjackson@gbod.org, GBOD, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780; www.gbod.org

Web and Print (some books are recently out of print; if you can't find copies in bookstores, email GBOD staff listed above for a copy as long as supplies last)

- Guidelines for Leading Your Congregation 2009-2012: Lay Leader/Lay Member (Abingdon Press).
- The Book of Discipline of The United Methodist Church 2008 (The United Methodist Publishing House).
- Interpreter magazine (United Methodist Communications)
- A Brief History of The United Methodist Church (Discipleship Resources)
- Concepts in Leadership I: Concepts in Leadership II (Upper Room Books)
- Discovering God's Vision for Your Life by Kenneth C. Hauck
- Each One a Minister: Using God's Gifts for Ministry by William J. Carter
- Faithful Leadership: Learning to Lead With Power by Thomas R. Hawkins
- General resources for lay leaders at lead-your-church/ministry-of-the-laity
- Power of Appreciative Inquiry: A Practical Guide to Positive Change by Diana Whitney and Amanda Trosten-Bloom
- Three Simple Rules by Ruben Job
- Training for lay leaders: a powerpoint available at lead-your-church/ministry-of-the-laity under tab of resources for annual conference lay leaders
- What Every Leader Needs to Know About Spiritual Leadership by Mike A Bealla
I. Financial Secretary

What's my job?
An effective financial secretary will receive, record, and deposit all funds received by your congregation in a timely, thorough and confidential manner. The financial secretary will work with the treasurer and committee on finance to develop policies and procedures so that funds can be made available to support the ministry of your congregation.

Who is qualified for the job?
*Spiritual gifts*: giving, faith, wisdom, servanthood

*Experience, Skills*: A financial secretary needs skills and interest in financial record keeping; ability to keep detailed, accurate records and maintain appropriate confidentiality; passion for financially supporting the mission of making Christian disciples for the transformation of the world; ability to work with individuals and ministry teams. This person needs skill in searching for new revenue sources along with an understanding of biblical stewardship and management of all resources that God gives and provides.

Structure
The roles of financial secretary and treasurer should not be combined and held by one person, and the persons holding these two positions shall not be immediate family members. *United Methodist Book of Discipline*, 2008 ¶258.4.

What does the Financial Secretary do?

- The financial secretary works according to the guidelines established by the committee on finance to receive funds from whatever source including through the mail and by electronic deposit, record them, and report them to the church treasurer and the committee on finance.
- The financial secretary deposits money in a bank as soon as possible after it is received.
- The financial secretary keeps records, whenever possible, of how much money is given by whom and report amounts received to the appropriate people.
- The financial secretary checks the records, quarterly, against those of the treasurer and keeps records in good order for an annual audit.
- The financial secretary arranges for collecting offerings received during worship services and other church gatherings at the conclusion of these events, making certain that more than one person is involved in collecting and counting the money.
- The financial secretary must engage in spiritual practices that build a relationship of attentiveness to God's will and direction. Financial management and attentiveness to daily administration can detract leader's attention from the mission of the church to make disciples of Jesus Christ for the transformation of the world.

Where can I get help?
*Getting started*
• Talk with people in your congregation who have (or have had) responsibilities similar to yours. Work closely with the treasurer and chair of the finance committee to keep abreast of the changes in financial processes (institutional regulations as well as cultural change such as the trend toward electronic money management).
• Evaluate the record keeping processes of your congregation. What is working well? What can be improved? Make recommendations to the treasurer and finance committee.
• Read the Guidelines for Leading Your Congregation 2009-2012: Finance for detailed responsibilities.

People and Agencies

• People in your congregation and in the community who have current knowledge and experiences with financial management.
• Ken Sloane, k sloane@gbod.org, General Board of Discipleship, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780; www.gbod.org.
• Don Joiner, d joiner@gbod.org, General Board of Discipleship, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780; www.gbod.org.
• InfoServ, a service providing current information about United Methodist resources, programs, and staff services.
• General Council on Finance and Administration, forms and implementation suggestions are available under "resources."

Web and Print (some books are recently out of print; if you can’t find copies in bookstores, email GBOD staff listed above for a copy as long as supplies last)

• Afire With God: Becoming Spirited Stewards by Betsy Schwarzentraub
• Beyond Money: Becoming Good and Faithful Stewards by Dan Dick
• Center for Christian Stewardship. Updates and new resources at Stewardship.org.
• Cycles of Discipleship: A Stewardship Program for the Local Church by Jack Phillips
• Creating a Climate for Giving by Donald W. Joiner
• Creative Giving: Understanding Planned Giving and Endowments in Church by Michael Reeves, Rob Farley, and Sanford Coon
• Don't Shoot the Horse ('Til You Know How to Drive the Tractor): Moving From Annual Fund Raising to a Life of Giving by Herb Mather
• Extraordinary Money: Understanding the Church Capital Campaign by Michael D. Reeves
• Faith and Money: Understanding Annual Giving in Church by Michael D. Reeves and Jennifer Tyler
• Guidelines for Leading Your Congregation 2009-2012: Finance
• Handling Money in the Church
• Let the Children Give: Time, Talent, Love and Money by Delia Halverson
• Stewardship in African-American Churches: A New Paradigm by Melvin Amerson
• That's What My Mother Taught Me (and Other Ways Generous Givers Develop) by Herb Mather
I. Membership Secretary

What's my job?
An effective Membership Secretary keeps accurate membership records so that the congregation knows its current reality and can build a plan for growth in professions of faith, baptisms, members, and discipleship.

Who is qualified for the job?
*Spiritual gifts:* servanthood, exhortation (encouragement), helping, and administration.

*Experience, Skills:* This role benefits from an adaptable person who understands the changing cultural understanding of "membership" and can work with individuals and the pastor to facilitate membership categories of *The United Methodist Book of Discipline*. Skills for this position include a willingness to attend to details; experience in record keeping, the ability to communicate well by listening, speaking, and writing; knowledge about or acquaintance with many of the members of the congregation.

Structure
A Membership Secretary, under the direction of the pastor, shall keep accurate records of membership as outlined in *The Book of Discipline of the United Methodist Church*, 2008, ¶230-234.

What does the Membership Secretary do?

- This leader works with the pastor to keep accurate records for all membership rolls (baptized members, professing members, constituents, affiliate members, associate members, people removed from the roll of professing members, people removed from the roll of baptized members), and reports annually to the charge conference.
- This person maintains a list of members received and those to be removed from the rolls. *The United Methodist Book of Discipline* defines categories of membership and the process for removal of members.
- This person is accountable to the charge conference through the church council.

Where can I get help?
*Getting started*

- Talk with people in your congregation and in other congregations about the record keeping processes they have found useful. You may want to explore electronic methods of record keeping.
- Gather the various rolls, the permanent church register and the card index, the loose-leaf book, or the membership record on an electronic information system. (Your pastor will be able to help you locate these items.)
- Evaluate the present condition of the records you have gathered. What needs to be done to update them?
- Recruit others to help you in your work.

**People and Agencies**

- Your pastor and others in your congregation who have maintained membership records.
- Your conference office can direct you to baptismal records for churches that have closed.
- The General Council of Finance and Administration, Office of Records and Statistics maintains information and statistics and can help interpret membership. GCFA, 1 Music Circle North, PO Box 340029, Nashville, TN 37203-0029; Phone: 615-329-3393; (toll-free), 1-866-367-4232; [www.gefa.org](http://www.gefa.org)

**Web and Print**

- *Attendance Registration Pads* (set of 20) (DR003P).
- *Attendance Registration Pad Covers* (DR084B).
- Official record forms and supplies are available through [Cokesbury](http://www.cokesbury.com).
- *What Every Leader Needs to Know About Spiritual Leadership* by Mike Bealla
I. Chair of Church Leadership Team
Administrative Council

What’s my job?
An effective chairperson brings initiative, coordination, and collaboration to the group that does planning, goal-setting, implementation, and evaluation of ministry for the congregation.

Who is qualified for the job?
*Spiritual gifts* leadership, administration, servanthood, discernment, and teaching.

*Experience, Skills* This leader should show evidence of prior effective ministry leadership, evidence of active and growing personal discipleship, ability to collaborate with other ministry leaders, preside over meetings, delegate responsibility and follow up getting the job done.

Structure
The Church Council is the administrative agency of the charge conference to envision, plan, implement, and annually evaluate the ministry of the congregation. (The book of Discipline of the United Methodist Church, 2008, ¶252) The chair of this group is elected annually by the charge conference (¶251.3).

What does the Chairperson of Leadership Team/Administrative Council do?

- Lead the council in fulfilling its responsibilities as outlined in The Book of Discipline of the United Methodist Church, 2008, ¶252.
- Work with the pastor(s), lay leader and others to fulfill the mission of “making Disciples of Jesus Christ for the transformation of the world.”
- Through the year, this leader prepares and communicates the agenda for meetings, leads the meetings, follows up actions by assigning responsibility for implementation, coordinates the activities of the leadership team, and maintains a healthy and growing spiritual life.

Where can I get help?
Getting started

- Read *Job Descriptions and Leadership Training in the United Methodist Church, 2009-2012, Guidelines for Leading Your Congregation 2009-2012: Church Council,* and the *Book of Discipline of the United Methodist Church, 2008* to understand the depth and breadth of your position.
- Meet regularly with the lead pastor to talk about the future direction of the congregation so that the meetings and work of the leadership team supports the vision.
- In January, convene the new church council to get acquainted, share hopes and dreams for the ministry of your congregation, and plan your work for the year. Engage the committee in Bible study and theological reflection to understand their work of discerning and articulating God’s will for your congregation.
• Set aside time for personal spiritual practices which build your attentiveness to God’s will and direction for your leadership and your congregation. Daily management and administration can shift any leader’s attention away from the purpose of the church to make disciples of Jesus Christ for the transformation of the world.
• Develop a learning environment by inviting your team members to read and discuss a common book or having common experiences of training and mission.

People and Agencies

• Your pastor, the lay leader, former council chairpersons, and the leaders of other congregations can help with insights for your work and assessment of the congregation.
• Consider ways people and businesses in your community are can partner with the church to fulfill ministry goals.
• InfoServ answers questions and provides current information about United Methodist resources, programs and staff services.
• Betsey Heavner, bheavner@gbod.org, GBOD, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780, www.gbod.org.

Web and Print (some books are recently out of print; if you can’t find copies in bookstores, email GBOD staff listed above for a copy as long as supplies last)

• Book of Discipline of The United Methodist Church 2008. (www.cokesbury.com)
• Charting the Course: A workbook in Christian Discipleship by Teresa Gilbert, Patty Johansen, and Jay Regennitter with Jack Gilbert
• Congregational Leaders Empowered for Change series by Bill Kemp is useful for individual and group study and reflection. Titles include:
  o Ezekiel’s Bones: Rekindling Your Congregation’s Spiritual Passion
  o Peter’s Boat: Renewing the Vitality of Burned-out Church Workers
  o Jonah’s Whale: Reconnecting Your Congregation with its Mission
  o Saul’s Armor: Reforming and Building Your Organizational Structures
  o David’s Harp: Returning Harmony to a Conflicted Congregation
  o Jesus’ New Command: Rediscovering the Joy of Fellowship
• Deepening Your Effectiveness book and CD by Dan Glover and Claudia Lavy
• Does Your Church Have A Prayer? by Marc Brown, Kathy Merry and John Briggs
• Guidelines for Leading Your Congregation 2009-2012: Church Council
  (www.cokesbury.com)
• Roadmap to Renewal by Doug Ruffle
• Safe Sanctuaries®
• What Every Leader Needs to Know about Spiritual Leadership by Mike Bealla
• What Every Leader Needs to Know about Mission and Vision by Carol Krau
• What Every Leader Needs to Know about Leading Meetings by Betsey Heavner
• What Every Leader Needs to Know About Leading in Prayer by Betsey Heavner
I. Nurture, Outreach, And Witness Ministries Coordinator(s)

What's my job?

Build a ministry team to address the concerns and conditions of people in the congregation and community
Lead so that people grow in their spiritual life and live as Christian disciples
Work with other leaders to plan and implement ministries that help the church fulfill its mission.

Who is qualified for the job?

Spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, compassion, knowledge, helping, and administration.

Experience, skills: This leader has a genuine interest in helping others deepen their relationship with God and with people. At the same time, this leader should be skilled in researching, planning, and implementing ministry. Leaders of nurture, outreach and witness ministries need to listen well and communicate with people of all ages in the congregation and community. They need to be able to build ministry teams, and work well with others—individually and in groups.

What does the chairperson do?

- Maintain healthy and growing personal spiritual life and lead ministry teams to do the same.
- Lead ministry teams in biblical and theological reflection about the mission and purpose of the church so the plans and projects contribute to the purpose.
- Guide the work of the ministry groups during the year by planning the agendas and presiding at meetings.
- Support the leaders of groups that report to nurture, outreach and witness by providing the tools and information they need and by helping this meet the timeline and goals they have set.
- Collaborate with the charge conference, pastor and church leadership team to further the ministry of the congregation.

What do nurture, outreach and witness ministry teams do together?

- Understand the overall goals of the congregation and relate the goals to specific projects and programs so that the goals are extended into and beyond the congregation. The leaders of nurture, outreach and witness work together as a leadership team for the congregation to coordinate ministry.
- To accomplish the goals of the congregation, short-term teams may form and disband throughout the year.
The leaders of nurture, outreach and witness will explore and build networks with existing organizations, people, and resources in the congregation and community.

**What does a Nurture team do?**
Coordinate, plan, carry out and evaluate the congregation’s ministry of member care, worship, and educational experiences, including the church school, small groups, regular and special worship services, stewardship formation, and member visitation.

**What does an Outreach team do?**
Coordinate, plan, carry out, and evaluate the congregation’s ministry of missions, health and welfare, Christian unity and interreligious concerns, church and society issues, religion and race, and status and role of women.

**What does a Witness team do?**
Coordinate, plan, carry out, and evaluate the congregation’s ministry of helping all know and respond to the love of God in Christ through outreach, setting goals for congregational growth, visitation, and membership care.

**Where can I get help?**

**Getting Started**

- Read *Job Descriptions and Leadership Training in the United Methodist Church, 2009-2012*, *Guidelines for Leading Your Congregation 2009-2012: Small Membership Church* and the *Book of Discipline of the United Methodist Church, 2008* to understand the depth and breadth of your position.
- Meet regularly with the lead pastor to talk about the future direction of the congregation so that the meetings and work of the leadership team supports the vision.
- In January, convene the new nurture, outreach, and witness team to get acquainted, share hopes and dreams for the ministry of your congregation, and plan your work for the year. Engage the committee in Bible study and theological reflection to understand their work of discerning and articulating God’s will for your congregation.
- Set aside time for personal spiritual practices which build your attentiveness to God’s will and direction for your leadership and your congregation. Daily management and administration can shift any leader’s attention away from the purpose of the church to make disciples of Jesus Christ for the transformation of the world.
- Develop a learning environment by inviting your team members to read and discuss a common book or having common experiences of training and mission.

**People and Agencies**

- Your pastor and lay people in your congregation who are interested in specific ministries.
- Consider ways people and businesses in your community are can partner with the church to fulfill goals of reaching out and helping people in your community.
- InfoServ, [infoserv.umc.org](http://infoserv.umc.org), answers questions and provides current information about United Methodist resources, programs, and staff services.
- Betsey Heavner, bheavner@gbod.org, GBOD, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780

Web and Print (Some books are recently out of print; if you can’t find copies in bookstores, email GBOD staff listed above for a copy as long as supplies last or find used copies online.)

**Book of Discipline of The United Methodist Church 2008**

**Charting the Course: A workbook in Christian Discipleship** by Teresa Gilbert, Patty Johansen and Jay Regennitter with Jack Gilbert

**Congregational Leaders Empowered for Change** series by Bill Kemp is useful for individual and group study and reflection. Titles include:

- Ezekiel’s Bones: Rekindling Your Congregation’s Spiritual Passion
- Peter’s Boat: Renewing the Vitality of Burned-out Church Workers
- Jonah’s Whale: Reconnecting Your Congregation with its Mission
- Saul’s Armor: Reforming and Building Your Organizational Structures
- David’s Harp: Returning Harmony to a Conflicted Congregation

**Deepening Your Effectiveness** book and CD by Dan Glover and Claudia Lavy

**Does Your Church Have A Prayer?**

by Marc Brown, Kathy Merry and John Briggs

**Growing Compassionate Kids: Helping Kids See Beyond Their Backyard** by Jan Johnson

**Guidelines for Leading Your Congregation 2009-2012: Church Council**

**Ministry of Christian Education and Formation: A Practical Guide for Your Congregation** by Douglas Ruffle

**Roadmap to Renewal**

**Safe Sanctuaries®** (web address: /lead-your-church/safe-sanctuaries)

**What Every Leader Needs to Know About** series of booklets on topics related to leadership. Useful for individual and group study and reflection. Some titles are available for free by sending your specific request and mailing address to bheavner@gbod.org. Titles for sale include:

- **What Every Leader Needs to Know about Spiritual Leadership** by Mike A. Bealla
- **What Every Leader Needs to Know about Mission and Vision** by Carol F. Krau
Pastor-Parish Relations

Trustees

NOW (Nurture, Outreach, Worship)

Local Church

Pastor/Laity

Local Church

District

District Superintendent

Collaborative leadership/resources

Annual Conference
- A geographic area with elected bishop and resources
- Annual meeting of lay and clergy members to set vision, budget, and policy

Jurisdictional Conference
(There are five in the US)
- Geographic area of annual conferences
- Meets every four years to elect bishops
- We are in the Southeastern Jurisdiction

Central Conferences
(Outside the US)
Geographic areas of congregations, with elected bishops and resources

General Conference
- The global denomination of annual conferences and central conferences with resource agencies and commissions to benefit the entire church
- Meeting of the global church every four years to set policy and polity for the denomination
Pastoral Care
Core Class- Session Five

Learning Goals:
1. Participants will understand one purpose of the church is to care for those within the community of faith
2. Discuss various means of providing care
3. Consider ways to develop caring ministries within the church

Lesson Outline:
1. Look at Scripture references for pastoral care
2. Discuss home, hospital, nursing home visitations. Discuss care during a funeral
3. Share ideas of best practices with pastoral care

Lesson Plan:
1. Scripture references
   a. Read I John 4:7-12
      i. The early church believed deeply in the sense that God’s love is revealed in our love for each other. Do you believe that is still true today? Do you believe people join the church community so that they can love and be loved?
      ii. Read the Scripture again. This time, substitute the word “care” or “caring” each time the word “love” appears.
   b. Read Matthew 25:31-40
      i. When have you seen Jesus hungry, thirsty, a stranger, naked, sick or in prison? How can you help others see Jesus in the poor, the stranger, the downtrodden?
      ii. Whose job is it to see that the hungry are fed, the stranger is welcomed, the sick visited, etc.?
      iii. How can you help others understand that it is not just the pastor’s job? What are some of the ways you can encourage intentional ministry both within and beyond the walls of the church? Think about ways in which you have felt cared for by others. Which aspects of caring do you need to cultivate to become an example of Christ’s love to others?

2. Kinds of Pastoral Care
   a. Have participants discuss “What is a good basic definition of pastoral care? What specific skills do you believe are necessary to provide effective caring in a congregation?”
   b. Discuss various types of pastoral care including
i. Being visible in the community – being present in the life and events in the community. Ways to accomplish this: attend sporting events, have coffee/lunch in local café, bank in the town you serve, visit stores on main street, take a walk, be aware of community celebrations, consider getting a post office box, even if you have curbside delivery

ii. Home visits – a time to visit with an individual/couple/ family in their home. Ask questions about who they are – where they are from, job, interest, hobbies, etc. Most important thing is to listen. Ask if you could have prayer with them. Decide how long you will stay before you enter the home. This will keep you from staying too long.

iii. Hospital visits – a time to be with someone as they are sick or recovering. These visits should respect the guidelines of the hospital and should be considerate of the patient. Usually a brief visit is appreciated. HIPAA limits the information that can be released about a patient. Each hospital has their own regulations about how information is shared. Also, HIPAA means that we must be careful in how we share any information we receive. We must have the patient’s permission to share about their illness or even that they are hospitalized. Again, ask to pray with the person

iv. Nursing Homes – The same guidelines that apply in a hospital should also apply in a nursing home. Your calm presence will be the ministry the person needs.

v. Funeral Care – This is a critical time to minister to a family. It is important to say helpful words to the family and not hurtful things. Go over handout “What to Say and What Not to Say at a Funeral.”

3. Have participants share Best Practices that their church does about pastoral care.

Resources

Certified Lay Minister Resource. GBOD Discipleship Resources – 2008

Funeral Etiquette: What to Say at a Funeral

The most important thing you can do is show up. After that, just speak from your heart and tell the bereaved how sorry you are that they lost a loved one.

One of the biggest fears that people have when attending a funeral service revolves around not knowing what to say to the deceased’s loved ones – friends and family members who don’t know the proper thing to say may be afraid of blurtng out inappropriate sentiments. So what are some helpful and appropriate things you can say to the bereaved?

First, you should know that your presence alone at the funeral service says how much you care about the family and the person who died. However, to verbally express your sympathy, try speaking from your heart and expressing what you are feeling at the moment (obviously filtering out thoughts about the bereaved “moving on” or “getting over it”).

Below are some words that can be helpful to show your heartfelt sympathy and concern:

“I will miss xxx very much. He/she was such a kind person, and he/she really had an impact on me.”

“I’m here for you, and I want to help if I can. I will xxx.” — that xxx should be something you plan to do like bring over a meal or call the next day to check in.

“Words cannot express my sympathy.”

“I can only imagine how you must feel.”

“We will never forget xxx. He/she was so liked by everyone who knew him/her.”

“I hope it is some comfort to you to know how highly regarded xxx was by all who knew him/her.”

“Even though I didn’t know your xxx, I heard such wonderful things about her/him from other people.”

While showing up is the most important thing you can do, try to offer your condolences to everyone in the family, and introduce yourself to family members that may not know you. Be understanding – that is listen more than you speak and don’t push the conversation … let the bereaved lead the conversation. By having a sense of what the bereaved are feeling at that particular moment, you will be guided in knowing how to express your sympathy. Whatever you say, the family will appreciate your comfort and support of being there with them at their time of need.

This article is part of the eFuneral Resource Center and was written by Brad Forward, Vice President and Funeral Director at Brown-Forward Funeral Service. Those thinking about end-of-life should visit eFuneral.com for help researching, planning, and arranging a wide variety of funeral-related services.
What Not to Say at a Funeral

We want to say the right thing, but since we never know what to say at a funeral, we end up saying something stupid or offensive.

So although it is difficult to know what to say to someone who is grieving or suffering, here are fifteen things NOT to say at a funeral (or to others in pain). These statements are little more than Christian cliches, and aside from not helping anybody, they do not accurately represent God or Scripture.

1. Don’t take it so hard.
2. God is still on the throne.
3. Try to hold back your tears; they make people uncomfortable.
4. Remember to give thanks in all things.
5. It’s probably for the best.
6. God knows what He is doing.
7. It could have been worse.
8. She (he) is better off now.
9. Don’t question God.
10. God must really love you to have selected you for this burden.
11. Your child (spouse, parent, etc) will be raised again.
12. I know what you are experiencing; my dog died last month.
13. God is refining you. There must be some sin He is rooting out of your life.
14. God is preparing you for something better.
15. God is preparing you for something worse.

I always like to remember Job’s friends. It is only after they opened their mouths that they became miserable comforters (Job 16:2).
Missional Service
Core Class- Session Six

Learning Goals:

1. Participants will reflect on Biblical stories of service and through the reflection give a definition to service
2. Participants will identify service opportunities within the church and service opportunities outside the church
3. Participants will reflect on their own spiritual gifts and how they can use them in service to the church and in service to the community

Lesson Outline:

1. Identify Biblical characters who proclaim the gospel by serving.
2. Lead a discussion about serving in the church and then serving in the community – both are needed! Identify examples of both
3. Ask participants to write down their identified spiritual gifts and make the connection to their areas of service

Lesson Plan:

1. Biblical examples
   a. Assign a group one biblical character who proclaimed the gospel by serving. You may choose from Ananias, Lydia, the boy who brought the lunch, Martha, Joseph of Arimathea, Stephen, etc. Direct the group to read the story together and discuss the ways the character served and witnessed for Christ.
   b. Have the groups report back their findings. Begin to list the characteristics of the Biblical character as characteristics of a servant.
   c. From the list, guide the group through a discussion of the breadth of service.
2. Modern day service
   a. Lead the participants in a mental walk through their church to identify invisible service performed by others within their congregations. Examples can be cleanliness, attractive bulletin boards, list of donors, flowers, attendance pads in pew, Sunday school rooms readied for students, trash taken out, bulletins proofed, etc.
   b. Now lead the participants to think of community service. What are some agencies in their community that would welcome the service of the church members? How can the church partner with them to help provide these
service? Examples are Meals on Wheels, volunteering in Food Pantry, tutor in a school, etc.

3. Individual Service
   a. Have participants take time to list ways they are currently serving
   b. If they have taken a Spiritual Gifts inventory, have them assess if they are serving in areas where their gifts are evident.
   c. If they have not taken the Inventory, have them write their passions and how they are serving.

Resources
Resources

Certified Lay Minister Resource. Discipleship Resources – 2008
