



# Leading With Soul

John Dunlop  
Bob Ferguson  
Rick Hutchinson  
Rev. Kelly Turney

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**The East Longmeadow United Methodist Church**  
For those who cry out for love & justice

# Welcome & Agenda

- Introduction - Pastor Kelly
- How ELUMC is organized - Bob
- Being an effective team member - John
- Break
- Jesus as Leader - Pastor Kelly
- Being an effective team leader - Rick
- Closing Prayer



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*The wise leader is like water.*



A photograph of a rocky stream with clear water showing ripples and reflections. The water is shallow and flows over dark, mossy rocks. The sunlight creates bright, shimmering reflections on the water's surface, which ripple across the scene. The overall tone is natural and serene.

*Your behavior influences others...*

*...through a ripple effect.*

# Leading with Soul

- Compassion & Justice are the moral precepts at the core of most spiritual traditions.
- Four gifts are offered to those whom we lead in order to build compassion & justice:
  - Love
  - Power
  - Authorship
  - Significance



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# How ELUMC is Organized

Bob Ferguson



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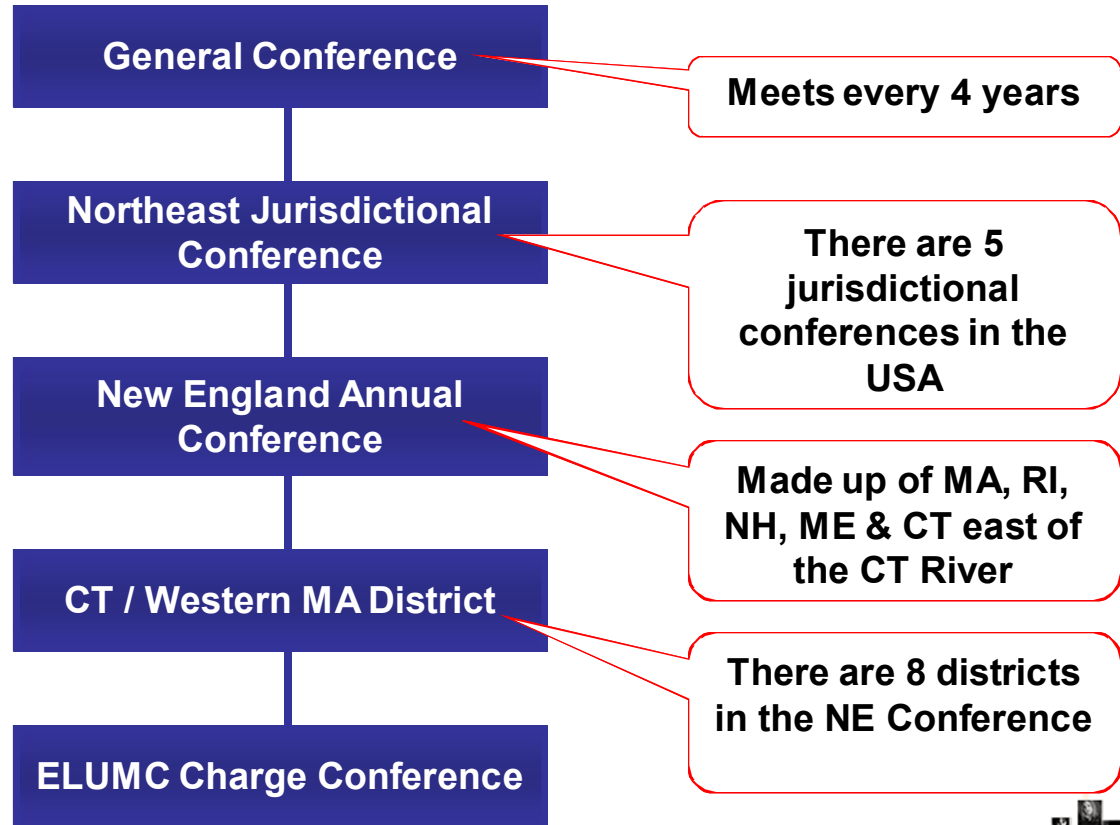
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# United Methodist Church Organizational Structure

We are a  
**CONNECTIONAL**  
church – ELUMC is  
a part of the United  
Methodist Church  
worldwide



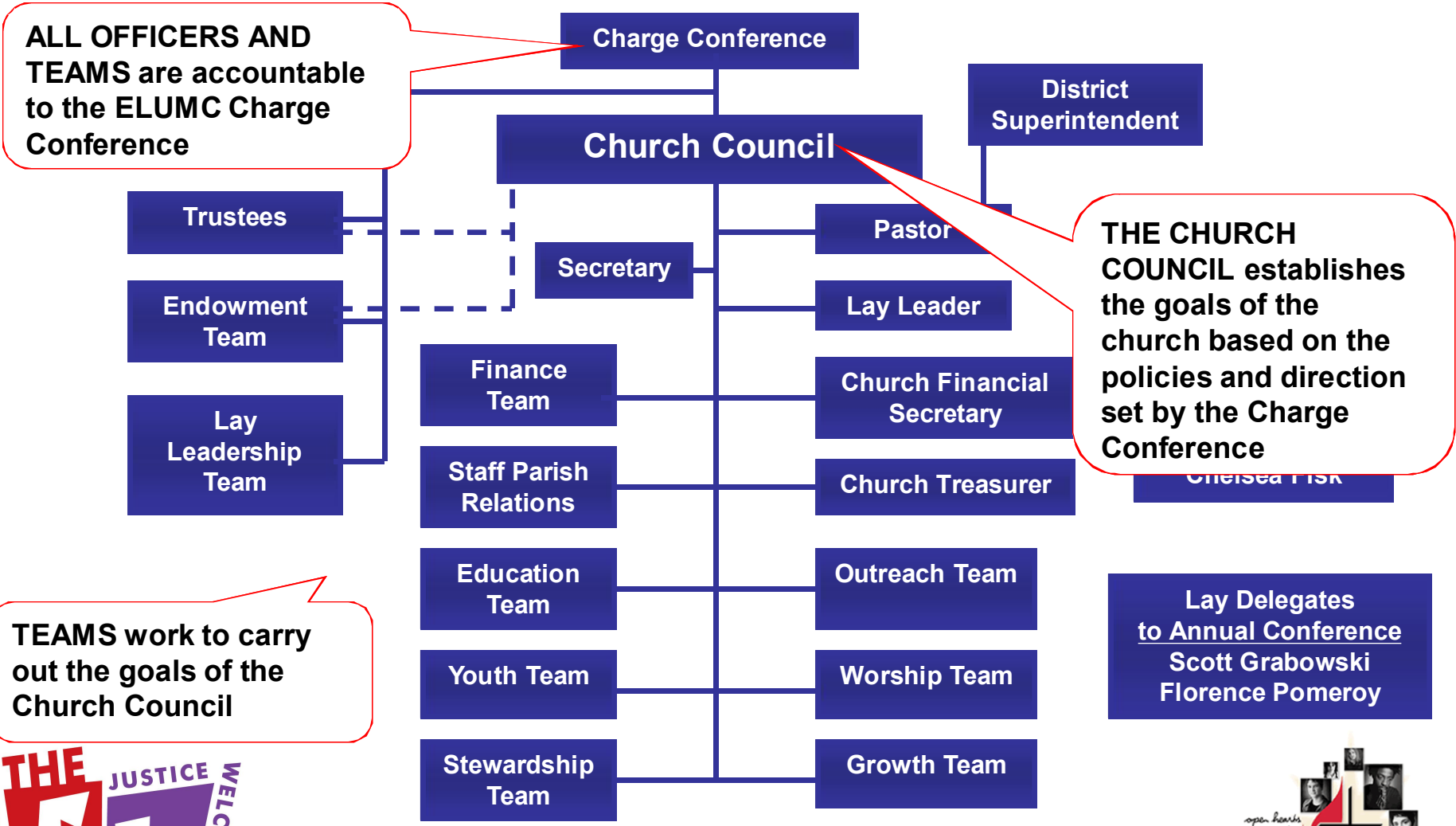
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# ELUMC Organizational Chart



**Lay Delegates to Annual Conference**  
 Scott Grabowski  
 Florence Pomeroy



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# Accountability

- All officers and teams are working for and ultimately are accountable to the Church (the Charge Conference).
- Policy and direction are determined by the Charge Conference.
- The Church Council carries out the policies and directions as set forth by the Charge Conference by establishing goals and coordinating the work of the various teams.
- Team leaders are accountable to the Church Council and guide their teams in meeting the goals set by the Church Council.
- Important decisions will be brought to the Church Council on behalf of the team in the form of recommendations to be considered and acted upon by the Church Council.
- The church is the combined efforts of all the team members and their leaders, the pastor, the church council, and all the members of the church.



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# Being an Effective Team Member

John Dunlop



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# Following God's Call

- Each of you has been chosen to be one of God's leaders at ELUMC.
- This is an opportunity to strengthen your skills as a disciple.
- It is up to YOU to apply the principles that follow to be successful.
- The first step is to understand the mission of the church and the role that your team is expected to play:

***“As disciples of Jesus Christ empowered by the Holy Spirit, we welcome the risks involved in following God's call to engage in ministries that raise the level of hope for those who cry out for love and justice.”***

How can we follow God's call?

How can we welcome risk?

How can we raise the level of hope?

How can we engage in ministries of love and justice?



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# It's all about attitude...

- Do you know the story about the three men with picks and shovels working in a ditch?
  - When the first was asked what he was doing, he said “I am digging a ditch.”
  - When the second was asked what he was doing, he responded “I am earning a living.”
  - When the third was asked the same question, he proclaimed “I am building a cathedral.”
- It is all in the attitude of the worker...
  - Are you going to be just a name on the list of a team?
  - Or, are you serving because in a weaker moment you said yes?
  - Or, are you going to help build a cathedral to God?



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# Some Thoughts on Commitment

- To fulfill a commitment entails:
  - Understanding what is expected
  - Performing the job completely and in a timely manner
- Commitment as a team member involves:
  - Attending & participating in meetings
  - Listening carefully
  - Helping with the work and following through with your part
- Commitment as a team leader includes:
  - Remaining focused on the team's goals and objectives
  - Leading meetings in an effective and Christ-like manner
  - Supporting & mentoring team members
- If you become unable to meet your commitment to the team, it is important to advise your team leader or the pastor that you cannot meet expectations.



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# Church Meetings

- Every church meeting is an OPPORTUNITY to:
  - act out our Christian beliefs
  - discover where we are needed
  - grow as a Christian
  - discover new ways to serve Christ and each other
- Everyone needs to participate and voice his or her opinions and to be given the opportunity to do so.
- Meetings need to be held on a regular basis and at a time that is most convenient for all members.



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# Communication is Key

- Communication is the number one problem encountered in most organizations.
- Think carefully about what you want to say or write before you speak it or write it.
- Avoid these common communication problems:
  - Using words whose meanings are unclear or ambiguous
  - Generalizing to such an extent that any meaning in the particular case is lost
  - Presuming that others are thinking what you are thinking
- Teams communicate outwardly through:
  - Agendas & meeting minutes
  - E-mail (where available – do not exclude members who do not have access)
  - Web site
  - Newsletter articles
  - Letters/mailings
  - Bulletin boards
  - Sunday bulletin announcements



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# Be a Good Listener

- Listen intently. Only an effective listener can truly say, "I see what you mean - I get your point."
- Be a patient listener. Don't interrupt.
- Listen with your eyes and your mind as well as your ears.
- Keep your mind open. Don't jump to conclusions and try not to miss the context.
- Judge words, not their delivery.
- Listen in the same way you would want the speaker to listen to you.



**Evaluate** – When someone is talking, think about what they are saying instead of thinking about what you are going to say.

**Anticipate** – Think about the speaker's train of thought and where they are going with their idea.

**Review** – Repeat the idea back to the speaker using different words, so that they can clarify your misunderstanding if there is one.

**Speculate** – Think about how what you are hearing affects you, the speaker, or others.



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# Making the Most of Your Time

- Two of the greatest time wasters are procrastination and doing unnecessary or unimportant work.
- Plan your activities carefully so you are not doing unnecessary or unimportant work.
- Get adequate and accurate information from others about what is expected of you and/or your group.
- Regularly make a list of the things that must be done and prioritize it. Do each job in order of its importance.
- Use all available resources - engage those people around you who are qualified to help with some of the work.



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# Jesus as Leader

Pastor Kelly Turney



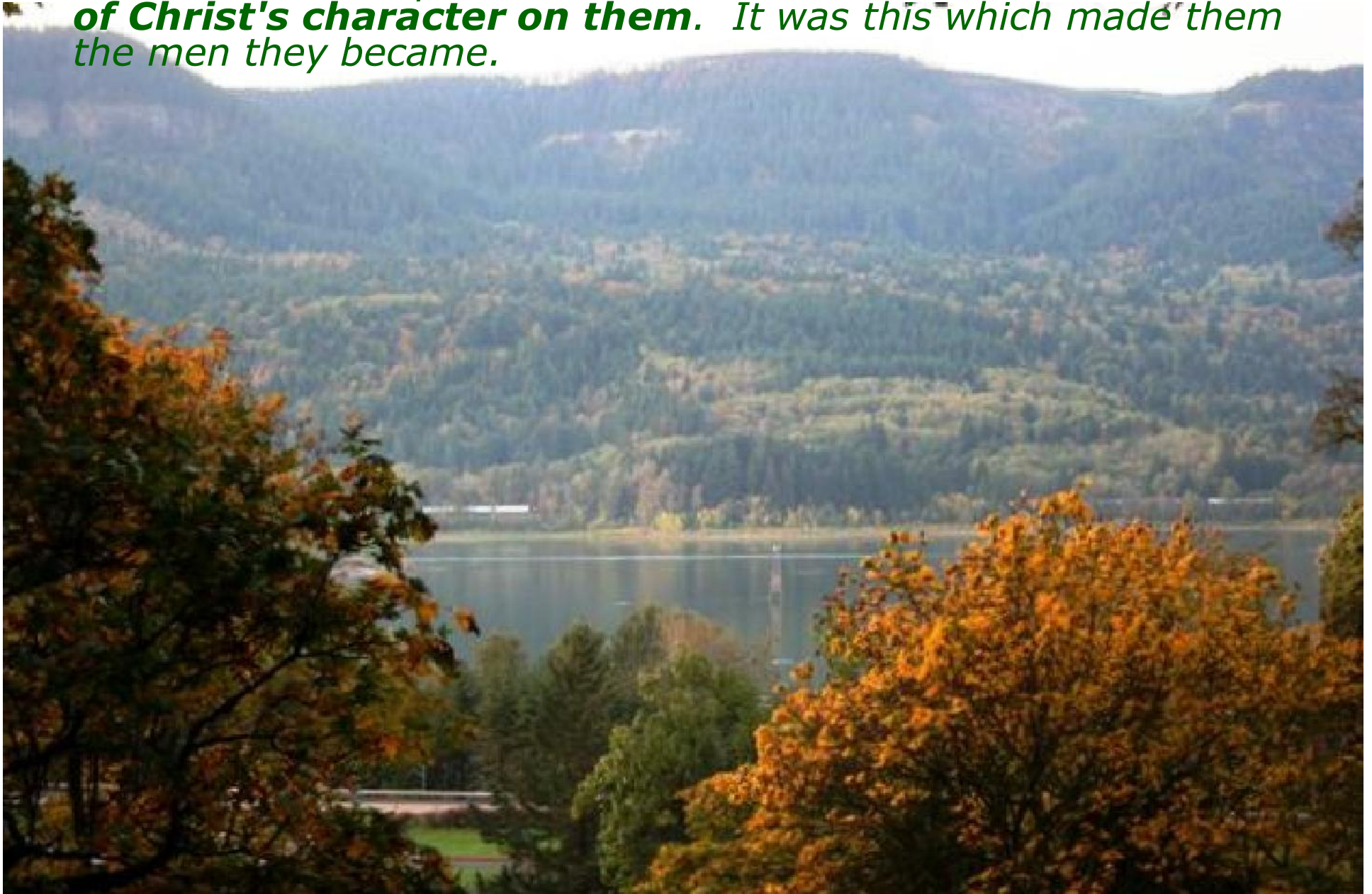
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James Stalker wrote that the most important part of the training of the twelve disciples was **the silent and constant influence of Christ's character on them**. It was this which made them the men they became.



# Jesus as Leader

*The following is taken from Laurie Beth Jones' Jesus CEO*

*Jesus harnessed spiritual energy to develop the strengths that made him a powerful leader.*

*His goal was to build up, not to tear down; to nurture, not to exploit, to undergird and enhance, rather than to dominate.*

*He guarded his energy by refusing to engage in meaningless debates with people who wanted not to learn but to argue.*

*He lived with an attitude of gratitude. He had an open heart, a listening heart, a faith-filled heart.*

*He spent his energy on creation and restoration. He did not waste his time judging others.*

*He was willing to look foolish. Leaders must be willing to sacrifice and take risks with their public image.*

*He worked through his fears. If we wait for our fears to disappear before we start, we will never even begin.*

*He saw everything as being alive. Visionary leaders view life's resources as being on loan to them.*

*He had a sense of companionship with the divine source of his being—a source that knew him intimately and cared for him.*

*He was transparent before them. He had no hidden agenda, nothing to hide.*

*He knew that nobody wins until we all do.*



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# Being an Effective Team Leader

Rick Hutchinson



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# Important Leadership Qualities

- Set a good example.
- Be a servant to the team.
- Listen and understand.
- Have a vision and show your enthusiasm.
- Communicate well.
- Understand the church organization and goals.
- Pass the credit along to others and recognize members for their work at every opportunity.
- Involve members of the congregation outside your team whenever possible.



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# How to Motivate Your Team

- Motivation comes from inspiration. You must inspire your team to be successful.
- Leaders who are enthusiastic, encouraging, helpful, positive, and who take a personal interest in their team members, recognize their efforts, and show confidence in them will inspire them to contribute.
- Leaders need to "pull" the team, not "push" its members.
- People are more willing to cooperate and more willing to be contributors if they are part of the idea or vision.



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# Planning a Meeting

- The success of your meeting is directly proportional to the effort you put into preparing for it.
- Schedule meetings on a regular basis at a time most convenient to all members.
- Provide members with the prior meeting's minutes a few days before the meeting.
- Follow up on delegated action items in advance of the meeting.
- Prepare an agenda for your meeting to keep the discussion focused and moving:
  - Devotions
  - Approve minutes of prior meeting
  - Old business
  - New business
  - Review of action items & upcoming schedule of events



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# Delegating

- You will accomplish more as a team and leave yourself more time to lead when you delegate.
  - Provide instructions that are clear, concise, and complete.
  - Choose the best person for the job by matching skills with tasks.
  - Ask the person ahead of time, but after you have explained the objective.
  - Specify what you want achieved when it's needed.
  - Offer to help and give ideas and suggestions.
  - Don't limit yourself to those on your team. Utilize the talents of the whole congregation.
  - Give a person a choice of two or more jobs and they will more than likely select one.
  - People like to be asked and will seldom volunteer without being asked.



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# Conducting a Meeting

- Begin and end your meeting on time.
- Appoint a scribe to record meeting minutes and ask if any topics should be added to the agenda.
- Allow the group members to express themselves first. Save your opinion for last or withhold it altogether.
- Allow all viewpoints to be expressed. Ask for the opinions of those who are reluctant to speak up.
- Ask questions of the one speaking and restate what was said to make sure so everyone is clear about what has been stated.
- Keep your meeting moving and on topic.
- Delegate as much as possible and follow up to keep things moving.
- Specify a completion date for all tasks that are assigned.
- Provide a copy of your meeting minutes to the pastor and church secretary to keep others informed of your team's work.



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# Decision Making Process

1. The motion or idea is presented.
2. Discussion is held on the motion.
3. The motion is re-stated to the group.
4. The team leader then polls each member to determine if each one is in agreement or disagreement with the motion.
5. The team leader then states for the record that the motion is carried by majority, by general consent, or is rejected.



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# Passing the Baton

- Good leaders will have identified possible leaders to succeed them and will work with the Lay Leadership Team to determine the right person for the job.
- It is important to work closely with the person who may replace you.
- Show confidence in that person and assure that person he/she is capable of leading the team.
- Share with the person the reason why you handle matters in a certain way.
- Discuss plans for each meeting and what the group's direction is, should be, or might be.
- When your term expires, pass along to the next leader all resources including:
  - Minutes or notes of past meetings
  - Notebooks or files of material pertaining to your team
  - Resource material pertinent to your team



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