

AUUA CERTIFICATION PROGRAM

LEADERSHIP MODULE

Section 1

Goal/Area of Focus:

Responsibility, authority and power

Level 1: Describe where responsibility, authority and power for various aspects of operations reside within the organization.

Level 2: Pick a resource on church systems (ie. Healthy Congregations, Peter Steinke's books, or others) and describe your observations in light of the information learned.

Section 2

Goal/Area of Focus:

Covenants

Level 1: Describe any covenants within the organization. If there are none explicit, describe how potential conflicts are currently navigated.

Level 2: Research staff and congregational covenants and discuss with your minister or board president. Write a report describing finding and outcomes.

Section 3

Goal/Area of Focus:

Understanding Governance Structures, various models

Level 1: Identify and describe the organization's governance structure.

Level 2: - research other governance models (minimum of 2) and describe their strengths and limitations.

Section 4

Goal/Area of Focus:

Understanding Leadership Styles, group dynamics & Personality Types

Level 1: Research current thinking on leadership styles, group dynamics and personality types in staff settings. Describe your findings.

Level 2: Take a personality test (Meyers Briggs or Keirsey Bates for example) and analyze how knowing your personality profile and that of others might affect team relationships.

Section 5

Goal/Area of Focus:

Leadership development resources

Level 1: Investigate possible leadership development (both lay and staff) resources. Ensure that you have included a variety of resources types and ensure that they are applicable to Unitarian Universalist organizations.

Level 2: Identify two resources that are applicable to current or near-future needs of the organization and write a recommendation of how they may be utilized.]

Suggested Reference Materials

This list reflects only a small portion of the possible resources available on this subject and the candidate is encouraged to find and cultivate other resources for their use. Please note the resources used when submitting final material.

Behavioral Covenants

Rendle, Gilbert R. *Behavioral Covenants in Congregations. A Handbook for Honoring Differences*. Bethesda, MA: The Alban Institute, 1999.

Personality Types

Briggs Meyers, Isabel. *Gifts Differing. Understanding Personality Types*. 1995.

Keirse, David. *Please Understand Me*. 1984.

Lawrence, Gordon. *Tiger Stripes and People Types* 1993.

Oswald, Roy M., Otto Kroeger. *Personality Type and Religious Leadership*. Washington, D.C.: The Alban Institute, 1988.

Ware, Corrine. *Discover Your Spiritual Type: A Guide to Individual and Congregational Growth*. Herndon, VA.: The Alban Institute. 1995.

www.enneagraminstitute.com

www.keirse.com

www.myersbrigg.org

Leadership Styles

Chafee, Paul. *Accountable Leadership: A Resource Guide for Sustaining Legal, Financial and Ethical Integrity in Today's Congregations*. San Francisco: Jossey-Bass, Inc., 1997

Covey, Stephen R. *Principle-Centered Leadership*, New York: Fireside, 1991.

Drucker, Peter F. *Managing the Nonprofit Organization: Principles and Practices*. New York: HarperCollins. 1990.

Hill, Robert. L. *Complete Guide for Small Group Ministry*. Skinner House, 2003.

Lee, Harris W. *Effective Church Leadership*. Chapter 3. Minneapolis: Augsburg Fortress. 1989.

Roden, Robert. *Leading People. Transforming Business from the Inside Out*. NY: Viking, 1996.

Shaller, Lyle E.. *Getting Things Done. Concepts and Skills for Leaders*. Nashville. Abingdon Press, 1988.

Shawchuck, Norman and Roger Heuser. *Leading the Congregation*. Nashville: Abingdon Press, 1993

www.smallgroupministry.com

Professionalism

Ball, James R. *Professionalism is For Everyone. Five Keys to Being a True Professional*. The Goals Institute, 2001.

Chaffee, Paul. *Accountable Leadership. A Resource Guide for Sustaining Legal, Financial, and Ethical Integrity in Today's Congregations*. San Francisco, CA: Jossey-Bass, 1997.

Drucker, Peter. *Managing the Nonprofit Organization, Principles and Practices*. New York: HarperCollins, 1990.

Hammer, Richard R. *The Church Guide to Copyright Law*. Christian Ministry Resources, 1992.

Hopkins, Bruce R. *A Legal Guide to Starting and Managing a Nonprofit Organization*. New York: John Wiley + Sons Inc. 1993.

Maister, David F. *True Professionalism. The Courage to Care About Your People, Your Clients, you're your Career*. Free Press, 2000.

Manning, Marilyn. *Professionalism in the Office. Proven Techniques for Administrators, Secretaries, and Coordinators*. CrispLearning.com, 2001 (Crisp 50 Minute Book).

Shawchuck, Norman and Roger Heiser. *Managing the Congregation. Building Effective Systems to Serve People*. Nashville, TN: Abingdon Press, 1996.

www.BoardSource.org *Building Efficient Non-Profit Boards*. Books, videos, training, seminars.