

EFC-ER

# LEADERSHIP DEVELOPMENT TEAM

TEAM  
HANDBOOK



**eFC**  
EVANGELICAL FRIENDS CHURCH  
EASTERN REGION

# Table of Contents

<b>EFC-ER Mission, Vision, and Core Values</b>	pg. 3
<b>Leadership Development Team</b>	pg. 4
<b>Resourcing Leaders</b>	
Internships	pg. 5
Ministerial Tuition Assistance	pg. 6
Equipping Units	pg. 7
Pastors Conference	pg. 9
HH Mosher Fund	pg. 10
<b>Credentialing</b>	
Credentialing Overview	pg. 11
Which Credential Do I Need?	pg. 13
Steps to Receive a Credential	pg. 14
Recording of Ordination Process	pg. 15
<b>Pastor Care</b>	
Ethical or Moral Crises	pg. 19
Considering Divorce	pg. 20
Restoration Process	pg. 21
Personal Crises and Preventative Care	pg. 22
Recruiting	pg. 23
<b>Appendix</b>	pg. 24
Internship Policies and Application	
Ministry Progress Report for Internships	
Ministerial Tuition Assistance Program Policies and Application	
EFC-ER Ministry Certificate Application	
EFC-ER Ministry License	
EFC-ER Pastor’s License Application	
Letters of Intent and Affirmation to Begin Recording of Ordination Process	
Guidelines for Mentors	
Guidelines for Mentees	
Mentorship Covenant and Basic Information	
Equipping Units Form	
Pastoral Information Form	
A Reference List of Books for Recording of Ordination	

# EFC-ER Mission, Vision, and Core Values

## Purpose

- The Evangelical Friends Church – Eastern Region (EFC-ER) is a movement of connected churches intentionally working together to fulfill a common mission, vision, and core values, based on the person and redemptive message of Jesus Christ.

## Mission

- The mission of EFC-ER is to equip its member churches to make disciples.

## Vision

- The vision of EFC-ER is to produce healthy, Christ-centered churches that produce disciples.

## Core Values

- **Biblical Faithfulness** – We will seek faithfulness to the inspired and authoritative Word of God, both in the truth we profess and in the practices we embody.
- **Empowered Leadership** – We will discover, develop, and deploy leaders into clearly defined ministry roles.
- **Innovative Multiplication** – We will use and encourage innovative multiplication across our movement.
- **Efficient Organization** – We will organize around mission, core values, and vision, increasing efficiency by being a nimble, right-sized organization.
- **Connectional Ministry** – We will strengthen local and global ministries by partnering together with local churches and other organizations to accomplish our mission.

# Leadership Development Team

The Leadership Development Team is comprised of the Leadership Development Director and Recorded EFC-ER leaders. The team serves to carry out EFC-ER's directive to identify, nurture, and develop leaders. Members of the Leadership Development Team serve for 3-year terms and can serve three consecutive terms.

## **Purpose:**

- The team functions as the conduit and filter to provide healthy leadership for EFC-ER churches.
- The team creates and provides opportunities for the ongoing growth of leadership in Christian maturity, practical skills, and self-awareness.

## **We will accomplish our purpose by:**

- Overseeing the credentialing process
- Recruiting potential leaders
- Developing structure for mentoring and coaching
- Equipping leaders in the local church
- Providing assessment tools to help leaders with better self-awareness
- Overseeing and resourcing internships and scholarships for leaders
- Promoting and resourcing spiritual formation of pastors
- Supporting and resourcing pastoral teams in crises
- Resourcing and encouraging life-long learning
- Oversee the annual Pastors Conference
- Meetings scheduled quarterly each year
- Google Meet/Video call Meetings as needed

# Resourcing Leaders - Internships

Applicants must be in pursuit of vocational ministry and demonstrate ministry skills and gifts.

## **Steps to Apply:**

1. Submit application (see Appendix) to the Leadership Development Director. Priority given to applications submitted by:
  - a. Full-time intern applications to be turned in by February 1.
  - b. Summer intern applications are to be turned in by March 15.
2. Application reviewed by Leadership Development Team:
  - a. Full-time intern applications will be determined by March 1.
  - b. Summer intern applications will be determined by April 15.

Priority is given to college graduates entering full-time ministry. Summer and part-time interns will be given consideration based on availability of funds.

## **Host Church Responsibilities:**

- Submit a Quarterly Ministry Progress Report (see Appendix) to the Leadership Development Director.
- Compensation of interns should be in line with denominational guidelines set by the Finance and Administration Team.
- The Leadership Development Director reserves the right to request a church assessment from the Church Health Team before placement of the intern.

## **Coaching:**

- The intern and appointed supervising pastor are to meet at least weekly for coaching sessions which would include prayer, encouragement, training, and planning based upon the goals established by the job description.
- The intern will report directly to the appointed supervising pastor who will then submit a Quarterly Ministry Progress Report.

EFC-ER will compensate churches on a monthly basis. Funding levels for internships are currently structured at:

- \$10,000 for one year full-time (40 hours per week)
- \$5,000 for one year part-time (20 hours per week)
- \$1,500 for summer internships.

EFC-ER funding will cease if the church hires the intern as a staff member or the internship ends.

# Resourcing Leaders – Ministerial Tuition Assistance

**Purpose:**

- The EFC-ER Ministerial Tuition Assistance Program has been established to assist current or future Christian ministry candidates in financing their education as they seek to serve the Lord Jesus Christ with greater excellence.

Candidates for tuition assistance must be preparing to serve or serving in full-time Christian ministry and intend to serve with EFC-ER.

Please refer to the appendix for the Ministerial Tuition Assistance Program Policies and Application.

# Resourcing Leaders – Equipping Units

This portion of Leadership Development is specifically for those who have already completed the Recording of Ordination Process. Recorded pastors (Full-Time) will need to complete 10 Equipping Units & 5 Equipping Units for Part-Time/Bi-Vocational pastors per year (July 1 – June 30) to maintain licensure. Pastors who have reached the age of 70+ or have retired will no longer be required to complete equipping units.

## **Purpose:**

- Equipping Units provide opportunities for spiritual, personal and professional growth that will contribute to the health of our recorded pastors.
- Equipping Units provide an intentional way to:
  - create accountability,
  - empower and equip leaders,
  - promote connectedness and relationships,
  - inspire fresh ideas and methods, and
  - prayerfully help our leaders to stay/become emotionally healthy and spiritually thriving people.
- The health of our leaders is vital to the health of our churches.
- Equipping Units are designed to aid our leaders toward the mission, vision, and core values of EFC-ER.

## **Required Units:**

- Full-time pastors 10 units, 5 units for Part-Time Bi-Vocational, and 0 units for retired/+70 years old per year (July 1 – June 30) to maintain Recording of Ordination License.
- Units do not carry over from one year to the next.

The list offered below are some examples; it is not an exhaustive list.

## **Examples:**

- EFC-ER Pastors Conference (3)
- EFC-ER Yearly Business Sessions (1)
- EFC-ER Yearly Meeting Equipping Workshops (1 each)
- Book (1)
- Read the Bible in a year (2)
- Teach a Seminar/Course (Max 3)
- Outside Conference (2)
- Outside Seminar (1)

- Personal Spiritual Retreat (1 per day)
- Organize Staff Retreat (2, up to 3)
- Church Planting Efforts (Max 3-5)
- E-training (2 hours = 1 credit)
- Credit or Audit college classes (4)
- Degree Pursuit (10)
- Mission Trip (1/2 per day, not to exceed 5 per year)
- Leadership Development Team Online Opportunity Course (4)
- Podcasts (3 hours = 1 unit, up to 3)
- Open to other opportunities that align with our core values.

Please use the form on our website to submit your Equipping Units by June 30 of each year (July 1 – June 30). Please complete one form per Equipping Unit.

# Resourcing Leaders – Pastors Conference

## Purpose:

- It is the desire of the Leadership Development Team to create a conference that:
  1. All of our leaders will want to attend;
  2. All of our leaders will “feel” better able to make disciples;
  3. All of our leaders will experience a deep sense of community, support, and belonging;
  4. All of our leaders will relax, refresh, and relate;
  5. All of our leaders will feel a deeper connection to Christ and to each other; and
  6. All of our leaders will feel more empowered to do the work God has called them to do than before they came!

# Resourcing Leaders – HH Mosher Fund

**Purpose:**

- Funds have been set aside for full-time pastors, church staff, and missionaries to receive a reimbursement of \$100 for each pastor or \$200 per pastoral couple, per church, per calendar year, and allow the use to include any literature for the enhancement of spiritual growth, Biblical study, and/or sermon preparation (example: books on spiritual formation, academic texts, or Biblical commentaries). You will be notified in the event of funds no longer being available.

# Credentialing

## Purpose:

- It is a privilege to be called by God to serve as a pastor of the Gospel of Jesus Christ. It is also a privilege to enter into the licensure process of Evangelical Friends Church – Eastern Region. Therefore, every candidate should understand the types of credentialing, expectations upon him or her to complete, and the commitment by the Leadership Development Team to nurture and develop each individual. Our desire is to help each individual grow into the fullness of their giftedness and calling and be better equipped to serve in their local setting. If the candidate is unable to fully complete the steps as laid out by the Leadership Development Team, he or she cannot qualify to hold a credential from EFC-ER.

## 3 Types of Credentialing:

### Ministry Certificate

A Ministry Certificate is given to a member of the local church whose calling, and giftedness is recognized, and for whom a certificate would be useful for ministry (visitation, recovery, prison/jail, children/youth, etc.), but who is not regularly fulfilling pastoral responsibilities.

### Ministry License

Ministry License is for members of the local church who needs an accredited denominational license to perform various ministries (hospital visits, recovery, prison/jail, children/youth, etc.) This license is not for Lead Pastors and would apply to those that are full-time, part-time and volunteer Ministry Leaders.

### Pastor's License

A Pastor's License is required for individuals in pastoral ministry, particularly those serving full-time with pastoral responsibilities (preaching, baptisms, weddings, funerals, communion, etc.). The Pastor's License is recognition of one's calling and giftedness in the area of pastoral leadership in the local church and EFC-ER. Full-time pastors with a Pastor's License will be automatically entered into the Recording of Ordination process upon licensure. Part-time pastors may enter the Recording of Ordination process; please indicate your desire to do so on your application.

Please note: churches are required to pay pensions for all full-time pastors who hold this license.

### **Recording of Ordination**

Recording of Ordination is a formal process by which EFC-ER recognizes God's calling on an individual's life to minister in the name of Jesus and by which we formally record that calling and giftedness ordained by God. EFC-ER views this process as a time of enrichment and investment in those ministers and leaders that God has called.

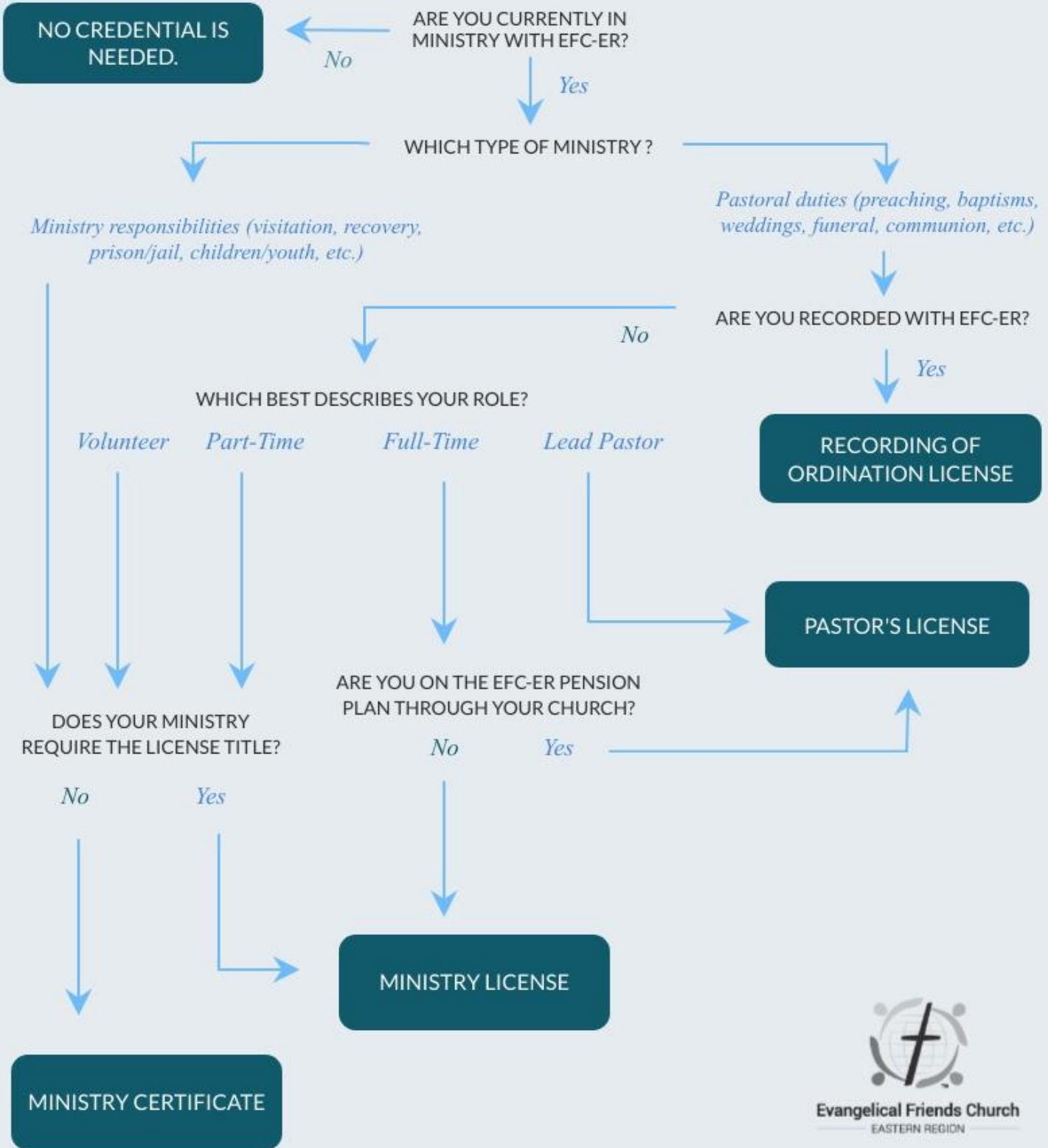
Candidates must serve in EFC-ER for at least two years before beginning the process. The Recording of Ordination process takes a minimum of two years and is described in the Steps to Receive a Credential section.

Please refer to the diagram on the next page if you need help determining which type of credential you need.

### **Recorded – Retired**

Those who retire after serving in an EFC-ER congregation. Retired Pastor/Leader must notify Eastern Region if they begin service in another denomination/organization or if they wish to have their credentials transferred or withdrawn for any reason. Retired status automatically renews yearly. Equipping Units not required.

# WHICH CREDENTIAL DO I NEED?



Evangelical Friends Church  
EASTERN REGION

# Steps to Receive a Credential

## **Ministry Certificate or Ministry License**

1. Ask your lead pastor if you need a Ministry Certificate. You must be a member in good standing in your local EFC-ER church and currently serving in ministry.
2. Submit a copy of your background check and completed Ministry Certificate application to the Leadership Development Director. Your lead pastor must sign the application as affirmation that you should receive a credential.
3. If approved, you will receive a Ministry Certificate at Yearly Meeting.
4. This application, including the background check, will need to be submitted annually to renew your certificate.

## **Pastor's License**

1. You must be a member in good standing in your local EFC-ER church and have at least one year of service in the local church.
2. Submit a copy of your background check and completed Pastor's License application to the Leadership Development Director. Your lead pastor must sign the application as affirmation that you should receive a credential. If you are the lead pastor, no signature is required.
3. Full-time, licensed pastors will be automatically entered into the Recording of Ordination Process. You will be contacted about participating in interviews and completing assessments and assignments as designated by the Leadership Development Team. Part-time pastors are encouraged, but not required, to pursue Recording of Ordination.
4. This application, including the background check, will need to be submitted annually to renew your license.

## **Recording of Ordination Process**

### **Prerequisites:**

- **You must serve in a local EFC-ER church at least two (2) years before beginning the process.**
- **You must have a Pastor's License, Ministry License, or Ministry Certificate.**

### **REQUIRED STEPS:**

1. A candidate must send a letter to the LDT Director NO LATER THAN FEBRUARY 1<sup>ST</sup>, stating that they would like to enter the ROO process along with a completed Pastoral Information Form (PIF), located on the website.
2. EFC-ER will send a letter or email to Elder or Lead Pastor to "affirm" or "not affirm" the candidates request for recording. It must be returned as soon as possible.
3. The candidate will receive via email assessments to be completed. Those assessments will be used by the LDT team and the assigned mentor to create a personalized process. ASSESSMENTS MUST BE COMPLETED NO LATER THAN MARCH 31<sup>ST</sup>.
4. INITIAL INTERVIEW CONDUCTED AT YEARLY MEETING. Spouses will be invited to the initial interview as well as the assigned mentor.
5. RECORDING OF ORDINATION IS A 2-4 YEAR PROCESS.
6. After the initial interview, candidates will need to complete assignments and interviews related to: FRIENDS HISTORY, THEOLOGY, DISCIPLESHIP/SPIRITUAL FORMATION, and PASTORAL LEADERSHIP. An exit interview will be conducted at the completion of all assignments along with a determination by the Leadership Development Director as to readiness of the candidate for Recording of Ordination and approval by the Oversight Board.
7. Candidates for Recording of Ordination will be recommended to the EFC-ER Yearly Meeting delegates for final approval.
8. Approved candidates will be recognized, celebrated, and commissioned at Yearly Meeting.
9. Upon completion of Recording of Ordination, individuals will need to complete 10 Equipping Units to receive the Recording of Ordination card each year (see Equipping units for details).

### **Requirements to Transfer Existing Credentials**

1. Individuals who wish to transfer pastoral credentials from another Denomination must submit a Pastoral Information Form (PIF) found on our website to the Leadership Development Director.
2. The individual needs to apply for a license and submit a background check.

3. The individual requesting a transfer must also submit the following to the LDT Director:

- a letter of good standing and proof of licensing from the denomination they are requesting transfer
- a “Letter of Affirmation” from EFC-ER church they are currently serving
- completed Assessments from NCS
- validation of EFC-ER educational requirements listed in the LDT Handbook

4. Upon receipt of the above information, the individual requesting transfer will be given assignments and scheduled interviews to determine alignment with EFC-ER mission, vision, core values and doctrine.

5. Accepted transfers may complete the process and be recommended for Recording of Ordination within a year, upon compliance with the above requirements.

**Four-Year Review with Recorded Pastors:**

The relationship of recorded pastors with EFC-ER will be reviewed every four (4) years by the Leadership Development Team & Director. Each person holding this license will be reviewed and assessed on a case-by-case basis to determine continued alignment with our Faith & Practice, as well as a time to check in on the overall health and wellness of our pastors.

# Recording of Ordination

## **Facts to be Considered by Local Congregation in Recommending Licensed Pastor for Recording of Ordination:**

1. Evidence of a definitive acceptance of Christ as Lord and Savior and consecration to His work.
2. Conviction of a call to ministry.
3. Acceptance of the Christian faith as understood by EFC-ER in *Faith and Practice*.
4. Evidence of gifts for ministry; it is important that fellow church members feel the individual has a definite gift and calling, in addition to the candidate's own conviction.
5. The candidate has had many and varied opportunities in public and private ministry to serve to the edification and help of the congregation.
6. The individual must exemplify Jesus' style of servant leadership.
7. Churches are required to pay pensions for all full-time, licensed pastors.

## **Educational Standards Considered for Recording of Ordination:**

A baccalaureate degree from an accredited four-year college or university is the normal minimum education requirement for Recording of Ordination by EFC-ER. In addition, we strongly recommend a graduate theological degree from a fully accredited institution. Christian institutions of higher learning are the best to offer the kind of education that would be most useful to those in professional ministry.

Regardless of the type of degree, the following basic courses are required:

- Old Testament Survey
- New Testament Survey
- Christian Theology
- Hermeneutics
- Friends History
- Homiletics or Speech
- Missional Discipleship
- Spiritual Formation

Other coursework that is helpful and strongly encouraged, though not required, would include: Church History, Old Testament Hebrew, New Testament Greek, Pastoral Care, Intercultural Ministry, and any related Internship credit.

It is recognized that certain exceptions may be made by the Leadership Development Team when working with prospective pastors who respond to the call of ministry at a later than usual period of life. It is essential, however, for every Friends' pastor to have certain basic courses in Friends History and Doctrine and other designated coursework/assignments.

# Pastor Care

## **Purpose:**

-To Intentionally feed, encourage, and care for pastors and ministry staff of EFC-ER through crisis care, preventative care, and resources.

## **Ethical or Moral Crisis of a Pastor or Ministry Staff:**

If a pastor or leader is accused of any immoral conduct, the following steps should be taken as principles of restoration to the individual in the spirit of Galatians 6:1-2:

1. The Executive Director and the Leadership Development Director will meet with all parties involved as appropriate to evaluate the accusations.
2. If the accusations are deemed true:
  - A. The Leadership Development Director will arrange a meeting with the elders of the church where the pastor/leader is serving where the pastor will share his/her confession.
  - B. The pastor will immediately be released from all pastoral responsibilities and placed under the care of the Leadership Development Team in consultation with the local church. The Leadership Development Team will decide if the individual (and spouse, if applicable)<sup>1</sup> may return in any non-pastoral capacity to the church in which they have served.
  - C. A three-person Restoration Team, acceptable to the individuals involved, will be immediately appointed to include the Leadership Development Director, a Leadership Development Team member, and an elder of the church to meet with the pastor to assist in restoration.
3. If the accusations are deemed false, the Leadership Development Director will arrange a meeting with the elders of the individual's church to determine appropriate next steps toward reconciliation.
4. All efforts toward restoration and/or reinstatement in ministry can include work with the pastor or ministry leader's spouse where applicable.

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<sup>1</sup> Please note: Spouses are invaluable partners and will be included in any restoration process and/or counseling as deemed appropriate and/or necessary.

### **Current Pastor or Pastoral Staff Considering Divorce**

In the unfortunate event of a pastoral couple considering divorce, the following steps are recommended to work toward marital healing, restoration, and preservation of the local church:

1. The elders of the local church and the Leadership Development Director must be informed.
2. The elders and the Leadership Development Director must provide prayer support, opportunities for godly counsel to both parties, and intentional or active intervention through counseling and/or retreats (assuming both parties are willing).
3. The pastoral employee may be offered a paid leave of absence of up to three months with the clear intent to work on their marriage.
4. The elders and the Leadership Development Director may consider the following assessment as the end of the three-month leave approaches:
  - a. What was the attitude, level of commitment and/or cooperation of both parties with respect to their marriage?
  - b. If both parties provide evidence of healing, restoration, a plan for health, and continued growth in their marriage, the pastor may return to active ministry.
  - c. If there is insufficient evidence of healing, restoration, or a plan for growth, then the pastor must offer his/her resignation.

Should marital stresses result in the conclusion of a pastor's current employment as previously described, and should those marital stresses lead to divorce, any consideration for pastoral ministry shall be guided by the paragraph below. On the other hand, if the marriage is fully restored, the pastor could request candidacy for new pastoral employment provided that the Executive Director and the Leadership Development Team concur that such a candidacy would be in the best interest of the church.

### **Eligibility for Candidacy:**

We desire to apply our understanding of the sanctity of Marriage (Faith and Practice, paragraph 232c) to the matter of a pastoral candidate who is divorced. Under most circumstances, divorced persons will not be eligible for pastoral ministry or Recording of Ordination in EFC-ER. However, the redemptive tone of the New Testament must allow for careful investigation and consideration of exceptional cases.

Exceptional circumstances should be dealt with prior to employment and/or the beginning of the Recording of Ordination process. Persons will be considered ineligible for pastoral ministry or Recording of Ordination unless the breaking of the marriage bond was due to adultery or permanent desertion by the spouse, or divorce prior to conversion. Individual churches will have the choice to deny or accept such pastoral candidates.

Eastern Region seeks to restore all repentant sinners to the family of faith in accordance with the gospel of Jesus Christ. There are unfortunate circumstances when, due to a serious moral failure, trust is broken in such a way that a reinstatement into formal ministry is not possible. A believer who has broken their marriage covenant by committing adultery after conversion or has committed failures that are particularly grievous and injurious to others, will not be eligible for Recording of Ordination, pastoral service, or leadership responsibilities in EFC-ER.

### **Restoration Process:**

In certain circumstances a Restoration Team may be called to help restore the pastor or ministry leader's relationship to God, the parties involved and the Church. The team will help determine if there should be a pause in ministry, its duration and if reinstatement to ministry is possible. They will work to bring clarity and healing in those unfortunate circumstances when a pastor or ministry leader:

1. Is accused of or has confessed to moral failure.
2. Has marital stress that is negatively impacting the pastor, their home and/or the church.
3. Is considering divorce.
4. Other situations as determined by the church elders, Executive Director, or the Leadership Development Director.

A three-person Restoration Team will be immediately appointment to meet with the pastor or ministry leader (and spouse, if applicable) to assist in restoration. The team will be comprised of the Leadership Development Director, a Leadership Development Team member, and an elder of the church acceptable to the pastor or ministry leader.

It is the responsibility of the Restoration Team to both address and evaluate the following:

1. When unethical or immoral action has been committed, the team will determine whether the party involved in that behavior has a spirit of remorse, sorrow, and/or genuine repentance. If the team deems the involved party to be of such spirit, then they will assist him/her in the spiritual restoration of their life and affected relationships.
2. Responsibility of the Restoration Team
  - a. The team will maintain strict confidentiality. The team commits to meeting with the pastor regularly, as well as committing themselves to much prayer for all involved.
  - b. The team will carefully counsel the pastor or leader to prayerfully discern any events that may have contributed to the moral failure. They will together consider a plan to prevent a reoccurrence of such an event.
  - c. The Restoration Team will continue to monitor the parties and submit progress reports to the Leadership Development Team until both teams determine otherwise.
  - d. If the Restoration Team discerns that the pastor is not responding to counseling, after much prayer and deliberation, they may recommend to the Leadership Development Team that the process be concluded, and necessary actions taken.

### **Assumptions of the Process:**

1. Complete submission to the Restoration Team is required for success.
2. Usually, a minimum of one year is required before any recommendation for reinstatement to ministry can be considered.
3. The restoration proceedings will be part of the pastor or ministry leader's record. Possible ministry employers will have the authority to deny or accept pastors for ministry.
4. The concern in the Restoration process is not only for the pastor but also for his/her spouse and family.
5. They all must be given the opportunity to work through the situation as they are able.

### **Personal Crisis of a Pastor:**

If a pastor is dealing with a personal crisis (health, marital, family, grief, etc.), the following guidance should be followed:

- 1) Notify and work with the local church elders and the Leadership Development Director to determine next steps in handling the specific crisis.
- 2) Follow the process of a sabbatical request in accordance with *Faith & Practice* paragraph 350(d.) if deemed necessary by the pastor, local church, and Leadership Development Director.
- 3) The focus of the process should be in the support of the pastor's spiritual, mental, physical, and financial well-being.

### **Preventative Care and Resources:**

It is our desire that Pastors Conference provide a time of rest, training, vision-casting, and support of pastors, and their families.

Self-care and sabbatical resources (devotionals, accountability, diet and exercise, etc.) can be found on the EFC-ER website.

# Recruiting

## Purpose:

- Recruit men and women who are called to vocational ministry.

## Recruitment:

We want to have both an intentional and holistic approach to “calling” in our churches. We desire pastors to have a special service or time within a service a few times a year where they pray over the congregation and allow them to respond to the holy spirit calling them into vocational ministry.

We will develop a regional database that can be accessed through the EFC-ER website where the names and information of the people responding to the pastor may be inputted. Our team can then contact the individuals and keep in contact with them.

Our pastors are encouraged to continue to identify those within their congregations that are called into ministry. Our Leadership Development Team will then partner and resource them to cultivate their sense of calling.

The Leadership Development Team will partner with Evangelical universities, colleges, and seminaries (e.g., Malone University, Barclay Collage, Indiana Wesleyan University, Asbury University), to recruit future leaders for our churches.

Members of the Leadership Development Team will partner with youth pastors at their yearly events, (e.g., Youth Explosion, Soul Blast, Youth Awakening, Friends Youth United), to help identify and nurture students (grades 10th-12) who sense a calling into ministry.

We would like to help men and women discern God’s calling for their life and explore what their calling looks like in relation to their individual gifting, passion, and experiences. We will connect them to good mentors and resource them with valuable leadership development materials.

# Appendix

Internship Policies and Application

Quarterly Ministry Progress Report for Internships

Ministerial Tuition Assistance Program Policies and Application

EFC-ER Ministry Certificate Application

EFC-ER Ministry License Application

EFC-ER Pastor's License Application

Affirmation to Begin Recording of Ordination Process – Elder Board for Lead Pastor

Affirmation to Begin Recording of Ordination Process – Lead Pastor for Staff Pastor

Guidelines for Mentors

Guidelines for Mentees

Mentorship Covenant and Basic Information

Equipping Unit Form

Pastoral Information Form

A Reference List of Books for Recording of Ordination

Evangelical Friends Church – Eastern Region  
Internship Application

The discretion and the discernment of the Leadership Development Team will consider exceptions, but the guidelines are as follows:

1. Interns are expected to be pursuing vocational ministry, with less than one-year of experience, but who display the aptitude and temperament for serving in the ministry.
2. Churches who host interns are expected to have at least one full-time senior pastor and would be qualified to train a pastor for ministry.
3. Internship applications must include a job description, compensation amount, and the duration of service.
4. Priority will be given to college graduates entering full-time ministry in the first year of ministry.
5. Summer and part-time positions will be given consideration based on availability of funds.
6. Funding levels for one-year internships are set by the Leadership Development Team, currently structured at \$10,000.00 for full-time (40 hours per week) \$5,000.00 for part-time (20 hours per week), and \$1,500.00 for summer internships.
7. Compensation of interns to be in alignment with denominational guidelines.
8. EFC-ER will compensate the church on a monthly basis.
9. The intern will report directly to the appointed supervising pastor, who will then make quarterly reports to the Leadership Development Team:  
<https://efcer.breezechms.com/form/3c7ddc>
10. The intern and appointed supervising pastor are to meet at least weekly for coaching sessions, which would include prayer, encouragement, training, and planning based upon the goals established by the job description.
11. The intern and supervising pastor will both submit an evaluation at the end of the internship to the Leadership Development Team.
12. A background check will be required at the time of submitting the internship application from the requesting church. All full-time and part-time interns will be required to take a DISC Assessment.

We understand the EFC-ER Internship policies and procedures and agree to work together to make the internship a beneficial experience for both the church and the intern.

Full-Time Internship \_\_\_\_\_ Part-Time Internship \_\_\_\_\_ Summer Internship \_\_\_\_\_

Appointed Supervising Pastor

Intern Applicant

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Email (Please Print)

\_\_\_\_\_  
Email (Please Print)

\_\_\_\_\_  
Position (Please Print)

\_\_\_\_\_  
Position (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Date Beginning Internship: \_\_\_\_\_

Approved by the Leadership Development Team:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Please return completed form to: Marie Hagin ([mhagin@efcer.org](mailto:mhagin@efcer.org))

Revised April 8, 2024

## Quarterly Ministry Intern Progress Report

Purpose: This form must be filled out by the supervising pastor of an approved intern and submitted quarterly to the Leadership Development Director at the Evangelical Friends Headquarters. This form may also be used as a mentoring tool during the weekly coaching sessions. A digital form is available at [www.efcer.org/leadershipdevelopment](http://www.efcer.org/leadershipdevelopment).

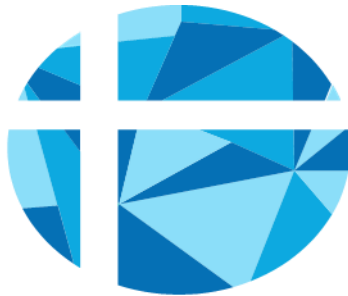
- 1) Please attach the goals and action steps established with the intern.
- 2) How is the intern progressing with respect to each of those goals?
- 3) List specific ministry skills the intern is doing well and ministry skills you would like to see improve.
- 4) Have you discussed these with the intern?
- 5) Describe how the intern is doing relationally with staff, ministry team, and the congregation.
- 6) What challenges in these areas do you need to discuss with the intern?
- 7) How is the intern actively engaged in discipleship?
- 8) How are you actively engaged in discipling the intern?
- 9) Lastly, only because it is a great way to close out the report, how are they doing spiritually? List goals that would benefit their spiritual formation.
- 10) How can the Leadership Development Team assist you in mentoring the intern?

\_\_\_\_\_  
Supervising Pastor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Months Covered



**eFC**  
**EVANGELICAL FRIENDS CHURCH**  
EASTERN REGION

5350 Broadmoor Circle NW  
Canton, OH 44709

330-493-1660  
800-334-8863

Dear Applicant,

The EFC-ER Ministerial Tuition Assistance Program has been established to assist current or future Christian ministry candidates in financing their education as they seek to serve the Lord Jesus Christ with greater excellence.

This packet contains:

- Ministerial Tuition Assistance Program Policies
- Ministerial Tuition Assistance Program Application

Please carefully read this entire packet and keep one copy for your records.

Return the signed policies form, completed application, and verification of enrollment to the Evangelical Friends Headquarters by April 1:

Evangelical Friends Church – Eastern Region  
c/o Marie Hagin  
5350 Broadmoor Circle NW  
Canton, OH 44709

If you have any questions, please contact the Leadership Development Director at the Evangelical Friends Headquarters at (330) 493-1660.

Blessings,  
EFC-ER Leadership Development Team

## **EFC-ER Ministerial Tuition Assistance Program Policies**

1. Individuals currently serving in an EFC-ER ministry/church are eligible to receive tuition assistance.
2. Candidates shall be Christians who are growing spiritually and display the aptitude and temperament for ministry.
3. Candidates shall be students preparing for full-time Christian ministry.
4. Candidates shall declare their intent to serve in the ministry with EFC-ER.
5. Funds shall come from the Leadership Development Team budget.
6. The lifetime maximum an individual can receive is \$6,000.00, to be distributed at a maximum of five years, unless a special exception is granted.
7. Funds will be awarded in the amount of \$750 per semester up to \$1,500 per fiscal year for every year of service in EFC-ER (including prior years).
8. For every one year an individual who serves in EFC-ER, \$1,500 of the loan will be canceled, beginning upon completion of the degree. Review is possible under special circumstances.
9. If an individual chooses not to go into ministry with EFC-ER, or should an individual not be chosen for ministry by an EFC-ER church, the loans shall be repaid on a schedule to which both parties agree.
10. Priority will be given to individuals pursuing a master's and/or doctorate degree.
11. The Leadership Development Team will be free to indicate school preferences; schools of evangelical and holiness emphasis will be preferred.
12. The deadline for all applications is April 1.
13. Acceptance of applications will be based upon need, course load, and grades.
14. Approved applicants will need to send proof of enrollment for each subsequent semester before funds are released to ensure that you are still in school. Please allow up to two weeks for processing.

I am applying for EFC-ER Ministerial Tuition Assistance. It is my intent to serve in EFC-ER should the way open on the completion of my academic training. I agree to the Ministerial Tuition Assistance policies as stated above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**EFC-ER Ministerial Tuition Assistance Program Application**

**Application Deadline: April 1**

\_\_\_\_\_ First-Time Application

\_\_\_\_\_ Renewal Application

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Church: \_\_\_\_\_

Ministry Role/ Position(s): \_\_\_\_\_

Years of Ministry with EFC-ER: \_\_\_\_\_ Do you have a college degree? \_\_\_ Yes \_\_\_ No

List your degree and major: \_\_\_\_\_

Which area of full-time Christian ministry do you plan to study? \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

Instructions for sending the funds to your school. \_\_\_\_\_

For which semester are you applying to receive scholarship:

*Scholarships are awarded in amounts of \$750 per semester up to \$1,500 per fiscal year.*

Fall \_\_\_\_\_ (Year)       Spring \_\_\_\_\_ (Year)       Summer \_\_\_\_\_ (Year)

Have you ever received EFC-ER tuition assistance/ scholarship? \_\_\_ Yes \_\_\_ No

If yes, how much EFC-ER tuition assistance have you received to date? \_\_\_\_\_

**Please list two people who we can contact as references for you. Please list at least one individual from your home church.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please use the reverse side or a separate sheet to briefly describe your relationship to Jesus Christ and your desire to serve Him in ministry.**

**Please attach your Enrollment Verification Letter or a copy of your scheduled classes.**

*[Office Use Only]* Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## **EFC-ER APPLICATION FOR MINISTRY CERTIFICATE**

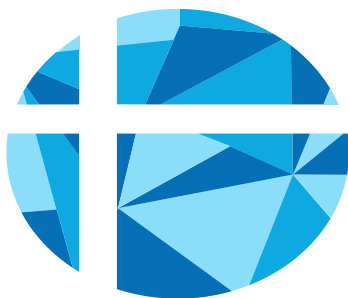
Please apply for the Ministry Certificate on the Evangelical Friends Church-Eastern Region website: [efcer.org](http://efcer.org) (Resources, Leadership Development Resources).

## EFC-ER APPLICATION FOR MINISTRY LICENSE

Please apply for the Ministry License on the Evangelical Friends Church-Eastern Region website: [efcer.org](http://efcer.org) (Resources, Leadership Development Resources).

## **EFC-ER APPLICATION FOR PASTORS LICENSE**

Please apply for the Pastors License on the Evangelical Friends Church-Eastern Region website: [efcer.org](http://efcer.org) (Resources, Leadership Development Resources).



**efc**  
**EVANGELICAL FRIENDS CHURCH**  
EASTERN REGION

5350 Broadmoor Circle NW  
Canton, OH 44709

330-493-1660  
800-334-8863

Dear Elder Board,

The Leadership Development Team of Evangelical Friends Church - Eastern Region would like \_\_\_\_\_ (Lead Pastor) to enter the Recording of Ordination process. He or she qualifies to begin the process, which is a formal recognition of the candidate's gifting and calling to serve as a pastor in EFC-ER. We have developed this process to help build and develop leaders through this process, which is why all full-time pastors, including staff pastors, are now encouraged to be recorded.

The Leadership Development Team would like your response on behalf of the local church to affirm that this candidate is ready to begin this process and to affirm the candidate's calling to serve as a pastor in EFC-ER. After receiving your response, we will contact the candidate directly to formally begin the process.

Please note that your church is required to provide pensions for all full-time, licensed pastors. Full-time is defined as 30+ hours per week.

Please reply below and send this letter back to the Evangelical Friends Headquarters c/o Marie Hagin.

As the Elder Board, we AFFIRM \_\_\_\_\_ to begin the Recording of Ordination Process.

As the Elder board, we DO NOT AFFIRM \_\_\_\_\_ to begin the Recording of Ordination process. Briefly Explain:

Signature of Clerk of Elders: \_\_\_\_\_

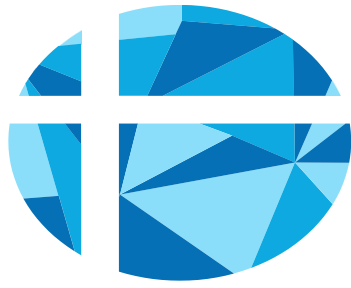
Written Name of Clerk of Elders: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions, please contact Jeff Bartolet, Associate Director of Leadership Development Team Director, at: [jbartolet@efcer.org](mailto:jbartolet@efcer.org).

Blessings,

The Leadership Development Team



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Dear Lead Pastor,

The Leadership Development Team of Evangelical Friends Church - Eastern Region would like \_\_\_\_\_ (Staff Pastor) to enter the Recording of Ordination process. He or she qualifies to begin the process, which is a formal recognition of the candidate's gifting and calling to serve as a pastor in EFC-ER. We have developed this process to help build and develop leaders through this process, which is why all full-time pastors, including staff pastors, are now encouraged to be recorded.

The Leadership Development Team would like your response on behalf of the local church to affirm that this candidate is ready to begin this process and to affirm the candidate's calling to serve as a pastor in EFC-ER. After receiving your response, we will contact the candidate directly to formally begin the process.

Please note that your church is required to provide pensions for all full-time, licensed pastors. Full-time is defined as 30+ hours per week.

Please reply below and send this letter back to the Evangelical Friends Headquarters c/o Julia McDonald.

As the Lead Pastor, I AFFIRM \_\_\_\_\_ to begin the Recording of Ordination Process.

As the Lead Pastor, I DO NOT AFFIRM \_\_\_\_\_ to begin the Recording of Ordination process. Briefly Explain:

Signature of Lead Pastor: \_\_\_\_\_

Written Name of Lead Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions, please contact Jeff Bartolet, Associate Director of Leadership Development Team Director, at: [jbartolet@efcer.org](mailto:jbartolet@efcer.org).

Blessings,

The Leadership Development Team

## Guidelines for Mentors

“But as for you, my child, be empowered by the grace that is in Jesus, the Anointed One. Whatever you heard me teach before an audience of witnesses, I want you to pass along to trustworthy people who have the ability to teach others too.”

(2 Timothy 2:1-2, The Voice)

### QUALITIES OF MENTORS:

- Passion for Christ
- Able to Care and Encourage
- Ability to Listen
- Trustworthy – Respects Confidentiality
- Able to Offer Honest Feedback and Suggest Course Corrections
- Ability to Ask Questions that Promote Self-Reflection and Understanding

“One of the greatest values of mentors is the ability to see ahead what others cannot see and to help them navigate a course to their destination.” – John Maxwell

### WHAT DOES A MENTOR DO?

- Helps set the tone for the meeting(s). Creates an environment where trust can grow.
- Clarifies goals and expectations
- Partnership in ministry – comes alongside the individual to provide “job training” (e.g., funerals, weddings, hospital care, pastoral care, premarital counseling, dedications, baptisms, communion, crises/conflict management).
- Has an agenda (can be previously agreed upon) and helps guide the mentee to keep the focus during their meetings.
- Offers experience and perspective.
- Offers assistance through networking.
- Asks guided questions that promote reflection and formation.

### EXAMPLES OF GUIDED QUESTIONS:

Personal Questions:

- Share the high points of your spiritual journey.
- What have been the greatest “successes” in your life?
- What were the causes of those successes?
- What were the greatest “failures” in your life?
- What have you learned? What would you do differently?
- Is/has your relationship with Christ grown as you minister with and for Him? In what ways? If not, what seems to be the difficulty?

- How do you balance family/personal life and ministry?
- As you learn more about Christ, what are you learning about yourself?
- What is your “Daily Rule?”
- What would you do differently if you were starting over?
- How do you manage your money?
- What kind of books do you read?

#### Ministry Questions:

- How do you handle stress?
- How do you manage your time?
- What have been the greatest surprises in ministry?
- How are you at “turning the other cheek?”
- How do you handle conflict?
- How are you at delegating?
- What have been the greatest ministry lessons you have learned?
- What gives you the greatest joy in ministry?
- What gives you the greatest sorrow in ministry?
- How do you handle discouragement?
- In what ways do you connect with others in a similar ministry?

#### HOW A MENTOR BENEFITS

- The Visible Return – “In vocational ministry you often wonder if what you are doing is making a difference, or if your efforts are just being dropped into a black hole. But in a mentoring relationship, we’re usually dealing with people hungry to grow, and eager to learn, so there seems to be more of a visible return on our investment.” (Don Payne)
- Opportunity for Personal Growth – as a mentor discusses spiritual, character, and ministry issues with a mentee, both may learn and grow.

## Guidelines for Mentees

“The things you have learned and received and heard and seen in me, practice these things, and the God of peace will be with you.” – Philippians 4:9

### ASSESSING YOUR READINESS FOR A MENTOR

- Do I have a sincere interest in learning?
- Am I willing to commit the time to developing and maintaining a mentoring relationship?
- Am I willing to work on my own growth and development?
- Am I willing to be open and honest with myself and my mentor?
- Am I willing to listen to critical feedback?
- Am I committed to being an active mentee gaining the most I can from this time of mentoring?

*(The Mentee's Guide by Lois Zachary and Lory Fischler)*

### BEGIN WITH CLARIFICATION OF YOUR GOALS

- Start with prayer. Ask God to help you clarify your vision, goals, and needs so you sense more clearly His direction for you.
- Some examples of goals:
  - I want to grow in my relationship with Jesus.
  - I want to love Jesus more.
  - I want to more fully reflect the character of Christ.
  - I want to grow as a pastor.
  - I want to learn to pray more effectively.
  - I want to be a better preacher.
  - I want to be a better teacher.

### BEING AN EFFECTIVE MENTEE

Because mentoring relationships are reciprocal, it is also important to know how to be an effective mentee. Just because you have reached a certain level of professional growth does not mean that you cannot benefit from being a mentee. Here are some practical steps for being an effective mentee:

- Focus on improvement, not perfection.
- Accept a learning position. Do not let your ego get in the way of growing.
- Respect the mentor, but do not idolize him or her.
- Immediately put into effect what you are learning: learn, practice, and assimilate.
- Be disciplined in relating to the mentor. Arrange for ample time, assist in selecting the subject matter, and do your homework to make the sessions profitable.

- Learn from the mentor how to ask the right questions, where to look for the right places, and how to stay interested in searching for the right answers.
- Reward your mentor with consistent progress. If you show appreciation but make no progress, the mentor feels as if he or she is not doing what they are called or appointed to do. Your progress comes as the highest reward.
- Learn to ask critical-thinking questions of your mentor that reveal you have been thinking between sessions and progressing in your perception of ministry.
- Do not give up. Your mentor knows that you are making progress even when going through difficulties. Continue to “look unto Jesus the Author and Finisher, the Source and Supplier of your faith and continue to press toward the mark of the prize of the high calling of God in Christ Jesus.”
- Expect accountability. Growth implies responsibility for one’s own progress and a willingness to be held accountable for one’s own goals.

(Adapted from the Ministry Journal for Pastors)

**“A lot of people have gone further than they thought they could because someone else thought they could.” – Anonymous**

## Mentoring Covenant

This Mentoring Covenant was created to ensure mentors and mentees develop a mutual understanding of expectations from the beginning of their relationship.

This covenant will help each mentor/mentee pair:

- Establish communication expectations,
- Identify goals for this mentoring relationship, and
- Outline skill areas to be enhanced or developed through this partnership.

### As a Mentor, I agree to do the following:

1. Serve as a mentor for \_\_\_\_\_ and provide guidance, oversight, and encouragement.
2. Provide feedback regarding the mentorship covenant, progress, and experience.
3. Meet in person or communicate regularly with my mentee to review their progress and help them work toward identified goals.
4. Maintain confidentiality of our relationship.

This agreement outlines the goals and expectations agreed upon by the mentor and mentee listed below. Although the thoughtful completion of this form is a requirement, it is understood that items will change and adjust naturally to fit the needs of both parties as the mentoring relationship grows. Current plans are to revisit this document every \_\_\_\_\_ months to adjust goals and dates given current accomplishments.

### As a Mentee, I agree to do the following:

1. Meet regularly with my mentor and maintain frequent communication.
2. Look for multiple opportunities and experiences to enhance my learning.
3. Review my progress and adjust this covenant as I work towards my identified goals.
4. Maintain confidentiality of our relationship.

\_\_\_\_\_  
Name of Mentor

\_\_\_\_\_  
Name of Mentee

\_\_\_\_\_  
Mentor's Signature

\_\_\_\_\_  
Mentee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Copies of the mentoring covenant and basic information documents should be given to the mentee, mentor, and sent to the Evangelical Friends Headquarters as part of the candidate's Recording of Ordination file.*

**Basic Information**

**MENTOR INFORMATION**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**MENTEE INFORMATION**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**MENTOR/MENTEE MEETING DATES:**

(It is recommended that you meet at least quarterly.)

Schedule Date:	Place(s):	Times:

*Copies of the mentoring covenant and basic information documents should be given to the mentee, mentor, and sent to the Evangelical Friends Headquarters as part of the candidate's Recording of Ordination file.*

## EFC-ER Equipping Units for Recording of Ordination

The purpose of Equipping Units is to provide opportunities for spiritual, personal, and professional growth that will contribute to the health of our pastors.

Ten units per year (July 1 through June 30) are required to maintain Recording of Ordination License. Units do not carry over from one year to the next.

Please submit this form for each Equipping Unit by June 30 of each year.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Equipping Unit(s): (Please select one)

- EFC-ER Pastors Conference (3)
- EFC-ER Yearly Meeting Business Sessions (1)
- EFC-ER Yearly Meeting Equipping Workshop (1 each)
- Leadership Development Team Online Class (4)
- Outside Conference (2)
- Outside Seminar (1)
- Book (1)
- Read the Bible in a year (2)
- Teach a Seminar/ Course (Max 3)
- Organize Staff Retreat (2, up to 3)
- Personal Spiritual Retreat (1 per day)
- E-training (2 hours = 1 credit)
- Podcast (3 hours = 1 unit, up to 3)
- Credit or Audit College Classes (4)
- Church Planting Efforts (Max 3-5)
- Degree Pursuit (10)
- Mission Trip (1/2 per day, not to exceed 5 per year)
- Leadership Development Team Online Opportunity Course (4)
- Other: \_\_\_\_\_ (Open to other approved opportunities that line up with our core values).

Total: \_\_\_\_\_

Title of Book, Conference, Seminar, Course, etc.: \_\_\_\_\_

Please explain how this Equipping Unit contributed to your spiritual, personal, and professional growth (100 words or more). (Use reverse or attach separate sheet if necessary)

## **PASTORAL INFORMATION FORM**

Please complete the Pastoral Information Form on the Evangelical Friends Church-Eastern Region website: [efcer.org](http://efcer.org) (Resources, General Resources).

## A Reference List of Books for Recording of Ordination (ROO)

January 2022

### Quakerism:

- Anderson, Paul. (2013). *Following Jesus*. Newberg, OR: Barclay Press. 978-1594980282
- Williams, Walter R. (2006). *The Rich Heritage of Quakerism*. Newberg, OR: Barclay Press. 978-0913342732

### Theology:

- Challies, Tim and Josh Byers. (2016). *Visual Theology: Seeing and Understanding the Truth About God*. Zondervan. 978-0310520436
- Colson, Charles W. and Harold Fickett. (2008). *The Faith: What Christians Believe, Why They Believe It, and Why It Matters*. Zondervan. 978-0310276036
- Greathouse, William M. and H. Ray Dunning. (1989). *An Introduction to Wesleyan Theology*. Beacon Hill Press. 978-0834119994
- Grenz, Stanley J. (1998). *What Christians Really Believe & Why*. Westminster John Knox Press. 978-0664257323
- McKim, Donald K. (1989). *Theological Turning Points: Major Issues in Christian Thought*. Westminster John Knox Press. 978-0804207027
- Olsen, Roger E. (2011). *Against Calvinism: Rescuing God's Reputation from Radical Reformed Theology*. Zondervan Academic. 978-0310324676
- Ryrie, Charles C. (1999). *Basic Theology: A Popular Systematic Guide to Understanding Biblical Truth*. Moody Publishers. 978-0802427342

### Discipleship/Spiritual Formation:

- Gallaty, Robby. (2015). *Rediscovering Discipleship: Making Jesus' Final Words Our First Work*. Zondervan. 978-0310521280
- Jethani, Skye. (2011). *With: Reimagining the Way You Relate to God*. Thomas Nelson. 978-1595553799
- Putman, Jim, Bobby Harrington, and Robert E. Coleman. (2013). *DiscipleShift: Five Steps That Help Your Church to Make Disciples Who Make Disciples (Exponential Series)*. Zondervan. 978-0310492627
- Willard, Dallas. (2014). *The Divine Conspiracy: Rediscovering Our Hidden Life in God – Chapters 8-9*. Harper Collins. 978-0007596546

### Pastoral Leadership:

- Allender, Dan B. (2008). *Leading with a Limp: Take Full Advantage of Your Most Powerful Weakness*. Waterbrook. 978-1578569526
- Bolsinger, Tod. (2020). *Tempered Resilience: How Leaders Are Formed in the Crucible of Change*. IVP Books. 978-0830841646
- Bolsinger, Tod. (2018). *Canoeing the Mountains: Christian Leadership in Uncharted Territory*. IVP Books. 978-0830841479
- Osborne, Larry. (2015). *Thriving in Babylon: Why Hope, Humility, and Wisdom Matter in a Godless Culture*. David C. Cook. 978-1434704214

Scroggins, Clay. (2017). *How to Lead when You're not in Charge: Leveraging Influence When You Lack Authority*. Zondervan. 978-0310531579

We might consider adding to Pastoral Leadership:

Nouwen, Henri J.M. (1979). *The Wounded Healer: Ministry in Contemporary Society*. Image. 978-0385148030

Ogden, Greg. (2003). *Unfinished Business: Returning the Ministry to the People of God*. Zondervan. 978-0310246190

Osborne, Larry. (2010). *Sticky Teams: Keeping Your Leadership Team and Staff on the Same Page*. Zondervan. 978-0310324645