

# Essential Elements of Ministry

## Board/Leadership Team Training

**Who should attend:** Minister or Spiritual Leader, Board of Trustees, Leadership Team, Steering Committee, current and future key leadership.

**DATE & TIME TBA**  
Unity of \_\_\_\_\_

### Intentions:

- ◆ To gain an understanding of the knowledge and skills needed for effective board functioning and ministry, including roles and accountabilities, leadership wisdom and skills, ministry dynamics, bylaws and more.
- ◆ To gain an initial understanding of the effect and importance of spiritual and emotional maturity on a group, team, and/or spiritual community.
- ◆ To share best standards of practice and information on ministry skills for Unity Leaders.
- ◆ Team building—creating a cohesive, effective and spiritually alive team!

**Overview:** This Essential Elements training is specifically for key Unity leaders—current and potential future board or leadership team members, and key volunteers. The focus includes an understanding of the knowledge and skills needed for effective ministry growth and functioning, including roles and accountabilities, leadership wisdom and skills, ministry dynamics, bylaws, creating action plan, and more. Participants will each receive the 120-page Unity Worldwide Ministries state-of-the-art leadership manual “Essential Elements for Thriving Ministries in Today’s Ministry Culture.”



### About the Facilitator

Rev. Dr. Steve Colladay an ordained Unity minister, is certified ministry skills and transitional consultant for the central office of Unity Worldwide Ministries in Lee’s Summit, Missouri. He has served as a senior minister for 21 years in 4 Unity ministries, and 4 years as a transitional ministry specialist and wellness consultant. Steve has been a regional Unity board of trustee member in 3 Unity regions--south central, southeast, and northwest Unity regions, as well as sub-regions in Dallas and UMASS (southeastern

states).

Steve is committed to supporting our military and first responders and has served as a consultant and volunteer mentor for staff and clients of VA Vet Centers in 5 states, as well as Regional Vet Center staff training events in the Pacific and Midwestern regions. Steve has been an Interfaith Chaplain with the Dallas-Fort Worth Airport Interfaith Chaplaincy serving our military to/from Iraq/Afghanistan after R & R. Currently he is a graduate of and current a mentor for The Battle Within healing academy, Kansas City, MO, supporting the healing of veterans and first responders with post-traumatic stress. Steve is a pianist, composer and a producer of programs for stress management and mental conditioning techniques for veterans, first responders, and athletes.

**Rev. Dr. Steve Colladay**  
Transitional Specialist and Wellness Consultant



### Organizational Axiom

The consciousness of an organization cannot move beyond the consciousness of the leadership. Consequently, it is imperative that leadership teams, ministers and boards understand the roles and accountabilities of leadership, understand the dynamics of ministry, support the creation of a clear vision, mission and core values, and be willing to model all of the above.

# Why Do Board/Key Leadership Team Training?

- The board has new board members—most of whom have never served on a board
- The board has just experienced a significant turnover of board members
- The board has been in existence for a while, but has not received any formal Unity training on how to be a board
- The board is attempting to create something new, or to make a significant change, but requires more knowledge or information to make an informed decision
- The board has been working together for a while, but could benefit from a ‘refresher’ on some fundamental principles and best practices of board effectiveness such as:
  - What are the roles and responsibilities of a board
  - What are the roles and responsibilities of individual board members
  - How to structure the work of the board in a way that will optimize effectiveness within current capabilities
  - How to develop an appropriate working relationship with staff
  - What the role of fiduciary oversight entails
  - What are the expectations for fundraising and resource development
- The board is less effective for reasons other than deficiencies around board policy, one or more of the following is occurring:
  - Competing personal agendas
  - Unskilled management of meetings
  - Inadequate decision making and problem solving
  - Strained interpersonal relationships between board and staff
  - Little or no accountability for results
  - Unskilled communication practices resulting in unresolved disagreements/conflicts
  - Lack of well-defined methods for organizing and coordinating the board’s work
  - Inadequate leadership skills
  - Lack of consensus on vision, mission, core values, and strategy
  - Inadequate resources
  - Weak or absent reward and recognition practices



## **What a UWM Certified Ministry Skills Consultant is Prepared to Deliver**

- Diagnosis of issues impacting ministry/board performance
- Assist board/team in prioritizing issues and in communication efforts to deliver ideas
- Guidance in establishing a whole systems approach to ministry in your specific ministry
- Best standards of practice based on current research with skills and tools to implement
- Insight and ideas to support the board/team in staying focused, on target, and moving through the “rough spots” in deliberations.