



Parish Health Ministry

Diocese of Midwest
Orthodox Church in America
Webinar

May 18, 2010

REVAMPING PARISH COUNCILS AND PARISH COUNCIL MEETINGS

5/19/2010

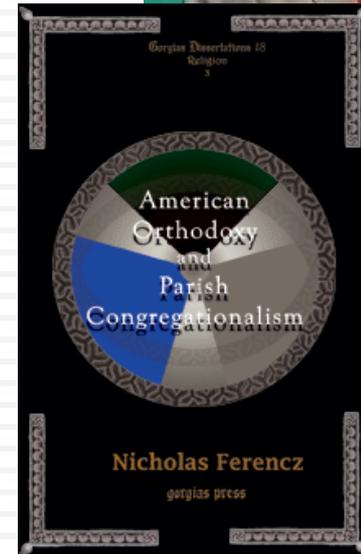
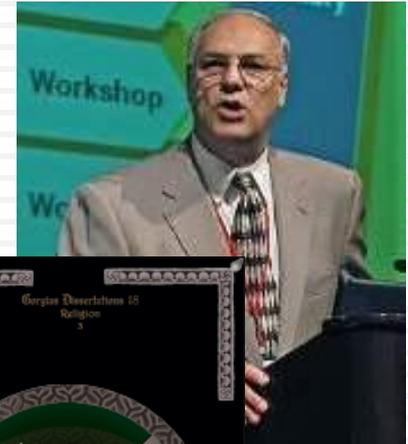
Facilitation Skills for Parish Life

Your Presenter

Joe Kormos

2

- Parish Development Ministry, Diocese of Midwest
- Consultant, Coach, Facilitator
- Visited >25 parishes in last five years
- Familiar: “OCA era” & “Metropolia era” parish mentality
- Past Parish Council member/ leader

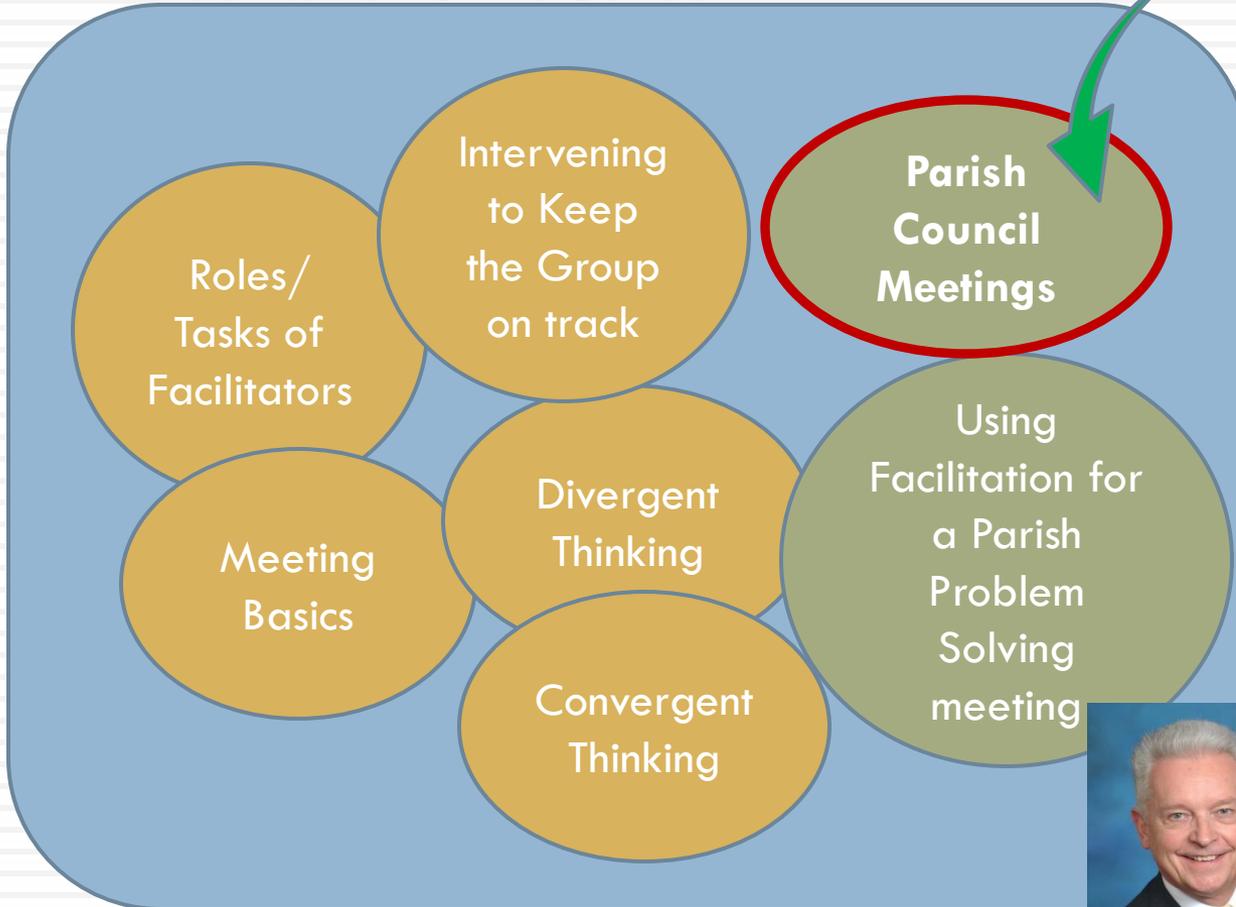


Oh yes... he read a book!

Facilitation Webinar Series

3

Facilitation Skills Series



Most common
parish meeting
situation



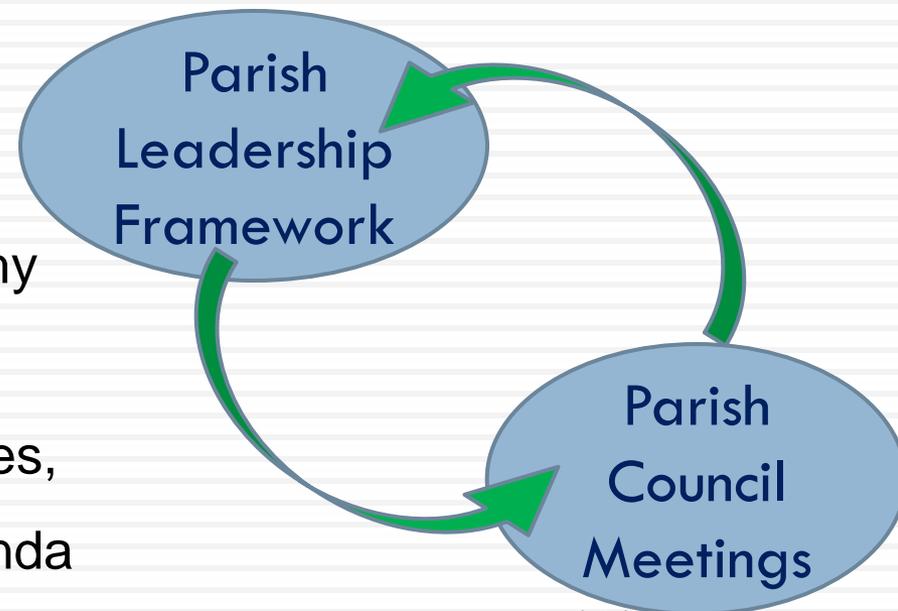
Kenneth Kovach

Summary

4

- Important topic!
- This is hard! Work on one or two things.

- Roles & responsibilities
- Eight Parish council healthy practices
- Meeting practices—facilities, behaviors, process & agenda

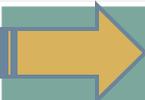


A Parish Leadership Framework



A Comparison of Parish “Models”

6

	Trusteeship/ Congregational	 Eucharistic/Conciliar/ Stewardship
Purpose	Parish exists for “us” On its own; for its own “Sovereign” --Diocesan responsibility “optional”	Exists For Christ; To do work of Christ in the World Constituent part of Diocese Mandate to exist from hierarch One, Holy, Catholic & Apostolic
Attitude	Legalities , Membership, Voting, Motions, Dues, Entitlement, Ownership	Stewards Sojourners Eucharistic Consensus
Priest	Employee Hired specialist	Leader of parish; appointed by hierarch Authority flows from Hierarchal authority
Parish Council	Material issues only – bills/building/budgets Priest: “Spiritual advisor” Elected “officers” & trustees	Focused on TOTAL MISSION of parish Material & Spiritual concerns; (but not “pastoral”) Extension of Eucharistic Assembly Priest is leader Collaborative -- not authoritarian or democratic; Co -responsible; Shared Leadership

Parish Council

7



Mission

“In cooperation with the parish rector, the Parish Council’s primary areas of responsibility are to assure that the community is united in faith and love and lives as the Body of Christ in its own locale.”

The Parish Council is co-responsible with the rector for the health & vibrancy of the parish. Working together they drive & inspire growth, change & development to fulfill the parish’s total mission as a Christian community.

Gifts, Talents, Behaviors of Parish Councils and Parish Council Members

1. Christ Followers

2. Servant Leaders

3. Example Setters

4. Urgency Builders

5. Peace & Trust Promoters

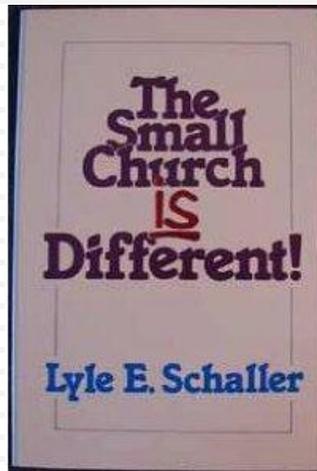
6. Two-way Communication

7. Consensus Seekers

8. Team Workers

Topic of a
Future
Webinar
Stay Tuned!

- “In the typical long established small church the board (i.e. parish council) often functions as a **committee of the whole** and focuses on **details not policy.**”



The Small Church is Different

Lyle E Schaller



Parish Council Tasks

One Person's View

Administration

MANAGING

the real assets of the parish
-- all things done in good order.

Often done well

Tasks

- Finance
- Bldg & Grounds
- Secretarial
- Communication
- Administrative Policies

Planning & Development

PREPARING

for the parish's brighter future

Often NOT done well

Tasks

- 3-10 yr .Vision
- Annual Priorities Planning
- Stewardship
- Equipping -- Leader Development
- Gift planning

Ministry Coordination

STIMULATING, CREATING & IMPLEMENTING

Essential, ongoing ministries to harness parish gifts, engage parishioners in the work of the Church, ring out the Good News and mirror parish priorities.

Tasks

- Ministry definition
- Staffing
- New member integration
- Follow through
- New Ministry Development

Ministry Areas

Worship

Communications

Fellowship

Formation

Christian Service

Evangelization

Sacristan

Website

Coffee hour

Youth

In-reach

Events

Prosphora

Newsletter

Celebrations / meals

Adult Education

Carey Neighborhood

Speakers Bureau

Church Decoration

Annual sales

Church school

Charity remembrance

College programs

Choir

Kitchen Ops

Prayer Groups

Festal Patrons

Sunshine

Possible Topic of a Future Webinar

Stay Tuned!

A Ministry Structure

Good Parish Council Practices

Non Meeting Related

But first... questions?



Eight Healthy Habits of Parish Councils

Non Meeting Related

12

1. Decide

- ▣ Do we want to become more effective?
- ▣ Move beyond “Committee of the Whole”

2. Name Change?

- ▣ From Board of trustees >> Parish Council >> “Council of Ministries”

3. Everybody a ministry



Eight Healthy Habits of Parish Councils

Non Meeting Related

13

4. Recurring actions

- Semi-Annual Parish Health/Vibrancy Inventory
- Semi annual giftedness assessment
- Annual planning retreat
- Annual Goals/Key Priorities



The Called & Gifted
Workshop



Eight Healthy Habits of Parish Councils

Non Meeting Related

14

5. Budget

- ▣ 3-5 yr Vision budget
- ▣ Training skill development budget
- ▣ All key ministry categories.

*“We’ve always done it this way?”
Most any parish council practice
can be changed – if you want to*

6. Policies /Best Practices

- ▣ Donor restricted gifts, Restricted gift acceptance;
- ▣ Transparency and conflict of interest
- ▣ Sexual misconduct
- ▣ Donor confidentiality,
- ▣ Stewardship campaign practices etc

7. Annual council calendar

8. Project summary templates



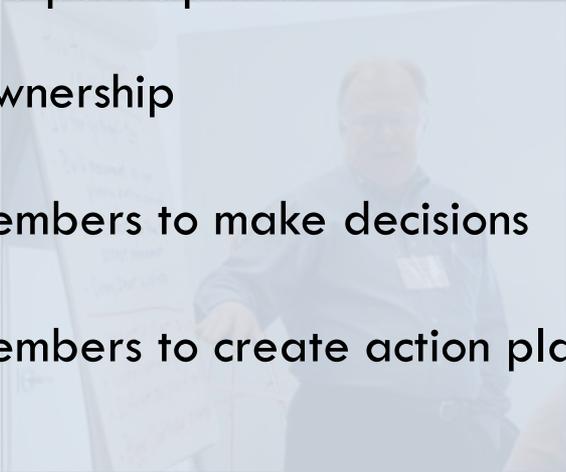
15

Parish Council Meeting Practices

Facilities, Process, Behaviors, Agenda,

Hybrid Meetings

17

Facilitate When	Chair When
<p>Increase participation</p> <p>Shift ownership</p> <p>Get members to make decisions</p> <p>Get members to create action plans</p> 	<p>Review past minutes and agenda items</p> <p>Exchange Information</p> <p>Hear members report back</p> <p>Discuss next steps</p> 



Facilitation at a Glance



session leader
standing



Flip chart



Everybody "in"

Lose the table

Meeting Practices: Facilities

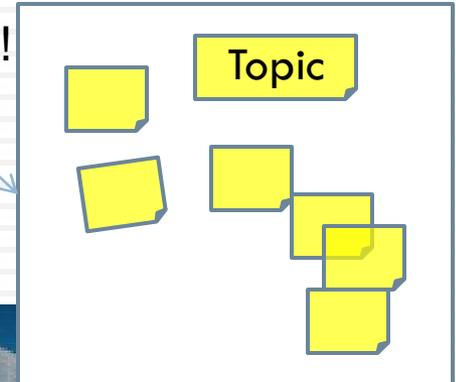
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Lose the table!



White wall!



Toolbox with tools



Meeting Practices: Process

20

- Lose Roberts Rules – or at least tone them down considerably.
- First meeting orientation
 - Behaviors
 - Focus on what is right not who is right.
 - Balance inquiry and advocacy
 - Establish norms of behaviors – What would NOT be acceptable here
 - Rules of Consensus
- Content issues – differentiate between...
 - Important vs. Urgent
 - Long term and short term
 - Action vs. reflective
- Vary meeting purpose –every monthly meeting need not review everything; Dedicated topics.; Occasional dinner meetings
- Harness the internet
 - Before and after
 - Summary notes --quickly



Consensus – A Bit More Detail

21

- A group process of seeking substantial though not necessarily unanimous agreement on a significant matter. The group strives to attain a conclusion which all can support, even if some still disagree.
- Consensus can be described in the following way:
 - ▣ "I understand what most of you would like to do. I personally would not do that, but I feel that you understand what my alternative would be. I have had sufficient opportunity to openly share my thoughts and feelings. I feel that I have been listened to, but I clearly have not been able to sway you to my point of view. Therefore, I will support what most of you wish to do."

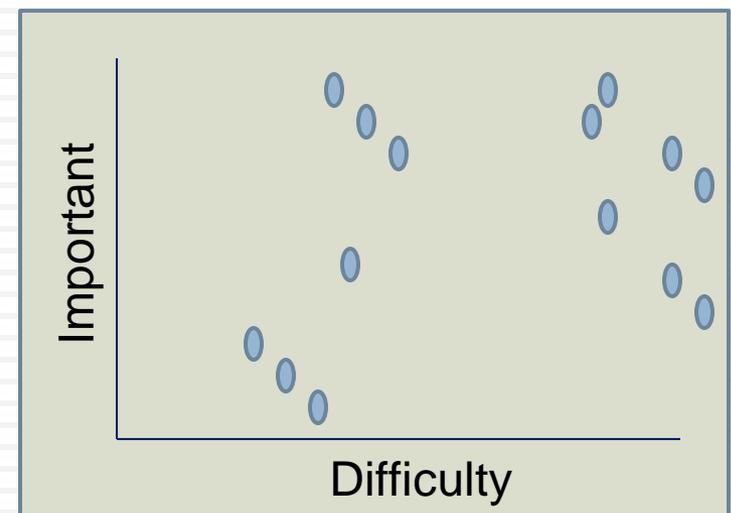
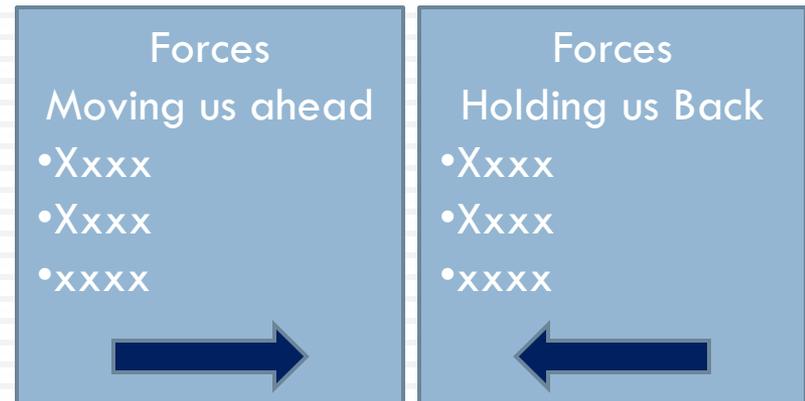


Simple Process Tools

22

- Ask “Why” - 5X (recursively)
- List obstacles... then brainstorm
- “What happens if we do nothing?”
 - ▣ Worst? Most Likely?
- “What one thing would we change about this solution?”
- Dot voting
- \$100 test
- Differentiate between
 - ▣ Problem finding/defining
 - ▣ Solution finding/implementing

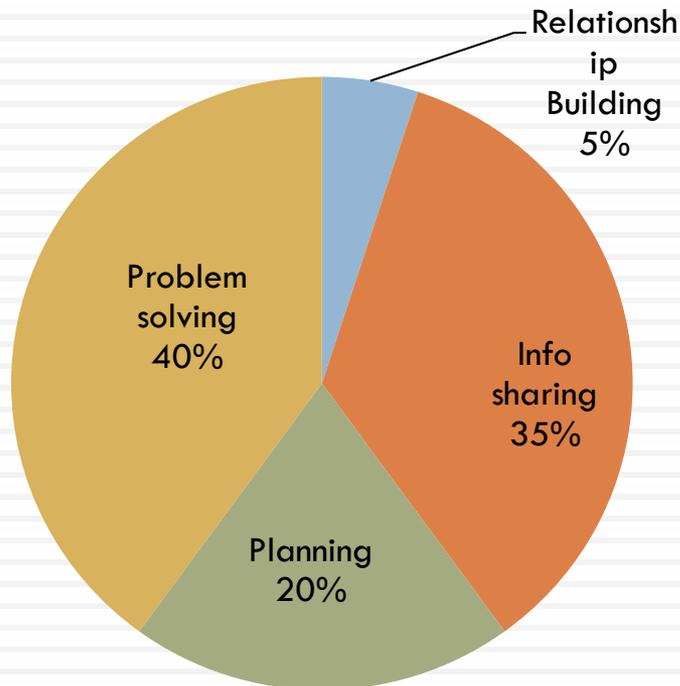
Force Field



Meeting Practices: Agenda Related

23

What is Your Parish Council Meeting Target Time Allocation ?



- What worked? What didn't? How can we improve?
- Isolate one thing – target next meeting; remind at start
- Process improvement goal

- Scripture Reading
- Meeting “Check in”
- Issues “Parking Lot” Carry Over

Meeting Symptoms

24

- ❑ Start late
- ❑ End late
- ❑ Seem to achieve nothing
- ❑ Boring
- ❑ Limited participation
- ❑ Dominant/ Overbearing personality
- ❑ Generate hard feelings
- ❑ Cover same things; revisit issues/decisions
- ❑ People don't enjoy the meeting



- Facilitator; control
- “Balance advocacy with inquiry”
- “Let’s hear from others”
- “Acknowledge previous ideas before you speak”

- Be aware of differing personal traits & their relationship to topic types.
- “Reflectors”/Conceptualizers
- Actors/Implementers



Root Cause: Start Late

25

- Inconvenient start time
 - Always done it this way
 - Afraid to try new things
- Poor communication of start time
 - Poor communication mechanisms
- (Some) members don't want to attend
 - Members may be poor fit for parish council
 - Don't enjoy group work
 - Conflict with another member
 - Members hold group in low esteem
 - Nothing gets accomplished
 - Lack agenda
 - Someone high-jacks the group
 - Can't stay on topic
 - The group does not work on things they (certain members) value
- Some members are congenital late arrivers

Ask why – 5X

(Example goes three levels deep)



Next Steps

26

1. Review webinar archive as a group
2. Find one area to work on
 - ▣ High impact/easy
 - ▣ Review at beginning of meeting
3. Parish Council Diagnostic survey
 - ▣ Contact [Joe Kormos](#) to discuss use in your parish
4. Ask for help
5. More at Parish Ministries Conference 2010
 - ▣ June 27-30
 - ▣ Baldwin Wallace College near Cleveland
 - ▣ See www.oca.org

PARISH MINISTRIES CONFERENCE and YOUNG ADULT RALLY 2010

EQUIPPING the SAINTS

A Conference of the Orthodox Church in America EPHESIANS 4:11-13

For Orthodox clergy and laity desiring to breathe new vibrancy into their Orthodox life and their parish. The **Parish Ministries Conference** is a four day, three night continuing education experience.

June 27-30, 2010
on the campus of Baldwin Wallace College, Berea (Cleveland), OH

Featured Speakers:

Conference Content To include:

- Living an Orthodox Life
- Building Vibrant Parishes
- Liturgical Music Workshop

PLUS... 18-25 Young Adult Rally

Young adults from around the country will come together to meet, discuss, worship and share their faith, and experience living that faith.

INFORMATION AND REGISTRATION
For further information and to register, visit www.ooca.org or email parish@oca.org

A Conference of the Orthodox Church in America
220 East 87th Street, Cleveland, OH 44115
Tel: 216.862.2664



THE END

5/19/2010

Thank You for Your Attention

FACILITATION SKILLS FOR PARISH LIFE

Additional Info



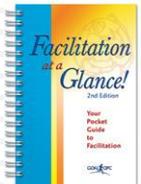
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What Do Facilitators Do?

Facilitators make their contribution by:

29

- Helping the group define its overall goal as well as specific objectives
- Help members assess needs & create plans to meet them.
- Provide processes that help members use their time efficiently and to make high quality decisions
- Guide group discussions to keep on track
- Make accurate notes that reflect the ideas of members
- Help group understand its own processes in order to wrk more effectively
- Make sure assumptions are surfaced and tested
- Supporting members in assessing their current skills as well as building new ones.
- Using consensus to help groups make decisions that take all members opinions into account
- Supporting members in managing their own interpersonal dynamics
- Provide feedback to group so they can assess progress & make adjustments
- Manage conflict using a collaborative approach
- Help the group communicate effectively
- Help group access internal & external resources
- Create an environment where members enjoy the experience as they work toward goals
- Foster leadership in others
- Teach others to facilitate



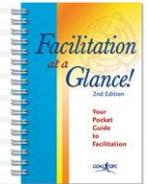
Source: Facilitation at a Glance www.goalqpc.com

The Language of Facilitation

30

□ Paraphrasing

- *“If I understand you correctly, you’re saying...”*
- *“Is this an accurate understanding of your point?”*
- *“What you are saying is...”*



Source: Facilitation at a Glance www.goalqpc.com

□ Reporting Behavior

- *“This the third time you’ve rolled your eyes when Sally was presenting her ideas.”*
- *“Two of you of you are reading and the others have grown quiet.”*

□ Perception Checking

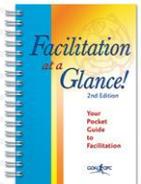
- *“You appear upset at the last comment. Are you?”*
- *“You seem impatient Are you anxious to move on to the next topic?”*



Ten Core Practices of Facilitators

31

1. Stay neutral
2. Listen actively
3. Ask questions
clear, concise,
challenging/stimulating,
reasonable/answerable,
honest relevant
4. Paraphrase to clarify
5. Synthesize ideas
6. Stay on track
7. Give and receive
feedback
8. Test assumptions
9. Collect ideas
10. Summarize clearly



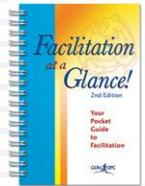
Source: Facilitation at a
Glance www.goalqpc.com

Establishing Meeting/Group Norms

Examples

32

- All ideas will be listened to carefully
- All discussions confidential
- People & issues will be handled with respect
- No retaliation for anything from this meeting
- No personal attacks
- All feedback must be phrased in constructive & supportive manner
- Use neutral body language no finger pointing; eye rolling; head shaking
- Listen and acknowledge each others ideas before arguing our own points
- Anyone can call a time out if confused about something; feel discussion is off track or want change in how topic is being handled



Source: Facilitation at a Glance www.goalqpc.com



33

Discussion Questions

For exploring issues related to this session with a Parish Council

Discussion Questions

34

□ The Good

- What are you (Parish Council) as a *leadership group* good at?
- What is working?
- As you look to build a better leadership structure what should you build on?

□ The Not So Good

- Where do things fall apart?
- What's not so effective

Discussion Questions

35

- What does congregationalism mean?
- What does a congregational style church look/feel/operate like?
- What is the opposite of congregationalism?
- What is the purpose/mission of a parish?
- What is the mission of the Parish Council?



Discussion

36

- What do you see as important qualities of:
 - ▣ Parish Council members/Parish leaders... as persons
 - ▣ The Parish Council as a body
- Think of a good meeting / parish council meeting. What made it good?
- What do you see as the difference between a debate and an argument?

