

# Vital Teams: Team Leadership Essentials

The Rev. Ronald Byrd and Miguel Escobar  
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## Now there are a variety of gifts...

*Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good. To one is given through the Spirit the utterance of wisdom, and to another the utterance of knowledge according to the same Spirit, to another faith by the same Spirit, to another gifts of healing by the one Spirit, to another the working of miracles, to another prophecy, to another the discernment of spirits, to another various kinds of tongues, to another the interpretation of tongues. All these are activated by one and the same Spirit, who allots to each one individually just as the Spirit chooses.*

*For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. For in the one Spirit we were all baptized into one body—Jews or Greeks, slaves or free—and we were all made to drink of one Spirit.*

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Corinthians 12:1-11



# Welcome to Vital Teams!

- The Episcopal Church Foundation
- Vital Teams is a pilot initiative of ECF focusing on:
  - Training for lay and clergy leadership teams
  - Partnering with seminaries and leadership institutions
  - Creating tools for identifying new leaders



## Introductions

- Rev. Ronald C. Byrd, Sr.,  
Miguel Escobar
- The Vital Teams Team
- Participants' name and faith  
community



## Presentation overview

- I. Brief presentation on 'vestries as Vital Teams'
- II. Three essential ingredients for vital teams:
  - Strong relationships
  - Clear processes
  - Focus on results
- III. Identifying next steps



## Part I: Vestries as Vital Teams

# Vestries as vital teams

## Overview:

- The role of the vestry
- Key vestry responsibilities



## The role of the vestry

### Discernment

- Discerns where God is calling the congregation in your location, at this particular point in time

### Mission and Vision

- Helps articulate the mission and vision of the congregation

### New Leaders

- Identifies new leaders for the congregation and wider Church

### Stewards resources

- Manages resources and finances of congregation

## What the canons say...

- Agents & legal Representatives
- Ensure standard business practices
- Ecclesiastical authority in absence of Rector
- Identify and nominating leaders for holy orders



## Key vestry responsibilities

### Discerning God's mission and vision for the congregation

- The question of 'why'
- Getting prayer and Bible study on the regular meeting agenda, creating opportunities for deeper reflection
- Restructuring vestry to prioritize discernment of mission and vision

Definitions of 'mission' and 'vision'



*First-time vestry member suddenly realized tonight's meeting was going to be about more than just the budget.*

## Other key areas of responsibility

- Identifying new leadership
- Stewardship of resources (governance and finances)

## Vestries' role changes depending on church size

The Family Church:

0-50

The Pastoral Church:

50-150

The Program Church:

150-350 [http://www.episcopalchurch.org/files/CDR\\_series1\(1\).pdf](http://www.episcopalchurch.org/files/CDR_series1(1).pdf)

The Corporation Church:

350-500+



# Part II: Three Essential Ingredients for Vital Teams

## Three essential ingredients for Vital Teams

- **Strong relationships**
- Clear processes
- Focus on results



## Discussion on building strong relationships

- How do vestry members get to know one another?
- How are new vestry members oriented and incorporated into the whole group?
- Does your vestry hold regular retreats? What is the focus of these retreats?
- Effective teams are built on strong trust and relationships with one another. Why do you think this is the case?



## The four phases of team development





## Learning and managing different communications styles:

- Collaborator, Contributor, Director, Inquisitor
- The Controller, The Analyzer, Promoter, Supporter
- Assertive, Aggressive, (Passive-aggressive) Submissive, Manipulative



Questions? Comments?

## Three essential ingredients for Vital Teams

- Strong relationships
- **Clear processes**
- Focus on results



## Discussion on clear processes

- How does your vestry meet? (Frequency, location, length of time)
- What are the best, most life-giving parts of vestry meetings?
- What are the parts of vestry meetings that need a little work?
- Looking at last week's agenda, what is the top item?
- What is at the very bottom of the agenda?
- How does your vestry make decisions on tough issues?
- How does your vestry handle regular reports?

## Clear processes

- Running an effective meeting
- Consensus decision making
- Facilitating conversations



## Running an effective meeting

*“Whether we like it or not, meetings are the backbone of our congregational life. They link ideas, people, and action. Nevertheless, approximately 1/3 of meetings are considered unnecessary by people who attend them...”*

*- from “Backbreaking meetings” by Anne Ditzler*



# Running an effective meeting

## *Who serves as meeting facilitator?*

General principles:

- Follow the 1:1 rule for meeting preparation
- Define and state purpose of meeting
- Identify intended outcomes of meeting (discussion on, decision about)
- Relationships, process, results

Questions? Comments?

# Three essential ingredients for Vital Teams

- Strong relationships
- Clear processes
- **Focus on results**



## Focus on results

Two main areas:

- Setting goals
- Establishing feedback loops at individual and group level



## Focus on results

### Setting goals:

- Identify only 2-3 S.M.A.R.T. goals per year
- Ensure that these goals are aligned with mission/vision of congregation
- Revisit these goals and progress on goals at each meeting
- Management by objective method



## Focus on results

- Establishing regular, informal feedback loops
  - At group level
  - At individual level
- Suggested questions for both group/individual feedback sessions:
  - In your opinion, how are we doing as a team?
  - Is it your sense we're fulfilling the norms we established?
  - What has gone really well? What hasn't?
  - What would make things go better?



Questions? Comments?



Part III: Identifying Next  
Steps

## Identifying next steps

- Identify at least one practice from each of the three areas covered that you would like to improve upon over next six months
  - **Strong relationships:** Knowing the four phases of group development; beginning meetings with relationship building; holding regular team retreats; recognizing different communication styles
  - **Clear processes:** Running effective meetings; consensus decision making; facilitating conversations; building better meeting agendas
  - **Focus on results:** Use S.M.A.R.T. method to create annual goals; establish feedback loops at group and individual level

## Thank You!

- Please visit ECF Website
- Please fill out and return the email evaluation form
- Contact

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