CHURCH ADMINISTRATION RESOURCES

An Annotated Bibliography

By Mary Ellen Drushal*

Frequently, professors are asked to provide a list of books currently being read in their teaching discipline. The following texts from secular and Christian authors warrant the attention of leaders and managers in the local church:

Henri J.M. Nouwen
In the Name of Jesus: Reflections on Christian Leadership
New York: Crossroad, 1989

Nouwen reminds us that we do not need a new model for ministry in the church, but rather to implement the model Jesus gave us! The leader, no matter the rank of power or prestige achieved, still plays "second fiddle" to God in matters of influence. "It seems easier to be God than to love God, easier to control people than to love people, easier to own life than to love life" (p. 59).

This is a tiny text of a mere 81 pages but it is one I plan to read every year!

Stephen R. Covey
The 7 Habits of Highly Effective People
New York: Simon and Schuster, 1989

The quality of the interpersonal, private life of leaders is reflected through their influence in achieving public victories. Habits that can make leaders effective are acquired through self-discipline and involve knowledge or information, skill, and desire or motivation.

Covey highlights the need to write a personal mission statement to help leaders envision what they aspire to be and to do. This cognitive task necessitates some reflective time, seeking God's guidance for life decisions and directions.

This book has been highly acclaimed and is worthy to be read for self-assessment of effectiveness in leadership.

Kenneth O. Gangel
Feeding & Leading: A Practical Handbook on Administration in Churches and Christian Organizations
Wheaton, Ill.: Victor Books, 1989

Jesus equipped the disciples (lay people with the exception of one) to do the work of ministry in the early church. These trained disciples reproduced themselves time and again into future generations of leaders. That is the biblical

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model of leadership that needs to be implemented today.

Gangel values and respects the abilities of the laity and instructs leaders in ways to unleash their potential. The priesthood of believers is a phrase that implies equal access to ministry whether a person is of clergy or lay status in the church. This text gives very practical and biblical methods and means for recruitment, training, administration, leadership and management.

Rosabeth Moss Kanter
When Giants Learn to Dance: Mastering the Challenges of Strategy, Management, and Careers in the 1990s
New York: Simon and Schuster, 1989

This is a secular text written by a business professor at Harvard University that calls for a new way to manage people if success is the desired outcome. She believes that teamwork will be the battle cry for the future with organizations paying attention to how workers create a balanced approach to every facet of life and the role of family in the midst of it all.

Corporations may come to realize that a happy employee is a productive employee; that respect, involvement and integrity increase the likelihood of commitment to the success of the organization. Organizational attention to four Fs (focused, fast, friendly and flexible) can make the difference that produces synergy among workers who accomplish organizational goals.

Leith Anderson
Dying for Change: An Arresting Look at the New Realities Confronting Church and Para-Church Ministries
Minneapolis, Minn.: Bethany House, 1990

A common thread running through new texts is that the church must awaken from its slumber and begin to minster to "baby boomers" in ways that are effective. The methods of the 50s and 60s no longer communicate to a new generation. Anderson says, " But without pain there will be no change, and that may mean death" (p. 118).

The church will certainly not die. But worse than that, it may recede into a deeper slump of passivity and non-commitment to people of the culture. This text is thought-provoking and encouraging as Anderson issues a call for transformational leaders to meet the challenges a new century presents.

Sherry Suib Cohen
Tender Power: A Revolutionary Approach to Work and Intimacy
Reading, Mass.: Addison Wesley, 1989

Tender power is distinctive from plain old power because it relies on cooperation and networking, empowering others, empathy, making respectable choices and personal growth. Cohen believes (like Kanter) that love, family and the workplace can be integrated for the benefit of all employees.

This is a secular text that relies on female wisdom and affiliation to impact the work environment. Developing the "power **to** rather than power **over** " (p. 204), is worth considering.

Warren Bennis
On Becoming a Leader
Reading. Mass.: Addison Wesley. 1989

Bennis believes leaders are made and, therefore, he interviewed a number of significant people in our society to examine their experiences that had developed their leadership. He learned that "to become a true leader, one must know the world as well as one knows one's self . . . certain experiences are especially significant for learning. These experiences include broad and continuing education, idiosyncratic families, extensive travel and/or exile, a rich private life. and key associations with mentors and groups" (p. 74).

Bennis. professor of business administration at USC. is beginning to rival Peter Drucker in his wisdom and passion in expressing his beliefs. This is an inspiring book that helps us examine the risks others have taken and determine what our own choices might be.

John W. Gardner
On Leadership
New York: The Free Press. 1990

The aughor of *Excellence* and *Self-Renewal*, Gardner teaches at Stanford Business School. He has served six United States presidents in various capacities and he says that leadership requires more effort and energy than most people are willing to expend! Maybe that's the reason for the leadership gap in so many organizations — people would rather do other things.

He compiled a list of attributes of leaders derived from research and they include:
1. Physical vitality and stamina
2. Intelligece and judgment-in-action
3. Willingness (eagerness) to accept responsibilities
4. Task competence
5. Understanding of followers and their needs
6. Skill in dealing with people
7. Need to achieve
8. Capacity to motivate
9. Courage. resolution. steadiness
10. Capacity to win and hold trust
11. Capacity to manage. decide. set priorities
12. Confidence
13. Ascendance. dominance. assertiveness
14. Adaptability, flexibility of approach

Obviously. not every leader has all of the above. but these are the things that researchers have found that sets people apart for leadership.