

FORTH

Annotated Bibliography

Please note that this bibliography is a starter list of resources. We encourage congregational leaders to send us your favorite stewardship-related resources at forth@uua.org and we will add them to the list.

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Adaptive Leadership

Heifetz, Ronald, Martin Linsky, Martin Linsky, and Alexander Grashow. *The Practice of Adaptive Leadership*. Boston, MA: Harvard Business Press, 2009.

The Practice of Adaptive Leadership acknowledges the complexity of many problems that we face and then provides the tools to help in making sense of complexity. Heifetz differentiates between technical changes and adaptive changes and offers an honest account of what it takes to lead adaptive change in groups.

Kegan, Robert and Lisa Lahey. *Immunity to Change*. Boston, MA: Harvard Business Press, 2009.

Immunity to Change offers an original approach to a familiar problem: why many crucial change efforts fail. Kegan and Lahey show how the core problems of resistance to change stem from the critical gaps between what is required and a leader's own level of development. The authors help leaders understand the commitment to change and how to put change into practice.

Rendle, Gil. *Leading Change in the Congregation*. Herndon, VA: The Alban Institute, 1998. *Leading Change in the Congregation* offers insights for planning strategies to help congregations through the dynamics of change. Rendle provides differentiation between management and leadership and describes the situations in which each style is more appropriate.

Senge, Peter, C. Otto Scharmer, Joseph Jaworski, and Betty Sue Flowers. *iPresence: Human Purpose and the Field of the Future*. New York: Crown Publishing, 2004. During widespread conversations that spanned a year and a half, the authors explored the nature of transformational change—how it arises, and the fresh possibilities it offers. They introduce the idea of “presence,” a concept borrowed from the natural world that the whole is entirely present in any of its parts, to the worlds of business, education, government, and leadership.

Appreciative Inquiry

[Note: For a congregation's FORTH work, we recommend adoption of the positive core of *Appreciative Inquiry*, without necessarily using the 5-D model.]

Branson, Mark L. *Memories, Hopes, and Conversations: Appreciative Inquiry and Congregational Change*. Herndon, VA: The Alban Institute, 2004.

The authors demonstrate how concentrating on needs and problems can mire a congregation in discouragement and distract it from noticing innate strengths. By focusing on memories of the congregation at its best, members are able to construct “provocative proposals” to help shape the church's future. Grounded in solid theory and real-life practice, the book is the first to apply the principles of Appreciative Inquiry to the lives of congregations.

Cooperrider, David L., Diana Whitney, and Jacqueline M. Stavros. *Appreciative Inquiry Handbook*. Brunswick, OH: Crown Custom Publishing, 2005.

The handbook contains everything needed to launch any kind of Appreciative Inquiry initiative. The authors provide background information about AI, as well as sample project plans, designs, agendas, course outlines, interview guidelines, participant worksheets, and a list of resources.

Gifford, Mary Louise. *The Turnaround Church*. Herndon, VA: The Alban Institute, 2009.

This book is an example of a new development in the literature of practical theology. Instead of studying pathology and trying to learn only from cases of failure, Gifford invites us to learn from healthy practices and Appreciative Inquiry strategies that have produced human flourishing in many congregations.

Hammond, Sue Annis. *The Thin Book of Appreciative Inquiry*. Bend, OR: Thin Book Publishing Company, 2002.

Hammond introduces the organizational change philosophy called Appreciative Inquiry. While traditional problem-solving processes separate, dissect, and pull apart, Appreciative Inquiry generates affirming images that pull people together. Leaders discover what the organization does well and how it does it, then design ways to do more of what works. Unlike a cookbook approach to change, Appreciative Inquiry is a thought process.

Whitney, Diana, and Amanda Trosten-Bloom. *The Power of Appreciative Inquiry: A Practical* The authors believe that if you want to transform a situation, a relationship, an organization, or a community, focusing on strengths is more effective than focusing on problems. The authors present both the principles of Appreciative Inquiry and case studies that demonstrate how Appreciative Inquiry works. Congregational leaders who have grown tired of negative approaches to problem solving will be refreshed by the theory and examples presented here.

Whitney, Diana, David L. Cooperrider, Amanda Trosten-Bloom, and Brian S. Kaplin. *Encyclopedia of Positive Questions, Volume One: Using Appreciative Inquiry to Bring Out the Best in Your Organization*. Euclid, OH: Lakeshore Communications, 2002.

This book offers a practical guide to implementing Appreciative Inquiry in congregations. The authors begin with an explanation of why positive questions are important. Then they offer an encyclopedia of sample positive questions, each group of which focuses on a specific topic. This book is short on abstractions but full of concrete ways to begin an Appreciative Inquiry process.

<http://appreciativeinquiry.case.edu/>

Hosted by Case Western Reserve University's Weatherhead School of Management, Appreciative Inquiry Commons is an information highway connecting people with academic resources and practical tools for Appreciative Inquiry. It includes an explanation of Appreciative Inquiry, articles, news, book references, research, quotes, events, a practitioner database, links, and learning opportunities.

www.clergyleadership.com/appreciative/ai.html

The Clergy Leadership website offers an introduction to Appreciative Inquiry and describes the 5D model of Appreciative Inquiry. It also includes an explanation of the philosophy and theology behind Appreciative Inquiry, a listserv, additional book references, links to other sites, resources, and opportunities for training and consulting.

www.iisd.org/ai/

The International Institute for Sustainable development offers an approach to Appreciative Inquiry for use in community development. This site addresses reasons why problem-solving approaches do not work for community development and how Appreciative Inquiry can work.

Children and Youth

Dyer, Wayne W. & Budnick, Stacy. *It's Not What You've Got!: Lessons for Kids on Money and Abundance*. Hay House, Inc. 2007.

Addresses the topics of money and abundance, with the understanding that children's earliest thoughts and perceptions about money are those that will last throughout their lives.

Godfrey, Neale S., and Carolina Edwards. *Money Doesn't Grow on Trees: A Parent's Guide to Raising Financially Responsible Children*. New York: Simon & Schuster, 1993.

Godfrey is an expert in family finance and a parent who puts her advice to work in her own home. She has designed a unique program for kids, from those as young as three to those in their teens, that teaches them how to earn, save, and spend money wisely while it lets parents clearly communicate their family's values. Using age-appropriate exercises and concrete examples, Godfrey shows parents how to deal with a variety of tough situations.

Godfrey, Neale S., with Tad Richards. *Money Still Doesn't Grow on Trees: A Parent's Guide to Raising Financially Responsible Teenagers and Young Adults*. New York: Rodale, 2004.

Godfrey believes that parents can learn how to transform their spendthrift teenagers into financially responsible young adults.

Klingel, Cynthia Fitterer. *Generosity* (article) *Child's World* (August 2007)

Roehkepartain, Eugene C, Elanah Dalyah and Laurel Musegades. *Growing Up Generous: Engaging Youth in Giving and Service*. Bethesda, MD, 1989.

The authors provide a positive view of young people through thoughtful analysis and effortless prose to remind us that faith communities have always had practices that counter the culture, and that now is the time to claim generosity as an antidote to wanton consumerism. Youthful generosity is examined through many theological perspectives.

Weisman, Carol. *Raising Charitable Children*. F. E. Robbins & Sons Press, 2006.

Weisman shares real-life stories collected from all over the world of how parents, grandparents, aunts, uncles, teachers, scout leaders, friends, next door neighbors, and her own family have either initiated or supported ways to teach children how to give back to those in need.

Zeigler, Freddi. *A Kids Guide to Giving*. InnovativeKids, 2006.

Grade 7 Up - written by a teenager. In this inspiring and motivating book, Zeiler challenges teens to make a difference by contributing to charitable causes. Her enthusiastic, personal appeal offers advice on selecting a charity and deciding whether to donate money, useful items, or time.

<http://www.learningtogive.org/materials/folktales/guide.asp>

Learning to Give - Generosity of Spirit: Multicultural Folktales and Myths about Generosity:

Coaching

Adams, Marilee G. *Change Your Questions, Change Your Life: 10 Powerful Tools for Work and Life*. Berrett-Koehler Publishers (2009). Introduces “Questions Thinking” as a way to select the questions you ask, as skillful questions will lead to more profound and useful answers.

Braham, Barbara and Wahl, Chris. *Be Your Own Coach*. Crisp Publications (2000). The basics of coaching for untrained people.

Vogt, Eric E., Brown, Juanita, and Isaacs, David. *The Art of Powerful Questions: Catalyzing Insight, Innovation, and Action*. Whole Systems Associates (2003). Widely available on the web in PDF form, with a basic search. Good resource to consider the form and quality of the questions we ask.

Zander, Rosamund Stone & Zander, Benjamin. *The Art of Possibility: Transforming Professional and Personal Life*. Harvard Business School Press (2000). Inspiring book about helping others to bloom.

Facilities Planning

Callahan, Kennon L. *Building for Effective Mission: A Complete Guide for Congregations on Bricks and Mortar Issues*. San Francisco: Jossey-Bass, 1997.

Asserts that mission grows with compassion and community and that the mission field is the world. In accordance with these principles, this book describes concrete actions congregations

may take to discover a mission and a focus for it and to plan for accomplishing it. Whether or not a congregation plans to move or renovate, this book's emphasis on mission is thought provoking.

Kibert, Charles J. *Sustainable Construction: Green Building Design and Delivery*. Hoboken, NJ: John Wiley and Sons, 2005.

Focusing on green construction as it applies to large institutional buildings, the book provides an introduction to the design and construction of healthy buildings. Some translation is needed to adapt the concepts to church buildings.

Moore, Lance, and Daniel Michal. *Firm Foundations: An Architect and a Pastor Guide Your Church Construction*. Lima, OH: CSS Publishing, 1999.

Offers a common language for ministers, church boards, contractors, and designers. Point by point, start to finish, Michal (an architect involved in a variety of church building projects) and Moore (a pastor and the son of a pastor) warn of common follies and guide you in sorting out the best choices for your church.

Thompson, William J., Kim Sorvig, and Craig D. Farnsworth. *Sustainable Landscape Construction: A Guide to Green Building Outdoors*. Washington, DC: Island Press, 2000.

Reevaluates the assumption that all built landscapes are environmentally sound, and offers practical alternatives to more sustainable landscape construction. Offers specific methods organized around ten key principles of sustainability.

<http://www.uua.org/> The UUA Congregational Stewardship Services site provides information on how to finance your spiritual home.

<http://uuministryforearth.org/cgi/news.cgi>

The Unitarian Universalist Ministry for Earth sponsors the congregation-based Green Sanctuary Program and provides information for Unitarian Universalists around critical environmental issues.

www.usgbc.org/

The U.S. Green Building Council (USGBC) is a community of leaders who work to transform the way buildings and communities are designed, built, and operated. They envision an environmentally responsible, healthy, and prosperous environment that improves the quality of life. The USGBC administers the Leadership in Energy and Environmental Design (LEED) green building rating system, which is nationally recognized as the benchmark for design, construction, and operation of high-performance green building.

<http://gwipl.org/>

The Greater Washington Interfaith Power and Light (GWIPL) is a nonprofit initiative that helps congregations, religious institutions, and others in the Washington, D.C. area work for a more just, sustainable, and healthier world by reducing the threat of global warming. Their website offers suggestions for education, how to save energy and buy clean energy, worship, and environmental stewardship.

www.webofcreation.org

Web of Creation, maintained by the Lutheran School of Theology in Chicago, provides ecology resources to transform faith and society. Web of Creation has materials and information on how to become a green congregation and a guide for congregational buildings and grounds.

Generosity and Stewardship

Alexander, Scott W. (Ed.). *Everyday Spiritual Practice: Simple Pathways for Enriching Your Life*. Skinner House, 1999.

See the chapter: *Giving* by Tony Larsen

Blanchard, Ken & Truett, S. Cathy. *The Generosity Factor*. Zondervan, 2002.

A contemporary allegory about the importance of giving.

Dunham, Laura. *Graceful Living: Your Faith, Values, and Money in Changing Times*. New York: RCA Distribution, 2002.

Helps people clarify what's important in life and leads them through comprehensive financial planning that expresses their faith and values. The book's focus is faith-based financial decision making that challenges the consumer culture. Full of practical advice, the book opens up conversations about money issues and attitudes. One section focuses on lifestyle choices common to stages of life, from young adult through retirement.

Green, William. *Inspiring Generosity*. Cleveland, OH: Local Church Ministries, United Church of Christ, 2002.

This book offers a different kind of resource for the local church. It is based on the belief that church, before it is anything else, can and must be a place of inspiration. It starts with the conviction that generosity, long before it results in financial giving to the church, is a spirit and an approach to life that is waiting to happen in every church member and any congregation.

Hamilton, Adam. *Enough: Discovering Joy Through Simplicity and Generosity*. Nashville: Abingdon Press, 2009.

Hamilton acknowledges that money has great power in our lives and, when used wisely, helps us meet our goals, provide for our needs, and fulfill our life purpose. But in recent years, many of us ignored this when managing and spending our money. We found ourselves spending tomorrow's money today. The result of all this was not greater happiness and satisfaction, but greater stress and anxiety.

LeMay, Kathy Lee. *The Generosity Plan*. New York: Atria Books/Beyond Words, 2010. Ventures to redefine the word philanthropist as an egalitarian title that can apply to the masses as well as the rich. Shows readers, step-by-step, just how easy it is to be philanthropic, regardless of personality or personal budget.

O'Hurley-Pitts, Michael. *The Passionate Steward: Recovering Christian Stewardship from Secular Fundraising*. Toronto: St. Brigid Press, 2001. *The Passionate Steward* parses the practice of fundraising as it is frequently experienced in churches and finds it wanting. The author argues convincingly for a recovery of the fullness of passionate stewardship. The book is thoroughly researched and moves easily and cogently between statistical analysis, theological assessment, practice, and anecdotal integration.

Robertson, C. K. *Transforming Stewardship in the Episcopal Church of the 21st Century*. New York: Church Publishing, 2009. Robertson offers a vision of holistic stewardship that is integral to congregations' evangelism, outreach, Scripture study, and ministry to the newcomer. He does not promote strong-arm tactics, but a willingness to risk changing existing structures and ideas in order to enrich the faith community and strengthen connections to the neighboring world.

Sweetser, Terry, and Susan Milnor, eds. *The Abundance of Our Faith: Award-Winning Sermons on Giving, Plus Suggestions for Group Discussion*. Boston: Skinner House Books, 2006. Talking about money is not particularly easy for Unitarian Universalists. When money is discussed, the conversation is often grounded in an anxiety about scarcity. The sermons in this book are effective in addressing money and giving as they relate to Unitarian Universalists.

Toycen, Dave. *The Power Of Generosity: How To Transform Yourself And Your World*. Toronto: Harper Collins, 2004. Dave Toycen, President and CEO of World Vision Canada has given us a gift of his insights and experiences gained from working for 30 years around the world with people suffering in the most deplorable conditions.

Vardey, Lucinda & Dalla Costa, John. *Being Generous: The Art of Living Right*. Alfred A. Knopf, 2007.

If we're truly going to help this troubled world, as individuals we must investigate possibilities for being generous aside from birthdays and holidays, by helping those we interact with every day: our children, colleagues, parents, friends and the homeless men and women we encounter when out and about in our cities.

www.generositypath.com/blog

Generosity Path Blog – Exploring aspects of financial generosity from all sources for people who are financial generous and organizations that are fueled by charitable gifts

<http://faithandmoneynetwork.org/>

The Faith and Money Network - Exploring money and spirituality.

<http://www.morethanmoney.org/>

More Than Money – online magazine archive with interviews, practical tips, and human interest stories meant to encourage readers to engage in purposeful, effective giving and thoughtful money managing

Leadership

Olsen, Charles M. *Transforming Church Boards into Communities of Spiritual Leaders*. Bethesda, MD: The Alban Institute, 1995.

If you want to understand what life on a “transformed” board is all about, you can experience it by reading this book. Olsen presents the content and theory of the model of “worshipful work” in such a way as to allow an inquirer to experience it while reading the book. It was named one of the top ten religious books in 1997 by the Academy of Parish Clergy.

Richardson, Ronald W. *Creating a Healthier Church: Family Systems Theory, Leadership, and Congregational Life*. Minneapolis: Fortress Press, 1996.

Based on family systems analysis, and using charts as well as clear exposition, this book shows how relationships are never simply one-to-one, because each person brings along the ins and outs of all his or her other relationships. Different congregational styles are described, and practical ways of changing destructive behaviors and achieving leadership are given.

Steinke, Peter L. *Congregational Leadership in Anxious Times*. Bethesda, MD: The Alban Institute, 2006.

Steinke offers practical wisdom to readers. He conveys deep insight into the human Condition, provides a clear exposition of systems thinking, and offers a look at some of the fascinating situations he has seen in his 20 years of consultation with congregations and church leaders.

Steinke, Peter L. *Healthy Congregations: A Systems Approach*. Bethesda, MD: The Alban Institute, 1996.

In this sequel to *How Your Church Family Works*, Steinke takes readers into a deeper exploration of the congregation as an emotional system. Learn ten principles of health, how congregations can adopt new ways of dealing with stress and anxiety, how spiritually and emotionally healthy leaders influence the emotional system, factors that could put your congregation at risk, and more.

Merritt, Carol Howard. *Tribal Church: Ministering to the Missing Generation*. The Alban Institute, 2007.

The author is a Presbyterian minister. She provides a very persuasive description of the spiritual needs of the under 40 folks and how the mainline churches are not serving them.

Wikstrom, Erik Walker. *Serving with Grace: Lay Leadership as a Spiritual Practice*. Skinner House Books, 2010.

Serving with Grace is intended for current and potential lay leaders to help understand your work for the church as an integrated aspect of spiritual life. Concrete practices laid out in the book will give you tools to relate to your leadership in new ways.

www.uua.org/programs/layleader/quickstart.html

A Unitarian Universalist Association resource for lay leaders.

Organizational Change and Congregational Transformation

Clark, Wayne B. *Beyond Fundraising: A Complete Guide to Congregational Stewardship*. Boston, MA: Unitarian Universalist Publications, 2007.

Clark believes that *Beyond Fundraising* is a coming-of-age story. The book moves congregations beyond a restrictive myth of scarcity while leading them toward the reality of abundance. It transforms fundraising from a conversation about money into a process for spiritual health and congregational viability, helping congregations find a brighter, more meaningful future. FORTH was first introduced in *Beyond Fundraising*.

Gladwell, Malcolm. *The Tipping Point: How Little Things Can Make a Big Difference*. New York: Little, Brown & Co., 2000.

Gladwell looks at why major changes in our society often happen suddenly and unexpectedly. Ideas, behavior, messages, and products, he argues, often spread like outbreaks of infectious disease. Gladwell introduces readers to the particular personality types that are natural pollinators of new ideas and trends, the people who create the phenomenon of word of mouth.

Herrington, Jim, Mike Bonem, and James H. Furr. *Leading Congregational Change: A Practical Guide for the Transformational Journey*. San Francisco: Jossey-Bass, 2000.

The central component of the authors' change model is that congregations must first nurture spiritual vitality and then nurture relational vitality. They offer long-term support through eight well-considered stages: (1) personally preparing for change, (2) creating a sense of energy and urgency, (3) establishing the vision community, (4) discerning the vision and determining the vision path, (5) communicating the vision, (6) empowering change leaders, (7) implementing the vision, and (8) reinforcing momentum through alignment.

Hotchkiss, Dan. *Governance and Ministry: Rethinking Board Leadership*. The Alban Institute, 2009.

Hotchkiss has a vision of leadership that is dynamic, organic, and alive. He calls leadership an expressive art, believing that it is an expression of the values and commitments that are at the center of the life and identity of a congregation. Hotchkiss provides a rich mix of ideas, language, models and steps to help congregations use leadership well and to organize, govern and manage a church.

Kotter, John P. Professor at Harvard Business School. Author of titles such as: *Our Iceberg is Melting*, *Leading Change*, *The Heart of Change: Real-Life Stories of How People Change Their Organizations*.

Mann, Alice. *Raising the Roof: The Pastoral-to-Program Size Transition*. Bethesda, MD: Alban Institute, 2001.

Raising the Roof is designed for a congregational learning team to effect transition. It features a five-step process to help the team engage a wider circle of congregational leaders and church members in study, discernment, and planning activities. Mann provides all the resources needed to address significant size transitions.

Mead, Loren B. *More Than Numbers: The Ways Churches Grow*. Bethesda, MD: The Alban Institute, 1993.

Mead explores what church growth and evangelism really mean in a time when it is mathematically impossible for every congregation to achieve significant numerical growth. He argues provocatively that spiritual, organizational, and "missional" growth are just as important

as numerical growth, and that all four are needed for a truly healthy and growing church. Case studies and discussion questions are included.

Rendle, Gil, and Alice Mann. *Holy Conversations: Strategic Planning as a Spiritual Practice for Congregations*. Herndon, VA: The Alban Institute, 2003.

In this handbook for congregational lay leaders, Rendle and Mann show that they do not believe that planning centers on problem solving. The leader is not responsible for discovering the perfect solution or for creating a perfect planning process to arrive at a perfect plan. Instead, they believe that the task of the leader is to help group members have a purposeful and meaningful conversation about who they are and what they believe is important to do.

Rendle, Gilbert R. *Leading Change in the Congregation: Spiritual and Organizational Tools for Leaders*. Bethesda, MD: The Alban Institute, 1998.

Rendle focuses on the kind of change that tears at a community's very fabric. He provides a respectful context for understanding change, especially the experiences and resistance that people feel. Rendle pulls together theory, research, and his work with churches facing change to provide leaders with practical diagnostic models and tools. In a time when change is the norm, this book helps to "lead change" in a spiritual and healthy way.

Rendle, Gilbert R. *Behavioral Covenants in Congregations*. Bethesda, MD: The Alban Institute, 1999.

Rendle offers insightful commentary and detailed, practical resources that offer help for congregational covenants of behavior. His concept of "manners and obedience to the unenforceable," underpinned by a deep understanding of the emotional climate of congregational life, offers a new approach to faithful civility in congregational life.

Steinke, Peter L. *Congregational Leadership in Anxious Times*. Herndon, VA: The Alban Institute, 2006.

Congregational life is rife with difficulties and conflict is seldom far from us. Whether conflicting approaches to mission and ministry lead to creativity and growth or to polarized stand-offs is largely a matter of how the key leaders are able to respond to the situation. Steinke provides practical insights for more productive ways to respond to these difficulties.

Wheatley, Margaret. *Turning to One Another: Simple Conversations to Restore Hope to the Future*. San Francisco: Berrett-Koehler, 2002.

"I believe we can change the world if we start talking to one another again." With this simple declaration, Wheatley proposes that we use the process of conversation and dialogue as the means to develop solutions for the societal changes. Wheatley asserts that the changes required

in all aspects of modern life will not come from governments or large organizations, national programs, new policies, or laws. She believes that everyday people will lead these changes.

www.pbs.org/thecongregation/indepth/beyondoutreach.html

The Congregation, a PBS documentary by Alan and Susan Raymond, profiles a progressive United Methodist church in the midst of profound change. This website contains articles and information about the church and offers a look at a church in transition.

www.uscongregations.org/growth.htm

“Myths and Facts about Evangelism and Church Growth” based on the 2001 U.S. Congregational Life Survey, in which more than two thousand congregations of many different denominations and faith groups participated.

www.christianitytoday.com/bcl/areas/vision-strategy/articles/070204.html

Stephen A. Macchia’s *Christianity Today* article “Developing a Strategic Plan for Your Church.” Offers suggestions on what to do and what not to do when embarking on a strategic plan.

www.uua.org/obgltc.wcp/wc1expln.html

The Unitarian Universalist Association’s Office of Bisexual, Gay, Lesbian and Transgender Concerns presents its “Welcoming Congregation” program—explaining what the program entails, how it benefits congregations, and what’s ahead.

Philanthropy and Charitable Planning

Gary, Tracey, and Melissa Kohner. *Inspired Philanthropy: Your Step-by-Step Guide to Creating a Giving Plan*. 2nd ed. San Francisco: Jossey-Bass, 2002.

Gary and Kohner show how social change happens. No matter how much or how little we have to give, we learn how to create a plan that will make our charitable giving catalytic. Then, through clear text and substantive exercises, Gary and Kohner teach how to align giving with our deepest values—to help bring about the very changes we want.

Kass, Amy (Ed.). *The Perfect Gift: The Philanthropic Imagination in Poetry and Prose*. Indiana University Press, 2002.

A collection of literary readings (poetry, essays, commentary, religious text) that aims at cultivating and enlightening our philanthropic imagination.

Schoen, Stella A., ed. *The Local Church Planned Giving Manual*. Cleveland, OH: United Church of Christ Planned Giving Ministry, 2003.

Intended as a guide for congregations that want to encourage bequests and other planned gifts. Loose-leaf format. Sells for \$40. To order, contact United Church of Christ Planned Giving Ministry, 700 Prospect Avenue, Cleveland, OH 44115. 216-736-2290. Fax: 216-736-2297.

Teitell, Conrad. *Conrad Teitell's Portable Planned Giving Manual*.

The manual costs \$175 and is huge. Intended for the seasoned professional, providing Internal Revenue Code and Revenue Ruling citations for everything under the sun. Available from Taxwise Giving, 13 Arcadia Road, Old Greenwich, CT 06870. To order, call 800-243-9122.

Spiritual Giving

Cloughen, Charles, Jr. *One Minute Stewardship Sermons*. Harrisburg, PA: Morehouse Publishing, 1997.

This collection of Inspirational Messages reflects on the many aspects of stewardship that congregations, both large and small, experience throughout the year. Designed for use at the offertory at each worship service, they may also be incorporated into the sermon or printed in the bulletin.

Haughey, John C. *Virtue and Affluence*. Kansas City: Sheed & Ward, 1997.

Notes and commentary from a series of weekend retreats, for high wealth individuals. Led and articulated by a theologian and stewardship thinker (Christian based).

Hoertdoerfer, Patricia, and William Sinkford. *Creating Safe Congregations: Toward an Ethic of Right Relations*. Boston: Unitarian Universalist Association, 1997.

Hoertdoerfer and Sinkford write that healthy, respectful adult relationships experience disagreements and conflicts. While they understand that fear is a reasonable response, it is not a helpful one. They believe that congregational leaders must be responsible for setting the standards for how well disagreements are expressed.

Johnson, Allan G. *Privilege, Power, and Difference*. New York: McGraw-Hill Higher Education, 2001.

Provides an easily applied theoretical model for thinking about systems of privilege and difference. Writing in conversational prose, Johnson joins theory with examples to enable us to see the nature and consequences of privilege and their connection to it.

Kujawa-Holbrook, Sheryl A. *A House of Prayer for All Peoples: Congregations Building Multiracial Community*. Herndon, VA: The Alban Institute, 2003.

Contrary to the oft-repeated truism, there are churches in America where Sunday is not the “most segregated day of the week,” as Kujawa-Holbrook demonstrates in her exploration of congregations tackling racial justice issues. Yet the truism continues to haunt many congregations, and Kujawa-Holbrook reveals, through story and thoughtful analysis, what it means to create and live out multiracial community.

Nemeh, Maria. *The Energy of Money: A Spiritual Guide to Financial and Personal Fulfillment*. New York: Ballantine Books: 2000.

If earning money has begun to take up so much of our life that our friends, family, and hobbies must be put aside; if we hate going to work; if work is making us ill or forcing us to go against our values; then we must make some serious decisions. Money is an important part of life, but it is not the whole of it. When the whole is seriously suffering, it may be time to simplify our desires and make some changes so that the whole of our life can be in balance.

O’Hurley-Pitts, Michael. *The Passionate Steward: Recovering Christian Stewardship from Secular Fundraising*. Toronto, Ontario, Canada: St. Brigid Press: 2001.

O’Hurley-Pitts parses the practice of fundraising, as it is frequently experienced in congregations, and finds it wanting. He re-establishes a ground approach, and argues for a recovery of the fullness of passionate stewardship. The book is well researched and moves easily and cogently among statistical analysis, theological assessment, practice, and anecdotal integration.

Parker, Robin, and Pamela Smith Chambers. *The Anti-Racist Cookbook: A Recipe Guide for Congregations About Race That Goes Beyond Covered Dishes and “Kum-Bah-Ya.”* Roselle, NJ: Crandall, Dostie, & Douglass, 2005.

The book is the authors’ answer to the question, “Why can’t we just all get along?” They believe that we can, and they present some basic recipes to help. In the style of all cookbooks, the book offers a list of ingredients and preparations that enables readers to feed themselves well, not with food, but with knowledge, ideas, and discussion strategies that can improve the places where we live, work, and study.

Rendle, Gil. *Behavioral Covenants in Congregations: A Handbook for Honoring Differences*. Herndon, VA: The Alban Institute, 1999.

Rendle has written a down-to-earth workbook to explore how to live creatively together despite differences of age, race, culture, opinion, gender, and theological or political position. Rendle explains how to grow by valuing our differences rather than trying to ignore or blend them. He describes a method of establishing behavioral covenants that includes leadership instruction, training tools, resources, small-group exercises, and plans for meetings and retreats.

Sellon, Mary K., and Daniel P. Smith. *Practicing Right Relationship: Skills for Deepening Purpose, Finding Fulfillment, and Increasing Effectiveness in Your Congregation*. Herndon, VA: The Alban Institute, 2005.

Why is it that some pastors flourish wherever they go, while others with superior theological and practical training continually fail? Why do some insignificant events end up touching people in significant ways? Why do people leave churches with vibrant and exciting programs while others remain loyal to churches that seem to have very little to offer? What makes the difference? Sellon and Smith make the case that the health of churches and synagogues depends on congregations learning how to live out love in “right relationships.” Leadership is a relationship.

Schervish, Paul G. *A New Focus on The Spirituality of Receiving and Giving* (article). The Center on Philanthropy at Indiana University (2008).

http://www.bc.edu/content/dam/files/research_sites/cwp/pdf/receivingandgiving.pdf

Stewardship Education

Barrett, Wayne C. *The Church Finance Book: Hundreds of Proven Ideas for Funding Your Ministry*. Nashville: Discipleship Resources, 1995.

Presents ten strategies for commitment campaigns and hundreds of other techniques and methods for church financial campaigns, administration, fundraising, promotion, and planned giving.

Berg, Linda Lee, Ruth Lewellen-Dix, and Fia B. Scheyer. *Stewardship: The Joy of Giving*. Boston: The Unitarian Universalist Association, 1999.

The authors share a five-session stewardship program for four age levels: primary children, intermediate children, youth, and adults. The purpose of the curriculum is to empower all participants to be stewards of self, family, community, congregation, and the Unitarian Universalist faith.

Callahan, Kennon L. *Giving and Stewardship in an Effective Church: A Guide for Every Member*. San Francisco: Jossey-Bass, 1990.

This complete guide to giving and stewardship sheds light on solid financial resources, one of the twelve keys to building an effective church. Here is a practical plan for the growth and development of giving and stewardship in your congregation, complete with action worksheets that advance the progress of the plan over four years.

Christopher, Cliff J. *Not Your Parents' Offering Plate: A New Vision for Financial Stewardship*. Nashville, TN: Abingdon Press, 2008.

A Christian based guide written with the needs of pastors and stewardship teams in mind. Emphasizes making a case for giving based on the mission and ends instead of the budget lines and financial needs.

Clinton, Bill. *Giving: How Each of Us Can Change the World*. Knopf, 2007.

Former President Bill Clinton shares his own experiences and those of other givers, representing a global flood tide of nongovernmental, nonprofit activity. These remarkable stories demonstrate that gifts of time, skills, things, and ideas are as important and effective as contributions of money.

Dunham, Laura. *Graceful Living: Your Faith, Values, and Money in Changing Times*. New York: RCA Distribution, 2002.

Helps people clarify what's important in life and leads them through comprehensive financial planning that expresses their faith and values. Commissioned by the Ecumenical Stewardship Center, *Graceful Living* is widely applicable within faith traditions. The book's focus is faith-based financial decision making that challenges the consumer culture. Full of practical advice, the book opens up conversations about money issues and attitudes. One section focuses on lifestyle choices common to stages of life, from young adult through retirement.

Durall, Michael. *Creating Congregations of Generous People*. The Alban Institute, 1999.

The author provides practical suggestions and real-life congregational examples to empower churches and their members to lead more generous lives.

Hoge, Dean R., Patrick McNamara, and Charles Zech. *Plain Talk about Churches and Money*. Bethesda, MD: The Alban Institute, 1997.

Tackles resistance, fears, and difficulties concerning money issues. Based on extensive research for their earlier book (*Money Matters*, WJL, 1996), this volume offers insight and help on the key fiscal topics confronting congregations today. Congregational leaders at all levels, seminarians, and adult educators will find this an important tool for understanding and engaging congregations in discussions about money.

Jeavons, Thomas H., and Rebekah Burch Basinger. *Growing Givers' Hearts: Treating Fundraising as Ministry*. San Francisco: Jossey-Bass, 2000.

Here is a spiritual way of looking at fundraising as an opportunity to nurture current and prospective donors and facilitate their growth in faith. *Growing Givers' Hearts* explores how development staff, executives, and board members from across the theological spectrum can

make faith-building opportunities for donors their first priority, act on their confidence in God's abundance, draw from their theological tradition in their approach to fundraising, involve a vital cross-section of staff in planning, and cultivate spiritually mature leadership. Jeavons and Basinger empower readers to work in spiritually grounded, deeply creative, and professionally satisfying ways.

Lane, Charles R. *Ask, Thank, Tell: Improving Stewardship Ministry in Your Congregation*. Minneapolis: Augsburg Fortress, 2006.

Lane provides a way for all congregations to move to a healthier place, a place where stewardship is grounded in God's Word, not simply in the needs of the congregation; a place where giving is an act of discipleship, not a duty of membership; a place where money is talked about openly and honestly; a place where faithful giving is an important part of faithful lives.

O'Hurley-Pitts, Michael. *The Passionate Steward: Recovering Christian Stewardship from Secular Fundraising*. Toronto: St. Brigid Press, 2001.

The Passionate Steward parses the practice of fundraising as it is frequently experienced in churches and finds it wanting. The author argues convincingly for a recovery of the fullness of "passionate stewardship." The book is thoroughly researched and moves easily and cogently between statistical analysis, theological assessment, practice, and anecdotal integration.

Robertson, C. K. *Transforming Stewardship in the Episcopal Church of the 21st Century*. New York: Church Publishing, 2009.

Robertson offers a vision of holistic stewardship that is integral to congregations' evangelism, outreach, Scripture study, and ministry to the newcomer. He does not promote strong-arm tactics, but a willingness to risk changing existing structures and ideas in order to enrich the faith community and strengthen connections to the neighboring world.

Ronsvalle, John, and Sylvia Ronsvalle. *Behind the Stained Glass Windows: Money Dynamics in the Church*. Grand Rapids, MI: Baker Books, 1996.

What are the dynamics at the congregational level that contribute to declining giving? This book reports on a three-year study by Empty Tomb Inc. The project included encounters with hundreds of local congregations, a nationally distributed survey, and interviews with more than forty national congregational leaders.

Shore, William H. *The Cathedral Within: Transforming Your Life by Giving Something Back*. New York: Random House, 2001.

Shore shows us how to make the most of life and to do something that counts. Like the cathedral builders of an earlier time, the visionaries described in this memoir share a single desire: to

create something that endures. The extraordinary people Shore has met on his travels represent a new movement of citizens who are tapping into the vast resources of the private sector to improve public life. The leaders described in this book have built important new cathedrals within their communities and by doing so they have transformed lives, including their own.

Toycen, Dave. *The Power Of Generosity: How To Transform Yourself And Your World*. Toronto: Harper Collins, 2004.

Dave Toycen, President and CEO of World Vision Canada has given us a gift of his insights and experiences gained from working for 30 years around the world with people suffering in the most deplorable conditions.

Trumbauer, Jean M. *Created and Called: Discovering Our Gifts for Abundant Living*. Minneapolis: Augsburg Fortress Press, 1998.

Created and Called takes the philosophies and strategies of Trumbauer's first manual, *Sharing the Ministry*, several steps deeper and broader. Believing that one of the church's primary responsibilities is to help people discover and use the gifts given them, Trumbauer offers congregational leaders (lay and clergy) practical, concrete strategies and resources for doing this work in congregations.

Twist, Lynne. *The Soul of Money: Transforming Your Relationship with Money and Life*. New York: W. W. Norton, 2003.

This compelling and fundamentally liberating book shows us that examining our attitudes toward money—earning it, spending it, and giving it away—can offer surprising insight into our lives, our values, and the essence of prosperity. Twist is a global activist and fundraiser who has been responsible for raising more than \$150 million in individual contributions for charitable causes. Through moving stories and practical principles, she demonstrates how we can replace feelings of scarcity, guilt, and burden with experiences of sufficiency, freedom, and purpose.

www.christianitytoday.com/yc/2003/002/3.36.html

This article in *Christianity Today* by Jim Sheppard suggests that for successful fundraising, professional help may be the best choice for reaching your financial goals. He offers reasons why doing it yourself can lead to failure and why you should hire a professional, information about selecting a consultant, how much you should expect to pay, discussion of the spiritual dimension, and two case studies.

www.christianitytoday.com/yc/9y5/9y5068.html

Christianity Today's article "Let's Talk Money: Advice from the Pros on Stewardship Training." Addresses some issues churches may face when the inevitable money crunch arrives, gives statistics, talks about turning it around, discusses better ways to give, and provides a case study.

<http://www.morethanmoney.org/>

More Than Money – online magazine archive with interviews, practical tips, and human interest stories meant to encourage readers to engage in purposeful, effective giving and thoughtful money managing

Volunteer Management

Babb, Lynne M. *Beating Burnout in Congregations*. Bethesda, MD: The Alban Institute, 2002. Babb believes that there is no greater or more important volunteer organization than the local congregation. That's why it is so tragic when people get exhausted and can no longer serve with joy. Babb explores the causes of burnout and offers advice on what can be done to stem the erosion of talent and energy.

Locker, Denise. *The Volunteer Book: A Guide for Churches and Nonprofits*. Boston: Beacon Hill Press, 2010.

Teaches readers the value of recruiting and maintaining volunteers. Offers readers the tips, strategies, and encouragement they need to train and nurture volunteers whose hearts are fine-tuned to accomplish mission assignments (Christian based).

Morgan, Tony & Stevens, Tim. *Simply Strategic Volunteers: Empowering People For Ministry*. Loveland, CO: Group Publishing, 2005.

The authors offer practical, usable principles that will help you motivate, empower and create champions of the volunteers who make up your church (or any organization).

<http://www.volunteertoday.com/>

An online resource ("Gazette") of articles with an extensive archive of materials.

<http://www.volunteercentered.com/>

Website with article and tips on volunteer management.

<http://morevolunteers.com/blog/>

Blog about recruiting, managing, and acknowledging the work of volunteers.