

Diocese of St Mark the Evangelist

“Guidelines for Leaders” - Chapter 1

Leadership in the Diocese of St Mark the Evangelist



What do we expect of our leaders in the Diocese of St Mark the Evangelist? What are the roles and responsibilities of different leaders? We have Lay Leaders like Chapelry and Parish Wardens, Chapelry and Parish Council Members, Lay Ministers, and Leaders of Organisations and Groups. We have Ordained Leaders, including Rectors, Assistant Clergy who are paid a Stipend, Community Priests and Deacons, and Retired Clergy. How should all these leaders relate to one another?

These “user friendly” Guidelines for Leaders are designed to answer these questions and help our leaders to fulfil their duties to the glory of God, and to build up the Church. God bless you as you study them and apply them in your personal and church life.

†Martin: St Mark the Evangelist

1. Our Values

As a Diocese, there are certain values that are very important to us: they are what we believe in and are passionate about. We expect all leaders to share these values, and to reflect them in the way they live and lead.

1.1 Relationship with God

Our relationship with God is based on a personal faith in Jesus as Lord and Saviour - he died for us, to secure our forgiveness (*1 Peter 2:24*). As a result we are confident in our relationship with God our Father, and assured of our salvation (*Romans 8:1*). We know that the Holy Spirit leads us as we surrender to God and open ourselves to him (*Romans 8:14-15*). As children of God, we are convinced that the Bible has authority as God’s word, and are committed to understanding and obeying its teaching (*2 Timothy 3:16-17*).

1.2 Anglican

We value being part of the Anglican Communion, where we experience unity in our diversity. We enjoy worship with dignity (using our minds) and freedom (inspired by the Holy Spirit) (*1 Corinthians 14:15*). We experience the Prayer Book as a valuable resource for worship and ministry. We are both evangelical - proclaiming the gospel of salvation from the Scriptures, and sacramental - appreciating the way in which God meets us in Baptism and the Eucharist.

1.3 Relationships

God calls us to love people and care for them (*John 15:12-14*). We are not only committed to their “spiritual” welfare, but to the whole person (*Matthew 25:35-36*). We seek to include young people and children as active members of the church (*Luke 18:15-17*) and to provide good quality ministry for them. We believe that God intends marriage to be a life long relationship between one man and one woman (*Genesis 2:21-25*).

1.4 Transformation

We are committed to the Diocesan Vision:

To make disciples in vibrant, self-sufficient Congregations established and linked to each other by sharing in:

- ✦ Resources
- ✦ Ministry and service
- ✦ Outreach and evangelism.

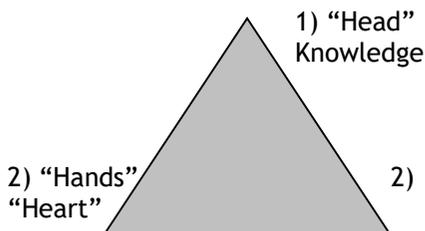
As we work out what this means in our various parishes, committees and organisations, we know that God will transform us to reflect his image more fully (*Romans 12:1-2*). We will have strong leaders who are servants of God and his people (*John 13:13-15; Mark 10:42-45*). God also calls us to transform our society through our commitment to justice and reconciliation (*Luke 11:42; 2 Corinthians 5:18-21*).

1.5 Empowering People

One of the main tasks of all leaders in the Diocese of St Mark the Evangelist is to equip and empower others for leadership, ministry and service - according to their gifts and passions (*1 Corinthians 12:12-13; Romans 12:3-8; Ephesians 4:11-16*). We believe in ongoing training for all, and want to see well-equipped lay people alongside our clergy. God calls us to make disciples (*Matthew 28:18-20*) and exercise our ministries in the power of the Holy Spirit.

2. Leadership Qualities

It is clear from our values that true Christian leadership involves the **whole person**. This triangle is a helpful way to see each person:



When all three areas are right and agree with one another, then we have real wisdom - and God can use us as leaders in the Church.

But if we have any areas that are not what they should be, then our leadership will not be effective.

Skills

Lifestyle

2.1 “Head”: Knowledge

All leaders need to understand what God is calling them to do and why. So, we need to know the Bible as well through study and regular reading. We should also understand the Diocesan Vision, and what it means for our particular parish or organisation. In addition, we need to be familiar with the Diocesan Rules and understand the basics of the Canons (Laws) of the Anglican Church in Southern Africa. The Diocese requires different levels of study for different ministries.

2.2 “Hands”: Skills

Each leadership position or ministry requires particular skills, and we need to make every effort to get the training we need to be effective in them. Skills are about “how to” carry out our duties and responsibilities. For example:

- ✦ Rectors must know **how to** prepare for and lead good meetings, and how to lead a team of people.
- ✦ Churchwardens must know **how to** support their clergy, and manage the finances and property together with the Rector or Priest in Charge.
- ✦ Treasurers must understand the financial requirements of the Diocese, and know **how to** manage church finances effectively.
- ✦ Clergy and Lay Ministers must know **how to** lead inspiring worship, and preach God’s word.

We could continue with many pages of examples for each area of leadership and ministry in the Church. Leaders must take responsibility for being equipped for their tasks, and the Diocese must provide training opportunities.

2.3 “Heart”: Lifestyle

The Christian faith is about **who we are** more than what we do or how much we know! Therefore the way we live, our behaviour and our attitudes determine how effective we are as leaders. We must set an example to our people - in prayer, regular worship, generous giving (the Diocese advises 10% of our income - the tithe - as a basic guideline) and loving relationships with God and people.

We must live with integrity, so that what we say and what we do are in agreement, even when others are not watching! We must demonstrate the fruit of the Spirit in our character - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control - (*Galatians 5:22-25*) and avoid the sins of the flesh - sexual immorality, impurity, sensuality, idolatry, sorcery, enmity, strife, jealousy, fits of anger, rivalries, dissensions, divisions, envy, drunkenness, orgies, and things like these (*Galatians 5:19-21*).

Leaders in the Diocese of St Mark the Evangelist must see themselves as servants (*Philippians 2:4-11*). The Anglican Prayer Book has a good summary of the lifestyle

of a Christian, on page 434, No 82, and The Pastoral Standards of the Anglican Church explain all these things more fully.

3. Levels of Authority

Table (1) shows the various levels of authority as they apply to parishes in the Diocese of St Mark the Evangelist. It is important to understand these, so that we avoid unnecessary conflict and power struggles. Here we explain some of these roles and relationships, and highlight some of the implications.

- 1) The ***Bishop*** is the overall leader of the Diocese, and develops policy with Diocesan Synod and the Diocesan Standing Committee. He shares his leadership with the Archdeacons, each of whom is the “area manager” of an Archdeaconry, and with the Canons who act as advisors.
- 2) In each Archdeaconry the ***Archdeacon*** represents the Bishop, and works with the Archdeaconry Council to oversee the life of the parishes in that area. He or she also represents the parishes of the Archdeaconry at meetings of Diocesan Trustees and Finance Board.
- 3) The ***Rector*** or ***Priest in Charge*** (also known as the ***Incumbent***) has overall oversight of the parish under the authority of the Bishop (12.1). He is chairman of the vestry meeting, which sets general policy and direction for the parish. He has a number of specific responsibilities (12.3), and it is his duty “generally to supervise the work of the council” under the Rules of the Diocese and Canons of the ACSA (12.4).
- 4) The Incumbent works with the ***Parish Council*** and ***Chapelry Councils*** to enable the church to exercise its ministries as the body of Christ (12.2). The council oversees the life of the parish between vestry meetings. This work is explained more fully in Chapter 4 of these guidelines. Various parish leaders and ministers work under the authority of the council.
- 5) The ***Assistant Clergy*** are all the Deacons and Priests licensed to the parish under the Incumbent. This includes Community Priests and Deacons, Clergy in Training, and Retired Clergy. They should meet the Incumbent regularly in “Staff Meetings”, to discuss and plan their work in the pastoral leadership of the parish. This will include items such as duty rosters, pastoral visiting, teaching, preaching and counselling. The duties of assistant clergy will vary depending on gifts, availability, age, etc. One could summarise their role by saying that the Incumbent shares the ***pastoral leadership*** of the parish with them.
- 6) ***Churchwardens*** are elected annually at vestry meetings (26.1 & 27.1). They are “officers of the Bishop” (27.5) in the sense that they are answerable to him; but they work under the authority of the Incumbent in the Parish. One could summarise their role by saying that the Incumbent shares the ***administrative and financial leadership*** of the parish with them. Together

with the Incumbent, they form the Executive of Council, and have special responsibility to carry out the policy of Council in the following areas:

- ✦ **Property:** Churchwardens must see that all Church property is well cared for. This includes buildings (27.6.1), furniture and other goods (27.6.3), and registers (27.6.4).
- ✦ **Finances:** Churchwardens should prepare the annual budgets and oversee financial management (27.6.5, 27.10 and 27.12).
- ✦ **Membership:** Churchwardens must make sure that there is a register of parishioners (27.6.2), and see that people are seated “without respect of persons” (27.6.6).

They are to be available to the Incumbent to give advice and support when it is needed (27.6.7). They should make it their business to look after the needs of the Incumbent to the best of their ability. If something goes seriously wrong with the life or ministry of the Incumbent, they should bring it to the attention of the Archdeacon or Bishop (27.7) so that they can take appropriate action.

7) Many **Pastoral Ministries** take place under the direction of the Council, often with guidance from the clergy. Each parish is unique, but some examples would be:

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| ✦ Lay Ministers | ✦ Servers | ✦ Pastoral visitors |
| ✦ Choir | ✦ Bible Study groups | ✦ Intercession groups |
| ✦ Prayer and healing teams | ✦ Organisations | ✦ Sacristans |

8) Many **Administrative and Financial Ministries** take place under the direction of the Council. The Executive oversees these tasks. With the agreement of the Executive, some of these people can be invited to attend Executive Meetings when required. These will include people who serve as:

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| ✦ Treasurer | ✦ Secretary | ✦ Sidespeople or ushers |
| ✦ Treasurers of organisations | ✦ Those who collect, count & record money | ✦ Building maintenance team |
| ✦ Cleaners | | |

4. Purpose

Remember that all leaders are there to **serve** God and **build up** the church. Paul summarises the purpose of all these levels of leadership in Ephesians 4:12-13:

He did this to prepare all God's people for the work of Christian service, in order to build up the body of Christ. And so we shall all come together to that oneness in our faith and in our knowledge of the Son of God; we shall become mature people, reaching to the very height of Christ's full stature.