



FINANCE & ADMINISTRATION

General Council on Finance and Administration

THE UNITED METHODIST CHURCH

NAACT 2025

Introduction



Objectives



01

Strategic alignment and effective organizational communication.

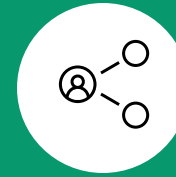
02

Proactive communication, trust building, and strategic integration.

03

Employee engagement tools to foster trust and transparency.

What is a Leadership Vacuum?



**Sharing a Leader
with Another
Organization**



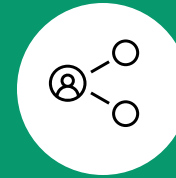
**Planned Leaves of
Absence**



**Sudden
Emergencies**

Impact of Leadership Vacuums

Leadership vacuums create significant challenges that can destabilize an organization and its people:



**Organizational
Instability**



**Employee Morale
and Engagement**

Teambuilding



Core Leadership Principles in a Vacuum



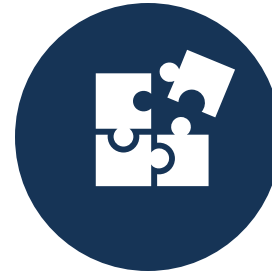
01

Steadying Influence



02

Vision and Direction



03

**Adaptability and
Innovation**



04

Trust and Credibility

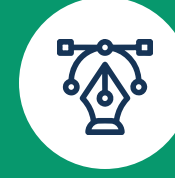
During times of absence or uncertainty, effective leaders embody specific competencies to guide their teams.

One -Team Culture

Importance and Benefits



Enhanced
Collaboration and
Innovation



Clear Purpose and
Direction



Effective Problem
Solving



Increased Efficiency
and Retention

One-Team Culture

Characteristics and Practices



"Top-down led, bottom-up built" Approach

Admitting Gaps in Knowledge

Prioritizing and Focusing

Safety and Trust

Transparent Communication

Empowerment and Delegation

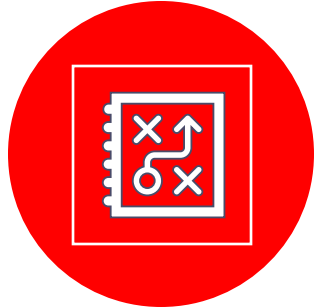
Shared Language and Understanding

Connecting Actions to Vision

Continuous Feedback

Building Collaborative Teams

Clear Goals and Shared Vision



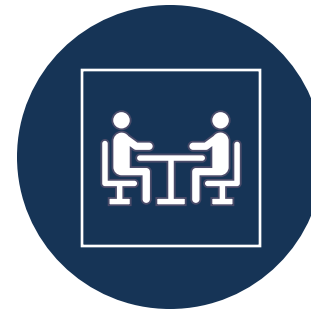
Align on purpose, vision, and strategy: Ensure everyone understands why the team exists and what success looks like.



Prioritize ruthlessly: "You can't do everything, so if you can only do 75% of the to-do list, make sure it's the right 75%."



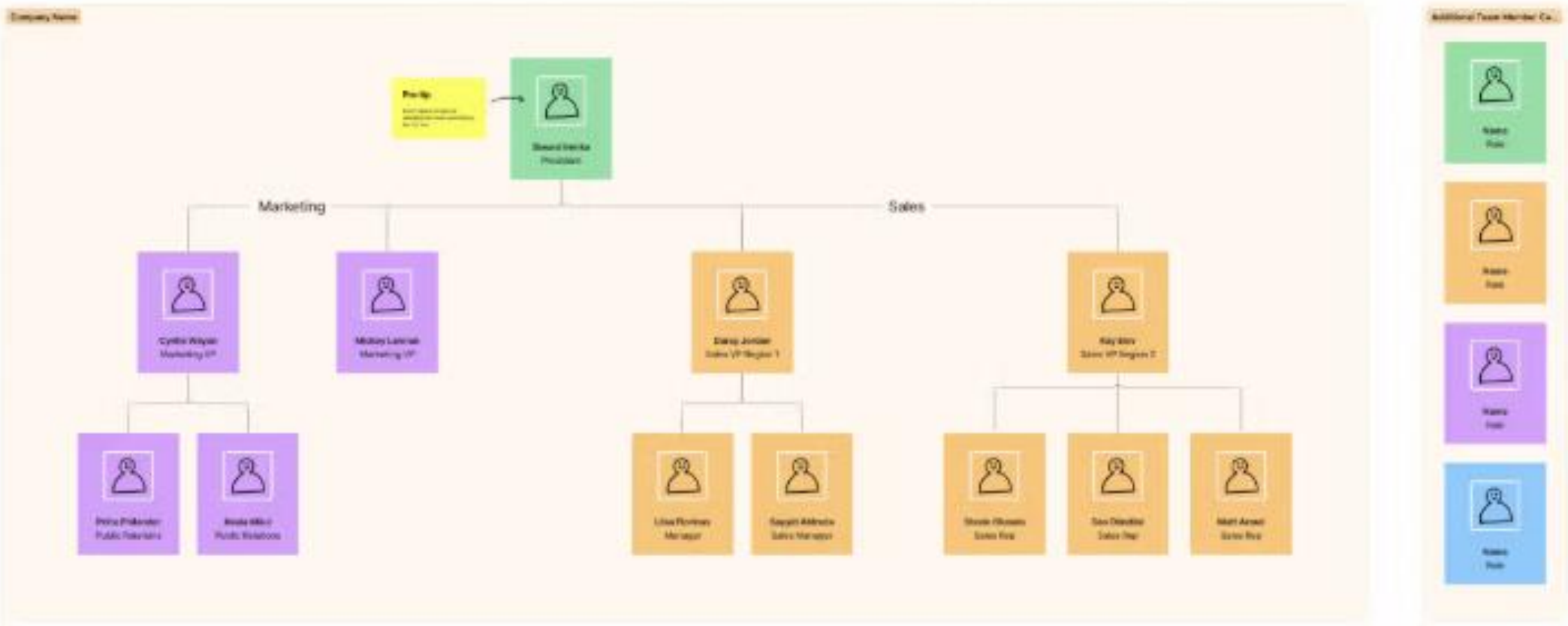
Connect individual roles to business goals: Employees feel more engaged when they understand how their work contributes to the organization's mission.



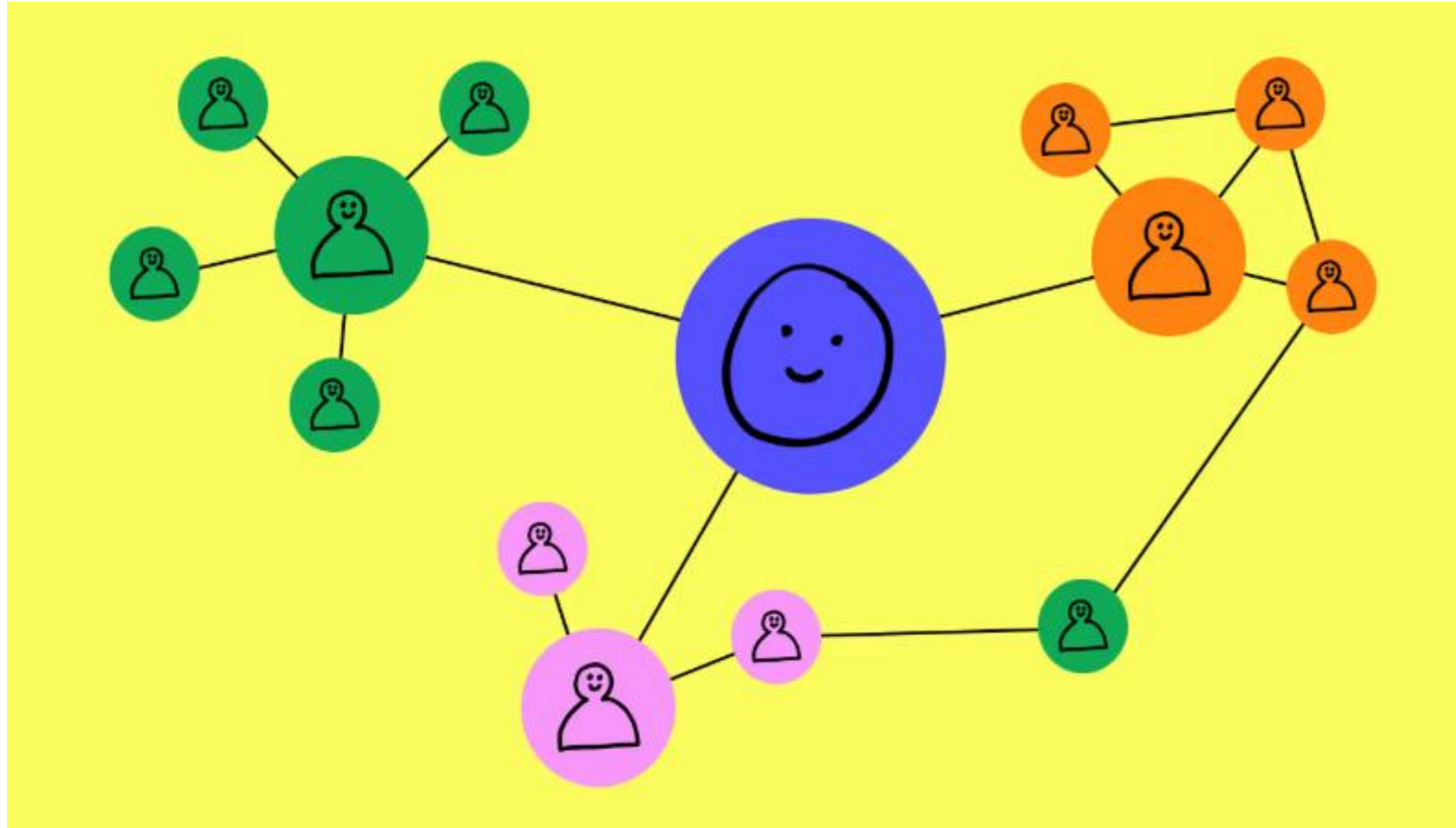
Reinforce purpose regularly: Displaying objectives and revisiting corporate statements ensures alignment and motivation.

Traditional Organizational Chart

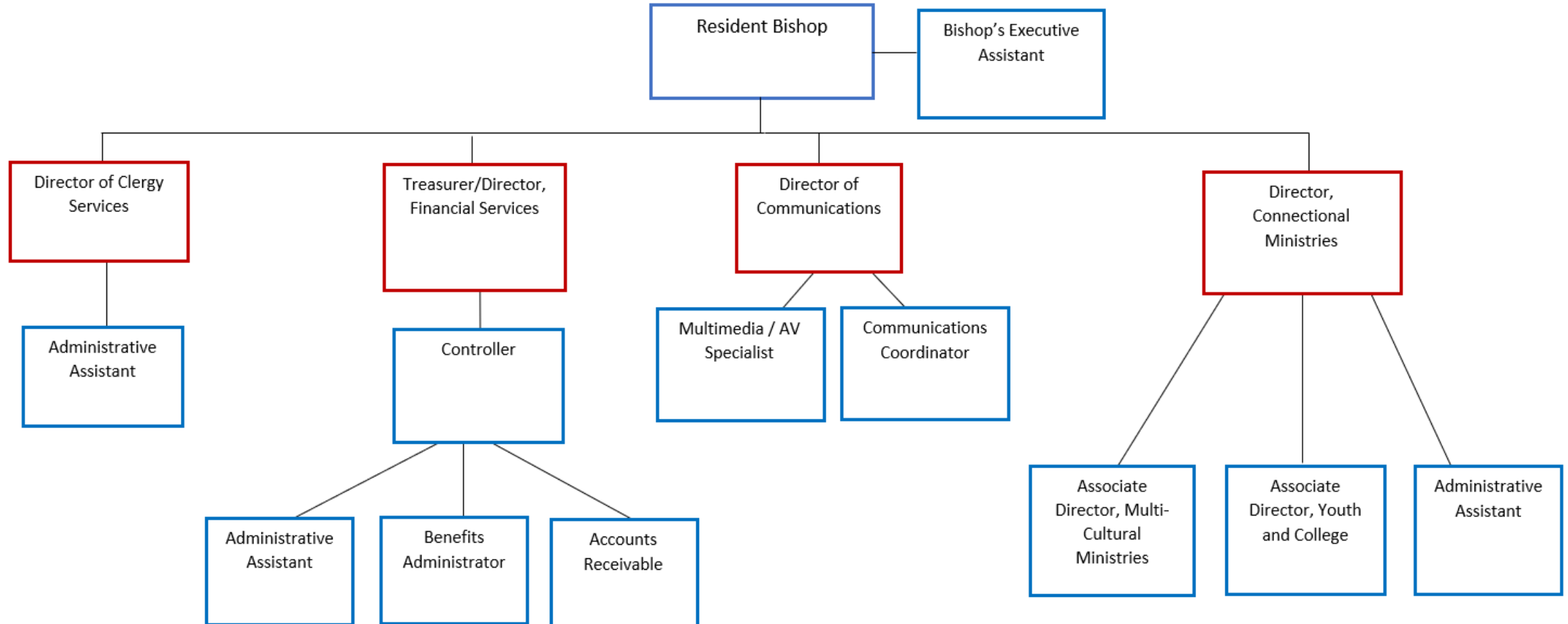
 ORG CHART



Network Organizational Chart



Traditional Organizational Chart





Treasurer/Director,
Financial Services

Director of
Communications

Director,
Connectional
Ministries

Director of Clergy
Services

Building Collaborative Teams



Delegation

- ✓ **Best practices:** Prioritize what to delegate, assess "will and skill" (readiness) of the individual, and position it as a growth opportunity.
- ✓ **Set clear expectations:** Define goals, timeframe, and authority boundaries.
- ✓ **Provide resources and authority** to get the work done, then "get out of the way".

Key Principles for Delegation

- ✓ **Prioritize Responsibilities:** Assess your workload and identify tasks that can be delegated.
- ✓ **Assess Will & Skill:** Ensure the individual has the necessary capability and willingness for the delegated responsibility.
- ✓ **Set Clear Expectations:** Define the end goal, timeframe, and authority boundaries clearly.
- ✓ **Provide Resources and Authority:** Equip team members with what they need to succeed.

Effective Communication



Effective Communication

Transparency and Honesty



**BE UPFRONT ABOUT
CHALLENGES**



**ADDRESS ISSUES
DIRECTLY**



**COMMUNICATE
EARLY AND OFTEN**



**OWN MISTAKES AND
ADMIT WHEN YOU
DON'T KNOW**



**DISTINGUISH
BETWEEN
COMMUNICATING
AND VOCALIZING**



**EXPLAIN THE
REASONING BEHIND
DECISIONS**

Effective Communication

Empathy and Active Listening



**RECOGNIZE THE
EMOTIONAL IMPACT OF
SITUATIONS**



LISTEN ACTIVELY



**ACKNOWLEDGE
EMOTIONS AND
EXPRESS CONCERN**



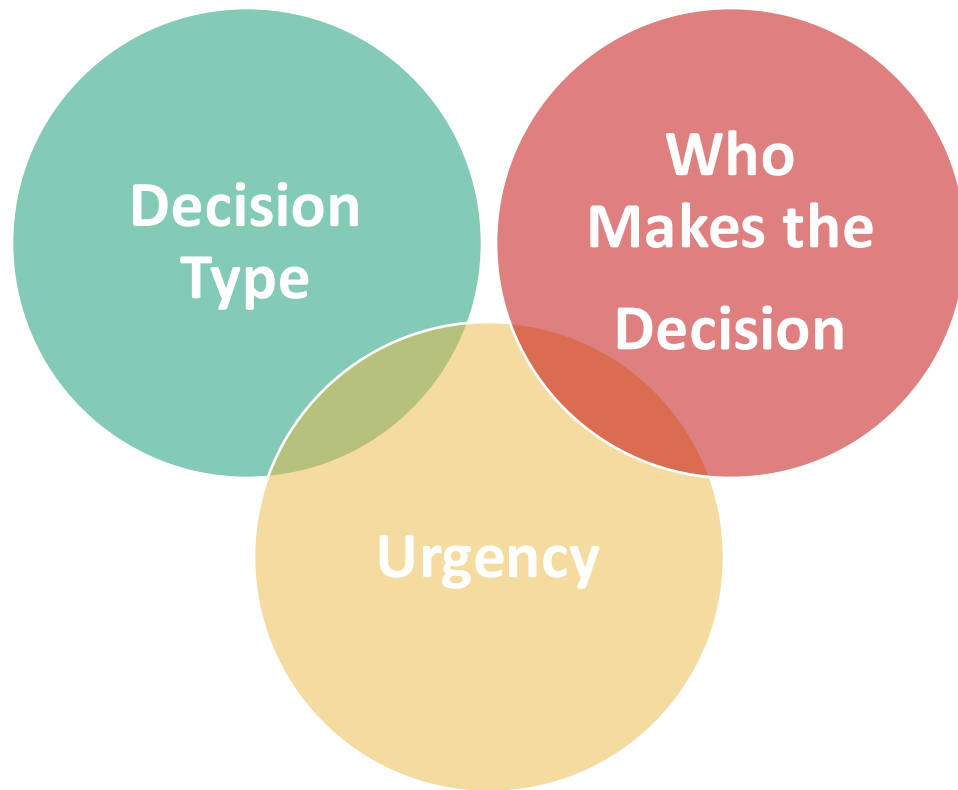
**SHOW HUMANITY AND
ACCESSIBILITY**

Strategies

Strategic Delegation and Clarity for Leaders



Decision Making Model



Decision Making Model



Use this worksheet to clarify how your team makes decisions. Fill in examples of decisions and identify who is responsible for making them.

Examples	Decision Type Own/Collaborate/Escalate	Who Makes the Decision

Urgency/Importance Matrix



Designed to help distinguish between urgent and not urgent, and important and not important tasks.



Prioritize core activities, helping leaders decide what needs immediate attention, what can be scheduled, what to put on hold, or what to eliminate.



Useful during times of significant change, as it provides a new frame of reference in the work context and can help teams work together more collaboratively.



It can also be expanded to consider phased delegation and the readiness of team members to take on new responsibilities.

Urgency/Importance Matrix

	Urgent	Not Urgent
Important	Quad I	Quad II
Not Important	Quad III	Quad IV

Quad I: Urgent and Important

Quad II: Not Urgent but Important

Quad III: Urgent but Not Important

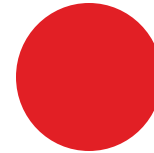
Quad IV: Not Urgent and Not Important

RACI Matrix

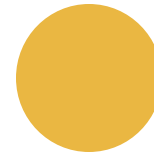
Roles and Responsibilities Matrix

Decision-making framework used to clarify and define the participation of various roles in completing tasks or deliverables within a project or business process. It is particularly valuable during times of significant change or upheaval, as it helps bring teams together and provides a new frame of reference for working collaboratively. The situation and context of its use determine its specific shape and value, as there is no single "perfect" way to create and use it.

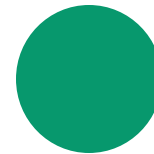
4 Key Responsibilities



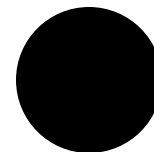
R – Responsible



A – Accountable



C – Consulted



I – Informed

RACI Matrix

Roles and Responsibilities Matrix

Decision-making framework used to clarify and define the participation of various roles in completing tasks or deliverables within a project or business process. It is particularly valuable during times of significant change or upheaval, as it helps bring teams together and provides a new frame of reference for working collaboratively. The situation and context of its use determine its specific shape and value, as there is no single "perfect" way to create and use it.

Goal and Purpose

01

To identify and define the critical steps in essential and vital processes and activities, while also working to eliminate any unnecessary or inefficient steps.

02

To identify the people who hold each of the R, A, C, and I roles for each step, ensuring the process operates as optimally as possible during a period of change.

RACI Matrix



Example

Task/Deliverable	Project Manager	Product Development Lead	Marketing Specialist	QA Engineer	Customer Support Lead
1. Define project scope & objective	A, I	R, C	C	I	C
2. Gather historical data & information	A, I	R, C	C	I	I
3. Perform financial statement analysis	A, I	A	I	C	I
4. Develop a financial model	A, I	C	I	R, A	I
5. Perform valuation & draw conclusions	A, I	I	R, A	I	C
6. Presentation of final report	A, I	I	C	I	R, A

Why It Matters

The Most Valuable Assets



Employees

Annual Conference Assets

01

Address Staff Anxiety Proactively

02

Clarify Roles and Responsibilities

03

Involve Human Resources Early

04

Balance Workloads



Resilient Leaders



Annual Conference Assets

- ✓ **Establish clear boundaries** to define your personal space, managing what behaviors or situations you will not tolerate. Strong boundaries attract people who respect you and reduce fear.
- ✓ Identify and reduce **energy-draining situations** that take up mental space.

Leading through a leadership vacuum can be incredibly stressful. Maintaining personal well-being is essential for effective and sustainable leadership.

Conclusion



Proactive planning and strong internal leadership are paramount to maintaining stability and momentum.

Prioritize people first, especially during times of uncertainty.

Focus on transparent and empathetic communication to build trust, reduce anxiety, and align efforts.

Leverage strategic delegation to develop talent, increase engagement, and free up leadership capacity.

Nurture team cohesion and engagement through shared purpose and targeted team-building.

Personal resilience and self-care are foundational for leaders to effectively support their teams and sustain their own well-being.



Thank you!



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