

*national urban academy*

# Consultation Manual

## Transforming and Developing Urban Congregations

### Introduction and Acknowledgments

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The Holy Boldness National Urban Academy has been developed to resource and provide local churches and organizations with opportunities to build skills; to learn how to capitalize on collaborative opportunities; and to share and spread the Good News of Jesus Christ within the context of a vital Christian community.

The National Urban Academy is an outgrowth of the Holy Boldness movement that began in 1995 as a result of a National Urban Ministry Convocation, held in Birmingham, Ala. The Office of Urban Ministries is grateful to the 650 participants at the convocation, the National Urban Strategy Council, the 50 focus groups who designed and developed several components of the academy, and to the leadership of The Rev. Dr. John R. Schol, former executive director of the General Board of Global Ministries' Office of Urban Ministries from 1994 to 1997.

John Schol's vision, planning, and leadership were instrumental in developing the curriculum, as well as working with the East and West Ohio Annual Conferences who hosted the initial academy. He was assisted in this work by the

late Rev. Dr. Craig Hunter, who succeeded Schol as executive director for the Office of Urban Ministries and remained in that position until his untimely death in May, 1998.

The Office of Urban Ministries is grateful to the following people for their invaluable assistance in the production of the academy manuals: Karen Shepler: original concept, design and writer; Diane Johnson: concept, design, and writer; E. Cary Simonton: design and writer; John R. Schol: design and writer; Donald A. Scavella: biblical writer and contributions; Lynda Byrd, editor; Tanika S. Harris, typist; Laura Deck, graphic artist; and Pamela Crosby, editor.

The Holy Boldness National Urban Academy was developed with a strong urban theology component, as well as practical components for carrying out theology in the world.

It is our prayer that the academy will train thousands of people who will develop and strengthen ministries in their churches and organizations that respond to the spiritual, physical, and social needs of their communities, based on the life and teaching of Jesus Christ.

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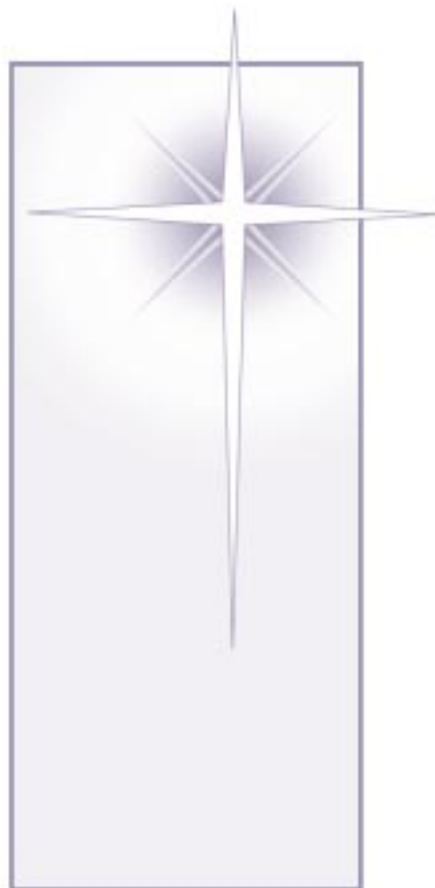
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## ▼ Theological and Biblical Basis

Peter and John were ordinary men in extraordinary roles in ministry. Urban churches offer the same opportunities and challenges today. Holy Boldness seeks to assist churches in responding to new and creative ways of bringing the gospel of Jesus Christ to children, women, and men across the United States and beyond. Ordinary men and women, clergy and lay, accept the call to holy and bold ministry in a variety of ways:

- Spiritual development is foundational in assisting local church leaders to gain a strong theological understanding of ministry and how it relates to the complexities of current urban settings. Spiritual development establishes a connectedness to the teachings of Jesus Christ and a clarity of what disciples are called to do in obedience and response: Matthew 28:16-20; Mark 1:37-39; Luke 10:38-41.

Spiritual development enables the local church to address urban theology and how the church is called to be in ministry through evangelism and congregational development. Spiritual development empowers local church leaders to go beyond the walls of the church into the community to proclaim the liberating power of Jesus Christ.

- Eradicating racism and other forms of oppression and developing multicultural relationships are challenges to local churches as social and racial compositions undergo continuous change. Jesus walked with and ministered to diverse peoples. He was chastised and reprimanded for being in dialogue with persons who were *different*.

In communities across the United States, the landscape continues to change. Churches are called to serve changing communities in whatever way the changes manifest themselves: Mark 5:1-9; Matthew 18:1-5; John 4:7-15; John 8:5-11.

- Community development and organizing through the church finds people where they are and empowers them to act. (Mark 6:30-34).

The call to holy and bold ministry finds its way into the local church in any number of venues. As local church leadership explores the many possibilities for ministry, clear and committed planning is a basic requirement.

As planning is developed, creativity within the congregation is encouraged.

It is important to recognize and affirm that every congregation is different, with its own gifts and graces for ministry. The affirmation of these gifts and graces is a vital component in effective planning.

**Acts 4** recounts the story of the boldness of the early church. Jesus had been crucified and many Christians feared for their lives. Peter and John were publicly healing people in the name of Jesus and proclaiming the story of salvation. The rulers, concerned about this public demonstration of faith, called Peter and John into question.

The significance of Acts 4 is that the disciples, in the midst of danger, spoke and acted boldly. They boldly proclaimed the gospel's message (v. 13-20) and boldly acted in the name of Jesus Christ (v. 9). John and Peter were bold because of what they had experienced through Jesus Christ (v.10-11, 20, 30).



**The Holy Boldness Plan is a call to act boldly in cities in the name of Jesus Christ.**

We are empowered to act not of our own will but by the power of the Holy Spirit (v. 8a). It is through prayer and participation in the faith community that we are sustained to be holy and bold in the midst of the city (v. 25-31). To be bold is to act freely and unhindered by the destructive forces of society. To be holy is to be faithful to God in the midst of those destructive forces. Being holy and bold is being filled with the Holy Spirit for gospel action in our cities. This action is rooted in the context of the particular community environment in which we live and serve.

**I John 3** is a letter to a small group of want-to-be Christians who are faced with a lot of challenges and uncertainties. They discovered that being a Christian required more than they had expected. Their pastor, John, was trying to explain that it is not easy to become part of a Christian community. To be a Christian, they first had to learn how to deal with God the right way, and how to love themselves the right way. (I John 3:19)

God and love can't be separated. These people had to learn that! They were confused and disruptive because some among them were not ready to accept the full understanding of love taught by Jesus. They had their own thoughts about God and they wanted to create their own ideas about love.

The primary attitude a church must demonstrate to express the love of God is its willingness to come together and prepare themselves to go out into their community. Then they can responsibly participate in change agent activities that will transform the social, economic and political conditions and raise the quality and standards of life for the peoples of that community.



**Under the Holy Boldness Plan, local churches are challenged to develop ways to improve the spiritual, social, and physical well-being of individuals and communities by becoming healing agents. Churches must act boldly, because their communities expect it.**

This group was being told to set aside their internal debates and use that energy to discover their true purpose of living in Christ and his love. They should wake up and realize that the church comes together to read, hear, and interpret the Scriptures. If the action ends there, they either have not heard the Scriptures or have been disobedient to it.



**Philippians 2** In his evangelistic efforts to spread Christianity, Paul left Asia, went to Europe, and started a church at Philippi with the help of a woman named Lydia. Philippi was a Roman city that was governed by the laws of the Roman Empire.

From the start, Paul's campaign was faced with opposition and eventually he was accused of disrupting the economic well being of the whole city of Philippi. The opposition was losing money and decided to plot against Paul and have him thrown in jail.

Some years later, Paul was in prison again, but this time he was in Rome. From his prison cell he wrote the letter to the members of the church at Philippi.

Paul wanted them to adopt an attitude of seeing and appreciating that through Christian fellowship the Holy Spirit can work as together Christians support the church, share, give guidance, allow for differences of opinion, bridge the gaps between persons of different races, and embrace groups which tend to be estranged in our cold and regimented world.

**Under the *Holy Boldness Plan*, local churches are challenged to recruit and empower laity to become involved in *hands on* experiences in mission and ministry.**

**The future existence and growth of the church depends on the bold spirits of lay men, women, youth and children and how, with their pastors, they share a single-minded vision of the city of God and act on it.**



The church is for all the people and its function is to create a new sense of community. It is to bring a new sense of stability in the lives of people who are distressed by the economic and social insecurities of a world in turmoil. The church is a family of God in which all members stand on an equal footing before God. It is not a patriarchal organization with a hierarchy of power in the priesthood and a submission to that authority on the part of the laity.

**Isaiah 54** is written to a dejected and demoralized people. Jerusalem was destroyed, the remnant of Israel had been carried into captivity, and now they were blind to the opportunities that lay before them. But Isaiah prophesied in a context of despair and hopelessness to proclaim a vision, a day of hope, a challenge to new life in the midst of despair. He used a story of a childless woman deserted by her husband, left in shame. Isaiah speaks to her in the desolation, poverty, and lonesome dejection and gives her bold instruction: Build a bigger house! *Enlarge the site of your tent, and let the curtains of your habitations be stretched out; do not hold back, (act boldly), lengthen your cord, and strengthen your stakes* (verse 2).

He tells her to make her tent bigger, to let out the walls, stretch out the

ropes, drive the stakes even deeper into the ground for soon she will have more children than the wife whose husband is still at home. Isaiah is saying, act boldly, expect great things from God; attempt great things for God!

Many urban communities are demoralized. Apathy has them in its fearsome grasp. Isaiah speaks across the ages, crying out to have the courage to vision boldly and then to act boldly upon the vision.



**The Holy Boldness Plan is grounded in Scripture and rooted in the context of the community. It calls for churches and community organizations to be led by the Holy Spirit to boldly proclaim God's salvation and create whole communities.**

**Acts 27** Paul is on his journey to Rome, accompanied by his friend Luke and a host of other people. They took a ship from Caesaria to Myra, by way of Sidon. Then, they boarded on an Egyptian grain ship for the trip to Rome. Luke observed from the very beginning, that winter was setting in and the winds were against them. This was a bad time to be sailing the high seas on an old ship. In the midst of the storm, while the ship was plunging and rocking, Paul appealed to the sailors to keep up their courage. "Take heart," he said. "Not one of you will be lost."

According to Paul, the Lord had told him that he would reach Rome, and therefore, they all would be saved. Shortly afterwards, they suspected they were nearing land and, fearing they would crash on the rocks, the sailors got ready to abandon the ship. Paul told them that they would be saved. However, the sailors were convinced that the ship would crash to the extent that they cut away the ropes of the life boats. As the violent storm died down, Paul decided that they should eat. He took bread and began to eat, and seeing him eat, the sailors began to eat, too. **(Reflection verse: Acts 27:25)**



**The Holy Boldness Plan offers the opportunity for congregations to receive training and technical assistance to equip them to engage in systematic change in diverse and changing environments. It encourages congregations to do a model of theology that serves all peoples in proclaiming the saving power of God.**

# Vision and Goals

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**Vision** The Holy Boldness Urban Academy will be a vehicle for training and developing laity and clergy to be more effective witnesses of Jesus Christ. Through the academy, churches will be stronger and more vital as communities of Christian faith.

**Mission** The Holy Boldness Urban Academy will work with interested annual conferences in developing and designing this training for their urban local congregations.

The anticipated target number of participating churches will be at least 25 with three-to-five persons from each church. Training will focus on the seven goal areas of Holy Boldness and developing strategic planning for the local congregation.

**Goals** Knowing that Jesus Christ calls the United Methodist Church into holy and bold ministry through our urban local congregations and into their communities, the Holy Boldness Urban Academy has established the following goals:

- A. Assist in the spiritual renewal and revitalization of urban churches.
- B. Train and develop Christian leaders focusing on the seven goal areas of Holy Boldness:
  - 1. Urban Theology
  - 2. Urban Evangelism and Congregational Development
  - 3. Eradicating Racism and Other Forms of Oppression
  - 4. Developing and Strengthening Multicultural Collaboration
  - 5. Community Economic Development
  - 6. Leadership Development
  - 7. Wholeness, Healing, and Health
- C. Train and facilitate the development of strategic plans for local churches focusing on the four elements of the *Primary Calling* resource:
  - 1. Reaching Out to People and Sharing the Faith
  - 2. Receiving People As They Are and Relating Them to the Faith
  - 3. Nurturing and Developing People in the Faith
  - 4. Sending People to Live the Faith
- D. Assist in the development of a strong and stable network of urban ministry practitioners for support, resourcing, and advocacy.



**Purpose** The Holy Boldness Urban Academy is designed to assist urban lay and clergy leaders with the development and implementation of strategies that will transform congregational life and increase effectiveness in community ministry.

The academy is designed to engage participants in activities and learnings that will:

1. provide new and relevant information on congregational and community development,
2. help participants develop and carry out a local church Holy Boldness Plan, and
3. motivate participants to take holy and bold steps for urban ministry.

The academy will include six training/technical assistance sessions of three days each the first year and two days each the second year. Participants will have more than 100 contact hours for the training program.

<b>Year One Training</b>		
<b>Session I</b> Sharing the Faith	<b>Session II</b> Developing the Faith	<b>Session III</b> Living the Faith
<b>Primary Calling Tasks</b>	<b>Primary Calling Tasks</b>	<b>Primary Calling Tasks</b>
1. Reaching out to people and sharing the faith 2. Receiving people as they are and relating them to the faith	3. Developing people in the faith	4. Sending people to live the faith
<b>Understanding the nature and importance of vision and mission</b>	<b>Understanding the nature and importance of a strategic plan and its components</b>	<b>Organizing and mobilizing people to carry out a local Holy Boldness Plan</b>
<b>Holy Boldness Themes</b>	<b>Holy Boldness Themes</b>	<b>Holy Boldness Themes</b>
1. Urban Theology 2. Urban Evangelism and Congregational Development	3. Developing and Strengthening Multicultural Relationships 4. Eradicating Racism 5. Leadership Development	6. Community Economic Development 7. Wholeness, Healing, and Health

**Year Two Technical Assistance**

During the second year of the Holy Boldness Urban Academy, participant churches will be involved in three technical assistance sessions. These sessions will be designed for problem solving, further exploring issues relating to the local church's Holy Boldness Plan, and how to's related to the church's congregational and community development ministries.

**Anticipated Outcomes**

Through the academy:

- churches will be trained,
- individual participants will learn practical strategies for urban ministry,
- key leadership will be motivated for ministry,
- congregations will develop and carry out effective congregational and community development plans, and
- participants will develop stronger collaborative relationships for urban ministry.

## First-Year Benchmarks

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Holy Boldness Academy Congregational Teams should work to accomplish the following goals by the end of the first year of the academy. These benchmarks should be used as a guide and not hard and fast rules. Each congregation will work at its own pace depending on its vision, mission and resources.

1. A team of leaders from each participating congregation has been formed and has been working and praying together for the first year.
2. A Holy Boldness Planning Team has been formed and is working and praying together with the academy team to develop the Holy Boldness Plan.
3. New enthusiasm has been developed within the congregation which creates vitality, energy, and opportunity for congregational development and transformation.
4. Working relationships have been established within community residents, other congregations, and/or organizations.
5. The congregation will have evaluated its assets and its community's assets in order to develop partnerships, networks, and programs that are relevant and sustainable for their community.
6. Vision and mission statements have been developed.
7. The academy team has identified their technical assistance needs and made them known to the design team and the National Urban Academy Trainer.



Although each congregation will be working at its own pace according to its energy and resources, all congregations should reach the following benchmarks by the end of the second year.

1. The congregation will be working on its plan and will have accomplished at least two of its goals by the end of the second year.
2. There will be an increase in participation of neighborhood and community persons (such as residents, volunteers, organizations, businesses) in the life of the congregation.
3. Congregation and community members have been mobilized, motivated, inspired, energized, and organized to accomplish the vision and carry out the plan into the future.
4. There will be measurable evidence of growth and vitality in the congregation and/or the community which the congregation serves.
5. The Holy Boldness Planning Team will have developed an evaluation tool with which to determine the faithfulness of the congregation's vision, mission, and effectiveness in carrying out its goals and objectives.
6. The Holy Boldness Planning Team will have developed a third year plan for furthering their growth and development, updating their goals and objectives, and continuing their congregational vision and mission.
7. The team will have identified their technical assistance needs beyond those received through the Holy Boldness Urban Academy and developed a plan for receiving that assistance.

# Sample Budget Worksheet

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The suggested cost for the Holy Boldness Urban Academy for each participant is approximately \$25 - \$100 per session. This will include meals and lodging (double room, if applicable). The annual conference may need to cover costs for training, leadership, administration, materials, and scholarship assistance to make participation affordable. Always inform leadership how much money is available, to avoid unexpected expenses.

## EXPENSES

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### Keynote Speaker 1

Honorarium \_\_\_\_\_

Travel \_\_\_\_\_

Lodging \_\_\_\_\_

Incidentals \_\_\_\_\_

### Keynote Speaker 2

Honorarium \_\_\_\_\_

Travel \_\_\_\_\_

Lodging \_\_\_\_\_

Incidentals \_\_\_\_\_

### Keynote Speaker 3

Honorarium \_\_\_\_\_

Travel \_\_\_\_\_

Lodging \_\_\_\_\_

Incidentals \_\_\_\_\_

### Workshop Leaders/ Musician

Honorariums           \$ \_\_\_\_\_ X \_\_\_\_\_ leaders = \_\_\_\_\_

Travel                   \$ \_\_\_\_\_ X \_\_\_\_\_ leaders = \_\_\_\_\_

Lodging                 \$ \_\_\_\_\_ X \_\_\_\_\_ leaders = \_\_\_\_\_

Incidentals            \$ \_\_\_\_\_ X \_\_\_\_\_ leaders = \_\_\_\_\_

### Participant Meals and Lodging

Breakfast   \_\_\_\_\_ breakfasts @ \$ \_\_\_\_\_ per participant = \$ \_\_\_\_\_

Lunch        \_\_\_\_\_ lunches @ \$ \_\_\_\_\_ per participant = \$ \_\_\_\_\_

Dinner       \_\_\_\_\_ dinners @ \$ \_\_\_\_\_ per participant = \$ \_\_\_\_\_

Lodging      \_\_\_\_\_ participants @ \$ \_\_\_\_\_ per participant = \$ \_\_\_\_\_

You may want to have each participant arrange their own lodging by giving them the phone numbers of local hotels, if applicable. Make prior arrangements with the hotel for a reduced rate and inform participants to reference the event when making reservations.



# Sample Budget Worksheet

## Materials

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### Holy Boldness notebook

Inserts (No charge. Materials will be mailed by GBGM two weeks prior to the first session.)

One-inch white, three-ring binder with clear plastic cover insert

\_\_\_\_\_ participants X \$ \_\_\_\_\_ per notebook = \$ \_\_\_\_\_

Name tags, paper, easels, masking tape and markers for all workshops \_\_\_\_\_

Rental equipment as needed (VCR, overhead projector, etc.) \_\_\_\_\_

### TOTAL EXPENSES

## INCOME

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General Board of Global Ministries

(One-time Seed Grant - up to 2% of total budget, upon availability of funds) \_\_\_\_\_

Annual Conference \_\_\_\_\_

Districts \_\_\_\_\_

Participants

\_\_\_\_\_ participants X \$ \_\_\_\_\_ for tuition and food = \_\_\_\_\_

Participants lodging

\_\_\_\_\_ participants needing lodging X \$ \_\_\_\_\_ = \_\_\_\_\_

Individual contributions \_\_\_\_\_

Other \_\_\_\_\_

### TOTAL INCOME

## Examples of Urban Academy Outcomes

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As the result of the Urban Academy, participating churches have accomplished the following:

- Become welcoming neighborhood churches, helping people discover and develop their God-given assets.
- Revamped their worship services to make them more culturally-appealing to increasingly changing neighborhoods.
- Developed needed programs and services linked with community partnerships.
- Welcomed people who came from the streets into their pews and are now becoming the new church leaders.
- Seen the gifts in people instead of needs, and everyone is being blessed.
- Maintained an awareness of diversity and inclusivity through program/ministry opportunities for worship, fellowship, witness, study, nurture, and service.
- Become churches that understand and live out of a direct correlation between the welfare of the city and their own welfare.

In the **Detroit Annual Conference** academy churches are developing substantial community economic development projects

The **Minnesota Annual Conference** created a conference-wide Urban Ministry Network designed to advocate for urban issues, to resource and link participating academy churches, and to help them accomplish their goals and implement their Holy Boldness ministry plans. A conference staff urban missionary provided a built-in system of after-care for the participating congregations in Holy Boldness initiatives.

The **West Ohio Annual Conference** developed a district training model titled, “Holy Boldness Local Church Transformation Process” for urban churches. The model was based on the Urban Academy.



**For additional information regarding the specifics of these outcomes and others, please contact the Office of Urban Ministries, (877) 870-3832.**





## Leadership Descriptions – Roles and Responsibilities

The following are the leadership positions and roles for the conference, local church and general church. The conference and local churches are expected to recruit and develop the leadership for the academy in their area.

### Annual Conference

#### 1. Dean

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The dean is responsible for the overall coordination of the Urban Academy and serves as contact person for the conference/district, the executive secretary of the Office of Urban Ministries, and a National Urban Academy Trainer (NUAT). The dean's role is crucial for successful training sessions. The creativity and enthusiasm of the dean will greatly enhance the quality and impact of the training provided by the Holy Boldness Academy.

#### **Orientation to Ministry:**

The dean should be a person committed to inclusiveness for all levels of ministry. In addition, the dean should be a person challenged by the opportunity to be engaged in spiritual interfaith dialogue and community development. It is important that the appreciation of gifts of diverse individuals, organizations and institutions for the good of all is evident.

#### **Skill Competencies:**

The dean should be knowledgeable of the structure and administration of the United Methodist Church and should have access to conference leadership, agencies and congregations. She or he should be respected by the annual conference and its leadership. She or he should possess knowledge of other faith-based organizations, community development projects and service groups.

The following skills and characteristics are required:

- Visionary, energetic, a risk-taker who is willing to challenge what is, for what can be!
- Organization and planning
- Attention to detail; follows through
- Good communication skills: written and oral
- A self-starter who initiates work in timely fashion
- Problem solving
- Interpersonal skills, ability to work well and consistently with persons across socio-economic, educational, religious and secular spectrums
- Effective networking
- Training development and delivery
- Conflict resolution



**The primary responsibilities of the dean include, but are not limited to:**

- Recruiting an outstanding design team.
- Guiding representatives of the conference and the design team through the process of planning, designing a specific content, and implementing the two-year Urban Academy.
- Beginning scheduling and coordinating the training at least one year in advance (including date and site for all design team meetings and the date and centrally located site(s) for the training).
- Designing a recruitment strategy to enlist participants.
- Providing training leadership in consultation with the National Urban Academy Trainer. Securing motivational speakers who have proven track records in urban ministry and preaching; and providing specialists who will present workshops on the content of each training session. (It is important for congregations to develop a relationship with local training leadership so that technical assistance can be provided to congregations and the design team after the completion of the academy.)
- Recruiting a musician/pianist who plays with conviction and spirit. You may also want to recruit a dynamic song leader.
- Insuring that the training site(s) has appropriate space and is set up in advance of each training session.
- Participating in *all* training and technical assistance sessions.
- Securing, collating, and preparing training manuals for distribution in advance of the first training session.
- Maintaining regular communication with the National Urban Academy Trainer throughout the two-year training program.
- Working with pastors and academy coordinators to recruit effective training teams.
- Assisting in evaluating and maintaining the status of all congregations for local and national reviews.

**2. Assistant Dean** \_\_\_\_\_

The assistant dean's role is particularly important if the academy consists of two annual conferences. The assistant dean should be designated as the contact person for the conference/district as well as:

- Assist the dean in all the work of the academy.
- Maintain two-way communication between the design team and local congregations.

**3. Registrar** \_\_\_\_\_

The registrar is responsible for enrolling all participants at every session, as well as:

- Setting up a data base of all participants.



- Assisting the dean with overnight accommodations and expense reimbursements for all speakers and specialists, if applicable.
- Being responsible for all financial transactions, income, and expenses.

#### 4. Public Relations Coordinator \_\_\_\_\_

The public relations coordinator will provide brochures, flyers, and newsletter articles that tell the stories of participating congregations to the annual conference, and will:

- Communicate through letters and articles information to district superintendents, bishops, and other conference staff.
- Work with the conference communication staff to keep the academy and congregations visible across the area served by the conference.
- Disseminate information to congregation team leaders and conference leadership on events that can assist and advance the congregation's ministry and growth.
- Disseminate news items and publications to both religious and community-based audiences.

#### 5. Design Team \_\_\_\_\_

The design team members are key participants in the two-year planning process of the academy which includes one year of preparation and one year of carrying out the work of the academy. Persons to assume the above roles (dean, assistant dean, registrar, public relations coordinator) should be members of the design team, as well as representatives from congregations that will receive the training, business and civic leaders, fund raisers, congregational development specialists, and community development specialists.

##### **The Design Team will:**

- Develop, organize, and communicate the work of the academy.
- Represent clergy and laity.
- Represent large and small membership urban and suburban congregations.
- Include representatives of various ethnic groups in the conference's urban settings, conference and district staff persons with expertise and/or responsibilities in the areas of urban ministry, church growth and development, and other areas that are pertinent to the urban church.
- Represent the broad spectrum of theological understanding that make up United Methodism.

##### **Other Important Considerations for a Successful Design Team:**

- If the academy will be ecumenical, invite representatives of other denominations.
- The size of the group is not specific. However, if the planning team is anticipated to be more than 15 people, it will be important to distribute the work into smaller task groups with responsibilities for clearly identified segments of tasks.



- ❑ The team meeting should be in locations central to the total committee, whenever possible.
- ❑ Much of what the design team will be doing is task oriented. Therefore, it is important for the team to also “be with one another.” The Holy Boldness Urban Academy is spiritually grounded and the design team should model this. Plan to spend time together in prayer and Bible study each time the team meets.  
  
Share hopes, dreams, and challenges with one another; hold each other up in prayer during the time of preparation and implementation. Model this for the participants and encourage them to do the same in their church’s academy team.
- ❑ In some conferences there are district or conference staff persons with expertise and/or responsibilities in the areas of urban ministry, church growth and development, and other areas that are pertinent to the urban church. Invite them to be a part of the planning. If they cannot participate, encourage them to attend the academy as a part of their continuing education and as an opportunity to learn and share.
- ❑ District superintendents should be invited to participate in the planning process. If they are unable to participate, their input should be sought and they should be apprised of all developments.

## Local Church

### 1. Academy Coordinator \_\_\_\_\_

The academy coordinator is responsible for the oversight of the church’s participation in the training. The coordinator is the motivator/cheerleader/organizer for the church’s involvement in and development of a Holy Boldness Plan. The academy coordinator will oversee the recruitment of participants for the academy training, facilitate their discussions, and preside over their local meetings.

### 2. Academy Team \_\_\_\_\_

The academy team consists of three-to-five persons, including the pastor, who participate in the training. These persons should be leaders in the church and/or highly motivated to work for transformation within the congregation. They will strive to create an atmosphere of enthusiasm about the exciting possibilities that await the church through the development of the Holy Boldness Plan.

They will be responsible for assisting in the recruitment of their church’s Holy Boldness Planning Team, participating in the team’s planning sessions and overseeing the development and implementation of their Holy Boldness Plan.

### 3. Academy Recorder \_\_\_\_\_

The academy recorder documents information shared during the training sessions and team discussions, and communicates the progress of the

training to the congregation and to the Holy Boldness Planning Team. This person puts the Holy Boldness Plan into written form as well as records the work of the Holy Boldness Planning Team.

#### 4. Holy Boldness Planning Team

The Holy Boldness Planning Team is a larger group of persons organized for the purpose of developing the Holy Boldness Plan within and for participating local churches. Any interested church members and community residents may be part of this team. The team can be as large as 30 persons divided into specific committees.

Planning team members need to be aware of the time commitment for the planning sessions and their responsibilities for participation in all planning sessions. Individuals should have a commitment to the church and community with a willingness to work toward transforming church and community life.

#### General Church

1. **The General Board of Global Ministries** is responsible for coordinating and resourcing the Holy Boldness Academy through the work of the Office of Urban Ministries.
2. **The Office of Urban Ministries** is responsible for carrying out the United Methodist Holy Boldness Academy by developing training materials; organizing and mobilizing resources; providing technical assistance; appointing, training, and overseeing the National Urban Academy Training Staff; and communicating the accomplishments of the academy participants.
3. **The National Urban Academy Trainer** assists the design team in the development of the academy format and scheduling; and is responsible for providing technical assistance as well as ongoing congregational development support.

Although the National Urban Academy Trainer does not need to attend all of the planning meetings of the design team, it is important that she or he is included in all mailings and receives all materials including minutes of meetings or conference calls, publicity, newsletters, letters to potential speakers, etc. A National Urban Academy Trainer is assigned and will work with the design team to offer guidance on content and flow of the sessions.



Once the decision has been made by annual conference leadership to proceed with the Urban Academy, a calendar of dates for the six sessions (three per year) will need to be set immediately. Once those dates are set, the following will apply, with the target date of completion of all activities being the first day of the first session:

## **12 Months Out**

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1. A design team has been designated and persons on the team have been assigned particular responsibilities.
2. The agenda for the first three sessions are being completed with sensitivity to a balance between plenary, workshop, worship, and sharing sessions. Consultation with the GBGM trainer is mandatory.
3. Leadership for each of the three sessions in year one is invited based on the foci for each session.
4. Location, facilities, housing and meal preparation are secured for year one.
5. The preliminary budget is configured. Financial support is sought.
6. Publicity has begun informally and a planned effort is formulated.

## **9 Months Out**

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1. Leadership for Session I has been secured. Leadership for Sessions II and III is nearing completion.
2. Agendas for year one sessions have been completed.
3. Location, facilities, housing and meal preparation has been secured. The design team has met at the specified location and reviewed space requirements, traffic flow, meal preparation, and setup.
4. Budget is finalized. Financial support is secured. Accounts determined.
5. A sub-committee has been assigned for publicity and a publicity plan has been formulated.
6. First phase of the publicity has begun and includes:
  - Submitting at least one article in the conference newspaper.
  - Producing an announcement with a brief introduction from the floor of annual conference, and summary flyers/brochures prepared for distribution.
  - Developing a mailing list, especially focusing on local congregations.
  - Securing commitments from key leadership in the conference to support, promote, and request participation in the academy. Those leaders would be the bishop, urban district superintendents, council director/director of connectional ministries, and other related conference staff, urban missionaries, and urban leaders.



## 6 Months Out

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1. All leadership—keynote speakers, plenary and workshop leaders—for the first year has been secured.
2. All details concerning location, facilities, housing, meals, and registration are finished.
3. The publicity plan is being implemented. The second phase includes:
  - Sending out applications to individuals on the mailing list; mailing includes letters of invitation/request from the bishop and the district superintendent.
  - Continuing to expand the mailing list.
  - Producing a broad, general mailing to all churches in the conference with a brochure explaining the academy.
  - Submitting another article in the conference newspaper.
  - Designing a schedule for monthly newsletters once the academy begins.
  - Designating an academy photographer/videographer not only for future publications, but also for recording speakers during the sessions, if desired.

## 3 Months Out

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1. Registration is in full swing with return letters including additional information being sent to all registrants.
2. Pre-event publicity is wrapping up except where areas of needed emphasis have been identified. Focus is now on securing commitments from churches to send a team of three-to-five persons.
3. Academy publicists are secured. Their attention is on reporting and recording the sessions for future publicity, particularly in the monthly conference newsletter, and articles in other publications.

## Post Session One

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1. A thorough evaluation of session one is conducted with particular attention to the participant evaluations.
2. The budget is reviewed, analyzed, and adjusted if necessary.
3. The first academy newsletter is sent to all participants and interested parties. There is still time for new church teams to be included and a concerted effort to include new church teams is conducted.
4. The design team still meets on a regular basis to continue publicity, communication, and implementation of sessions.



### **Design Team Handbook**

The design team handbook is a detailed resource that assists the annual conference leadership in organizing an academy. Once the conference has designated members for a design team, this manual will assist their work. Copies can be obtained by calling the Office of Urban Ministries at 212-870-3832.

### **Participant's Manual**

The participant's manual is provided for each person registered in the academy. It contains all of the material used in the academy except for material provided by plenary or workshop leaders. This manual is used throughout the duration of the academy and as a resource after the academy has concluded. Manual inserts can be obtained by calling the Office of Urban Ministries at 212-870-3832.

### **Urban Academy Alumni**

A variety of academies have already been conducted. Persons who have been a part of either a design team, the leadership of certain sessions, or participants in the academy are available to provide valuable input and feedback for new academies. They have "been there and done that!" Therefore they can be valuable assets when difficult situations, challenges, or problems arise. They can also prevent new academies from making the same mistakes. A list of those persons can be obtained by calling the Office of Urban Ministries at 212-870-3832.





*national urban academy*

## Local Church Application Form

Name of Church: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

District: \_\_\_\_\_ Conference: \_\_\_\_\_

1. Briefly describe the ministry of your local church.

2. Does your church have a vision statement? If so, what is it?

3. Please list the strengths and weaknesses of your local church.

4. Describe all current opportunities and challenges with your local church and surrounding neighborhood.

5. Has your pastor and/or lay persons in your church previously received training in any of the following seven holy boldness goal areas? if so, please list.
- Urban Theology
  - Urban Evangelism and Congregational Development
  - Eradicating Racism and Other Forms of Oppression
  - Developing and Strengthening Multicultural Collaboration
  - Community Economic Development
  - Leadership Development
  - Wholeness, Healing, and Health

6. What do you expect to learn from participating in the National Urban Academy?

**Note: Participation requires a team consisting of the church pastor and three lay members.**

Name of pastor: \_\_\_\_\_

Name of lay member: \_\_\_\_\_

Name of lay member: \_\_\_\_\_

Name of lay member: \_\_\_\_\_

Name of alternate lay member: \_\_\_\_\_

Please return application form to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Application must be returned by: \_\_\_\_\_  
(date)

Academy Dean: \_\_\_\_\_  
(name)

Phone Number(s): \_\_\_\_\_

District Superintendent: \_\_\_\_\_  
(name)

Pastor's Signature: \_\_\_\_\_



*national urban academy*

## Order Form

Item Description	Size (if applicable)	Quantity	Price of item	Total Price
Holy Boldness Buttons (English)			\$ .50	
Holy Boldness Buttons (Spanish)			\$ .50	
Holy Boldness Lapel Pins			\$ 3.00	
Holy Boldness Academy Lapel Pins			\$ 3.00	
*Holy Boldness Golf Shirt (available in M, L, X-Large, XX-Large)			\$ 15.00	
*Holy Boldness T-shirt (available in M, L, X-Large, XX-Large)			\$ 8.00	
*Holy Boldness Baseball Cap (Adjustable)			\$ 12.00	
Holy Boldness Note Cards (10 note cards and envelopes per order)			\$ 7.50	
Holy Boldness Academy Brochures			N/C	
Urban Academy Consultation Manual			N/C	
Urban Academy Design Team Handbook			N/C	
Urban Academy Participant's Manual (Inserts)			N/C	

\* Some items may be out of stock

**Please make check payable to: GBGM - Holy Boldness**

**Mail your completed form with payment to:**

**Holy Boldness • 475 Riverside Drive • Room 1550 • New York, NY 10115**