



## MAS 642 Administration in Ministry 2hrs/3units Summer 2008

Faculty: Claudell County

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Prerequisites: None.

### Required Text:

McBee, S. (2002). *To lead is to serve: How to attract volunteers and keep them.*

Robert III, H., Evans, W., Honemann, D., & Balch, T. (2004). *Robert's rules of order newly revised in brief: The only authorized concise guide.* Cambridge, MA: DaCapo Press.

Welch, R. (2005) Church administration: Creating efficiency for effective ministry. Nashville: Broadman & Holman publishers.

### Other Required Reading:

White papers, and downloads:

[http://www.holacracy.org/?page=resources\\_home](http://www.holacracy.org/?page=resources_home)

[http://www.unity.org/church\\_policy\\_manual\\_rev2004.doc](http://www.unity.org/church_policy_manual_rev2004.doc)

<http://www.unity.org/clientuploads/Resources/Bylaws2007min.doc>

<http://www.unity.org/index.php?src=faq&category=Bylaws-recommended>

### Recommended Reading:

Berry, E. (1999). *The Alban personnel handbook for congregations.* Herndon, VA: The Alban Institute.

BOARD MANUAL - BUILDING WITH BOARDS: The Foundation for Creating Spiritual Leaders (2nd Edition)

[www.unity.org](http://www.unity.org)

GROWING YOUR SPIRITUAL COMMUNITY: CONNECTING MARKETING AND PLANNING By Barbara O'Hearne and Lisa Wittman [www.unity.org](http://www.unity.org)

### Required Materials:

Microsoft Office Power Point software

### Course Description:

The course will focus on the day-to-day aspects of ministry, including office operations and personnel management. This course provides an overview of management styles and best practices for planning, organizing and leading in various areas of management and administration. This information can be adapted to alternative ministries.

### Learning Objectives

- Describe the basics of the minister's role in the administration of a church.
- Develop an appreciation of management styles and identification of his/her own style
- Read and understand church bylaws and demonstrate how they impact church organization
- Articulate the procedures and operations of the church office.
- Develop a plan for hiring, training, evaluating, and working with personnel.
- Apply the basic principles of internal communication and external marketing for a church.

## **Class Schedule**

**Unit 1**      Topics: Course Overview, The theology and culture of administration; the history of management, key functions of administration, administration/leadership styles

Reading Assignment:

Welch: Preface and Chapters 1 and 2

Review PMUM: 102, 104-111; the Code of Ethics for Unity Ministers and the Code of Conduct for Unity Institute

Review 1<sup>st</sup> Year Out book index and information

Written Assignment: Write 2-3 page reflective paper on how you perceive your leadership/management style in the context of styles outlined in the reading. Is your style always the same? Are there any traits from the reading on pages 42-44 that you may be prone to fall into in a first church situation?

## **Unit 2**

Topics: Organization in the church, delegation of duties

Reading Assignment:

Welch: Chapter 4

PMUM: 45, 48-54, 99-103

Written Assignment: Create an organizational chart for a church size of 100 and then create and compare an organizational chart for a church size of 1000. Focus only on ONE area of ministry in your chart: Pastoral, Education, Music, Support/Facilities. Include staff, Committees and Teams as appropriate.

## **Unit 3**

Topics: Hiring practices, working with employees, interviewing and evaluating

Reading Assignment:

Welch: Chapter 4 (pages 80-87), Chapter 5

PMUM: 8-47, 55-70, 82-98

Behavior Based Interview handout

Written Assignment:

Develop a job description to hire a Youth Education Director for a program with 50-70 youth, knowing you currently have a volunteer doing the coordinating. Then write interview questions to use in selecting the appropriate person to hire. Finally, develop a plan to address the failure of the Youth Education Director to facilitate any Teacher's Meetings in a year and to address volunteer complaints that there is no lesson planning support. Please set out each section distinctly.

## **Unit 4**

Topics: Bylaws, Church Documents and Church Policies

Reading Assignment:

Welch: Chapters 3 and 8

PMUM: 71-81, 112-153, 156-165

AUCI Recommended Church Bylaws, download <http://www.unity.org/faq/Bylaws2007min.doc>

Written Assignment:

Review "Reading and Understanding Bylaws Exam" and complete the three assessments.

## Unit 5

Topics: Internal and External Communication

### Reading Assignment:

Welch: Chapter 8 and supplemental materials

Written Assignment: Create and use your own letterhead to produce the following church letters: Welcome letter for first time visitor sent 48 hours after Sunday Service, a letter for the “Welcome Packet”, response to prayer request, donor thank you, Christmas season letter, condolence letter and a response to a telephone request for more information about the church.

In addition to turning ALL these letters in, send one letter online to two other students (as assigned) and give each other feedback. Feedback must be objective and respectful and may focus on writing skills, appearance, spacing, flow of ideas and grammar/spelling.

These letters should become part of your First Year Out notebook.

## Unit 6

Topics: Internal and External Marketing

### Reading Assignments:

AUCI power point marketing presentation

Search the web for Unity church websites and at least 5 other denominational church sites. Evaluate presentation and visitor information availability as well as any events, pdf files and flyers on the site.

Written Assignment: 1. Write a press release introducing yourself as the new minister at the Unity Church of Grace City, North Dakota. The press release should be for the city paper.  
2. Create a pamphlet introducing newcomers to your Unity Church and what you offer. If you do not have any publishing software, simply set up in 3-column word document format and don't worry about folding.

**Final Paper is Due by September 20, 2007**

### **Assignments for the Master of Divinity Program**

1. Read all assignments
2. Complete 6 Written Assignments (one for each Unit)
3. Participate in weekly Discussion Board topics making meaningful, insightful and respectful contributions.

Write a final research paper (approximately 6-7 pages) on the following topic:

The church is “of Spirit” and it is a nonprofit business as well. Most ministers feel the call to pray, teach, and preach, yet find themselves having to be administrator, chief operations officer, manager and whatever else is needed. How can a minister be both a spiritual guide and an administrator of this enterprise? How can the minister make peace in his/her role diversity? How can the minister remain whole and healthy?

Your paper should include at least 3 cites, other than the text, from outside resources. Please use APA style to cite references and include a bibliography (does not count for page number). Please use 12 point font and no more than double spacing.

#### Grading:

6 Written Assignments, 10 points each

Discussion participation

Total 60 pts

Total 20 pts

Final Paper

Total 20 pts

**Final Grade Determination**

90-100 points = A  
80-89 points = B  
70-79 points = C  
60-69 points = D  
below 60 = F

**Assignments for the Certificate Program**

1. Read all assignments
2. Participate in weekly Discussion Board topics making meaningful, insightful and respectful contributions.
3. Complete Written Assignments 1,3,4,5 and 6

**Grading:**

Discussion participation  
Written Assignments  
1,3,4 & 6 =15 pts each  
5 = 20 pts

Total 20 pts

Total 80 pts

**Final Grade Determination**

90-100 points = A  
80-89 points = B  
70-79 points = C  
60-69 points = D  
below 60 = F

**Expectations of Students Discussion Participation**

Students are expected to read all assigned material and use the material and their own insights to make meaningful contributions to the course discussions. Classroom (Discussion Board) participation is essential to effective online learning. Participation should be respectful, confidential (do not identify ministers, ministries or individuals by name), and interactive. If the student will be absent from Discussion participation for a week or more for any reason, the student must contact the instructor. Discussion participation is mandatory for all students.

**Written Assignment Policy**

Students are expected to view the assignments as part of their ministry and should prepare them with the excellence of their vision for ministry. A late written assignment may have one point deducted for each day past the due date.

**Academic Honesty**

Unity Institute assumes that all students desire to pursue their academic and transformational work with honesty and scholarly integrity. Cheating, plagiarism, facilitating academic dishonesty and misrepresentation of self or other students are prohibited. For further information about academic honesty, please review the Unity Institute Catalog and Student Handbook.

## Special Concerns

If students have any special concerns and/or challenges that may affect their performance in this course, they are encouraged to contact the instructor immediately. Any accommodation that is necessary and appropriate must be agreed upon in advance.

## Selected Bibliography

- Anthony, M. & Estep, Jr., J. (editors) (2005) *Management Essentials for Christian Ministries*. Nashville: Broadman & Holman Publishers
- Baron, D. (1999) *Moses on management: 50 leadership lessons from the greatest manager of all time*. New York: Pocket Books, a division of Simon & Schuster, Inc.
- Berry, E. (1999) *The Alban personnel handbook for congregations*. Herndon, VA: The Alban Institute.
- Berkley, J. (edit.) (1994) *Leadership handbook of management and administration: Practical insight from a cross section of ministry leaders*. Grand Rapids, MI; Baker Books and Christianity Today, Inc.
- Collins, J. (2001) *From Good to Great* New York: HarperCollins Publishers Inc.
- Covey, S. (1992) *Principle Centered Leadership* New York: Fireside
- Engstrom, T. and Dayton, E. (1989) *The art of management for Christian leaders*. Grand Rapids, MI: Zondervan Publishing House.
- Powers B. (editor) (1997) *Church administration handbook* Nashville: Broadman & Holman Publishers.
- Shawchuck, N. and Heuser, R. (1993) *Leading the congregation: Caring for yourself while serving the people*. Nashville: Abingdon Press.
- Tidwell, C. (1985) *Church administration: Effective leadership for ministry*. Nashville: Broadman & Holman Publishers.
- Van Auken, P. (1989) *The well-managed ministry: Discovering & developing the strengths of your team*. Wheaton, IL: SP publication