



## Church Administration and Finances

MIN 425

Southwestern College Professional Studies

### COURSE SYLLABUS

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#### I. Course Catalog Description

This course introduces learners to the theology and practice of administration, financial stewardship, and professional ethics within a ministry setting.

#### II. Required and Supplementary Instructional Materials

Jamieson, Janet T. and Philip D. (2009). Ministry and money: a practical guide for pastors. Louisville, KY: Westminster John Knox Press. ISBN: 978-0664231989

McKenna, David L. (2013). Christ-centered leadership: the incarnational difference. Eugene, OR: Cascade Books. ISBN: 978-1620328477

Welch, Robert H. (2011). Church administration: creating efficiency for effective ministry (2nd ed.). Nashville, TN: B&H Publishing Group. ISBN: 978-1433673771

#### III. Learning Outcomes

Learning outcomes describe the knowledge, skills, values, and attitudes that learners gain as the result of a particular learning experience. Southwestern College Professional Studies has learning outcomes specific to each program of study that are in line with the institutional outcomes of critical thinking, ethical reasoning, leadership, communication, and career preparation. Course outcomes support program outcomes and are listed below.

Upon successfully completing this course, the learner will be able to:

1. Compare and contrast a variety of administrative approaches used in ministry settings (solo pastorates, multi-staff, multi-pastor staff, etc.).
2. Develop an understanding of biblical financial stewardship.
3. Establish an ethic of leadership within a ministry setting.
4. Integrate knowledge of administrative approaches, financial stewardship, and ethics to create a guideline for future leadership in a ministry setting.
5. Evaluate the ethics of a particular ministry setting in the development of a method of administration and financial stewardship.

At the end of the course, learners may vary in their ability to achieve these outcomes. You are more likely to achieve these outcomes only if you attend class and/or online activities as required by the syllabus, complete the requirements for all assignments to the best of your ability, participate actively in class activities and group work as directed, and study diligently for exams.

#### IV. Course Policies

Students are expected to read and abide by the course policies located in the instructor-specific syllabus in the blackboard course.

#### V. Course Requirements:

Requirements	Number of Assignments	Points Possible	Percent of Grade
Discussions	12	240	24%
Administrative Theories Essay	1	90	9%
Theology of Ministry Organization Paper	1	90	9%
Financial Analysis	1	110	11%
Risk Management Concepts Essay	1	90	9%
Leadership Development Strategy Paper	1	120	12%

Requirements	Number of Assignments	Points Possible	Percent of Grade
Administrative Paradigm Presentation	1	260	26%
<b>Total Points</b>		<b>1000</b>	<b>100%</b>

#### VI. Course at a Glance:

Unit	Reading & Preparation Activities	Graded Work Due
1	<ul style="list-style-type: none"> <li>• Read Welch, Preface and Chapters 1-2</li> <li>• Read McKenna, Introduction and Chapters 1-3</li> <li>• Read Exodus 18:13-27</li> <li>• View video (1:05) by the Skit Guys: "Church Announcement: Volunteers"</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 1 Discussion 1</li> <li>• Unit 1 Discussion 2</li> <li>• Unit 1 Administrative Theories Essay</li> </ul>
2	<ul style="list-style-type: none"> <li>• Read Welch, Chapters 3-5</li> <li>• Read McKenna, Chapters 4-5</li> <li>• Read Jamieson, Part 1: Chapters 1-4</li> <li>• Read Ephesians 4:11-16 and I Corinthians 12</li> <li>• View video (3:45) by The Church Law Group (2013): "Pastoral Compensation"</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 2 Discussion 1</li> <li>• Unit 2 Discussion 2</li> <li>• Unit 2 Theology of Ministry Organization Paper</li> </ul>
3	<ul style="list-style-type: none"> <li>• Read Welch, Chapters 6-7</li> <li>• Read McKenna, Chapter 6</li> <li>• Read Jamieson, Chapters 5-7</li> <li>• Read I Corinthians 16:1-10 and Genesis 41:25-27</li> <li>• Read article from Christianity Today by Doug Resler: "The Hazardous Duty" (2015)</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 3 Discussion 1</li> <li>• Unit 3 Discussion 2</li> <li>• Unit 3 Financial Statement Analysis</li> </ul>
4	<ul style="list-style-type: none"> <li>• Read Welch, Chapters 8-9</li> <li>• Read McKenna, Chapter 7</li> <li>• Read Jamieson, Chapters 8-10</li> <li>• Read Nehemiah 4</li> <li>• View video (6:31) by The Church Law Group (2014): "Crisis Management: PRs Do's and Don'ts"</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 4 Discussion 1</li> <li>• Unit 4 Discussion 2</li> <li>• Unit 4 Risk Management Concepts Essay</li> </ul>
5	<ul style="list-style-type: none"> <li>• Read Welch, Chapters 10-11</li> <li>• Read McKenna, Chapter 8</li> <li>• Read Jamieson, Chapters 11-12</li> <li>• Exodus 36:1-7</li> <li>• View video (4:14) by The Church Law Group (2013): "Developing Strong Leaders"</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 5 Discussion 1</li> <li>• Unit 5 Discussion 2</li> <li>• Unit 5 Leadership Development Strategy Paper</li> </ul>
6	<ul style="list-style-type: none"> <li>• Read Welch, Chapter 12</li> <li>• Read McKenna, Chapters 9-11</li> <li>• Acts 6:1-7</li> <li>• View video (1:05) by the Skit Guys: "Church Announcement: Greeters"</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 6 Discussion 1</li> <li>• Unit 6 Discussion 2</li> <li>• Unit 6 Administrative Paradigm Presentation</li> </ul>

#### VII. Other Policies and Requirements

Follow this link to the Southwestern College Professional Studies [Standard Syllabus](#) in Blackboard. You may be required to log in.