



Church Administration and Finances

MIN 425

Southwestern College Professional Studies

COURSE SYLLABUS

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. Course Delivery

There are two forms of course delivery Ground and Online:

Ground courses, or those that meet face-to-face on a weekly basis, also have an online component, which means some of the course content is delivered online. Southwestern College utilizes the Blackboard (Bb) learning management system.

Online courses typically contain a blend of synchronous (real-time) and asynchronous (not real-time) material. Depending on the course, you may be required at times to interact “live,” which might mean attending a scheduled Collaborate session. You may also be required to view or listen to a lecture or other video on a specific date and time. Of course, if there are circumstances that prohibit you from logging in to a scheduled synchronous activity, an alternate assignment will be provided. Please refer to the [Course at a Glance](#) section which will note any synchronous activities.

IV. 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.

V. Expectations

Learners can expect the instructor to:

- Respond to e-mail and phone contact attempts promptly (if you do not receive a response after 48 hours please follow-up as a technology glitch may have occurred)
- Substantially participate in weekly discussions/lecture
- Employ impartial and consistent grading practices
- Provide assignment grades and feedback in one week or less

Instructors can expect the learner to:

- Review the syllabus in its entirety requesting clarification prior to beginning week 1 coursework
- Obtain access to the required course materials prior to the class start date or notify the instructor of any delay no later than Tuesday of week 1 of the course
- Submit course assignment questions with enough notice to receive and incorporate feedback prior to the assignment due date (see [course late policy](#))
- Possess basic skills in Microsoft Office, and have the ability to access Blackboard
- Include the [course ID](#) (Ex: CORE101) on all e-mail correspondence
- Check Blackboard course announcements often during the course
- Communicate with instructors and classmates in a professional and respectful manner
- Substantially participate in weekly discussion/lecture (it is strongly suggested that Bb posts be prepared in a word processing software application then checked for grammar errors prior to submission)
- Submit assignments via the appropriate avenue (e.g. discussion board, Bb assignment link, etc.)
- Adhere to the Southwestern College [Student Code of Conduct](#) and [Standards of Academic Integrity](#)
- Create and submit original work

VI. Grading Scale and Criteria

<u>Grade</u>	<u>Quality Points</u>	<u>Course Scale</u>
A+	4.00	100%
A	4.00	94.0-99.9%
A-	3.67	90.0-93.9%
B+	3.33	87.0-89.9%
B	3.00	84.0-86.9%
B-	2.67	80.0-83.9%
C+	2.33	77.0-79.9%
C	2.00	74.0-76.9%
C-	1.67	70.0-73.9%
D+	1.33	67.0-69.9%
D	1.00	64.0-66.9%
D-	0.67	60.0-63.9%
F	0.00	< 60.0%

<u>Grade:</u>	<u>Criteria and Guidelines:</u>
A+	The grade of A+ is reserved for a perfect score (100%) of all work in a course.
A	Superior work: Superior performance that far exceeds the minimum expectations and demonstrates an excellent understanding of the concepts addressed in the course.
B	Above average work: Good performance that exceeds the minimum expectations and demonstrates a higher than average understanding of the concepts addressed in the course.
C	Average Work: Adequate performance that meets the minimal expectations and demonstrates a basic understanding of the concepts addressed in the course.
D	Minimally acceptable work for receiving credit: Below average performance that does not meet the minimum expectations and/or does not demonstrate a basic understanding of the concepts addressed in the course.
F	Failure: Unacceptable performance. No credit will be awarded, but the grade will be included in GPA calculations.
WF	Withdraw/Fail: A final grade of WF will be recorded for learners who either never access/attend or submit any assignments for courses.
WD, AW, I, S, W, WM	Please refer to the Grading System section of the appropriate catalog.

VII. College Policies

Students are expected to read and abide by the college policies as listed in the appropriate catalog:

- [Undergraduate Catalog](#): For learners who do not possess a bachelor's degree, are pursuing an additional bachelor's degree or for graduate learners who are enrolled in 100-400 level courses.
- [Graduate Catalog](#): For learners who have earned a bachelor's degree and are pursuing a master's degree or graduate level certificate or learners who are enrolled in 500+ level courses.

[Non-Discrimination Policy](#)

[Student Code of Conduct](#)

[Academic Integrity Policy](#)

[Policies for Dealing with Violations of Academic Integrity](#)

[Incomplete Policy](#)

[Withdraw Policy](#)

VIII. Course Policies

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

IX. [Technology Requirements](#)

X. Citation

Check the Academic Resources link in the course menu of your Blackboard course to find the specific requirements and resources for formatting manuscripts and documenting various kinds of sources when submitting written work.

XI. SafeAssign®

This instructor may use SafeAssign®, which is a system that allows for checking the originality of writing and proper citing. Your assignments may be run through this software.

XII. 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%
Administrative Paradigm Presentation	1	260	26%
Total Points		1000	100%

XIII. Course at a Glance:

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

XIV. College Resources

- [Advising](#)
- [Self-Service](#)
- [Withdraw Form](#)

[Blackboard Learn](#)

[SCPS Bookstore](#)

[Deets Library](#)

[Online Writing Center](#): View this brief [video tutorial](#) that explains how to enroll in Blackboard

IT Support: Marilyn.clements@sckans.edu or 888-684-5335 x.121

XV. ADA Compliance Statement

Students in this course who have a disability preventing them from fully demonstrating their academic abilities should contact Steve Kramer, Disability Services Coordinator. This will begin the disability verification process and allow discussion of accommodations. He can be reached at (620) 229-6307 or (toll free) at 1-800-846-1543, or by email at steve.kramer@sckans.edu. The web page for Disability Services can be found here: <http://www.sckans.edu/student-services/1st-class/sc-access/>.

XVI. Senior Capstone and Graduate Projects:

The majority of the programs offered by Southwestern College Professional Studies conclude with a Senior Capstone or Graduate Project. During the Capstone or Project course students will be required to retrieve papers, assignments and projects that they created during their entire program of study. For this reason it is imperative that students design a method of storing program course work for use during their final class at Southwestern College Professional Studies.