



LOS ANGELES DISTRICT TRAINING CENTER
Member of the Alliance for Ministry Training

PAS-4023 CHURCH ADMINISTRATION & FINANCE
WINTER- 06-07 - THREE SEMESTER HOURS CREDIT
SYLLABUS - KEEP THIS DOCUMENT FOR YOUR PORTFOLIO

COURSE PROFESSOR:

Charles W. Smith: D.Min., Fuller Theological Seminary, 1998; M.Div., Nazarene Theological Seminary, 1975; B.A., Point Loma Nazarene University (Pasadena College), 1972; Pastor, Church of the Nazarene, 1976-Present; Pastor, United Church of Christ, 1973-76; Youth Pastor, Church of the Nazarene, 1970-73. Office 818-368-0700; Cell 818-489-8995; FAX 818-368-3075; (chucks717@aol.com). Pastor of Northridge New Life Church of the Nazarene.

CLASS LOCATION:

Northridge New Life Church of the Nazarene, 10650 Reseda Blvd., Northridge, CA 91326-3131

CLASS SCHEDULE:

Friday, February 9, 1:30 p.m. -10:35 p.m.; Saturday, February 10, 8 a.m. - 6:05 p.m.
Friday, March 9, 1:30 p.m. -10:35 p.m.; Saturday, March 10, 8 a.m. - 6:05 p.m.

REQUIRED COURSE TEXTBOOKS

1. Berkley, James D. *Leadership Handbook of Management and Administration*. Baker Books, 1994. ISBN: 0801090407.
2. Holck, Manfred. *Church Financial Manual*. (Currently out of print, but available from NBC bookstore by permission from NPH.).
3. Toler, Stan. *The People Principle*, Beacon Hill Press, 1997. ISBN: 834116642.

NOTE: Students are responsible to have the required textbooks prior to the first day of class. Students are also encouraged to begin reading the books in preparation for the class as soon as possible.

ADDITIONAL RECOMMENDED RESOURCE

Fairbanks, E. LeBron, ed. *Manual/2001-2005, Church of the Nazarene*. Kansas City, MO: Nazarene Publishing House, 2001. ISBN: 0834119439. Also available on CD-ROM from NPH.

COURSE DESCRIPTION

An overview of the role of the pastor in relation to the organization and management of the local church. Special attention will be given to the various aspects of local church finances.
NBC Prerequisite: The Practice of Christian Ministry or Multiple Staff Ministries.

COURSE OBJECTIVES

The following competencies as outlined in the Sourcebook for Ministerial Development to meet the educational requirements for Ordination within the Church of the Nazarene will be achieved by completing this course:

1. Ability to identify the directives of the Manual of the Church of the Nazarene that pertain to the organization and ministry of the local church and to the responsibilities of the pastor at local and district levels. (CN-29)
2. Ability to explain the governance systems of the church at local, district and general levels. (CN-30)
3. Ability to write an integrative philosophy of ministry that will answer "why I do what I do when I do it". (CP-4)

4. Ability to provide oversight of a congregation using management skills including leadership, conflict resolution, and administration. (CP-5)
5. Ability to manage ministry resources (time, human, financial, etc.) in a way consistent with a church's size and characteristics. (CP-6)
6. Ability to conceive and articulate purpose, mission, vision, and to develop strategic plans in a local church. (CP-7)
7. Ability to develop team building skills, identify and cultivate spiritual gifts, recruit volunteers, diagnose and intervene in problems. (CP-8)
8. Ability to appropriately manage personal and church finance. (CP-9)
9. Ability to prepare, organize, and deliver a biblically sound basic scheme of administrative oversight in culturally appropriate ways, using appropriate techniques and skills. (CP-22 Administration)
10. Ability to develop and utilize existing ministry forms (such as facilities management and safety assessment, personnel development, basic recordkeeping, maintaining church policies, etc.) by which individuals, families, and congregations may be formed into Christlikeness. (CP-23 Administration)
11. Ability to assess and implement emerging approaches to administration in light of enduring theological (Bible, doctrine, philosophy) and contextual (history, psychology, sociological) perspectives. (CP-24 Administration)

The following are additional objectives that are achieved by this course:

1. Demonstrate a developing personal philosophy of ministry and church growth, particularly relating to administration, in light of the need of the church to meet the contemporary challenges of allocating and utilizing available resources in the best ways possible.
2. Articulate biblical and theological foundations of money and the church.
3. Develop skills for identifying, motivating, recruiting, training, deploying, and supervising volunteers for effective ministry in the local church.
4. Enunciate the reasons why proper budgeting is essential to the health of a church.
5. Demonstrate understanding of the need for record-keeping in order to make accurate reports to the district and general church.
6. Develop an understanding of the scope of ministry available today through the local church organizational structures including Sunday School Ministries, NYI, and NMI.
7. Identify the components and categories of a well-written budget.
8. Master the basics of church accounting including cash receipts, cash disbursements, and individual ledgers.
9. Comprehend the types of reports required by the Federal Government, the *Manual* and the denominational headquarters of the Church of the Nazarene.
10. Describe creative means of raising money in the church.
11. Grasp the importance of proper ministerial compensation planning.

COURSE ASSUMPTIONS:

As a part of the course offerings of the Alliance for Ministry Training of Nazarene Bible College, this class aligns with the mission of the college. Central to that mission is the preparation of adults for ministry -- usually first-time ministry. All course work, lectures, projects, etc., will focus on entry-level praxis of ministry. Although it is recognized that some students taking this course may have pastoral experience, others will not. Therefore, we will all start together at "ground zero." If some information seems overly simplistic for the experienced, your insights will assist others who are in the beginning stages of their learning curve.

COURSE REQUIREMENTS

1. Class Attendance and participation in dialogue with classmates and the instructor – For the class to fulfill the requirements of the Alliance for Ministry training, it is necessary that class time not be reduced. No absences are allowed in this intensive two weekend course.

2. Reading Reports/Insights – Read the three textbooks as assigned and submit three reading reports noting completion of each book (see Assignments - Course Grading Criteria for specific requirements).

3. Board Meeting Report – Attend one meeting at your local church of the Church Board, Sunday School Ministries Board, NYI Council, or NMI Council. Write a one page reflection paper on the experience (see Assignments - Course Grading Criteria for specific requirements).

4. Lay Ministry Paper - develop a philosophy of ministry (see Assignments - Course Grading Criteria for specific requirements).

5. Staff Job Description - create a job description for a staff ministry position, including a philosophy of ministry, ministry requirements and responsibilities, financial compensation package, vacations and days off, continuing education and conferences (see Assignments - Course Grading Criteria for specific requirements).

6. Final Test – An open book final exam will cover our reading, lectures, and class discussion. The exam will be composed of true/false, multiple-choice, and short-answer questions (see Assignments - Course Grading Criteria for specific requirements).

GRADING PROCEDURE

The basis of evaluation for the course assignments will be as follows:

Attendance, Dialogue, and Discussion	200 points	(20%)
Reading Reports/Insights.....	180 points	(18%)
Board Meeting Report	120 points	(12%)
Lay Ministry Paper	240 points	(24%)
Staff Job Description	160 points	(16%)
Final Test.....	<u>100 points</u>	<u>(10%)</u>
Total Possible Points	1,000 points	(100%)

The final grade will be determined on the basis of the following point scale:

A+ - 970 - 1000		C - 735 - 769
A - 935 - 969		C- - 701 - 734
A- - 901 - 934		D+ - 670 - 700
B+ - 870 - 900		D - 635 - 669
B - 835 - 869		D- - 601 - 634
B- - 801 - 834		F - 600 or below
C+ - 770 - 800		

ASSIGNMENTS - COURSE GRADING CRITERIA

READING REPORT/INSIGHTS: Each student is to complete reading the three required textbooks. Three reading reports are required that includes insights from the material. Reading reports are to utilize the reading report form at the end of the syllabus, including a paragraph on the thesis of the book, two principles learned and five pertinent quotations. There is a total of 60 possible points for each reading report. Points will be awarded on the basis of thoughtful and reflective content. A student receiving 40 points will reflect the work of someone who has completed all the requirements of the assignment in a satisfactory manner. Points awarded between 40-50 points will reflect superior work and points awarded over 50 points will reflect exceptional work and extra effort. Students will have until March 26 to email the reading reports to Dr. Smith at chucks717@aol.com or FAX 818-368-3075. Late work will be received until April 1. A student will have up to 10 points deducted for any report that is turned in late, and up to 10 points for any report that does not meet the minimum length. There is a total of 180 possible points for reading reports.

BOARD MEETING REPORT: Attend one meeting at your local church of the Church Board, Sunday School Ministries Board, NYI Council, or NMI Council. Write a reflection paper on the experience. The assignment should be between 400 and 500 words. Students will have until March 26 to email the board

meeting report to Dr. Smith at chucks717@aol.com or FAX 818-368-3075. Late work will be received until April 1. A student will have up to 40 points deducted for any board meeting report that is turned in late, and up to 40 points if it does not meet the minimum length. There is a total of 120 possible points for the board meeting report.

LAY MINISTRY PAPER - Write a paper of 1000 - 2000 words presenting a biblical understanding of lay ministry. Explain your position using references from scripture and utilize current literature. Present your viewpoint concisely and cohesively. Include comments of how lay ministry impacts the church today.

Please footnote any quotations and clearly mark scripture references. Students will have until March 26 to email the Lay Ministry paper to Dr. Smith at chucks717@aol.com or FAX 818-368-3075. Late work will be received until April 1. A student will have up to 50 points deducted for any Lay Ministry paper that is turned in late, and up to 50 points if it does not meet the minimum length. There is a total of 240 possible points for the Lay Ministry paper.

JOB DESCRIPTION - Compose a paper of 1000 - 2000 words presenting a comprehensive job description for ministry. The job description should focus on a specific paid or unpaid staff ministry position. The paper should include both responsibilities of the staff member to the church and responsibilities of the church to the staff person. The job description should include a philosophy of ministry, staff ministry requirements and responsibilities, financial compensation package, vacations and days off, continuing education and conferences.

Please footnote any quotations and clearly mark scripture references. Students will have until March 26 to email the job description assignment to Dr. Smith at chucks717@aol.com or FAX 818-368-3075. Late work will be received until April 1. A student will have up to 50 points deducted for any Job Description that is turned in late, and up to 50 points if it does not meet the minimum length. There is a total of 160 possible points for the Job Description paper.

FINAL EXAM - Each student will take an open book final exam at the end of the last session. The exam will be composed of true/false, multiple-choice and essay questions. Up to 100 points may be earned on this test. The final test is with open book, class notes, etc. allowed. Any resources at the disposal of the student are allowed, other than help from any another individual.

EXTRA CREDIT OPTION #1: Prepare and submit a 160 – 240 word summary of what you felt were the most important things you learned in this course. This should show thoughtful reflection of all the material covered over the course. Students will have until March 26 to email the summary to Dr. Smith at chucks717@aol.com or FAX 818-368-3075. This will have a possible value of 25 points. This is an optional extra credit assignment and may not be turned in late.

EXTRA CREDIT OPTION #2: Prepare and submit responsibility sheets covering three common church positions (eg. Sunday school teacher, board committees, office secretary, custodian, greeters, head usher, counters, facilities manager, grounds committee, lawn care, church audit, music committee, social committee, women's and men's fellowship, nursery committee, etc.). Students will have until March 26 to email the series outline to Dr. Smith at chucks717@aol.com or FAX 818-368-3075. This will have a possible value of 25 points. Again, this is an optional extra credit assignment and may not be turned in late.

SPECIAL COURSE INSTRUCTIONS:

1. Assignments may be turned in early (that is prior to the due date). Assignments may also be turned in late for partial credit. Full credit will require correct grammar and accurate spelling. Turning assignments in "on time" is very important so other students may reflect upon your work (i.e. presentation of biblical sermon/lesson/drama).
2. Avoid the serious offense of plagiarism by simply referencing all quotes and ideas that come from any source other than you.

3. We understand that a spouse or friend may assist you with a paper by proofreading it for grammar and content. However, to allow another party to virtually “do the assignment for you” is unacceptable.
4. The student is encouraged to “scan” read when needed. This does two things for you. It gives you a passing acquaintance with the material overall, and it helps you to decide which areas you need to focus on for a more detailed study effort.

REGULAR DUE DATES

- The Reading Reports are due March 26, and will be received until April 1 (late).
- The Board Meeting Report is due March 26, and will be received until April 1 (late).
- The Lay Ministry Paper is due March 26, and will be received until April 1 (late).
- The Job Description Assignment is due March 26, and will be received until April 1 (late).
- Extra Credit assignments are due March 26.

COURSE DESIGN:

This course is presented in an intensive format over two weekends. The class will consist of lecture, small group discussions, in class projects, student projects, hands on experience and student presentations (see Course Objectives above).

OVERVIEW

1. Topic: Introduction to church administration and finance
 - Syllabus
 - Biblical and theological foundations
 - The administrative process
 - Overview of software packages applicable for church administration and finance
2. Topic: Church Finance
 - Why a budget, budget categories, budget lines, budget planning and monitoring the budget
 - Church accounting systems
 - Finance reports
 - The church’s responsibility to the government, the church’s responsibility to donors, spending funds, conducting building programs, stewardship.
 - Classroom practice in financial accounting
 - Ministerial compensation planning, retirement funding options
 - Keeping records
 - Completing the annual pastor’s report
 - Annual audit of treasurer’s report and financial statements
3. Topic: Church Administration
 - Church Organization (Manual) (Local, District, General)
 - The pastor’s role in church growth
 - Building a Team of Motivated, Committed Workers – Paid and Volunteer
 - Recognizing, developing and utilizing spiritual gifts in laity and empowering them.
 - The art of delegation
 - Biblical Principles For Strategy Planning
 - Principles of Group Involvement for Growth Planning
 - Writing a job description for staff positions
 - Creation of a church policy statement
 - Board Meetings, Committees
 - Annual Meetings, Elections
 - Annual report booklet
 - Running the Program Ministries of the Church

- Official Pastoral Responsibilities, including (Weddings, Funerals, Baptisms, Dedications, Communion)
- Time Management

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Church Administration and Finance
Winter 06-07

READING REPORT/INSIGHTS

Students Name _____ Date _____

Book Title _____ Author _____

Percentage of Book Read _____%

Thesis: (One Paragraph)

Principle #1 Learned: (One Paragraph on how this will help you in ministry)

Principle #2 Learned: (One Paragraph on how this will help you in ministry)

Quotes: (Give 5 quotes with page number)