Course Profile

Course # and Title: SF/ML 404 Ministry of Administration

Instructor: Craig Mueller and guest presenters  Semester/Year: Spring 2021

Short Description (1-2 Sentences):
This is a practical course integrating administration skills within the context of congregational ministry and spiritual leadership. Much of our Zoom class time will be spent with consultants and other rostered leaders sharing their personal wisdom and experience.

Delivery Mode: Zoom synchronous sessions on Friday mornings, 9:00 – 11:00 am; other online learning

Course Rationale and Description
Many clergy and other religious leaders feel that seminary did not prepare them well for the demands of parish administration. Though mission and ministry should be priorities, the tasks of managing staff, finances, and property can take an inordinate amount of time and energy. Though we will give attention to congregations of various sizes and contexts, the primary focus will be on administration within small to medium sized congregations. Through seminars, readings, and student projects we will consider practical skills in relationship to congregational ministry and spirituality, and healthy boundaries for religious leaders. The course is recommended for those who have completed either Ministry in Context and/or internship.

Course Learning Outcomes (Learners will be able to):
Gain practical tools to equip new rostered leaders in these administration areas:
- Budgeting and finance
- Stewardship and fundraising
- Governance (council, committees, constitution)
- Managing staff
- Boundaries and healthy leaders
- Buildings and property
- Communication and social media
- Growth and decline (including dying congregations)

Strategies for Learning):
a. Seminars with rostered leaders (including recently ordained pastors) and consultants
b. Readings to provide additional information and practical strategies for church administration
c. A final project based on the student’s interests, goals, or context

Assessment:
Class participation; online discussions; reflection papers and final project

Bibliography (required texts below; other materials provided online)

<table>
<thead>
<tr>
<th>Text Title</th>
<th>Author</th>
<th>ISBN# (Required)</th>
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</thead>
<tbody>
<tr>
<td>Governance and Ministry: Rethinking Board Leadership</td>
<td>Hotchkiss, Dan</td>
<td>978-1-56699-739-3</td>
</tr>
<tr>
<td>Title</td>
<td>Author</td>
<td>ISBN</td>
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<tr>
<td>Abundance: Creating a Culture of Generosity</td>
<td>Ward, Michael</td>
<td>978-1-5064-6140-3</td>
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<tr>
<td>Saying No to Say Yes: Everyday Boundaries and Pastoral Excellence</td>
<td>Olsen, David</td>
<td>978-1-56699-728-7</td>
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Additional information:

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