Course Profile

Course # and Title: ML 404 Ministry of Administration

Instructor: Craig Mueller / Guest presenters

Semester/Year: Spring 2020

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. This course is designed for seminarians and area clergy in their first call. 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.

Information about the Class:
The course will meet six Fridays, 9:00am – 4:00pm.
February 14 – Guest, Rebekah Costello
February 28 – Guest presenter, Dave Daubert, Consultant, Day8 Strategies
March 13 – Guest presenter, former bishop Wayne Miller
April 3 – Guests, Heather Feltman, Jason Glombicki
April 17 – Guest presenter, Mike Ward, GSB fundraising
May 8

A variety of guest presenters will join us most Fridays.

Topics will include:
The budgeting process
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 resources from the Chicagoland area (pastors, administrators, and a former bishop)
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:
Based on class participation and final project

Bibliography:
Required texts:
Bacher, Robert N. and Michael L. Cooper-White. Church Administration: Programs, Process, Purpose. (on reserve or PDF chapters)
Hotchkiss, Dan. Governance and Ministry: Rethinking Board Leadership
Olsen, David. Saying No to Say Yes: Everyday Boundaries and Pastoral Excellence
Ward, Michael. Abundance: Creating a Culture of Generosity