

MAS 635 Ministry Administration, Staff/Volunteer Development

Course Overview

Course Instructor

Name:	Rev. Jill Andrews
Location:	Virtual Online, Blackboard
Telephone:	(937) 938-0583 Communication by TEXT preferred
E-Mail:	unitysee@gmail.com
Response Time Policy:	Within 48 hours

Course Description

Ministry includes administrative aspects in addition to the spiritual work. This course provides an overview of ministry administration. Students explore: the minister's role as manager and motivator of ministry employees; legal and administrative responsibilities; volunteer, program, and leadership development; volunteer recruitment, training and retention; and theories of motivation and leadership. An overview of Virtual Church delivery will be covered.

Course Learning Objectives

Upon completion of this course, learners will:

- Be aware and able to access resources available from the UWM website.
- Understand the minister's role as a manager and how best to identify, train, and empower staff and volunteers in the operations of the church/community.
- Techniques for identifying individual spiritual gifts and passions and how to encourage their effective use.
- Begin to understand the different types of leadership and identify their own unique leadership style and how this style may impact others in the development of an effective ministry team.
- Understand the role of culture in the development of effective team ministry.
- Examine new deliveries of ministry and explore online church resources.

Required Text/Readings

- Kouzes, James and Posner, Barry. *The Leadership Challenge 5th Edition*. San Francisco, CA: Jossey-Bass Inc.
- Powers, Bruce ed. *Church Administration Handbook 3rd edition* Nashville: B&H publishing, 2008
- Leadership & Ministry Development Resource Guides from UWM:
 - Welcome System Guide
 - Spiritual Gifts Discovery Guide
 - Sacred Service Ministry Guide
 - Leadership Development Resources Guide
- Picardo, Rosario and Beck, Michael. *Fresh Expressions in a Digital Age*. Abingdon Press, 2021.

Live Collaborate Class Sessions:

Tuesdays, 7 pm to 8:30 ~ Central Daylight Time (CDT) Zone

April 2024

1. April 2, 2024
2. April 9, 2024
3. April 16, 2024
4. April 23, 2024
5. April 30, 2024

May 2024

6. May 7, 2024
7. May 14, 2024
8. May 21, 2024
9. May 28, 2024