

# Syllabus: MAS640 Ministry Structure, Board and Governance

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## Course Overview

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#### Course Instructor

<b>Name</b>	Rev. Mary Masters
<b>Virtual Office Hours</b>	Tuesdays, 9 a.m. – 11 a.m. CST
<b>Telephone</b>	716-507-2740
<b>E-Mail</b>	Marymasters1@verizon.net
<b>Response Time</b>	Within 24 hours of call or email unless otherwise indicated through
<b>Policy</b>	automatic message

#### Course Description

A thorough understanding of ministry governance and structure is necessary for order and harmony within a ministry. Students develop the understanding and skills needed for working with a ministry governance board. This course provides an overview of governance, bylaws, policies and procedures in the operation of the ministry. Students will explore plans for qualifying, recruiting, electing and training board members. Strategies for building a healthy, conscious relationship with the board will be designed and students will explore how spiritual principles and practices can make working with the board a spiritual experience.

#### Course Learning Objectives

By the end of the course, learners will be able to:

- Express a broad philosophical understanding of the role of governance in a healthy ministry and understand key principles and practices essential for success.
- Understand the difference between a bylaw, policy and procedure
- Be familiar with the UWM Bylaws Template for a Unity ministry, the Policy Manual and Code of Ethics for ministers and ministries. Also, to think through the application of these documents to various common scenarios in church ministry, as well as unusual circumstances that may arise from time to time.
- Understand the role of the Board, Minister, Staff and the Congregation and how they can work together optimally for the good of the ministry.
- Describe and demonstrate principles and practices for effective business meetings.
- Identify resources within and outside of Unity for greater understanding and support.
- Bring a spiritual consciousness and the application of Unity principles to every aspect of the governance of a Unity ministry.

## Required Book(s)

- Hotchkiss. Dan. ***Governance and Ministry: Rethinking Board Leadership***, Second Edition. An Alban Institute Book, Rowman & Littlefield.
- Manuel. Charline. ***The Power of One Accord: 7 Spiritual Keys to Harness Synergy in the Boardroom***. A One Accord Strategies, Inc. Publication. 2<sup>nd</sup> Edition, Revised and Expanded 2018.

## Live Collaborate Class Sessions

***All times Central Time (CT) Zone***

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### January 2024

1. Thursday, January 11 – 7:00 to 8:30 p.m. CT
2. Thursday, January 18 – 7:00 to 8:30 p.m. CT
3. Thursday, January 25 – 7:00 to 8:30 p.m. CT

### February 2024

4. Thursday, February 1 – 7:00 to 8:30 p.m. CT
5. Thursday, February 8 – 7:00 to 8:30 p.m. CT
6. Thursday, February 15 – 7:00 to 8:30 p.m. CT
7. Thursday, February 22 – 7:00 to 8:30 p.m. CT
8. Thursday, February 29 – 7:00 to 8:30 p.m. CT

### March 2024

9. Thursday, March 7 – 7:00 to 8:30 p.m. CT
10. Thursday, March 14 – 7:00 to 8:30 p.m. CT