

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

LIBERTY BAPTIST THEOLOGICAL SEMINARY

COURSE NUMBER: DSMN972 OnLine

COURSE TITLE: CHURCH MANAGEMENT

FACULTY NAME: DR. FRANK SCHMITT

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I. COURSE DESCRIPTION

A detailed study will be made of managing staff, finances, and buildings of a local church. Students will have an opportunity to evaluate critically the management system in their place of ministry.

II. RATIONALE

This course is designed to help pastors and staff members to build on their MDIV education and their experience in the area of church management. The student will deal especially with staff, finances, and buildings. The course requires a critical appraisal of the student's place of ministry.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Microsoft Word
(Microsoft Office is available at a special discount to Liberty University students.)

IV. MEASURABLE LEARNING OUTCOMES

The student will be able to:

A. General

To build upon the knowledge gained in church management from M. Div. degree courses and also from experience of being in ministry. To develop a business-like attitude toward managing church staff, facilities, and finances.

B. Specific

1. To know when and how to create a new staff position and fill it.
2. To know how to develop an adequate staff compensation program.
3. To improve staff supervision skills.
4. To lead a church to develop a reasonable budget
5. To identify ways to increase contributions.
6. To evaluate a church accounting system.
7. To understand the reports that should be built into a financial system.
8. To evaluate a church facility.
9. To know how to lead a church building program.
10. To understand how to finance a church building program.
11. To design and develop a church maintenance program.

VII. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Course Requirements Checklist

After reading the Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

B. Textbook Reports (5)

C. Report on Church Staff

D. Report on Church Finance

E. Report on Church Buildings

Textbook Reports: General Directions

Read all of the required textbooks and write a double-spaced, 4-5 page critical analysis for each book. Submit these through the assignments part of Blackboard.

A critical analysis should include information on the author: *Why did he write the book? How is he qualified to write it? What is his stated purpose and intended audience? Does he accomplish his purpose?*

Include how you would rate the book overall: *What are the strengths of the book? What are the weaknesses of the book? What features did you find most significant? What do you think of his writing style?*

Give your personal recommendations: *Would you recommend the book? If not, why not? If yes, to what kind of person would you recommend it?*

Church Staff, Finances, and Building Reports: General Directions

These reports are worth 25% each of your course grade. Feel free to e-mail me with additional questions, if you need clarification on anything (fschmitt@liberty.edu).

Write an evaluation and recommendations for the three areas of church management studied in the course

CHURCH STAFF (UNIT 1) - Due in Module/Week 6

CHURCH FINANCE (UNIT 2) - Due in Module/Week 10

CHURCH BUILDING (UNIT 3) - Due in Module/Week 16

1. As you work through the COMPILATION ACTIVITIES presented in most of the lessons, you will be gathering the necessary detailed information needed for these three reports.
2. The reports should be extensive and should show-in each area-where the church is, where the church ought to be, and how the church can move from the present situation to the desired situation.
3. When reporting on the present situation for each area, consider and include the following:
 - a. Staff - information on policies, salaries, job descriptions, and organizational charts, meetings, etc. (include staff manual if you have one)
 - b. Finance - information on giving patterns, budget planning and distribution, finance reports, stewardship promotion materials, policies and procedures, etc.
 - c. Church buildings - information on floor plans and present usage and condition
4. A timeline for the proposed changes should accompany each of the areas. (The time line for the finance area should include: budget projections for the next five years, and these projections should reflect the recommended changes in buildings and staff.)
5. To know where the church ought to be, set standards based on the readings in the course materials (Dr. Schmitt's lesson notes and the textbook readings).

6. Use the assignments section of Blackboard to submit your reports. If necessary, you may make arrangements to fax certain pages to Dr. Schmitt.

VIII. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist	10
Textbook Reports (5 @ 50 pts ea)	250
Report on Church Staff	250
Report on Church Finance	250
Report on Church Buildings	250

Total 1010 B. Scale

A = 940–1010 A- = 920–939 B+ = 900–919 B = 860–899 B- = 840–859
 C+ = 820–839 C = 780–819 C- = 760–779 D+ = 740–759 D = 700–739
 D- = 680–699 F = 679 and below

D. Style Guidelines

All assignments for this course are to be formatted in accordance with the latest edition of the Turabian style manual (*A Manual for Writers of Research Papers, Theses, and Dissertations*). Discussion assignments and essay examinations may use the parenthetical citation style. All other written assignments should use the footnote citation style. Writing aids are available via the [Online Writing Center](#).

E. Extra Credit

No additional “for credit” assignments will be permitted beyond those given in the course requirements stated above.

F. Course Changes

Course requirements are subject to change by the administration of the University at any time with appropriate notice.

G. Academic Misconduct

Academic misconduct is strictly prohibited. See The Graduate Catalog for specific definitions, penalties, and processes for reporting.

H. Disability Statement

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

X. BIBLIOGRAPHY

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COURSE SCHEDULE

MODULE 1: Introduction to Church Administration

Reading

- *Leadership Handbook*, Berkley: chs. 26–28
- Crumroy: pp. 1–12, 265–271
- Schmitt notes: ch. 1

Assignment Due

- Course Requirements Checklist

MODULE 2: Introduction to Church Staff

Reading

- *Leadership Handbook*, Berkley: chs. 1–4 and 9
- Crumroy, pp. 115–129
- *Staff*, McIntosh: ch. 1
- Schmitt notes: ch. 2

MODULE 3: Adding Church Staff

Reading

- *Leadership Handbook*, Berkley: chs. 18–19
- Crumroy: pp. 130–145
- *Staff*, McIntosh: chs. 2–4
- Schmitt notes: ch. 3
- Bible: Acts 11:19–26

MODULE 4: Compensating the Church Staff

Reading

- *Leadership Handbook*, Berkley: chs. 8, 11, 18–20
- Schmitt notes: ch. 4
- *Income Tax Guide for Ministers and Religious Workers*, Worth – read all

Assignment

1ST TEXTBOOK REPORT – *Income Tax Guide for Ministers and Religious Workers*

Review B. J. Worth's book and write out a critical analysis. You have read the book with this lesson, and now give the book a quick review, do some reflection on it, and then write out the report.

MODULE 5: Communicating, Supervising and Evaluating Church Staff

Reading

- *Leadership Handbook*, Berkley: chs. 16–17, 20–21
- Crumroy: pp. 156-241, 290-313
- *Staff*, McIntosh: chs. 5–8, 10–11
- Schmitt notes: chs. 5–6

Assignment

2ND TEXTBOOK REPORT – *Staff your Church for Growth*.

Review McIntosh's book and write out a critical analysis. You have read various chapters with the lessons you have done, but give the book a quick review, do some reflection on it, and then write out the report.

MODULE 6: Personal Life

Reading

- *Leadership Handbook*, Berkley: chs. 5–6, 9, 12, 21
- *Staff*, McIntosh: chs. 8, 11
- Schmitt notes: ch. 7
- Bible: 1 Kings 17:2–9

Assignment

CHURCH STAFF REPORT (UNIT 1) – DUE

Bring to completion the first of three unit reports on the management of your church.

Write out a 2–5 page introduction section that gives an overview of the church. This introduction should contain name, brief history, number of members and attendance, type of community located in, and other helpful information.

Now write an evaluation and recommendations for staff in your church. The information that you have been told to collect after almost every lesson will aid you greatly in preparing this report. This is an extensive report that should show where the church is (include information about staff policies, salaries, job descriptions, and organizational charts); where the church ought to be (include a time line for the proposed changes); and how the church can move from present situation to the desired situation.

You might use the following outline.

- I. The Present Situation
- II. Strengths and Weaknesses (this is evaluation)
- III. Recommendations for Improvement

This report counts for 25% of your course grade. Feel free to e-mail me with additional questions, if you need clarification.

MODULE 7: Introduction to Church Finance and Stewardship Education

Readings

- *Leadership Handbook*, Berkley: chs. 29, 32, 33
- Crumroy: pp. 2–3, 96–97, 272–288, 309–313
- Schmitt notes: chs. 8–9

MODULE 8: Increasing Contributions and Church Budgeting

Readings

- *Leadership Handbook*, Berkley: chs. 33, 36
- Crumroy: pp. 41–55
- Schmitt notes: chs. 10–11

MODULE 9: Administering Church Income and Expenses

Readings

- *Leadership Handbook*, Berkley: chs. 29, 35–37
- Crumroy: pp. 314–326
- Schmitt notes: chs. 12–13

Assignment

3RD TEXTBOOK REPORT –CHURCH ADMINISTRATION AND FINANCE MANUAL. You are just about finished with reading this book. Go ahead and finish reading it, and write your critical analysis of it.

MODULE 10: Reporting and Controlling Church Finances and Audits

Readings

- *Leadership Handbook*, Berkley: pp. 469–473, ch. 37
- Crumroy: pp. 326–343, 365–378
- Schmitt notes: chs. 14–16

Assignment

CHURCH FINANCE REPORT (UNIT 2) DUE

Use the information you have been gathering for each lesson in Unit 2, along with additional information if needed. Be sure to include income projections for the church for the next five years, and include at which points new staff or new facilities will be needed.

A possible outline of your paper:

I. Present financial status of _____ church

- A. Stewardship education program
- B. Analysis of giving of membership
- C. Systems of receiving and counting the offerings
- D. Handling of special offerings
- E. Cash flow
- F. Budget planning process
- G. Accuracy and adequacy of budgets
- H. Percentage distribution of budget expenditures to major areas
- I. Financial record keeping
- J. Purchasing system
- K. Financial reports
- L. Financial controls
- M. Financial audit

II. Strengths and weaknesses of financial program of _____ church

This would be an evaluation and analysis of each of the points listed above based on the materials presented in this course.

III. Recommendations for improvement

Make a list of recommendations for improvement, and indicate priorities and a suggested time line for completion

IV. Projection of income and attendance with changes in staff and facilities for the next five years.

When finished, submit this report. You may want to share this report with staff, deacons, and major leaders in your church as well. You are now finished 66% of the course.

MODULE 11: Introduction to Church Buildings

Readings

- Anderson: pp. 1–35
- Leadership Handbook, Berkley: ch. 30
- Schmitt notes: ch. 17

MODULE 12: Planning Church Buildings

Readings

- Anderson: chs. 4–5, 9
- Schmitt notes: ch. 18

MODULE 13: Designing and Constructing Church Buildings

READINGS

- Anderson: chs. 5, 8, 11
- *Leadership Handbook*, Berkley: ch. 31
- Schmitt notes: ch. 19

MODULE 14: Financing for Church Buildings

Readings

- Anderson: chs. 6–7, 10–11
- *Leadership Handbook*, Berkley: ch. 34
- Crumroy: pp. 56–74
- Schmitt notes: chs. 20–21

Assignment

4rd Textbook Report –Otto Crumroy et al., *Church Administration and Finance Manual*

MODULE 15: Maintaining and Insuring Church Buildings

Readings

- *Leadership Handbook*, Berkley: ch. 30
- Cumroy: pp. 343-356
- Schmitt notes: ch. 22

Assignment

5RD TEXTBOOK REPORT – J. D. Berkley, *Leadership Handbook of Management and Administration*

MODULE 16: Conclusion

Assignment

CHURCH BUILDING REPORT (UNIT 3) DUE

NOW TIME TO WRITE THAT FINAL PROJECT PAPER ON CHURCH BUILDINGS

Get together all the reflections and research you have done at the conclusion of each lesson and you should have all the data you need to write this report. The outline can be similar to what you have been using.