

**M336INT
(a and b)**

Tools for Overcoming Your First Congregational Hurdles

January 8 and 9, 2011 (8:30 AM to 5:00 PM)

Instructor: Lee Barker

In an age when ministers are expected to “do it all,” congregational leaders increasingly demand management leadership from ordained clergy. Indeed, a 2007 Auburn Center study of new ministers found that they felt underprepared to meet the complex management skills of a congregation. These are skills that can enhance one’s ministry, but when they are underdeveloped, they often lead to the minister’s first crisis of authority and effectiveness.

In this half-credit course, the student will learn ways to approach the administrative functions of ministry, concentrating on the practical skills of volunteer recruitment and supervision, personnel hiring and supervision, financial administration and budget preparation, meeting building and property needs, conflict management and working with lay leaders.

A large portion of the grade will be determined by four, two-page papers to be written at the conclusion of the class. Relying primarily on case studies, they will be assigned during the class sessions and will be due on March 1, 2011.

Full attendance in the full program is required.

Reading List:

Readings, provided during the course, will come from the following texts, among others:

Benton, D.A. How to Act Like a CEO. McGraw-Hill, 2001.

Berkley, James D. (ed.) Leadership Handbook of Management and Administration: Practical Insight from a Cross section of Ministry Leaders. Christianity Today, Inc., Baker Books, 2007.

Callahan, Kenneth L. Twelve Keys to an Effective Church, Jossey Bass, 2010.

Flake, Floyd H. and Elaine McCollins. African American Church Management Handbook. Judson Press, 2005.

Powers, Bruce P. (ed.) Church Administration Handbook, Bradman and Holman Publishers, 2008.