

Syllabus

MAS 645 Ministry Financial Management

Course Overview

Course Instructor

Name	Rev. Valerie Mansfield
Virtual Office Hours	By Appointment
Telephone	502 338-3247
E-Mail	valeriem@unityoflouisville.org
Response Time	Within 24 hours of call or email unless otherwise indicated
Policy	

Course Description

Ministry has a financial side, which can be handled from a spiritual perspective. Students are introduced to the application of Unity Principles in relationship to financial management and stewardship of ministries, including 501c(3) status, payroll taxes, non-profit reporting to the state, budgeting policies and procedures, orientation of department managers to budgeting, forecasting income and expenses, minister taxes, manse allowance, health insurance, annual reporting and the ethical implications of budgeting and finance.

Course Learning Objectives

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

- Integrate Unity Principles, finance and stewardship
- Understand church fiscal responsibility and management
- Identify policies and procedures, know the difference between the two and the importance of both
- Demonstrate an understanding and monitoring of basic financial documents: budgets, balance sheets, profit and loss statements
- Analysis systems for both contributions and accounting practices

Required Handouts

- *Not Your Parents' Offering Plate*, by J. Clif Christopher
- *Whose Offering Plate is It? New Strategies for Financial Stewardship*, by J. Clif Christopher

Required Handouts

- UWM Church Finance Handout Resource Manual
- UWM Church Policy Manual
- UWM Tithing Policy
- Handouts from Unity of Louisville

Recommended/Required Websites

- <https://www.irs.gov/pub/irs-pdf/p1771.pdf>
- <https://www.irs.gov/charities-non-profits/charitable-organizations/charitable-contributions-written-acknowledgments>
- <http://www.capterra.com/church-management-software/>
- <https://images.template.net/wp-content/uploads/2016/01/08054532/small-church-budget-sample-PDF-Download.pdf>
- <https://www.irs.gov/taxtopics/tc417.html>
- <https://www.uscis.gov/i-9>
- <https://www.irs.gov/uac/about-form-w4>
- <http://www.unityworldwideministries.org/retirementpension-opportunities>
- <http://www.unityworldwideministries.org/taxes-accounting-law>
- <http://www.unityworldwideministries.org/annual-report-form-ministries>
- <https://www.unityworldwideministries.org/minister-and-ministry-tax-accounting-and-budget-faqs>
- <https://www.unityworldwideministries.org/church-policy-manual>
- <http://thestewardsjourney.com/wp-content/uploads/2014/12/Essentials-of-fundraising-for-churches.pdf>
- http://capecodphilanthropy.org/wp-content/uploads/ENDOWMENTFUNDRAISING-DOSDONTSWHATIFS_000.pdf
- <http://www.unityworldwideministries.org/thriving-unity>
- <https://www.churchmutual.com/media/pdf/FraudInHousesOfWorship.pdf>

Recommended Reading

- Nuffer, Bruce. *The Church Treasurer's Manual: A Practical Guide for Managing Church Finances* (Lifestream Resources) Paperback. June 1, 2008

Live Collaborate Class Sessions

All times Central Time (CT) Zone

September 2021

1. Thursday, September 16 – 6:30 to 8:30 p.m. CT
2. Thursday, September 23 – 6:30 to 8:30 p.m. CT
3. Thursday, September 30 – 6:30 to 8:30 p.m. CT

October 2021

4. Thursday, October 7 – 6:30 to 8:30 p.m. CT
5. Thursday, October 14 – 6:30 to 8:30 p.m. CT
6. Thursday, October 21 – 6:30 to 8:30 p.m. CT
7. Thursday, October 28 – 6:30 to 8:30 p.m. CT

November 2021

8. Thursday, November 4 – 6:30 to 8:30 p.m. CT
9. Thursday, November 11 – 6:30 to 8:30 p.m. CT
10. Thursday, November 18 – 6:30 to 8:30 p.m. CT