

Syllabus: MAS640 Ministry Structure, Board and Governance

Course Overview

Course Instructor

Name	Rev. Mary Masters
Virtual Office Hours	Tuesdays, 9 a.m. – 11 a.m. CST
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Response Time Policy	Within 24 hours of call or email unless otherwise indicated through 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:

- List and understand the “Principles for Good Governance” that support healthy congregations
- Understand the difference between a bylaw, policy and procedure
- Be familiar with the UWM recommended Bylaws 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 routine and 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.

- Describe the qualities of effective leadership and how to draw forth those qualities in others.
- 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 Consensus Building for Spirit Led Board***. Crystal Heart Press, Inc. 2014.

Required Website Links

- UWM Leadership & Ministry Development Resource Guides -
 - *Leadership Development Guide* – available for download from UWM website.
<http://www.unityworldwideministries.org/embracing-ministry-together>
 - Other Guides that are available include: Welcoming, Sacred Service, Spiritual Gifts Discovery, Emotional and Spiritual Intelligence, and Future Planning 1 and 2 – all available for download from UWM website.
- UWM Bylaws, Policies, Ethics –*UWMBylaws2017; UWM Church Policy Manual; Code of Ethics*
 - <http://www.unityworldwideministries.org/bylaws-policies-codes-ethics#>

Recommended Readings/Handouts

- *Transforming Church Boards into Community of Spiritual Leaders* by Charles Olsen (Alban, 1995)
- *Leadership and Listening: Spiritual Foundations for Church Governance* by Donald E. Zimmer (Alban, 2011)
- *The I of the Storm: Embracing Conflict, Creating Peace* by Gary Simmons
- *The Advantage: Why Organizational Health Trumps Everything Else in Business* by Peter Lencioni. Jossey-Bass, A Wiley Brand, 2012.
- *Thank You for the Feedback: The Science and Art of Receiving Feedback Well* by Douglas Stone and Sheila Heen. Viking, 2014
- *Crucial Conversations: Tools for Talking When the Stakes are High*, by Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler,

Live Collaborate Class Sessions

All times Central Time (CT) Zone

January 2019

1. Thursday, January 10 – 7:00 to 8:30 p.m. CT
2. Thursday, January 17 – 7:00 to 8:30 p.m. CT
3. Thursday, January 24 – 7:00 to 8:30 p.m. CT
4. Thursday, January 31 – 7:00 to 8:30 p.m. CT

February 2019

5. Thursday, February 7 – 7:00 to 8:30 p.m. CT
6. Thursday, February 14 – 7:00 to 8:30 p.m. CT
7. Thursday, February 21 – 7:00 to 8:30 p.m. CT
8. Thursday, February 28 – 7:00 to 8:30 p.m. CT

March 2019

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