

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
Telephone	716-507-2740
E-Mail	Marymasters1@verizon.net
Response Time	Within 24 hours of call or email unless otherwise indicated through
Policy	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. 2nd Edition, Revised and Expanded 2018.

Required Website Links

- UWM Bylaws, Policies, Ethics –*UWMBylaws2017; UWM Church Policy Manual; Code of Ethics*
 - <http://www.unityworldwideministries.org/bylaws-policies-codes-ethics#>

Live Collaborate Class Sessions

All times Central Time (CT) Zone

January 2023

1. Thursday, January 19 – 7:00 to 8:30 p.m. CT
2. Thursday, January 26 – 7:00 to 8:30 p.m. CT

February 2023

3. Thursday, February 2 – 7:00 to 8:30 p.m. CT
4. Thursday, February 9 – 7:00 to 8:30 p.m. CT
5. Thursday, February 16 – 7:00 to 8:30 p.m. CT
6. Thursday, February 23 – 7:00 to 8:30 p.m. CT

March 2023

7. Thursday, March 2 – 7:00 to 8:30 p.m. CT
8. Thursday, March 9 – 7:00 to 8:30 p.m. CT
9. Thursday, March 16 – 7:00 to 8:30 p.m. CT
10. Thursday, March 23 – 7:00 to 8:30 p.m. CT