MAS 635 Ministry Administration, Staff/Volunteer Development

Course Overview

Course Instructor

Name: Rev. Ray Nelson MDiv and NSA
Virtual Office Hours: Tuesday and Thursday 1:00 pm – 2:00 pm Central Time.
Telephone: Cell: 612-281-1659 best text first
E-Mail: rnelsonplhw2@gmail.com

Response Time Policy: 24 hours with outreach

Course Description

Ministry includes administrative aspects in addition to the spiritual work. This course provides an overview of ministry administration and ethics. Students explore: the minister’s role as manager and motivator of ministry employees; legal and administrative responsibilities; volunteer, program and leadership development; volunteer recruitment, training and retention; and theories of motivation and leadership.

Course Learning Objectives

Upon completion of this course, learners will:

- Be aware and able to access resources available from the UWM website.
- Understand the minister’s role as a manager and how best to identify, train, and empower staff and volunteers in the operations of the church/community.
- Techniques for identifying individual spiritual gifts and passions and how to encourage their effective use.
- Begin to understand the different types of leadership and identify their own unique leadership style and how this style may impact others in the development of an effective ministry team.
- Understand the role of culture in the development of effective team ministry.
- Engage ethics and legal issues of church administration.
**Required Text/Readings**
- Leadership & Ministry Development Resource Guides from UWM (Welcoming, Sacred Service, Leadership Development) Download available from UWM website

**Recommended Text/Readings**
- Bradberry, Travis-*Emotional Intelligence 2.0*TalentSmart 2009

**Live Collaborate Class Sessions:**

*Fridays, 7:00 pm to 8:00 pm ~ Central Time (CT) Zone*

**April 2021**
1. April 9, 2021
2. April 16, 2021
3. April 23, 2021
4. April 30, 2021

**May 2021**
5. May 7, 2021
6. May 14, 2021
7. May 21, 2021
8. May 28, 2021

**June 2021**
9. June 4, 2021