

Syllabus

Elective: Church Finance

Course Overview

Course Instructor

Name	Rev. Mindy Tucker
Virtual Office Hours	By Appointment
Telephone	808-371-4265 c 910-763-5155 w
E-Mail	revmindytucker@gmail.com
Response Time Policy	Within in 24 hours except for Sundays and Mondays when she is not available.

Course Description

Church leaders come from many walks of life with a broad range of skill sets and “business” experiences. In the course of conducting and engaging in the administration of a church, foundational knowledge surrounding money and accounting can provide a platform for ethical, spiritual, and efficient handling of sacred resources. The purpose of this course is to introduce basic concepts about the consciousness of money, church finance and accounting, prudent practices regarding church monies, budgeting, finance processes, planned giving and fundraising.

Course Learning Objectives

At the completion of the course, students will be able to:

- Create a spiritual vocabulary for the language of giving and receiving
- Articulate the principles of stewardship
- Understand the importance of developing policies surrounding “prudent practices” for handling monies
- Learn how to read basic “financial” documents
- Outline the process of intentional fiscal visioning, the “how to” of creating an annual budget, and the monitoring thereof
- Outline the elements successful “money” raising for various aspects of church management from operations to capital fund drives & planned giving

- Have a general understanding of legal and tax issues surrounding the integrity of a church's non-profit status

Required Text/Readings

- *The Dynamics of Church Finance*, by James D. Berkley (Baker Books)
- *Not Your Parent's Offering Plate: A New Vision for Financial Stewardship*, by J. Clif Christopher (Abingdon Press) Second Edition, 2015

Required & Optional Handouts

- UWSI Church Finance Resource Manual
- Sample Church Finance Policies and Procedures (*Optional*)
- Checklist for Independent Contractor (*Optional*)
- Legacies of Unity-Planned Giving (*Optional*)

Live Collaborate Class Sessions

All times Central Time (CT) Zone

January 2019

1. Thursday, January 24 – 6:30 to 8:30 p.m. CT
2. Thursday, January 31 – 6:30 to 8:30 p.m. CT

February 2018

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