

Introduction

General Course Design

- Each course is based on course objectives.
- Each course is composed of several units.
- Each unit is composed of several chapters.
- Each chapter is composed of two or more lessons.
- Each lesson contains one or more lesson objectives.
- Each lesson objective corresponds to specific lesson content.

Course Objectives

Course objectives represent the concepts—or knowledge areas—and perspectives the course will teach you. Review these objectives before you begin studying to have an idea of what to focus on as you study. The course objectives are on page

Unit Overview

A unit overview previews each unit's content and outlines the unit development.

Chapter, Lesson Content, Lesson Objectives, and Numbering System

Each *chapter* begins with an introduction and outline. The outline presents the chapter's lesson titles and objectives. Chapters consist of short lessons to allow you to complete one lesson at a time (at one sitting), instead of the entire chapter at one time.

The *lesson content* is based on lesson objectives.

Lesson objectives present the important concepts and perspectives to be studied in the course.

Each chapter, lesson, and objective is uniquely numbered. This numbering system is designed to help you relate the lesson objective to its corresponding lesson content. Chapters are numbered consecutively throughout the course. Lessons are numbered within each chapter with a two-digit decimal number. For example, lesson 2 in chapter 3 is numbered 3.2. The first number is the chapter (3), the second number is the lesson (2) within the chapter.

Lesson objectives are tagged with a three-digit decimal number. For example, Chapter 1, Lesson 1, Objective 1 is identified as Objective 1.1.1. Chapter 1, Lesson 2, Objective 3 is Objective 1.2.3. The first number is the chapter, the second is the lesson, and the third is the objective. The numbering system is to assist you in identifying, locating, and organizing each chapter, lesson, and objective.

What to Look for in the Margins

Left margins contain numbers for units, chapters, and lessons. In addition, margins contain two learning tools—*lesson objectives with their respective numbers* and *interactive questions* that focus on key principles. Read, understand, and use these two learning tools to study the lesson text.

Interactive questions relate to specific lesson content and specific lesson objectives. Interactive questions, along with lesson objectives, will help you learn the concepts and perspectives that are tested in exam questions. Interactive questions are numbered consecutively within each chapter. Once you understand what the interactive question is asking, search for the answer as you study the lesson's related content section. Model responses are in the student packet.

Lesson objectives present the key concepts. These tips on using lesson objectives will help you master the course content and be prepared for exams:

- Identify the key concept(s) and concept perspectives in the objective.
- Identify and understand what the objective is asking you to do with the key concept(s).
- Think of the objective as an essay test question.
- Read and study the lesson content related to the objective and search for the answer to the “essay test question”—the objective.

Lesson Titles and Subheads

Lesson titles and subheads identify and organize specific lesson content.

Key Words

Key words are presented in **boldface** print and defined in the glossary of this IST; they are words that are used with a specific meaning in the lesson.

Reference Citations

Outside sources are documented using in-text citations in parentheses. These sources are compiled in more detail in the Reference List at the end of the IST.

Test Yourself

The Test Yourself section concludes the chapter with multiple-choice questions based on the lesson objectives, interactive questions, and their supporting lesson content. Test Yourself answer keys are in the student packet.

Glossary, Reference List, Suggested Reading List

A *glossary* (which defines key words) and *reference list* (works cited in each chapter) follow the last chapter of the IST. A *suggested reading list* offering additional resources for further study may also be included.

Completion Requirements and Course Grade (for enrolled students only)

To receive a grade for this course, you must follow the instructions to submit one Learning Requirement report. You must also take a final examination. Your course grade is based on the final exam. A Service Learning Requirement report is required but not graded. The Berean School of the Bible grading scale is 90–100 percent, A; 80–89 percent, B; 70–79 percent, C; and 0–69 percent, F.

Final Examination

Students who are enrolled with Global University's Berean School of the Bible can access the closed-book Final Exam online by clicking on the link provided at the end of

the last UPE (Unit Progress Evaluation). Taking the test online gives immediate results and feedback. Enrolled students who do not have access to the Internet may request a printed final examination. For faster service, please call Enrollment Services at 1-800-443-1083. Please allow 7–10 business days for delivery of your final examination.

Church Administration, Finance, and Law

Ministers, church officials, and lay leaders will all find much valuable information and assistance in this independent-study textbook. These lessons deal with problems and decisions associated with all aspects of financial management, church government and administration, and many legal issues related to ministers and churches.

Unit 1 of this course provides an overview of how the church should be organized and staffed to operate effectively as a business unit. Instruction includes an introduction to bookkeeping and accounting principles and methods. A major portion of one lesson is given to a discussion of church business meetings. The role of the pastor as the chief administrator and spiritual leader is also addressed.

Unit 2 is devoted to accounting practice and theory. You will actually become involved in completing accounting forms, records, and reports. Although almost all bookkeeping and accounting is performed on computer software, it is standard to teach these theories and practices using paper forms and manual calculations. This is needed so students understand the necessary and proper operations required for good bookkeeping and accounting.

Unit 3 addresses management procedures and principles that include banking, internal cash flow, purchasing, insurance, asset management, and other related issues.

Unit 4 directs your attention to a realm of life that many people consider strange, confusing, and even intimidating—the dimension of our culture that involves laws, judges, courtrooms, legal interpretations and arguments, and, of course, consequences. In spite of seeming infinitely complicated, our legal system is foundational to our peaceful society. All of society's expectations and assumptions of justice, fairness, and orderliness are vested in our legal system. Whether we understand the system or not, it remains integral to our society's strength and health and affects some of the smallest details of our lives. The Christian's relationship to the laws of society is strongly influenced by the Word of God. As a responsible, mature citizen, a Christian will conscientiously obey laws and submit to the authorities associated with those laws.

This course is an excellent reference as well as a helpful guide for grasping the concepts and principles associated with church administration, finance, and law. The study will provide a solid foundation in church administration for all students, pastors, and church officials. You will be better prepared for the everyday problems associated with managing a congregation and planning for the future.

Course Description: MIN327 Church Administration, Finance, and Law (6 CEUs)

This course is an introductory study of many of the principles, procedures, and techniques used in today's business world as they apply to the local church and its leadership. Pastors, church business administrators, ministry students, and other

church leaders will find the problem-solving approach to these subjects of practical value.

The course first introduces the student to the organizing and staffing functions of the church that enable it to do business effectively. The student is then shown practical methods of raising money for the church's expenses, or financing the church for business. Other emphases include the importance of keeping good records and ideas on better management of the church's money, facilities, and equipment.

Further, the course provides the student with a practical understanding of the law in order to recognize and resolve legal questions confronting pastors and churches today. It purposes to equip the student in bringing all aspects of personal and public religious life into full compliance with governing authority as expressed in the law.

Course Objectives

At the conclusion of this course, you should be able to:

1. Locate and interpret Scripture passages that form a biblical basis for good management of the local church; the giving of tithes and offerings; and the stewardship of the church's money, facilities, and resources.
2. Identify the roles and responsibilities of the pastor, board, and officers for the financial management of the local church.
3. Define the basic terms, principles, and operating procedures associated with church business management.
4. Establish a set of recognized procedures for conducting church business in a professional, responsible manner.
5. Choose to demonstrate a positive attitude toward the use of business tools and techniques in the work of the church.
6. Implement business management ideas, procedures, and techniques to improve the effectiveness of the local church's business operations.
7. Recount and explain many of the substantive legal principles that apply to churches and clergy.
8. Identify circumstances that require professional legal counsel.
9. Explain why many pastoral decisions must be made in light of their legal consequences.
10. Describe the more common forms of church and clergy legal liability.
11. Explain the legal rights and responsibilities of the clergy.
12. Identify and describe several risk management principles and strategies to help churches and clergy lower their risk of liability.
13. Apply skills in and knowledge of church administration in preparation for a leadership position that involves greater competence and responsibility.