

ASSEMBLIES OF GOD THEOLOGICAL SEMINARY
Continuing Education Course
Springfield, MO
June 10-14, 2002

PTHM 640 MANAGING GOD'S MONEY

Richard L. Schulz

Summer 2002

COURSE SYLLABUS

COURSE DESCRIPTION

This course is designed to provide a comprehensive theoretical foundation underlying the appropriate church/non-profit organization financial administration. Simultaneously, emphasis will be placed on providing practical, hands-on information and procedures to be integrated with the theoretical foundation. Because we will be discussing what is essentially God's business, it is assumed that excellence and the highest integrity are always appropriate. This course will seek to integrate people issues, program issues, and finally financial issues.

COURSE OBJECTIVES

To prepare those individuals both clergy and laity who have or expect to have leadership responsibilities for the vital and necessary financial administration functions.

To highlight both the uniqueness of financial administration of the church/non-profit organization as well as the many similarities which parallel the administration of for-profit organizations and comprise sound financial management and stewardship.

To develop a working understanding of the "dreaded" world of accounting so necessary in the implementation of successful management and administration as a leader.

TEXTBOOKS

Required:

Vargo, Richard J., The Church Guide to Planning and Budgeting. Christian Ministries Resources, July, 1995.

_____. The Church Guide to Internal Controls. Christian Ministries Resources, July 1995.

_____. The Church Guide to Financial Reporting. Christian Ministries Resources, July 1995.

Lindgren, Alvin & Shawchuck, Norman. Management for Your Church. Spiritual Growth Services, June 1977.

Hersey, Paul; Blanchard, Kenneth; and Johnson, Spencer. Management of Organizational Behavior. 8th edition, Prentice Hall, 2001.

Other materials will be provided as handouts.

Additional suggested bibliography:

Brendel, Doug, 7 Deadly Diseases of Ministry Marketing. Fairlawn, OH, 1998.

Drucker, Peter F., Managing the Non-Profit Organization: Principles and Practices. New York Harper Business, 1992.

Hopkins, Bruce R. Starting and Managing a Nonprofit Organization: A Legal Guide. John Wiley & Sons, March 2001.

Wilbur, Robert H. The Complete Guide to Nonprofit Management. 2nd Edition. John Wiley & Sons Inc., 2000.

COURSE REQUIREMENTS

A. Pre-Session

1. The required textbooks should be obtained and read before the first class.
2. Each student should identify a specific church/non-profit organization whose financial situation will be the subject of your paper/project and be prepared to begin work on it at our first class session.

B. Session

Active participation in classroom discussion.

C. Post Session

One take-home test composed of several essay questions to be completed and returned by July 1, 2002.

Project Paper: This project is designed to assist the student in demonstrating and implementing the material covered in class. Each student will prepare a budget and budget process for the church or non-profit organization with which they are presently connected. The project will be some 18-20 pages in length and will also include a financial analysis of that organization's most recent financial statements using guidelines which will be developed in class. This project will be due 90 days after the final class session on June 14 as required by seminary policy.

GRADING

Three elements make up the final grade:

1. Level of class participation.
2. Quality of paper/project.
3. Quality of take-home test responses.

At the graduate level of work we would expect all students to function at the A or B level.

NOTE: Work received after the post-session due date specified in the syllabus will result in a change of grade fee (\$15.00) being charged, even when an extension has been granted by the instructor.

CLASS SCHEDULE AND TOPICS

<u>DATE</u>	<u>DAY</u>	<u>SUBJECT</u>
6/10	M-AFTERNOON	STUDENTS AND COURSE INTRODUCTIONS TERM PAPER/PROJECT DISCUSSION INTEGRATION OF PEOPLE, MINISTRIES, & FINANCES DISCUSSION- <u>MANAGEMENT FOR YOUR CHURCH</u>
	M-EVENING	STRATEGIC MANAGEMENT ISSUES DEMOGRAPHICS MBO-MANAGEMENT BY OBJECTIVES SITUATIONAL LEADERSHIP THEORY DISCUSSION- <u>MANAGEMENT OF ORGANIZATIONAL BEHAVIOR</u>
6/11	T-AFTERNOON	MISSION, PLANNING, BUDGETS, AND FINANCES BUDGET TERMINOLOGY AND PROCESS PPBS-PROGRAM PLANNING BUDGET SYSTEM DISCUSSION- <u>THE CHURCH GUIDE TO PLANNING/ BUDGETING</u>
	T-EVENING	EXPLORING THE WORLD OF ACCOUNTING FUND ACCOUNTING-NON/PROFIT ORGANIZATIONS CASH MANAGEMENT ISSUES-OFFERINGS, DEBT, & PETTY CASH
6/12	W-AFTERNOON	EXAMINING CHURCH FINANCIAL STATEMENTS DISCUSSION- <u>THE CHURCH GUIDE TO INTERNAL CONTROLS</u>
6/12	W-EVENING	HISTORICAL FRAMEWORK FOR TAX-EXEMPT ORGANIZATIONS(CHURCHES) THE CHURCH, THE MINISTER, AND THE IRS/STATE RELATIONSHIPS WITH OTHER GOVERNMENT AGENCIES
6/13	TH-AFTERNOON	BANKING RELATIONSHIPS INSURANCE ISSUES DEPRECIATION PLANT/PROPERTY MANAGEMENT

PTHM 640 Managing God's Money

Rich Schulz

Page 4

6/13	TH-EVENING	STUMP THE PROFESSOR TIME-BRING RELATED QUESTIONS AND ISSUES FOR DISCUSSION
6/14	F-AFTERNOON	EXPLORING THE WORLD OF FINANCIAL REPORTS DISCUSSION- <u>THE CHURCH GUIDE TO FINANCIAL REPORTING</u>
6/14	F-EVENING	THE USE OF OUTSIDE AUDITORS SHARING FINANCIAL INFORMATION WITH THE CHURCH LEADERSHIP & CONGREGATION

PROFESSOR CONTACT

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Cell phone- (661) 303-7534

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SPECIFIC DATA

Course syllabus prepared by Rich Schulz, March 2002.