**Module 5c: CHURCH MANAGEMENT & ADMINISTRATION:**

### *Level 0: GIFT 10 Credits (equivalent)*

#### Tutor Oliver Kinchin

**Term 3**

Time commitment: **3 x 90 minute sessions at two training weekends, plus 70 hours private study, including completion of assignments**

**Aims of the Module:**

To develop a knowledge and understanding of the following aspects of leadership, administration and management in a church, and the ability to apply them in a local setting:

1. Patterns and Structures in Congregational Churches
2. Leadership and administration in Scripture
3. Making meetings effective
4. Legal and Financial Issues

**Learning Outcomes** (Knowledge & Understanding, Evaluation, Skills)

At the end of this course students will be able to:

### *Knowledge*, *understanding*

* describe their own behaviour and participation in a decision making situation
* discern and describe what the Bible says about leadership and administration
* appreciate and communicate the essential legal and governance requirements of a Congregational church

### *Evaluation*, *skills*

* apply leadership skills, including management, planning and delegation
* organise and chair meetings effectively
* understand and deal with legal and financial issues

**How it works:**

This is a four unit module, including three ninety minute sessions, as outlined below:

#### Modules Notes

Unit 1: What does the Bible say about management and administration?

Unit 2: Management Skills and Tools

Unit 3: Effective Church Meetings

Unit 4: Financial and legal matters

#### Teaching Sessions

Session 1: Essential Management and Administration

Session 2: Creative Church Meetings

Session 3: From Vision to Action

Assessment:

There is one assignment with three tasks.

Task (a) a Biblical reflection

Task (b) a practical reflection of a meeting situation in a local setting

Task (c) an assessment of the status of administration and governance in a local setting

For queries about the Module or an Assignment, please contact the **Tutor,** Oliver Kinchin, E-mail: [o\_kinchin@hotmail.com](mailto:o_kinchin@hotmail.com)

For all other queries, contact the **Course Director**, Janet Wootton,  
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