



# Nazarene Theological Seminary

1700 E Meyer Blvd • Kansas City, MO 64131 • 816/268-5400

---

PTH 720 – Financial Management for Christian Ministry  
Spring, 2011

## ***Essential Information***

Please refer to the following resources for information essential for the successful completion of courses and degree programs at Nazarene Theological Seminary. Links to these resources are available at [http://support.nts.edu/index.php/Essential\\_Information](http://support.nts.edu/index.php/Essential_Information). Additional technical support information can be found at <http://support.nts.edu>.

- NTS Mission Statement & Purpose and Master of Divinity Objectives
- Tips for online learning success
- NTS library services
- NTS textbook information
- Online technical requirements and Moodle support information
- NTS Student Handbook including statements on quality of work, plagiarism, and academic probation
- *A Handbook for Inclusive Language*

## ***Instructor Information***

Professor: D. Martin, Butler, PhD  
Office: (816) 268-5421  
Office Hours: M - Th 8:00 - 5:00 or by  
appointment

Email: [dmbutler@nts.edu](mailto:dmbutler@nts.edu)  
Home/Cell: (913) 269-2632 Please do not call  
between 9:00 p.m. and 8:00 a.m.

## ***Catalog Description***

A study of Christian financial management from three perspectives. First, the course focuses on all aspects of local ministry finance including budgeting, financial record keeping, receiving and disbursing funds, developing accounting systems, and planning for building projects. Second, the course helps ministers-in-training develop sound personal financial processes including personal budgeting, tax-wise ministerial compensation planning, and retirement planning. Finally, students are exposed to tools that can be used in promoting stewardship among congregants.

## ***Course Narrative & Rationale***

This course postulates that all ministry ventures require adequate funding and necessitate the proper management of the same. No matter how noble our cause, we cannot meet the needs of those to whom we are called to minister if the utilities are discontinued because we failed to pay the bill or the staff members are unable to support families because pay checks are not forthcoming. This course investigates proper financial management principles for both the ministry

and the minister. Through lectures, case studies, projects, and readings students will be exposed to practical and theoretical issues regarding this important matter.

### **Course Outcomes**

At the conclusion of the course, the disciplined, serious student will be able to:

1. Articulate Biblical and theological foundations of money management principles. (M.Div. Objectives 2 and 3). Achieved through readings, comprehension of the lectures, classroom dialogue, class projects and examination.
2. Grapple with the history of money and the People of God. (M.Div. Objectives 2, 3, and 6) Achieved through readings, comprehension of the lectures, classroom dialogue, class projects and examination.
3. Understand the role of the Church in establishing principles for handling money at church, work, and home. (M. Div. Objectives 3, 5 and 6) Achieved through readings, comprehension of the lectures, classroom dialogue, class projects and examination.
4. Elucidate the reasons why proper budgeting is essential to the health of a church. (M. Div. Objectives 5 and 6) Achieved through readings, comprehension of the lectures, classroom dialogue, finance committee analysis, class projects and examination.
5. Identify in detail the process of developing a church budget. (M. Div. Objective 5) Achieved through readings, comprehension of the lectures, classroom dialogue, finance committee analysis, class projects and examination.
6. Demonstrate understanding of the need for record-keeping in order to make accurate reports to appropriate church leaders. (M. Div. Objective 5) Achieved through readings, comprehension of the lectures, classroom dialogue, finance committee analysis, class projects and examination.
7. Master the basics of church accounting including cash receipts, cash disbursements, and individual ledgers. (M. Div. Objective 5) Achieved through readings, comprehension of the lectures, classroom dialogue, finance committee analysis, class projects and examination.
8. Comprehend the types of reports required by the Federal Government, the *Manual* of the Church of the Nazarene, and Denominations. (M. Div. Objectives 5 and 6) Achieved through readings, comprehension of the lectures, classroom dialogue, finance committee analysis, class projects and examination.
9. Describe and assess creative means of raising money in the church. (M. Div. Objectives 5 and 6) Achieved through readings, comprehension of the lectures, classroom dialogue, class projects and examination.

10. Grasp the importance of proper ministerial compensation planning. (M. Div. Objectives 5 and 6) Achieved through readings, comprehension of the lectures, classroom dialogue, class projects and examination.
11. Develop skills in training constituents in stewardship matters. (M. Div. Objectives 2, 5 and 6) Achieved through readings, comprehension of the lectures, classroom dialogue, class projects and examination.
12. Incorporate personal financial management into your life now so as to better minister in the days ahead. (M. Div. Objectives 1, 2, 3, 4, and 5) Achieved through readings, comprehension of the lectures, classroom dialogue, class projects and examination.

### ***Church of the Nazarene COSAC Competencies***

The Church of the Nazarene has established competencies that must be met for Ordination within the denomination. The competencies that relate to this class are listed below. Other denominations and theological traditions will have similar objectives for ministerial preparation. Students from other denominations and theological traditions that require additional competencies are encouraged to discuss the need to address these requirements with the professor.

1. Ability to identify the directives of the *Manual* of the Church of the Nazarene that pertain to the organization and ministry of the local church and to the responsibilities of the pastor at local and district levels. (CN-29)
2. Ability to provide oversight of one's ministry using management skills including servant leadership, conflict resolution, and administration. (CP-5)
3. Ability to manage ministry resources of one's ministry (time, human, financial, etc.) in a way consistent with a church's size and characteristics. (CP-6)
4. Ability to appropriately manage personal and church finance. (CP-9)
5. Ability to develop and utilize existing ministry forms (such as facilities management and safety assessment, personnel development, basic recordkeeping, maintaining church policies, etc.) by which individuals, families, and congregations may be formed into Christlikeness. (CP-23 Administration)
6. Ability to assess and implement emerging approaches to administration in light of enduring theological (Bible, doctrine, philosophy) and contextual (history, psychology, sociological) perspectives. (CP-24 Administration)

## ***Required Texts & Course Materials***

Hanna, Frank J. *What Your Money Means*. New York: The Crossroads Publishing Co, 2008.

Hotchkiss, Dan. *Ministry and Money*. Herndon, VA: The Alban Institute, 2002.

Malphurs, Aubrey & Stroope, Steve. *Money Matters in Church*. Grand Rapids: Baker Books, 2007.

## ***COURSE OUTLINE & CALENDAR***

### **1. Week One - February 1**

Introduction to the Course and the Topic  
Money in the Old Testament  
Money in the New Testament

### **2. Week Two - February 8**

The History of Money in the Church  
Money and the American Society  
Toward a Theology of Faith and Money

### **3. Week Three - February 15**

Budgeting

**DUE:** Hotchkiss Reading Report

### **4. Week Four - February 22**

Budgeting Continued  
Receiving the Funds  
Spending the Funds

### **5. Week Five - March 1**

Church Accounting  
Finance Reports

**DUE:** Malphurs Reading Report

### **6. Week Six - March 8**

Church's Responsibility to Donors  
Church's Responsibility to the Government

7. **Week Seven - March 15**  
Protecting the Church's Resources  
**DUE:** Ministry Finance Project
  
8. **Week Eight - March 22**  
Reading and Research Week
  
9. **Week Nine - March 29**  
Building Programs  
**DUE:** Hanna Reading Report
  
10. **Week Ten - April 5**  
Personal Finances
  
11. **Week Eleven - April 12**  
Personal Finances Continued  
**DUE:** Personal Finance Project
  
12. **Week Twelve - April 19**  
Stewardship  
Stewardship Education
  
13. **Week Thirteen - April 26**  
Class Projects (Students will choose one of their projects to present orally in class)  
**DUE:** Finance Committee Meeting Analysis
  
14. **Week Fourteen - May 3**  
Final Examination

## ***Course Assignments & Requirements***

### **1. Class Participation and Attendance:**

Students are expected to attend all class sessions and to be on-time. Students should come to class with appropriate reading completed so as to be better prepared to engage the topic of the session.

### **2. Reading:**

Students are required to read three texts. Submit a book report using the format displayed in the book report guideline sheet attached. The reports may be submitted in person or through the Moodle assignment tool and are due on the dates listed on the calendar in this syllabus. Please do not submit work as an attached e-mail. (Course Outcomes 1-12 and COSAC Competencies 1-6)

### **3. Ministry Finance Project:**

Each student will complete a ministry finance project to be submitted on the date listed on the calendar in this syllabus. Students are encouraged to use their imagination and to design a project built around interests and skills. Two members of the class may work together as a group on a project. Suggestions for possible projects are listed below. (Course Outcomes 1-9,11 and COSAC Competencies 1-6)

- A. Develop a comprehensive operating budget for a small church or other ministry raising \$125,000 per year. Include rationale for revenue and expenses and how the budget relates the church's core values.
- B. Role-play a budget planning meeting.
- C. Read 500 pages of collateral reading regarding ministry finance and submit a five to seven page report on insights gained.
- D. Write and deliver a stewardship sermon.
- E. Compile a list of offering prayers and stewardship texts that could be used during the offerings to be received at your church. Five to seven pages in length.
- F. Research software options for ministry financial recordkeeping. Write a five to seven page report.
- G. Write a five to seven page research paper on biblical and theological issues regarding financial matters in the ministry.
- H. Write a five to seven page paper on generational differences in motivating people to give.
- I. Develop a humorous video/dvd of wrong ways to run the finances of a ministry.
- J. Present a detailed outline and calendar for a major gift campaign for a church or ministry.
- K. Interview three to five people and ask them to tell a story of stewardship celebration. Report your findings in a five to seven page paper.
- L. Be creative. Think of something that interests you and bring the concept to me for approval.

### **4. Finance Committee Analysis:**

Attend a Finance Committee meeting at your local church or other ministry. Write a reflection paper on the experience and submit the report on the date listed on the calendar in this syllabus. The report may be submitted in person or through the Moodle assignment tool. Please do not submit work as an attached e-mail. The report is to be six to eight typewritten pages in length. It should use a standard research paper title page and begin with a paragraph describing the meeting particulars - when, where, who, how long the meeting lasted, etc. Please use titles for participants rather than personal names.

Following this opening paragraph, the paper should have six clearly defined sections as indicated below. (Course Outcomes 1-9 and COSAC Competencies 1-6)

- A. *Information for decision making* - analyze the agenda, report from the treasurer, reports from other entities, etc., for clarity, usability, and integrity. Did the treasurer's report communicate to you as an "outsider?" How was the treasurer's report structured? Did the report clearly delineate the budget and indicate the extent to which the budget was followed? Attach a copy of the treasurer's report (if you were given a copy).
- B. *Structures* - describe, analyze, and assess how the group organized itself to do its work. That is, did the group follow formal structure, proper parliamentary procedures, etc., or was the group more informal in its processes?
- C. *Relationships* - assess interactions between the committee chair, ministerial staff members (if any were in attendance), and group members. Did everyone have opportunity to speak or did a few dominate the process?
- D. *Effectiveness* - analyze the productivity or outcomes of the meeting in light of the agenda and other stated goals for the meeting. Was it apparent that processes and policies were already in place for how funds were to be administered or did the committee wrestle with which bills to pay this month?
- E. *Theological Reflection* - evaluate the process and outcomes of the meeting in light of your Biblical and theological understandings of ecclesiology, spiritual leadership, Biblical and theological constructs given in the class lecture, uses of power, etc.
- F. *Recommendations* - suggest ways the meeting could be improved in light of the five areas of analysis listed above.

5. **Personal Finance Project:**

Each student will complete a personal finance project to be submitted on the date listed on the calendar in this syllabus. Students are encouraged to use their imagination and to design a project built around interests and skills. Two members of the class may work together as a group on a project. Below are suggestions for possible projects. (Course Outcomes 10,12 and COSAC Competency 4)

- A. Read 500 pages of collateral reading on personal finances and submit a five to seven page report on insights gained from the reading. (If you chose a reading assignment for the church finance project, you cannot do a second reading project.)
- B. Produce a ten minute video/dvd on how to design a tax-wise ministerial compensation package.
- C. Research the "stewardship industry" to discover tools available for pastors to use to train laity. Write a five to seven page report and provide samples, if possible.
- D. Research software options for personal financial recordkeeping. Write a five to seven page report. (If you chose a software review assignment for the church finance project, you cannot do a second software review project.)
- E. Write a five to seven page research paper on biblical and theological issues regarding personal financial matters. (If you chose a research paper assignment for the church finance project, you cannot do a second research project.)
- F. Develop a humorous video/dvd of wrong ways to run one's personal finances. (If you chose a humorous video assignment for the church finance project, you cannot do a second humorous video project.)
- G. Write a five to seven page personal autobiography about faith and money. Include a personal theological reflection on the role of faith and money in your own life.

- H. Develop a personal budget for you and your family for the next twelve months.
- I. Be creative. Think of something that interests you and bring the concept to me for approval.

6. **Final Exam:**

The final exam will be a combination of multiple choice, short answer, and essay. It will be based solely on class lectures. (Course Outcomes 1-12 and COSAC Competencies 1-6)

**NOTE:** No credit will be given for late assignments unless arrangements have been made with me IN ADVANCE.

**NOTE:** My goal is to return graded assignments within seven days of receiving them.

### Distribution of Student Learning Hours

	hours
Face-to-face Class Sessions	39
Online Participation in forums, groups, etc.	0
Reading	23
Writing	6
Other Assignments and Learning Activities	65
Exams & Quizzes	5
<b>TOTAL</b>	<b>138</b>

### *Inclusive Language*

NTS is committed to the equality of women and men. Recognizing that people have often used the English language in ways that imply the exclusion or inferiority of women, NTS urges students, faculty, and staff to avoid sexist language in public discourse, in classroom discussions, and in their writings. All written work presented to meet course requirements must use gender inclusive language.

### ***Course Grading***

Participation	100 points
Three Book Reports (75 points each)	225 points
Ministry Finance Project	190 points
Reflection Paper on Finance Meeting	195 points
Personal Finance Project	190 points
Examination	100 points
Total	1,000 points

900 - 1000 points	A
800 - 899 points	B
700 - 799 points	C
600 - 699 points	D
Below 600 points	F

In accordance with the provisions of the Rehabilitation Act of 1973, NTS is committed to providing students with disabilities the opportunity to participate and benefit from its programs and activities. Accordingly NTS will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. Students needing accommodations should contact the Office of the Registrar. They also should contact the instructor no later than the end of the first class session to discuss learning needs and adaptive strategies which have been beneficial for the student in the past.

## Book Report

Student \_\_\_\_\_

Date \_\_\_\_\_

Book Title \_\_\_\_\_

Author \_\_\_\_\_

Percentage of Book Read \_\_\_\_\_%

**Thesis or Purpose:** (One Paragraph of not more than 50 words)

**Insight #1 Learned:** (List)

(One Paragraph on how this will help you in ministry)

**Insight #2 Learned:** (List)

(One Paragraph on how this will help you in ministry)

**Insight #3 Learned:** (List)

(One Paragraph on how this will help you in ministry)

**Quotes:** (Give 5 quotes with page number and a couple of sentences explaining why you thought this quote was important.)