



Nazarene Theological Seminary

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

PTH 515 — Financial Management for Christian Ministry (Block)
Spring 2017, NTS-KC
Mondays, 1:30-4:30 pm

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 in the Essential Information section at <http://support.nts.edu>.

- NTS Mission Statement & Purpose Degree 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
- *Handbook for Inclusive Language*

Instructor Information

Professor: Bill Kirkemo, D.Min
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Office Hours: By appointment

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between 9:00 p.m. and 8:00 a.m. Central Time
Zone

Catalog Description

A study of Christian financial management from three perspectives. First, the course focuses on all aspects of local church finance including budgeting, financial record keeping, receiving and disbursing funds, developing accounting systems, and planning for building projects. Second, the course helps the ministers-in-training to 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

What is the relationship between our faith commitments and our economic lives? How do the teachings of Jesus and our theological traditions inform our views of work, possessions and financial responsibilities? How do the issues of faith and finances relate to effective pastoral leadership? Just as the minister must be skilled in the areas of Biblical interpretation and Christian formation, so the minister must also be skilled in financial management, both personally and professionally. The culture in which we live demands ministries not only be good stewards and reporters of the funds they receive, but also demonstrate a high level of integrity and transparency. This class will equip ministers with basic financial management knowledge and tools that will assist them in leading their personal finances and ministries with integrity, biblical wisdom, and an awareness of the applicable legal framework within which they live and minister.

Degree Objectives

This course addresses the following NTS Degree Program Objectives:

- MDiv Objective 2: “Articulation of the knowledge of this God through prayerful, scholarly study and a deepening understanding of the Christian Scripture of the Old and New Testaments, exhibited in the following outcomes; the student will: e. Understand the formative power of Scripture in shaping corporate and personal Christian life, f. Appropriate Scripture to personal and corporate life both in and beyond the church.”
- MDiv Objective 3: “Development of wisdom and discernment through engagement with the literature of the Christian faith through critical, scholarly study of the history and theology of Christianity and the application of that heritage to personal and corporate Christian life, exhibited in the following outcomes; the student will: e. Appropriate the formative power of theology (whether systematic or historical) in shaping corporate and personal Christian life, f. Apply theological convictions to personal and corporate life both in and beyond the church.”
- MDiv Objective 4: “Cultivation of gifts, practical skills, and vocational identity as a minister of the Gospel of Jesus Christ through engagement in and reflection on the pastoral arts, exhibited in the following outcomes; the student/graduate will: b. Model and facilitate Christian witness and spiritual transformation, c. Communicate effectively in written, spoken, artistic, and other forms, e. Lead in such a way as to develop the leadership potential in others.”

Course Outcomes

As a result of this course students should be able to:

1. Articulate a Biblical theology of stewardship (accomplished in Assignments 1, 2, 3, 4, 5, 6; MDiv Objectives 1, 2)
2. Recognize the societal forces that undermine practicing a Biblical theology of stewardship. (accomplished in Assignments 1, 2, 3, 4, 6; MDiv Objectives 1, 2, 3)
3. Have the knowledge and abilities to fulfill the Manual requirements for financial oversight and management of a local church. (accomplished in Assignments 1, 4, 6; MDiv Objective 4)
4. Identify and detail the process of developing a church budget. (accomplished in Assignments 1, 2, 4, 6; MDiv Objective 4)
5. Develop skills in leading a local church to practice Biblical stewardship principles. (accomplished in Assignments 1, 2, 4, 6; MDiv Objective 4)
6. Develop a personal understanding of and skills for lifelong stewardship. (accomplished in Assignments 1, 2, 3, 4, 5, 6; MDiv Objectives 2, 3, 4)

Church of the Nazarene COSAC Ability Statements

CN14 Ability to identify the directives of the *Manual* of the Church of the Nazarene that pertain to the organization and ministry of the local, district, and general church (accomplished in Assignments 1, 4, 6),

CP2 Ability to oversee ministry using management skills including servant leadership, conflict resolution, administration, and team building (accomplished in Assignments 1, 2, 4, 6),

CP3 Ability to cultivate, cast and strategically implement vision (accomplished in Assignments 1, 2, 4, 6),

CP4 Ability to lead congregations in the biblical stewardship of life resources (accomplished in Assignments 1, 2, 3, 4, 6),

CP5 Ability to reason logically for discernment, assessment, and problem solving (accomplished in Assignments 1, 2),

CH8 Ability to practice holistic stewardship (mutual submission in gender relationships, sexual purity, marriage and family, personal finance, professional conduct, practicing Sabbath, etc.), (accomplished in Assignments 1, 2, 3, 4, 5, 6).

Required Texts & Course Materials

Christopher, J. Clif. *Not Your Parents' Offering Plate*. Nashville: Abingdon Press, 2008

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

Witherington III, Ben. *Jesus and Money*. Grand Rapids: Brazos Press, 2012

Recommended Texts and Course Materials

Durall, Michael, *Beyond the Collection Plate*. Nashville: Abingdon Press, 2003

Foster, Richard J., *Freedom of Simplicity*. New York: HarperCollins, 1981

Ramsey, Dave. *Dave Ramsey's Complete Guide to Money: The Handbook of Financial Peace University*. Brentwood, TN: Lampo, 2011

Toler, Stan & Towns, Elmer, *Developing a Giving Church*. Kansas City: Beacon Hill Press, 2013

Searcy, Nelson. *Maximize*. Grand Rapids: Baker Books, 2010

Simon, Arthur. *How Much Is Enough?* Grand Rapids: Baker Books, 2003

Course Outline

Course Introduction

1. Financial Stewardship in the Bible
 - a. Money in the Old Testament
 - b. Money in the New Testament
 - c. Developing a Theology of Financial Stewardship
2. Financial Stewardship in the Local Church
 - a. Church Accounting
 - b. Church Stewardship Realities and Trends
 - c. Church Budgeting
 - d. Church Finances and the Law
 - e. Church Reporting to Employees, Governments, Donors, Denominational Entities
 - f. Building Projects
3. Financial Stewardship of the Minister
 - a. The Minister's Personal Finances
 - b. Ministerial Retirement Planning

Course Assignments & Requirements

1. **Attendance, Participation and Course Evaluation** (Outcomes 1, 2, 3, 4, 5, 6; CN 14, CP 2, CP 3, CP 4, CP 5, CH 8) – Attendance and participation in the course will be part of the final grade evaluation. Half of the attendance and participation credit will be forfeited if you fail to participate in the Course Evaluation which will become available on Moodle near the end of the semester. The Course Evaluation should not be filled out until you have completed all the course assignments you intend to complete.
2. **Reading Reports:** (Outcomes 1, 2, 3, 4, 5, 6; CN 14, CP 2, CP 3, CP 4, CP 5, CH 8) - Students are required to read the three required texts, one recommended text, and report on them by the assigned dates (see course calendar below for due dates, each report is due by noon on the due date). In place of the one recommended text, the student may choose a different text if the request is submitted and approved by the professor by February 23.

The reports are to be 500 words in length. Each report will clearly state the book name, student name, and percentage of the book read. Each report will then include a paragraph summary of the book's thesis, followed by a discussion of what you learned and how it can apply to your future ministry (limit to 2-4 points), and a concluding paragraph on both a strength and a weakness of the book.

3. **Personal Reflection Essay** - (Outcomes 2, 6; CP 2, CP 4, CP 5, CH 8) On March 1 a 500 word essay is due comparing and contrasting your personal attitude toward money with the biblical witness discussed so far in class. Some ideas for the essay include:
 - a. Reflect on the way money was handled in your home growing up, and how you either have adopted those same practices or rejected those practices.
 - b. Choose 2-3 Biblical passages that address money and share how they inform your personal attitude toward money.
 - c. Explain how money was addressed in your church growing up, and how your attitude toward money has been shaped by your church. Was money a regular sermon topic? Did your church go through a building project? If so, how was money spoken of during the capital fundraising campaign?
 - d. What are the hopes and fears finances bring to an anticipated life-long career in the ministry?
4. **Ministry Finance Project** - (Outcomes 2, 3, 4; CN 14, CP 2, CP 4, CP 5, CH 8) Each student will complete a ministry finance project to be turned in by noon, March 15. Below are some suggested projects:
 - a. Interview a pastor and a church treasurer. Interviewing them separately (they do not need to be from the same church), seek to discover i. how significant an impact each believes money has on the mission and ministries of the church, ii. what the treasurer wished a pastor understood about their position, and ask the pastor what they wish the treasurer understood about their position, iii. how their ministry in the local church setting has affected their attitude towards money, iv. how a very large donation of money to their church would, or would not, change the effectiveness of their church's ministry. Submit a 1250 word paper with your findings and reflections on the interviews.
 - b. Develop a four-week Stewardship Sermon Series. Three of the weeks need to be detailed outlines of the sermons, with one week being a full sermon manuscript. The series should reflect principles learned in the class.
 - c. Develop a four-week Sunday School or Small Group curriculum on the subject of money. Choose any student age group youth and above for the audience. The curriculum should have a clear scope and sequence, and include all necessary aids for a leader to use in the local church setting.
 - d. Attend a Church Finance Committee or Annual Budget Committee Meeting. Write a 1250 word reflection paper analyzing i. how the church budget reflects or does not reflect the church's stated mission statement, ii. how the committee is structured, and how the informal and/or information structures aided or hindered the mission of the committee, iii. what drove the decision making process - the past trends or the future goals of the church. Conclude the paper with a discussion of what you learned from this meeting and how you would structure and lead a budget committee meeting.
 - e. Read an additional 500 pages of collateral reading on the subject of Biblical stewardship. Submit a 1250 word reflection paper on lessons you learned that can apply to your anticipated ministry setting.
 - f. Student initiated project. If you have interest in a project not listed above, submit the proposal to the professor for consideration.
5. **Personal Finance Project** - (Outcomes 2, 3, 5, 6; CP 2, CP 5, CH 8) Each student will complete a personal finance project to be turned in by noon, April 19. Below are some suggested projects:
 - a. Interview a ministry mentor. Interview a minister you trust and respect who has been in ministry for at least 15 years, and who is willing to share about their personal and church stewardship practices. Ask them to discuss, i. the financial lessons they have learned over their ministry, ii. some wise decisions and unwise financial decisions they have personally made while in ministry, iii. some wise and unwise financial decisions the churches they have served have made over their ministry, iv. if they were to begin ministry over again, what financial priorities they would have in place. Submit a 1250 page paper on your findings and reflections.
 - b. Develop a detailed personal budget for after Seminary graduation. Assuming a ministry income of \$25,000, develop a personal budget reflective of your anticipated expenses and debts (student loans, medical insurance, retirement savings, etc). Include any income a spouse may be contributing after graduation as well. If the \$25,000 income will not suffice, what income will you need upon graduation

to enter into full-time ministry? If you do not anticipate full-time ministry, how much time will you need to spend in non-ministry employment to provide for your family? With the budget, include a 750 word reflection on the budget, how it reflects the priorities of your life, and how it reflects God's call upon your life.

- c. Read an additional 500 pages of collateral reading on the subject of personal finances. Submit a 1250 word reflection paper on lessons you learned that can apply to your anticipated family setting.
 - d. Using your Personal Reflection Essay as a rough draft, develop a personal theology of stewardship paper. This 1250 word paper will set forth your understanding of personal stewardship of finances and practical goals for how to provide for your family for a lifetime of ministry.
 - e. Student initiated project. If you have interest in a project not listed above, submit the proposal to the professor for consideration.
6. **Final Exam** - (Objectives 1, 2, 3, 4, 5, 6; CH 14, CP 2, CP 3, CP 4, CP 5, CH 8) On April 22 a one hour exam will be given during the regular class time. This exam will be a combination of multiple choice, short answer, and essay questions.

NOTE: My goal is to grade assignments within seven days of receiving them

Form and Style Expectations

Turabian, Kate L. A Manual for Writers of Research papers, Theses, and Dissertations. Revised by Wayne C. Booth, et al. 7th ed. Chicago: University of Chicago Press, 2007.

Method for Submitting Assignments

All assignments should be uploaded to the appropriate Assignments spot in the Course Moodle site.

Distribution of Student Learning Hours

	Hours
Face-to-face Class Sessions	39
Online Participation in forums, groups, etc.	0
Reading	30
Writing	10
Other Assignments and Learning Activities	60
Exams & Quizzes	3
TOTAL	142

Course Grading

Class Participation	140 points
Reading Reports (50 points each)	200 points
Personal Reflection Essay	100 points
Ministry Finance Project	200 points
Personal Finance Project	200 points
Final Exam	<u>160 points</u>
 Total	 1,000 points

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

Grades on written assignments will be based 85% upon content, 5% upon form and style, and 10% on grammar and punctuation.

Policy Regarding Late Work & Missed Exams

All work reduced 15% after deadline for the first week. Assignments will be reduced and additional 15% for each week late thereafter

Course Calendar

Date	Week	Assignment
Jan. 23	1	Course Introduction Money in the Old Testament Money in the New Testament
Jan. 30	2	Developing a Theology of Financial Stewardship
Feb. 6	3	Church Accounting Due: Witherington Book Report
Feb.13	4	Church Accounting (continued) Best Practices for Financial Controls
Feb. 20	5	Church Stewardship Realities and Trends Due: Christopher Book Report
Feb. 27	6	Church Stewardship Realities and Trends (continued)
Mar. 6	7	Reading and Research Week #1 Due: Personal Reflection Essay Due
Mar. 13	8	Reading and Research Week #2
Mar. 20	9	Church Budgeting Due: Ministry Finance Project
Mar. 27	10	Church Finances and the Law Resource Person - Mike Thompson, General Counsel, COTN Ministerial Retirement Planning Due: Elective Book Report
Apr. 3	11	Church Reporting to Employees, Governments, Donors, Denominational Entities
Apr. 10	12	The Minister's Personal Finances Retirement Planning
Apr. 17	13	Building Projects Due: Personal Finance Project Course Evaluations (approximate release time by the Dean's Office)
Apr. 24	13	No Class Due: Malphurs Book Report
May 1	14	Final Exam

General Institutional Standards

Accommodations

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 that have been beneficial for the student in the past.

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.

Beyond gender equality, this understanding would apply to all persons. Labels to describe people based on ethnicity, phenotype, socio-economic status, educational level, sexual orientation, origin, etc. are often a form of marginalizing others. All written and verbal work for courses and course discussions must be inclusive and should not use descriptive terms in a derogatory manner.

Class Attendance

Attendance at classes is essential for realizing the maximum benefit of your education. Since the professor in each course is best acquainted with the importance of consistent attendance, he or she will determine the rules for attendance.

If you must be absent because of extenuating circumstances, contact the professor as soon as possible to discuss the situation. If a student is absent four or more weeks of the semester, the professor may automatically fail the student.

Daily attendance records must be reported for those obtaining V.A. and Department of Education benefits. Students must make the professor aware if their attendance must be recorded.

Audio and Video Recordings

In order to foster a safe learning environment in which various viewpoints are respected, audio or video recordings or transcripts thereof by students is prohibited without the permission of the faculty member in charge of the course. If permission is granted, redistribution of these recordings or transcripts thereof outside the scope of the course is prohibited.

Students enrolling in videoconferencing courses or participating in certain synchronous Moodle activities should be aware that their images and voices will be transmitted digitally through the videoconferencing equipment and may be recorded. Continued enrollment in these courses constitutes willingness to participate in the class with these conditions. If you have privacy concerns, please discuss your enrollment with the Registrar.

