LUTERA AKADĒMIJA

TH150 Menedžments un līderība
Management and Leadership

Akadēmiskie kredītpunkti

6 ECTS

Iepriekšējo studiju kursu prasības

TH500 Praktiskās teoloģijas pārskats

Apstiprināts

Metodiskās komisijas sēdē (26.08.2024.)

Galvenais pasniedzējs

Mg.theol. Roberts Otomers (roberts.otomers@inbox.lv)

Saturs

Studiju kurss iepazīstinās studentus ar draudzes vadības jomu un sniegs praktiskas iemaņas draudzes darbiniekiem, lai izprastu draudzes pārvaldību, budžeta veidošanu, kā arī komunikāciju un atbildību. Studiju kursa apguves rezultātā studenti sagatavos un prezentēs savas draudzes situācijā balstītu pētījumu, kura ietvaros analizēs tās vadības praksi saskaņā ar studiju kursā apgūto.

Kurss veicinās studentu izpratni par namturības sfēru, sniedzot ieskatu dažādās situācijās un veidos praktiskās iemaņas četrās galvenajās vadības jomās:

• kristīgā vadība;
• baznīcas pārvalde;
• projektu plānošana;
• baznīcas finanses.

Katra iepriekšminētā moduļa noslēgumā studenti veiks un prezentēs pētījumu; tas viņiem palīdzēs sagatavoties pareizas namturības īstenošanai savā draudzē.

Mērķi

- Veidot pamatizpratni namturības teoloģijā, veicinot studentos izpratni par tās saknēm Svētajos Rakstos un Baznīcas vēsturē, kā arī iepazīstinot ar atbilstošo terminoloģiju namturības jomā.
- Sniegt praktiskas iemaņas un veidot kompetences namturības jomā.
- Attīstīt studenta izpratni par namturību.
- Attīstīt studenta spēju praktiski kalpot vadības jomā.

- Veicināt studējošā izpratni par draudzes darba organizatoriskajiem, tiesiskajiem un finansiālajiem principiem.
- Veidot studējošā prasmes organizēt, vadīt un prezentēt pasākumus un projektus draudzē, kā arī sadarbībā ar vietējiem partneriem.

Sasniedzamie rezultāti

Zināšanas

Pēc sekmīgas studiju kursa apguves studenti zinās:

1. Svēto Rakstu un Baznīcas vēsturiskās saknes namturības sfērā
2. teoloģisko terminoloģiju namturības sfērā
3. finanšu pamatprincipus draudzes dzīvē
4. projektu veidošanu un organizēšanu draudzē

Prasmes

Pēc sekmīgas studiju kursa apguves studenti pratīs:

5. analizēt draudzes vadības kultūru.

Kompetences

Pēc sekmīgas studiju kursa apguves studenti spēs:

6. teoloģiski reflektēt par personīgo ticību, kalpošanu un ikdienas situācijām namturības jomā;
7. formulēt atbildes uz ētiskām dilemmām draudzē.

Lekciju plāns

Nr	***Tēma***
1	Ievads studiju kursā. Kursa apraksts. Draudzes analīze.
2	Namturības principi Svētajos Rakstos.
3	Mācīšana un sludināšana par namturību draudzē.
4	Namturības principu izstrāde draudzē.
5	Draudzes attīstība, daloties ar Labo Vēsti.
6	Grāmatvedības pamatprincipi. Budžeta plānošana draudzē.
7	Desmitās tiesa, taupīšana un parādu plāni draudzei.
8	Draudzes sapulču vadīšana
9	Draudzes projektu vadība.
10	Draudzes locekļu iesaiste kalpošanā.
11	Draudzes izpratne, Juridiskā atbilstība un draudzes skolas.
12	Draudzes līdzekļu vākšana.
13	Pastorālā aprūpe: Laika pārvaldība
14	Pastorālā aprūpe: personīgo finanšu plānošana
15	Pastorālā aprūpe: veselība un labsajūta

Katra studiju kursa tēma atbilst 4-5 akadēmiskām stundām, ***KOPĀ ne mazāk kā 63 akadēmiskās stundas.***

Patstāvīgā darba uzdevumi (orientējoši 94 akadēmiskās stundas)

P I L N A L A I K A K L Ā T I E N E S S T U D I J A S

APMEKLĒJUMS (10% no vērtējuma)
- ***Apraksts:*** Regulārs nodarbību apmeklējums un aktīva dalība semināros visā to ilgumā.
- ***Sasniedzamie rezultāti:*** 1–7
- ***Patstāvīgā darba plāns:*** Orientējoši 9 akadēmiskās stundas

TESTI (10% no vērtējuma)
- ***Apraksts:*** TESTI jāaizpilda CANVAS platformā par lekcijās un obligātajā literatūrā apgūto. TESTUS var pildīt neierobežotu reižu skaitu, tikai augstākais rezultāts tiks ieskaitīts gala vērtējumā. Lai sekmīgi pabeigtu studiju kursu, ir jānokārto visi TESTI.
- ***Sasniedzamie rezultāti:*** 1–7
- ***Patstāvīgā darba plāns:*** Orientējoši 9 akadēmiskās stundas

EKSĀMENS (40% no vērtējuma)
- ***Apraksts:*** MUTISKS EKSĀMENS, kurā visi jautājumi ir balstīti uz lekciju materiāliem un obligāto literatūru.
- ***Sasniedzamie rezultāti:*** 1–7
- ***Patstāvīgais studiju plāns:*** EKSĀMENS par lekcijās un obligātajā literatūrā apgūto. Gatavošanās eksāmenam – orientējoši 38 akadēmiskās stundas.

PĒTĪJUMS (40% no vērtējuma)
- ***Apraksts:*** Studentiem jāsagatavo PĒTĪJUMA apraksts (~2000 vārdi), kurā 1) tiek vērtēta konkrētās draudzes vadība no namturības viedokļa; 2) sniegti ieteikumi saskaņā ar labiem namturības principiem. No studentiem tiek sagaidīts, ka viņi savā projektā izmantos lekciju materiālus un obligāto literatūru.

  PĒTĪJUMĀ jāietver sekojoši punkti.

  1. Pamatinformācija par draudzi – atrašanās vieta, baznīcas struktūrvienība, vidējais dievkalpojumu apmeklētāju skaits, mācītājs (-i), darbinieki, kalpošanas (svētdienas skola u.c.)
  2. Mācītāja kalpošana – cik ilgi pašreizējais mācītājs ir kalpojis draudzē? Ja mazāk par 10 gadiem, norādiet mācītāju skaitu pēdējos 10 gados, kā arī to, cik ilgi katrs kalpojis.
  3. Draudzes budžeta veidošanas processs. – Vai draudzei ir budžets? Kas izstrādā budžetu? Kas apstiprina budžetu?
  4. Draudzes "pārvaldīšanas kultūra". (Tas tiek skaidrots lekcijās un obligātajā literatūrā).
  5. Patreizējā namturības kultūra dradzē un ieteikumi, kā to varētu uzlabot.

PĒTĪJUMS būs jāprezentē (līdz 4 minūtēm) docētājam un citiem studentiem. Prezentācija netiks vērtēta. Prezentācijās studenti var brīvi izmantot vizuālos palīglīdzekļus (PowerPoint u.c.), taču tas nav obligāti. Prezentācijā jāievēro šis izklāsts:

• Īss ievads par draudzi, kurā tika veikts PĒTĪJUMS.

• Kādus 3 vārdus jūs lietotu, lai aprakstītu draudzes vadības kultūru? Paskaidrojiet savu izvēli.
• Piedāvājiet savus ieteikumus draudzes namturības kultūras uzlabošanai
– ***Sasniedzamie rezultāti:*** 3–5
- ***Patstāvīgais studiju plāns:*** Pētījuma veikšana un apraksta sagatavošana, izmantojot lekciju materiālus, kā arī obligāto un papildliteratūru. Orientējoši 38 akadēmiskās stundas.

Literatūra

Obligātā literatūra

Hammar, Richard R. "Pastor, Church & Law." *Christianity Today: Church Law & Tax*. 2022. Accessed September 6, 2022. https://www.churchlawandtax.com/library/pastor-church-law/chapter-9-government-regulation-of-churches/

Koort, Kulli A Simple Handbook for Achieving Maximum at Work. Weekdone, LLC, 2014. pdf

Meador, Nathan; Heath R. Curtis. *Stewardship: For the Care of Souls*. Lexham Press, 2021. Logos Online Library Version.

Pedersen, Carsten Lund and Thomas Ritter. "Project Management: The 4 Types of Project Manager." *Harward Business Review*. July 27, 2017. Accessed September 6, 2022. https://hbr.org/2017/07/the-4-types-of-project-manager

Scroggs, Laura. 2024. "The Pomodoro Technique – Why It Works & How to Do It." Todoist. 2024. https://todoist.com/productivity-methods/pomodoro-technique.

"Types of Project Management: Methodologies, Industries, and More." *Coursera*. April 21, 2022. Accessed September 6, 2022. https://www.coursera.org/articles/types-of-project-management

Weber-Johnson, Erin. "10 Common Mistakes in Fundraising for Congregations." *ECF Vital Practices*. September 2017. Accessed September 6, 2022. https://www.ecfvp.org/vestry-papers/article/639/10-common-mistakes-in-fundraising-for-congregations

White, Robert "Five Things Every Pastor Can Do to Stay Healthy." 2018. January 17, 2018. https://www.careforpastors.org/five-things-every-pastor-can-do-to-stay-healthy.

"5 Steps to Successfully Manage Church Projects." *Tithe.ly*. February 21, 2018. Accessed September 6, 2022. https://get.tithe.ly/blog/5-steps-to-manage-church-projects

"50 Ways to Increase Active Engagement." *Lewis Center for Church Leadership*. 2015. Accessed September 6, 2022. https://www.churchleadership.com/wp-content/uploads/2016/06/50WaystoIncreaseActiveEngagement.pdf

"7 Governance Policies Every Church Should Have." *Church Law Center: A California Based Law Firm*. March 23, 2021. Accessed September 6, 2022.

https://www.churchlawcenter.com/church-law/7-governance-policies-every-church-should-have/

Papildliteratūra

"A-Z Stewardship Resource Guide." *Lutheran Church-Missouri Synod*. Department of Stewardship Ministry, 2022. Accessed March 1, 2022. https://resources.lcms.org/reading-study/stewardship-from-a-to-z/

Citi informācijas avoti

"Stewardship Ministry." *LCMS Website*. 2022. Accessed March 1, 2022. https://www.lcms.org/how-we-serve/national/stewardship-ministry

Academic Credit Points

6 ECTS

Prerequisites

TH500 Overview of Practical Theology

Approval

Methodological Commission (26.08.2024.)

Main Lecturer

Jerrald Lawson (*jerrald.lawson@lcms.org*)

Content

This study course will introduce students to the sphere of Stewardship and provide practical skills for church workers in understanding the financial support and stewardship of a congregation's budget including teaching and accountability. At the end of the study course students will make and present a CASE STUDY of their congregation, in which they will learn about, analyze, and make suggestions about its Stewardship practices in relation to the material covered in the study course.

This study course will further the students' understanding of the sphere of Stewardship by providing various case studies and more detailed practical skills in four main areas of Stewardship:

- Church Finance
- Project Planning
- Church Administration
- Christian Leadership

At the end of each of the modules of the study course students will make and present a different assessment that will set them out to be better equipped to implement sound stewardship practices in their congregational setting.

Aims

- To provide proper grounding in the theology of Stewardship, providing students with an overview of its Scriptural and ecclesial-historical roots, as well as basic knowledge and appropriate Scriptural and theological terminology in the sphere.
- To provide practical skills and competencies pertinent to lay people in the sphere of Stewardship.
- To develop the student's understanding of Stewardship.
- To develop the student's ability to practically serve within the sphere of Stewardship.
- To begin to develop the student's understanding of the organisational, legal, and financial framework of the congregation and its local partners.
- To begin to develop the student's ability to organise, lead, and present events and projects at the congregation level in cooperation with local partners.

Learning Outcomes

Knowledge and Understanding

After successfully finishing the study course students will be able to:

1. describe the Scriptural and ecclesial-historical roots of the sphere of Stewardship as one part of the Doctrine of Vocation.
2. recognize theological terminology in the sphere of Stewardship.
3. apply basic financial principles and policies in congregational life.
4. observe the best practices for organizing projects in a congregational setting.

Skills and Abilities

After successfully finishing the study course students will be able to:

5. analyze a congregation's Stewardship culture.

Attitude and Approach (Competencies)

After successfully finishing the study course students will be able to:

6. reflect theologically upon personal faith, ministry, and everyday situations in the sphere of Stewardship.
7. formulate a response to an ethical dilemma in a congregational setting.

Lesson Plan

No	*Topic*	*Preparation for Seminar*
1	Introduction to the Study Course. Syllabus. Congregational analysis.	Meador and Curtis, *Stewardship for Souls,* Ch. 1 (xv-18). *Lesson Recordings*. QUIZ.
2	Biblical foundations: The Principles of Stewardship within Scripture.	Meador and Curtis, *Stewardship for Souls,* Ch. 2 (19-40). *Lesson Recordings*. QUIZ.
3	The Teaching and Preaching of Stewardship in a Congregation.	Meador and Curtis, *Stewardship for Souls,* Ch. 3 (41-70). *Lesson Recordings*. QUIZ.
4	Developing Stewardship principles within a Congregation.	Meador and Curtis, *Stewardship for Souls,* Ch. 4 (71-92). *Lesson Recordings*. QUIZ.
5	Congregational development of sharing the Good News.	Meador and Curtis, *Stewardship for Souls,* Ch. 5 (93-106). *Lesson Recordings*. QUIZ.
6	Basic Accounting Principles. Budgeting within a Congregation.	*Lesson Recordings*. QUIZ.
7	Tithing, Saving, and Debt plans for a Congregation.	*Lesson Recordings*. QUIZ.
8	Congregational Meetings.	*Lesson Recordings*. QUIZ.

9	Congregational project management.	Pedersen and Ritter, "Project Management." "Types of Project Management." *Lesson Recordings*. QUIZ.
10	Congregational Involvement.	"50 Ways for Active Engagement." "Church Project 5 Steps." *Lesson Recordings*. QUIZ.
11	Congregational Understanding Legal Compliance and Parochial Schools.	"7 Governance Policies for Church." Hammar, "Pastor, Church & Law." *Lesson Recordings*. QUIZ.
12	Congregational Fundraising.	Weber-Johnson, "10 Mistakes in Fundraising for Congregations." *Lesson Recordings*. QUIZ.
13	Pastoral Care: Time management	Review – *The Pomodoro Technique* - https://todoist.com/productivity-methods/pomodoro-technique. Read – Koort – *A Simple Handbook for Achieving Maximum at Work* (pdf) *Lesson Recordings*. QUIZ.
14	Pastoral Care: Personal Financial Planning	Rogers – *Everyone's Guide to Financial Planning* – Ch.s 1 -2. (pdf) *Lesson Recordings*. QUIZ.
15	Pastoral Care: Health and Wellness	Review – White, "Five Things Every Pastor Can Do to Stay Healthy." *Lesson Recordings*. QUIZ.

Each Topic corresponds to 1-2 Academic hours of 45 minutes each, for a **TOTAL not less than 24 Academic hours.**

Independent studies (indicatively 132 Academic hours)

PART-TIME STUDIES ONLINE

SEMINAR (10% of grade)

- ***Description:*** Regular Attendance and active Participation in SEMINARS that match seminar timespan, including not being habitually late or leaving early, counts towards the study course's final grade.
- ***Learning Outcomes:*** 1–7

- ***Independent Study Plan:*** Preparing for SEMINARS, including reviewing mandatory readings and lesson recordings (Indicatively: 13 Academic hours of Academic hours of 45 minutes each)

QUIZ (10% of grade)

- ***Description:*** QUIZZES on Canvas on material covered in lesson recordings and mandatory readings. The QUIZZES are Open Book and may be retaken unlimited times with only the highest result counting towards the final grade. All QUIZZES must be passed to complete the study course successfully. See the *Learning Outcomes* "Assessment" column for more details.
- ***Learning Outcomes:*** 1–7
- ***Independent Study Plan:*** Preparing for QUIZZES including reviewing mandatory readings and lesson recordings (Indicatively: 13 Academic hours of 45 minutes each)

EXAM (40% of grade)

- ***Description:*** An ORAL EXAM, where all questions are based upon the lesson material and assigned readings for the PROJECT PLANNING part of the course.
- ***Learning Outcomes:***
- ***Independent Study Plan:*** Reviewing the mandatory readings and lesson material in preparation for the ORAL EXAM (Indicatively: 53 Academic hours of 45 min each).

PROJECT (40% of grade)

- ***Description:*** Students must write a short PROJECT proposal (2000 words) that 1) assesses the state of an aspect of stewardship in the congregation; 2) proposes changes in accordance with good stewardship principles as discussed in the study course; and 3) offers guidance on how this change should be implemented in line with the material covered in the "Project Planning" and "Christian Leadership" components of the study Students are expected to draw from the lesson recordings and assigned readings in their assessment. See the *Learning Outcomes* "Assessment" column for more details.

  Students will produce a Stewardship CASE STUDY of their home congregation or the congregation they currently attend. Students are expected to make use of the mandatory readings and class material in the assignment, especially in answering points 4 and 5.

  This case study should describe each of the following:

  1. Basic information about the congregation (location, church body, weekly attendance at all services, pastor(s), staff, ministries [school, etc.])
  2. History of pastorate (how long has the current pastor served the congregation? If less than 10 years, give the number of pastors in the past 10 years along with how long each served)
  3. Describe the budgeting process of the congregation. (Is there a budget? Who drafts the budget? Who approves the budget?)
  4. Describe the "stewardship culture" of the congregation. (This will be explained in the readings and lectures).
  5. Analyze the current stewardship culture and note how it might be improved by a focused effort to teach the Word of God on the vocation of the Christian steward.

The CASE STUDY will afterwards need to be briefly presented (up to 4 minutes) to the lecturer and other students. The presentation will not be graded. In their presentations, students are free to use visual aids (PowerPoint etc.) if they wish, but it is not mandatory to do so. The presentation should follow this outline:

- Brief introduction to the congregation, on which the CASE STUDY was written, focusing on what surprised the student/what new did they learn.
- What 3 words would you use to sum up the Stewardship culture of the congregation? Explain.
- Propose your suggestions on how might the Stewardship culture of a congregation be improved by a focused effort to teach the Word of God on the vocation of the Christian steward?

- ***Learning Outcomes***: 3–5
- ***Independent Study Plan:*** Conducting research and writing the PROJECT proposal, which includes applying the concepts from the mandatory readings and lesson recordings (Indicatively: 53 Academic hours of 45 minutes each).

You must gain a satisfactory grade in each assessment to pass the study course successfully.

Readings

Mandatory Readings

Hammar, Richard R. "Pastor, Church & Law." *Christianity Today: Church Law & Tax*. 2022. Accessed September 6, 2022. https://www.churchlawandtax.com/library/pastor-church-law/chapter-9-government-regulation-of-churches/

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White, Robert "Five Things Every Pastor Can Do to Stay Healthy." 2018. January 17, 2018. https://www.careforpastors.org/five-things-every-pastor-can-do-to-stay-healthy.

"5 Steps to Successfully Manage Church Projects." *Tithe.ly*. February 21, 2018. Accessed September 6, 2022. https://get.tithe.ly/blog/5-steps-to-manage-church-projects

"50 Ways to Increase Active Engagement." *Lewis Center for Church Leadership*. 2015. Accessed September 6, 2022. https://www.churchleadership.com/wp-content/uploads/2016/06/50WaystoIncreaseActiveEngagement.pdf

"7 Governance Policies Every Church Should Have." *Church Law Center: A California Based Law Firm*. March 23, 2021. Accessed September 6, 2022. https://www.churchlawcenter.com/church-law/7-governance-policies-every-church-should-have/

Additional Readings

"A-Z Stewardship Resource Guide." *Lutheran Church-Missouri Synod*. Department of Stewardship Ministry, 2022. Accessed March 1, 2022. https://resources.lcms.org/reading-study/stewardship-from-a-to-z/

Other Sources of Information

"Stewardship Ministry." *LCMS Website*. 2022. Accessed March 1, 2022. https://www.lcms.org/how-we-serve/national/stewardship-ministry