



Learning Program in Parish Administration & Development

Expectations

The Parish Administrator will be able to provide day-to-day, lay administrative oversight of a congregation such as scheduling worship leaders, clergy, and Eucharistic visitors (in the absence of a deacon). The pastoral leader will be able to facilitate the mission planning of the congregational committee or vestry with goal setting and coordination of ministries in the congregation.

Knowledge

1. Basic familiarity of biblical and theological resources as they apply to church community.
2. Basic understanding of systems theory and theories of congregational development (choose and read several books on administration and practice of ministry)
3. Knowledge of Episcopal Church polity
4. Familiarity with sources of information for the Parochial and other administrative reports

Skills

1. Able to offer effective support and guidance to a congregation in parish administration.
2. Able to offer support to the leadership in parish planning, visioning and goal setting.
3. Able to coordinate ministries in the congregation.
4. Able to accurately complete the Parochial and other administrative reports.

Assignments

The student in Parish Administration shall complete the assignments as described below. The development of each assignment, including the scope, topic and goals for each, shall be discussed, supervised and evaluated by a supervising priest and documented on the form provided, including a timeline for accomplishing the exercises by June, 2010:

Read the 3 required texts from the provided reading list and one additional book from the Suggested Resources books list, showing adequate understanding of texts, and use of the Required Resources, in praxis/reflection papers.

AND

By November put together the budget process in your local church, develop the budget and complete the Parochial Report in January.

AND

The student in parish administration & development shall complete one of the two following projects:

Develop a parish handbook that will help facilitate the flow of work in your church by documenting protocols (i.e., what do you do/who do you contact when a baby is born, someone is hospitalized, etc.) as well as by liturgical season (i.e., when are Easter flowers ordered and from whom; by when do congregants need to place their orders; which bulletin/newsletter should announcements be in and who is responsible). Include sections on all areas of responsibility, including the names of people responsible and their phone numbers & email addresses. Include organizations/functions such as worship leaders, altar guild, pastoral visitors and Episcopal Church Women, etc.

OR

Develop a new ministry team or utilize an existing one to accomplish a ministry project in the church or community. The development of the team and project shall be discussed with your priest and the scope and goals of your project shall be developed and documented, including who will participate on the team and what will be accomplished, who the target audience is, how you will measure its success and a timeline for accomplishing the project by June 2010.

The ministry projects and written plan shall be presented to the mentor group and the mentor shall concur with the plan by October 2009. Incidents arising from your ministry shall be presented at least three times over the course of the year in your mentor group. Consideration of the incidents and the feedback your group gives you shall be used in the theological reflection papers.

In the final paper consider these issues. Did you accomplish your goals? What roadblocks have you encountered? How did you respond to these challenges? What faith issues arose? How do you respond? What are the system and power dynamics that influenced you?

Book List: Parish Administration & Development
2009-2010

Required Reading:

- Webber, Christopher L., The Vestry Handbook. Morehouse Pub: Harrisburg, PA.
- Rendele, Gilbert, Behavioral Covenants in Congregations: A Handbook for Honoring Differences. Alban Institute
- The Episcopal Handbook, Moorehouse Publishing 2008

Required Resources:

- The Constitution and Canons of the Diocese of West Virginia. Episcopal Diocese of WV, <http://www.wvdiocese.org/pages/proposedcanons.html>
- The Constitution and Canons of the Episcopal Church USA: <http://www.episcopalchurch.org/governance.htm>

Suggested Resources

- deWaal, Esther. Seeking God: The Rule of St. Benedict. Liturgical Press: Collegeville, MN, 2001.
- Greenwood, Robin. Transforming Church: Liberating Structures for Ministry. SPCK: Great Britain, 2002.
- Farnham, Suzanne, et. al. Grounded in God. Morehouse Pub: Harrisburg, PA, 1996.
- Hahn, Celia Allison. Growing in Authority, Relinquishing Control. Alban Institute, 1994.
- Wheatley, Margaret J. Leadership for an Uncertain Time. Berrett-Koehler Pub: San Francisco, 2005.
- Knudson, Raymond B. New Models for Financing the Local Church, 2nd ed. Morehouse-Barlow: Wilton, CT. 1985.
- Irwin, Berry. Alban Personnel Handbook for Congregations. Alban Institute, 1999.
- Steinke, Peter L. Healthy Congregations. Alban Institute, 1996
- Stevens, Paul R. & Collins, Phil, The Equipping Pastor. Alban Institute, 1993.