

Congregation and Nonprofit Administration

LC-2000

Fall 2023

Required Texts:

Beaumont, Susan and Gilbert R. Rendle. *When Moses Meets Aaron: Staffing and Supervision in Large Congregations*. Herndon, VA: Alban Institute, 2007. ISBN: 1566993512, \$24. **Available at DTL2**

brown, adrienne maree. *We Will Not Cancel Us: And Other Dreams of Transformative Justice*. Chico, CA: AK Press, 2020. ISBN: 1849354227, \$9.

Bordas, Juana. *Salsa, Soul, and Spirit: Leadership for a Multicultural Age*. San Francisco: Berrett-Koehler Pub., 2007. ISBN 1576754324, \$22 **Available at DTL2**

Either 1) Clark, Wayne. *Beyond Fundraising: The Complete Guide to Congregational Stewardship*. Boston: Unitarian Universalist Association, 2007. ISBN: 1558965238, \$20. OR 2) Hanberg, Erik. *The Little Book of Gold: Fundraising for Small (and Very Small) Nonprofits*. 2009. ISBN: 147520521X, \$17.

Heyman, Darian Rodriguez and Laila Brenner. *Nonprofit Management 101*, 2nd Ed. Hoboken, NJ: John Wiley & Sons, Inc., 2019. ISBN: 1119585457, \$28.

Steinke, Peter. *Uproar: Calm Leadership in Anxious Times*. Lanham, MD: Rowman & Littlefield Publishers, 2019. ISBN: 1538116537, \$20.

Websites - Resources for Congregations and Organizations:

Leadership Development Learning Center: Tips, Tools, and Trainings for Leaders
<https://www.uua.org/leadership>

Alban Weekly Alban at Duke Divinity School's email newsletter offers practical insight and relevant stories on how to lead congregations today. [Subscribe to the newsletter](#). Past issues and links to various topics here - <https://alban.org/about-alban/alban-weekly/>

Becoming a Safer Congregation: A UU Guide to Effective Safety Policies and Practices by Kim Sweeney, UUA Congregational Life Staff Group.
<https://www.uua.org/safe/handbook>

Council of Nonprofits website

<https://www.councilofnonprofits.org/tools-resources/financial-management>

Additional optional and suggested readings –

Beaumont, Susan. *How to Lead When You Don't Know Where You're Going: Leading in a Liminal Season*. Lanham, MD: Rowman & Littlefield Publishing Group, 2019. ISBN: 9781538127681, \$28.

Bregman, Peter. *Leading with Emotional Courage How to Have Hard Conversations, Create Accountability, and Inspire Action on Your Most Important Work*. Wiley, 2018.

brown, adrienne maree. *Emergent Strategy: Shaping Change, Changing Worlds*. Chico, CA: AK Press, 2017. ISBN: 1849352607, \$14.

Child, Barbara, and Keith Kron. *In the Interim: Strategies for Interim Ministers and Congregations*. Second ed. Boston: Skinner House Books, 2017. ISBN: 1558967931, \$17.

Commission on Appraisal, Unitarian Universalist Association. *Who's in Charge Here? The Complex Relationship Between Ministry and Authority*. Boston, 2013: Skinner House Books, UUA. ISBN 9781558967083, \$12.

Friedman, Edwin H. *A Failure of Nerve: Leadership in the Age of the Quick Fix*. New York, 2017, Church Publishing. ISBN: 1596272791 \$22

Hotchkiss, Dan. *Ministry and Money: A Guide for Clergy and Their Friends*. Only 134 pages! Lanham, Md., 2002: Rowman & Littlefield. ISBN: 1566992613 \$21

Hotchkiss, Dan. *Governance and Ministry: Rethinking Board Leadership*. Second ed. Lanham, Md: Rowman & Littlefield, 2016. ISBN 1566997399, \$22.

Klein, Kim and Stan Yogi. *Fundraising for Social Change*. Wiley, 2022.

Lewis, Jacqueline. *The Power of Stories: A Guide for Leading Multi-Racial and Multi-Cultural Congregations*. Nashville, 2008: Abington Press. ISBN: 0687650690, \$15.

Sweetser, Terry and Susan Milnor, *The Abundance of Our Faith*. Boston, 2006: Skinner House Books. ISBN: 1558965165, \$16.

Twist, Lynne and Jack Canfield. *The Soul of Money: Transforming Your Relationship with Money and Life*. New York, 2017: W.W. Norton. ISBN: 0393353974, \$15.
 Vail, Tiffany. "Church Posts Poem on Website and Learns and Important Lesson in Copyright." September 3, 2013. Massachusetts Conference United Church of Christ. <http://www.macucc.org/blogdetail/93120>. (Free resource.)

CLASS SCHEDULE

(Note: the instructor reserves the right to modify the course schedule; if changes are made, efforts will be made to consider student needs and communicate changes in a timely manner)

Week 1 – Sept 7	<p>Details, details, details Introduction; Role of leadership in congregation and nonprofit administration Preparation: Read syllabus and begin reading <i>Salsa, Soul, and Spirit: Leadership for a Multi-Cultural Age</i></p>
Week 2 – Sept 14	<p>Systems and the strategic and emotional playing field of human organizations Preparation: Continue reading <i>Salsa, Soul, and Spirit</i>; UU Leaders Lab – A Theology for Leaders https://www.uua.org/leadership/library/theology-leaders; <i>Uproar: Calm Leadership in Anxious Times</i>, Introduction and pp. 49-66.</p>
Week 3 – Sept 21	<p>Leaving monoculture behind – leadership that centers justice and relationship in multi-cultural organizations Preparation: Finish <i>Salsa, Soul, and Spirit</i>; read <i>We Will Not Cancel Us: And Other Dreams of Transformative Justice</i>; and <i>Nonprofit Management 101</i>, pp. xvii-xxxv and 141-161.</p>
Week 4 – Sept 28	<p>Governance models and what they make possible (or don't) Preparation: Policy Based Governance: A Resource for UU Congregations UU Leaders Lab – Carver Model of Policy Governance https://www.uua.org/leadership/library/carver-governance; View: "What is Governance? What is Ministry?" by Dan Hotchkiss https://www.youtube.com/watch?v=uPEqKE3g5Tg&list=TLPQMTQwODIwMjEPLmWd6r6nMg&index=2; Dan Hotchkiss "How I am Different from John Carver https://www.danhotchkiss.com/185/; view "What is Sociocracy?" https://www.uua.org/leadership/library/sociocracy-resources; and <i>Nonprofit Management 101</i>, pp. 503-523. Optional reading: <i>Governance and Ministry: Rethinking Board Leadership</i>. Second ed. By Dan Hotchkiss</p>
Week 5 – Oct 5	<p>Mission and using institutional power for justice Preparation: UU Leaders Lab – Being a Mission Centered Congregation https://www.uua.org/leadership/library/being-mission-centered-congregation and <i>Nonprofit Management 101</i>, pp. 405-449.</p>

Week 6 – Oct 12	<p>Recruiting, motivating, evaluating volunteers Preparation: Read <i>Nonprofit Management 101</i>, pp.541-573 and UU Leaders Lab – Leadership Development Programs in Your Congregation https://www.uua.org/leadership/programs</p> <p>Optional: View “Reinventing Your Church Board” a.k.a. Governance and Ministry by Dan Hotchkiss https://www.youtube.com/watch?v=VNILimB-JrM (a concise description of common problems)</p>
Week 7 – Oct 19	<p>Recruiting, motivating, and evaluating staff Preparation: Read <i>When Moses Meets Aaron: Staffing and Supervision in Large Congregations</i>, Parts 1 and 2 (Part 3 is optional); <i>Nonprofit Management 101</i>, pp. 59-73 and 121-140.</p>
Reading Week	
Week 9 – Nov 2	<p>Conflict and Possibility Preparation: UU Leaders Lab – Creating Restorative Justice Circles https://www.uua.org/leadership/library/creating-a-listening-community; Levels of Conflict https://www.uua.org/leadership/library/levels-conflict; Let’s You and They Fight: Triangulation https://www.uua.org/leadership/library/lets-you-and-they-fight-triangulation; Embodying Beloved Community and Covenantal Relationship https://www.uua.org/leadership/library/embodying-beloved-community-and-covenantal-relationship; read “Congregations with a History of Misconduct” by Deborah J. Pope-Lance (available on Moodle).</p>
Week 10– Nov 9	<p>Financial Statements and Spreadsheets – Let’s Play with Numbers! Preparation: Read <i>Nonprofit Management 101</i>, pp. 197-225; peruse the resources at on the Council of Nonprofits website https://www.councilofnonprofits.org/tools-resources/financial-management and read “Take the Fear out of Financial Statements” https://blog.boardsource.org/blog/making-financial-statements-less-scary</p>
Week 11- Nov 16	<p>Fundraising and Money Talk Preparation: Read either <i>Beyond Fundraising: The Complete Guide to Congregational Stewardship</i> OR <i>The Little Book of Gold: Fundraising for Small (and Very Small) Nonprofits</i>, and <i>Nonprofit Management 101</i>, 289-404.</p>
Nov	No Class – Thanksgiving/Thanksgiving
Week 13- Nov 30	<p>Facilities and Safety Preparation: Read <i>Becoming a Safer Congregation: A UU Guide to Effective Safety Policies and Practices</i> https://www.uua.org/safe/handbook; and <i>Nonprofit Management 101</i>, 107-120.</p>
Week 14- Dec 7	Spiritual and Emotional Care and Growth of the Leader

	Preparation: Read “Eight Nitty Gritty Habits for Sustainable Ministry” https://www.uua.org/leadership/library/sustainable-ministry-habits ; other TBD
Week 15	SKSM Study Week – Final Portfolio Due Last Day of the Semester (or before!)