

LS 610 FINANCIAL MANAGEMENT
BEULAH HEIGHTS UNIVERSITY

MISSION

Beulah Heights University is committed to developing relevant Christian leaders for ministry and marketplace by providing theological and practical training from a Pentecostal worldview.

PREREQUISITES: NONE

DEPARTMENT: DIVISION OF GRADUATE STUDIES

MODE OF DELIVERY: CAMPUS - MODULAR

SEMESTER: Fall Semester 2010

DAY/TIME: Friday, 6:30 - 10 pm and Saturday, 8:00 - 5:00 - Sept 10/11; Oct 8/9; Nov 12/13

YOUR PROFESSOR FOR THIS COURSE

Dr. Kent Branch serves as adjunct professor for the Graduate Studies Division. He has served as an adjunct professor intermittently since 2002. He also passionately serves as the establishmentarian and Senior Pastor of Pilgrim Cathedral of Atlanta, founded in 1993. With over 25 years in ministry, Dr. Branch travels abroad sharing the Good News of Jesus Christ. He has created the Pilgrim Atlanta Development Corp. which provides healthcare (on a quarterly basis), life skill classes and housing to single persons, single parent families, and seniors. Dr. Branch also birthed the Pilgrim Christian Academy & Learning Center, Inc. which provides learning to children ages 6 wks – K4, after school tutorial program and summer day camp and partners with Bright from the Start, receiving grants to educate Pre-K school age children.

Dr. Branch has earned both a Bachelor and a Master of Business Administration degree from Pace University in New York City, a Master of Divinity degree from Emory University-Candler School of Theology, and a Doctor of Ministry degree from Drew University in Madison, New Jersey. He is the author of several books, mini-books, and manuals.

CONTACT INFORMATION AND OFFICE HOURS

Telephone: (404) 627-2681

Email: kent.branch@beulah.org

Office Hours: By appointment

PERSONAL GREETINGS FROM PROFESSOR

It is with great joy that I welcome you to *LS 610 Financial Management*. The curriculum is designed to promote a practical, yet challenging and enjoyable experience for you.

DESCRIPTION AND PURPOSE OF THE COURSE

This course examines the challenges faced by ministers in small to medium sized congregations. The course will deal with integrity in handling offerings, raising special offerings, planning for financial growth, budgeting, managing church debt, IRS reporting IRS audits, record of contributions and designated giving.

REQUIRED MATERIALS

Berkley, James D. (1994) *Leadership Handbook of Management and Administration*, Grand Rapids, MI: Baker Books.

Finkler, Steven (2003) *Finance and Accounting for non-financial Managers*, New York, NY: Aspen Publishers, Inc.

Kenney, Julwel, *How to Bring Out the Best in You*, Beavers Pond Press, Edina, MN (2008)

Branch, Kent, *Start Strong & Finish Strong Empowerment Manual*, Alpha CCB Publications, Decatur, GA (2010) (Will be made available at class by the professor).

SUPPLEMENTARY MATERIAL

Burkett, Larry, *Answers to Your Family's Financial Questions*, Wheaton, IL: Tyndale House Publishers (1989)

Burkett, Larry, *Debt-free Living*, Chicago, IL: Moody Press (1989)

Burkett, Larry *How To Manage Your Money*, Chicago, IL: Moody Press (1991)

Flake, Floyd, *African American Church Management*, (2005)

Fraser, Lyn M., *Understanding Financial Statements*, Upper Saddle River, NJ: Prentice Hall (2006)

COURSE OBJECTIVES

Upon successful completion of this course, each student should be able to:

1. Demonstrate an understanding of budgets, financial reports, and financial audits linked to the vision, mission, and strategic plan for the ministry. The students will be equipped by attending the lectures, reading the assignments and preparing a financial portfolio.
2. Communicate the need for both personal and ministry stewardship. This will be measured by self evaluation and opening devotional, prayer, and Biblical paradigms presented through the scripture.
3. Understand fiduciary responsibilities of officers and board of directors. This course objective will be met by attending weekly lectures, and completing weekly assignments.
4. Develop contribution giving, family unit giving, and other indicators that lending and banking institutions assess. This course objective will be met by attending weekly lectures, open class participation and completing weekly assignments.
5. Implement policies and guidelines in order to adhere to IRS laws and rulings. This will be measured by attending weekly lectures and completing weekly assignments.

COURSE PROCEDURES

The following elements are instrumental in the successful completion of this course.

1. Attendance: The student is expected to attend all classes, arrive punctually, be alert, and remain until the end of class. Since this is modular course students are required to be in attendance for all classes. One absence (of the 6 sessions) will reduce the students' grade significantly. Students will have a grade reduction if absences exceed two classes. Distractions such as cell phones, pagers, and text messaging are prohibited.
2. The student is expected to participate in group discussions and activities.
3. The student is expected to complete the required weekly reading assignments.
4. The student is expected to complete all assignments by the assigned date (or prior to the deadline date). An excused absence does not excuse students from assignments by the deadline date.
5. Submission of Work:
 - a. All work must be submitted with adherence to good grammar and the excellent spelling proficiency necessary for writing formal college papers.
 - b. All students are expected to complete all of the course requirements within the semester. Incomplete grades will only be granted in the cases of documented severe emergencies.

EMAIL AND SUBMISSION OF ASSIGNMENTS

Beulah Heights believes that the use of technology enhances the learning experience and prepares the student for relevant Christian leadership. Therefore, students are expected to be "computer literate". All students have been issued a student email account. Outside of the classroom, this will be the primary tool for communication. Please note that all official Beulah Heights correspondence will be conducted via the students Beulah Heights email address. Students must regularly check their BHU email accounts to ensure the proper receipt of important announcements for the class. The library staff will gladly assist a student having difficulty with student email.

Assigned papers must be turned in class on the date due or if late should be delivered in person to the faculty office during regular office hours. Administrative Assistants are instructed to stamp on the paper the date and time that it was received. After hours, students may use the drop box at the Student Activities Center. Note: all papers received in the drop box overnight will be stamped with the next day's Received Date. Under special circumstances, students may submit course papers and other assignments by e-mail attachment only if sending through the BHU account. It is the student's responsibility to ensure that the paper has been received.

The subject line of **all email message** related to this course should contain your first and last name, the course name/number and the semester. **Students should always include their first name as the end of all email messages.**

Example: To: kent.branch @beulah.org

Subject: LS 610 Financial Management, Week 2 Assignment, John Doe

METHOD OF EVALUATION

1. Attendance—Lecture and Classroom Attendance
2. Group Discussions and Activities—Participation is Required
3. Written Assignments
4. Oral Presentation
5. Quizzes and Exams—Evaluations will be given in accordance with the lecture, assigned readings, and discussions.

PLAGIARISM

Students are expected to complete this course with integrity. The student's work must be a reflection of the student's own work and can only be submitted for this course. Where secondary sources are required, the student is expected to use the proper citation of the material in accordance with the Turabian style writing guide. If the student fails to comply, the instructor will have no option but to consider the student is cheating and/or plagiarizing. This will result in a failing grade and the possibility of further disciplinary action from the college. Plagiarism is defined as the intellectual property of others without proper citation, giving the impression that it is the student's work.

ATTENDANCE POLICY

Attendance in all classes is considered mandatory to the attainment of academic excellence. All faculty members will maintain an accurate attendance record and begin their class on time. In any class when a student's absences for all reason exceed the number of credit hours for the course, the final grade of the student will be affected, to be determined by the faculty member in consultation with the Dean of Academic Affairs.

To be eligible to receive credit for any course in which the student is enrolled, he/she must attend at least eighty percent (80%) of the total number of class meetings. Absences caused by prolonged illness may be exempt from this rule by a written request to the Vice President and Dean for Academic Affairs. All faculty members will communicate the attendance policy to the students through the course syllabus.

Modular Assignment Schedule

Complete prior to class.

Weekend	Date	Assignment
1	9/10/10, 09/11/10	Complete readings in Berkley – Chapters 1, Chapters 35 - 38. Paper # 1 is due Saturday, September 11, 2010 at 8:00 am
2	10/08/10, 10/09/10	Complete readings Finley - Chapters 1- 4. Paper # 2 is due Friday,

		October 8, 2010 at 6:30 pm.
3	11/12/10, 11/13/10	Complete readings in Finley- Chapters 5-9. Mid-Term Final Paper is due by 8 am

GRADING

Course requirements include the follow major independent measures of learner competency.

Attendance, Participation, & Quizzes	20%
Paper #1 is due Sat 9/11/10 at 8am (3- 5 pgs. type written, double spaced) This paper should integrate topics outlined in the chapters read, lessons from lectures and application to the students ministry context. (or another choice non-profit ministry)	10%
Paper #2 is due Fri. 10/08/10 at 6:30 pm	20%
Midterm Exam Sat. 11/13/10	20%
Final Paper is due Sat. 11/13/10(10- 12 pgs. type written, double spaced) This final will identify a specific ministry context or organization and integrate the genre, topics, observations, financial analyses and key financial indicators to assess the financial operation of the organization. The paper will be written and addressed to the Board of Directors providing recommendations, questions, potential risks, anticipated concerns and/or improvements to the organization.	30%

GRADING PHILOSOPHY

The following is the grading scale which will used to assign a grade for this course.

GRADE	PERCENTAGE	QUALITY POINTS
A+	98-100	4.0 grade points
A	94- 97	3.7 grade points
A-	90- 93	3.5 grade points
B+	88–89	3.3 grade points
B	84–87	3.1 grade points
B-	80-83	2.9 grade points
C+	78-79	2.7 grade points
C	74-77	2.5 grade points
C-	70-73	2.3 grade points
D+	68-69	2.1 grade points
D	64-67	1.9 grade points
D-	61-63	1.7 grade points

F	60 or below	0 grade points
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Graduate students must maintain a B- average to maintain good academic standing.

INTERPRETATION - WHAT EACH LETTER RANGE MEANS:

A: The student has shown superior quality of work in all areas. This work displays an extraordinary mastering of course material, a creative and practical use of the information received in the course.

B: The student has shown above average quality of work in all areas. This work displays a good grasp of the material covered in the course.

C: The student has shown a minimal ability to grasp the material covered in the course, a low level of creativity and comprehension.

D: The student has shown below minimal understanding and ability to grasp the course material but not requiring that the course be repeated.

F: This work is not acceptable for a college level of study. The student work indicates major deficiencies in both the ability to comprehend and use the data. Students receiving this grade will be will not receive course credit and will be required to retake the course.

COURSE SCHEDULE

* Schedule will be provided the first week of school.

**There will be no classes for students on Labor Day, September 6th and Fall Break, November 22-26.

BIBLIOGRAPHY

ADDITIONAL COURSE DOCUMENTS

The course schedule can be found on the instructor’s homepage. Any additional handouts for the course will also be posted this site. ***This syllabus is provided to the students and participants as guideline for the course. It should not be considered a contract and is subject to change at any time without notice.***

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