

Course ID:	Course Title:	Spring 2023
LE 505 -1	MANAGEMENT FOR CHURCHES AND NON-PROFIT ORGANIZATIONS - 趙善基博士	Prerequisite:
		Credits: 3

Class Information		Instructor Information	
Delivery:	Hybrid	Instructor:	Rev. Dr. Matthew Chiu D.Min Trinity Western Seminary, Langley MDiv. Tyndale Seminary, Toronto B. Engineer. Concordia University, Montreal Lead Pastor of Scarborough Chinese Alliance Church, 2007-2022 Lay Pastor of SCAC, 2004-2007 Trained Group Leader Ministry in 55 churches Board of Directors of Alliance Canada for 8 years Board of Directors of Canada Chinese Alliance Churches Association 2020-2024 Senior Account Executive, Procter & Gamble, 1984-2022 Structural Engineer, Calgary, 1079-1984
Days:	May 1-5	Email:	chiulm@hotmail.com
Time:		Phone:	647-990-8214
Room:		Office:	905 731 8214
Lab/ Tutorial:		Office Hours:	9-6 PM (Eastern Time)
Final Exam:	No Final Exam	Add/Drop Deadline:	Midnight on first day of class

Course Description

This course equips North American Chinese pastors, church leaders and NGO workers to develop management practices for non-profit organizations. Attention is given to skills for working with boards, managing staff and volunteers, building teams, understanding budgets, navigating conflicts, strategic thinking. The course empowers students to manage and lead effectively among Multi-Cultural groups and Multi-Site organizations in Canadian Diverse and Secular context.

這課程裝備北美華人教會牧者，領袖和機構領導，建立有效及合乎聖經教導的管理領導才能。課程重點放在：建立領導團隊董事會，管理同工和義工，建立有效服侍團隊，掌握財政預算，處理人事衝突問題，建立策略性思維。整個課程建立同學們有效帶領和管理教會和機構，不論在獨立堂會，多堂會或行政機構，在加拿大多元文化和世俗化的社會文化中突圍而出。

We build the church or NGO with

- i) **God given Visions and Strategic Plans** that mobilize the organization,
- ii) **Governance and Structure** that provides organization health,
- iii) **Team work and Coaching** that inspires growth and contributions,
- iv) **Corporate culture and discernment** that speaks to the multi-cultural and exilic world,
- v) **Leadership and Management** that bring communal transformation and assets to build God's kingdom.

建立教會和機構

- i) 從神領受異象願景, 建立策略性計劃, 動員整個機構和教會
- ii) 建立管理和行政架構, 使組織和教會健康成長
- iii) 有效培育事奉隊友, 使隊員執到激勵, 不斷學習成長, 提供成果效益
- iv) 通達教會和組織文化, 認識聖靈的指引, 能夠回應多元文化和世俗的衝擊, 繼續發展神國事工
- v) 建立有效領導和管理學帶來群體更新, 運用豐富資源, 建立上帝國度

Program Outcomes

Through biblical study and Canadian ministry case studies to develop our leaders to embrace Servant-Shepherd leadership to transform the church or NGO management and leadership to deliver visions given by God in various settings (e.g. Transform church board to High Performance Team, Multi-Congregation & Multi-Site Church Management, NGO fund raising campaign, Manage transition and church split, Manage underperforming or competent employees, and Preaching Team and Ministry Team etc.)

課程透過聖經研讀, 分析加拿大教會和機構事工. 和趙牧師 18 年擔任主任牧師, 在 55 間教會訓練組長事工的所見所聞. 建立同學們的僕人牧人領導才能, 帶來教會及機構的更新, 從而領受從上帝來的異象, 在不同場合中被聖靈加力, 建立高效能團隊, 建立不同語言文化的堂會, 一會多堂址管理模式, 機構籌款運動, 管理過渡期, 面對分裂, 處理不達標的同工, 建立講道及機構事工團隊等等).

Required and Recommended Textbooks and Readings

Read 3 books. Choose book 1 or 2, 3 or 4 or 5, and 6

課程要求閱讀三本書籍, 一或二, 三或四或五, 和第六本 ebook

1. 林德皓. 殷勤治理: 「成人」取向的教會管理. 道聲出版社. 2014.
2. Gordon T. Smith. Institutional Intelligence: How to Build an Effective Organization. IVP Academic. 2017.
3. 約翰. 麥斯威爾領導團隊 17 法則: 激勵你投入團隊建造. 基石出版社 2006.
John C. Maxwell. The 17 Indisputable Laws of Team Work. Thomas Nelson. 2001.
4. 艾斯特澤, 湯姆雷那著. 彭葉碧梅譯. 蛻變教會. 香港:天道, 2015。
Stetzer, Ed. and Rainer, Thom S. Transformational Church. B & H Pub., 2010.
5. 蕭壽華. 聖靈領導的教會管理. 宣道出版社. 2011.
Gordon Siu, Spirit Led Church Management. HK Alliance Press, 2011.
6. 趙善基. 組長導引手冊 (PC 201 Free E Book) 仕宣, 2021.
Matthew Chiu. Group Leader Coach Guide (PC 201), SCAC. 2021.

Course Schedule

May 1-5

Requirements:

1. Attendance - Value: 15%
 2. Write a 2 page reflection on the first text books. Submission date: 1st class – Value 10%
 3. Write a 2 page reflection on the second and third book two weeks after class – Value 15 %
 4. Participate in classroom group exercises Value 25%
 5. Write up 10 pages on one of the topic - Value: 35%
- A proposal to do a SWOT in your ministry setting and write a proposal to lead and manage the organization to deliver God given visions.

Due date: July 14, 2023

- 1.出席率 - : 15%
2. 對第一本書寫一篇 2 頁的反思。提交日期：1st class - 價值 10%
3. 對第 2 本和 3 本教科書各寫一篇 2 頁的反思：提交日期： - 價值 15%
- 4.參加課堂小組討論 價值 25%
5. 就其中一個主題寫下 10 頁 - 價值：35%

建議在您的事工環境中進行 SWOT，並撰寫建議書來領導和管理組織以實現上帝賦予的異象願景。

Grade Summary:

Grade	Interpretation	Grade Points
A+	Mastery: Complete Understanding of Subject Matter	4.00
A		4.00
A-		3.70
B+	Proficient: Well-Developed Understanding of Subject Matter	3.30
B		3.00
B-		2.70
C+	Basic: Developing Understanding of Subject Matter	2.30
C		2.00
C-		1.70
D+	Minimal Pass: Limited Understanding of Subject	1.30
D		1.0
F	Failure: Failure to Meet Course Requirements	0.00
P	Pass	No Grade Points

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Other:

Ambrose University Important Policies & Procedures:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions.

Exam Scheduling

Students who find a conflict in their exam schedule must submit a *Revised Examination Request* form to the Office of the Registrar by the deadline noted in the Academic Calendar. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Standards of Behaviour in the Classroom Setting

Learning is an active and interactive process, a joint venture between student and instructor and between student and student. Some topics covered within a class may lead to strong reactions and opinions. It is important that Students understand that they are entitled to hold contradictory beliefs and that they should be encouraged to engage with these topics in a critical manner. Committing to this type of "active learning" significantly increases the learning experience for both teacher and student, and reflects the Christian imperative to pursue truth, which lies at the heart of the Ambrose educational experience. However, active discussion of controversial topics will be undertaken with respect and empathy, which are the foundations of civil discourse in the Classroom Setting. Primary responsibility for managing the classroom rests with the instructor. The instructor may direct a student to leave the class if the student engages in any behaviour that disrupts the classroom setting. If necessary, Ambrose security will be contacted to escort the student from class. Please refer to your professor regarding their electronic etiquette expectations.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are

reported to the Academic Dean and become part of the student's permanent record.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. The academic calendar can be found at <https://ambrose.edu/content/academic-calendar-2>

Privacy

Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Coursework Extensions

Should a request for a time extension on coursework exceed the end of the term, a *Coursework Extension Application* must be completed and submitted to the Office of the Registrar. The extension (if granted) will be recorded on the student record. Extensions are granted at the discretion of the instructor and are normally granted for 30 days beyond the last day of the term.

Normally, Course Extension Applications will be considered only when all of the following conditions are met:

- the quality of prior course work has been satisfactory;
- circumstances beyond your control, such as an extended illness or death of a family member, make it impossible for you to complete the course work on time; and
- you submit *Coursework Extension Application* to the Office of the Registrar on or before the deadline specified in the Academic Schedule.

If granted, time extensions do not excuse you from a final examination where one has been scheduled for the course.

A temporary grade of TX will be assigned until a final grade is submitted in accordance with the new deadline. A final grade of F will apply to:

- all course work submitted after the end of the semester unless a coursework extension has been granted; and all course work submitted after the revised due date provided by an approved extension to coursework.

Academic Success and Supports

Accessibility Services

Academic accommodation is provided to Ambrose students with disabilities in accordance with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation does not lower the academic standards of the university nor remove the need for evaluation and the need to meet essential learning outcomes. Reasonable accommodations are tailored to the individual student, are flexible, and are determined by considering the barriers within the unique environment of a

postsecondary institution. It can take time to organize academic accommodations and funding for disability-related services. Students with a disability who wish to have an academic accommodation are encouraged to contact Accessibility Services as early as possible to ensure appropriate planning for any needs that may include accommodations. Staff can then meet with students to determine areas to facilitate success, and if accommodations are required, ensure those accommodations are put in place by working with faculty.

Ambrose Writing Services

Ambrose Writing services provides academic support in the four foundational literacy skills—listening, speaking, reading, and writing. It also assists students with critical thinking and the research process. Throughout the academic year, students can meet with a writing tutor for personalized support, or they can attend a variety of workshops offered by Academic Success. These services are free to students enrolled at Ambrose University. Academic Success serves all students in all disciplines and at all levels, from history to biology and from theatre to theology. To learn more, please visit <https://ambrose.edu/writingcentre>

Ambrose Tutoring Services

Ambrose Tutoring Services provides support in specific disciplinary knowledge, especially in high-demand areas such as chemistry, philosophy, math and statistics, and religious studies. These tutors also coach students in general study skills, including listening and note-taking. During the academic year, Ambrose Tutoring Services offers drop-in tutoring for courses with high demand; for other courses, students can book a one-to-one appointment with a tutor in their discipline. These services are free to students enrolled at Ambrose University. To learn more, please visit <https://ambrose.edu/tutoring>.

Mental Health Support

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

On Campus:

- Counselling Services: ambrose.edu/counselling
- Peer Supportive Listening: One-to-one support in Student Life office. Hours posted at ambrose.edu/wellness.
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention and Mental Health First Aid. See ambrose.edu/crisissupport for a list of staff members.

Off Campus:

- Distress Centre - 403-266-4357
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

Sexual Violence Support

All staff, faculty, and Residence student leaders have received *Sexual Violence Response to Disclosure* training. We will support you and help you find the resources you need. There is a website with on and off campus supports – ambrose.edu/sexual-violence-response-and-awareness.

Off Campus:

- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888

Note: Students are strongly advised to retain this syllabus for their records.