**Pastoral Management and Administration**

*Fidelis sermo si quis episcopatum desiderat bonum opus desiderat*

1 Timotheum 3:1

**Session 3:** Pastoral Management and Administration

21 May 2015, 1:00 to 2:30pm, The Catholic University of America, Washington, DC.

**Session Description**

The 90-minute segment will review the practice of non-profit management in The Church.

This session will cover the basics of the art and science of management; providing a simple introduction to the topic. This session will introduce the workshop participants to the management functions: to plan, organize, lead and control.

**Course Goals**

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| **Knowledge**  *Things you will know* | **Skills**  *Things you will know how to do* | **Attitudes**  *Beliefs you will understand* |
| * Basics of managerial functions. * Basics of accomplishing organizational goals through others. * Subsidiarity and delegation. | * Communicate with all stakeholders in securing active support. * Securing recommendations from staff. | * The practice of servant leadership. * Management is not perfection – it is an imperfect practice. * The importance of persuasion and relationships in management. |

**Course Outline**

1. Shepard of the Flock: How do we control events?
2. The Pastor as the center of a cross
3. Outside external peers
4. Legislators
5. UnChurched
6. Journalists
7. Suppliers
8. Other faith traditions
9. The Boss
10. Set Priorities
11. Ignoring him is insubordination
12. Must be happy.
13. Inside internal peers
14. Congregants
15. Finance
16. Maintenance
17. Purchasing
18. Committee Chairs
19. Staff/Volunteers
20. Compliant
21. Initiative
22. Ignoring them is procrastination
23. Generate options
24. Make recommendations
25. The Sheep: Who is the customer?
26. The donor provides the resources
27. The Pastor adds value
28. The congregant receives the value
29. The Sheep Dog: What is Subsidiarity in Management?
30. Encourage decision making at the lowest level
31. Encourage decision making at the level of competence
32. Child-like staffer
33. Silent
34. Questions
35. Teenage-like staffer
36. Researches options
37. Makes recommendations
38. Waits for approval
39. Adult
40. Acts as the manager’s deputy
41. Acts on own initiative

*This is a true saying,*

*A man desiring the position of a Bishop has a desire for a good work.*

1 Timothy 3:1

Jack Yoest

Clinical Assistant Professor of Management

[Yoest@cua.edu](mailto:Yoest@cua.edu)

**Course Work Book**

**I. Shepard of the Flock**: How do we control events?

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ You \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**II. The Sheep**: Who is the customer?

Business

For-profit

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\_\_\_\_\_\_\_\_\_\_ <= \_\_\_\_\_\_\_\_\_\_ <= \_\_\_\_\_\_\_\_\_\_

The Church

Not-for-profit

\_\_\_\_\_\_\_\_\_\_ => \_\_\_\_\_\_\_\_ => \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_=> \_\_\_\_\_\_\_\_\_\_\_\_\_ => \_\_\_\_\_\_\_\_\_

**III. The Sheep Dog**: What is Subsidiarity in Management?

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Answer Key

**I. Shepard of the Flock**: How do we control events?

Boss

Outside Peers/UnChurched You Inside Peers/Congregants

Staff

**II. The Sheep**: Who is the customer?

Business

The For-profit

Buyer => Money => Seller

Buyer <= Goods <= Seller

The Church

The Not-for-profit

Donors => Money => Value-Adding Non-Profit => Goods-Services => Consumer

**III. The Sheep Dog**: What is Subsidiarity in Management?

Adults

Teenagers

Children

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