



## Course Syllabus

### Now That You're The Moderator: United Church of Christ Leadership Training

**Course Duration:** 10 weeks (10 one-hour sessions)

#### Course Description:

This training program is designed to prepare newly elected moderators in the United Church of Christ to effectively fulfill their role. Participants will learn about the corporate duties of a church moderator, how to lead church council meetings with a missional focus, establish policies and procedures, make mission-focused financial decisions, interpret financial reports, and prevent fraud in the church.

Each session is designed to be dialogical in nature. Some will begin with a PowerPoint presentation followed by group discussion. Others will be group discussions facilitated by the course facilitator.

**Facilitator:** Keith Clark-Hoyos

#### Session 1: Good Governance

- Understanding the fundamentals of church governance
- Roles and responsibilities of a church moderator
- Promoting good governance practices

#### Session 2: Mission, Vision, Values, & Structure

- Defining and aligning the church's mission, vision, and values
- The structure of the United Church of Christ
- Incorporating mission-driven principles into leadership

#### Session 3: Setting Missionally Driven Meeting Agendas

- Crafting agendas that align with the church's mission
- Encouraging meaningful discussions and decision-making
- Practical tips for efficient meetings

#### **Session 4: Policies and Oversight**

- The importance of policies and procedures in church operations
- Developing and maintaining church policies
- Oversight and compliance responsibilities

#### **Session 5: Mission & The Bottom Line**

- The connection between the church's mission and financial decisions
- Aligning budgeting and financial planning with mission
- Ensuring transparency in financial matters

#### **Session 6: Budgets That Inspire Giving**

- Creating budgets that reflect the church's mission and vision
- Strategies for inspiring stewardship and giving
- Allocating resources for mission-driven activities

#### **Session 7: How to Lose Your Tax Exemption**

- Understanding the legal requirements for tax-exempt status
- Common pitfalls that could jeopardize tax exemption
- Maintaining compliance with IRS regulations

#### **Session 8: Reading Financial Reports - Part 1**

- Introduction to financial statements and reports
- Interpreting balance sheets and income statements
- Identifying key financial metrics

#### **Session 9: Reading Financial Reports - Part 2**

- In-depth analysis of financial statements
- Interpreting cash flow statements and fund accounting
- Using financial data for informed decision-making

#### **Session 10: Preventing Church Fraud**

- Recognizing common types of fraud in churches
- Implementing internal controls and fraud prevention measures
- Reporting and responding to suspected fraud incidents

### **Course Materials:**

Each session will be dialogical in nature. Some PowerPoint presentations will be made and the slides will be distributed after the discussion.

Participants are encouraged to bring their church's governing documents for reference.

### **Assessment and Grading:**

This cohort is a voluntary participation training available to those who choose to increase their knowledge and skills in serving the church. No written exam is required.