



Myers Briggs Type Indicator- Self assessment

Human beings are blessed with great diversity and individuality. The MBTI is one method to clarify the many ways we are different, ways we are the same, and the many gifts we share.

Learning Objectives:

1. To understand why self-assessments are important
2. To understand how the MBTI can help us improve our personal and professional lives
3. To explore and understand individual MBTI types
4. To participate in activities which show how different types interact
5. To develop an action plan for personal or professional development based on the MBTI results



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Connectional Giving

Learning Objectives:

1. Share stories of how being a connectional church makes a difference in lives, and transforms the world.
2. Explore the foundations for the way we give.
3. Highlight some opportunities for Connectional Giving (Apportioned Funds, Special Sundays, the Advance) making the distinction between “First Mile” and “Second Mile” giving.
4. Look at some of the resources available for leading congregations into full support of connectional giving.
5. Challenge you to be “missional storytellers” -- how we make a difference.





Taxes and the Church

To acquaint participants with the federal income tax rules which affect churches, church members, and clergy. Specifically, we will examine the following:

1. Special tax rules applicable to clergy.
2. Tax implications of churches reimbursing business expenses incurred by its employees.
3. Tax considerations which affect the non-profit organization, including the basic exemption from tax. Consider problem areas such as lobbying for legislation and political activity for specific candidates.
4. Issues related to inclusion in the denomination's group ruling.
5. Liability for unrelated business income tax for various types of income, including church stores, rents, parking lots, schools, concessions and fairs.
6. Qualifying for income tax deductions for charitable contributions by individual church members.
7. Tax treatments for contributions of different types of property by church members.



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Working Effectively in Groups and Teams

We cannot work in today's world without occasionally working in small groups or teams. In your church environment, you may have to work with other staff, including the clergy, or with volunteers to accomplish shared goals. Whenever others are involved, there is potential for confusion or inefficiency; however, there are methods to enhance the likelihood that our groups/teams will work more productively.

Learning Objectives:

1. Discover the skills necessary of being an effective member of a team or group
2. Learn the characteristics of effective teams
3. Discuss ways to use these skills to build a better work environment





Office Finances

Learning Objectives:

1. Learn about apportionments and General Church Funds in relation to the UMC connection
2. Explore internal controls practices and good financial procedure
3. Highlight some annual audits procedures
4. Discuss record retention recommendations
5. Learn to build and communicate a budget
6. Discuss electronic giving options





Ethics and Confidentiality Group Discussion

Church administrators in all positions frequently find themselves in situations that require discretion and common sense approaches to handling confidential information and making ethical decisions. In this module you will hear and discuss situations that others have faced and, if you feel comfortable to do so, you can share your own issues with your colleagues and ask for their input.

Learning Objectives:

1. To understand and describe the differences between ethical and confidential behaviors
2. To identify personal values and how those affect the decisions we make at work
3. To understand how communication tools affect ethical behavior
4. To analyze how we make ethical decisions
5. To learn how others have solved ethical dilemmas in the workplace so we can apply new approaches in our own work





Conflict Resolution

We experience conflict not only in unusual, challenging situations but also in our day-to-day personal and work lives. It is important, therefore, that we learn to understand the reasons why conflict occurs and how we can manage our behavior to achieve the best result when we experience conflict with others. Once we learn to manage and resolve conflict, we can improve our productivity and minimize potential negative consequences of unresolved differences.

Learning Objectives:

1. Learn about the process that conflict follows
2. Understand your personal approach to handling conflict
3. Learn and practice skills and techniques for discussing and resolving conflict
4. Learn ways to contribute to an open, collaborative work environment





Church Polity

Learning Objectives

1. To share historical highlights from a history of the UMC in order to demonstrate how history serves as the foundation for the current structure and polity of the United Methodist Church
2. To provide an overview of denominational structure from the local church to the global church



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Diversity and the Church

Learning Objectives

1. To help participants understand and dialogue about the concept of diversity
2. To help participants understand their role in helping visitors see their congregations as welcoming communities