

Continuing Education Program Map

CEB 0307-Business Skills for Faith-Based Organizations

COHORT 8

						January 2027 SELF PACED Schedule	Instructor
Course Sequence	Course Name	Course Description	Primary Deliverable	Modality	CE units	Start/End Date	
1	Introduction to Business Skills for Church Workers	This course is designed to provide an overview of the program and allow participants to take an inventory of their current organization. This inventory will be useful for developign the deliverables in the program.	Business Model Canvas Inventory	4 weeks online, with weekly due dates.	1.5	1/4/27-1/31/27	Kim Schave
2	Managing People	This course is designed to help the user explore Human Resource Management and Development concepts that impact employee productivity and organizational effectiveness. Church leaders can discover current methods and practical business applications that lead to enhanced team performance, employee engagement and employee and volunteer retention strategies.	Employee Engagement Plan	6 weeks online, with weekly due dates.	2	2/1/27-3/14/27	Julie Vartoogian
3	Conflict Resolution	This course focuses on the practices and policies intended to manage and resolve disagreements with minimal cost and adversarial impact. The application to disputes in religious contexts is emphasized.	Reflection on a recent conflict.	6 weeks online, with weekly due dates.	1.5	4/5/27-5/16/27	Julie Vartoogian
4	Social Media Strategies	This course is designed to help church leaders understand basic social media concepts, tools and applications. This course will provide church workers with the practical knowledge and insights needed to successfully plan, implement, manage and measure social media marketing efforts to engage their congregations.	Social Media Marketing Plan	6 weeks online, with weekly due dates.	2	5/17/27-6/27/27	Justin Phelps

5	Financial Management	This course examines the basic elements of financial management to enable church leaders to make informed decisions. Church leaders will examine the various elements of the balance sheet, evaluate tools to account for costs, manage cash, and assess the financial health of their organization. Additional coverage will focus on internal controls to protect the assets of the organization, manage risk, and ensure accountability.	Develop 5 SMART goals	6 weeks online, with weekly due dates.	1.5	6/28/27 -8/8/27	Julie Dilling
6	Raising Funds	This course presents best practices in the area of fundraising and grant writing for nonprofit organizations. Given the vital nature of fundraising and grant writing for almost all nonprofits, this course will provide the tools necessary for success in this field. Special emphasis will be given to the development of the case of mission support. Additional coverage on current practices for online giving and direct deposits will be provided.	List your current fundraising sources. Brainstorm at least 3 new avenues for raising funds.	6 weeks online, with weekly due dates.	1.5	8/9/27-9/19/27	Kim Schave
7	Strategy & Change Management	This course is to will challenge church leaders to revisit their overall strategic plan and equip them with the tools to create and maximize participation, collaboration, and effectiveness during times of change in order to build team identity, commitment, and trust. Church leaders will understand the nature of organizational strategy and change management, revisit strategies for dealing with organizational conflict during times of change, and learn to build a collaborative leadership process.	Review Current Mission, Vision, and Ministry Plan, Prepare a SWOT Analysis	7 weeks online, with weekly due dates.	1.5	9/20/27-11/7/27	Steve Schave
8	Action Plans	This course will be the culminating experience in the program. Church leaders will be challenged to utilize the skills and knowledge gained in the previous continuing education modules and apply those towards the preparation of 2 Actions Plans for their organization.	2 Action Plans, selected from topics in previous coursework.	4 weeks online with weekly due dates	2	11/8/27-12/6/27	Kim Schave