

COURSE SYLLABUS

Organizational Administration for Nonprofit Correctional Ministries

Course Lecturers: Debbie Walsh, MPA, Wendy Martin, PhD, and Karen Swanson, EdD

Course Description

This course is designed to provide an overview of the principles and practices for leading and managing a not-for-profit organization. Topics introduced will include leadership, ethics, strategic planning, operating policies, board governance, human relations, marketing, fundraising, financial management, collaborative partnerships, and program evaluation as they relate to nonprofit correctional organizations. Each topic will be approached from a biblical perspective.

Course Objectives

Upon completion of the course, you should be able to do the following:

- Develop a survey understanding of the administrative competencies required for leading a not-for-profit organization in correctional ministry.
- Evaluate operations in your current organization in light of the principles and practices presented in the course.
- Apply course topical principles in key areas of your current organization.
- Integrate biblical principles into your leadership and management relations.
- Develop a manual to increase a ministry's effectiveness or sustainability.

Course Lecturers



Debbie Walsh, MPA

Education:

- High Point University, MPA
- Oral Roberts University, BA
- Duke University, Certificate in Nonprofit Management

Career Highlights:

- 30+ years experience working in the non-profit sector, as both staff and volunteer
- National Director of Prison Ministry, Child Evangelism Fellowship
- Founder and President, The Deborah and Dennis Walsh Foundation
- Logistics Manager, Prison Fellowship's Operation Starting Line (7 years)

- Advisory board, Correctional Ministries and Chaplains Association
- Board of Directors and Vice-President, Coalition of Prison Evangelists



Wendy Martin, PhD

Education:

- University of Illinois at Chicago, PhD
- University of Michigan, MBA
- University of Colorado, BS

Teaching Career:

- Professor of Business Administration, Trinity International University
- Wesley Anderson Chair of the Business Department, Trinity College at Trinity International University
- Director of the Division of Social Sciences, Trinity College at Trinity International University
- Associate Professor of Business, Judson College

Other Career Highlights:

- Product Director, Schering-Plough Healthcare
- Assistant Marketing Manager, Procter & Gamble
- Research on marketing for ministries
- Research on intergenerational family businesses, which has yielded several awards, including best papers and the designation as a Family Business Research Scholar
- Volunteer in correctional ministry



Karen Swanson, EdD

Education:

- Northern Illinois University, EdD
- Western Michigan University, MA
- Calvin College, BS
- Cornerstone University, BA

Teaching Career:

- Professor of Correctional Ministries, Christian University GlobalNet
- Faculty member, Christian Formation and Ministry Department, Wheaton College

Other Career Highlights:

- Director of the Institute for Prison Ministries (IPM), Billy Graham Center for Evangelism at Wheaton College
- Overseer of Charles W. Colson scholarship program at IPM
- Christian Association for Prisoner Aftercare Advisory Board
- Developer, Correctional Ministries courses at Wheaton College and Christian University GlobalNet
- Executive director, LifeHouse Ministries reentry program
- Certified in Justice Ministries, Motivational Interviewing, Moral Reconciliation Therapy, Bridges Out of Poverty, Truthought, and Anger Management
- Volunteer teacher in Life Learning Program, Cook County Jail (Chicago, IL)

Recommended Reading

Though not required, you may choose to read the textbooks shown below to supplement your learning.

Brinckerhoff, Peter C. 2010. *Mission-Based Management: Leading Your Not-for-Profit in the 21st Century*, 3rd ed. Wiley.

Collins, Jim. 2006. *Good to Great and the Social Sectors: A Monograph to Accompany Good to Great*. Harper Business.

Textbooks can be ordered through your local bookstore, various online bookstores, or through your preferred eReader when available.

Course Methods

Throughout this course, a number of methods will be used to engage you in understanding, processing and applying the information learned in this course to your life. These methods include the following:

- **Video-based teaching**
The primary teaching session in each lesson is provided in video format. If you do not have the bandwidth required to view the video, we provide the option of listening to the lesson or reading the lesson from a transcript.
- **Additional Resources**
Lessons may be accompanied by additional readings, images, etc. that you can use to supplement your learning.

Course Requirements

To earn a Certificate of Completion, you must complete the course requirements. Course requirements include:

1. Viewing the following for each lesson:
 - **Lesson Overview:** A brief outline of what the lecturer will cover in the lesson.
 - **Lesson Objectives:** Objectives describe the learning outcomes you should achieve by the end of the lesson.
 - **Reading:** Suggested readings that will supplement your learning.
 - **Lectures:** 25 minute lessons that can be viewed as many times as needed.
2. Responding to the discussion questions for each lesson.
3. Earning a 70% or higher score on each lesson Quiz and the Midterm and Final Exams. Quizzes and the Exams will cover the material presented in the lectures.