Foundations overview

Course	Congregational Leadership Training
Unit name	Foundations

Unit overview

Overview	The training, best viewed as a congregational group, is facilitated by online presentations. Foundations is offered in a format that is similar to a webinar presentation, with congregational office-holders and leaders viewing and listening to the presentations as a group and responding to the activities. Individual activities will be submitted online.
Learning outcomes	Upon completing Foundations, it is expected that the participant will be able to • understand the differences between governance and management • contribute to council and congregational planning • undertake the roles and responsibilities of a council member • implement council member responsibilities • manage meetings • comply with regulatory requirements • analyse financial reports and budgets and oversee financial management • identify risk and apply risk management processes • work within the structure of the Lutheran Church of Australia.
Topics	Module 1: *Congregational Leadership* – Leadership and Governance; Governance vs Management; Future planning Module 2: *The Role of Council* – Member qualities; Under God we are responsible to Module 3: *Council Responsibilities* – Part A—Meeting Content; Roles and Responsibilities; Part B—Financial Requirements Module 4: *Our Congregation and the LCA* – Congregational Context within the LCA
Resources required	The required resources are available within the Foundations unit and are found in the Resources drop down tab in each module. You may want to print the *LCA Governance Handbook for Parishes and Congregations* for each group member. For Module 3 Part B you will need copies of the congregation or parish balance sheet and income and expenditure statement for the group to view.

Time breakdown	Module		Content time	Activities	Total time
	1	*Congregational Leadership*	15 minutes	2 x 5 minutes, 2 x 10 minutes	45 minutes approx.
	2	*The Role of Council*	19 minutes	2 x 10 minutes	39 minutes approx.
	3	*Council Responsibilities*	*Part A*		
			28 minutes	1 x 5 minutes, 1 x 10 minutes	43 minutes approx.
			Part B		
			32 minutes	4 x 10 minutes	1 hour 12 minutes approx.
	4	*Our Congregation and the LCA*	29 minutes	2 x 10 minutes	49 minutes approx.

Additional training	No additional training is required for ordinary members of church councils and other congregational leaders though all are welcome to continue with the Congregational Leadership Training units. It is recommended that the Chairpersons, Council Secretaries and Treasurers continue their training with the relevant role-specific unit of Chairperson, Secretary or Treasurer.
General instructions and conditions	The training is best undertaken as a congregational group rather than as individuals. Within your group, nominate a facilitator (e.g. the Chairperson) to be the person who logs in to the unit for the group, presses play on the welcome video and then manages the content player and who acts as the timekeeper for any activities. You may also wish to nominate a record keeper (e.g. the Secretary) to record group discussion. Work your way through the four modules at a pace that suits your group. When the group training is completed each member of the group will need to log in to Foundations to complete the individual activities. There is provision for congregational groups to enter answers on behalf of those who feel uncomfortable logging into the iLearn system. To register for this option, please email grassroots@alc.edu.au.
Introduction to activities	Each module of Foundations poses questions during content delivery that are best discussed as a group. Some activities are provided to break up the content and provide a change of pace. Other activities help the congregational group to explore their current practice and to consider alternatives to their practice.
Submission of activities	The CLT-How-to-Guide provides information on how to submit the activities into iLearn. The *How to Guide* is found on the Grassroots Training website at http://www.grassroots.edu.au/clt and within the Introduction and Support Resources section of Foundations. Here is an excerpt from the *CLT How to Guide*: **Badges and Certificate** The issuing of badges for each module and the Certificate of Attainment upon completion of the unit is linked to the 'Your progress' check boxes. These check boxes are associated with various activities or content. A tick next to an activity name is used to indicate when the activity is complete. If a blank tick box is shown, you need to click it to tick the box when you have completed the activity (clicking it again removes the tick if you change your mind). By ticking the box, you acknowledge that you have viewed the content/resource or completed the activity. The tick is a way of tracking your progress through the unit. If a dotted tick box is shown, a tick will appear automatically when you have completed the activity according to conditions set, such as viewing or submitting documents

Activities requiring uploading to iLearn

Module 1

Title	*Congregational Leadership*	
Task	Technique	Individual activity
	Submission instructions	Each person to submit
	Topic	• What are some indicators (KPIs) a church could use to evaluate their future planning?

Module 2

Title	**_The Role of Council_**	
Task	Technique	Individual activity
	Submission instructions	Each person to submit
	Topic	• What do you think are the characteristics that you bring to your Church Council?
Task	Technique	Individual activity
	Submission instructions	Each person to submit
	Topic	• What type of government rules/acts/regulations are applicable to the Church Council?

Module 3

Title	**_Council Responsibilities: Part A—Meeting Content; Roles and Responsibilities_**
Task	There are no tasks to be submitted to iLearn for Module 3 Part A.

Title	**_Council Responsibilities: Part B—Financial Requirements_**	
Task	Technique	Individual activity
	Submission instructions	Each person to contribute to at least one of the following questions
	Forum	• What is your understanding of 'stewardship'? • What is at least one new idea you can implement in your congregation?
Task	Technique	Individual activity
	Submission instructions	Each person to submit
	Topic	• What are your money-handling procedures?
Task	Technique	Individual activity
	Submission instructions	Each person to submit
	Topic	• As a Church Council how are you preparing for the replacement of depreciating assets?