



AMERICAN
NATIONAL
CATHOLIC
THEOLOGICAL
INSTITUTE

Pastoral Administration and Responsibilities Winter Term 2026

Course Syllabus

COURSE TITLE

TH-120 Pastoral Administration and Responsibilities
Credit Hours: 3
Class Meeting Time: Saturdays/11:00 am Eastern via ZOOM
Semester: Winter 2026

CONTACT INFORMATION

Instructor: Mthr Cheryl Smith
Email address: csmith@anccmail.org
Phone: 203-627-2271

Office hours: The course instructor prefers to be contacted first by email unless the matter is urgent. The instructor will respond to email communications as soon as possible. If you would like the instructor to contact you by phone, please include your number in your email. Also, please indicate if the matter is urgent.

COURSE DESCRIPTION AND GOALS

This course will examine the roles and responsibilities of clergy in establishing and managing a parish or pastoral ministry. Topics will include developing a social media presence, advertising, financial management, maintaining church sacramental records, managing congregational demands, and establishing good working relationships with other clergy and faith communities.

This ten-week course begins on January 17th 2026 and runs for 10 weeks with the last class on March 21st, 2026.

Participants by end of course should acquire the following:

- Identification of the tasks in pastoral administration.
- Ethical development of administration plans and activities.
- Steps for inclusion of members of the parish in pastoral administration in keeping with the teachings of Vatican II and the history of the ANCC.
- Maintenance of sacramental and financial records.

TEXTS

In addition to the required texts listed below, additional readings may be assigned from supplemental texts. These additional readings will be provided by the instructor as handouts at no cost to the participants. Assigned readings will make use of the abbreviated references in bold print.

REQUIRED TEXTS

- **Brown, Raymond E. The Churches the Apostles Left Behind, New York: Paulist Press, 1984**

RECOMMENDED SUPPLEMENTAL TEXTS (NOT REQUIRED)

- **Matthew, Stephen. Building Church, United Kingdom: River Publishing and Media Ltd, 2012**

ASSIGNMENTS AND HOMEWORK

All participants, including auditors, are expected to participate in class discussions and to complete the assigned readings in advance of each class. Throughout the course the instructor will ask participants, including auditors, to take a role in presenting a particular subtopic, which will require additional preparation.

Students who are auditing the course are exempt from the course requirements, although asked to be diligent in attendance and reading and to participate fully in the class discussions. Auditors are perfectly welcome (and encouraged!) to take on any or all the non-formation credit requirements.

Participants in formation and all those taking this course for credit are required to complete the following:

1. Readings, Video or Web Assignments
2. Various brief (1-2 paragraphs) written summaries as outlined in homework below. Reflections are due prior to the start of class.
3. Midterm Paper Due by midnight on 2/20/26 – the paper should be 5 pages and include, at least, 3 references.
 - Based on your readings and class discussion, provide a brief summary of your understanding of the history of financial corruption in the church.
 - How might the history of corruption affect your efforts at gaining financial support for your pastoral ministry?
 - What plans can you implement to avoid any accusations of corruption?
 - How might you inspire people to financially support your pastoral ministry from generation to generation?
 - Provide a brief preliminary budget for your pastoral ministry (1 of your 5 pages)

4. Final Paper Due by midnight on 3/27/26 – the paper should be 5 pages and include, at least, 3 references.
- Describe the vision of your church/pastoral ministry.
 - Create an Advertising theme and plan for distribution.
 - How would you incorporate relationships into your plan?
 - How does your church/pastoral ministry work to build up the Body of Christ?

Formatting and Submission of papers: Papers must be prepared using Microsoft Word or a Microsoft Word compatible/equivalent word processor. All papers must conform to the following format:

Type font: Times New Roman 12 point. Text should be typed in regular face except for emphasis, which may be done using boldface, underlining, italics or a combination of the three. Headings and subheadings should be no larger than 16 point.

Margins, Paragraphs and line spacing: Papers should use a one-inch margin on all four sides. Using the “Paragraph” dropdown menu, select “0” space before each paragraph and 6 pt. space after each paragraph. Doing this eliminates hard breaks that take up unnecessary space (in other words, there should be no paragraph space holders between each paragraph). Set the line spacing to 1.5.

Page numbering: Insert and center page numbers in the footer of each page (using the page number dropdown menu from the “Insert” menu tab allows you to insert and center page numbers automatically).

Citations and Notes: Documentation of your sources and ideas is essential in academic writing. Please use a standard style for uniform citations; you may wish to consult one of several style books for this purpose. You may use either footnotes or endnotes.

Submission of your papers: All papers should be converted to PDF files and emailed to the instructor before 5 PM eastern time on the date they are due. Papers that do not meet the formatting requirements outlined above will not be accepted and will be returned for proper formatting.

PLAGIARISM AND USE OF ARTIFICIAL INTELLIGENCE (AI)

Refer to the ANCTI Policies and Procedures for the ANCTI policy on plagiarism and the use of Artificial Intelligence (AI) in courses.

ATTENDANCE, PARTICIPATION, AND CLASSROOM ETIQUETTE

Participants are expected to attend all ten classes of the course. Perfect attendance, while desirable, is not always possible to achieve due to

reasons beyond a participant's control. Nonetheless, a participant may have one unexcused class absence. Additional unexcused absences will result in a reduction in the participant's grade. Absence from more than three classes, whether excused or unexcused, will automatically withdraw the participant from the course, and the final evaluation will reflect this accordingly.

All participants are expected to actively engage the course material and class discussions. Class participation forms an element of the grade for participants taking the course for credit, but even those not taking the course for credit are encouraged to participate fully as discussion is a vital part of the learning experience.

Presence in Class on Cams. All course participants should be aware of the requirements regarding presence in live online instruction: Unless specifically excused by the instructor, each participant is required to participate via a live camera and the participant's presence must be seen as actively present on the camera view in the class. A static screenshot or similar static symbol is not permitted except for very brief periods of less than five minutes should a participant need to step away from the class for personal care. Should a somewhat longer period be required, the participant must secure the instructor's permission, preferably in advance, and may be taken only with the instructor's approval. Use of this exception should not be abused during any class session.

Because all classes are conducted via Zoom, participants must mute their microphone once the class has begun and unmute when they wish to ask a question, make a comment or respond to something raised during the class. Care must be taken not to "speak over" one another.

Participants are expected to always show the utmost courtesy and respect for others participating in the course.

Other policies and procedures: Participants should consult the ANCTI website's (<https://antci.org>) for additional policies and procedures pertaining to Institute courses.

Participants should also refer to the Institute's Policy and Procedures (available on the Institute's website at <https://ancti.org>) regarding withdrawal from courses.

GRADING

Grades for this course will be determined through evaluation of class participation, assignments and presentations, both written and oral. Where applicable, grades for this course will be determined through evaluation of class participation, assignments and presentations, both written and oral.

Participants taking this course for academic credit in the American National Catholic Theological Institute will be graded on a Pass/Fail basis. Assignments and participation will be evaluated using the following indicators of performance:

E = Excellent (Approximate equivalent to: A+, A, A-)

S = Satisfactory (Approximate equivalent to B+, B, B-, C+, C, C-)

U = Unsatisfactory (Equivalent to F)

W = Withdrawal (Student withdrawal from course for any reason)

WP = Withdrawal Passing (withdrawal with course at least half completed successfully)

WT = withdrawal based on exceeding the withdrawal time limit.

Accordingly, work rated "E" or "S" will be recorded as a Pass; work that is unsatisfactory will be recorded as a Fail. Participants should also refer to the Institute's Policy and Procedures (available on the Institute's website at <https://ancti.org>) regarding withdrawal from courses.

Late Work: If a participant is aware of a situation that will cause work to be submitted late or a presentation not to be made on time, the participant should inform the instructor as soon as possible to request to be excused from the deadline for the work or the presentation date. If excused, the instructor will assign a new due date in consultation with the participant. Unexcused work/presentations will result in no credit for that work or presentation. Unexcused work/presentations submitted late because of an unforeseen emergency will be accepted when a reasonable explanation, as determined in the instructor's sole discretion, is provided.

GRADING SCALE

Percent	Letter Grade	4.0 Scale
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7

77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
62 or less	F	0

Weighted elements of your grade:

Class attendance/discussion and response to reflection questions:	40%
Midterm Exam Paper	30%
Final Exam Paper	30%
Total	100%

Final grades for this course will be reported to the Registrar. Participants taking the course for credit should receive their grade no later than three days after they are reported to the Registrar.

COURSE SCHEDULE

Date	Topics/Assigned Readings/Homework	Major Deadlines
Class 1	<p>Course Introduction Reflection Questions:</p> <ol style="list-style-type: none"> 1. What experiences do you have in pastoral administration? 2. What concerns or challenges do you have in preparing for pastoral administration? 3. What sources of support do you have in your pastoral administration? <p>Students taking the course for credit should submit a brief reflection responding to one of the above questions in writing prior to the start of class on 1/17/26.</p>	1/17/26
Class 2	<p>Ethical Leadership Readings: Chapters 1 and 2 in The Churches the Apostles Left Behind Reflection Question:</p> <ol style="list-style-type: none"> 1. What are the values that should hold true for leaders in pastoral administration? 	1/24/26

	Students taking the course for credit should submit their reflections in writing prior to the start of class on 1/24/26.	
Class 3	Legal Considerations Readings: Explore the IRS website related to "charities, non-profits and churches".	1/31/25
Class 4	Pastoral Admin – Financial Management-Income Reading: Chapter 3 in The Churches the Apostles Left Behind: Reflection Question: 1. How might your pastoral ministry financially compare to the "household of God"? Students taking the course for credit should submit their reflections in writing prior to the start of class on 2/7/26.	2/7/26
Class 5	Pastoral Admin – Financial Management-Expenses Reading: Chapter 4 in The Churches the Apostles Left Behind Midterm Paper Assigned	2/14/26 Midterm paper due by midnight on 2/20/26
Class 6	Social Media Please watch on Youtube: <ul style="list-style-type: none"> • Attacks on the Church: Social Media, Lies, Truth - Straight Truth Podcast • The Hottest Social Media Trends Affecting Churches with Brady Shearer 	2/21/26
Class 7	Advertising Reading: Chapter 5 in The Churches the Apostles Left Behind Chapter 7 in Building Church (mother Cheryl will provide) Reflection Question:	2/28/26

	<p>How does 1 Peter reflect some of the practices of ANCC churches? Students taking the course for credit should submit their reflections in writing prior to the start of class on 2/28/26.</p>	
Class 8	<p>Interfaith Relationships Reading: Chapter 8 in <i>The Churches the Apostles Left Behind</i> https://ifcmw.org/the-importance-of-interfaith-work-in-our-times/ Reflection Question: What might be contributors to modern day interfaith conflict? Students taking the course for credit should submit their reflections in writing prior to the start of class on 3/7/26.</p>	3/7/26
Class 9	<p>Record Keeping Homework Assignment: Go online to your home state's library and find out if they have archived Church Records. Take a look at one or two and be prepared to share what you found in class.</p>	3/14/26
Class 10	<p>Readings: Vatican II Document: <i>Apostolicam Actuositatem</i>, Chapters 1 and 3 Final Paper Assigned</p>	<p>3/21/26 Final Paper due by midnight on 3/27/26</p>