

REGISTRATION FORM
**Ministerial Leadership and
Administration**

**February 20, 2026, March 6, 2026, and
March 20, 2026**

Name: _____

Address: _____

Phone (Best to Reach You): _____

Email: _____

Course fee: \$25.00

I will be taking this course for:

- Buckeye Brethren Institute Credit
(Must have completed BBI registration)
- Continuing Education Units*
(*Ordained/Commissioned pastors)
- Personal Enrichment

Mail this registration form with payment **by February 15, 2026** to:

Northern Ohio District Church of the Brethren
1107 East Main Street
Ashland, Oh 44805

Questions??: Contact Tina Hunt – 567-203-8872
tmh4957@gmail.com



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**Ministerial Leadership and
Administration**

Taught by

Tina Hunt & Panel

February 20, 2026

March 6, 2026

March 20, 2026

Northern Ohio District Office

COURSE DESCRIPTION

This course will discuss the leadership role of the pastor within the local church, as well as explain the various administrative tasks that are required to be kept. This course also explains the structure and polity of the Church of the Brethren.

COURSE OBJECTIVES

By the end of this unit, the student will:

- A. Be able to define the different areas of congregation life and how the pastor relates to each of these areas.
- B. Be familiar with the way the Brethren are organized for ministry at the local, district, and denominational level, and with the way Brethren work together with other Christian communities. This would include familiarity with the most current polity manual.
- C. Be familiar with at least one process or program of congregational self-study and goal-setting.
- D. Be able to demonstrate skills in conducting a meeting and/or leading a group in planning and executing a task.
- E. Be able to discuss the issue of conflict and ways of dealing with conflict in the church, and to assess how he or she personally responds to conflict.
- F. Be able to articulate an understanding of stewardship that is both biblically rooted and informed by current denominational stewardship efforts.

REQUIRED TEXTS

1. **The Bible**
2. *Managing the Ministry: A Practical Guide to Church Administration*, Jody Dean, 2024, B&H Academic, \$19.37, 192 pages.
3. *The 10 Key Roles of a Pastor, Proven Practices for Balancing the Demands of Leading Your Church*, Gary L. McIntosh, 2021, Baker Books, \$9.55, 198 pages.
4. *Manual of Organization and Polity*, Church of the Brethren, 2018, follow this link; www.brethren.org/ac/ppg/ Read overview & all 7 chapters [FREE & 178 pages].

SCHEDULE

This course will be held on Friday, February 20, 2026, March 6, 2026, and March 20, 2026, from 9:30am until 3:30pm with a one-hour break scheduled for lunch. Students should also budget time to complete reading assignments before each class. Course Syllabus will be sent via email once registration for course is received.

INSTRUCTOR



Tina Hunt & Panel

Tina shares a weekly devotional on Facebook, “Midweek Refresh”. Her current devotion is working through a survey of the entire Bible and providing additional in-depth studies. She formerly served as pastor of Ashland First CoB and has served on the Ministerial Commission for the District Board of the Northern Ohio District. Tina has earned a M.Div. from Nazarene Theological Seminary, an MA in Pastoral Counseling and an MA in New Testament from Ashland Theological Seminary, and a Bachelor’s degree from Mount Vernon Nazarene College (University). Business Management in Accounting from Kent State University.