



Leading Team-Based Ministry CEAM 6314  
New Orleans Baptist Theological Seminary  
Christian Education Division  
Fall 2015

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*The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill  
the Great Commission and the Great Commandments through  
the local church and its ministries.*

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### **Purpose of the Course**

The purpose of this course is to provide quality theological education for students in the area of building a team-based ministry in the context of the local church. The course will emphasize the seminary's current core value focus assigned annually by the Administrative Council

### **Core Value Focus**

Core Values

*Doctrinal Integrity* – Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. The doctrinal statements used in our evaluations are our Articles of Religious Belief and the Baptist Faith and Message Statement.

*Spiritual Vitality* – We are a worshipping community, with both personal spirituality and gathering together as a Seminary for the praise and adoration of God and instruction in His Word.

*Mission Focus* – We are not here merely to get an education or to give one. We are here to change the world by fulfilling the Great Commission and the Great Commandments through the local church and its ministries.

*Characteristic Excellence* – What we do, we do to the utmost of our abilities and resources as a testimony to the glory of our Lord and Savior Jesus Christ.

*Servant Leadership* – We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us.

Annually, the President will designate a core value that will become the focus of pedagogy for the year. For 2015-2016 academic year that Core Value is *Mission Focus*.

### **Curriculum Competencies Addressed**

This course will address the following curriculum competencies:

1. *Interpersonal Skills*: Understand how to build relationships with other ministry leaders within the local church.

2. *Servant Leadership*: Determine how the Senior Pastor and other staff members can serve one another while still providing the appropriate leadership required.
3. *Spiritual and Character Formation*: As a staff team intentionally “grow up in all things into Him who is the head – Christ” (Eph. 4:15b, NKJV).

### **Course Description**

This course is designed to be an analysis of servant leader roles and ministry team dynamics in a multiple-staff ministry in the local church. This course will focus on a study of the dynamics that play a role in the forming and performance of a local church staff as a ministry team. Moreover, the course will address the associated characteristics and methodologies of volunteer team ministry relations, as well as the appropriateness of each in a local church context.

### **Student Learning Outcomes**

By completion of the course, you will be able to:

1. Demonstrate an understanding of the theological and ecclesiastical foundation and context of the local church and the implementations of this understanding upon leadership and team ministry.
2. Analyze and examine biblical principles and qualifications of team leadership
3. Develop a Church Staffing Plan that includes establishing the need for a staff position, the administrative activities that lead up to recruitment, recruitment and hiring principles as well as any legal requirements
4. Learn how to manage oneself in areas of time, emotions and interpersonal relationships.
5. Understand various challenges to families of church staff ministers and how to confront them.
6. Gain a deeper understanding of the importance of interpersonal relationships and how to more effectively connect with and work with people and under supervision.
7. Develop an appreciation for the compound issues related to the recruiting of, overseeing and working with paid and volunteer staff members. Gain exposure to and learn from some leaders who are currently active in the local church ministry.
8. Gain an understanding of special leadership issues that are often sensitive and challenging (i.e., initiating change, conducting broad-based communication, dealing with conflict and criticism, initiating biblical confrontation and church discipline, etc.).

### **Required Readings**

The following texts and resources are required reading for class discussions and are to be read in their entirety unless otherwise specified.

#### **Required Texts**

Addington, T. J. *Leading from the Sandbox*. Colorado Springs: NavPress, 2010.

Welch, Robert. *Church Administration: Creating Efficiency for Effective Ministry*, Second Edition. Nashville: Broadman & Holman Academics, 2011.

#### **Optional Texts**

MacMillan, Pat. *The Performance Factor*. Nashville, TN. Broadman and Holman, 2001.

Putman, Jim. *Church Is A Team Sport*. Grand Rapids, MI. Baker Books, 2008.

Stanley, Andy. *Choosing to Cheat: Who Wins When Family and Work Collide*. Colorado Springs, CO: Multnomah Books, 2003.

## Course Teaching Methodology

### Units of Study

#### **UNIT I. The church Staff - Past and Present**

An awareness of the biblical basis of multiple ministries in churches; of factors related to the growth of church staffs; and current needs for various staff positions.

#### **UNIT II. Designing a Church Staff Plan**

A study of the basic concepts and procedures to develop a functioning multiple-ministry staff:

1. The major responsibilities of the Personnel Committee.
2. Analysis of differing approaches to staff organization.
3. The steps involved in establishing a church staff organization and legal provisions relating to employment
4. Development of a staff organization chart and job descriptions
5. The advantages and disadvantages of a formal salary plan and the steps involved in the development and maintenance of such a plan.
6. The categories of items that should comprise a personnel policies and procedure manual.

#### **UNIT III. Enlisting and Orienting church Staff Members**

The development of staff member recruitment and orientation procedures of:

1. The development of job qualifications and the use of applications for staff positions. Steps in the interview of prospective staff
2. The items to be included in induction and orientation of a new staff member.
3. The major approaches appropriate to a new staff member beginning to serve.

#### **UNIT IV. The Staff Functioning Effectively**

The application, and synthesis of the operational features of an effective church staff that include:

1. The elements of staff meetings.
2. The elements of effective inter-personal church staff relationships.
3. How to deal with unsatisfactory staff performance and termination.

**Teaching Method.** This class will be an interactive dialogue between the professor and you (the students) via lecture, assessment of case studies, and student involvement in research and presentation.

## Assignments and Evaluation Criteria

### **Unit I**

Unit Exam

**Given in class Tuesday, September 22nd**

### **Unit II**

Case Study Staff Plan

This assignment will be conducted through a case study that you will respond to by creating a staff plan for the church in the case study that includes the following: rationale for each staff position, budget plan for each staff position, job description and performance evaluations to coach a team to reach the strategy and goals outlined by the church. A Biblical foundation should be utilized in the staff plan.

**Due Tuesday, October 6<sup>th</sup> in Blackboard.**

### **Unit III**

Write a personal code of ethics for a staff position. This should be formulated with a view toward the way relationships with the church, the community, the staff and other professional persons, as well as family should be governed. The paper will be 2 to 3 pages in length. Choice of the specific ministry position is your prerogative. **Due Tuesday, November 3rd in Blackboard.**

## Unit IV

Write a **Research Paper** on the subject of Staff Relationships. The paper will **be 10 to 15 pages in length** and will utilize a minimum of 10 *research resources*. *One of the resources must be a primary research interview with a professional staff member of a local church or Christian organization.* The title of the paper must be directly related to building or improving relationships among professional staff members in a church. The paper will be written from the perspective of a church with two or more staff members. The paper should be applicable to the entire church staff (both paid and lay) and will include ways that the research ideas can be implemented to improve church staff relationships. **Due Tuesday, December 1<sup>st</sup> in Blackboard.**

Value of each learning event is as follows:

Unit one exam	10%
Case study staff plan	30%
Personal Code of Ethics	10%
Research Paper	40%
Class participation	10%

## Course Policies

**Academic Honesty Policy:** All graduate and undergraduate NOBTS students, whether on-campus, internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every delivery system format. The Bible provides our standard for academic integrity and honesty. This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Discussion Boards, or any other course requirement.

**Assignment Formatting:** Unless otherwise noted, all assignments are to be created in Turabian format. All written assignments must be Word documents, written in third person unless otherwise instructed, and created in 12 pt. Times New Roman font. PDFs will not be accepted.

**Assignment Submission:** All assignments are to be submitted to Blackboard by 11:59 p.m. of the due date unless otherwise indicated. Do not send files as attachments via email to the professor. For technical reasons, this mode of file transmission is extremely inefficient.

**Grading Scale:** Your final grade will be based on your total accumulation of points as indicated under the *Assignments and Evaluation Criteria* section of this syllabus according to the grading scale in the NOBTS 2013-2014 catalog.

A 93-100 B 85-92 C 77-84 D 70-76 F 69 and below

**Late Assignments:** Only under extreme circumstances, and with prior approval, will a late assignment be accepted. Late assignments will be assessed an initial 10 percent penalty and 1 percent for each day after the due date (i.e. 10/1 points for a 100 point assignment, 3/.3 points for a 30 point assignment). No assignments will be accepted more than two weeks after the original due date. Missed presentations may not be made up.

**Netiquette: Appropriate Online Behavior:** Each student is expected to demonstrate appropriate Christian behavior when working online. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.

**Plagiarism:** A high standard of personal integrity is expected of all students. Copying another person's work, submitting downloaded material without proper references, submitting material without properly citing the source, submitting the same material for credit in more than one course, and other such forms of dishonesty are strictly forbidden. *Although anything cited in three sources is considered public domain, we require that all sources be cited.* Any infraction will result in failing the course. Any infraction will be reported to the Dean of Students for further action.

**Revision of the Syllabus:** The course syllabus is not a legal contract. Any syllabus revision will be preceded by a reasonable notice to students. The standards and requirements set forth in this syllabus may be modified at any time by the professor. Notice of such changes will be by announcement in class or by email notice.

**Withdrawal from the Course:** The administration has set deadlines for withdrawal. These dates and times are published in the academic calendar. Administration procedures must be followed. You are responsible to handle withdrawal requirements. A professor can't issue a withdrawal. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in the course if you choose not to attend once you are enrolled.

### **Additional Information**

**Blackboard and SelfServe:** You are responsible for maintaining current information regarding contact information on Blackboard and SelfServe. The professor will utilize both to communicate with the class. Blackboard and SelfServe do not share information so you must update each. Assignment grades will be posted to Blackboard. You will be need to enroll in the course on Blackboard.

**Correspondence with the Grader:** You should contact the grader via email at copelandconnections@gmail.com. The grader responds to email during normal business hours, 8 a.m. and 5 p.m. on weekdays only. The grader may not respond to late night or weekend e-mails until regular "business" hours. Please respect the grader's personal time. Remember, graders are students as well and have their own coursework and research to complete. Please be respectful in the language you use in your emails to the grader.

**Correspondence with the Professor:** Every effort is made to respond to emails and phone calls within 24-48 hours, excluding weekends. Please feel free to contact the professor(s) with any question you may have regarding this course.

**NOBTS Emergency Text Messaging Service:** Once you have established a SelfServe account you may sign up for the NOBTS emergency text messaging service by going to <http://nobts.edu/NOBTSEmergencyTextMessage.html> .

**Special Needs:** If you need an accommodation for any type of disability, please set up a time to meet with the professor(s) to discuss any modifications you may need that are able to be provided.

**Technical Support:** Need technical assistance? Contact the ITC today!

Selfserve@nobts.edu - Email for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)

BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.

ITCSupport@nobts.edu - Email for general technical questions/support requests.

504.816.8180 - Call for any technical questions/support requests.

www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website. If you experience any problems with your Blackboard account you may email [BlackboardHelpDesk@nobts.edu](mailto:BlackboardHelpDesk@nobts.edu) or call the ITC at 504-282-4455, ext. 8180.

### **Course Schedule**

Week 1  
Course Introduction  
Biblical foundations for the Church staff  
Week 2  
Development of the staff organization  
The Personnel Committee  
Week 3  
Personnel Policy Manuals  
Position Descriptions  
Week 4  
Salary Plans  
Compensation  
Week 5  
Hiring Procedures  
Prospective staff members  
Week 6  
Code of Ethics  
Interviews and Selection  
Week 7  
Orientation of the New Staff Member  
Evaluation of Personnel  
Week 8  
Discipline  
Week 9  
Meetings  
Week 10  
Staff Relationships

Week 11  
Staff Relationships  
Week 12  
Staff Relationships  
Week 13  
Staff Relationships  
Week 14  
Course Review

### **Selected Bibliography**

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