



# **Church Business Administration**

## **CEAM 6317 Fall 2015 Online**

New Orleans Baptist Theological Seminary  
Christian Education Division

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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 a comprehensive understanding of the myriad facets of basic and advanced administration in the local church and Christian organization.

### **Core Value Focus**

*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 worshiping 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. *Theological and historical perspective:* The course will provide an apologetic for the foundational structure of administration as it is given in Scripture.
2. *Effective servant leadership:* The course will build upon the pre-requisite course that defines leadership as servant and transformational. The role of administration will be presented in such a manner as to reinforce the support role that administration plays in the overall ministry of the church.

3. *Interpersonal relationships:* A strong statement will be made for the necessary position of collegial and organization-wide relationship in the accomplishment of the mission, purpose, and goals of the church through the administrative processes.
4. *Disciple making:* Competencies that will be presented will be those that will be translated to others in the church or Christian organizational structure. The basics for training and leadership development will be presented.
5. *Spiritual and character formation:* The student will develop an understanding nature of the church and the role that an orderly conduct of business plays in the overall demeanor of the church or organization. Basic and spiritual ethics of conduct and performance of task role will be discussed.

### **Course Description**

A study of requisite management and church administration skills to effectively and efficiently direct the ministry programs and activities of the local church and similar denominational organizations. Consideration is given primarily to the practical functional areas of church business administration. Church Leadership and Administration CEAM 6320 is recommended before taking this course.

### **Student Learning Outcomes**

Effective program operation and successful ministry results are brought about by adroitness to efficient planning and administrative processes. The wise Christian educator will equip themselves with the requisite competencies that an understanding of church business administration can provide. In order to serve churches effectively through team ministry and to stimulate church health through mobilizing the church for church growth, the student, by the end of the course, should be able to:

1. Know the basic elements of the functional areas of church business administration as they relate to personnel, finance, property, and Christian ministry as given in such documents as a Church Organization Manual.
2. Develop an understanding of the legal, ethical, and practical areas of personnel employment and management.
3. Be able to assess and develop a scheme for church budget and finance.
4. Know the practical application of management and administration to the facilities of the church to include risk management, facility construction and maintenance, and safety.
5. Analyze needs for practical church ministry and be able to create administrative policy and procedure for meeting those requirements.
6. Demonstrate the ability to evaluate, organize, and select appropriate administrative mechanisms for efficient and effective ministry.
7. Develop an appreciation for and a willingness to interpret a servant leadership model in all church or Christian organization business.

### **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**

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

Welch, Robert and Kevin Walker. *The Church Organization Manual*. Richardson, TX: NACBA Press, 2011.

## **Optional Texts**

See Bibliography

### **Course Teaching Methodology**

**Units of Study** The student satisfies the course objectives by completing activities in six major topic areas.

#### **UNIT I. The Church and the Administrative Task**

A study of the general subject of Church Business Administration. You will be able to identify biblical precedence for church administration as well as contemporary legal organizational practices.

Church and the Administrative Task – Biblical Backgrounds

Church and the Administrative Task – Constitution/ByLaws/Incorporation

Church and the Administrative Task – The Church Organization Manual

#### **UNIT II. Personnel Procedures**

A study of the administrative activities relating to administration of the personnel matters of the local church. You will be able to demonstrate an understanding of important issues relating to personnel administration.

Personnel Procedures – The Personnel Manual

Personnel Procedures – Staff Organizations

Personnel Procedures – The Position Description

Personnel Procedures – Legal Matters

Personnel Procedures – Hiring and Orientation

Personnel Procedures – Evaluation and Disciplinary Matters

#### **UNIT III. Fiscal procedures**

A study of the administrative activities relating to financial management of the local church. You will be able to demonstrate an understanding of important issues relating to fiscal administration.

Fiscal Procedures – The Financial Manual

Fiscal Procedures – Budget Procedures

Fiscal Procedures – Tax Law

#### **UNIT IV. Property Management Procedures**

A study of the administrative activities relating to facility management issues. You will be able to demonstrate an understanding of important issues relating to facility administration.

Property Management Procedures – The Facility Manual

Property Management Procedures – Facility Management

Property Management Procedures – Housekeeping Procedures

Property Management Procedures – Insurance and Risk Management

Property Management Procedures – ADA and other Facility Legal Issues

Property Management Procedures – Building Programs

Property Management Procedures – Transportation

#### **UNIT V. Church Office**

A study of the administrative activities relating to church office management. You will be able to demonstrate an understanding of the effective and efficient operation of a church office.

Church Office Procedures – The Office Manual

Church Office Procedures – Office Management

Church Office Procedures – Computer Management Systems

## **UNIT VI. Church Program Ministries**

A study of the administrative activities relating to church program ministries. You will be able to demonstrate an understanding of important issues relating to the planning, organization, staffing and evaluation of the program ministries of the local church.

Food Service Procedures – Food Management Programs  
The Administrative Health of the Church, an Assessment

**Teaching Method.** The course is designed for independent internet study and interaction with students who are enrolled in an online formatted course as well as in class meetings for lecture and interaction. Course content will come from reading and understanding the content of the course texts. The *Church Administration* text will provide the philosophy and administrative management concepts of the topics of study. *The Church Organization Manual* will provide examples of the content. In addition to the reading material, you will also be responsible for individual research and discovery through the introduction of websites and other materials posted in the course content section of BlackBoard. Group interaction will occur through classroom discussion and group interaction.

The professor will provide a Course Note Guide and Selected Reading document via BlackBoard that you will use in the course to make notations and refer to for additional course reading and case study.

### **Assignments and Evaluation Criteria**

1. Read the text, *Church Administration*, Second Edition and write a short, half-page statement of a specific problem in the local church each chapter would address.
2. Develop a Personnel Management Plan that integrates the processes of staff administration development, hiring, and salary development.
3. Participate in a budget exercise with a chosen local church.
4. From assigned articles from a web source, you will provide a one-page synopsis of the article and make report of your assessment.
5. Conduct an “Administrative Health of the Church” review of a selected church and comment on findings for each of the seven area of analysis.
6. From material presented in the class and in cooperation with a selected church and its leadership, develop either a personnel, finance, property, or office policy and procedures manual.

The use of personal pronouns (I, me, my, etc.) should not be used for professional writing - even if the assignment may call for your personal opinion, assessment, or evaluation. Use third person or the term “this writer” to refer to opinion or judgment. All written assignments will be in conformance to the *Turabian Manual of Style, sixth edition*.

During the course of the class presentations, the professor will refer to several websites. You are expected to be able to visit these various websites relating to church administration both in class and out. You will be required to have a browser that is capable of interacting with the internet.

The final cumulative score for the course will be assigned using the following assessment formula:

Chapter-based case study	15 points	(due 12/11)
Personnel Exercise	10	(due 11/6)
Budget Exercise	10	(due 11/13)
Article reviews	10	(due 11/20)
Discussion Boards	15	(due as assigned)
Administrative Health of the Church Review	10	(due 12/4)
Policy Manual	30	(due 12/14)

### **Course Policies**

#### **Copyright Material:**

Hybrid/On-line course supplementary reading material from journals and magazines will be provided from time to time by the instructor. This posting is granted under the “fair use” provision of the copy right laws of the United States. The use of the material is limited for educational purposes. Any further copy or redistribution is strictly forbidden without the specific permission of the copyright holder. If students make copies of the material, it is to be used solely for the class and not for re-distribution.

**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.

**Late Work:** An automatic 10-point deduction will be taken for work submitted after the due date. Additional points will be deducted based on the number of days the submission is late.

**Netiquette:** Appropriate Online Behavior. Each student is expected to demonstrate appropriate Christian behavior when working online on Discussion Boards or whenever interaction occurs through web, digital, or other electronic medium. 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 and 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 need to enroll in the course on Blackboard.

**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.

## Use of Color:

Throughout the Unit and Session materials found in the Student Note Guide and Course Materials coloration will be used to indicate certain features the professor wants you to be cognizant of. These color sections will refer to text material, student reflection and action, and critical admonitions of potential failure in effective administration. If the student chooses to make a hard-copy of the materials from the online BlackBoard documents, it is recommended that a color printer be used to retain the notation actions.

**Church Administration: Creating efficiency for effective ministry (Purple)**

**The Church Organization Manual (Green)**

**Student personal reflection and evaluation (Blue)**

**Professor admonition of caution in administrative activity (Red)**

**Student Assignments they may be called upon to report for grade (Brown)**

## Course Schedule

### Week One

- Introduction
- Church and the Administrative Task – Biblical Backgrounds
- Church and the Administrative Task – Constitution/ByLaws/Incorporation
- Church and the Administrative Task – The Church Organization Manual

### Week Two

- Personnel Procedures – The Personnel Manual
- Personnel Procedures – Staff Organizations
- Personnel Procedures – The Position Description

### Week Three

- Personnel Procedures – Legal Matters
- Personnel Procedures – Hiring and Orientation
- Personnel Procedures – Evaluation and Disciplinary Matters

### Week Four

- Quiz One
- Fiscal Procedures – The Financial Manual
- Fiscal Procedures – Budget Procedures
- Fiscal Procedures – Tax Law

### Week Five

- Property Management Procedures – The Facility Manual
- Property Management Procedures – Facility Management
- Property Management Procedures – Housekeeping Procedures
- Property Management Procedures – Insurance and Risk Management
- Property Management Procedures – ADA and other Facility Legal Issues
- Property Management Procedures – Building Programs
- Property Management Procedures – Transportation

### Week Six

- Quiz Two
- Church Office Procedures – The Office Manual
- Church Office Procedures – Office Management
- Church Office Procedures – Computer Management Systems

### Week Seven

- Food Service Procedures – Food Management Programs
- The Administrative Health of the Church, an Assessment
- Maintaining a healthy organization

### Week Eight

- Course Conclusion

## Selected Bibliography

### **Books**

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### ***Periodicals and On-line Sites***

*Christian Computing Magazine*. ccmag.com. Steve Hewitt Editor in Chief. Raymore, MO: Christian Computing, Inc., P.O. Box 198, 309 South Washington, Raymore, MO 64083-0198. Email: ccmag.com.

*Christianity Today Magazine*. ChristianityToday.com. 465 Gundersen Drive, Carol Stream, Illinois 60188, Telephone 630 260-6200. Email: Connection@ChristianityToday.com.

*Church Executive Magazine*. Power Trade Media LLC, churchexecutive.com. Steve Kane, Publisher and Editor in Chief; 4742 N. 24th Street Suite 340 Phoenix, AZ 85016 Toll Free Telephone Number: 800-541-2670. For Subscription Adam Cooke 602.265.7600 x228, Email: acooke@churchexecutive.com.

*Church Finance Today*. churchfinancetoday.com. This newsletter is published by Christianity Today International, 465 Gundersen Drive, Carol Stream, Illinois 60188 and is offered by subscription to churches at churchfinance.net.

*Church Law and Tax Report*. churchlawtoday.com. This newsletter is published by Christianity Today International, 465 Gundersen Drive, Carol Stream, Illinois 60188 and is offered by subscription to churches at churchlawtoday.com.

*Church Safety e-Newsletter*. churchsafety.com. This newsletter is published by Christianity Today International, 465 Gundersen Drive, Carol Stream, Illinois 60188 and is offered by subscription to churches at churchsafety.com.

*CM Cleaning Management Magazine*. cminstitute.net. Cleaning Management Institute, National Trade Publications, Inc. 19 British American Boulevard West, Latham, NY 12110 Telephone: (518) 640-9155 Email: Matt Moberg mmoberg@ntpmedia.com.

*COOP*. churchco-op.org. Church Supplies & Services, Inc. 1880 S. Dairy Ashford, Suite 208, Houston TX 77077. Telephone 281-531-5629. Email: churchco-op.org.

*Evangelical Council for Financial Accountability (ECFA) Newsletter.* efca.org 440 W Jubal Early Dr Suite 130 Winchester, VA 22601. Toll Free Phone 800-323-9473; Email: information@ecfa.org.

*Leadership Magazine.* LeadershipJournal.net. *The Leadership Journal* is published bimonthly by Christianity Today International, 465 Gundersen Drive, Carol Stream, Illinois 60188 and is offered by subscription to churches at leadershipjournal.net.

*Leadership Network,* leadnet.org. 2626 Cole Avenue, Suite 900 Dallas, Texas 75204 Toll Free Telephone: 800.765.5323. Email: client.care@leadnet.org.

*Ministries Today Magazine.* ministrytodaymag.com. Strang Communications Company, 600 Rinehart Road, Lake Mary, FL 32746. Phone 407-333-0600. Email: webmaster@strang.com.

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