



# Leading Team-Based Ministry CEAM 6314

## New Orleans Baptist Theological Seminary

### Division of Church Ministry, Fall 2021 (NOLA2U Flex)

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### **Mission Statement**

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

### **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

### **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.

### **Student Learning Outcomes**

This course is designed to be highly interactive. Specifically, the course will examine 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 team ministry relations, as well as the appropriateness of each in a local church context. The student involved in this process should be able to accomplish the following:

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. Understand various challenges to families of church staff ministers and how to confront them
5. Gain a deeper understanding of the importance of interpersonal relationships and how to more effectively connect with and work with people and under supervision.
6. Develop an appreciation for the compound issues related to the recruiting of, overseeing and working with staff members. Gain exposure to and learn from some leaders who are currently active in the local church ministry.
7. Gain an understanding of special leadership issues that are often sensitive and challenging. (i.e. evaluating your staff, mentoring, training, and coaching our staff to achieve their goals but also accomplish the vision and mission of the ministry).

### 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**

Hartwig, Ryan T. and Warren Bird. *Teams That Thrive: Five Disciplines of Collaborative Church Leadership*. Downers Grove. InterVarsity Press, 2015.

Osborne, Larry. *Sticky Teams*. Grand Rapids, MI. Zondervan, 2010.

#### **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.

## Course Teaching Methodology

### **Units of Study**

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

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

#### **UNIT II. Designing a Church Staff Plan both Paid and Volunteer**

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

1. The major responsibilities of the Personnel Committee and personnel oversight.
2. Analysis of differing approaches to staff organization.
3. The steps involved in establishing a church staff organization and legal provisions relating to employment and volunteers.
4. Development of a staff organization chart and job descriptions for each position.
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 and Lay Volunteers**

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. Vetting potential employees whether paid or volunteer.
3. The items to be included in induction and orientation of a new staff member.
4. 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.

### **UNIT V. The Equipping of Your Staff**

The ongoing work of training, motivating, coaching, and mentoring your volunteers and paid staff.

1. Training staff for your intended ideal outcomes for their ministry role.
2. Motivating your people to be engaged and doing their work unto the Lord.
3. Coaching your people for best practices and help them improve their strengths and weaknesses.
4. Mentoring, cultivating, and discipling your staff.

### **Teaching Method.**

This course will be the combination of lecture, case study analysis, student interaction, research and reporting by the student.

**If you are taking this course as a NOLA2U Flex student, please note the following attendance policies:**

1. You are required to be in class either through viewing the lectures live or viewing the recorded lectures on Blackboard. When you view the recorded lecture, you will be considered present for that class. Regardless of if you watch the class live or recorded, you are only allowed to miss the amount of class time specified in the NOBTS attendance policy as stated in the graduate catalog. (See “Absences” category in the website catalog at: <https://catalog.nobts.edu/generalinfo/academicpolicies>.)
2. You will be asked to certify that you have been present for the live session or have viewed the recorded session. This certification will be done through [assignment by professor] after having watched the class live or viewing the recorded session.
3. All video lectures are available for 7 days after the video is posted. If you are unable to view the video within that time frame, you will be considered absent for that class session.
4. Technical issues will not be considered a valid reason for missing a lecture.

### **Assignments and Evaluation Criteria**

#### Staff Plan

The student will create a staff plan for the church. The plan should include the following: rationale for each staff position, budget plan for each staff position, and a job description and performance evaluation. A Biblical foundation should be utilized in the staff plan. *This assignment is related to SLO #3 and 4. Due: 9/28* \_\_\_\_\_

#### Personal Code of Ethics for Ministerial Staff

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 the student's prerogative. The student can conduct an interview for advice on this assignment. A statement for moral code of conduct should also be included. *This assignment is related to SLO# 1, 2, 4 and 6* **Due: 10/19.**

#### Research Paper

Write a **Research Paper** on the subject of Staff Relationships. The paper will **be 10 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 interview can be with your mentor).* 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 volunteer) and will include ways that the research can be implemented to improve church staff relationships. *This assignment is related to SLO #5, 6, and 7* **Due: 11/16.**

Value of each learning event is as follows:

Case study staff plan	25%
Personal Code of Ethics	25%
Research Paper	40%
Discussion 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 follow Turabian 8<sup>th</sup> edition. All written assignments must be Word documents or PDFs to insure the professor or teaching assistant can open the document, written in third person unless otherwise instructed, and created in 12 pt. Times New Roman font.

**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 2015-2016 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 (see Blackboard). 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.

### **Writing Style Guide**

A copy of the approved NOBTS Style Guide can be found in the course Blackboard shell, or can be located online at the Writing Center's page on the seminary website at: <https://www.nobts.edu/resources/pdf/writing/StyleGuide.pdf>

### **Help for Writing Papers at "The Write Stuff"**

NOBTS maintains a Writing Center designed to improve English writing at the graduate level. Students can receive writing guides, tips, and valuable information to help in becoming a better writer.

## **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: How to conduct effective staff and training meetings  
 Week 10  
 Motivating your team  
  
 Week 11  
 How to coach your team  
 Week 12  
 Healthy feedback and evaluation of your team  
 Week 13  
 Mentoring your tribe  
 Week 14  
 Disciplining your team

### **Selected Bibliography**

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*or Ministry Team.* Grand Rapids: Baker Books. 2006.