



CEAM6320 Church Leadership and Administration
New Orleans Baptist Theological Seminary
Division of Church Ministry
Fall 2022

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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.

Course Description

This course will focus on a study of the servant leadership model as a basis for personal concepts of church and Christian ministry. By combining the requisite skills for a biblical concept of church administration, the student will explore appropriate models and formulate their personal leadership and administration style for Christian ministry.

Student Learning Outcomes

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

1. Identify from Scripture biblical concepts for leadership in the local church and Christian ministry venues, and analyze these practices in terms of a biblical worldview.
2. Develop an understanding of the leadership principles found in Transformational/Servant Leadership and how they integrate into the management of the local church or Christian ministry venue.
3. Know and apply the administrative principles and practices in the planning, organizing, leading and evaluating the ministries of the local church or Christian ministry organization.
4. Develop an understanding of how the leadership and administrative practices in the course apply to the principle church administrative arenas of personnel, finance, and property and then able to communicate those in their ministry context.
5. Integrate and synthesize responses to situational studies relating to leadership and administration in the local church or Christian ministry setting.

Textbooks

Required Texts

Hughes, Adam and Jody Dean. *Together We Lead: Integrating Church Leadership and Administration for Ministry Success*. Birmingham: AL. New Hope Publishers, 2021.

Malphurs, Aubrey. *Being Leaders: The Nature of Authentic Christian Leadership*. Grand Rapids: Baker Book House, 2003.

Supplemental Texts:

Dean, Jody and Allen Jackson. *Protect*. Birmingham: AL. YM360, 2018.

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

Course Teaching Methodology

The course will involve the following methodologies: This course will be the combination of lecture, case study analysis, student interaction, research and reporting by the student. These will be evident in the weekly course work, assignments, and class time.

Course Requirements

Assignments and Evaluation Criteria

1. Exam on *Being Leaders* and Unit One: Sections One through Seven. During the semester, there will be an exam on *Being Leaders* from a provided note and study guide. You will be asked on the exam as to whether you have read the Malphurs book in its entirety. **Due: 9/29**
2. Exam on Unit 2. *Together We Lead*. The remaining sections of study starting with session 8 will be on this exam. You will be asked on the exam as to whether you have read the Dean/Hughes book in its entirety. **Due 12/6**
3. Developing a chapter-by-chapter summary of the text: *Being Leader: The Nature of Authentic Christian Leadership*. Write approximately one-half page of summary and half page application on each of the eight chapters for a total of eight pages (double-spaced). The student should also complete the audits in the Appendix section of the text. The final portion of the summary should reveal the students reflections on the audits in the Appendix of the Text. **DUE: 9/22**
4. Administrative Strategy and model research paper. The student will research strategies and models for ministry that integrate administrative processes for the work. This paper will be 10 pages with a minimum of 10 sources. **DUE: 11/10**
5. Responding to assigned case studies. The professors throughout the semester will present various case studies of catastrophic moments that could happen under or because of your leadership as well as your administration of planning and organizing the work of ministry in the church. The student can expect three case studies as a part of the course for a grade. One will be assigned during class time in each of the following months September, October, and November. Each of the case studies count 5% for a combined total of 15%.

Evaluation of Grade

Malphurs Chapter summary	20%
Exam One	20%
Exam Two	20%
Administration paper	25%
Case study and assigned discussion	15%

Attendance Policy –

Traditional and NOLA2U Classes: Students are expected to attend and participate in the class sessions. Any student missing more than nine hours may receive an automatic grade of “F” for the course. Three tardies will count as one absence.

Technical Assistance

1. Selfserve@nobts.edu - Email for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)
2. Canvas.NOBTS.com Click on the "Help" button for technical questions/support requests regarding the NOBTS Canvas System. You can also email questions to Canvas@nobts.edu.
3. ITCSupport@nobts.edu - Email for general technical questions/support requests.
4. www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.

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. A copy of the approved NOBTS Style Guide can be found in the course Canvas 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>

Plagiarism on Written Assignments

NOBTS has a no tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. See the NOBTS Student Handbook for definition, penalties, and policies associated with plagiarism.

Course Schedule

Week		Assignments/Unit
One	8/16 & 8/18	Clarifying Your Call, Historical & Biblical Overview of Leadership
Two	8/23 & 8/25	Historical & Biblical Overview of Leadership, A Leader's Core
Three	8/30 & 9/1	Leadership Credibility & Capability
Four	9/6 & 9/8	Leadership Influence & Power September Case Study
Five	9/13 & 9/15	Creating a Climate for Change
Six	9/20 & 9/22	Assignment due: Malphurs Chapter Summary Due 9/22
Seven	9/27 & 9/29	Exam on Leadership Due: 9/29 Establishing Ministry Vision and Overall Health
Eight	10/3-10/7	Fall Break
Nine	10/11 & 10/13	Establishing Ministry Vision and Overall Health Constitutions, By-laws, and Church Policy Risk Management: Safety, Security, Insurance, People, Abuse & other topics as time allows. Evaluating and Financing the Work (Budgets) Committees, Meetings, and Time Management Policy and Procedures with age graded ministries and the church office/facility October Case Study
Ten	10/18 & 10/20	Week review and catch up
Eleven	10/25 & 10/27	Process of Administration and Planning the Work
Twelve	11/1 & 11/3	Organizing and Leading the Work November Case Study
Thirteen	11/8 & 11/10	Assignment Due: Administration Paper 11/10 Mock Business Meeting w/ Roberts Rules
Fourteen	11/15 & 11/17	Minister 's Personal Finances
Fifteen	11/21-	Thanksgiving Break
Sixteen	11/29 & 12/1	How to Disciple and Motivate the People through the Administrative Work
Seventeen	12/6	Exam 2 due (finals week)
