



NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY

**Church Leadership and Administration
CEAM6320 - MENTORING
New Orleans Baptist Theological Seminary
Church Ministry Division
Fall Semester – 2022-2023 - Mentoring**

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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 principal church administrative arenas of personnel, finance, and property and then be 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

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.

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 is being taught in a mentoring format and will involve the use of foundational video presentation, discussion of selected questions and case studies, review of textbook materials, and analysis and synthesis of local church leadership and administrative practices as well as weekly meetings with a mentor.

Course Requirements

1. **Mentoring Experience (40%):** Engage in a mentoring relationship in a local church under the supervision of an approved mentor for a minimum of 45 hours. Mentorship hours may not include worship, regular Sunday School or small group meetings, or weekly age-group meetings such as a youth or children's group time. *This assignment is related to SLO #5.* **Due: Throughout the semester.**
 - a. **Mentorship Hours (10%):** Report a total of 45 hours at the conclusion of the semester using the provided report form. **Due: 12/5/2022**
 - b. **Weekly Meetings with Mentor (20%):** You will meet with your mentor each week for a minimum of one hour to discuss personal and ministry progress in the area of church leadership and administration. A weekly discussion guide will provide suggested topics to explore. **Due: Meet each week by Friday at 4:00 pm (Central time).**
 - c. **Reflection Report (10%):** A *Ministry Supervision Weekly Report* will be completed by you each week. The completed report will be submitted and uploaded through Canvas. This report should follow the template provided in Canvas based on your mentor meeting, course content, and experiences during the week of ministry. **Due: Each week by Monday 4:00 pm (Central) following the previous weekly mentor meeting.**
2. **Malphurs' Chapter Summary (20%):** Develop a chapter-by-chapter summary of the Malphurs's text: *Being Leaders: The Nature of Authentic Christian Leadership*. Write approximately one-half page on each of the eight chapters for a total of four pages (double-spaced). **Due: 9/25/2022** (Following Unit 6)
3. **Annotated List of Resources (15%):** Create five annotations following the annotated bibliography format in Turabian for leadership and five annotations for administration. The annotations can come from articles, magazines, journals, books, or websites. These sources are intended to create a binder for you in the areas of leadership and administration in relation to personnel, finances, and property in the context of the local church. A total of ten annotations should be submitted for this assignment. Each annotation should begin with a complete Turabian formatted bibliographic entry followed by three to four sentences summarizing the content of the resource. *This assignment is related to SLO #4. A rubric for this assignment may be found on Canvas.* **DUE: 10/23/2022.** (Following Unit 9)
4. **Administration Synthesis Paper (25%):** Write a five-page, double spaced paper outlining your implementation plan for how administrative work should be applied in the local church. The student should highlight the planning, organizing, leading, and evaluating components outlined in the *Church Administration* textbook as well as from several teaching units about these functions. A student may also consider aspects of personnel management, guiding church documents, and budgets within this paper. *This*

assignment is related to SLO #3. A rubric for this assignment may be found on Canvas.
DUE: 11/20/2022. (Following Unit 13)

Attendance Policy

Online and Mentoring Classes: Students are expected to engage regularly with course content through the learning management system and other course delivery methods. Students who fail to participate consistently in course activities may receive a grade of “F” for the course.

Evaluation of Grade

The student’s grade will be computed as follows:

Mentoring Experience	40%
Malphurs’ Chapter Summary	20%
Annotated List of Resources	15%
Administration Synthesis Paper	25%

Technical Assistance

For assistance regarding technology, consult ITC (504-816-8180) or the following websites:

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.

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 8th edition. 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 Canvas 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 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.

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.

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 of Semester	Dates (M-S)	Units of Study	Chapter Readings from Textbooks *	Assignment Due (See Syllabus for Precise Due Date)	Content Theme for the Week
Week 1	Aug 15-21	Unit 1	TWL 1 BL 1	Assignment 1: Mentoring Experience and Reports Due throughout the semester.	Introduction and Answering God's Call
Week 2	Aug 22-28	Unit 2	TWL 2 BL 2 & 3		Leadership in the Bible
Week 3	Aug 29-Sept 4	Unit 3	TWL 3 BL 4		Leadership in the Church
Week 4	Sept 5-11	Unit 4	TWL 4 BL 5 & 6		Leadership Foundations
Week 5	Sept 12-18	Unit 5	TWL 5 BL 7		Ministering to People
Week 6	Sept 19-25	Unit 6	TWL 6 BL 8	Assignment 2: Malphurs' Chapter Summary	Leadership Standards
Week 7	Sept 26-Oct 2	Unit 7	TWL 7 ChAd 1 & 2		Management Foundations
Fall Break	Oct 3-9		A great week to catch up on readings!		
Week 8	Oct 10-16	Unit 8	TWL 8 ChAd 3 & 4		Organizing for Ministry
Week 9	Oct 17-23	Unit 9	TWL 9 ChAd 6	Assignment 3: Annotated List of Resources	Facilitating Change
Week 10	Oct 24-30	Unit 10	TWL 10 ChAd 7		Assessing the Ministry
Week 11	Oct 31-Nov 6	Unit 11	TWL 11 ChAd 5 & 11		Adding Personnel and Expanding the Ministry
Week 12	Nov 7-13	Unit 12	TWL 12 ChAd 8 & 12		Administering the Details
Week 13	Nov 14-20	Unit 13	TWL 13 ChAd 10	Assignment 4: Administration Synthesis Paper	Navigating Conflict
Thanksgiving Break	Nov 21-27				
Week 14	Nov 28-Dec 4	Unit 14	TWL 14 ChAd 9		Risk Management
Week 15	Dec 5-10	Unit 15 For Extra Interest Only		Assignment 1a: Report of Final Hours	Sustaining a Lifelong Ministry
Finals	Dec 1-7				

*Chapter Readings from Textbooks: **TWL** (Together We Lead); **BL** (Being Leaders); and **ChAd** (Church Administration)

Selected Bibliography

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- Anthony, Michael and James Estep. *Management Essentials for Christian Ministries*. Nashville, TN: Broadman & Holman, 2005.
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- Bennis, Warren and Burt Nanus. *Leaders*. Toronto: Fitzhenry and Whiteside, 1985.
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- Bonem, Mike, Roger Patterson. *Leading From the Second Chair*. San Francisco: Jossey-Bass, 2005.
- Borek, John, Danny Lovett, and Elmer Towns. *The Good Book on Leadership*. Nashville, TN: Broadman and Holman Publishers, 2005.
- Burns, James MacGregor. *Transforming Leadership*. New York: Grove Press, 2003.
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- Dever, Mark. *12 Challenges Churches Face*. Wheaton, IL: Good News Publishers, 2008.
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- Greenleaf, Robert K. *Servant Leadership: A Journey Into the Nature of Legitimate Power and Greatness*. New York: Paulist Press, 1977.
- Greenberg, Jerald and Robert A. Baron. *Behavior in Organization: Understanding and Managing the Human Side of Work*. 10th ed. Upper Saddle River, NJ: Prentice Hall, 2010.
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- Herrington, Jim, Mike Bonem and James H. Furr. *Leading Congregational Change*. San Francisco: Jossey-Bass Publishers, 2000.
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