



CEAD 6370 Strategic Church Development through the
Sunday School (Online version)
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.

Purpose of the Course

The purpose of this course is to familiarize students with the programs, resources, and organizational structures and process of strategic planning of a Sunday School ministry a local church.

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 2014-2015 academic year that Core Value is *Spiritual Vitality*.

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

Course Description

This course focuses on the delivery of Christian education in a local church context to foster strategic church development utilizing the Sunday school. Both traditional and contemporary Christian education methods for all age groups will be examined.

Student Learning Outcomes

This course is designed to introduce students to the basic principles, procedures, guidelines, and available resources for conducting the ongoing administration of Christian Education in the local church. The student involved in this process should be able to accomplish the following:

1. Understand the relationships and essential operations in the administration and management of the Sunday school ministries of the local church.
2. Identify from Scripture biblical concepts for administration of the Sunday school in the local church, and analyze these administrative practices in terms of a biblical worldview.
3. Value the similarities and differences between leadership, management, and administration.
4. Students will demonstrate administrative principles and practices to the planning, organizing, leading and evaluating the Sunday school ministries of the local church.

Required Readings

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

Required Texts

Mancini, Will. *Church Unique: How Missional Leaders Cast Vision, Capture Culture, and Create Movement*. San Francisco: Jossey-Bass, 2008. ISBN:978-0-7879-9683-3

Parr, Steve. ed. *Sunday School That Really Excels: Real Life Examples of Churches with Healthy Sunday Schools*. Grand Rapids: Kregel, 2013. ISBN: 978-0-8254-4318-3

Taylor, Allan. *Sunday School in HD*. With a forward by Thom S. Rainer. Nashville, TN: Broadman & Holman Press, 2009. ISBN: 978-0-8054-4973-0

Course Teaching Methodology

This course will utilize a lecture and interactive discovery-learning format via online learning environment.

Units of Study

The topics of study that will be covered in the course are as follows: leadership, management, Sunday school, organizational structure, enlistment, administration of Sunday school, teacher training, ministry development, choosing and evaluating curriculum, starting new units, strategic planning, education space, and quality standards.

Delivery Format

The course will be delivered in an online semester-long format with 14 units.

Assignments and Evaluation Criteria

All assignments should be submitted on time via blackboard for this course. In the blackboard shell, click the “Upload Assignments” link to upload your work. Please note that every assignment that is uploaded is time stamped with the date and time of the upload.

Critical Reflection Paper – 25 points

Create a clear and concise **10-page** critical reflection paper (body) on a leadership or management necessity related to the Sunday School of the local church ministry. The paper will consist of a synthesis and analysis of the pertinent literature as well as a proposal for the integration of concepts to this specific local church ministry context. *(Always begin a paper with the **theological basis** before entering into the philosophical concerns.)* Students should use a minimum of **ten (10) sources** for this assignment. The paper should be written using Turabian formatting. Pay close attention to the formatting! A grading rubric is found in the online shell.

The following are reflection papers to choose from:

- The Purpose and Mission of a Growing Sunday School
- How to Hire and Fire Sunday School Teachers
- How to Recruit New Teachers for Every Age Group in the Church
- Creating and Communicating Expectations and Job Descriptions for Teacher and Leaders of Sunday School
- How to Assimilate People from the Community into the Sunday School
- Choosing the Best Curriculum for Age-Graded Sunday Schools
- Creating and Training a Staff Team that Leads Sunday School
- Creating a Church-wide Space Plan for Sunday School Growth
- The Model Sunday School Teacher
- The Sunday School Pastor’s Leadership Attributes
- Principles and Methods of Missional Sunday School Classes
- Planning an Annual Sunday School Training Event

Assignment Formatting

- Turabian format
- All papers must be written in third person and double-spaced
- Use 12 point Times New Roman font
- Use the same number of **references** as assigned pages
- Use correct spelling and grammar

- Use proper pagination
- Include your name on the Turabian formatted *cover page*
- Write the *full* assignment

Book Critiques – 10 points total (each book is 5 points)

Each student will submit a 3-page type-written report on the assigned book. The book review should include the following two components: 1) A **content summary** that is double spaced for page one and 2) A **reflection summary** that is a single-spaced list of significant ideas (direct quotes or general ideas) from the book with a page number and 1 of the 3 categories below. Double space between each entry of the list. **Brief reflective comments should be included with each entry.** A grading rubric is found in the online shell.

1. AGREEMENT – Thoughts with which you are in firm agreement; things that make you say “Yes!” or items that inspire you to action in your life and move your spirit.
2. DISAGREEMENT – Thoughts in which you find dissonance; areas with which you might disagree.
3. MORE THOUGHT – Areas that you want to spend more time thinking about; things that make you wonder; items on which you are not sure what your stance it.

Due Dates: Allan Taylor (Sunday School in HD) – **Unit 7**
 Will Mancini (Church Unique) – **Unit 11**

Strategic Planning Project - 35 points

Develop a strategic plan for a Sunday School or the counterpart small group Bible study ministry of the local church. The student’s goal is to create a strategy that can be presented to the leadership of the church for future implementation. Guidelines for the development of this process will be provided online through the lectures and handouts. The student may delimit SPP to the specific age group for which you are preparing to serve. The student will post your project on Blackboard via Microsoft PowerPoint presentation (minimum of 25 slides) or Publisher handbook (minimum of 30 pages). A grading rubric will be provided in the blackboard shell.

Online Discussion Board Engagement – 26 points (13 units x 2 points each)

Participation is required for every course session due to the interactive learning format of the course. A positive attitude can only enhance the learning experience. Therefore, for the purposes of this class, a *positive attitude* and *participation* are defined as productive and interactive engagement with online threads and dialogues throughout a full course session. You cannot participate effectively if you are not engaged in the online dialogues on the **WEEKLY** subject matter. Consequently, the student is expected to:

- Post answers, comments, and questions on the discussion board threads
- Provide on-going biblical, philosophical, or social science research to support your assertions.
- Reflect on an idea presented in one of the textbooks.
- Relate an example or story that conveys an application to the thread.

Talking Points – Sunday School that Really Excels – 4 points

After reading each text in its entirety, the student should generate *a list of seven to ten quotes* from the text which are significant for the student's own personal discipleship, leadership development and/or for the student's discipleship of other ministry leaders. After each quote, the student should include a *3-5 sentence paragraph* explanation of the quote's significance and its future usage for personal growth and in church ministry with at least one practical application for implementation in local church ministry. At the conclusion of the paper, the student should *indicate the percentage of each text read*. Submit paper with Turabian cover page and page numbers.

Text Review Readings for Extra Credit – 3 points extra credit

OPTIONAL: Create a five-page text review for a book selection not already required or read for the course. The text selected *must be pre-approved* and consist of at least 150 pages. The text review should include a brief summary, the vital concepts, and your appraisal and considerations on the text.

Course Evaluation

The professor will prescribe a grade based upon the student's satisfactorily completion of the following:

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| 1. Book critique <i>Sunday School in HD</i> – 5 points | Due: March 16 |
| 2. Critical Reflection Paper – 25 points | Due: April 6 |
| 3. Book critique <i>Church Unique</i> – 5 points | Due: April 20 |
| 4. Strategic Planning Project – 35 points | Due: April 27 |
| 5. Talking Points <i>Sunday School that Really Excels</i> – 4 points | Due: May 4 |
| 6. Unit Discussion Board postings – 26 points (2 points each unit) | Due: Each unit |

Course Policies

The following policies will serve to govern both the student and professor for the duration of this course.

Blackboard: The student is responsible to check Blackboard for grades, assignments, course documents and announcements. The student is responsible for maintaining current information regarding e-mail address on the Blackboard system and Self-Serve.

***Blackboard Discussion Board Involvement:** You are expected to reflect on the reading and presentations in each unit through Blackboard Discussion. In order to get credit for your involvement in Blackboard Discussion, you must *post at least one substantive response* to the specific unit questions. A substantive response should be concise and may include, but not limited to, the following: a reflection or personal example on a concept from readings, a different perspective on a topic, a quote or link from another source that relates to the topic, an experience you have had in a ministry that relates to the topic.

Late Assignments

Personal time management is as much a requisite skill for ministry as is mastery of the course content. Accordingly, assignments are due in the Blackboard course assignment section by 11:59 pm on the date indicated in the Course Schedule. Assignments not submitted via Blackboard by

the assigned date are considered *late* and will incur *an initial 10-point penalty* and *accumulate a one-point penalty for each additional day. If all course assignments are not received by the final day of class, a grade of zero is automatically earned for the missing assignments.* Assignments should **not** be e-mailed to the professor. **No grades of Incomplete will be issued for this course.**

Assignment Format

All assignments are to be typed, double-spaced with 12-point font (Times New Roman preferred) and 1-inch margins unless otherwise indicated. Assignments should be submitted with a Turabian format cover page that includes name, date of submission and assignment title. A Turabian guide is available at <http://www.nobts.edu/resources/pdf/Extensions.Old/turabiantutor7thjan08.pdf>

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.

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.

Grading Scale

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

Course Schedule

*Tentative

Unit and Date	Objectives	Assignments Due
Unit 1—Leadership Semester begins January 20 Due: Feb 2	<ol style="list-style-type: none"> 1. Define Leadership 2. Examine Leadership Principles from the Old and New Testament 3. Discuss Vision, Leadership, management, and administration in the context of Sunday School. 	Review Unit 1 materials. Complete Unit 1 Discussion Board and respond. Read Introduction and all of Part One of <i>Church Unique</i> by Will Mancini (pp. 1 -47). Select topics for Critical Reflection Paper
Unit 2—Management Due: Feb 9	<ol style="list-style-type: none"> 1. Define management 2. Examine distinctives between Leaders and Managers 3. Compare and Contrast Leadership and Management 4. Evaluate your personal calling to lead in 	Review Unit 2 materials. Complete Unit 2 Discussion Board and respond. Read all of Part Two of <i>Church Unique</i> by Will

Unit and Date	Objectives	Assignments Due
	the local church	Mancini (pp. 49-107).
Unit 3—Sunday School Introduction Due: Feb 16	<ol style="list-style-type: none"> 1. Evaluate the current state of Sunday Schools in the local church. 2. Identify profile characteristics of a Sunday School with waning influence. 3. Identify the 5 points of Flake’s formula. 4. Observe and identify the stages of a Sunday School Class. 	Review Unit 3 materials. Complete Unit 3 Discussion Board and respond. Read Introduction and chapters 1 – 4 of <i>SS in HD</i> by Allan Taylor. Read Introduction and chapter 1 of <i>SS That Really Excels</i> by Steve Parr.
Unit 4—Organizational Chart and Leadership positions Due: Feb 23	<ol style="list-style-type: none"> 1. View a typical Organizational Chart for Sunday School 2. Examine the job description of a Division Leader and other leadership positions. 3. Discuss the strengths and weaknesses of the Sunday School organizational chart 	Review Unit 4 materials. Complete Unit 4 Discussion Board and respond. Read Introduction and chapters 5 – 8 of <i>SS in HD</i> by Allan Taylor.
Unit 5—Enlistment Due: March 2	<ol style="list-style-type: none"> 1. Examine the biblical concept of believers serving in the local church. 2. Examine qualifications and enlistment strategies for Sunday school ministry. 3. Discuss ways to motivate, encourage, and reward volunteers 	Review Unit 5 materials. Complete Unit 5 Discussion Board and respond. Read chapters 2 – 4 of <i>Sunday School That Really Excels</i> by Steve Parr.
Unit 6—Administering the Sunday School class Due: March 9	<ol style="list-style-type: none"> 1. Examine principles for administering a SS class 2. Understand the biblical truth of stewardship in a leader's life 3. Focus on planning for future growth in people and classes. 	Review Unit 6 materials. Complete Unit 6 Discussion Board and respond. Read chapters 5 - 10 of <i>Sunday School That Really Excels</i> by Steve Parr.
Unit 7—Sunday School Teacher’s call and training Due: March 16	<ol style="list-style-type: none"> 1. Examine the teacher's call and commitment 2. Examine the ways to assist the teacher in teaching 3. Discuss the teacher maturation process 	Due: Book Critique of <i>Sunday School in HD</i> by Allan Taylor – 5 points Review Unit 7 materials. Complete Unit 7 Discussion Board and respond. Read chapters 9 – 11 of <i>SS in HD</i> by Allan Taylor. Read chapter 15 of <i>SS That Really Excels</i> by Steve Parr.
March 23 – 27	SPRING BREAK	XXXXXXXX
Unit 8—Developing Ministry through Sunday School Due: March 30	<ol style="list-style-type: none"> 1. Value a Kingdom minded vision for developing the people in each Sunday School class 2. Define and understand the concept of “open group” strategy. 3. List developmental and planning strategies for class ministries. 	Review Unit 8 materials. Complete Unit 8 Discussion Board and respond. Read all of Part Three of <i>Church Unique</i> by Will Mancini (pp. 111-193).

Unit and Date	Objectives	Assignments Due
Unit 9—Choosing and Evaluating Curriculum Due: April 6	<ol style="list-style-type: none"> 1. Describe how to choose curriculum for Sunday school in your church. 2. Value the Bible as the primary curriculum builder for Sunday School. 3. Consider the domains of learning (head, heart, hands) in building and evaluating curriculum. 4. Identify with the eight ways that we learn. 5. Evaluate the curriculum that is used at your current ministry church setting 	<p>Due: Critical Reflection Paper Due –25 points Review Unit 9 materials. Complete Unit 9 Discussion Board and respond. No reading assignment due.</p>
Unit 10—Starting New Groups Due: April 13	<ol style="list-style-type: none"> 1. Recognize the principle of pyramid growth. 2. Identify several reasons to start new classes/groups. 3. Diagnose the optimum times to begin new classes/groups. 4. List opportunities to on where to begin to be reproducers. 	<p>Review Unit 10 materials. Complete Unit 10 Discussion Board and respond. Read all of Part Four of <i>Church Unique</i> by Will Mancini (pp. 197-233).</p>
Unit 11—Strategic Planning Due: April 20	<ol style="list-style-type: none"> 1. View the 10 steps of the strategic planning process 2. Decide the basis for a strategic plan for Sunday School 3. Discuss the application of the strategic planning process for strategic church growth 	<p>Due: Book Critique of <i>Church Unique</i> by Will Mancini—5 points Review Unit 11 materials. Complete Unit 11 Discussion Board and respond. Read chapter 21 of <i>Church Unique</i> by Will Mancini. Read chapters 16 – 17 of <i>Sunday School That Really Excels</i> by Steve Parr.</p>
Unit 12—Designing Educational Space Due: April 27	<ol style="list-style-type: none"> 1. Consider the importance of educational space in the church building. 2. Evaluate current educational space needs. 3. List space barriers to growth of Sunday school in each age groups. 4. Name various considerations for designing education space. 	<p>Due: Strategic Planning Project –35 points Review Unit 12 materials. Complete Unit 12 Discussion Board and respond. No reading assignment due.</p>
Unit 13—Quality Sunday School Standards Due: May 4	<ol style="list-style-type: none"> 1. Value planning and evaluating Sunday School in the local church. 2. Review all seven functions of Sunday School with each specific practices. 3. Evaluate each of the “Quality standard” practices for all seven functions. 	<p>Due: Talking Points of <i>SS That Really Excels</i> by Steve Parr – 4 points Review Unit 13 materials. Complete Unit 13 Discussion Board and respond. No reading assignment due.</p>

*The professor reserve the right to make changes to the schedule as needed.

**Students are responsible for all assigned readings.

Selected Bibliography

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- Mallory, Sue. *The Equipping Church: Serving Together to Transform Lives*. Grand Rapids, MI: Zondervan, 2001.
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- McBride, Neal F. *How To Build A Small Groups Ministry*. Colorado Springs, CO: NavPress, 1995.
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- Mims, Gene. *Kingdom Principles for Church Growth* (rev.). Nashville: LifeWay, 2001.
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