



Church Leadership and Administration CEAM 6320

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.

Purpose of the Course

The purpose of this course is to provide the student with the basics of Christian leadership and administration built around servant and transformational leadership principles.

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 worshipping 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 the Core Value is *Spiritual Vitality*.

Curriculum Competencies Addressed

This course will address the following curriculum competencies:

1. *Biblical exposition*: The student will discover passages of Scripture that will address biblical foundations for leadership in the local church or Christian ministry setting .

2. *Theological and historical perspective:* The course will provide a systematic and historical progression of church leadership and ministry as it has evolved to the requirements today.
3. *Effective servant leadership:* The course is designed not only to teach about servant leadership but also to encourage the student to practice this leadership style.
4. *Interpersonal relationships:* The course contains a strong emphasis on interpersonal skills as a vital aspect of leadership and administration.
5. *Disciple making:* In this course, students are encouraged to understand that the ultimate purpose of leadership is transforming.
6. *Worship leadership:* The course does not directly address worship leadership, however the leadership principles discussed will relate to any venue of ministry in the local church.
7. *Spiritual and character formation:* Students are taught that ministry leadership and administration should flow out of a transformational walk with Jesus Christ.

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, each student will be able to:

1. Identify from Scripture biblical concepts for leadership in the local church and Christian ministry venue, 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 in the management of the local church or Christian ministry venue.
3. Know and make application of the administrative principles and practices to 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.
5. Integrate and synthesize responses to situational studies relating to leadership and administration in the local church or Christian ministry setting.

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

Echols, Steven and Allen England. *Catastrophic Crisis: Ministry Leadership in the Midst of Trial and Tragedy*. Nashville: Broadman & Holman, 2011.

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.

Pick One of the following texts as additional Required Reading:

Block, Peter. *Stewardship: Choosing Service over Self-Interest*. San Francisco, CA: Berrett-Koehler Publishers. 1996. (ISBN: 978-1-881052-86-9)

Overstreet, Jane. *UnLeader: The Surprising Qualities of a Valuable Leader*. Colorado Springs, CO: Biblica Publishing, 2011. (ISBN: 978-1-60657-039-5)

Ricketson, Rusty. *FollowerFirst: Rethinking Leading in the Church*. Cumming, GA: Heartworks Publications, 2009. (ISBN: 978-0982533208)

Optional Texts

See attached bibliography

Course Teaching Methodology

Units of Study

Unit One

Material taken for Malphurs, *Being Leaders*

- Historical overview of leadership and the Biblical response.
- The call of the Christian leader.
- Biblical perspectives on Transformational/Servant Leadership.
- Introduction to leadership and change agency.
- The envisioning process and leading volunteers.
- Issues in leadership style.

Unit Two

Material taken from Welch, *Church Administration*

- Introduction to administrative principles.
- Administrative processes of planning, organizing, leading, and evaluation.
- The administrative composite.
- Skills for effective leadership and administration: committees, meetings, and budgets
- Skills for effective leadership and administration: personnel management
- Skills for effective leadership and administration: time management, decision making, delegation, and communication
- Skills for effective leadership and administration: ministry program management
- Ministerial salary and allowances

Unit Three

Material taken from previous two texts and Echols and England, *Catastrophic Crisis* and other course materials provided. Students should be prepared to discuss the results of their personal audits from the Malphurs' text.

- Crisis Leadership.
- Contextual leadership challenges and case study analysis
- Integration of leadership with administrative principles

Teaching Method. This course will offered in a workshop teaching format and will be team-taught by professors representing both the Pastoral Ministry and Christian Education Divisions. The student should expect different presentation formats and interactive learning techniques to enhance the learning experience.

Assignments and Evaluation Criteria

Students will respond to two summary examinations.

1. Exam on *Being Leaders*. During the workshop, there will be an exam on *Being Leaders* from a provided study guide. The study guide will be posted on BlackBoard. The student will be asked on the exam the percentage of the required reading completed; the expectation is the book will be read in its entirety. *The first examination will be conducted **in class** and will not be open book. Only questions from the study guides will be on the exam. Therefore, it is important that the student not only read the texts prior to the course, but be familiar with the expectations of the study guide and review it prior to the beginning of the workshop.*
2. The students will take a final exam on the class notes and *Church Administration: Creating Efficiency for Effective Ministry*. The Note-Guide and exam study guide will be posted on BlackBoard. The student will be asked on the final exam whether they have read *Church Administration: Creating Efficiency for Effective Ministry* in its entirety. This exam will be given to students at the conclusion of the workshop and the student will submit the final exam by via Blackboard. *The second exam will be **take-home** and will not be open-book. Only questions from the study guides will be on the exam.*

In addition to the cognitive examinations, students will be expected to demonstrate higher levels of learning achievement by:

3. Developing a chapter-by-chapter summary of the text: *Being Leader: 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). The chapter-by-chapter summary should not be a list of the topics presented in each chapter, but rather complete sentences synthesizing the content of each chapter. Due the first day of workshop at 1:00 p.m.
4. Writing a three-page paper, double spaced reaction paper of how the “Jethro-Principle” is applied in the local church. Students will be expected to respond to the areas of how the “Jethro” principle is applied in the venue of the Leader, the Delegate, and the expected Results. *This assignment is an embedded assignment that will be completed by the students for all sections of this course. The rubric for grading this assignment is attached to this syllabus (page 7). Please complete the assignment according to this rubric.*
5. Select **one** of the additional required reading for the course: (1) Peter Block, *Stewardship*; (2) Jane Overstreet, *UnLeader*; **OR** (3) Rusty Ricketson, *FollowerFirst*. Read the text in its entirety and prepare a one-page document describing the author’s leadership philosophy. Also, write an **additional two pages** responding to the following question: In what ways does the selected author’s leadership philosophy differ from the other required textbook authors: Malphurs, Echols, and Welch. Be specific in your response.
6. Complete the audits from assigned appendices of *Being Leaders* (Malphurs) and report results in class during the workshop week.

7. Responding to assigned case studies on the concepts of transformational/servant leadership stances and the seven leadership competencies in Chapter 9 of *Catastrophic Crisis* (Leadership Lifeboats) occurring in class during the workshop week.

Course Evaluation

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

Pre-Workshop Assignment, Readings, and Exam Preparation

Malphurs chapter-by-chapter summary	15%
Exam One on Malphurs material	15%

Assignment Due:

January 12 at 1:00pm
January 12 at 2:00pm

During Workshop Assignments

Malphurs Audit Reports	5%
Case Study analyses	5%
Class Participation	5%

Assigned January 13-15
Assigned January 13-15
All class meetings/workshop

Post-Workshop Assignments:

Final Exam on Welch material & class notes	25%
Jethro-Principle paper	15%
Additional Reading and Leadership Philosophy	15%

January 20 at midnight
January 26 at midnight
February 9 at midnight

Course Policies

Blackboard

The student will be expected to have access to online resources to download teaching and presentation documents in the Seminary's BlackBoard system.

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.

Assignment Submission

Assignments are due in class on the date indicated in the "Assignments and Evaluation Criteria" section of the syllabus. Assignments not submitted in class or by the assigned date are considered late and will be penalized 5 points per day.

Course pre-assignments due at the opening class session of workshop are then due no later than the final class session of the workshop. All other late assignments are then due no later than 5 weeks after workshop, no exceptions. ***If all course assignments are submitted by the fifth week after the workshop, a grade of zero is automatically earned for all missing assignments.***

Examination one and case studies will be given and graded on the days announced. The concept of a make-up examination does not exist.

Assignments should be submitted via **Blackboard**. Students may present assignments via electronic mediums need to present those documents in a Microsoft Word (.doc or .docx) format. WordPerfect and PDF files will not be accepted for grade via electronic format. Assignments should **not** be e-mailed to the professor.

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. Assignment pages should be stapled together with a Turabian format cover page that includes name, date of submission, and assignment title. A Turabian style guide is available in the NOBTS library and located on the NOBTS web site at <http://www.nobts.edu/resources/pdf/Extensions.Old/turabiantutor7thjan08.pdf>.

Absences

Class attendance is essential for effective learning and according to the NOBTS Graduate Catalog, **no absences** are allowed for academic workshops or one-week summer courses. Arriving late to class or leaving class early will count as an absence.

Grading Scale

A 100-93 B 92-85 C 84-77 D 76-70 F 69-0

Course Schedule

Workshop Location

The class meetings will be held at **Johnson Ferry Baptist Church**, 955 Johnson Ferry Road, Marietta, GA 30068.

NOTE: Students **DO NOT** have access to printers or computers at Johnson Ferry Baptist Church. WiFi is available.

Workshop Begins: Monday, January 12 at 1:00pm (Eastern Standard Time)

Class Meeting Times

Monday, January 12, 1:00pm – 9:00pm
Tuesday, January 13, 8:30am - 5:00pm
Wednesday, January 14, 8:30am - 5:00pm
Thursday, January 15, 8:30am - 5:00pm

Workshop Concludes: Thursday, January 15 at 5:00pm (Eastern Standard Time)

Rubric for Jethro Principle Paper

Student: _____ Date: ___/___/___

Professor: _____

Key Concepts	No Mention 0	Brief Mention 1-3	Modest Explanation 4-7	Thorough Discussion 8-10	
One can't do all the work					___/10
Burnout (leader and/or the people)					___/10
Leader does primary task (preaching and teaching)					___/10
Leader selects qualified people					___/10
Leader should delegate					___/10
Delegates report back to the leader					___/10
Load will be lightened					___/10
People will be satisfied					___/10
Writing Style and Mechanics	Poor 1-2	Adequate 3-6	Proficient 7-8	Exemplary 9-10	
Use of Turabian writing guidelines					___/10
Grammar, capitalization, punctuation, and spelling					___/10
Total Points					___/100

Selected Bibliography

Books

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Data Sources

Christianity Today Magazine. ChristianityToday.com. 465 Gundersen Drive, Carol Stream, Illinois 60188; Email: Connection@ChristianityToday.com.

Church Executive Magazine. Power Trade Media LLC. 4742 N. 24th Street Suite 340 Phoenix, AZ 85016; Email: churchexecutive.com.

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, 2626 Cole Avenue, Suite 900 Dallas, Texas 75204; Email: leadnet.org.

Ministry Today Magazine, Strang Communications Company, 600 Rinehart Road, Lake Mary, FL 32746. Email: ministriestodaymag.com.

NACBA Ledger and NACBA-gram. National Association of Church Business Administration, 100 North Central Expy., Suite 914, Richardson, TX 75080; Email: nacba.net.

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