



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 and its ministries.

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 that 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

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

2. Malphurs, Aubrey. *Being Leaders: The Nature of Authentic Christian Leadership*. Grand Rapids: Baker Book House, 2003.
3. Welch, Robert. *Church Administration: Creating Efficiency for Effective Ministry*, Second Edition. Nashville: Broadman & Holman, 2011.

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.
- Leadership Credibility, Capability, Influence, and Power.
- Leadership Context and the Process of Change in an Organization
- 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 handout 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 utilize lecture and interactive discovery-learning. This course will be team-taught; the student should expect different presentation formats to enhance the learning motif.

Assignments and Evaluation Criteria

Students will respond to a summary examination at the end of Units One and Two.

The course will include a final examination.

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

1. Developing a chapter-by-chapter summary of the text: *Being Leader: The Nature of Authentic Christian Leadership*.
2. Writing a two-page paper reaction paper of how the “Jethro-Principle” is applied in the local church. The student will be expected to respond to the areas of how the principle is applied in the venue of the Leader, the Delegate, and expected results for applying the Biblical principles in leadership.
This assignment is an embedded assignment that will be completed by all students for all sections of this course. The rubric for grading this assignment is attached to the syllabus. Please complete the assignment according to the syllabus and this rubric.
3. Complete and report audits from assigned appendices of *Being Leaders*:
4. Responding to assigned case studies.

Course Evaluation

| | |
|--------------------------|-----|
| Unit 1 examination | 15% |
| Unit 2 examination | 15 |
| Malphurs Chapter summary | 15 |
| Jethro-Principle paper | 15 |
| Audit reports | 10 |
| Case study analyses | 5 |
| Classroom participation | 5 |
| Final examination | 20 |

Course Policies

The student will be expected to have access to online resources to download teaching and presentation documents in the Seminary’s BlackBoard system. Students who choose to present assignments via electronic mediums need to present those documents in a Microsoft Word (.doc or .docx) or PDF format. The absence policy of the Seminary will be strictly enforced. For a 3-hour course, the student may miss no more than 9 hours of instruction. Attendance is considered a portion of the classroom participation element of the course evaluation.

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

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.

Course Schedule (subject to change)

- Week One January 21**
Course introduction
The Call of the Christian leader
Introduction to Church Administration
Defining Church Administration
- Week Two January 28**
The processes of Planning, Organizing, Leading, and Evaluating
Essential Church Documents
Organizing the Church: Committees, Councils, and Ministry Teams
- Week Three February 4**
Administering Personnel Resources
Administering Financial Resources: Budgets
- Week Four February 11**
Administering Physical Resources: Facilities
Administering the Office and Risk Management
- Week Five February 18**
Administering Planning Activities
Administering Program Ministries
- Week Six February 25**
Unit Summary and review **Jethro Principle paper due**
Ministerial Salary and Compensation
- Week Seven March 4**
Unit Two Exam
Historical overview of leadership and the Biblical response
- Week Eight March 11**
Leadership Credibility and Capability
- Week Nine March 18**
Leadership Influence and Power
Creating a Climate for Change/Case Studies
- Week Ten March 25 **Spring Break (No Class)****
- Week Eleven April 1**
Leadership Context
Establishing Ministry Vision
- Week Twelve April 8**
Unit Two summary and review
- Week Thirteen April 15**
Unit One Exam: Malphurs Chapter Summary paper due
Introduction to Catastrophic Crisis Leadership
- Week Fourteen April 22**
Contextual leadership challenges and case study analysis
- Week Fifteen April 29**
Contextual leadership challenges and case study analysis
- Week Sixteen May 6**

Integration of leadership with administrative principles
Semester review and evaluation

Finals Week May 13
Final Exam

Rubric for Jethro Principle Paper
CEAM6320 Church Leadership and Administration
Christian Education Division, New Orleans Baptist Theological Seminary

Student: _____ Date: ___/___/___

Professor: _____

| Key Concepts | No Mention 0 | Brief Mention 1-3 | Modest Explanation 4-7 | Thorough Discussion 8-10 | Points |
|--|-----------------------------|----------------------------------|---------------------------------------|---|---------------|
| 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 |

Comments:

Selected Bibliography

Texts

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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

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