



## Leading and Administering Children's Ministry CECH6333

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.*

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### **Purpose of the Course**

The purpose of this course is to prepare students to be effective leaders and administrators of ministry to children and families through the 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 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 seeks to develop the following competency:

Disciple-making: Students will understand and facilitate an effective and efficient ministry to children and families.

## Course Description

In this course the role of the children's minister in planning and facilitating ministries for children and families will be examined.

**New Description:** In this course students will discover their personal leadership style, learn fundamentals of children's ministry leadership, and develop administrative and organizational skills by creating a one-year ministry calendar and ministry budget.

## Student Learning Outcomes

At the end of the course you will be able to:

1. Identify key factors in creating a children's ministry that is holistic and effective.
2. Develop an appreciation for the challenges inherent in ministry to children.
3. Apply course learning to a specific ministry context.

## Required Readings

### Texts:

Hoos, Janelle. *The Well Equipped Volunteer Children's Ministry Handbook: Everything You Need To Lead Children's Ministry in Your Church*. CreateSpace Independent Publishing Platform, 2014.

Houser, Tina. *Building Children's Ministry: A Practical Guide*. Thomas Nelson, 2008.

Shallenberger, Larry. *Lead the Way God Made You: Discovering Your Leadership Style in Children's Ministry*. Loveland, CO: Group, 2005.

Wideman, Jim. *Children's Ministry Leadership: The You-Can-Do-It Guide*. Loveland, CO: Group, 2003.

## Course Teaching Methodology

### **Units of Study**

Vision

21<sup>st</sup> Century Children

Personal Profile of Children's Minister

Relationships with Church Staff

Building a Children's Ministry Team

Personnel Policies and Procedures

Legal Issues/Risk Management

Program Policies and Procedures

Program Design

Finances/Budgeting

Curriculum

Publicizing the Ministry  
Evaluating the Ministry

**Teaching Method.** This class will include group discussions, field experiences, lecture, and individual assignments. The delivery method of this class is on the main campus in a workshop.

### Assignments and Evaluation Criteria

1. **Equipping Calendar:** You will develop a one-year equipping calendar for the children, parents, and leaders of the preschool and children's ministry of a local church. The calendar should reflect the following: participants, format of training, the objective(s) of the training, the trainer, and a process for evaluation of effectiveness. **Due: 5/8 (20%)**  
*This is related to SLO #3.*
2. **Interviews of Children's Ministry leaders:** You will interview 2 Preschool and/or Children's Ministers, 2 preschool leaders, and 2 children's leaders. Interviews should focus on opportunities and challenges of ministry in the interview subject's context. A 4 to 5-page paper including the following is to be submitted:
  - a. summary of the minister's interviews, synthesizing information gleaned
  - b. summary of the leaders' interviews, synthesizing information gleaned
  - c. insights gleaned from the interviews and potential impact upon present and/or future ministry **Due: 5/8 (20%)** *This is related to SLO #2.*
3. **Ministry Assessment:** You will assess and evaluate a particular local church ministry for adherence to best practices as reviewed in course materials and discussions. . **Due: 5/8 (30%)** *This is related to SLO #2.*
4. **Budget Plan:** You will be assigned to a group to create a ministry budget. A one-year calendar of events must be included. The professor will assign a particular ministry context to each group. **Due: 4/18 (20%)** *This is related to SLO #3.*
5. **Assigned Reading Log:** Students will read all texts prior to the workshop and make a reading log entry noting initial reactions, questions, and insights gleaned for effective ministry. **Due: 4/16 (10%)** *This is related to SLO #1.*

### **Evaluation**

Equipping Calendar	20%
Interviews	20%
Ministry Assessment	30%
Budget Planning	20%
Reading	10%

### Course Policies

**Classroom Decorum:** Your participation is required for every class session. You are expected to:

- Come to the class with a constructive point of view, prepared to interact with the readings and resources related to the course topic.
- Dress appropriately and in accordance with the NOBTS Student Handbook.
- Turn off cell phones and not accept any calls and/or text messages during class.
- Use laptops appropriately during class.

**Absences:** Absences are not permitted in an academic workshop. You must see the Dean of Graduate Studies for any exception to this policy.

**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.

**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.

**Plagiarism:** A high standard of personal integrity is expected of all students. Copying another person's work, submitting downloaded material without proper references, submitting material without properly citing the source, submitting the same material for credit in more than one course, and other such forms of dishonesty are strictly forbidden. *Although anything cited in three sources is considered public domain, we require that all sources be cited.* Any infraction will result in failing the course. Any infraction will be reported to the Dean of Students for further action.

**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.

**Professor's Absence or Tardiness:** If the professor is late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions that may be given to you.

**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 2013-2014 catalog.

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

**Assignment Submission:** All assignments are to be submitted to Blackboard 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.

**Assignment Formatting:** Unless otherwise noted, all assignments are to be created in Turabian format. 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.

**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.

**Electronic Devices:** Electronic devices may be used in class only for taking notes and other activities assigned by the professor. Other activities are strictly prohibited. Laptops may not be open during presentations unless requested by the presenter. Phones must be silenced during class time. Any student found violating this policy may be asked to leave class and will be counted absent.

**Recording Policy:** Recordings of class, including any audio and/or video recordings, regardless of the media or format, and regardless of the intended or actual use, are not permitted without prior written permission of the professor. The class will be notified in advance should any such recording be approved. This policy is intended to protect the privacy of the students.

**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.

### **Additional Information**

**Blackboard and SelfServe:** You are responsible for maintaining current information regarding contact information on Blackboard and SelfServe. The professor will utilize both to communicate with the class. Blackboard and SelfServe do not share information so you must update each. Assignment grades will be posted to Blackboard. You will be need to enroll in the course on Blackboard.

**Technical Support:** If you experience any problems with your Blackboard account you may email [BlackboardHelpDesk@nobts.edu](mailto:BlackboardHelpDesk@nobts.edu) or call the ITC at 504-282-4455, ext. 8180.

**Correspondence with the Professor:** Every effort is made to respond to emails and phone calls within 24-48 hours, excluding weekends. Please feel free to contact the professor(s) with any question you may have regarding this course.

### **Office Hours:**

**Correspondence with the Grader:** You should contact the grader via email at [peaveygrader@gmail.com](mailto:peaveygrader@gmail.com). The grader responds to email during normal business hours, 8 a.m. and 5 p.m. on weekdays only. The grader may not respond to late night or weekend e-mails until regular "business" hours. Please respect the grader's personal time. Remember, graders are students as well and have their own coursework and research to complete. Please be respectful in the language you use in your emails to the grader.

**Special Needs:** If you need an accommodation for any type of disability, please set up a time to meet with the professor(s) to discuss any modifications you may need that are able to be provided.

**NOBTS Emergency Text Messaging Service:** Once you have established a SelfServe account you may sign up for the NOBTS emergency text messaging service by going to <http://nobts.edu/NOBTSEmergencyTextMessage.html> .

**Hurricane/Severe Weather Evacuation:** For up-to-date weather information stay tuned to:

- WBSN FM-89.1
- WWL Channel 4
- WWL AM-870
- www.nobts.edu

Mandatory Evacuation: Hurricane season lasts from June 1 to November 30. If the Mayor or the President of NOBTS recommends that you leave the city, then do so. If a mandatory evacuation is called everyone except emergency personnel must leave. Staying on campus is not an option. See the *Student Handbook* for further information regarding hurricane preparedness, evacuation, and shelter.

Course Schedule:

Thursday 6-9 Personal Profile of Children's Ministry Leader  
Developing a Ministry Vision

Friday 9-12 Relationships with Church Staff  
Building a Children's Ministry Team

1-6 Program Design  
Developing a Budget  
Ministry Space

Saturday 9-12 Curriculum  
1-4 Ministry Policies and Procedures  
Publicity  
Evaluating

## Selected Bibliography

- Balswick, Jack O. and Judith K. *The Family: A Christian Perspective on the Contemporary Home*, 2<sup>nd</sup> edition. Grand Rapids, MI: Baker Books, 1999.
- Barna, George. *Transforming Children into Spiritual Champions: Why Children Should be Your Church's #1 Priority*. Ventura, CA: Regal, 2003.
- Beckwith, Ivy. *Quick Relief for Children's Ministry Leaders*. Loveland, CO: Group, 1998.
- Clark, Robert E., Joanne Brubaker, Roy B. Zuck. *Childhood Education in the Church*. Chicago: Moody Press, 1986.
- Dunn, Heather, Amber Van Schooneveld, and Ann Marie Rozum, eds. *Children's Ministry in the 21<sup>st</sup> Century: The Encyclopedia of Practical Ideas*. Loveland, CO: Group, 2007.
- Faulkner, Brooks. *Getting on Top of Your Work: A Manual for the 21<sup>st</sup> Century Minister*. Nashville: Convention Press, 1999.
- Haywood, Janice. *Enduring Connections: Creating a Preschool and Children's Ministry*. St. Louis, MO: Chalice Press, 2007.
- Holmen, Mark. *Building Faith at Home: Why Faith at Home Must be Your Church's #1 Priority*. Ventura, CA: Regal, 2007.
- Jutila, Craig, Jim Wideman, and Pat Verbal. *Children's Ministry in the 21<sup>st</sup> Century*. Loveland, CO: Group Publishing, 2006.
- Keely, Robert. *Helping Our Children Grow in Faith: How the Church Can Nurture the Spiritual Development of Kids*. Grand Rapids, MI: Baker Books, 2008.
- Miles, Glenn and Josephine-Joy Wright, eds. *Celebrating Children: Equipping People Working with Children and Young People Living in Difficult Circumstances Around the World*. Paternoster Publishing, 2004.
- Rainey, Dennis. *Ministering to Twenty-First Century Families*. Nashville: Word Publishing, 2001.
- Tosenfeld, Alvin and Nicole Wise. *The Over-Scheduled Child*. New York: St. Martin's Griffin, 2000.
- West, Gordon and Becki. *Dynamic Preteen Ministry*. Loveland, CO: Group, 2000.
- Wideman, Jim. *Children's Ministry Leadership*. Loveland, CO: Group, 2003.
- Yount, Christine. *Awesome Volunteers*. Loveland, CO: Group, 1998.