



Leading Team Based Ministry CEAM 6314

New Orleans Baptist Theological Seminary

Christian Education Division

Spring 2016 Online (1a Session – 8 Weeks)

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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 quality theological education for students in the area of building a team-based ministry in the context of the local church. The course will emphasize the seminary's current core value focus assigned annually by the Administrative Council

Core Value Focus

1. *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.
2. *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.
3. *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.
4. *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.
5. *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 2015-2016 academic year that Core Value is *Mission Focus*.

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

Course Description

This course is designed to be an analysis of servant leader roles and ministry team dynamics in a multiple-staff ministry in the local church.

Student Learning Outcomes

This course is designed to be highly interactive. Specifically, the course will examine the dynamics that play a role in the forming and performance of a local church staff as a ministry team. Moreover, the course will address the associated characteristics and methodologies of team ministry relations, as well as the appropriateness of each in a local church context. The student involved in this process should be able to accomplish the following:

1. Demonstrate an understanding of the theological and ecclesiastical foundation and context of the local church and the implementations of this understanding upon leadership and team ministry.
2. Analyze and examine biblical principles and qualifications of team leadership
3. Develop a Church Staffing Plan that includes establishing the need for a staff position, the administrative activities that lead up to recruitment, recruitment and hiring principles as well as any legal requirements
4. Learn how to manage oneself in areas of time, emotions and interpersonal relationships. Understand various challenges to families of church staff ministers and how to confront them
5. Gain a deeper understanding of the importance of interpersonal relationships and how to more effectively connect with and work with people and under supervision.
6. Develop an appreciation for the compound issues related to the recruiting of, overseeing and working with staff members. Gain exposure to and learn from some leaders who are currently active in the local church ministry.
7. Gain an understanding of special leadership issues that are often sensitive and challenging (i.e., initiating change, conducting broad-based communication, dealing with conflict and criticism, initiating biblical confrontation and church discipline, etc.).

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

Addington, T. J. *Leading from the Sandbox*. Colorado Springs: NavPress, 2010.

Welch, Robert. *Church Administration: Creating Efficiency for Effective Ministry*, Second Edition. Nashville: Broadman & Holman Academics, 2011.

Optional Texts

MacMillan, Pat. *The Performance Factor*. Nashville, TN. Broadman and Holman, 2001.

Putman, Jim. *Church Is A Team Sport*. Grand Rapids, MI. Baker Books, 2008.

Stanley, Andy. *Choosing to Cheat: Who Wins When Family and Work Collide*. Colorado Springs, CO: Multnomah Books, 2003.

Course Teaching Methodology

UNIT I. The church Staff - Past and Present

An awareness of the biblical basis of multiple ministries in churches; of factors related to the growth of church staffs; and current needs for various staff positions.

UNIT II. Designing a Church Staff Plan

A study of the basic concepts and procedures to develop a functioning multiple-ministry staff:

1. The major responsibilities of the Personnel Committee.
2. Analysis of differing approaches to staff organization.
3. The steps involved in establishing a church staff organization and legal provisions relating to employment
4. Development of a staff organization chart and job descriptions
5. The advantages and disadvantages of a formal salary plan and the steps involved in the development and maintenance of such a plan.
6. The categories of items that should comprise a personnel policies and procedure manual.

UNIT III. Enlisting and Orienting church Staff Members

The development of staff member recruitment and orientation procedures of:

1. The development of job qualifications and the use of applications for staff positions.
Steps in the interview of prospective staff
2. The items to be included in induction and orientation of a new staff member.
3. The major approaches appropriate to a new staff member beginning to serve.

UNIT IV. The Staff Functioning Effectively

The application, and synthesis of the operational features of an effective church staff that include:

1. The elements of staff meetings.
2. The elements of effective inter-personal church staff relationships.
3. How to deal with unsatisfactory staff performance and termination.

Teaching Method. This class will be an interactive dialogue with between the professor and students via assignments, assessment of case studies, and student involvement in research and presentation.

Assignments and Evaluation Criteria

Unit I

Unit Exam. The unit exam will be an eight page paper of the following case study plans: unit 2's session 1, 3, 4 and unit 3's session 1 (two pages for each plan) **Due February 6th.**

Unit II

Case Study Staff Plan T

This assignment will be conducted through a case study that students will respond to by creating a staff plan for the church in the case study that includes the following: rationale for each staff position, budget plan for each staff position, job description and performance evaluations to coach a team to reach the strategy and goals outlined by the church. A Biblical foundation should be utilized in the staff plan. **Due February 20th.**

Unit III

Write a personal code of ethics for a staff position. This should be formulated with a view toward the way relationships with the church, the community, the staff and other professional persons, as well as family should be governed. The paper will be 2 to 3 pages in length. Choice of the specific ministry position is the student's prerogative. **Due February 27th.**

Unit IV

Write a **Research Paper** on the subject of Staff Relationships. The paper will **be 10 to 15 pages in length** and will utilize a minimum of 10 *research resources*. *One of the resources must be a primary research interview with a professional staff member of a local church or Christian organization.* The title of the paper must be directly related to building or improving relationships among professional staff members in a church. The paper will be written from the perspective of a church with two or more staff members. The paper should be applicable to the entire church staff (both paid and lay) and will include ways that the research ideas can be implemented to improve church staff relationships. **Due March 11th.**

Value of each learning event is as follows:

Unit one exam	20%	Research Paper	20%
Case study staff plan	20%	Discussion Board	30%
Personal Code of Ethics	10%		

Course Policies

All papers will be typed and placed in proper Turabian 6th edition format. All work will be due the date specified. Late work will be penalized for each academic day late. Absences will impact the student's grade in two ways: first, since the class is interactive by using case studies, the students will not be given credit for participating in the case study of the day. Secondly, while Seminary policy allows only a certain number of days of excused absence there will be a penalty assessed for days of unexcused absence.

Students are expected to adhere to Seminary code with regard to dress, use of electronic media in the classroom, and participation.

Netiquette: Appropriate Online Behavior. Each student is expected to demonstrate appropriate Christian behavior when working online in discussion board dialogues or whenever interaction occurs through the 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

Week 1	January 19 - 24
Course Introduction	
Biblical foundations for the Church staff	
Development of the staff organization	
The Personnel Committee	
Week 2	January 25 - 31
Personnel Policy Manuals	
Position Descriptions	
Salary Plans	
Compensation	
Week 3	February 1 - 7
Hiring Procedures	
Prospective staff members	
Code of Ethics	
Interviews and Selection	
Week 4	February 8 - 14
Orientation of the New Staff Member	
Evaluation of Personnel	
Discipline	
Week 5	February 15 - 21
Meetings	
Staff Relationships	
Week 6	February 22 - 28
Staff Relationships	
Week 7	February 29 – March 6
Staff Relationships	
Week 8	March 7 - 11
Course Review	

Selected Bibliography

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- Beckhard, Richard, Marshall Goldsmith, and Frances Hesselbein, eds.. *The leader of the future*. San Francisco: Jossey-Bass Publishers. 1996
- Bennis, Warren.. *Learning to lead: A workbook on leadership*. Reading, MS: Perseus Books. 1997
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- Blackaby, Henry, and Richard Blackaby.. *Spiritual leadership*. Nashville: Broadman & Holman Publishers. 2001
- Blanchard, Kenneth.. *Leadership and the one minute manager*. New York: William Morrow & Company. 1992
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- Blanchard, Ken, and Terry Waghorn. 1997. *Mission Possible: Becoming a world-class organization while there's still time*. New York: McGraw-Hill.
- Blanchard, Kenneth, and Norman Vincent Peale.. *The power of ethical management*. New York: Fawcett Crest. 1988
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- Brandt, Henry.. *When you're tired of treating the symptoms, and you're ready for a cure, give me a call*. Brentwood: Wolgemuth & Hyatt Publishers. 1991
- Buford, Bob.. *Halftime: Changing your game plan from success to significance*. Grand Rapids: Zondervan Publishing Company. 1994
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- Covey, Stephen.. *Principle-centered leadership*. New York: Simon & Schuster. 1991
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