



## **Church Leadership and Administration CEAM 6320**

New Orleans Baptist Theological Seminary

M.Div., NGA Campus

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Preaching

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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 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 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 2015-2016 academic year that Core Value is *Mission Focus*.

### **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. Malphurs, Aubrey. *Being Leaders: The Nature of Authentic Christian Leadership*. Grand Rapids: Baker Book House, 2003.
2. 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.
- 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

#### Unit Three

Material taken from previous two texts and Echols and England, *Catastrophic Crisis* and course handouts. 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
- Ministerial pay and allowances

**Teaching Method.** The course is being offered in a workshop teaching format and will be team-taught by professors representing both the Pastoral Ministry and Christian Education Divisions.

### Assignments and Evaluation Criteria

Students will respond to two summary examinations.

1. Exam on *Being Leaders*. During **the last day of 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 as to whether they have read the book in its entirety.
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 during the workshop. 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 on **February 5** and the student will submit the final in Blackboard.

*The examinations will be in Blackboard and will not be open book. Only questions from the study guides provided on BlackBoard will be on the exam. Therefore, it is important that the student not only read the texts prior to the workshop, but be familiar with the expectations of the study guide and review it prior to the beginning of the workshop.*

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). **Due the first day of workshop at 2:00 p.m.**
4. Writing a three - page paper, double spaced reaction paper of how the “Jethro-Principle” is applied in the local church. **Due by the end of the first week following the workshop on Friday January 22.**
5. Writing a three page (double-spaced) analysis of how you will employ mission focus in your current or future ministry by applying the administrative principles and practices through planning, organizing, leading and evaluating the ministries of the local church or Christian ministry organization. This assignment addresses SLO# 2 & 5. **Due: January 29.**
6. Responding to assigned case studies and audits from the Malphurs text. **As assigned in class during the workshop week.**

Malphurs Chapter summary	20%
Exam One on Malphurs material	15
Exam Two on Welch material	25
Jethro-Principle paper	15
Post- Workshop Analysis paper	15
Classroom Case study analyses	5
Classroom participation	5

### **Course Policies**

**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 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.

**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.

**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 2015-2016 catalog.

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

**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.

**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.

**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.

**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.

**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> .

**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.

**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.

### **Course Schedule**

Classes will convene on campus on the following days and times:

Monday: 2:00-5:00 p.m., 6:30-9:30 p.m. (Eastern Time)

Tues-Wed-Thursday: 9:00-12:00 a.m., 1:30-5:30 p.m. (ET)

*Remember no absences are permitted during a course workshop!*

## Rubric for Jethro Principle Paper

Student: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Professor: \_\_\_\_\_

<b>Key Concepts</b>	<b>No Mention 0</b>	<b>Brief Mention 1-3</b>	<b>Modest Explanation 4-7</b>	<b>Thorough Discussion 8-10</b>	
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
<b>Writing Style and Mechanics</b>	<b>Poor 1-2</b>	<b>Adequate 3-6</b>	<b>Proficient 7-8</b>	<b>Exemplary 9-10</b>	
Use of Turabian writing guidelines					___/10
Grammar, capitalization, punctuation, and spelling					___/10
<b>Total Points</b>					___/100

## Selected Bibliography

### Texts

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- Anthony, Michael and James Estep. *Management Essentials for Christian Ministries*. Nashville: Broadman & Holman, 2005.
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- Greenberg, Jerald and Robert A. Baron. *Behavior in Organization: Understanding and Managing the Human Side of Work*. 10<sup>th</sup> ed. Upper Saddle River, New Jersey: Prentice Hall, 2010.
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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.

*The Clergy Journal*. The Alban Institute, 2121 Cooperative Way, Herndon, VA 27101; Email: logosproductions.com and at congregationalresources.org

*Managing Your Church* and *Church Law and Tax* and *Leadership Journal* Newsletters published monthly by Christianity Today International, 465 Gundersen Drive, Carol Stream, Illinois 60188 Email: managingyourchurch.com, churchlawandtax.com and Leadershipjournal.net..