



CECH6333 Leading and Administering Children's Ministry

New Orleans Baptist Theological Seminary
Christian Education Division

Donna B. Peavey, B.S., M.R.E., Th.M., Ph.D.

Professor of Christian Education 504-282-4455, x. 3741

Director of Innovative Learning

New Orleans Baptist Theological Seminary

Dodd 109

3939 Gentilly Blvd.

New Orleans, LA

(504) 282-4455, Ext. 3741

dpeavey@nobts.edu

Grader: Ai Ra, B.A., Th.M., Ph.D.

peaveygrader@gmail.com

*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 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 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 seeks to develop the following competency:

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

Course 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 Textbooks

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. ISBN: 978-1500460747.

Spooner, Bernard, ed. *Children's Christian Education: 12 Essentials for Effective Church Ministry to Children and Their Families*. Coppell, TX: Christian Leadership Publishing, 2015. ISBN: 978-1502403940. Kindle edition available.

Shallenberger, Larry. *Lead the Way God Made You: Discovering Your Leadership Style in Children's Ministry*. Loveland, CO: Group, 2005. ISBN: 978-0764428234. Kindle edition available.

Wideman, Jim. *Children's Ministry Leadership: The You-Can-Do-It Guide*. Loveland, CO: Group, 2003. ISBN: 978-0764425271.

Additional Readings

The following readings are posted on Blackboard under Course Documents:

Bethlehem Baptist Church. *BBC Vision, Philosophy, and Training Manual for Volunteers*.

Tennessee Baptist Convention, comp. *Preschool Space at Church*.

Tennessee Baptist Convention, comp. *Children's Space at Church*.

Suggested Reading

Brotherhood Mutual. *Guidelines for Ministry Workers: Preventing Child Abuse in a Ministry Environment*.

Course Teaching Methodology

Units of Study

Unit 1: Foundations for Children's Ministry

Unit 2: Leading in Children's Ministry

Unit 3: Teaching and Learning

Unit 4: Administering Children's Ministry

Teaching Method. This class will include group discussions, field experiences, lecture, and individual assignments. The delivery method of this class is CIV.

Assignments and Evaluation Criteria

1. Contexts for Ministry Group Presentation (10%)

Due: 2/16

You will be assigned to a group and create a presentation from the following topics to be presented in week 5 – Contexts for Ministry: Demographics of United States (as related to children/families), State of Education: Issues in Education (Early Childhood – Elementary), Technology, Childhood physical and mental health trends, Church trends related to childhood ministry.

Each group member should engage in the development of a 25-minute presentation.

Presentations should include the following:

- 3-4 slide PowerPoint or Prezi (or other presentation program) – include a bibliography
- Video (no more than 5 minutes)
- An activity that engages the class
- Recommendations for local church response
- 1 to 2-page handout

Each group member will rate self and each member's with the *Self and Peer Evaluation Form for Group Work* which is posted on Blackboard in Assignment Upload. *This is related to SLO #2. A rubric for this assignment is posted on Blackboard in Assignment Upload.*

2. Interviews of Children's Ministry leaders (10%)

Due: 2/23

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. a summary of the ministers' interviews (1 - 1.5 pages)
- b. a summary of the leaders' interviews (1 - 1.5 pages)
- c. insights gleaned from the interviews and potential impact upon your present and/or future ministry. (2 - 2.5 pages) *This assignment is related to SLO #2.*

3. Reading Log (10%)

Due: 3/1 and 5/3

You should complete assigned readings before each class session. Assigned readings are intended to improve understanding of course content and enhance discussion participation. Submit a log of completed weekly readings as outlined in the course schedule. Reading logs should contain one to two reflective paragraphs regarding the weekly reading assignments. Reflections can be written in first person. Reading logs will be submitted to Blackboard on

Weeks 4 and 7. A *Reading Log Template* is provided in the Assignment Upload for this assignment on Blackboard. *This assignment is related to SLO #1.*

4. Ministry Calendar (25%)

Due: 4/5

You will develop a thorough one-year ministry calendar for the children, parents, and leaders of the preschool and children’s ministry of a local church. The calendar should be developed in the following manner, reflecting the following: Date/time, name of training/event, participants, the objective(s) of the training/event, the trainer and leader, and a process for evaluation of effectiveness. *This assignment is related to SLO #3.*

Children’s Ministry Calendar

Date/Time	Training/Event	Participants	Objective of Training/Event	Training/Event Leader and Speaker	Process for Evaluation
January 17 5:00 p.m.	Leadership Training Topic: Activities for teaching Bible Skills	All Children’s Leaders	To equip leaders with skills in leading children to develop Bible skills	Leader: Children’s Minister (Insert Name) Speaker: David Anderson, Childhood Ministry Strategist, LBC	Evaluation form; observation by children’s minister of implementation
January 17, 24, 31 9:30 a.m.	New Believer’s Class	New believers and their parents	To help children understand the decision they have made and what it means to live a Christian life.	Children’s Minister (Insert name)	Evaluation form; follow-up contact 2 months

5. Philosophy of Preschool and Children’s Ministry (20%)

Due: 4/12

You will write a 3 to 4-page philosophy of preschool and children’s ministry. The aim of the philosophy paper is for you to show that you understand the subject and that you are able to think critically about it. Present reasons for the claims and positions that you take. Your paper should contain thoughtful critical responses to the texts and other class experiences. Include your leadership strengths and challenges in children’s ministry as understood through course readings, discussions, and self-reflection. *This assignment is related to SLO #1.*

6. Budget Plan (25%)

Due: 4/26

You will be assigned to a group to create a ministry budget. A one-year ministry calendar must be included. Specific instructions will be provided in class. The professor will assign a particular ministry context to each group. *This assignment is related to SLO #3.*

Evaluation

Group Presentation	10%
Interviews	10%
Reading	10%
Calendar	25%
Philosophy	20%
Budget	25%

Course Policies

Absences: You are permitted a maximum of 9 hours of absence from this course. However, participation in this course is partially based on attendance. You can't participate if you are absent.

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.

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.

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.

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

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.

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.

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.

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 Grader: You should contact the grader via email at 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.

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.

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

- WBSN FM-89.1, WWL AM 870
- WWL Channel 4
- 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.

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> .

Office Hours: Monday, Tuesday, Thursday, Friday 9-12

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: Need technical assistance? Contact the ITC today! If you experience any technical problems you may email to the ITC at the appropriate address listed below or call the ITC at 504-282-4455, ext. 8180.

Selfserve@nobts.edu for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)

BlackboardHelpDesk@nobts.edu for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.

ITCSupport@nobts.edu for general technical questions/support requests.

www.NOBTS.edu/itc/ General NOBTS technical help information is provided on this website.

Course Schedule

Wk	Date	Topic	Assignment
1	1/19	Introduction to the Course	
2	1/26	Unit 1: Foundations Biblical and Theological Foundations Vision Spiritual Formation in Children	Hoos, Chapters 1-4 Spooner, #2, #4 Wideman, Chapter 1
3	2/2	Unit 2: Leading in Children's Ministry Leadership Profile	Shallenberger, <i>Lead the Way</i> <i>God Made You</i>

4	2/9	MARDI GRAS – No class	
5	2/16	Contexts for Ministry	Spooner, Essential #3 Group Presentations
6	2/23	Relationships with Church Staff <i>Guest Speaker: Faye Scott, Children’s Minister, First Baptist New Orleans, LA</i> Building a Children’s Ministry Team <i>Guest Speaker: Delece Nichols, Preschool Minister, First Baptist Church Lafayette, LA</i>	<i>BBC Volunteer Training Manual, Section 3</i> Hoos, Part 3 Spooner, Essentials #5, #10, #12 Wideman, Chapter 2 Interviews Due
7	3/1	Unit 3: Teaching and Learning Teaching Preschoolers and Children <ul style="list-style-type: none"> • Methods • Levels of Biblical Learning 	Bethlehem Baptist Church, <i>BBC Volunteer Training Manual, Section 1, pages 14-21</i> Spooner, Essential #6 Wideman, Chapter 7 Reading Log Due
	3/8	Facilities and the Learning Environment	Spooner, Essential #9 <i>TBC, Preschool Space at Church</i> <i>TBC, Children’s Space at Church</i>
9	3/15	SPRING BREAK	
10	3/22	Unit 4: Administrating Children’s Ministry Ministry and Program Design Developing a Ministry Calendar <i>Guest Speaker: David Anderson, Childhood Ministry Strategist, Louisiana Baptist Convention</i>	Hoos, Chapters 5, 6, 15, 16 Spooner, Essential #1 Wideman, Part 4
11	3/29	Policies and Procedures <ul style="list-style-type: none"> • Risk Management • Personnel • Program 	Bethlehem Baptist Church, <i>BBC Volunteer Manual, Section 5</i> Hoos, Chapter 28 Spooner, Essential #8 Wideman, Chapter 3
12	4/5	Finances/Budgeting Group Meeting (Budget)	Ministry Calendar Due
13	4/12	Group Meeting (Budget) Special Events	Philosophy of Preschool and Children’s Ministry Due
14	4/19	Curriculum <i>Guest Speaker: Bill Emmeot, LifeWay Christian Resources</i>	Hoos, Chapters 2-14

15	4/26	Communication Publicizing the Ministry	Hoos, Chapters 12-14 Spooner, Essential #11 Budget Plan Due
16	5/3	Evaluating the Ministry	Hoos, Chapter 21 Reading Log Due

*Dates for speakers are subject to change due to scheduling needs.

Selected Bibliography

Balswick, Jack O. and Judith K. *The Family: A Christian Perspective on the Contemporary Home*, 2nd 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 21st Century: The Encyclopedia of Practical Ideas*. Loveland, CO: Group, 2007.

Faulkner, Brooks. *Getting on Top of Your Work: A Manual for the 21st 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 21st 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.

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Wideman, Jim. *Children's Ministry Leadership*. Loveland, CO: Group, 2003.

Yount, Christine. *Awesome Volunteers*. Loveland, CO: Group, 1998.