



# Church Business Administration CEAM 6317

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 provide a comprehensive understanding of the myriad facets of basic and advanced administration in the local church and Christian organization.

## **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 2017-2018 academic year that Core Value is *Servant Leadership*.

## **Curriculum Competencies Addressed**

This course will address the following curriculum competencies:

1. *Theological and historical perspective:* The course will provide an apologetic for the foundational structure of administration as it is given in Scripture.
2. *Effective servant leadership:* The course will build upon the pre-requisite course that defines leadership as servant and transformational. The role of administration will be

presented in such a manner as to reinforce the support role that administration plays in the overall ministry of the church.

3. *Interpersonal relationships:* A strong statement will be made for the necessary position of collegial and organization-wide relationship in the accomplishment of the mission, purpose, and goals of the church through the administrative processes.
4. *Disciple making:* Competencies that will be presented will be those that will be translated to others in the church or Christian organizational structure. The basics for training and leadership development will be presented.
5. *Spiritual and character formation:* The student will develop an understanding nature of the church and the role that an orderly conduct of business plays in the overall demeanor of the church or organization. Basic and spiritual ethics of conduct and performance of task role will be discussed.

### **Course Description**

A study of requisite management and church administration skills to effectively and efficiently direct the ministry programs and activities of the local church and similar denominational organizations. Consideration is given primarily to the practical functional areas of church business administration. Church Leadership and Administration CEAM 6320 is recommended before taking this course.

### **Student Learning Outcomes**

The student by the end of the course, should be able to:

1. Know the basic elements of the functional areas of church business administration as they relate to personnel, finance, property, and Christian ministry as given in such documents as a Church Organization Manual.
2. Develop an understanding of the legal, ethical, and practical areas of personnel employment and management.
3. Be able to assess and develop a scheme for church budget and finance.
4. Know the practical application of management and administration to the facilities of the church to include risk management, facility construction and maintenance, and safety.
5. Analyze needs for practical church ministry and be able to create administrative policy and procedure for meeting those requirements.
6. Demonstrate the ability to evaluate, organize, and select appropriate administrative mechanisms for efficient and effective ministry.
7. Develop an appreciation for and a willingness to interpret a servant leadership model in all church or Christian organization business.

### **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**

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

Welch, Robert, and Kevin Walker, *The Church Organization Manual*, Richardson TX: NACBA Press, 2011.

## **Optional Texts**

See Bibliography

## **Course Teaching Methodology**

**Units of Study** The student satisfies the course objectives by completing activities in six major topic areas.

### **UNIT I. The Church and the Administrative Task**

A study of the general subject of Church Business Administration. The student will be able to identify Biblical precedence for church administration as well as contemporary legal organizational practices.

- Church and the Administrative Task – Biblical Backgrounds
- Church and the Administrative Task – Constitution/ByLaws/Incorporation
- Church and the Administrative Task – The Church Organization Manual

### **UNIT II. Personnel Procedures**

A study of the administrative activities relating to administration of the personnel matters of the local church. The student will be able to demonstrate an understanding of important issues relating to personnel administration.

- Personnel Procedures – The Personnel Manual
- Personnel Procedures – Staff Organizations
- Personnel Procedures – The Position Description
- Personnel Procedures – Legal Matters
- Personnel Procedures – Hiring and Orientation
- Personnel Procedures – Evaluation and Disciplinary Matters

### **UNIT III. Fiscal procedures**

A study of the administrative activities relating to financial management of the local church. The student will be able to demonstrate an understanding of important issues relating to fiscal administration.

- Fiscal Procedures – The Financial Manual
- Fiscal Procedures – Budget Procedures
- Fiscal Procedures – Tax Law

### **UNIT IV. Property Management Procedures**

A study of the administrative activities relating to facility management issues. The student will be able to demonstrate an understanding of important issues relating to facility administration.

- Property Management Procedures – The Facility Manual
- Property Management Procedures – Facility Management
- Property Management Procedures – Housekeeping Procedures
- Property Management Procedures – Insurance and Risk Management
- Property Management Procedures – ADA and other Facility Legal Issues
- Property Management Procedures – Building Programs
- Property Management Procedures – Transportation

### **UNIT V. Church Office**

A study of the administrative activities relating to church office management. The student will be able to demonstrate an understanding of the effective and efficient operation of a church office.

- Church Office Procedures – The Office Manual
- Church Office Procedures – Office Management
- Church Office Procedures – Computer Management Systems

### **UNIT VI. Church Program Ministries**

A study of the administrative activities relating to church program ministries. The student will be able to demonstrate an understanding of important issues relating to the planning, organization, staffing and evaluation of the program ministries of the local church.

- Food Service Procedures – Food Management Programs
- The Administrative Health of the Church, an Assessment

## Teaching Method.

This course will be the combination of lecture, case study analysis, student interaction, research and reporting by the student.

### Assignments and Evaluation Criteria

1. Read the text, *Church Administration*, Second Edition and write a short half-page statement of a specific problem in the local church each chapter would address.
2. Develop a Personnel Management Plan that integrates the processes of staff administration development, hiring, and salary development.
3. Participate in a budget exercise with a chosen local church.
4. From 3 assigned articles from a web source, the student will provide a one-page synopsis of the article and make report of your assessment.
5. Conduct an “Administrative Health of the Church” review of a selected church and comment on findings for each of the seven areas of analysis.
6. From material presented in the class and in cooperation with a selected church and its leadership, develop either a personnel, finance, property, or office policy and procedures manual.

All written assignments will be in conformance to the *Turabian Manual of Style, eighth edition*.

During the course of the class presentations the professor will refer to several websites. The student is expected to be able to visit these various websites relating to church administration both in class and out. The student will be required to have a browser that is capable of interacting with the internet.

The final cumulative score for the course will be assigned using the following assessment formula:

Chapter-based case study	15 points
Personnel Exercise	10
Budget Exercise	10
Article reviews	10
Discussion Boards	15
Administrative Health of the Church Review	10
Policy Manual	30

### Course Policies

#### **Copyright Material:**

Course supplementary reading material from journals and magazines will be provided from time to time by the professor with permission for the course. This posting is granted under the “fair use” provision of the copy right laws of the United States. The use of the material is limited for educational purposes. Any further copy or redistribution is strictly forbidden without the specific permission of the copyright holder. If students make copies of the material, it is to be used solely for the class and not for re-distribution.

**Assignments:** All papers will be typed and placed in proper Turabian 8<sup>th</sup> edition format. Work transmitted via electronic means should be a PDF file for grading. 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 a certain number of

days of excused absence there will be a penalty assessed for any portion of an unexcused absence. No grade will be assigned after three hours of 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 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**

A schedule of class meetings and topics to be addressed at each meeting

### **Week One**

- Introduction
- Church and the Administrative Task – Biblical Backgrounds

### **Week Two**

- Church and the Administrative Task – Constitution/ByLaws/Incorporation
- Church and the Administrative Task – The Church Organization Manual

### **Week Three**

- Personnel Procedures – The Personnel Manual
- Personnel Procedures – Staff Organizations

### **Week Four**

- Personnel Procedures – The Position Description
- Personnel Procedures – Legal Matters

### **Week Five**

- Personnel Procedures – Hiring and Orientation
- Personnel Procedures – Evaluation and Disciplinary Matters

### **Week Six**

- Fiscal Procedures – The Financial Manual

### **Week Seven**

- Fiscal Procedures – Budget Procedures
- Fiscal Procedures – Tax Law

### **Week Eight**

- Property Management Procedures – The Facility Manual
- Property Management Procedures – Facility Management
- Property Management Procedures – Housekeeping Procedures

### **Week Nine**

- Property Management Procedures – Insurance and Risk Management
- Property Management Procedures – ADA and other Facility Legal Issues

### **Week Ten**

- Property Management Procedures – Building Programs
- Property Management Procedures – Transportation

## Week Eleven

### Quiz Two

Church Office Procedures – The Office Manual

## Week Twelve

Church Office Procedures – Office Management

Church Office Procedures – Computer Management Systems

## Week Thirteen

Food Service Procedures – Food Management Programs

The Administrative Health of the Church, an Assessment

## Week Fourteen

Maintaining a healthy organization

## Week Fifteen Finals week

## Selected Bibliography

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### **Periodicals and On-line Sites**

*Christian Computing Magazine*. ccmag.com. Steve Hewitt Editor in Chief. Raymore, MO: Christian Computing, Inc., P.O. Box 198, 309 South Washington, Raymore, MO 64083-0198. Email: ccmag.com.

*Christianity Today Magazine*. ChristianityToday.com. 465 Gundersen Drive, Carol Stream, Illinois 60188, Telephone 630 260-6200. Email: Connection@ChristianityToday.com.

*Church Executive Magazine*. Power Trade Media LLC, churchexecutive.com. Steve Kane, Publisher and Editor in Chief; 4742 N. 24th Street Suite 340 Phoenix, AZ 85016 Toll Free Telephone Number: 800-541-2670. For Subscription Adam Cooke 602.265.7600 x228, Email: acooke@churchexecutive.com.

*Church Finance Today*. churchfinancetoday.com. This newsletter is published by Christianity Today International, 465 Gundersen Drive, Carol Stream, Illinois 60188 and is offered by subscription to churches at churchfinance.net.

*Church Law and Tax Report*. churchlawtoday.com. This newsletter is published by Christianity Today International, 465 Gundersen Drive, Carol Stream, Illinois 60188 and is offered by subscription to churches at churchlawtoday.com.

*Church Safety e-Newsletter*. churchsafety.com. This newsletter is published by Christianity Today International, 465 Gundersen Drive, Carol Stream, Illinois 60188 and is offered by subscription to churches at churchsafety.com.

*CM Cleaning Management Magazine*. cminstitute.net. Cleaning Management Institute, National Trade Publications, Inc. 19 British American Boulevard West, Latham, NY 12110 Telephone: (518) 640-9155 Email: Matt Moberg mmoberg@ntpmedia.com.

*COOP*. churchco-op.org. Church Supplies & Services, Inc. 1880 S. Dairy Ashford, Suite 208, Houston TX 77077. Telephone 281-531-5629. Email: churchco-op.org.

*Evangelical Council for Financial Accountability (ECFA) Newsletter*. efca.org 440 W Jubal Early Dr Suite 130 Winchester, VA 22601. Toll Free Phone 800-323-9473; Email: information@efca.org.

*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*, leadnet.org. 2626 Cole Avenue, Suite 900 Dallas, Texas 75204 Toll Free Telephone: 800.765.5323. Email: client.care@leadnet.org.

*Ministries Today Magazine*. ministrytodaymag.com. Strang Communications Company, 600 Rinehart Road, Lake Mary, FL 32746. Phone 407-333-0600. Email: webmaster@strang.com.

*NACBA Ledger and NACBA-gram*. nacba.net. National Association of Church Business Administration, 100 North Central Expy., Suite 914, Richardson, TX 75080 Toll Free Phone 800 898-8085. Email: nacba.net.

*Religious Product News*. religiousproductnews.com. Religious Product News, PO Box 36577, Birmingham, AL 35236, Toll Free Phone 800-548-2567. Email: info@rpnmag.com.

*The Clergy Journal*. [crgnews@alban.org](mailto:crgnews@alban.org). The Alban Institute and Congregational Resource Guide, 2121 Cooperative Way, Herndon, VA 27101 Phone: 703-974-2700..Email: [logosproductions.com](http://logosproductions.com) and at [congregationalresources.org](http://congregationalresources.org)

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