



# LEAVELL COLLEGE

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

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## CMCM 3360: Church Leadership and Administration

Spring 2015 (term 151)

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Dr. Travis A Laney  
[drtravislaney@gmail.com](mailto:drtravislaney@gmail.com)  
Cell: 561.596.8039

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*The mission of Leavell College of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.*

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### Core Value

Each academic year, a core value is emphasized. This academic year, the core value is Spiritual Vitality: "We are a worshiping community emphasizing both personal spirituality and gathering together as a seminary family for the praise and adoration of God and instruction in His Word."

### Course Description

The purpose of this course is to provide students with a broad overview of the theory and practice of administration in the local church by exploring the biblical concepts of leadership and administration. Additional topics to be addressed include goal setting, team building, delegation, human relationships, budgeting, working with committees, legal issues, personnel management, church operations, and the training of leaders..

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### Student Outcomes

At the conclusion of the semester, the student will be able to

1. Appraise various leadership styles.
2. Understand the spiritual dimension in leadership and administration.
3. Understand the principles and strategies involved in efficient church administration.
4. Develop personal goals and strategize achievement of such goals.
5. Assess a local church's basic administrative policies and procedures.
6. Appreciate the concept of servant leadership within church leadership and administration..

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### Course Texts

The following textbooks are required:

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

Wilkes, Gene. *Jesus on Leadership*. Carol Stream, IL: Tyndale House, 1998.

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## Course Requirements and Grading

1. **Leadership Appraisal (20%)**: Students will complete the table provided via email comparing (how they are alike) and contrasting (how they are different) the leadership styles of Moses, David, Paul, Priscilla, and another biblical leader of the student's choice. The areas of mission, vision, equipping, and team-building should be addressed. Support your findings with Scripture. Include the biblical reference.

2. **Jesus on Leadership Reflection Questions (10%)**: Students will read the text and respond to selected questions which will be provided via email. Since these questions are reflective, the student may write in first person. Questions are to be included with the responses.

3. **Interviews of Church Leaders (20%)**: Each student will conduct interviews with two church leaders (lay or vocational) of his or her choosing. Interviews are to be conducted either face-to-face, Skype, or on the phone. Interviews are not to be conducted via e-mail which would be a questionnaire. Questionnaires are not acceptable for this assignment.

Students will obtain consent from the interviewee. The **Interview Release Form** must be completed by each interviewee. This form is will be emailed to the students the first week of school. Please review this document before conducting the interviews.

- a) Submit to the Professor a list of questions, a minimum of 10 and a maximum of 20, to be posed to the interview subjects. These will not be graded but reviewed and returned to the student. Students may draw questions from the materials covered in the textbooks and class presentations. **Questions must be submitted prior to conducting the interview.** Questions to be asked of the leader should reflect the students' understanding of the spiritual responsibilities of leadership.
- b) Conduct the interviews and write as verbatims.
- c) In a separate document, write a summary (no more than 2 pages) of the most significant insights gleaned from the interviews and how they will or have impacted your ministry. Be specific in your discussion.
- d) Submit the verbatims and summary to the Professor on date due.

4. **Personal Mission Statement (10%)**: Students will develop a Personal Mission Statement and goals for three life roles. Instructions for completing this assignment will be emailed the first week of school.

5. **Assessment of Church Policies and Procedures (30%)**: Each Students will assess the following policies and procedures from one local church for adherence to recommended standards of practice. Refer to your text for detailed information and guidelines for each topic.

Students are to report their findings, in a 3-5 page summary, as follows:

- Strengths (standards met or exceeded)
- Deficiencies (standards not met)
  - Realistic recommendations for the improvement of policies and procedures considered deficient
  - Rationale for the recommendation

*Remember:* The local church situation must be considered when making recommendations (i.e., a church with limited financial resources may not be able to purchase a high-end software system).

Areas to be assessed:

- Church Documents (By-Laws and Constitution, Articles of Incorporation)
- Church Organization (Staff and Ministry Structure)
- Personnel Policies
- Financial Practices/Budget
- Physical Resources
- Legal/Ethical Issues; Risk Management
- Program Ministries
- Support Ministries
- Business Meetings
- Use of Technology (Office and Educational)

6. **Final Exam (5%):** Each student will complete a take home final exam. Exam will be essay in nature and will assess student's ability to bring together the various leadership and administrative issues discussed during the class.

7. **Class Participation (5%):** Student engagement during a class setting is essential; therefore, a class participation grade will be given. Each student is responsible for being in class on time, dressed appropriately for class, reading the assigned chapters, and participating in class discussion. Absences and excessive tardies will affect the participation grade.

The grading scale as outlined in the Leavell College catalog will be utilized:

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

The final breakdown for the course will be tabulated according to the following percentage breakdown:

Leadership Appraisal	20%
Jesus on Leadership	10%
Interviews	20%
Personal Mission Statement	10%
Policy and Procedure	30%
Final Exam	5%
Participation	5%

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## Course Outline

All topics and dates (except the final exam) are subject to change. Note: Readings should be completed prior to coming to class. Pop quizzes may be given to assess whether or not students are reading the required material.

Week	Date	Topic	Readings
1	1/26	Introduction to the Course	---
2	2/2	Personality in Leadership	---
3	2/9	The Administrative Process	Chs 1-2
4	2/16	Spiritual Leadership	Jesus on Leadership study and reflection questions due
5	2/23	Personal Goals and Objectives/Personal Mission Statement	
6	3/2	Church Documents	Ch 3; Leadership Assessment Due
7	3/9	Organizing	Ch 4

8	3/16	Personnel	Ch 5; Interview questions due for review
9	3/23	SPRING BREAK—NO CLASS	---
10	3/30	Finances and Budget	Ch 6; Personal Mission Statement Due
11	4/6	Physical Resources	Ch 7
12	4/13	Office Management	Ch 8; Interviews Due
13	4/20	Risk Management/Legal and Ethical Issues	Ch 9
14	4/27		---
15	5/4	Program and Support	Chs 11-12; Policy and Procedure Assessment Due
16	5/11	Business Meetings; Technology in Church Administration	Final Exam Due

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### Additional Course Information

1. Computer/Phone usage policy: Using computers, smart phones, tablets, or other electronic devices is a privilege rather than a right, and student abusing the privilege will be asked to turn off such devices. Students should place electronic devices on silent mode during class time. Students needing to make or receive texts or calls should arrange to do so outside of class time. At no time during class hours should students use computers or tablets for anything other than class notes or assignments. The professor reserves the right to ask students to leave electronic devices at home.

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