



CEAM6314-65, 30 Leading Team Based Ministry
New Orleans Baptist Theological Seminary
Christian Education Division
Fall 2020/21, Term 211
CIV from Orlando to Miami
Monday, 8x Hybrid 5:00 pm – 6:50 pm
Class Dates: 8/31, 9/14, 9/28, 10/12, 10/26, 11/9, 11/16, 12/7

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Mission Statement

*New Orleans Baptist Theological Seminary and Leavell College prepare servants
To walk with Christ, proclaim His truth, and fulfill His Mission.*

Core Value Focus

The seminary has five core values.

- 1. Doctrinal Integrity:** Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. This course addresses Doctrinal Integrity specifically by preparing students to grow in understanding and interpreting of the Bible.
- 2. 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. Spiritual Vitality is addressed by reminding students that a dynamic relationship with God is vital for effective ministry.
- 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. This course addresses Mission Focus by helping students understand the biblical foundations for fulfilling the Great Commission and the Great Commandments.
- 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. Characteristic Excellence is addressed by preparing students to excel in their ability to interpret Scripture, which is foundational to effective ministry.
- 5. Servant Leadership:** We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us. Servant Leadership is modeled by classroom deportment.

The core value focus for this academic year is *Mission Focus*.

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.

Curriculum Competencies

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).
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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. evaluating your staff, mentoring, training, and coaching our staff to achieve their goals but also accomplish the vision and mission of the ministry).
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Required Textbooks

Hartwig, Ryan T. and Warren Bird. *Teams That Thrive: Five Disciplines of Collaborative*

Church Leadership. Downers Grove. InterVarsity Press, 2015.

Osborne, Larry. *Sticky Teams*. Grand Rapids, MI. Zondervan, 2010.

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.

Course Teaching Methodology

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

Course Requirements

Units of Study

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 and volunteer positions.

Unit 1 Exam: Personal Assessment for Staffing Ministry with paid and volunteer staff. *This assignment is related to SLO#1 and 2. Due on Blackboard by September 26th.*

UNIT II. Designing a Church Staff Plan both Paid and Volunteer

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

1. The major responsibilities of the Personnel Committee and personnel oversight.
2. Analysis of differing approaches to staff organization.
3. The steps involved in establishing a church staff organization and legal provisions relating to employment and volunteers.
4. Development of a staff organization chart and job descriptions for each position.
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.

Case Study/Staff Plan assignment will be conducted through a case study that student will respond to by creating a staff plan for the church. Student must include 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. *This assignment is related to SLO #3 and 4. Due on Blackboard by October 18th.*

UNIT III. Enlisting and Orienting church Staff and Lay Volunteers

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. Vetting potential employees whether paid or volunteer.
- 3. The items to be included in induction and orientation of a new staff member.
- 4. The major approaches appropriate to a new staff member beginning to serve.

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. *This assignment is related to SLO# 1,2, 4 and 6.* **Due by November 9th in class.**

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.

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. *This assignment is related to SLO #5,6, and 7.* **Due by December 7th in class.**

UNIT V. The Equipping of Your Staff

The ongoing work of training, motivating, coaching, and mentoring your volunteers and paid staff.

- 1. Training staff for your intended ideal outcomes for their ministry role.
- 2. Motivating your people to be engaged and doing their work unto the Lord.
- 3. Coaching your people for best practices and help them improve their strengths and weaknesses.
- 4. Mentoring, cultivating, and discipling your staff.

Evaluation of Grade

The student's grade will be computed as follows:

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

Class participation

$\frac{10\%}{100\%}$

Course Schedule

Date	Unit	Topic	Reading	Assignments
8/31 Classroom	[Unit 1]	Syllabus Course Introduction Biblical Foundations for the Church Staff		
09/08/-9/13	[Unit 1]			
09/14 Classroom	[Unit 1]	Development of the Staff Organization		
9/21-9/26	[Unit 1]			Unit 1 Exam Due on Blackboard by 9/26
09/28 Classroom	[Unit 2]	The Personnel Committee Personnel Policy Manuals Position Descriptions		
10/05-10/10				
10/12 Classroom	[Unit 2]	Salary Plans Compensation Code of Ethics		
10/13-10/18	[Unit 2]			Case Study Due on Blackboard by 10/18
10/19 -10/24		Fall Break		

Date	Unit	Topic	Reading	Assignments
10/26 Classroom	[Unit 3]	Interviews and Selection Hiring Procedures Prospective Staff Members Orientation of the New Staff Members		
11/2-11/5	[Unit 3]			
11/9 Classroom	[Unit 4]	Evaluation of Personnel Discipline Meetings: How to Conduct Effective Staff and Training Meetings		Code of Ethics Due on Blackboard or in Class by 11/9
11/16 Classroom	[Unit 5]	Motivating Your Team How to Coach Your Team Healthy Feedback and Evaluation of Your Team		
11/23-11/28		Thanksgiving Break		
12/1-12/5				
12/7 Classroom	[Unit 5]	Mentoring Your Tribe Discipling Your Team		Research Paper Due on Blackboard or in Class by 12/7

Additional Course Information

Absences and Academic Policies

As stated in the Graduate Catalog, students may miss a maximum of four classroom hours during the semester for an 8x hybrid class. Three late arrivals or early departures to/from class count as one absence. The student will receive an automatic grade of "F" when he/she exceeds four classroom hours absent. Academic policies related to absences, examinations, and other topics can be found in the online *New Orleans Baptist Theological Seminary Academic Catalog*.

Help for Writing Papers at “The Write Stuff”

NOBTS maintains a Writing Center designed to improve English writing at the graduate level. Students can receive writing guides, tips, and valuable information to help in becoming a better writer.

Writing Style Guide

Writing assignments should follow the NOBTS/Leavell College Manual of Form and Style (revised August 2019). To access this manual on the seminary website, please use the following link: https://www.nobts.edu/_resources/pdf/writing/StyleGuide.pdf.

Plagiarism on Written Assignments

NOBTS has a no tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. Copying another person’s work, submitting downloaded material without proper references, submitting material without properly citing the source, and committing 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 may result in failing the assignment and the course. Any infraction will be reported to the Dean of Students for further action. **See the Graduate Catalog for more information on the Definition of Plagiarism and Consequences for Violations of Plagiarism.**

Policy on Late Assignments

All work is due on the assigned day and at the assigned time. The grade for late assignments will automatically be reduced by 10 points. **Assignments that are over one week late will not be accepted.**

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.

Policy For Graduating Seniors

Graduating Seniors are responsible for alerting the professor of your intention to graduate. All of your assignments must be completed by noon (12:00 PM) on the Wednesday prior to commencement exercises.

Technical Assistance

For assistance regarding technology, consult ITC (504-816-8180) or the following websites:

1. Selfserve@nobts.edu - Email for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)
2. BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.
3. ITCSupport@nobts.edu - Email for general technical questions/support requests.

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

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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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