

CECM 3360 Church Leadership and Administration

New Orleans Baptist Theological Seminary
Leavell College -- Center for the Americas
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Spring 2013 (132)

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Mon. 6:00 – 8:00 p.m.

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.

Objectives

By the end of the course:

1. The student shall be able to identify and appraise various leadership styles.
2. The student shall understand the spiritual dimension of leadership and administration.
3. The student shall know how to develop goals and strategize achievement of such goals.
4. The student shall appreciate the concept of servant leadership within church leadership.
5. The student shall appreciate the necessity of a maturing relationship with Christ as essential in leadership.
6. The student should be able to identify and appraise his or her own leadership style in order to effectively enhance interpersonal relationships.
7. The student should be able to organize and administrate various Christian ministries and programs.
8. The student shall be able to assess a Christian ministry or local church for adherence to biblical concepts of leadership and sound administrative practice.

Textbooks

Gangel, Kenneth. *Feeding and Leading*. Grand Rapids: Baker Books, 2000.

Powers, Bruce, ed *Church Administration Handbook*. Nashville: Broadman and Holman, Third edition, 2008.

Stanley, Andy. *Deep and Wide*. Grand Rapids, MI: Zondervan, 2012.

Methodology

This course will include power point presentations/lecture, group discussions and activities, individual presentations, and video presentations.

Course Requirements

1. *Church Document and Policy Portfolio*. Each student will submit a Church Document and Policy Portfolio containing documents to be obtained by the student in a study of a selected church. The specific documents required for inclusion in the portfolio may be found both in this syllabus.

2. *Personal Leadership Evaluation.* Each student will write a report that should contain the following:
 - a) an evaluation of his or her leadership style
 - b) personal leadership goals
 - c) evaluation of self as a leader (considering all components of the class)
 - d) the development of his or her mission statement as a leader
 - e) specific goals for the student's future in leadership
 - f) a discussion of how the student plans to evaluate the fulfillment of these goals

The evaluation should follow Turabian form and be a minimum of five pages, a maximum of eight pages. A Turabian tutor is available on www.nobts.edu.
3. *Interviews.* The student will conduct interviews with two church leaders of his or her choosing. Questions asked of the leader should reflect the student understands the responsibilities of leadership. Students will submit a list of questions - minimum of 10 and maximum of 20 - posed to the interview subject. Students may draw questions from the materials covered in the textbooks. The student will present the results of the interview in a creative format to be determined by the student.
4. *Required Reading.* Students are expected to complete the required reading for the course. An accountability statement will be submitted at the end of the semester.
5. *Class Participation.* All students are responsible for being in the classroom on time, reading the assigned materials, and participating in the class discussions. Therefore, each student will receive a class participation grade. This grade will be based upon three criteria; class attendance, tardiness, and contribution to class discussions. This grade will compose 10% of the final class grade.
6. *Testing.* A midterm and a final test will be given on the material studied in the textbooks and in class. Exams will be mostly objective with some subjective questions. Each exam will count for 10% of the final grade.
7. Students will join their peers on a weekly discussion of a question posed by the teacher on Blackboard. This activity will be part of the class participation grade.

Course Evaluation

Church Document and Policy Portfolio	20%
Personal Leadership Evaluation	20%
Interviews	20%
Class Participation	10%
Required Reading	10%
Tests	20%

Grading System

93 – 100	A
85 – 92	B
77 – 84	C
70 – 76	D
Below 70	F

Week	Dates	Topic	Assignment
1	Jan 28	Introduction to course	
2	Feb 4	The Administrative Process/ Spiritual Leadership	Chapters 1-2, G Chapter 1, P
3	Feb 11	Biblical Leadership	Chapter 3, G
4	Feb 18	Organizing	Chapter 4, G Chapter 3, P
5	Feb 25	Goals	Chapters 5-6, G
6	March 4	Volunteers	Chapters 7-8, 19, G
7	March 11	Delegating/Teams – Exam #1	Chapters 11-12, G
8	March 18	SPRING BREAK – No Class	
9	March 25	Implementing Change/Motivating	Chapters 9-10, G Church Document/ Policy Portfolio Due
10	April 1	Relating to People	Chapter 13, G Chapter 16, P
11	April 8	Communication	Chapter 14, G
12	April 15	Working with Groups	Chapter 15, G Interviews Due
13	April 22	Training and Placing	Chapters 16-17, G Chapter 15, P
14	April 29	Polity/Business Meetings Money and Budgets Legal and Ethical Issues	Chapter 18, G Chapter 12, 14, P
15	May 6	Using Technology in Church Administration	Personal Leadership Evaluation Due
16	May 13	Final Exam	

NOTE: Professor will explain the readings for the Andy Stanley text on first class.

Church Information Notebook

The church information notebook is designed to provide an organized way to gather and evaluate essential information concerning a church. The notebook should be assembled as quickly as possible during the semester, in order to allow the student to respond to class discussion and administrative quandaries. A concluding evaluation should be prepared that will be three to five pages long. The evaluation should include unusual features of the information contained in the notebook. In addition, the evaluation should include any suggested policies or information that is not available for the church. The entire notebook will be due as scheduled in the course outline. The notebook should be organized as follows:

1. Section 1: Governing Documents
 - a. Articles of Incorporation
 - b. Constitution and/or Bylaws
 - c. Letter of determination of tax exemption
 - d. Statement of faith (if not in another document)
2. Section 2: Policies and Procedures
 - e. Personnel Policy
 - f. Preschool Policy
 - g. Facilities Use Policy
 - h. Vehicle Use Policy
 - i. Financial Policies and Procedures
 - j. Wedding Policy
 - k. Copy of church insurance policies
 - l. Any other policies adopted by the church
3. Section 3: Demographics and Church History
 - m. Church's written history (or brief outline of church history)
 - n. Demographic workup of the church's ministry area
 - o. Annual church profile information in chart form for ten years
4. Section 4: Organization
 - p. Committee on Committees report
 - q. Nominating Committee report
 - r. Organizational Chart
 - s. Church Calendar (minimum of six months)
5. Section 5: Finances
 - t. Budget
 - u. Statement of Activity
6. Section 6: Miscellaneous
7. Evaluation

Course Bibliography

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- Ausburger, David. *Caring Enough to Confront*. Scottsdale, PA: Herald Press, 1981.
- Bailey, Robert W. *Coping with Stress in the Minister's Home*. Nashville, TN: Broadman Press, 1979.
- Beausay, William II. *The People Skills of Jesus*. Nashville, TN: Thomas Nelson Publishers, 1997.
- Berkley, James, ed. *Leadership Handbook of Management and Administration*. Grand Rapids: Baker Books, 1997.
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- Bloss, Julie. *Church Guide to Employment Law*, 2nd ed. Matthews, NC: Christian Ministry Resources, 1999.
- Bolton, Robert. *People Skills*. New York, NY: AMACOM, 1986.
- Bolton, Robert and Dorothy Grover. *People Styles at Work: Making Bad Relationships Good and Good Relationships Better*. New York, NY: AMACOM, 1986.
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- Diehl, Bob. *Stop Setting Goals If You Would Rather Solve Problems*. New York, NY: Ballantine Books, 1996.
- Diehm, William J. *Sharpening Your People Skills*. Nashville, TN: Broadman & Holman Publishers: 1996.
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