

CEAM9402 Principles of Administration
New Orleans Baptist Theological Seminary
Christian Education Division
Dr. R. Allen Jackson
Professor of Youth Education
Phone: (504) 816-8103
Fall 2007

Meeting schedule:

August 23, 2007: Conference call or Blackboard communication to verify assignments. All students go on Blackboard to check out announcements, introduce yourselves, and begin to interact about assignments.

September 20, 2007: 2:00pm - 5:00pm

September 21, 2007: 9:00am - 12noon

October 25, 2007: 2:00pm - 5:00pm

October 26, 2007: 9:00am - 12noon

December 6, 2007: 2:00pm - 5:00pm

December 7, 2007: 9:00am - 12noon

Mission Statement

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 and its ministries.

Division of Christian Education Ministries Mission Statement

The mission of the Division of Christian Education Ministries is to equip servant-leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries by stimulating personal and spiritual growth of students and faculty, providing quality academic training, exploring the practical dynamics of Christian Education Ministries, and evaluating all that is done by the Division of Christian Education Ministries using the mission and core values of New Orleans Baptist Theological Seminary.

Core Value Focus

This course addresses the Seminary Core Values of Doctrinal Integrity, Characteristic Excellence, and Servant Leadership.

Curriculum Competencies Addressed

Seminary Competencies:

- Disciple Making
- Interpersonal Skills
- Servant Leadership
- Spiritual and Character Formation

Purpose of the Seminar

The purpose of this seminar is to engage students in a comprehensive examination of administrative principles. The direction of the seminar may involve: the functional areas of administration; the historical development, philosophy, and contemporary application of the church program organization approach to Christian education; management functions; supervisory methods and tasks, or other fields of study related to administration.

Course Objectives: At the conclusion of the course, students should be able to:

- Identify functional aspects of church and ministry administration.
- Analyze church ministry practices in relationship to administrative practices and provide implementation procedures to improve organizational performance.

- Discuss the resolution of current crucial issues in the practice of church and ministry organization.
- Provide assistance to church, institutional, denominational, and ministry leaders related to improving administrative practices.
- Discuss current legal issues impacting churches and Christian ministries.
- Apply Christian ministry and church administration practices within a variety of contemporary contexts.

Required Textbooks

Note: Seminar participants should wait until after the conference call before purchasing textbooks. Not all textbooks will be required by every student. Some assignments will allow students to choose alternative forms. However, all textbooks are considered either required or recommended and appropriate for the library of a Christian education doctoral student. All books are available online. I checked today. (www.half.com or www.amazon.com)

Akin, Daniel, James Leo Garrett, Jr., Robert L. Reymond, James R. White, and Paul F. M. Zahl. *Perspectives on Church Government: Five Views of Church Polity*. (Edited by Chad Owen Brand and R. Stanton Norman). Nashville: Broadman and Holman, 2004. (ISBN 0-8054-2590-X)

Hanna, Jeffrey W. *Safe and Secure: The Alban Guide to Protecting Youth Congregation*, The Alban Institute, 1999

MacKenzie, Gordon. *Orbiting the Giant Hairball*. New York: Viking (Penguin Press), 1998.

Rainer, Thom S. and Eric Geiger. *Simple Church*. Nashville: Broadman & Holman Publishers, 2006.

Slaughter, Michael. *Unlearning Church*. Loveland: Flagship Church Resources, 2002.

Stanley, Andy and Ed Young Jr. *Can We Do That?* West Monroe, LA: Howard Publishing Co. Inc. 2002.

Tidwell, Charles A. *Church Administration: Effective Leadership for Ministry*. Nashville: Broadman and Holman, 1985. (ISBN 0-8054-3113-6 pbk.)

Recommended Textbooks:

Drucker, Peter F. *Managing the Non-Profit Organization*. New York: Harper Business, 1990.

Drucker, Peter F. *The Essential Drucker*. New York: Harper Business, 2001.

Hammar, Richard and James Cobble., *Risk Management Handbook for Churches and Schools*, Matthews, NC: Christian Ministry Resources, 2003.

Hammer, Richard R. *Pastor, Church and Law* (3rd ed.). Matthews, NC: Christian Ministry Resources, 2000. (ISBN 1-880562-42-1)

Kim, W. Chan and Renee Mauborgne. *Blue Ocean Strategy*. Boston: Harvard Business School Press, 2005.

Powers, Bruce P., ed. *Church Administration Handbook*. Nashville: Broadman & Holman Publishers, 1997.

Rummler, Geary A. and Alan P. Brache. *Improving Performance: Managing the White Space on the Organizational Chart* (2nd ed.). San Francisco: Jossey-Bass, 1995. (ISBN 0-7879-0090-7)

Sample, Steven B. *The Contrarian's Guide to Leadership*. San Francisco: Jossey-Bass, 2002.

Tidwell, Charles A. *The Educational Ministry of a Church: A Comprehensive Model for Students and Ministers* (revised and expanded). Nashville: Broadman and Holman, 1996. (ISBN 0-8054-1063-5)

Welch, Robert H. *Creating Efficiency for Effective Ministry: Church Administration*. Nashville: Broadman & Holman Publishers, 2005.

Welch, Robert H. *The Church Organization Manual*. Richardson, TX: National Association of Church Business Administrators, 2002. (ISBN 0970543336)

Course Requirements

Note: It is expected that all papers will be submitted using form and style reflecting a doctoral level, using correct spelling, grammar, capitalization etc., and giving attention to good scholarship and readability. I prefer Turabian, but will accept APA if that is what you are used to.

1. Foundations of Administration—Tidwell identifies several functional areas of administration. (See Tidwell, Charles A. *Church Administration: Effective Leadership for Ministry*. Nashville: Broadman and Holman, 1985).

- Purpose
- Objectives
- Program (or Ministry) Planning
- Organization
- Human Resources
- Physical Resources
- Financial Resources
- Controls

For each of these functions ...

- Briefly (exactly three paragraphs) discuss practical expressions of the function within the context of a church or other ministry.
- Identify a critical contemporary issue in the practice of the functional area that is impacting church or ministry practice.
- Locate and list at least one resource (book, journal, dissertation, internet site, etc.) that might provide assistance with researching this critical issue.

Note: Everyone does this one. The Tidwell, Powers, and Welch and Drucker (non-profit) books may provide assistance with this assignment, as may others which might be in your library.

Date Due:September 20

2. *Book Critique #1*: Everyone reads *Orbiting the Giant Hairball* by Gordon MacKenzie. We will have a dinner discussion on Friday night. No notes, just open ended discussion about managing life in an institution.

Date Due:September 20

3. *Book Critique#2*: For one of the following books provide a three to five page critique that briefly summarizes the major premises of the author, identifying strengths and weaknesses of the author's position, lists points of agreement and disagreement, and suggests potential application to the student's personal ministry practice. Seminar participants should be prepared to present selected portions of their critiques during the weekly session.

Assignments:

Stephen will critique: *Simple Church*
Andrea will critique: *Can We Do That?*
Jonathan will critique: *Unlearning the Church*

Date Due: September 21

4. Administrator Interview: Seminar participants are to interview a key administrator in a church, denominational agency, seminary, or Baptist college inviting responses to the questions below. Discussion will be led by Dr. Jackson, but students will use their own notes to participate enthusiastically. In this discussion, we will analyze church/institutional life as we know it.
- What are essential administrative functions that are required in your responsibility? Discuss fully at least five.
 - Would you identify the primary stakeholders of your organization? How do these and other bodies hold you accountable?
 - What are two critical issues of administration that are impacting your institution? What are the implications of successful/unsuccessful resolution of these issues to your institution? (Certainly we are not asking for proprietary information.)
 - Summarize the interview in a three to five page typed analysis.

Date Due: October 25, 2007

5. Impact of Church Polity and Governance on Administration Presentation: Using *Perspectives on Church Government: Five Views of Church Polity*, seminar participants will be paired to prepare a 15 minute presentation (including discussion) on the impact particular forms of church governance have on the practice of effective church administration. It is anticipated that each pair of students will prepare and distribute to other seminar participants a 2-3 page handout (talking points and/or outline. Power Point handout sheet is acceptable) summarizing the specific form of church governance and suggesting the possible impact on various functions of church administration.

Assignments:

Single-Elder Model: Stephen leads discussion
Multiple-Elder Model: Jonathan leads discussion
Presbyterian Model: Andrea leads discussion
Congregational Model: All become familiar—no presentation necessary

Date Due: October 26, 2007

6. Group discussion of *Safe and Secure* (by Jeffery Hanna. Available online): Seminar participants are to summarize assigned chapters of Hanna's book. Make notes in outline form to be shared with the seminar. Include the following elements in your outline: general principles, (perhaps think of your own illustrations for application), and identify "pitfalls," practices to be avoided, etc. Nothing needs to be duplicated—I expect that we will make notes in the margins of our books as you present.

Assignments from Hanna:

Stephen	Ch. 1	"Finances"
Andrea	Ch. 2	"Building Security"
Jonathan	Ch. 3	"Building Safety"
Stephen	Ch. 4	"Staff, Congregation, and Visitor Protection"
Andrea	Ch. 5	"Hiring and Personnel"
Jonathan	Ch. 6	"Criminal and Civil Liability, Insurance and Other Issues"

Date Due: December 6, 2007

7. Major Paper: Issues of Administration: Each seminar participant will prepare a research paper related to a current crucial issue in the field of church, institutional, and ministry administration. The paper should be a minimum of twenty-five pages in length, be accompanied by a thirty minute presentation and discussion in class, and be made available to other seminar participants one week prior to the presentation. Possible topics will be discussed during the first few sessions of the seminar. Students should receive approval from the professor of research topic before beginning significant research.

Date Due: December 7, 2007

Course Evaluation

Foundations analysis	15%
Book Critique #1	5%
Book Critique #2	15%
Administrator Interview	15%
Church Polity Presentation	15%
Discussion of Safe and Secure	10%
Major Paper	25%