



Principles of Administration: CEAM9402
New Orleans Baptist Theological Seminary
Discipleship and Ministry Leadership Division

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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.

Purpose of the Course

The purpose of this course is to provide quality theological education for students in the area of advanced administration skill in the context of the local church, the Christian institution or 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 worshipping 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 2020-2021 academic year that Core Value is *Mission Focus*.

Curriculum Competencies Addressed

This course will address the following curriculum competencies: (Include only those competencies address in your course.)

1. *Interpersonal Skills*: Understand how to build relationships with other ministry leaders within the local church or Christian organization.
2. *Servant Leadership*: Determine how the local church leaders and ministry managers can serve one another while still providing the appropriate leadership required for the effectiveness of operation, management, and ministry.

3. *Spiritual and Character Formation*: As a leadership team intentionally “grow up in all things into Him who is the head – Christ” (Eph. 4:15b, NKJV).

Course Description

This seminar guides students in the understanding, evaluation, and research of foundational areas of administration utilized in churches, Christian organizations, denominational entities, and Christian higher education institutions. Special attention is given to diagnosing organizational health and guiding productive change. The seminar explores the impact of various forms of administration on management expressions in churches and the denomination.

Student Learning Outcomes

When participants have completed this seminar, they will be able to:

1. Identify functional aspects of church and ministry administration.
2. Analyze church ministry practices in relationship to administrative practices and provide implementation procedures to improve organizational performance.
3. Discuss the resolution of current crucial issues in the practice of church and ministry organization.
4. Provide assistance to church, institutional, denominational, and ministry leaders related to improving administrative practices.
5. Discuss current legal issues impacting churches and Christian ministries.
6. Apply Christian ministry and church administration practices within a variety of contemporary contexts.

Required Readings

The following texts and resources are required reading for class discussions and are to be read in their entirety unless otherwise specified.

Personal Management:

Perman, Matt. *How to Get Unstuck*. Grand Rapids: Zondervan, 2018.

Organizational Health:

Shaw, Haydn. *Sticking Points: How to Get 4 Generations Working Together in the 12 Places They Come Apart*. Carol Stream, IL: Tyndale Momentum, 2013.

Change:

Hansen, Morten T. *Great at Work*. New York: Simon and Schuster, 2018.

Management in Ministry:

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

Personal Growth and Administration:

Iorg, Jeff. *Seasons of a Leader's Life*. Nashville: Broadman and Holman, 2013.

Team Development:

Addington, T. J. *Leading from the Sandbox*. Colorado Springs: NavPress, 2010.

Church and Non-profit Finances:

Dilmos, Rollie. *Integrity at Stake: Safeguarding Your Church From Financial Fraud*. Grand Rapids: Zondervan, 2016.

Course Teaching Methodology

Units of Study

- I. Discovery of the foundations for administration and leadership.
- II. Overview how to communicate relevant topics with short synthesized outlets for smartphone applications.
- III. Research and present on contemporary culture topics impacting administration
- IV. Create and evaluate a training seminar in an area of administration

Teaching Method. The format of the seminar will be that of student report and discussion with professional referee by the faculty conveyors. For Units I and II selected students will be asked to make presentations. For Unit III all students will be expected to make their presentations.

Assignments and Evaluation Criteria

- a. Foundational Administration Principles: Class date: 8/27& due date 8/27
30% of the grade
The student will prepare a discussion list of topics from each of the seven required texts for the seminar and be prepared to lead out in a discussion of their observations and notations from the material. You can also add topics from other sources. The assignment will be posted prior to the first on-campus meeting of the seminar. The list should be your initial top 100 topics for administration in a changing culture. *This assignment is related to SLO #1, #2 & #5.*
- b. Ministry Administration E-Newsletter: Class date 9/24 and due date 9/21
20% percent of the grade
Synthesizing content presented during the course, each seminar participant is to prepare an edition of a ministry e-newsletter for pastors, staff, and ministry leaders. The edition should feature a specific topic related to an administration issue for current ministry practice. The newsletter should begin with a one-paragraph executive summary of the article, include a real or fictitious case study, a exploration of the topic, discuss implications for practice, suggest practical implementation, and provide a listing of available resources for further study. It is anticipated that each edition of the e-newsletter will be no longer 1200 words. The e-newsletter should be shared for other seminar participants. Newsletters will be presented and discussed in class. *This assignment is related to SLO #2, #3, #4, & #5.*
- c. Contemporary Research Paper in the Area of Administration: Class date: 10/29 & due date 10/26

30% of the grade

The student will develop a 20 page research paper on a topic dealing with administration in either the church, Christian organization, or Christian institution of higher education. The paper will include:

- a. A biblical rationale for leadership in general and as it relates to the particular area of administration the student has chosen to research. Examples from Scripture should be used to demonstrate the principles.
- b. A complete discussion of the specific theory, principle, paradigm, or practice.
- c. Specific examples of effective application for the context for which the paper addresses.

The student will post their paper on line in BlackBoard prior to the second on-campus seminar meeting. The seminar presentation of the research will be a creative presentation and not a recitation of the paper (the paper will already have been read) and should seek to involve the seminar participants in a meaningful dialogue and discussion. The presentation and discussion should not last longer than 60 minutes. *This assignment is related to SLO #2, 3, & 5.*

- d. Training Seminar: Class date:11/19 & due date 11/19

20% percent of the grade

Create a training seminar covering a specific aspect of administration. This session should be documented as follows: provide a manuscript for the one hour event. This should include footnotes or endnotes that reveal the sources utilized to create the manuscript. A handout should be created and distributed to seminar participants to follow the outline of the training event. A PPT or equivalent multi-media presentation should be created for guiding the training seminar.

This assignment is related to SLO #4 & #6.

All students must register for this course on Blackboard and complete all pre-work required on the site. Directions for registering and submission of papers will be provided at the beginning of the semester. Submission of the following assignments will be via Blackboard.

Course Policies

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.

Assignment Formatting: Unless otherwise noted, all assignments are to be created in Turabian format. All assignments must be written in third person unless otherwise instructed, and created in 12 pt. Times New Roman font. Please submit each assignment as a PDF for grading and review.

Assignment Submission: All assignments are to be submitted to Blackboard by 11:59 p.m. of the due date unless otherwise indicated. Do not send files as attachments via email to the professor. For technical reasons, this mode of file transmission is extremely inefficient.

Grading Scale: Your final grade will be based on your total accumulation of points as indicated under the *Assignments and Evaluation Criteria* section of this syllabus according to the grading scale in the NOBTS 2013-2014 catalog.

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

Late Assignments: Doctoral work makes late work a challenge and will be handled case by case. Missed presentations may not be made up.

Netiquette: Appropriate Online Behavior: Each student is expected to demonstrate appropriate Christian behavior when working online. 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.

Plagiarism: A high standard of personal integrity is expected of all students. Copying another person's work, submitting downloaded material without proper references, submitting material without properly citing the source, submitting the same material for credit in more than one course, and 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 will result in failing the course. Any infraction will be reported to the Dean of Students for further action.

Withdrawal from the Course: The administration has set deadlines for withdrawal. These dates and times are published in the academic calendar. Administration procedures must be followed. You are responsible to handle withdrawal requirements. A professor can't issue a withdrawal. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in the course if you choose not to attend once you are enrolled.

Course Schedule

Three seminars will convene and one Blackboard assisted discussion:

1. Unit One: Foundational Principles in Administration: Thursday 8/27 from 1:00-9:00pm CST.
A dialogue to introduce the seminar by the professor during the first week of the seminar. An overview of administration will be presented by the professor, the contemporary research paper topic will be decided for the semester for each student, the e-newsletter focused will be discussed in the style of the *Church Tax Law & Update*, and the training seminar will be outlined. The top 100 list will be created by the seminar participants in light of the reading and will be updated and reviewed during the semester in light of reading, research, and group debate.
2. Unit Two: Thursday 9/24 from 1:00-9:00pm CST. (e-Newsletter)
3. Unit Three: Thursday 10/29 from 1:00-9:00pm CST (Research Paper)
4. Unit Four: Training Seminar: Thursday 11/19, 1:00 to 9:00 pm CST (Training Seminar Event).

A schedule of actual seminar presentations will be established for each class meeting one week prior to seminar meetings. Any changes to the schedule of presentations will only occur with professor approval.

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