



## Building and Managing an Effective Organization: CEAM9403

New Orleans Baptist Theological Seminary  
Christian Education Division

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*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.*

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### **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 worshiping 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 2012-2013 academic year that Core Value is *Servant Leadership*.

### **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 management systems 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 church governance on management expressions in churches and the denomination.

### **Learning Objectives**

By the end of this seminar, the student should be able to:

1. *Prioritize* leadership principles that will personally enable them to be successful in their respective ministry settings.
2. *Synthesize* their analysis of the leadership principles integral to successful ministry in their respective ministry settings.
3. *Develop* a model of building and managing an effective organization.

### **Required Readings**

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

#### **Required Texts**

The following text and resources are required reading for class discussions and are to be read in their entirety unless otherwise specified. All text should be read prior to the first day of class (2/19/10).

Berkley, James D. *Leadership Handbook of Management and Administration*. Revised and Expanded Edition. Grand Rapids: Baker Books, 2008. ISBN 978-0801068140

Brand, Chad Owen, and R. Stanton Norman. *Perspectives on Church Government: Five Views of Church Polity*. Nashville: Broadman & Holman, 2004. ISBN 10-080542590X

Cockerell, Lee. *Creating Magic: 10 Common Sense Leadership Strategies from a Life at Disney*. New York: The Doubleday Publishing Group, 2008. ISBN 978-0385523868

Hersey, Paul, Kenneth H. Blanchard, and Dewey E. Johnson. *Management of Organizational Behavior: Leading Human Resources*. 9th ed. Upper Saddle River, NJ: Prentice Hall, 2007. ISBN 978-0131441392

Kotter, John P. *A Sense of Urgency*. Boston: Harvard Business, 2008. ISBN 978-1422179710

Mancini, Will. *Church Unique: How Missional Leaders Cast Vision, Capture Culture, and Create Movement*. San Francisco: Jossey-Bass, 2008. ISBN 978-0787996833

Marston, Cam. *Motivating the “What’s In It For Me?” Workforce: Manage Across the Generational Divide and Increase Profits*. Hoboken, NJ: John Wiley, 2007. ISBN 978-0476124147

White, James Emery. *Rethinking the Church*. Grand Rapids: Baker Book, 2003. ISBN 978-0801091650

### **Optional Texts**

See attached Bibliography

## **Course Teaching Methodology**

### **Units of Study**

Personal Leadership and Management Principles  
Leadership Management Model for Ministry Organizational Health  
Strategic Leadership and Management Handbook for Ministry Organizational Health

**Teaching Method.** The format of the seminar will be that of student report and discussion with professional referee by the faculty conveyors.

## **Assignments and Evaluation Criteria**

*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.*

### **Personal Leadership and Management Principles Critical Reflection Paper and Presentation - 30 points**

The student will create a critical reflection paper synthesizing 12 – 15 leadership and management principles derived from the course readings as well as personal research, ministry and life experience. (The student must be able to validate his or her experience.) These principles will guide the student in the understanding, evaluation, and research of management systems utilized in churches, Christian organizations, denominational entities, and Christian higher education institutions with preference given to their own personal ministry settings or research interest. The length of this paper should be suitable to sufficiently cover the topic. Please do not ask the professors or your colleagues for a specific page length. The student will present their research findings via PowerPoint during the seminar. Pay close attention to the Assignment Formatting section of this syllabus!

### **Leadership Management Model for Ministry Organizational Health Paper and Presentation- 30 points**

The student will use the revised principles from the previous paper in the creation of a ministry model for ministry organizational health. Effective direction should be given for the reader to be able to utilize and implement this model in his or her own projected ministry or professional setting. The length of this paper should be suitable to sufficiently cover the topic. Please do not ask the professors or your colleagues for a specific page length. The student will present their research findings via PowerPoint during the seminar. Pay close attention to the Assignment Formatting section of this syllabus!

### **Strategic Leadership and Management Handbook for Ministry Organizational Health Paper and Presentation - 40 points**

Utilizing the two previous papers the student will create an extensive handbook that will cover what he or she considers to be the important components of building and managing an effective organization in his or her respective church, Christian organization, denominational entity, or Christian higher education institution based upon their own personal ministry settings or research interest. Turabian need not be

followed for this assignment. Further instruction will be given during the seminar. The length of this paper should be suitable to sufficiently cover the topic. Please do not ask the professors or your colleagues for a specific page length. The student will present their research findings via PowerPoint during the seminar.

## Course Policies

### **Classroom Decorum**

Participation is required for every course session due to the interactive learning format of the course. A positive attitude can only enhance the learning experience. Therefore, for the purposes of this class, a *positive attitude* and *participation* are defined as productive and interactive engagement with classroom presentations and classroom dialogues throughout a full course session. You cannot participate effectively if you are not focused on the subject matter while in the classroom. Consequently, the student is expected:

- To come to class with a constructive point of view, prepared to interact with the readings and resources on the course topic in discussion groups and classroom dialogues.
- To dress appropriately and in accordance with the NOBTS Student Handbook.
- To turn off cell phones and not to accept any phone calls and text messages during class.
- To use laptops appropriately during class.
- ***Please remember you are PhD students!***

### **Absences and Late Assignments**

Absences are not permitted and late assignments will not be accepted. Assignments must be submitted at the beginning of the seminar on the day due. No grades of Incomplete will be issued for this course.

### **Assignment Format**

Unless otherwise specified in this syllabus, all papers will be produced in a Microsoft Word format using the writing style of Turabian 6<sup>th</sup> edition. Papers will be created in accordance with the standards established in the Doctoral Program Handbook. Copies of all papers will be distributed to each member of the seminar. A copy of the PowerPoint presentation, in hand-out format, 4 slides to a sheet, will be provided the professors before the presentation begins.

## Course Schedule

### **Four seminars will convene:**

1. An internet dialogue to introduce the seminar
2. Personal Leadership and Management Principles Critical Reflection Paper and Presentation 15  
February 1:00pm to 9:00pm CST  
16 February 8:00am to 11:00am CST
3. Leadership Management Model for Ministry Organizational Health Paper and  
Presentation 5 April 1:00pm to 9:00pm CST  
6 April 8:00am to 11:00am CST
4. Strategic Leadership and Management Handbook for Ministry Organizational Health  
Paper and Presentation  
3 May 1:00pm to 9:00pm CST  
4 May 8:00am to 11:00am CST

A schedule of actual seminar presentations will be established the first class internet session. Any changes to the schedule will only occur upon approval of the professors.

## Selected Bibliography

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