Church Leadership and Administration CEAM 6320

New Orleans Baptist Theological Seminary
Christian Education Division

Disclaimer: This syllabus is intended to give the student a general idea of the content, format, and textbooks used for this class. The professor will submit a full syllabus at the beginning of the class which will contain a course schedule and the instructor's information.

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.

Purpose of the Course

The purpose of this course is to provide the student with the basics of Christian leadership and administration build around servant and transformational leadership principles.

Core Value Focus

The course will emphasize the seminary's current core value focus assigned annually by the Administrative Council. This year's core value focus is Characteristic Excellence.

Curriculum Competencies Addressed

This course will address the following curriculum competencies:

1. *Biblical exposition:* The student will discover passages of Scripture that will address biblical foundations for leadership in the local church or Christian ministry setting .
2. *Theological and historical perspective:* The course will provide a systematic and historical progression of church leadership and ministry as it has evolved to the requirements today.
3. *Effective servant leadership:* The course is designed not only to teach about servant leadership but also to encourage the student to practice this leadership style.
4. *Interpersonal relationships:* The course contains a strong emphasis on interpersonal skills as a vital aspect of leadership and administration.
5. *Disciple making:* In this course, students are encouraged to understand that the ultimate purpose of leadership is transforming.
6. *Worship leadership:* The course does not directly address worship leadership, however the leadership principles discussed will relate to any venue of ministry in the local church.
7. *Spiritual and character formation:* Students are taught that ministry leadership and administration should flow out of a transformational walk with Jesus Christ.

Course Description

This course will focus on a study of the servant leadership model as a basis for personal concepts of church and Christian ministry. By combining the requisite skills for a biblical concept of church administration, the student will explore appropriate models and formulate their personal leadership and administration style for Christian ministry.

Learning Objectives

By the completion of the course, each student will be able to;

1. Identify from Scripture biblical concepts for leadership in the local church and Christian ministry venue, and analyze these practices in terms of a biblical worldview.
2. Develop an understanding of the leadership principles found in Transformational/Servant Leadership and how they integrate in the management of the local church or Christian ministry venue.
3. Know and make application of the administrative principles and practices to the planning, organizing, leading and evaluating the ministries of the local church or Christian ministry organization.
4. Develop an understanding of how the leadership and administrative practices in the course apply to the principle church administrative arenas of personnel, finance, and property.
5. Integrate and synthesize responses to situational studies relating to leadership and administration in the local church or Christian ministry setting.

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
1. Echols, Steven and Allen England. *Catastrophic Crisis: Ministry Leadership in the Midst of Trial and Tragedy.* Nashville: Broadman & Holman, 2011.
2. Malphurs, Aubrey. *Being Leaders: The Nature of Authentic Christian Leadership.* Grand Rapids: Baker Book House, 2003.
3. Welch, Robert. *Church Administration: Creating Efficiency for Effective Ministry*, Second Edition. Nashville: Broadman & Holman, 2011.

Optional Texts
See attached bibliography

Course Teaching Methodology

Units of Study
Unit One
Material taken for Malphurs, *Being Leaders*
- Historical overview of leadership and the Biblical response.
- The call of the Christian leader.
- Biblical perspectives on Transformational/Servant Leadership.
- Introduction to leadership and change agency.
- The envisioning process and leading volunteers.
- Issues in leadership style.

Unit Two
Material taken from Welch, *Church Administration*
- Introduction to administrative principles.
- Administrative processes of planning, organizing, leading, and evaluation.

- The administrative composite.
- Skills for effective leadership and administration: committees, meetings, and budgets
- Skills for effective leadership and administration: personnel management
- Skills for effective leadership and administration: time management, decision making, delegation, and communication
- Skills for effective leadership and administration: ministry program management

Unit Three

Material taken from previous two texts and Echols and England, *Catastrophic Crisis* and selected articles taken from leadership resources. These topics will be presented in the five Discussion Boards that run throughout the semester.

- Crisis Leadership.
- Contextual leadership challenges and case study analysis
- Integration of leadership with administrative principles

Teaching Method. The course is being offered in an internet teaching format and will be team-taught by faculty representing both the Pastoral Ministry and Christian Education Divisions.

Response Time. Regarding all forms of correspondence and communication, students can expect a response within one working day.

Assignments and Evaluation Criteria

Students will respond to two summary examinations during the week of the workshop.

1. Exam on *Being Leaders*. During the semester, there will be an exam on *Being Leaders* from a provided note and study guides. The study guide will be posted on BlackBoard. The student will be asked on the exam as to whether they have read the Malphurs book in its entirety.
2. The students will take exams on the class notes and *Church Administration: Creating Efficiency for Effective Ministry*. The Note-Guide and exam study guide will be posted on BlackBoard. The student will be asked on the exam whether they have read *Church Administration: Creating Efficiency for Effective Ministry* in its entirety.

The examinations will be posted and will not be open book. Only questions from the study guides provided on BlackBoard will be on the exam. Therefore, it is important that the student not only read the texts prior to the course, but be familiar with the expectations of the study guide and review it prior to the beginning of the seminar.

In addition to the cognitive examinations, students will be expected to demonstrate higher levels of learning achievement by:

3. Developing a chapter-by-chapter summary of the text: *Being Leader: The Nature of Authentic Christian Leadership*. Write approximately one-half page on each of the eight chapters for a total of four pages (double-spaced).
4. Writing a three - page paper, double spaced reaction paper of how the "Jethro-Principle" is applied in the local church.
5. Write a three page (double-spaced) analysis of how the concepts of transformational/servant leadership stances and the seven leadership competencies in Chapter 9 of *Catastrophic Crisis* (Leadership Lifeboats) can be employed in your current or future ministry.
6. Responding to assigned case studies and discussion boards.

Malphurs Chapter summary	20%
Exam One on Malphurs material	15
Exams Two and Three on Welch material	20
Jethro-Principle paper	15

| Chapter Nine Application/Analysis paper | 15 |
| Case study Discussion Boards | 15 |

Course Policies

The student will be expected to have access to online resources to download teaching and presentation documents in the Seminary's BlackBoard system.

Students who choose to present assignments via electronic mediums need to present those documents in a Microsoft Word (.doc or .docx) format. <u>WordPerfect and PDF files will not be accepted for grade via electronic format</u>.

The concept of a make-up examination does not exist. Examinations will be timed and will close as stated when they are posted.

Discussion Boards will require an initial posting by Wednesday noon. Discussion boards will close on midnight Sunday. Grade evaluation for discussion boards will reflect the quality of the post as well as the number of interactions that occur.

Netiquette: Appropriate Online Behavior. Each student is expected to demonstrate appropriate Christian behavior when working online on Discussion Boards or whenever interaction occurs through web, digital, or other electronic medium. 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.

Course Schedule

Assignments will be due on the following days:
Malphurs chapter by chapter study:
Examination one:
Examination two:
Jethro Principle paper:
Chapter Nine Application paper:

Selected Bibliography

Texts
Anderson, *Leadership that Works*, Minneapolis: Bethany House, 1999
Anthony, Michael and James Estep. *Management Essentials for Christian Ministries*. Nashville: Broadman & Holman, 2005.
Banks, Robert, and Bernice M. Ledbetter, *Reviewing Leadership: A Christian Evaluation of Current Approaches.* Grand Rapids: Baker Academics, 2004.
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Berkley, James D. *Leadership Handbook of Management and Administration*. Grand Rapids: Baker Book House, 2007.
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Bonem, Mike, Roger Patterson. *Leading From the Second Chair.* San Francisco: Jossey- Bass, 2005.
Borek, John, Danny Lovett, and Elmer Towns. *The Good Book on Leadership*. Nashville: Broadman and Holman Publishers, 2005.
Burns, James MacGregor. *Transforming Leadership*. New York: Grove Press, 2003.
Clinton, Robert J. *The Making of a Leader.* Colorado Springs: NavPress, 1988.
Dale, Robert. *Pastoral Leadership*, Nashville: United Methodists Publishing House, 2001
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Drucker, Peter F. *Managing the Nonprofit Organization: Practices and Principles*. New York: Harper Collins Publishers, 1990.
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Fortress Press, 2008.

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Greenleaf, Robert K. *Servant Leadership: A Journey Into the Nature of Legitima   Power and Greatness*. New York: Paulist Press, 1977.

Greenberg, Jerald and Robert A. Baron. *Behavior in Organization: Understanding and Managing the Human Side of* Work. 10th ed. Upper Saddle River, New Jersey: Prentice Hall,2010.

Hamm, Richard. *Recreating the Church: Leadership for the postmodern age*. Danvers MA: Chalice Press, 2007.

Herrington, Jim, Mike Bonem and James H. Furr. *Leading Congregational Change*. San Francisco: Jossey-Bass Publishers, 2000.

Hersey, *The Situational Leader*, New York: Warner books 1984

Hesselbein, Francis and Marshall Goldsmith, eds. *The Leader of the Future 2: Vision s, Strategies, and Practices for the New Era.* San Francisco: Jossey-Bass, 2006.

Kotter, John. *Leading Change*. Boston: Harvard Business School Press, 1996.

Lewis, Philip V. *Transformational Leadership: A New Model for Total Church Involvemen*t. Nashville: Broadman and Holman, 1996.

Massey, Floyd and Samuel Berry Mckinney, *Church Administration from the Black Perspective* (Revised). Chicago: Judson Press, 2003.

McCormick, Blaine and David Davenport. *Shepherd Leadership: Wisdom for Leaders from Psalm 23.* San Francisco: Jossey-Bass, 2003.

McIntosh and Rima, *Overcoming the Dark Side of Leadership*, Grand Rapids: Baker Book House, 2007.

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Data Sources

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ChurchLeaders.com Update, ChurchLeaders@nc.churchleaders.com

Leadership Magazine. LeadershipJournal.net. By subscription to churches at leadershipjournal.net.

Leadership Network, Jim Kuykendall, Director. leadernet.org.

Your Church Magazine, YOURCHURCH.NET.