

CECM3360 CHURCH LEADERSHIP AND ADMINISTRATION

New Orleans Baptist Theological Seminary

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.

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 shall be able to assess a Christian ministry or local church for adherence to biblical concepts of leadership and sound administrative practice.

Textbooks

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

Wilkes, Gene. *Jesus on Leadership*. Tyndale House, 1998.

Additional Course Materials

A DVD presentation by Dr. Tim Searcy regarding parliamentary procedures and business meetings is required for use in week 14. Students will need to send \$5.00 in check or money order to Leavell College. The DVD will be mailed to the address you have registered in IQ Web when the payment is received.

Methodology

This course will include power point presentations/lecture, group threaded discussions, and individual projects.

Course Requirements

1. *Papers*. Two 4-to-5-page papers are required. All papers must be in Times New Roman 12 point font, and follow Turabian style. Students may write in first person. Papers will be evaluated on the basis of content and style. The student *must* do Paper #1 and can *choose* between #2 and #3.
 - Paper #1: (1) In this paper you should describe the local church of which you are a part in terms of its history, mission, government, decision-making process, and stage of the life/health cycle of churches. Identify, from your point of view, the greatest challenge your church faces. (2) Interview three people in your church (at least one person close to you and one who only observes you from a distance). Try to include among the people you interview at least one person who has been critical of you. (Since this is about leadership, you need to know how you are perceived, even from those who are critical of you. We can learn a great deal from those who are critical). Ask them to identify your leadership style and compare their perceptions with your own analysis of your leadership style. Summarize their answers to the following question: "What is the greatest challenge this

local church faces?” Compare their responses with your own response to that question. (3) Discuss how your leadership style, leadership skills, and spiritual gifts might be employed to face your local church’s greatest challenge(s).

- *Paper #2:* Utilizing your reading, what you have learned from class discussions, and your experiences, present your understanding of church administration. Include your theological understandings of your leadership style, and the relationship between your theology and your practice. You should reflect upon areas where you have matured and identify areas and skills in which you need growth.
 - *Paper #3:* (1) Describe the person who has most influenced your understanding of leadership and ministry in the local church. Include in your description the length of time you have known this person, specific experiences you have shared, and how he or she has impacted your view of ministry. (2) Describe the strengths and challenges of the person and illustrate such with specific examples. (3) Which of this person’s qualities do you want to exemplify in your life and ministry? Which would you not want to exemplify? (4) In what specific ways are your ministry and style of leadership similar and/or different from the person you have described?
2. *Jesus on Leadership Reflection Questions.* Students will read the text and respond to selected questions which are included in the syllabus. Since these questions are reflective, the student may write in first person.
 3. *Interview Papers.* (1) The student will conduct interviews with two church leaders (lay or vocational) of his or her choosing. Questions to be asked of the leader should reflect the students’ understanding of the responsibilities of leadership. Students will submit to Blackboard a list of questions, a minimum of 10 and a maximum of 20, to be posed to the interview subject. These will not be graded but reviewed and returned to the student. Students may draw questions from the materials covered in the textbooks and class presentations. Questions must be submitted prior to conducting the interview. The student will present the results of the interview in a creative format to be determined by the student. Interviews that are either audio or video recorded require a signed permission form. Audio and video files may be submitted to Blackboard or downloaded to a cd/dvr (no video tapes) and submitted to the professor at 3939 Gentilly Blvd. New Orleans, LA 70126. (2) Students will also write a one page summary of the most significant insight gleaned from the interviews and how that will or has impacted their ministries. This summary is to be posted on the Interview discussion board for classmates to review.
 4. *Examinations:* Students are expected to take all examinations at the scheduled times. Unless otherwise indicated, online exams are NOT open book/open note. Tests will cover materials presented through class discussion, Power Point presentations, and the assigned reading. Exams will consist of objective questions (true/false and multiple choice) and subjective questions (identification and essay/short answer). Make-up exams will not be given for online exams. All tests will be posted under Assignments and will be available at 8:00 a.m. on Mondays and will close at 11:55 p.m. CST on Wednesdays. The exam can be opened one time only and must be completed within the time allotted.

A few tips about taking a test on Blackboard:

- When taking an exam, be “wired” and not on Wi-Fi. Signal strength varies and students have been kicked out of exams in the past.
 - Students should not to hit the “save” button to save answers during a single-attempt test – “saving” implies that the student wishes to complete the test later and this is not allowed in a single- attempt test. An attempt to do so may kick the student out.
 - Past experience has demonstrated that students should use Mozilla Firefox and not Internet Explorer to take exams. Why? I do not know.
 - When answering a short answer/discussion question, put your responses in a Word document and then paste your answer into the test. By doing so you will have a copy of your answers should you get kicked out of the exam and have to resubmit.
5. *Reading.* Students will read 150 pages from the bibliography or journal articles related to church administration. A reading log containing bibliographic information and number of pages read is to be submitted. On-line journal articles are available at <http://www.lifeway.com/search/resultz/?o=Quick&sp=church+administration>. Click on #1

(Church Administration Index) for articles. You may also use other online sources which may be found in the Webliography in this syllabus. See *Turabian 7th ed.* for proper formatting of bibliographic information.

6. *Threaded Discussion.* Students will participate as instructed weekly in the threaded discussions. These discussions are an essential component of the participation grade for the course. The week begins on MONDAY and ends on FRIDAY. A student's initial post to the must be made by Wednesday of each week. Responses to other students' posts must be made by Friday at 5:00 p.m. Any threaded discussion posted after the week has ended will not be viewed by the professor or grader and will not count towards class participation for that week.

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

Additional Information

1. Assignment Policies: Late assignments will be assessed an initial 5-point penalty and 1 point for each day (including weekends) after the due date. No assignment will be accepted more than two weeks past the original due date. Assignments must be submitted to Blackboard in either Microsoft Word or Word Perfect. Assignments should not be emailed to the professor.
2. Blackboard: The student is responsible to check Blackboard for grades, assignments, course documents and announcements. The student is responsible for maintaining current information regarding email address on the Blackboard system and SelfServe. In the online environment it is crucial that the institution has correct contact information

Course Evaluation

Papers	15%
Interviews	15%
Participation	15%
Reflection Questions	15%
Reading	10%
Tests	30%

Grading System

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

Netiquette Statement on Appropriate Online Behavior

Each student is expected to demonstrate appropriate Christian behavior when working online on the Discussion Board. 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 will be expected at all times in the online environment.

Jesus on Leadership

Review Questions for study and reflection

These questions are found at the end of the chapters. Responses to the questions are to be submitted to the digital drop box.

How Do We Lead by Serving?

1. When you read the term *servant leadership* for the first time, what did you think/feel?
2. Can you articulate the four elements of servant leadership for your life? What is God's mission for your life? Can you paint a picture of what your life will look like when that mission is complete? How are you leading by equipping those who are on mission with you? Write the names of those you are building into a ministry team.

Learning to Be Humble; Learning to Wait

1. List ways you can translate Jesus' teaching to "take a seat in the back" into your daily life. Is this really possible where you live?
2. Share examples from your life of when you experienced quiet waiting, expectant waiting, and/or frustrated waiting. What did you learn during those times?
3. Summarize your understanding of the first principle of servant leadership. List three ways you can apply this principle to your leadership issues this week.

First a Follower: Are You

1. List examples of where you see "position equals power to lead" in the organizations to which you belong.
2. Write the second principle of servant leadership in your own words. List three ways you can apply this principle to your leadership issues this week.

What Style of Greatness Do You Seek

1. Complete the statement, "I am like the ten disciples because . . ." Your answer may be like mine, "I am naturally competitive and want to be up front. It irks me when someone else reaches the finish line before I do."
2. Make a list of five ways you can lead by taking the place of a slave in the marketplace, in your home, and in your church.

How Can You Take the Risk

1. Do you consider yourself a risk taker? If so, give some examples. If not, list some reasons.
2. Summarize the fourth principle of servant leadership. List three ways you can implement this principle into your life this week.

How Do We Lead as Servants

1. You and I are like Peter: we want to please Jesus, but we have our own perceptions of what he should be for us. After reading this chapter, what are some of your personal desires of Jesus? How does Jesus dressed like a servant and acting like a slave challenge your picture of Jesus?
2. Who is the Judas on your team? (NO NAMES HERE PLEASE) What can you do to serve him or her in order to model the love of Jesus?

How to EQUIP Others for Jesus

1. How did Jesus share his authority with his disciples? How can you use that same authority in your ministry to others?
2. Summarize principle 6 in your own words. List three ways you can apply this principle in your life this week.

How Does a Servant Leader Build a Team?

1. Why, according to the author, is leading a team the highest expression of servant leadership?

2. Who is your “pastor”? Who is your “partner”? Who is your “protégé”?
3. Summarize your understanding of the seventh principle of servant leadership. Write three ways you can build your team this week.

Course Bibliography

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Webliography

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Lifeway.com church administration articles <http://www.lifeway.com/lwc/mainpage>

LifeWay Administration section

<http://www.lifeway.com/lwc/mainpage/0%2C1701%2CM%25253D200843%2C00.html> (Under recent articles and ministry links click "view archive")

Leadership Journal <http://www.christianitytoday.com/le/>

Guidestone Financial Resources <https://www.guidestone.org/MinistryTools.aspx>

Guide One Insurance <https://www.guideone.com/churches.htm>