



CECH6333 Leading and Administering Children's Ministry - Internet

New Orleans Baptist Theological Seminary
Christian Education Division
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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.

Core Value Focus

The seminary has five core values: Doctrinal Integrity, Spiritual Vitality, Mission Focus, Characteristic Excellence, and Servant Leadership. The core value focus for this academic year is 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.

Curriculum Competencies

All graduates of NOBTS are expected to have at least a minimum level of competency in each of the following areas: Biblical Exposition, Christian Theological Heritage, Disciple Making, Interpersonal Skills, Servant Leadership, Spiritual and Character Formation, and Worship Leadership. The curriculum competency addressed in this course is Disciple-making: Students will be equipped to facilitate an effective and efficient ministry to children and families.

Course Description

In this course students will discover their personal leadership style, learn fundamentals of children's ministry leadership, and develop administrative and organizational skills by creating a one-year ministry calendar and ministry budget.

Student Learning Outcomes

At the end of the course you will be able to:

1. Identify key factors in creating a children's ministry that is holistic and effective.
2. Develop an appreciation for the challenges inherent in ministry to children.
3. Apply course learning to a specific ministry context.

Required Textbooks

Hoos, Janelle. *The Well Equipped Volunteer Children's Ministry Handbook: Everything You Need To Lead Children's Ministry in Your Church*. CreateSpace Independent Publishing Platform, 2014. ISBN: 978-1500460747.

Spooner, Bernard, ed. *Children's Christian Education: 12 Essentials for Effective Church Ministry to Children and Their Families*. Coppell, TX: Christian Leadership Publishing, 2015. ISBN: 978-1502403940. Kindle edition available.

Shallenberger, Larry. *Lead the Way God Made You: Discovering Your Leadership Style in Children's Ministry*. Loveland, CO: Group, 2005. ISBN: 978-0764428234. Kindle edition available.

Wideman, Jim. *Children's Ministry Leadership: The You-Can-Do-It Guide*. Loveland, CO: Group, 2003. ISBN: 978-0764425271.

Additional Readings

The following readings are posted on Blackboard under Course Documents:

Bethlehem Baptist Church. *BBC Vision, Philosophy, and Training Manual for Volunteers*.
Tennessee Baptist Convention, comp. *Preschool Space at Church*.
Tennessee Baptist Convention, comp. *Children's Space at Church*.

Suggested Reading

Brotherhood Mutual. *Guidelines for Ministry Workers: Preventing Child Abuse in a Ministry Environment*.

Course Teaching Methodology

Units of Study

Unit 1: Foundations for Children's Ministry

- Biblical/Theological Foundations
- Vision
- Spiritual Formation in Children

Unit 2: Leading in Children's Ministry

- Leadership Profile
- Contexts
- Relationships

Unit Foundations3: Teaching and Learning

- Teaching Preschoolers and Children
- Preparing the Learning Environment

Unit 4: Administrating Children's Ministry

- Ministry/Program Design
- Policies and Procedures
- Budgeting
- Curriculum
- Publicizing
- Evaluating

Teaching Method. This class will include group discussions, field experiences, video/lecture, and individual assignments. The delivery method of this class is online.

Assignments and Evaluation Criteria

1. Contexts for Ministry Presentation (10%)

Due: 2/13

You will be assigned to a group and create a presentation from the following topics to be presented in week 5 – Contexts for Ministry: Demographics of United States (as related to children/families), State of Education: Issues in Education (Early Childhood – Elementary), Technology, Childhood physical and mental health trends, Church trends related to childhood ministry. *The presentations must be posted to the designated Discussion Board by Monday at 8:00 a.m. CST.*

Each group member should engage in the development of the presentation. Presentations should include the following:

- 3-4 slide PowerPoint or Prezi (or other presentation program) – include a bibliography
- Video (no more than 5 minutes)
- Recommendations for local church response
- 1 to 2-page handout
- Discussion Board question

Each group member will rate self and each member's with the *Self and Peer Evaluation Form for Group Work* which is posted on Blackboard in Assignment Upload. *This is related to SLO #2. A rubric for this assignment is posted on Blackboard in Assignment Upload.*

2. Interviews of Children's Ministry leaders (10%)

Due: 2/24

You will interview 2 Preschool and/or Children's Ministers, 2 preschool leaders, and 2 children's leaders. Interviews should focus on opportunities and challenges of ministry in the interview subject's context. A 4 to 5-page paper including the following is to be submitted:

- a. a summary of the ministers' interviews (1 - 1.5 pages)
- b. a summary of the leaders' interviews (1 - 1.5 pages)
- c. insights gleaned from the interviews and potential impact upon your present and/or future ministry. (2 - 2.5 pages) *This assignment is related to SLO #2.*

3. Reading Log (5% each = 10%)

Due: 3/3 and 5/5

Complete assigned readings before each class session. Assigned readings are intended to improve understanding of course content and enhance discussion participation. Submit a log of completed weekly readings as outlined in the course schedule. Reading logs should contain one to two reflective paragraphs regarding the weekly reading assignments. Reflections can be written in first person. Reading logs will be submitted to Blackboard on Weeks 4 and 7. A *Reading Log Template* is provided in the Assignment Upload for this assignment on Blackboard. *This assignment is related to SLO #1.*

4. Ministry Calendar (25%)

Due: 4/7

Develop a thorough one-year ministry calendar for the children, parents, and leaders of the preschool and children's ministry of a local church. The calendar should be developed in the following manner, reflecting the following: Date/time, type of training or event, participants, the

objective(s) of the training or event, area of children’s ministry spectrum (for *children’s* training and events – see Hoos, Chapter 5), the trainer and/or leader, and a process for evaluation of effectiveness. *This calendar should not include all other programs and events of the church.* Programs that occur weekly should be listed as indicated below. *This assignment is related to SLO #3.*

Children’s Ministry Calendar

Date/Time	Training/Event	Participants	Objective of Training/Event	Children’s Ministry Spectrum	Training/Event Leader and Speaker	Process for Evaluation
January 17 5:00 p.m.	Leadership Training Topic: Activities for teaching Bible Skills	All Children’s Leaders	To equip leaders with skills in leading children to develop Bible skills		Leader: Children’s Minister (Insert Name) Speaker: David Anderson, Childhood Ministry Strategist, LBC	Evaluation form; observation by children’s minister of implementation
January 17, 24, 31 9:30 a.m.	New Believer’s Class	New believers and their parents	To help children understand the decision they have made and what it means to live a Christian life.	Discipleship	Children’s Minister (Insert name)	Evaluation form; follow-up contact 2 months

Weekly Programs

Day/Time	Program	Participants	Objective of Program	Children’s Ministry Spectrum	Program Leader	Process for Evaluation
Sunday 9:30	Sunday School	Birth – 6 th grade	To invite boys and girls to study the Bible	Outreach, evangelism, discipleship, service, missions	Children’s Minister	Annual survey of school age children, parents and teachers
Wednesday	Mission Friends	2-5 year olds	To provide a basic awareness of God’s love for all people	Missions	Insert Name of Program Leader	

5. Philosophy of Preschool and Children’s Ministry (20%)

Due: 4/14

Write a 3 to 4-page philosophy of preschool and children’s ministry. The aim of the philosophy paper is for you to show that you understand the subject and that you are able to think critically about it. Present reasons for the claims and positions that you take. Your paper should contain thoughtful critical responses to the texts and other class experiences. Include your leadership strengths and challenges in children’s ministry as understood through course readings, discussions, and self-reflection. *This assignment is related to SLO #1.*

6. Budget Plan (25%)

Due: 4/28

You will be assigned to a group to create a ministry budget. A one-year ministry calendar must be included. Specific instructions will be provided. The professor will assign a particular ministry context to each group. *This assignment is related to SLO #3.*

7. Discussion Board Participation (15%)

Threaded Discussion: You will participate weekly in the threaded discussions. These discussions are an essential component of the participation grade for the course. Your comments will be graded on their substance and thoughtfulness, and should reflect appropriate application of emerging knowledge and vocabulary in the topic area. Each posting should add value to the discussion. Adding value to the discussion would include things like an example illustrating your position, posting a website, asking question of your fellow classmates, giving a personal example, bringing in something from the textbook, videos or from some outside reading to support your opinion.

Replying to the Postings of Your Classmates: In addition to writing your own response, each unit you will post a response to at least two other students' responses. In your replies to other students you can: 1) Expand on or clarify a point made in the answer. 2) Offer an additional argument to support a position taken in an answer. 3) Suggest ways in which an idea could be more clearly expressed. 4) Identify passages where you think the writer misunderstood a concept or applied it incorrectly. 5) Disagree with a point or position made in a response.

Your contributions to the Discussion Board Topic are worth 20 points for each week for a total of 15% of your final grade. There is NO MAKE-UP option for participation in the weekly Discussion Board. You cannot complete "other assignments" or extra credit to "make-up" for not being able to participate.

The week begins on MONDAY and ends on FRIDAY. Your initial post to the posted questions(s) must be made by Wednesday at 5:00 p.m. CST of each week. Responses to other students' posts must be made by Friday at 5:00 p.m. CST. Any threaded discussion posted after 5:00 on Friday will not be viewed by the professor or grader and will *not* count towards class participation for that week. *This assignment is related to Student Learning Outcomes #1 - #3.*

Evaluation of Grade

Group Presentation	10%
Interviews	10%
Reading	10%
Calendar	20%
Philosophy	20%
Budget	15%
Discussion Boards	15%

Course Policies

Absences: You are permitted a maximum of 9 hours of absence from this course. However, participation in this course is partially based on attendance. You can't participate if you are absent.

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 written assignments must be Word documents, written in third person unless otherwise instructed, and created in 12 pt. Times New Roman font. PDFs will not be accepted.

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.

Classroom Decorum: Your participation is required for every class session. You are expected to:

- Come to the class with a constructive point of view, prepared to interact with the readings and resources related to the course topic.
- Dress appropriately and in accordance with the NOBTS Student Handbook.
- Turn off cell phones and not accept any calls and/or text messages during class.
- Use laptops appropriately during class.

Electronic Devices: Electronic devices may be used in class only for taking notes and other activities assigned by the professor. Other activities are strictly prohibited. Laptops may not be open during presentations unless requested by the presenter. Phones must be silenced during class time. Any student found violating this policy may be asked to leave class and will be counted absent.

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: Only under extreme circumstances, and with prior approval, will a late assignment be accepted. Late assignments will be assessed an initial 10 percent penalty and 1 percent for each day after the due date (i.e. 10/1 points for a 100 point assignment, 3/.3 points for a 30 point assignment). No assignments will be accepted more than two weeks after the original due date. 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 on Written Assignments: NOBTS has a no tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. See the NOBTS Student Handbook for definition, penalties, and policies associated with plagiarism.

Professor's Absence or Tardiness: If the professor is late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions that may be given to you.

Recording Policy: Recordings of class, including any audio and/or video recordings, regardless of the media or format, and regardless of the intended or actual use, are not permitted without prior written permission of the professor. The class will be notified in advance should any such recording be approved. This policy is intended to protect the privacy of the students.

Revision of the Syllabus: The course syllabus is not a legal contract. Any syllabus revision will be preceded by a reasonable notice to students. The standards and requirements set forth in this syllabus may be modified at any time by the professor. Notice of such changes will be by announcement in class or by email notice.

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.

Additional Information

Blackboard and SelfServe: You are responsible for maintaining current information regarding contact information on Blackboard and SelfServe. The professor will utilize both to communicate with the class. Blackboard and SelfServe do not share information so you must update each. Assignment grades will be posted to Blackboard. You will be need to enroll in the course on Blackboard.

Correspondence with the Grader: You should contact the grader via email at peaveygrader@gmail.com. The grader responds to email during normal business hours, 8 a.m. and 5 p.m. on weekdays only. The grader may not respond to late night or weekend e-mails until regular "business" hours. Please respect the grader's personal time. Remember, graders are students as well and have their own coursework and research to complete. Please be respectful in the language you use in your emails to the grader.

Correspondence with the Professor: Every effort is made to respond to emails and phone calls within 24-48 hours, excluding weekends. Please feel free to contact the professor(s) with any question you may have regarding this course.

Help for Writing Papers at "The Write Stuff": NOBTS maintains a Writing Center designed to improve English writing at the graduate level. Students can receive writing guides, tips, and valuable information to help in becoming a better writer.

Hurricane/Severe Weather Evacuation: For up-to-date weather information stay tuned to:

- WBSN FM-89.1, WWL AM 870
- WWL Channel 4
- www.nobts.edu

Mandatory Evacuation: Hurricane season lasts from June 1 to November 30. If the Mayor or the President of NOBTS recommends that you leave the city, then do so. If a mandatory evacuation is called everyone except emergency personnel must leave. Staying on campus is not an option. See the *Student Handbook* for further information regarding hurricane preparedness, evacuation, and shelter.

NOBTS Emergency Text Messaging Service: Once you have established a SelfServe account you may sign up for the NOBTS emergency text messaging service by going to <http://nobts.edu/NOBTSEmergencyTextMessage.html> .

Office Hours: Monday – Friday 9-5 with the exception of class time.

Special Needs: If you need an accommodation for any type of disability, please set up a time to meet with the professor(s) to discuss any modifications you may need that are able to be provided.

Technical Support: Need technical assistance? Contact the ITC today! If you experience any technical problems you may email to the ITC at the appropriate address listed below or call the ITC at 504-282-4455, ext. 8180.

Selfserve@nobts.edu for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)

BlackboardHelpDesk@nobts.edu for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.

ITCSupport@nobts.edu for general technical questions/support requests.

www.NOBTS.edu/itc/ General NOBTS technical help information is provided on this website.

Course Schedule

Wk	Week of	Topic	Assignment
1	1/23	Unit 1: Introduction to the Course	
2	1/30	Section 1: Foundations Unit 2: Biblical and Theological Foundations Vision	Hoos, Chapters 1-4 Spooner, #2 Wideman, Chapter 1
3	2/6	Unit 3: Spiritual Formation in Children	Spooner, #4
4	2/13	Section 2: Leading in Children's Ministry Unit 4: Leadership Profile	Shallenberger, <i>Lead the Way God Made You</i>
5	2/20	Unit 5: Contexts for Ministry	Spooner, Essential #3 Group Presentations

6	2/27	Unit 6: Relationships with Church Staff Building a Children's Ministry Team	<i>BBC Volunteer Training Manual</i> , Section 3 Hoos, Part 3 Spooner, Essentials #5, #10, #12 Wideman, Chapter 2 Interviews Due
7	3/6	Section 3: Teaching and Learning Unit 7: Teaching Preschoolers and Children <ul style="list-style-type: none"> • Methods • Levels of Biblical Learning 	Bethlehem Baptist Church, <i>BBC Volunteer Training Manual</i> , Section 1, pages 14-21 Spooner, Essential #6 Wideman, Chapter 7 Reading Log Due
8	3/13	Unit 8: Facilities and the Learning Environment	Spooner, Essential #9 TBC, <i>Preschool Space at Church</i> TBC, <i>Children's Space at Church</i>
9	3/20	SPRING BREAK	
10	3/27	Section 4: Administrating Children's Ministry Unit 9: Ministry and Program Design Developing a Ministry Calendar	Hoos, Chapters 5, 6, 15, 16 Spooner, Essential #1 Wideman, Part 4
11	4/3	Unit 10: Policies and Procedures <ul style="list-style-type: none"> • Risk Management • Personnel • Program 	Bethlehem Baptist Church, <i>BBC Volunteer Manual</i> , Section 5 Hoos, Chapter 28 Spooner, Essential #8 Wideman, Chapter 3
12	4/10	Unit 11: Finances/Budgeting	Ministry Calendar Due
13	4/17	Unit 12: Special Events	Philosophy of Preschool and Children's Ministry Due
14	4/24	Unit 13: Curriculum	Hoos, Chapters 8-10, 12-14
15	5/1	Unit 14: Communication Unit 15: Publicizing and Evaluating the Ministry	Spooner, Essential #11 Hoos, Chapter 21 Budget Plan Due Reading Log Due

Selected Bibliography

- Balswick, Jack O. and Judith K. *The Family: A Christian Perspective on the Contemporary Home*, 2nd edition. Grand Rapids, MI: Baker Books, 1999.
- Barna, George. *Transforming Children into Spiritual Champions: Why Children Should be Your Church's #1 Priority*. Ventura, CA: Regal, 2003.
- Beckwith, Ivy. *Quick Relief for Children's Ministry Leaders*. Loveland, CO: Group, 1998.
- Clark, Robert E., Joanne Brubaker, Roy B. Zuck. *Childhood Education in the Church*. Chicago: Moody Press, 1986.
- Dunn, Heather, Amber Van Schooneveld, and Ann Marie Rozum, eds. *Children's Ministry in the 21st Century: The Encyclopedia of Practical Ideas*. Loveland, CO: Group, 2007.
- Faulkner, Brooks. *Getting on Top of Your Work: A Manual for the 21st Century Minister*. Nashville: Convention Press, 1999.
- Haywood, Janice. *Enduring Connections: Creating a Preschool and Children's Ministry*. St. Louis, MO: Chalice Press, 2007.
- Holmen, Mark. *Building Faith at Home: Why Faith at Home Must be Your Church's #1 Priority*. Ventura, CA: Regal, 2007.
- Jutila, Craig, Jim Wideman, and Pat Verbal. *Children's Ministry in the 21st Century*. Loveland, CO: Group Publishing, 2006.
- Keely, Robert. *Helping Our Children Grow in Faith: How the Church Can Nurture the Spiritual Development of Kids*. Grand Rapids, MI: Baker Books, 2008.
- Miles, Glenn and Josephine-Joy Wright, eds. *Celebrating Children: Equipping People Working with Children and Young People Living in Difficult Circumstances Around the World*. Paternoster Publishing, 2004.
- Rainey, Dennis. *Ministering to Twenty-First Century Families*. Nashville: Word Publishing, 2001.
- Tosenfeld, Alvin and Nicole Wise. *The Over-Scheduled Child*. New York: St. Martin's Griffin, 2000.
- West, Gordon and Becki. *Dynamic Preteen Ministry*. Loveland, CO: Group, 2000.
- Wideman, Jim. *Children's Ministry Leadership*. Loveland, CO: Group, 2003.
- Yount, Christine. *Awesome Volunteers*. Loveland, CO: Group, 1998.