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.

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

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 2013-2014 academic year that Core Value is Doctrinal Integrity.

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**


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*. Students should be prepared to discuss the results of their personal audits from the Malphurs’ text.
- Crisis Leadership.
- Contextual leadership challenges and case study analysis
- Integration of leadership with administrative principles

Teaching Method. This course will utilize lecture and interactive discovery-learning. This course will be team-taught; the student should expect different presentation formats to enhance the learning motif.

Assignments and Evaluation Criteria
Students will respond to a summary examination at the end of Units One and Two.
The course will include a final examination.
In addition to the cognitive examinations, students will be expected to demonstrate higher levels of learning achievement by:
2. Writing a two-page paper reaction paper of how the “Jethro-Principle” is applied in the local church.
3. Complete and report the following audits from the appendices of *Being Leaders*: A, D, E, F, G, H, I or J, L, M, O, P, Q, R, and S.
4. Responding to assigned case studies.

Course Evaluation
- Unit 1 examination  15%
- Unit 2 examination  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. WordPerfect and PDF files will not be accepted for grade via electronic format.

The absence policy of the Seminary will be strictly enforced. For a 3-hour course, the student may miss no more than 9 hours of instruction. Examinations and case studies will be given and graded on the days announced. The concept of a make-up examination does not exist.

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.

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.

Course Schedule
Week One
  Historical overview of leadership and the Biblical response.
  The call of the Christian leader.

Week Two
  Biblical perspectives on Transformational/Servant Leadership.

Week Three
  Introduction to leadership and change agency.
  The envisioning process and leading volunteers

Week Four
  Issues in leadership style.

Week Five
  Unit Exam One; Malphurs Chapter Summary paper due
  Introduction to administrative principles

Week Six
  Administrative processes of planning, organizing, leading, and evaluation.
  The administrative composite.

Week Seven
Skills for effective leadership and administration: committees, meetings, and budgets

Week Eight
Skills for effective leadership and administration: personnel management

Week Nine
Skills for effective leadership and administration: time management, decision making, delegation, and communication
Skills for effective leadership and administration: ministry program management

Week Ten
Unit Two Examination, Jethro Principle paper due
Intro to Crisis Leadership.

Week Eleven
Contextual leadership challenges and case study analysis

Week Twelve
Integration of leadership with administrative principles

Week Thirteen
Review and evaluation

Week Fourteen
Final Examination

Selected Bibliography

Texts
Anderson, Leadership that Works, Minneapolis: Bethany House, 1999
Blanchard, Zigarmi and Zigarmi, Leadership and the One Minute Manager, New York: Morrow, 1985


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


Richardson, Ronald. *Creating a Healthier Church*, Minneapolis: Augsburg Fortress, 1996


Sheffield, Tommy and Tim Holcomb, *Church Officer Committee Guidebook*, Nashville: Convention Press, 1995


Data Sources

*Christianity Today Magazine*. ChristianityToday.com. 465 Gundersen Drive, Carol Stream, Illinois 60188; Email: Connection@ChristianityToday.com.

*Church Executive Magazine*. Power Trade Media LLC. 4742 N. 24th Street Suite 340 Phoenix, AZ 85016; Email: churchexecutive.com


*Leadership Network*, 2626 Cole Avenue, Suite 900 Dallas, Texas 75204; Email: leadnet.org.

*Ministry Today Magazine*. Strang Communications Company, 600 Rinehart Road, Lake Mary, FL 32746. Email: ministriestodaymag.com

*NACBA Ledger and NACBA-gram*. National Association of Church Business Administration, 100 North Central Expwy., Suite 914, Richardson, TX 75080; Email: nacba.net.

*The Clergy Journal*. The Alban Institute, 2121 Cooperative Way, Herndon, VA 27101; Email: logosproductions.com and at congregationalresources.org

*Managing Your Church* and *Church Law and Tax* and *Leadership Journal* Newsletters published monthly by Christianity Today International, 465 Gundersen Drive, Carol Stream, Illinois 60188 Email: managingyourchurch.com, churchlawandtax.com and Leadershipjournal.net.