



# LEAVELL COLLEGE

## NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

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CMCM 3360-35: Church Leadership and Administration

Fall 2016/17

Term 171

Tampa Extension Center

**8/22, 8/29, 9/12, 9/19 4x Hybrid**

Monday- 6:00 – 10:00 pm

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Dr. Myles Dowdy

Adjunct Professor

instructor email address: [myles.dowdy@fbcbrandon.org](mailto:myles.dowdy@fbcbrandon.org)

Office phone number: 813-689-1204

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*The mission of Leavell College 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.*

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### **Core Value**

The seminary has five core values.

- 1. Doctrinal Integrity:** Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. This course addresses Doctrinal Integrity specifically by preparing students to grow in understanding and interpreting of the Bible.
- 2. Spiritual Vitality:** We are a worshiping community emphasizing both personal spirituality and gathering together as a Seminary family for the praise and adoration of God and instruction in His Word. Spiritual Vitality is addressed by reminding students that a dynamic relationship with God is vital for effective ministry.
- 3. 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. This course addresses Mission Focus by helping students understand the biblical foundations for fulfilling the Great Commission and the Great Commandments.
- 4. 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. Characteristic Excellence is addressed by preparing students to excel in their ability to interpret Scripture, which is foundational to effective ministry.
- 5. Servant Leadership:** We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us. Servant Leadership is modeled by classroom deportment.

The core value focus for this academic year is *Characteristic Excellence*.

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## 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..

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## Student Learning Outcomes

At the conclusion of the semester, the student will be able to

1. Appraise various leadership styles.
2. Understand the spiritual dimension in leadership and administration.
3. Understand the principles and strategies involved in efficient church administration.
4. Develop personal goals and strategize achievement of such goals.
5. Assess a local church's basic administrative policies and procedures.
6. Appreciate the concept of servant leadership within church leadership and administration.

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## Course Texts

The following textbooks are required:

Welch, Robert. *Church Administration: Creating Efficiency for Effective Ministry*. Nashville: Broadman and Holman, 2011.

Wilkes, Gene. *Jesus on Leadership*. Carol Stream, IL: Tyndale House, 1998.

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## Course Requirements and Grading

1. **Leadership Appraisal (20%)**: Students will complete the table provided via email comparing (how they are alike) and contrasting (how they are different) the leadership styles of Moses, David, Paul, Priscilla, and another biblical leader of the student's choice. The areas of mission, vision, equipping, and team-building should be addressed. Support your findings with Scripture. Include the biblical reference.

2. **Jesus on Leadership Reflection Questions (10%)**: Students will read the text and respond to selected questions which will be provided via email. Since these questions are reflective, the student may write in first person. Questions are to be included with the responses.

3. **Interviews of Church Leaders (20%)**: Each student will conduct interviews with two church leaders (lay or vocational) of his or her choosing. Interviews are to be conducted either face-to-face, Skype, or on the phone. Interviews are not to be conducted via e-mail which would be a questionnaire. Questionnaires are not acceptable for this assignment.

Students will obtain consent from the interviewee. The **Interview Release Form** must be completed by each interviewee. This form is will be emailed to the students the first week of school. Please review this document before conducting the interviews.

- a) Submit to the Professor a list of questions, a minimum of 10 and a maximum of 20, to be posed to the interview subjects. 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.** Questions to be asked of the

leader should reflect the students' understanding of the spiritual responsibilities of leadership.

- b) Conduct the interviews and write as verbatims.
- c) In a separate document, write a summary (no more than 2 pages) of the most significant insights gleaned from the interviews and how they will or have impacted your ministry. Be specific in your discussion.
- d) Submit the verbatims and summary to the Professor on date due.

4. **Personal Mission Statement** (10%): Students will develop a Personal Mission Statement and goals for three life roles. Instructions for completing this assignment will be emailed the first week of school.

5. **Assessment of Church Policies and Procedures** (30%): Each Students will assess the following policies and procedures from one local church for adherence to recommended standards of practice. Refer to your text for detailed information and guidelines for each topic.

Students are to report their findings, in a 3-5 page summary, as follows:

- Strengths (standards met or exceeded)
- Deficiencies (standards not met)
  - Realistic recommendations for the improvement of policies and procedures considered deficient
  - Rationale for the recommendation

*Remember:* The local church situation must be considered when making recommendations (i.e., a church with limited financial resources may not be able to purchase a high-end software system).

Areas to be assessed:

- Church Documents (By-Laws and Constitution, Articles of Incorporation)
- Church Organization (Staff and Ministry Structure)
- Personnel Policies
- Financial Practices/Budget
- Physical Resources
- Legal/Ethical Issues; Risk Management
- Program Ministries
- Support Ministries
- Business Meetings
- Use of Technology (Office and Educational)

6. **Final Exam (5%)**: Each student will complete a take home final exam. Exam will be essay in nature and will assess student's ability to bring together the various leadership and administrative issues discussed during the class.

7. **Class Participation (5%)**: Student engagement during a class setting is essential; therefore, a class participation grade will be given. Each student is responsible for being in class on time, dressed appropriately for class, reading the assigned chapters, and participating in class discussion. Absences and excessive tardies will affect the participation grade.

## Grading

The grading scale as outlined in the Leavell College catalog will be utilized:

A = 93-100; B = 85-92; C = 77-84; D = 70-76; F = 69 and below

The final breakdown for the course will be tabulated according to the following percentage breakdown:

Leadership Appraisal	20%
Jesus on Leadership	10%
Interviews	20%
Personal Mission Statement	10%
Policy and Procedure	30%
Final Exam	5%
Participation	5%

## Course Outline

All topics and dates (except the final exam) are subject to change. Note: Readings should be completed prior to coming to class. Pop quizzes may be given to assess whether or not students are reading the required material.

Week	Date	Topic	Readings
1	8/22	Introduction to the Course	---
1	8/22	Personality in Leadership	---
1	8/22	The Administrative Process	Chs 1-2
1	8/22	Spiritual Leadership	Jesus on Leadership study and reflection questions due
2	8/29	Personal Goals and Objectives/Personal Mission Statement	
2	8/29	Church Documents	Ch 3; Leadership Assessment Due
2	8/29	Organizing	Ch 4
2	8/29	Personnel	Ch 5; Interview questions due for review
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3	9/12	Finances and Budget	Ch 6; Personal Mission Statement Due
3	9/12	Physical Resources	Ch 7
3	9/12	Office Management	Ch 8; Interviews Due
3	9/12	Risk Management/Legal and Ethical Issues	Ch 9
4	9/19		---
4	9/19	Program and Support	Chs 11-12; Policy and Procedure Assessment Due
4	9/19	Business Meetings; Technology in Church Administration	Final Exam Due

## Additional Course Information

### Help for Writing Papers at “The Write Stuff”

This is the official NOBTS Writing Center online help site for writing academic papers and essays. <http://www.nobts.edu/writing/default.html> You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew.

### 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.

### **Plagiarism on Written Assignments**

NOBTS has a no tolerance policy for plagiarism. Please be aware that plagiarism in certain cases may result in expulsion from the seminary. Refer to the NOBTS Student Handbook <http://www.nobts.edu/resources/pdf/student-services/NOBTSHandbook.pdf> where the definition, penalties and policies associated with plagiarism are clearly defined.

### **Classroom Parameters**

Please arrive on time.

Turn off cell phones. Utilize laptops and other technology for class purposes only.

Respect the professor and other members of the class.

Maintain confidentiality when someone shares personal information.

Participate in class and group discussions.

### **Blackboard and ITC Technical Support**

Blackboard is the instructional platform used in this class. Please make sure that your contact information is accurate and up-to-date. If you need assistance, please contact the Information Technology Center (Hardin Student Center 290 or call **504.816.8180**). Here are other helpful links to ITC assistance. [Selfserve@nobts.edu](mailto:Selfserve@nobts.edu) - Email for technical questions/support request for help with the site (Access to online registration, financial account, online transcript, etc.)

[BlackboardHelpDesk@nobts.edu](mailto:BlackboardHelpDesk@nobts.edu) - Email for technical questions/support requests with the NOBTS Blackboard System. For Student Assistance in using Blackboard, visit: [Student Bb Help](#).

[ITCSupport@nobts.edu](mailto:ITCSupport@nobts.edu) -for general technical questions/support requests. [www.NOBTS.edu/itc/](http://www.NOBTS.edu/itc/) - General NOBTS technical help information is provided on this website.

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## **Webliography**



Church Planting Village [www.churchplantingvillage.net](http://www.churchplantingvillage.net)

LifeWay church administration articles:

<http://www.lifeway.com/Keyword/church+administration?No=10&type=learn>.

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>