



Building and Managing an Effective Organization: CEAM9403

New Orleans Baptist Theological Seminary
Christian Education Division

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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 quality theological education for students in the area of advanced administration skill in the context of the local church, the Christian institution or organization.

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 worshipping 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 2016-2017 academic year that Core Value is *Characteristic Excellence*.

Curriculum Competencies Addressed

This course will address the following curriculum competencies: (Include only those competencies address in your course.)

1. *Interpersonal Skills*: Understand how to build relationships with other ministry leaders within the local church or Christian organization.
2. *Servant Leadership*: Determine how the local church leaders and ministry managers can serve one another while still providing the appropriate leadership required for the effectiveness of operation, management, and ministry.

3. *Spiritual and Character Formation*: As a leadership team intentionally “grow up in all things into Him who is the head – Christ” (Eph. 4:15b, NKJV).

Course Description

This seminar guides students in the understanding, evaluation, and research of management systems utilized in churches, Christian organizations, denominational entities, and Christian higher education institutions. Special attention is given to diagnosing organizational health and guiding productive change. The seminar explores the impact of various forms of church governance on management expressions in churches and the denomination.

Student Learning Outcomes

By the end of this seminar, the student should be able to:

1. *Prioritize* leadership principles that will personally enable them to be successful in their respective ministry settings.
2. *Synthesize* their analysis of the leadership principles integral to successful ministry in their respective ministry settings.
3. *Develop* a model of building and managing an effective organization.

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

The following text and resources are required reading for class discussions and are to be read in their entirety unless otherwise specified. All text should be read prior to the first day of class (2/15/13).

Berkley, James D. *Leadership Handbook of Management and Administration*. Revised and Expanded Edition. Grand Rapids: Baker Books, 2008.

Brand, Chad Owen, and R. Stanton Norman. *Perspectives on Church Government: Five Views of Church Polity*. Nashville: Broadman & Holman, 2004.

Catron, Jenni. *The 4 Dimensions of Extraordinary Leadership*. Nashville, TN: Nelson Books, 2015

Cockerell, Lee. *Creating Magic: 10 Common Sense Leadership Strategies from a Life at Disney*. New York: The Doubleday Publishing Group, 2008.

Geiger, Eric and Kevin Peck. *Designed to Lead*. Nashville, TN: B & H Publishing Group, 2016.

Gordon, Jon. *The Seed*. Hoboken, NJ: John Wiley and Sons, 2011.

Hersey, Paul, Kenneth H. Blanchard, and Dewey E. Johnson. *Management of Organizational Behavior: Leading Human Resources*. 9th ed. Upper Saddle River, NJ: Prentice Hall, 2007.

Kotter, John P. *A Sense of Urgency*. Boston: Harvard Business, 2008.

Mancini, Will. *Church Unique: How Missional Leaders Cast Vision, Capture Culture, and Create Movement*. San Francisco: Jossey-Bass, 2008.

Marston, Cam. *Motivating the "What's In It For Me?" Workforce: Manage Across the Generational Divide and Increase Profits*. Hoboken, NJ: John Wiley, 2007.

Optional Texts

See attached Bibliography

Course Teaching Methodology

Units of Study

- I. Discovery of Personal Leadership and Management Principles
- II. Design of a Leadership Management Model for Ministry Organizational Health
- III. Validating and Evaluating the Building and Management Model for Ministry Organizational Health

Teaching Method. The format of the seminar will be that of student report and discussion with professional referee by the faculty conveyors. For Units I and II selected students will be asked to make presentations. For Unit III all students will be expected to make their presentations.

Assignments and Evaluation Criteria

All students must register for this course on Blackboard and complete all pre-work required on the site. Directions for registering and submission of papers will be provided at the beginning of the semester. Submission of the following assignments will be via Blackboard.

Discovery of Significant Leadership and Management Principles for Effectively Managing a Christian Organization; Critical Reflection and Research Paper and Presentation - 30 %

The student will create blog posts for 7 leadership and management principles they derived from the course readings as well as personal research, ministry and life experience. (The student must be able to validate his or her personal experience when presented.) These principles will guide the student in the understanding, evaluation, and research of management systems utilized in churches, Christian organizations, denominational entities, and Christian higher education institutions with preference given to their own personal ministry settings or research interest. The student will present their research findings via PowerPoint and provide students with copies of each. The blog posts should be 500 words each.

Design of a Leadership Management Model for Ministry Organizational Health Paper and Presentation- 35%

The student will use the principles they presented from their research in the previous paper in the creation of a ministry model for the development of a scheme that produces organizational health. Effective and clear direction should be given that will give instruction of how the principles may be utilized and implemented in his or her own projected ministry or professional setting. The length of this paper should be in the page count range of 17-20 pages plus cover page and bibliography. The student will present their Ministry Model via PowerPoint and student paper during the seminar.

Validation and Evaluation of a Ministry Model for Building and Management for Ministry Organizational Health Paper and Presentation – 35%

Utilizing the two previous assignments the student will create a scheme that will evaluate the feasibility of the model that defined the chosen principles that addresses what he or she considers to be the important components of building and managing an effective organization in his or her respective church, Christian organization, denominational entity, or Christian higher education institution based upon their own personal ministry settings or research interest. The student may or may not test the evaluation instrument/methodology; however, basic elements of how a researcher would carry out such a research project should be given in the paper report. Turabian need not be followed for this assignment. Further instruction will be given during the seminar. The student will present their research findings and proposed evaluation scheme via PowerPoint and student handout during the seminar.

Course Policies

Classroom Decorum

Participation is required for every course session due to the interactive learning format of the course. A positive attitude can only enhance the learning experience. Therefore, for the purposes of this class, a *positive attitude* and *participation* are defined as productive and interactive engagement with classroom presentations and classroom dialogues throughout a full course session. You cannot participate effectively if you are not focused on the subject matter while in the classroom.

Absences and Late Assignments

Absences are not permitted and late assignments will not be accepted. Assignments must be submitted at the beginning of the seminar on the day due. No grades of Incomplete will be issued for this course.

Assignment Format

Unless otherwise specified in this syllabus, all papers will be produced in a digital format using the writing style of Turabian 6th edition. Papers will be created in accordance with the standards established by the Research Doctoral Office. Copies of all papers and PowerPoint presentations will be distributed to each member of the seminar via BlackBoard before the seminar meeting.

Course Schedule

Four seminars will convene:

1. An internet dialogue to introduce the seminar F 1-9; S 8-11 (Sync) (2/24-25; 4/7-8, 5/5-6)
2. Personal Leadership and Management Principles
24 February 1:00pm to 9:00pm CST
25 February 8:00am to 11:00am CST
3. Leadership Management Model for Ministry Organizational Health Paper and Presentation
7 April 1:00pm to 9:00pm CST
8 April 8:00am to 11:00am CST
4. Strategic Leadership and Management Evaluation for Ministry Organizational Health Paper and Presentation
5 May 1:00pm to 9:00pm CST
6 May 8:00am to 11:00am CST

A schedule of actual seminar presentations will be established the first class internet session. Any changes to the schedule will only occur upon approval of the professors.

Selected Bibliography

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- _____. *The Effective Pastor*. Chicago, IL: Moody Press, 1985.
- _____, Jack Hayford, and Ben Patterson. *Who's in Charge?* Sisters, OR: Multomah Press, 1993.
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- _____. and Patricia Ward Bierderman. *Organizing Genius: The Secrets of Creative Collaboration*. Massachusetts: Addison-Wesley Publishing Company, Inc., 1989.

- _____ and Joan Goldsmith. *Learning to Lead: A Workbook on Becoming a Leader*. Reading: Addison-Wesley, 1994.
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