



Church Business Administration: CEAM 6317
Division of Church Ministry
Fall 2022
On Campus NOLA2U Flex

Jody Dean, PhD

Associate Professor for Christian Education
Associate Dean for Distance Learning
New Orleans Baptist Theological Seminary
Office: Frost Building 200A
(504) 282-4455
jdean@nobts.edu

Mission Statement

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

Course Description

A study of requisite management and church administration skills to effectively and efficiently direct the ministry programs and activities of the local church and similar denominational organizations. Consideration is given primarily to the practical functional areas of church business administration.

Student Learning Outcomes

Effective program operation and successful ministry results are brought about by adroitness to efficient planning and administrative processes. The wise Christian educator will equip themselves with the requisite competencies that an understanding of church business administration can provide. In order to serve churches effectively through team ministry and to stimulate church health through mobilizing the church for church growth, the student, by the end of the course, should be able to:

1. Know the basic elements of the functional areas of church business administration as they relate to personnel, finance, property, and Christian ministry as given in such documents as a Church Organization Manual.
2. Develop an understanding of the legal, ethical, and practical areas of personnel employment and management.
3. Be able to assess and develop a scheme for church budget and finance.
4. Know the practical application of management and administration to the facilities of the church to include risk management, facility construction and maintenance, and safety.
5. Analyze needs for practical church ministry and be able to create administrative policy and procedure for meeting those requirements.
6. Demonstrate the ability to evaluate, organize, and select appropriate administrative mechanisms for efficient and effective ministry.
7. Develop an appreciation for and a willingness to interpret a servant leadership model in all church or Christian organization business.

Textbooks

Anthony, Michael J. and James Estep, Jr. eds. *Management Essentials for Christian Ministries*. Nashville: Broadman & Holman, 2005.

Babbes, George S. and Michael Zigarell. *The Minister's MBA*. Nashville: Broadman and Holman, 2006.

Course Teaching Methodology

This course will be the combination of lecture, case study analysis, student interaction, research and reporting by the student.

Course Requirements

If you are taking this course as a NOLA2U Flex student, please note the following attendance policies:

1. You are required to be in class either through viewing the lectures live or viewing the recorded lectures on Canvas. When you view the recorded lecture, you will be considered present for that class. Regardless of if you watch the class live or recorded, you are only allowed to miss the amount of class time specified in the NOBTS attendance policy as stated in this syllabus.
2. You will be asked to certify that you have been present for the live session or have viewed the recorded session. This certification will be done through **[assignment by professor]** after having watched the class live or viewing the recorded session.
3. All video lectures are available for 7 days after the video is posted. If you are unable to view the video within that time frame, you will be considered absent for that class session.
4. Technical issues will not be considered a valid reason for missing a lecture.

Purpose of the Course

The purpose of this course is to provide a comprehensive understanding of the myriad facets of basic and advanced administration in the local church and Christian organization.

Assignments

1. Develop a Personnel Management Plan that integrates the processes of staff administration development, hiring, and salary development. Due: 9/8 20% total grade for the Personnel Exercise.
2. Participate in a budget exercise with a chosen local church. Due 9/29 20% total grade for Budget Exercise.
3. From assigned articles from internet sites, the student will provide a one-page synopsis of an article and make report of your assessment. Due 10/13 15% total grade.
4. Conduct an "Administrative Health of the Church" review of a selected church and comment on findings for each of the seven area of analysis. 11/10 15% total grade.

5. From material presented in the class and in cooperation with a selected church and its leadership, develop either a personnel, finance, property, or office policy and procedures manual. Manual due 12/1 30% total grade.

Evaluation of Grade

The final cumulative score for the course will be assigned using the following assessment formula:

Personnel Exercise	20
Budget Exercise	20
Article reviews	15
Administrative Health of the Church Review	15
Policy Manual	30

Attendance Policy

Traditional and NOLA2U Classes: Students are expected to attend and participate in the class sessions. Any student missing more than nine hours may receive an automatic grade of "F" for the course. Three tardies will count as one absence.

Technical Assistance

For assistance regarding technology, consult ITC (504-816-8180) or the following websites:

1. Selfserve@nobts.edu - Email for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)
2. Canvas.NOBTS.com Click on the “Help” button for technical questions/support requests regarding the NOBTS Canvas System. You can also email questions to Canvas@nobts.edu.
3. ITCSupport@nobts.edu - Email for general technical questions/support requests.
4. www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.

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. A copy of the approved NOBTS Style Guide can be found in the course Canvas shell, or can be located online at the Writing Center’s page on the seminary website at: <https://www.nobts.edu/resources/pdf/writing/StyleGuide.pdf>

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.

Course Schedule

Week One

Introduction
Church and the Administrative Task – Biblical Backgrounds

Week Two

Church and the Administrative Task – Constitution/ByLaws/Incorporation
Church and the Administrative Task – The Church Organization Manual

Week Three

Personnel Procedures – The Personnel Manual
Personnel Procedures – Staff Organizations

Week Four

Personnel Procedures – The Position Description
Personnel Procedures – Legal Matters

Week Five

Personnel Procedures – Hiring and Orientation
Personnel Procedures – Evaluation and Disciplinary Matters

Week Six

Quiz One
Fiscal Procedures – The Financial Manual

Week Seven

Fiscal Procedures – Budget Procedures
Fiscal Procedures – Tax Law

Week Eight

Property Management Procedures – The Facility Manual
Property Management Procedures – Facility Management
Property Management Procedures – Housekeeping Procedures

Week Nine

Property Management Procedures – Insurance and Risk Management
Property Management Procedures – ADA and other Facility Legal Issues

Week Ten

Property Management Procedures – Building Programs
Property Management Procedures – Transportation

Week Eleven

Quiz Two
Church Office Procedures – The Office Manual

Week Twelve

Church Office Procedures – Office Management
Church Office Procedures – Computer Management Systems

Week Thirteen

Food Service Procedures – Food Management Programs
The Administrative Health of the Church, an Assessment

Week Fourteen

Maintaining a healthy organization