CEAM6314 Leading Team Based Ministry
New Orleans Baptist Theological Seminary
Division of Church Ministry
Fall 2023
NOLA2U FLEX
Tuesday 2:00-4:50

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

Purpose of the Course
The purpose of this course is to provide quality theological education for students in the area of building a team-based ministry in the context of the local church.

Curriculum Competencies Addressed
This course will address the following curriculum competencies:
1. *Interpersonal Skills:* Understand how to build relationships with other ministry leaders within the local church.
2. *Servant Leadership:* Determine how the Senior Pastor and other staff members can serve one another while still providing the appropriate leadership required.
3. *Spiritual and Character Formation:* As a staff team intentionally "grow up in all things into Him who is the head – Christ" (Eph. 4:15b, NKJV).

Course Description
This course is designed to be an analysis of servant leader roles and ministry team dynamics in a multiple-staff ministry in the local church.

Student Learning Outcomes
This course is designed to be highly interactive. Specifically, the course will examine the dynamics that play a role in the forming and performance of a local church staff as a ministry team. Moreover, the course will address the associated characteristics and methodologies of team ministry relations, as well as the appropriateness of each in a local church context. The student involved in this process should be able to accomplish the following:
1. Demonstrate an understanding of the theological and ecclesiastical foundation and context of the local church and the implementations of this understanding upon leadership and team ministry.
2. Analyze and examine biblical principles and qualifications of team leadership
3. Develop a Church Staffing Plan that includes establishing the need for a staff position, the administrative activities that lead up to recruitment, recruitment and hiring principles as well as any legal requirements
4. Learn how to manage oneself in areas of time, emotions and interpersonal relationships. Understand various challenges to families of church staff ministers and how to confront them

5. Gain a deeper understanding of the importance of interpersonal relationships and how to more effectively connect with and work with people and under supervision.

6. Develop an appreciation for the compound issues related to the recruiting of, overseeing and working with staff members. Gain exposure to and learn from some leaders who are currently active in the local church ministry.

7. Gain an understanding of special leadership issues that are often sensitive and challenging. (i.e. evaluating your staff, mentoring, training, and coaching our staff to achieve their goals but also accomplish the vision and mission of the ministry).

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
Hartwig, Ryan T. and Warren Bird. *Teams That Thrive: Five Disciplines of Collaborative Church Leadership.* Downers Grove. InterVarsity Press, 2015.

Osborne, Larry. *Sticky Teams.* Grand Rapids, MI. Zondervan, 2010.

Optional Texts
MacMillan, Pat. *The Performance Factor.* Nashville, TN. Broadman and Holman, 2001.
Putman, Jim. *Church Is A Team Sport.* Grand Rapids, MI. Baker Books, 2008.

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

Units of Study
UNIT I. The church Staff - Past and Present
An awareness of the biblical basis of ministries in local churches; factors related to the growth of church staffs; and current needs for various staff and volunteer positions.
UNIT II. Designing a Church Staff Plan both Paid and Volunteer
A study of the basic concepts and procedures to develop a functioning multiple-ministry staff:
1. The major responsibilities of the Personnel Committee and personnel oversight.
2. Analysis of differing approaches to staff organization.
3. The steps involved in establishing a church staff organization and legal provisions relating to employment and volunteers.
4. Development of a staff organization chart and job descriptions for each position.
5. The advantages and disadvantages of a formal salary plan and the steps involved in the development and maintenance of such a plan.
6. The categories of items that should comprise a personnel policies and procedure manual.
UNIT III. Enlisting and Orienting church Staff and Lay Volunteers
The development of staff member recruitment and orientation procedures of:
1. The development of job qualifications and the use of applications for staff positions. Steps in the interview of prospective staff.
2. Vetting potential employees whether paid or volunteer.
3. The items to be included in induction and orientation of a new staff member.
4. The major approaches appropriate to a new staff member beginning to serve.
UNIT IV. The Staff Functioning Effectively
The application, and synthesis of the operational features of an effective church staff that include:
1. The elements of staff meetings.
2. The elements of effective inter-personal church staff relationships.

3. How to deal with unsatisfactory staff performance and termination.
UNIT V. The Equipping of Your Staff
The ongoing work of training, motivating, coaching, and mentoring your volunteers and paid staff.
1. Training staff for your intended ideal outcomes for their ministry role.
2. Motivating your people to be engaged and doing their work unto the Lord.
3. Coaching your people for best practices and help them improve their strengths and weaknesses.
4. Mentoring, cultivating, and discipling your staff.

Course Requirements

Staff Plan
The student will create a staff plan for the church. The plan should include the following: rationale for each staff position, budget plan for each staff position, and a job description and performance evaluation. A Biblical foundation should be utilized in the staff plan. **Due: 9/19**

Personal Code of Ethics for Ministerial Staff
Write a personal code of ethics for a staff position. This should be formulated with a view toward the way relationships with the church, the community, the staff and other professional persons, as well as family should be governed. The paper will be 2 to 3 pages in length. Choice of the specific ministry position is the student's prerogative. The student can conduct an interview for advice on this assignment. A statement for moral code of conduct should also be included. **Due: 10/17.**

Research Paper
Write a *Research Paper* on the subject of Staff Relationships. The paper will **be 10 pages in length** and will utilize a minimum of 10 *research resources. One of the resources must be a primary research interview with a professional staff member of a local church or Christian organization. (The interview can be with your mentor).* The title of the paper must be directly related to building or improving relationships among professional staff members in a church. The paper will be written from the perspective of a church with two or more staff members. The paper should be applicable to the entire church staff (both paid and volunteer) and will include ways that the research can be implemented to improve church staff relationships. **Due: 11/7.**

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 Dr. Jody Dean 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.

Evaluation of Grade
The student's grade will be computed as follows:
Case study staff plan 25%
Personal Code of Ethics 25%
Research Paper 40%
Discussion participation 10%

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

Date	Assignments
8/15	1 Overview: The Church Staff Team
8/22	2 Designing a staff team
8/29	3 Organizational Charts, staff compensation, etc..
9/5	Labor Day (no class meeting)
9/12	4 Personnel Policies and protocols
9/19	5 Staff Plan is due
9/26	6 Enlisting Team Members
10/3	Fall Break (no class meeting)
10/10	7 Training and developing the team
10/17	8 Code of Ethics is due
10/24	9 Discovering and nurturing the team
10/31	10 Library Day for paper
11/7	11 Research Paper is due
11/14	12 Volunteer team considerations
11/21	Thanksgiving Week (no class meeting)
11/28	13 Discipling the Team
12/5	Finals week