



CEAM6320-MENT Church Leadership and Administration

**New Orleans Baptist Theological Seminary
Division of Church Ministry
Mentoring Fall 2023**

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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.

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.

Student Learning Outcomes

By the completion of the course, you will be able to:

1. Identify from Scripture biblical concepts for leadership in the local church and Christian ministry venues, 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 into the management of the local church or Christian ministry venue.
3. Know and apply the administrative principles and practices in 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 and then able to communicate those in their ministry context.
5. Integrate and synthesize responses to situational studies relating to leadership and administration in the local church or Christian ministry setting.

Textbooks

Required Texts

Hughes, Adam and Jody Dean. *Together We Lead: Integrating Church Leadership and Administration for Ministry Success*. Birmingham: AL. New Hope Publishers, 2021.

Malphurs, Aubrey. *Being Leaders: The Nature of Authentic Christian Leadership*. Grand Rapids: Baker Book House, 2003.

Supplemental Texts:

Dean, Jody and Allen Jackson. *Protect*. Birmingham: AL. YM360, 2018.

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

Course Teaching Methodology

The course will involve the following methodologies: This course will be the combination of lecture, case study analysis, student interaction, research and reporting by the student. These will be evident in the weekly course work, assignments, and class time.

Course Requirements

Assignments and Evaluation Criteria

1. Mentored Experience (40%):

a. Mentorship Hours (10%) Due: *Each week for a total of 45 hours at the conclusion of the semester.*

Final Due Date for hours completed: Due: 12/1

You will engage in a mentoring relationship at a local church under the supervision of an approved mentor for a minimum of 45 hours. Mentorship hours may not include worship, Bible study, and age-group weekly meetings.

b. Meet with Mentor (20%) Due: Each week by Saturday, CST. You will meet with your mentor each week for a minimum of one hour to discuss personal and ministry progress in the area of church leadership and administration.

c. Reflection (10%) Due: Each week by Monday following the previous weekly mentor meeting, 4:00 CST. A *Ministry Supervision Weekly Report* will be completed by you each week. The completed report will be submitted and uploaded through Canvas. This report should follow the template provide in Canvas based on your mentor meeting, course content, and experiences during the week of ministry.

2. Developing a chapter-by-chapter summary of the text: *Being Leader: The Nature of Authentic Christian Leadership*. Write approximately one-half page of summary and half page application on each of the eight chapters for a total of eight pages (double-spaced). The student should also complete the audits in the Appendix section of the text. The final portion of the summary should reveal the student's reflections on the audits in the Appendix of the Text. **DUE: 9/25**

3. Organizational/Administrative Strategy and model research paper. The student will research strategies and models for ministry that integrate administrative processes for the work. This paper will be 10 pages with a minimum of 10 sources. **DUE: 11/6**

4. Responding to assigned case studies. Throughout the semester the professor will present various case studies of catastrophic moments that could happen under or because of your leadership as well as your administration of planning and organizing the work of ministry in the church. The student can expect three case studies as a part of the course for a grade. One will be assigned during class time in each of the following months. They will occur every 3-4 weeks during the semester (September, October, November for 3 total). Each of the case studies count 5% for a combined total of 15%.

Evaluation of Grade

Malphurs Chapter summary	20%
Mentored Experience	40%
Administration paper	25%
Case study and assigned discussion	15%

Technical Assistance

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, 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.

Attendance Policy

Students are expected to engage regularly with course content through the learning management system and other course delivery methods. Students who fail to participate consistently in course activities may receive a grade of “F” for the course.

Course Schedule

Week	Mentor Meeting Week & Course work	Assignments/Unit
One	8/14	Clarifying Your Call, Historical & Biblical Overview of Leadership
Two	8/21	Historical & Biblical Overview of Leadership, A Leader's Core
Three	8/28	Leadership Credibility & Capability
Four	9/4	Leadership Influence & Power
Five	9/11	Creating a Climate for Change
Six	9/18	Creating a Climate for Change/Leadership Context
Seven	9/25	Assignment due: Malphurs Chapter Summary Establishing Ministry Vision
Eight	10/2	Fall Break
Nine	10/9	Risk Management: Safety, Security, Insurance, People, Abuse & other topics as time allows.
Ten	10/16	Spring Break
Eleven	10/23	Constitutions, By-laws, and Church Policy
Twelve	10/30	Committees, Meetings, and Time Management
Thirteen	11/6	Assignment Due: Administration Paper Process of Administration and Planning the Work
Fourteen	11/13	Organizing and Leading the Work,
Fifteen	11/20	Thanksgiving Break
Sixteen	11/27	Evaluating and Financing the Work (Budgets)
		Minister 's Personal Finances How to Disciple and Motivate the People through the Administrative Work

