



CECH6333 Leading Children's Ministry

New Orleans Baptist Theological Seminary
Church Ministry Division
Spring, 2021 **NOLA2U Flex**

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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

In this course students will discover their personal leadership style, learn fundamentals of children's ministry leadership, and develop administrative and organizational skills by creating a one-year ministry calendar and ministry budget.

Student Learning Outcomes

At the end of the course you will be able to demonstrate:

1. an understanding of the key factors in creating a holistic and effective children's ministry.
2. an understanding of the opportunities and challenges inherent in ministry to children.
3. the ability to develop a ministry plan for a specific context.

Required Textbooks

Adams, Steven. *Children's Ministry on Purpose: A Purpose Driven Approach to Lead Kids toward Spiritual Health*. Grand Rapids: Zondervan, 2017. ISBN-13: 978-0310523017.
Kindle edition available.

Spooner, Bernard, ed. *Children's Christian Education: 12 Essentials for Effective Church Ministry to Children and Their Families*. Coppell, TX: Christian Leadership Publishing, 2015. ISBN: 978-1502403940. Kindle edition available.

Shallenberger, Larry. *Lead the Way God Made You: Discovering Your Leadership Style in Children's Ministry*. Loveland, CO: Group, 2005. ISBN: 978-0764428234. Kindle edition available.

Additional Readings

The following PDFs are posted on Blackboard:

Bethlehem Baptist Church. *BBC Vision, Philosophy, and Training Manual for Volunteers*.

Tennessee Baptist Convention, comp. *Preschool Space at Church*.

Tennessee Baptist Convention, comp. *Children's Space at Church*.

Suggested Reading

The Sexual Abuse Advisory Group and the Ethics & Religious Liberty Commission (ERLC) . *The Introductory Guide to Caring Well: A Resource to Help Churches Care Well for Survivors of Sexual Abuse and Implement Policies and Procedures to Prevent Abuse*. It is available at <https://caringwell.com/wp-content/uploads/2019/11/Introductory-Guide-to-Caring-Well.pdf>

Course Teaching Methodology

Section 1: Foundations for Children's Ministry

Unit 1: Biblical/Theological Foundations

Unit 2: Vision

Unit 3: Spiritual Formation in Children

Section 2: Leading in Children's Ministry

Unit 3: Leadership Profile

Unit 4: Contexts

Unit 5: Relationships

Section 3: Teaching and Learning

Unit 6: Teaching Preschoolers and Children

Unit 7: Facilities and the Learning Environment

Section 4: Administrating Children's Ministry

Unit 8: Ministry/Program Design

Unit 9: Policies and Procedures

Unit 10: Finances and Budgeting

Unit 11: Special Events

Unit 12: Curriculum

Unit 13: Communication

Unit 14: Publicizing and Evaluating

Teaching Methods. Students in this course will participate in group discussions, field experiences, video/lecture, and individual assignments. The class will meet on the main campus/flex.

Format

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This course is being taught on the main campus, NOLA2U (Flex)

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 Blackboard. 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 the graduate catalog. (See page 184 in the graduate catalog: <https://www.nobts.edu/resources/pdf/academics/GraduateCatalog.pdf>).
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 by emailing a statement of completion to the 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.

Assignments and Evaluation Criteria

Unless otherwise noted, assignments are due by *Sunday* night at 11:59 p.m. in the week indicated.

FLEX

While class videos are allowed 7 days for viewing, all assignments are due on the dates indicated. Review the syllabus carefully, as some class periods (thus, the viewing of the recording) equip you to complete the assignment.

1. Group Presentation: Context for Ministry (10%) Week 5

Due: Class,

The professor will assign presentation groups. Each group will create a 25 to 30-minute

presentation from the following list of topics to be presented in week 5 – Contexts for Ministry:

Demographics of United States (as related to children/families), State of Education: Issues in

Education (Early Childhood – Elementary), Technology, Childhood physical and mental health

trends, Church trends related to childhood ministry.

Presentations should include a:

- visual presentation created with presentation software/app including the following:
 - a bibliography
 - a video (no more than 5 minutes)
 - recommendations for local church response;
- 1 to 2-page summative handout;

- discussion question(s).

Presentations and handouts should be posted on the designated discussion board after the assigned class period.

FLEX

Flex groups will need to record their presentation, which will be viewed during the assigned class period. The handout and discussion questions should be posted on the discussion board. The professor will ask the discussion questions. *This assignment is related to SLO #2. A rubric for this assignment is posted on Blackboard in Assignment Upload.*

2. Opportunities and Challenges in Children’s Ministry (20%) Due: Week 6

I. *Interviews:* Interview 2 Preschool and/or Children’s Ministers, 2 preschool leaders, and 2 children’s leaders. Focus on opportunities and challenges of ministry in the interview subject’s context. Interviews must be conducted “conversationally,” - phone or other electronic means is acceptable. A questionnaire is not acceptable.

II. *Paper:* Write a 5 to 6-page paper including the following sections:

- a summary of the ministers’ interviews (1 - 1.5 pages)
- a summary of the leaders’ interviews (1 - 1.5 pages)
- insights gleaned from the interviews and potential impact upon your present and/or future ministry. (2 - 2.5 pages) *This assignment is related to SLO #2.*

3. Reading Log (5% each = 10%)

Due: Weeks 7 & 16

Complete assigned readings before each class session. Readings are intended to improve understanding of course content and enhance discussion. Submit a log of completed weekly readings as outlined in the course schedule. Reading logs should contain one to two reflective paragraphs regarding the weekly reading assignments. Reflections may be written in first person. Reading logs will be submitted to Blackboard in Weeks 7 and 16. A *Reading Log Template* is provided in the Assignment Upload for this assignment on Blackboard. *This assignment is related to SLO #1.*

4. Ministry Calendar (20%)

Due: Week 12

Develop a thorough one-year ministry calendar for the children, parents, and leaders of the preschool and children’s ministry of a local church. The calendar should be developed in the following manner, including: Date/time, type of training or event, participants, the objective(s) of the training or event, function of the church, the trainer and/or leader, and a process for evaluation of effectiveness. *This calendar should not include all other programs and events of the church.* Children’s ministry programs that occur weekly should be listed as indicated below. *This assignment is related to SLO #3.*

Children’s Ministry Calendar

Date/Time	Training/Event	Participants	Objective of Training/Event	Function of the Church	Training/Event Leader and Speaker	Process for Evaluation
January 17 5:00 p.m.	Leadership Training Topic: Activities for teaching Bible	All Children’s Leaders	To equip leaders with skills in leading children to develop Bible skills	Discipleship	Leader: Children’s Minister (Insert Name)	Evaluation form; observation by children’s minister of implementation

	Skills				Speaker: David Anderson, Childhood Ministry Strategist, LBC	
January 17, 24, 31 9:30 a.m.	New Believer's Class	New believers and their parents	To help children understand the decision they have made and what it means to live a Christian life.	Discipleship	Children's Minister (Insert name)	Evaluation form; follow-up contact 2 months

Weekly Programs

Day/Time	Program	Participants	Objective of Program	Function of the Church	Program Leader	Process for Evaluation
Sunday 9:30	Sunday School	Birth – 6 th grade	To invite boys and girls to study the Bible	Evangelism, Discipleship, Ministry	Children's Minister	Annual survey of school-age children, parents, and teachers
Wednesday	Mission Friends	2-5-year- olds	To provide a basic awareness of God's love for all people	Evangelism, Ministry	Insert Name of Program Leader	

5. Philosophy of Preschool and Children's Ministry (15%)

Due: Week 13

Write a 3-4-page philosophy of preschool and children's ministry. Your philosophy articulates why you do what you do. The aim of the assignment is for you to show that you understand the subject and that you are able to think critically about it. Present reasons for the claims and positions that you take. Your paper should contain thoughtful critical responses to the texts and other class experiences. Include your leadership strengths and challenges in children's ministry as understood through course readings, discussions, and self-reflection. This assignment may be completed in first person. *This assignment is related to SLO #1.*

6. Budget Plan (20%)

Due: Week 15

Develop a children's ministry budget, incorporating the one-year children's ministry calendar (Assignment #4). Specific instructions will be provided. *This assignment is related to SLO #3.*

7. Class Presence and Participation (10%)

Class presence and participation points may be earned to encourage your active class participation and discussion. You will be earn a perfect score if you attend class and actively contribute to the class discussion.

Presence: Although it is not required, a brief e-mail of explanation in advance of the absence is appreciated. Three late arrivals or early departures equal an absence.

Participation: We are less concerned with "right" or "wrong" answers than we are with thoughtful contributions which follow the discussion and either add to it or move it in a new direction. If you find it uncomfortable to speak up in class, we encourage you to work on this skill, as this is an integral component of ministerial training.

Evaluation of Grade

Context for Ministry Presentation	10%
Opportunities and Challenges	20%
Reading	05%
Calendar	20%
Philosophy	15%
Budget	20%
Class P&P	10%

Course Schedule

Wk	Dates	Topic	Assignment
1	1/19	Unit 1: Introduction to the Course	
	1/21	Children's Ministry During Covid-19	
2	1/26	Section I: Foundations Unit 2: Biblical and Theological Foundations	Adams, Chapters 1-6 Spooner - #1, #2, #4 <i>BBC Volunteer Training Manual, Part 1: 1-13, 16-19</i>
	1/28	Vision	
3	2/2	Unit 3: Spiritual Formation in Children	Spooner - #4
	2/4		
4	2/9	Section II : Leading in Children's Ministry	Adams, Chapter 9 Shallenberger, <i>Lead the Way God Made You</i>
	2/11	Unit 4: Leadership Profile	
5	2/16	Mardi Gras – No Class	
	2/18	Unit 5: Contexts for Ministry	Spooner, Essential #3 Group Presentations Due
6	2/23	Unit 5: Contexts for Ministry	Group Presentations
	2/25	Unit 6: Relationships with Church Staff Building a Children's Ministry Team	<i>BBC Volunteer Training Manual, Section 3</i> Adams, Chapters 8 and 10 Spooner, Essentials #5, #10, #12
7	3/2	Section III: Teaching and Learning Unit 7: Teaching Preschoolers and Children	<i>BBC Volunteer Training Manual, Part 1: 14-16, 19-21</i> Spooner, Essential #6, Appendices 1-2

	3/4	<ul style="list-style-type: none"> • Methods • Levels of Biblical Learning 	Reading Log Due Interviews Due
8	3/9	Unit 8: Facilities and the Learning Environment	Spooner, Essential #9 TBC, <i>Preschool Space at Church & Children's Space at Church</i>
	3/11		
9	3/16	SPRING BREAK	
	3/18		
10	3/23	Section IV: Administrating Children's Ministry Unit 9: Ministry and Program Design Developing a Ministry Calendar	Adams, Chapter 7 Spooner, Essential #1
	3/25		
11	3/30	Unit 10: Policies and Procedures <ul style="list-style-type: none"> • Risk Management • Personnel • Program 	Bethlehem Baptist Church, BBC Volunteer Manual, Section 5 Spooner, Essential #8 <i>Suggested Reading: The Introductory Guide to Caring Well: A Resource to Help Churches Care Well for Survivors of Sexual Abuse and Implement Policies and Procedures to Prevent Abuse.</i>
	4/1		
12	4/8	Unit 11: Finances/Budgeting	Ministry Calendar Due
	4/8		
13	4/13	Unit 12: Special Events	Philosophy of Preschool and Children's Ministry Due
	4/15		
14	4/20	Unit 13: Curriculum	
	4/22		
15	4/27	Unit 14: Communication	Spooner, Essential #8, #11 Budget Plan Due
	4/29		
16	5/4	Unit 15: Publicizing and Evaluating the Ministry	Spooner, Essential #7 Reading Log Due
	5/6		

*Dates may be changed if deemed necessary by the professor.

Course Policies

Absences: You are permitted a maximum of 9 hours of absence from this course. However, participation in this course is partially based on attendance. You can't participate if you are absent.

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.

Assignment Formatting: Unless otherwise noted, all assignments are to be created in Turabian format. All written assignments must be Word documents, written in third person unless otherwise instructed, and created in 12 pt. Times New Roman font. PDFs will be accepted.

Assignment Submission: All assignments are to be submitted to Blackboard by 11:59 p.m. of the due date unless otherwise indicated. Do not send files as attachments via email to the professor. For technical reasons, this mode of file transmission is extremely inefficient.

Classroom Decorum: Your participation is required for every class session. You are expected to:

- Come to the class with a constructive point of view, prepared to interact with the readings and resources related to the course topic.
- Dress appropriately and in accordance with the NOBTS Student Handbook.
- Turn off cell phones and not accept any calls and/or text messages during class.
- Use laptops appropriately during class.

Disabilities and Accommodations: New Orleans Baptist Theological Seminary does not discriminate against applicants/ students on the basis of personal disabilities. The Seminary, in voluntary compliance with the American Disabilities Act, will provide reasonable institutional accommodations, modifications, and adjustments to enable and empower students with disabilities to participate in Seminary programs and activities to the fullest extent possible. However, NOBTS cannot support accommodations that place undue hardship on the Seminary or its resources or which alter the essential requirements of curriculum and academic progress. While the seminary does not provide direct assistance to students in the form of equipment or personnel, accommodations may be made by individual professors at their discretion. These accommodations usually take the form of early access to lecture materials in electronic format and additional time to complete tests and assignments. The most efficient way to pursue such accommodations is to provide the Director of Testing and Counseling (Dr. Jeff Nave, jnave@nobts.edu, 504-282-4455 ext. 8004) with documentation of the condition for which you seek accommodation, an explanation of helpful accommodations received in the past, and a description of the specific accommodations you desire. The Director of Testing and Counseling will document your request and communicate on your behalf with the professors who teach the course(s) for which you are registered. The seminary reserves the right to consider each request for "special" accommodations on a case by case basis pursuant to the criteria enumerated above.

Electronic Devices: Electronic devices may be used in class only for taking notes and other activities assigned by the professor. Other activities are strictly prohibited. Laptops may not be open during presentations unless requested by the presenter. Phones must be silenced during class time. Any student found violating this policy may be asked to leave class and will be counted absent.

Grading Scale: Your final grade will be based on your total accumulation of points as indicated under the *Assignments and Evaluation Criteria* section of this syllabus according to the grading scale in the NOBTS 2013-2014 catalog: A 93-100, B 85-92, C77-84, D70-76, F69 and below

Late Assignments: Only under extreme circumstances, and with prior approval, will a late assignment be accepted. Late assignments will be assessed an initial 10 percent penalty and 1 percent for each day after the due date (i.e. 10/1 points for a 100 point assignment, 3/.3 points for a 30 point assignment). No assignments will be accepted more than two weeks after the original due date. Missed presentations may not be made up.

Netiquette: Appropriate Online Behavior: Each student is expected to demonstrate appropriate Christian behavior when working online. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.

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.

Professor's Absence or Tardiness: If the professor is late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions that may be given to you.

Recording Policy: Recordings of class, including any audio and/or video recordings, regardless of the media or format, and regardless of the intended or actual use, are not permitted without prior written permission of the professor. The class will be notified in advance should any such recording be approved. This policy is intended to protect the privacy of the students. The exception to this policy is recordings made by NOBTS for alternative delivery methods.

Revision of the Syllabus: The course syllabus is not a legal contract. Any syllabus revision will be preceded by a reasonable notice to students. The standards and requirements set forth in this syllabus may be modified at any time by the professor. Notice of such changes will be by announcement in class or by email notice.

Withdrawal from the Course: The administration has set deadlines for withdrawal. These dates and times are published in the academic calendar. Administration procedures must be followed. You are responsible to handle withdrawal requirements. A professor can't issue a withdrawal. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in the course if you choose not to attend once you are enrolled.

Additional Information

Blackboard and Campus Nexus: You are responsible for maintaining current information regarding contact information on Blackboard and Campus Nexus. The professor will utilize both to communicate with the class. Blackboard and Campus Nexus do not share information so you must update each. Assignment grades will be posted to Blackboard. You will be need to enroll in the course on Blackboard.

Correspondence with the Grader: You should contact the grader via email at peaveygrader@gmail.com. The grader responds to email during normal business hours, 8 a.m. and 5 p.m. on weekdays only. The grader may not respond to late night or weekend e-mails until regular “business” hours. Please respect the grader’s personal time. Remember, graders are students as well and have their own coursework and research to complete. Please be respectful in the language you use in your emails to the grader.

Correspondence with the Professor: Every effort is made to respond to emails and phone calls within 24-48 hours, excluding weekends. Please feel free to contact the professor(s) with any question you may have regarding this course.

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.

Hurricane/Severe Weather Evacuation: For up-to-date weather information stay tuned to:

- WBSN FM-89.1, WWL AM 870
- WWL Channel 4
- www.nobts.edu

Mandatory Evacuation: Hurricane season lasts from June 1 to November 30. If the Mayor or the President of NOBTS recommends that you leave the city, then do so. If a mandatory evacuation is called everyone except emergency personnel must leave. Staying on campus is not an option. See the *Student Handbook* for further information regarding hurricane preparedness, evacuation, and shelter.

NOBTS Emergency Text Messaging Service: Once you have established a SelfServe account you may sign up for the NOBTS emergency text messaging service by going to <http://nobts.edu/NOBTSEmergencyTextMessage.html> .

Office Hours: Office hours are posted outside the office door. Please make an appointment if you need to see the professor outside of posted hours.

Special Needs: If you need an accommodation for any type of disability, please set up a time to meet with the professor(s) to discuss any modifications you may need that are able to be provided.

Student Wellness: Take care of yourself. Do your best to maintain a healthy lifestyle this semester by eating well, exercising, getting enough sleep and taking some time to relax. This will help you achieve your academic and ministry goals and cope with stress. All of us benefit from support during times of struggle. Helpful resources are available on campus and an important part of the seminary experience is learning how to ask for help. Asking for support sooner rather than later is almost always helpful. If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. The Dean of Students office is here to help and may be contacted at 282-4455, ext.3283 or deansec@nobts.edu. The Leeke Magee Christian Counseling Center may be contacted at 504-816-8004 or lmccc@nobts.edu. Consider reaching out to a friend, faculty or family member you trust for help getting connected to the support that can help.

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. BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.
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.

Selected Bibliography

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- DeVries, Mark, and Annette Safstrom. *Sustainable Children's Ministry: From Last-Minute Scrambling to Long-Term Solutions*. Downers Grove, IL: IVP Books, 2018.
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