



Church Leadership and Administration CEAM6320

**New Orleans Baptist Theological Seminary
Church Ministry Division
Spring Semester – 2021-2022 (Internet)**

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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

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.

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 is being taught in an Internet format and will involve the use of foundational video presentation, discussion of selected questions and case studies, review of textbook materials, and analysis and synthesis of local church leadership and administrative practices as well as a final examination.

Course Requirements

1. **Case Studies/Discussion Boards (30%):** Respond to assigned case studies on the discussion boards as assigned through Blackboard. *This assignment is related to SLO #5.* **Due: Throughout the semester.**
2. **Malphurs' Chapter Summary (15%):** Develop a chapter-by-chapter summary of the Malphurs's text: *Being Leaders: The Nature of Authentic Christian Leadership*. Write approximately one-half page on each of the eight chapters for a total of four pages (double-spaced). **Due: 2/26/2022** (Following Unit 6)
3. **Annotated List of Resources (15%):** Create five annotations following the annotated bibliography format in Turabian for leadership and five annotations for administration. The annotations can come from articles, magazines, journals, books, or websites. These sources are intended to create a binder for you in the areas of leadership and administration in relation to personnel, finances, and property in the context of the local church. A total of ten annotations should be submitted for this assignment. Each annotation should begin with a complete Turabian formatted bibliographic entry followed by three to four sentences summarizing the content of the resource. *This assignment is related to SLO #4. A rubric for this assignment may be found on Blackboard.* **DUE: 3/26/2022.** (Following Unit 9)
4. **Administration Synthesis Paper (25%):** Write a five-page, double spaced paper outlining your implementation plan for how administrative work should be applied in the local church. The student should highlight the planning, organizing, leading, and evaluating components outlined in the *Church Administration* textbook as well as from several teaching units about these functions. A student may also consider aspects of personnel management, guiding church documents, and budgets within this paper. *This assignment is related to SLO #3. A rubric for this assignment may be found on Blackboard.* **DUE: 4/23/2022.** (Following Unit 13)
5. **Final Examination (15%).** Students will be expected to complete a final examination for the course. The exam will be provided online. A study guide for the exam will be posted online approximately three weeks before the exam. **Due: 5/11/2022** (During Finals Week)

Evaluation of Grade

Discussion / Case Studies	30%
Malphurs' Chapter Summary	15%
Annotated List of Resources	15%
Administration Synthesis Paper	25%
Final Examination	15%

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.

Course Policies

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 follow Turabian 8th edition. 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 not 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.

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 catalog.

A: 93-100 **B:** 85-92 **C:** 77-84 **D:** 70-76 **F:** 69 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.

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.

NOBTS Style Guide: This course will follow the NOBTS Writing and Style Guide. A copy of the approved NOBTS Style Guide can be found in the course Blackboard 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>

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.

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.

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

Dates	Unit	Unit Title or Theme	Assignments
1/18-22	Unit 1	Answering God's Call	Assignment 1: Discussion and Case Studies Due throughout the Semester
1/23-29	Unit 2	Leadership in the Bible	
1/30-2/5	Unit 3	Leadership in the Church	
2/6-12	Unit 4	Leadership Foundations	
2/13-19	Unit 5	Ministering to People	
2/20-26	Unit 6	Leadership Standards	Assignment 2: Malphurs' Chapter Summary
2/27-3/5	Unit 7	Management Foundations	
3/6-12	Unit 8	Organizing for Ministry	
3/13-19	Spring Break		
3/20-26	Unit 9	Facilitating Change	Assignment 3: Annotated List of Resources
3/27-4/2	Unit 10	Assessing the Ministry	
4/3-9	Unit 11	Adding Personnel & Expanding the Ministry	
4/10-16	Unit 12	Administering the Details	
4/17-23	Unit 13	Navigating Conflict	Assignment 4: Administration Synthesis Paper
4/24-30	Unit 14	Risk Management	
5/1-7	Unit 15	Sustaining a Lifelong Ministry	
5/8-14	FINALS		Assignment 5: Final Examination

Selected Bibliography

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- Anthony, Michael and James Estep. *Management Essentials for Christian Ministries*. Nashville, TN: Broadman & Holman, 2005.
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- Berkley, James D. *Leadership Handbook of Management and Administration*. Grand Rapids, MI: Baker Book House, 2007.
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- Goleman, Daniel, Richard Boyatzis, and Annie McKee. *Primal Leadership: Realizing the Power of Emotional Intelligence*. Boston: Harvard Business School Publishing, 2002.
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- Herrington, Jim, Mike Bonem and James H. Furr. *Leading Congregational Change*. San Francisco: Jossey-Bass Publishers, 2000.
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