



**Church Leadership and Administration
CEAM6320 - MENTORING
New Orleans Baptist Theological Seminary
Church Ministry Division
Summer Semester – 2021-2022**

Dr. Joe Sherrer

Professor of Discipleship and Ministry Leadership
Office: 3009 Dogwood Ct., Moore, OK 73160
Phone: 405.312.4995
Email: jsherrer@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

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 Mentoring 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 weekly meetings with a mentor.

Course Requirements

1. **Mentoring Experience (40%):** Engage in a mentoring relationship in a local church under the supervision of an approved mentor for a minimum of 45 hours. Mentorship hours may not include worship, regular Sunday School or small group meetings, or weekly age-group meetings such as a youth or children's group time. *This assignment is related to SLO #5.* **Due: Throughout the semester.**
 - a. **Mentorship Hours (10%):** Report a total of 45 hours at the conclusion of the semester using the provided report form. **Due: 7/20/2022**
 - b. **Weekly Meetings with Mentor (20%):** 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. A weekly discussion guide will be provided provide suggested topics to explore. **Due: Meet each week by Friday at 4:00 pm (Central time).**
 - c. **Reflection Report (10%):** A *Ministry Supervision Weekly Report* will be completed by you each week. The completed report will be submitted and uploaded through Blackboard. This report should follow the template provide in Blackboard based on your mentor meeting, course content, and experiences during the week of ministry. **Due: Each week by Monday 4:00 pm (Central) following the previous weekly mentor meeting.**
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: 6/19/2022** (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: 6/30/2022.** (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: 7/15/2022.** (Following Unit 13)

Evaluation of Grade

Mentoring Experience	40%
Malphurs' Chapter Summary	20%
Annotated List of Resources	15%
Administration Synthesis Paper	25%

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.

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
5/30 – 6/5	Unit 1	Answering God’s Call	Assignment 1: Mentoring Experience -- Due throughout the Semester
	Unit 2	Leadership in the Bible	
6/6-12	Unit 3	Leadership in the Church	
	Unit 4	Leadership Foundations	
6/13-19	Unit 5	Ministering to People	
	Unit 6	Leadership Standards	Assignment 2: Malphurs’ Chapter Summary
6/20-26	Unit 7	Management Foundations	
	Unit 8	Organizing for Ministry	
6/27 – 7/3	Unit 9	Facilitating Change	Assignment 3: Annotated List of Resources
	Unit 10	Assessing the Ministry	
7/4-10	Unit 11	Adding Personnel & Expanding the Ministry	
	Unit 12	Administering the Details	
7/11-17	Unit 13	Navigating Conflict	Assignment 4: Administration Synthesis Paper
	Unit 14	Risk Management	
7/18-22			Submit Final Mentoring Reports

Selected Bibliography

- Anderson, Leith. *Leadership that Works*, Minneapolis: Bethany House, 1999.
- Anthony, Michael and James Estep. *Management Essentials for Christian Ministries*. Nashville, TN: Broadman & Holman, 2005.
- Banks, Robert, and Bernice M. Ledbetter, *Reviewing Leadership: A Christian Evaluation of Current Approaches*. Grand Rapids, MI: Baker Academics, 2004.
- Bass, Benard M. *Bass and Stogdill's Handbook of Leadership: Theory, Research, and Managerial Applications*. (3rd Ed.). New York: Free Press, 1990.
- Bennis, Warren and Burt Nanus. *Leaders*. Toronto: Fitzhenry and Whiteside, 1985.
- Berkley, James D. *Leadership Handbook of Management and Administration*. Grand Rapids, MI: Baker Book House, 2007.
- Blackaby, Henry and Richard Blackaby. *Spiritual Leadership: Moving People on to God's Agenda*, Revised and Expanded. Nashville, TN: Broadman and Holman, 2011.
- Blanchard, Zigarmi and Zigarmi. *Leadership and the One Minute Manager*. New York: Morrow, 1985.
- Bonem, Mike, Roger Patterson. *Leading From the Second Chair*. San Francisco: Jossey-Bass, 2005.
- Borek, John, Danny Lovett, and Elmer Towns. *The Good Book on Leadership*. Nashville, TN: Broadman and Holman Publishers, 2005.
- Burns, James MacGregor. *Transforming Leadership*. New York: Grove Press, 2003.
- Clinton, Robert J. *The Making of a Leader*. Colorado Springs, CO: NavPress, 1988.
- Dale, Robert. *Pastoral Leadership*, Nashville, TN: United Methodists Publishing House, 2001.
- Dever, Mark. *12 Challenges Churches Face*. Wheaton, IL: Good News Publishers, 2008.
- Drucker, Peter F. *Managing the Nonprofit Organization: Practices and Principles*. New York: Harper Collins Publishers, 1990
- Everist, Norma Cook and Craig L. Nesson. *Transforming Leadership: A New Vision for a Church on Mission*. Minneapolis, MN: Fortress Press, 2008.
- Ford, Leighton. *Transforming Leadership*. Downers Grove, IL: Intervarsity, 1991.
- Gangel, Kenneth O. *Feeding and Leading: A practical handbook on administration in church and Christian organizations*. Grand Rapids, MI: Baker Books, 2000.
- Gardner, John W. *On Leadership*. New York: The Free Press, 1990.

- Goleman, Daniel, Richard Boyatzis, and Annie McKee. *Primal Leadership: Realizing the Power of Emotional Intelligence*. Boston: Harvard Business School Publishing, 2002.
- Goethals, George R., Georgia J. Sorenson, and James McGregor Burns, editors. *Encyclopedia of Leadership*. Thousand Oaks, CA: Sage Publications, 2004.
- Greenleaf, Robert K. *Servant Leadership: A Journey Into the Nature of Legitimate Power and Greatness*. New York: Paulist Press, 1977.
- Greenberg, Jerald and Robert A. Baron. *Behavior in Organization: Understanding and Managing the Human Side of Work*. 10th ed. Upper Saddle River, NJ: Prentice Hall, 2010.
- Hamm, Richard. *Recreating the Church: Leadership for the postmodern age*. Danvers, MA: Chalice Press, 2007.
- Herrington, Jim, Mike Bonem and James H. Furr. *Leading Congregational Change*. San Francisco: Jossey-Bass Publishers, 2000.
- Hersey. *The Situational Leader*. New York: Warner Books, 1984.
- Hesselbein, Francis and Marshall Goldsmith, eds. *The Leader of the Future 2: Visions, Strategies, and Practices for the New Era*. San Francisco: Jossey-Bass, 2006.
- Kotter, John. *Leading Change*. Boston: Harvard Business School Press, 1996.
- Lewis, Philip V. *Transformational Leadership: A New Model for Total Church Involvement*. Nashville, TN: Broadman and Holman, 1996.
- Massey, Floyd and Samuel Berry McKinney. *Church Administration from the Black Perspective (Revised)*. Chicago: Judson Press, 2003.
- McCormick, Blaine and David Davenport. *Shepherd Leadership: Wisdom for Leaders from Psalm 23*. San Francisco: Jossey-Bass, 2003.
- McIntosh and Rima. *Overcoming the Dark Side of Leadership*. Grand Rapids, MI: Baker Book House, 2007.
- Powers, Bruce P. (ed.). *Church Administration Handbook*. Nashville, TN: Broadman & Holman Press, 2008.
- Richardson, Ronald. *Creating a Healthier Church*. Minneapolis, MN: Augsburg Fortress, 1996.
- Sashkin, Marshall, and Molly G. Sashkin. *Leadership That Matters: The Critical Factors for Making a Difference in People's Lives and Organizations' Success*. San Francisco: Berrett-Koehler Publishing, 2003.
- Shawchuck and Heuser. *Leading the Congregation*. Nashville, TN: Abingdon, 1998.
- Sheffield, Tommy and Tim Holcomb. *Church Officer Committee Guidebook*. Nashville, TN: Convention Press, 1995.
- Stevens, Tim and Tony Morgan. *Simple Strategic Stuff: Help for leaders drowning in the details of running a church*. Loveland, CO: Group Publishing, 2004.

Tidwell, Charles A. *Church Administration: Effective Leadership for Ministry*. Nashville, TN: Broadman Press, 1996.

Welch, Robert, and Kevin Walker. *The Church Organization Manual*. Richardson, TX: National Association of Church Business Administration, 2011.

Wren, J. Thomas, ed. *The Leader's Companion: Insights on Leadership Through the Ages*. New York: Free Press, 1995.

Yukl, Gary. *Leadership in Organizations*. 7th ed. Upper Saddle River, NJ: Prentice Hall, 2009.