



CEAM6320 Church Leadership and Administration  
New Orleans Baptist Theological Seminary  
Division of Church Ministry  
Spring 2023  
Online

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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. Exam on Being Leaders and Unit One: Sections One through Seven. During the semester, there will be an exam on Being Leaders from a provided note and study guide. You will be asked on the exam as to whether you have read the Malphurs book in its entirety. Due: 3/11
2. Exam on Unit 2. Together We Lead. The remaining sections of study starting with session 8 will be on this exam. You will be asked on the exam as to whether you have read the Dean/Hughes book in its entirety. Due 5/6
3. 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 students reflections on the audits in the Appendix of the Text. DUE: 2/25
4. 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: 4/15
5. Weekly discussion board and responding to assigned case studies. You will be required to submit a response to the weekly discussion board question. Also, the professor throughout the semester 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 September, October, and November. Each of the case studies count 5% for a combined total of 15%.

### **Evaluation of Grade**

Malphurs Chapter summary 20%

Exam One 20%

Exam Two 20%

Administration paper 25%

Case study and assigned discussion 15%

### **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.

### **Technical Assistance**

For assistance regarding technology, consult ITC (504-816-8180) or the following websites:

1. [Selfserve@nobts.edu](mailto:Selfserve@nobts.edu) - Email for technical questions/support requests with the [Selfserve.nobts.edu](http://Selfserve.nobts.edu) site (Access to online registration, financial account, online transcript, etc.)
2. [Canvas.NOBTS.com](http://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](mailto:Canvas@nobts.edu).
3. [ITCSupport@nobts.edu](mailto:ITCSupport@nobts.edu) - Email for general technical questions/support requests.
4. [www.NOBTS.edu/itc/](http://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](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**

Week		Assignments/Unit
One	1/17-1/20	Clarifying Your Call, Historical & Biblical Overview of Leadership
Two	1/23-1/27	Historical & Biblical Overview of Leadership, A Leader's Core
Three	1/30-2/3	Leadership Credibility & Capability
Four	2/6-2/10	Leadership Influence & Power
Five	2/13-2/17	Creating a Climate for Change
Six	2/20-2/24	Assignment due: Malphurs Chapter Summary Due 2/25
Seven	2/27-3/3	Establishing Ministry Vision and Overall Health

Eight	3/6-3/10	Establishing Ministry Vision and Overall Health Constitutions, By-laws, and Church Policy Risk Management: Safety, Security, Insurance, People, Abuse & other topics as time allows. Evaluating and Financing the Work (Budgets) Committees, Meetings, and Time Management Policy and Procedures with age graded ministries and the church office/facility Exam on Leadership Due: 3/11
Nine	3/13-3/17	Spring Break
Ten	3/20-3/24	Week review and catch up
Eleven	3/27-3/31	Process of Administration and Planning the Work
Twelve	4/3-4/6	Organizing and Leading the Work
Thirteen	4/10-4/14	Assignment Due: Administration Paper 4/15 Business Meeting w/ Roberts Rules
Fourteen	4/17-4/21	Minister 's Personal Finances
Fifteen	4/24-4/28	How to Disciple and Motivate the People through the Administrative Work
Sixteen	5/1-5/5	Exam on Administration Due: 5/6

### 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 or PDFs to insure the professor or teaching assistant can open the document, written in third person unless otherwise instructed, and created in 12 pt. Times New Roman font.

**Writing Style Guide:** Writing assignments should follow the NOBTS/Leavell College Manual of Form and Style (revised August 2019). To access this manual on the seminary website, please use the following link: [https://www.nobts.edu/\\_resources/pdf/writing/StyleGuide.pdf](https://www.nobts.edu/_resources/pdf/writing/StyleGuide.pdf).

**Assignment Submission:** All assignments are to be submitted to Blackboard by the assigned time 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 2017-2018 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.

**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**

**Canvas and SelfServe:** You are responsible for maintaining current information regarding contact information on Blackboard and SelfServe. The professor will utilize both to communicate with the class. Blackboard and SelfServe 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 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.

**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>.

**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.

### **Selected Bibliography**

#### Texts

Anderson, Leadership that Works, Minneapolis: Bethany House, 1999.

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#### Data Sources

Christianity Today Magazine. [ChristianityToday.com](http://ChristianityToday.com). 465 Gundersen Drive, Carol Stream, Illinois 60188; Email: [Connection@ChristianityToday.com](mailto:Connection@ChristianityToday.com).

Church Executive Magazine. Power Trade Media LLC. 4742 N. 24th Street Suite 340 Phoenix, AZ 85016; Email: [churchexecutive.com](mailto:churchexecutive.com)

Leadership Magazine. [LeadershipJournal.net](http://LeadershipJournal.net). The Leadership Journal is published bimonthly by Christianity Today International, 465 Gundersen Drive, Carol Stream, Illinois 60188 and is offered by subscription to churches at [leadershipjournal.net](http://leadershipjournal.net).

Leadership Network, 2626 Cole Avenue, Suite 900 Dallas, Texas 75204; Email: [leadnet.org](http://leadnet.org).

Ministry Today Magazine, Strang Communications Company, 600 Rinehart Road, Lake Mary, FL 32746. Email: [ministriestodaymag.com](http://ministriestodaymag.com).



NACBA Ledger and NACBA-gram. National Association of Church Business Administration, 100 North Central Expy., Suite 914, Richardson, TX 75080; Email: [nacba.net](mailto:nacba.net).

The Clergy Journal. The Alban Institute, 2121 Cooperative Way, Herndon, VA 27101; Email: [logosproductions.com](mailto:logosproductions.com) and at [congregationalresources.org](http://congregationalresources.org)

Managing Your Church and Church Law and Tax and Leadership Journal Newsletters published monthly by Christianity Today International, 465 Gundersen Drive, Carol Stream, Illinois 60188  
Email: [managingyourchurch.com](http://managingyourchurch.com), [churchlawandtax.com](http://churchlawandtax.com) and [Leadershipjournal.net](http://Leadershipjournal.net).

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