



Leading Children's Ministry CECH6333

New Orleans Baptist Theological Seminary
Discipleship and Ministry Leadership Division
Spring, 2018

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Mission Statement

The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

Core Value Focus

The seminary has five core values: Doctrinal Integrity, Spiritual Vitality, Mission Focus, Characteristic Excellence, and Servant Leadership. The core value focus for this academic year is Servant Leadership. We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us.

Curriculum Competencies

All graduates of NOBTS are expected to have at least a minimum level of competency in each of the following areas: Biblical Exposition, Christian Theological Heritage, Disciple Making, Interpersonal Skills, Servant Leadership, Spiritual and Character Formation, and Worship Leadership.

The curriculum competency addressed in this course is Disciple-making: Students will be equipped to plan and facilitate an effective and efficient ministry to children and families.

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:

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

Required Textbooks

Hoos, Janelle. *The Well Equipped Volunteer Children's Ministry Handbook: Everything You Need To Lead Children's Ministry in Your Church*. CreateSpace Independent Publishing Platform, 2014. ISBN: 978-1500460747.

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.

Wideman, Jim. *Children's Ministry Leadership: The You-Can-Do-It Guide*. Loveland, CO: Group, 2003. ISBN: 978-0764425271.

Additional Texts

The following texts 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

Brotherhood Mutual. *Guidelines for Ministry Workers: Preventing Child Abuse in a Ministry Environment*.

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

Assignments and Evaluation Criteria

1. Context for Ministry Presentation (10%)

Due: 2/22

Create a presentation from the following 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 the following:

- 3-4 slide PowerPoint or Prezi (or other presentation program) – include a bibliography
- Video (no more than 5 minutes)
- Recommendations for local church response
- 1 to 2-page handout
- Discussion question(s)

This assignment is related to SLO #2. A rubric for this assignment is posted on Blackboard in Assignment Upload.

2. Interviews of Children's Ministry leaders (10%)

Due: 3/1

Interview 2 Preschool and/or Children's Ministers, 2 preschool leaders, and 2 children's leaders. Interviews should focus on opportunities and challenges of ministry in the interview subject's context. A 4 to 5-page paper including the following is to be submitted:

- a. a summary of the ministers' interviews (1 - 1.5 pages)
- b. a summary of the leaders' interviews (1 - 1.5 pages)
- c. insight 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: 3/8 and 5/10

Complete assigned readings before each class session. Assigned readings are intended to improve understanding of course content and enhance discussion participation.

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 on

Weeks 4 and 7. 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 (25%)

Due: 4/12

Develop a thorough one-year ministry calendar for the minister, children, parents, and leaders of the preschool and children’s ministry of a local church. The calendar should be developed in the following manner, reflecting the following: Date/time, type of activity, training or event, participants, the objective(s) of the training or event, area of children’s ministry spectrum (for *children’s* training and events – see Hoos, Chapter 5), 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.* 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 | Children’s Ministry Spectrum | Training/Event Leader and Speaker | Process for Evaluation |
|---------------------------------|---|---------------------------------|---|------------------------------|---|---|
| January 17 5:00 p.m. | Leadership Training Topic: Activities for teaching Bible Skills | All Children’s Leaders | To equip leaders with skills in leading children to develop Bible skills | | Leader: Children’s Minister (Insert Name) Speaker: David Anderson, Childhood Ministry Strategist, LBC | Evaluation form; observation by children’s minister of implementation |
| 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 | Children’s Ministry Spectrum | Program Leader | Process for Evaluation |
|-------------|-----------------|-------------------------------|---|---|-------------------------------|--|
| Sunday 9:30 | Sunday School | Birth – 6 th grade | To invite boys and girls to study the Bible | Outreach, evangelism, discipleship, service, missions | 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 | Missions | Insert Name of Program Leader | |

5. Philosophy of Preschool and Children's Ministry (20%)**Due: 4/19**

Write a 3 to 4-page philosophy of preschool and children's ministry. The aim of the philosophy paper 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 is related to SLO #1.*

6. Budget Plan (25%)**Due: 5/3**

You will be assigned to a group to create a ministry budget. A one-year ministry calendar must be included. Specific instructions will be provided. The professor will assign a particular ministry context to each group. *This assignment is related to SLO #3.*

Evaluation of Grade

| | |
|--------------|-----|
| Presentation | 15% |
| Interviews | 15% |
| Reading | 10% |
| Calendar | 25% |
| Philosophy | 20% |
| Budget | 15% |

Course Schedule

| Wk | Date | Topic | Assignment |
|----|------|---|--|
| 1 | 1/25 | Unit 1: Introduction to the Course | |
| 2 | 2/1 | Section I: Foundations Unit 2: Biblical and Theological Foundations Vision | Hoos, Chapters 1-4 Spooner, #2 Wideman, Chapter 1 |
| 3 | 2/8 | Unit 3: Spiritual Formation in Children | Spooner, #4 |
| 4 | 2/15 | Section II : Leading in Children's Ministry Unit 4: Leadership Profile | Shallenberger, <i>Lead the Way God Made You</i> |
| 5 | 2/22 | Unit 5: Contexts for Ministry | Spooner, Essential #3 Presentations |
| 6 | 3/1 | Unit 6: Relationships with Church Staff Building a Children's Ministry Team | <i>BBC Volunteer Training Manual</i> , Section 3 Hoos, Part 3 Spooner, Essentials #5, #10, #12 Wideman, Chapter 2 |

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|----|------|--|--|
| | | | Interviews Due |
| 7 | 3/8 | Section III: Teaching and Learning Unit 7: Teaching Preschoolers and Children <ul style="list-style-type: none"> • Methods • Levels of Biblical Learning | Bethlehem Baptist Church, <i>BBC Volunteer Training Manual</i> , Section 1, pages 14-21 Spooner, Essential #6 Wideman, Chapter 7 Reading Log Due |
| 8 | 3/15 | Unit 8: Facilities and the Learning Environment | Spooner, Essential #9 TBC, <i>Preschool Space at Church</i> TBC, <i>Children's Space at Church</i> |
| 9 | 3/22 | SPRING BREAK | |
| 10 | 3/29 | Section IV: Administrating Children's Ministry Unit 9: Ministry and Program Design Developing a Ministry Calendar | Hoos, Chapters 5, 6, 15, 16 Spooner, Essential #1 Wideman, Part 4 |
| 11 | 4/5 | Unit 10: Policies and Procedures <ul style="list-style-type: none"> • Risk Management • Personnel • Program | Bethlehem Baptist Church, <i>BBC Volunteer Manual</i> , Section 5 Hoos, Chapter 28 Spooner, Essential #8 Wideman, Chapter 3 |
| 12 | 4/12 | Unit 11: Finances/Budgeting | Ministry Calendar Due |
| 13 | 4/19 | Unit 12: Special Events | Philosophy of Preschool and Children's Ministry Due |
| 14 | 4/26 | Unit 13: Curriculum | Hoos, Chapters 8-10, 12-14 |
| 15 | 5/3 | Unit 14: Communication | Spooner, Essential #11 Budget Plan Due |
| 16 | 5/10 | Unit 15: Publicizing and Evaluating the Ministry | Hoos, Chapter 21 Reading Log Due |

*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.

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 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.

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.

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 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 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: Monday – Friday 9-12 .

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.

Technical Support: Need technical assistance? Contact the ITC today! If you experience any technical problems you may email to the ITC at the appropriate address listed below or call the ITC at 504-282-4455, ext. 8180.

Selfserve@nobts.edu for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)

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

ITCSupport@nobts.edu for general technical questions/support requests.

www.NOBTS.edu/itc/ General NOBTS technical help information is provided on this website.

This is a partial list of NOBTS student services available to all students, no matter your delivery system or location. If you have questions or do not see what you need here, please refer to www.nobts.edu/student-services, email us at studentservices@nobts.edu, or call the Dean of Students office at 800-662-8701, ext. 3283. We are glad to assist you!

| Need | Email | Phone | Web Page |
|---|--|-----------------------|--|
| Advising – Graduate Program | studentservices@nobts.edu | 504.282.4455 x3312 | www.nobts.edu/registrar/default.html#advising |
| Advising – Undergraduate Program | lcadminasst@nobts.edu | 504.816.8590 | www.nobts.edu/LeavellCollege |
| Church Minister Relations (for ministry jobs) | cmr@nobts.edu | 504.282.4455 x3291 | www.nobts.edu/CMR |
| Financial Aid | financialaid@nobts.edu | 504.282.4455 x3348 | www.nobts.edu/financialaid |
| PREP (help to avoid student debt) | Prepassistant1@nobts.edu | 504.816.8091 | www.nobts.edu/prep |
| Gatekeeper NOBTS news | pr@nobts.edu | 504.816.8003 | nobtsgatekeeper.wordpress.com |
| Information Technology Center | itcsupport@nobts.edu | 504.816.8180 | selfserve.nobts.edu |
| Help with Blackboard | blackboardhelpdesk@nobts.edu | 504.816.8180 | nobts.blackboard.com |
| Library | library@nobts.edu | 504.816.8018 | www.nobts.edu/Library |
| Online library resources | library@nobts.edu | 504.816.8018 | http://www.nobts.edu/research-links/default.html |
| Writing and Turabian style help | library@nobts.edu | 504.816.8018 | http://www.nobts.edu/writing/default.html |
| Guest Housing (Providence Guest House) | ph@nobts.edu | 504.282.4455 x4455 | www.provhouse.com |
| Student Counseling | lmccc@nobts.edu | 504.816.8004 | www.nobts.edu/student-services/counseling-services.html |
| Women’s Programs | womensacademic@nobts.edu | 504.282.4455 x3334 | www.nobts.edu/women |

For additional library resources in your state, check <http://www.nobts.edu/library/interlibrary-loan.html>

- GALILEO for Georgia students
- LALINC for Louisiana students
- Florida Virtual Library (<http://www.flelibrary.org/>) for Florida students
- Interact with us online at –



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Selected Bibliography

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