



Leadership Skills for Women
CEWM5263
New Orleans Baptist Theological Seminary
Discipleship and Ministry Leadership Division

Christina Sebastian, Th.M.
Adjunct Professor
christinasebastian@msn.com

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 *Spiritual Vitality*: We are a worshipping community, with both personal spirituality and gathering together as a Seminary for the praise and adoration of God and instruction in His Word.

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 competencies addressed in this course are: Disciple Making, Interpersonal Skills, and Servant Leadership.

Course Description

This course is designed to review specific leadership skills, which could be effectively employed in leading the women's ministry program of a local church.

Student Learning Outcomes

By the completion of this course, the student should be able to accomplish the following:

1. Explore her own leadership style through textbook reading, class discussions, and the leadership project.
2. Examine different skills of leading and relating to others through textbook readings and the annotated bibliography.
3. Understand the unique challenges of leadership through textbook readings, class discussions, and the leadership interviews.
4. Integrate the essentials of leadership in the local church through the leadership project.

5. Evaluate personal leadership skills in her ministry context through textbook readings and the leadership project.

Textbooks

The following texts and resources are required reading for class discussions and are to be read in their entirety unless otherwise specified.

1. Martin, Jaye and Terri Stovall. *Women Leading Women: The Biblical Model for the Church*. Nashville: B&H Publishing Group, 2015. ISBN: 9781433690556
2. Smith, Argile and Jeanine Bozeman (eds.). *Interpersonal Skills for Ministers*. New Orleans, LA: Pelican Publishing, 2004. ISBN: 1589802489
**A newer version (2014) of this book is available only as an eBook. Either will be acceptable for this course.*

Course Teaching Methodology

Teaching Method. This course will utilize lecture and interactive discovery-learning. The student should expect different presentation formats to enhance the learning motif.

Units of Study. Topics will include:

1. What is Leadership
2. Biblical Foundations for Women as Leaders
3. Essentials of Leadership
4. Leadership Profiles (Components of Relationships)
5. Styles of Leadership
6. The Disciplined Life of a Leader (Self-Concept/Understanding Ourselves/Self-Evaluation)
7. Communication Skills of Leadership
8. Leadership Development (Group Discussions/Small Groups)
9. Leadership Challenges (Difficult People/Decision Making/Conflict Management)
10. Methodology for Leadership/Conclusion

Course Requirements

1. **Attend class.** Seminary policy states that a student may not miss any class due to the short length of the workshop.
2. **Participate in class discussion.** Please silence cell phones during class. No texting or internet use during class.
3. **Write a Critical Review of each text.** The student will write a 2-3 page critical review of each text outlining strengths and weaknesses of each book. The review should include no more than ½ page of summary with the remaining information highlighting the stated

purpose of the book, whether the author(s) achieved the stated purpose, and usefulness to ministry to women, **due Nov. 1, 2019.**

4. **Develop an annotated bibliography.** The student will develop an annotated bibliography of at least 10 works outside of the textbooks addressing leadership skills in the church, especially as it relates to women. Include the bibliographical information for each entry along with a 3-4 sentence description of the work, **due Nov. 1, 2019.**
5. **Conduct Interviews.** The student will conduct two interviews with women leaders in ministry (can be a paid staff or volunteer layperson, parachurch leader, or seminary professor). Submit a typed summary of the findings from the interviews which should include but are not limited to: (1) the leader's philosophy of ministry; (2) hints/guidelines this leader uses in program planning; (3) ways this leader develops leaders within her ministry; and (4) the 'take-away' or highlight of the interview. Current Turabian guidelines for title page and format are to be followed, **due Nov. 15, 2019.**
6. **Complete a Leadership Evaluation Project.**

The project will include the evaluation of the student's own leadership skills and establishment of personal leadership goals. The student will evaluate herself as a leader by considering all components of the class including:

- Leadership with church staff
- Leadership with women in the church
- Leadership with family

The student will develop her own mission statement as a leader and then list specific goals for her future development as a leader. Also, the student will outline plans for evaluating fulfillment of these goals.

The evaluation should be based on personal reflections and information gained from Leadership Evaluation Forms (forms will be provided in class) completed by a minimum of two people in the groups previously identified. In addition to evaluation of leadership skills, the student will make recommendations for personal improvement of skills.

This report should be 10-15 pages, typed double spaced following *A Manual for Writers of Term Papers, Theses and Dissertations* by Kate Turabian, published by University of Chicago Press, **due November 15, 2019.**

All assignments should be emailed to christiansebastian@msn.com, **according to their specified due dates listed above.**

Evaluation of Grade

This course will follow the grading system for the Graduate School:

A = 93 – 100	20% = Class Attendance/Participation
B = 85-92	15% = Critical Reviews
C = 77-84	15% = Annotated Bibliography
D = 70-76	20% = Leadership Interviews
F = Below 70	30% = Project

Course Policies

Late Work

An automatic 10-point deduction will be taken for work submitted after the due date. Additional points will be deducted based on the number of days the submission is late. Requirements must be received by the end of each semester or the student will receive a course grade of an “F”.

Netiquette: Appropriate Online Behavior

Each student is expected to demonstrate appropriate Christian behavior when working online on Discussion Boards or whenever interaction occurs through web, digital, or other electronic medium. 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.

Help for Writing Papers at “The Write Stuff”

This is the official NOBTS Writing Center online help site for writing academic papers and essays. <http://www.nobts.edu/writing/default.html> You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew.

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.

Plagiarism on Written Assignments

NOBTS has a no tolerance policy for plagiarism. Please be aware that plagiarism in certain cases may result in expulsion from the seminary. Refer to the NOBTS Student

Handbook <http://www.nobts.edu/resources/pdf/student-services/NOBTSHandbook.pdf> where the definition, penalties and policies associated with plagiarism are clearly defined.

Blackboard and ITC Technical Support

Blackboard is the instructional platform used in this class. Please make sure that your contact information is accurate and up-to-date. If you need assistance, please contact the Information Technology Center (Hardin Student Center 290 or call **504.816.8180**). Here are other helpful links to ITC assistance. Selfserve@nobts.edu - Email for technical questions/support request for help with the site (Access to online registration, financial account, online transcript, etc.) BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard System. For Student Assistance in using Blackboard, visit: [Student Bb Help](#). ITCSupport@nobts.edu - for general technical questions/support requests. www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.

Course Schedule

Monday, 1:00-4:00 p.m.	Welcome / Orientation/Registration What is Leadership Biblical Foundations for Women as Leaders
Monday, 6:00-9:00p.m.	Essentials of Leadership Leadership Profiles (Components of Relationships)
Tuesday, 9:00a.m.-12:00p.m.	Styles of Leadership The Disciplined Life of a Leader
Tuesday, 1:00-4:00p.m.	Communication Skills of Leadership Leadership Development
Wednesday, 9:00a.m.-12:00p.m.	Leadership Challenges Methodology for Leadership/Conclusion

Selected Bibliography

- Adams, Chris, ed. *Women Reaching Women: Beginning and Building a Growing Women's Enrichment Ministry, Revised and Expanded*. Nashville, TN: LifeWay Church Resources, 2011.
- _____. *Transformed Lives: Taking Women's Ministry to the Next Level*. Nashville, TN: LifeWay Press, 2011.
- Allen, Catherine B. *Leadership Legacies: Lessons for Christian Women Leaders*. Birmingham, AL: Woman's Missionary Union, 2000.
- Alexander, Donald L.(ed.). *Christian Spirituality*. Downers Grove, IL: InterVarsity Press, 1998.
- Arnold, Jeffrey. *Seven Traits of A Successful Leader*. Colorado Springs, CO: NAV Press, 1997.
- Barna, George. *Leaders on Leadership*. Ventura, CA: Ventura Books, 1997.
- Bass, Bernard M. and Ronald E. Riggio. *Transformational Leadership (Second Edition)*. Mahwah, NJ: Lawrence Erlbaum Associates Publishers, 2006.
- Beausay, William II. *The People Skills of Jesus*. Nashville, TN: Thomas Nelson Publishers, 1997.
- Blackaby, Henry and Richard. *Spiritual Leadership*. Nashville, TN: Broadman and Holman, 2001.
- Blanchard, Kenneth et al. *Leadership and the Minute Manger*. New York: William Morrow and Company, 1985.
- Bolton, Robert. *People Skills: How to Assert Yourself, Listen to Others, and Resolve Conflicts*. Touchstone, 1986.
- Branden, Nathaniel. *The Power of Self-Esteem*. Deerfield Beach, FL: Health Communications, 1992.
- Brill, Naomi. *Working with People: The Helping Process*. White Plains, NY: Longman Publishers, 1995.
- Briner, Bob. *Women in Leadership: One Minute Bible*. Nashville, TN: Holman Reference, 1999.
- Brinkman, Rick, Rick Kirschner and Rich Brinkman. *Dealing with People You Can't Stand: How to Bring Out the Best in People at Their Worst*. New York, NY: 1994.

- Brisco, Jill et al. *Designing Effective Women's Ministries*. Grand Rapids, IL: Zondervan Publishing House, 1995.
- Clark, Linda (compiler). *Five Leadership Essentials for Women: Developing Your Ability to Make Things Happen*. Birmingham: New Hope, 2004
- Covey, Stephen. *Seven Habits of Highly Effective People*. New York, NY: Simon and Schuster Trade, 1989.
- Dean, Jody and Hal Stewart, eds. *Together We Equip: Integrating Discipleship and Ministry Leadership for Holistic Spiritual Formation*. Bloomington, IN: Westbow Press, 2018.
- Depree, Max. *Leadership is an Art*. New York, NY: Dell Publishing, 1989.
- Diehl, Bob. *Stop Setting Goals If You Would Rather Solve Problems*. New York, NY: Ballantine Books, 1996.
- Diehm, William J. *Sharpening Your People Skills*. Nashville, TN: Broadman & Holman Publishers: 1996.
- Egan, Gerard. *The Skilled Helper*. Belmont, CA: Brooks/Cole Publishing, 1994.
- Foster, Richard J. *Freedom of Simplicity*. New York, NY: Harper & Row, Publishers, 1981.
- _____. *The Challenge of the Disciplined Life*. San Francisco, CA: Harper & Row, Publishers, 1985.
- Gangel, Kenneth O. and Samuel L. Canine. *Communication and Conflict Management in Churches and Christian Organizations*. Nashville, TN: Broadman Press, 1992.
- Gardner, Howard. *Leading Minds: An Anatomy of Leadership*. New York, NY: Basic Books, 1995.
- Gardner, John. *On Leadership*. New York, NY: The Free Press, 1990.
- Greenleaf, Robert K. *Servant Leadership*. New York, NY: Paulist Press, 1977.
- Hasselbein, et al. *The Leader of the Future*. San Francisco, CA: Jossey-Bass Publishers, 1996.
- Helgesen, Sally. *The Female Advantage: Women's Ways of Leadership*. New York, NY: Doubleday Currency, 1990.
- Hunt, Johnny M. *Building Your Leadership Resume: Developing the Legacy That Will Outlast You*. Nashville, TN: Broadman & Holman, 2009.

- Hunt, Susan. *Loving Leadership: Leader's Guide*. Atlanta, GA: Presbyterian Church in America, 1995.
- Hunt, Susan and Peggy Hutcheson. *Leadership for Women in the Church*. Grand Rapids, MI: Zondervan Publishing House, 1991.
- Hutchins, David R. and Claire G. Cole. *Helping Relationships and Strategies*. Belmont, CA: Wadsworth, Inc., 1992.
- Jones, Laurie Beth. *Jesus CEO: Using Ancient Wisdom for Visionary Leadership*. New York, NY: Hyperion, 1995.
- Jones, Laurie Beth. *The Path*. New York, NY: Hyperion, 1996.
- Kelley, Rhonda H. *A Woman's Guide to Servant Leadership*. Birmingham, AL: New Hope Publishers, 2011.
- King, Kelly. *Ministry to Women: The Essential Guide for Leading Women in the Local Church*. Nashville, TN: LifeWay, 2018.
- Kouzes, James M. and Barry Z. Posner. *Credibility: How Leaders Gain and Lose It, Why People Demand It*. San Francisco, CA: Jossey-Bass Publishers, 1993.
- _____. *The Leadership Challenge*. San Francisco, CA: Jossey-Bass Publishers, 1995.
- Kraft, Vickie. *Women Mentoring Women*. Chicago: Moody Press, 1992.
- Krisco Kim H. *Leadership and the Art of Conversation*. Rocklin, CA: Prima Publishing, 1997.
- McGinnis, Alan Loy. *Bringing Out the Best In People*. Minneapolis, MN: Augsburg Publishing House, 1985.
- Maloney, H. Newton. *Win-Win Relationships*. Nashville, TN: Broadman & Holman Publishers, 1995.
- Martin, Jaye and Terri Stovall. *Women Leading Women: The Biblical Model for the Church*. Nashville: B&H Publishing Group, 2008.
- Maxwell, John C. *Developing the Leaders Around You*. Nashville, TN: Thomas Nelson Publishers, 1995.
- _____. *Developing the Leader Within You*. Nashville, TN: Thomas Nelson Publishers, 1993.

Miller, Calvin. *The Empowered Leader*. Nashville, TN: Broadman & Holman Publishers, 1995.

Miller, Michael. *Church Leadership Team Handbook*. Nashville: LifeWay, 1995.

_____. *Honoring the Ministry: Honoring the Leaders God Gives Your Church*. Nashville: LifeWay, 1998.

_____. *Kingdom Leadership*. Nashville, TN: The Sunday School Board of the SBC, 1996.

Miller, Sherod, Daniel Wackman, Elam Nunnally, and Phyllis Miller. *Connecting With Self and Others*. Littleton, CO: Interpersonal Communication Programs, Inc., 1988.

Nanus, Burt. *Visionary Leadership*. San Francisco, CA: Jossey-Bass Publishers, 1992.

Porter, Carol and Mike Hamel (eds.). *Women's Ministry Handbook*. Wheaton, IL: Victor Book, 1992.

Rollins, Catherine E. *52 Ways to Build Your Self-Esteem and Confidence*. Nashville, TN: Thomas Nelson Publishers, 1992.

Sanders, J. Oswald. *Spiritual Leadership: Responding to God's Call*. Chicago, IL: Moody Press, 1980.

Stevens, Paul. *Balancing Your Life: Setting Personal Goals*. San Jose, CA: Resource Publishers, 1996.

Wilkes, Gene. *Jesus on Leadership: Developing Servant Leaders*. Nashville: LifeWay Press, 1996.

Willard, Dallas. *The Spirit of the Disciplines*. New York, NY: Harper Collins Publishers, 1988.

Internet Sources

SBC Women's Leadership Network www.sbcwomen.net

Women's Ministry Network www.womensministry.net

Leadership Network www.leadnet.org

InJoy - Leading to Excellence www.injoy.com

Leadership Journal Magazine www.leadershipjournal.net

CEWM5263.Sebastian.Oct19.Leadership Skills for Women

Just Between Us Magazine

www.justbetweenus.org

P.L.A.C.E. Ministries

www.placeministries.org

Visioneering

www.christianbooks.com

LifeWay Women's Ministry

www.lifeway.com/women