

CHURCH ADMINISTRATION
RLED 4302VC01
SCHOOL OF RELIGION AND PHILOSOPHY
VIRTUAL CAMPUS

Wayland Baptist University Mission: *Wayland Baptist University exists to educate students in an academically challenging and distinctively Christian environment for professional success, and service to God and humankind.*

This course requires a high-speed connection as well as a headset with a microphone.

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Office Hours: Monday 3:00 – 6:00 pm; Tuesday/Thursday 12:00-6:00 pm

Office Location: Parkside Campus, Anchorage, Alaska

First class meeting is online, Wednesday, February 26, at 10 pm Central via Blackboard Collaborate.

Course Description

Applied principles of church administration as they relate to the role of the church staff in leadership, public relations, church staff relations, and worship.

Required Text

Robert H. Welch. *Church Administration: Creating Efficiency for Effective Ministry*

School of Religion and Philosophy Objectives

The student will:

1. Demonstrate understanding of Church Administration.
2. Demonstrate awareness of how to help a church become purpose driven.
3. Demonstrate understanding of the art and skill of leadership

Assignments

Church Analysis (50 points) Write a three to five-page analysis in which you evaluate your church to determine its administrative effectiveness.

Research Presentation (50 points) - Research and lead a forum that will assist in the area of:

- Administrative aspects of developing a Bible study program in the local church
- Administrative aspects of developing a worship service in the local church
- Leading congregational business meetings
- Concepts of the “ministry-team”
- The minister’s role outside the local church environment

*The information for this forum may delivered via regular text or video presentation. ***It must not duplicate information in the textbook, but must go beyond the text.***

Research Paper (150 points) The student will write a research paper concerning one of the following topics:

- Management and supervisory skills of the Christian leader.
- The leadership style of the Christian leader.
- The inner life of the Christian leader.
- The biblical basis for church administrative structure.

Topics “a” and “b” above may draw implications from secular business literature. This paper will be 7 to 10 pages in length (not counting front matter and reference pages).

The course paper will be prepared in Turabian 8th edition format. Follow this link to the [School of Religion and Philosophy Style Guide](#).

Final Examination (50 points) The student’s progress will be monitored one final exam. This examination will be made up of one or two comprehensive essay questions. It is not a proctored test.

Live-Chat Session and Discussion Board Participation (100 points) Our interaction will be split approximately evenly between live chat sessions and posting to Discussion Board forums (we’ll do one or the other in any given week, but not both). We will be using Blackboard Collaborate software for the live chat sessions. This can be found under the class Blackboard site in the Communication area. Each week's lecture will be posted under the Assignments area. Please view each week's lecture before participating in the Live Chat session or Discussion Board. Students unable to attend live chat sessions may make up the absence by submitting a double-spaced one-page summary of the recording of the session missed.

Course Grades

Final Exam	50	A	350 – 315
Research Presentation	50	B	314 - 280
Research Paper	150	C	279 - 245
Church Analysis	50	D	244 - 210
Class Participation	50	F	209 and below
Total	350		

Special Notes

Conduct in Forums and Live Classroom: I expect all of you to be polite to each other in the forums and live chat sessions included in this course. By this I mean it is fine to disagree on the issue under consideration, but don’t be rude to each other. I actually encourage debate, however I expect you will disagree without making personal attacks on each other. Any student behaving in this way will be

blocked from participation in the class site until we can come to some agreement concerning future behavior.

Service for the Disabled: In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

3. **Plagiarism:** University policy, and the academic community at large, considers plagiarism a serious breach of ethics. Confirmed instances of plagiarism will result in a failing grade for this course. All written assignments are subject to screening by the Safe Assignment service, which conducts a comprehensive Internet search for plagiarism. In addition, the WBU catalog states: "University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.) The student carries the responsibility of becoming familiar with the penalties associated with plagiarism stated in the catalog." (See WBU Catalog, 2013-2014 p. 91)

Email: Please direct any private communication to my regular WBU email account ashleyd@wbu.edu

Assignment of Grades: I am capable of evaluating your work at a level of "C" or lower, and still care for you as a person. Please do not take my critique of your work personally.

Tentative Schedule Spring Term 2014

February 26: Live Session via Blackboard Collaborate at 10:00 pm CST

Course introduction, Why church administration? The inner life of the leader

March 5: Live Session 10:00 pm CST

Testimonies of call to ministry, The call of the leader

Read: Welch, Chapter 1

View: Screencast Lecture 2

Virtual Campus Spring Break: March 10 - 14

March 17 - 22: No Live Session

Church Organization, Working with People

Read: Welch, Chapter 2

View: Screencast Lecture 3

This week we will not be having a Live Session. Please view the Screencast lecture before posting responses to my questions in the Discussion Board forum threads for the week. The deadline for the first posting is March 19 and subsequent postings must be complete by 12:00 midnight Central Time, March 22.

March 24 - 29: No Live Session

Vision and the Christian Leader

View: Screencast Lecture 4

This week we will not be having a Live Session. Please view the screencast lecture before posting responses to my questions in the Discussion Board forum threads for the week. The deadline for the first posting is March 26 and subsequent postings must be complete by 12:00 midnight Central Time, March 29.

Church Analysis due March 29 by midnight Central time. Submit via Safe Assignments

April 2: Live Session 10:00 pm CST

Basic leadership styles, Motivation

Read: Welch Chapter 3

View: Screencast Lecture 5

April 9: Live Session, 10 pm CST

Administering Personnel, Office Administration

Read: Welch, Chapters 4, 5

View: Screencast Lecture 6

April 14 - 19: No Live Session Live Session 10:00 pm CST

Financial Procedures, Planning and Budgeting, Designing and Managing Facilities

Research Presentations April 14 – 19. Presentation materials must be posted by April 14 at midnight Central time.

View: Welch, Chapters 6, 7, 8

Listen: Screencast Lecture 7

This week we will not be having a Live Session. Please view the screencast lecture before posting responses to my questions in the Discussion Board forum threads for the week. The deadline for the first posting is April 16 and subsequent postings must be complete by 12:00 midnight Central Time, April 19.

April 21 - 26: No Live Session

Planning Special Congregational Events, Church Publications, The search committee

Read Welch, Chapters 10, 11

View: Screencast Lecture 8

This week we will not be having a Live Session. Please view the screencast lecture before posting responses to my questions in the Discussion Board forum threads for the week. The deadline for the first posting is April 23 and subsequent postings must be complete by 12:00 midnight Central Time, April 26.

April 28 – May 3: No Live Session

Leading meetings, Legal issues in the church, Change in the church, Equipping the Saints to Serve, Staff Relationships

Read: Welch, Chapters 9, 12

View: Screencast Lecture 9

This week we will not be having a Live Session. Please view the screencast lecture before posting responses to my questions in the Discussion Board forum threads for the week. The deadline for the first posting is April 30 and subsequent postings must be complete by 12:00 midnight Central Time, May 3.

May 7: Live Session 10:00 pm CST

View: Screencast Lecture 10

Research Papers due by 5pm Central, May 7. Submit via Safe Assignments

Final Exam due by midnight, May 14. Submit via Safe Assignments