# "WBUlogo"

Virtual Campus

School of Christian Studies

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MNST 4310 VC01 Survey of Church Administration and Education

# **4. TERM**:

Spring 2, 2022 March 14-May 7, 2022)

# **5. INSTRUCTOR**:

D Glenn Simmons, PhD, ThD

# **6. CONTACT INFORMATION**:

Office phone: 684-699-2177 (Please remember that American Samoa is 7 hours behind Texas time.

WBU Email: simmonsg@wbu.edu

Cell phone: 602.740.7040. Please text first, identify yourself, and I will contact you at my earliest convenience

# **7. OFFICE HOURS, BUILDING & LOCATION**:

Students can reach out to me and I will set up a time to meet. I work out of the WBU American Samoa Campus

# **8. COURSE MEETING TIME & LOCATION**:

Virtual Campus

# **9. CATALOG DESCRIPTION**: Introduction to the theological and practical principles of church administration, church governance, and education of members for personal growth and service to the community.

# 10. PREREQUISITE:

RLGN 1301, 1302

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**: Title: Church Administration: Creating Efficiency for Effective Ministry

**Author:** Robert H. Welch  
**ISBN-13:** 978-1-4336-7377-1  
**Edition / Copyright:** 7nd edition  
**Publisher:** B & H Publications  
**Book Type:** Paperback

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# 12. OPTIONAL MATERIALS

Various journal articles

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Identify from Scripture biblical concepts for leadership in the local church and Christian ministry venue, and analyze these practices in terms of a biblical worldview.
* 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.
* Integrate and synthesize responses to situational studies relating to leadership and administration in the local church or Christian ministry setting.

**Professional competencies that will be addressed in the class**

At the end of this course should have developed these professional competencies

* A clear understanding of the basic principles of a church administration
* A grasp of organizational structure within a church or religious organization
* An overview of financial and physical resources that are used in a church or religious organization
* More effective strategies to develop better planning and program development with attention to risk management
* Better insights into the role leadership plays in church administration
* Stronger ties to biblical principles and how they relate to church administration
* Superior skills in organizing, managing, and administering a religious organization

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# **16. DISABILITY STATEMENT**:

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.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

**Course Requirements:**

* Weekly reading assignments
* Interview with a church leader responsible for administration
* Regular discussion boards where students will discuss pertinent issues
* One book review of a book on The Purpose Driven life or a book on church administration
* Mid-term project over financial planning of a church or ministry
* Review one peer-evaluated journal article in the field.
* Final Project—students will set up a procedural manual for policy and practice of proper administration and education within a church setting. Students will pay close attention to analyzing, evaluating, and paying close attention to current trends, then couching that in a biblical perspective using relevant scriptural references. This should be approximately 15 pages in length

**Method of Determining Course Grade:**

|  |  |
| --- | --- |
| **Assignment/Assessment** | **Points** |
| Community Points | 100 |
| Discussions | 250 |
| Interview | 75 |
| Blog | 75 |
| Book Review | 75 |
| Journal Review | 75 |
| Mid-Term Project | 150 |
| Final Project | 200 |
| **TOTAL POINTS** | **1000** |

17.1 **Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

**18. TENTATIVE SCHEDULE**

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| **Lesson** | **Due** | **Assignments** | **Text Reading Assignment** |
| 1.—Introduction to administration and education | March 19 | Map, wiki, Discussion Board and video | Chapters 1-3 |
| 2—Organizing the church and administering personnel | March 26 | Discussion Board, | Chapter 4-5 |
| 3—Financial, physical, and management | April 2 | Discussion Board | Chapter 6-8 |
| 4—Risk Management and risk aversion | April 9 | Discussion Board, midterm project | Chapter 9-10 |
| 5—Administering Planning and Program Activities | April 16 | Discussion Board, | Chapter 11 |
| 6—Support Activities | April 23 | Discussion Board, Book Review | Chapter 12 |
| 7—Final Project | April 30 | FINAL PROJECT DUE, Blog due |  |
| 8—The role of Christian education in the church | May 7 | Final Discussion Board and Journal Article | Various assigned readings |

# 19. ADDITIONAL INFORMATION

**Assignments:**