

**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF CHRISTIAN STUDIES**

**WBU ONLINE**

**Wayland 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.

**Course Title and Number:** MNST 4310 Survey of Church Administration and Education 3hrs

**Term:** Summer 2020

**Name of Instructor:** Dr. Michael A. Dain

**Office Phone Number and WBU Email Address:** (806) 742-9537 [dainm@wbu.edu](file:///G%3A%5Cwinter%20term%202014%5Cdainm%40wbu.edu)

**Office Hours, Building, and Location:** Office Hours 10:00am-12pm; 4:00-6:00 p.m. M-TH; Lubbock Campus.

**Class Meeting Time and Location:** Asynchronous online delivery

**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.

**Prerequisites:** RLGN 1301, RLGN 1302 or RLGN 1303 and RLGN 1304

**Required Textbook(s) and/or Resource Material:**

1. William R Yount ed., *the Teaching Ministry of the Church*, 2nd ed. Nashville: Broadman and Holman, 2008.

2. Robert H. Welch, *Church Administration: Creating Efficiency for Effective Ministry*, 2nd ed., Nashville: Broadman and Holman Academic, 2011

 3. Bible, any modern translation. Supplement to written lectures and aid to assignments.

**Course Outcome Competencies:**

Students will:

1.       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.

2.       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.

3.       Integrate and synthesize responses to situational studies relating to leadership and administration in the local church or Christian ministry setting.

**Attendance Requirements:**

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**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.”

**Course Requirements and Grading Criteria:**

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* **Discussion Board:**  Students will respond to questions each week in the discussion board based on the weekly reading from the assigned texts. Students should answer questions thoroughly with a minimum of 200 words and respond to at least one other student with a minimum of 150 words. 15% of final grade.
* **Church Educational model:** Based on course readings and outside research students will design and educational model for either a small church (50-100) or a medium to large church (150-400). This model should describe curriculum, organization and other issues for a holistic ministry experience. The paper should be 4-5 pages with references indicated in a works cited page. 30% of final grade
* **Church Budget Project:** Students will design a working church budget for either a small church (50-100) or a medium to large church (150-400). This budget will be based on material from the textbooks and outside reading and research. The budget should be comprehensive and indicate designated offerings to denominational entities as a part of the project. 30% of final grade.
* **Risk Assessment:** Students will develop a risk assessment strategy for “ministry in a viral pandemic.” This policy will outline beginning steps for safety and continued ministry during external crisis situations. The policy should outline how staff and members continue ministry and proper use of the facilities during the crisis. 25% of final grade.

**Grading and Evaluation**:

* **Procedure for computations of final grade**
	+ **Discussion Board 15%**
	+ **Church ed model 30%**
	+ **Church budget 30%**
	+ **Risk Assessment 25%**

**Grading for Course**:

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| Letter Grade | Percentage |
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | Below 60 |
| I | An incomplete may be given to a student who is passing, but has not completed some required work for reasons beyond the student’s control. |

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 Executive Vice President/Provost to the 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.

**Tentative Schedule:**

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| **Week**  | **Reading Assignment** |  |
| 1 May 25 | Yount, *Teaching Ministry* 1-2 |  |
| 2 June 1 | Yount, *Teaching Ministry* 6, 10-11 |  |
| 3 June 8 | Yount, *Teaching Ministry* 12-14 |  |
| 4 June 15 | Yount, *Teaching Ministry* 19-20, 22 |  |
| 5 June 22 | Welch, *Church Administration* 1-2 |  |
| 6 June 29 | Welch, *Church Administration* 3-4 |  |
| 7 July 6 | Welch, *Church Administration* 5-6 |  |
| 8 July 13 | Welch, *Church Administration* 7-8 |  |
| 9 July 20 | Welch, *Church Administration* 9-10 |  |
| 10 July 27 | Welch, *Church Administration* 11-12 |  |
| 11 Aug 3 | Course wrap up  |  |

**Additional material:**

**Academic Honesty (Plagiarism): 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 pf the work of another as one’s own work. It is the student’s responsibility to be familiar with penalties associates with plagiarism stated in the catalog.**