**WAYLAND BAPTIST UNIVERSITY**

**VIRTUAL CAMPUS**

Wayland Baptist 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.

### Course and Number: RLED 4201 Section Number VC 1 Church Administration

# Term: Winter 2017

## Instructor: Dr. Margaret Lawson

## Instructor Information

* **Phone**: 817-838-6615
* **Email:** doc.m.lawson@gmail.com
* **Office Hours:** 9 am-9:00 pm
* **Office Location:** Virtual Campus

**Class Time and Location:** Virtual Campus

**Course Description:**. Principles of church administration and leadership

**Prerequisite**: None

**Required Textbooks and Resources**

* Geiger, Eric and Kevin Peck. *Designed to Lead*. Nashville, TN : B&H Publishing, 2016.
* Malphurs, Aubrey. *Advanced Strategic Planning: A New Model for Church and Ministry Leaders*. Baker Books: Grand Rapids MI, 2000.

**Optional Material**

* Welch, Robert H. *Church Administration*. Nashville, TN: B&H, 2011.
* Powers, Bruce. *Church Administration Handbook: A Revised and Completely Updated Edition* Nashville: Broadman, 1997.

**Course Outcome Competencies:**

Students will:

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

###### Attendance Requirements

Each class member will engage in discussions and learning tasks out of the assigned reading and class notes and activities for that week. Students will be expected to read the materials, engage in the discussions and respond to posts provided by the professor and other students in the class. A student who fails to fulfill the requirements during the week may be regarded as absent. Notify the professor of any unavoidable absences before the first day of class if possible.

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 education 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:**

**1. DISCUSSION BOARD**

Discussion Board will provide regular opportunities for students to relate to each other and the professor. There will be a Discussion Board application topic for most of the class sessions and the **posts and responses** form a significant portion of the final grade. All submissions on the Discussion Board are expected to be in academic or formal language and writing and with the use of appropriate grammar. Responses should reflect careful thought and critical thinking. This is not “tweeting” or “texting.”

**2. READINGS**
**Texts:** Read both texts in their entirety, including those chapters not specifically assigned to a weekly topic. Where the text addresses the Discussion Board issue this will be noted on the class schedule.

A written statement of reading completion will be required at the end of the course. Send an email to the professor stating: I have read 100% of each required text.

**Supplemental Readings**: Additional reading material will be made available for most topics in the form of an article, a survey or directions to a website. Directions and additional information will be provided in the class notes each week.

**3. TIME MANAGEMENT**

Keep a time log for three consecutive days according to the sample in the class notes. Make a note of your activities at hourly intervals. Write a brief (2-3 pages) evaluation of your personal time management skills, describing perceived strengths and weaknesses and steps you will take to improve citing biblical principles.

**4. LEADER INTERVIEWS**

Interview two leaders in a Bible teaching program your church. Ask each one what it takes to be a good Bible teacher. The selected teachers may be teaching preschoolers, children, youth, or adults. Choose the “average” teacher who will help you to gauge the pulse of teaching in your church. Try to find an experienced teacher and one who has not been teaching for very long. You are free to develop your own interview questions, but here are some suggestions:

1. What qualities do you consider to be important for a Bible teacher/leader?
2. How were you enlisted? How long is your period of service? 1 yrear? Indefinitely?
3. How were you equipped?
4. Do you have a job description?
5. Does the church offer you on-going training?

Report on these interviews separately in narrative form, (write about one page for each). Finally, reflect on what you learned from your interviews and provide a summary page describing how the insights from your interviews could help you in church ministry (about 1 page). Post your paper on the Turnitin link. Your final paper should be approximately 3 pages in length

**5. POWER POINT PRESENTATION**

Develop a 15 minute power point presentation to use as a discussion starter for a group of prospective teachers in the adult, youth or children’s area of the Bible teaching program of the church. As part of a training conference you intend to introduce the topic of “Characteristics and skills expected of leaders in your department.”

**6. EXAMINATION**

The final exam will take the form of a short synthesis activity applying the material from class notes, handouts, discussion boards and the text readings. It will reflect your personal philosophy of church administration and leadership in the local church.

**Tentative Schedule:**

|  |  |  |
| --- | --- | --- |
| **DATE** | **CLASS TOPIC** | **ASSIGNMENTS** |
| Week 1Nov 13-19 | Class IntroductionsChurch Administration defined | Geiger, ch 1-4, p. 1-73Discussion Board (DB) |
|  | THANKSGIVING |  |
| Week 2Nov 27-Dec 3 | The church on missionPurpose Driven Church –Mims onlineWriting the Mission statement | Geiger, ch 5-6, p. 101-152 Malphurs, ch 5-7DB |
| Week 3Dec 4-10 | The church organized and functioningEquipping for ministrySpiritual gifts Inventory | Geiger ch 7, p. 153-176Malphurs, ch 3-4 |
| Week 4Dec 11-17 | Working with volunteersEnlisting, Equipping and EvaluatingJob descriptions (samples available) | Geiger, ch 8, p.177-202Malphurs, ch 8-9DB |
|  | CHRISTMAS BREAK |  |
| Week 5Jan 1-7 | Enlisting/Training volunteer workersOngoing leader trainingTraining outreach visitors | Geiger, ch 9 p. 201-216*DB Job descriptions due* |
| Week 6Jan 8-14 | Qualities and characteristics of leadersLeadership types--online survey | Survey results and applicationDBe |
| Week 7Jan 15-21 | Servant leadershipJesus Training the Disciples | Website article—David NaugleGeiger, ch7 and Appendix 2DB |
| Week 8Jan 22-27 | Developing policies and procedures for the teaching ministries from nursery up | Malphurs, ch 10-11 and samples in AppendixDB |
| Week 9Jan 29-Feb 14 | Training the leadersMaintaining the records | Assigned articles from LifeWay Christian ResourcesGeorgia Baptist Convention website and othersDB*Reading confirmation du*e |
| Week 10Feb 5-11 | Essential policies and procedures for the church on mission. Finances, budgets, legal issues, safety concerns, tax exempt status etc.  | NACBA resources*Power Point presentations and discussions in groups* |
| Week 11Feb 12-17 | FINAL EXAM |  |

Schedule may be adjusted to accommodate the number of students as well as the holiday dates.

An updated schedule will be available on the first day of class.

**Course Evaluation (Method of Determining Grade)**

##### University Grading System

 Symbol Percentage

 A 90-100

 B 80-89

 C 70-79

 D 60-69

 F Below 60

\*\*A grade of incomplete is changed if the deficiency is made up by midterm of the next regular semester; otherwise, it becomes "F". This grade is given only if circumstances beyond the student's control prevented completion of work during the semester enrolled and attendance requirements have been met.

### Procedure for computation of final grade:

|  |  |
| --- | --- |
| **Assignment** | **Points** |
| Time Management | 100 |
| Readings | 100 |
| Leader Interviews | 200 |
| Power Point Presentation | 200 |
| Discussion Board (posts and responses) | 300 |
| Final Exam | 100 |
| TOTAL | 1000 |

**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 of 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 on page 88.**

A student who has submitted work for one class and received a grade for it may not submit the same material for another class without professor permission.

**Classroom Disruption**

Students who disrupt a class will be directed to leave immediately and report to the external campus executive director/dean or dean of students, who will discuss with the student the cause of the disruption. The student will return to the class only with permission of the executive director/campus dean or dean of students and faculty member involved.