Center for Urban Ministerial Education
Gordon-Conwell Theological Seminary~ Boston Campus

EM 654 - Leadership in Ministry

Mondays/Summer 2014
C.U.M.E. - Evangelical Covenant Church
Springfield, MA

Summer 2014 6:30 p.m. – 9:30 p.m.
Instructor - Rev. Dr. Barbara E. Headley  Email: drbheadley@gmail.com
Cell - (860) 922-0571

Course Syllabus

I. Course Description
Leadership in ministry is viewed from the perspective of the vocation of God’s people in the church and in the world. Emphasis is given to equipping, leading, and supporting Christian leaders, primarily in but not limited to urban settings. Focus will be on helping students in discerning more clearly how God has gifted and called them to service in the church and in the world. Areas to be covered will include understanding the biblical and foundational principles and practices of Christian ministry leadership, including leadership competency, spiritual maturity and the personal development of a leader. The course will aid students in identifying their own leadership styles, strengths, weaknesses, as well as how to develop other Christians in their ministries. This course seeks to meet the mission of Gordon-Conwell Theological Seminary to prepare men and women for ministry at home, in the church and in the community. This course will fulfill credit hours in the division of the ministry of the church.

II. Course Learning Objectives
- To understand the biblical and foundational principles of Christian leadership
- To engage in critical theological and practical strategies for effective leadership in ministry
- Explore the importance of credible and ethical leadership in the church and in the world
- Analysis of strategies to develop leadership competences for ministry in diverse settings
- The assessment of gifts and skills for leadership
- Review of current trends in ministry leadership in the church and world

III. Required Texts


**Additional Readings:**
Selected readings and articles will be provided by the instructor.

**Suggested Reading** (Books recommended for the library of leaders)
  - *The 5 Levels of Leadership.* Center Street, 2011.

**IV. Course Requisites:**

- **Attendance and participation is required for completion and credit in class.**
- Measurements for performance in this course will be based on types and levels of participation, effort, progress and academic excellence demonstrated through written work, self-reflection, discussion, teamwork and presentations.
- All papers are to be typed, double space following proper style guidelines for written work.
- Papers are due by designated due dates, late papers will only be accepted based on professor’s prior approval.
- Students are encouraged to submit work electronically, but must be sent by 12 midnight of due date.
- Students are encouraged to submit grammatical correct papers that demonstrate command of English language. It is recommended that students have a second party read over their work prior to submission.
All assignments have a page limit; **these limits will be strictly enforced.**

Students work is to be submitted without a cover page, but with the name of the student, course title, date, and ISBN number of the text being used for the assignment on the first page of the written assignments.

Papers are to be stapled with no binders or paper clips attached.

**Written Work:** Specific rubrics will be provided for all written assignments, which will also generally be judged according to the seven criteria:

- **Clarity of Expression:** Have you clearly addressed all aspects of the assignment?
- **Logical Organization:** Do your ideas and assertions flow easily and naturally?
- **Elaboration and Detail:** Have you explained details, used examples, and/or provided evidence to support your ideas?
- **Critical Thinking:** Have you shown that you can analyze by thinking critically/deeply?
- **Effective and Appropriate Use of Research Techniques:** Have you followed the approaches and conventions of APA format?
- **Effective Use of Language and Diction:** Have you used appropriate words and definitions to make your points?
- **Mechanics and Usage:** Have you used correct grammar, spelling, punctuation, syntax

**V. Course Assignments:**

1. **The essential qualities of Leadership:** Pre-Assignment June 16, 2014  
Read chapters 6-9, *Spiritual Leadership* by J. Oswald Saunders.

Read pages 65-88, *Preventing Ministry Failure*, by Michael Wilson and Brad Hoffman – “Calling: The Power of Effectiveness in Ministry.” Reading will be provided on line to students.

Please write a 3 page reflection paper incorporating what qualities the authors brings to the discussion. Your paper should address what you believe are 10 essential qualities of leadership and why you chose them. The paper should demonstrate that you read the text and made your own evaluation. Please note this assignment is due on the first day of class **Monday, June 16, 2014**.

2. **Development of Personal Mission Statement:**  
Read pages 65 – 144, Habits 1 & 2 of *The 7 Habits of Highly Effective People*.  
Read pages 11 – 54, in *Redefining Leadership* by Stowell.

Write your own Personal Mission statement based upon the principles laid out in Covey’s Habit 2, (pages 95-144), of *The Seven Habits of Highly Effective People*. The paper should be 1-2 pages in length. **Due: June 30, 2014.**

3. **Reflection Paper – The Strengthening Soul of Your Leadership:** Write a reflection paper integrating a chapter that you have chosen, from the text, *Strengthening the Soul of Your Leadership*. The paper, 4 pages in length, should reflect on the theme of a chapter you have chosen from the book and the overall theme of the book. **Due: July 14, 2014**
4. **Case Studies in Leadership** – as part of class participation, students will be required to choose a case study in leadership from the book, *The Good Book on Leadership: Case Studies from the Bible*, and make a 5 min presentation on that leader in class. Students will sign up for dates to present during the first class. This assignment is 5 points of the class participation grade.

5. **Leadership profile & Development Plan**: At the conclusion of the course, you will prepare a 6 page paper analyzing your own leadership style. You should identify strengths and weaknesses, indicate how you have and will developed skills presented in the course and identify areas for future growth. Input from friends or co-workers are required in developing this profile. Formal leadership assessment tools will be recommended by the instructor. **Due: Aug. 18, 2014**

**Grading Procedure:**

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<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Class participation and presentation</td>
<td>15</td>
</tr>
<tr>
<td>Reflection paper: Spiritual Leadership</td>
<td>10</td>
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<tr>
<td>Personal Mission Statement</td>
<td>20</td>
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<tr>
<td>Reflection paper: Strengthening the Soul of Your Leadership</td>
<td>20</td>
</tr>
<tr>
<td>Leadership Profile &amp; Development Plan</td>
<td>35</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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**Class sessions Topics**
(Reading assignments for each class session will be given on first day of class.)

- **June 16** – “The Biblical and foundational principles of Christian ministry leadership”
- **June 23** – “The Character of a Leader”
- **June 30** – “Vocation Clarification and Leadership Competency”
- **July 7** – “The Spirituality and Maturity of the Leader”
- **July 14** – “The Soul and Self Care of a Leader”
- **July 21** – “Fundamentals of Ministry Administration and Management “
- **July 28** – “The Recruitment and Development of Ministry Teams”
- **Aug. 4** – “Power, Conflict and Transformational Leadership”
- **Aug. 11** – “21st Century Realities and Challenges for Leadership in Ministry”
- **Aug. 18** – “The Challenges and Joys of Leadership in Urban Ministry Settings”