GORDON-CONWELL THEOLOGICAL SEMINARY
HISPANIC MINISTRIES PROGRAM
MC 623: Church Administration: Pastoral Excellence in Hispanic Ministry
COURSE SYLLABUS

Dr. Héctor M. Rodríguez
Telephone Numbers: (201) 936-8460 and (201) 795-4037; E-mail: chaplain7@comcast.net

**Required Texts**

**Course Description**
This course provides an overview of church administration and management of non-profit organizations. It is designed to inform and educate students regarding management principles, procedures, techniques, theory, and practice for leading and managing churches and non-profit organizations. The course applies a problem-solving approach to the subjects of management, administration, supervision, organization, leadership, church government, finance, and legal issues relevant to ministers and lay leaders.

**Course Objectives**
At the conclusion of the course, students will be able to:

1. Think critically.
2. Define numerous terms, principles, and operating procedures associated with church and non-profit organization management and administration.
3. Find, interpret, and apply Bible passages that form a theological basis for good management, administration, and supervision of the local church and related ministries.
4. Identify the roles and responsibilities of the pastor, board, and officers for the financial management of the local church.
5. Understand, state, and apply administration and management theory and principles.
6. Establish procedures for conducting church business in a professional and responsible manner.
7. Implement management and administration ideas, procedures, and techniques to improve the effectiveness of the local church’s operations.
8. Know and understand general legal principles that may apply to churches and clergy.
9. Identify circumstances that require professional accounting, legal, and counseling assistance.
10. Identify and describe several risk management principles and strategies to assist churches and clergy lower their risk of legal liability.
11. Continue their studies of church administration and management.
Course Requirements and Grading

The final course grade will be based upon the following: examination (35%); class participation—includes attendance and written submission and discussion of assigned questions (10%); research paper (35%); quizzes and submission of written answers to case studies (20%). The quizzes will provide students with a review of course material and prepare them for the final examination. Class attendance and class participation is mandatory. The professor does not condone or tolerate plagiarism. A make-up examination will be given only for documented exigency. Students are required to read all assigned materials and participate in interactive discussions. Students are encouraged to ask questions. The professor will evaluate and grade examinations, all assignments, and requirements on the quality and quantity of the analysis, discussions, explanations, and conclusions.

The research paper must be submitted to the professor on or before October 31, 2013. The research paper must be submitted on a minimum of ten pages (title page, table of contents, and bibliography are in addition to the ten page minimum), one inch margins (top, bottom, right, and left), Times New Roman, 12 font, and 1.5 spacing. The paper must contain a discussion of the following: definitions of administration, church administration, and church; a theology of church administration; compare and contrast the views of the Anthony and Estep Text with the Tidwell Text regarding church administration; your understanding of transformational leadership; and application of church administration to your own ministry context. The research paper must follow the Chicago Manual of Style. The research paper will be discussed in class. The written answers and discussion of assigned questions and case studies must be submitted according to the professor’s instructions. Grading system: A = 100-94; A- = 93.99-90; B+ = 89.99-87; B = 86.99-85; B- = 84.99-80; C+ = 79.99-76; C = 75.99-72; C- = 71.99-70; D = 69.99-65; F = 64.99 and below.

Course Calendar

September 12  Introduction to Church Administration and Management of Non-profit Organizations. Definitions, theory, theology, and administrative process
Handouts, case studies, and questions.
Read Chapters 1-2 of the Anthony and Estep Text and Chapters 1-2 of the Tidwell Text.

September 13  Management, Church Government, Non-profit Status, Planning, and Quiz.
Read Chapters 3-8 of the Anthony and Estep Text and Chapters 3-5 of the Tidwell Text.

September 14  Organizing, Supervising, Human Resources, Leadership, Training, and Quiz
Read Chapters 9-15, 17-20 of the Anthony and Estep Text and Chapters 6, 7, 10 of the Tidwell Text.

September 15  Finances, Legal Matters, Boards, Committees, and Parliamentary Rules.
Read Chapters 16, 21, 22, 23 of the Anthony and Estep Text and Chapters 8-9 of the Tidwell Text.
Final Examination

**Recommended Books**


**Bibliography for Further Study**


