

GORDON-CONWELL THEOLOGICAL SEMINARY

HISPANIC MINISTRIES PROGRAM

MC 623: Church Administration: Pastoral Excellence in Ministry

Spring 2018

Instructor: Don Knoblich, Ph.D.

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**Dates: April 5-8, 2018, Thursday, Friday, Saturday (8:30 a.m. – 5:30 p.m.)
Sunday (8:30 a.m. – 3:30 p.m.)**

***Location: Alberta, Canada: Bishop Walter Doroshuk will be coordinating the details of the location of the school. Contact him for the necessary information. He can be reached at: Wdoroshuk@aol.com or (250) 938-5223.)**

I. Course Description

This course will provide an overview of church administration, management, and leadership of churches and 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 administration, leadership, management, supervision, organization, church government, finance, and legal issues relevant to ministers and lay leaders.

II. Course Objectives

Upon completion of this course, students will have the ability to:

1. Think critically about church administration and leadership principles.

2. Define numerous terms, principles, and operating procedures associated with church and non-profit organization administration, leadership, and management.
3. Find, interpret, and apply Bible passages that form a theological basis for good administration, leadership, management, and supervision of local churches and related ministries.
4. Identify the roles and responsibilities of pastors, leaders, board members, and officers for the financial management of the church.
5. Understand, state, and apply administration and management theory and principles.
6. Establish procedures for administrating and leading churches in a professional, efficient, 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 to lower their risk of legal liability.

III. Required Texts

Anthony, Michael J. and James Estep Jr. *Management Essentials for Christian Ministries*
Nashville, TN: Broadman & Holman Publishers, 2005. ISBN-13: 978-0805431230

Tidwell, Charles A. *Church Administration: Effective Leadership for Ministry*. Nashville, TN:
Broadman & Holman Publishers, 1985. ISBN-13: 9780805431131

Vaters, Karl. *The Grasshopper Myth: Big Churches and the Small Thinking that Divides Us*.
New Small Church, 2013. ISBN: 9780988443907

Recommended Texts

Banks, R. and Ledbetter, B.M. *Reviewing Leadership: A Christian Evaluation of Current Approaches*.
Grand Rapids, MI: Baker Academic, 2004. **ISBN-13:** 978-0801036293

Bass, B.M. (ed.). *The Bass Handbook of Leadership: Theory, Research, & Managerial Applications*. 4th Edition. New York: Free Press, 2008. **ISBN-13:** 978-0743215527

Bass, B.M. and R.E. Riggio. *Transformational Leadership*. New York: Psychology Press, 2006. **ISBN-13:** 978-0805847628

Bass, B.M. and B.J. Avolio. *Improving Organizational Effectiveness through Transformational Leadership*. Thousand Oaks, CA: Sage Publications, 1994. **ISBN-13:** 978-0803952362

Berkley, J.D. (ed.). *Leadership Handbook of Management and Administration*. Grand Rapids, MI: Baker Books, 2007. **ASIN:** B00B0VMJW0

Ford, L. *Transforming Leadership: Jesus Way of Creating Vision, Shaping Value & Empowering Change*. Downers Grove, IL: Intervarsity Press, 1991. **ISBN-13:** 978-0830816521

George, C.F. and Logan, R.E. *Leading & Managing Your Church*. Grand Rapids, MI: Fleming H. Revell, 1993. **ISBN-13:** 978-0800715755

Hall, Eddy. *The More-with-Less Church: Maximize Your Money, Space, Time, and People to Multiply Ministry Impact*. Grand Rapids, MI: Baker Books, 2014. **ASIN:** B00KDN85EC

Lee, Harris W. *Effective Church Leadership: A Practical Sourcebook*. Minneapolis, MN: Augsburg Fortress, 1989. **ISBN-13:** 978-0806624235

Welch, Robert H. *Church Administration, 2nd Edition*. Nashville, TN: B&H Academy, 2011. **ISBN-13:** 978-1433673771

IV. Course Requirements and Grading

1. Reading Log (15% of final grade)

A Reading Log for the three required texts is included in this syllabus. The reading log will be due six weeks after class, on or before May 21, 2018, the same time when the final assignment is due. The Reading Log is to be emailed directly to the instructor.

2. Active Participation/In-Class Projects (15% of final grade)

Active participation during class and the in-class projects is a critical part of the learning process. Students are expected to be prepared and engage in the lectures and class activities. Class participation enhances the learning process by making space for diverse perspectives from other students. Attendance at all class sessions is required.

3. Paper #1 (15% of final grade)

Students are to read the required text by Karl Vaters. For this paper, students are to compare and contrast administrative and leadership approaches employed by a small church and a large church. What are the advantages and disadvantages of each? Describe what you see as strengths and weaknesses of performing administrative and leadership tasks in both small and large churches.

This paper should be 2-3 typed pages. It is to be double-spaced, in twelve-point, Times New Roman. This paper will be due on the first day of class, April 5th, 2018. Papers not completed by the due date will receive a ½ grade reduction in their final grade.

4. Daily Quizzes (15% of final grade)

There will be daily quizzes given on Friday, Saturday, and Sunday covering lecture material presented and highlighted from the previous day.

5. Paper #2 (Research Paper) (40% of final grade)

The Research Paper will be due six weeks after class, on or before , May 21, 2018, the same time when the Reading Log is due.

The research paper is to be 10 typed pages (not including the title page, table of contents, and bibliography). It is to be double-spaced, in twelve-point, Times New Roman with one inch margins. Please use footnotes, rather than endnotes. The paper should follow the latest edition of the Turabian Manual for Writing. The paper must include the following points: definitions of administration, church administration, and church; a theology of church administration; compare and contrast the perspectives of the Anthony and Estep text with the Tidwell text regarding church administration and church leadership; your understanding of transformational leadership; and how you will apply what you learned in your particular ministerial context.

This paper is to be e-mailed directly to the instructor. Assignments not completed by May 21, 2018 will receive a ½ grade reduction in their final grade for each day the paper is late.

Academic Honesty: Students are on their honor to complete assignments with integrity. Please know that cheating and plagiarism, i.e., using the intellectual property of others without giving proper citation credit, and leaving the impression that it is your own work are not acceptable.

Grading Scale:

A+ 97-100	A 93-96%	A- 90-92%
B+ 87-89%	B 83-86%	B- 80-82%
C+ 77-79%	C 73-76%	C- 70-72%
D+ 67-69%	D 63-66%	D- 60-62%

V. Course Outline

Thursday (April 5, 2018)

- Registration/Introduction of Students
- Course Pragmatics (Organization, Objectives, Requirements)
- Definitions and Contexts of Church Administration
- Old Testament Administration
- New Testament Administration

Friday (April 6, 2018)

- Legal Issues
- Incorporation and Facility Use Agreements
- Background Checks and Abuse Issues
- Business Conferences
- Insurance
- Ethical Issues and Confidentiality

Saturday (April 7, 2018)

- Psychological Issues and Divisiveness in the Church
- Polity Issues, Types of Church Government
- Leadership Traits
- Leadership Styles

Sunday (April 8, 2018)

- Leadership Training and Development
- Finances
- Boards and Committees
- Summary

CHURCH ADMINISTRATION (MC 623)

Reading Log Sheet

The Reading Log Sheet is to be turned in at the same time when the final assignment is due, May 21st, 2018. Indicate below the pages read as well as the percentage of the book completed as this is part of your final grade. Be sure to include your name.

Anthony and Estep: <i>Management Essentials</i> –	Pages Read _____	% of Book _____
Tidwell: <i>Church Administration: Effective</i> -	Pages Read _____	% of Book _____
Vaters: <i>The Grasshopper Myth</i> : -	Pages Read _____	% of Book _____

Name: _____