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

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Required Texts

English Books

Spanish Books

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. It 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. Understand how the American Legal System operates.
4. Find, interpret, and apply Bible passages that form a theological basis for good management, administration, supervision, organization, leadership, church government, finance, and legal issues relevant to ministers and lay leaders.
5. Identify the roles and responsibilities of the pastor, board, and officers for the financial management of the local church.
6. Understand, state, and apply administration and management theory and principles.
7. Establish procedures for conducting church business in a professional and responsible manner.
8. Implement management and administration ideas, procedures, and techniques to improve the effectiveness of the local church’s operations.
9. Know and understand many of the substantive legal principles that apply to churches and clergy.
10. Identify circumstances that require professional accounting, legal, and counseling assistance.
11. Identify and describe several risk management principles and strategies to assist churches and clergy lower their risk of legal liability.
12. Continue their studies of church administration and management.
Course Requirements, Grading, Examination, Class Participation, Quizzes, Research Paper, and Case Studies

The final course grade will be based upon the following: examination (35%); class participation—includes submission of written answers 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. Make-up examination will not be given, except for documented exigency. Students are required to read all assigned materials (the assigned chapters in the Texts, handouts, etc) and be prepared to discuss them in class. Students are encouraged to ask questions and comment on the issues raised by the assigned reading. 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 June 14, 2012. The research paper must be at least ten pages and must follow the Chicago Manual of Style. The topics for the research paper will be discussed and assigned 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

May 17  
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. 
Español: Capítulos 1-2 del libro de Anthony y Estep y Capítulos 1-2 del libro de Calderón.

May 18  
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. 
Español: Capítulos 3-8 del libro de Anthony y Estep y Capítulos 5-8 del libro de Calderón.

May 19  
Organizing, Supervising, Human Resources, Leadership, Training, and Quiz 
Read Chapters 9-16 of the Anthony and Estep Text and Chapters 6-7 of the Tidwell Text. 
Español: Capítulos 9-16 del libro de Anthony y Estep y Capítulos 3-5 y 9 del libro de Calderón.

May 20  
Finances, (budgets, financial plans, etc), Legal Matters (constitution, criminal, civil, contracts, torts, negligence, defamation, child abuse, clergy malpractice, etc), and Parliamentary Rules. 
Read Chapters 16-23 of the Anthony and Estep Text and Chapters 8-10 of the Tidwell Text. 
Español: Capítulos 17-23 del libro de Anthony y Estep y Capítulos 10-12 del libro de Calderón. 
Final Examination
Recommended Books


Bibliography for Further Study


