COURSE DESCRIPTION: A study of organization and activities of a church including consideration of how a church can use organization in fulfilling the Lord’s Commission.

TEXTS: CHURCH ADMINISTRATION, EFFECTIVE LEADERSHIP FOR MINISTRY, Charles A. Tidwell; Church Administration Handbook, Bruce Powers, Editor.

COURSE OBJECTIVES:
   a. Develop knowledge of basic church administration principles
   b. Develop a knowledge of administrative resources
   c. Develop basic skill for leading in a local church ministry

TESTS: In addition to a mid-term and final test, there will be test over some assigned projects.

ASSIGNMENTS:
1. Read the texts as assigned
2. Read five articles and write a one page paper on each article. Each article should be related to a field of Church Administration. You may find articles in “Church Administration” or “Church Leadership” located in the BMATS Library. You may find additional sources in the course of your study. Abstracts of articles should be single-spaced and include: Title, Author, Synopsis, and Evaluation.
3. Select a ministry in your church and describe it from an administrative standpoint. Give the ministry objective of that ministry, show how it relates to the purpose of the church, describe the program, identify required resources (human, financial, and facilities) and controls for guiding the ministry. If the ministry you select does not have the planning components, describe the ministry as it should be from an administrative standpoint. Reports should be double spaced using no more than 12 font, and documented.

Note: All writing is to be prepared for grading using the grading rubric adopted by the faculty. All written work should be kept in a notebook to be turned in the last regular class period.

GRADING: Grades will be based on completion of all assignments, reports, tests and attendance. If an "A" is to be earned, you must complete and demonstrate quality in assigned work, achieve an average test score of “91,” be present and participate in class discussions. Grade for an assignment will drop by one letter each week it is late.

This syllabus is dated, May 23, 2011. It may be changed to better meet the needs of the class.