RE 511 PRINCIPLES OF CHURCH ADMINISTRATION  PROFESSOR:  MCCANN  
FALL 2011

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

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

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

COURSE OBJECTIVES:
   a. Develop knowledge of basic church administration principles.
   b. Be able to analyze a local church ministry.
   c. Be able to apply church administration principles in leading a local church.
   d. Develop a knowledge of administrative resources and be able to determine their applicability to a particular local church.

ASSIGNMENTS: Complete all assignments in a timely manner.
1. Read and evaluate the concepts of administration presented in Tidwell and Powers. Be prepared to give your evaluation orally in class sessions. All assigned reading should be completed according to the class calendar.
2. Select 10 articles related to a facet of church administration and prepare a one page analytical summary of each article. Assignments will be made for an oral presentation. Articles selected for presentation in class should be related to the subject of class discussion. Your paper should include: Title, Author, Analysis, and Evaluation.
3. Select five ministries described by Powers. Write a paper about each ministry in which you:
   a. Describe the ministry.
   b. Compare the ministry with that in your church.
   c. Evaluate the applicability of such a ministry in your church program.
   d. Determine necessary steps for adapting the ministry into your church program.
4. Select a ministry (in your church) and describe it administratively. Begin by stating the purpose of your church, and then state the ministry objective of that particular ministry. Show how the objective relates to the church’s stated purpose. Describe the program. Determine the resources (human, financial, and facilities) that the ministry requires. Identify controls for guiding that ministry. If the ministry does not have the planning components, describe the ministry as it should be from an administrative standpoint.

GRADING: Grades will be based on research, reports, tests, and attendance. If an "A" is to be earned, you must complete and demonstrate quality in all work, achieve an average test score of “91,” and be present and participate in class discussions. Assignments are to be completed by due dates; the grade for an assignment will drop by one letter each week it is late. 
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. This syllabus is dated 5/23/11. It may be changed to better meet the needs of the class.