Christian Administration (RE 311 and 511)
Course Syllabus: Baptist Missionary Association Theological Seminary
Dr. Mark Livingston

Note: The instructor reserves the right to change or amend this syllabus as needed.
Class meets at BMATS

Course Description From the Handbook:

RE 311. Church Administration (Summer 2011; Fall 2012) Students are made aware of the general organization and activities of the local church. The study includes consideration of how the church can and should use organizations in fulfilling the Lord’s Commission.

RE 511 (For Masters Credit): RE 511. Principles of Church Administration (Fall/2010; Summer/2011) Through study and specialized research, students should be able to identify various components of church administration. The course is intended to make students aware of administrative principles for leading and organizing a church and to develop competency for guiding a church in carrying out a Biblical ministry program.

Course Objectives

- Identify and discuss the development of modern administration practices.
- Define the Biblical organization and Administrative structures in Scripture.
- Identify key components necessary for successful ministry.
- Define how to develop leadership and delegation practices in the local church.
- Identify and discuss how to prioritize in church work.
- Define and discuss the biblical role of shepherding in ministry.

Required Reading (All degree programs).


For Masters Credit additional required reading:


Course Assignments

Masters Level (511):

- Book review over Witmer’s Book. 5-8 pages.
- Mid-Term and Final Exam.
- Reading Quizzes (over MacArthur – see the schedule).
- Ministry Project: Evaluate a local church setting and determine its polity, history, current structure and level of growth. Interview the pastor or key leadership. More details will be given to Masters Level Credit students the first day of class.

**Bachelors and Associate Level Assignments (311):**

- Mid-Term Exam
- Final Exam
- Reading Quizzes on MacArthur (see the schedule).

**Misc**

Attendance is required for all scheduled class times. Please see the student handbook for complete details. Tardiness is not appreciated.

All work must be turned in on time. Late work will not be accepted, unless approved by the instructor ahead of time. Please plan ahead.

Working on other class notes, projects, internet surfing, etc. will not be tolerated. It will result in action that could lead to failure of the course. Computers should be used for course work only.

Writing and project assignments must meet handbook standards. Please refer to your student handbook.

**Participation**

The student should **not** do the following in class:

1. Have cell phones on and in use during class time.
2. Surf the Internet while class lectures are in progress.
3. Refuse to participate in class discussions.
4. Work on other course work, projects, etc. while in this class.
5. Dominate class discussion.
6. Miss excessive amounts of class.
Class Schedule:

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Quiz over reading</th>
<th>Additional Assignments due</th>
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</thead>
<tbody>
<tr>
<td>8/28</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>9/4</td>
<td>MacArthur, chapters 1-2</td>
<td></td>
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<tr>
<td>9/11</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>9/18</td>
<td>MacArthur, Chapters 3-4</td>
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<tr>
<td>9/25</td>
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</tr>
<tr>
<td>10/2</td>
<td>MacArthur, Chapters 5-6</td>
<td>None</td>
</tr>
<tr>
<td>10/9</td>
<td>None</td>
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<tr>
<td>10/16</td>
<td>Mid-Term Exam</td>
<td>Mid-Term Exam</td>
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<tr>
<td>10/23</td>
<td>MacArthur, Chapters 7-8</td>
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<tr>
<td>10/30</td>
<td>None</td>
<td>Book Review on Witmer Masters Level 511</td>
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<tr>
<td>11/6</td>
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<tr>
<td>11/13</td>
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<tr>
<td>11/20</td>
<td>MacArthur appendix 10</td>
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<tr>
<td>11/27</td>
<td>None</td>
<td>Final Project Due Masters Level 511</td>
</tr>
<tr>
<td>12/4</td>
<td>Final Exam</td>
<td>Final Exam</td>
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