Administrative Christian Leadership (RE 512)
Course Syllabus: Baptist Missionary Association Theological Seminary
Dr. Mark Livingston
May 24-28, 2010

Note: The instructor reserves the right to change or amend this syllabus as needed.
Class meets Monday-Friday May 24-28 at BMATS

Course Description:
A study of theories, types, and principles of administrative leadership is made. Special emphasis is given to the pastoral ministries field; educational, music, and youth directors; and lay persons involved in leadership positions.

Course Objectives:
- Identify and discuss the Biblical definition of successful ministry.
- Discuss the importance of humility within the context of ministry.
- Identify key components necessary for successful administration.
- Define the Biblical definition of a leader.
- Identify and discuss the importance of time management.
- Identify the marks of clear communication.
- Identify and discuss effective staff meetings.
- Identify and discuss the pastor’s schedule, daily duties, and responsibilities.
- Identify and discuss how to handle church conflict.

Required Reading:
Note: Please see the bibliography below for author and book titles.

Before the class begins students should have read Humility and Liberating Ministry from the Success Syndrome. The student should then choose one more book to read from the bibliography list.

The student will need to take the third title (the book chosen by the student) and write a two-page summary (double-spaced, typed) on the book. Do not simply report on the book, rather discuss how you intend to apply the main principles of the work to your ministry. Students will share this report with the class at scheduled times throughout the week. This report counts for 10% of the final grade.

Note: Please see the bibliography below for author and book titles.
BIBLIOGRAPHY


Course Assignments:

To complete the course the following assignments are required:

1. Turn in the two-page essay on a chosen book title. This will be due the first day of class. Give an audible report on the work to the class when asked by the professor. (10% of final grade)
2. Administrative Project: Students will be assigned to a team (size depends upon enrollment). Each team will be given a church/staff “administrative problem”. The team must come up with an action plan to effectively handle the problem in a biblical manner. Research time will be given daily. The Administrative Project will be due on Thursday. Teams will present their problem and solution to the class. A complete set of details will be given on the first day of class to each student. (40% of final grade)
3. A final exam will be given at the end of class. This counts for 50% of the grade.