PRINCIPLES OF CHURCH ADMINISTRATION

COURSE DESCRIPTION: Study of church organization and activities.

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

TESTS: There will be a mid-term and final test. Other tests over assigned reading and other activities may be given at any class session.

ASSIGNMENTS: Complete all assignments in a timely manner. Grades will drop by one letter each week an assignment is late.

1. Read the assigned portion of the texts each week
2. Read articles which relate to class discussion from "Church Administration" or other journals. Some articles will be presented each week as a one-page abstract. (Students should make copies of their abstracts since they will not be returned). Abstracts should be single-spaced and include: Title, author, Synopsis, and Evaluation. No one should use the actual article when giving a report. Students are to summarize the material and report that summary emphasizing parts of the article which was found applicable to his ministry. The articles should be turned in the last regular class session of the semester.
3. Write a 5-7 page research paper on a field of administration. Reports should be double spaced using no more than 12 font, and documented. Grades will be lowered for incorrect grammar, misspellings, and tardiness. NOTE: An abstract of the paper you are planning to write must be prepared by mid semester. The paper itself should be completed by November but is to be turned in the last class session of the semester. If it is not turned in at that time, the student will receive an “F” on that part of his work.
4. Prepare reports as assigned on specific chapters in Church Administration Handbook, Bruce Powers, Editor.

GRADING: Grades will be based on the research paper, reports, tests, and participation. If a grade of "A" is to be earned, one must be regular in attendance and complete all assigned work on time. The two major test will account for two thirds of the semester grade (one third each). All other work will account for one third of the grade. Each unexcused absence will result in a four percent grade reduction. A tardy will count as 1/3 absence.

This syllabus may be changed to better meet the needs of the class.
This syllabus is dated June 30, 2009