Administrative Christian Leadership (RE 512)
Course Syllabus: Baptist Missionary Association Theological Seminary
Dr. Mark Livingston
January 25—May 10, 2011 (Spring Term)

Note: The instructor reserves the right to change or amend this syllabus as needed.
Class meets Tuesday afternoons (check the schedule) 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 people 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.
- Define and discuss the biblical role of shepherding in ministry.

Required Reading


The Holy Bible (I will use the ESV version). Any version is allowed that is a dynamically equivalent translation.

Course Assignments

To complete the course the following assignments are required. Each assignment counts as 25% of the class grade. Add up all four and you have your final average. Due dates for each project are enumerated in the schedule section of this syllabus.

1. **Administrative Notebook Project:** Each student will compile a notebook on one of three subjects. Ministry will demand preparation and skillful leadership, so this project seeks to aid the student in thinking through key leadership areas, formulating a plan for these areas, and having a ready
resource for future ministry needs. Subjects for notebooks are:

a. An 8 week pre-marital counseling notebook: This notebook should be prepared with 8 sessions to be used in counseling a couple who comes to you for marriage. You should prepare a teaching sheet for each session, any handout material, and resources.

b. 8 week notebook for Building and equipping Male Leadership: This notebook should be an 8 week course used for discipleship with men. The focus of this notebook is on training men to lead in the church through worship, evangelism, discipleship, and spiritual growth.

*Note: Women should do the same but for a Titus 2 Woman*

c. Church Administration Policy Handbook: This notebook can be a compilation of 8 key subject areas that one will encounter in church work. This should be a policy manual dealing with but not limited to: Employee handbook, child-protection training, staff policy and procedures, staff job descriptions, liability/medical wavier, marriage policy, insurance and emergency procedures, church usage forms, etc.

2. **5-7 page book review over one book contained in this bibliography** (see the attached bibliography). *You should not have read this book previously.*

The book review should clearly follow this outline:

a. Introduction (1 page at the most; Really, no more than two paragraphs) explaining the main point of the book/author.
   i. What is the main point of the book?

   i. How is the book divided?
   ii. What are some resources the book provides?
   iii. What is the book about, how many chapters, etc?
   iv. What is the author’s writing style?

c. Arguments for or against the author’s points (1-2 pages).
   i. Why (or why not) do you like this work?
   ii. What are weaknesses you see in the work?
   iii. What are strengths of the book?
   iv. Would you recommend this reading to others in ministry?

d. Application of the work to your own ministry (1-3 pages).
   i. How will you use this book in ministry?
   ii. What are some areas in your current ministry that will be affected when applying this book?
   iii. What are some key insights you learned from this book that you did not consider previously?

3. Examination: multiple choice/true-false/fill in the blank exam over material covered from class lectures, readings, and discussions (Mid-Term and Final will be averaged together and calculated as 25%).

4. Reading Quizzes: Given periodically over reading material and totaled for a final quiz grade. *Your lowest two quiz grades will be dropped.* **Quizzes**
cannot be made up. In the class schedule you will find reading chapters. If chapters are listed on a specific date, that means that the chapters listed should be read by that date, and quizzes are possible over said chapters.

**Late Work**

Projects:

In the event that you are unable to turn in your project or book review on the stated date, you may still turn in late assignments. Five (5) numerical points will be deducted from the assignment each day (Weekends included) AFTER the stated due date. You must turn in the stated projects in order to pass the course. Note: This class meets only once a week. Your papers need to be physically submitted (no emails due to grading, etc). Therefore, if you are late and you do not mail your paper to me (P.O. Box 3043 Lufkin, Texas 75903) you will receive five points for each day it is not in my possession. Waiting until the next class session will cost you 35 points. It is best to plan ahead and simply turn your projects in on time.

Exams:

Tests can be made up in the event of a ministry (or personal) emergency. All make up tests will be essay. The student should contact the professor as soon as the emergency is known. The professor reserves the right to deny a make-up if he deems the emergency superfluous.

You should not expect to miss exams!

**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.

If the instructor records the student breaking these participation rules, then the instructor will deduct one point per recorded violation from the student’s final numerical grade.
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<thead>
<tr>
<th>Date</th>
<th>Assignments Due</th>
<th>Subjects Covered</th>
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<tbody>
<tr>
<td>1/25/11</td>
<td>Read the Syllabus</td>
<td>Introduction; Definition of leadership, Biblical models; Secular models</td>
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<tr>
<td>2/1/11</td>
<td>Adams: Part 1: chapters 1, 2, 6; Part 3: chapter 2</td>
<td>Theology in pastoral work; The need for a healthy church structure; The need for family support</td>
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<tr>
<td>2/8/11</td>
<td>Adams: Part 1: chapters 3, 4, 5, 6</td>
<td>Review of notebook project; Counting the cost of ministry; The concept of Shepherding</td>
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<td>2/15/11</td>
<td>Adams: Part 1: chapters 7, 8, 13, 15, 16</td>
<td>Time management; Sermon schedules, Visiting the sick; Member care; Pastoral visits and member care</td>
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<tr>
<td>2/22/11</td>
<td>Adams: Part 1: chapters 9-10</td>
<td>Answering the call; Personality profile; What to expect when called</td>
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<td>3/1/11</td>
<td>Book review due at the beginning of class; Adams: Part 3: chapters 1, 3, 4, 7</td>
<td>Leading the congregation; Developing leaders around you; Delegating key aspects of ministry</td>
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<td>3/8/11</td>
<td>Adams: Part 3: chapters 10, 11, 12,</td>
<td>Enlisting leadership; Organizing programs; Balancing structure with ministry</td>
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<td>3/15/11</td>
<td>Adams Part 3: chapters 16, 17</td>
<td>Building usage; Policy and procedures; Financial issues</td>
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<td>3/22/11</td>
<td>Mid-Term Exam</td>
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<td>3/29/11</td>
<td>Adams Part 2: chapters 1, 2, 3, 4</td>
<td>Biblical counseling; Setting up counseling programs in the church; Policy and protection</td>
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<td>4/5/11</td>
<td>Adams Part 2: chapters 5, 6, 7, 8, 9</td>
<td>Counseling specific needs within the church body; Premarital counseling; Counseling women; Elderly counseling</td>
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<tr>
<td>4/12/11</td>
<td>Spring Break Week (no class)</td>
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<td>4/19/11</td>
<td>No reading required</td>
<td>Leadership in conflict; Building a culture of peace within your church; Becoming a peacemaker</td>
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<td>4/26/11</td>
<td>Notebook project due at the beginning of class. No required reading</td>
<td>Building a unified leadership team; An introduction to risk management</td>
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<td>5/3/11</td>
<td>Adams Part 2: chapters 13, 14</td>
<td>Leadership through change</td>
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<tr>
<td>5/10/11</td>
<td>Final Exam</td>
<td>Final Exam</td>
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**BIBLIOGRAPHY**


