RE 512
Administrative Christian Leadership
Syllabus for Spring Term 2015

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Office Hours: By appointment

Note: The instructor reserves the right to change or amend this syllabus as needed. Class meets Tuesday nights from 6:00 – 9:00 p.m. at the Conway Extension Campus.

Course Description
A broad 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 foundational elements of effective leadership within a ministry context through an examination of leadership theory and practice.
- Examine administrative best practices that enhance personal and organizational productivity.
- Distinguish the differences in administration and leadership and demonstrate how the two disciplines complement one another in effective organizations.
- Instill biblical servant leadership principles that are reproducible.
- Teach leaders to be positive change agents through effective strategic planning and organizational architecture.
- Engage students through the design of a targeted ministry plan and the establishment of goals, objectives, strategies, priorities, and initiatives they will use to accomplish the organizational mission and vision.
- Identify communication pitfalls and effective communication processes within organizations.
- Instruct leaders in conflict resolution using a biblical approach.
- Prepare students to lead churches effectively in the 21st Century through adopting the leadership style of Jesus Christ.

Texts and Readings
Required:


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

Recommended:


Course Assignments
To complete the course the following assignments are required. Due dates for each project are enumerated in the schedule section of this syllabus.

1. **Church Ministry Plan or Discipleship Plan** (30% of total grade)
   a. Ministry Plan (Pastoral students)
Each pastoral student will compile a one-year ministry plan for his church. Ministry will demand preparation and skillful leadership, so this project seeks to aid the student in thinking through key leadership areas, formulating a plan, and providing a model resource available for future ministry needs. The ministry plan should include elements taught in this course including items such as: a mission statement, a vision statement, an organizational chart, core ministries (functions), core values, schedule of services, list of committees, list of programs and events, ministry goals/objectives, directory of classes and locations, and a rudimentary financial plan/budget.

b. Discipleship Plan (Non-pastoral students)
Non-pastoral students will create a lesson series for building and equipping male leadership*. The prescribed study should be an eight-week course used for discipling lay leaders to serve in the church. The focus of the curriculum will be on training men to lead in the areas of worship, evangelism, discipleship, and spiritual growth.

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

2. Examinations (30% of total grade)
The instructor will administer two exams over material covered from class lectures, readings, and discussions.

3. Book Reviews (20% of total grade)
The student will complete two book reviews for Spiritual Leadership (Blackaby and Blackaby, 2001) and Lead Like Jesus (Blanchard & Hodges, 2005). The book reviews should be approximately five to six pages double spaced. The student should present a clear understanding of the thesis and supporting arguments; the review should not be a mere summary of the book. The student should evaluate strengths and weaknesses of the authors’ ideas and arguments, critically analyzing the content of each book. The student may use the following as a general guide for the reviews:

a. Introduction (1 page maximum) explaining the main point of the book/author.
   i. How is the book divided?
   ii. What does the book teach about leadership?
   iii. 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 (1-2 pages).
   i. How can you apply the leadership lessons learned in your current ministry?
   ii. What are some key insights you learned from this book that you did not consider previously?
4. **Assigned Readings and Weekly Checklist (20% of total grade)**

Establishing a process flow of information is essential to an effective organizational structure. To enhance communication between the instructor and the student and provide a measure of accountability, the instructor will send each student a brief checklist via email each week. The student will submit a brief response to these questions via email prior to the next scheduled class. The responses need not be long and may be in bullet points if preferred. The questions will include the following:

a. Have you completed your reading assignment for this week, if applicable?
b. What progress have you made toward your assignments (ministry/discipleship plan; book reviews; exam preparation, etc.)
c. On a scale of one to ten, how are you personally? Why?
d. Is there any way I can assist you?
e. How can I be praying for you?

**Late Work**

**Assignments:**

In the event that you are unable to turn in your ministry/discipleship project or book reviews 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. Please note, you must turn in all required assignments in order to pass the course.

**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 instructor as soon as the emergency is known. The instructor reserves the right to deny a make-up if he deems the emergency superfluous.

**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.
### Class Schedule
This schedule is tentative. An updated version will be given the first day of class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Objective Area</th>
<th>Assignments Due</th>
<th>Subjects Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-20-15</td>
<td>Leadership Foundations</td>
<td>Read the syllabus; read Adams pp. 1-38</td>
<td>Introduction; general definition of leadership, leadership essentials; developing self-discipline, leadership in the home; maintaining balance; finishing strong.</td>
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<tr>
<td>01-27-15</td>
<td>Leadership Theory</td>
<td>Read Gangel, chapters 2 &amp; 3; Adams, pp. 317-337</td>
<td>Classical definitions of leadership/administration; major leadership theories; transactional versus transformational leadership; biblical servant leadership.</td>
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<tr>
<td>02-03-15</td>
<td>Administration Basics</td>
<td>Read Gangel, chapters 1 &amp; 4; Adams, pp. 39-50</td>
<td>Time management, maintaining schedules; developing effective habits; managing staff meetings; agendas and follow-up reports.</td>
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<tr>
<td>02-10-15</td>
<td>Strategic Planning</td>
<td>Read Gangel, chapters 5 &amp; 6</td>
<td>Role of top leadership in strategic planning; developing a mission statement and vision; establishing goals, objectives, strategies, priorities, and action plans to accomplish the mission; short and long range planning; developing a budget; developing a ministry plan.</td>
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<tr>
<td>02-17-15</td>
<td>Organizational Leadership</td>
<td>Read Gangel, Chapter 11; Adams, pp. 453-458</td>
<td>Developing an org chart, alignment of personnel; job descriptions; evaluation process; channels of communication; Understanding the difference in leadership and administration in organizational architecture; learning the art of delegation.</td>
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<td>02-24-15</td>
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<td><strong>EXAM 1</strong></td>
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<tr>
<td>03-03-15</td>
<td>Contemporary Issues in Leadership</td>
<td>Assigned articles</td>
<td>Various</td>
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<td>03-10-15</td>
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<td></td>
<td><strong>SPRING BREAK</strong></td>
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<tr>
<td>03-17-15</td>
<td>Ministry Design</td>
<td>Read Adams, pp. 411-416</td>
<td>Interpretive and intentional components of ministry design.</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Due Date/Deadline</td>
<td>Description</td>
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<td>03-24-15</td>
<td>Forms of Church Leadership / Government</td>
<td>First book review due, <em>Spiritual Leadership</em>; read Adams, pp. 361-367</td>
<td>Examine the pastor-led model, congregational-led model, and the elder-led model, identifying the strengths and weaknesses of each.</td>
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<tr>
<td>03-31-15</td>
<td>Leading Change</td>
<td>Read Gangel, chapter 9</td>
<td>Basics of leading change; Kotter’s change model; modeling the way; inspiring a shared vision; challenging existing processes; enabling others to act; the art of encouragement; seeing organizations through different leadership frames.</td>
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<tr>
<td>04-07-15</td>
<td>Marks of Clear Communication</td>
<td>Read Adams, pp. 380-397</td>
<td>Communication essentials; effective communication processes, barriers to effective communication.</td>
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<td>04-14-15</td>
<td>Handling Conflict</td>
<td>Read Gangel, chapter 13</td>
<td>Roadblocks to positive human relations; building better human relations into one’s leadership style.</td>
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<td>04-21-15</td>
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<td><strong>BMAA NATIONAL MEETING</strong></td>
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<td>04-28-15</td>
<td>Leading Churches in the 21st Century</td>
<td>Ministry or Discipleship Plan due.</td>
<td>Confronting postmodernism; the Orphic Cult; changing the scorecard of successful ministry; leading churches to be missional.</td>
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<td>05-05-15</td>
<td>Following the Example of Jesus</td>
<td>Second book review due: <em>Lead Like Jesus</em></td>
<td>Developing habits of leadership fashioned after Jesus Christ; top mistakes leaders make; characteristics of highly effective leaders.</td>
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<td>05-12-15</td>
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<td><strong>FINAL EXAM</strong></td>
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BIBLIOGRAPHY


