Christian Administration (RE 511)
Course Syllabus: Baptist Missionary Association Theological Seminary
Dr. Mark Livingston
Summer Motion Class 2015 (July 20-22, 2015).
Meeting Times: 9:00 am-5:30 pm Monday-Tuesday; 9-noon Wednesday.
Contact information: mark.livingston@bmats.edu (936-634-4019 ext. 22).

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

Course Description From the Handbook:

RE 511 (For Masters Credit): RE 511. Principles of Church Administration
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 locate the historical development of modern administration practices.
- Compare and contrast the Biblical organization and Administrative structures in Scripture.
- Appraise and judge the components necessary for successful ministry.
- Formulate delegation practices in the local church.
- Argue and support the necessity of prioritizing in church work.
- Develop a personal approach to the biblical role of shepherding.
- Integrate Church Administration procedures and theories into local ministry contexts.
- Prioritize Biblical Admonitions for Church Administration and assess unnecessary administrative issues.

Required Reading


The Holy Bible (I will use the ESV version).
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. All course assignments equal 25% of your final grade.

1. Reading Quizzes (Given at the beginning of class daily over the MacArthur reading).

2. Final Exam (Given Wednesday at 11:00 am).

3. Book Reviews due on two of your required texts: The Deliberate Church and The Trellis and the Vine. **Please have these submitted at the beginning of class Monday July 20, 2015.** DO NOT do a review on MacArthur’s book. You will be quizzed on this book daily.

4. Research Project (see the addendum below).

Addendum: Research Assignment # 4: You will be given a local (not local in geographic location to the seminary but local in the traditional sense) church to research. The crux of your research will seek to answer the following Administration questions:

- How is the church governed?
- How many staff members are employed?
- Does the church have a staff/employee handbook? Is a copy available?
- Does the church hold a membership course? Is a copy of the course available?
- Does the church have a policy handbook on church building use, facilities, etc? Is a copy available?
- Will the church allow me to obtain a copy of the annual budget?
- Does the church have a counseling program? If so, what are the policies and guidelines?
- What is the church method of discipleship, small groups, and Sunday School?
- How does the church classify itself: Traditional, contemporary, etc.

- You will report your findings via a paper emailed to the professor no later than **August 17, 2015.**

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. Ten (10) 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: Your papers need to be physically submitted (no emails due to grading, etc). No papers or projects will be accepted after final exams. Grades will be turned in to the dean’s office immediately after finals.

**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 class!

**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.

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.

**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.

**Assignment Schedule:**

<table>
<thead>
<tr>
<th>Assignment Date</th>
<th>Quiz over reading</th>
<th>Additional Assignments due</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 20</td>
<td>Quiz on MacArthur, chapters 1-4</td>
<td>Book reviews due at the beginning of class</td>
</tr>
<tr>
<td>July 21</td>
<td>Quiz on MacArthur, Chapters 5-8</td>
<td>None</td>
</tr>
<tr>
<td>July 22</td>
<td>MacArthur Chapter 9 and appendix 6 and 10.</td>
<td>Final Exam</td>
</tr>
<tr>
<td>August 17</td>
<td>Research project emailed</td>
<td>None</td>
</tr>
</tbody>
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*Please note: grades will be posted AFTER August 17th!