

MINISTRY AND LEADERSHIP ADMINISTRATION, MS-201-M
Ministerial Studies [3 credits]
Independent Study
Christian Life College-Madison

I. INSTRUCTORS

Although the lead instructor for the course is Greg Pechacek (gpechacek@citychurchonline.org), the recorded lecturer is Dr. Tom Pennington (D.D., The Master's University) who has been the pastor-teacher of Countryside Bible Church since 2003. He also serves as the chairman of The Master's University and Seminary's board of directors. Dr. Pennington's 13 lectures can be found online by searching "Dr. Tom Pennington Church Administration."

II. SCHEDULE

This is an independent study course and as such it will have no formal schedule attached to it. However, students are encouraged to develop their own study schedule to help insure the greatest possible benefit from the course. Although students may complete their assignments at any time, all assignments related to this course must be completed by August 31, 2019. There will be no exceptions.

III. DESCRIPTION

The purpose of this course is to provide students with a broad overview of the theory and practice of administration in the local church by exploring the biblical concepts of leadership and administration. Additional topics to be addressed include goal setting, team building, delegation, human relationships, budgeting, working with committees and teams, legal issues, personnel management, church operations, and the management of leaders. Though the principles are universal, the focus of the course is on the church/ministry organization.

IV. OBJECTIVES

- A. The student will understand the theory and philosophy of leadership in the broad sense.
- B. The student will develop proper understanding of leadership responsibilities, such as ethics, motivation, planning and administration.
- C. The student will be able to manage change in a ministry organization with positive results.
- D. The student will be able to understand and apply a biblical concept of the necessity of administration in the church.
- E. The student will understand important legal issues that might hinder the ministry of a church.
- F. The student will be able to produce actionable steps that can be used to overcome common hurdles in developing a cohesive, effective team.
- G. The student will understand accounting practices, church financial reports, and church budgets.
- H. The student will be able to communicate a personal theology of stewardship.

V. TEXTBOOKS

- A. *Church Administration: Creating Efficiency for Effective Ministry* Second Edition by Robert H. Welch (B&H Academic, 2011).
- B. *The Five Dysfunctions of a Team: A Leadership Fable* by Patrick Lencioni (Jossey-Bass, 2002).
- C. *Leading Change*, by John P. Kotter (Harvard Business Review Press, 2012)
- D. *Ministry and Money: A Practical Guide for Pastors* by Janet T. Jamieson and Philip D. Jamieson (Westminster John Knox Press, 2009).

VI. REQUIREMENTS

- A. Reading – Each of the required texts must be read carefully and completely in the order listed above (e.g. Welch first, followed by Lencioni, etc.). Students will be required to report on the quantity and quality of their reading.
- B. Chapter Assignments - Each student will be required to complete the chapter assignments (i.e. a series of questions) for each of the chapters in Welch and Jamieson. Each assignment must not only adequately answer the stated question, but must also reflect a good understanding of the related chapter. All assignments must be double spaced and completed in 12 point, Times New Roman font. Please include the assignment question in your response. These assignments can be at the end of each chapter in Welch and Jamieson.
- C. Book Review – Students will write a 5-6 page book review of Lencioni’s book, *The Five Dysfunctions of a Team*. Papers must follow the good book review suggestions found at: https://owl.purdue.edu/owl/general_writing/common_writing_assignments/book_reviews.html. All papers should be written in APA style, double spaced, in 12 point, Times New Roman font. For writing and citing help see the APA cheat sheet at: www.citychurchonline.org/christian-life-college.
- D. Book Report - Students will write a 5-6 page book report on Kotter’s book, *Leading Change*. This report should adhere to the following guidelines:
 1. The book report should be a thoughtful, informed response, taking into account biblical, theological, and leadership principles and sound reasoning.
 2. The report should be 7-8 double spaced, typed pages and should include a brief statement introducing the author and title of the book and communicating that the book has not only been read in its entirety, but also read carefully and thoughtfully. If the book has not been read in this manner, communicate the true quantity and quality read.
 3. Include the primary thesis, purpose, and the major ideas communicated by the book (i.e. Kotter’s eight stage process). This should be the largest section of your paper.
 4. Include ideas that changed or challenged your thinking. How and Why? What ideas are interesting, novel, or problematic? What points are particularly helpful for applying these change principles? This should be the second largest section of your paper.
 5. In the conclusion, state major strengths and weaknesses of the book; give a brief statement of recommendation and state why you would or would not recommend the book.
 6. Generous interaction with the author and scripture is required for a satisfactory grade. Be sure to use citations when referring to both the textbook and scripture. All papers should be written in APA style, double spaced, in 12 point, Times New Roman font. For writing and citing help see the APA cheat sheet at: www.citychurchonline.org/christian-life-college.
- E. Lecture and Notes – Students will be required to take notes on each of the lectures. These notes should only include the lecturer’s main points, sub-points and sub-sub-points. There is no need for any greater detail. All assignments must be double spaced and completed in 12 point, Times New Roman font.

VII. GRADING

Reading	10%
Lecture Notes	10%
Book Report	20%
Book Review	20%
Chapter Assignments	40%

<i>Letter Grade</i>	<i>Scores</i>	<i>Description</i>	<i>GPA</i>
A	93-100	Excellent	4.00
A-	90-92		3.67
B+	88-89	Very Good	3.33
B	83-87	Good	3.00
B-	80-82	Above Average	2.67
C+	78-79		2.33
C	73-77	Average	2.00
C-	70-72		1.67
D+	68-69	Below Average	1.33
D	63-67	Passing	1.00
D-	60-62		.67
F	0-59	Failure	.00
I		Incomplete	

VIII. EXTENSIONS: There will be no extensions in this class except for extenuating family emergencies or medical reasons. Incompletes occur when class work is not completed during the semester. Incompletes automatically become “F” thirty days after the semester ends.

IX. ACADEMIC INTEGRITY: Academic dishonesty constitutes a serious violation of scholarship standards at CLCM and can result in denial of credit and possible dismissal from school. Academic dishonesty includes cheating on assignments or exams, plagiarism, fabrication of research, the facilitation of academic dishonesty, and depriving others of research materials.

X. CREDIT AND AUDIT

- A. The current cost of 3 credits is \$375. Students who pay in full on or before the first day of June will receive a \$50 discount. Successful completion of this course will result in 3 credits towards an Associate of Arts degree in Biblical Studies from Christian Life College, Mt. Prospect, Illinois.
- B. This independent study course may be audited for free. To fully benefit from the course, auditors will want to read all the required texts and complete all the assignments. However, auditors can gain a great deal of understanding by simply listening to the lectures and reading Welch’s book.
- C. Application Fee – There is a one-time Registration and Application fee of \$25. This one-time fee must accompany every first-time application for enrollment or audit.