



Leading Team-Based Ministry CEAM 6314

Fall 2019 – Online (Full Semester)
New Orleans Baptist Theological Seminary
Discipleship and Ministry Leadership Division

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The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church.

Purpose of the Course

The purpose of this course is to provide quality theological education for students in the area of building a team-based ministry in the context of the local church. The course will emphasize the seminary's current core value focus assigned annually by the Administrative Council

Core Value Focus

Doctrinal Integrity – Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. The doctrinal statements used in our evaluations are our Articles of Religious Belief and the Baptist Faith and Message Statement.

Spiritual Vitality – We are a worshipping community, with both personal spirituality and gathering together as a Seminary for the praise and adoration of God and instruction in His Word.

Mission Focus – We are not here merely to get an education or to give one. We are here to change the world by fulfilling the Great Commission and the Great Commandments through the local church and its ministries.

Characteristic Excellence – What we do, we do to the utmost of our abilities and resources as a testimony to the glory of our Lord and Savior Jesus Christ.

Servant Leadership – We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us.

Annually, the President will designate a core value that will become the focus of pedagogy for the year. For 2019-2020 academic year that Core Value is *Spiritual Vitality*.

Curriculum Competencies Addressed

This course will address the following curriculum competencies:

1. *Interpersonal Skills*: Understand how to build relationships with other ministry leaders within the local church.
2. *Servant Leadership*: Determine how the Senior Pastor and other staff members can serve one another while still providing the appropriate leadership required.
3. *Spiritual and Character Formation*: As a staff team intentionally “grow up in all things into Him who is the head – Christ” (Eph. 4:15b, NKJV).

Course Description

This course is designed to be an analysis of servant leader roles and ministry team dynamics in a multiple-staff ministry in the local church.

Student Learning Outcomes

This course is designed to be highly interactive. Specifically, the course will examine the dynamics that play a role in the forming and performance of a local church staff as a ministry team. Moreover, the course will address the associated characteristics and methodologies of team ministry relations, as well as the appropriateness of each in a local church context. The student involved in this process should be able to accomplish the following:

1. Demonstrate an understanding of the theological and ecclesiastical foundation and context of the local church and the implementations of this understanding upon leadership and team ministry.
2. Analyze and examine biblical principles and qualifications of team leadership
3. Develop a Church Staffing Plan that includes establishing the need for a staff position, the administrative activities that lead up to recruitment, recruitment and hiring principles as well as any legal requirements
4. Learn how to manage oneself in areas of time, emotions and interpersonal relationships. Understand various challenges to families of church staff ministers and how to confront them
5. Gain a deeper understanding of the importance of interpersonal relationships and how to more effectively connect with and work with people and under supervision.
6. Develop an appreciation for the compound issues related to the recruiting of, overseeing and working with staff members. Gain exposure to and learn from some leaders who are currently active in the local church ministry.
7. Gain an understanding of special leadership issues that are often sensitive and challenging (i.e., initiating change, conducting broad-based communication, dealing with conflict and criticism, initiating biblical confrontation and church discipline, etc.).

Required Readings

The following texts and resources are required reading for class discussions and are to be read in their entirety unless otherwise specified.

Required Texts

Hartwig, Ryan T. and Warren Bird. *Teams That Thrive: Five Disciplines of Collaborative Church Leadership*. Downers Grove. InterVarsity Press, 2015.

Optional Texts

MacMillan, Pat. *The Performance Factor*. Nashville, TN. Broadman and Holman, 2001.

Putman, Jim. *Church Is A Team Sport*. Grand Rapids, MI. Baker Books, 2008.

Stanley, Andy. *Choosing to Cheat: Who Wins When Family and Work Collide*. Colorado Springs, CO: Multnomah Books, 2003.

Course Teaching Methodology

Units of Study

UNIT I. The Church Staff - Past and Present

An awareness of the biblical basis of multiple ministries in churches; of factors related to the growth of church staffs; and current needs for various staff positions.

UNIT II. Designing a Church Staff Plan both Paid and Volunteer

A study of the basic concepts and procedures to develop a functioning multiple-ministry staff:

1. The major responsibilities of the Personnel Committee.
2. Analysis of differing approaches to staff organization.
3. The steps involved in establishing a church staff organization and legal provisions relating to employment and volunteers.
4. Development of a staff organization chart and job descriptions
5. The advantages and disadvantages of a formal salary plan and the steps involved in the development and maintenance of such a plan.
6. The categories of items that should comprise a personnel policies and procedure manual.

UNIT III. Enlisting and Orienting church Staff and Lay Volunteers

The development of staff member recruitment and orientation procedures of:

1. The development of job qualifications and the use of applications for staff positions. Steps in the interview of prospective staff
2. The items to be included in induction and orientation of a new staff member.
3. The major approaches appropriate to a new staff member beginning to serve.

UNIT IV. The Staff Functioning Effectively

The application, and synthesis of the operational features of an effective church staff that include:

1. The elements of staff meetings.
2. The elements of effective inter-personal church staff relationships.
3. How to deal with unsatisfactory staff performance and termination.

Teaching Method. This class will be an interactive dialogue with between the professor and students via lecture, assessment of case studies, and student involvement in research and presentation.

Assignments and Evaluation Criteria

Unit I

Assignment: Philosophy of Church Staff

This assignment correlates to Unit 1 of our course study. Interview a current lead pastor of a multiple-staff (Pastor and at least 2 other full-time staff) Southern Baptist Church and discover his concept for the development of a ministry staff. Questions of the following nature should be asked: "What is your biblical foundation of the multiple-member staff?", "What criteria do you use in determining the 'best-fit' staff member?", "What process does your church use for searching for staff members other than the senior pastor?", "What process do you use to orient a new staff member?", "What do you do to ensure the staff member grows under your leadership?" etc. Then compare the interview with your own thoughts and differences and consider if and why you have different views on the questions asked. This paper should be 3-5 pages typed. First person is allowed in your writing.

This assignment is related to SLO#1 and 2

Due: Friday September 13th 11:59 pm CST

Unit II

Assignment: Case Study Staff Plan

Using a hypothetical case study, create a staff plan for the church that includes biblical foundations, staff position rationale, budget and personnel costs, position descriptions, and evaluation plans. Full details available in the case study.

This assignment is related to SLO #3 and 4.

Due: Friday October 11th 11:59 CST.

Unit III

Assignment: Personal Code of Conduct

Develop a Personal Code of Conduct for a Staff Minister. The paper should address the following aspects of ministry service: 1) General pledge as a minister of the Gospel of Jesus Christ 2) Conduct related to the Minister's marriage and family 3) Conduct related to seeking a ministry position and engaging the search process 4) Conduct related to serving as part of a staff team (fulfilling a particular ministry assignment) 5) Conduct related to serving as a minister to a local body of believers (serving local church as a whole) 6) Conduct related to developing relationships in the community and professionally/denominationally. The paper will be approximately 5 pages in length.

This assignment is related to SLO# 1,2, 4 and 6

Due Friday November 8th 11:59 CST.

Unit IV

Assignment: Final Topical Paper

Write a topical paper that takes significant elements of the course and address how that/those concept(s) or principle(s) can be applied in the local church to enhance or foster a strong team ministry philosophy. The paper should be 8-10 pages in length and should material gleaned from an interview of a professional staff member in the local church or a member of a denominational staff. The paper will be written from the perspective of a church with two or more staff members. Sample topics related to Unit 4 include effective communication strategies, goal setting and evaluation systems, effective supervision practices, team building, motivational techniques, management practices, coaching/mentoring, professional development, developing good team chemistry, personality types and contribution to team building and function, etc. Those are just ideas! The paper should be applicable to the entire church staff (both paid and volunteer).

This assignment is related to SLO #5,6, and 7

Due Friday December 6th 11:59 CST.

Value of each learning event is as follows:

Philosophy of Church Staff	10%
Case Study Staff Plan	30%
Personal Code of Conduct	20%
Topical Paper	30%
On-line Class participation through Discussion	10%

Course Policies

Academic Honesty Policy: All graduate and undergraduate NOBTS students, whether on-campus, internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every delivery system format. The Bible provides our standard for academic integrity and honesty.

This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Discussion Boards, or any other course requirement.

Assignment Formatting: Unless otherwise noted, all assignments are to follow Turabian 8th edition. All written assignments must be Word documents or PDFs to insure the professor or teaching assistant can open the document, written in third person unless otherwise instructed, and created in 12 pt. Times New Roman font.

Assignment Submission: All assignments are to be submitted to Blackboard by 11:59 p.m. of the due date unless otherwise indicated. Do not send files as attachments via email.

Grading Scale: Your final grade will be based on your total accumulation of points as indicated under the *Assignments and Evaluation Criteria* section of this syllabus according to the grading scale in the NOBTS 2019-2020 catalog.

A 93-100 B 85-92 C 77-84 D 70-76 F 69 and below

Late Assignments: Only under extreme circumstances, and with prior approval, will a late assignment be accepted. Late assignments will be assessed an initial 10 percent penalty and 1 percent for each day after the due date (i.e. 10/1 points for a 100 point assignment, 3/.3 points for a 30 point assignment). No assignments will be accepted more than two weeks after the original due date. Missed presentations may not be made up.

Netiquette: Appropriate Online Behavior: Each student is expected to demonstrate appropriate Christian behavior when working online. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.

Plagiarism: A high standard of personal integrity is expected of all students. Copying another person's work, submitting downloaded material without proper references, submitting material without properly citing the source, submitting the same material for credit in more than one course, and other such forms of dishonesty are strictly forbidden. *Although anything cited in three sources is considered public domain, we require that all sources be cited.* Any infraction will result in failing the course. Any infraction will be reported to the Dean of Students for further action.

Revision of the Syllabus: The course syllabus is not a legal contract. Any syllabus revision will be preceded by a reasonable notice to students. The standards and requirements set forth in this syllabus may be modified at any time by the professor. Notice of such changes will be by announcement in class or by email notice.

Withdrawal from the Course: The administration has set deadlines for withdrawal. These dates and times are published in the academic calendar. Administration procedures must be followed. You are responsible to handle withdrawal requirements. A professor can't issue a withdrawal. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in the course if you choose not to attend once you are enrolled.

Additional Information

Blackboard and SelfServe: You are responsible for maintaining current information regarding contact information on Blackboard and SelfServe. The professor will utilize both to communicate with the class. Blackboard and SelfServe do not share information so you must update each. Assignment grades will be posted to Blackboard. You will be need to enroll in the course on Blackboard.

Correspondence with the Professor: Every effort is made to respond to emails and phone calls within 24-48 hours, excluding weekends. Please feel free to contact the professor(s) with any question you may have regarding this course.

NOBTS Emergency Text Messaging Service: Once you have established a SelfServe account you may sign up for the NOBTS emergency text messaging service by going to <http://nobts.edu/NOBTSEmergencyTextMessage.html> .

Special Needs: If you need accommodation for any disability, please set up a time to meet with the professor(s) to discuss any modifications you may need that are able to be provided.

Technical Support: Need technical assistance? Contact the ITC today!

Selfserve@nobts.edu - Email for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)

BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.

ITCSupport@nobts.edu - Email for general technical questions/support requests.
504.816.8180 - Call for any technical questions/support requests.

www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.If you experience any problems with your Blackboard account you may email BlackboardHelpDesk@nobts.edu or call the ITC at 504-282-4455, ext. 8180.

Course Schedule

Week 1 – Aug. 19

Course Introduction

Biblical Foundations for the Church staff

Week 2 – Aug. 26

Developing a Staff Plan

Week 3 – Sept. 2

The Personnel Committee and Personnel Policy Manuals

Week 4 – Sept. 9

Position Descriptions

Week 5 – Sept. 16

Salary Plans

Week 6 – Sept. 23

Evaluation and Positive Discipline

Week 7 – Sept. 30

Code of Ethics, Hiring Procedures and Sources of Prospective Staff Members

Week 8 – Oct. 7

Interviews, Selection and Orientation of the New Staff Member

Fall Break – Oct. 14

Week 9 – Oct. 21

Meetings

Week 10 – Oct. 28

Supervision Defined and Expectations

Week 11 – Nov. 4

Qualities of Successful Supervisors

Week 12 – Nov. 11

Managing People

Week 13 – Nov. 18

Supervisory Failure

Week 14 – Nov. 25

Supervisory Coaching

Week 15 – Dec. 2

Creating the Environment, Staff Motivation, and Team Building

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