



LEAVELL COLLEGE

AT NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Church Leadership and Administration: LCCF1354-30 Fall 2020 (211)

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New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

COURSE DESCRIPTION

Students will examine the theories and practice of biblical leadership and effective church administration. Students will demonstrate proficiency in goal setting, legal issues, personnel management, church operations and the training of leaders. *Prerequisite: Introduction to Ministry.*

COURSE STUDENT LEARNING OUTCOMES

At the conclusion of the semester, the student will be able to:

1. Understand the biblical principles and strategies of leadership and administration for the local church.
2. Value servant leadership as an appropriate leadership style for ministry settings.
3. Develop a strategy for handling conflict within a local church.

COURSE TEXTS

The following textbooks are required:

Welch, Robert. *Church Administration: Creating Efficiency for Effective Ministry*. Nashville: Broadman and Holman, 2011.

MacDonald, Gordon. *Building Below the Waterline*. Peabody, MA: Hendrickson Publishing, 2011.

COURSE REQUIREMENTS

1. **Required Reading and Reading Reflections** (15%)
Students will read the assigned reading each week and will write a one-page reflection of the chapters. **Reflections are due before start of class.**

2. **Personal Mission Statement (10%)**
Students will develop a personal mission statement and goals for three life roles. Additional instructions are posted in Blackboard. **Due by September 21st.**

3. **Proverbs Scripture Project (25%)**
Each student will read through the book of Proverbs and identify principles to be charted under the following categories: Leadership, Management, Finances, Employee/Employer Relationships, and Family. Reflecting on the findings of the chart, students will then write a three -page reflection paper discussing the importance/implication of major Biblical principles for the effective leadership/administration of the church.
Due on Blackboard by December 10th.

4. **New Testament Scripture Project (15%)**
Students will read 1 Timothy and Titus. Students will then identify key verses regarding the qualifications of a church leader and the methods of leading a church. **Due by October 26th**

5. **Church Budget Spreadsheet (15%)**
Students will critique an annual budget for a church. Students will obtain a church budget and submit the budget and a 2-3-page paper describing and critiquing the budget.
DUE: December 7.

6. **Final Exam (20%)**
Students will take a comprehensive final exam. **Due: December 14.**

EVALUATION

The final evaluation for the course will be tabulated according to the following percentage breakdown:

Reading Reflections	15%
Personal Mission Statement	10%
Proverbs Scripture Project	25%
New Testament Scripture Project	15%
Church Budget Spreadsheet	15%
Final Exam	<u>20%</u>
	100%

GRADING SCALE

- A: 93 - 100
- B: 85 - 92
- C: 77 – 84
- D: 70 – 76
- F: below 70

COURSE OUTLINE

Week	Class Dates	Topic	Reading	Assignment Due Dates
1	Aug. 24	Introduction to Course Biblical View of Leadership: Old Testament and New Testament Models	Macdonald, pp. 1-14	
2	Aug. 31	Biblical View of Leadership: Jesus' Example Three Biblical Models	Macdonald, pp. 15-38	Due on Blackboard by August 31 st Reflection #1
3	Sept. 7	Labor Day	Macdonald, pp. 39-56; Welch, pp. 1-20	Due on Blackboard by September 12 th Reflection #2
4	Sept. 14	Spiritual Leadership Reproducing Leaders		Due on Blackboard by September 14 th Reflection #3
5	Sept. 21	What is Administration? Organization Theory	Macdonald, pp. 57-74; Welch, pp. 21-47	Due on Blackboard by September 21 st Reflection #4 ; Personal Mission Statement
6	Sept. 28	Governing Documents and Decision Making	Macdonald, pp. 75-94; Welch, pp. 48-65	Due on Blackboard by September 28 th Reflection #5
7	Oct. 5	Church Polity and Decision Making for Leaders	Macdonald, pp. 95-120; Welch, pp. 66-104	Due on Blackboard by October 5 th Reflection #6
8	Oct. 12	Delegation & Supervision of Employees/Volunteers	Macdonald, pp. 121-142; Welch, pp. 105-154	Due on Blackboard by October 12 th Reflection #7
9	Oct. 19-24	Fall Break	No class	No class
10	Oct. 26	Financial Administration	Macdonald, pp. 143-162; Welch, pp. 155-185	Due on Blackboard by October 26 th Reflection #8 ; New Testament Scripture Project

Week	Class Dates	Topic	Reading	Assignment Due Dates
11	Nov. 2	Managing the Physical Resources	Macdonald, pp. 163-184; Welch, pp. 186-241	Due on Blackboard by November 2 nd Reflection #9
12	Nov. 9	Office Administration and Organizational Communications	Macdonald, pp. 185-204; Welch, pp. 242-271	Due on Blackboard by November 9 th Reflection #10
13	Nov. 16	Ministry Evaluation Accountability Risk Management	Macdonald, pp. 205-226; Welch, pp. 272-296	Due on Blackboard by November 16 th Reflection #11
14	Nov. 23-28	Thanksgiving Break	No class	
15	Nov. 30	Long Range Planning, Time Management Programming, Discipleship, and Leading through Change	Macdonald, pp. 227-250; Welch, pp. 297-322 Welch, pp. 323-347	Due on Blackboard by November 30 th Reflection #12 & Reflection 13
16	Dec. 7	Support Activities Administration Review	Welch, pp. 348-388	Due on Blackboard by December 7 th Reflection #14; Church Budget Spreadsheet Due on Blackboard by December 10 th Proverbs Scripture Project
	Final Exam			Due on Blackboard by Dec. 14 th : Final Exam

ADDITIONAL COURSE INFORMATION

1. Attendance Policy: Leavell College follows the attendance policy as stated in the Leavell College catalog.
2. Policy for Late Submissions: All late assignments will be penalized five points for the first day and one point per day thereafter, with no assignments being accepted more than one week past the due date.
3. Plagiarism Policy: A high standard of personal integrity is expected of all Leavell College

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 committing 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 may result in failing the assignment and the course. Any infraction will be reported to the Dean of Leavell College for further action.

4. Classroom and Online Decorum: Each student is expected to demonstrate appropriate Christian behavior. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of the others in the course. A spirit of Christian charity is expected at all times. Electronic devices should be used only for classroom purposes as indicated by the professor.
5. Special Needs: If you need accommodations for a disability, please set up a meeting with the professor for consideration of any modifications you may need.
6. Emergency Plan: In the event the NOBTS schedule is impacted due to a natural event, go to the seminary's website for pertinent information. Class will continue as scheduled through the Blackboard site. Please note announcements and assignments on the course's Blackboard site.
7. Technical Assistance: For general NOBTS technical help, go to www.NOBTS.edu/itc/

SELECTED BIBLIOGRAPHY

- Beausay, William II. *The People Skills of Jesus*. Nashville: Thomas Nelson Publishers, 1997.
- Berkley, James, ed. *Leadership Handbook of Management and Administration*. Grand Rapids: Baker Books, 1997.
- Blackaby, Henry and Richard Blackaby. *Spiritual Leadership: Moving People on to God's Agenda*. Nashville: Broadman & Holman Publishing Group, 2011.
- Diehm, William J. *Sharpening Your People Skills*. Nashville: Broadman & Holman Publishers: 1996.
- Edwards, Gene. *A Tale of Three Kings: A Study in Brokenness*. Wheaton, IL: Tyndale House Publishers, 1992.
- Frinzel, Hans, and Charles Swindoll. *Empowered Leaders*. Nashville: Word Books, 1999.
- Gangel, Kenneth O. *Feeding & Leading: A Practical Handbook on Administration in Churches and Christian Organizations*. Grand Rapids: Baker Books, 1989.
- _____. *Team Leadership in Christian Ministry: Using Multiple Gifts to Build a Unified Vision*. Chicago: Moody Press, 1997.

Gilbert, Larry and Cindy Spear. *The Big Book of Job Descriptions for Ministry*. Ventura, CA: Gospel Light, 2001.

Leas, Speed B. *Discover Your Conflict Management Style*. Lanham, MD: Rowman & Littlefield, 2014.

MacArthur, John. *The Book on Leadership*. Nashville: Nelson, 2004.

_____. *The Dynamics of Church Leadership*. Grand Rapids: Baker Books, 1999.

Powers, Bruce. *Church Administration Handbook*. Revised ed. Nashville: Broadman & Holman, 1997.

Welch, Robert. *Church Administration: Creating Efficiency for Effective Ministry*. Nashville: Broadman and Holman, 2011.

Wilkes, Gene. *Jesus on Leadership*. Wheaton, IL: Tyndale House Publishers, 1998.

Webliography

- Brotherhood Mutual: <https://www.brotherhoodmutual.com/>
- Church Law & Tax: <https://www.churchlawandtax.com/>
- LifeWay church administration articles:
https://www.lifeway.com/en/articles/categories/ministry/recordType:ARTICLE_c.categories1:Church+&+Ministry_c.categories2:Administration_page:1
- Leadership Journal: <http://www.christianitytoday.com/le/>
- Guidestone Financial Resources: <https://www.guidestone.org/MinistryTools.aspx>
- Guide One Insurance: <https://www.guideone.com>