

**MM 630 - Church Administration
Syllabus
Ashland Theological Seminary – Detroit Campus
Spring Quarter 2008**

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Vision Statement for M.Div. Program:

An Ashland Theological Seminary graduate will be a person on a transformational journey toward Christ and His likeness growing emotionally and spiritually in the context of community, able, with integrity, compassion, and faithfulness, to lead and empower others on that same pilgrimage. This person will be resourced and skilled to minister God's Word in ways that are biblically appropriate and culturally relevant.

Course Description:

This course in practical ministry will focus on the role of the leader as administrator in the local church and para church ministry. We will be using the biblical concept of servant-leadership as our model. The servant-leadership approach to administration is 1) interested in the development and growth of the leader; 2) interested in the development other leaders; 3) interested in equipping others in the ministry to be good stewards of ministry tasks.

Course Objectives:

Through reading and research, classroom lecture, discussion and learning activities, our objectives will be:

1. To develop a biblical understanding of the servant-leadership model.
2. To develop an understanding of the role of leadership.
3. To gain an understanding for developing effective board/committee meetings, building team ministry, leadership selection and development (i.e. spiritual gifts, biblical character qualities), budgets, job descriptions, salary package, office management, communication skills, polity, facilities, and other related administration responsibilities.
4. To become familiar with the principles of planned change (i.e. mission, vision, purpose, goals, strategies, evaluation).
5. To develop skills related to becoming a better administrator (i.e. time management, planning, personal goal setting, team relationship building, and lifelong learning).

Course Requirements:

I. The textbooks required for reading are:

Solomon, Leroy A. Handbook on Church Administration (available at AU Bookstore) *(This notebook will be used weekly in class, so students are required to read it and bring it to class each week.)*

Flake, Floyd H., Flake, Elaine McCollins., Reed, Edwin C. African American Church Management Handbook. Judson Press. Valley Forge, PA, 2005. ISBN 0817014853.

Malphurs, Aubrey. Advanced Strategic Planning: A New Model for Church and Ministry Leaders, second edition. Baker Books. Grand Rapids, MI, 2005. ISBN 0801091810.

Classroom Lecture and Study Topics Schedule: (may be revised)

Class #1 April 1 – Ministry Management – Servant Leadership

Class #2 April 8 – Spiritual Gifts in the Church – Re-energizing the Church

Class #3 April 15 – Organizational Systems and the Church

Class #4 April 22 – Managing the System

Class #5 April 29 – Management and Motivation - Budget

Class #6 May 6 – Leadership and Effectiveness - Meetings

Church Official Board Meeting @ St. John A.M.E. Church – River Rouge

Class #7 May 13 – Environments and Situational Leadership – Personnel Management

Class #8 May 20 – Human Resources, Discipline and Relationships – Sign of Integrity

Class #9 May 27 – Communication and Group Dynamics – Group Presentations

Class #10 June 3 – Implementing Situational Leadership – Individual Presentations

Student classroom participation:

Attendance, classroom and small group participation are required. The major assignment below is team oriented, which requires you to be in class with your team. Time will be given during class to work on team assignment. This will represent 20% of your overall grade.

As a team, prepare a 4-5 page paper as a team outlining:

Mission statement

Core values (Handout)

Two ministry purpose statements

Three goals and three strategies for each ministry purpose statement

Budget predictions and personnel

Steps for evaluation

Outlined meeting agenda for presenting (the above) to a congregation (this will be an actual classroom presentation by all your members of the team participating).

- 1. Your small group will make an oral presentation of this material to the class. The final copy will be handed into the instructor, listing all members of your small group. This assignment will represent 50% of your overall grade. Assignment due on May 27th.**
- 2. Individually develop a 7-8 page paper on church administration and/or church administration. Students will present this as a 10 minute**

presentation during class. The paper is to include support from biblical text and reading assignments. This assignment will constitute 25% of your overall grade. This assignment is due on May 13th.

3. Individually you will read 150 pages from the reading list and/or pre-approved journal articles related to the subject of church administration. Write a 1-2 page book/article review(s) with the title(s) and summary. This paper will constitute 5% as an addition to your overall grade. This assignment is due by June 3rd.

All written work submitted late will reduce 15% of your grade per week. No work will be accepted after June 3rd. No incomplete grades (I) or extensions (E) will be allowed unless reasons are satisfactory to the instructor.

Paper Format and Length: See Turabian (6th edition) for appropriate formatting and referencing. Do not submit your papers in any kind of binder. Be sure to provide a proper cover page for each assignment on which you have included your full name, address, and student box number. You are expected to number content pages, use 1" margins, and a size 12 font. References are expected for all assignments.

For students who have specific physical, psychiatric or learning disabilities and require accommodations, please let the instructor know early in the quarter (preferably the first week) so that your learning needs can be appropriately met. In order to receive accommodations, documentation concerning your disability must be on file with Classroom Support Services, 105 Amstutz Hall, Ashland University, 419-289-5953. Please contact them with any questions you may have.

Ashland Theological Seminary Academic Integrity Policy Ashland Theological Seminary seeks to model servant leadership derived from biblical standards of honesty and integrity. We desire to encourage, develop, and sustain men and women of character who will exemplify these biblical qualities in their ministry to the church and the world. As members of the seminary community, students are expected to hold themselves to the highest standards of academic, personal, and social integrity. All students, therefore, are expected to abide by the academic integrity standards outlined in the Student Handbook.

Additional Resources Reading List:

Mission & Vision

Berkley, James D., (general editor). Leadership Handbook of Management and Administration. Grand Rapids, MI: Baker Books, 1994. ISBN 0801090407.

Ellis, Joe S. The Church on Purpose: Keys to Effective Church Leadership. Cincinnati, OH: Standard, 1982.

Warren, Rick. The Purpose Driven Church: Growth Without Compromising Your Message and Mission. Grand Rapids, MI: Zondervan, 1995.

Leadership/Pastoring

Maxwell, John C. Developing the Leader Within You. Nashville, TN: Thomas Nelson Publishers, 1993. ISBN 0840767447.

Ford, Leighton. Transforming Leadership. Downers Grove, IL: InterVarsity, 1991. ISBN 0830818316.

Reid, Frank M. III. The Nehemiah Plan. Shippensburg, PA: Destiny Image Publishers, 2002. ISBN 1560437669.

Swindoll, Charles, R. Hand Me Another Brick. Nashville, TN: Word Publishing, 1998. ISBN 0849937094.

Administration/Management

Berkley, James D., general editor. Leadership Handbook of Management and Administration. Grand Rapids, MI: Baker Books, 1994. ISBN 0801090407.

Cousins, Don and Leith Anderson and Arthur DeKruyter. Mastering Church Management. Portland, OR: Multnomah, 1990.